AMENDED AGENDA

REGULAR MEETING
CYPRESS CITY COUNCIL
February 28, 2022
6:00 P.M.

www.cypressca.org

Council Chambers
5275 Orange Avenue
Cypress, California

AGENDA AMENDMENTS

- Updated Attachments 2 and 3 on Agenda Item No. 4.

PUBLIC PARTICIPATION

Consistent with current COVID-19 safety guidelines, members of the public can participate in this meeting as follows:

1. Attend In-Person. Limited first-come, first-served seating is available. All in-person attendees are required to wear a face covering regardless of vaccination status, adhere to social distancing and seating restrictions, and must be free of any symptoms associated with COVID-19.

2. Attend Virtually via Webinar. This option provides the ability to provide live public comments during Oral Communications or Public Hearings and view slideshow presentations. Please register at **https://attendee.gotowebinar.com/register/1369616976003990028** to receive an email containing a link to join the webinar. Advance registration is recommended.

3. Watch the Meeting. The City Council meeting can be viewed live on Spectrum Cable Channel 36 or on the City's website at **www.cypressca.org/watchlive**.

4. Listen to the Meeting. The public may participate via the listen-only teleconference mode by calling (415) 655-0060 and entering Access Code 788-683-073 when prompted. No registration or audio pin is necessary.

5. Submit Public Comments Prior to the Meeting. The public may submit comments via email to cityclerk@cypressca.org. Comments submitted by 3:00 p.m. on February 28, 2022 will be added to the City Council agenda as a Consent Calendar item.

CALL TO ORDER

6:00 P.M.
Executive Board Room

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

ORAL COMMUNICATIONS (Three minutes per speaker, unless extended by the City Council)

The public may address the City Council on matters appearing on the Closed Session agenda. Although Council Members may provide brief responses, the City Council may not discuss or take action on items that are not on its agenda.

If you would like to address the City Council in person, please complete a Speaker's Card. If you would like to address the City Council via the meeting webinar, please click the 'hand raise' button, unmute your microphone and wait for the Mayor or City Clerk to call on you.
 = Hand Raise  = Unmute

Speakers providing comments in person will be called first. Speakers are requested to limit their comments to no more than three minutes.

Alternatively, comments may be submitted to cityclerk@cypressca.org prior to 3:00 p.m. on February 28, 2022. All comments submitted via email prior to the deadline will be added to the agenda as a Consent Calendar item.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Youngsma, et al. v. Cypress School District, et al.
Case No. 30-2021-01220176-CU-EI-CXC
Orange County Superior Court

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to Government Code Section 54956.9(d)(2)
Significant exposure to litigation - one potential case
Claim of California Voting Rights Act violation from Southwest Voter Education Project

RECONVENE
7:00 P.M.
Council Chambers

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor Paulo Morales
Mayor Pro Tem Anne Hertz-Mallari
Council Member Frances Marquez
Council Member Scott Minikus
Council Member Jon Peat

PLEDGE OF ALLEGIANCE

INVOCATION St. Irenaeus Catholic Church

The City Council does not endorse the content of the invocation and does not endorse the invocational speaker's particular faith, belief and/or religious denomination. The City Council has an established neutral policy for selecting and scheduling invocational speakers. The City Council's policy on invocations is available from the City Clerk.

REPORT OF WORKSHOP AGENDA / CLOSED SESSION
City Manager/City Attorney

PRESENTATIONS

Presentation from Orange County Human Relations

Introduction of New City Employees

Cypress College Foundation 47th Annual Americana Awards Update

ORAL COMMUNICATIONS (Limited to 30 minutes – three minutes per speaker, unless extended by the City Council)

The public may address the City Council on any matters prior to any action taken on the agenda. Although Council Members may provide brief responses, the City Council may not discuss or take action on items that are not on its agenda.

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agenda as a Consent Calendar item.

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item.

1. **Receive and File Public Comments Submitted for the February 28, 2022 City Council Meeting**

   Prepared by: Alisha Farnell, City Clerk

   Recommendation: Receive and file submitted public comments.

2. **Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading**

3. **Adopt a Resolution in Opposition to the Taxpayer Protection and Government Accountability Act, Initiative 21-0042A1**

   Prepared by: Peter Grant, City Manager

   Recommendation: Adopt a Resolution in opposition to the Taxpayer Protection and Government Accountability Act, Initiative 21-0042A1.

4. **Approve Revisions to the Boards, Commissions and Committees Policy Manual**

   Prepared by: Alisha Farnell, City Clerk

   Recommendation: Adopt a Resolution adopting the eighth revision to the Boards, Commissions and Committees Policy Manual.

5. **Approve Plans and Specifications and Award Contracts for the Annual Residential Street Rehabilitation, Project 292**

   Prepared by: Doug Dancs, Director of Public Works

   Recommendation:

   1. Approve Plans and Specifications for the Annual Residential Street Rehabilitation, Project 292; and

   2. Award a contract to Onyx Paving Company, Anaheim, CA, for $824,000, and authorize a contingency of $124,000; and

   3. Approve a Task Order for Construction Inspection Services to TRC (Vali Cooper and Associates, Inc.), for $72,320 and authorize a contingency of $10,850.

6. Approve Task Orders Initiating the Implementation of the Housing Element

Prepared by: Alicia Velasco, Planning Director

Recommendation:

1. Submit the draft Housing Element to the State Department of Housing and Community Development for a second review; and

2. Approve a task order to LSA Associates for the preparation of a Program Environmental Impact Report for $299,800 and authorize a $20,000 contingency; and

3. Approve a task order to Annealta Group for supplemental planning services for $94,550; and

4. Appropriate $414,350 in the General Fund for initial Housing Element Implementation.

7. Receive and File the Capital Improvement Program Update

Prepared by: Doug Dancs, Director of Public Works

Recommendation: Receive and file the Capital Improvement Program update.

8. Receive and File the Investment Report for the Month Ended January 31, 2022

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation: Receive and file the attached investment report.

9. Receive and File the Single Audit Report for the Fiscal Year Ended June 30, 2021

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation: Receive and file the Single Audit Report for the Fiscal Year Ended June 30, 2021.

10. Approve Register of Warrants, Transfers, and Wires Issued for the Period of January 29, 2022 through February 11, 2022

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation: Approve the attached payment register summarized below for the period of January 29, 2022 through February 11, 2022:

- Electronic Funds Transfers 10515 through 10564
- Warrants 58691 through 58828
- Payroll Transfers W1468

NEW BUSINESS

11. Approve Recreation and Community Services Commission Recommendations for Summer 2022 Concerts on the Green

Prepared by: Jeff Draper, Director of Recreation and Community Services

Recommendation: Approve the Recreation and Community Services Commission's recommendations for the Summer 2022 Concerts on the Green.

12. Award a Contract for Design of the Arnold Cypress Park Rehabilitation, Project 308

Prepared by: Doug Dancs, Director of Public Works

Recommendation: Award a contract to MIG for the design of Arnold Cypress Park Rehabilitation, Project 308, for $905,000 and authorize a contingency of $90,500.

13. Receive and File the Strategic Plan Six-Month Objectives Update

Prepared by: Peter Grant, City Manager

Recommendation: Receive and file the strategic plan six-month objectives update.

14. Receive the Government Finance Officers Associations Award for Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting

Prepared by: Peter Grant, City Manager

Recommendation: Receive the Government Finance Officers Association's Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting.

COUNTINUED ITEMS

15. Adopt the 2022 State and Federal Legislative Platform

Prepared by: Peter Grant, City Manager

Recommendation: Adopt the 2022 State and Federal Legislative Platform.

ITEMS FROM CITY COUNCIL MEMBERS

16. Consideration of a Civility, Conduct and Governance Policy; Municipal Code Amendments Related to the Civility, Conduct and Governance Policy, City Council Meeting Decorum, the Code of Ethics, and Process for Censure; and Revisions to the Policy for Adding Items to the City Council Agenda

Agendized by: Anne Hertz-Mallari, Mayor Pro Tem and Frances Marquez, Council Member

Recommendation:

1. Approve the Civility, Conduct and Governance Policy; and

2. Introduce for First Reading Ordinance No. ____, entitled "An Ordinance of the City of Cypress Amending and Restating the Rules of Order for the Conduct of City Council Meetings" reading by title only and waiving further reading; and

3. Require each Council Member to sign the Civility, Conduct and Governance Policy and Code of Ethics by March 8, 2022; and

4. Adopt the recommended revisions to the Policy for Adding Items to the City Council agenda.

17. City Council Discussion Regarding Placing a Resolution Outlining the City Council's Intention to Transition from At-Large to District-Based Elections on an Upcoming City Council Agenda

Agendized by: Frances Marquez, Council Member

Recommendation: Council Member Marquez recommends the City Council discuss placing a Resolution outlining the City Council's intention to transition from at-large to district-based elections, specific steps it will undertake to facilitate this transition, and an estimated timeframe for doing so on an upcoming City Council agenda.

ORAL COMMUNICATIONS (Five minutes per speaker, unless extended by the City Council)

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COUNCIL MEMBER REPORTS AND REMARKS

CITY MANAGER REMARKS

ADJOURNMENT - IN MEMORY OF CYPRESS RESIDENT AND POLICE VOLUNTEER DON SMITH AND HUNTINGTON BEACH POLICE OFFICER NICHOLAS VELLA

The next meeting will be an adjourned Regular Meeting, to be held on Monday, March 14, 2022, beginning at 5:30 p.m. in the Executive Board Room.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting. Dated this 24th day of February, 2022.

_____

Alisha Farnell, City Clerk

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk at (714) 229-6685 at least 72 hours prior to the meeting to enable the City to make reasonable arrangements to assure accessibility to this meeting.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **1.**

FROM: Alisha Farnell, City Clerk

DATE: 02/28/2022

SUBJECT: **Receive and File Public Comments Submitted for the February 28, 2022 City Council Meeting**

RECOMMENDATION

Receive and file submitted public comments.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **3.**

FROM: Peter Grant, City Manager

DATE: 02/28/2022

SUBJECT: **Adopt a Resolution in Opposition to the Taxpayer Protection and Government Accountability Act, Initiative 21-0042A1**

RECOMMENDATION

Adopt a Resolution in opposition to the Taxpayer Protection and Government Accountability Act, Initiative 21-0042A1.

DISCUSSION

The California Business Roundtable, an organization representing oil, insurance and drug companies has filed the Taxpayer Protection and Government Accountability Act (21-0042A1) and are working to gather the required signatures to qualify for the November 2022 ballot. If passed, the proposed initiative would amend the State Constitution to change the requirements on how cities impose, increase, and modify taxes, fees and other charges. Cities currently must follow strict guidelines to include public participation in raising taxes and fees. This initiative would curtail local voters' ability to address local issues as they deem appropriate.

Cities like Cypress update fee rates and charges and revise rate schedules to accommodate new users and activities. Most of these would be subject to new standards and limitations under threat of legal challenge if the initiative becomes law. Some affected fees and charges are:

1. Nuisance abatement charges - such as for weed, rubbish and general nuisance abatement to fund community safety, code enforcement and neighborhood cleanup programs;
2. Commercial franchise fees;
3. Emergency response fees - such as in connection with DUI;
4. Document processing and duplication fees;and
5. Facility use charges such as fees for parks and recreation services

In addition to fees and charges, the initiative puts fines and penalties assessed for the violation of state and local law at risk, making them taxes subject to voter approval under certain circumstances.

The League of California Cities, along with a broad coalition of local governments strongly oppose this initiative and is asking cities to adopt Resolutions demonstrating how harmful this measure would be to our community. It is in the City's best interest to oppose this initiative and join the coalition's efforts to fight it.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Resolution

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX-OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, OPPOSING INITIATIVE 21-0042A1, A STATE BALLOT MEASURE RESTRICTING VOTER INPUT AND LOCAL TAXING AUTHORITY

WHEREAS, an association representing California's wealthiest corporations is behind a deceptive proposition aimed for the November 2022 statewide ballot; and

WHEREAS, the measure creates new constitutional loopholes that allow corporations to pay far less than their fair share for the impacts they have on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

WHEREAS, the measure includes undemocratic provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure makes it much more difficult for state and local regulators to issue fines and levies on corporations that violate laws intended to protect our environment, public health and safety, and our neighborhoods; and

WHEREAS, the measure puts billions of dollars currently dedicated to state and local services at risk, and could force cuts to public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to support homeless residents, mental health services, and more; and

WHEREAS, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, drinking water, new schools, sanitation, and utilities.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, does hereby oppose Initiative 21-0042A1.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Cypress will join the NO on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state.

PASSED AND ADOPTED by the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, at a regular meeting held on the 28th day of February, 2022.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 28th day of February, 2022, by the following roll call vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

_____
CITY CLERK OF THE CITY OF CYPRESS

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **4.**

FROM: Alisha Farnell, City Clerk

DATE: 02/28/2022

SUBJECT: **Approve Revisions to the Boards, Commissions and Committees Policy Manual**

RECOMMENDATION

Adopt a Resolution adopting the eighth revision to the Boards, Commissions and Committees Policy Manual.

DISCUSSION

The Boards, Commissions and Committees Policy Manual outlines the procedures governing the City's appointed advisory boards and their members. The manual may be amended by City Council resolutions as needed. The last revision to the Boards, Commissions and Committees Policy Manual occurred in 2021 to address the suspension of the 2020 Commission recruitment due to the COVID-19 pandemic and provide annual opportunities for residents interested in serving on a commission.

The attached recommended revision restores Commissioner recruitment to its traditional timeframe during the month of April, restores term lengths for vacancies that will occur in 2022 to four years, and updates eligibility requirements for appointed officials in accordance with state law.

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney has reviewed the attached Resolution.

APPROVED BY: Peter Grant, City Manager

Attachments

1 - Resolution

2 - Boards, Commissions, and Committees Policy Manual
3 - Boards, Commissions, and Committees Policy Manual (Redline Version)

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX-OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, ADOPTING THE EIGHTH REVISION TO THE BOARDS, COMMISSIONS AND COMMITTEES POLICY MANUAL

WHEREAS, at the City Council meeting of April 8, 2002, the City Council adopted Ordinance No. 1022 to reorganize and centrally codify the existing system related to all boards, commissions and committees within the City of Cypress; and

WHEREAS, as part of Ordinance No. 1022, Chapter 2, Article IV, Section 2-100, establishes procedures governing the City's advisory boards through a "Boards, Commissions and Committees Policy Manual," which is to be adopted by Resolution of the City Council; and

WHEREAS, the original "Boards, Commissions and Committees Policy Manual" was adopted by the City Council on April 22, 2002, per Resolution No. 5553; and

WHEREAS, the Second Revision of the manual was adopted on April 14, 2003, per Resolution No. 5648 to address a voter approved Charter Amendment to fill unscheduled vacancies on an advisory group for the unexpired term of said office in order to preserve continuity of the advisory group; and

WHEREAS, the Third Revision of the manual was adopted on June 12, 2006, per Resolution No. 5956 to remove reference to the Non-Conforming Uses Hearing Board due to the establishment of a Zoning Administrator to perform the same functions; and

WHEREAS, the Fourth Revision of the manual was adopted on July 9, 2007, per Resolution No. 6040 to remove reference to the Cable Television Commission due to the sunsetting of this Commission as of June 30, 2007 per approval of Ordinance No. 1086 adopted on November 27, 2006; and

WHEREAS, the Fifth Revision of the manual was adopted on June 13, 2016, per Resolution No. 6567 to reflect the reformatting and clarification of procedures and requirements of advisory board members; and

WHEREAS, the Sixth Revision of the manual was adopted on March 25, 2019, per Resolution No. 6722 to reflect the title change of the Youth Standing Committee to Youth Action Committee and address the importance of attendance at commission meetings by agendizing commissioner absences for City Council approval; and

WHEREAS, the Seventh Revision of the manual was adopted on January 25, 2021, per Resolution No. 6827 to reflect changes to commission recruitment related to

the COVID-19 pandemic, suspension of the 2020 recruitment process, and staggering term lengths to provide annual opportunities for residents to apply for an advisory body position; and

WHEREAS, the Eighth Revision of the "Boards, Commissions and Committees Policy Manual" removes commission recruitment changes implemented in the Seventh Revision of the manual related to the COVID-19 pandemic and updates eligibility requirements in accordance with Government Code Section 1020.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, does hereby adopt the Eighth Revision of the "Boards, Commissions and Committees Policy Manual" as attached herein.

PASSED AND ADOPTED by the City Council of the City of Cypress, and acting as ex-officio governing Board of Directors of the Cypress Recreation and Park District, at a regular meeting held on the 28th day of February, 2022.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 28th day of February, 2022, by the following roll call vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

_____
CITY CLERK OF THE CITY OF CYPRESS

CITY OF CYPRESS

BOARDS, COMMISSIONS, AND COMMITTEES POLICY MANUAL

EIGHTH EDITION

Revised February 28, 2022

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INTRODUCTION

Thank you for your interest in serving as a member of a City Council advisory body. This manual has been prepared to help you understand the important role advisory bodies play in Cypress.

Boards, commission and committees advise and make recommendations to the City Council to assist them in addressing community needs and concerns. Members of these advisory bodies are appointed by the City Council.

It is important members understand their duties and role, attend and be prepared for meetings, and contribute to the community. City staff provides technical and administrative support to the City Council's advisory groups.

Board, commission and committee members are public officials of a legislative body and are required to comply with all applicable Federal, State and local laws and procedures.

RECRUITMENT PROCESS

The City Council conducts an annual recruitment process to fill vacancies on its advisory boards, commissions or committees. The City Council makes every effort to give representation on a board, commission or committee from a diverse cross-section of residents. Interested residents may apply for appointment to more than one advisory body, but may only be appointed to serve on one advisory body at a time.

The annual recruitment period begins April 1 and all interested residents must submit a completed application to the City Clerk's Office no later than 5:00 p.m. on the last Friday in April. Applications will be available on the City's website or from the City Clerk's office at the start of the recruitment period.

Current board, commission and committee members whose term expires during the year are not automatically reappointed and must submit a new application to be considered for reappointment.

The City Council will conduct interviews to evaluate applicants and appointments will be made in June. Appointments to fill vacancies of unexpired terms will be made for the unexpired term of the position.

During the recruitment process, the City Council may create a list of alternates to be used to fill any vacancies that occur prior to the next recruitment.

ELIGIBILITY REQUIREMENTS

Residency

Applicants must be a Cypress resident. An exception is made for members of a youth appointed body who attend a high school serving Cypress.

Public Employment Conflicts

Applicants shall not hold any full or part-time office or employment with the City and shall not serve on more than one City appointed board, commission, or committee at a time. An exception to part-time employment may be made for Youth Action Committee members.

Nepotism

Applicants shall not be directly related by blood or marriage to a City Council Member.

Oath of Office

Newly appointed advisory board members are required to take an Oath of Office administered by the City Clerk's office. Upon completion of the Oath, the member may participate in meetings and vote.

COMPOSITION

The board, commission and committee members are appointed by the City Council as terms expire and/or as vacancies occur. They are composed as follows:

Recreation and Community Services Commission – seven members

Senior Citizens Commission – seven members

Traffic Commission – five members

Reporting to the Recreation and Community Services Commission

Youth Action Committee – a minimum of seven members

TERM LENGTHS AND TERM LIMITS

Term Lengths

Recreation and Community Services Commission – four years

Senior Citizens Commission – four years

Traffic Commission – four years

Youth Action Committee – one school calendar year

Term Limits

Board, commission and committee members serve until successors are appointed by the City Council. No member shall serve more than two consecutive full and/or partial terms on the same board, commission, or committee, with the exception of the Youth Action Committee.

All members' terms expire on June 30 of the appropriate year. In the event an incumbent is removed or otherwise vacates their office, their successor shall be appointed for the remaining unexpired term.

Youth Action Committee appointments are made for a one-year term, and there is no limit of service. Members must be in, or entering, 12th grade at the time of appointment.

GENERAL BOARD, COMMISSION AND COMMITTEE DUTIES

Boards, commissions, and committees review and make recommendations to the City Council on matters pertaining to their specific areas of designation.

The general duty of all boards, commissions and committees is to act in an advisory capacity to the City Council (or designated reporting body).

The specific duties of each advisory group are:

Recreation and Community Services Commission

The Recreation and Community Services Commission provides recommendations and advice to the City Council on policies, projects, and other matters pertaining to parks, recreation and community services facilities and programs. Commissioners may also be called upon to help promote parks, recreation, and community services facilities and programs.

Senior Citizens Commission

The Senior Citizens Commission provides recommendations and advice to the City Council on policies, projects, and other matters pertaining to senior citizens programs and services, and the senior center facilities. Commissioners may also be called upon to help promote the senior citizens programs and services, and the senior center facilities.

Traffic Commission

The Traffic Commission receives input from the public involving traffic matters and provides recommendations to the City Council on ways of improving traffic conditions and enforcement.

Youth Action Committee

The Youth Action Committee advises the Recreation and Community Services Commission on the needs of young people and promotes the involvement and contribution of young people in municipal government, civic and recreational activities.

ADVISORY BODY ROLE AND RELATIONSHIPS

Relationships with the City Council

Board, commission and committee members are appointed by, and responsible to, the City Council. Members advise and make recommendations to the City Council and may be delegated other powers by the City Council, but the City Council is the ultimate authority for all policy decisions. Unless representing a position taken by an advisory body at a properly agendized public meeting, board and commission members speaking at a public meeting are required to clearly state they are representing their own opinion and not speaking for the body to which they were appointed.

Any communication with the City Council related to advisory body business should be in writing and represent recommendations made by a majority of the group at a public meeting. The written communication should originate from the advisory group chair, be copied to the group's staff liaison and submitted to the City Manager's office.

Relationships with City Staff

The City Manager may assign staff to provide support to a board, commission or committee. Staff responsibilities include facilitating meetings and preparing meeting agendas and minutes.

Advisory members shall not direct staff or determine the priority of staff work. Agenda items for advisory board meetings are determined by the City Council or staff.

Relationships with Other Board, Commission or Committee Members

In order to operate effectively, it is important that advisory groups cooperate and respect each other. One way to develop this rapport is for members to ensure meetings proceed in an orderly manner. The chairperson is responsible for managing the meeting and allocating reasonable time for discussion and deliberation of each item. It is important members prepare for presentations made to the board, commission or committee, and thoroughly review agenda materials before the meeting.

Boards, commission and committees should be aware members bring different experiences and styles to the meetings and represent different perspectives. It is important members respect each other, staff and members of the public. It is also important to remain objective when considering advisory board issues.

Relationships with the Public

Members are encouraged to seek out and become aware of public opinion relating to their board, commission or committee. Public input at meetings should be welcomed.

Members should conduct themselves at public meetings in a professional and impartial manner that respects their role and responsibilities, and represents Cypress in the best light possible. Members should be considerate of all interests, attitudes, and differences of opinion.

Meeting Decorum

The chairperson is responsible for running the meeting and ensuring an effective deliberative process. It is important that meetings start on time. Members should wait to be recognized by the chairperson before speaking and keep remarks to the issue at hand. Full attention should be given when others speak with active listening to public concerns. Courteous and professional behavior is required of all members; the ability to treat your fellow advisory board members, staff, and the public with respect is an important part of your service.

OPERATIONS AND PROCEDURES

A chairperson and vice chairperson shall be elected annually for each advisory board. A quorum of the group is required to conduct business. A majority vote of the members present and voting is required to carry a motion.

All commissions and standing committees shall meet regularly, as needed, in a location within the City. *Robert's Rules of Order – Newly Revised* covers the parliamentary procedures of all board, commission and committee meetings.

STATUTORY REQUIREMENTS

The Brown Act

The Ralph M. Brown Act provides that all meetings of a legislative body, which includes the City Council, boards, commissions, and committees, shall be open and public with all persons permitted to attend. A meeting is defined as "a quorum of the advisory body discussing or deliberating on subject matter related to the legislative body." The Brown Act prohibits a quorum from meeting privately or without notice. Serial meetings, where a quorum of the members uses any direct communication, personal intermediaries or technological devices to develop a collective concurrence as to action to be taken, are also prohibited since this exchange can occur outside the public meeting process.

All meetings must be properly noticed under the Brown Act. The agenda for regular meetings must be posted in a location accessible to the public at least 72 hours prior to the meeting. Agendas for special meetings must be posted at least 24 hours prior to the meeting. Regular minutes of such meetings shall be maintained and available for public inspection.

Ethics Training (AB 1234)

In order to meet the requirements of State law (AB 1234), all appointed advisory members who are eligible to receive a stipend for their service are required to receive no less than two hours of training in general ethics principles and ethics laws every two years. Newly appointed advisory members must complete the required ethics training within 90 days of appointment. On-site training is provided by the City on an annual basis. Advisory members who are unable to attend this training must complete the training online through the Fair Political Practices Commission prior to their next scheduled advisory board meeting; members who fail to complete the training will not be allowed to attend commission meetings until completed and are subject to dismissal from the advisory body.

The Youth Action Committee and ad hoc committee members are not required to participate in ethics training since they do not receive compensation for their service.

Conflict of Interest (Form 700)

All members of established boards, commissions and committees are required to file annual Statements of Economic Interest (Form 700) with the City Clerk upon assuming or leaving office. State law requires that designated individuals who make or participate in making governmental decisions that could affect their personal economic interests file the Form 700. Members who fail to file the Form 700 as requested are subject to an administrative fine and dismissal from the advisory body.

The Youth Action Committee members are not required to file an annual Statement of Economic Interest (Form 700).

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The City Council may, at its sole and absolute discretion, remove a member from office at any time (as specified in the Cypress Charter Section 802). The reasons for removal may include, but are not limited to:

1. The City Council determines that it would be in the best interest of the City to remove a member.

2. A member has incurred four absences from regular meetings during any 12-month period. A member arriving more than 30 minutes after the start of a meeting shall be deemed absent.

3. A member has failed to complete the mandatory ethics training (AB 1234).

4. A member has failed to file their Statement of Economic Interests (Form 700).

5. A member has violated the Oath of Office.

6. A member has been convicted of a crime of moral turpitude.

7. A member ceases to be a resident of Cypress.

Resignation

Advisory members may resign at any time. The Municipal Code requires “the office of an appointed commissioner or board member shall be immediately and automatically rendered vacant upon the member’s filing of nomination papers designating such person a candidate for the office of the City Council.” (Section 2-2.22.1)

Filling Vacancies

In the event an incumbent is removed or otherwise vacates their office, their successor shall be appointed for the remaining unexpired term.

An existing member of an advisory body who desires to seek a vacant seat on another advisory body must resign from the current advisory body in order to be considered for appointment unless their term expires in the same year as the vacancy to be filled.

MEETING ATTENDANCE

Advisory board members are expected to attend and participate in all meetings. A member is subject to removal from office by the City Council should the member incur four absences from regular meetings during any 12-month period. A member arriving more than 30 minutes after the start of a meeting shall be considered absent and not eligible to receive compensation for that meeting.

In an effort to address the importance of attendance at commission meetings, commissioner absences may be agendized for City Council review and approval.

COMPENSATION

Meeting Allowance

Compensation amounts for all boards, commissions and committees is as follows:

- $50 for attending a regularly scheduled board, commission or committee meeting (maximum payment of one per month).

- Youth Action Committee members do not receive any compensation.

Travel and Other Expenses

All travel and other expenses must be pre-approved by the designated staff liaison. State law (AB 1234) requires officials seeking reimbursement to file an expense report, as well as make an oral report at their advisory board meeting on the meeting or conference attended.

DEFINITIONS OF BOARDS, COMMISSIONS AND COMMITTEES

The City Council establishes advisory boards, commissions, and committees by Ordinance or Resolution. The following serves as definitions of the various advisory groups.

- Ad Hoc Committee. Sometimes referred to as a Task Force, is a committee appointed for a specific limited time, purpose or project.

- Board. A standing body which may be tasked with defined advisory or investigatory powers as stated in an establishing ordinance.

- Commission. An appointed body that serves at the City Council's pleasure in an advisory capacity to provide citizen input and recommendations related specifically to their assignment.

- Committee. May be an ad hoc or standing body, tasked with more narrow duties, including to provide support to discrete community projects or events, or to advise the City Council on solutions to specified problems or issues.

ADDITIONAL RESOURCES

City Website
www.cypressca.org

Municipal Code
http://qcode.us/codes/cypress/

City Charter
www.cypressca.org/home/showpublisheddocument/126/637594432647230000

California Codes
http://leginfo.legislature.ca.gov/faces/codes.xhtml

Fair Political Practices Commission
www.fppc.ca.gov

Robert's Rules of Order
www.robertsrules.com

CITY OF CYPRESS

BOARDS, COMMISSIONS, AND COMMITTEES POLICY MANUAL

~~SEVENTH~~ EIGHTH EDITION

Revised ~~January 25, 2021~~February 28, 2022

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INTRODUCTION

Thank you for your interest in serving as a member of a City Council advisory body. This manual has been prepared to help you understand the important role advisory bodies play in Cypress.

Boards, commission and committees advise and make recommendations to the City Council to assist them in addressing community needs and concerns. Members of these advisory bodies are appointed by the City Council

It is important members understand their duties and role, attend and be prepared for meetings, and contribute to the community. City staff provides technical and administrative support to the City Council's advisory groups.

Board, commission and committee members are public officials of a legislative body and are required to comply with all applicable Federal, State and local laws and procedures.

RECRUITMENT PROCESS ~~AND COVID-19 PANDEMIC~~

The City Council conducts an annual recruitment process to fill vacancies on its advisory boards, commissions or committees. The City Council makes every effort to give representation on a board, commission or committee from a diverse cross-section of residents. Interested residents may apply for appointment to more than one advisory body, but may only be appointed to serve on one advisory body at a time.

~~Due to the COVID-19 pandemic, the~~ The annual recruitment ~~process in 2020 was suspended. As such, the 2021 recruitment process will be modified to fill vacancies that occurred in 2020 and will occur in 2021. The 2021 recruitment will be conducted in accordance with all health and safety guidelines. Additionally, the term lengths for board, commission or committee members appointed in 2021 will be staggered to ensure annual recruitment opportunities for interested residents.~~

~~The 2021 recruitment~~ period ~~will~~ begin~~s~~ ~~February~~ April 1 and all interested residents must submit a completed application ~~via email or U.S. mail~~to the City Clerk's Office no later than 5:00 p.m. on ~~February 26~~the last Friday in April. Applications will be available on the City's website or from the City Clerk's office at the start of the recruitment period.

Current ~~or former advisory body~~board, commission and committee members whose terms ~~expired~~ expires ~~in 2020 or will expire in 2021~~during the year are not automatically re~~-~~appointed and must submit a new application to be considered for reappointment.

The City Council will conduct interviews to evaluate ~~prospective advisory body members~~applicants and ~~will make~~ appointments ~~to fill all vacancies~~will be made in ~~March or April~~June. ~~Interviews may take place virtually to comply with current health and safety guidelines. Current advisory body members whose term ends in 2021, and are not re-appointed, will end their terms at the time City Council makes their new appointments as part of the 2021 recruitment process~~Appointments to fill vacancies of unexpired terms will be made for the unexpired term of the position.

During the recruitment process, the City Council may create a list of alternates to be used to fill any vacancies that occur prior to the next recruitment.

~~TERM LENGTHS AND TERM LIMITS~~

~~Term Lengths~~

~~Due to the COVID-19 pandemic and suspension of the 2020 recruitment process, advisory body members will be appointed to the following terms.~~

~~Recreation and Community Services Commission:~~

- ~~Two seats – March/April 2021 through June 30, 2022 (1 year)~~
- ~~One seat – March/April 2021 through June 30, 2024 (3 years)~~
- ~~One seat – March/April 2021 through June 30, 2025 (4 years)~~

~~Senior Citizens Commission:~~

- ~~Two seats – March/April 2021 through June 30, 2022 (1 year)~~
- ~~One seat – March/April 2021 through June 30, 2024 (3 years)~~
- ~~One seat – March/April 2021 through June 30, 2025 (4 years)~~

~~Traffic Commission:~~

- ~~One seat – March/April 2021 through June 30, 2022 (1 year)~~
- ~~One seat – March/April 2021 through June 30, 2024 (3 years)~~
- ~~One seat – March/April 2021 through June 30, 2025 (4 years)~~

~~Youth Action Committee:~~

- ~~All seats – one school calendar year~~

~~Term Limits~~

~~Board, commission and committee members serve until successors are appointed by the City Council. No member shall serve more than two consecutive full and/or partial terms on the same board, commission, or committee, with the exception of the Youth Action Committee.~~

~~Youth Action Committee appointments are made for a one-year term, and there is no limit of service. Members must be in, or entering, 12th grade at the time of appointment.~~

ELIGIBILITY REQUIREMENTS

Residency

Applicants must be a Cypress resident ~~and registered to vote~~. An exception is made for members of a youth appointed body who are not yet eligible to vote or who attend a high school serving Cypress.

Public Employment Conflicts

Applicants shall not hold any full or part-time office or employment with the City and shall not serve on more than one City appointed board, commission, or committee at a time. An exception to part-time employment may be made for Youth Action Committee members.

Nepotism

Applicants shall not be directly related by blood or marriage to a City Council Member.

Oath of Office

Newly appointed advisory board members are required to take an Oath of Office administered by the City Clerk's office. Upon completion of the Oath, the member may participate in meetings and vote.

COMPOSITION

The board, commission and committee members are appointed by the City Council as terms expire and/or as vacancies occur. They are composed as follows:

Recreation and Community Services Commission – seven members

Senior Citizens Commission – seven members

Traffic Commission – five members

Reporting to the Recreation and Community Services Commission

Youth Action Committee – a minimum of seven members

TERM LENGTHS AND TERM LIMITS

Term Lengths

~~Due to the COVID-19 pandemic and suspension of the 2020 recruitment process, advisory body members will be appointed to the following terms.~~

Recreation and Community Services Commission~~:~~ - four years
- ~~Two seats – March/April 2021 through June 30, 2022 (1 year)~~
- ~~One seat – March/April 2021 through June 30, 2024 (3 years)~~
- ~~One seat – March/April 2021 through June 30, 2025 (4 years)~~

Senior Citizens Commission~~:~~ - four years
- ~~Two seats – March/April 2021 through June 30, 2022 (1 year)~~
- ~~One seat – March/April 2021 through June 30, 2024 (3 years)~~
- ~~One seat – March/April 2021 through June 30, 2025 (4 years)~~

Traffic Commission: - four years

~~One seat – March/April 2021 through June 30, 2022 (1 year)~~
~~One seat – March/April 2021 through June 30, 2024 (3 years)~~
~~One seat – March/April 2021 through June 30, 2025 (4 years)~~

Youth Action Committee: - one school calendar year
~~All seats – one school calendar year~~

Term Limits

Board, commission and committee members serve until successors are appointed by the City Council. No member shall serve more than two consecutive full and/or partial terms on the same board, commission, or committee, with the exception of the Youth Action Committee.

All members' terms expire on June 30 of the appropriate year. In the event an incumbent is removed or otherwise vacates their office, their successor shall be appointed for the remaining unexpired term.

Youth Action Committee appointments are made for a one-year term, and there is no limit of service. Members must be in, or entering, 12th grade at the time of appointment.

GENERAL BOARD, COMMISSION AND COMMITTEE DUTIES

Boards, commissions, and committees review and make recommendations to the City Council on matters pertaining to their specific areas of designation.

The general duty of all boards, commissions and committees is to act in an advisory capacity to the City Council (or designated reporting body).

The specific duties of each advisory group are:

Recreation and Community Services Commission

The Recreation and Community Services Commission provides recommendations and advice to the City Council on policies, projects, and other matters pertaining to parks, recreation and community services facilities and programs. Commissioners may also be called upon to help promote parks, recreation, and community services facilities and programs.

Senior Citizens Commission

The Senior Citizens Commission provides recommendations and advice to the City Council on policies, projects, and other matters pertaining to senior citizens programs and

services, and the senior center facilities. Commissioners may also be called upon to help promote the senior citizens programs and services, and the senior center facilities.

Traffic Commission

The Traffic Commission receives input from the public involving traffic matters and provides recommendations to the City Council on ways of improving traffic conditions and enforcement.

Youth Action Committee

The Youth Action Committee advises the Recreation and Community Services Commission on the needs of young people and promotes the involvement and contribution of young people in municipal government, civic and recreational activities.

ADVISORY BODY ROLE AND RELATIONSHIPS

Relationships with the City Council

Board, commission and committee members are appointed by, and responsible to, the City Council. Members advise and make recommendations to the City Council and may be delegated other powers by the City Council, but the City Council is the ultimate authority for all policy decisions. Unless representing a position taken by an advisory body at a properly agendized public meeting, board and commission members speaking at a public meeting are required to clearly state they are representing their own opinion and not speaking for the body to which they were appointed.

Any communication with the City Council related to advisory body business should be in writing and represent recommendations made by a majority of the group at a public meeting. The written communication should originate from the advisory group chair, be copied to the group's staff liaison and submitted to the City Manager's office.

Relationships with City Staff

The City Manager may assign staff to provide support to a board, commission or committee. Staff responsibilities include facilitating meetings and preparing meeting agendas and minutes.

Advisory members shall not direct staff or determine the priority of staff work. Agenda items for advisory board meetings are determined by the City Council or staff.

Relationships with Other Board, Commission or Committee Members

In order to operate effectively, it is important that advisory groups cooperate and respect each other. One way to develop this rapport is for members to ensure meetings proceed

in an orderly manner. The chairperson is responsible for managing the meeting and allocating reasonable time for discussion and deliberation of each item. It is important members prepare for presentations made to the board, commission or committee, and thoroughly review agenda materials before the meeting.

Boards, commission and committees should be aware members bring different experiences and styles to the meetings and represent different perspectives. It is important members respect each other, staff and members of the public. It is also important to remain objective when considering advisory board issues.

Relationships with the Public

Members are encouraged to seek out and become aware of public opinion relating to their board, commission or committee. Public input at meetings should be welcomed.

Members should conduct themselves at public meetings in a professional and impartial manner that respects their role and responsibilities, and represents Cypress in the best light possible. Members should be considerate of all interests, attitudes, and differences of opinion.

Meeting Decorum

The chairperson is responsible for running the meeting and ensuring an effective deliberative process. It is important that meetings start on time. Members should wait to be recognized by the chairperson before speaking and keep remarks to the issue at hand. Full attention should be given when others speak with active listening to public concerns. Courteous and professional behavior is required of all members; the ability to treat your fellow advisory board members, staff, and the public with respect is an important part of your service.

OPERATIONS AND PROCEDURES

A chairperson and vice chairperson shall be elected annually for each advisory board. A quorum of the group is required to conduct business. A majority vote of the members present and voting is required to carry a motion.

All commissions and standing committees shall meet regularly, as needed, in a location within the City. *Robert's Rules of Order – Newly Revised* covers the parliamentary procedures of all board, commission and committee meetings.

STATUTORY REQUIREMENTS

The Brown Act

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Advisory members may resign at any time. The Municipal Code requires “the office of an appointed commissioner or board member shall be immediately and automatically rendered vacant upon the member’s filing of nomination papers designating such person a candidate for the office of the City Council.” (Section 2-2.22.1)

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Robert's Rules of Order
~~http://www.rulesonline.com/~~www.robertsrules.com

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **5.**

FROM: Douglas Dancs, Director of Public Works

DATE: 02/28/2022

SUBJECT: **Approve Plans and Specifications and Award Contracts for the Annual Residential Street Rehabilitation, Project 292**

RECOMMENDATION

1. Approve Plans and Specifications for the Annual Residential Street Rehabilitation, Project 292; and

2. Award a contract to Onyx Paving Company, Anaheim, CA, for $824,000, and authorize a contingency of $124,000; and

3. Approve a Task Order for Construction Inspection Services to TRC (Vali Cooper and Associates, Inc.), for $72,320 and authorize a contingency of $10,850.

DISCUSSION

Many projects within the Capital Improvements Program (CIP) are part of a regular multi-year program to ensure the infrastructure is adequately funded and maintained. The residential street rehabilitation project is part of an annual program within the CIP to ensure timely maintenance of streets.

The project includes either sealing the street or grinding the street and placing a new layer of asphalt. Most streets will receive a slurry seal which is typically applied to individual streets every five to seven years. This process creates a moisture barrier/weatherproofing layer that prevents damage to the underlying street pavement but does not provide any structural improvement. An asphalt overlay is typically applied to individual streets every 10 to 15 years and provides a new structural pavement section. The asphalt used also contains recycled rubberized content. This year's project will resurface various residential streets, consisting of over 23 lane miles of pavement (see attached).

On February 2, 2022, the City received four bid proposals for the project with Onyx Paving Company as the low bidder. TRC (Vali Cooper and Associates), the City’s on-call construction manager, will inspect the project. A summary of project award information is attached.

BUDGET IMPACT

The estimated costs for construction, construction management and inspection are $1,031,170 and sufficient amounts are budgeted in the City Capital Projects Fund.

LEGAL REVIEW

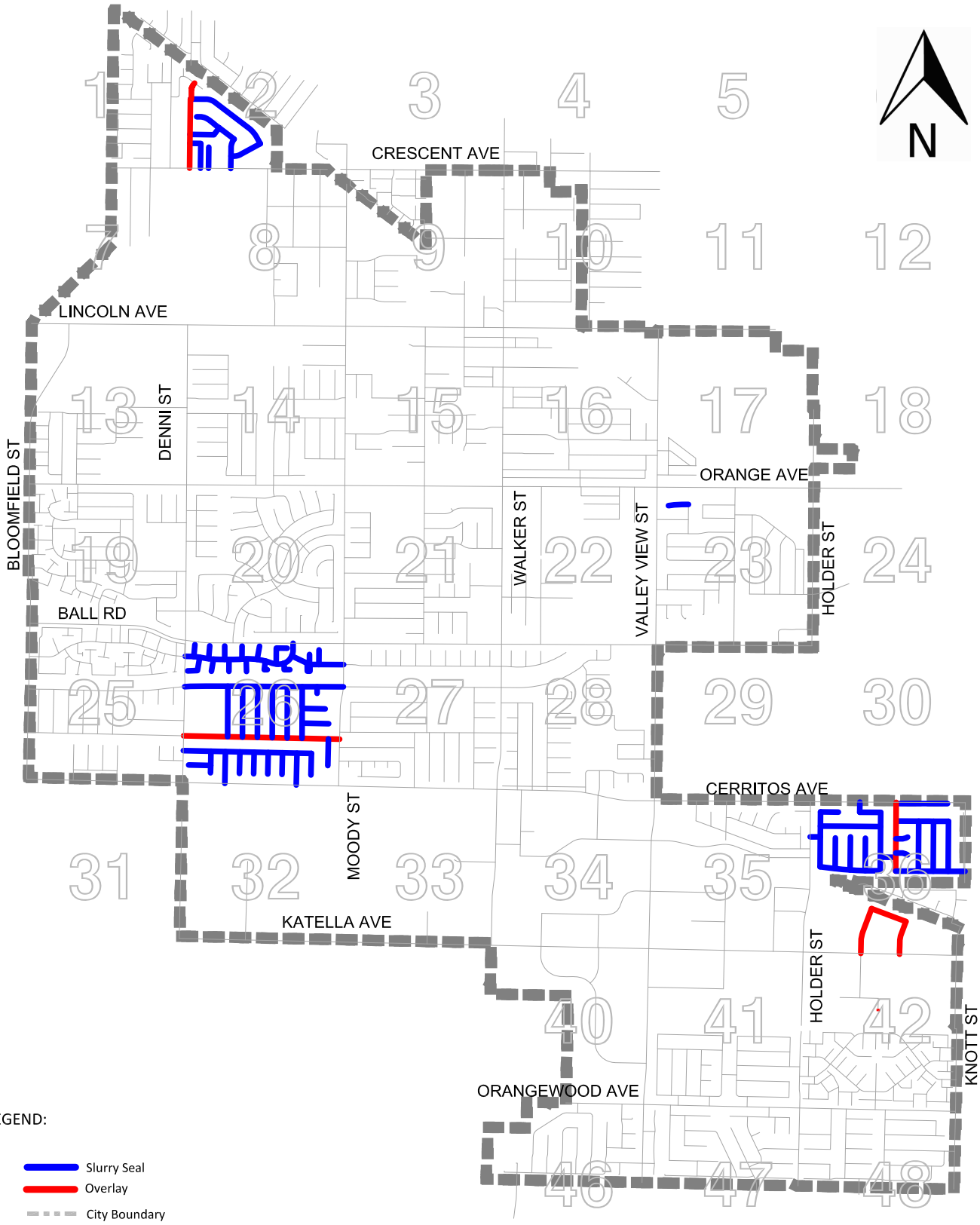
None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Location Map
Award Information and Bid Proposals
Task Order

CIP 292 Residential Street Rehabilitation



Project Award Information Checklist

Description of Project:
This project will resurface and slurry seal various residential streets.

Contract Working Days: Forty (40) working days

The Orange County Register Publication Date: January 19, 2022

Notice Inviting Bids Sent to: The Orange County Register, F.W. Dodge, Reed Construction Data, Construction Bid Board, Southern California Builders Association, Association General Contractors of America

Bid Opening Date: February 2, 2022

No. of Bid Packets Distributed: Twenty two (22)

	Bidders	**Base Bid Amount**
1.	Onyx Paving Company, Anaheim, CA	$ 824,000
2.	All American Asphalt, Corona, CA	$ 837,640
3.	R. J. Noble Company, Orange, CA	$ 838,030
4.	Hardy & Harper, Inc., Lake Forest, CA	$ 893,000

Apparent Low Bidder: Onyx Paving Company, Anaheim, CA - $824,000

Qualified to Perform Work: Yes. Staff confirmed bid was responsive.

Contractor's License:		**Registration with DIR:**	
Valid at Time of Award:	Yes	**Contractor:**	Yes
Valid at Time of Bid:	Yes	**Sub-Contractor:**	Yes

Experience:
The apparent low bidder has performed this type of work for multiple government agencies in Southern California.

Construction Management/Inspection Firm: TRC (Vali Cooper & Associates)

On-Call Contract Date: June 12, 2017

Amount of Task Order: $ 72,320

PROPOSAL BID SHEET
PROJECT 292
SCHEDULE OF WORK ITEMS

RESIDENTIAL STREET REHABILITATION

Date: Wednesday, February 2, 2022, at 2:00 P.M

THE CITY COUNCIL
CITY OF CYPRESS
CALIFORNIA 90630

Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 292, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization (Section 9-3.1) Fivcive ~~Thousand~~ Eighteen Thousand Two Hundred fifty dollars (Not to exceed 5% of total bid amount excepting Item 1) PER LS	$ 18,250 +12,250	$ 18,250 +12,250
2.	1	LS	Traffic Control (Section 7-10) Forty Eight Thousand Dollars PER LS	$ 48,000	$ 48,000
3.	1	LS	Crack Sealing (Section 302-14) Forty Eight Thousand Dollars PER LS	$ 48,000	$ 48,000
4.	340	TONS	Remove and Replace 4" AC (Section 302) Two Hundred and Ten Dollars PER TON	$ 210	$ 71,400
5.	800	ELT	Type I Slurry Seal (RPMS) (Section 203-4) Three Hundred Dollars PER ELT	$ 300	$ 240,000
6.	419,000	SF	Edge Grind 5 ft on each side (Section 405) Fifteen cents PER SF	$ 0.15	$ 62,850
7.	234,000	SF	Full-Width Cold Milling (1.5") (Section 302-1) Twenty cents. PER SF	$ 0.20	$ 46,800

8.	2,200	TON	ARHM Overlay (ARHM-GG-C) (1.5") (Section 203-11 and 302-9) Ninety nine dollars PER TON	$ 99	$ 217,800
9.	110	TON	AC Leveling Course (Section 302) one hundred twenty dollars PER TON	$ 120	$ 13,200
10.	35	EA	Adjust Manhole to Grade (Section 302-5.8) six hundred dollars PER EA	$ 600	$ 21,000
11.	4	EA	Adjust OCSD Manhole to Grade (Section 302-5.8) one thousand two hundred dollars PER EA	$ 1,200	$ 4,800
12.	6	EA	Traffic Loops (Type E) (Section 307-4) Three hundred and fifty dollars PER EA	$ 350	$ 2,100
13.	7	EA	Traffic Loops (Type E MOD) - Bicycle four hundred dollars PER EA	$ 400	$ 2,800
14.	1	LS	Traffic Striping, Paint, etc. (Section 310) twenty seven thousand dollars PER LS	$ 27,000	$ 27,000

TOTAL AMOUNT OF BASE BID: $ ~~818,000.00~~ @ 824,000.00

TOTAL AMOUNT OF BID IN WORDS: Eight Hundred ~~Eighteen~~ Thousand @ Twenty four Thousand Dollars

(Please Print Total Amount of Bid in WORDS)

The Total Amount of Base Bid and Additive Bids stated above shall include all work and cost for work as specified on the project plans and delineated in the project specifications and all other incidental and appurtenant work that is necessary to complete the specific items of work including Bidder's overhead and mark-up, purchase of materials, taxes, transportation, permit fees, and all other costs made necessary by the Contract Documents to provide the City of Cypress with a complete operational facility meeting the approval of the City of Cypress and other agencies having jurisdiction over the project.

WEEKEND WORK: Any work adjacent to schools shall be performed during the weekend in coordination with the City Engineer.

CONTRACT TIME: It is understood and agreed that the time limit for the completion of the above work shall be within **FORTY (40)** working days of the commencement date given on the Notice to Proceed, and that required overtime and other costs are a part of the bid as noted above.

BID ADDENDA: Bidders who purchase plans and specifications at the City shall be placed on a bidders list, and shall receive any issued Bid Addenda. Bidders, who obtain plans and specifications from plan rooms or other sources, are responsible to contact the Public Works Department at 714-229-6740, in order to be placed on the Bidders List and receive any issued Addenda. Bidders shall submit a signed copy of all issued Bid Addenda with their bid. Failure to do so, may subject their bid to rejection.

PROPOSAL
CITY OF CYPRESS PROJECT 292

The undersigned bidder affirms that he/she:

a. Has noted and is fully informed as to the conditions outlined in the liquidated damages provisions of the Specifications.

b. Has satisfied himself/herself by personal examination of the location of the proposed work and such other means that he/she may prefer, as to the actual conditions and requirements of the work, and he/she shall not dispute, complain, or assert at any time after submission of the bid that there was any misunderstanding in regard to the nature and/or amount of work to be done.

c. Is aware that all proposals must be in the office to the City Clerk no later than: Tuesday, **Wednesday, February 2, 2022, at 2:00 P.M.**

d. Is aware that the City of Cypress reserves the right to reject any and all proposals.

e. Has submitted with this proposal a certificate showing proof of participation as a signatory to a recognized apprenticeship and/or training program, if required.

f. Has attached to this Proposal Cash, or a Cashier's Check or Certified Check in favor of the City of Cypress, in an amount equal to at least ten percent (10%) of the total bid, or a Bid Bond for said amount in the form furnished by the City, with the understanding that said security shall be held by the City until the Agreement for doing the work has been entered into that said security shall be forfeited to the City as liquidated damages should the undersigned fail to enter into a contract and furnish the required bonds and insurance within the time specified in the Contract Documents, if awarded the Contract; and the undersigned agrees that in the event of such failure, the actual amount of damages to the City would be impractical and extremely difficult to determine.

Please indicate whether proprietorship, corporation or partnership and any use of fictitious business name: ☒ Corporation ☐ Partnership ☐ Proprietorship

DATED: 01/27/2022

FIRM NAME: ONYX PAVING COMPANY, INC.

FIRM ADDRESS: 2890 E. LA CRESTA AVE. ANAHEIM, CA 92806

TELEPHONE: 714-632-6699

SIGNATURE: _____
Bidder

COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made hereto are true and correct.

If a partnership, name and signature of at least one General Partner.

If a corporation, names and signatures of President or Vice President, **and** the Secretary or Assistant Secretary.

NAME AND SIGNATURE:

COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA _____
Printed Name and Title Signature

NAME AND SIGNATURE:

COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA _____
Printed Name and Title Signature

NAME AND SIGNATURE:

COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA _____
Printed Name and Title Signature

Contractor's License No.: 630360

Expiration Date: 10/31/2023

PROPOSAL BID SHEET
PROJECT 292
SCHEDULE OF WORK ITEMS

RESIDENTIAL STREET REHABILITATION

Date: Wednesday, February 2, 2022, at 2:00 P.M

THE CITY COUNCIL
CITY OF CYPRESS
CALIFORNIA 90630

Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 292, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization (Section 9-3.1) Thirty Five Thousand One Hundred Fifty Dollars (Not to exceed 5% of total bid amount excepting Item 1) PER LS	$ 35,150.00	$ 35,150.00
2.	1	LS	Traffic Control (Section 7-10) Forty One Thousand Seven Hunderd Sixty Dollars PER LS	$ 41,760.00	$ 41,760.00
3.	1	LS	Crack Sealing (Section 302-14) Thirty Six Thousand Dollars PER LS	$ 36,000.00	$ 36,000.00
4.	340	TONS	Remove and Replace 4" AC (Section 302) One Hundred Fifty-Nine Dollars PER TON	$ 159.00	$ 54,060.00
5.	800	ELT	Type I Slurry Seal (RPMS) (Section 203-4) Three Hundred Eight Dollars PER ELT	$ 308.00	$ 246,400.00
6.	419,000	SF	Edge Grind 5 ft on each side (Section 405) Nineteen Cents PER SF	$ 0.19	$ 79,610.00
7.	234,000	SF	Full-Width Cold Milling (1.5") (Section 302-1) Twenty-Two Cents PER SF	$ 0.22	$ 51,480.00

8.	2,200	TON	ARHM Overlay (ARHM-GG-C) (1.5") (Section 203-11 and 302-9) One Hundred Five Dollars PER TON	$ 105.00	$ 231,000.00
9.	110	TON	AC Leveling Course (Section 302) Eighty Seven Dollars PER TON	$ 87.00	$ 9,570.00
10.	35	EA	Adjust Manhole to Grade (Section 302-5.8) Four Hundred Thirty Dollars PER EA	$ 430.00	$ 15,050.00
11.	4	EA	Adjust OCSD Manhole to Grade (Section 302-5.8) Three Thousand Two Hundred Fifteen Dollars PER EA	$ 3,215.00	$12,860.00
12.	6	EA	Traffic Loops (Type E) (Section 307-4) Three Hundred Dollars PER EA	$ 300.00	$ 1,800.00
13.	7	EA	Traffic Loops (Type E MOD) - Bicycle Four Hundred Fifty Dollars PER EA	$ 450.00	$ 3,150.00
14.	1	LS	Traffic Striping, Paint, etc. (Section 310) Nineteen Dollars Seven Hundred Fifty Dollars PER LS	$ 19,750.00	$ 19,750.00

TOTAL AMOUNT OF BASE BID: $ 837,640.00

TOTAL AMOUNT OF BID IN WORDS: Eight Hundred Thirty Seven Thousand Six Hundred Forty Dollars

(Please Print Total Amount of Bid in WORDS)

The Total Amount of Base Bid and Additive Bids stated above shall include all work and cost for work as specified on the project plans and delineated in the project specifications and all other incidental and appurtenant work that is necessary to complete the specific items of work including Bidder's overhead and mark-up, purchase of materials, taxes, transportation, permit fees, and all other costs made necessary by the Contract Documents to provide the City of Cypress with a complete operational facility meeting the approval of the City of Cypress and other agencies having jurisdiction over the project.

WEEKEND WORK: Any work adjacent to schools shall be performed during the weekend in coordination with the City Engineer.

CONTRACT TIME: It is understood and agreed that the time limit for the completion of the above work shall be within **FORTY (40)** working days of the commencement date given on the Notice to Proceed, and that required overtime and other costs are a part of the bid as noted above.

BID ADDENDA: Bidders who purchase plans and specifications at the City shall be placed on a bidders list, and shall receive any issued Bid Addenda. Bidders, who obtain plans and specifications from plan rooms or other sources, are responsible to contact the Public Works Department at 714-229-6740, in order to be placed on the Bidders List and receive any issued Addenda. Bidders shall submit a signed copy of all issued Bid Addenda with their bid. Failure to do so, may subject their bid to rejection.

PROPOSAL
CITY OF CYPRESS PROJECT 292

The undersigned bidder affirms that he/she:

a. Has noted and is fully informed as to the conditions outlined in the liquidated damages provisions of the Specifications.

b. Has satisfied himself/herself by personal examination of the location of the proposed work and such other means that he/she may prefer, as to the actual conditions and requirements of the work, and he/she shall not dispute, complain, or assert at any time after submission of the bid that there was any misunderstanding in regard to the nature and/or amount of work to be done.

c. Is aware that all proposals must be in the office to the City Clerk no later than: Tuesday, **Wednesday, February 2, 2022, at 2:00 P.M.**

d. Is aware that the City of Cypress reserves the right to reject any and all proposals.

e. Has submitted with this proposal a certificate showing proof of participation as a signatory to a recognized apprenticeship and/or training program, if required.

f. Has attached to this Proposal Cash, or a Cashier's Check or Certified Check in favor of the City of Cypress, in an amount equal to at least ten percent (10%) of the total bid, or a Bid Bond for said amount in the form furnished by the City, with the understanding that said security shall be held by the City until the Agreement for doing the work has been entered into that said security shall be forfeited to the City as liquidated damages should the undersigned fail to enter into a contract and furnish the required bonds and insurance within the time specified in the Contract Documents, if awarded the Contract; and the undersigned agrees that in the event of such failure, the actual amount of damages to the City would be impractical and extremely difficult to determine.

Please indicate whether proprietorship, corporation or partnership and any use of fictitious business name: ☑ Corporation ☐ Partnership ☐ Proprietorship

DATED: January 27, 2022

FIRM NAME: All American Asphalt

FIRM ADDRESS: 400 East Sixth Street, Corona, CA, 92879

TELEPHONE: 951-736-7600

SIGNATURE: _____
Bidder
Edward J. Carlson, Vice President

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made hereto are true and correct.

If a partnership, name and signature of at least one General Partner.

If a corporation, names and signatures of President or Vice President, **and** the Secretary or Assistant Secretary.

NAME AND SIGNATURE:

Edward J. Carlson, Vice President
Printed Name and Title

Signature

NAME AND SIGNATURE:

Michael Farkas, Secretary
Printed Name and Title

Signature

NAME AND SIGNATURE:

Printed Name and Title

Signature

Contractor's License No.: 267073

Expiration Date: 01/31/2024

PROPOSAL BID SHEET
PROJECT 292
SCHEDULE OF WORK ITEMS

RESIDENTIAL STREET REHABILITATION

Date: Wednesday, February 2, 2022, at 2:00 P.M

THE CITY COUNCIL
CITY OF CYPRESS
CALIFORNIA 90630

Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 292, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization (Section 9-3.1) FIFTY FOUR THOUSAND DOLLARS & NO CENTS (Not to exceed 5% of total bid amount excepting Item 1) PER LS	$ 54,000.00	$ 54,000.00
2.	1	LS	Traffic Control (Section 7-10) TWENTY THOUSAND DOLLARS & NO CENTS PER LS	$ 20,000.00	$ 20,000.00
3.	1	LS	Crack Sealing (Section 302-14) THIRTY SEVEN THOUSAND DOLLARS & NO CENTS PER LS	$ 37,000.00	$ 37,000.00
4.	340	TONS	Remove and Replace 4" AC (Section 302) NINETY FOUR DOLLARS & NO CENTS PER TON	$ 94.00	$ 31,960.00
5.	800	ELT	Type I Slurry Seal (RPMS) (Section 203-4) THREE HUNDRED THIRTEEN DOLLARS & FIFTY CENTS PER ELT	$ 313.50	$ 250,800.00
6.	419,000	SF	Edge Grind 5 ft on each side (Section 405) ZERO DOLLARS & TWENTY FOUR CENTS PER SF	$ 0.24	$ 100,560.00
7.	234,000	SF	Full-Width Cold Milling (1.5") (Section 302-1) ZERO DOLLARS & TWENTY FOUR CENTS PER SF	$ 0.24	$ 56,160.00

8.	2,200	TON	ARHM Overlay (ARHM-GG-C) (1.5") (Section 203-11 and 302-9) NINETY NINE DOLLARS & NO CENTS PER TON	$ 99.00	$ 217,800.00
9.	110	TON	AC Leveling Course (Section 302) EIGHTY EIGHT DOLLARS & NO CENTS PER TON	$ 88.00	$ 9,680.00
10.	35	EA	Adjust Manhole to Grade (Section 302-5.8) FOUR HUNDRED TWENTY FIVE DOLLARS & NO CENTS PER EA	$ 425.00	$ 14,875.00
11.	4	EA	Adjust OCSD Manhole to Grade (Section 302-5.8) TWO THOUSAND FOUR HUNDRED DOLLARS & NO CENTS PER EA	$ 2,400.00	$ 9,600.00
12.	6	EA	Traffic Loops (Type E) (Section 307-4) THREE HUNDRED FORTY DOLLARS & NO CENTS PER EA	$ 340.00	$ 2,040.00
13.	7	EA	Traffic Loops (Type E MOD) - Bicycle THREE HUNDRED SIXTY FIVE DOLLARS & NO CENTS PER EA	$ 365.00	$ 2,555.00
14.	1	LS	Traffic Striping, Paint, etc. (Section 310) THIRTY ONE THOUSAND DOLLARS & NO CENTS PER LS	$ 31,000.00	$ 31,000.00

TOTAL AMOUNT OF BASE BID: $ 838,030.00

TOTAL AMOUNT OF BID IN WORDS: EIGHT HUNDRED THIRTY EIGHT THOUSAND THIRTY DOLLARS & ZERO CENTS Dollars

(Please Print Total Amount of Bid in WORDS)

The Total Amount of Base Bid and Additive Bids stated above shall include all work and cost for work as specified on the project plans and delineated in the project specifications and all other incidental and appurtenant work that is necessary to complete the specific items of work including Bidder's overhead and mark-up, purchase of materials, taxes, transportation, permit fees, and all other costs made necessary by the Contract Documents to provide the City of Cypress with a complete operational facility meeting the approval of the City of Cypress and other agencies having jurisdiction over the project.

WEEKEND WORK: Any work adjacent to schools shall be performed during the weekend in coordination with the City Engineer.

CONTRACT TIME: It is understood and agreed that the time limit for the completion of the above work shall be within **FORTY (40)** working days of the commencement date given on the Notice to Proceed, and that required overtime and other costs are a part of the bid as noted above.

BID ADDENDA: Bidders who purchase plans and specifications at the City shall be placed on a bidders list, and shall receive any issued Bid Addenda. Bidders, who obtain plans and specifications from plan rooms or other sources, are responsible to contact the Public Works Department at 714-229-6740, in order to be placed on the Bidders List and receive any issued Addenda. Bidders shall submit a signed copy of all issued Bid Addenda with their bid. Failure to do so, may subject their bid to rejection.

PROPOSAL
CITY OF CYPRESS PROJECT 292

The undersigned bidder affirms that he/she:

a. Has noted and is fully informed as to the conditions outlined in the liquidated damages provisions of the Specifications.

b. Has satisfied himself/herself by personal examination of the location of the proposed work and such other means that he/she may prefer, as to the actual conditions and requirements of the work, and he/she shall not dispute, complain, or assert at any time after submission of the bid that there was any misunderstanding in regard to the nature and/or amount of work to be done.

c. Is aware that all proposals must be in the office to the City Clerk no later than: Tuesday, **Wednesday, February 2, 2022, at 2:00 P.M.**

d. Is aware that the City of Cypress reserves the right to reject any and all proposals.

e. Has submitted with this proposal a certificate showing proof of participation as a signatory to a recognized apprenticeship and/or training program, if required.

f. Has attached to this Proposal Cash, or a Cashier's Check or Certified Check in favor of the City of Cypress, in an amount equal to at least ten percent (10%) of the total bid, or a Bid Bond for said amount in the form furnished by the City, with the understanding that said security shall be held by the City until the Agreement for doing the work has been entered into that said security shall be forfeited to the City as liquidated damages should the undersigned fail to enter into a contract and furnish the required bonds and insurance within the time specified in the Contract Documents, if awarded the Contract; and the undersigned agrees that in the event of such failure, the actual amount of damages to the City would be impractical and extremely difficult to determine.

Please indicate whether proprietorship, corporation or partnership and any use of fictitious business name: ☒ Corporation ☐ Partnership ☐ Proprietorship

DATED: 02/02/2022

FIRM NAME: R.J. NOBLE COMPANY

FIRM ADDRESS: 15505 E. LINCOLN AVE., ORANGE, CA 92865

TELEPHONE: 714-637-1550

SIGNATURE: X _____
Bidder

STEVEN L. MENDOZA, SECRETARY

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made hereto are true and correct.

If a partnership, name and signature of at least one General Partner.

If a corporation, names and signatures of President or Vice President, **and** the Secretary or Assistant Secretary.

NAME AND SIGNATURE:

AUSTIN M. CARVER, PRESIDENT
Printed Name and Title

X
Signature

NAME AND SIGNATURE:

STEVEN L. MENDOZA, SECRETARY
Printed Name and Title

X
Signature

NAME AND SIGNATURE:

Printed Name and Title

Signature

Contractor's License No.: 782908 CLASS A & C12

Expiration Date: 08/31/2022

PROPOSAL BID SHEET
PROJECT 292
SCHEDULE OF WORK ITEMS

RESIDENTIAL STREET REHABILITATION

Date: Wednesday, February 2, 2022, at 2:00 P.M

THE CITY COUNCIL
CITY OF CYPRESS
CALIFORNIA 90630

Honorable Councilmembers:

The undersigned principal, after having carefully examined the plans, Specifications and General Provisions for the City of Cypress Project 292, hereby proposes and agrees to furnish all labor, materials, equipment, plant, transportation, services, sales taxes and other costs necessary to complete the entire project in strict conformity with the specifications, general and special provisions, and all addenda therefore as prepared by the Engineering Division of the Department of Public Works Department of the City of Cypress and to complete all work within the contract time specified in this PROPOSAL, for the following bid:

BASE BID:

No.	Quantity	Unit	Items of Work (Please Print Unit Prices Written in Words)	Unit Price	Total
1.	1	LS	Mobilization (Section 9-3.1) FIFTEEN THOUSAND. SEVEN HUNDRED FIFTY DOLLARS. (Not to exceed 5% of total bid amount excepting Item 1) PER LS	$15,750.00	$15,750.00
2.	1	LS	Traffic Control (Section 7-10) SEVENTY ONE THOUSAND. FIVE HUNDRED DOLLARS. PER LS	$71,500.00	$71,500.00
3.	1	LS	Crack Sealing (Section 302-14) FORTY TWO THOUSAND. ONE HUNDRED THIRTEEN DOLLARS. PER LS	$42,113.00	$42,113.00
4.	340	TONS	Remove and Replace 4" AC (Section 302) TWO HUNDRED TWENTY ONE DOLLARS. PER TON	$ 221.00	$75,140.00
5.	800	ELT	Type I Slurry Seal (RPMS) (Section 203-4) THREE HUNDRED ELEVEN DOLLARS. PER ELT	$ 311.00	$248,800.00
6.	419,000	SF	Edge Grind 5 ft on each side (Section 405) TWENTY ONE CENTS. PER SF	$ 0.21	$87,990.00
7.	234,000	SF	Full-Width Cold Milling (1.5") (Section 302-1) TWENTY FIVE CENTS. PER SF	$ 0.25	$58,500.00

8.	2,200	TON	ARHM Overlay (ARHM-GG-C) (1.5") (Section 203-11 and 302-9) ONE HUNDRED ONE DOLLARS. PER TON	$101.00	$222,200.00
9.	110	TON	AC Leveling Course (Section 302) ONE HUNDREO FORTY DOLLARS. PER TON	$140.00	$15,400.00
10.	35	EA	Adjust Manhole to Grade (Section 302-5.8) FOUR HUNDRED SEVENTY DOLLARS. PER EA	$470.00	$16,450.00
11.	4	EA	Adjust OCSD Manhole to Grade (Section 302-5.8) ONE THOUSAND. FOUR HUNDRED DOLLARS. PER EA	$1,400.00	$5,600.00
12.	6	EA	Traffic Loops (Type E) (Section 307-4) THREE HUNDRED TWENTY-FIVE DOLLARS. PER EA	$325.00	$1,950.00
13.	7	EA	Traffic Loops (Type E MOD) - Bicycle THREE HUNORED FIFTY DOLLARS PER EA	$350.00	$2,450.00
14.	1	LS	Traffic Striping, Paint, etc. (Section 310) TWENTY NINE THOUSAND. ONE HUNDRED FIFTY-SEVEN DOLLARS. PER LS	$29,157.00	$29,157.00

TOTAL AMOUNT OF BASE BID: $ 893,000.00

TOTAL AMOUNT OF BID IN WORDS: EIGHT HUNDRED NINETY-THREE THOUSAND DOLLARS. Dollars

(Please Print Total Amount of Bid in WORDS)

The Total Amount of Base Bid and Additive Bids stated above shall include all work and cost for work as specified on the project plans and delineated in the project specifications and all other incidental and appurtenant work that is necessary to complete the specific items of work including Bidder's overhead and mark-up, purchase of materials, taxes, transportation, permit fees, and all other costs made necessary by the Contract Documents to provide the City of Cypress with a complete operational facility meeting the approval of the City of Cypress and other agencies having jurisdiction over the project.

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PROPOSAL
CITY OF CYPRESS PROJECT 292

The undersigned bidder affirms that he/she:

a. Has noted and is fully informed as to the conditions outlined in the liquidated damages provisions of the Specifications.

b. Has satisfied himself/herself by personal examination of the location of the proposed work and such other means that he/she may prefer, as to the actual conditions and requirements of the work, and he/she shall not dispute, complain, or assert at any time after submission of the bid that there was any misunderstanding in regard to the nature and/or amount of work to be done.

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e. Has submitted with this proposal a certificate showing proof of participation as a signatory to a recognized apprenticeship and/or training program, if required.

f. Has attached to this Proposal Cash, or a Cashier's Check or Certified Check in favor of the City of Cypress, in an amount equal to at least ten percent (10%) of the total bid, or a Bid Bond for said amount in the form furnished by the City, with the understanding that said security shall be held by the City until the Agreement for doing the work has been entered into that said security shall be forfeited to the City as liquidated damages should the undersigned fail to enter into a contract and furnish the required bonds and insurance within the time specified in the Contract Documents, if awarded the Contract; and the undersigned agrees that in the event of such failure, the actual amount of damages to the City would be impractical and extremely difficult to determine.

Please indicate whether proprietorship, corporation or partnership and any use of fictitious business name: ☒ Corporation ☐ Partnership ☐ Proprietorship

DATED: January 24, 2022

FIRM NAME: Hardy & Harper, Inc.

FIRM ADDRESS: 32 Rancho Circle, Lake Forest, CA 92630

TELEPHONE: 714-444-1851

SIGNATURE: _____
Bidder
Michael Murray, Vice President

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made hereto are true and correct.

If a partnership, name and signature of at least one General Partner.

If a corporation, names and signatures of President or Vice President, **and** the Secretary or Assistant Secretary.

NAME AND SIGNATURE:

Michael Murray, Vice President
Printed Name and Title

Signature

NAME AND SIGNATURE:

Kristen S. Paulino, Corporate Secretary
Printed Name and Title

Signature

NAME AND SIGNATURE:

Printed Name and Title

Signature

Contractor's License No.: 215952

Expiration Date: 12/31/2023

1935 Chicago Avenue
Unit A
Riverside, CA 92507

www.trccompanies.com

February 07, 2022

Neema Ghanbari
Associate Engineer
City of Cypress
Engineering Division
5275 Orange Avenue
Cypress, CA 90630

Subject: Task Order for Construction Inspection and Materials Testing, Residential Street Rehabilitation, Project 292

Dear Mr. Ghanbari:

Vali Cooper and Associates, Inc. is pleased to submit this proposal to provide professional services for the Task Order for Construction Inspection and Materials Testing, Residential Street Rehabilitation, Project 292, in accordance with Attachment "A" - Scope of Services and Attachment "B" - Schedule of Compensation.

If you should have any questions, please feel free to give me a call at (714) 328-0057.

Sincerely,

Vali Cooper & Associates Inc.



David Sluga, PE, QSD/QSP, ToR

Project Manager

Attachment "A" - Scope of Services

Attachment "B" - Schedule of Compensation

Attachment A

Scope of Services

The Scope of Work for Residential Street Rehabilitation, Project 292, is as follows:

A-1 Construction Inspection and Materials Testing

Attachment B

Schedule of Compensation

TASK	ROLE	2022					Hours	Rate	Cost
		Jan	Feb	Mar	Apr	May			
Submittals	*David Sluga*			10			10	$206.00	$ 2,060.00
Inspection	*Warren Williams*			96	120	36	252	$176.00	$ 44,352.00
Materials	*Ninyo & Moore*								$ 25,908.00
							262		**$72,320**

Assumptions Used:

1. Construction Starts March 2022, for 40 working days. This cost proposal is for part-time or intermittent inspection

Notes:

1. All rates include base pay, fringe benefits, overhead, fee and basic field equipment including vehicles, laptops, cell phones, safety gear and hand tools.
2. Includes updated rate for Inspector, Warren Williams, to comply with prevailing wage requirements.
3. All hours are billed in conformance to the California Labor Code and prevailing wage requirements.
4. Client will be billed only for hours worked.
5. Contract time may be extended by weather or unforeseen delays during construction, if so, cost proposal may need to be re-visited.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **6.**

FROM: Alicia Velasco, Planning Director

DATE: 02/28/2022

SUBJECT: Approve Task Orders Initiating the Implementation of the Housing Element

RECOMMENDATION

1. Submit the draft Housing Element to the State Department of Housing and Community Development for a second review; and

2. Approve a task order to LSA Associates for the preparation of a Program Environmental Impact Report for $299,800 and authorize a $20,000 contingency; and

3. Approve a task order to Annealta Group for supplemental planning services for $94,550; and

4. Appropriate $414,350 in the General Fund for initial Housing Element Implementation.

DISCUSSION

Draft Housing Element Status

On October 11, 2021, the City Council authorized submission of the Draft Housing Element to the State Department of Housing and Community Development (HCD) for its State-mandated 60-day review.

On December 10, 2021, HCD provided findings and requested revisions that focused on affirmatively furthering fair housing and clarifying and accelerating housing programs implementation. HCD did not request revisions to the Regional Housing Needs Assessment (RHNA) unit or income allocations.

The city has responded to HCD and revised the Housing Element and, typically, the Planning department would recommend the City Council adopt the revised Housing Element and submit it to the State for certification. However, this Housing Element update cycle is not typical. When other cities have submitted City Council-adopted Housing Elements, HCD has responded with a second round of substantial additional comments. It appears HCD is doing this because it is overwhelmed and cannot provide thorough "first round" comments within required deadlines. To avoid the inefficiency of having the City Council adopt the Housing

Element twice (before and after the anticipated second round of HCD comments), it is recommended the City will submit the revised draft Housing Element to HCD for a second round of review prior to its adoption.

Housing Element Implementation - Task Orders and Budget Appropriation

As the City Council will recall, State law requires the City to implement 20 programs and zoning ordinance amendments to further housing policy. These programs are listed on page 41 of the Housing Element and must be implemented in the next 12-18 months and are required independent of Housing Element certification. The City has partnered with LSA (for on-call environmental consulting services) and Annealta Group (for on-call supplemental planning and services) to support implementation of the Housing Element programs and zoning ordinance amendments that must be approved by spring 2023.

Program Environmental Impact Report Task Order

The Housing Element is a citywide policy document which proposes no specific construction, but requires rezoning properties and amending the Zoning Ordinance. These actions require a Program Environmental Impact Report (EIR) before City Council consideration. A Program EIR evaluates potential environmental impacts associated with long-term plans (i.e. the Housing Element) that have multiple actions across a geographic area. The Program EIR will cost $299,800 and takes into consideration the two RHNA alternatives which each require evaluation and scientific studies. The Program EIR scope of work task order from LSA is attached.

Supplemental Planning Services Task Order

The Housing Element requires the City to create/approve numerous housing programs and zone text amendments over the next several years (many of the programs/ordinances must be approved in the next 12-18 months), including:

- Affordable housing preservation program
- Simplified residential development review program
- Multifamily housing program and cost mitigating strategies for parking
- Monitoring of RHNA and no net loss of units
- Accessory Dwelling Unit ordinance
- Reasonable Accommodation ordinance
- Density Bonus ordinance

The task order agreement with Annealta Group (attached) provides the supplemental planning resources necessary to develop some of these programs/ordinances in FY 2021-22.

The Planning department cannot complete the Housing Element, nor implement it, without these supplemental resources from LSA and Annealta Group.

Future Implementation Needs and General Fund Appropriations

After HCD certifiion, additional resources will be required to implement the Housing Element over the next two or three years. Housing Element implementation costs will be incorporated into future budgets, or presented to the City Council for consideration, as they are known.

BUDGET IMPACT

The FY 2021-22 budget does not include Housing Element implementation funding because the costs could not be accurately estimated when the budget was prepared. The recommended task orders require appropriations of $414,350 and sufficient amounts are available in the unassigned fund balance of the City's General Fund to pay for these costs. The Housing Element will be implemented over several years and additional General Fund costs will be incorporated into future budgets.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

LSA Task Order

Annealta Task Order

LSA

CARLSBAD
CLOVIS
IRVINE
LOS ANGELES
PALM SPRINGS
POINT RICHMOND
RIVERSIDE
ROSEVILLE
SAN LUIS OBISPO

January 20, 2022

Alicia Velasco
Planning Director
City of Cypress
5275 Orange Avenue
Cypress, CA 90630

Subject: Revised Proposal for Completion of a Program Environmental Impact Report for the City of Cypress General Plan and Zoning Updates

Dear Ms. Velasco:

LSA is pleased to respond to the City of Cypress's (City) request for a proposal to prepare a Program Environmental Impact Report (EIR) and associated technical documentation for an upcoming set of amendments to the City's General Plan and Zoning Code (proposed project) to implement the recent updates to the City's General Plan Housing Element. The attached proposal is based on LSA's understanding of the proposed project and its experience preparing the Negative Declaration for the City's Housing Element Update, the firm's knowledge of the City and local issues, and LSA's experience in preparing environmental documents that are similar in scope and nature to the proposed project. This proposal has been revised to clarify that the noise and greenhouse gas emissions analyses would evaluate both land use scenarios included in the Housing Element Update. The City is undertaking this update to the General Plan and Zoning Code, as well as multiple specific plans, to make those documents consistent with the recently updated General Plan Housing Element. It is important to have a knowledgeable team of experts to help navigate the California Environmental Quality Act (CEQA) requirements and ensure that the Program EIR is prepared in such a manner that the City may rely upon it as a tool for streamlining the environmental process for future housing projects. The work would be completed under LSA's contract with the City to provide on-call environmental consulting services.

LSA has assembled a strong project management team with extensive experience in preparing programmatic environmental documents for agencies throughout Southern California. The management team includes Deborah Pracilio as Principal in Charge and Ryan Bensley as Project Manager. Mr. Bensley also has substantial recent experience managing the preparation of environmental documents for various projects in the City, including the recent Housing Element Update, and the Cypress City Center, Cypress Town Center, and Amazon Facility projects.

As requested, LSA has provided a detailed proposal and fee estimate to prepare a Programmatic EIR and supporting technical documentation for the proposed project (included in Table C). The Program EIR will be structured with "the end in mind" to minimize the environmental review needed for future development proposals and other projects. A number of available methods under CEQA can be used to eliminate often-redundant project-level analyses:

- Use of Categorical Exemptions and a variety of other CEQA exemptions, including those designed for infill, Transit Priority Areas, and housing incentives
- Determining whether later projects are consistent with the Program EIR

- Addendums to the Program EIR in those cases where characteristics of later projects are different than originally envisioned in the General Plan but where potential environmental impacts are similar to or less than those analyzed in the Program EIR

It is LSA's philosophy to prepare proposals that represent the real work effort that will be required and, with that, a realistic budget. If LSA's proposal is accepted, upon receipt of a Notice to Proceed, the firm is prepared to move forward with completing the Scope of Work outlined in this proposal as soon as possible in accordance with a project schedule that has been agreed upon with the City.

Should you require further information or have any questions regarding the enclosed materials, please do not hesitate to contact me at (949) 553-0666 or deborah.pracilio@lsa.net, or Mr. Bensley at (949) 553-0666 or ryan.bensley@lsa.net.

Sincerely,



Deborah Pracilio
Principal in Charge

Attachment: Proposal for Completion of a Program EIR for the City of Cypress General Plan and Zoning Updates

PROPOSAL FOR COMPLETION OF A PROGRAM EIR FOR THE CITY OF CYPRESS GENERAL PLAN AND ZONING UPDATES

PROJECT UNDERSTANDING AND APPROACH

LSA prepared an Initial Study/Negative Declaration (IS/ND) for the 2021–2029 Cypress Housing Element Update, which was circulated for public review from July 16, 2021, through August 16, 2021. It is LSA's understanding that the Draft Housing Element is currently scheduled to be considered by the Cypress City Council at its meeting on January 24, 2021. Following the City Council's approval of the Housing Element Update, State Housing Element law requires that the City update its General Plan and Zoning Code to be consistent with its new Housing Element within three years of its adoption.

LSA understands that the City of Cypress (City) is looking for assistance in preparing a Program Environmental Impact Report (EIR) for its proposed General Plan and Zoning Code updates to make them internally consistent with the 2021–2029 Housing Element Update. LSA is familiar with the City's Housing Element Update, General Plan, Zoning Code, and other long-range planning documents. An understanding of the recent changes to the Cypress Housing Element will underlie the firm's approach to this Program EIR.

Based on current information, LSA believes that the appropriate level of California Environmental Quality Act (CEQA) analysis is a Program EIR because the proposed project would result in higher density and building masses than currently allowed in the General Plan and Zoning Code.

An Addendum to the EIR prepared for the current General Plan will not be a feasible option, as the EIR for the City's General Plan is more than 19 years old. LSA will assist with the Senate Bill (SB) 18 and Assembly Bill (AB) 52 Native American consultation process to ensure timely consideration of the proposed project.

The scope of work provided herein is to prepare the a Program EIR based on the proposed amendments to the City's General Plan and Zoning Code consistent with the Updated Housing Element.

SCOPE OF WORK

Task 1.0: Project Initiation and Project Description

LSA will meet with the City team at a project kickoff meeting to discuss the project schedule, LSA's data needs, and the information required to prepare the Project Description and develop a mutual understanding of the scope and approach to be used in completing the work tasks outlined herein. The budget associated with this kickoff meeting is included in Task 5.0, below (refer to Table C for the fees associated with this task).

The Program EIR will include a detailed Project Description based on information provided by the City. LSA will use the Project Description to determine the potential environmental effects of implementation of the proposed project and to identify appropriate mitigation measures, if necessary. The Project Description is the core element of the Program EIR. Any change to the Project Description after the Program EIR is initiated may result in a change to the scope, budget, and schedule. LSA will assemble all pertinent data provided by the City for preparation of the Program EIR.

LSA will submit the Project Description for review and approval by the City. For the purposes of this scope and budget, LSA will respond to one round of comments from the City, and will update the Project Description as necessary. This scope and budget assumes one set of non-conflicting, consolidated comments from the City.

Task 2.0: Technical Studies and Tribal Consultation

Preparation of the Program EIR will require preparation of technical analyses with respect to traffic, noise, air quality/greenhouse gases (GHG), paleontological resources, and historic resource analyses. Preparation of these technical assessments, along with the technical reports to be provided to LSA by the City, will assist in the environmental analysis. For the purpose of this scope, it is assumed that all technical studies will include two rounds of review by the City. All deliverables will be provided as Portable Document Format (PDF) files. LSA will also assist with the Senate Bill (SB) 18 and Assembly Bill (AB) 52 Native American consultation process to ensure timely consideration of the proposed project.

Task 2.1: Traffic Impact and Level of Service Analysis

Traffic Impact Analysis. LSA will prepare a transportation analysis associated with buildout of the additional housing development allowed under the proposed project as required by CEQA. The traffic impact analysis will include the following components: (1) a trip generation comparison between existing land uses and those changed as a result of the proposed project, and (2) an analysis of vehicle miles traveled (VMT) if necessary. A separate task is presented below to provide a level of service (LOS) analysis for General Plan consistency.

The trip generation, VMT and LOS analysis will evaluate two "project" alternatives as identified in the Draft Housing Element:

1. **Lincoln Avenue/Los Alamitos Race Course.** This scenario generally splits the City's Regional Housing Needs Allocation (RHNA) between the Lincoln Avenue Specific Plan and the Cypress Town Center and Commons Specific Plan 2.0 (the Los Alamitos Race Course property), with some of the RHNA also falling within the Cypress Business and Professional Center Specific Plan along Katella Avenue. The Cypress Town Center and Commons Specific Plan 2.0 would be amended to allow up to 1,930 dwelling units (it currently allows up to 1,250 dwelling units). The majority of the zoning in the Cypress Town Center and Commons Specific Plan 2.0 would remain unchanged, with 109.9 acres allowing densities ranging from 8 to 15 dwelling units per acre. Densities within the other approximately 14.5 acres would increase to 45 to 50 dwelling units per acre. Any changes to the Cypress Town Center and Commons Specific Plan 2.0 would require voter approval. Under this scenario, several properties within the Lincoln Avenue Specific Plan would be zoned for 30 dwelling units per acre. One parcel within the Cypress Business and Professional Center Specific Plan would be zoned for 60 dwelling units per acre.

2. **Lincoln Avenue Mixed Density.** This scenario includes densities between 30 and 60 dwelling units per acre along Lincoln Avenue and allows up to 60 dwelling units per acre at one property within the Cypress Business and Professional Center Specific Plan. In total, 21 parcels at the east end of the Lincoln Avenue corridor, closest to Cypress College, would be zoned for 60 dwelling units per acre. Other areas of the Lincoln Avenue corridor would be zoned for 30 or 50 dwelling units per acre. This scenario would not affect any of the zoning for the Los Alamitos Race Course, which is established by the voter-approved Cypress Town Center and Commons Specific Plan 2.0.

Therefore, 1,250 dwelling units at the Los Alamitos Race Course property would be credited towards the City's RHNA allocation.

A trip generation analysis will be conducted based on the existing land uses compared to the land use assumptions included in both alternatives outlined in the Housing Element for the affected areas only. LSA will request from City staff the quantities, housing types, and locations of potential land use changes within the two affected areas between the current and proposed land use designations and zoning. LSA will generate daily and peak-hour trips for the areas within these affected areas for existing land uses and the Housing Element alternatives. The trip rates will be referenced from the Institute of Transportation Engineers (ITE) Trip Generation Manual (11th Edition). The results will provide the net change in trip generation between the current and proposed General Plan land use designations and zoning for both land use alternatives identified in the Housing Element Update and help determine the ability to screen out a VMT analysis based on the net change in trips.

Should the trip generation exceed the applicable VMT thresholds, a VMT analysis will be conducted to evaluate the CEQA transportation impacts for the proposed project. The Orange County Transportation Analysis Model (OCTAM) will be used to estimate the citywide VMT (per capita) under the two alternatives identified in the Housing Element. LSA will review the OCTAM future (2045) scenario to evaluate whether it is consistent with the existing General Plan Land Use Element. If there are differences, the OCTAM future scenario will be updated to include the existing General Plan Land Use Element. Subsequently, the OCTAM future scenario will be updated further to include the proposed General Plan land use designations and zoning for both land use alternatives identified in the Housing Element Update. As described above, up to two alternative scenarios will be evaluated. Model runs will be conducted for both alternatives to extract the estimated VMT (per capita) under the "with project" condition.

The "with project" VMT (per capita) will be compared with the corresponding OCTAM base year (2016) VMT (per capita) to identify direct project impacts, and with the OCTAM future year "no project" scenario VMT to identify any potential cumulative impacts.

LSA will prepare a trip generation/VMT analysis summarizing the Project Description, change in trip generation, VMT calculation methodology, impact criteria, results, and other relevant information for submittal to City staff.

LOS Traffic Analysis. As a separate task from the CEQA (VMT) analysis, LSA will utilize the latest OCTAM model to develop future (General Plan Buildout) traffic volumes. Traffic volumes will be developed for the two different Housing Element land use scenarios only. For this task, only cumulative projects currently approved/under construction will be included in the LOS analysis. There will be no future baseline development assumed on the Los Alamitos Race Course. Land use assumptions will be confirmed by City staff prior to the analysis.

Intersection and roadway LOS will be conducted for these scenarios on City arterial highways consistent with the study area included in the City's Circulation Element (e.g., 13 arterial intersections and 58 roadway segments).

General Plan buildout year (2045) traffic volumes will be based on traffic volumes from OCTAM. To correlate model forecasts with existing ground counts (or baseline data provided by the City due to COVID-19), traffic volumes will be post-processed, which reduces errors from the modeling process.

For purposes of this scope and budget, new existing traffic counts are not included. Should new (2022) counts be required, LSA will work with City staff to submit a separate budget estimate from an independent count firm.

The traffic resulting from the additional housing development allowed under the proposed project will be added to the background General Plan buildout (existing General Plan Land Use Element) traffic volumes to obtain General Plan buildout year with proposed project traffic volumes for each alternative. This analysis will include two project land use alternatives under General Plan buildout year conditions. The LOS for roadways and intersections will be calculated using the City's methodologies. The result of this analysis will identify whether any City intersections and roadway segments are forecasted to operate based on City LOS standards, or if improvements are necessary in order to meet the General Plan standards.

LSA will prepare a screencheck draft Traffic (LOS) Analysis report documenting analysis methodologies, existing conditions, future year conditions (for each alternative) and potential improvements (if needed). The screencheck draft Traffic Analysis will be submitted to City staff for review. Upon completion of the City's review of the screencheck draft Traffic Analysis, LSA will coordinate with City staff to address any comments on the study. LSA will then revise the Traffic Analysis for final review and approval.

It is anticipated that each task identified above will require coordination with City staff. As such, representatives of LSA's Transportation Department will attend up to six meetings, public hearings, and/or conference calls related to preparation of and/or revisions to the CEQA and LOS traffic studies identified above.

Task 2.2: Noise Analysis

Based on LSA's understanding of the proposed project, there are not expected to be any impacts associated with construction noise, construction vibration, operational stationary noise, or impacts associated with airport uses. These topics will be discussed on a qualitative level.

Using the traffic analysis prepared for the proposed project, LSA will evaluate noise impacts from project-related and cumulative vehicular trips under each of the two land use scenarios included in the Housing Element Update to sensitive receptors within the City, using the Federal Highway Administration (FHWA) Traffic Noise Prediction Model (FHWA-RD-77-108). Model input data will include average daily traffic levels; day/night percentages of autos, medium and heavy trucks; vehicle speeds; ground attenuation factors; and roadway widths. Projections of the future day-night average noise level (L_{dn}) along selected roadway and highway segments will be provided in a table format to show the relationship between vehicle-related noise and distance from the roadway. Should impacts occur, potential noise recommendation measures will be recommended, where feasible.

Task 2.3: Air Quality/Energy/Greenhouse Gas Analysis

Air Quality. Development activity associated with implementation of the Housing Element Update could increase pollutant concentrations in Cypress through increased vehicle trips and building operations. Construction activities associated with housing development, including demolition, grading, and ground disturbance, could increase concentrations of particulate matter. This increase could contribute to existing air pollution in the South Coast Air Basin. Increased air pollution could affect compliance with existing air quality plans and adversely affect the health of sensitive receptors.

Following the South Coast Air Quality Management District's (SCAQMD) CEQA Air Quality Analysis Handbook, LSA will identify existing air quality conditions and potential air quality impacts resulting from the proposed project by undertaking the following subtasks:

- **Define setting and baseline.** This task will be completed using meteorological and air quality data developed through the California Air Resources Board (CARB) and climatological and air quality profile data gathered by the SCAQMD. LSA will review and utilize information included in recent environmental documents covering the study area for the setting section of the EIR.
- **Describe sensitive receptors**. The setting section of the EIR will include a brief overview of the nature and location of existing sensitive receptors within the City including residents, schools, and hospitals.
- **Provide Clean Air Plan consistency analysis.** Consistency of the two land use scenarios included in the Housing Element Update with the current SCAQMD Clean Air Plan assumptions and regulations will be analyzed. This assessment will be based on population assumptions for the City used by the SCAQMD to develop its latest Clean Air Plan.
- **Assess construction emissions.** Area-wide construction-related impacts, such as fugitive dust due to earth moving and grading, and exhaust emissions associated with construction equipment and material hauling operations, will be discussed commensurate with the level of detail available regarding construction activity associated with buildout of the additional housing development allowed under each of the two land use scenarios included in the Housing Element Update. LSA will calculate the regional construction emissions using the California Emissions Estimator Model (CalEEMod). The analysis will identify emission reduction measures included in the CEQA Air Quality Analysis Handbook that would be applicable to future housing development allowed under the proposed project, as appropriate.
- **Assess regional emissions.** Emissions associated with buildout of the additional housing development allowed under the proposed project will be calculated, commensurate with the level of detail available and associated daily vehicular trips, using the latest version of CalEEMod or other applicable model. LSA will assess both of the land use scenarios included in the Housing Element Update for consistency with regional growth projections and air quality objectives.
- **Localized significance thresholds (LSTs) analysis**. To the extent project-specific information is available, localized impacts of nitrogen oxides (NO_X), carbon monoxide (CO), particulate matter less than 10 microns in size (PM_{10}), and particulate matter less than 2.5 microns in size ($PM_{2.5}$) will be evaluated consistent with the methodology established by the SCAQMD.
- **Identify mitigation measures.** LSA will identify practical mitigation measures to address any significant project or cumulative impacts. Mitigation measures designed to reduce the project's short-term construction and long-term air quality impacts will be identified. Mitigation measures established by the SCAQMD for dust suppression will be identified to reduce construction impacts. Both an evaluation of the potential mitigation measures and a discussion of their effectiveness will be provided.

Energy. Buildout associated with the housing development allowed under each of the two land use scenarios included in the Housing Element Update would increase the demand for energy consumption during both construction and operation of new projects, including diesel fuel use for construction off-road equipment, diesel and gasoline fuel use for construction on-road vehicles, diesel and gasoline fuel use from vehicle trips generated by the project, operational natural gas usage, and operational electricity consumption. Therefore, LSA will prepare an energy analysis, which will be included as a section of the EIR. Supporting technical analysis, such as modeling output, will be included as an appendix to the EIR.

LSA will evaluate the energy use for construction and operation associated with buildout of the additional housing development allowed under the proposed project.

- **Analyze short-term construction energy use.** LSA will estimate construction-period energy usage associated with diesel fuel use for construction off-road equipment and diesel and gasoline fuel use for construction on-road vehicles, using the results of CalEEMod and fuel consumption provided in CARB's EMFAC2021 model.
- **Analyze long-term operational energy use.** Once operational, energy use associated with buildout of the additional housing development allowed under the proposed project would be associated with natural gas use, electricity consumption, and fuel used for vehicle trips. LSA will estimate natural gas and energy consumption using default energy intensities by housing type in CalEEMod. Fuel use associated with vehicle trips will be calculated based on the trip generation rates identified in the project's trip generation estimates and vehicle fuel consumption provided in EMFAC2021.
- **Determine the project's consistency with energy efficiency standards.** This analysis will also address whether each of the land use scenarios included in the Housing Element Update would comply with applicable energy efficiency standards and will cross reference the discussion provided in the GHG emissions discussion as necessary. For purposes of this analysis, impacts to energy resources will be considered to be significant if the additional housing development allowed under the proposed project would result in the wasteful, inefficient, or unnecessary consumption of fuel or energy, and conversely if the project would not incorporate renewable energy or energy efficiency measures into building design, equipment use, transportation, or other project features.

Greenhouse Gas Emissions. Typically, an individual project does not generate sufficient GHG emissions to influence global climate change significantly on its own; therefore, the issue of global climate change is cumulative in nature. Implementation of the project, through construction and operational activities, would generate GHG emissions that would cumulatively contribute to global climate change.

The Greenhouse Gas Emissions section of the EIR will discuss, from a multi-disciplinary perspective, the long-term use of resources associated with the buildout of the additional housing development allowed under both land use scenarios identified in the Housing Element Update, and will include a technical analysis evaluating the impacts of project-related GHG emissions under each of the two land use scenarios included in the Housing Element Update. LSA will conduct the following tasks as part of this analysis:

- **Describe existing environmental setting.** LSA will summarize up-to-date information related to global climate change, along with the climate/meteorology conditions in the planning area, and the State and regional setting.
- **Describe the existing regulatory framework.** The existing regulatory framework for global climate change will be described, including applicable federal, State, and local policies, regulations, and programs (particularly regulations/guidelines that apply to CEQA review).
- **Assess greenhouse gas emissions.** LSA will provide a quantitative assessment of GHG emissions associated with all relevant sources related to each of the two land use scenarios included in the Housing Element Update, including vehicle trips, electricity use, water use, and solid waste generation commensurate with the level of detail available.
- **Determine the project's consistency with adopted plans**. LSA will also provide a qualitative assessment of whether each of the land use scenarios identified in the Housing Element Update would be consistent with relative GHG emission reduction plans and regulations.
- **Identify mitigation measures.** LSA will identify, where necessary, practical mitigation measures to address any significant project or cumulative impacts. Mitigation measures, potentially in the form of additional General Plan Policies, may include solid waste reduction measures, energy conservation measures, water conservation and efficiency measures, transportation measures, and requirements related to how the additional housing development allowed under the land use scenarios identified in the Housing Element Update is designed and maintained.

Task 2.4: Historic Resources Analysis

As discussed above, the City's recent Housing Element Update included two different land use scenarios. The first scenario would increase the number of housing units allowed within the Cypress Town Center and Commons Specific Plan 2.0, which includes the Los Alamitos Race Course property, as well as many properties within the Lincoln Avenue Corridor, which contains many of the oldest structures in the City. Although the second scenario would not affect existing land use controls at the Los Alamitos Race Course, an amendment to the Lincoln Avenue Specific Plan would be required. Because the proposed project would allow additional housing units on many properties with historic-age structures, this Scope of Work includes historic resources analyses in support of the Program EIR.

Los Alamitos Race Course. Preliminary research indicates the Los Alamitos Race Course facility opened in 1951. Because of its age, it is required to be evaluated for historical significance in conjunction with the proposed project because one of the land use scenarios included in the Housing Element Update would allow additional housing development within the portion of the Cypress Town Center and Commons Specific Plan 2.0 that is partially located within the boundaries of the Los Alamitos Race Course.

Define Project Area. An LSA architectural historian will define the project area for the purposes of the historic resources assessment (HRA). The HRA project area is anticipated to include the entire race track facility including the track, grandstands, barns/stables, offices, parking lots, and other built environment features.

Research. LSA staff will conduct research on the history and development of the Los Alamitos Race Course facility to determine the construction/development history, identify potentially historically significant events, people, and/or horses associated with the facility, and develop relevant historic

contexts within which to evaluate it. Research locations may include the City of Cypress, the Orange County Archives, and the Cypress Public Library. Local historian John Olson, the American Quarter Horse Association, and the American Quarter Horse Hall of Fame and Museum may also be contacted. Research will utilize both primary and secondary sources of information such as building permits, historic maps and photographs, newspaper articles, City directories, and written histories about Cypress. The purpose of this research is not only to determine the history of the facility and its relationship with Cypress, but also its relevant importance in the world of horse racing. Therefore, some research on other similar facilities will also be conducted.

Field Survey. An LSA architectural historian will conduct an intensive-level historic resources survey of the race track facility. During the survey, digital photographs will be taken of the track and all buildings and features. Detailed notes regarding the architectural features and integrity will be made. The architectural historian will also note the condition and integrity of the current setting. LSA may also conduct digital (online) surveys of other similar facilities for comparison purposes.

Department of Parks and Recreation Forms. LSA will evaluate the race track facility for significance in accordance with the National Register of Historic Places (National Register), the California Register of Historical Resources (California Register), and any local criteria. The facility will be documented and evaluated on State of California Department of Parks and Recreation (DPR) forms. At a minimum, these will include a Primary Record, Building, Structure, and Object Record, and Location Map, but may also include a District Record if that is determined to be more appropriate.

Report. LSA will prepare a Historic Resources Assessment that will include field methods and results, a historic context, and an evaluation of significance under the National Register, California Register, and any applicable local criteria.

Impacts Assessment. If the race track facility as a whole or any individual feature is evaluated as historically significant, an impacts assessment (IA) will be added to the report. The IA will be based on the assumption that the race track facility is proposed for demolition and, therefore, its loss cannot be mitigated to a level that is less than significant. Mitigation measures will be recommended to reduce the loss to the maximum extent feasible.

If alterations are proposed, but not demolition, a more robust analysis may be required using the *Secretary of the Interior's Standards for the Treatment of Historic Properties.* In that case, a scope, schedule, and budget adjustment will likely be required.

Lincoln Avenue. Based on LSA's experience working in the City, the Lincoln Avenue Corridor contains many of the oldest structures in Cypress. Therefore, LSA will prepare a sensitivity study and recommendations for potential impacts to historic-period built environment cultural resources along Lincoln Avenue roughly between the Coyote Creek Channel on the west and Holder Street on the east, focusing primarily on the opportunity sites identified in the Housing Element Update (approximately 105 properties). To accomplish this, LSA proposes the following tasks.

Historic Resources Project Area. An LSA architectural historian will define the anticipated historic resources project area based on the Project Description and any available project plans. The historic resources project area will include properties that are likely to be directly (physically) and indirectly (changes to setting) impacted by proposed projects on the opportunity sites. The purpose of defining

this area is to identify the limits of the sensitivity study area and assist the City with identifying potential impact areas.

Research. Preliminary research will be conducted to determine the dates of construction for each property in the historic resources project area. To the extent feasible, this will be completed using parcel data from the Orange County Assessor. Additional research using historic aerial photographs and/or building permits may also be completed. The purpose of this is to identify properties with historic-period buildings/structures. In addition, LSA will review the National Register, the Office of Historic Preservation's Built Environment Resource Database (BERD), and any local register to determine which, if any, of the historic-period buildings have been previously evaluated for historical significance.

Field Survey. An LSA architectural historian will conduct a cursory reconnaissance-level survey using Google street view to identify buildings/structures that appear to be potentially significant based on their architecture or property type.

Memorandum. LSA will prepare a memorandum that will outline the research methods and results and provide recommendations for additional work with regard to the evaluation of historic-period resources in the historic resources project area. The memorandum will likely include a map of the historic resources project area, a map showing the locations of the historic-period properties and opportunity sites, and a table listing the historic-period properties with comments regarding their potential for significance.

Task 2.5: Tribal Consultation per Assembly Bill 52 and Senate Bill 18

Assembly Bill 52. Per Assembly Bill (AB) 52, Native American consultation is required for any CEQA project that has a Notice of Preparation (NOP), a Notice of Negative Declaration (ND), or a Mitigated Negative Declaration (MND) filed on or after July 1, 2015. The Lead Agency must notify any Native American Tribes that have requested to be notified regarding projects within 14 days of either determining that a project application is complete or deciding to undertake a project (i.e., prior to the release of the environmental document). While this is a government-to-government process between the City of Cypress and the Native American Tribe(s) that request consultation per AB 52 or as identified by the Native American Heritage Commission (NAHC), LSA is available to assist the City with AB 52 consultation.

Tasks performed by LSA for AB 52 consultation assistance would include the following: (1) contacting the NAHC on behalf of the City for a search of the Sacred Lands File and a list of tribal contacts; (2) drafting letters to tribal contacts for the City to place on City letterhead and sign; (3) mailing the letters via a method with delivery confirmation (such as Priority Mail or Certified Mail); and (4) compiling a PDF of consultation records (based on information provided by the City and minus any confidential information provided by tribes) for inclusion as an attachment to the EIR.

Time for LSA to conduct follow-up phone calls and/or emails to tribal contacts and meetings with tribal stakeholders is not included. This budget includes printings and postage for up 20 letters and up to 4 hours of consultation assistance from an LSA tribal consultation specialist.

Senate Bill 18. The proposed project includes a General Plan Amendment, which will trigger Native American consultation per SB 18. LSA will initiate Native American consultation under SB 18 following the November 14, 2005, guidelines of the California Office of Planning and Research (OPR). As written

in 2004, SB 18 addresses the potential environmental impact of projects on California Native American Cultural Places. SB 18 requires planning agencies to consult with California Native American tribes during the preparation, updating, or amendment of all General/Specific Plans proposed on or after March 1, 2005. Per SB 18, Native American tribes have 90 days from the date on which they receive notification to request consultation. The purpose of the consultation is to identify and preserve specified places, features, and objects located within the City's jurisdiction that have a unique and significant meaning to California Native Americans.

Tasks performed by LSA to assist the City with SB 18 consultation will include the following: (1) contacting the NAHC for a search of the Sacred Lands File and a list of Native American tribes to be invited to consult on the proposed project; (2) drafting a letter to each identified tribe that includes a project description, an invitation to consult on the proposed project, and a request for cultural information pertaining to the project site; (3) mailing the letters via a method with delivery confirmation (such as Priority Mail or Certified Mail); and (4) depending on whether a response has been received, following up with up to two telephone and/or emails to ensure that the tribe has had the opportunity to comment.

All details of the consultation process, including records of written and verbal communications (based on information provided by the City and minus any confidential information provided by tribes), will be compiled into an attachment to the EIR. This budget includes printings and postage for up to 20 letters and up to 12 hours of consultation assistance from an LSA tribal consultation specialist.

If both SB 18 and AB 52 consultation assistance are provided to the City by LSA, only one Sacred Lands File search and tribal consultation list request will be submitted to the NAHC.

Task 3.0: Initial Study/Notice of Preparation and Scoping Meeting

An NOP to prepare an EIR has a critical objective of providing a means by which the general public and responsible agencies can participate in the environmental process by providing written comments in the public record as to what issues they believe should be addressed in the EIR. The NOP will indicate that the EIR is in preparation and will request guidance from each agency and members of the general public regarding the scope and content of the environmental information to be included in the EIR.

LSA will prepare a draft NOP using the City's preferred format. Once final, the NOP will be packaged for distribution. Using the City's distribution list, the responsible agencies, trustee agencies (if any), and other interested parties and members of the public will be identified by LSA. LSA will distribute/mail up to 20 hard copies of the NOP to persons/agencies/organizations on the City's distribution list, and submit an electronic copy to the State Clearinghouse, with an electronic copy of the Notice of Completion (NOC). The City shall be responsible for filing the NOP with the County Clerk-Recorder's office and for publishing the NOP in the local newspaper. The NOP public review period shall last no less than 30 days.

LSA will attend a public scoping meeting to be arranged by the City during the 30-day NOP public review period. Although the City staff will administer the scoping meeting, the LSA staff will be available to provide an explanation of the CEQA process and answer questions related to the scope of the EIR. LSA will assist as needed in setting up virtual meetings and preparing the PowerPoint presentation if they are required.

Following the 30-day NOP review period, LSA will prepare a summary of issues raised by public agencies, residents, and interested parties in response to the NOP and the public scoping meeting. This summary will identify any new applicable issues to be incorporated into the EIR and determine whether any additional analysis, outside of this Scope of Work, is necessary for the EIR.

Task 3.1: Screencheck Draft Initial Study

LSA will prepare an Initial Study pursuant to *State CEQA Guidelines* Section 15063 to evaluate the potential impacts of the project. An Initial Study is a preliminary analysis of a project that is intended to do the following:

- Provide project information to the public and agencies
- Enable an agency to identify methods for changing a project with the intent of eliminating or reducing (mitigating) substantial environmental damage
- Assist in the preparation of EIRs by identifying the environmental damages upon which an EIR should focus
- Identify possible appropriate mitigation measures
- Ensure that all potential areas of environmental damage are identified

LSA will use the Environmental Checklist form in Appendix G of the *State CEQA Guidelines*. LSA will complete the CEQA Checklist and will provide a brief discussion for each resource area identified in the checklist to adequately explain impact significance conclusions. The Initial Study will also include a Project Description commensurate with the level of detail available from the City at the time of its preparation (see Task 1.0).

Once the Initial Study is complete, LSA will meet with City staff to review the conclusions in the document. The Initial Study will identify which environmental thresholds may result in potentially significant impacts and which thresholds may have less than significant or no impact and therefore can be scoped out of the EIR. This Scope of Work reflects the preparation of an EIR. An EIR affords the City a more deferential standard of judicial review (i.e., substantial evidence versus fair argument).

LSA will prepare a Screencheck Draft Initial Study and will submit the document to the City for review. The format will be based on City requirements and will also meet CEQA compliance procedures. For the purposes of this scope and budget, LSA will respond to one round of non-conflicting, consolidated comments from the City.

Task 3.2: Prepare and Distribute Notice of Preparation

Following completion of the Initial Study, LSA will prepare an NOP per Section 15082 of the *State CEQA Guidelines*. The NOP will include a brief Project Description, a site map, the topics to be evaluated in the EIR, the probable environmental effects of the proposed project, and the process for completing the EIR. It will also provide notice of a public scoping meeting to present the project to the public. LSA will submit the NOP to the City for review and signature.

Once finalized, the NOP will be packaged with the Initial Study for distribution. This Scope of Work assumes that the City will provide its distribution list and the radius distribution list for private addresses (i.e., neighbors). Using the City's distribution list, LSA will identify responsible, State, trustee

agencies, and/or other interested parties and members of the public who should receive the NOP. LSA will provide the mailing list to the City for review and approval.

LSA will file the NOP with the Orange County Clerk-Recorder. The City will be responsible for paying all filing fees associated with the County Clerk-Recorder. The City will be responsible for posting the Initial Study/Notice of Preparation (IS/NOP) on the City's website and for posting the NOP in local newspapers. LSA will provide the City with the IS/NOP as a PDF file for posting.

LSA will distribute/mail the NOP to persons/agencies/organizations on the City's mailing list and radius distribution list. LSA will prepare up to 10 hard copies and up to 30 electronic copies (on USB drive) of the IS/NOP for distribution to the City and responsible agencies. LSA will provide the City with delivery confirmation of each copy of the IS/NOP that is distributed.

LSA will file the IS/NOP with the State Clearinghouse. The submittal to the State Clearinghouse will consist of the State Clearinghouse Summary Form, one copy of the Notice of Completion (NOC), and an electronic copy of the IS/NOP. LSA will complete the NOC and Summary Form and will submit them to the City for review and signature.

Task 3.3: Early Consultation (Scoping)

LSA will assist the City in coordinating one public scoping meeting. Given the ongoing COVID-19 pandemic, it is anticipated that the scoping meeting will be held in a virtual open-house format. Up to three (3) LSA staff will participate in the virtual scoping meeting. LSA will prepare a presentation and provide CEQA-related PowerPoint slides (a maximum of four). The purpose of the meeting will be to collect information on environmental issues prior to initiating the environmental review. At the scoping meeting, attendees will be invited to submit comments to the City; no verbal comments will be taken at the meeting.

Subsequent to closure of the 30-day NOP review period, LSA will review all comments received during the NOP review period, including comments received at the scoping meeting, and will prepare a summary scoping report. LSA will identify any new issues that are applicable for incorporation into the EIR, recommend any needed changes to the proposed Scope of Work, and ensure that all submitted concerns are adequately covered by the EIR. The scoping report and public comments will be included as an appendix of the Draft EIR. The scoping summary report will be provided to the City for review and approval.

Task 4.0: Preparation of the Draft EIR

LSA will prepare a program-level EIR that considers all aspects of project implementation. Environmental topic areas and potential CEQA-defined impacts will be aligned with potential policies, implementation programs, and other components of the updated elements where applicable. The EIR will include all CEQA-required components, including baseline/existing conditions, a Project Description, cumulative impacts, growth-inducing impacts, and project alternatives. The CEQA-required executive summary will also be included, along with a summary table of impacts and mitigation measures. Where necessary to address potentially significant impacts, practical, implementable, and enforceable mitigation measures will be developed.

Task 4.1: Screencheck Draft EIR

LSA will prepare a detailed Project Description for use in the EIR that will be based upon information provided by the City. LSA will coordinate with the City staff to update and finalize the Project Description listed in Task 1.0 to include the scope, approach, and issues to be addressed in the EIR. The EIR schedule and budget are based on the assumption that substantive changes to the Project Description will not be made later in the preparation process.

The Screencheck Draft EIR will be prepared in compliance with the *State CEQA Guidelines* and will include a thorough assessment of the potential impacts that may result from implementation of the proposed project. The Screencheck Draft EIR will include a summary of the issues cited that will have no impact or a less than significant impact. As described previously, the determination of significance will be based on environmental documentation and/or other information provided by the City and the project team.

The Screencheck Draft EIR will include a discussion of the existing setting; thresholds of significance; project analysis; cumulative impacts; mitigation measures, if necessary; and level of significance after mitigation. The EIR will compare the existing setting to the post-project environmental setting. Mitigation measures will be identified to address potentially significant impacts. The Screencheck Draft EIR will include a summary of the analysis supporting the determination that impacts related to these issues are potentially significant. No new technical analysis is required for the Draft EIR. If additional topics are identified during the public scoping meeting that require additional analysis in the EIR, then a budget augment may be required.

The Screencheck Draft EIR will be submitted to the City for one round of comments and will then be modified based on comments received. LSA will revise the document as necessary to address the comments received. The cost estimate provides for one round of review.

Task 4.2: Draft EIR and Notice of Availability

Following review and modifications to the Screencheck Draft EIR, a Draft EIR will be prepared by LSA. The City will provide short preprint review of the Draft EIR to ensure that all changes to the Screencheck Draft EIR have been satisfactorily incorporated and confirm that the document is ready for reproduction and distribution.

LSA will finalize the Draft EIR and distribute it to agencies and the public based on the most recent distribution list compiled and provided by the City. LSA will prepare the NOC to accompany the Draft EIR for electronic submittal to the State Clearinghouse and the remainder of the distribution mailing list, and will prepare a Notice of Availability (NOA) of the EIR for filing with the City and the Orange County Clerk-Recorder. The City will be responsible for posting the Draft EIR and notices to its website. Up to an additional five hard copies (including one hard copy for local libraries) and five copies of the Draft EIR on CDs will be provided to the City.

Task 4.3: Response to Comments

Upon close of the public review period, LSA will prepare responses to public and agency comments received on the Draft EIR. This scope and cost estimate assumes that up to 88 hours of professional staff time will be required for this task. Work efforts related to this task in excess of the time identified in this scope and cost estimate will be billed on a time-and-materials basis, with prior approval by the City. LSA will formulate responses to the comments received on the Draft EIR within 3 weeks of receipt

of a complete set of comments received during the public review period. Once draft responses to comments are completed, they will be submitted to the City for one round of review and comment.

Task 4.4: Mitigation Monitoring and Reporting Program

Prior to the City Council hearing on the project and the EIR, LSA will prepare a Mitigation Monitoring and Reporting Program (MMRP) to assist the City in implementing the mitigation measures contained in the EIR. The MMRP will outline the procedures for monitoring and complying with each mitigation measure, identify the agency/position responsible for the monitoring and reporting, and identify the timing for implementation. The MMRP will be included in the Final EIR certification documents.

Task 4.5: Prepare CEQA Findings of Fact

LSA will prepare Findings of Fact for the City Council's consideration. The Findings of Fact will be prepared in accordance with CEQA and the *State CEQA Guidelines* Sections 15091 and 15121(b) and will make one of three specific findings for each significant environmental impact identified in the EIR. Each finding will be accompanied by a brief explanation of the rationale for the finding. The Findings of Fact will not include impacts found to be less than significant. For the purposes of this Scope of Work and budget, LSA will respond to one round of non-conflicting, consolidated comments from the City on the Findings of Fact. LSA recommends that the Findings of Fact be thoroughly reviewed and finalized by the City's legal counsel because of the legal nature of this document.

Task 4.6: Statement of Overriding Considerations. (Optional Task)

In the event that the EIR finds that the proposed project would result in significant and unavoidable impacts, LSA will prepare the Statement of Overriding Considerations for consideration by the City Council. LSA will respond to one round of non-conflicting, consolidated comments from the City on the Statement of Overriding Conditions. As with the Findings of Fact, LSA recommends that the Statement of Overriding Conditions be thoroughly reviewed and finalized by the City's legal counsel.

Task 4.7: Final EIR and Notice of Determination

LSA will prepare a Screencheck Final EIR that includes the Draft EIR and Appendices, comment letters received on the Draft EIR and responses to them in a Response to Comments document, an Errata if necessary, and the MMRP. The Screencheck Final EIR will be submitted to the City for one round of review and comment.

The Screencheck Final EIR will be revised per City staff comments and compiled into a Final EIR prior to public hearings on the proposed project and the EIR. A total of five hard copies and five electronic copies (on USB drive) of the Final EIR will be provided for the City's review and distribution.

Upon adoption of the Final EIR, LSA will provide the City with the Notice of Determination (NOD) for submission to the Orange County Clerk-Recorder. While LSA will prepare and file the NOD, it is the ultimate responsibility of the City to provide a check for payment of the appropriate filing fees, including the California Department of Fish and Wildlife (CDFW) filing fees, with the County Clerk-Recorder. It should be noted that failure to file the NOD within 5 business days of project approval will substantially increase the period in which the project approval may be legally challenged.

Task 5.0: Project Management and Meeting Attendance

This task represents an active project management role to supervise the project schedule and budget. The project management role provides a mechanism to ensure there is an adequate exchange of information during project startup and preparation of the EIR. This task includes notifying the City of any issues as they are encountered and working expeditiously to resolve them. To facilitate the dissemination of information, LSA's Project Manager will maintain ongoing verbal and email communication with the City staff.

LSA anticipates attendance by the Principal in Charge and the Project Manager at one project team kickoff meeting, 14 progress meetings/conference calls prior to completion of the Final EIR, and two City Council meetings. In addition, as described above under Task 2.1, representatives of LSA's Transportation Department will attend up to six meetings, public hearings, and/or conference calls related to preparation of and/or revisions to the CEQA and LOS traffic studies. The cost associated with the LSA Transportation Department attending these meetings/calls is included in Task 2.1.

Attendance at meetings over the maximum number identified or attendance of additional technical specialists at community meetings/public hearings will be on a time-and-materials basis with the client's written approval, consistent with the current fee schedule included in LSA's Master Contract for On-Call Services for the City. Table A lists the anticipated meetings.

Table A: Estimated Meetings

Meeting Type	Quantity
Project Kickoff Meeting (2 hours)	1
Project Status Meetings (1 hour each)	14
City Council Meetings (3 hours each)	2
Total	**17**

PROJECT SCHEDULE

LSA proposes to accomplish Tasks 1.0 through 5.0, as described in the Scope of Work, within a 12-month period, including the preparation of technical studies. The schedule reflects a best effort to complete the proposed project in a timely manner while at the same time providing the time and attention necessary to ensure the highest-quality analysis and products. Table B shows the project schedule.

Table B: Proposed Program EIR Schedule

Task	Duration
Notice to Proceed	1 day
Kickoff Meeting and Project Description (some tasks overlap)	
Project Initiation: Gather relevant reports and data	Ongoing
Project Kickoff Meeting	1 day
Draft Project Description	1 week
City Review/LSA Revisions to Project Description	1 week
Total	***2 weeks***
Native American Consultation and Preparation of Technical Analyses (some tasks overlap; preparation is concurrent with EIR)	
Native American Consultation (AB 52)	Unknown (30-day response period)[1]
Native American Consultation (SB 18)	Unknown (90-day response period)[1]
Preparation of Technical Studies[2]	12 weeks
Review/Revision of Technical Studies	3 weeks
Total	***3.5 months***
Initial Study/Notice of Preparation (some tasks overlap with Preparation of Technical Analyses)	
Preparation of IS/NOP	4 weeks
City Review/LSA Revisions	2 weeks
City Issues IS/NOP (commencing 30-day scoping period)	30 days
Public Scoping Meeting	1 day
Total	***2.5 months***
Screencheck EIR (some tasks overlap with Preparation of IS/NOP and Technical Analyses)	
Preparation of Screencheck EIR	10 weeks
City Review	2 weeks
Preparation of Printcheck EIR	2 weeks
City Review	1 week
Publishing of Draft EIR and NOA	1 day
Public Circulation of Printcheck EIR/Submittal to State Clearinghouse with NOC	45 days
Total	***5.5 months***
Final EIR (several tasks overlap)	
Preparation of Final EIR, Draft Responses to Comments, MMRP, Findings, and SOC	3 weeks
City Review	2 weeks
Revisions to and Finalization of Final EIR, Draft Responses to Comments, MMRP, Findings, and SOC	1 week
City Council Public Hearing	1 day
Filing of NOD with County Clerk-Recorder and State Clearinghouse	1 day (within 5 business days of project approval)
Total	***2 months***
Complete EIR Schedule	***12 months***

[1] It is not possible to accurately predict when the Native American consultation process will conclude during the proposed project's environmental review.

[2] Includes the Noise, Paleontological Resources, Historic Resource Analysis, Air Quality/Energy/Greenhouse Gas Emissions Analysis, Traffic Study, and VMT Assessment

AB = Assembly Bill
CDFW = California Department of Fish and Wildlife
EIR = Environmental Impact Report
IS/NOP = Initial Study/Notice of Preparation
MMRP = Mitigation Monitoring and Reporting Program
NOA = Notice of Availability
NOC = Notice of Completion
NOD = Notice of Determination
NOP = Notice of Preparation
SB = Senate Bill

COST ESTIMATE

LSA proposes to accomplish Tasks 1.0 through 5.0, as described in the Scope of Work (not including the optional task outlined in this proposal [Task 4.6]), for an estimated fee of **$298,100**, as shown in Table C. With the inclusion of Optional Task 4.6, the total fee would be **$299,800.** This fee estimate shall remain valid for 90 days from the proposal date.

Table C: LSA Fee Estimate

Phase/Task	Estimate
Task 1.0: Project Initiation and Project Description	$5,500
Task 1.0: Project Initiation and Project Description Subtotal	***$5,500***
Task 2.0: Technical Studies and Tribal Consultation	
Task 2.1: Traffic Impact and Level of Service Analysis	$74,400
Task 2.2: Noise Analysis	$6,300
Task 2.3: Air Quality/Energy/Greenhouse Gas Analysis	$32,300
Task 2.4: Historic Resources Analysis	$27,600
Task 2.5: Tribal Consultation per Assembly Bill 52 and Senate Bill 18	$3,100
Task 2.0: Technical Studies and Related Support Subtotal	***$143,700***
Task 3.0: Initial Study/Notice of Preparation and Scoping Meeting	
Task 3.1: Screencheck Draft Initial Study	$14,600
Task 3.2: Prepare and Distribute NOP	$4,000
Task 3.3: Early Consultation (Scoping)	$4,100
Task 3.0: IS/NOP and Scoping Meeting Subtotal	***$22,700***
Task 4.0: Preparation of the Draft EIR	
Task 4.1: Screencheck Draft EIR	$56,300
Task 4.2: Draft EIR and Notice of Availability	$19,400
Task 4.3: Response to Comments	$15,300
Task 4.4: Mitigation Monitoring and Reporting Program	$2,800
Task 4.5: Prepare CEQA Findings of Fact	$3,100
Task 4.6: Statement of Overriding Considerations (Optional Task)	$1,700
Task 4.7: Final EIR and Notice of Determination	$4,100
Task 4.0: EIR Subtotal (without Optional Task 4.6)	***$101,000***
Task 4.0: EIR Subtotal (with Optional Task 4.6)	***$102,700***
Task 5.0: Project Management and Meeting Attendance	$19,400
Task 5.0: Project Management and Meeting Attendance Subtotal	***$19,400***
Reimbursable Expenses	$5,800
Total (without Optional Task 4.6)	***$298,100***
Total (with Optional Task 4.6)	***$299,800***

EIR = Environmental Impact Report
IS = Initial Study
NOP = Notice of Preparation

Direct costs (including costs for outside vendors used for photocopying) are to be reimbursed at cost, unless other arrangements are made in advance, and are not included in the hourly fee for professional services. Direct costs can be invoiced separately at your request.

February 2, 2022

Alicia Velasco, Planning Director
City of Cypress
5275 Orange Avenue
Cypress, CA 90630

Re: Proposal to Provide Housing Element Implementation and Zoning Ordinance Modernization Assistance

Dear Alicia,

Annealta Group is pleased to submit this proposal to provide Housing Element Implementation and Zoning Ordinance Modernization Assistance for the City of Cypress.

Annealta focuses on providing the expertise required to assist our clients with professional services tailored to their specific and unique needs. Spanning critical municipal service areas including public works, city engineering, planning and building and safety, our team of experts bring a wealth of expertise in their respective fields. We are committed to achieving your organization's goals. Our client references can attest to our successful track record of the delivery of services and projects on time and within budget in a customer friendly manner!

Annealta's unique combination of qualifications, experience and certifications will enable us to work effectively with the Public Works Department as well as other city departments in the successful delivery of projects for the City. Our company formed in response to client demands for focused services provided by smaller, principal led firms as opposed to untailored services provided by some larger corporations in the market place. Our staff has a proven track record of successfully delivering projects and effectively coordinating with other city departments as project issues and deadlines dictate.

We are proud to share that we were recently named the #1 Fastest Growing Small Company by the Orange County Business Journal!



Identification of Needs & Proposed Approach

In accordance with state law, the City recently adopted an updated Housing Element which contains new and revised programs. Assistance is needed in the successful implementation of these new and revised programs.

Scope of Work

1. Set up systems for ongoing implementation of HE programs:
    a. Contact property owners of properties at-risk of converting to market rate (annually)
    b. Contact individual owners of deed restricted affordable condos to confirm occupancy (annually)
    c. Establish streamlined review process for projects qualifying under SB 35 (within 18 months)
    d. ADUs: Update informational materials for public/website (within 18 months)
    e. Fair Housing ongoing outreach:
        i. Update information on website
        ii. Provide information in quarterly newsletter
        iii. Expand info/outreach on Source of Income Protection Laws

2. Zoning Ordinance amendments (within 18 months). Draft ordinances, coordinate with city staff & city atttorney, attend City Council meetings as needed and assist with implmenetation of the following code changes:
    a. Replacement of protected units pursuant to Government Code Section 65583.2(g)(3)
    b. ADU standards
    c. Employee Housing
    d. Density bonus
    e. Low Barrier Navigation Centers
    f. Transitional / Supportive Housing
    g. Reasonable Accommodation
    h. Residential Care Facilities
    i. Multifamily parking (cost mitigating strategies)
    j. Change entitlement requirement for multifamily from CUP to SPR/ Develop objective design standards

3. Additional Housing Element Implementation (including EIR) Program Management Assistance

4. Other tasks as authorized in writing in advance by the Planning Director.

Proposed Staff and Fee

We propose Laura Vander Neut, Principal Project Manager, for this assignment. Laura is well qualified and possesses significant & relevant experienced in the successful delivery of projects. Laura will be supported by Mike Poland, Principal Project Manager.

Annealta Group proposes the following fee for this project:

Phase	Principal Project Manager $155		
Housing Element Implementation	240		
Zoning Ordinance Modernization	370		
Total Estimated Hours	610		
Total Estimated Cost	$94,550		**Total** $94,550

We greatly appreciate the opportunity to present our proposal for Cypress' consideration. Please don't hesitate to contact me directly if you have any questions or would like additional information about how we may be able to assist.

Sincerely,



Tim D'Zmura, PE, CBO, AICP
President/ CEO

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **7.**

FROM: Douglas Dancs, Director of Public Works

DATE: 02/28/2022

SUBJECT: **Receive and File the Capital Improvement Program Update**

RECOMMENDATION

Receive and file the Capital Improvement Program update.

SUMMARY

The City Council adopted the Capital Improvement Program (CIP) in June 2021. The FY 2021-22 program is largely on schedule and the majority of this year's projects are expected to be in construction or completed by the end of the fiscal year.

DISCUSSION

Fiscal year-to-date, Public Works reopened the Cypress Police Department, is wrapping up construction at Lexington Park, inspected over 20 miles of sewer pipes, repaved Valley View Street and Denni Street, repaired the sewer line at Evergreen Park, and completed the restroom improvements at the Senior Center and Maintenance Yard. Updates on notable projects include:

Parks

In January, crews repaired the sewer lateral at Evergreen Park. Public Works will begin soliciting bids in March for the Maple Grove North Park restroom and the shade sails at Oak Knoll Park. Construction is nearing completion at Lexington Park in preparation for a grand opening celebration in March. The design contract for Arnold Cypress Park will be brought forward to City Council in February.

Street Improvements

The Katella Median Restoration Project is now complete, restoring 1.5 miles of landscaped median that suffered due to severe drought restrictions. Public Works plans are also being finalized for the annual concrete rehabilitation project. The annual overlay project repaved Valley View Street (Orangewood to Katella) and Denni Street (Cerritos to Ball). The annual residential street resurfacing project will be brought forward to City Council in February. These ongoing efforts allow the city to maintain a pavement network rated among the

highest in Orange County.

Facilities
The Cypress Police Department reopened in January after a year-long modernization project. The remodeling of the Senior Center and Maintenance Yard restrooms were also completed in January. Design is underway to replace the heating, ventilation, and air conditioning (HVAC) at the Community Center. Plans are also underway to continue security enhancements to City Hall, including additional security cameras, motion sensors, and key card access readers.

Sewers
Design is ongoing for the Civic Center sewer lateral replacement and sewer relining at various locations throughout the city. Evaluation of the city's sewer system is currently underway and will inspect over 20 miles of pipeline. Public Works evaluates 20% of the sewer system annually and this is year four of a five-year process. These video inspection reports allow Public Works to analyze information and identify damaged lines in order to develop projects to maintain compliance with state regulatory permits for the sewer system.

Traffic Improvements
Work is underway to replace illuminated street name signs at various intersections along Cerritos Avenue, following the successful replacement of street name signs along Valley View Street, Lincoln Avenue, and Katella Avenue. The new street name signs use more cost-efficient Light Emitting Diode (LED) technology requiring less maintenance and providing better visibility. Public Works is also awaiting the delivery of 15 traffic monitoring cameras for various intersections throughout the city.

BUDGET IMPACT
None.

LEGAL REVIEW
None required.

APPROVED BY: Peter Grant, City Manager

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **8.**

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 02/28/2022

SUBJECT: **Receive and File the Investment Report for the Month Ended January 31, 2022**

RECOMMENDATION

Receive and file the attached investment report.

DISCUSSION

California Government Code Section 53607 and Cypress Municipal Code Section 2-18(f) requires the submission of a monthly investment report to the City Council. As of January 31, 2022, the City had $180.6 million (current market value) in cash and investments and the interest return (yield) on the public funds investments was 0.27%. As required by government code, all investments are in conformity with the City's investment policy and sufficient cash flows are available to meet the next six months of estimated expenditures.

The attached Summary of Cash and Investments presents the investments held by the City of Cypress as of January 31, 2022. The Investment Report consists of the following five summaries:

1. Summary of Cash and Investments - Provides the total portfolio of the City.
2. Changes in Cash and Investments - Provides a two-month cash flow analysis by fund type. These separate fund types allow for restricted monies to be segregated and tracked separately. The total ending amount agrees to the current market value shown in the Summary of Cash and Investments.
3. Investments at Market Value by Maturity Date - Provides a list of investments by maturity date, and an indication of the liquidity (ability to turn into cash) of the investments. The California Government Code restricts the type of investments eligible for public funds. The City’s Investment Policy further defines permitted investments. These restrictions in investment types and the terms of allowable investments result in limited yields on City investments.
4. Interfund Investments - Shows the amount of loans between City funds. There are two loans outstanding from the Infrastructure Reserve Fund to the Cypress Recreation and Park District General Fund. Both relating to Lexington Park, the first loan is for an

amount not to exceed $900,000 as reimbursement for preliminary design costs incurred and the second loan is for an amount not to exceed $12,800,000 as reimbursement for construction costs incurred.

5. Summary of Cash and Investments Held by Fiscal Agent and In Trust - Shows the investments held by fiscal agents for the benefit of bondholders of City-issued debt as well as investments held in trust by the Public Agency Retirement Services (PARS) for offsetting unfunded pension liabilities. The amounts held by fiscal agents are restricted to making future debt service payments and the pension trust amounts can only be used for future pension obligations. The legal restrictions on the allowable investment types are less restrictive than those in the City's portfolio, which provides the potential for higher yields to be earned on investments held by fiscal agents and in the pension trust.

As mentioned previously, the City had $180.6 million (current market value) in cash and investments at January 31, 2022. The investments included Federal Agencies Debt ($6.8 million) and Investment Pools ($169.4 million). The City's bank accounts held $4.4 million on January 31, 2022.

The majority of the investment portfolio is with the State Investment Pool (Local Agency Investment Fund or LAIF) in which the State's investment experts provide a diversified investment pool for local agencies to invest. By using the combined size of the participating cities and agencies, the State Pool can provide better yield, liquidity and investment knowledge than otherwise would be available to a single entity. The City has also invested in CalTRUST, which is a joint powers authority (JPA) investment pool option for public agencies. Expanding the pooled investment options provides flexibility and liquidity until market yields increase.

The amount of cash in the City's checking accounts fluctuates based on the maturity of investments, daily cash receipts, and when vendors and employees are paid. The daily balances maintained in the checking accounts provide credits which offset monthly bank charges. In addition to the Federal Depository Insurance Corporation (FDIC) which insures the first $250,000, excess checking deposits are secured by banks, government, or mortgage securities valued between 110% and 150% of the deposits.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Investment Report for the Month Ended January 31, 2022

City of Cypress

Summary of Cash and Investments

As of January 31, 2022

	Type	Description	Bank/Agent	Investment Date	Maturity Date	Interest Rate	Carrying Value	Current Market Value (2)
(1)	Ckg	General Operating Account	Bank of the West		2/1/2022	-	$ 4,380,311.84	$ 4,380,311.84
	Pool	Local Agency Investment Fund	State Treasurer		2/1/2022	0.234	73,000,000.00	72,813,055.76
	Pool	Local Agency Investment Fund	State Treasurer		2/1/2022	0.234	73,000,000.00	72,813,055.76
	Pool	CalTRUST Short Term Fund	CSAC Finance		2/1/2022	0.120	2,001,173.20	2,001,173.20
	Pool	CalTRUST Medium Term Fund	CSAC Finance		2/1/2022	0.480	21,741,963.78	21,741,963.78
	FFCB	Federal Farm Credit Bank	Bank of the West	3/22/2021	3/17/2025	0.700	4,000,000.00	3,912,840.00
	FHLB	Federal Home Loan Bank	Bank of the West	5/27/2021	5/27/2025	0.750	3,000,000.00	2,929,410.00
	Ckg	Worker's Comp Account	Bank of the West		2/1/2022	-	25,000.00	25,000.00
	Ckg	Liability Account	California Bank & Trust		2/1/2022	-	8,500.00	8,500.00
							$ 181,156,948.82	$ 180,625,310.34

Average Weighted Yield to Maturity: 0.27%
Average Weighted Days to Maturity: 46.21

(1) Negative cash balance (if any) shown due to checks being issued at month end, transfer to cover checks not made until early in the following month.

(2) Current market value of securities with maturities in excess of 12 months (if any) are provided by third-party safekeeping agents.

I certify that this report reflects all Government Agency pooled investments and is in conformity with the Investment Policy of the City of Cypress. A copy of this Investment Policy is available at the Office of the Finance Director.
The Investment Program herein shown provides sufficient cash flow liquidity to meet six months estimated expenditures.

Signed: _____

Finance Director

City of Cypress

Changes in Cash/Investments

		11/30/2021	+RECEIPTS	(DISBURSEMENTS)	12/31/2021	+RECEIPTS	(DISBURSEMENTS)	1/31/2022
GENERAL								
111/114	GENERAL FUND/GENERAL FUND-GRANTS	$ 19,742,278	$ 3,950,731	$ (3,143,250)	$ 20,549,759	$ 7,881,173	$ (2,959,708)	$ 25,471,224
SPECIAL REVENUE								
115	PANDEMIC RELIEF	5,882,185	-	-	5,882,185	3,352	(4,592,770)	1,292,767
212	CRPD-GENERAL FUND	12,208,545	2,506,519	(949,047)	13,766,017	1,540,446	(1,025,705)	14,280,758
213	CRPD-PARK DEVELOPMENT	760,658	-	-	760,658	4,452,104	-	5,212,762
221	TRAFFIC SAFETY	29,002	6,728	-	35,730	5,525	-	41,255
230	STREETS	6,025,919	166,416	(58,141)	6,134,194	356,894	(8,913)	6,482,175
251	LIGHTING DISTRICT #2	5,525,166	519,112	(100,474)	5,943,804	69,268	(87,218)	5,925,854
261	STORM DRAIN	1,317,856	28,360	(25,808)	1,320,408	28,666	(106,356)	1,242,718
262	PLANNED LOCAL DRAINAGE FACILITY	832,249	-	-	832,249	161,653	-	993,902
271	CORP CNTR MAINT DISTRICT #1	158,014	37,142	(8,346)	186,810	9,394	(3,610)	192,594
280	ASSET SEIZURE	1,288,611	49,593	(1,569)	1,336,635	201,702	(109)	1,538,228
291	CABLE TV FRANCHISE AGREEMENT	647,057	-	-	647,057	1,500	-	648,557
301	SUPPLEMENTAL LAW ENFORCEMENT	48,177	19,320	(16,444)	51,053	17,799	(6,283)	62,569
321	SEWER FUND	5,872,265	164,105	(28,759)	6,007,611	132,433	(17,617)	6,122,427
471	LOW AND MODERATE HSG ASSET	43,834	-	(6,763)	37,070	4,787	(4,361)	37,497
CAPITAL PROJECTS								
415	CITY CAPITAL PROJECTS	15,203,317	-	(485,339)	14,717,978	-	(46,347)	14,671,631
416	INFRASTRUCTURE RESERVE	61,184,442	-	(590,884)	60,593,558	1,200,000	(1,163,236)	60,630,322
TRUST AND AGENCY								
462	SUCCESSOR AGENCY TO RDA	224,755	-	-	224,755	128	-	224,883
600	TRUST AND AGENCY	1,491,628	27,558	(9,021)	1,510,165	14,623	(75,939)	1,448,849
611	BUSINESS ASSESSMENT DISTRICT	29,221	-	-	29,221	17	(4,840)	24,398
612	CFD #1 ASSESSMENT DISTRICT	153,575	-	-	153,575	-	-	153,575
620	REC & COMM SERVICES FOUNDATION	1,004	8,479	-	9,483	2	-	9,485
INTERNAL SERVICE								
710	CENTRAL SERVICES	3,328,416	239,163	(160,365)	3,407,214	237,397	(156,469)	3,488,142
720	CAPITAL REPLACEMENT	15,097,535	67,773	(37,404)	15,127,904	67,773	(39,146)	15,156,531
730	TECHNOLOGY IMPROVEMENT	2,370,001	-	-	2,370,001	-	-	2,370,001
750	EMPLOYEE BENEFITS	3,353,795	1,386,934	(1,159,288)	3,581,441	2,117,726	(1,998,450)	3,700,717
760	LIABILITY SELF INSURANCE	2,757,440	48,553	-	2,805,993	52,662	(423)	2,858,232
770	WORKERS COMP SELF INSURANCE	2,330,715	82,228	(40,173)	2,372,770	55,678	(39,349)	2,389,099
OTHER								
811/812	WESTCOMM JPA	3,650,391	149,113	(398,983)	3,400,521	800,525	(246,888)	3,954,158
		$ 171,558,051	$ 9,457,827	$ (7,220,058)	$ 173,795,820	$ 19,413,227	$ (12,583,737)	$ 180,625,310

City of Cypress

INVESTMENTS AT MARKET VALUE BY MATURITY DATE

As of January 31, 2022

Investments	1 day to 180 days	181 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 years	5+ years	Totals	Percent
CASH	4,413,812							4,413,812	2.44%
FFCB					3,912,840			3,912,840	2.17%
FHLB					2,929,410			2,929,410	1.62%
JPA POOL	23,743,137							23,743,137	13.14%
STATE POOL	145,626,111							145,626,111	80.62%
Totals	173,783,060	0	0	0	6,842,250	0	0	180,625,310	100.00%
Percent	96.21%	0.00%	0.00%	0.00%	3.79%	0.00%	0.00%	100.00%	

CITY OF CYPRESS
INTERFUND INVESTMENTS

As of January 31, 2022

Note No.	Note Outstanding To	Note Outstanding From	Issue Date	Maturity Date	Interest Rate	Authorized Amount	Note Principal Outstanding
1	CRPD	City	01/28/19	06/30/24	LAIF	$ 900,000	$ 426,409
2	CRPD	City	02/08/21	06/30/25	LAIF	12,800,000	11,355,180
	Total Interfund Investments						$ 11,781,589

The City Infrastructure Reserve Fund has issued two promissory notes to the Cypress Recreation and Park District General Fund relating to Lexington Park. Note 1 was issued to pay for the preliminary park design and Note 2 was issued to pay for park construction. Repayment of both notes by the Cypress Recreation and Park District will be made from future park development fees received from the development of the Los Alamitos Race Course property.

City of Cypress
Summary of Cash and Investments Held In Trust and By Fiscal Agent

As of January 31, 2022

Fund	Type	Issuer	Maturity Date	One Year Return *	Cost Amount	Current Market Value
PARS Public Agencies Post-Employment Benefits Trust						
Trustee: Public Agency Retirement Services (PARS)						
Section 115 Trust	Pension Trust	Various	Open	4.44%	$ 15,340,000.00	$ 18,879,407.84
			Total		$ 15,340,000.00	$ 18,879,407.84
Cypress Business and Professional Center Assessment District No. 1 - 1998 Improvement Bonds						
Trustee: U.S. Bank Corporate Trust Services						
Reserve Fund	Money Market	First American	Open	n/a	$ 160,099.04	$ 160,099.04
			Total		$ 160,099.04	$ 160,099.04

* 12-month period ending with the current month.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **9.**

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 02/28/2022

SUBJECT: **Receive and File the Single Audit Report for the Fiscal Year Ended June 30, 2021**

RECOMMENDATION

Receive and file the Single Audit Report for the Fiscal Year Ended June 30, 2021.

SUMMARY

In addition to an annual financial audit, all entities that expend $750,000 or more in federal funding (federal awards) are required to undergo a more detailed audit by an independent auditor to confirm the federal awards are expended in accordance with the appropriate guidelines. This audit is called a “Single Audit”. The results of the City's Single Audit for the year ended June 30, 2021 was a "clean" opinion, finding the City complied in all material aspects with the applicable compliance requirements.

DISCUSSION

During FY 2020-21, the City expended $2,840,235 in federal awards. The expenditures are described below:

Expenditures of Federal Awards (FY 2020-21)

Purpose	Amount
Department of Justice/Department of Treasury - Equitable Sharing (Police Department Uses)	$2,057,353
Community Development Block Grant - Housing Rehabilitation and Public Works Street Improvements	$386,654
Coronavirus Emergency Acts Funding - Local Fiscal Recovery and Small Business Relief	$202,229
Department of Transportation Police Checkpoint Grant	$75,073
Other law enforcement uses	$118,926
TOTAL	**$2,840,235**

The attached Single Audit Report was prepared by the City's auditors, Lance, Soll, & Lunghard, LLP. The auditors determined the City complied in all material aspects with the compliance requirements, and did not identify any deficiencies in internal control over compliance that could be considered material weaknesses.

BUDGET IMPACT

Sufficient amounts are included in the budget to pay for the $5,880 cost of the Single Audit.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Single Audit Report for the Fiscal Year Ended June 30, 2021

CITY OF CYPRESS, CALIFORNIA

JUNE 30, 2021

SINGLE AUDIT REPORT

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CITY OF CYPRESS, CALIFORNIA

SINGLE AUDIT REPORT

JUNE 30, 2021

CITY OF CYPRESS

SINGLE AUDIT REPORT

JUNE 30, 2021

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Cypress, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Cypress, California (the City), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 20, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Honorable Mayor and Members of the City Council
City of Cypress, California

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Lunghard, LLP

Brea, California
December 20, 2021

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

To the Honorable Mayor and Members of the City Council
City of Cypress, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Cypress (the City), California's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's government programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be a material weakness, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 20, 2021, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Lance, Soll & Lunghard, LLP

Brea, California
January 27, 2022 (except for our report on the Schedule of Expenditures of Federal Awards, for which the date is December 20, 2021)

CITY OF CYPRESS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	*Federal Assistance Listing Number*	*Pass-Through Entity Identifying Number*	*Total Federal Expenditures*
CDBG - Entitlement Grants Cluster			
Department of Housing and Urban Development Direct Programs:			
Pass-through the County of Orange:			
Community Development Block Grants/Entitlement Grants	14.218	829-928-428	$ 386,654
Total Department of Housing and Urban Development Programs			386,654
Total CDBG - Entitlement Grants Cluster			**386,654**
Department of Justice			
Direct Assistance:			
Bulletproof Vest Partnership Program	16.607	N/A	2,905
Equitable Sharing Program *	16.922	N/A	976,229
Total Department of Justice Programs			979,134
Department of Treasury			
Direct Assistance:			
Equitable Sharing Program *	21.016	N/A	1,081,124
Coronavirus State and Local Fiscal Recovery Funds	21.027	N/A	14,919
Pass-through the County of Orange:			
Orange County Task Force	21.U01	829-928-428	116,021
Assistance Listing 21.019			
Pass-through the County of Orange:			
Coronavirus Relief Fund	21.019	829-928-428	75,102
Coronavirus Small Business Relief	21.019	829-928-428	36,355
Pass-through the State of California:			
Coronavirus Relief Fund	21.019	071-549-000	75,853
Subtotal - Assistance Listing 21.019			187,310
Total Department of Treasury Programs			1,399,374
Department of Transportation			
Assistance Listing 20.608			
Pass-Through Programs from the State of California Department of Transportation:			
Minimum Penalties for Repeat Offenders for Driving While Intoxicated 2019-20	20.608	PT 20034	29,801
Minimum Penalties for Repeat Offenders for Driving While Intoxicated 2020-21	20.608	PT 20034	45,272
Subtotal - Assistance Listing 20.608			75,073
Total Department of Transportation Programs			75,073
Total Expenditures of Federal Awards			**$ 2,840,235**

CORONAVIRUS EMERGENCY ACTS FUNDING RECONCILIATION

Program or Cluster Title	*Federal Assistance Listing Number*	*Pass-Through Entity Identifying Number*	*Total Federal Expenditures*
COVID-19 - Coronavirus State and Local Fiscal Recovery Funds	21.027	N/A	14,919
COVID-19 - Coronavirus Relief Fund	21.019	829-928-428	75,102
COVID-19 - Coronavirus Small Business Relief	21.019	829-928-428	36,355
COVID-19 - Coronavirus Relief Fund	21.019	071-549-000	75,853
Total Coronavirus Emergency Acts Funding			**$ 202,229**

** Major Program*

[1] There was no federal awards expended in the form of noncash assistance and insurance in effect during the year.

The notes to the schedule of expenditures of federal awards are an integral part of this schedule.

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2021

Note 1: Summary of Significant Accounting Policies Applicable to the Schedule of Expenditures of Federal Awards

a. Scope of Presentation

The accompanying schedule presents only the expenditures incurred by the City of Cypress, California, that are reimbursable under federal programs of federal financial assistance. For the purposes of this schedule, federal awards include both federal financial assistance received directly from a federal agency, as well as federal funds received indirectly by the City from a non-federal agency or other organization. Only the portion of program expenditures reimbursable with such federal funds is reported in the accompanying schedule. Program expenditures in excess of the maximum federal reimbursement authorized or the portion of the program expenditures that were funded with state, local or other non-federal funds are excluded from the accompanying schedule.

b. Basis of Accounting

The expenditures included in the accompanying schedule were reported on the modified accrual basis of accounting. Under the modified accrual basis of accounting, expenditures are incurred when the City becomes obligated for payment as a result of the receipt of the related goods and services. Expenditures reported included any property or equipment acquisitions incurred under the federal program.

c. Indirect Cost Rate

The City has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

CITY OF CYPRESS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified Opinion

Internal control over financial reporting:

- Significant deficiencies identified? ____yes __X__none reported
- Material weaknesses identified? ____yes __X__no

Noncompliance material to financial statements noted? ____yes __X__no

Federal Awards

Internal control over major programs:

- Significant deficiencies identified? ____yes __X__none reported
- Material weaknesses identified? ____yes __X__no

Type of auditors' report issued on compliance for major programs: Unmodified Opinion

Any audit findings disclosed that are required to be reported in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)? ____yes __X__no

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster
16.922	Equitable Sharing Program
21.016	Equitable Sharing Program

Dollar threshold used to distinguish between type A and type B program $750,000

Auditee qualified as low-risk auditee? ____yes __X__no

SECTION II - FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

CITY of CYPRESS
5275 Orange Avenue, Cypress, California 90630
Phone 714-229-6700 www.cypressca.org

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS FOR THE FISCAL YEAR ENDED JUNE 30, 2020

SECTION II - FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

Jon E. Peat, Mayor
Stacy Berry, Mayor Pro Tem **Anne Hertz**, Council Member
Frances Marquez, Ph.D., Council Member **Paulo M. Morales**, Council Member

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **10.**

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 02/28/2022

SUBJECT: Approve Register of Warrants, Transfers, and Wires Issued for the Period of January 29, 2022 through February 11, 2022

RECOMMENDATION

Approve the attached payment register summarized below for the period of January 29, 2022 through February 11, 2022:

- Electronic Funds Transfers 10515 through 10564
- Warrants 58691 through 58828
- Payroll Transfers W1468

DISCUSSION

Payments to vendors for goods and services received and/or rendered are initiated and approved by the requesting department in accordance with proper purchasing guidelines. Processing of these payments occurs centrally in the City's Finance Department with payments issued bi-weekly. A register listing of these payments is then presented to the City Council for approval. This register also includes any Electronic Funds Transfers (EFT), outgoing payroll transfers or wires issued since the previous register was presented to the City Council. Voided Payments (if any) are also included at the end of the register.

All payments are processed on the City's financial management software system. This system generates a payment batch register, sorted by warrant number (or EFT/Wire number), and presents the invoice amount and a description of the payment issued.

BUDGET IMPACT

Total warrants, transfers, and wires issued (net of any voided payments) during the period of January 29, 2022 through February 11, 2022 are $2,261,163.28.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Payment Register for the Period 01-29-22 through 02-11-22

City of Cypress
Payment Register
01/29/22-02/11/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
10515	128744 - AYRES, RICHARD	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10516	102038 - BALDWIN, DARRELL	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10517	102087 - BISH, EDWARD	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10518	100101 - BRUCE, THOMAS M	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10519	1456 - CARTER, KEITH	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10520	129695 - COTE, ROBERT	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10521	128938 - COX, RODNEY	$ 95.03			
			Retiree Health Care Benefits 2/22	2/22	$ 95.03
10522	1119 - DEL RIO, DAVID	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10523	104003 - ESSEX, CLARE	$ 403.04			
			Retiree Health Care Benefits 2/22	2/22	$ 403.04
10524	128044 - FORNISS, DANIEL	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10525	129816 - FOSTER, SCOTT	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10526	112129 - HERNANDEZ, ALEX	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10527	109393 - IDOM, MIKE	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10528	100667 - LASSALLE, ISMAEL	$ 600.00			
			Retiree Health Care Benefits 1/22	1/22	$ 300.00
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10529	123656 - MANUEL, DEAN	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10530	129700 - MCSHANE, CHRIS	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10531	128832 - MORALES, PAULO	$ 751.22			
			Reimb/Medical Premiums 2/22	2/22	$ 751.22
10532	122 - MORROW, RICHARD L	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10533	129501 - MOUNT, ERIC	$ 150.00			
			Retiree Health Care Benefits 2/22	2/22	$ 150.00
10534	129608 - OLSON, JAMES	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00

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10535	128784 - RAMSEY, KENNETH	$ 125.00			
			Retiree Health Care Benefits 2/22	2/22	$ 125.00
10536	119027 - RAMSEY, STEVE	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10537	195 - SHACKELFORD, DOREEN	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10538	196 - SOIFER, DAVID	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10539	180 - SWIFT, JEFF	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10540	1024 - VALLEY VISTA SERVICES, INC	$ 2,618.49			
			Waste Disposal Fee Increase 9/21	9/21A	$ 2,618.49
10541	1024 - VALLEY VISTA SERVICES, INC	$ 2,618.49			
			Waste Disposal Fee Increase 10/21	10/21A	$ 2,618.49
10542	1024 - VALLEY VISTA SERVICES, INC	$ 2,618.49			
			Waste Disposal Fee Increase 11/21	11/21A	$ 2,618.49
10543	1024 - VALLEY VISTA SERVICES, INC	$ 150,265.00			
			Waste Disposal Fee 12/21	12/21	$ 150,265.00
10544	127 - VENESKI, PATRICK	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10545	105121 - VIGIL, FELIX	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10546	129666 - WALQUIST, BRIAN	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10547	40 - WARLAND INVESTMENTS COMPANY	$ 37,500.00			
			Development Assistance 2/22	2/22	$ 37,500.00
10548	112204 - WONG, JEFFREY	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10549	342 - WU, ALEX	$ 300.00			
			Retiree Health Care Benefits 2/22	2/22	$ 300.00
10550	2048 - BENZEN, KYLE	$ 202.80			
			Refund/Overpayment/Permit #BS-21-598	Rfd 2/4/22	$ 202.80
10551	168 - CalPERS-Fiscal Services Division	$ 13,709.28			
			Pension Payment/Replacement Benefit Fund 1/1/22-12/31/22	16655379	$ 13,709.28
10552	100505 - CITY OF CYPRESS-WORKERS COMP	$ 1,903.45			
			W/C Claims/Prof Svcs/#24760-24773	Reimb 2/4/22	$ 1,903.45
10553	100505 - CITY OF CYPRESS-WORKERS COMP	$ 458.58			
			W/C Claims/Medical/#24760-24773	Reimb(A) 2/4/22	$ 458.58
10554	100505 - CITY OF CYPRESS-WORKERS COMP	$ 5,056.38			
			W/C Claims/Perm Disability/#24760-24773	Reimb(B) 2/4/22	$ 5,056.38
10555	2045 - COPELAND, PAUL	$ 106.00			
			Refund/Permit #BS-22-40	Rfd 2/4/22	$ 106.00

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10556	2028 - MARQUINA, JAIME	$ 27.00			
			Refund/Permit #BS-21-481	Rfd 2/4/22	$ 27.00
10557	116005 - PERS/PUBLIC EMPLOYEES RETIREMENT SYS	$ 164,038.53			
			Med Insurance/City & Dist 2/22	16682756	$ 164,038.53
10558	116005 - PERS/PUBLIC EMPLOYEES RETIREMENT SYS	$ 14,522.79			
			Med Insurance/West Comm 2/22	16682382	$ 14,522.79
10559	1608 - ALARM PROGRAM SYSTEMS, LLC	$ 197.64			
			PD Svc/Alarm Permit & False Alarm Collections 12/21	12/21	$ 197.64
10560	1247 - HINDERLITER, DE LLAMAS AND ASSOCIATES/HdL	$ 1,320.00			
			Svc/Business License Tax Admin 12/21	DEC21	$ 1,320.00
10561	100505 - CITY OF CYPRESS-WORKERS COMP	$ 16,413.89			
			W/C Claims/Prof Svcs/#24744-24805	Reimb(C) 2/4/22	$ 16,413.89
10562	100505 - CITY OF CYPRESS-WORKERS COMP	$ 1,626.29			
			W/C Claims/Medical/#24744-24805	Reimb(D) 2/4/22	$ 1,626.29
10563	100505 - CITY OF CYPRESS-WORKERS COMP	$ 4,074.56			
			W/C Claims/Perm Disability/#24744-24805	Reimb(E) 2/4/22	$ 4,074.56
10564	2052 - IBARRA, MYRNA	$ 9.00			
			Refund/Overpayment/Permit #BS-22-43	Rfd 2/4/22	$ 9.00
58691	945 - 4ALL PROMOS, LLC	$ 441.03			
			PD Imprinted Pens(250)/PACE 1/27	1051823	$ 441.03
58692	100085 - AARDVARK	$ 261.79			
			PD Breaching Tool(1)/SWAT 1/20	PIN13842	$ 261.79
58693	1258 - ACME WORKPLACE SAFETY PRODUCTS	$ 1,292.35			
			Face Masks(1.25K) 1/12	3998	$ 538.48
			Face Masks(1.75K) 12/16	3922	$ 753.87
58694	106914 - ADMINSURE	$ 3,277.00			
			Workers Comp Claims Admin 2/22	14779	$ 3,277.00
58695	123456 - ADS CONSULTING GROUP INC	$ 38,574.50			
			Network Firewall Replacements (5)/IT 1/18	ADS201279	$ 38,574.50
58696	100681 - ADVANCED ALARM & FIRE INC	$ 400.00			
			Svc/Alarm Monitor/Civic Center & Sr Center & Comm Center 1/22	890581	$ 400.00
58697	109380 - AFFORDABLE GENERATOR SERVICES, INC	$ 7,463.73			
			Rental/Backup Generator/PS #6 1/12-1/19	20977	$ 2,487.91
			Rental/Backup Generator/PS #6 1/19-1/26	21001	$ 2,487.91
			Rental/Backup Generator/PS #6 1/5-1/12	20928	$ 2,487.91
58698	105442 - ALL CITY MANAGEMENT SERVICE INC	$ 7,472.61			
			Crossing Guard Svcs(15 Hrs)/Orange & Grindlay 11/14-11/27	73624(A)	$ 339.15
			Crossing Guard Svcs(315.5 Hrs) 11/14-11/27	73624	$ 7,133.46
58699	116745 - AMERINATIONAL COMMUNITY SERVICES INC	$ 2,002.50			
			Fee/CDBG Rehab Loan/6556 Walnut St	FS-5336	$ 1,005.00
			Fee/CDBG Rehab Loan/9826 Saint George Circle	FS-5337	$ 997.50

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58700	2041 - ANYPROMO INC CW PRODUCTS, INC	$ 391.97			
			PD Imprinted Bottled Water Holders(250) 1/24	CV2013835	$ 391.97
58701	2049 - ARAYA, MARIO	$ 85.00			
			Reimb/Class B License 1/26	Reimb 2/4/22	$ 85.00
58702	1619 - ARDURRA GROUP, INC-ANDERSON PENNA PARTNERS	$ 30,187.25			
			Construct/Mgmt/PD Modernization 12/21	119241	$ 30,187.25
58703	110860 - AT&T	$ 2,346.65			
			Cell Svc/Maint 1/22	1/22(D)	$ 50.92
			Cell Svc/PD 1/22	1/22(G)	$ 226.03
			PD Svc/Mobile Data 1/22	1/22(C)	$ 1,896.78
			Svc/Planning iPads 1/22	1/22(F)	$ 86.46
			Wireless Svc/Myra Pump Station #2 1/22	1/22(E)	$ 86.46
58704	110860 - AT&T	$ 714.21			
			7142290529-PD Phone Svc 1/22	1/22(B)	$ 714.21
58705	110860 - AT&T	$ 23.32			
			9391033696-PD Phone Svc 1/22	1/22(A)	$ 23.32
58706	252 - AUTO ZONE, INC	$ 429.03			
			Credit/Heater Hose/Unit #118	5521410492	$ (9.15)
			Replace/Heater Hose/Unit #118	5521409741	$ 9.15
			Replace/Heater Hose/Unit #118	5521410257	$ 6.39
			Replace/Pressure Hose & Heater Hose/Unit #118	5521409697	$ 74.20
			Replace/Struts(2)/Unit #664	5521405355	$ 348.44
58707	122652 - AVENU MUNISERVICES-MUNISERVICES, LLC	$ 9,674.16			
			Svc/Tax Audit QE 9/30/21	INV06-013468	$ 9,674.16
58708	630 - BATTERY SYSTEMS INC	$ 262.79			
			Vehicle Battery(1)/Equipment Battery(1) 1/10	7287808	$ 262.79
58709	109327 - BEE REMOVERS/HONEYCOTT, INC	$ 395.00			
			Svc/Bee Removal/Manzanita Park 1/14	599739	$ 395.00
58710	103034 - BUENA PARK, CITY OF	$ 1,050.00			
			PD Svc/Shooting Range 10/21	PDRF000049	$ 150.00
			PD Svc/Shooting Range 11/21	PDRF000049(A)	$ 450.00
			PD Svc/Shooting Range 12/21	PDRF000049(B)	$ 450.00
58711	103197 - CALIFORNIA PARK & REC SOCIETY CPRS	$ 150.00			
			Dues/CA Park & Rec Society/AC 2022	Dues/AC 2022	$ 150.00
58712	103197 - CALIFORNIA PARK & REC SOCIETY CPRS	$ 145.00			
			Dues/CPRS Playground Safety Inspector/GW 12/1/21-11/30/22	Dues/GW 2021-22	$ 145.00
58713	111882 - CALIFORNIA YELLOW CAB CORP	$ 1,276.00			
			Taxi Voucher Program/Sr Center 10/21	10501021	$ 693.00
			Taxi Voucher Program/Sr Center 12/21	12501021	$ 583.00
58714	109332 - CARLSON, ERIK	$ 60.00			
			Meals/Motor Vehicle Inspections 1/10-1/14	Reimb 2/4/22	$ 60.00

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58715	536 - CHARLAND, MATTHEW	$ 12.00			
			Meal/Combating Casitas 12/16	Reimb 2/4/22	$ 12.00
58716	123012 - CHARLES ABBOTT ASSOCIATES	$ 32,575.50			
			Svc/Engineering Plan Checks 12/21	63612	$ 3,588.00
			Svc/FOG & NPDES Inspections 12/21	63646	$ 5,742.50
			Svc/NPDES/Program Mgmt 11/21	63517	$ 12,707.50
			Svc/NPDES/Program Mgmt 12/21	63648	$ 9,631.25
			Svc/NPDES/WQMP Reviews 12/21	63647	$ 906.25
58717	110067 - COMLINK LASER CARE	$ 310.45			
			Toner(1)/PD 1/13	73577	$ 121.73
			Toner(1)/PD 1/24	73602	$ 105.07
			Toner(1)/PD 1/25	73609	$ 83.65
58718	1473 - COMMUNITY WORKS DESIGN GROUP, LLC	$ 4,900.00			
			Design/Lexington Park 12/21	14376	$ 4,900.00
58719	1617 - CONTROL AIR ENTERPRISES LLC	$ 13,014.00			
			Inspect/HVAC/City Hall 9/10	3069757	$ 382.50
			Replace/High Efficiency Air Filter/Arnold Cypress Park 11/24	3070156	$ 33.00
			Replace/High Efficiency Air Filter/Civic Center 11/24	3070151	$ 2,950.00
			Replace/High Efficiency Air Filter/Comm Center 11/24	3070154	$ 4,422.00
			Replace/High Efficiency Air Filter/Maint Yard 11/24	3070155	$ 493.00
			Replace/High Efficiency Air Filter/PD Range 11/24	3070152	$ 2,311.00
			Replace/High Efficiency Air Filter/Sr Center 11/24	3070153	$ 1,842.00
			Svc/Diagnose HVAC/Maint Yard 11/15	3070057	$ 382.50
			Svc/Diagnose/HVAC/Sr Center 1/4	3071114	$ 198.00
58720	710 - COUNTY OF ORANGE SHERIFF'S DEPARTMENT/OCSD	$ 4,214.00			
			PD Repair/Motorcycle Video Camera 10/18	WO#324880	$ 44.00
			PD Repair/Portable Radio 10/21	WO#322786	$ 480.00
			PD Svc/Comm Charges/800 MHz 10/1/21-12/31/21	SC13193	$ 3,690.00
58721	710 - COUNTY OF ORANGE SHERIFF'S DEPARTMENT/OCSD	$ 13,292.00			
			PD Svc/OCSD Comm Charges/800 MHz 1/1/22-3/31/22	SC13250	$ 13,292.00
58722	1005 - CREATIVE BRAIN LEARNING	$ 491.20			
			Instruct/Music/Computer Education 1/4-1/27	1/27/21	$ 491.20
58723	1622 - DANIELS TIRE SERVICE, INC	$ 883.28			
			Vehicle Tires(6) 12/22	200434598	$ 883.28
58724	116854 - DATA TICKET INC-MSB	$ 1,076.52			
			Parking Citation Processing 12/21	133324	$ 1,076.52
58725	1083 - DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC	$ 2,224.80			
			Design/Katella Ave Median Restoration 12/21	422207	$ 2,224.80
58726	102123 - DELL MARKETING LP-DELL USA LP	$ 8,009.76			
			Computers(8)/Sr Center Computer Lab 1/13	10551798375	$ 7,107.81
			Desktop Computer(1)/Public Works Counter 1/13	10551149979	$ 901.95

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58727	100707 - DEPT OF JUSTICE ACCT OFFICE CASHIER UNIT	$ 256.00			
			Svc/Fingerprints(1)/City 12/21	555559	$ 32.00
			Svc/Fingerprints(7)/Recreation Contractor 12/21	555559(A)	$ 224.00
58728	1158 - DIRECTV	$ 182.24			
			W/C Svc/Satellite TV 1/25-2/24	0066762204X22012	$ 182.24
58729	345 - DISCOUNT TIRE STORE	$ 280.85			
			Replace/Tire Valve/Alignment/Unit #664	30025295	$ 180.85
			Svc/Wheel Alignment/Unit #640	30025004	$ 50.00
			Svc/Wheel Alignment/Unit #664	30024809	$ 50.00
58730	1432 - DOWDELL, JAMES	$ 60.00			
			Meals/Motor Vehicle Inspections 1/10-1/14	Reimb 2/4/22	$ 60.00
58731	1169 - EVER AFTER EVENT PRODUCTIONS, LLC	$ 1,731.60			
			Instruct/Specialty Dance 1/11-2/9	2/9/22	$ 1,731.60
58732	1765 - EZ DINER CORP-CAFE HIRO	$ 1,215.00			
			Community Plate Hot Meal Program(81 Meals) 12/15-12/31	12/31/21	$ 1,215.00
58733	798 - FORENSIC NURSE SPECIALISTS, INC	$ 2,000.00			
			PD Assault Exam/DR #21-03068 11/30	4943	$ 1,000.00
			PD Assault Exam/DR #21-03168 12/10	4955	$ 1,000.00
58734	1115 - FRONTIER	$ 130.91			
			7148996947 - Phone Svc/Sewers 2/22	2/22(A)	$ 56.59
			W/C Phone Svc/5624931036 2/22	2/22	$ 74.32
58735	889 - FULL SAIL ENTERPRISES, INC	$ 650.19			
			Install/Graphics/Unit #619	126-2201	$ 650.19
58736	107044 - GANAHL LUMBER COMPANY	$ 59.79			
			Lumber(20 Ft)/Arnold Cypress Park 1/25	060796301	$ 59.79
58737	1596 - GARON WYATT INVESTIGATIVE SERVICES	$ 1,550.00			
			PD Svc/Background Check 12/15	2021-BG4	$ 1,550.00
58738	100993 - GATEWAY URGENT CARE PRIMARY AND MULTI-SPECIALT	$ 365.00			
			Pre-Place Physical(1)/City 12/17	16180	$ 365.00
58739	119018 - GOLDEN STATE WATER COMPANY	$ 10,946.05			
			Svc/Community Center 12/21	12/21(J)	$ 967.55
			Svc/Lexington Park 12/21	12/21(L)	$ 3,739.55
			Svc/Parks Landscaping 12/21	12/21(H)	$ 173.18
			Svc/Parkway Maint 12/21	12/21(K)	$ 5,369.87
			Svc/Stanton Channel Berm 12/21	12/21(I)	$ 695.90
58740	107013 - GOLDEN WEST COLLEGE-ADMISSIONS RECORDS	$ 4,594.00			
			PD Academy Tuition/NPanella & MZepeda/Spring 2022	RBC166-006	$ 4,594.00
58741	104964 - GORM INC	$ 333.74			
			Soap Dispensers(24) 1/18	303729	$ 333.74

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58742	123002 - GRAINGER	$ 185.96			
			Powder Hand Cleaner(50 Lbs) 1/25	9188733308	$ 123.81
			Sockets(2) 10/28	9102203669	$ 18.86
			Toilet Paper Holders(2)/Maint Men's Locker Room 1/6	9170028808	$ 43.29
58743	110049 - GREAT SCOTT TREE SERVICE INC	$ 1,440.00			
			Emergency Svc/Remove Tree(1)/Grindlay St 10/12	44555	$ 1,440.00
58744	1018 - GREEN HALO SYSTEMS INC-WASTETRACKING.COM	$ 246.00			
			Svc/Waste Tracking 1/22	3434	$ 246.00
58745	110815 - GRIFFIN STRUCTURES INC	$ 51,221.45			
			Construct Mgmt/Lexington Park 12/21	GSI-CCSPCM-14	$ 51,221.45
58746	101982 - HAGEN PLUMBING INC	$ 2,191.16			
			Repair/Sink/Arnold Cypress Park Restroom 9/23	91074	$ 642.70
			Repair/Sink/Civic Center Green Restroom 10/12	91221	$ 114.00
			Repair/Sink/Mackay Park Restroom 10/12	91222	$ 114.00
			Replace/Leaking Pipe/Veterans Park Restroom 10/13	91232	$ 392.46
			Svc/Clear Plumbing Clog/PD Temporary Trailer 9/14	90957	$ 928.00
58747	103008 - HARTZOG & CRABILL	$ 2,002.50			
			Svc/Monitor Traffic Signals 12/21	22-0021	$ 2,002.50
58748	128739 - HOME DEPOT CREDIT SVC-MAINT	$ 2,375.55			
			Supplies/Maint 11/21	2/4/22	$ 584.90
			Supplies/Maint 12/21	2/4/22(A)	$ 1,790.65
58749	1814 - HORIZONS CONSTRUCTION COMPANY INTL., INC	$ 406,725.80			
			Construct/Lexington Park 12/21	12-12/21	$ 406,725.80
58750	450 - INGLIS IMPORTS, INC-INGLIS POLICE DOG ACADEMY	$ 400.00			
			PD Reg/K9 E-Collar Control & Tactics Training/TM & BM 1/10-1/11	IPHS000727	$ 400.00
58751	1771 - INNOVATIVE LOCK SERVICES/DORANTES, DREW K	$ 898.34			
			Install/Door Lock/PD Evidence Room 1/12	INV-0709	$ 773.34
			Install/Lock Key Core/Sr Center Door 1/12	INV-0711	$ 125.00
58752	2039 - KELLY SPICERS INC KELLY SPICER STORES	$ 532.69			
			Specialty Paper(13.5 Rms) 1/19	10833850	$ 376.76
			Specialty Paper(2 Rms) 1/19	10833857	$ 155.93
58753	7 - LACAL EQUIPMENT, INC	$ 168.89			
			Sweeper Flange Yokes(2)/Bearing Kit(1)/Shims(2) 1/19	0358908IN	$ 168.89
58754	122069 - LIEBERT CASSIDY WHITMORE	$ 650.00			
			Legal Svc/PD Matter #CY020-00100 12/21	210454	$ 650.00
58755	1424 - LIGHT UP MY HOLIDAY	$ 6,225.00			
			Svc/Holiday Decorating/Civic Center 2021	1425	$ 6,225.00
58756	109290 - LONG BEACH BMW-RCA INVESTMENTS INC	$ 430.07			
			Replace/Rear Tire/Brake Pads/Motor Unit #663	42381	$ 430.07

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58757	112017 - LOS ALTOS TROPHY CAL-LINE INVESTMENTS	$ 94.45			
			Name Badge(1)/BStraus 1/12	88734(A)	$ 13.09
			Name Badges(3)/Council Members PMorales & JPeat & AHertz-Mallari	88734	$ 39.28
			Name Plates(2)/Badge(1)/Council Member AHertz-Mallari 1/12	88735	$ 42.08
58758	130198 - LOS ANGELES TRUCK CENTERS, LLC-LA FREIGHTLINER	$ 828.18			
			Svc/Troubleshoot Engine Light/Sweeper Unit #138	RA210034498:01	$ 414.09
			Svc/Troubleshoot Engine Light/Sweeper Unit #138	RA210034653:01	$ 414.09
58759	933 - LSA ASSOCIATES, INC	$ 4,231.21			
			Consult/Housing Element Update 12/21	180828	$ 4,231.21
58760	109220 - MANHATTAN STITCHING CO, INC/BRENDAN SCREEN PRIN	$ 989.75			
			PD Junior Officer Stickers(3K)/Community Promotions 1/27	86926	$ 989.75
58761	111271 - MAR-CO EQUIPMENT CO	$ 1,833.46			
			Broom Support Weldment(1)/Filter(1)/Misc/Sweeper 1/18	183246	$ 940.70
			Gutter Brooms(5) 1/11	183192	$ 892.76
58762	1973 - MARINA LANDSCAPE, INC	$ 130,745.65			
			Construct/Katella Ave Median Restoration 12/21	152116-03A	$ 130,745.65
58763	914 - MCSHANE, CHRISTOPHER	$ 12.00			
			Meal/Combating Casitas 12/16	Reimb 2/4/22	$ 12.00
58764	2008 - MEP CONSTRUCTION SERVICES	$ 76,317.48			
			Final/Construct/Maint Yard Restroom & Locker Room	1/Final	$ 76,317.48
58765	1947 - MICHAEL BALLIET CONSULTING, LLC	$ 9,140.00			
			Consult/Solid Waste Program 10/21	1383-2122-7	$ 2,902.50
			Consult/Solid Waste Program 11/1/21-1/7/22	1383-2122-8	$ 6,237.50
58766	109269 - MILES, HILDA	$ 942.50			
			Instruct/Hula Dance 1/11-2/9	2/9/22	$ 942.50
58767	2043 - MORALE WELFARE RECREATION	$ 500.00			
			Deposit/Facility Rental/CVRA Community Forum 2/15	2/15/22DEP	$ 500.00
58768	2043 - MORALE WELFARE RECREATION	$ 450.00			
			Final/Facility Rental/CVRA Community Forum 2/15	2/15/22	$ 450.00
58769	1445 - MVP SECURITY SYSTEMS, INC.	$ 3,025.00			
			Emergency Svc/Sliding Door Schedule Reset 9/27	1816	$ 850.00
			Svc/Reprogram Security System/Maint Yard 8/24	1370	$ 850.00
			Svc/Sliding Door Schedule Adjustments 10/13	1817	$ 725.00
			Svc/Troubleshoot PD Access/Security System 7/13	1605	$ 600.00
58770	129724 - NAPA AUTO PARTS/ALAMITOS AUTO PARTS	$ 2,157.60			
			Brake Rotors(4)/Disc Brake Pads(3)/Misc 1/19	403839	$ 603.09
			Brake Rotors(4)/Wiper Blades(4)/Oil Filters(4)/Misc 1/8	403003	$ 501.06
			Disc Brake Pads(4)/Brake Rotors(4)/Misc 12/6	400829	$ 799.15
			Exchange Front Brake Rotors(2) 1/21	404016	$ 211.17
			Sweeper Transmission Fluid(1 Gl) 1/14	403509	$ 43.13

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EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58771	672 - O'REILLY AUTO PARTS	$ 204.57			
			Brake Drums(2)/Brake Shoes(1 Set)/Lamps(10) 1/25	3078-299785	$ 136.87
			Cabin Filters(2)/Wiper Blades(4)/Fuses(2)/Misc 1/19	3078-298313	$ 67.70
58772	122610 - OC CHIEFS OF POLICE AND SHERIFF ASSOC	$ 200.00			
			PD Reg/2022 Spring Conference/ML 3/22-3/25	PD Reg 3/22-25	$ 200.00
58773	108944 - OFFICE DEPOT	$ 617.93			
			Supplies/Citywide 1/22	2/4/22	$ 617.93
58774	2024 - ONE STEP GPS LLC	$ 200.00			
			Svc/GPS/Sweepers(2) 11/1/21-6/30/22	86361	$ 200.00
58775	100305 - ORANGE COUNTY RANGE STORE	$ 365.27			
			PD Academy Books(5)/Uniform/Recruit MZepeda	532	$ 365.27
58776	828 - PACIFIC RIM AUTOMATION INC	$ 812.50			
			Svc/Updates/Pump Station Monitoring System 1/3	10078	$ 812.50
58777	129575 - PARKHOUSE TIRE INC	$ 348.87			
			Sweeper Tire(1) 12/7	1020249539	$ 348.87
58778	492 - PAUL'S CAR WASH & LUBE CENTER-FIRESTONE HAND WASH	$ 254.80			
			Svc/Car Wash/PD(21)/PW(1) 12/21	2141	$ 254.80
58779	177 - PENNER PARTITIONS, INC	$ 856.00			
			Install/Stainless Steel Partition/Veterans Park Restroom 11/5	21-25831	$ 856.00
58780	308 - PENSKE CHEVROLET OF CERRITOS	$ 321.23			
			Replace/Steering Wheel/Unit #166	269482	$ 321.23
58781	1970 - PERFORMANCE PICKLEBALL, LLC	$ 545.35			
			Instruct/Pickleball 1/5-2/6	2/6/21	$ 545.35
58782	109069 - PROFORCE LAW ENFORCEMENT	$ 123.16			
			PD Rifle Magazines(10) 1/24	472828	$ 123.16
58783	112053 - PVP COMMUNICATIONS INC	$ 1,272.36			
			PD Motor Helmet(1)/Communication Kit(1) 1/18	130487	$ 1,272.36
58784	1216 - REC1-CIVICPLUS, INC	$ 1,736.07			
			Fee/Online Credit Card Transactions 11/21	220022	$ 1,068.42
			Fee/Online Credit Card Transactions 12/21	221033	$ 667.65
58785	2051 - RESOURCES RECYCLING AND RECOVERY	$ 11,672.89			
			Reimb/Unspent Grant Funds FY 2018-19	0000001383380	$ 11,672.89
58786	112104 - RIVERSIDE COUNTY SHERIFF'S DEPT-BCPSTC	$ 552.00			
			PD Reg/Field Training Officer/HM & CR 2/14-2/18	PD Reg 2/14-2/18	$ 552.00
58787	1344 - ROBERT BORDERS & ASSOC	$ 6,735.01			
			Construct/Design Support/PD Modernization 7/21-12/21	14585	$ 6,735.01
58788	109096 - S.C. SIGNS & SUPPLIES, LLC	$ 567.85			
			Parking Signs(2) 10/22	222387	$ 75.43
			Reflective Markers(10) 1/20	224126	$ 193.95
			Street Name Sign(1)/Parking Signs(2) 10/22	222361	$ 122.84
			Street Name Sign(1)/Street Signs(5) 11/15	222893	$ 175.63

City of Cypress
Payment Register
01/29/22-02/11/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58789	111301 - S.C. YAMAMOTO, INC	$ 3,385.50			
			Install/Plants(10)/Oak Knoll Park 12/20	1414944	$ 250.00
			Svc/Plant Tree(1)/Shrubs(3)/Right of Way 1/12	1415264	$ 470.00
			Svc/Seasonal Turf Fertilization/Right of Way & Berm 11/21	1414599	$ 2,665.50
58790	100453 - SAGONA'S ALL CITY BACKFLOW	$ 195.00			
			Repair/Leaking Backflow Device/City Hall 1/12	104530	$ 195.00
58791	2031 - SDI PRESENCE LLC	$ 2,248.75			
			W/C Svc/Monitor IT/CAD System 12/21	8287	$ 2,248.75
58792	122939 - SHI INTERNATIONAL CORP	$ 17,380.34			
			Software Maint/VMware Virtualization 3/6/22-3/5/25	B14682165	$ 17,380.34
58793	130328 - SHOETERIA	$ 797.56			
			Safety Shoes(1)/ERodriguez 12/15	0029130IN(A)	$ 243.09
			Safety Shoes(1)/MChavez 12/2	0029128IN	$ 231.44
			Safety Shoes(1)/MMartinez 12/15	0029130IN	$ 100.00
			Safety Shoes(1)/TMurray 12/3	0029129IN	$ 223.03
58794	524 - SHORMAN, LORRAINE	$ 156.00			
			Instruct/Cardio Fitness 1/12-2/2	2/2/22	$ 156.00
58795	1974 - SIEMENS MOBILITY INC YUNEX LLC	$ 12,482.96			
			Repair/Street Lights 11/21	5620038209	$ 1,082.25
			Repairs/Traffic Signals 12/21	5620038158	$ 5,416.50
			Svc/Remove Street Light(1)/Knockdown 11/8	5620038450	$ 1,475.00
			Svc/Street Light Survey 11/21	5610279305	$ 189.07
			Svc/Street Light Survey 12/21	5610278944	$ 189.07
			Traffic Signal Maint 12/21	5610279563	$ 4,131.07
58796	119016 - SO CAL EDISON	$ 74.78			
			700134894611 - Svc/Traffic Signal 1/22	1/22	$ 74.78
58797	119017 - SO CAL GAS CO	$ 64.32			
			08131074000 Svc/Storm Drain 1/22	1/22	$ 22.10
			14011061398 Svc/Storm Drain 1/22	1/22(B)	$ 24.01
			16111070716 Svc/Storm Drain 1/22	1/22(A)	$ 18.21
58798	1454 - SOFTWAREONE, INC	$ 14,106.40			
			W/C Microsoft Licenses(28)/Email & Servers 12/31/21-12/31/22	US-SCU-140342	$ 14,106.40
58799	543 - SORVILLO, BRYAN	$ 8,660.00			
			Instruct/Group Tennis 1/3-2/11	2/11/22	$ 8,372.00
			Instruct/Private Tennis 12/21	12/21	$ 288.00
58800	1279 - SOUTHERN CALIFORNIA SHREDDING, INC	$ 60.00			
			PD Svc/Shredding 1/10	187747	$ 60.00
58801	125888 - SPARKLETTS	$ 71.62			
			Maint Bottled Water 12/21	4106666 12/21	$ 65.38
			Sr Center Bottled Water 12/21	4104716 12/21	$ 6.24

City of Cypress
Payment Register
01/29/22-02/11/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58802	1241 - SPECTRUM SECURITY GROUP LLC	$ 151.93			
			City Hall Keys(3) 1/19	R14653(A)	$ 14.55
			Pump Station Keys(15) 1/19	R14653	$ 137.38
58803	116238 - STAPLES BUSINESS ADVANTAGE	$ 219.80			
			Electric Hole Punch(1)/Comm Center 1/13	3497329004	$ 219.80
58804	108964 - STAPLES CREDIT PLAN-WEST COMM	$ 97.85			
			W/C Black Ink(1 Cartridge) 1/3	2991357981	$ 97.85
58805	111700 - SWRCB-STATE WATER RESOURCE CONTROL BOARD	$ 964.00			
			Permit Fee/NPDES/Storm Drain/Lexington Park 2022	SW-0232322	$ 964.00
58806	2009 - THE ROYAL RESORT K9 BOARDING AND TRAINING CENTER	$ 279.00			
			PD Svc/K9 Boarding/Kubo 12/15-12/24	B007495	$ 279.00
58807	109042 - TIME WARNER CABLE/SPECTRUM	$ 1,636.63			
			Svc/Cable/Council Chambers 1/10-2/9	1/10/21-2/9/22	$ 101.66
			Svc/Internet Access 1/15-2/14	1/15/22-2/14/22	$ 1,534.97
58808	110602 - TK ELEVATOR CORP THYSSENKRUPP ELEVATOR	$ 507.00			
			Svc/Elevator Lift Test 9/20	6000540706	$ 507.00
58809	1170 - TOM'S PLUMBING & DRAIN SERVICE CORP	$ 2,030.00			
			Replace/Plumbing Valve/Sr Center Restroom 12/1	49929	$ 525.00
			Svc/Clear Plumbing Leak/Oak Knoll Park Restroom 11/30	49923	$ 155.00
			Svc/Clear Plumbing Leak/Sr Center Restroom 11/9	49724	$ 725.00
			Svc/Clear Sink Clog/Sr Center Restroom 1/6	50575	$ 625.00
58810	105052 - TOPAZ ALARM CORP.	$ 234.00			
			Monitor Pumps 2/22	138151	$ 60.00
			Svc/Reconnect/Emergency Panic Button/Council Chambers 1/10	138087	$ 174.00
58811	591 - TRC-VALI COOPER AND ASSOCIATES, INC	$ 14,830.00			
			Inspect/Katella Ave Median Restoration 12/21	35535	$ 14,608.00
			Inspect/Street Overlay 12/21	35538	$ 222.00
58812	128063 - U S ARMOR CORPORATION	$ 1,334.26			
			PD Ballistic Vest(1)/LCastillo	35968	$ 635.36
			PD Ballistic Vest(1)/SShaheen	35791	$ 698.90
58813	1242 - UNIFORM DEPOT, INC-MR UNIFORM	$ 346.46			
			PD Nameplates(2)/BHealy 1/3	6108	$ 30.55
			PD Nameplates(2)/CRevere 1/17	6135	$ 30.55
			PD Nameplates/NPanella(2)/AGonzalez(2)/MZepeda(2) 12/21	6074	$ 91.65
			PD Safety Equip/COlivas 1/13	6133	$ 95.21
			PD Uniform/Chaplain BBeukelman 1/13	6134	$ 98.50
58814	100308 - UNITED MAINTENANCE SYSTEMS	$ 787.00			
			Svc/Weekend Enhanced Cleaning/PD 12/21	15092	$ 787.00
58815	130114 - USPS-HASLER/TMS ACCT #39991	$ 5,000.00			
			Postage 2/22	39991 2/4/22	$ 5,000.00

City of Cypress
Payment Register
01/29/22-02/11/22

EFT/ Warrant Number	Vendor	Payment Amount	Description	Invoice	Invoice Amount
58816	116933 - V & V MANUFACTURING INC	$ 586.70			
			PD Svc/Update Badges(2)/Cap Piece(1) 12/10	54189	$ 320.93
			PD Svc/Update Badges(4)/ID Cases(3) 12/10	54188	$ 265.77
58817	129595 - VERIZON WIRELESS - CA	$ 76.85			
			Cell Svc/Rec 1/22	1/22	$ 76.85
58818	1812 - VERONICA TAM & ASSOCIATES	$ 69,764.00			
			Consult/Housing Element/Full Scope 8/21-11/21	3005	$ 62,964.00
			Consult/Housing Element/Limited Scope 8/21-11/21	3004	$ 6,800.00
58819	2012 - WILLDAN ENGINEERING	$ 5,040.00			
			Svc/Neighborhood Preservation/Code Enforcement 12/21	00225807	$ 5,040.00
58820	101980 - WORTHINGTON FORD	$ 175.96			
			Credit/Solenoids(2) 11/8	5132707	$ (182.68)
			Fee/Restock/Solenoids 11/8	5132707(A)	$ 33.91
			Replace/Windshield/Gasket/Unit #600	5136520	$ 142.05
			Solenoids(2) 10/28	5131965	$ 182.68
58821	0 - ATUATASI, ANNE	$ 3,258.00			
			Refund/Facility Rental/Contract #5505	Rfd 2/4/22	$ 3,258.00
58822	0 - AYALA, IMELDA	$ 1,152.50			
			Refund/Facility Rental/Contract #5251	Rfd 2/4/22	$ 1,152.50
58823	0 - BANEZ, ZENAIDA	$ 1,704.00			
			Refund/Facility Rental/Contract #5416	Rfd 2/4/22	$ 1,704.00
58824	0 - GEYER, LINDA	$ 620.00			
			Refund/Facility Rental/Contract #4675	Rfd 2/4/22	$ 620.00
58825	0 - HOPE SCHOOL	$ 2,092.00			
			Refund/Rental Fee/Contract #5141	Rfd 2/4/22	$ 2,092.00
58826	0 - LUHANIBAL, NIMRATA	$ 123.66			
			Refund/Skyhawks Multi-Sport 1/15-3/12	Rfd 2/4/22	$ 123.66
58827	0 - MP SOUTH INC	$ 2,180.00			
			Refund/Recycling Deposit/5816 Corp Ave	Rfd 2/4/22	$ 2,180.00
58828	0 - ZHAO, YANAN	$ 106.00			
			Refund/Pee Wee Basketball 1/25-3/1	Rfd 2/4/22	$ 106.00
Total EFTs		$ 428,610.95			$ 428,610.95
Total Warrants		1,123,062.15			1,123,062.15
Transfer to Payroll (W1468)		709,490.18	Payroll 01/21/22-02/04/22		709,490.18
Grand Totals		$ 2,261,163.28			$ 2,261,163.28

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **11.**

FROM: Jeff Draper, Director of Recreation and Community Services

DATE: 02/28/2022

SUBJECT: Approve Recreation and Community Services Commission Recommendations for Summer 2022 Concerts on the Green

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RECOMMENDATION

Approve the Recreation and Community Services Commission's recommendations for the Summer 2022 Concerts on the Green.

DISCUSSION

The City Council's Strategic Plan includes an objective for the Recreation and Community Services Commission to review the 2021 Concerts on the Green. Originally slated for a drive-in concert series at Cypress College, the concerts were moved back to the Civic Center Green after pandemic restrictions were eased in June 2021. Concerts on the Green were held on Friday evenings from June 25 to August 13 and featured a variety of music, including classic rock, swing, 90's hits, and Journey and U2 tribute bands.

Due to the pandemic and subsequent easing of restrictions, the 2021 concert series underwent adjustments including changing the day of the week the concerts were held, the use of food trucks, and the number of concerts sponsored by Friends of Cypress Cultural Arts (FOCCA). After receiving feedback from concert attendees, and to ensure the Concerts on the Green continue to be a vibrant part of the Cypress community, the Recreation and Community Services Commission reviewed the 2021 Concerts on the Green and recommends:

Location

Continue to hold the Concerts on the Green at the Civic Center Green as the site provides adequate parking, restrooms, accessible walkways, and a large open grass area for seating.

Dates

Hold the 2022 Concerts on the Green on Friday evenings, June 24 to August 12, 2022. Prior to 2021, concerts were held on Saturday evenings and competed (for performers and attendees) with concerts in La Palma and movies and music in Los Alamitos.

Number of Concerts
Produce eight Concerts on the Green. Recreation and Community Services (RCS) should host five, including the Salute to America at Cypress College (June 24, July 1, July 15, July 29, and August 12) and FOCCA should host three (July 8, July 22, and August 5). In 2021, FOCCA hosted two concerts due to limited fundraising opportunities.

Food Vendors
Utilize food trucks and non-profit organizations to provide a variety of food options. Non-profit organizations should provide meal and dessert options at FOCCA concerts, while food and dessert trucks should provide food options at RCS concerts.

Enhance Accessibility
While the Civic Center Green is an accessible site, RCS should explore creating a drop-off zone and increasing the amount of temporary accessible parking in the parking lot just north of the library. This would allow for the drop-off of large/heavy equipment closer to the seating area and potentially increase accessible parking from 13 to 54 spaces.

Survey
RCS should develop a survey for the 2022 concert series to identify additional options for improving the Concerts on the Green for years to come.

The City Council's consideration of the Recreation and Community Services Commission's recommendations will enable RCS to finalize the 2022 Concert on the Green schedule and begin planning.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **12.**

FROM: Douglas Dancs, Director of Public Works

DATE: 02/28/2022

SUBJECT: **Award a Contract for Design of the Arnold Cypress Park Rehabilitation, Project 308**

RECOMMENDATION

Award a contract to MIG for the design of Arnold Cypress Park Rehabilitation, Project 308, for $905,000 and authorize a contingency of $90,500.

DISCUSSION

Background

Built in 1949, Arnold Cypress Park is the oldest park in Cypress and long-time home to Cypress Girls Softball. The 14.55 acre park was originally seven acres and expanded to its current size in 1963. Park amenities include four softball fields, a picnic shelter, BBQs, playground equipment, restrooms, basketball court, two concession stands, a community room, and six pickle ball courts.

In January 2020, the City Council retained a park design architect to lead community outreach as the first step in reimagining Arnold Cypress Park. The architect conducted three community meetings targeting residents, youth sports groups, and other interested parties, and reviewed input from 45 participants and 645 questionnaires. In October 2020, the City Council reviewed the results and conceptual park plan and determined that the park should remain the home of girl's softball and include the following amenities:

- Four softball fields
- Batting cages
- Pickle ball courts
- A multi-use court
- Restroom and a concession building
- Basketball/volleyball courts
- Playgrounds
- Picnic pavilions
- A walking/jogging path with exercise equipment stations

Design

Project design is included in the Capital Improvement Program (CIP). In October, Public Works issued a Request for Proposals for the design of Arnold Cypress Park (attached) and used a qualifications-based process to identify the most qualified firm. Once a firm is identified as the most qualified, its sealed cost proposal is opened, evaluated and negotiated. If an agreement cannot be reached, the next most qualified firm's cost proposal is opened and the process continues. Unopened cost proposals are returned to the proposers after award to ensure the integrity of the process. Basing selection on qualifications and competence results in greater creativity and flexibility, and minimizes the potential for disputes and litigation. It is also the method required for all federal projects and is recommended by the American Public Works Association. The process has successfully been used for design of all City capital improvement projects including the Police Station modernization and Lexington Park.

Eight firms submitted proposals which were evaluated based on their understanding of the scope of work, project team qualifications, experience on similar projects, and ability to meet the project schedule and budget. Public Works, Recreation and Community Services and a consultant interviewed five proposers and narrowed the field to two finalists. The finalists were interviewed again and MIG was identified as the most qualified firm. MIG has designed and planned parks for a variety local cities (Anaheim, Cerritos, and Lake Forest) and recently completed Tustin's Veterans Sports Park.

MIG's costs are within the expected range for a project of this size and are lower than Lexington Park's design costs. While the design is anticipated to take 12 months to complete, a preliminary design, with options related to final project scope and cost, should be ready for City Council consideration in the summer/fall of 2022.

BUDGET IMPACT

Design costs will not exceed $995,500 and sufficient amounts are included in the District's General Fund budget.

The CIP anticipates construction costs will be funded by a loan between the City's Infrastructure Fund and the District. The estimated project budget was $16.3 million, but changes in the economy and construction market have increased the estimate to $20 million. A funding source will need to be identified for costs above the $16.3 million and additional loans from the City are one potential funding source. Based on the City's recent experience with Proposition 68 Park Bond Act funded grant applications, there are no realistic prospects for grant funding for this project.

LEGAL REVIEW

The City Attorney has approved the agreement as to form.

APPROVED BY: Peter Grant, City Manager

Attachments

AC Park Design RFP
Qualifications/Proposals
Contract Services Agreement
Agenda Report - Conceptual Design

City of Cypress
Public Works Department

5275 Orange Avenue
Cypress, CA 90630
(714) 229-6740

REQUEST FOR PROPOSALS (RFQ/RFP)

for

DESIGN FOR ARNOLD CYPRESS PARK REHABILITATION

8611 WATSON STREET, CYPRESS, CA

PREPARED BY:

Stephen Badum
Digitally signed by Stephen Badum
Date: 2021.10.12 08:52:47 -07'00'

Stephen G. Badum, P.E.
City Engineering Services - Ardurra

APPROVED BY:

Nick Mangkalakiri
Digitally signed by Nick Mangkalakiri
Date: 2021.10.12 08:53:58 -07'00'

Nick Mangkalakiri, P.E.
Assistant City Engineer

APPROVED FOR ADVERTISING BY:

Douglas Dancs
Digitally signed by Douglas Dancs
Date: 2021.10.14 09:45:38 -07'00'

Douglas A. Dancs, P.E.
Public Works Director

MANDATORY SITE-VISIT
9:00 a.m. on Thursday, October 21, 2021

SUBMITTAL DEADLINE
4:00 p.m. on Wednesday, November 10, 2021

1. INTRODUCTION

The Public Works Department requests sealed proposals (RFP) from qualified architectural, landscaping, and/or engineering firms to provide design for the proposed redevelopment of Arnold Cypress Park located at 8611 Watson Street, Cypress, CA.

The successful firm will have experience in the design of public parks and sports fields, ability to provide options and creative solutions, generate accurate probable costs and meet community expectations.

2. BACKGROUND

In January 2020, the City of Cypress initiated a process to reimagine Arnold Cypress Park. The existing park sits at the southwest corner of Crescent Avenue and Watson Street and is approximately 14.5 acres. The existing park amenities have exceeded their design life and the park needs to be updated to meet the current community needs.

HISTORY OF SITE: The existing park contains playfields, tot lot, restrooms, and pickleball which replaced the skating/roller derby rink. The park serves as the home for Cypress Girls' Softball.

PREVIOUS COMMUNITY WORKSHOPS: The City conducted two community and one sports group workshops to gather input for the new City park. At their 10/26/20 meeting, the City Council reviewed the results of the community workshops, online input from the community, general input from staff, and the proposed conceptual plan for the park and have determined that the park should include the following amenities:

- Four softball fields
- Batting cages
- Six pickle ball courts
- One multi-use court
- Centralized restroom and concession building
- Basketball/volleyball court
- Playground areas
- Picnic pavilion
- Walking/jogging path with exercise equipment stations

The attached conceptual plan was generally approved by City Council. Firms seeking to be considered for this project are encouraged to propose refinements and improvements that will enhance the park while meeting the community's goals.

3. PROJECT SCHEDULE

The anticipated project schedule is as follows:

1. RFP Submittal Deadline: **4:00 p.m. on Wednesday, November 10, 2021**
2. Shortlist Firms based on qualifications
3. Consultant Interview/Selection Period (tentatively scheduled for Nov. 17-18)
4. Determination of Most Qualified Firm(s)
5. Negotiation of Contract and Final Scope of Work
6. Contract Award (Tentatively scheduled for December 13, 2021)

4. SCOPE OF WORK

The selected firm will be required to perform park design services to be specified more fully in a contract agreement to be negotiated after selection. The proposal shall include at a minimum the following:

CIVIL ENGINEERING

- Geotechnical/Soils Report including agronomic soil analysis
- Land surveying to establish property lines and corners on site
- Topographical Survey
- As-built drawing coordination
- Horizontal and Vertical Control Plan
- Demolition plan
- Grading, erosion control, and on-site Drainage Plan
- Grading/Earthwork Quantities
- Site Utilities Plan and potholing of existing utilities to be used and/or demolished.
- Conduct lead and asbestos survey of the existing facilities and provide remediation recommendations
- Preparation of a Water Quality Management Plan

LANDSCAPE / ARCHITECTURAL

- PS&E for the design of restrooms, concessions, playing fields/courts, walkways, hardscape, landscape, irrigation, and other amenities.
- An understanding of applicable law and codes such as ADA, water quality, Building, Electrical, Fire & Life Safety, etc.
- Coordination with Public Works and Recreation and Community Services staff including allowances for meetings and site visits as necessary.
- A minimum of three conceptual plans, with graphic renderings, for consideration.
- Perform adequate site visits to determine site constraints and opportunities.
- Accurate construction budget estimates costs for all components of the park.
- All hard-copy deliverables shall also be provided to the City in a common digital, editable, non-proprietary file format (i.e. Microsoft Word, Excel, MS Project, Powerpoint, AutoCAD, PDF, etc.)

- Environmental – Include an option for performing the environmental document (Negative Declaration or Mitigated Negative Declaration)
- It is the City's intent to retain the services of a Construction Management firm at the 60%/90% design stage. Selected firm shall coordinate all documents needed to support a constructability review and provide comments/coordination associated with such reviews and comments prior to final PSE.

The selected firm's proposal shall also address the following:

DRAINAGE: The selected firm shall also have experience and extensive knowledge with drainage studies, drainage design, and current water quality/WQMP design and best practices.

STREET & PARKING IMPROVEMENTS: The current diagonal parking on Watson Street will remain. New parking facilities shall be sized to meet the needs of the sports programing without causing overflow into the adjacent residential community. EV parking/charging shall be included within the project.

LIGHTING: The selected consultant shall have experience with designing sports and park lighting with adjacent residential receptors in mind.

SPORTS FIELDS: The selected consultant shall have experience with design of sports fields, with an emphasis on baseball/softball, and the use of natural turf and/or synthetic turf and multi-use field overlays.

DESIGN: It is the City's intention to finalize conceptual design, and then proceed with the final design with formal plan submittals at 30%, 60% and 90% completion. Upon receiving the 90% comments, the consultant shall deliver the 100% PS&E package.

RENDERINGS: The selected consultant shall have the capabilities of creating and delivering 3D color renderings, photo-simulations, and video fly-overs of the final proposed park layout. Renderings and photo-simulations will be used for illustrative purposes as well as providing vantage points from different locations throughout the park (and adjacent properties) to provide accurate sightlines and views of different proposed park elements (such as sports lighting, block walls, structures, etc.).

SPECIFICATIONS: The selected consultant will submit specification packages with the 60% and 90% plan submittals. Specifications shall be coordinated with City of Cypress Brown Book specifications and Standard Specifications for Public Works Construction "Greenbook".

COST ESTIMATING: The selected firm will be required to provide cost estimates along with each formal submittal. These estimates shall reflect current market costs and consider market trends, cost projections, and materials escalation costs to mid-point of construction.

5. MANDATORY SITE VISIT

The City has arranged for a mandatory site-visit at **9:00 a.m. on Thursday, October 21, 2021**. All interested parties are required to attend. Any firm not present at the mandatory site-visit will not be considered for the Design of the proposed AC Park.

6. PROPOSAL SUBMITTAL

Interested firms shall submit one PDF copy of the proposal by e-mail to Nick Mangkalakiri, Assistant City Engineer, at nmangkal@cypressca.org by **4:00 p.m. on Wednesday, November 10, 2021.**

Inquiries may be sent by email to nmangkal@cypressca.org. The City will not respond to phone inquiries. Question(s) shall be submitted by Wednesday, November 3, at 12:00 p.m.

7. PROPOSAL CONTENT AND FORMAT

The Proposal should be prepared simply and economically, providing a straight forward, concise description of the respondent's proposal to meet the requirements of this RFP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements as directed. An incomplete Proposal will be considered non-responsive and subject to rejection**.**

The submittal proposals are to contain the following elements:

Firm Organization, Credentials, Background – include a brief profile of your firm and any team member's firm. Identify the project team, including organizational chart and lines of authority and area of responsibility.

Experience - Consultant's experience with at least three recent public agency projects of similar scope, including references with contact person and telephone number, and participation of staff being proposed on this project. Provide evidence that the proposing firm and its personnel and team members have expertise and experience in park design, architecture and related engineering services, project scheduling, cost estimating and cost-benefit analysis, and general management and administration of all design components of the project. Identify the proposed key team members (and their respective firms), and provide their qualifications, including individual experience with similar projects and number of years with the firm. Provide resumes of each key team member.

Project Understanding and Management Approach - Describe your management philosophy and approach to the design of the project with emphasis on how this will meet the City's needs. Including the following areas:

- State the design team's approach and understanding of the intended scope of work and related professional services to assure the timely and cost-effective completion of the project.

- Describe how you will develop, maintain, and update the project schedule during the design phase.

- Discuss your approach to managing project design services and coordinating the work with the City's Public Works team.

- Describe your quality control and assurance program. Explain methods and practices used to ensure quality control during the design phase of the project.

- Describe any unique qualifications as they pertain to this particular project.

- Describe your firm's approach in creating a family-like environment associated with multi-use sports fields and activities.

8. COST PROPOSAL – SUBMITTED ELECTRONICALLY IN A SEPARATE PDF FILE

a. Compensation

The consultant shall provide in a **separate password-protected PDF file** labeled "Cost Proposal – *consultant name*".

Tasks shall include, but not be limited to, all Professional Design Services necessary to complete the work covered by this Proposal. Sub-categorization of any task is permitted to better define the task for payment. Identify a not-to-exceed allowance required for reimbursable expenses, which are to be billed as actual costs up to the not-to-exceed amount.

The proposal shall list specific work tasks and associated hours, meeting allowances, deliverables, and other applicable activities. Specific responsibilities of each team member shall be detailed along with indication of percent of overall time available to work on this project.

Provide hourly rates used by job title for the key Team members, for use in the event that additional services are required beyond the identified scope. No such additional work is to be undertaken unless specifically requested and authorized by the City. It is the intent of this RFP that all work related to this Project as outlined in the Scope of Work will be performed for the base fee requirement.

Note: City expects prospective consultants to identify a scope and detailed deliverables within their proposals that include, at a minimum, the scope of work items identified above.

9. MISCELLANEOUS

a. Standard City Contract Services Agreement

The consultant will enter into an agreement with the City based upon the contents of the RFQ and the consultant's response. The City's standard form of agreement is included (see Attachment C). The consultant shall carefully review the agreement, especially the indemnity and insurance provisions.

There will be **no** modifications or exceptions to the standard contract agreement.

b. Modification or Withdrawal of Submittals

Any Statement of Qualifications (SOQ) received may be withdrawn or modified prior to the SOQ submittal date by written request to the CITY by the prime consultant.

c. Property Rights

SOQs received become the property of the City of Cypress.

d. Confidentiality

Before award of the contract, all SOQs will be designated confidential. After award of the contract all SOQ become public record. Contracts are considered awarded after they are fully executed by both parties and approved by the CITY. Any language purporting to render any portion of the SOQ to be excluded from public review will be regarded as non-effective and will be disregarded.

e. Addendum to Request for Qualifications

The CITY reserves the right to amend the RFQ Notice by addendum before the final SOQ submittal date.

f. Non-Commitment of the CITY

This RFQ does not commit the CITY to award a contract, to pay any costs incurred in the preparation of an SOQ for this request, or to procure or contract for services.

All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

g. Americans with Disabilities Act

The consultant shall comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. Section 12101 et seq.).

h. Conflict of Interest Concerning Consultant(s)

Prospective consultants shall disclose any financial, business, or other relationship with the City of Cypress that may have an impact upon the outcome of this contract. Prospective consultants shall also list current clients who may have a financial interest in the outcome of this contract.

i. References

The CITY reserves the right to check references not only for those stated in the SOQ but also references from the CITY's consultant evaluation reports. Reference information provided in the SOQ found to be in error may be reflected as a reduction in the evaluation score.

7. CONSULTANT EVALUATION AND SELECTION PROCESS

The CITY will select a consultant for the project based on the following criteria:

a) The City will review all SOQs and award a contract, or contracts, based on a firm's qualifications and what is most advantageous to the City.

b) The City may elect to interview a short list of qualified firms or to interview only the top-rated firm based upon SOQs submitted for the project.

c) City may request consultants, who appear to be most qualified for this project, to participate in a brief oral interview and presentation of their proposal.

d) Most qualified, based on personnel and previous experience with this type of project.

e) Proposed scope of services, and demonstration of an approach to the project, that is most beneficial to the City.

f) Effective use of resources and man-hours proposed for the project.

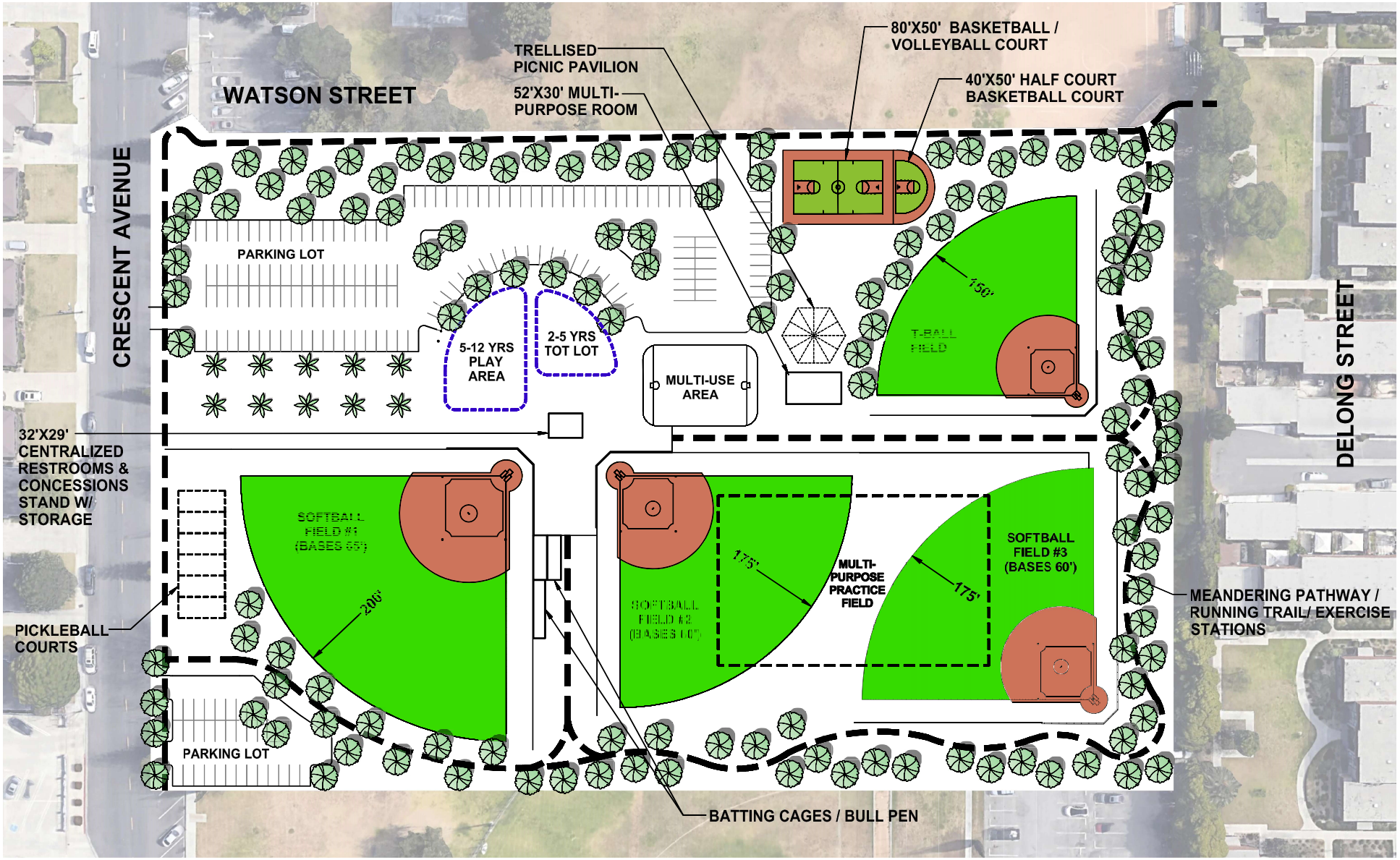
g) The City staff will negotiate a contract with the **best qualified firm** for the desired consulting services. In the event City staff is unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations with that firm shall be formally terminated. Negotiations will then be undertaken with the next most qualified firm. Failing accord with the second most qualified firm, the City staff will terminate negotiations and continue the negotiation process with the next most qualified firms in order of their evaluation ranking until an agreement is reached, and a firm is selected and an agreement is executed.

ATTACHMENTS

Attachment "A" Conceptual Site Plan
Attachment "B" Standard City Contract Services Agreement

Attachment “A”

Conceptual Site Plan



ARNOLD CYPRESS PARK | CONCEPTUAL PLAN

CITY OF CYPRESS

10/12/2020

-40' 0 20' 40'

SCALE: 1" = 40'-0"

Richard Fisher Associates

Attachment “B”

Standard City Contract
Services Agreement

CITY OF CYPRESS
AGREEMENT FOR CONTRACT SERVICES FOR

_____

THIS AGREEMENT FOR CONTRACT SERVICES (herein "Agreement") is made and entered into this ____ day of _____, 20___, by and between the CITY OF CYPRESS, a California municipal corporation ("City") and _____ (herein "Contractor").

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES OF CONTRACTOR

Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Contractor shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Contractor warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional and satisfactory manner.

Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency of competent jurisdiction.

Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by the Agreement.

Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

COMPENSATION

Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum contract amount of _____ Dollars ($_____) ("Contract Sum").

Invoices. Each month Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Contractor is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Contractor shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Contractor which are disputed by City, City will use its best efforts to cause Contractor to be paid within forty five (45) days of receipt of Contractor's correct and undisputed invoice; however, Contractor acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Contractor for correction and resubmission. Review and payment by the City of any invoice provided by the Contractor shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to ten percent (10%) of the Contract Sum but not exceeding a total contract amount of Five Thousand Dollars ($5,000) or in the time to perform of up to ninety (90) days may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

PERFORMANCE SCHEDULE

Time of Essence. Time is of the essence in the performance of this Agreement.

Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding thirty (30) days cumulatively.

Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this

Agreement, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this Section.

Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding one (1) year from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

COORDINATION OF WORK

Representative of Contractor. _____ is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith. All personnel of Contractor and any authorized agents shall be under the exclusive direction of the representative of Contractor. Contractor shall utilize only competent personnel to perform services pursuant to this Agreement. Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, and shall keep City informed of any changes.

Contract Officer. The Director of Public Works is hereby designated as being the representative the City authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith ("Contract Officer").

Prohibition Against Subcontracting or Assignment. Contractor shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

Independent Contractor. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Contractor, its agents or employees, perform the services required herein, except as otherwise set forth. Contractor shall perform all services required herein as an independent contractor of City with only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City, or that it is a member of a joint enterprise with City.

INSURANCE AND INDEMNIFICATION

Insurance Coverages. The Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City:

(a) Commercial General Liability Insurance (Occurrence Form CG0001 or equivalent). A policy of comprehensive general liability insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than $1,000,000.00 per occurrence or if a general aggregate limit is used, either

the general aggregate limit shall apply separately to this contract/location, or the general aggregate limit shall be twice the occurrence limit.

(b) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the Contractor against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the Contractor in the course of carrying out the work or services contemplated in this Agreement.

(c) Automotive Insurance (Form CA 0001 (Ed 1/87) including "any auto" and endorsement CA 0025 or equivalent). A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than either (i) bodily injury liability limits of $100,000 per person and $300,000 per occurrence and property damage liability limits of $150,000 per occurrence or (ii) combined single limit liability of $1,000,000. Said policy shall include coverage for owned, non-owned, leased, hired cars, and any other automobile.

(d) Professional Liability. Professional liability insurance appropriate to the Contractor's profession. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional 5-year period, Contractor shall annually and upon request of the City submit written evidence of this continuous coverage.

(e) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

(f) Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

General Insurance Requirements.

All of the above policies of insurance shall be primary insurance and shall name the City, elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or officers, employees or agents may apply in excess of, and not contribute with Contractor's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, officers, employees and agents and their respective insurers. The insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Contractor shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this

Agreement shall commence until the Contractor has provided the City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of and endorsement to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the City's Risk Manager or other designee of the City due to unique circumstances.

Indemnification. To the full extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Contractor is legally liable ("indemnitors"), or arising from Contractor's or indemnitors' reckless or willful misconduct, or arising from Contractor's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorney's fees incurred in connection therewith;

Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Contractor hereunder; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorney's fees.

Contractor shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Contractor shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Contractor in the performance of professional

services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Contractor and shall survive termination of this Agreement.

RECORDS, REPORTS, AND RELEASE OF INFORMATION

Records. Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services and shall keep such records for a period of three years following completion of the services hereunder. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records.

Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement or as the Contract Officer shall require.

Confidentiality and Release of Information.

(a) All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than the City without prior written authorization from the Contract Officer.

(b) Contractor shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives the City notice of such court order or subpoena.

(c) If Contractor provides any information or work product in violation of this Agreement, then the City shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

(d) Contractor shall promptly notify the City should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. The City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar

proceeding. Contractor agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by Contractor.

Ownership of Documents. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the "documents and materials") prepared by Contractor in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Moreover, Contractor with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

ENFORCEMENT OF AGREEMENT AND TERMINATION

California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Orange, State of California.

Disputes; Default. In the event that Contractor is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, the City may give notice to Contractor of the default and the reasons for the default. The notice shall include the timeframe in which Contractor may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, if circumstances warrant. During the period of time that Contractor is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. If Contractor does not cure the default, the City may take necessary steps to terminate this Agreement under this Article.

Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Contractor shall file a statutory claim pursuant to Government Code Sections 905 et. seq. and 910 et. seq., in order to pursue any legal action under this Agreement.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

Termination Prior to Expiration of Term. This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause.

The City reserves the right to terminate this Contract at any time, with or without cause, upon written notice to Contractor. In addition, the Contractor may terminate this Contract at any time for cause, upon sixty (60) days' advance written notice to City. Upon receipt of any notice of termination, Contractor shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Contractor has initiated termination, the Contractor shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer. In the event the Contractor has initiated termination, the Contractor shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder, but not exceeding the compensation provided therefore in the Schedule of Compensation Exhibit "C". In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

MISCELLANEOUS

Covenant Against Discrimination. Contractor covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class in the performance of this Agreement. Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class

Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount, which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Cypress, 5275 Orange Avenue, Cypress, California 90630 and in the case of the Contractor, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing.

Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

Waiver. No delay or omission in the exercise of any right or remedy by non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

Warranty & Representation of Non-Collusion. No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5. Contractor warrants and represents that it has not paid

or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Contractor further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Contractor is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Contractor's Authorized Initials _____

Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[Signatures on the following page.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:
City of Cypress, a municipal corporation

_____
Jon Peat, Mayor

ATTEST:

_____
Alisha Farnell, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
Fred Galante, City Attorney

CONTRACTOR:

_____

_____

By: _____
Name:
Title:

By: _____
Name:
Title:

Address: _____
_____
_____

Two corporate officer signatures required when Contractor is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONTRACTOR'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONTRACTOR'S BUSINESS ENTITY.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF ORANGE

On _____, 20___ before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER
_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____
_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))
_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of

STATE OF CALIFORNIA

COUNTY OF ORANGE

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WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER
_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____
_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))
_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

-

EXHIBIT "A"

SCOPE OF SERVICES

EXHIBIT "B"

SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

I. **DELETE** subsection 1.8 and **REPLACE** with the following:

"1.8 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in a particular Agreement, as defined in Exhibit "A," or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation up to the amount authorized by the City Council ("Contract Contingency"); or, in the time to perform of up to one hundred eighty (180) days, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other contractors. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

II. **Section 5.1(d) shall be amended to read as follows:**

"Professional Liability. Professional liability insurance in the amount not less than two million dollars ($2,000,000). This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional 5-year period, Contractor shall annually and upon request of the City submit written evidence of this continuous coverage."

EXHIBIT "C"

SCHEDULE OF COMPENSATION

EXHIBIT "D"

SCHEDULE OF PERFORMANCE















DESIGN FOR

Arnold Cypress Park Rehabilitation

PROPOSAL | NOVEMBER 10, 2021

109 W. Union Avenue | Fullerton, CA 92832 | (714) 871-3638 | www.migcom.com

In association with: **BKF ENGINEERS | CRANE ARCHITECTURAL GROUP**
LRA ENGINEERS | CONVERSE CONSULTANTS

109 W. Union Avenue
Fullerton, CA 92832
P (714) 871-3638
F (714) 871-1188
www.migcom.com

CALIFORNIA
BERKELEY, FULLERTON, LOS ANGELES, PASADENA, RIVERSIDE, SACRAMENTO, SAN DIEGO, SAN JOSE, AND SONOMA

COLORADO
DENVER

OREGON
PORTLAND

TEXAS
SAN ANTONIO

WASHINGTON
SEATTLE

November 10, 2021

Nick Mangkalakiri, P.E., Assistant City Engineer
City of Cypress Public Works Department
5275 Orange Avenue
Cypress, CA 90630

RE: – Proposal for Design Services for Arnold Cypress Park Rehabilitation

Dear Nick Mangkalakiri and Selection Committee Members:

MIG, Inc., is pleased to submit this proposal for design services associated with the successful rehabilitation of Arnold Cypress Park. We appreciate the popularity and needs that the park has fulfilled in the community since 1949 and the importance of its renovation success. Many of our park projects are renovations so we understand the coordination, process, scheduling, and range of refinements required to **meet your intended goals of sustainability and resource conservation.** We intend to provide a **quality play experience** for all ages and abilities and **comfort and convenience** for visitors and neighbors as well as **ease of ongoing maintenance** for City or current contracted staff.

We have assembled a project team that includes experts in architecture, landscape architecture, urban design, civil engineering/green infrastructure for stormwater capture and groundwater replenishment, state-of-the art lighting, and "smart" irrigation systems. We also have an **in-house visualization studio** that specializes in producing digital modeling for 3D color renderings, photo-simulations, and video flyovers, creating realistic images of the proposed park improvements during design. MIG has **in-house staff for environmental assessment and documentation** and can provide the Negative Declaration or Mitigated Negative Declaration as required.

We are confident that we can provide the design documents within the City's timeframe by setting definitive milestones and collaborating on the design with City staff along with efficient, consolidated City reviews. Our proven park design solutions will also be an asset in meeting your design schedule, future construction timeline, and project budgets.

MIG is grounded in the **power of play for children and adults.** We thrive on providing places that are memorable and have a special place in the hearts of the community. In our 40 years, MIG has designed **over $1 billion worth of public recreation and facility improvements and has been recognized with over 200 design awards.** We create places that inspire and engage people of all ages and abilities. We are confident that our proven expertise and approach, coupled with our design creativity, will produce a redesigned park environment that invites Citywide use and continues to celebrate the diverse Cypress community.

The following submittal has been prepared after careful review of the RFP, park site, outreach process, and conceptual plan. We look forward to sharing our strengths and ideas for enhancing Arnold Cypress Park. I can be reached at the office (714-871-3638, x4040) or by cell (714-600-0817) or email at stevel@migcom.com if you have any questions.

Sincerely,

Steven N. Lang, PLA, CPRS
Principal



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04 Cost Proposal . . . . under separate cover



01 Firm Organization, Credentials, Background

Critical thinking. Strategic focus. Innovative solutions. MIG engages top professionals in planning, design, communications, management, and technology who work together to ensure our clients achieve the results they seek. We look beyond convention to produce meaningful plans and durable solutions that meet our world's increasing social, economic, and environmental challenges.

About MIG, Inc.

MIG, Inc., improves, adapts, and creates organizations, environments, and tools for human development. We are a community of designers, planners, engineers, scientists, and storytellers who engage people in creative problem-solving and collective action. We believe that the physical and social environment around us have a profound impact on our lives, and this belief shapes the principles that guide our work:

- Communities can plan their own futures.
- The world needs an ecological perspective.
- Great projects work for everyone.
- Elegant design inspires new thinking.
- Every project presents an opportunity to advance racial and social equity.
- All work must be context driven.

MIG is at the forefront of innovation. We are leading local, regional, and national planning and design initiatives to ensure accessibility and equity; engage, educate, and empower people through participatory processes; facilitate strategy development for social change; create playful and inclusive communities; reimagine streets and repurpose infrastructure; revitalize cities and restore ecosystems; and promote environmental stewardship by recognizing that the health of the natural and built world is mutually dependent.



For nearly four decades, MIG has worked with public, private, and nonprofit agencies and their constituents worldwide to craft outdoor spaces where people walk, drive, gather, play, explore, work, learn, and live. Our landscape architecture practice integrates natural and built environments to connect people to place, nature, and each other. Existing site features, topography, and history inform our designs as we work with clients and communities to develop a specific program of functions and uses—creating a powerful sense of place that not only pleases the eye but also protects ecological and cultural resources and enhances community livability.

We offer a full range of services including site assessment, programming, concept and schematic design, feasibility analysis, irrigation and planting design, construction documentation and administration, and site maintenance manuals. Our approach is:

- **Integrated**—considering all aspects of a project from vision to construction to ongoing maintenance
- **Collaborative**—partnering with clients and communities to foster ownership and advocacy
- **Creative**—striving for innovation in design, programming, and implementation
- **Universal**—allowing users of all ages and abilities to share in a cross-generational park experience

Conflict of Interest

Neither MIG, Inc., nor any officers or principals of the firm, have any interest, directly or indirectly in this contract; nor does the firm, its officers, or principals, stand to benefit financially based upon specific outcomes of this project. In addition, MIG is not aware of any existing or potential conflicts of interest that would impair or impede our ability to work objectively with the City of Cypress or impact our delivery of services under this contract.

Standard Contract

We have reviewed the standard contract and have no modifications or exceptions.

Statement of Insurance

MIG, Inc., currently maintains the following levels of insurance coverage.

General Liability:
$1,000,000 per occurrence, $2,000,000 aggregate and $10,000,000 umbrella

Professional Liability:
$2,000,000 per claim and $4,000,000 aggregate

Automobile Liability:
$1,000,000 per accident

Worker's Compensation:
$1,000,000 per accident



Our Subconsultants

BKF ENGINEERS

Civil Engineering and Survey

Since 1915, BKF Engineers has earned a reputation for our ability to successfully plan, design, survey, and implement complex projects. We draw upon and utilize our experience in diligently guiding projects from the initial due diligence and feasibility stages, progressing through project designs and permitting approvals, and concluding with construction and implementation. This proven approach recognizes that developing dynamic projects is informed by focused team collaboration, mitigating physical constraints and potential risks, and balancing design goals with value engineering solutions.

BKF's decades of engineering, surveying, and planning experience is evident in our legacy projects throughout the West Coast. By leveraging our diverse project portfolio in combination with innovative design solutions, BKF's team of more than 450 experienced staff is dedicated to successfully delivering sustainable and dynamic projects for their communities and partners.

CRANE ARCHITECTURAL GROUP

Architecture

Crane Architectural Group is a full-service architectural and planning firm that specializes in Park and Recreation projects. For more than two decades, Richard J. Crane, Jr., AIA, has designed projects that fully and effectively meet the needs of community and governmental agencies. Crane Architectural Group provides design excellence through proven experience aligned with a range of fresh approaches provided by a team of qualified professionals.

Crane Architectural Group provides full-service architecture and planning services that include land planning, site analysis, programming, feasibility studies, ADA Studies, construction cost estimating, building design, construction documents, governmental processing, projects bidding and negotiation, and construction contract administration and observation.

LRA ENGINEERS

Electrical Engineering

LRA Engineers (LRA), formerly Consolidated Engineering, provides complete electrical engineering and design services including analysis and cost estimates, field investigations, energy compliance calculations, preparation of specifications, reports, and construction documents. Consolidated Engineering was established in 1985 and LRA Engineers took over in June, 2003. **LRA is a Small Business Enterprise**.

LRA will provide electrical engineering, analysis, cost estimates, field investigations, energy compliance calculations, preparation of specifications, and construction documents.

CONVERSE CONSULTANTS

Geotechnical Engineering

Established in 1946, **Converse Consultants (Converse)** provides professional consulting in the fields of geotechnical engineering, engineering geology, groundwater sciences, environmental sciences, and soils and materials testing and inspection. Their professional and technical staff of specialized support personnel are dedicated to developing long-term relationships through responsive and quality service.



02 Experience







Westlake Village Community Park

WESTLAKE VILLAGE, CALIFORNIA

MIG helped the City of Westlake Village to assess and select a site for an approximately 20-acre community sports park in association with the YMCA.

MIG developed a conceptual plan and construction documents for a hillside park off of Thousand Oaks Boulevard just west of Lindero Canyon Road. Development of the park was phased to allow a significant grading contract (one million cubic yards export) to create a nine-acre shelf for the sports fields. The plans provide for a variety of active recreation, including a children's play area, in-ground skate park, perimeter jogging/walking trail, overlay basketball courts in the parking area, and lighted fields for softball/baseball and soccer. The plans also incorporated supporting amenities such as a restroom/concession building, picnic facilities, and a maintenance building and yard.

Access to the Park is via a one-way entrance drive and exit roadway from Thousand Oaks Boulevard. The YMCA building and pool complex are centrally located in the park for ease of access and user convenience. Each sportsfield was constructed using synthetic turf to lower operational costs and conserve water. Slopes were landscaped with drought-tolerant and native plant species to blend into the adjacent oak woodland foothills. Construction was completed in the spring of 2018.

Project Duration: 2010 – 2018

Project Team: Steve Lang, Oscar Johnson, Melissa Butler, Holly De La Torre, Crane Architectural Group, LRA Engineers

Reference: Audrey Brown, retired Assistant City Manager, City of Westlake Village
(805) 248-4376 cell | ajgem3@outlook.com







Tustin Veterans Sports Park

TUSTIN, CALIFORNIA

MIG prepared the Master Plan and construction documents for the 31.5-acre Tustin Legacy Park, which will be the City of Tustin's "flagship" community sports park with four soccer fields, three ballfields, four tennis courts, two basketball courts, and eight pickleball courts – all lighted for nighttime use. The park site, which is located on the former Tustin Marine Corps Air Station, required a significant amount of environmental study and remediation for its re-purposed community park use. It also involved a strategic property swap with the adjacent community college district to increase the acreage and provide convenient parking.

Additional improvements include a children's play environment, splash pad, group picnic pavilion, concession/restroom building, perimeter walking trail with exercise stations, passive open space, and on-site parking for 456 cars. A veterans' monument is also included in the park improvements to commemorate military personnel and the historical significance of the base. Construction was completed in Fall 2020.

Project Duration: 2015 – 2020

Project Team: Steve Lang, Oscar Johnson, Melissa Butler, Holly De La Torre, Crane Architectural Group, LRA Engineers, Converse Consultants

Reference: Chad Clanton, Director of Parks & Recreation
City of Tustin Parks & Recreation Services
300 Centennial Way, Tustin, CA 92780
(714) 573-3332 | Chad@tustin.ca







Apollo, Dennis the Menace, Golden, and Wilderness Park Renovation

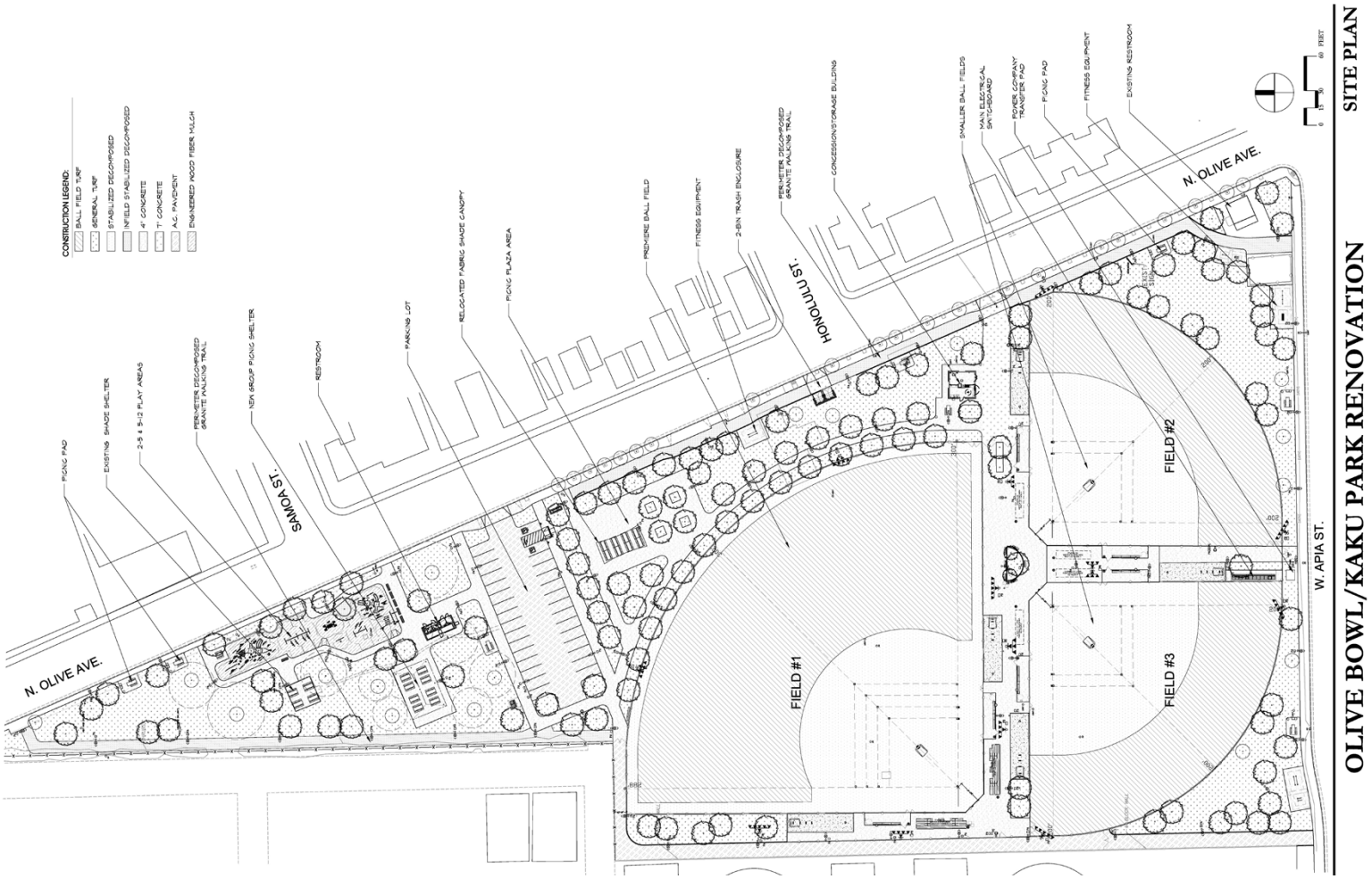
DOWNEY, CALIFORNIA

The citizens of Downey passed a local bond to renovate and upgrade major public facilities in the City, including four popular community parks. MIG was hired to prepare design development plans and construction documents for the landscape, hardscape, irrigation, synthetic sports fields, and building access improvements, as well as construction support services. Wilderness Park included renovation of two existing ponds, significant environmental enhancements, and a bicycle path connecting to the regional bikeway along the adjacent San Gabriel River.

Project Duration: 2018 – 2020

Project Team: Steve Lang, Oscar Johnson, Melissa Butler, Holly De La Torre, José Leal, Dino Viale, Bob Prasse, BKF Engineers, Crane Architectural Group, LRA Engineers, Converse Consultants

Reference: John Oskoui, Assistant City Manager
City of Downey
(562) 904-7282
joskoui@downeyca.org



Olive Bowl / Kaku Park

LINDSAY, CALIFORNIA

MIG is currently developing design and construction documents for this existing park renovation-expansion in Lindsay, CA. This renovation-expansion was made possible through a $3.67-million grant from the California Statewide Park Development and Community Revitalization Grant.

The City received valuable input from the community during their grant process and provided a general concept with recommended amenities. MIG utilized this information as the foundation of the final design used for construction drawings.

This 7.8-acre site will feature three new lighted softball/baseball fields with bleacher seating, bullpens, dugouts and safety netting; restroom building; concession/storage building; new shade shelter; 2-5 and 5-12-year-old play area; fitness equipment; a perimeter walking/jogging path; passive turf areas; renovated picnic shelters; parking lot; security lighting and video surveillance; fencing; and trash enclosure, as well as planting and irrigation.

Project Duration: 2020 – ongoing

Project Team: Steve Lang, Oscar Johnson, Holly De La Torre, José Leal, Dino Viale, BKF Engineers, LRA Engineers

Reference: Neyba Amezcua
Director of City Services and Planning
City of Lindsay
(559) 562-7102 | namezcua@lindsa.ca.us







Lambert Park

EL MONTE, CALIFORNIA

MIG prepared a refined Master Plan, construction drawings, and construction support for this multi-phased park renovation project. The first phase renovations included a restroom concession building, play area, fitness zone, multi-use plaza, walking trails, parking lot improvements, security lighting, planting and irrigation, and a monument sign. The first phase of construction was completed in November 2020. Pending funding, the second phase improvements will include three ball fields, group shade shelter, perimeter walking trail, irrigation, and planting.

Project Duration: 2018 – 2021

Project Team: Steve Lang, Oscar Johnson, Melissa Butler, Holly De La Torre, José Leal, Dino Viale, BKF Engineers, Crane Architectural Group, LRA Engineers, Converse Consultants

Reference: Alan Palermo, Consultant Project Manager
City of El Monte
(310) 717-3244 (cell) | alanmpal@gmail.com

Park and Public Landscape Design Experience

MIG has a proven track record of managing complex, multi-objective park projects that create a high degree of community support through creative design, dynamic visuals, and powerful metaphors.

	Landscape Design	Construction Documents and Administration	Park Planning and Design	Streetscape and Public Realm	Sports/Athletic Fields/Courts	Entry and Parking Areas	Event and Performance Areas	ADA Compliance	Sustainable/Low-Impact Development	Native Planting	Interpretive Signage	Children's Play Environment	Splash Pad	Lighting	Picnic Areas and Benches	Community Outreach
Always Dream Park, Fremont	●	●	●					●	●			●		●	●	●
Anaheim Coves, Anaheim	●	●	●			●	●	●	●	●	●	●		●	●	●
Big League Dreams Sports Parks, Chino Hills, Manteca, Perris, Redding	●	●	●		●	●	●	●	●				●	●	●	●
Cerritos Park East, Cerritos	●	●	●		●	●		●						●	●	●
Claremont Hills Wilderness Park, Claremont				●				●	●	●	●	●				●
Compton Creek Natural Park, Compton	●	●	●			●	●	●	●	●	●	●		●	●	●
Craig Ranch Regional Park, North Las Vegas, NV	●	●	●	●	●	●		●	●					●	●	●
Crown Valley Community Park Renovation, Laguna Niguel	●		●		●	●	●	●	●							●
Deer Canyon Park Preserve, Anaheim	●	●				●		●	●	●	●				●	●
Downey 5 Parks Renovation, Downey	●	●	●	●	●	●	●	●	●			●		●	●	●
Earvin "Magic" Johnson Park Master Plan and Phase I Implementation, Los Angeles	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
El Dorado Park at Pacoima Wash, Los Angeles County	●	●	●	●		●		●	●	●	●	●		●	●	●
Fresno Figarden Loop Park, Fresno	●	●	●		●	●		●				●	●	●	●	●
Gateway Park, El Monte	●	●	●	●		●		●	●	●				●	●	●
Greenleaf Parkway Parks, Compton	●	●	●			●		●	●	●	●			●	●	●
Hing Hay Park, Seattle, WA	●	●	●	●		●	●	●	●			●		●	●	●
Indio Central Park Master Plan, Indio	●		●	●	●		●	●	●				●	●	●	●
Indio Community Parks - Dominguez, Cahuilla, Yucca, Dr. Carreon	●	●	●	●	●	●	●	●	●				●	●	●	●
Johnny Carson Park Revitalization, Burbank	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●
Lake Forest Serrano Creek and Pittsford Parks, Lake Forest	●	●	●	●		●		●						●	●	●
La Quinta Community Park, La Quinta	●	●	●		●		●	●						●	●	●
Liberty Park Renovation, Cerritos	●	●	●		●	●	●	●	●				●	●	●	●
Long Beach Transit Gallery, Long Beach	●	●		●				●	●					●	●	●
Mesa Marin Sports Complex, Bakersfield	●	●	●		●		●	●	●					●	●	●
Monte Verde Park, Lakewood	●	●	●			●	●	●	●	●	●			●	●	●
Paramount Dills Park Renovation, Paramount	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●
Ponderosa Park, Anaheim	●	●	●					●	●				●	●	●	●
Santa Monica Memorial Park Renovation, Santa Monica	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●
Santee Towncenter Community Park, Santee	●	●	●	●	●	●	●	●	●					●	●	●
Tustin Veterans Sports Park, Tustin	●	●	●	●	●	●	●	●	●					●	●	●
Ventura Community Park, Ventura	●	●	●	●	●	●	●	●		●		●	●	●	●	●
Westlake Village Community Park, Westlake Village	●	●	●	●	●	●		●	●	●		●		●	●	●
Westlake Village Dog Park, Westlake Village	●	●	●					●	●	●				●	●	●
Westminster 25 Parks Renovations, Westminster	●	●	●	●	●	●	●	●	●			●		●	●	●
Yanaguana Garden at Hemisfair Park, San Antonio, TX	●	●	●	●		●	●	●	●			●	●	●	●	●

Project Team

Any project's success is largely determined by the caliber, passion, and dedication of the people working on it. As the Prime consultant, MIG's responsibilities will include managing the day-to-day workflow and coordination with the City of Cypress project manager; public meetings, stakeholder engagement, and facilitation; and technical planning, design, and analysis to ensure visionary yet implementable designs.

PROJECT MANAGEMENT

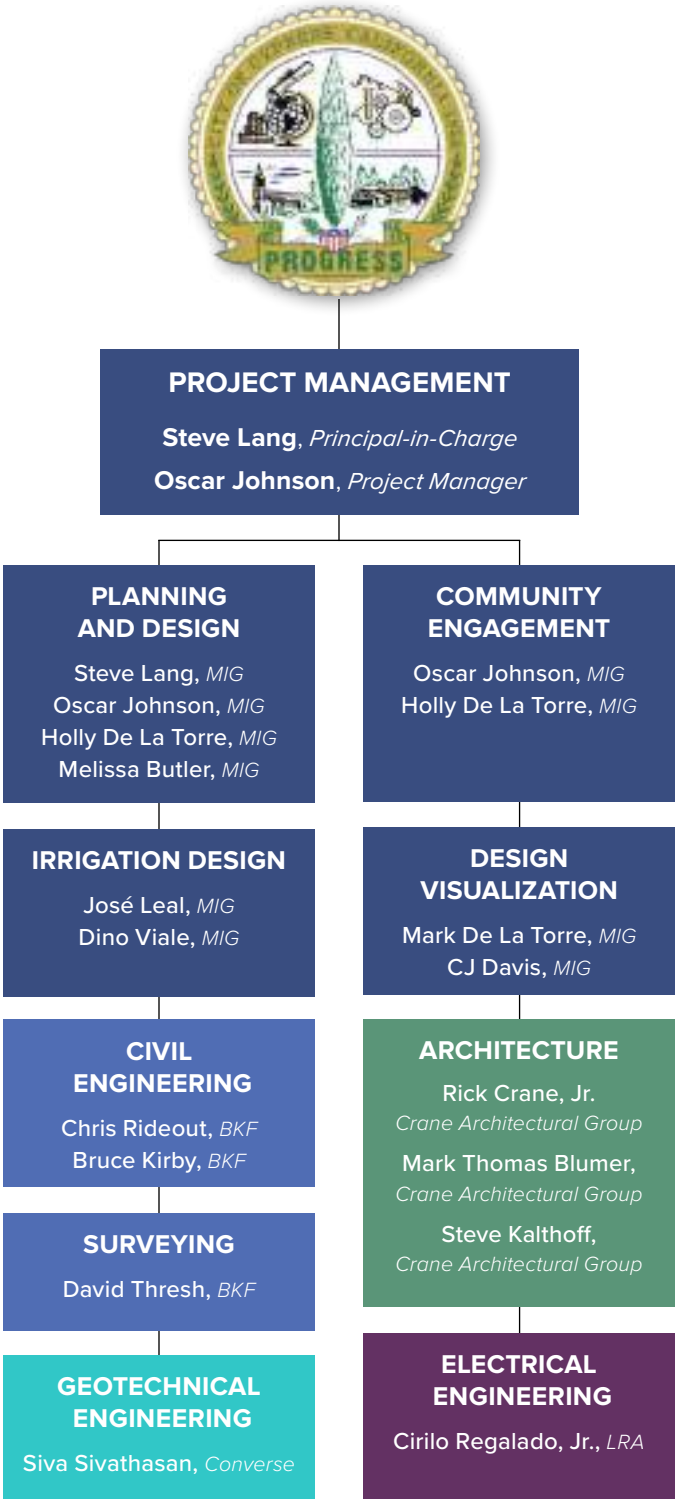
With 40 years of experience in landscape architecture, **Steve Lang, PLA, ASLA, CPRS**, as Principal-In-Charge and Principal Landscape Architect, will ensure adequate resources are allocated to this project and that contractual requirements are met. Steve will provide overall project direction, oversight, and quality control. As Project Manager, **Oscar Johnson, PLA, ASLA,** has successfully managed complex multidisciplinary projects that range from neighborhood, community, regional, sports, and nature parks and trails to public realm spaces and streetscape improvements. Having worked together for over 20 years, Steve and Oscar have designed many award-winning projects throughout Southern California.

TECHNICAL SUPPORT

- **Melissa Butler, PLA,** Landscape Architect
- **Holly De La Torre, CPSI,** Playground Design
- **José Leal, ASLA, PLA, CID, CLIA**, Irrigation Designer
- **Dino Viale, ASIC**, Irrigation Designer
- **Bob Prasse**, Environmental Lead
- **Mark De La Torre,** Visualization Lead
- **CJ Davis,** Design Visualization
- **Chris Rideout, PE**, Civil Engineer
- **Bruce Kirby, PE, QSD**, Civil Engineer
- **David Thresh, PLS**, Surveyor
- **Rick Crane, Jr., AIA,** Architect
- **Mark Thomas Blumer, LEED AP,** Architect
- **Steve Kalthoff,** Architect
- **Cirilo C. Regaldo, Jr., PE,** Electrical Engineer
- **Siva Sivathasan, PhD, PE, GE, DGE, QSD, FASCE**, Geotechnical Engineer

Organizational Chart

The following chart outlines the overall MIG Team structure and how the consultant team will interact with City staff and stakeholders.



Steve Lang, PLA, ASLA, CPRS

PRINCIPAL-IN-CHARGE

Steve Lang is an award-winning landscape architect who has dedicated his career to creating outdoor environments that offer memorable, positive human and natural connections. His early artistic talents converged with his love for spaces beyond building walls to forge a 40-year vocation. Steve's work can be found around schools and sports fields, in forests and downtowns, through plazas and parks, and along streets and waterways. He strives to bring each project's deeper story to the surface through interpretation, education, and art. Steve has taken hundreds of projects from a concept on paper to a reality on the ground. His creativity, communication skills, and attentive listening elicit ideas and visions that he translates into conceptual studies, master plans, and construction drawings. Through their engagement in Steve's design process, clients and communities understand and embrace project goals and challenges; and ultimately, gain a sense of ownership and pride in the final, physical outcomes – outcomes that can last a lifetime.

AREAS OF EXPERTISE

- Landscape Architecture
- Master Planning
- Park Design
- Trails and Corridors
- Parks and Recreation Planning

EDUCATION

- BA, Landscape Architecture, UC Berkeley

REGISTRATIONS

- Landscape Architect: CA #1771, NV #461

YEARS WITH MIG

- 30

AWARDS

- Anaheim Coves: 2014 SCC/ASLA Quality of Life Merit Award
- South Beach Promenade: 2007 SCC/ASLA Merit Award in Landscape Art
- West San Gabriel River Parkway Nature Trail, Phases I and II: 2003 and 2007 APWA Project of the Year; 2003 ASLA Merit Award; 2003 APWA Project of the Year
- Long Beach Transit Mall: McGraw-Hill/ENR Merit Award Winner - 2011

SELECTED PROJECT EXPERIENCE

- Ponderosa Park, Anaheim, CA
- Tustin Veterans Sports Park, Tustin, CA
- Apollo, Wilderness, Golden, and Dennis-the-Menace Parks, Downey, CA
- Anaheim Coves Phase I and II, Anaheim, CA
- Anaheim Urban Greening, Anaheim, CA
- Big Bear Valley Pedestrian, Bicycle, and Equestrian Master Plan, Big Bear Lake, CA
- Big League Dreams - Perris Valley, Riverside County, CA
- West San Gabriel River Parkway Nature Trail, Phases I, II, and III, Lakewood, CA
- Westlake Village Community Park, Westlake Village, CA
- Yorba Regional Park, Orange County, CA
- Castaways Park Trail at Lower Newport Bay, Newport Beach, CA
- Cerritos Park East, Cerritos, CA
- Chino Hills State Park, Chino Hills, CA
- Claremont Hills Wilderness Park, Claremont, CA
- Compton Creek Nature Park, Compton, CA
- Hagerman Softball Complex, Santa Maria, CA
- Hahamongna Watershed Park Annex Master Plan Assessment, Pasadena, CA
- La Quinta Community Park, La Quinta, CA
- Santa Fe Springs Nature Park, Santa Fe Springs, CA

Oscar Johnson, PLA, ASLA

PROJECT MANAGER

Oscar Johnson has always had a passion for drawing and creating, and he's been fulfilling it as a landscape designer and project manager for two decades. From multimillion dollar sports facilities to intimate neighborhood parks, Oscar has designed and managed construction for a variety of public and private projects throughout California. With his meticulous attention to detail and his dedication to longevity, he develops construction details and design specifications that are cost-effective and can be built to last. He is adept in establishing a camaraderie with clients, colleagues, and contractors to shepherd projects from design to ribbon-cutting. Oscar is proactive in reducing risks and applying new technologies and materials to his designs. He describes himself as "a build-a-better-mousetrap type of person" who takes the Big Picture and fills in the fine lines. While his work has benefited people in many communities, Oscar particularly appreciates providing physical, mental, and emotional stimulation to children with disabilities through his projects—enabling them to interact with nature and with others.

AREAS OF EXPERTISE

- Park Design
- Landscape Architecture
- Construction Project Management
- Parks and Recreation Planning
- Sports Parks

EDUCATION

- BS, Landscape Architecture, State Polytechnic University, Pomona

REGISTRATIONS

- Landscape Architect: CA #6481

YEARS WITH MIG

- 24

AWARDS

- Anaheim Coves: 2014 SCC/ASLA Quality of Life Merit Award
- South Beach Promenade: 2007 SCC/ASLA Merit Award in Landscape Art

SELECTED PROJECT EXPERIENCE

- Tustin Legacy Veterans Sports Park, Tustin, CA
- Huntington Beach Pier Plaza and South Beach Renovation, Huntington Beach, CA
- Anaheim Coves Phase I and II, Anaheim, CA
- Brookhurst Streetfront Median, Huntington Beach, CA
- Compton Creek Nature Park, Compton, CA
- 25 Westminster Parks Renovations, Westminster, CA
- Pico Park Renovation, Pico Rivera, CA
- Fullerton Parks Renovation – Adlena, Byerrum, and Valencia, Fullerton, CA
- Greenleaf Parkway SCE Easement Improvements, Compton, CA
- Firestone Boulevard, Downey, CA
- Beverly Boulevard Streetscape Improvements, Pico Rivera, CA
- North Long Beach Street Enhancements, South Street and Del Amo Boulevard, Long Beach, CA
- Lincoln Avenue, Anaheim, CA
- Liberty Park Renovation, Cerritos, CA
- Deer Canyon Park Preserve, Anaheim, CA

Melissa Butler, PLA

LANDSCAPE ARCHITECT

Melissa Butler is an experienced landscape architect having worked on a variety of design projects ranging from parks and trails to urban and regional planning projects. Melissa is passionate about helping create rich public spaces intended to connect people to one another. Strong in both graphic and written communication skills, she understands the importance of developing a solid vision as well as executable design. With a background in ecological sciences, coupled with a diverse design and planning portfolio, Melissa harnesses a robust understanding of the role of natural resources in park planning and design. With this expertise, she is thoughtful during the inventory and evaluation phase of parks, facilities, landscape, and natural assets to identify necessary improvements as well as opportunities for enhancement. Her unique perspective supports the development of strong recommendations, identifying capital projects, maintenance needs, and concepts for new parks.

AREAS OF EXPERTISE

- Landscape Architecture
- Streetscapes
- Parks Planning
- Sustainable Design

EDUCATION

- MLA, California State Polytechnic University, Pomona
- AA, Landscape Architecture, Mira Costa College, Oceanside
- BS, Biology, University of Georgia, Athens

REGISTRATIONS

- Landscape Architect: CA #6410

YEARS WITH MIG

- 6

SELECTED PROJECT EXPERIENCE

- Tustin Legacy Veterans Sports Park, Tustin, CA
- Compton Creek Nature Park Phase II, Compton, CA
- Westminster 22 Parks Projects, Westminster, CA
- Anaheim Coves, Phase II Northern Extension, Anaheim, CA
- Area H Fitness Loop at Rose Bowl, Pasadena, CA
- Cerritos East Ballpark Renovations, Cerritos, CA
- Desiderio Park, Pasadena, CA
- Downey Civic Center Pedestrian Corridor, Downey, CA
- Firestone Boulevard at Paramount Boulevard Streetscape Improvements, Downey, CA
- Yorba Linda LMAD Landscape Transition, Yorba Linda, CA
- Parks and Facilities Master Plan, Irvine, CA
- Cudahy Water Conservation Park Plan, Cudahy, CA
- Parks and Recreation Facilities Master Plan, Westminster, CA
- Anaheim Urban Greening, Anaheim, CA

AREAS OF EXPERTISE

» Landscape Design
» Playground Inspection
» Park Design

EDUCATION

» BSLA, California State Polytechnic University, Pomona

REGISTRATIONS

» Certified Playground Safety Inspector, National Recreation and Park Association
» Leadership in Energy and Environmental Design, U.S. Green Building Council, Accredited Professional

YEARS WITH MIG

» 15

Holly De La Torre, CPSI

DEPUTY PROJECT MANAGER

Holly De La Torre's wide interests in landscape architecture, coupled with the breadth of projects she has worked on for over 12 years with MIG, has led her to be a strong member of the design team. She has gained experience in park design ranging from large sports complexes to community and neighborhood parks and recreational trails. She has participated in projects from conceptual design through construction and knows the importance of complete and definitive construction documents and the value of collaboration through the design and construction process.

Holly is an NRPA-certified playground inspector and this has prompted her interest in children's play environment design as well as her increasing expertise in plan checking play area construction documents on an on-call basis for the Irvine Planning Department. She has a talent and gift for envisioning the details and their interconnection. Her young children have also significantly contributed to her growing passion for incorporating educational and interpretive elements in park and play area design.

SELECTED PROJECT EXPERIENCE

» Anaheim Coves, Anaheim, CA
» Beverly Boulevard Improvements, Pico Rivera, CA
» Big League Dreams Sports Park, Manteca, CA
» Cerritos Park East, Cerritos, CA
» City of Irvine Landscape Plan Check Services, Irvine, CA
» Compton Creek Natural Park, Compton, CA
» Compton Greenleaf Parkway, Compton, CA
» Del Amo Boulevard Median Upgrades, Carson, CA
» Fresno Figarden Baseball Complex, Fresno, CA
» Mesa Marin Sports Park, Bakersfield, CA
» Our Community School Feasibility Study, Chatsworth, CA
» Perris Valley, Big League Dreams Sports Park, Riverside County, CA
» Pico Park, Pico Rivera, CA
» Santee Towncenter Park, Santee, CA
» Tehachapi Valley Recreation and Parks District Master Plan, Tehachapi Valley, CA

José Leal, ASLA, PLA, CID, CLIA

IRRIGATION DESIGNER

José Leal has been learning from and experiencing the natural environment since he was a child – whether it was picking avocados or oranges in an orchard or playing outside on the reservation where he grew up. In landscape architecture, he found a path to continuous discovery and a means for connecting people to place, history, and culture. His respect for the land and its resources is evident in his work as a designer and planner, particularly regarding water conservation and sustainability. José's projects have encompassed everything from public infrastructure to private land use, including neighborhoods, roadways, streetscapes, parks, trails, habitat corridors, schools, museums, and recreation facilities. His Mexican and Native American heritage has inspired José's fascination with indigenous landscape architecture and how different cultures modified and adapted their environment to survive and live. To José, every project represents an opportunity to build on the collective knowledge of clients, community members, colleagues, and the place itself. His work ethic and tenacity ensure a steady generation of new ideas and solutions while his technical expertise enables him to translate visions into physical form.

AREAS OF EXPERTISE

- Community Engagement and Outreach
- Landscape Architecture
- Irrigation Design
- Water Conservation
- Universal Design
- Public Engagement
- Plan Check Review
- Land Use Planning
- Irrigation

EDUCATION

- BS, Landscape Architecture, University of California, Davis

REGISTRATIONS

- Landscape Architect: CA #5429
- Environmental Protection Agency WaterSense Partner, #005124EPA
- Certified Irrigation Designer (CID)
- Certified Landscape Irrigation Auditor (CLIA)

YEARS WITH MIG

- 22

PROFESSIONAL AFFILIATIONS

- Irrigation Association
- American Society of Landscape Architects, Member

SELECTED PROJECT EXPERIENCE

- Compton Creek Natural Park, Compton, CA
- Almansor Park Improvements, Alhambra, CA
- Mace Ranch Community Park, Davis, CA
- Arroyo Community Park, Davis, CA
- Hal Brown at Creekside Park, Marin County, CA
- Heritage Commons Senior Housing, Dixon, CA
- Yanaguana Gardens, San Antonio, TX
- 65th Street Village Mixed-Use Center, Sacramento, CA
- UC Davis Long Range Development Plan and Neighborhood Master Plan, Davis, CA
- Indio Central Park, Indio, CA
- Indio Neighborhood Parks, Indio, CA
- Main Street Dog Agility Park, Redwood City, CA
- Bridle Path Park, Healdsburg, CA
- Kroy Way Pathway, Sacramento, CA
- Yorba Linda Streetscape, Yorba Linda, CA
- Muir Park Renovation, Sacramento, CA
- Regency Park Playground, Sacramento, CA
- Vacaville Centennial Park Master Plan, Vacaville, CA
- Nadaka Nature Park and Garden, Gresham, OR
- Ione Band of Miwok Indians Strategic Plan, Plymouth, CA

Dino Viale, ASIC

IRRIGATION SPECIALIST

Dino Viale is a detail-oriented, self-motivated professional in the landscape and irrigation industry. He possesses strong project management and construction skills, bringing design and construction together seamlessly. He has a passion for water conservation and is constantly striving to create irrigation design solutions that fit the needs of each individual project and client, creating lasting and cost-effective systems that save water.

AREAS OF EXPERTISE

- Irrigation Design
- Landscape Design
- Construction Documentation

EDUCATION

- BS, Landscape Architecture, Polytechnic State University, San Luis Obispo

REGISTRATIONS

- American Society of Irrigation Consultants (ASIC), Professional Member, Northern CA Chapter

YEARS WITH MIG

- 4

SELECTED PROJECT EXPERIENCE

- Ventura Community Park, Ventura, CA
- Del Amo Park, Los Angeles County, CA
- Desiderio Park, Pasadena, CA
- Lambert Park - Phase 1 and 2, El Monte, CA
- Gamma Street Park, San Diego, CA
- 14th Street Promenade, San Diego, CA
- Alderwood Mall, Lynnwood, WA
- Asian Art Museum, San Francisco, CA
- Cherryland Community Center, Alameda, CA
- CHP Crescent City, Crescent City, CA
- Chrissy Field Restoration, San Francisco, CA
- National Audio-Visual Conservation Center, Culpeper, VA
- Orion Park, Chula Vista, CA
- Salinas Public Safety Center, Salinas, CA
- San Francisco Zoo African Savanna Exhibit, San Francisco, CA
- San Francisco Zoo Lemur Exhibit, San Francisco, CA
- Santana Row, San Jose, CA
- Skyline Hill Park, San Diego, CA

Bob Prasse

ENVIRONMENTAL LEAD

Bob Prasse is a fountain of knowledge and expertise in urban planning and environmental analyses. A college class on the economics of environment peaked Bob's interest in the factors affecting the built environment, which led to a 35+-year career working with public agencies and developers throughout Southern California. As a project manager, he's like an orchestra conductor intimately familiar with the score—weaving instruments into a cohesive, harmonious whole. With his analysis, communications, and writing skills, Bob helps clients anticipate and adjust to changing conditions while still meeting project goals related to general and specific plans, zoning ordinances, development reviews, and entitlement services. In addition, he has managed, prepared, and processed CEQA and NEPA documentation for a wide range of planning projects, including large-scale mixed-use communities, public facilities, general plans, retail centers, and warehouse/logistics complexes. Even with all his experience, Bob enjoys the continued learning associated with finding new ways to assist clients and to improve the environment.

AREAS OF EXPERTISE

- CEQA/NEPA and Environmental Impact Reports
- General and Specific Plans
- Entitlement Review and Processing
- Zoning Ordinances
- Land Use Feasibility

EDUCATION

- Master of Urban and Regional Planning, University of Southern California
- BA, Public Affairs/Urban Planning, University of Southern California

YEARS WITH MIG

- 3

SELECTED PROJECT EXPERIENCE

- Smoky Hollow Specific Plan EIR, El Segundo, CA
- Covina Town Center Specific Plan EIR, Covina, CA
- Redlands Crossing (Walmart) EIR, Redlands, CA
- Majestic Chino Gateway EIR, Chino, CA
- Chino South Industrial Park EIR, Chino, CA
- Clay Street Business Park EIR, Pedley Area of Riverside County, CA
- Sierra Industrial Warehouse EIR, Fontana, CA
- National Orange Show Industrial Park EIR, San Bernardino, CA
- CA Recyclers Barton Road Plastics-to-Fuel Conversion Facility IS/MND, Grand Terrace, CA
- Church and 5th St. Warehouse IS/MND, Highland, CA
- The Renaissance Specific Plan EIR, Rialto, CA
- The Preserve Specific Plan and EIR, Chino, CA
- Desert Hot Springs General Plan EIR, Desert Hot Springs, CA
- Monterey Park General Plan EIR, Monterey Park, CA
- Cudahy General Plan EIR, Cudahy, CA
- Hesperia General Plan EIR, Hesperia, CA

Mark De La Torre

DESIGN VISUALIZATION LEAD

Mark De La Torre pulls from a wide range of academic and professional experience in the design professions. Drawing from his experience in architecture, landscape architecture, design-build, and real estate development practices, Mark strives to engage the community as the primary stakeholders in any and every design process. His focus has largely revolved around the graphic representation of the design process, from concept to synthesis through execution, illustrating to colleagues, investors, and the community the power of a good design.

Mark has a wide array of experience in various elements of parks, transportation, and landscape design as well as urban agriculture through the planning and permitting process. He derives design solutions from tangible sources of inspiration that focus on and develop out of the unique, contextual needs of each place.

AREAS OF EXPERTISE

- Design Visualization
- Urban Design and Planning
- Community Engagement
- Landscape Architecture

EDUCATION

- MLA, University of Arizona, Tucson
- BA, University of Arizona, Tucson

PROFESSIONAL AFFILIATIONS

- Urban Land Institute (ULI) Colorado YLG Executive Board
- Real Estate Diversity Initiative

YEARS WITH MIG

- 7

AWARDS

- ACEC National Grand Award, Golden Linking Lookout, Grand Award, 2019
- ACEC CO Grand Conceptor Award, Golden Linking Lookout, 2019
- APA Oregon Chapter, Award for Professional Achievement in Planning, Bend UGB Remand Project, 2017

SELECTED PROJECT EXPERIENCE

- Complete Streets for Hemisfair Park Area, San Antonio, TX
- Brisbane Parkside Plan, Brisbane, CA
- Vacaville Centennial Park Master Plan, Vacaville, CA
- San Antonio Parks System Plan, San Antonio, TX
- Addison Parks, Recreation, and Open Space Plan, Addison, TX
- South Valmont Park City Park Concept Plan, Boulder, CO
- Carlo Park, Milpitas, CA
- Anderson Park Renovation, Wheat Ridge, CO
- Clear Creek History Park Sity Use and Interpretive Plan, Golden, CO
- Ulysses Skate Park Landscape/ Irrigation Plan, Golden, CO
- Quail Campus Phase I Tennis and Parking Lot, Longmont, CO
- Regis University Northwest Campus Master Plan, Denver, CO
- Nishi Gateway (UC Davis Campus Expansion), Davis, CA
- University of Texas, San Antonio Subarea Plan, San Antonio, TX
- National Western Center Campus Placemaking, Denver, CO
- Denver Moves Broadway/Lincoln Placemaking Study, Denver, CO
- Valmont City Park Concept Plan Update, Boulder, CO
- Imagine Downtown Master Plan, Colorado Springs, CO
- North Tryon Vison and Implementation Plan, Charlotte, NC
- Wilsonville Town Center Master Plan, Wilsonville, OR
- Denver Performing Arts Center - Colorado Convention Center Urban Design Framework, Denver, CO
- Colorado Convention Center Master Plan, Denver, CO
- RidgeGate East Village Master Plan, Lone Tree, CO
- Kimball Junction Mixed-Use Development Master Plan, Summit County, UT
- St. Vrain Blueprint, Longmont, CO

CJ Davis

URBAN DESIGNER / DESIGN VISUALIZATION SPECIALIST

CJ Davis is an urban designer with experience in land use planning, community theming/branding, and community outreach. He is well versed in all forms of graphic communications from general graphic design vignettes and conceptual sketches to intricately detailed renderings and 3D models. His interpersonal and problem-solving skills enable him to coordinate and communicate with people from varied fields and backgrounds.

CJ has extensive experience planning, preparing, and executing materials that communicate effectively to the public at community engagement activities. He is skilled at graphically representing complex land use and planning concepts in a meaningful and understandable manner for public agencies, developers, and community residents.

AREAS OF EXPERTISE

- Design Visualization
- Streetscapes and Downtowns
- Urban Design

EDUCATION

- BS, Urban and Regional Planning, California Polytechnic State University, Pomona

AFFILIATIONS

- American Planning Association
- Urban Land Institute
- American Society of Architectural Illustrators

YEARS WITH MIG

- 19

SELECTED PROJECT EXPERIENCE

- Arcadia General Plan Downtown Study and Development Code, Arcadia, CA
- Barton Road Specific Plan, Grand Terrace, CA
- City of Lynwood Residential Design Guidelines, Lynwood, CA
- City of Lancaster Design Guidelines, Lancaster, CA
- Downey Gateway/Downtown Monumentation, Downey, CA
- Downtown Barstow Route 66 Specific Plan, Barstow, CA
- Downtown Joshua Tree Design Guidelines, Joshua Tree, CA
- Duarte Town Center Specific Plan, Duarte, CA
- Euclid Avenue and National Avenue Corridors, San Diego, CA
- Flair Spectrum Specific Plan, El Monte, CA
- Gunner Ranch Specific Plan, Madera, CA
- Liberty Groves Specific Plan, Madera County, CA
- Milllenia Landscape Master Plan, Chula Vista, CA
- Moonridge Phase 1 Specific Plan, Big Bear Lake, CA
- Perris Monumentation/Gateway Design, Perris, CA
- Pier J Signage, Long Beach, CA
- Pine Avenue Streetscape and Signage, Long Beach, CA
- Poway Road Corridor Specific Plan, Chula Vista, CA
- Redwood City Inner Harbor Specific Plan, Redwood City, CA
- Rialto Foothill Boulevard Specific Plan, Rialto, CA
- San Diego Complete Street Program, San Diego, CA
- San Diego Discovery Center, San Diego, CA
- South Selma Specific Plan, Selma, CA
- SR60 Goldline Corridor Extension, SCAG Compass Blueprint, Southern CA
- The Downtown San Diego Mobility Plan, San Diego, CA
- Westminster Gateway Design, Westminster, CA

Chris Rideout, PE

CIVIL ENGINEER | BKF

Chris Rideout brings 34 years of experience, 16 with BKF, providing project management, design, and construction experience on numerous park, streetscape, roadway, utility infrastructure, and transportation projects. Chris has been able to develop strong relationships with the local and regional approval agencies throughout his career, which assists in obtaining timely jurisdictional approvals. His strengths include providing creative alternatives with a maximum amount of flexibility during the design and construction while maintaining project objectives and schedule. He uses layman terms to describe in a broad brush approach for each of the alternatives, clearly stating pros and cons, as well as constraints and opportunities, to facilitate a consensus from stakeholders.

EDUCATION

- BS, Civil Engineering, California Polytechnic University, Pomona

REGISTRATIONS

- Professional Civil Engineer: CA #44922

SELECTED PROJECT EXPERIENCE

- Heritage Community Park, Irvine, CA
- Mesa Marin Sports Complex, Bakersfield, CA
- Great Park Visitor Center Plaza, Irvine, CA
- Lambert Park Renovation, El Monte, CA
- Apollo, Golden, Dennis-The-Menace, and Wilderness Parks Renovation, Downey, CA

Bruce Kirby, PE, QSD

CIVIL ENGINEER | BKF

Bruce Kirby has been involved in land development site engineering and is a professional engineer that has directed the design of many civic, recreational, healthcare, industrial, institutional, educational, retail, commercial, and residential projects throughout southern California. These projects have included providing such services as preliminary engineering and backbone engineering design for the grading, roadway, storm drain, sewer, and water infrastructure required for several large master-planned community projects.

EDUCATION

- BS, Civil Engineering, California Polytechnic University, Pomona

REGISTRATIONS

- Professional Civil Engineer: CA #42393
- Qualified SWPPP Developer (QSD) and Practitioner (QSP): CA #20900

SELECTED PROJECT EXPERIENCE

- Heritage Park Master Plan, Irvine, CA
- Silverlakes Sports Park, Norco, CA
- Irvine Plaza Neighborhood Park, ADA Design, Irvine, CA
- Irvine Hicks Canyon Park, Improvement Planning, Irvine, CA
- Mesa Marin Sports Complex, Bakersfield, CA
- Great Park Visitor Center Plaza, Irvine, CA

Davis Thresh, PLS

SURVEYOR | BKF

Davis Thresh's survey experience spans over 35 years. Throughout his tenure with BKF, he has played a key role in many projects in both the public and private sectors. His responsibility involves project management of all survey projects including scheduling, budget tracking, dispatching, supervision of crews, and coordination of the office and field surveyors. Davis has directly overseen the topographic surveys, construction staking survey, and right-of-way acquisition and mapping for many of the firm's roadway and highway projects.

EDUCATION

» Surveying, Diablo Valley College, Pleasant Hill, CA

REGISTRATIONS

» Professional Land Surveyor: CA #6868

SELECTED PROJECT EXPERIENCE

» Hecker Pass Family Adventure Amusement Park, Gilroy, CA

» San Jose Redevelopment Agency Projects, Fountain Alley Pedestrian Mall and Parking Lot, Guadalupe River Park, and Confluence East Park, San Jose, CA

» Roosevelt Park Community Center, San Jose, CA

» San Lorenzo River Multi-Purpose Trail / Bike-Ped Underpass, Santa Cruz, CA

Richard Crane, Jr., AIA

ARCHITECT | CRANE ARCHITECTURAL GROUP

After graduating from Cal Poly Pomona's Architecture Program, Richard Crane worked with Thomas Maurer AIA & Associates. Promoted, in turn, to Project Manager, to Design Administrator, and finally to Vice President, Richard was responsible for all phases of the architectural process, including programming, budgeting, planning, design, construction document preparation, contract administration, and general office management.

When Richard left Thomas Maurer, he joined Belair-Crane Design Group as principal partner. He remained in that position for four years, and was again responsible for all phases of the architectural process.

Today Richard is the principal of his own firm, Crane Architectural Group, where he provides architectural services for projects ranging from private developments to civic structures designed for public use.

EDUCATION

» Bachelor of Architecture, California State Polytechnic University, Pomona, California

» Associate of Arts in Business Management, Cerritos College, Norwalk, California

REGISTRATIONS

» Registered Architect; State of California No. 21132; State of Texas No. 18270; State of Nevada No. 4964; State of Arizona No. 42293; State of Washington No. 8712

» National Council of Architectural Registration Board; NCARB #40467

SELECTED PROJECT EXPERIENCE

» Big League Dreams Sports Parks, Monteca, Chino Hills, and Redding, CA

» Westlake Village Community Park, Westlake, CA

» Fullerton Sports Complex, Fullerton, CA

» Pepertree and Magnolia Park Restroom and Shade Structure, Tustin, CA

» Alicia Skate Park, Concession Restroom, and Storage Facility, Laguna Niguel, CA

» Moreno Valley PSB Gym/Locker Room, Moreno, CA

Mark Thomas Blumer, LEED AP

ARCHITECT | CRANE ARCHITECTURAL GROUP

Following his graduation from U.C. Berkeley, Mark Blumer entered the employment of Belair-Crane Design Group, where he was responsible for design work and construction document preparation. Mark has been with the firm of Crane Architectural Group since its inception. His duties have encompassed the spectrum of architectural practice, bringing projects form initial design to the final construction document phase. These projects have ranged from parks and open spaces to single- and multi-family residential projects and commercial, governmental, and religious projects to historic preservation projects.

EDUCATION

» BA in Architecture, University of California at Berkeley

REGISTRATIONS

» Registered Architect, State of California
» LEED Accredited Professional (AP)

SELECTED PROJECT EXPERIENCE

» Hope International University Student Center Gymnasium, Fullerton, CA
» Big League Dreams Sports Parks, Monteca, Chino Hills, and Redding, CA
» Downey Skate Park and Tennis Center Facility, Downey, CA
» Alicia Skate Park, Concession Restroom, and Storage Facility, Laguna Niguel, CA
» Pepertree and Magnolia Park Restroom and Shade Structure, Tustin, CA
» Bellis Park Shade Structure, Buena Park, CA
» Jan Juan Capistrano Sports Complex, San Juan Capistrano, CA
» McPherson Park Sports Complex, Orange, CA
» MacCambridge Park Tennis Center, Burbank, CA
» Mile Square Park Archery Range, Fountain Valley, CA
» Westlake Village Community Park, Westlake, CA
» Rio Vista Park, Rivera Park, and Smith Park, Pico Rivera, CA

Steve Kalthoff

ARCHITECT | CRANE ARCHITECTURAL GROUP

After graduating from Cal Poly Pomona's Architecture Program, Mr. Kalthoff entered the employment of Crane Architectural Group. His duties have included the entire range of architectural practice, but especially the construction document phase. He has vast experience working with City personnel, construction teams, and regulatory agencies. He has worked on many types of projects, including park and recreation, commercial and industrial, and custom residential projects.

EDUCATION

» Bachelor of Architecture, California State Polytechnic University, Pomona, California

REGISTRATIONS

» Registered Architect, State of California

SELECTED PROJECT EXPERIENCE

» Fullerton Sports Complex, Fullerton, CA
» Big League Dreams Sports Parks, Chino Hills and Redding, CA
» Peterson Park Restroom, Sun City, CA
» Sleepy Hollow Community Center/Restroom, Chino Hills, CA
» Belvedere Park Snack Bar, Los Angeles County, CA
» Pioneer, Lonehill, Via Verde Parks Restrooms, San Dimas, CA
» Peppertree and Magnolia Park Restrooms, Tustin, CA
» Chino Hills Equestrian Community Center, Announcers' Booth, Chino Hills, CA
» Big League Dreams Sports Complex, League City, TX
» Fullerton Tennis Center, Fullerton, CA
» Chino Hills Community Center, Chino Hills, CA
» Mile Square Park Archery Range, Fountain Valley, CA
» Santee Town Center Community Park, Santee, CA
» Fontana Adult Softball Park Sports Complex, Fontana, CA
» Moreno Valley PSB Gym/Locker Room, Moreno, CA
» Heroes Park Sports Complex, Lake Forest, CA

Cirilo C. Regalado, Jr., PE

ELECTRICAL ENGINEER | LRA

Cirilo "Reg" Regalado has over 30 years of active practice in electrical engineering design and project management. Cirilo has extensive electrical engineering design experience for projects such as public schools, commercial and industrial buildings, community and senior centers, parks, recreational facilities, and street improvements.

EDUCATION

» BS, Electrical Engineering, Mapua Institute of Technology, Manila, Philippines

REGISTRATIONS

» Professional Engineer: CA #E16914
» PEE: Republic of the Philippines #1044

SELECTED PROJECT EXPERIENCE

» Admiral Kidd Park, Long Beach, CA
» Allendale Park Lighting Project, Pasadena, CA
» Anaheim Coves, Anaheim, CA
» Arroyo Park, South Pasadena, CA
» Big League Dreams, Chino Hills, CA
» Canyon Rim Park, Anaheim, CA
» Central Park, Santa Clarita, CA
» Compton Greenleaf Parkway, Compton, CA
» Costa Mesa Bark Park, Costa Mesa, CA
» Riverdale Park, Anaheim, CA
» Redding Soccer Complex, Redding, CA
» Singer Park Walkway Lighting Improvements, Pasadena, CA

Siva Sivathasan, PHD, PE, GE, DGE, QSD, FASCE

GEOTECHNICAL ENGINEER | CONVERSE

Dr. Siva Sivathasan is a registered civil and geotechnical engineer in California with 27 years of geotechnical and construction experience. He is skilled at analyzing complex geotechnical problems and has prepared comprehensive reports with detailed recommendations. He also has extensive knowledge of construction projects from managing geotechnical observation and testing, special inspection and material testing, and Caltrans source inspection services. He has been providing source inspection for major transportation projects in Southern California. He is a subject matter expert for the California Board of Professional Engineers, Land Surveyors, and Geologists for geotechnical engineering exam development.

EDUCATION

» PhD, Civil Engineering, University of California, Davis
» MS, Civil Engineering, University of California, Davis
» BS, Civil Engineering, University of Peradeniya, Sri Lanka

REGISTRATIONS

» California, Civil Engineer No. 63185
» California, Geotechnical Engineer No. 2708
» Diplomate in Geotechnical Engineering No. 1169
» CFR 1910.120 OSHA 8-Hour Refresher Training
» CFR 1910.120 OSHA 40-Hour Training
» Nuclear Soil Density Gauge Certification

SELECTED PROJECT EXPERIENCE

» 6th and Lacy Street Park, Santa Ana, CA
» Memory Lane/Santa Ana River Park, Santa Ana and San Jose, CA
» City of Bloomington, Kessler Park, Bloomington, CA
» Shaffer Park, Orange, CA
» City of Lake Forest, Civic Center and Serrano Summit Development, Lake Forest, CA
» City of Tustin, Veterans Sports Park at Tustin Legacy, Tustin, CA



03 Project Understanding and Approach

Overall Understanding

The MIG Team appreciates the value and increasing importance of Arnold Cypress Park as it continues to be a major destination and resource in your community. Successful parks are designed to provide a welcoming environment for both passive and active recreation opportunities and for people of all ages and abilities. Parks attract families and encourage positive community interaction. MIG's design goal is to find "gold" in every project—some hidden aspect that sets it apart and that we can enhance in our design. We believe this approach of creating a safe, comfortable, and engaging venue where families and the Cypress community can come together will ensure that this beloved park continues to provide a variety of memorable and treasured experiences.

Our design will be rooted in the identified needs and park program that the City has already developed and refined through the community workshops, online outreach, and general input from City staff and community leaders. We value this input. We will proactively listen to hear if any new concerns or desires have surfaced since the conceptual plan was proposed. Our team will propose improvements or enhancements from our experience and expertise as opportunities arise during the design process.

Approach

The park renovation will require thorough knowledge of current mandates that will affect design. Accessibility requirements will require circulation and full universal access to facilities throughout the park. We understand the water conservation requirements enacted by AB325 and B1881 that now govern irrigation water use. These **water conservation** concerns and mandated irrigation restrictions have prompted limitations on turf use, requirements for smart weather-based irrigation controllers, and more efficient sprinklers and drip systems. Implementation of on-site **green infrastructure** to capture and store stormwater runoff for percolation and groundwater recharge is becoming the norm. **Resource conservation**, in terms of energy efficiency and long-term maintenance demands, is a key design criterion that we will consider in our conceptual design process. Our intention is to design your proposed park improvements with the guidance of Cypress's high-quality standards and goals of **safety, connectivity, opportunities for intergenerational activities, healthy exercise, and positive community interaction.** We will work closely with City maintenance staff to garner their knowledge and recommendations to efficiently manage this facility and ongoing costs.



We understand that the City will bring on a construction management firm for constructability review at the 60%/90% design phase. Our project team is very familiar with construction administrative procedures and construction support services. MIG provides on-site construction observation and support for most of our clients. As the prime design consultant for 90% of our projects, we coordinate the on-site services for all project team consultants. Our staff is well-trained in construction administration services and tasks and coordination with consultants, Agency staff, and the contractor. We will provide construction support services as needed to ensure that project implementation proceeds according to the design intent.

MIG favors a highly interactive approach in which our project team will work closely with Cypress staff as directed. We envision Arnold Cypress Park's rehabilitation as a **collaborative team** effort that will maximize the strengths and resources of all project team members and City staff and will result in a reinvigorated and beloved community park.

Schedule

Communication and time management will be key in the successful development of Arnold Cypress Park. Our Project Manager will present and set an agreed upon schedule with the City at the project start. The schedule will indicate the tasks, milestones, deliverable dates, and anticipated review periods throughout the design process. We will continuously and carefully monitor and manage the schedule, making adjustments as necessary with the City staff's review and approval, to accommodate any meetings and/or extended review periods that may become necessary. We have a **weekly production meeting** to review project schedules, note upcoming deadlines, and fine tune assignments as necessary. Continual communication between the City and the project team through the project manager will keep the project schedule coordinated and everyone informed. If an unexpected delay occurs, the project manager will prepare and present a **plan of action** for making up the time to the City representative for review and approval. MIG has earned a reputation for completing our project tasks in a timely manner.

The broad experience of our overall firm, combined with the expertise of our personnel, ensure our prompt response to your project and any questions and issues that may come up during the design or construction process. We will work closely with the City staff and our project team to meet all project milestones.





Coordination with Public Works

MIG is intimately familiar with the special requirements of municipal projects. We will work closely with the Public Works Department to incorporate the Greenbook Standard Specifications for Public Works Construction, water efficiency landscape ordinances, and City standards that will govern the development of Arnold Cypress Park. Our team understands the importance of complete and thorough bid documents to ensure quality construction from the "low responsive bid" contractors. Our design and construction documents will reflect this attention to detail and the quality of materials and equipment selected.

MIG understands the relationship between the City departments and the approval process. In providing design services for our public clients, the MIG Team understands the City's submittal process, multi-agency review schedules, and desire to address plan check comments in a timely manner. We realize the value of **proactively moving the project forward** to ensure reviewers' continuity and maintain project momentum. We will work closely with Recreation and Community Services and Public Works staff to produce a park plan that meets the City's expectations.

Quality Control/ Quality Assurance

MIG has an in-house quality assurance program in place to review our document production and ensure a high level of document coordination. We will perform a continuous quality review process to make certain that our designs are "buildable", understandable, and consistent.

We have developed extensive checklists for the review of all design disciplines that the project manager and staff use to confirm that all items are complete and coordinated. The checklists will address the following drawing and specification items: grading, drainage, irrigation systems, walkways and drives, fencing, lighting, parking, restroom/ concession, multi-purpose building, play areas, sports courts, passive facilities, site amenities, drought-tolerant plant materials, signage, and general and specific notes.

At the final plan check review, we have a senior project manager or principal, who is unfamiliar with the project, put on the contractor's hat and look for any missing or unclear items in the construction documents that could prompt requests for information during construction or change orders. A review with fresh eyes is another layer in our quality control regimen.

Unique Qualifications

MIG is known for our public facilitation skills. We actually wrote and published a popular book titled *"Meeting of the Minds"* that shares our proven approach and techniques to garner valuable input from those interested in the project. We realize that the public outreach has been accomplished as part of the conceptual design phase for Arnold Cypress Park. However, if any meeting facilitation is required, we can provide those services with great confidence and proven success.

Our in-house Visualization Studio offers different ways to help clients "see" the proposed development in 3D color renderings, photo-simulations, video flyovers, and most recently immersive real-time virtual reality (VR) and augmented reality (AR), which provide the experience of what it would "feel" like to be in that space. We understand that Cypress envisions using these capabilities to provide critical views from specific vantages into and around the park.

We have a certified playground safety inspector (CPSI) in-house who plays a key role in reviewing and designing play areas that meet the ASTM safety requirements.

We also have in-house communications and information technology groups with graphic design and web-based production capabilities to create communication documents and develop multimedia conduits to distribute and retrieve information to and from the community.

Our in-house environmental planners and biologists provide the science-based assessment that informs early design considerations and impacts that affect the proposed design. This collaborative approach between MIG scientists and designers results in projects with less environmental disturbance and often proactive scheduling to avoid nesting seasons or habitat impacts on endangered plant or animal species.



Family-Friendly Design

An important part of creating a family-friendly park, especially in a park that features multiple sports facilities, is the compatible adjacent uses that attract the range of interests and abilities in a family. The ballfields at Arnold Cypress Park should have children's play areas within proximity to the ballfield to allow families safe and convenient access to both areas when kids need a supervised break from watching the game with parents or guardians. Ideally restrooms are provided near active areas for clear supervision and easy immediate access for children. On the other hand, basketball courts are better positioned away from children's play and picnic facilities with the intensity and noise they generate. A mix of passive and active facilities creates an environment that attracts cross- generational park use. Adults and seniors enjoy perimeter walking trails and exercise stations and more recently pickleball and bocce ball courts. Group and family picnic areas are popular for family gatherings or special events. Arnold Cypress Park has a healthy mix of activities that, when well-positioned, will create an attractive family park.

Scope of Work

It is MIG's intent to produce a final work product that meets the objectives of the City of Cypress in terms of staff participation, resource efficiency, design quality, innovation, public safety and comfort, budget control, and completion schedules. To assure achievement of this goal, adjustments to this program can be made.

Services will include the following:

PHASE I: PROJECT KICK-OFF/CONCEPTUAL DESIGN

1.1 Kick-Off Meeting

1. Attend a kick-off meeting with City staff for review of program scope, schedule, and on-site review. *(1 meeting)*
2. Collect from the City all pertinent data and information regarding the existing site improvements, City-provided as-builts, utilities, design standards, input from City staff, concept plan, past community input, and any other information that may affect preparation of the Conceptual Site Plans and Construction Documents.
3. Perform site survey and produce base topographic plan. Perform geotechnical soils testing and produce geotechnical investigation report with test results and recommendations for building footings, light pole footings, and concrete slab and pavement sections. Percolation tests will be performed at two boring locations to obtain water infiltration rates to determine the feasibility of stormwater infiltration on-site. Perform lead-based paint and asbestos survey associated with demolition of the park buildings. Review construction plans and/or specifications as available to identify potential asbestos-containing materials. Accessible interior and exterior areas will be sampled for the presence of asbestos (up to 250 bulk samples). Provide survey report with recommendations for demolition handling in construction documents.



4. Based on the concept plan in the RFP, site review, staff input, and gathered information, MIG will develop three Conceptual Site Plans that expand on the City's current conceptual plan/vision. The concepts will include all elements and amenities as described in the RFP including, but not limited to: four lighted softball fields; batting cages; six lighted pickle ball courts; one multi-use court; ADA-compliant centralized restroom/concession building and multi-purpose building; lighted basketball/volleyball court; a new playground area separated into two- to five-year-old and five- to twelve-year-old areas; picnic pavilion; walking/jogging path with exercise equipment stations and structures; lighted walking paths throughout the park; new parking lot with required ADA-compliant spaces and access; and landscaping and lighting throughout the park.
5. Present Conceptual Site Plans to City staff for review and consensus on a preferred Site Concept Plan. Present building design studies, floor plans, and building elevations for City staff input. *(1 meeting)*
6. Based on City staff input and comments on the Conceptual Site Plans and architectural floor plans and elevations, the MIG Team will refine the preferred Site Concept Plan, building plans, and elevations and prepare a preliminary grading and drainage plan and preliminary wet utility plan.



7. MIG will prepare a materials/colors board indicating proposed materials, products, and color schemes of site improvements and buildings for City staff review and approval.

8. Present Refined Concept Site Plan, architectural floor plans and elevations, preliminary grading and drainage plan, and opinion of probable costs (OPC) to City staff for review and input. *(1 meeting)*

9. Based on input and comments on the Refined Concept Site Plan architectural floor plan and elevations and preliminary grading and drainage plan, MIG will make further refinements and adjust the preliminary OPC as needed.

10. To articulate the proposed park elements and vision of the Concept Site Plan, a series of a static and dynamic visualization tools will be employed for this project. This begins with a detailed digital model that will become the foundation for concept plan refinement. From that model, various views and angles can be explored to illustrate important considerations for proposed park elements. Those views will then be enhanced, using post-processing techniques in supporting software platforms to better articulate the feeling and character of those spaces. Lastly, pulling all of those elements together, a fly-through animation will be produced to tell the complete story of the design and the future vision of the park.

a. Detailed Digital Model

A detailed digital model, built in SketchUp, will be the foundation for all the rendering tasks. Differing styles and model elements can be used at different stages of the process to ensure graphic representation of the concept plan aligns with a commensurate level of refinement. Key considerations for the functionality of the model will be based on the ability to interchange various proposed park elements with ease.

b. 3D Renderings and Photo-Simulations

Building from the digital model, a wide range of vantage points can be selected to illustrate the various aspects of the proposed park elements. Once key views that best articulate the overall vision or highlight specific design elements are selected, additional detail and refinement will be made in both SketchUp and supporting software platforms to create truly engaging and dynamic images.

To best understand the concept plan and its relationship with adjacent neighbors, aerial renderings that encompass the whole, or at least majority of the site, will be very important. However, knowing that the park will not actually be experienced from the sky by most community members, eye-level perspectives will be equally important parts of the rendering package as they best articulate the character and experience of the park for its users. The digital model base will be paired with photographs taken from the site to provide ‘before and after’ scenarios from which the view can highlight proposed user experiences.

Additionally, in lieu of providing renderings from multiple vantages points, a single vantage point could be used to explore the programmatic and temporal changes that the site will experience, such as daytime and nighttime activities, special events, and so forth. Interim sketches will be provided prior to a full draft to ensure the appropriate content and composition is being achieved.

c. Animation

Static imagery is very versatile in that it can be incorporated in a variety of different media types. However, to best capture the complete vision for the final concept plan, an animation is a powerful tool. A fair amount of strategy, in the form of a storyboard, should proceed any actual animation so that the flow of the video augments and builds upon what has been produced to date. A lower-quality draft animation will first be produced for the City to review to ensure that the story has been achieved prior to completing the final animation.

11. Present the final, colored Concept Site Plan, renderings, photo-simulations, video fly-overs, architectural floor plans and elevations, and associated OPC to the Parks and Recreation Commission and City Council for approval to proceed with construction documents. *(2 meetings)*

Meetings:

» One Kick-Off Meeting with City staff and on-site review
» One Meeting with City staff to review three Conceptual Site Plans, architectural floor plans and elevations, and choose a preferred Concept Site Plan to further refine
» One Meeting with City staff to review Refined Concept Site Plan, architectural plans and elevations, materials board, renderings, and OPC
» Parks and Recreation Commission presentation and City Council presentation (2 meetings)

Deliverables:

» Three black and white copies each of three Conceptual Site Plans for City staff review
» Three colored copies of Refined Concept Plan for City staff review
» Three copies of preliminary opinion of probable costs (OPC) for Refined Concept Plan
» One materials board
» One copy of topographic survey plan
» One copy of geotechnical report
» One copy of asbestos and lead-based paint survey report
» Digital files of all documents listed above

Visualization Package

» One digital model
» Two draft aerial renderings
» Two draft experiential renderings
» Three final aerial renderings
» Three final experiential renderings
» One animation storyboard
» One draft animation
» One final animation

PHASE II: CONSTRUCTION DOCUMENTS

Based on the City-approved site and architectural conceptual development plans and opinion of probable cost, MIG will prepare construction drawings and technical specifications for the proposed improvements in sufficient detail for the City to approve and for contractor bidding. Construction documents will be prepared using the City's standard title block in AutoCAD 2018 and will include the following:

» Base Sheet
» Demolition Plan
» Site Plan
» Horizontal and Vertical Control Plans
» Precise Grading Plan
» Utility Plans (Sewer, Water, Storm Drain, Gas)
» Architectural Plans
» Engineering Drawings
» Planting Plan
» Hardscape and Site Amenities Plan
» Irrigation Plan
» Irrigation Watering Schedules and Pressure Calculations
» Planting and Irrigation Details
» Construction Details
» Electrical Plan
» Technical Specifications
» Signed and Stamped Construction Plans on bond paper
» CAD files
» Water Quality Management Plan



1. Prepare 30% complete construction plans and submit for City staff review.
2. Meet with City staff to review 30% CD submittal comments. *(1 meeting)*
3. Incorporate comments received from the 30% review and prepare 60% complete CDs (plans and technical specifications) and OPC and submit for City staff review.
4. Meet with City staff to review City-consolidated 60% CD submittal comments. *(1 meeting)*
5. Incorporate comments received for 60% review and prepare 90% complete CDs and OPC to submit to City staff, departments, and agencies for review and comments.
6. Meet with City staff to review City-consolidated 90% submittal comments. *(1 meeting)*
7. Incorporate comments received from 90% review and prepare final construction drawings, OPC, and technical specifications; and submit to the City for final review, final approvals, and permits at 100% completion.
8. Submit final approved stamped and signed construction documents on mylar to the City for bidding.
9. Present final CDs and OPC to Parks and Recreation Commission and City Council for review and approval. *(2 meetings)*
10. Provide PDF electronic copy on disk of the CDs (CAD and Word files) for City use.

Meetings:

» Meeting with the City staff to review equipment specifications and review construction documents at 30%, 60%, 90% submittal for review comments. (3 meetings)

» Parks and Recreation Commission presentation and City Council presentation (2 meetings)

Deliverables:

» Three full-size sets of 30% and 60% complete construction documents (CDs). City to provide complete City "Boilerplate" and General Conditions to precede technical specifications.

» Six sets of 90% complete CDs for City staff and departments review and comments and County Health Department approval

» Three sets of 100% complete CDs and final OPC

» One copy of stamped and signed originals of construction drawings for bidding phase reproduction on mylar

» One electronic copy (disk) of construction documents for City records

PHASE III: BID ASSISTANCE

1. Attend pre-bid conference and answer questions from prospective bidders. *(1 meeting)*
2. Prepare addendums as needed to clarify certain aspects or questions regarding the plans that may arise during contractor bidding.

PHASE IV: ON-CALL CONSTRUCTION SUPPORT SERVICES (12-MONTH PERIOD)

1. Attend pre-construction meeting.
2. Attend twice-monthly site meetings to review construction progress and a preliminary and final inspection walk-through.
3. Respond to RFIs and interpret plans and specifications.
4. Review and approve shop drawings and samples.
5. Assist in reviewing and processing requests for potential change orders, material submittals, or equal products.
6. Prepare preliminary and final corrective punch list based on final review walkthrough.

PHASE V: AS BUILTS/RECORD DRAWINGS

1. MIG will provide the contractor with full-sized bond drawings and CAD CDs of the project for the contractors use for updating to as-built/record drawing condition. MIG will review and update the as-built/record drawings and closeout documents for completeness prior to turning them over to the City.

OPTIONAL TASK:

1. In accordance with the RFP, the scope for preparation of either a Negative Declaration (ND) or if mitigation measures are needed, a Mitigated Negative Declaration (MND) is included as an optional service. Since the project will primarily involve the updating, reconfiguration, and rehabilitation of recreation facilities that already exist on the park site, compliance with the California Environmental Quality Act (CEQA) is expected to be relatively simple and straightforward. We have not included technical studies (i.e., traffic study, noise analysis, etc.) as the level of use of the park is expected to be similar for current and post-rehabilitation use.

   MIG will prepare an administrative draft Initial Study that reflects the characteristics of the project and complies with the requirements of the CEQA Guidelines. MIG will answer each Initial Study checklist question with clear, thorough, and reasoned analysis. If mitigation measures are necessary, they will be practical, logical, and enforceable. Following City review and comment on the Administrative Draft ND or MND, we will prepare and submit a revised draft to the City for final review.





   Once the City signs off on the revised draft, the ND or MND will be circulated for the CEQA-required 20-day public review period. MIG will be responsible for CEQA-required noticing and distribution of the ND or MND, including forms and notices required by CEQA, and filing with the Orange County Clerk. Under this task, we assume that the City will be responsible for local newspaper ads and any physical on-site posting that may be required by City regulations. Once the 20-day public review period ends, MIG will, if needed, assist the City in responding to written comments received on the ND or MND, although our budget anticipates few, if any, comments.

   Once the City approves the project, MIG will prepare a Notice of Determination (NOD). Following City sign-off, MIG will file the NOD with the Orange County Clerk within five working days of project approval. At the time of the filing, fees will need to be provided by the City as required by the State of California Fish and Game Code section 713. This fee is not included in our proposal.

   - This task also includes one internal meeting with City staff and attendance at one public hearing.
   - This task does not include A.B. 52 Native American consultation support.

EXCLUSIONS:

The following services are not included in the scope of services identified in the proposal:

- Specification City “Boilerplate” and General Conditions
- Agronomic testing and report
- Power Company Service Plans
- Permit costs

REQUEST FOR PROPOSALS (RFQ/RFP)
for
DESIGN FOR
ARNOLD CYPRESS PARK REHABILITATION



Respectfully Presented By:

ARCHITERRA
DESIGN GROUP
LANDSCAPE ARCHITECTURE AND PLANNING

NOVEMBER 10, 2021

ARCHITERRA
DESIGN GROUP
LANDSCAPE ARCHITECTURE AND PLANNING

November 10, 2021

Nick Mangkalakiri
Assistant City Engineer,
City of Cypress
5275 Orange Avenue
Cypress, CA 90630

Re: Request for Proposals Professional Design Services Arnold Cypress Park Renovation Project

Dear Mr. Mangkalakiri,

We understand the success of the Arnold Cypress Park renovation project is very important to the City, and the surrounding residents of Cypress. A key factor to the success of your project will be determined by the selection of a dynamic, creative and professional consultant team with the required skills, experience and one that is a good "fit" to achieve your design goals. We are that team. We bring to your project our experience with both new park design and existing park renovations. We have experience in traditional park planning, nature and specialty park planning, trail and fitness design and the development of uniquely creative and educational park facilities. Based in Rancho Cucamonga and with a project manager who is a resident of Norwalk, we will be able respond to your project needs quickly. We understand you have an assertive timeline to meet your project goals and we have the team and abilities to meet your established time frame for the completion of the project.

We understand that the City is looking to hire a consultant to perform site planning and design development, along with the final Plans, Specifications and Estimates (PS&E) for Arnold Cypress Park. The park concept is to feature amenities as determined from several previous community meetings. The Park redesign is to include softball fields and sports lighting, two age-appropriate playground areas, exercise stations, benches, water stations, improved walking paths, security lighting and other amenities as derived during the community discovery process. Irrigation and planting will include retention and/or relocation of mature on-site trees, drought tolerant landscape planting and low water use irrigation design. We have included an expanded conceptual design graphic on page 17, that illustrates our creativity and desire to assist the City with the project. This just a preliminary interpretation that will be refined and designed in collaboration with City Staff during the preparation of the three additional concept plans.

The city is seeking a dynamic team who can provide creative solutions and timely delivery of final plans on an assertive schedule with a design and construction document completion date of June 2022.

Located in nearby Rancho Cucamonga, we have a 30-year history of providing design excellence and customer service. Architerra Design Group's (ADG) staff for this project will consist of President Richard Krumwiede, #2834, as principal of record, who will provide project and team oversight; Director of Design Gregg Denson, #4302, who will oversee the preliminary and design development phases; Director of Production David Dahlke, #4094, who will provide construction document oversight, in-house plan checking, and quality control; and Robert Collings, who will be the Project Manager for the duration of the contract. Mr. Collings will serve as the main point of contact with the city along with maintaining project schedule and coordination of the grant compliance deliverables. He is a resident of Norwalk and his proximity to the project along with his pride of community will be a valuable asset in guiding the park design to completion.

Our design team includes some of the finest professional design and construction planning firms in Southern California and features architectural design by TR Design Group Architects, civil and survey services by Andreasen Engineering, lighting, and electrical engineering by JCA Engineering, Inc., geotechnical evaluations from Geotek, Inc., arborist services provided by Monarch Environmental, cost estimating by Cumming, and 3D renderings and fly overs by 3DIkon. Optional environmental services are provided by VCS Environmental. We have also provided optional structural engineering from JRMA if there are any structural calculations required outside of the planned buildings.

In this proposal we have provided a thorough overview of our assumptions of the City's issues and needs, a detailed scope of services for completion of a successful project, references for five projects completed by our office that demonstrates our qualifications to meet the unique needs of this project and a detailed schedule providing benchmarks effectively and creatively for the completion of each phase of the project. I am confident with this submittal that we have provided the City of Cypress with a valuable, in-depth, and thorough proposal outlining the work plan and tasks needed to successfully complete the plans for developing Arnold Cypress Park. We are ready to begin work immediately.

As owner and president, I am authorized to submit proposals, negotiate fees, and terms on behalf of Architerra Design Group with the City of Cypress. As principal of record, I will personally be available throughout the term of the project, and my California license, physical address, internet address, telephone, and fax numbers are shown on our letterhead.

Sincerely,



Richard Krumwiede, President PLA #2834
email: rkrumwiede@architerradesigngroup.com

ARCHITERRA
DESIGN GROUP
LANDSCAPE ARCHITECTURE AND PLANNING

Proposed Project Team ..... Page 1

Organizational Chart ..... Page 2

Qualifications & Relative Experience ..... Page 3

Villegas Park, City of Riverside; Day Creek Park, Rancho Cucamonga; Phil & Nell Soto Park, City of Pomona; Amphitheater & Park, City of Moreno Valley; Desi House Park, City of Eastvale

Project Understanding ..... Page 9

Conceptual Design Graphic/Narrative ..... Page 12

Scope of Services ..... Page 14

Project Schedule ..... Page 22

Quality Control and Assurance ..... Page 23

ADG Resumes ..... Page 24

Subconsultant Resumes ..... Page 26

ADG Staff & Project Team

Architerra Design Group will serve as the Primary Consultant for the project, with President Richard Krumwiede PLA#2834, providing contract, and team oversight. Gregg Denson PLA#4302, Director of Design, will lead the conceptual/design development processes, while David Dahlke PLA#4094, will provide technical oversight and quality control during all phases of the project. Project Manager Robert Collings will provide daily scheduling, project management and be the main point of contact with City Staff throughout the duration of the project's contract.

Mr. Collings is a resident of Norwalk, and his proximity will allow him to be nimble and responsive to City needs. He will bring 100% availability to City Staff for the duration of the project. He has a wealth of experience working with both public and private developers and has an extensive background in sports field design with both synthetic and natural turf play surfaces. All work will be performed and coordinated from our office in Rancho Cucamonga, a short drive to the City of Cypress.

Project Team:

We have assembled a topnotch team of sub-consultants, all with a successful track record working on park projects both with ADG and others.

TR Design Architecture (TRD) who will provide the architectural design and construction plans for the ±1,500 s.f. multi-purpose recreation center including interior amenities such as kitchen and restroom facilities, along with any *custom structures* (picnic, restroom, picnic shelter) that may be programmed during the design development phase including MEP and building structural.

Andreasen Engineering, Inc. (AEI) will provide Civil Engineering and topographic survey to include a comprehensive site survey, including an offsite utility investigation of all utilities serving the site, final grading plans, drainage, water and sewer, as well as the WQMP.

JCA Engineering (JCA) will provide electrical and lighting designs for the park site, along with sports field lighting in coordination with a sports field lighting manufacturer such as Musco Lighting.

GeoTek Inc., will provide all geo-technical evaluations and reports for the project.

Monarch Environmental will provide arborist services to include assessment and GIS mapping for salvation, removal and/or relocation of existing tree inventory.

VCS Environmental will provide the optional initial negative declaration or mitigation negative declaration studies and environmental site assessment/hazardous materials surveys.

JRMA will provide optional as needed structural engineering services for any non- prefab structures (multi-purpose room excluded) walls and fences that will be conceived upon during the design development phase of the project.

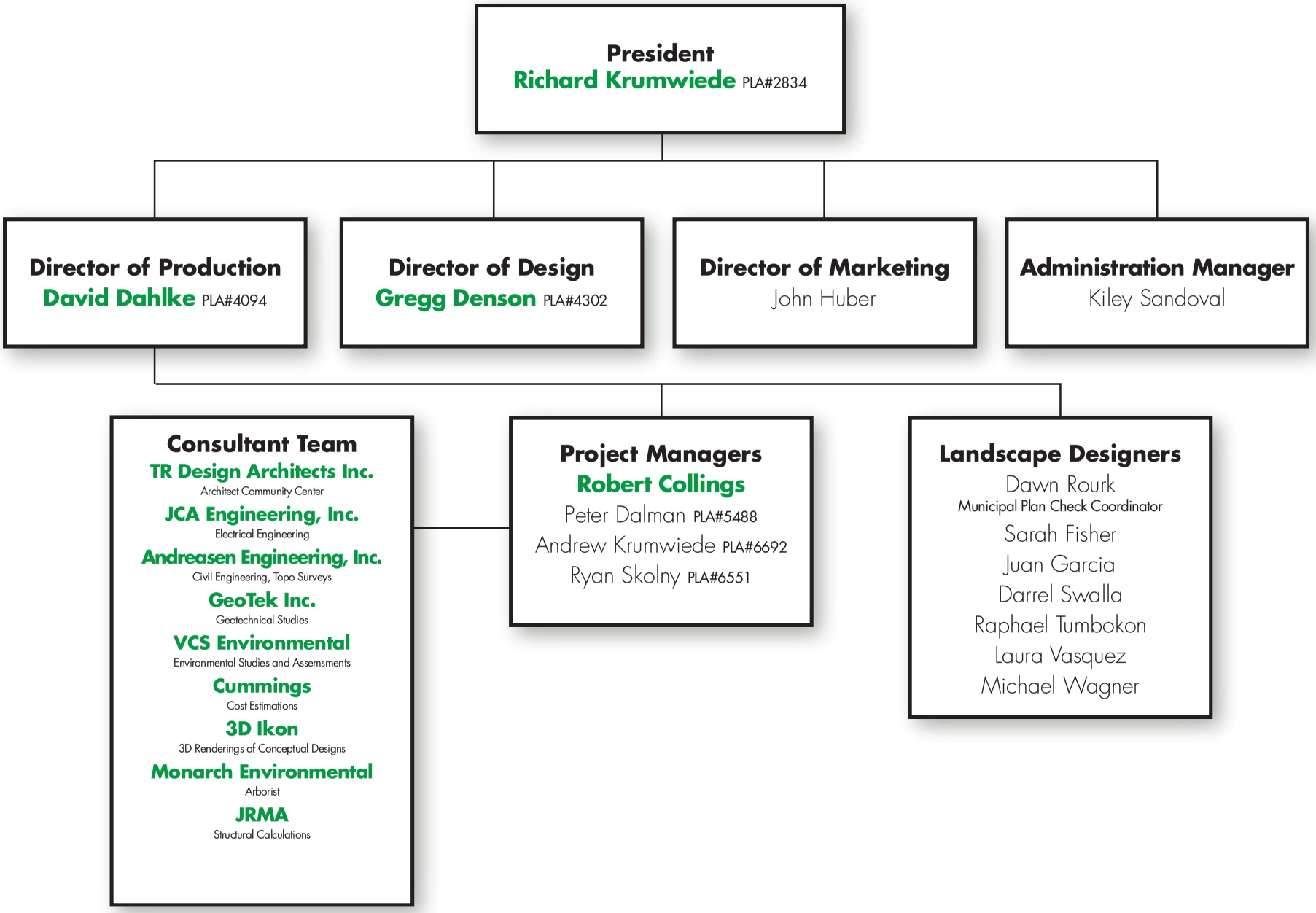
Cummings will provide cost estimating services during the Conceptual Design phase and Construction Document phases to ensure our designs and plans are constituent with the City's construction budget realities.

3D Ikon will provide 3D renderings and animated flyovers to convey design intent.

An organizational chart for our entire team is found on the immediate ensuing page.

We have included resumes and qualifications for ADG Staff and key team members including subconsultants on Page 23

Architerra Design Group & Team
Organizational Chart – Arnold Cypress Park



Relevant Experience & References

The firm was established in 1991 by Richard Krumwiede PLA#2834, a licensed Landscape Architect with over 35 years' experience in the landscape design and construction industry. Architerra is a locally based firm, founded in San Bernardino County and located in Rancho Cucamonga, California, celebrating 30 years in the Inland Empire.

The primary goal of ADG is to be attentive to our client needs by producing aesthetic, drought tolerant, sustainable, cost effective, and innovative design solutions. We achieve this by developing strong design concepts that guide each project from the initial design phase to final construction. Consistently striving to achieve this goal, we work with the client to produce projects of lasting value. We are native planting designers and utilize efficient, state of the art irrigation and LID principals in every project.

Our project experience covers public and private developments of all sizes. These projects include public agency projects (parks, civic center, fire stations, service facilities, LMD design guidelines and streetscapes, open space design, trails and water quality); institutional projects (university, college, high school, middle school, elementary schools, and health care facilities); and private development projects (master planned communities, commercial and industrial developments).

Technical skills range from the preparation of simple design tissue sketches, to formal and elaborate presentation plans, perspective drawings, construction documents, design guidelines, manuals, and construction observation services. The office is also digitally functional, utilizing the latest software including Auto CAD, Adobe Creative Suite and Microsoft Teams.

As one of the Inland Empire's largest Landscape Architecture firms, our Clients have the advantage of speedy project delivery, attentive customer service, and the production of high-quality deliverables throughout all phases of project development. Our office is fully staffed with credentialed, professional employees, including six California licensed landscape architects. The entirety of our staff holds either a bachelor's or master's degree in Landscape Architecture, or other complimentary fields.

We have a 30-year history of providing our clients with excellent customer service and designing award winning projects. ADG has cultivated a reputation for high quality design, including being awarded the 2021 American Society of Landscape Architects (ASLA) Honor Award for Phil and Nell Soto Park in Pomona, and the 2021 Merit Awards for our work on The Farm at Fairplex and the Joshua Tree Desert View Conservation Area Park.

The following project references highlight our skills and creativity along with proven successful completion of park projects providing similar scope and amenities that have been identified by the City and the Community as key to a successful rehabilitation of the Arnold Cypress Park and facilities.

Project References



Villegas Park

ADG was the prime consultant facilitating all subs including Architectural (TR Design), Electrical (JCA Engineering, Inc.) in the preparation of the conceptual community center building renovation plans, and the preparation of a conceptual landscape master plan and construction documents for Villegas Park, in Riverside, CA.

The renovation of the approximately 20-acre park included the rehabilitation of the 17,000 s.f. community center, parking lots, aquatic center, tot-lot, community bandstand, group picnic facilities, and multiple active sport fields. Improvements included: ADA upgrades to walkways and parking areas throughout the park, the addition of landscape elements such as trees and planter areas where appropriate to enhance the existing landscape areas, an extensive remodel of the existing community center.

Community outreach meetings where conducted by Architerra, (including a Spanish translator provided by Architerra), and CPTED (Crime Prevention through Environmental Design) was utilized in the design process. Additional exterior design elements included a new primary entrance to the site, perimeter and interior fencing, exercise stations, sports fields, surveillance cameras and emergency vehicle access roads. Additionally, a bio swale for on- and off-site ground water recharges, security, and sports lighting,

Team Members: ADG (Prime), JCA Engineering, TR Design Architecture, Cumming (cost estimating).

Contact: Randy McDaniel, Deputy Director, City of Riverside Parks and Recreation, (951) 826-2006, 6927 Magnolia Avenue, Riverside, CA, 92506.



Day Creek Park

Preparation of landscape architectural design development, and construction documents for this 10-acre park site. Amenities included: parking lot, enhanced paving at pedestrian entries, removable bollards, wood arbor, pilasters, garden wall, monument signage, tot-lot play structure with rubberized surfacing (2-5 years), restroom/storage building, fenced tennis courts, picnic areas with table/BBQ/trash, group picnic area with large, covered shelter, streetlights, looped walkway, softball/baseball fields, soccer field, and sports lighting. A joint project of the City of Rancho Cucamonga and Suncal Homes.

Team Members: ADG (Prime).

Contact: Steve Relph, Maintenance Supervisor, City of Rancho Cucamonga. (909)477-2730 ext 4116, 10500 Civic Center Drive, Rancho Cucamonga, CA 91730.



Phil & Nell Soto Park, Pomona

Recently completed this new 1.76-acre passive nature-oriented park, located in the Wilton Heights Historic District of Pomona was developed in conjunction with a Rivers and Mountain Conservancy Grant and a State of California Urban Greening grant program. ADG conducted community outreach meetings with City staff, complete with our in-house Spanish translator. Features of the park include graphic educational and interpretive signage highlighting the area's historic significance of citrus and agriculture and the native habitat, utilization of local native plants, permeable paving, exercise stations, perimeter fencing, shade structures, picnic areas, children's play area, butterfly and hummingbird garden, bio swale detention garden, riparian woodland garden, native California grassland meadow, decomposed granite walkways with trail mile markers, and pathway lighting.

Team Members: ADG (Prime), JCA Engineering, Andreasen Engineering.

Contact: Rene Guerrero, City Engineer, City of Pomona. (909) 620-2261, 505 South Garey Avenue, Pomona, CA, 91769.



Civic Center Amphitheater and Park, Moreno Valley

ADG was contracted by the City to prepare the conceptual design and construction documents as the prime consultant for the 8-acre Civic Center Municipal Amphitheater. Conceptual designs for the outdoor amphitheater include a fully operational public performance stage, terraced seating for 500-600 audience, and an informal sloped lawn area for potential overflow seating. Theater design includes ADA vehicular and pedestrian accessibility along with ADA seating within the theater. Other amenities include an informal lawn play area along with a sloped lawn area for the Annual Moreno Valley Snow Day and Holiday Festival. Our design also includes a "front of house" control booth for theatrical stage lighting, audio and video production. Backstage accessibility includes production and maintenance vehicle access for production load-ins and strikes.

A primary paseo will provide ample room for City events and vendors, while connecting to existing paseos at the Civic Center complex. ADA accessible restroom facilities are included in the design and are readily accessible from the theater seating area. Planting will include a plant palate of native and drought tolerant ornamentals and climate appropriate shade trees.

Primary vehicle access is located at Veterans Way and includes entrance monumentation and directional signage. Parking for 360 vehicles is included in the design. Diamond planters are included in the parking lot design for appropriate tree and ornamental plantings.

Team Members: ADG (Prime), JCA Engineering, Andreasen Engineering, 3Dlkon.

Contact: Patti Solano, Parks & Community Services Director, City of Moreno Valley, (951)413-3709, 14075 Frederick Street, Moreno Valley, CA 92553



The Desi (Arnaz) House Park, Eastvale

ADG provided program development, community outreach and a final master plan for the historic 4,400 SF Desi House and surrounding 2.5-acre park space. Originally designed by Desi Arnaz ("I Love Lucy"), to reflect his childhood home in Santiago, Cuba, the home was constructed in Corona in 1960 and later moved to its current site overlooking the Santa Ana River in Eastvale California.

The Jurupa Community Services District (JCSD) acquired the Desi House and it's 2.5-acre surrounding site with the intent of further restoring the Spanish Style home and developing the surrounding site for use by the Eastvale community. The Desi House site provides a unique opportunity to tie the structure and it's use to the adjacent Santa Ana River trail being developed by JCSD.

After research and site analysis, ADG designed and implemented a community charrette process to assist JCSD in gaining consensus for the best "program uses" which would minimize neighborhood conflicts, while providing the highest use opportunities of the site for the Eastvale community. ADG then developed site design alternatives for presentation to District and the community, which were then refined into a preferred master plan for the property. ADG recently completed the construction documents and the project is currently under construction.

Team Members: ADG (Prime), JCA Engineering, TR Design Architecture, 3D Ikon, Cumming (cost estimations).

Contact: Travis Viseth, Parks & Recreation Manager, Jurupa Community Services District, (951) 727-3524, 13820 Schleisman Road, Eastvale, CA 92880

Project Understanding

The City is looking for an efficient and creative team to take a comprehensive approach to the rehabilitation planning and design of the 14.5-acre Arnold Cypress Neighborhood park.

Arnold Cypress Park is overdue for a makeover. The current park amenities have long "exceeded their design life" and is due for a major overhaul. The City is looking for a consultant who can work with the City and the community at large to update and remodel the entire park site. While the RFP states that the park is being designed for a "rehabilitation," we will approach the design almost as if it is a brand-new park. While much of the infrastructure will remain in place, the layout- and all the proposed amenities will amount to virtually a complete overhaul.

ADG has experience in both rehabilitation design and new park construction and will use our experience in both to inform the design direction to coalesce with the conceptual designs that were ascertained through the three community design workshops. On page 12, we have included an overall conceptual design that illustrates our current interpretations of community expectations. ADG along with our team of design and planning professionals will work with the City and the community to refine their vision to create a park design for the next generation of Arnold Cypress Park users.

The City is looking for a consultant who can integrate community input into compelling designs, present the design intent to the Stakeholders and City Staff, and implement feedback to the successful completion of the designs.

Our history includes the proven successful ability to understand initial design concepts and the vision of the community stakeholders to present concepts in creative and illustrative ways. Our ability to convey design intent will be augmented with the use of plan view and amenities boards for the presentation of three concept plans, which will clearly show design intent through our presentations to Parks and Recreation Commission and City Council, along with City Staff. Much as we did with the Desi House Project for the Jurupa Community Services District, and for both Hamilton Park and Phil and Nell Soto Park, for the City of Pomona– we will create compelling graphics and story boards, that fully illustrate the conceptual and practical reasoning behind our creative design solutions and present them in concise and understandable ways.

The City wishes to create a safe family friendly, multigenerational sports and recreation park.

We understand that the City wants a "family friendly" park design. In addition to the community affirming amenities like sports fields, picnic structures, exercise stations along a walking path and a multi-purpose room, a family friendly park needs to be a safe park, one that encourages healthy community usage in a safe and welcoming environment. One way to achieve this goal is with CPTED (Crime Prevention Through Environmental Design). ADG designs parks that utilize CPTED principles– a design approach utilizing strategic placement of plants, shrubs and hardscape in ways that create a space with fewer attractive nuisances, along with clear line of sight from both inside and outside of

the park. We use CPTED principles in all our park designs including Villegas Park in Riverside and Phil and Nell Soto Park in Pomona to create family friendly parks with safe defensible spaces.

The City is looking for consultants who understand current building and landscaping health and safety codes, mandates and standards including current ADA compliance requirements.

The Park, originally built in 1949, will have many accessibility issues to be addressed. In addition, the new snack bar and kitchen facilities will have to comply with all health and safety codes and the overall landscape will need to adhere to all State and Local Landscape water use mandates. Every key member of our assembled team are current in their license to practice in the State of California and remain abreast of all applicable codes and standards. Our team will create all our plans to accommodate community member access regardless of abilities and strengths.

The City wishes to construct a ±1,500 s.f. community multi-purpose room with kitchen and restroom facilities to serve as a venue for rental, educational, and community events.

ADG has been prime consultant on many park projects that include both landscape and building design. ADG was the prime consultant along with TR Design for the Villegas Park rehabilitation project in Riverside and the Jurupa Community Services District's Desi House Park and Community Center project in the City of Eastvale. Which included the redesign and renovation of an existing structures into a fully functional community and event center. ADG was also prime consultant for the City of Moreno Valley Civic Center Park Amphitheater where successfully provided the conceptual designs and construction documents for this ±8-acre park and newly constructed performance venue. Design amenities include the aesthetic and structural design for the fully operational amphitheater stage, walkways, seating, parking lot design and native and drought tolerant planting throughout.

The City requires a consultant who has the skill and resources to provide the sports field design including lighting and amenities, as well as snack bar and restroom facilities.

Arnold Cypress Park is home to the Cypress Girls Softball League an institution in the City for nearly fifty years, a storied organization that runs age appropriate league play from Tee Ball up to U16 divisions. ADG Project Manager Robert Collings has provided sports field design (natural and artificial turf) and coordination for schools, public agencies, and private ball field construction. He along with our Director of Design, Gregg Denson, will not only efficiently design and manage the construction documents for the sports fields, but will create designs that facilitate multi-league usage, appropriate amenities to support the leagues and venues with family friendly spectator options. The City is also looking to design a pickle ball court as another sport option.

ADG has designed several pickleball courts for both public and private agencies. Our electrical consultant will coordinate with Musco or other sports lighting supplier to create an efficient sports field lighting design. For the restroom and snack bar, we will explore

both prefabricated and custom constructed options within the design development phase, providing the City with attractive and cost-effective options to choose from. We have included two parks with comprehensive sports amenities in our relevant experience including Day Creek Park, in Rancho Cucamonga and Villegas Park in the City of Riverside.

Design development and preparation of construction documents on an assertive schedule with design documents to be completed by June 2022 with construction of the park targeted for completion June of 2023.

We understand that timing for completion of our plans is important to the City. The park is long overdue for a rehabilitation and the City is requesting and ambitious timeline for completion of design documents for the project. As one of the largest landscape architecture firms in the Inland Empire, we are fully staffed with credentialed, qualified and motivated design professionals, including 6 California licensed, professional landscape architects. We have assembled a professional and creative team, all with the proven success in managing complex construction and design projects. We are ready and able to begin your high priority park project in earnest. Our detailed schedule to design completion is located on page 22, followed by our Quality Assurance Program. These documents are your assurance that the City will receive impeccable deliverables, provided on time and within budget.

The City wishes to create a park with community affirming amenities such as age appropriate tot-lots, perimeter walking trail with exercise stations and other features to accentuate the family friendly park for all users.

ADG has designed numerous parks for many cities in Southern California. From passive recreational parks, walking trail and exercise themed parks, sustainable nature parks with interpretive elements and grant funded requirements, to event centered community parks– our park portfolio is as unique and varied as the Cities for whom we have worked. We look forward to the challenges and rewards offered by the design opportunities and the chance to work with the City of Cypress on the Arnold Cypress Park Project. We have the skills, staff and creativity to create a park that is sure to be a treasured community asset for years to come.

The City wishes to maintain and save many of the existing trees.

The Park has many mature existing trees, and we included the services of Arborist Evin Lambert with Monarch Environmental to assess the viability of existing tree inventory and ascertain which trees can be retained and incorporated into the new design either in place or by relocation. Services include a comprehensive health and viability survey along with GIS mapping of existing trees.


Crescent Ave
Crescent Ave
Walker St
Walker St
ENTRY COURT
COVERED MULTI PURPOSE COURT (ROLLER DERBY)
SHADE STRUCTURE
BASKETBALL COURT (1/2)
SHADE STRUCTURE
PICNIC PAVILION AND COMMUNITY CENTER
VOLLEYBALL COURT
EQUIPMENT STORAGE & ADDTL RESTROOMS
BATTING CAGES (3)
PARKING LOT
RESTROOMS & CONCESSION
SHADE COVERED COURT

Conceptual Design Graphic

Preliminary Design Ideas from ADG

Based on the provided conceptual design and our review of the site and other conditions, we have prepared this illustrative graphic highlighting our ability to apply design input gathered from the community meetings.

This conceptual design is only preliminary and would be further refined and revised to include the three separate conceptual design as requested in the City RFP.

This conceptual design presentation is your assurance that ADG has the skills and capacity, along with the depth and breadth of creativity, to prepare compelling and illustrative planning and design documents for the successful completion of Arnold Cypress Park.

Scope of Services

ADG has reviewed the scope of service requirements for the design of Arnold Cypress Park identified in the RFP for this project. Based on these requirements, ADG, and its team of consultants, agrees to perform the following services for the Professional Fees indicated.

Copies of our hourly rates, and a comprehensive cost spreadsheet can be found in fee envelope. While we have provided an overview of our subconsultants scopes herewith, we have also included their detailed proposals and scopes in the fee envelope.

A. Meetings Phase:

1. Architerra Design Group (ADG) Meetings:

   a. Conduct a Team project kick-off meeting with City to discuss design direction and project schedule. Determine dates for Design review meetings with City Staff (4), attendance at Park and Recreation Meetings (2), and City Council Meetings (2).

   b. Architect, Civil Engineer and Electrical Engineer will attend the kick-off meeting with City and Team, and attend (1) design review meeting via zoom.

   c. Team coordination meetings with project consultants as needed.

   d. Prepare meeting summary notes for distribution to project team.

B. Conceptual Design Phase:

1. Landscape Architectural services will include:

   a. Conduct a Site Visit to thoroughly review and document existing conditions and evaluate opportunities and constraints.

   b. Prepare graphic site analysis and written site analysis summary report detailing the project site's existing features, opportunities, and constraints.

   c. Prepare design base sheet from site survey. One sheet @ 1" = 40' scale on 30" x 42" sheet size.

   d. Develop three new informal tissue conceptual design alternative plans at 40-scale on 30"x42" format (one sheet each), with sports fields, buildings, parking areas, walkway paving, site features and amenities and planting layouts for City review and discussion. The concepts will be hand drawn colored concepts, which will be scanned into electronic format with notes and legends added for presentation to the city.

   e. Prepare a preliminary plant palette.

   f. Prepare preliminary irrigation MAWA and ETWU Calculations for one design alternative.

   g. Based on the City's selection of a preferred design alternative, ADG will incorporate any City comments and Prepare a Final CAD Conceptual Design Master Plan at 40-scale on 30"x42" format for City approval.

   h. Prepare CAD Feature Plan Enlargements at 10-scale (2) on 30"x42" format of features such as: Concession/Restroom area, Sports Field, Sport Courts, Play areas, Shade Structures.

   i. Color rendering of CLMP and Feature Enlargement Plans.

   j. Prepare Theme and Material Boards of selected site amenities, gazebo structures, and plant photos. (Anticipate two 30"x42" boards)

k. Prepare three (3) eyelevel exterior day time views and one (1) one minute video fly over of the preferred design alternative.

l. Telephone Consultation, Consultant Coordination, and Project Administration.

2. Civil Engineering services (Andreasen Engineering, Inc.) to include:

   a. *Site Review & Research.* Research will begin immediately following the Notice to proceed. Information sources reviewed include:
      - Existing plans, maps, and survey data
      - Utility information
      - Field observation

   b. *Surveying & Mapping.* Field surveys will begin as soon as existing maps, needed for control, are obtained. Field surveys will include:
      - Project Control – Locate sufficient, existing, centerline and/or boundary monuments to effectively calculate the boundary from record maps, deed(s) and or title report.
      - Horizontal and vertical control – Establish horizontal and vertical control onsite tied to boundary and Orange County Public Works GPS 3695 for benchmark.
      - Topographic Aerial Survey – Locate all topographic features and facilities within the project site and extending - out 25 feet on all sides.
      - Mapping – Prepare base map showing record boundary, centerline and any pertinent data from record drawings. Prepare topographic map at desired scale with one-foot contours showing all site features, utilities, buildings, trees, etc.
      - Miscellaneous survey data as needed.

   c. Provide base mapping and CAD files for the project, at 20 scale.

3. Geotechnical services (GeoTek) will include:

   a. Site mark-out for Dig Alert

   b. Six (6) geotechnical borings (6 borings to 20 feet or refusal), logged by a geologist/engineer.

   c. 2 infiltration borings (assuming 5 feet, to be confirmed by the civil) and supplies.

   d. Subsequent infiltration testing

   e. Typical lab testing (moisture/density, expansion index, corrosion suite, direct shear, proctor, R-value for parking lot design)

   f. One preliminary geotechnical and infiltration evaluation report.

4. Architectural services (TR Design Group) will include:

   a. Conduct site investigations.

   b. Meet with Project Committee to confirm program.

   c. Coordinate design with ADG's team and our engineers. (Architect is responsible for Architectural, Structural, Mechanical and Plumbing design.

   d. Develop conceptual design plans (three architectural building alternatives) and present to Project Committee.

   e. Consult with governing agencies as needed.

f. Develop Conceptual documents which include floor plans and elevation studies. Design shall depict relationships of functional areas, building utilization, and program adjacencies. A preliminary building code analysis shall be reviewed at this time.

g. Coordinate with ADG's Cost Estimator and suggest possible changes for any value engineering.

h. Submit Conceptual Design documents for Project Committee review and approval.

5. Cost Estimating Consultant (Cumming) services will include:

a. Statement of Probable Construction Cost (SOPC) at the end of Conceptual design phase for one selected scheme for the project.

6. Provide Arborist Tree Survey (Monarch Environmental).

a. Evaluation and Report of existing trees will include summary of findings, GIS map, and a spread sheet listing data for each tree.

7. Environmental Services (VCS Environmental) will include:

a. Provide a Phase 1 Environmental Site Assessment/Hazardous Material Survey at the site. A report describing the sample locations, test results, and guidelines for mitigation. A report will be suitable for submission as a pre-demolition report for both structures.

"Optional" Environmental Services – Negative Declaration:

- Initial Study/Negative Declaration
- Biological Site Survey
- Cultural Resources Record Searches
- Air Quality/Greenhouse Gas Report
- Noise Report
- Energy Calculations and Memorandum

"*Optional" Environmental Services – Mitigated Negative Declaration:*

- Initial Study/Mitigated Negative Declaration
    1. Project Initiation
    2. CEQA Initial Study/Assessment
    3. Administrative Draft IS/MND
    4. Public Draft IS/MND
    5. Final IS/MND
    6. Project Management and Meetings
    7. Circulation Tasks and Reimbursables
- Biological Site Survey
- Cultural Resources Record Searches
- Air Quality/Greenhouse Gas Report
- Noise Report
- Energy Calculations and Memorandum

C. Design Development Phase (30% Complete Plans):

1. Landscape Architectural services will include:

   a. Prepare the final overall CAD site plans at 20- scale, on four (4) 24"x36" sheets.

   b. Based on any additional City feedback from the Conceptual Landscape Master Plan, provide CAD design development/refinement of overall site at 20-scale; with footprints of community center, sports fields, site amenities, hardscape, parking lot, tot-lot, planter areas, bioswales, etc.

   c. Provide final prefabricated site amenity manufacturer cut sheet selections for site features such tot-lot play equipment, picnic shelters, benches, picnic tables, etc. Product catalog cuts of selected amenities will be assembled into book formfor the City's approval.

   d. Coordinate any required design development grading concept for the park such as proposed grades, drainage swales & retention areas, berms, and hardscape grades to both verify ADA accessibility and communicate our design intent to our Civil Engineer. Civil Engineer will then review and prepare the design development grading/drainage plans.

   e. Prepare design development demolition and clearing plans, 4 sheets at 20 scale, showing all removals and items to remain or be relocated.

   f. Prepare design development construction plans, 4 sheets at 20 scale, showing all proposed new construction items with legends.

   g. Prepare a design development-planting plan with color-coded tree, shrub and ground cover layout with species and sizes.

   h. Determine water, sewer, and power requirements and coordinate with Civil Engineer and Electrical Engineer.

   i. Prepare a design development irrigation plan identifying proposed equipment, P.O.C. location, mainline runs and associated landscape zones and estimated flow rates.

   j. Telephone Consultation, Consultant Coordination, and Project Administration.

2. Civil Engineering services (AEI) will include:

   a. *Conceptual grading plan*. Conceptual grading plan will be prepared based on a conceptual grading design provided by ADG for one selected scheme. The conceptual grading plan will include:

      - Contour grading
      - Pathway alignment
      - Locations of amenities
      - Parking lot location and configuration, including street access
      - Drainage
      - Utility services
      - ADA compliance for all features

3. Architectural Design Development services (TRDG) will include:

   a. Meet with Project Committee to review design and provide refinement. Coordinate design with ADG's team and our engineers.

   b. Develop Design Development documents which include drawings, outline specifications, and preliminary engineering calculations and analysis shall be performed for all major disciplines. Detailed development of project components

shall occur. Construction materials, methodologies, major products and materials, and required equipment shall also be determined.

c. Structural design studies shall be completed to primarily assess the best structural concepts for the facility. The mechanical system design shall be developed based upon zoning requirements, capacities, and program criteria.
d. Coordinate with ADG's Cost Estimator to update the cost estimate.
e. Submit Design Development documentation for Project Committee review and approval.

D. Construction Document Phase (60%, 90%, and 100% Complete PS&E):

1. Landscape Architectural services will include:

a. Provide Title Sheet preparation.

b. Prepare 20-scale site demolition and clearing plans – the plans will identify items which can be performed safely by volunteer labor. The plan will also provide for recycling existing materials as much as possible. (4 sheets).

c. Prepare a 20-scale overall construction layout plans for site elements indicating horizontal control dimensions, callouts for all paving materials and finishes, site furniture, amenities, and light standard locations. (4 sheets).

d. Prepare construction enlargement plans for community center, restroom, sports fields, and play areas. (2 sheets).

e. Prepare construction details for site plan features such as sports fields, sport courts, fencing, hardscape, entry monuments, shade trellis, arbors, seat-walls, picnic tables, barbecues, etc., as required for City approval.

f. Review & coordinate Architect's Construction Document Package for inclusion into the submittal package.

g. Review & coordinate Civil Engineer's Precise Grading Plan for inclusion into the submittal package.

h. Review and coordinate Electrical Engineering Plans for inclusion into the submittal package.

i. Prepare a 20-scale irrigation plans for park site in compliance with California Water Efficient Landscape Ordinance. (4 sheets).

j. Prepare irrigation details.

k. Prepare Water Efficiency Landscape Worksheet.

l. Prepare Irrigation Controller Charts.

m. Prepare a 20-scale planting plans for park site in compliance with California Water Efficient Landscape Ordinance. (4 sheets).

n. Prepare planting details.

o. Prepare a Planting/Irrigation Hydro-zone Plan.

p. Provide book format Construction, Irrigation, and Planting Specifications.

q. Provide Soils agronomical Test and Soils Management Report.

r. Prepare an Annual Irrigation and Planting Maintenance Schedule.

s. Provide in-house quality control plan checking.

t. Submit completed plans to the city for agency processing and plan check review at the 60%, 90% and 100% completion levels.

u. Provide City Plan Check and Constructability Review Corrections.

v. Prepare a Statement of Probable Construction Costs based upon final plans

w. Telephone Consultation, Consultant Coordination, and Project Administration.

2. Architectural services (TRDG) will include:
   a. Meet with Project Committee to review design and provide refinement.
   b. Coordinate design with ADG's team and our engineers.
   c. Prepare final CD documents which include drawings, specifications, and supporting calculations. Engineering systems design shall be finalized and completed.
   d. Coordinate with ADG's Cost Estimator to develop the final cost estimate.
   e. Submit Construction Documents documentation for Project Committee's review and approval.
   f. Submit to required governing agencies for plan review, incorporate corrections and modifications, and obtain final approval (permit ready).
3. Civil Engineering services (AEI) will include:
   a. Water Quality Management Plan
      - A Water Quality Management Plan will be prepared for the site. The WQMP will conform to the latest approved version of the Orange County Stormwater Program Model WQMP Guidance Document.
      - The WQMP will be based on the Best Management Practices, BMP's set out at the beginning of the project which will include a bioswale and efficient irrigation.

   b. Final Design. The final design will be based on the approved Design Development plan (30% Complete CD). The final improvement plans will include:
      - ADA compliance for all features, including parking access and an accessible path of travel.
      - Final precise grading with horizontal and vertical alignment for all pathways and parking areas and contours for all graded areas. Pathways will be designed for sustainability, with decomposed granite as a surface where appropriate. Concrete walkways will be provided where needed to provide accessible pathways.
      - Parking areas. Parking areas will include pavement sections based on the Geotechnical Report recommendations and will use recycled material and rubberized asphalt concrete to the greatest extent possible.
      - Site Drainage will be designed to utilize a bioswales where feasible.
   c. Quantities and Cost estimate. Construction quantities will be calculated, and a preliminary construction cost estimate coordinated with project estimator.
   d. Specifications. Specifications will be prepared based on Standard Specifications for Public Works Construction with book format modifications.
   e. Quality Control & Assurance. All documents produced for the project will be carefully reviewed in accordance with quality control procedures.
4. Electrical Engineering (JCA) services will include:

a. Design all new power system including main metered pedestal to meet minimum owner's standards electrical requirements.

b. Process all required paperwork with local power utility company service requirements for new point of connection and other requirements.

c. Design of power distribution from new service to each new light fixture, including electrical controls, and all equipment.

d. Design of walkway lighting to meet all building codes presently adopted by the authority having jurisdiction.

e. Design of playground area lighting to meet all building codes presently adopted by the authority having jurisdiction.

f. Design of parking lot lighting to meet all building codes presently adopted by the authority having jurisdiction.

g. Design of all sports field lighting and sport court lighting to meet all codes presently adopted by the authority having jurisdiction.

h. Design of monument sign up lighting.

i. Design of covered shelter lighting and general power.

j. Design of power connection to new irrigation controller.

k. Design power and communication connection to new building.

l. Provide structural pole base calculations for walkway/playground and parking lot lights area pole. (two structural calculations included)

m. Provide site lighting photometric illumination point by point drawing for walkways, playground, sport fields and parking lots, as required.

n. Provide exterior lighting Title 24 calculations, if required.

o. Provide California registered Electrical Engineer's review, stamp and signature.

p. Provide revisions necessary as a part of Building Department review.

5. Structural Engineering (JRMA). An allowance has been included in the fee for:

   a. Entry monument, walls, and fencing footing design.

   b. Possible shade structure design calc's. if a custom open timber structure with masonry columns/footings is prepared.

6. Cost Estimating Consultant (Cumming)services will include:

   a. Statement of Probable Construction Cost (SOPC) at 60%, 90% and 100% complete Construction Documents design phases.

   b. Issue final SOPC estimate incorporating design team and owner comments.

E. Construction Bidding Assistance:

1. Landscape Architectural services will include:
   a. Construction Bid Quantities and Bid Form preparation.
   b. Attendance at Pre-Bid Meeting on-site with prospective contractors to review project scope.
   c. Response to contractor bidding RFI's.
   d. Preparation of any bidding Addenda required.

e. Attendance at project Bid Opening.
f. Evaluation of submitted bids.

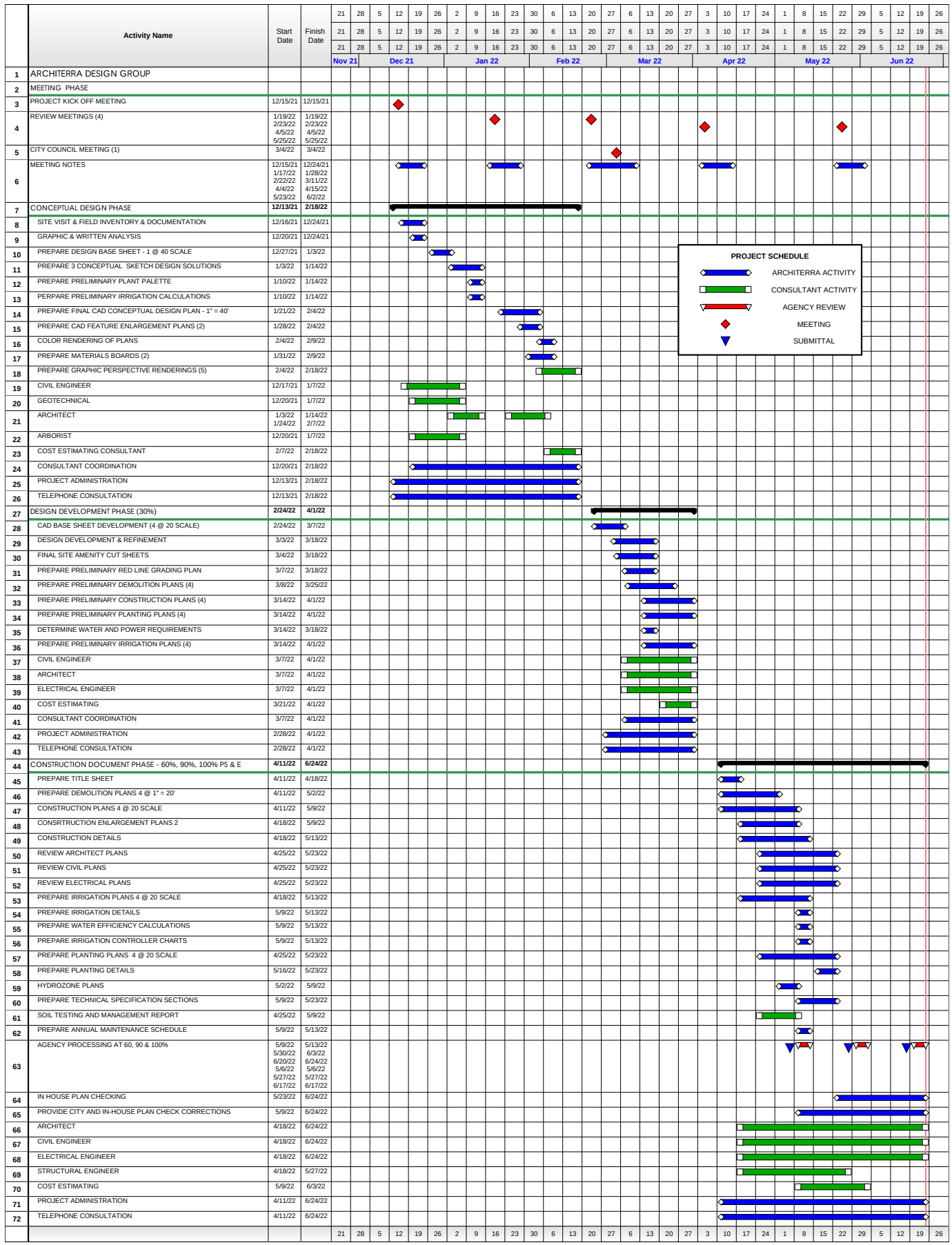
2. Civil Engineer services (AEI)will include:
   a. Response to contractor bidding RFI's.
   b. Attendance at Pre-Bid Meeting on-site with prospective contractors.
3. Architectural services (TRDG) will include:
   a. Response to contractor bidding RFI's.
   b. Attendance at Pre-Bid Meeting on-site with prospective contractors.
4. Electrical Engineer services (JCA) will include:
   a. Response to contractor bidding RFI's.

F. Construction Administration Phase

1. Landscape Architectural services will include:
   a. Attendance at Pre-construction meeting on site with all parties.
   b. Response to contractor Request for Information (RFI)
   c. Review of project submittals by contractor.
   d. Review of project shop drawings by contractor.
   e. Prepare project change order drawings as needed.
   f. Attendance at bi-weekly site construction meetings. Assume 24 on-site meetings.
   g. Provide Construction Observation on site to review and evaluate construction progress. Assume 10 site visits.
   h. Preparation of Field Reports from construction observation site visits. Assume 10 reports.
   i. Conduct review of project completeness and prepare punch list correction items.
   j. Prepare project As-built drawings for underground items from information provided by contractor.
   k. Visit Landscape Nurseries to Tag Trees for installation at the project. Three Nursery Visits anticipated.
2. Civil Engineer services (AEI)will include:
   a. Response to contractor RFI's
   b. Attendance at Pre-construction meeting on site with all parties.
   c. Review of project submittals and shop drawings.
3. Architectural services (TRDG) will include
   a. Response to contractor RFI's
   b. Attendance at Pre-construction meeting on site with all parties.
   c. Attendance at up to 14 site construction progress meetings.
   d. Conduct review of project completeness and prepare punch list correction items.
   e. Review of project submittals and shop drawings.
   f. Prepare project As-built drawings for building items from information provided by contractor.
   g. Permit submittals (permits pulled by contractor) and approvals, up to 40 hours of permitting time.
4. Electrical Engineer services (JCA) will include:
   a. Response to contractor RFI's.
   b. Review of project submittals and shop drawings.
   c. Final site inspection and punch list preparation.
   d. Record drawing preparation from contractor information.

PRELIMINARY SCHEDULE OF WORK
ARNOLD CYPRESS PARK REHABILITATION

	Activity Name	Start Date	Finish Date
1	ARCHITERRA DESIGN GROUP		
2	MEETING PHASE		
3	PROJECT KICK OFF MEETING	12/15/21	12/15/21
4	REVIEW MEETINGS (4)	1/19/22 2/23/22 4/5/22 5/25/22	1/19/22 2/23/22 4/5/22 5/25/22
5	CITY COUNCIL MEETING (1)	3/4/22	3/4/22
6	MEETING NOTES	12/15/21 1/17/22 2/22/22 4/4/22 5/23/22	12/24/21 1/28/22 3/11/22 4/15/22 6/2/22
7	CONCEPTUAL DESIGN PHASE	**12/13/21**	**2/18/22**
8	SITE VISIT & FIELD INVENTORY & DOCUMENTATION	12/16/21	12/24/21
9	GRAPHIC & WRITTEN ANALYSIS	12/20/21	12/24/21
10	PREPARE DESIGN BASE SHEET - 1 @ 40 SCALE	12/27/21	1/3/22
11	PREPARE 3 CONCEPTUAL SKETCH DESIGN SOLUTIONS	1/3/22	1/14/22
12	PREPARE PRELIMINARY PLANT PALETTE	1/10/22	1/14/22
13	PERPARE PRELIMINARY IRRIGATION CALCULATIONS	1/10/22	1/14/22
14	PREPARE FINAL CAD CONCEPTUAL DESIGN PLAN - 1" = 40'	1/21/22	2/4/22
15	PREPARE CAD FEATURE ENLARGEMENT PLANS (2)	1/28/22	2/4/22
16	COLOR RENDERING OF PLANS	2/4/22	2/9/22
17	PREPARE MATERIALS BOARDS (2)	1/31/22	2/9/22
18	PREPARE GRAPHIC PERSPECTIVE RENDERINGS (5)	2/4/22	2/18/22
19	CIVIL ENGINEER	12/17/21	1/7/22
20	GEOTECHNICAL	12/20/21	1/7/22
21	ARCHITECT	1/3/22 1/24/22	1/14/22 2/7/22
22	ARBORIST	12/20/21	1/7/22
23	COST ESTIMATING CONSULTANT	2/7/22	2/18/22
24	CONSULTANT COORDINATION	12/20/21	2/18/22
25	PROJECT ADMINISTRATION	12/13/21	2/18/22
26	TELEPHONE CONSULTATION	12/13/21	2/18/22
27	DESIGN DEVELOPMENT PHASE (30%)	**2/24/22**	**4/1/22**
28	CAD BASE SHEET DEVELOPMENT (4 @ 20 SCALE)	2/24/22	3/7/22
29	DESIGN DEVELOPMENT & REFINEMENT	3/3/22	3/18/22
30	FINAL SITE AMENITY CUT SHEETS	3/4/22	3/18/22
31	PREPARE PRELIMINARY RED LINE GRADING PLAN	3/7/22	3/18/22
32	PREPARE PRELIMINARY DEMOLITION PLANS (4)	3/8/22	3/25/22
33	PREPARE PRELIMINARY CONSTRUCTION PLANS (4)	3/14/22	4/1/22
34	PREPARE PRELIMINARY PLANTING PLANS (4)	3/14/22	4/1/22
35	DETERMINE WATER AND POWER REQUIREMENTS	3/14/22	3/18/22
36	PREPARE PRELIMINARY IRRIGATION PLANS (4)	3/14/22	4/1/22
37	CIVIL ENGINEER	3/7/22	4/1/22
38	ARCHITECT	3/7/22	4/1/22
39	ELECTRICAL ENGINEER	3/7/22	4/1/22
40	COST ESTIMATING	3/21/22	4/1/22
41	CONSULTANT COORDINATION	3/7/22	4/1/22
42	PROJECT ADMINISTRATION	2/28/22	4/1/22
43	TELEPHONE CONSULTATION	2/28/22	4/1/22
44	CONSTRUCTION DOCUMENT PHASE - 60%, 90%, 100% PS & E	**4/11/22**	**6/24/22**
45	PREPARE TITLE SHEET	4/11/22	4/18/22
46	PREPARE DEMOLITION PLANS 4 @ 1" = 20'	4/11/22	5/2/22
47	CONSTRUCTION PLANS 4 @ 20 SCALE	4/11/22	5/9/22
48	CONSRTRUCTION ENLARGEMENT PLANS 2	4/18/22	5/9/22
49	CONSTRUCTION DETAILS	4/18/22	5/13/22
50	REVIEW ARCHITECT PLANS	4/25/22	5/23/22
51	REVIEW CIVIL PLANS	4/25/22	5/23/22
52	REVIEW ELECTRICAL PLANS	4/25/22	5/23/22
53	PREPARE IRRIGATION PLANS 4 @ 20 SCALE	4/18/22	5/13/22
54	PREPARE IRRIGATION DETAILS	5/9/22	5/13/22
55	PREPARE WATER EFFICIENCY CALCULATIONS	5/9/22	5/13/22
56	PREPARE IRRIGATION CONTROLLER CHARTS	5/9/22	5/13/22
57	PREPARE PLANTING PLANS 4 @ 20 SCALE	4/25/22	5/23/22
58	PREPARE PLANTING DETAILS	5/16/22	5/23/22
59	HYDROZONE PLANS	5/2/22	5/9/22
60	PREPARE TECHNICAL SPECIFICATION SECTIONS	5/9/22	5/23/22
61	SOIL TESTING AND MANAGEMENT REPORT	4/25/22	5/9/22
62	PREPARE ANNUAL MAINTENANCE SCHEDULE	5/9/22	5/13/22
63	AGENCY PROCESSING AT 60, 90 & 100%	5/9/22 5/30/22 6/20/22 5/6/22 5/27/22 6/17/22	5/13/22 6/3/22 6/24/22 5/6/22 5/27/22 6/17/22
64	IN HOUSE PLAN CHECKING	5/23/22	6/24/22
65	PROVIDE CITY AND IN-HOUSE PLAN CHECK CORRECTIONS	5/9/22	6/24/22
66	ARCHITECT	4/18/22	6/24/22
67	CIVIL ENGINEER	4/18/22	6/24/22
68	ELECTRICAL ENGINEER	4/18/22	6/24/22
69	STRUCTURAL ENGINEER	4/18/22	5/27/22
70	COST ESTIMATING	5/9/22	6/3/22
71	PROJECT ADMINISTRATION	4/11/22	6/24/22
72	TELEPHONE CONSULTATION	4/11/22	6/24/22



QUALITY CONTROL AND ASSURANCE

Timeliness/Work Schedule

It is understood that time is of the essence. ADG will provide services within the number of calendar days as authorized at the time of the project assignment, after the commencement date specified in the notice to proceed. A project schedule is typically completed by our team in "Fast Track", detailing each projects phases and tasks for Client review and approval prior to the start of work.

Additionally, ADG's projects are consistently completed on time, due to our Principals active involvement during the progression of our projects through weekly project management meetings and proactive staff scheduling.

Quality Assurance Program

Unlike larger firms, our modest size gives our Clients the advantage of working with an experienced principal from project start to finish, which increases the level of service and product quality throughout all phases of project development. Our office has developed project design standards, construction document standards, and cost estimating programs, which enable us to provide drawings and projects to our Client's, which are consistently higher than the "professional standard of care". Additionally, all projects are reviewed in-house for errors and corrections prior to Client and/or Agency submittals.

Communication with our Clients, regarding their project's progress, is also a part of our quality assurance program. Clients are updated bi-weekly through written "Project Status Reports" prepared by the project manager. 90% of our business is either repeat business from established Clients or referrals from our Clients and Public Agencies. This is a direct result of our office's high standards for design, construction documents, and client service.

Cost Estimating Process

In support of our Value Engineering process, ADG prepares "Statements of Probable Construction Costs" as required by the project's scope of services. The "Statements of Probable Construction Costs" are prepared using Excel spreadsheets, which have been developed by our office over the last twenty-six years to accurately estimate our project's costs. The office "master" is updated annually using bid data from our clients, contractor surveys, and material cost multipliers. "Statements of Probable Construction Costs" are generally prepared during the Schematic Design, Design Development, and Construction Document Phases for in-house and client review, and input.

Value Engineering

An important element in our firm's success is our ability to meet the Client's construction budgets. Prior to the start of the design process, we thoroughly discuss the Client's anticipated improvement cost for each phase of development. Based on this initial feedback, value-engineering studies are conducted to determine the actual improvements possible to maintain the budgetary constraints. ADG then carefully coordinates all phases of design development with the approved construction budget. This creates projects that are consistently constructed at or below the original estimate of projected cost.

Team Member Resumes

Prime Consultant Landscape Architecture – Architerra Design Group

President/Founder – Richard Krumwiede ASLA, RLA #2834



Mr. Krumwiede is a hands-on principal, who participates throughout all phases of Architerra projects. He conducts design development and administration on a wide range of projects including community master plan design, public schools, model homes, multi-family, and park projects. He was instrumental in the design, planning and overall project success for the Phil and Nell Soto Park project.

He is a past President of the Southern California Chapter of the American Society of Landscape Architects (ASLA).

Honors and Awards include numerous awards for Parks and Recreation Design. For 2021 he received an ASLA Honor Award for the Phil and Nell Soto Park in Pomona, and Merit Awards for both The Farm at Fairplex and the Desert View Conservation Area Park.

He was born in Upland, California, and graduated from Cal Poly, Pomona with a Bachelor of Landscape Architecture in 1984. ADG operates under Mr. Krumwiede's California License #2834, and he is also licensed as a landscape architect in Arizona #29115, Oregon #841, New Mexico #538, and Nevada #446.]

Director Of Design – Gregg Denson ASLA, RLA #4302



As Director of Design, Mr. Denson is responsible for overseeing all aspects of project design from inception to completion. His duties would include participation in client contact, design development, and finalization of all formal design exhibits.

Mr. Denson has been involved with designing some of the firm's most challenging projects. The talented design team he heads up works on projects focusing on sustainable design such as open space public gathering areas, retrofits of existing public facilities for resource conservation, specific plan developments for master planned communities, schools, mixed-use residential developments, trail planning, and open space preserve enhancement projects.

Mr. Denson will work with staff to prepare the graphic sketches and sections detailed in the scope of services. Additionally, he will attend team meetings as required to assist in the presentation of our work.

Recent relevant project experience includes creating new Master Plans for: Chaffey College Xeriscape, Upland's Memorial Park, Yucaipa's Performing Arts Center Plaza, and JCSD's The Desi House Park Master Plan in Eastvale.

Mr. Denson has a Bachelor of Science in Landscape Architecture from California State Polytechnic University, Pomona, and provides more than 20 years of design experience to the firm. He is currently licensed as a landscape architect in California (#4302). He is also a native plant enthusiast who utilizes his own residence for studying the growth characteristics and water requirements of California native plants.

Director Of Production – David Dahlke Sites AP, LEED, ASLA, RLA #4094



Mr. Dahlke is the newest principal at Architerra coming to us with over thirty years' professional experience and over 25 years as the Principal Landscape Architect for Walt Disney Imagineering in Glendale, California. Mr. Dahlke was recently hired as the Director of Production to oversee project quality and scheduling for Architerra Design Group.

He has managed projects and staff, updated, and created standards and provided high value design and project management for theme park renovation and expansion of many of Disney's key projects, including four years in France for the Euro Disney Project.

He is a dynamic professional specializing in technically complex landscape development projects. He has a proven track record of effectively managing schedules and budgets and exceeding expectations to create and manage high-profile landscape design.

He received his B.S., Landscape Architecture from the University of Wisconsin, Madison graduating with honors. He is a Licensed / Registered Landscape Architect with the state of California, SITES AP and LEED certified. He is multilingual in English, French, and Spanish.

Project Manager – Robert Collings



Mr. Collings joined Architerra Design Group as a project manager in 2013 and has over 20 years' experience in landscape architecture. His career began in 1999 after graduating from Cal Poly Pomona and includes stints at some of the most well-respected landscape architecture firms in California. He holds a B.S. Landscape Architecture, from California State Polytechnic University, Pomona.

He has designed numerous sport and field facilities during his time with ADG for both school and park projects. His duties include all facets of project management for a diverse portfolio of public, private, and commercial clients. He has been a project manager for public agency and commercial campus design; private and public schools and universities; public parks,

streetscapes; master planned residential communities, model homes, and multi-family housing.

Mr. Collings has managed the design and construction of many projects with sports fields as a component. Mr. Collings' residence is in Norwalk California and his proximity to Cypress will be an asset in the Arnold Cypress Park Project. He is active within his local community, serving on his church board and as an adult leader for the Boy Scout Council in his hometown. In addition to landscape design and construction, his interests include wood working, sport fishing, and all types of outdoor adventures.

Subconsultant Team

Architecture – TR Design Group

TR Design Group, Inc. is an award-winning, full-service, quality architecture and design firm. Beginning in 1999 with the now owner-president, Thomas Riggle, the firm is a California S-Corporation incorporated in 2005. Our legal name is TR Design Group, Inc. dba as TR Design Group, Architecture. We are a Certified Micro Business Enterprise (MBE) [DGS Ref. # 58922]. We are located at 2900 Adams St., #A400, Riverside, CA 92504. Office (951) 742-7179 / Fax (951) 742-7178

We have experience and history throughout California. We are a medium-sized firm and as such you will deal directly with senior staff. Your main contacts will be licensed architects with significant depth and maturity who have over 35 years experience.

Our experience includes a wide variety of work for many public and private agencies including various multi-year on-call contracts for:

County of Riverside	City of Riverside
City of Moreno Valley	County of San Bernardino
City of Montebello	City of Fontana
City of Lake Elsinore	City of Lake Forest
City of Irvine	City of Temecula
City of Banning	City of Perris
CSU System including	CSU San Bernardino

Civic-Agency projects represent over 50% of our annual revenue. As such, we are very familiar with public bidding, prevailing wage requirements and agency driven projects.

Thomas Riggle President, Architect, AIA, NCARB, USGBC-IE

Bachelor of Arts in Architecture Iowa State University 1987

Licensed California Architect, #C24877, NCARB Certified 2018

TR Design Group, Inc.'s founder has over 34 years of experience in agency, civic, cultural and educational projects. He is responsible for all projects' visioning, design and direction as well as overall management of the firm. He founded TR Design Group in 1999.



Civil Engineering & Surveying – Andreasen Engineering, Inc.,

(AEI) is a privately owned consulting firm providing a full range of Civil Engineering and Surveying services, located in the City of Pomona since 1952. We employ professional engineers, designers, draftsmen and field surveyors, to meet the changing demands of projects in today's environment, with all services performed within the Pomona office.

AEI, as a professional Civil Engineering and Surveying firm has been working with Architerra Design Group for over 13 years, as both a sub consultant and a team member for numerous projects within Southern California. We are currently working with ADG for the City of Pomona on the Hamilton Park Rehabilitation Project, which consists of the almost the exact same tasks as the Arnold Cypress Park Rehabilitation. In addition, we just completed the City of Moreno Valley Amphitheater and Community Parking Facilities with ADG.

AEI has been working both Arrowhead Mapping Company for all our aerial and detailed Aerial Topographical Mapping, along with Everest Environmental, Inc. for all our Water Pollution Control Documentation which includes Construction Activity Permit Compliance, Storm Water Pollution Prevention Plan (SWPPP), Low Impact Development (LID) Plans and Water Quality Management Plans (WQMP).

Gary P. Andreasen President

BS Civil Engineering California Polytechnic University Pomona, 1981

Member of the American Council of Engineering Companies (ACEC); National Society of Professional Surveyors (NSPS)

Mr. Gary Andreasen joined Andreasen Engineering in 1980 as a staff engineer, responsible for project coordination, city and county interfacing, proposal writing, and project design of storm and sewer systems. In 1985, Mr. Andreasen became Project Engineer responsible for the development of single-family homes, condominium, and apartment projects, as well as tract maps, parcel maps and lot line adjustments. He has been responsible for projects in Pomona, Claremont, Montclair, Chino, Ontario, Upland, Rancho Cucamonga, Rialto, Fontana, La Verne, Glendora, San Gabriel, Industry, Walnut, San Dimas, San Bernardino, Corona, Moreno Valley, Covina, Anaheim, Fullerton, La Habra, Victorville, Sun City, Riverside and Temecula.

AEI incorporated in 1990 and Mr. Gary Andreasen became President of Andreasen Engineering, Inc. taking over the day-to-day management operations.

Environmental Studies – VCS, Inc.

Vandermost Consulting Services, Inc. doing business as VCS Environmental (VCS) was founded in 1996. VCS is a California S Corporation. We have a staff of 27 professionals who are located at our corporate office at 30900 Rancho Viejo Road, Suite 100, San Juan Capistrano, CA 92675. VCS maintains a Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) certification through the LA Metro California Unified Certification Program, a Woman Business Enterprise (WBE) certification through the California Public Utilities Commission, a WBE/SBE Certification through ORCA Federal registration, Small Business (Micro) certification through the California Department of General Services and SBE/DBE certification through the Orange County Transportation Authority. VCS is registered with the Department of Industrial Relations (No. 1000513423).

VCS Environmental is dedicated to delivering quality, personalized, multi-disciplinary services to a variety of municipalities, private sector clients, and state and federal agencies.

Dan Bott Director of CEQA/NEPA Services | Role: Project Manager

Master of Science Environmental Studies: California State University, Fullerton, 1986; B.A. Anthropology, Minor in Political Science: California State University, Fullerton, 1983

Association of Environmental Professionals (AEP); American Planning Association (APA)

Ms. Anna Scott has over 30 years of geotechnical experience and has worked on or managed a wide range of geotechnical projects throughout southern California, including the High Desert, Inland Empire, Antelope Valley, Coachella Valley, Orange County and Bakersfield area. Her geotechnical experience has ranged from field and laboratory technician to field, staff and project geologist. Ms. Scott's responsibilities

include preparation of proposals, preliminary geotechnical investigations, seismic studies, settlement monitor installation and studies, and field studies as a technician and geologist for large grading projects. Ms. Scott has performed Phase I and II ESAs for various property acquisitions and transfers throughout Southern California.

Geotechnical Studies – GeoTek, Inc.

GeoTek, Inc. is a full-service consulting firm specializing in construction materials testing and inspection services, geotechnical and environmental engineering services since Incorporation in 1997. GeoTek, Inc. offers a full range of construction materials engineering, field materials and laboratory testing, and construction observation and inspection services. Our staff has provided services on a wide variety of projects including: high and low-rise buildings, parking structures, roads, water and wastewater treatment plants, utility transmission lines, storm water detention basins, bridges, airports, schools, military facilities, power plants, and mass grading for residential and commercial developments. GeoTek, Inc. is committed to the principles of client service and sound professional advice. We pay attention to these cost-effective basic values and pride ourselves in doing high quality work that presents real value to our clients. We approach every project with a team concept in mind, and our reputation for high quality and timely service at competitive rates has established us as an industry leader.

Anna M. Scott Project Geologist

B.S., Geology, University of California, Riverside

Ms. Anna Scott has over 30 years of geotechnical experience and has worked on or managed a wide range of geotechnical projects throughout southern California, including the High Desert, Inland Empire, Antelope Valley, Coachella Valley, Orange County and Bakersfield area. Her geotechnical experience has ranged from field and laboratory technician to field, staff and project geologist. Ms. Scott's responsibilities include preparation of proposals, preliminary geotechnical investigations, seismic studies, settlement monitor installation and studies, and field studies as a technician and geologist for large grading projects. Ms. Scott has performed Phase I and II ESAs for various property acquisitions and transfers throughout Southern California.

Arborist and Tree Mapping – Monarch Environmental

Monarch Environmental, Inc. is a third-party horticultural consulting company established in 2008 in Mission Viejo, California, by Matt Davenport. We provide vendor accountability and horticultural expertise and solutions to the clients we serve. Our distinguished team consist of experts who are experienced in the field as well as educated in the classroom. Monarch Environmental's offerings include contract management, horticultural assessments, landscape design, irrigation audits, water management, consulting arborist services, tree inventories, and Level 2 and 3 Tree Risk Assessments.

Monarch's team of arborists have performed thousands of tree assessments throughout California, including level 3 assessments utilizing an IML Resistograph as well as the PICUS 3 Sonic Tomograph on more than one hundred specimen trees. Our combined experience has given Monarch the opportunity to help preserve our clients' urban forests, as well as the safety and wellbeing of the residents of their communities.

Evin Lambert Lead Arborist

ISA Certified Arborist WE – 9776A; ASCA Registered Consulting Arborist # 667
ISA Tree Risk Assessment Qualified; ASCA Tree and Plant Appraisal Qualified; CA Pest Control Adviser #123990 – Cat. A; CA Qualified Applicator License #127421 – Cat. B

As our lead arborist, Evin focuses solely on arboricultural consulting and helps our clients protect their most valuable assets. She graduated with a bachelor's degree in Environmental Horticulture Science and a minor in Plant Protection Science from California Polytechnic University, San Luis Obispo. Prior to joining Monarch in 2018, she worked in the tree care industry for eight years. Her background in the roles of both contractor and third-party consultant has given her the opportunity to perform thousands of tree risk assessments, develop tree protection plans for development projects, develop tree policies and multiyear tree care plans for homeowners' associations, appraise the value of specimen trees, and conduct year-round monitoring of the health and structure of some of our clients' native oak and sycamore trees. Additionally, we have conducted peer reviews of reports written by other local consulting arborists for our municipal clients.

Cost Estimations – Cumming

Established in 1996 as project and cost management company, Cumming has evolved into a 900-person, multi-faceted consulting firm with a determined focus on providing services that add value at every step of a project's development. Cumming's construction cost specialists are known for the accuracy of their estimates and budgets and deliver continuous cost guidance to our internal teams and outside clients.

Ashok K. Patel, MRICS Managing Director

Ashok has worked in the construction industry since 1983. He is experienced in all aspects of cost management for the civil, structural, and architectural disciplines. Ashok's responsibilities include all phases of estimates, quality control/quality assurance (QA/QC), and value engineering. He is involved with projects from the master plan stage through all design milestones as well as change order analysis/negotiations.

He has provided cost management services on projects ranging in value up to $1 billion. Ashok has a broad range of experience in various sectors including healthcare, science and technology, educational, civic, military, recreation, correctional, industrial, and public works.

Electrical Engineering – JCA Engineering, Inc.

JCA Engineering provides efficient and innovative architectural lighting design services, along with state-of-the-art electrical engineering. JCA is a Certified Small Business Enterprise and is conveniently located in Highland. The principals of this growing firm offer more than 65-combined years of experience in electrical systems engineering.

James Corns President/Principal

Mr. Corns is a Principal/Project Manager for a majority of the projects. His duties include meetings, site visits, design of Electrical Construction documents and construction support. He also over sees all office activities and reviews all projects.

Structural Engineering – JRMA

J.R. Miller & Associates, Inc. (JRMA) is an Architectural and Engineering firm providing comprehensive planning and design services to public and private clients throughout the United States. Their engineers and architects have designed projects of all sizes and complexity - from large-scale buildings to interior upgrade and equipment installations. Their firm has been a registered California Corporation since its inception in 1982, and its headquarters are located in Brea, CA.

3D Rendering/Video Flyovers – 3D Ikon

3DIkon is a Professional Architectural Visualization studio composed of a young team of Architects, 3D Digital Artists, Graphic Designers, and Digital Animators determined to make use of their fullest potential and expertise to professionally assist Architectural firms, Engineering firms, and Building Industries around the globe.

Their sole mission is to provide excellence by meeting your time and cost expectations without sacrificing detail and professionalism. They continuously strive to help their clients with impressive graphics and imaging.

STATEMENT OF QUALIFICATIONS AND PROPOSAL FOR

DESIGN FOR ARNOLD CYPRESS PARK REHABILITATION

NOVEMBER 10, 2021



SUBMITTED BY:

COMMUNITY WORKS DESIGN GROUP

PARK PLANNING AND
LANDSCAPE ARCHITECTURE

November 10, 2021

Mr. Nick Mangkalakiri, PE, Assistant City Engineer
City of Cypress
sent via email: nmangkal@cypressca.org

RE: Request for Proposals (RFQ/RFP) for Design
Arnold Cypress Park Rehabilitation
8611 Watson Street, Cypress, CA 90630

Dear Nick and Members of the Consultant Selection Committee:

On behalf of the Community Works Design Group (CWDG)-led team of consultants, we are pleased to present this proposal to *continue* working with the City of Cypress. As Lexington Park rapidly approaches completion, we are ready to seamlessly transition our team's efforts toward the design, bidding assistance, and construction administration for Arnold Cypress Park.

While many of our colleagues that participated in the mandatory pre-proposal meeting are well-qualified to perform the professional services described in the City's RFP, we are confident that the CWDG team offers the *best* fit for Cypress. This confidence is rooted in the following points:

- The CWDG-led team will begin Arnold Cypress Park with a strong familiarity and rapport with City staff, elected officials, and parallel City consultants. As we have successfully completed the park rehabilitation/ restroom replacement project at Oak Knoll Park, and have helped the City transform a challenging former golf course site into Lexington Park, we have gained much insight on what will work best to *streamline* the design and construction of Arnold Cypress Park. We are up to speed on the Cypress Brown Book and with the various agencies required to achieve all permit approvals.

- Our team excels at park renovation and rehabilitation projects, especially where new design features will be dovetailed into existing mature improvements. One notable example of our success in park rehabilitation is the $18 million Frisbie Park Expansion for the City of Rialto, which was recently announced as a winner of the *2021 American Public Works Association (APWA) Southern California Chapter B.E.S.T. Award in the Recreational & Athletic Facilities category.*

- We understand the costs and intricacies involved in renovating existing parkland. It often becomes far more expensive than developing new land, especially in terms of tying new improvements into existing infrastructure. Additionally, the closure of a frequently used park should be done as timely as possible, with the entire project team working diligently to minimize interruption to park users . We

plan on walking the City through a series of critical decisions as the design progresses, to ensure that the proposed design will make way for a high-quality, durable, maintenance-friendly facility within the available funding parameters, and that can be achieved in an expedited time frame.

- CWDG excels in providing and updating *three-dimensional renderings* to fully convey design intent to key stakeholders and constituents, as recently showcased in Lexington Park. This ensures that misconceptions and unfulfilled expectations are managed from the early stages of the project. One service we plan to offer within the Arnold Cypress Park project is to 3-d scan the entire park site to aid in working through the design, as well as to create a benchmark for fully and accurately capturing the conditions of the park prior to construction. This has proven to be a much more effective means than videos or photographs of pre-construction conditions, especially for resolving claims by the project's contractor regarding items the contractor alleges were damaged prior to construction.

- The slated renovations to Arnold Cypress Park, as indicated within the City's Request for Proposals have a strong focus in providing accessible and equitable amenities into the park. Accessible design is our forte! Our team will be led by our Principal Landscape Architect, Scott Rice, whom in addition to being an award-winning park planner, is the *only* landscape architect in southern California that also holds Certified Access Specialist (CASp) credentials.
- Our team consists entirely of subconsultants that we have teamed with on numerous successful park projects, including many familiar faces from the Lexington Park and Oak Knoll Park teams, such as D.A. Hogan, Geocon West and Envirocheck. Our collective familiarity with one another will ensure that we will "*hit the ground running*" on this project.

CWDG prides itself on our ability to provide a fully-dedicated level of service to each of our municipal clients. Accordingly, we only pursue projects and clients that we can guarantee that ongoing client satisfaction can be fulfilled. We are confident that we can continue providing this top level of service to the City of Cypress.

This proposal acknowledges that the RFP was not supplemented by any Addenda.

The members of the Design Team and I appreciate your consideration of our team for this important project. Please do not hesitate to call or email me directly with any questions.

Respectfully submitted,

COMMUNITY WORKS DESIGN GROUP



Scott Rice ASLA, LEED AP, CASp
President
Landscape Architect CA #5111 / NY #2645
Certified Access Specialist CASp-709
scott@cwdg.fun

STATE-REQUIRED NOTICE: *Landscape Architects are Licensed by the Landscape Architects Technical Committee located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834.*

FIRM ORGANIZATION

COMMUNITY WORKS DESIGN GROUP - LLC (CWDG)
Landscape Architecture - Planning
4649 Brockton Avenue
Riverside, California 92506
(951) 369-0700
Federal I.D. 82-1854334
Registered Small Business #1769579
California Department of Industrial Relations#: PW-LR-1000707823

PRINCIPAL: Scott Rice ASLA, LEED AP, CASp - President/ Authorized Signer

MAIN CONTACT: Scott Rice, LLA #5111 (Licensed 16 years since 2005; expiration date: 12/31/22)
scott@cwdg.fun | (951) 369-0700 office / (909) 754-1257 cell

Community Works Design Group (CWDG) was established in 1985 and provides municipal planning services throughout the State of California. The firm focuses on **Park, Recreation, and Public Landscape** projects. CWDG has a ready and available staff of eight professionals. We draw upon three Licensed Landscape Architects, a LEED Accredited Professional, an in-house ISA Certified Arborist, a Certified Irrigation Designer/Certified Landscape Irrigation Auditor, a SITES Accredited Professional, and a Certified Access Specialist (CASp).

Community Works Design Group does what its name implies - it assists communities with the design of park projects that *work*. We come from "your side of the fence". Scott Rice has served as the City Landscape Architect for City of Highland continuously since 2005. Additionally, our Senior Landscape Architect/ ISA Certified Arborist, Dan Burkhart, joined our team after serving as Senior Landscape Inspector for the City of Yorba Linda.

CWDG continues to smoothly proceed through a business succession, where Principal Landscape Architect, Scott Rice, has now taken over the reins from CWDG founder, Tim Maloney. Tim continues to provide supplemental services as a consultant to CWDG, under the business name, *T.I. Maloney Landscape Architecture*.

CWDG HAS DESIGNED OVER 250 PARK PROJECTS IN OUR 35 YEAR HISTORY, INCLUDING 25+ PARKS WITHIN THE PAST 5 YEARS (2016-PRESENT).



"Designing your Dreams" starts here at our two story design studio - complete with an indoor spiral slide and a 25' swing!

The Community Works Design Group (CWDG) team is confident that we can provide the City of Cypress with the high level of detail and attention in Landscape Architectural Services that we have provided to our numerous municipal clients throughout our ***35+ years*** of experience in park and public landscape planning and landscape architecture.

Our Principal and two dedicated Senior Project Managers hold current Landscape Architect licensure in the State of California:

Scott Rice LLA #5111
Licensed Continuously since Oct 2005 (15+ years)

Dan Burkhart LLA #6092
Licensed Continuously since Aug 2015 (5+ years)

Allison Rush LLA #6378
Licensed Continuously since Aug 2018 (3 years)


CALIFORNIA ARCHITECTS BOARD
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
2420 DEL PASO ROAD, SUITE 105
SACRAMENTO, CA 95834
916 575-7230
dca
Landscape Architect
CERTIFICATE NO. 5111
EXPIRATION 12/31/22
SCOTT JOSEPH RICE
COMMUNITY WORKS DESIGN GROUP
4649 BROCKTON AVENUE
RIVERSIDE CA 92506
Signature
RECEIPT NO. 02952004

Additionally, our staff holds a variety of Certifications that boost our abilities in the Landscape Architectural realm, including the following:

- LEED Accredited Professional (LEED AP)
- Certified Access Specialist (CASp)
- Certified Irrigation Designer (CID)
- Certified Playground Safety Inspector (CPSI)
- SITES Accredited Professional (SITES AP)
- ISA Certified Arborist (ISA)
- Certified Landscape Irrigation Auditor (CLIA)

Current selected on-call contracts are listed below:

- City of Highland - On-Call Landscape Architectural Services (1990-present)
  Involves regular participation in Planning Commission hearings, occasional participation in City Council meetings, preliminary CEQA analysis, preliminary plan development, maintaining schedules, collaborating with Public Works/ Planning, supporting grant application efforts, selecting and managing subconsultants, performing landscape inspections, bid assistance, construction administration, etc.; Also providing plan check and inspection services.

- County of Riverside - On-Call Landscape Architecture Services (2000-present)
- Jurupa Area Recreation & Park District - On-Call Landscape Arch. Services (2015-present)
- County of Riverside EDA - On-Call Certified Access Specialist (CASp) Services (2017-present)
- City of Ontario - On-Call Landscape Architecture Services (2019-present)
- City of Los Angeles - On-Call Certified Access Specialist (CASp) Services (2020-present)
- City of Palm Springs - On-Call Landscape Architecture Services (2021-present)

SUBCONSULTANT TEAM

While the Community Works Design Group team will perform the majority of the project scope for Arnold Cypress Park, our team also includes the following subconsultants:

Adkan Engineers will provide all Surveying, 3-d Scanning, and Civil Engineering services for the Arnold Cypress Park Rehabilitation project. We (CWDG) have teamed with Adkan on many successful projects across Southern California, including Frisbie Park Expansion and Horseshoe Lake Park, BOTH of which have been named as 2021 APWA Southern California Chapter B.E.S.T. Award winners! Adkan has been based in Riverside since the company opened its doors over 25 years ago. They continue to proudly serve Southern California as a comprehensive multi-disciplined firm offering municipal/ city consulting, general civil engineering, land surveying, hydrological studies and drainage design solutions, storm water management treatment, retention, infiltration, design, permitting and reporting assistance, water quality management standards development, and implementation assistance, and public works inspections.

Adkan Engineers will be represented by Mitch Adkison, PE,PLS, QSD/P, and Richard Reaves, PE, PLS, Project Manager

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Design West Engineering (DWE) will provide all Electrical Engineering and Dry Utility design/ coordination services for this project. We (CWDG) have teamed with DWE on many successful park projects across Southern California, especially those with sports lighting, including Bud Bender Park in Rialto (showcased within this proposal).

DWE will be represented by Roy Morales, Electrical Engineering Department Head. With over 25 years of experience, Roy contributes a high level of expertise in electrical applications, including parks and community facilities.

D.A. Hogan will provide all sports field design, including the use of both synthetic and natural turfgrass. We (CWDG) have teamed with D.A. Hogan on many successful park projects across Southern California, including Lexington Park in Cypress.

D.A. Hogan will be represented by Bob Harding, Principal Landscape Architect. Bob has developed a strong reputation as one of the nation's leaders in sports field design.

SUBCONSULTANT TEAM (CONTINUED)

Geocon West, Inc. will provide all geotechnical investigation for the project. We (CWDG) have teamed with Geocon on many successful park projects across Southern California, including Lexington Park in Cypress and Rancho Mirage Dog Park in Rancho Mirage.

Geocon will be represented by Jelisa Thomas Adams, GE. Jelisa has performed many geotechnical investigations within Cypress and neighboring cities, and is very familiar with the Orange County Health Care Agency permit requirements prior to boring when groundwater is anticipated to be encountered.

Design Space Modular (DWE) will provide design services for the 52' x 30' multi-purpose room. We (CWDG) have teamed with Design Space for the incorporation of meeting rooms constructed off-site and installed as on-grade, pit set modular facilities that have the full appearance of site-built buildings. One example is the Community Center at Harada Heritage Park in Eastvale, for Jurupa Community Services District.

Design Space (now a part of the Mobile Modular family) will be represented by Dana Johnson. We are currently working with Dana and Design Space on a supplemental childcare facility in Moreno Valley.

Wallace Laboratories of El Segundo will provide agronomic soil testing in support of sports fields and supplemental planting areas. We (CWDG) have utilized Wallace Laboratories for nearly all agronomic soil investigation for park projects over the last several years, as they have a great track record for providing timely and acccurate analysis and recommendations for soil amendment to optimize plant growth.

Garn Wallace, PhD is the lead soil scientist for Wallace Labs. He is a former staff member of University of California and has over 600 publications concerning soil science, plant nutrition, plant physiology and heavy metal toxicity.

Envirocheck will provide thorough testing of all existing site buildings to be demolished. Testing includes lead, asbestos, mold, and other toxins.

CWDG has utilized Envirocheck on many park renovation projects, including Oak Knoll Park in Cypress, and Frisbie Park Expansion in Rialto.

SUBCONSULTANT TEAM (CONTINUED)

OPTIONAL SERVICES

We are retaining TR Design Group in our project bullpen for the Arnold Cypress Park project for flexibility in our integration of buildings, such as working with Design Space Modular to tailor the multi-purpose building exterior to have a compatible look to other on-site buildings and shade structures.

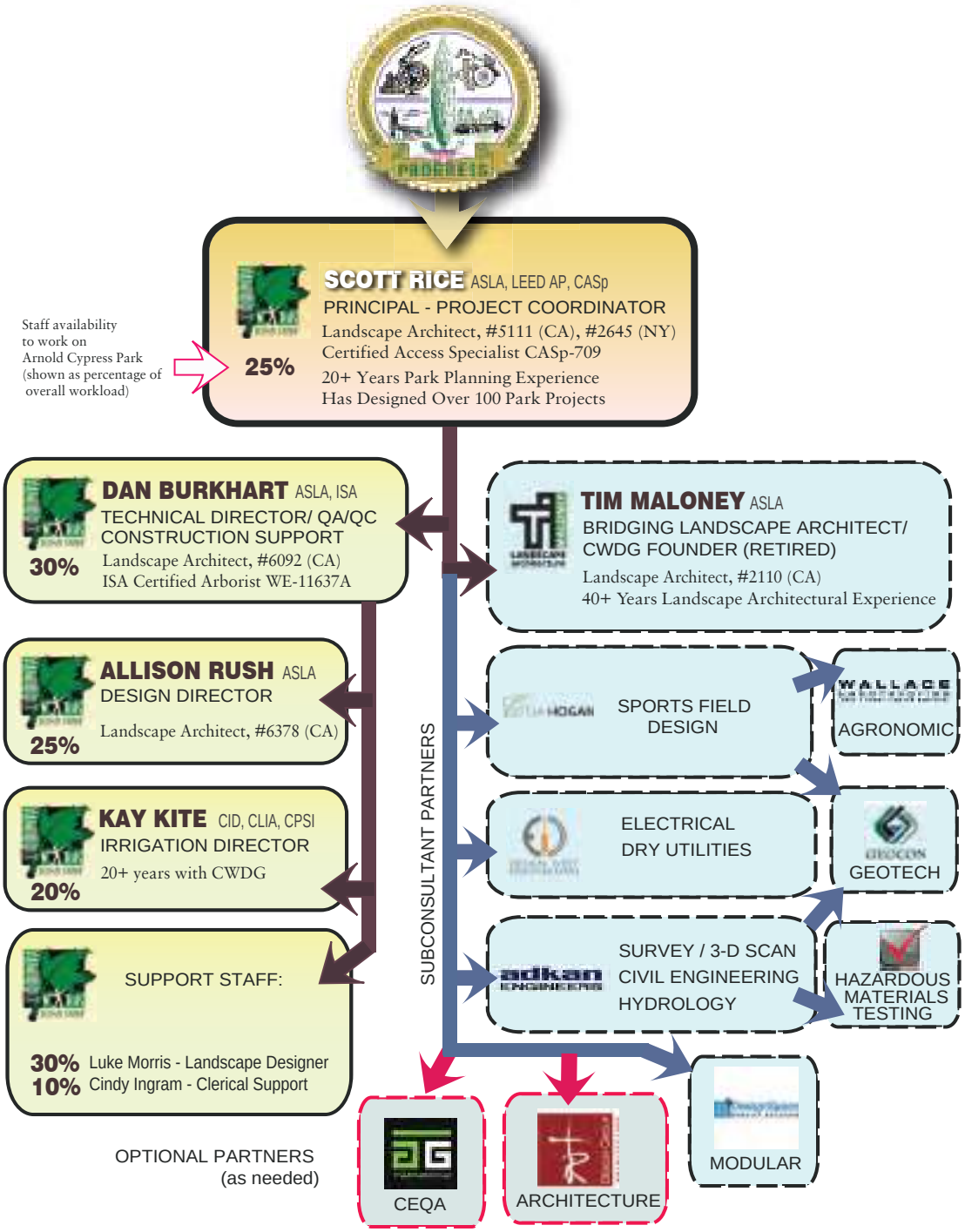
TR Design Group will be represented by Brian Gridley, Architect. CWDG has worked with TR Design Group, and with Brian specifically on numerous park and public space buildings.

We are retaining The Altum Group for the optional CEQA report preparation for either Negative Declaration or Mitigated Negative Declaration.

The Altum Group will be represented by Thomas Strand, Environmental Manager. CWDG has worked with The Altum Group for CEQA/ Environmental report preparation for many park projects, including the 2021 APWA SoCal B.E.S.T. award winners, Frisbie Park Expansion for the City of Rialto, and Horseshoe Lake Park for Jurupa Area Recreation and Park District in Jurupa Valley.

ORGANIZATIONAL CHART

The Community Works Design Group (CWDG) team will be led by Scott Rice, Principal Landscape Architect. Scott will be our primary contact person for the Arnold Cypress Park Rehabilitation Project. Scott has developed a long-lasting reputation for providing responsive and efficient "extension of City staff" services to our municipal clients. Scott will be directly assisted by Allison Rush, Senior Landscape Architect/ Design Director. Dan Burkhart, Technical Director, will be responsible for our team's QA/QC efforts.



SELECTED RELEVANT EXPERIENCE

We have hand-selected the following reference projects as being most applicable to the Arnold Cypress Park Rehabilitation project, in terms of showcasing the following criteria: multiple successful but distinctively different projects for repeat municipal clients; our experience directly with the City of Cypress; renovation designs for existing mature parks; projects where our team joined the design after initial schematic plans were crafted, and utilized 3-d modeling and drone photography to convey the design process and construction progress to the project stakeholders.

Client:	CITY OF CYPRESS
Services rendered:	CWDG served as prime consultant for the design of Lexington Park (currently under construction) as well as the Oak Knoll Park Restroom/Concession Replacement projects.
CWDG Staffing:	Principal Landscape Architects: Tim Maloney (now serving as a supplementary consultant to the CWDG team); and Scott Rice, successor President/ Managing Principal Project Manager: Allison Rush; Construction Administration: Dan Burkhart
Notable Team Members:	D.A. Hogan (Sports Field Design); Geocon (Geotechnical)
Contact:	Nick Mangkalakiri, PE Assistant City Engineer nmangkal@cypressca.org













CWDG's use of drone photography and 3-d modeling ensures that the design is properly considered from all angles, and that the final product is consistent with the approved design.

Client:	CITY OF RIALTO
Services rendered:	CWDG served as prime consultant for various Park Planning Services at five City park sites for $25+ million in park improvements, including community design process, conceptual design, 3d modeling, construction drawings, construction administration.
CWDG Staffing:	Project Principals: Tim Maloney and Scott Rice Project Managers: Scott Rice, Kay Kite, Allison Rush
Contact:	Ted Rigoni, PE, former Engineering Manager (recently retired) tedrigoni@gmail.com
Reference Project:	Bud Bender Park: Renovation to Existing 8 ac. Park ($2.5 M/ Completed 2016); *Notable Achievement: First Dodgers Dreamfield Location for San Bernardino County*









At Bud Bender Park Renovation, CWDG worked diligently to provide modern park amenities while preserving large shade trees, a group picnic shelter, and an Adobe building.
Below left: prior to renovation (2014);
Below middle: during renovation (2015);
Below right: after renovation (2017)







Client: CITY OF RIALTO (continued)

Reference Project: **Joe Sampson Park: 8 ac. New Neighborhood Park ($5.5 M/ Opened February 2019)**

2019 CPRS Award of Excellence in Park Planning Winner

Notable Team Members: The Altum Group (CEQA); Adkan (Civil/ Survey)











"We found the CWDG team, led by Scott Rice, to be very proactive, friendly, and detailed throughout the construction of Joe Sampson Park."

Sam Kasbar, VP
KASA Construction
samk@kasaconstruction.com

Client: CITY OF RIALTO (continued)



Frisbie Park:
16.7 ac. Renovation + Expansion
($18 M/ Opened December, 2020)

2021 APWA SoCal B.E.S.T. Winner

Notable Features:

- *Park designed with direct input from City Maintenance staff, including materials selection, amenity arrangement to allow proper clearances for service equipment*
- *Complete analysis and renovation of all accessibility (ADA) aspects of existing park, led by CWDG's in-house Certified Access Specialist (CASp)*
- *Several existing heritage trees protected in place*







We have provided a few more examples of renderings that were prepared by CWDG and utilized during the public outreach phases of the Frisbie Park Renovation and Expansion project for the City of Rialto.

Client:	JURUPA AREA RECREATION & PARK DISTRICT (JARPD)
Services rendered:	CWDG served as prime consultant for various park design and renovation projects throughout the District. CWDG also has provided all Landscape Plan Check and Inspection Services for the District continuously since 2015.
CWDG Staffing:	Project Principal: Scott Rice Project Managers: Allison Rush, Kay Kite
Contact:	Colby Diuguid, General Manager (951) 361-2090 | colby@jarpd.org
Reference Projects:	**Horseshoe Lake Park - $3 million** **(Designed 2018-2019; Opened Dec. 2020)** *Note: Horseshoe Lake Park was funded by State of California SB 1 funds*

2021 APWA SoCal B.E.S.T. Winner: Creative and Innovative

2021 CARPD Award of Distinction: Environmental Excellence



Horseshoe Lake Park
Notable Features:

- *Entire park utilizes solar power for lighting and irrigation control*
- *Balanced grading on-site (no import or export)*
- *Existing vernal pools protected in place through multi-agency coordination (Local/State/ Federal/ USACOE)*
- *Exercise stations provided at trail-side locations*







Client:	CITY OF PERRIS		
Services rendered:	CWDG served as prime consultant for master planning, assisted in public outreach for grant submittal preparation, and provided construction document preparation, bid support and construction administration for park and trail projects.		
CWDG Staffing:	Project Principal: Scott Rice Project Manager: Allison Rush Construction Support: Dan Burkhart	Notable Team Members:	Adkan (Civil/ Survey)
Contact:	Sabrina Chavez, Director of Community Services (951) 435-7220 ext. 278 schavez@cityofperris.org		
Reference Projects:	Goetz Park, Phase II (4 acres, $2 million (Completed September 2020) Enchanted Hills Park ***Prop 68 SPP - Round 3 - $8.5 M award winner*** (23 acre site, approx. 10 ac improved $8.5 million (Currently under construction)		



Left: Goetz Park concept rendering
Above: Photo of "P" -shaped skate spot; park is located across the street from Perris Valley Airport, a local skydiving landing spot



Left: Enchanted Hills Park color plan;
Above: Skate spot rendering with owl-shaped skate pool, inspired by an existing graffiti mural within the vacant park site

Client:	CITY OF PERRIS (continued)
Reference Project:	**Mercado Park Renovation/ Expansion:** **3 ac. Neighborhood Park ($3 M)** **Prop 84 Statewide Park Program** **Round 1 Grant Winner**
CWDG Staffing:	Project Principal: Tim Maloney Project Manager: Scott Rice
Contact:	Sabrina Chavez, Director of Community Services (951) 435-7220 ext. 278 schavez@cityofperris.org

2014 CPRS Award of Excellence in Park Planning Winner



Notable Features:

- *Pervious concrete used for walkways throughout park*
- *Whimsical nature theme and natural colors incorporated into park amenities*







PROJECT MANAGEMENT, STAFF AVAILABILITY AND APPROACH TO QUALITY CONTROL

STAFF AVAILABILITY: All staff members listed in this proposal are available to begin work immediately upon City request. We guarantee that we will adjust our master schedule to dedicate sufficient resources to City of Cypress.

MANAGING QA/ QC, SCHEDULE, AND TEAM: We will provide the City with a critical path schedule, prepared in Microsoft Project, and will adhere to the schedule we present. Our firm utilizes an online-based application called **Basecamp** to balance coordinate project responsibilities amongst internal staff and subconsultants. This platform also allows our clients to have the ability to maintain a real-time "window" into the inner workings of our firm. This accountability will serve as peace of mind for the City, with a level of transparency not offered by other firms.

DELIVERABLES: We will provide all levels of deliverables outlined in the RFQ document. We utilize a wide variety of software, including AutoCAD 2021, Adobe Creative Cloud, Microsoft Office, SketchUp Pro 3-d, and much more. We will provide hard copy and digital media in PDF or any requested format.

OUR APPROACH: Our approach to design and quality control is unique to the industry. Every design project is assigned one Licensed Landscape Architect as Project Principal, one Licensed Landscape Architect as Project Manager, and one Assistant Project Manager. CWDG realizes that our success is based on our ability to deliver projects on time and within budget. This team approach will guarantee that the project comes in on budget and stays on budget with minimal change orders.

WHAT SETS CWDG APART: While there are many similarities between municipal design projects, we have developed an understanding of what it takes for a project to truly stand apart and shine, as evidenced in our consistent winning of CPRS -->









Awards of Excellence in Park Planning and APWA B.E.S.T. awards. Our team offers a wide variety of in-house services, such as Irrigation Auditing via our Certified Landscape Irrigation Auditor, and Accessibility Evaluation from our Certified Access Specialist (CASp), that are dovetailed into our final products.

CREATING FAMILY-FRIENDLY PARK SPACES: Our team has reviewed the conceptual plan as a reflection of the community's expectations regarding which amenities they want to see in the revitalized Arnold Cypress Park. Our team plans to further analyze the resultant spaces, especially regarding balancing the park's circulation to be compatible with days where the softball league is making full use of the ballfields, as well as weekday mornings where parents will bring their small children to enjoy the playgrounds. We will work to eliminate "corners", "hiding spots", and "dead ends" to ensure users feel safe, regardless of how many people are enjoying the park.

WORKING WITH CITY STAFF AND POLICY-MAKING AGENCIES AND STAKEHOLDERS: As we have worked on multiple recent park projects within Cypress and nearby cities, our team is very well versed in the intricacies of the City, having had a great rapport and positive working relationship with many department heads and staff members. For Arnold Cypress Park, CWDG President, Scott Rice, will be our team's main point of contact. Scott has developed an excellent reputation for proactive communication with Public Works and municipal clients. We are confident that Scott's leadership will continue providing the high quality of service the City has come to expect from CWDG into the future!

OUR "NOT SO SECRET" INGREDIENT TO SUCCESSFUL PROJECTS is remaining in close, ongoing communication with the City and all key stakeholders throughout the life of the project - from concept to construction, and from constantly refining our methodology and processes based on lessons learned from previous projects.

OUR RECORD OF MEETING SCHEDULES ON SIMILAR PROJECTS: We invite you to contact our listed references for confirmation of CWDG's ability to meet deadlines and critical path schedule milestones. This is especially apparent with projects where the project funding is directly connected to grant deadlines or fiscal year budgets.

ADAPTING TO COVID LIFE IN 2020-2021: We have been successful in implementing online community outreach activities and in using alternative meeting platforms, including Google Classroom, Zoom, and Facebook Live.

> *"The City of Ojai has had many successes in working with the Community Works Design Group team for many years on various projects - from skate park design and management to the Sarzotti Park Master Plan. Their creativity and willingness to work well beyond the scope of the project in order to exceed our City's needs is just extraordinary. They have always been there for our City and they have always been on time and within budget time and time again"*
>
> **- Steve McClary - former City Manager - City of Ojai**

COST ESTIMATING EXPERTISE

We understand the importance of defining realistic construction costs and cost increase projections when budgeting for construction projects with fixed budgets. Our firm excels in this type of cost estimating, as we regularly prepare detailed construction plans, details, specifications and estimates for park projects, and strive to make our construction drawing packages the most biddable and buildable across the industry. Since we also perform Landscape Plan Check for various agencies, our finger remains on the pulse of the industry, and are able to glean tips and tricks to making plans more readable, maintaining a good balance of notes and clarifications without overwhelming the drawings with redundant information.

We are regularly receiving bids for various public work projects. Upon receiving the bid we also request from the two apparent low bidders their unit prices. We incorporate these updated unit prices into our own in-house cost estimates. This allows our firm to provide up-to date cost estimates for our clients.

One recent example of our accuracy in cost estimating is the Lexington Park project. Our engineer's estimate was listed as $11.7 million for the base bid and seven tiered alternates. Twelve bids were received, with the average bid of $11.1 million.

MODULAR MULTI-PURPOSE ROOM

In addition to the use of prefabricated restrooms, the CWDG team recommends the incorporation of a modular building for the multi-purpose room, as the limited scope will drive on-site construction prices to be overly inflated. The image below shows a collaboration between CWDG and Design Space Modular for a park project in Eastvale.



Harada Heritage Park Community Room, Eastvale, CA: a modular building, constructed in a factory and assembled on site

RESUMES OF RESPONSIBLE PERSONNEL

SCOTT RICE ASLA, LEED AP, CASp
PRINCIPAL LANDSCAPE ARCHITECT

Education:

Bachelor of Science in Landscape Architecture, California State Polytechnic University, Pomona (2002)

Licenses/ Certificates:

Licensed Landscape Architect: California #5111 (2005-current)

Certified Access Specialist: California CASp-709 (2016-current)

Years of Experience: 25+
Years with Firm: 19

Affiliations:

American Society of Landscape Architects (ASLA) - Full Member

California Park & Recreation Society (CPRS) - Full Member

U.S. Green Building Council LEED Accredited Professional

Certified Access Specialist Institute – Full Member

Building Industry Association – Riverside County Chapter Member, Board of Directors Leaders of Tomorrow (LOT) Committee – 2017 Chairman

Notable Project Experience:

Goetz Park, Phase 2– City of Perris- $2.1 million

Enchanted Hills Park - City of Perris - $8.5 million

Mr. Scott Rice is President and Managing Principal of Community Works Design Group (CWDG). He has managed over $150 million of park projects during his tenure at CWDG. Scott oversees the development of construction documents, plan checking, cost estimating, conceptual rendering, and construction observation and management.

Scott graduated with honors from Cal Poly Pomona, earning a Bachelor of Science Degree in Landscape Architecture. He is a full member of the American Society of Landscape Architects (ASLA). Additionally, Scott is a LEED Accredited Professional (LEED AP), as designated by the United States Green Building Council (USGBC), and a Certified Access Specialist (CASp) as issued by the State of California, Division of the State Architect. Scott is one of only three Landscape Architects in California that currently hold CASp Certification.

Scott also serves as the City Landscape Architect for the City of Highland, California, and has acted in that capacity since 2005. Scott also has served as a Contract Park Planner for Jurupa Community Services District (JCSD) since 2003 and Consultant Park Planner/ Plan Checker for Jurupa Area Recreation and Park District (JARPD) since 2015.

Mr. Rice draws on previous work experience in graphic design and golf course maintenance to integrate high aesthetic quality in balance with functional, cost-effective design. His focus is in Public Works projects for various municipalities throughout the State, including Park Planning of various scales, including Community, Neighborhood, Sports, and Pocket Parks, as well as median and parkway landscape, and LMD/ CFD planning. Specialized areas of involvement include Skate Parks, Dog Parks, and Accessible Play. In addition to Park Planning, Scott is seasoned in the landscape architectural development of Multi-family Housing, Planned Residential Communities, Highway Aesthetic Design, Custom Residential Planning, and various private/commercial ventures.

In addition to Scott's 19 year tenure with CWDG, Scott took a year-long hiatus in 2010 to co-manage the design division of an internationally-recognized design/build firm, specializing in skate parks and action sports facilities throughout the *world*. When not in the office, Scott enjoys the fruits of his labor – parks and trails – with his wife and five children.

DANIEL BURKHART ASLA, ISA
SENIOR LANDSCAPE ARCHITECT - TECHNICAL DIRECTOR

Education:

Bachelor of Science in Landscape Architecture, California State Polytechnic University, Pomona (2001)

Licenses/ Certificates:

Licensed Landscape Architect: California #6092 (2015-current)

ISA Certified Arborist WE-11637A (2016-current)

C-27 Contractor License #840206 (2004 - currently inactive)

FAA UAS Remote Pilot (2017-current)

California Dept. of Pesticide Regulation - QAL 122282 BF (2010-current)

Years of Experience: 25+
Years with Firm: 2

Affiliations:

American Society of Landscape Architects (ASLA) - Full Member

International Society of Arboriculture (ISA) - Full Member

Notable Project Experience:

Ayala Park Replacement- County of San Bernardino - $4 million

Mr. Dan Burkhart is a Senior Landscape Architect at Community Works Design Group (CWDG) joining the firm in early 2020. Dan is charged with maintaining CWDG construction development and documentation process as well as mentoring and guidance of junior staff. Dan handles plan checking, in house reviews, and CD support in addition to specification, estimating, and construction oversight. Dan is often referred to as Coach in the office and works diligently to elevate and improve CWDG's production and efficiency.

Dan graduated from Cal Poly Pomona, earning a Bachelor of Science degree in Landscape Architecture. He started his journey in the field with the City of Anaheim, working within the Parks Department at Dad Miller Golf Course. He continued on exploring the Nursery side with Armstrong Garden Centers before moving into Design Practice after graduation. After working up to the project manager level, Dan ventured to the Design build practice with Valley Crest Companies. Shifting into the realm of sustainability Dan laced his boots and worked up to the position of general superintendent with a Landscape Habitat and Mitigation General Contractor, designing, creating, restoring, and maintaining naturalized habitats.

Moving to the public side of the practice Dan was the Senior Landscape Inspector for the City of Yorba Linda LMAD group. Supervising staff, managing contracts, and design and inspection duties for the City. Dan worked with management and the public to improve the Cities 22,000 trees and over 500 acres of City maintained landscape.

Dan brings a wealth of design, installation, and maintenance experience to CWDG earned over his 24-year journey. Dan's varied and wide experience on both sides of the table includes the Private and Public sectors at all levels and gives him an understanding of different points of view and the forces involved. Dan has started with a shovel and a pencil and has demonstrated an ability to listen, learn, and advance in the profession. Licensed as a Contractor, Certified Arborist, QAL, FAA Remote Pilot, and being a continual student of all aspects related to the field and process, Dan continues to learn and build while adding items to his tool box and base.

Dan spends his free time with his family, camping, coaching youth baseball, and the restoration and building of classic cars.

KAY C. KITE ASIC, CID, CLIA, CPSI
IRRIGATION DIRECTOR

Bachelor of Arts, California State University at San Bernardino
Master of Landscape Architecture, California State Polytechnic University, Pomona (2020)
CID/ CLIA Irrigation Association #006190

Ms. Kay Kite is an Irrigation Specialist with Community Works Design Group. Kay graduated from California State University in San Bernardino, Cum Laude, earning a Bachelor of Arts degree. Kay has been with CWDG for 21 years. She will be providing services in Irrigation Design and Water Auditing.

Kay draws from over twenty years of practical and theoretical irrigation training in order to design systems for projects, ranging from small pocket parks to one hundred and twenty acre sports parks. Not limited to irrigation systems, Kay has over nine years of experience in a variety of landscape design projects including various parks, Multi-family Housing, Planned Residential Communities, Urban Streetscapes, and other private/ commercial ventures.



Shown above is an examples of a schematic design we prepared for the City of Perris, for a rehabilitation to an existing mature park, similar in age and features to Arnold Cypress Park.

ALLISON RUSH, ASLA
DESIGN DIRECTOR

Bachelor of Arts, The Pennsylvania State University
Master of Landscape Architecture, Temple University
Licensed Landscape Architect, State of California, #6378

Ms. Allison Rush is a Project Manager with Community Works Design Group, with East Coast roots. Allison earned her Bachelor's degree in Human Geography from Penn State, and her Master of Landscape Architecture degree from Temple University.

Allison's undergraduate and graduate work focused on the means and methods of interaction between people and public spaces. She excels at understanding how best to configure and optimize outdoor spaces for the health and enjoyment of users of all ages and abilities. Allison also has a strong grasp of designing with various digital media techniques, including CAD, 3-d modeling and photo simulation. With her education and skills, Allison has been integral in our team's efforts of conveying and shaping ideas for many important projects throughout California.

SCOPE OF WORK

TASK 1 - CONCEPT REFINEMENT AND SCHEMATIC DESIGN

Upon Notice to Proceed, our team will work with the City to transform the conceptual plan included in the RFP into a schematic plan, so that final decisions can be made on layout, materials, and so on. A critical step in this process is developing real-time cost estimates so that we can ensure our design stays within the City's available funding.

1. Our team, including the key representatives of our subconsultants, will meet with the City, with proper social distaning guidelines in place (or online if necessary, depending on the applicable COVID protocol in place at the time of award). The purpose of this kick-off meeting will be to allow the City and our team to establish the next steps for expediting the project design.

2. Our team members will become intimately familiar with all aspects of the existing site, utilizing in-person inventorying by our in-house ISA Certified Arborist and Certified Landscape Irrigation Auditor. Topographic survey, utility field surveys and 3-d field scans will be performed by Adkan Engineers and Design West Engineering, under supervision of CWDG representatives. Geocon West will contact Underground Service Alert, and also obtain an Orange County Health Care Agency (OCHCA) permit, prior to excavating 8 small diameter test borings to depths up to 25 feet. Geocon will also perform a half day of Cone Penetrometer Test operations to evaluate existing soil for liquefaction potential below habitable structures. Geocon will also perform percolation testing for later use in stormwater retention/ infiltration design. Envirocheck will test all existing site buildings for lead, asbestos, and other notable hazards.

3. We will put together an initial base plan, utilizing the data gathered in step 2, combined with the conceptual plan information previously prepared. The base plan will serve as a moldable tool for reshaping to best fit the City's needs and operational abilities. We will concurrently update our initial cost estimate based on our understanding of the City's expectations for the park improvements. Because the funding of this project is limited, the ongoing cost assessment will be a critical step in the design process. Estimated costs will reflect escalation to midpoint of construction.

4. Once the City has indicated initial concurrence with the layout, we will develop an initial color plan and 3-d renderings for conveying the working design to stakeholders and constituents. We will include up to three revisions to the working concept, each accompanied by updated color plans and renderings.

5. We will actively participate in as many community and Council meetings deemed necessary for the forward progress of this project. All preparatory meetings and correspondence with City Staff in advance of the community meeting are also included.

6. We will update the conceptual design and 3-d renderings based on the Community and City input into an updated color plan to memorialize the completion of this concept refinement task. Multiple fly-through rendering video clips (1 min. max each) will be provided for publicizing the project.

TASK 1 - (CONTINUED)

Shown below is a progression of color plan concepts developed by the CWDG team for Lexington Park, previously known as Cypress Sports Park. Also shown below are some examples of our 3-d rendering for the same project.



TASK 1 - CONCEPT REFINEMENT/ SCHEMATIC DESIGN - DELIVERABLES

- CAD and PDF versions of topographic and utility survey
- Updated color concept plans, 3-d renderings, 3-d fly-through videos
- Cost estimates reflecting estimated cost at midpoint of construction escalated pricing

TASK 2 - DESIGN DEVELOPMENT (30% and 60% PLANS/ SPECS/ ESTIMATES)

With City and Community buy-in to the updated conceptual plan, we will move forward with the preparation of plans, specifications, and estimates (PS&E) necessary to obtain full City and applicable Agency approvals prior to construction. All scope items within the City's Request for Proposals (RFP) are included, even if not specifically noted below. We will provide submittals at each plan milestone indicated in the City's RFP. The PS&E package will include all items deemed necessary for full City approval, but are not necessarily limited to, the items listed below.

1. DEMOLITION PLANS: We will prepare demolition plans to clearly indicate action for all items to be demolished as well as those intended to be protected in place. For park renovation projects, the intricacy and clarity of which items need to be protected in place is an essential portion of the construction documents, and can eliminate the ambiguity that often triggers contractor change orders during construction.

2. CIVIL ENGINEERING PLANS: Our subconsultant civil engineer will prepare a working draft of the grading plan for construction of finished grading, drainage, street and parking lot improvements, horizontal and vertical control, water and sewer plans, water quality management plan (WQMP) and dust control plans. Cut and Fill earthwork calculations will be prepared at the 90% point and again at the 100% submittal. The plans will be at a scale of 1"=20' and indicate detail finish grading, Particular emphasis will be placed on ADA access into and within the park and will be designed with City input. Various options will be explored and refined into the construction document details.

3. CONSTRUCTION DRAWINGS: Construction Drawings will include site plans and details with sufficient detail to accommodate construction. Plans will identify recommended suppliers and products, with emphasis given to local sources, sustainable concepts, recycled/ recyclable materials, and durability of products.

4. IRRIGATION PLANS: We will prepare complete irrigation plans to comply with local water requirements and specific City requirements indicated in the RFP. All elements of the system will be designed to carry optimal amounts of water to irrigate the affected sites. Full detailing of all equipment will be included. Vandal resistance, durability, serviceability, reliability, water conservation, efficiency and, most importantly, consistency with City standards will be our primary concerns.

5. PLANTING PLANS: Complete Planting Plans with all necessary details will be provided. Durable, easily maintainable species will be of primary importance in the plant selection process.

6. ELECTRICAL: Complete Site Electrical Plans including Musco Sports Lighting with all necessary details will be provided by Design West Engineering. We will be evaluating all existing systems and incorporate all of the latest technologies including solar, low voltage, LED systems to produce the most efficient and long term solutions for the City. EV Charger design is included.

7. SPECIFICATIONS: Specifications detailing materials and workmanship for all of the above items will be provided as required, including Greenbook and Cypress Brown Book cross references.

TASK 2 -DESIGN DEVELOPMENT (30% - 60%) PHASE - continued

8. COST ESTIMATES: Final estimates of probable construction and maintenance costs will be prepared with CWDG providing regular value engineering recommendations.

9. DOCUMENT PROCESSING: We will submit the documents for City and various Utility approvals. We will review documents and make all necessary corrections.

10. MEETINGS: We will attend all meetings with City staff and project stakeholders and lead all presentations as required during this phase of the project.

TASK 2 - DESIGN DEVELOPMENT PHASE (30% - 60%) - DELIVERABLES

- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- 2 sets hard copies of each submittal (30%, 60% levels)
- Documentation of QA/QC Plan Implementation
- Preliminary Cost Estimates (updated throughout project)
- 30% and 60% Draft plans, estimates and Technical Specifications;
- CAD files of all pertinent drawings

TASK 3 - CONSTRUCTION PLANS/ SPECS/ ESTIMATES (PS&E) - 90% and 100%

Task 3 will reflect the further refinement of the Task 2 scope, culminating in the preparation of plans, specifications, and estimates at the 90% and 100% milestones. We will plan on working diligently with City staff and the City's Construction Management consultant to ensure the project receives all due diligence necessary to allow for a smooth permitting process . After final approval, 24" x 36" mylars shall be submitted to the City along with a hard copy and an electronic copy of the plans and specifications for bidding purposes.

TASK 3- CONSTRUCTION DOCUMENT PHASE (90% - 100%) - DELIVERABLES

- all listed items for Task 2, tailored for 90% and 100% submittal levels

TASK 4 - BIDDING SUPPORT PHASE

1. When the project goes out for competitive bidding, we will assist the City and the City's Construction Management consultant in the bid process, distributing bid packages, noting direction given to contractors, respond to Requests for Information and other questions asked. We will provide follow-up clarifications or addendum items for all electronic bids.

2. We will attend the pre-bid meeting and provide written minutes and follow up information as required. We will assist the City in obtaining and evaluating bids for the project as required.

3. We will provide written and graphic responses to bidder Requests for Information/ Clarification as deemed necessary, to help facilitate clear, competitive bids with limited ambiguity.

TASK 4 - BIDDING SUPPORT PHASE - DELIVERABLES

- PDF copies of all documents (field reports, etc.)



The CWDG team recently chaired a pre-bid meeting with COVID-19 protocols in place. Enchanted Hills Park, Perris, CA. May 2021.

TASK 5 - CONSTRUCTION ADMINISTRATION PHASE

1. We will attend the pre-construction meeting and provide written minutes and follow up information as required.

2. When requested, we will assist the City with construction administration assistance for specialty areas where specific technical expertise is required in determining conformance to design concepts and approved plans and specifications.

3. We will participate in weekly construction meetings, in support of the City and the City's Construction Management consultant. Based on our observations at the site and on the contractor's application for payment, we will assist in determining the amount owed to the contractor. We will review job drawings, as- builts, RFI's, samples and other submissions of the contractor for conformance with the design of the project and for compliance with the information given in the conformance contract documents, for the project.

4. Our in-house FAA Certified UAS (Drone) pilot will provide monthly progress drone photography for use in updating stakeholders and constituents of construction progress.

5. We will review change orders and submittals for approval and issuance by the City. We will respond to requests for information from the contractor, issue field bulletins and requests for quotations. We will maintain updated RFI, Change Order and Submittal logs, which will be shared online via Basecamp app.

6. We will review as-builts and assist in the reproduction of the as-built information on disc, for the project.

TASK 5 - CONSTRUCTION ADMINISTRATION PHASE - DELIVERABLES

- PDF copies of all documents (field reports, etc.)
- Preparation of Architect's Supplemental Instructions (ASI) as needed.
- Prepare as-built/ record drawings
- CAD files of all pertinent drawings

TENTATIVE SCHEDULE

The Community Works Design Group team is committed to meet any schedule the City wishes to meet. We are a dedicated, flexible group, with proven performance with the City of Cypress and all other references listed within this proposal. We have also worked around sports league schedules when determining optimal construction time frames.

We would be glad to follow up this proposal with a tentative schedule with placeholder dates if desired by the review committee.

PROPOSAL

To Provide Professional Landscape Architectural Design Services for

CITY OF CYPRESS

ARNOLD CYPRESS PARK REHABILITATION



NOVEMBER 10, 2021

David Volz Design
Landscape Architects and Park Planners

Designing landscapes that create community

November 10, 2021

Nick Mangkalakiri
Assistant City Engineer
City of Cypress
5275 Orange Avenue
Cypress, CA 90630

RE: PROPOSAL TO PROVIDE PROFESSIONAL LANDSCAPE ARCHITECTURE DESIGN SERVICES FOR ARNOLD CYPRESS PARK EXPANSION

Dear Mr. Mangkalakiri,

Arnold Cypress Park is in need of a long overdue makeover! David Volz Design team has a long resume of outstanding park refurbishment projects. DVD has provided complete makeovers for large parks creating new recreation offerings, providing up to date access opportunities, and updating the viability of existing park infrastructure. We are currently working on large park refurbishment projects in Santa Ana, Yorba Linda, Baldwin Park, L.A. City and Costa Mesa. Primrose Park in Temple City, a proposition 68 funded project, is currently under construction. DVD recently completed a 5-year multi-million dollar update of South Gate's 100-acre community park, and last year Orangewood Park in West Covina was completely rebuilt into a stellar community facility. We designed a fourteen-million-dollar makeover for Fremont Park, Glendale's oldest park, this project will be under construction early next year.

DVD is well prepared to work with you and your staff to implement a comprehensive refurbishment plan that will provide updated recreational opportunities, sustainable improvements, and maintenance upgrades that will enhance Arnold Cypress' value to the Cypress community. We will use the concept plan and council approved program as a guide to provide the improvements the community has identified as important. We are adept at developing construction documents that ensure high quality construction with minimal change orders on refurbishment projects. Our team is ready to move forward to finalize design development documents and provide engineering for this exciting refurbishment project. We already have taken your background information and developed exciting ideas for your new park facilities.

We have identified in this proposal several recent and ongoing projects for your consideration. In developing our park design experience, please consider the unique and proven benefits of David Volz Design.

EXPERIENCE ON SIMILAR PROJECTS – DVD has been commissioned to lead the design development for hundreds of public park renovation projects. This work has resulted in accolades from community groups and design awards. Our recent public projects with a similar program and of similar size to Arnold Cypress Park include Barnes Park in Baldwin Park, Fremont Park for Glendale, El Cariso Park for LA County, Santiago Park in Santa Ana, Vista Sports Park in Vista, and new track and fields at three Orange Unified High Schools. Stanton recently opened the award-winning DVD designed 11.5-acre Stanton Central Park, which was a featured stop on the 2020 CPRS Park Operations Tour.

QUALIFICATIONS OF THE DESIGN TEAM – I, David Volz, will lead the design development process. My firm has specialized in the delivery of public projects including dozens of CPRS and APWA Award-winning parks. Mr. Gary Vasquez, DVD's Director of Design, will provide the creative flair that makes

DVD's parks special places for sports, play, and recreation. Together, we will lead a team of landscape architects who are dedicated to public landscape design and who have extensive park planning experience. Our civil engineer, NV5, is an integral partner for our team. We have a long history of working together on dozens of important public park projects.

REFERENCES – We have included ten specific client references; city officials who have direct experience with the DVD team on similar projects. Also, in the appendix section, we have included letters and quotes of recommendations from recent public agency clients who have high praise for our firm.

RESPONSE TO THE PROJECT CHALLENGES – The design expertise required for this refurbishment at Arnold Cypress is matched by DVD's offerings in this proposal. Our team has carefully reviewed the park site, identified development opportunities and provided, in this proposal, a proven strategy for developing an inspired plan for this for park's revitalization. Park planning is our passion and we will provide outstanding service on this important commission.

David Volz Design has a very creative park planning team. Our firm has designed hundreds of community parks and public landscapes. Our desire to be Cypress' design partner for the development of this refurbishment program will be evidenced in our energy and enthusiasm every step of the way. My firm and I look forward to working with you and your staff on this exciting and important park project.

Very truly yours,

DAVID VOLZ DESIGN



David J. Volz, R.L.A. # 2375
LEED Accredited Professional, QSD/QSP

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FIRM PROFILE

David Volz Design (DVD) is committed to the creative design of outstanding public spaces. We develop landscapes, parks, sports fields, and streetscapes to meet the specific needs of their communities. DVD designs special environments for those who seek recreation in a beautiful setting: wonderful natural environments for those who are simply looking for respite, and for those who pursue recreation and competitive athletic endeavors on the playing field. Our firm capitalizes on what the site and nature has to offer. For all of our commissions, we work to enhance the site's use, working within environmentally sound parameters while taking full advantage of the site and its surroundings to best service the community's needs.



PLANNING AND DESIGNING

Demonstration gardens, mitigation + restoration
Nature parks, interpretive gardens + wilderness camps
Streetscape development + redevelopment
Community, neighborhood + mini-parks
Facility master plans + feasibility studies
School fields + campus planning
Irrigation renovation + redesign
Design guidelines + standards
Sports parks + stadiums
Grant applications

"DVD continues to build its reputation on creativity and service in the design of outstanding public spaces. We create high quality public spaces for our clients' communities and neighborhoods. We work with public agencies and the people they serve to develop innovative landscapes of outstanding beauty."

David Volz, President, RLA, LEED AP, QSD/QSP

Ever mindful of our role as stewards of the land, DVD's design philosophy includes careful consideration for realistic maintenance requirements and construction cost parameters. We also embrace any opportunity to interact with the public to create environments that meet their needs. DVD's proven outreach approach has often been the catalyst for our most successful projects. Our proven approach and input we receive provides the inspiration that leads to creative and innovative solutions.

Our company understands the importance of protecting the environment, protecting our resources and the health of future generations. DVD is proud to be a LEED Accredited and a Qualified Stormwater Designer QSD company. We understand the commitment we have to the public to deliver quality projects that offer a high return for the public funds invested; projects that can be maintained and deliver a lifetime of service to the communities they are built for.

Parks and greenspaces designed by our firm have received awards and accolades from community groups, civic organizations, the American Public Works Association, the California Parks & Recreation Society, and the National Recreation & Park's Society.

DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC.

Designing landscapes that create community
www.dvolzdesign.com

Founded in 1997
24 years in business
S-Corporation-CA
Never filed for bankruptcy
Wholly-owned Business

8 employees
David Volz RLA#2375
Gary Vasquez RLA #3883
LEED Accredited
SBE

Contact Person:
David Volz, President
714-641-1300
dvolz@dvolzdesign.com

Corporate Office
151 Kalmus Drive, Suite M8
Costa Mesa, CA 92626
714.641.1300

Coachella Valley Office
78060 Calle Estado
La Quinta, CA 92253
760.580.5165

San Jose Office
111 North Market Street,
Suite 300
San Jose, CA 95113
669.444.0461

Like us on Facebook!
Follow us on Instragram
@davidvolzdesign

ORGANIZATIONAL CHART

Our creative designers have the background and expertise to deliver outstanding landscape architecture services for your city's project. The DVD key team members are experienced and talented professionals and they will be supported by a team of licensed landscape architects, several very capable designers, sub consultants, and support staff. The team will deliver:

CREATIVITY - We will provide you with unique and innovative solutions which will meet and exceed the expectations of the city. The project designs we put forward will creatively address the sites' development requirements, sustainability, the unique relationship to the nearby neighbors, program priorities, accessibility and recreation balance.

COMMUNICATION - DVD will continually keep you and your staff informed from the start and throughout all the projects' phases. Communication will be consistent and clear with all parties through completion of project.

EXPERIENCE - DVD will provide a design team that has a history of working successfully with cities as an extension of Staff and providing project design and coordination in the development of dozens of award winning projects.

INTEREST IN YOUR PROJECT - DVD is ready to take on your projects and bring them to successful completion. DVD is focused on delivering outstanding public facilities to communities throughout California. Our team is dedicated to the success of your projects!

City of Cypress
Arnold Cypress Park

DAVID VOLZ DESIGN
LANDSCAPE ARCHITECTS, INC

David Volz, RLA #2375, LEED AP, QSD/P
Principal in charge

Gary Vasquez, RLA #3883
Director of design

Eric Sterling, RLA #5463
Senior Landscape Architect / Day-to-day contact

Paul Cassar
Project Designer

Duane Tut
Project Designer

Luis Pedraza
Project Designer

Angela Lee
CAD Technician

Dana Bull
CAD Technician

NV5 ENGINEERING
Civil Engineer

David Niknafs, P.E.
Project Manager / Senior Civil Engineer

PSOMAS
Environmental Consultant

Jillian Neary
Project Manager

DESIGN WEST ENGINEERING
Electrical Engineer

Leo Maya, P.E., E19480
Senior Electrical Engineer

Roy Moralas, P.E.
Project Manager / Senior Electrical Designer



DAVID VOLZ, RLA
PRINCIPAL-IN-CHARGE

Has over 30 years of experience in the design of successful public landscapes, streetscapes and parks. He has managed public design projects including the master planning, design, and construction of municipal projects for more than 100 public agencies in California. Mr. Volz has a broad base of experience focused in the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection. His extensive knowledge of landscaping materials and vegetation is often called for at commission meetings and in council reports for agencies he has served. He has comprehensive experience in storm water treatments, habitat restoration, walking trails and water conservation.

He has an excellent reputation for facilitating community outreach programs for park design through the public input process. The public workshop process for park design is a concept that he always encourages. The opportunity to get first hand insights from users, neighbors, and the public in general is always beneficial in the design of public projects. Several of Mr. Volz's most successful park projects have benefited from the ideas and energy that were put forth at public input sessions. Public landscape, streetscape and park project experience is Mr. Volz's design focus. Serving in various capacities from principal-in-charge to designer, he has overseen scores of award-winning projects for cities, school districts and public agencies throughout California.

EDUCATION
- BS, Landscape Architecture, 1981
  California State Polytechnic University, Pomona
- Graduate Studies, Computer Applications for Landscape Architecture, 1981, California State Polytechnic University, Pomona

REGISTRATION
- Landscape Architect, California #2375, 1983
- Landscape Architect, Nevada #499, 1996
- LEED Certified, 2008
- Qualified Stormwater Professional, QSD/QSP, 2015

YEARS WITH DVD: 1997 - present

ROLE: **Principal in charge,** worked with the client to determine goals, presented on multiple occasions to the community and council/commission, and served as quality control of other professionals responsible for delivering concept plans and construction documents.

RECENT PROJECT EXPERIENCE

SANTA ANA SPLASH PADS
Client: City of Santa Ana
The City has the opportunity to re-imagine a portion of six existing parks and plan for new splash pads. This is precious parkland for the neighborhoods surrounding these parks each is unique and the DVD team is ready to develop specialized designed for each site.

CANYON, VILLA PARK & ORANGE HIGH SCHOOLS
Client: Orange Unified School District
DVD provided construction documents for bidding and for the adjacent site improvements of the new turf sports fields and all weather running tracks.

VERDUGO NORTH PARK
Client: City of Glendale
The intent is to provide a safe and fun and all-inclusive play space along with new park buildings, a parking lot and community facilities, and other new improvements at this important and well-used park.

WASHINGTON BLVD & I-5 ON RAMP
Client: City of Commerce
The City desires to install aesthetic improvements at the I-5/Washington Boulevard interchange, primarily consisting of landscaping, bridge painting, and a monument sign.

HOLLYDALE COMMUNITY PARK
Client: City of South Gate
This park will be fully refurbished with new open play fields, community center, play spaces, picnic grounds and ball courts to provide a wonderful greenspace and needed recreational opportunities for the neighborhood.



GARY VASQUEZ, RLA

DIRECTOR OF DESIGN

Provides senior design leadership as a result of 20 years of experience designing multi-faceted projects throughout California. His design abilities have proven to be not only innovative and unique, but award-winning. He will work under the direction of David Volz providing creative design solutions to the challenges and opportunities that arise. Mr. Vasquez has provided high quality project management on many of our firms' most successful and highly acclaimed park projects.

Mr. Vasquez is a key figure in our community outreach program. He successfully integrates the ideas generated through the public input process to create the master plan. This dedication to ensuring the community's input has led to extremely successful projects.

He has extensive experience in the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection. He ensures adherence to established project budgets, schedules and cost agreements. His expertise in concept development graphic illustration techniques and project planning. His broad knowledge of construction detailing, planting design and irrigation equipment anchor his approach to high quality project delivery.

EDUCATION

- MLA, Landscape Architecture, 1989
  California State Polytechnic University, Pomona
- BS, Ornamental Horticulture, 1986
  California State Polytechnic University, San Luis Obispo

REGISTRATION

Landscape Architect, California, #3883, 1992

ACCOMPLISHMENTS

Design of the Year Award, APA 2010

SKILLS AutoCAD, Adobe Photoshop, Microsoft Office

YEARS WITH DVD: 1997 - present

ROLE: **Director of Design**, worked extensively on the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection. He managed the project to ensure adherence to established project budgets, and schedules.

RECENT PROJECT EXPERIENCE

WHITAKER ELEMENTARY PARK
Client: City of Buena Park
A community base park planning process resulted in a creative and appealing layout for the park and all the desired amenities. As the property is to be shared with Whitaker Elementary School, STEM elements were built into the layout and activity spaces.

STANTON CENTRAL PARK
Client: City of Stanton
Stanton Central Park is the city's largest recreational open space encompassing 11.5 acres with features encouraging activity and exercise for a city whose citizen's never had a community park. Attentive design work was aided by the voiced needs of the community, making this a "people's park."

FREMONT PARK
Client: City of Glendale
The park's ambiance and the many gathering spaces within the park will be enhanced by new synthetic turf soccer fields, community center, play spaces, picnic grounds, ball courts, and new lighting.

SANTA ANA SPLASH PADS
Client: City of Santa Ana
The City of Santa Ana has the opportunity to re-imagine a portion of six existing parks and plan for new splash pads. This is precious parkland for the neighborhoods surrounding these parks each is unique.

WASHINGTON BLVD & I-5 ON RAMP
Client: City of Commerce
The City desires to install aesthetic improvements at the I-5/Washington Boulevard interchange, primarily consisting of landscaping, bridge painting, and a monument sign.



ERIC STERLING
SENIOR LANDSCAPE ARCHITECT

Mr. Sterling is returning to DVD from a 9-year absence to explore worldly projects. He has 25 years of experience in landscape architecture working on projects for public agencies. His design expertise ranges from recreational parks to streetscapes, school sites, as well as city design guidelines, various Disney parks, including many award-winning projects.

A benefit to Mr. Sterling's design ability is his attention to detail and his knowledge of playground design, the latest construction practices and materials, ADA accessibility concerns. He is a key figure at DVD in coordinating design development plans and carrying them through construction drawings. He is known for his ability to collaborate with a variety of clients, architects, engineers and designers and to successfully manage projects from beginning to end.

He ensures adherence to established project schedules and cost agreements, and monitors production for delivery of the highest quality products to clients. He cooperates well with staff, clients, and agencies to create successful products and works closely with contractors during construction. He is typically responsible for plan checking to ensure the successful completion and delivery of projects.

EDUCATION
BS, Landscape Architecture, 2001, California State Polytechnic University, Pomona

REGISTRATION: Landscape Architect, California, #5463

SKILLS
Adobe Creative Suite, Sketch up, AutoCAD, Microsoft Office

YEARS WITH DVD: 2005-2012 & March 2021 - present

ROLE: Senior Landscape Architect, worked extensively on the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection. He managed the project to ensure adherence to established project budgets, and schedules.

RECENT PROJECT EXPEREINCE

WOLFSON PARK EXPANSION
Client: City of Rancho Mirage
Working hand-in-hand with the city to deliver a design that meets the communities' expectations, the overall design needed to fit within the parks' existing Victorian style while accommodating new program features.

REFLECTION PARK
Client: City of Desert Hot Springs
The new program includes ADA upgrades, benches, boulders and cobble, new native landscape and irrigation, a reflective monument sign, and a grid of California Fan Palms. The Park will utilize energy efficient night lighting and no turf grass.

WHITAKER ELEMENTARY SCHOOL PARK
Client: City of Buena Park
A community base park planning process resulted in a creative and appealing layout for the park and all the desired amenities. As the property is to be shared with Whitaker Elementary School, STEM elements were built into the layout and activity spaces.

THE RIO ALL-SUITES RESORT AND CASINO, Las Vegas, Nevada

WALT DISNEY IMAGINEERING
- Consulting LA to WDI for the Avenger's Campus located in Disney California Adventure Park in Anaheim, CA.
- Consulting LA to EuroDisneyland Imagineering for the Walt Disney Studios Park Expansion Project located in France.
- Assisted the WDI design team on two construction packages inside Shanghai Disneyland totaling over 23 Hectares of original thematic design.



PAUL CASSAR
PROJECT DESIGNER

Has more than 13 years of experience in landscape architecture working on projects for public agencies. His design expertise ranges from recreational parks to streetscapes, school sites, as well as city design guidelines. A benefit to Mr. Cassar's design ability is his attention to detail and his knowledge of playground design, the latest construction practices and materials, ADA accessibility concerns, and his experience in the installation of hardscape, softscape, and irrigation systems. He brings field investigation, research, and communication experience to each of our projects.

Mr. Cassar has been a key figure at DVD in coordinating design development plans and carrying them through construction drawings. He is known for his ability to collaborate with a variety of clients, architects, engineers and designers and to successfully manage projects from beginning to end.

He ensures adherence to established project schedules and cost agreements, and monitors production for delivery of the highest quality products to clients. He cooperates well with staff, clients, and agencies to create successful products and works closely with contractors during construction. He is typically responsible for plan checking to ensure the successful completion and delivery of projects.

EDUCATION
BS, Landscape Architecture, 2005
California State Polytechnic University, Pomona

SKILLS
Adobe InDesign, Adobe Creative Suite, Sketch up, AutoCAD, Microsoft Office

YEARS WITH DVD: 2005 - present

ROLE: Project Designer, responsible for analyzing data from our community input charrette process to help form a common goal of what the community desires, prepares landscape architectural plans, specifications, and cost estimates on a multitude of projects, plan checking to ensure consistent update of plan details from client requests.

RECENT PROJECT EXPERIENCE

CANYON HIGH SCHOOL, VILLA PARK HIGH SCHOOL & ORANGE HIGH SCHOOL
Client: Orange Unified School District
DVD provided construction documents for bidding and for the adjacent site improvements of the new turf sports fields and all weather running tracks.

JACK HAMMET PARK
Client: City of Costa Mesa
Improvements including new walkways, parking lot expansion, water facilities and control structures relocation, and a new pedestrian connection will be designed.

FREMONT PARK
Client: City of Glendale
The park's ambiance and the many gathering spaces within the park will be enhanced by new synthetic turf soccer fields, community center, play spaces, picnic grounds, ball courts, and new lighting.

CITRUS GLEN& HICKS CANYON PARK IRRIGATION
Client: City of Irvine
The DVD team concluded that the utility service line, water meter, and irrigation mainline were undersized to provide the capacity that was needed. A decision was made, based upon cost-benefit analysis, to split the park in two.

MILES AVENUE TURF REDUCTION
Client: City of La Quinta
The new street median island landscape along Miles Avenue will set a precedent for a new beautiful water thrifty and desert efficient landscape.



LUIS PEDRAZA
PROJECT DESIGNER

Has more than 8 years of experience in graphic design, working on projects for agencies and design companies ranging from print advertisement to landscape design. For his master thesis project Luis worked collaboratively with the Conservation Corp of Long Beach, Rivers and Mountains Conservancy to address park poverty issues in communities in West and North Long Beach. The work included inventory and analysis, extensive community outreach included canvassing and facilitating community workshops and meetings, leading and coordinating a community built project, developing a neighborhood vision plan, and creating conceptual plans for a variety of different projects including a park, plaza and commercial area.

He has expertise in concept development graphic illustration techniques and project planning. He has experience in managing and directing professional staff in a dynamic atmosphere and excellent communication skills. His ability to analyze project objectives and work closely with clients, architects, and engineers provides a solid foundation for reaching the successful completion of projects. He holds excellent communication skills and visual perception which result in projects that convey a vision from both the client and his innovative stylings.

EDUCATION
- MLA. Landscape Architecture, California State Polytechnic University, Pomona, 2017
- Certificate in Ornamental Horticulture, 2011, Orange Coast College, Costa Mesa, Ca
- BA, Graphic Design, 2009, California State University, Fullerton, Ca

ACCOMPLISHMENTS
- Student Merit Award ASLA, SoCal Chapter, 2017
- “Quality of Life”, Merit Award ASLA, SoCal Chapter, 2016
- Annual Southern California Spring Garden Show, 2015
- Annual Southern California Spring Garden Show, 2014

SKILLS
Adobe Creative Suite, Sketch up, AutoCAD, Bilingual - Spanish/English, HTML, CSS, Microsoft Office

YEARS WITH DVD: 2013 - present

ROLE: **Project Designer**, responsible for analyzing data from our community input charrette process to help form a common goal of what the community desires, prepares landscape architectural plans, specifications, and cost estimates on a multitude of projects, plan checking to ensure consistent update of plan details from client requests.

RECENT PROJECT EXPERIENCE

JACK HAMMET PARK
Client: City of Costa Mesa
Improvements including new walkways, parking lot expansion, water facilities and control structures relocation, and a new pedestrian connection will be designed.

LINCOLN AVENUE MEDIANS
Client: City of Cypress
The lawn and aging irrigation system along this important thoroughfare will be redesigned to a bold and exciting streetscape with a water saving plant palette and a low maintenance irrigation system.

CIRCLE PARK
Client: City of South Gate
This park will be fully refurbished with new open play fields, community center, play spaces, picnic grounds and ball courts to provide a wonderful greenspace and needed recreational opportunities for the neighborhood.

TURF MEDIAN REPLACEMENT
Client: City of Norwalk
This EEMP grant funded project included the removal of turf and replaced with low water use and drought tolerant plantings within medians and side panels.

BERKSHIRE & GREVELIA PARKS
Client: City of South Pasadena
The Berkshire and Grevelia lots have been purchased and the neighborhood has given initial ideas for the conversion of these properties to pocket parks. DVD designed life back to the exciting park facilities that the neighbors envisioned for their community.

WHITAKER ELEMENTARY
SCHOOL PARK

There are no parks nor any available parklands in this section of Buena Park. An initial opportunity to provide some dedicated park facilities at Whitaker School has blossomed into a full of fledged "new" park across three acres of school yard. Through a series of community outreach workshops a plan has emerged with several exciting and unique elements. In addition to normal park amenities, shaded picnic spaces, play lots restrooms, a jog path and nice open spaces, there will be a STEM themed hardscape plaza, unique geometric ground patterns and other creative play spaces. The basketball court surface will be painted for fraction ball, a math-based ball game. The running/walking track will have distance markers. The universal accessible play lot is envisioned to have fun, exciting, and challenging elements for all ages. This fully lighted park will host sports activities, family gatherings, and a myriad of recreation opportunities in this under served part of the city. As the property is to be shared with Whitaker Elementary School, a unique agreement between the City and the School District will allow for this great joint use community facility.







Client:
City of Buena Park

Reference:
"David Volz Design has always provided the City of Buena Park with high-quality professional services for these projects and many others."
Jim Box
Director of Community Services
(714) 562-3850
jbox@buenapark.com

Key Elements:
- Universally Accessible play lots
- Basketball Court
- Running/Walking Track
- STEM Elements
- Lighting

Services provided:
- Master Plan
- Community Outreach
- Construction Documents
- Construction Period Services

Start Date: June 2019
Completion Date: In progress
Cost of Design: $331,911

DVD Project Manager:
Eric Sterling
Staff: David Volz, Gary Vasquez, Paul Cassar, Luis Pedraza

Subconsultants: Ardurra, Design West Engineering, Shucri Yaghi Consulting Engineers

More DVD Projects in the City of Buena Park:



Community Gardens



Rick Gomez Park

FREMONT PARK

The revitalization of Fremont Park will be a great improvement for the citizens of Glendale. It has a special character and being the oldest park in the city, an important historical context; it provides a wonderful greenspace and needed recreational opportunities for the residents who live just north of downtown Glendale. This community, through several outreach meetings, provided DVD park planners with insights related to the park's use and the current needs for recreation. The slate of improvements we planned will be enjoyed by all: new synthetic turf soccer fields, community center, play spaces, picnic grounds and ball courts. New lighting, easy access, and a full perimeter drive path will ensure better security. New parking, new maintenance facilities and a refurbished home for the model railroad club will improve this community focal point.

This busy facility includes an active tennis community with regularly scheduled lessons, tournaments, and play days. There is also a great contingent of drop-in regulars that frequent these courts. An update of the facility was needed, access, lighting and new fencing, and net stations were installed based upon DVD renovation plans. The courts were sawcut, patched and resurfaced to accommodate this facility-wide makeover. The new courts are beautiful, they have state of the art lighting and a new downloadable lighting control.



"DVD and their team ... have provided leadership for community outreach, have designed creative and fun play spaces and have prepared high quality construction documents."
George Balteria , Retired City of Glendale
Letter of Recommendation

Client:
City of Glendale
Reference:
Shahen Begoumian
Park Development Manager
(818) 548-3796
Sbegoumian@ci.glendale.ca.us

Facility and Uses:
- (8) Tennis courts
- Large community building
- Soccer arena, enclosed, synthetic turf & lights
- Large fully accessible play spaces
- Spray pad play space
- Pickle ball & basketball courts
- Large parking lot
- Open lawn and picnic pavilions
- Art all around the park
- Night lighting throughout
- A mile of walkways and beautiful gardens

Services provided:
- Master Plan & Community Outreach
- Design Development
- Construction Documents
- Bidding Assistance
- Construction Period Services

Acreage: 8
Start Date: March 2015
Completion Date: Out to Bid Soon
Cost of Design: $1.1 million
Construction Estimate: $12.3 million

DVD Project Manager: Gary Vasquez
Staff: David Volz, Paul Cassar, Luis Pedraza, Larry Poindexter

Subconsultants: Civil Works Engineer, Design West Engineering, LGC Geotechnical, SKA Engineers

More DVD Projects in the City of Glendale:


Cerritos School Park


Pacific Park


City Sign


Maryland Park

SOUTH GATE PARK

South Gate Park underwent a multi-year $5 million update to existing facilities, installed new facilities, and incorporated unifying design elements to make this park a great community asset. A main focus of this beautification project was to improve the circulation of the park. Now, the park entry ways, vehicle parking areas and recreational facilities are connected by a 16 ft. wide grand promenade that is a visually striking amenity paved with beautiful colored interlocking stone that weaves through stately mature trees. A new exercise trail surfaced with golden-colored decomposed granite meanders off the main promenade for walking and jogging. Public art, a band shelter, picnic spaces, volleyball courts, and restrooms were installed. New plazas and gardens at the auditorium, and the entrances of both the sports center and the natatorium are welcoming outdoor spaces. Sustainability measures designed into the improvements include a reduction of energy use with the park's newly updated energy-efficient light fixtures. Water conservation practices are achieved with the new planting choices and irrigation design. The enhancements have turned this much used recreation space into a more attractive, safer park for the citizens of South Gate.

"DVD and their team ... have provided leadership for community outreach, have designed creative and fun play spaces and have prepared high quality construction documents."
George Balteria , Retired City of Glendale
Letter of Recommendation









Client:
City of South Gate
Reference:
Steve Costley
Interim Director of Parks & Recreation
(323) 563-5494
scostley@sogate.org

Key Elements:
- One-mile access promenade
- Exercise trails
- Community center gardens
- Band shelter
- Picnic shelters
- Tiled artwork with pool, band, and historic themes
- Garden walls and park signs
- Energy-wise LED lighting

Services provided:
- Concept Design
- Design Development
- Construction Documents
- Bidding Assistance
- Construction Period Services

Acreage: Improvements over 500
Date of completion: Jan 2014
Cost of Design: $410,000
Cost of Construction: $4.7 million

DVD Project Manager:
Gary Vasquez
Staff: David Volz, Paul Cassar, Larry Poindexter
Subconsultants: DMS Consultants, Design West Engineering, SKA Engineering

More South Gate Projects:


Hollydale Park


Circle Park


State Street Park


City Hall

LIONS PARK PLAYGROUND
IMPROVEMENTS

The City of Costa Mesa wanted to renovate their existing park and playground south of their new Donald Dungan Library. The directive for Lions Park was to remove and replace the restroom building and preserve the mature trees as well as install a new playground and retain a vintage fighter jet play structure in place. The program for users would be for ages 2 to 5 years and 5- to 12-year-old children including universal access. The programming of the play elements and surfacing of the playground design was inspired and driven by the jet fighter and an overall aviation theme. The site was zoned with the 2- to 5-year-olds to the west with swings with accessible seating for all, springers and small playhouse within rubber surfacing and a planter separation to a sand lot with sandcastle, table, and digger within as added play elements for toddlers. The 5- to 12-year-old area utilizes the renovated jet plane and a 2 towered play structure with several climb and interactive elements. The aircraft carrier rubberized surfacing pattern in between the structure and jet lent the deck of the aircraft carrier to be utilized as a runway for a zipline feature that allows the users to imagine flying over the deck. Additional program elements are swings and accessible seesaw and round-a-bout for all completing the playground. The mature tree canopies allowed families to have instant shade provided while their children engaged the site.







Client:
City of Costa Mesa

Contact:
Baltazar Mejia
Senior Engineer
(714) 754-5291
baltazar.mejia@costamesaca.gov

Key Elements:
- Universally accessible play equipment
- Refurbished Fighter Jet
- Zipline swing
- Drought tolerant plantings
- Restroom

Services provided:
- Community Outreach
- Master Plan
- Construction Documents
- Construction Period Services

Acreage: approximately 1
Start Date: 2018
Date of completion: July 2021
Cost of Design: $
Cost of Construction: $

DVD Project Manager: Duane Tut
Staff: David Volz, Gary Vasquez, Paul Cassar, Luis Pedraza, Dana Bull
Subconsultants: DMS Consultants, Design West Engineering

More DVD Projects in the City of Costa Mesa:









STANTON CENTRAL PARK

Stanton Central Park provides a place for the citizens to come together and also creates a forum to strengthen relationships with the regional community. Recreational amenities and facilities for baseball, soccer, basketball, tennis, skateboarding and fitness training gather athletes of all kinds to this special park. A rolling landscape makes the park fun to wander in and explore the open space and swaths of water-wise gardens and trees. Drought tolerant and native trees, shrubs, succulents and groundcovers, in conjunction with state-of-the-art water-wise irrigation systems showcase the natural beauty that thrives in our Southern California climate. The butterfly garden inspires a sensate awareness of ecological systems at play in nature. Community art, plenty of benches and tables, covered picnicking areas, and open swaths of grass facilitate social gathering for the Stanton community. For the first time, Stanton has a place to host large-scale events like summer concerts to attract residents and visitors.

"Stanton Central park is an outstanding DVD designed park. The park has received accolades from the community and design awards from APWA and California Park and Recreation Society. DVD also designed Harry M. Dotson Park which also received awards from APWA."

- Allan Rigg, Public Works Director/City Engineer
Letter of Recommendation









Client: City of Stanton
Contact: Zenia Bobadilla
Community Services Director
(714) 890-4847
ZBobadilla@ci.stanton.ca.us

Key Elements:
- Splash pad area
- Train theme play area
- Community Center & Art
- Butterfly garden
- Bio-swales & Drought tolerant plants
- 1/2 basketball court & baseball field
- Skate Park
- Exercise equipment

Services provided:
- Grant Application Assistance
- Community Outreach
- Master Plan
- Design Development
- Construction Documents
- Construction Period Services

Awards:
- CPRS Award of Excellence Park Planning
- ASCE Outstanding Parks & Recreation Project
- SCMAF Outstanding New Facility

Acreage: 11.5
Start Date: April 2011
Date of completion: June 2016
Cost of Design: $1.1 million
Cost of Construction: $11.2 mil

More DVD Projects in the City of Stanton:









EL CARISO REGIONAL PARK

The new facilities now attract more than a million visitors to the park each year. Soccer, handball, basketball and football enthusiasts stream to the park to enjoy the weeknight and weekend competition. The play area includes a wide variety of play opportunities, from simple sand and water-filling activities for the youngest or those who need to work on motor skill development, to those which challenge the body and encourage movement. All can be enjoyed by both the able-bodied and those who face challenges in that area. El Cariso is now used well by families into the evenings, as it feels so much more secure. Walkways are now well lit as enhanced pathway lighting illuminates the paths around the play structures and throughout the park, allowing for peaceful evening strolls. A security camera system was discreetly installed, monitoring all activity areas to ward off misdeeds. Special designed handball courts provide playability while allowing security personnel visual access into the playable spaces. This was achieved by using perforated metal side walls instead of traditional solid side walls. Water use has been greatly reduced through the removal of large swaths of under utilized turf grass and the inclusion of new low-water use plantings. Residents are meeting each other for the first time through special events, sporting events, and recreation programs that are strengthening the community image and defining a new Sylmar.







Owner:
County of Los Angeles
Contact:
Sam Shadab
Project Manager
(626) 300-2337
sshadab@dpw.lacounty.gov

Facility and Uses:
- Universally accessible playground
- 4 shaded play areas
- Concession building
- Synthetic turf fields
- Sensory garden maze
- Shaded picnic areas
- Restrooms
- Parking

Services provided:
- Schematic Design
- Design Development
- Construction Documents
- Permit & Bidding Assistance
- Construction Period Services

Awards:
- SCMAF Outstanding New Facility

Acreage: 80
Start Date: April 2013
Date of completion: Oct 2014
Cost of Design: $846,000
Cost of Construction: $9.9 mil

DVD Project Manager:
David Volz
Staff: Gary Vasquez, Paul Cassar, Larry Poindexter, Luis Pedraza
Subconsultants:
Penco Engineering, Design West Engineering



UNDERSTANDING & APPROACH

Arnold Cypress Park, your city's oldest park, will be rebuilt into a premiere recreation venue. The ball fields, courts, and green space will be reconfigured to better suit the community. Our design team has some great ideas to share with your city leaders about a complete new park development with an exciting updated conceptual layout!

The DVD team will work with city staff to develop a creative and engaging concept plan for the whole park. The design will carefully consider the many ideas for park enhancement that have been put forward by the community. In particular our park planners will consider the outreach and community desires put forth through last years' outreach program and the city council's input on that program.

An updated concept plan, something that the DVD team has already embarked upon, will be developed through a series of city staff review meetings where alternatives and ideas will be honed into a master plan for the parks reconstruction. The buildings, play lots, ballfields, courts, exercise area, and parking will be re-envisioned as a new, beautiful, activated community recreation focused facility.

Once a master plan layout is agreed upon, the DVD team will provide graphic plans "style" pictures, artist renderings and descriptive narratives to present the plan to the community and the Cypress Commission and City Council.

Construction drawings for the many envisioned recreation elements and the sites' finish grades will be started as the master plan is developed. The DVD team will coordinate closely with our civil engineers, NV5, to provide guidance on grading, fill materials, stormwater facilities, and foundations for structural elements. This preliminary design development work will provide the background for this parks renaissance.

All of David Volz Design's park designs consider and include sustainable materials and construction methods, low water use, environmentally sound plantings and irrigation, safety and security, and low maintenance requirements.

As the master plan is being approved the construction documents will begin. Upon final approval of the development program and plan, we will develop the construction documents and push forward the engineering plans. Final construction documents ready for public bid will be prepared for the park's reconstruction.











David Volz Design team will initiate the approval process, we will assist the city staff with bidding and we will provide active assistance through the project construction. Our park planning team has provided similar services on hundreds of park development projects, many of these parks have garnered awards and accolades from community and professional societies.

ARNOLD CYPRESS PARK REDEVELOPMENT PROGRAM

- Four softball fields to support Cypress girls softball
- Batting cages, envisioned to support live pitching, and automated pitching machines
- Six pickleball courts, design will meet USA Pickleball Association Standards
- One multi-use concrete court for roller derby and other roller sports.
- Central restroom building and concession building
- Basketball/volleyball courts
- Playground areas that are creative, challenging, and fun (a DVD speciality)
- Picnic pavilion, several anticipated
- Walking/jogging path with exercise equipment stations

The entire park will be well lit for evening sports and recreation uses. This will include a well designed security lighting system throughout the parklands. All sports field and court lighting will use state of the art controls and fixtures that reduce light pollution and spill and are energy efficient.

Synthetic turf fields will be considered within the design layout and as a part of the potential development program, DVD has a long track record for designing excellent synthetic turf fields for over 50 venues in Southern California.

Parking considerations for this multi-event community park should allow for adequate spaces when the park is in full use. Our designs will ensure the angle parking along Watson Street remains and we will provide at least the same number of on-site parking spaces depicted in the October 2020 Concept Plan for the park. EV parking and charging stations will be included in the parking lot plan.











CONCEPT DEVELOPMENT, RENDERING, AND COST ESTIMATES

David Volz Design is a premiere park planning firm well experienced in the design of community and sports park development projects across the state. Our resume includes hundreds of award winning public park projects. Our team has already begun re-imagining and updating the October 2020 concept plan. The DVD team will put forward for an outstanding layout with accommodations for all the community desired program elements and much more. The DVD park planners envision a wide green swath across the Crescent Avenue frontage to provide an invitation to passers-by to come and recreate at this great park. We foresee an organized centralized park core that will accommodate Cypress girls' softball as a featured element of the park's makeover. The Watson Street parking and a new parking lot at the south end will accommodate the park's fields, concessions, and many of the envisioned picnic opportunities. Some of the fields could be synthetic turf, as could some soccer field overlay spaces.

Our team envisions reconfiguring the north west parking lot to serve the hard court facilities. The courts adjacent to this reconfigured parking area will accommodate pickleball, basketball, and multi purpose court facilities, as well as picnic pavilions, and general open space activities.

A special and safe space near the northern lawn will be set aside for a new and exciting children play lot, that we hope to plan with a select theme and ambiance. The multi purpose building with restrooms and outdoor plaza would support this play lot and community gathering space.

A pleasant and inviting walkway system will encourage strolls along defined paths, jogging on "soft" surfaces, and easy access to all the envisioned opportunities this park will offer. A stroll through this park will provide a myriad of opportunities to recreate or relax along tree shaded grounds, or to partake in great sports offerings.

The DVD team has proven capabilities for the graphic presentation of the ideas and the layout for review of the park's conceptual layout. We will prepare artist renderings, fly through videos and photo realistic pictures to describe the many elements we plan to include in this development. We will ready all our renderings for social media posting and for use in city communications.

Cost Estimating in these rapidly changing times is a challenge. Our team keeps up with the market through carefully analysis of park construction bid items. We receive current itemized public bids for several projects each month. We will use our data base, our experience in public works, and our long term perspective to











put forward solid budget estimates for this park's construction costs and escalation contingency factors. We have helped to bid out several large park and public works projects this year and are up to date with current project costs for park construction.

The Master Plan, which will be the focus of our Phase I efforts, will be the culmination of several concept plans being honed into a final graphic representation of the best development strategy for the site's program. A design letter report will also be prepared outlining the design process and describing the program and development elements. A preliminary construction budget and schedule will be a part of this project report.

Our primary objective for the first phase of the project will be to generate a fantastic updated concept and final master plan, a budget estimate, and design report for the city to consider. We are committed to meeting the park's program in the proposed timeline. DVD and our design team members are all committed to developing the master plan for this park that meets the city's program and results in a great new community park for Cypress.

We have the knowledge and expertise to creatively take the Arnold Cypress Park Master Plan from start to finish, from concept development through final master planning, construction engineering and construction. We have provided similar services on dozens of community defining projects for cities throughout Southern California. We have a very creative team and our desire to be Cypress' design partner will be evidenced in our energy and enthusiasm every step of the way.

Our design approach, from concept development through construction document development, includes strong quality control techniques as well as several quality control measures. For example, our team will have a senior staff landscape architect assigned to specifically provide quality control oversight. This experience landscape architect will be involved in regular in-house design review of project drawings, specifications and budget estimate. He will provide input, and advice to the project administrator. This effort, together with our other quality control measures, will focus on providing the city with a design which is accurate and constructable.









SUSTAINABILITY

David Volz Design is committed to delivering public landscapes that are sustainable and beautiful. We embrace the principles of design that encourage stewardship of our resources, respect for the environment and creative sustainable practices. Through our affiliation with LEED's, we identify and quantify the sustainability of our designs. From our parks, all accessible playgrounds, streetscapes and sport fields to our historic gardens, DVD delivers outstanding, sustainable, award winning projects.

A beautiful and sustainable landscape starts with a clear understanding of the client's requirements, the site and environs and a creative approach to the design process. Water efficiencies, energy use reductions, waste reduction, recycled content and localized material's sourcing can all be quantified and are an integral part of our design.

David Volz Design is dedicated to the opportunity and challenge of creating unique spaces and special places that draw inspiration from the environs and the community. Our team is detail oriented and our focus is on delivering outstanding public landscapes that meet and exceed the expectations of our clients. David Volz Design believes the very definition of sustainability speaks of environments that are well used and enjoyed, and maintainable over time. We at DVD believe that the ultimate measure of sustainability of any public space has to be high use and enjoyment over the long term.

Resource conservation through the use and specification of recycled and reused materials and identification of locally sourced goods are important sustainability issues. Adaptive reuse of on-site materials, carefully balanced grading operations and protection of on-site resources are always considered in our designs.

Water resources are conserved through our thoughtful low water use planting schemes, precise irrigation layout and control systems, as well as, stormwater capture, cleaning and reuse. For pollution prevention, best practices stormwater recycling plans are embraced and integral to our designs. On site water detention, bio filtration, permeable pavement, and many other measures are creatively incorporated into the landscapes we design.

Our award-winning design of Rancho Mirage City Hall has been recently highlighted by the Sustainable Sites Initiative. David Volz Design is proud to have been chosen for this honor. The Sustainable Sites Initiative is an interdisciplinary effort by the American Society of Landscape Architects, the Lady Bird Johnson Wildflower Center and the United States Botanic Garden to create voluntary national guidelines and performance benchmarks for sustainable land design, construction and maintenance practices.













SCOPE OF SERVICES

David Volz Design proposes to provide the following design services to the City of Cypress for the Arnold Cypress Park Refurbishment and Expansion. Our team is well versed in development of inspired park improvement plans. Construction documents, plans and technical specifications will be prepared for the approved renovations and improvements. The following services are proposed:

PHASE ONE: PRELIMINARY INITIALIZATION

Task 1 - Project Start-Up and Administration

1.01 Initial Kick-Off meeting
- a. Review project criteria and program objectives
- b. Review procedures and design schedule
- c. Assign calendar dates to each milestone

1.02 Data Collection
- a. Prepare site survey
- b. Collect utility information
- c. Catalogue available documents and plans

1.03 Perform field investigations
- a. Prepare photo survey of site
- b. Annotate maps with ideas from the site review

1.04 Project Management

Task 2 - Geotechnical Report and Mapping*

2.01 Geotechnical soils report and recommendations

2.02 Site topographic survey

* See NV5 proposal for scope of services

MEETING & DELIVERABLES

- City Staff review meeting
- Calendar schedule
- Site survey
- Geotech report

PHASE TWO: CONCEPTUAL DESIGN

Task 1 - Concept plan review

1.01 Concept plan development based upon the defined in program
- a. Concept generation at DVD's park design studio
- b. Generate initial layout sketches
- c. Design consolidation with city staff
- d. Prepare draft concept plans

1.02 Project Management

Task 2 - Concept Plan Review and Refinement

2.01 Concept Plan Development
- a. Refinement of concept plans at DVD's park design studio
- b. Design consolidation workshop with city staff
- c. Presentation of final concept plan and letter report
- d. Review with city staff
- e. Refine plan and report
  - Construction cost budget estimate
  - Design development letter report

2.02 Project Management

Task 3 - Environmental Documents*

3.01 Prepare appropriate environmental documents
- a. Prepare negative declaration, or
- b. Prepare mitigated negative declaration

* See attached Psomas proposal for scope of services

Task 4 - Master Plan and Presentation

4.01 Prepare proposed master plan at DVD park design studio
   a. Prepare rendered plan
   b. Prepare letter report
   c. Prepare graphics, renderings, and 3D fly-through simulation

4.02 Master plan review
   a. Present master plan to commissions and council as required
   b. Provide addenda to project letter report
   c. Turn over deliverables to city

MEETING & DELIVERABLES

- Graphic Rendering & 3D Modeling
- City Meetings
- Concept Plans
- Master Plan
- CEQA documents
- City Council Presentation

PHASE THREE: DESIGN DEVELOPMENT

Task 1 - Schedule and Budget Confirmation

1.01 Verify project schedule
1.02 Prepare updated project budget
1.03 Confirm outside agencies requirements

Task 2 - Design Development

2.01 Finalize schematic site and layout plans
2.02 Major materials selection, types and finishes
2.03 Area detailing
2.04 Budget review and confirmation
2.05 Incorporate CEQA required mitigation
2.06 City staff presentation and review
2.07 Project Management

Task 3 - Design Development Turnover Package

3.01 Plans
3.02 Draft special provisions and technical specifications
3.03 Catalog cuts
3.04 Product literature
3.05 Written narrative describing components, materials, finishes, custom features, and any related elements
3.06 PDF files of plans and specifications
3.07 Project Management

Task 4 - Water Quality Management Plan*

4.01 Prepare water quality management plan
*See NV5 proposal for scope of services

MEETING & DELIVERABLES

- Several City Staff review meetings
- Concept and Master Plan
- Project Budget Estimate
- CEQA Documents

PHASE FOUR: CONSTRUCTION DOCUMENT DEVELOPMENT

Task 1 - Initialize Construction Documents

1.01 Schedule verification

1.02 Program review and verification

1.03 Prepare base maps

1.04 Utility coordination

1.05 Specification outline

1.06 Product and materials submittal

1.07 Project Management

Task 2 - Prepare Construction Documents

2.01 Prepare construction drawings

2.02 Prepare technical specifications

2.03 Prepare construction cost budgets

2.04 Submittal/review at 95 percent and final documents

2.05 Project Management

Task 3 - Final Construction Documents

3.01 City project team review of work-to-date

3.02 Internal quality control review

3.03 Revise documents

3.04 Turn over of original plans and specifications

3.05 Project Management

MEETING & DELIVERABLES

- Construction Documents
- Preliminary and final City Staff meeting
- Document Review

PHASE FIVE: BIDDING AND CONSTRUCTION ASSISTANCE

Task 1 - Bidding Assistance

1.01 Provide answers to pertinent pre-bid questions

1.02 Assist the city in evaluation of bids

1.03 Project Management

Task 2 - Construction Assistance

2.01 Attend pre-construction meeting

2.02 Respond to project Requests for Information (RFI's)

2.03 Participate in weekly or bi-weekly construction progress meetings and prepare meeting minutes

2.04 Review change order request to determine if requested change is currently in the scope of work

2.05 Participate in the final inspection and preparation of the punch list. Finalize and deliver all project files to the city

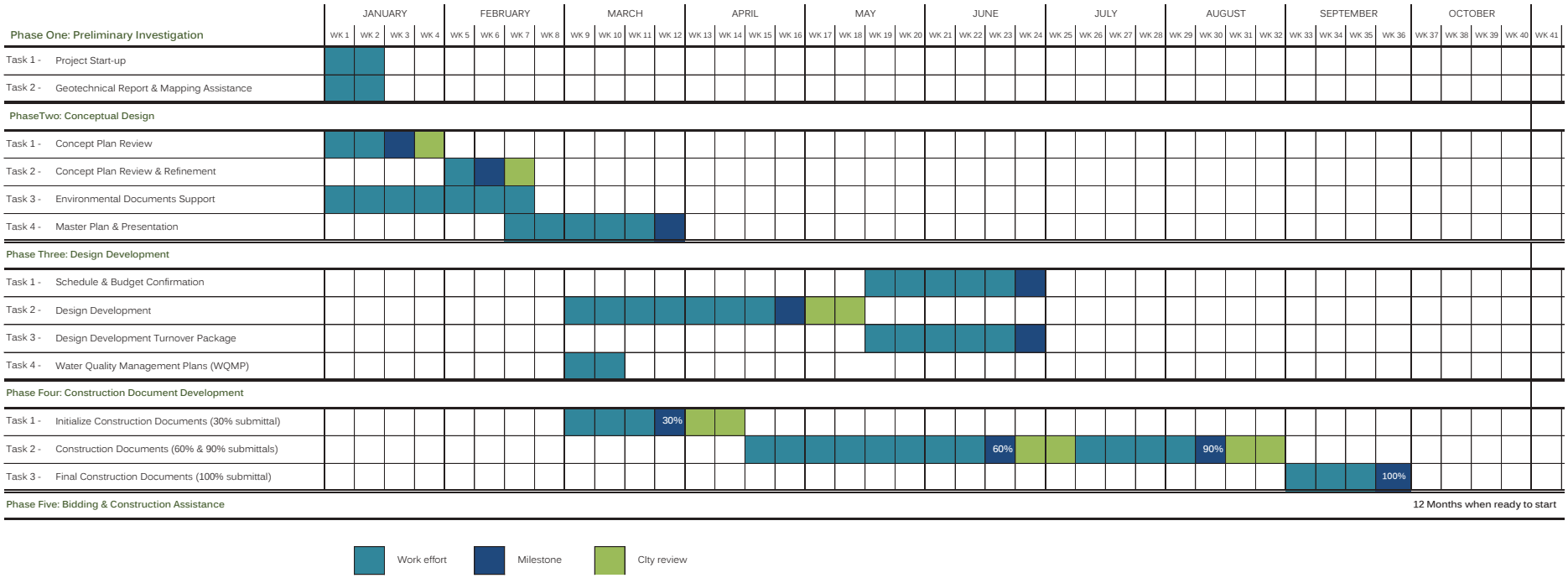
2.06 Review contractors' record drawings ("As Built"), finalize record drawings and submit Mylar's to city

2.07 Project Management

MEETING & DELIVERABLES

- Construction kick-off meeting
- Construction meetings on-site (20 anticipated)
- Consultations with city construction management as needed
- Record drawings turn over

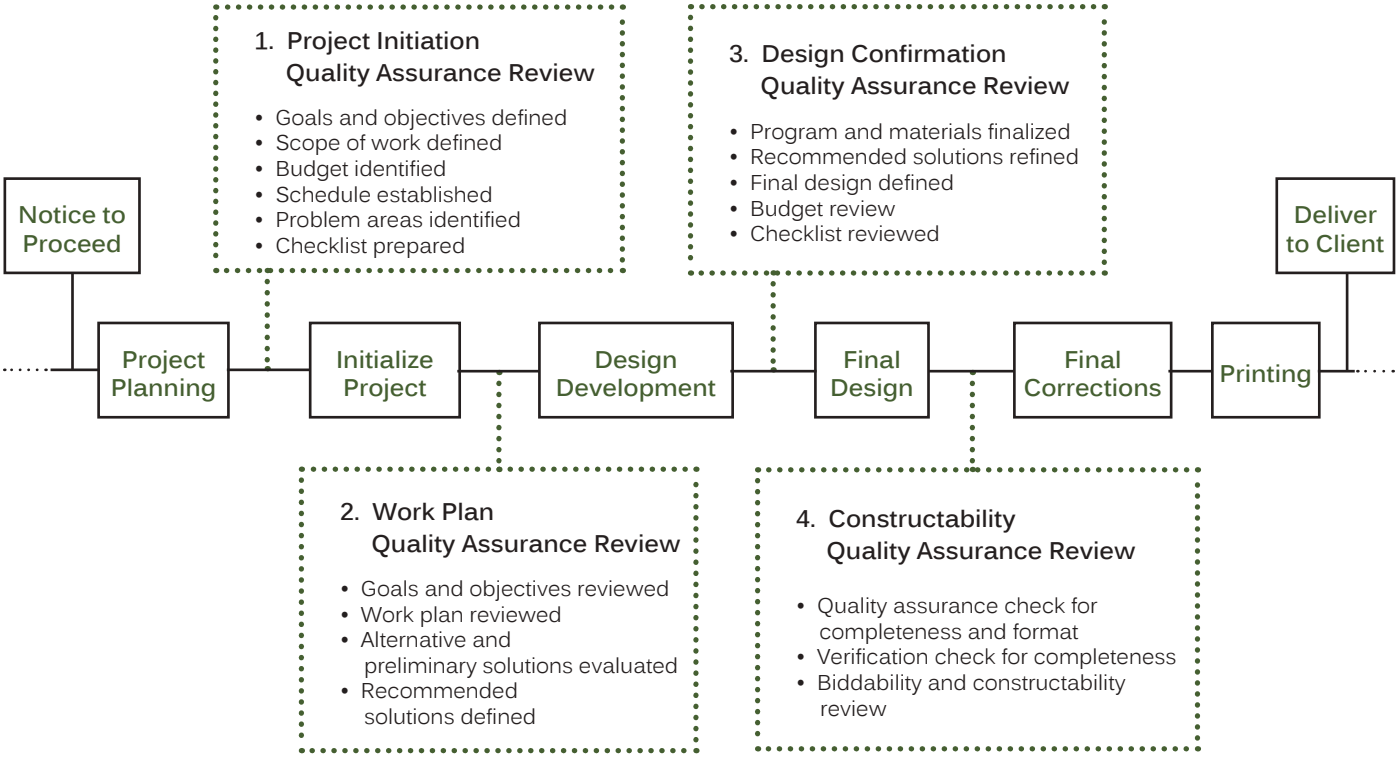
PROJECT SCHEDULE



QUALITY CONTROL

DVD has an established quality control and assurance program that we undertake for all our design services, and for this project. The Principal-in-Charge will be responsible for implementation of these Quality Control measures. The primary elements include:

- Verification that required deliverables and documents noted in the Scope of Work are provided.
- A Peer Review will be conducted by our senior professional staff to solicit critical comments and verify correctness.
- Retention of documents with highlighted markings and red-line comments, and verification that required revisions are incorporated into the updated documents.
- Continual assessment and tracking of project schedule and budget against baseline data.
- A complete construction review for constructability and biddability of the complete PS&E package will be assigned to experienced professionals on staff prior to final submittal to our client.



WHY CHOOSE DAVID VOLZ DESIGN?

Creative Designers of Public Spaces	Cost Controls and Quality of Design with Rich Detailing	Online Public Outreach Expertise Community Inspired Park Design	Award Winning Park and Sports Field Design	Experience in Delivery of Projects

UNIQUE QUALIFICATIONS

David Volz Design will deliver a beautiful, sustainable, and creative design for the City of Cypress. Some important qualifications to consider in selecting DVD are:

- David Volz Design provides a wide range of services to our public agency clients: site planning, budgeting and preparation of construction documents are the mainstays of the services we provide. Public facilities and landscape improvements we have designed are evident in communities throughout Southern California. We have successfully delivered award-winning public landscape important projects in Costa Mesa, including turf corrosion projects funded by the water district grant program.

- We deliver personal, responsive services, and our office is just down the street. We will be happy to meet with the district at any time and to actively participate in on-site reviews as the construction work is underway.

- Delivering projects within our client's expectations, budgets and time frame is our top priority. We will establish milestones for deliverables and set precise schedules for meetings and reviews. Our senior management will review all submittals prior to issuance. We will provide recommendations based upon experience and expertise for the betterment of any project assigned to DVD. These same senior DVD professionals will remain the primary contact for the City throughout the project.

- David Volz Design assisted the City of Costa Mesa with the parkway tree guidelines and successfully obtained City Park and Recreation Commission approvals.

- We strive to stay on top of the ever changing world of the construction industry and its pricing. We regularly analyze what is happening with projects during estimating and bidding process to ensure that we are as close as possible to our clients' budget. We have been very successful in tracking costs.

- Our team will be easy to work with, creative, and responsive. We live by our mission statement to "create community" through our designs. Together our firm will be a pro-active knowledgeable resource for your city staff.











NV5 is a provider of engineering and consulting services to public and private sectors, offering solutions through five business verticals: Construction Quality Assurance, Infrastructure, Energy, Program Management, and Environmental. With offices located throughout the United States and the resources for world-wide delivery. NV5 helps clients develop, construct and operate a wide variety of projects.

Our offices are link to the communities we serve. NV5 plans, designs, builds, tests, and certifies the infrasturcutre that connects our communities. We take pride in helping our clients build cost-effictive, sustainable projects that serve the needs of the communities where we live and work.

163 Technology Drive
Irvine, CA 92618
949-419-3030

Founded in 1946, Psomas has grown into a full-service consulting firm with more than 550 employees in offices throughout California (including Pasadena), Arizona, and Utah. Ranked as one of ENR's Top 200 Design Firms, we serve clients in the public and private sectors. We offer civil engineering, land surveying, planning and entitlements, program/construction management, environmental consulting and GIS consulting.

The cornerstone of our business approach is to focus on our clients' long term needs and guide our strategic growth to meet those needs. Our core strength is our multi-disciplined teams of experts supported by key subconsultant experts in supporting disciplines. Our top-notch staff produces award-winning projects for our clients through innovation, creativity and cutting-edge technical expertise.

225 S. Lake Avenue Suite 1000
Pasadena, CA 91101
626-351-2000

Design West Engineering is a full-service Mechanical, Electrical, Plumbing and Energy Consulting Firm. We are founded on the philosophies of second-to-none service, environmental sensibility, and commitment to forward-thinking innovation. Established in 2000 and centered on these ideas, we have quickly grown to become one of Southern California's most prominent and the Inland Empire's largest MEP firms. Our office currently maintains 30 employees.

We offer a diversified range of practical experience in municipal, educational, green-building, transportation, medical, commercial, and residential building sectors. Our highly qualified and innovative engineers work in a multi-disciplined environment, each familiar with overall project requirements in addition to their specific area of expertise. We offer you the most up-to-date expertise in the latest technologies to maximize your project's potential.

Together, we approach your project and its difficult challenges using well-designed, efficient, cost effective solutions that are tailored to your environment concerns, longevity, and constructability.

412 E. Vanderbilt Way
San Bernardino, CA 92408
909-890-3700

CONTACT INFO
david.niknafs@nv5.com

EXPERIENCE
30 years

EDUCATION
M.S. Civil Engineering

B.S. Civil Engineering

LICENSES
Civil Engineer (CA)
No. 42697
(exp. 3/31/2020)

AFFILIATIONS
American Public Works Association (APWA)

American Society of Civil Engineers (ASCE)

Transportation & Development Institute

DAVID NIKNAFS, PE

Project Director/Lead Engineer

Mr. Niknafs has more than 30 years of civil engineering experience in the public and private sectors working on various capital improvement projects and has extensive experience working as a project manager and senior engineer. He has managed numerous public works and development projects, including roadways, bridges, drainage, sewer, water, underground utilities, building facilities and related infrastructure improvement projects.

Project Experience

Jim Gilliam Park Improvements

CITY OF LOS ANGELES | LOS ANGELES, CA

Project Manager. As a subconsultant to David Volz Design, Mr. Niknafs led the team providing surveying and professional engineering design services for the Jim Gilliam Park Playground Improvements project. Services provided included: obtaining and reviewing all available information pertinent to the project, such as the existing water, sewer, and storm drain improvement plans from the City, utility agencies and/or other agencies having jurisdiction over this project to determine size and points of connection; conducting a field survey and providing design survey information as needed; preparing preliminary and final plans; managing and coordinating permit processing through the City of Los Angeles; preparation of final design improvement plans; and conducting meetings during the preliminary and final design.

Jack Hammett Sports Complex

CITY OF COSTA MESA | COSTA MESA, CA

Project Manager. Mr. Niknafs is managing the engineering design services at Jack Hammett Sports Complex (home of the L.A. Chargers Summer Training Camp) to upgrade two natural turf soccer fields to synthetic turf fields that will include a subdrain system, ADA-compliant access walks, bleachers, and shade structures. The design also will examine the current parking circulation and capacity and make recommendations for parking lot improvements for current and future needs. The design also will include a potable water wash-down/cool-down system and appropriate retrofit of the existing irrigation.

Hesse Community Parking Lot Improvements

CITY OF RANCHO PALOS VERDES | RANCHO PALOS VERDES, CA

QA/QC Manager. Mr. Niknafs led the team providing engineering design services for the Hesse Community Park Parking Lot Improvements project. The project consisted of the design of concept plans for parking lot pavement improvements and parking lot lighting improvements. Our services included preparation of concept plans and a preliminary cost estimate for the proposed improvements and attending progress and City Council meetings as necessary. Three design concepts were provided to the City and one was ultimately selected by the City Council.

ADA Improvements at Various Parks

CITY OF CORONA | CORONA, CA

Project Manager. Mr. Niknafs managed the team responsible for providing professional engineering design services for the preparation of bid specifications, exhibits, and details for ADA improvements at various parks, including Citrus Park, Mountain Gate Park, Promenade Park, and Santana Park.

PROJECT EXPERIENCE



HESSE COMMUNITY PARK PARKING LOT IMPROVEMENTS (PHASE 1)

CITY OF RANCHO PALOS VERDES | RANCHO PALOS VERDES, CA

Our team provided engineering design services for the Hesse Community Park Parking Lot Improvements project. The project consisted of the design of concept plans for parking lot pavement improvements and parking lot lighting improvements. Our services included preparation of concept plans and a preliminary cost estimate for the proposed improvements and attending progress and City Council meetings as necessary. Three design concepts were ultimately provided to the City and one was selected by the City Council.

DATES: JANUARY 2019-JUNE 2019
KEY PERSONNEL: JEFF COOPER, DAVID NIKNAFS, ART BISCOCHO
REFERENCE: ELIAS SASSOON, DIRECTOR OF PUBLIC WORKS, 310.544.5335, ESASSOON@RPVCA.GOV



JACK HAMMETT SPORTS COMPLEX

CITY OF COSTA MESA | COSTA MESA, CA

NV5 is providing engineering design services at Jack Hammett Sport Complex (home of the L.A. Chargers Summer Training Camp) to upgrade two natural turf soccer fields to synthetic turf fields that will include a sub-drain system, ADA-compliant access walks, bleachers and shade structures. The design also will examine the current parking circulation and capacity and make recommendations for parking lot improvements for current and future needs. The design also will include a potable water wash down/cool down system and appropriate retrofit of the existing irrigation.

DATES: DECEMBER 2018-DECEMBER 2019
KEY PERSONNEL: DAVID NIKNAFS
REFERENCE: BART MEJIA, CITY ENGINEER, 714.754.5378, BART.MEJIA@COSTAMESACA.GOV



JIM GILLIAM PARK IMPROVEMENTS

CITY OF LOS ANGELES

NV5 provided surveying and professional engineering design services for the Jim Gilliam Park Playground Improvements project. Services provided included: obtaining and reviewing all available information pertinent to the project, such as the existing water, sewer, and storm drain improvement plans from the City; utility agencies and/or other agencies having jurisdiction over this project to determine size and points of connection; conducting a field survey and providing design survey information as needed; preparing preliminary and final plans; and managing and coordinating permit processing through the City.

DATES: APRIL 2018-APRIL 2019
KEY PERSONNEL: DAVID NIKNAFS, ART BISCOCHO, MOHAMED LAZIM
REFERENCE: DAVID VOLZ, DAVID VOLZ DESIGN, 714.641.1300, DVOLZ@DVOLZDESIGN.COM



EDUCATION

1997/BA/Geology/Indiana University-Purdue University, Indianapolis, IN

CERTIFICATIONS

Certificate of Completion for LEED for New Construction Technical Review Workshop/U.S. Green Building Council

Certificate of Completion for Low Impact Development Seminar/American Council of Engineering Companies

EXPERIENCE

With Psomas for 16 years; with other firms for 6 years

Jillian Neary – Psomas

Project Manager

Jillian Neary is a Project Manager with 23 years of experience in environmental analysis and land use investigation, including 20 years in the preparation of environmental compliance documents pursuant to CEQA, NEPA, and associated State and federal regulations. She has completed documentation for both private- and public-sector clients throughout Southern California and on a wide range of projects, including tract map and master planned communities, infill development and redevelopment, General Plan updates, commercial and industrial developments, recreation projects, and flood control and water supply projects. She has expertise evaluating the potential for environmental impacts on all CEQA topics, providing particular expertise in aesthetics, agriculture resources, geology and soils, hazardous materials, parks, and water resources.

Experience

Berkshire Creek Area Improvements Project IS/MND – Pasadena, CA: Project Manager for this IS/MND, which would improve the ecological, hydrological, and recreational conditions for approximately 4.7 acres within the Oak Grove area of the approximate 1,300-acre Hahamongna Watershed Park. The project would replace damaged storm water infrastructure to stabilize the heavily degraded Berkshire Creek, construct a 50-foot timber bridge, fill in the eroded channel, and restore habitat to create sustainable long-term hydrologic conditions as well as eliminate flooding on the service road and the Berkshire Creek trail crossing. In the nearby equestrian picnic area, the asphalt paving would be removed and replaced with a permeable material within a smaller footprint that continues to provide adequate parking in this area. The southernmost portion of the existing asphalt lot would be converted to a native meadow garden. Within in the remainder of the site, the project would implement oak woodland and California sage scrub habitat restoration. Psomas also prepared the Jurisdictional Delineation Report, Biological Technical Report, Cultural Resources Assessment, and Traffic Evaluation Memorandum, and habitat restoration specifications for the project.

Viña Vieja Pickleball Courts Project IS/MND – Pasadena, CA: Project Manager for this project, which involves construction of new pickleball courts in an approximate 2.5-acre undeveloped area south of and adjacent to the 7.5-acre Vina Vieja Park at 3026 East Orange Grove Boulevard. The Project includes 12 pickleball courts (two of which would be adaptive/wheelchair-accessible), an approximately 900 square-foot restroom and storage building, and a warm-up and practice court, along with an 89-space parking lot accessed from the existing Viña Vieja Park parking lot. Additional amenities include benches, picnic tables, shade canopies, drinking fountains, bike racks, lighting, trash receptacles, and landscaping. Jillian is Project Manager as well as primary author of the IS/MND for this project.

Resumes for Key Personnel



Leo Maya, Principal Electrical Engineer

With over 20 years of electrical design experience, Leo has been a key part of Design West since 2005. Leo has worked on a wide array of projects including large commercial and industrial buildings, health care and institutional facilities, sports field lighting, street and area lighting, golf course electrical systems, custom residences, and various dry utility designs. His dedication to maintaining long-term client relationships and his diverse electrical background have made him the natural selection to head up out Electrical Department in 2009. Leo's membership and board position for the IESNA (Illuminating Engineers Society of North America), keep him up to date with the latest lighting and energy efficient technologies. Leo is an ongoing student of Electrical Engineering at Arizona State University and holds a CA Electrical PE License.



Roy Morales, Electrical Department Head

Roy has relationships with many of the local agencies after providing years of reliable design and service to this clientele. His experience includes design for buildings, sports fields, street lighting, and solar photovoltaic systems. Roy is a Senior Project Manager as well as the Electrical Department Head for the San Bernardino office. Roy joined the Design West team after working several years with Dream Engineering when the company was bought out in 2009. Roy brought with him expertise in electrical applications including parks and street projects after providing years of reliable design and service to this clientele. His greatest sector of work is with municipal clients. Roy is a proven team leader both in how he runs his teams internally and how he runs his project teams when working with clients.



Arcadio Nungaray, Project Manager

Arcadio joined Design West in 2010 as an Electrical Project Designer and has operated a Project Manager since 2015 with a project team including 3 supporting staff. As a resident design software expert, Arcadio also serves the team as CAD Manager and Bluebeam Manager. Arcadio excels at fast pace and rapid turn-around projects. His body of work is largely focused on parks and recreation facilities, government buildings, department of defense work, NASA, and solar photovoltaics. He is known for his responsiveness and thorough communication. Arcadio maintains his project deadlines in a resourceful and competent manner for each of his clients.



Design West Engineering – Relative Experience

Parks and Park Facilities

Stanton Central Park
Electrical design for a new Sports Park including lighting 2 Baseball and 2 Soccer Fields, swimming pool, skate park, parking lot, pedestrian walkways, shelters, concession stand, and restrooms.

South Gate Park




Electrical design for major of renovation of central park through 5 phases including new switchgear being installed to replace existing old gear, new walkway lighting and controls.

Hogan Park in Lawndale
Electrical design for new community park including all new security lighting, restroom and office building, and new electrical service.

College Park in Chino
Electrical design for new community park including lighting for basketball, picnic area and play areas, general walkway, and parking lot security lighting.

Discovery Park in McFarland
Electrical design for a new park including security lighting, restroom building and water play area.

Stoddard Park in Anaheim
MEP design for restroom building addition and remodel with new ADA pathways and ramp.

Vila Borba Park in Chino Hills
MEP design for restroom building

Sage Park in Anaheim
MEP design for restroom building.

Frontier Park in Tustin
Electrical design at existing park for lighting improvements including new panel and lighting controls adjacent to new exercise equipment area.

Bud Bender Park in Rialto
MEP design for park rehabilitation including new sports lighting at 2 baseballs fields, parking lot lighting, security lighting, and restroom/snack bar.

Hamel Park in Beverly Hills
Electrical design for a new community park with walkway lighting, parking lot, a restroom building.

Miller Park Amphitheater in Fontana




MEP design for a new 12,000 square foot two level building includes a full amphitheater stage including concessions and kitchen areas.

Kahler-Russell Park in Covina
Complete MEP design for the approximate 12,000 square foot community center at the city park. Project included verification of existing electrical service and providing new service where needed.

TeWinkle Park in Costa Mesa
Complete electrical design for security lighting and sports area lighting.

San Sevaine Park in Fontana




Electrical and Plumbing Design Basketball courts, parking lot and walkway lighting, and restrooms.

De Oro Park in Coachella
Electrical design to renovate existing park including new restroom, security lighting, and pedestals.

Grand Terrace Park in Grand Terrace
Electrical design for new security lighting, parking lot lighting and power to new restroom.

APPENDIX

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/16/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cornerstone Specialty Insurance Services, Inc. 14252 Culver Drive, A299 Irvine CA 92604	**CONTACT NAME:** Tina Cowie **PHONE (A/C, No, Ext):** (714) 731-7700 **FAX (A/C, No):** (714) 731-7750 **E-MAIL ADDRESS:** tina@cornerstonespecialty.com
INSURED DAVID VOLZ DESIGN LANDSCAPE ARCHITECTURE, INC. 151 Kalmus Drive, Ste. M-8 Costa Mesa CA 92626	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** RLI Insurance Company — 13056 **INSURER B :** Great American Insurance — 16691 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 21/22 COVERAGES **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] ADDTL INSURED / PRIMARY [X] BLANKET WVR OF SUBRO GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			PSB0001408	03/14/2021	03/14/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 2,000,000 $ 1,000,000 $ 10,000 $ INCLUDED $ 4,000,000 $ 4,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			PSB0001408	03/14/2021	03/14/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ 2,000,000 $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE [ ]	$ $ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: Y **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		PSW0001346	03/14/2021	03/14/2022	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Professional Liability Claims Made			DPP4204131	03/14/2021	03/14/2022	Each Claim Annual Aggregate	$2,000,000 $2,000,000

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

Evidence of coverage in force. Contractual insurance requirements will be addressed at the time the contract is awarded.

CERTIFICATE HOLDER

FOR PROPOSAL PURPOSES ONLY PLEASE CONTACT
CORNERSTONE SPECIALTY
TO VERIFY COVERAGE IN FORCE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tina Cowie

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To verify most current certification status go to: https://www.caleprocure.ca.gov

DGS
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Office of Small Business & DVBE Services

Certification ID: 25194

Legal Business Name:
David Volz Design Landscape Architects Inc

Doing Business As (DBA) Name 1:
David Volz Design

Doing Business As (DBA) Name 2:

Address:
151 Kalmus Drive
M-8
Costa Mesa
CA 92626

Email Address:
jgraham@dvolzdesign.com

Business Web Page:
www.dvolzdesign.com

Business Phone Number:
714/641-1300

Business Fax Number:

Business Types:
Service

Certification Type	Status	From	To
SB(Micro)	Approved	10/16/2019	11/30/2021
SB-PW	Approved	10/16/2019	11/30/2021

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!
-LOG IN at CaleProcure.CA.GOV

Questions?
Email: OSDSHELP@DGS.CA.GOV
Call OSDS Main Number: 916-375-4940
707 3rd Street, 1-400, West Sacramento, CA 95605



GBCI

GREEN BUILDING CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

David Volz

HAS ACHIEVED THE DESIGNATION OF

LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™.

March 28, 2008

CERTIFICATE OF TRAINING

CALIFORNIA CONSTRUCTION GENERAL PERMIT

QUALIFIED SWPPP DEVELOPER (QSD)
AND
QUALIFIED SWPPP PRACTITIONER (QSP)

David Volz

Jul 19, 2019 - Jul 22, 2021

Certificate # 01176

CASQA

California Stormwater Quality Association and
California Construction General Permit Training Team

BUENA PARK

COMMUNITY SERVICES DEPARTMENT

August 19, 2019

RE: Recommendation in Support of David Volz Design Landscape Architects Inc

To Whom It May Concern:

David Volz Design has provided high quality design and consulting services to the City of Buena Park for many years. They have assisted park planning, assisted at public outreach meetings, prepared park designs, developed construction documents, and provided construction period services on several park projects.

Our most recently project for the City of Buena Park is unreasonably proud of is the Ralph Gomez Park. The project included a high level of design and a team of sub consultants under David Volz Designs contract. David Volz Design's contract included attendance at community meetings, report at outreach gatherings to design creative and interactive play areas and inviting green spaces.

David Volz Design has always provided the City of Buena Park with high-quality professional services for these projects and many others. I highly recommend David Volz Design to your agency.

Sincerely,

[illegible]
Director of Community Services
City of Buena Park
(714) 562-3660
[illegible]@buenapark.com

"David Volz Design has always provided the City of Buena Park with high-quality professional services for these projects and many others."

CITY OF GARDEN GROVE

August 26, 2019

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

David Volz Design has provided high quality design and consulting services to the City of Garden Grove for many years. They have provided park planning, provided leadership at public outreach meetings, provided creative park design, developed construction documents and provided construction period services on several park projects.

Our latest project was Woodbury Park renovation, included a high level of design and a team of sub-consultants under David Volz Designs' contract. This project is was a part of the city's Prop 68 Grant application.

DVD has always provided the City of Garden Grove with high quality professional service for these projects and many others. I highly recommend David Volz Design to your agency.

Sincerely,

John Montanchez
Community Services Director
johnmo@ggcity.org
714-741-5214

"DVD's team welcomed community input at a number of outreach gatherings to design creative and interactive play areas and inviting green spaces for both projects."

CITY of CYPRESS
5275 Orange Avenue, Cypress, California 90630
Phone 714-229-6700 www.cypressca.org

August 28, 2019

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

The City of Cypress collaborated with David Volz Design on various projects throughout the city, including the recently completed Valley View Median Replacement.

DVD's team designed water efficient, easy to maintain, and visually pleasing improvements that enhanced the city's green spaces and public landscapes.

I would recommend David Volz Design to other agencies.

Sincerely,

Alex Boegeen P.E.
Project Manager

"DVD's team designed water efficient, easy to maintain, and visually pleasing improvements that enhanced the city's green spaces and public landscapes."

CITY OF DINUBA
Together, A Better Community

OFFICE OF THE CITY MANAGER
405 E. El Monte Avenue
Dinuba, CA 93618
P: (559) 591-4246

August 21, 2019

Re: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

The City of Dinuba has commissioned David Volz Design to provide services on several park design projects. These services have included community-based design process, presentations to commissions and council and creative solutions that have addressed many community needs. Our recently completed Roosevelt Paseo is an outstanding DVD designed pedestrian pathway. The paseo has received accolades from the community and nearby elementary school served by the pathway.

Should additional information be required, please call me at the city number. I recommend David Volz Design to any agency looking for creative and professional landscape architectural services.

Sincerely,

Luis Patlan
City Manager

"I recommend David Volz Design to any agency looking for creative and professional landscape architectural services."

LETTER OF RECOMMENDATIONS



14717 BURIN AVENUE • LAWNDALE, CALIFORNIA 90260 • (310) 973-3238 • FAX (310)

September 4, 2019

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

The City of Lawndale has collaborated with David Volz Design on two important park development projects in the city, including the recently completed Hagan Park renovation and expansion project, which included expansion of an existing park, street closure, utility relocation and provision of play areas for children aged 5 to 12 years old.

In addition, David Volz Design also collaborated with the City of Lawndale on Charles B. Hoppen Park, a mile and acre park designed and built on a former California Department of Transportation property within the City of Lawndale.

DVD's team welcomed community input at a number of outreach gatherings to design creative and interactive play areas and inviting green spaces for both projects.

I would highly recommend David Volz Design to any agency. My contact information is listed below. Please contact me for further comments in support of this firm.

Sincerely,

Mike Estes
Director of Community Services
City of Lawndale
(310) 973-3272
mestes@lawndalecity.org

"DVD's team welcomed community input at a number of outreach gatherings to design creative and interactive play areas and inviting green spaces for both projects."



City of South Gate
Parks & Recreation Department
WWW.CITYOFSOUTHGATE.ORG

Parks Make Life Better!

August 21, 2019

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

David Volz and his team at David Volz Design have provided superior service to the City of South Gate on a variety of projects to improve our parks over the last twelve years. From Master Planning and Community Outreach to providing creative, sustainable and usable designs that enhance our community and excite our park goers, David Volz Design has consistently met all expectations.

Please feel free to contact me if you have any specific questions or would like additional information. We have had nothing but the best experiences with DVD and would enthusiastically recommend them to anyone looking for a top-quality landscape design firm for you public project.

Sincerely,

Paul L. Adams,
Director of Parks & Recreation
323-563-5478
padams@sogate.org

"From Master Planning and Community Outreach to providing creative, sustainable and usable designs that enhance our community and excite our park goers, David Volz Design has consistently met all expectations."



August 22, 2019

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

The City of Norwalk has collaborated with David Volz Design on several important park development projects, including recently completed master park plans for Homeslito Park and Norwalk Park.

DVD's team welcomed community input at outreach gatherings to design creative, interactive play areas and inviting, green spaces. A community outreach event for Homeslito Park was hosted by DVD which was well attended and participants commended on how well DVD conducted the meeting and provided information regarding the design concepts for the park.

I would highly recommend David Volz Design to any agency. My contact information is listed below. Please contact me for further comments in support of this firm.

Sincerely,

Christine Roberts
Public Services Manager
croberts@norwalkca.gov
(562) 929-5769

"A community outreach event ... was well attended and partcipants commended on how well DVD conducted the meeting and provided information regarding the design concepts for the park."



September 17, 2019

RE: Recommendation in Support of David Volz Design, Landscape Architects, Inc.

To Whom It May Concern:

The City of Paramount collaborated with David Volz Design on several important park development projects, including recently completed conceptual park design documents for three of our parks, as well as a conceptual design for proposed park amenities utilizing Southern California Edison (SCE)'s right of way land.

The DVD's team welcomed community input at outreach gatherings to design creative, interactive play areas, and inviting green spaces.

DVD has always provided the City of Paramount with high quality professional service and I would highly recommend David Volz Design to any agency. My contact information is listed below. Please contact me for further comments in support of this firm at 562-220-2109.

CITY OF PARAMOUNT

Adriana Figueroa
Public Works Director

"DVD has always provided the City of Paramount with high quality professional service and I would highly recommend David Volz Design to any agency."

DVD

Stanton

August 20, 2019

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

The City of Stanton has commissioned David Volz Design to provide services on several park design projects. These services have included community-based design process, presentations to commissions and council and creative solutions that have addressed many community needs. Stanton Central Park is an outstanding DVD designed park. The park has received accolades from the community and design awards from APWA and California Park and Recreation Society. DVD also designed Harry M. Dotson Park which also received design awards from APWA.

Should additional information be required, please call me at the city number. I recommend David Volz Design to any agency looking for creative and professional landscape architectural services.

Sincerely,

Allan Rigg
Director of Public Works
(714) 379-9222 ext. 203

"Stanton Central park is an outstanding DVD designed park. The park has received accolades from the community and design awards from APWA and California Park and Recreation Society. DVD also designed Harry M. Dotson Park which also received awards from APWA."

CITY OF SAN MATEO
Parks and Recreation Department

PARKS & RECREATION

August 2, 2017

To whom it may Concern,

The City of San Mateo is currently working with David Volz Design to provide preliminary design documents for our Borel Park site. They have developed two very creative and innovative design concepts for our newest neighborhood park. We selected David Volz Design because they have created many award winning unique park designs for other public agencies. Most of their park and public agency projects are very well thought out and incorporate history, culture, and art to support a strong theme. All of the components of the design such as site furnishings, paving materials, and the plant selection all work together to support the design concept. David Volz Design does a great job creating attractive and functional public spaces with high recreation value.

Having worked with David Volz Design on several projects at different agencies, I have always found them easy to work with professional and the public appreciates the skills and commitment. I strongly recommend David Volz Design to any public agency seeking creative and professional landscape architectural services.

Greg Meek
Park Planning Administrator
(650) 522-7544
gmeek@cityofsanmateo.org

"We selected David Volz Design because they have created many award winning unique park designs for other public agencies. "

HIRSCH & ASSOCIATES, INC

LANDSCAPE ARCHITECTURE & PLANNIN

ORIGINAL






PROPOSAL - ARNOLD CYPRESS PARK REHABILITATION CITY OF CYPRESS, CA.






Creating Award Winning Parks & Recreational Facilities Since 1977

2221 E. Winston Road, Suite A Anaheim, CA 92806-5540
Phone 714.776.4340 Fax 714.776.4395 www.hailandarch.com LA #1710

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HIRSCH & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE & PLANNING

Mr. Nick Mangkalakiri
Assistant City Engineer
Public Works Department
5275 Orange Avenue
Cypress, Ca. 90630

November 10, 2021

Dear Mr. Mangkalakiri,

Hirsch & Associates, Inc. (HAI) has creative and extensive experience in all aspects of design required to lead this project and is pleased to present our proposal. Our diverse project experience shall provide a complete and successful delivery of the renovation of Arnold Cypress Park. We and our team members have successfully designed park renovations that include all of the desired design components of this project.

I will provide personal service and attention to the City of Cypress. I will have direct and continuous responsibility in all matters dealing with planning and design as well as direct our in-house design staff, sub consultants and attend all meetings. I shall be the contract point of contact and am duly authorized to bind HAI contractually with the City. Key personnel of each team member shall be available for the project duration.

HAI is uniquely qualified to lead this project presenting;

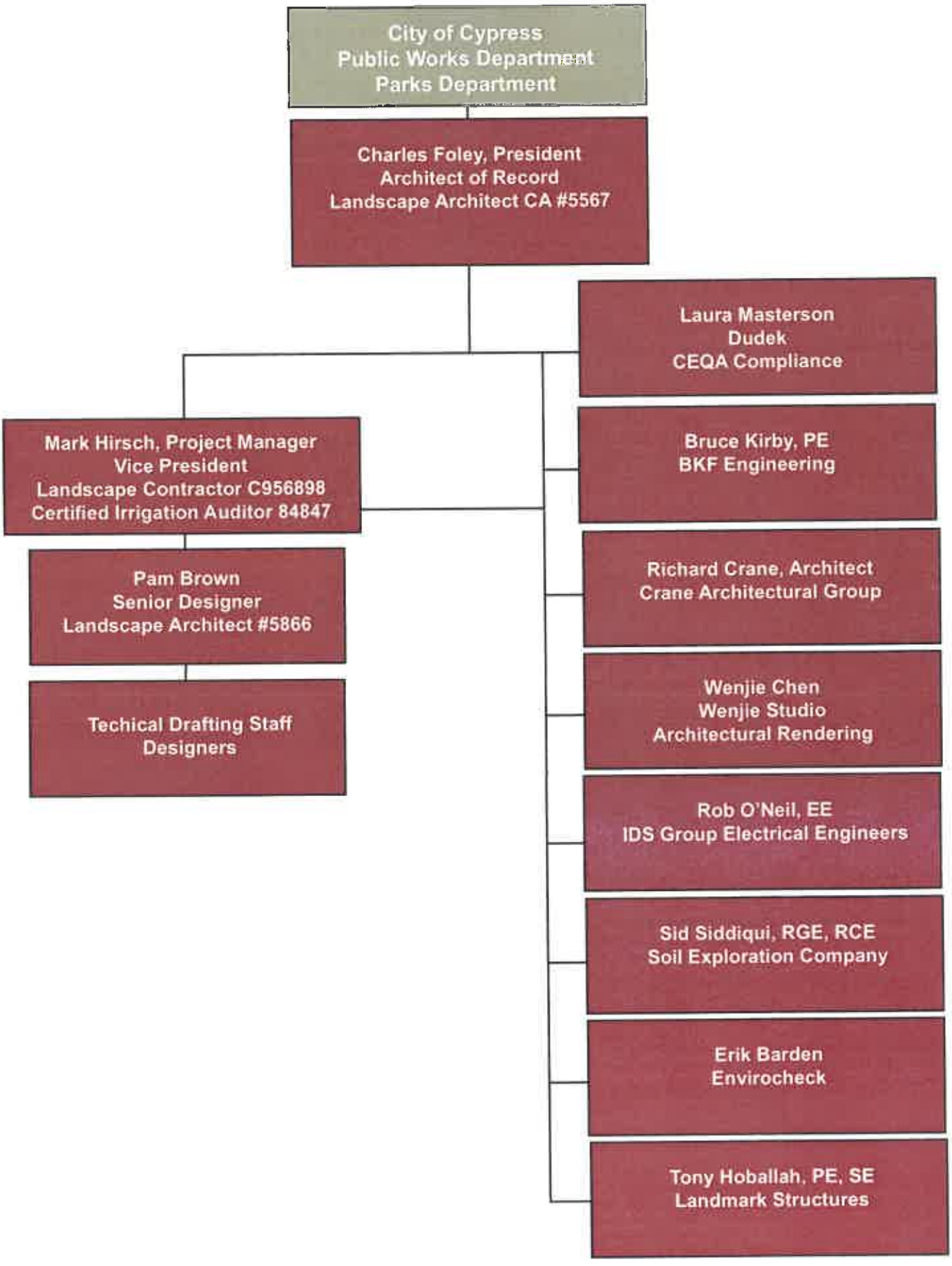
- Relevant history with the City of Cypress developing Mackay Park with community involvement, preparation of construction and bid documents, processing plans through the City plan check and jurisdictional agencies as well as providing construction observation and support.
- An expert understanding of AB 1881 Model Water Efficiency Landscape Ordinance and how it applies to public landscapes.
- An expert understanding of the County of Orange Low Impact Development Standards (LID) and how they relate to Parks and overall development.
- An expert understanding of the "Americans with Disabilities Act" and experience with how the Act applies to park and recreation facilities.
- Recognition by the California Park and Recreation Society in being presented with (6) Special Awards of Excellence, (9) Environmental Planning Awards, (3) Awards of Merit, (1) Outstanding Project Award from the Landscape Architectural Foundation, (1) Creating Community Award of Distinction from the City of Pomona, (1) Landscape Beautification Award from the California Landscape Contractor Association, (2) Southern California Chapter of the APWA Project of the Year, and (1) Southern California Municipal Athletic Federation Outstanding New Recreation Facility Award.
- Principal design consultant for over (300) community parks, recreation facilities and public works projects throughout Southern California.

Thank you,

Charles Foley, President
California RLA #5567
Nevada RLA #948
ASLA

2221 EAST WINSTON ROAD, SUITE A, ANAHEIM, CALIFORNIA 92806
PHONE 714-776-4340 FAX 714-776-4395 WWW.HAILANDARCH.COM LA#1710

Organizational Chart



HAI maintains a single office in Anaheim California with network capabilities for remote access and production. We are comprised of (3) Licensed Landscape Architects, (1) Licensed Landscape Contractor and Water Auditor, (4) Technical Staff Members, (1) Office Manager and (1) Corporate Accountant.

Financial Condition
HAI is sound and stable with cash reserves, lines of credit and consistent monthly billing and managed cash flow. We do not have any pending litigation, bankruptcy filing or other that would impede our ability to complete this project.

Hirsch & Associates, Inc. Landscape Architects
HAI shall be the Architect of Record for the project and Lead Consultant. We will be responsible for all aspects of design, construction documents, specifications, cost estimates and construction support. We will manage the design schedule and direct sub consultants.
Charles Foley, Landscape Architect of Record
Mark Hirsch, Project Manager
Pam Brown, Senior Designer
Amy Leos, Designer

Dudek
CEQA Compliance
Laura Masterson

BKF Engineering
BKF shall provide site Survey as well as all Civil Engineering services.
Bruce Kirby, PE QSD/P

Crane Architectural Group
Architectural design for the new restroom/concession building and community meeting pavilion.

IDS Group
IDS Group shall be the Electrical Engineer for the project. They will analyze the existing power supply and provide design for new area and sports lighting as well as supply to new buildings and irrigation controller.
Robin O'neil, Licensed Electrical Engineer
Michael Reed, Project Manager

Landmark Structures
Landmark Structures shall provide Structural Engineering services for the project. LS will provide footing design for area lights court sport lights and backstops. Structural design for the field sports lights shall be provided by the lighting manufacturer.
Tony Hoballah, Licensed Structural Engineer

Soil Exploration Company
Soil Exploration Company shall conduct soil sampling and provide the Geotechnical Report.
Sid Siddiqui, Licensed Geotechnical Engineer

Envirocheck
Envirocheck shall provide Lead and Asbestos testing and prepare the findings report.

Wenjie Studio
Architectural visualization and design
Wenjie Chen

Statement of Qualifications
Project Diversity

Parks & Recreation
Regional Parks
Community Parks
Neighborhood Parks
Sports Facilities
Special Use Facilities
Mini Parks
Universally Accessible Children's Play Areas

Municipal
Civic Centers
Redevelopment Projects
Landscape Standards & Guidelines
Landscape Plan Check Services
Public Plazas & Fountains

Institutional
School & Campuses
Correctional Facilities
Justice & Police Facilities
Hospital Landscape Planning & Design

Commercial
Commercial Power Centers
Office & Business Parks

Specialty
Fountains
Water Features
Memorials

Residential
Planned Communities
Single Family Housing
Model Homes
Apartment Complexes

Transportation
Streetscapes
Freeway Landscape Design
City Monuments
Project Monuments

Firm Description

Hirsch & Associates, Inc. established in 1977 and incorporated in 1988 is a leading landscape architectural and multi-discipline firm created to serve as a knowledgeable and valuable resource to public agencies and private developers. Our goal is to maintain balance between design and economics by furnishing client oriented services tailored to meet the needs of individual projects in a creative, innovative, sustainable and cost effective manner.

The knowledge gained on a wide range of projects allows the professional staff of Hirsch & Associates, Inc. to provide each client with the experience and understanding of the decision making process, design parameters, construction standards, water conservation requirements and current maintenance practices. This experience equates to well-conceived projects that exceed expectations.

Business Category
Certified Small Business Enterprise (SBE)



Department of Water & Power Fountain,
City of Burbank



McCambridge Park,
City of Burbank

HIRSCH & ASSOCIATES, INC
LANDSCAPE ARCHITECTURE & PLANNIN
2221 East Winston Road, Suite A
Anaheim, California 92806
714-776-4340 Fax 714-776-4395
www.hailandarch.com ASLA

Services
Landscape Architecture

Capabilities

In the capacity of primary consultant or development team member, our professional staff and affiliates are capable of providing complete landscape architecture, planning and engineering services.

Services

Park Master Planning
Feasibility Studies
Conceptual Studies
Community Outreach
Community Workshops
Sustainable Site Planning
Construction Documents
Project Management
Construction Administration
Low Impact Development
Water Harvesting
Irrigation Design (AB 1881)
Water Auditing
Water Budgeting
Water Consumption Reporting
Recycled Water Irrigation Design
ADA Compliance

Approach

Through our strong commitment to professional integrity and personal service, Hirsch & Associates, Inc. is dedicated to providing the comprehensive services necessary to achieve a final project from conceptualization through completion of construction. Our innovation and employment of advanced technologies, proven multi-discipline approach and demonstrated success of each project support this commitment.

Hirsch & Associates, Inc. understands the many and varied responsibilities and pressures placed upon our clients through the design and development process. Accurate design and quick response from highly qualified professional staff members is hallmark to the services we provide. Long term client relationship is our ultimate goal.



Cerritos Towne Center,
City of Cerritos



Betty Lou Lamoreaux Juvenile Justice & Family Probate Facility, County of Orange



Plaza Park,
City of Fullerton



Glendale Sports Complex,
City of Glendale

SERVICES
CONTINUED

Philosophy

Planning, designing and building a project to meet today's needs is an all encompassing challenge. The practice of landscape architecture has become an integrated team effort, carefully considering the needs and desires of the people who live, work and play within the projects we design. As landscape architects and planners, we have a responsibility to the general public to create the best possible environment. The knowledge to design this environment is obtained from two sources, our past experience; which help us provide practical and timely designs within budget restraints, and our vision of the future; which gives our designs life and meaning that will grow beyond the present.

Affiliates Services

Architecture
Community Buildings
Gymnasiums
Restroom Buildings
Administration Buildings
Picnic Shelters
Concession Buildings

Engineering
Civil
Structural
Environmental
Electrical
Mechanical

Construction Administration
Constructability Review
Entitlement Processing
Project Management
Construction Management
Value Engineering
Construction Inspections

Insurance Information

Hirsch & Associates, Inc. maintains the following insurance coverage limits may be increased upon request:

General & Automobile Liability
Travelers
Limit: $2 Million & $4 Million Aggregate

Professional Liability
Wesco
Limit: $1 Million

Worker's Compensation
Travelers
Limit: $1 Million



Fairmount Park,
City of Riverside



Janss Plaza Renovation,
University of California, Los Angeles



Central Park,
City of La Palma



Louis A. Pompei Memorial Park,
City of Glendora

HIRSCH & ASSOCIATES, IN
LANDSCAPE ARCHITECTURE & PLANNI

AWARDS

Garey Avenue
City of Pomona

Southern California Chapter of the American Public Works Association (APWA)
2018 Traffic, Mobility and Beautification Award

Mackay Park
City of Cypress

Southern California Chapter of the American Public Works Association (APWA)
2017 Project of The Year Award

Rivera Park
City of Pico Rivera

Southern California Chapter of the American Public Works Association (APWA)
2013 Project of The Year Award

Southern California Municipal Athletic Federation (SCMAF)
2013 Outstanding New Recreation Facility Award

Fairmount Park
City of Riverside

California Park & Recreation Society
2010 Award of Excellence
Category: Community Park

Rotary Centennial Park
City of Long Beach

California Park & Recreation Society
2005 Award of Excellence
Category: Specialty Park


Garey Avenue


Mackay Park


Rivera Park


Fairmount Park


Rotary Centennial Park

HIRSCH & ASSOCIATES, IN
LANDSCAPE ARCHITECTURE & PLANNI

AWARDS

CONTINUED

Barnes Park
City of Baldwin Park

- California Park & Recreation Society
  2005 Award of Excellence
  Category: Neighborhood Park

Cesar Chavez Park
City of Pomona

- California Park & Recreation Society
  2004 Award of Excellence
  2004 Creating Community Award of Distinction
  Category: Neighborhood Park

Plaza Park
City of Fullerton

- California Park & Recreation Society
  2003 Award of Excellence
  Category: Community Park

La Cienega Park
City of Beverly Hills

- Los Angeles Magazine Best of Issue
  2003 Best Public Tennis Courts
- California Park & Recreation Society
  1991 Special Award of Excellence
  1991 Environmental Planning Award
  Category: Special Use Facility
- California Landscape Contractors Association
  1991 Honor Award
- United States Tennis Association
  1991 Outstanding Tennis Facility

Janss Plaza Renovation & Men's Soccer Complex
University of California, Los Angeles

- California Landscape Contractor Association
  1999 Landscape Beautification Award


Barnes Park


Cesar Chavez Park


Plaza Park


La Cienega Park


Janss Plaza Renovation

HIRSCH & ASSOCIATES, IN
LANDSCAPE ARCHITECTURE & PLANNI

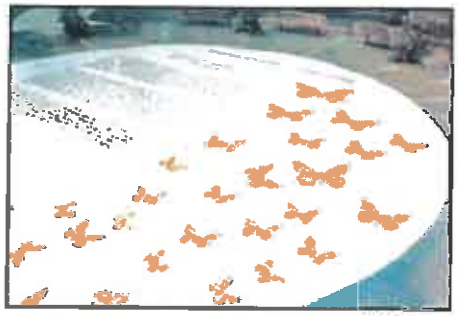
AWARDS

CONTINUED

McCambridge Park
City of Burbank

California Park & Recreation Society
1997 Environmental Planning Award
Category: Community Park


McCambridge Park


McCambridge Park

Norma Brandel Gibbs Park
City of Huntington Beach

Sunset Magazine Award
1996 Design Recognition Award

Mission Oaks Community Park
Pleasant Valley Recreation & Park District

California Park & Recreation Society
1996 Environmental Planning Award
Category: Community Park


Mission Oaks Park

Citrus Park
City of Anaheim

California Park & Recreation Society
1993 Environmental Planning Award
Category: Neighborhood Park


Citrus Park

YMCA Ecke Sports Park
City of Encinitas

California Park & Recreation Society
1992 Environmental Planning Award
Category: Special Use Facility


YMCA Ecke Sports Park

AWARDS

CONTINUED

Cerritos Sports Complex
City of Cerritos

California Park & Recreation Society
1990 Award of Merit
Category: Special Use Facility

Landscape Architectural Foundation
1990 Outstanding Project Award
Category: Special Use Facility

Birdsall Park
City of Rialto

California Park & Recreation Society
1989 Environmental Planning Award
Category: Special Use Facility

Kit Carson Adult/Youth Athletic Facility
City of Escondido

California Park & Recreation Society
1988 Award of Merit
Category: Special Use Facility

San Dimas SportsPlex
City of San Dimas

California Park & Recreation Society
1988 Award of Merit
Category: Special Use Facility


Cerritos Sports Complex


Birdsall Park


Kit Carson Adult/Youth Athletic Facility


San Dimas SportsPlex

AWARDS

CONTINUED

Rosewood Park
City of Cerritos

- California Park & Recreation Society
  1987 Environmental Planning Award
  Category: Neighborhood Park
- Landscape Architectural Foundation
  1987 Outstanding Project Award
- California Department of Rehabilitation
  1987 Special Achievement Award for Handicap Accessibility



Rosewood Park

Don Derr Park & Sports Complex
City of Riverside

- California Park & Recreation Society
  1985 Environmental Planning Award
  Category: Special Use Facility



Don Derr Park & Sports Complex

Verdugo Park
City of Glendale

- California Park & Recreation Society
  1983 Environmental Planning Award
  Category: Community Park



Verdugo Park

Charles E. Foley, ASLA

President
Chief Executive Officer

Education

Landscape Architecture, BS
California State Polytechnic University,
Pomona, California

Registration

Licensed Landscape Architect, California #5567
Licensed Landscape Architect, Nevada #948

Experience

Mr. Foley joined Hirsch & Associates, Inc. in 1996 and has increased his capacity with the firm to his present position of President. He is responsible for the design and development of a wide range of projects for both public and private development including Commercial/Retail Centers, Master Planned Residential Community Development, Specialty projects such as Memorials and Water Features as well as Park and Recreation design. Mr. Foley is responsible for client contract negotiations, oversight of staff and project consultants, delivery of product to clients as well as client relations.

Mr. Foley has proven his design capabilities and project management with award winning projects for both public and private sectors. Awards include two Awards of Excellence for Rotary Centennial Park, City of Long Beach; and Barnes Park, City of Baldwin Park from the California Park and Recreation Society, Cesar Chavez Park, City of Pomona won an Award of Excellence and the Creating Community Award of Distinction, presented by the California Parks and Recreation Society.

Professional Responsibilities

Project Management
Client Contact & Development
Marketing
Project Production
Construction Document Preparation
Construction Support
Community Workshops
Public Meetings
Presentations

Affiliations

American Society of Landscape Architects (ASLA)
ASLA Mentor
California Park & Recreation Society



Rotary Centennial Park,
City of Long Beach



Packwood Creek,
City of Visalia



Cesar Chavez Park,
City of Pomona



Beach Master Plan,
City of Long Beach

Mark A. L. Hirsch
Landscape Contractor, CLIA
Vice President

Education

Associates Degree,
College of the Redwoods, Eureka CA
Horticulture,
Fullerton College, Fullerton CA

Registration

Licensed Landscape Contractor (C-27) CA #956898
Certified Landscape Irrigation Designer and Auditor, CLIA #84847

Experience

Mr. Hirsch has 28 years of experience in the landscape design and construction industry. Before joining Hirsch & Associates, Inc. 1998, Mr. Hirsch obtained ten years experience working for a General Contractor, installing all aspects of landscape construction.

Mr. Hirsch has continued to increase his capacity at HAI, starting from draftsman to his current title of Vice President. Accomplishments during his professional career including Autodesk/AutoCAD certification, certified irrigation designer and certified water auditor. Mr. Hirsch is a licensed landscape contractor in the State of California.

Professional Responsibilities

Project Management
Construction Management
Construction Support
Water Audits
Water Management
Irrigation Consultation
Presentations
Community Workshops
Conceptual Design Preparation
Construction Document Preparation

Affiliations

IA Irrigation Association
California Landscape Contractor Association
California Park & Recreation Society
Wildlife Conservation Society



Rio Vista Park
Pico Rivera, CA



Smith Park
Pico Rivera, CA



Burbank Empire Center,
Burbank, CA



Louis A. Pompei Memorial Park,
City of Glendora, CA



Janss Plaza Historic Renovation,
UCLA Los Angeles, CA



Sycamore Canyon Park,
Diamond Bar, CA

HIRSCH & ASSOCIATES, IN
LANDSCAPE ARCHITECTURE & PLANNI

Pamela Brown
Senior Designer

Education

Landscape Architecture, BS
California State Polytechnic University,
Pomona, California

Registration

Licensed Landscape Architect, California #5866

Experience

Ms. Brown joined Hirsch and Associates, Inc. in 2007 with 4 years of previous experience at a large multi-disciplinary firm in their Landscape Architecture division where she collaborated on projects with architects, engineers, and environmental planners. Ms. Brown works closely with clients and sub consultants to develop various projects from conceptualization through design development and lastly to construction documents and support. Ms. Brown has been involved with a wide range of projects such as award-winning Park and Recreation Facilities, Sports Parks, Commercial Retail Centers, and Streetscape Beautification. She has also been involved with the design of Specialty projects such as: water features, water catchment systems for on-site irrigation use, and rain garden features that utilize plant material for contaminant filtration.

Professional Responsibilities

Construction Document Preparation
Graphic Design/Rendering
Project Production
Construction Support
Community Workshops/Public Meetings
Subconsultant Coordination
Client Contact and Development





Rivera Park, Pico Rivera CA



Bradley Park, San Marcos CA



Landmark Square, Cerritos CA



Morgan Park, City of Baldwin Park CA

HIRSCH & ASSOCIATES, IN
LANDSCAPE ARCHITECTURE & PLANNI

Firm Profile

HAI CONSULTANT TEAM MEMBERS













BKF PORTFOLIO

CIVIL ENGINEERING & SURVEYING

CIVIC PROJECTS | PARKS & RECREATION

BKF Engineers

Delivering Inspired Infrastructure for over 100 years





Since 1915, BKF Engineers has built a reputation on the ability to plan, design, survey, and successfully implement complex projects. We draw upon and utilize our experience guiding projects from the inception and feasibility stages through construction to develop designs that identify physical constraints, potential risks, and value engineering alternatives; resulting in projects that exceed expectations.

Through our network of 15 offices in California, BKF provides civil engineering, land surveying, and land planning services for government agencies, institutions, developers, architects, contractors, school districts, and corporations.

BKF's decades of engineering, surveying, and planning have produced some of the most recognized projects in California. By combining our years of experience in diverse markets with new, innovative approaches to problem solving, we have grown to more than 450 experienced staff.

450+ Employees

Founded in **1915**

15 Regional Offices

160 Professional Engineers & Surveyors

SERVICES

Civil Engineering
Surveying
Planning
Transportation
Water Resources
Sustainability
Construction Management
Utility Locating

OFFICE LOCATIONS

Redwood City
San Jose
Walnut Creek
Pleasanton
Santa Rosa
Sacramento
Oakland
San Francisco
Newport Beach
San Rafael
Modesto
Richmond
Salinas
San Diego
San Luis Obispo

RELEVANT EXPERIENCE



The Great Park, Irvine CA

BKF service in the public markets is founded on delivering quality work through exceptional communication. We understand the public agency's needs for quality infrastructure at an affordable cost along with their desires to address longterm maintenance needs and funding, sustainability, and public safety.

BKF's current portfolio spans the spectrum of the community/civic markets including civic centers, fire stations, libraries, special use public building, parks and recreation facilities. Contracted through either on-call engagements or specific individual projects, BKF facilitates projects from inception through final completion.

BKF's core principles lead us to validate, develop, communicate, and deliver projects. We validate the design parameters, stakeholders' concerns, and program requirements. We develop deliverables that provide innovative and contextual based solutions. We communicate effectively through the progress to meet expectations. BKF delivers innovative projects that are economical, sustainable, and respective of the communities we serve.

RECENT CLIENTS

- City of Downey
- City of Irvine
- City of El Monte
- City of Seal Beach
- City of Norco
- Silverlakes Sports Parks
- Hayward Area Recreation and Park District
- County of Santa Cruz
- Sonoma County
- Highlands Recreation District
- City of Emeryville
- City of Santa Clarita
- Marin County Open Space District







ON-CALL EXPERIENCE

Our years of experience providing On-Call engineering services have helped us develop a thorough approach and responsiveness that gets projects moving quickly. We are comfortable with fast response required by work order requests. Our staff is cross-pollinated between the various sub-disciplines associated with municipal engineering design, which allows us to increase staffing as needed to meet periods of high workload during the development of the design package. BKF's success in On-Call contracts is based on our responsiveness and our depth of technical resources. The map shown illustrates a snapshot of BKF's current and completed projects throughout southern California. Our staff includes technical experts in each of the following areas:

- Roadway Improvements
- Project Management
- Sewer and Water Design
- Drainage Improvements
- Surveying and Mapping
- Site Assessment
- Construction Management
- Hydraulics and Hydrology
- Construction Staking
- Traffic Signal Design
- Utility Coordination/Relocation
- WQMP/SWPPP



BKF'S ON-CALL CIVIL ENGINEERING & SURVEY EXPERIENCE:

- ***City of Anaheim Public Works On-Call Civil Services***
- ***City of Anaheim Public Utilities Dept, On-Call Civil***
- ***City of Brea As-Needed Civil Engineering Services***
- ***City of Buena Park Preferred Vendor List***
- ***City of Burbank On-Call Civil Engineering***
- ***City of Chino On-Call Civil Engineering***
- ***City of Chino Hill On-Call Civil Engineering***
- ***City of Commerce On-Call Services***
- ***City of Downey On-Call Services***
- ***City of Huntington Beach On-Call Services***
- ***City of Irvine In-Call Civil Services***
- ***City of Laguna Niguel On-Call Services***
- ***City of Lake Forest On-Call Professional Services***
- ***City of Livermore On-Call Engineering Services***
- ***City of Long Beach On-Call Street Design Services***
- ***City of Los Angeles On-Call***
- ***City of Mission Viejo On-Call Professional Services***
- ***City of Pomona On-Call Survey Services***
- ***City of Rancho Palos Verdes On-Call Services***
- ***City of San Juan Capistrano Consulting Services***
- ***City of Santa Clara On-Call Surveying Services***
- ***City of South El Monte Engineering Services***
- ***County of Orange On-Call Services***
- ***County of San Bernardino On-Call Services***
- ***LACCD MATOC Civil Engineering Services***
- ***Long Beach Water On-Call Surveying Services***
- ***OCTA PM/CM for Transit Facilities***
- ***NOCCCD District Vendor List***
- ***Saddleback Valley Uni ied School District Survey Services***
- ***San Diego City/County/Port - Civil Engineering Services***
- ***San Diego City/County/Port - Land Survey Services***
- ***SOCCCD District Vendor List***
- ***CSULB Task Order Service Agreement***

PARKS & RECREATION



Dennis the Menace Park, Downey, CA



Great Park Visitor Center, Irvine, CA



Rio San Gabriel Park, Downey, CA



Wilderness Park, Downey, CA

RECENT PROJECT HIGHLIGHTS

DENNIS THE MENACE PARK, DOWNEY, CA

- Reconstruction of Community Building
- Install rubberized surfacing for the playground area
- Install Fitness Area for all ages
- Provide concrete sidewalk around the perimeter of the playground

GREAT PARK VISITOR CENTER, IRVINE, CA

- Preliminary civil design for Visitor's Center Plaza and Hangar 244 encompassing 5.2 acres
- Design upgrades for new facilities landscape, shading and accessibility
- Main Point of Entry for Sports Park within the Great Park
- Great Park Visitor's Center building and Hangar 244 encompassing 5.2 acres

RIO SAN GABRIEL PARK, DOWNEY, CA

- Regrade all athletic fields
- New irrigation system and install synthetic turf
- Install rubberized surfacing for the playground area
- Remove and replace picnic shelters with concrete pathways

WILDERNESS PARK, DOWNEY, CA

- Provide ADA compliant walkways at 3 locations to connect to the San Gabriel River Trail
- New Aeration System and Water Circulation System
- New Irrigation system
- New edging and shoreline near the pond areas
- Regrading of the park
- Install synthetic turf
- Install rubberized surfacing for the playground area
- Install new picnic shelters
- Provide ADA accessible restrooms
- New pedestrian bridge

PARKS & RECREATION



HERITAGE PARK MASTER PLAN, IRVINE, CA

The Heritage Park will consist of the construction of new playground equipment and an interactive water feature. The City will remove the park's play equipment to make way for new playground amenities including, safer rubber surfacing and added landscaping. The construction will also include a new water feature similar to the one at the Irvine Spectrum, where children's activity will set off jets of water from spray nozzles. The estimated project budget is $1.2 million. BKF's scope of services includes providing conceptual and final engineering for grading, site drainage, on-site conceptual water, sewer and mainline storm drain.



SILVERLAKES EQUESTRIAN SPORTS PARK, NORCO, CA

BKF is the lead civil for preliminary and final grading plans for this proposed multi-use 122-acre recreational park facility. The sports park includes 28 soccer fields and will also be used for equestrian events with full equestrian facilities including arena, hay barn, and a vendor village with picnic areas, all-weather sand surface areas, a multi-purpose climate-controlled barn and event building, temporary barns, camping and recreational vehicle hook-ups, reception hall, facility offices, site lighting, and various storage and maintenance structures. This project is located along the Santa Ana River on Hamner Avenue on City of Norco property and operated by the Balboa Management Group. The scope of services included providing conceptual and final engineering for grading, site drainage, on-site conceptual water, sewer and mainline storm drain.



LAMBERT PARK, EL MONTE, CA

BKF is providing civil engineering services in the design and improvements to Lambert Park. In the conceptual design process, BKF worked closely with the lead Landscape Architect, as well as various engineering disciplines to address utility point of connections to buildings and pedestrian access. Additionally, Low Impact Development (LID) facilities were incorporated into the design to comply with storm water quality requirements. BKF performed precise grading, utility design (storm drain, sewer, and water), LID design and report, hydrology and hydraulics analysis, Storm Water Pollution Prevention Plan (SWPPP), earthwork quantities, specifications, and cost estimates.

PARKS & RECREATION



Mission Bay Park

BKF PARKS & RECREATION

- Allan Witt Community Park Master Plan
- Andrew Molera Pedestrian Bridge
- Andy's Unity Park
- Apollo Park
- Arrillaga Family Recreation Center
- Arroyo Grande Creek
- Baker Beach Topographic Survey
- Barkley Fields & Park Project
- Bay Meadows Linear Park
- Bayer Neighborhood Park & Community Garden
- Blair Park Survey
- Blithedale Summit Open Space Preserve
- Blue Oaks Recreation Center
- Blue Rocks Spring Golf Course
- Booker T. Anderson Comm. Center ADA
- Boundary Oaks Club House
- Brighton Landing Neighborhood Park
- Burton Park Inclusive Playground Design Project
- Butcher Park
- Cabana Park
- California Golf Club
- California Nursery Historical Park Master Plan
- Camp Arroyo
- Cart Barn Project
- Castlewood Country Club
- Cator Field Accessibility Improvements
- Central Park Lawn Bowls Clubhouse
- Central Parkway @ Tassajara Rd.
- Cerrito Creek Greenway Project
- City of El Cerrito
- Civic Center Playground
- Civic Park Bocce Courts
- Civic Park R1
- Coaches Field Master Plan
- Columbus Park
- Commons Park Rotary Playground Site Survey
- Concord Hills Regional Park
- Concord Willow Pass Park Restroom
- Conzelman Road,
- Cooper's Grove
- Corderos Park
- Cornell Park - Discovery Bay
- Cowell Ranch/John Marsh State Historic Park
- Coyote Point Recreation Area
- Creekside Clubhouse
- Creekside Plaza
- Crestview Park Renovation
- Cross Alameda Trail
- Del Monte Park - Phase 2
- Del Valle Clubhouse - ADA Improvements
- Dennis the Menace Park
- DOGBONE Meadow Dog Park Renovation
- Dollar Clubhouse
- Dollar Pool Complex/Rossmoor
- Dragon's Den
- Dublin Community Park
- Dublin Crossings Park
- Dublin Historic Park
- Dublin Positano Park
- Dublin Ranch Area G City Park
- Dublin Senior Center
- Dublin Sports Ground Soccer Field
- Duck Pond Park
- East Avenue Park Renovation
- East Bay Regional Park District
- El Granada Medians
- El Monte Lambert Park
- Elm Park
- Emerald Glen Park
- Farm Park
- Flood Park Master Plan - Bay Road
- Florida Avenue Park
- Ford Field
- Fort Barry Balloon Hanger
- Franklin Canyon Golf Course Clubhouse
- Franklin Templeton Fitness Center

PARKS & RECREATION

- Garden Neighborhood Park
- Giacomini Open Space Preserve Survey
- Girl Scouts Camp
- Golden Gate Fields Track Improvements
- Golden Gate Park Stables
- Golden Gate Recreation Centre
- Golden Park, Downey
- Great Basin National Park - Lehman Caves Visitor
- Great Park Visitor's Center Plaza
- Guerrero Park
- Half Moon Bay Community Park
- Half Moon Bay Golf Club
- Hannah Park Construction Staking
- Hap Magee Ranch Park
- Heather Farms Park
- Helen Diller Civic Center Playgrounds
- Helen Putnam Park Expansion Parking Lot
- Heritage Park Master Plan - Irvine
- Highlands Rec District Remodel/Ramp
- Hill Recreational Area
- Hopland REC Field Laboratory & Multipurpose Facility
- Huddart Wunderlich Parks Master Plan
- Hunter's Point Ph1 Hillside Pocket Parks
- Ives Park Renovation Master Plan
- James Kenney Park Improvements
- Jean Sweeney Open Space Park
- Joseph Emery Park
- Kawana Springs Community Park
- Kelley Park
- Kennedy Park
- La Honda Equestrian Ranch
- Ladera Oaks Swim and Tennis Club
- Lafayette Community Park
- Larkey Swim Center Renovation
- Lassen Volcanic National Park
- Laurelwood Park & Sugarloaf Mountain Open Space
- Levin Park Pump Station
- Livermore Valley Tennis Club
- Los Gatos Veterans Memorial
- Magical Bridge Playground
- Maples Pavilion Renovation
- Marin County Parks & Recreation
- Martin Luther King Track Resurfacing Project
- McInnis Park Tennis Court Resurfacing
- McLaren Bike Park
- Mendocino Woodlands State Park Staking
- Metcalf Rd. Shooting Range
- Mill Valley Sycamore Park Restroom



Dublin Historic Park

- Millbrae Ave./Poplar - YMCA
- Moorland Park Master Planning
- Mosswood Rec. Center - Portables
- National Park Service - Badger Pass Rehabilitation
- National Park Service - Indian Cultural Center
- National Park Service - White Wolf Lodge Rehabilitation Project
- North Field Improvements
- North Richmond Ball Field Lighting Repair
- Northwest Community Park
- Oakdale Park
- Oakland Coliseum Sign Project
- Oakley Dog Park
- Oakley Recreation Center Project
- Old Course Club House Survey
- Orange Memorial Park
- Pathway Design for Centennial Park
- Paula Lane Project
- Peninsula Golf and Country Club
- Petaluma Community Sports Fields - Phase 2
- Piedmont Blair Park Improvements
- Pinnacles National Monument Visitor Station
- Pocket Park Development
- Positano Park
- Potrero Hill Park
- Presidio Golf Club
- Prewett Community Park Improvements
- Pt. Pinole Park, Pueblo Parks Tennis Courts Rehab.
- Redwood City Dog Park
- Redwood City Park Site Assessment
- Requa Deconstruction, Redwood National & State Parks
- Richmond Swim Center
- Rio San Gabriel Park
- River Glen Park
- Roosevelt Park Master Plan

PARKS & RECREATION



SilverLakes Sports Park, Norco CA

BKF PARKS (CONTINUED)

- Roseland Creek Community Park
- Roseville Park
- Rossmoor Tice Creek Repair 2018
- Rotary Playground
- Rumrill Park Remediation
- Sacramento Historic City Cemetery
- Salesain Boys/Girls Club Encroachment Permit
- San Francisco Bay Trail: Lone Tree Point
- San Gabriel River & Wilderness Park Restoration
- Sean Diamond Park
- Sharon Heights Golf & Country Club
- Silver Creek Valley Country Club
- Silverlakes Sports Park
- Singleton Sports Complex Skateboard Park
- Skylawn Memorial Park
- Slide Ranch
- Small World Park Ferris Wheel
- So. Wavecrest Golf Course
- South Park
- Southbeach Marina Children's Play Area
- Spartan Stadium Concession Stand
- Spring Lake Park and Healdsburg Beach
- Spring Valley Golf Course
- St. Mary's Rd. Park Renovation
- Stanford West Playground
- Stanford/Palo Alto Community Playing Fields
- Starbird Park - Topo Survey
- Stojanovich Family Park
- Sugarloaf Ridge State Park
- Sunnyvale Municipal Golf Course-Cart Paths
- Taube Tennis Courts
- The Country Club
- The Wendle Property - Mark West Park & Open Space Preserve
- Tolay Lake Regional Park Master Planning
- Tom Bates Regional Sports Center Phase II
- Tracy Youth Sports Facility Project
- Treasure Island - Cultural Park
- Unity Park
- Vasona Park
- Victor Jones Park Improvements
- Wallenberg Park
- Walnut Creek Athletic Field & Track Improvements and Playground Renovation
- Waterfront Community Center
- West Evergreen Park
- Westpoint Marina
- Wildernes Park
- YMCA of San Mateo
- Yosemite Slough Park
- Yountville Community Complex



BRUCE KIRBY, PE, QSD/QSP

CIVIL PROJECT MANAGER

Bruce has been involved in land development site engineering and is a professional engineer that has directed the design of many residential, institutional, retail, commercial, industrial, and recreational projects throughout southern California. These projects have included providing such services as preliminary engineering and backbone engineering design for the grading, roadway, storm drain, sewer and water infrastructure required for several large master-planned community projects.

EDUCATION
B.S., Civil Engineering; California Polytechnic University, Pomona

REGISTRATION
Registered Civil Engineer, CA, No. 42393

CERTIFICATION
Qualified SWPPP Developer (QSD) & Practitioner (QSP) CA, No. 20900

Envision Sustainability Professional (ENV SP)

TOTAL YEARS EXPERIENCE
37 years, 3 with BKF

SELECT PROJECT EXPERIENCE

Great Park Visitor Center Plaza, Irvine, CA
- Project Manager for the preliminary civil design for the Visitor's Center Plaza and Hangar 244 North area at the Orange County Great Park
- Situated between the Great Park Visitor's Center building and Hangar 244 encompassing 5.2 acres
- Design upgrade that will be consistent with new adjacent facilities, landscape, shading and accessibility
- Main point of entry for the Sports Park and other facilities within the Great Park

Silverlakes Equestrian Sports Park, Norco, CA
- Project Manager for preliminary and final grading plans for this proposed multi-use 122-acre recreational park facility
- Services included providing conceptual and final engineering for grading, site drainage, on-site conceptual water, sewer and mainline storm drain
- The sports facility will consist of extensive lawn areas (both natural and artificial) including (28) fields for soccer, football, field hockey, and lacrosse

Heritage Community Park, Irvine CA
- Project Manager responsible for providing civil engineering design services to develop a Master Plan for this (37) acre multi-use park
- Scope of services include Topographic base mapping to define project limits and descriptions of existing features
- Prepare a due diligence package based upon project research to obtain as-built data and review the site infrastructure to list and define concerns, impacts, and opportunities
- New Park Master Plan will be developed once the community outreach is completed with the Childcare Committee and Children, Youth and Families Advisory Committee, Irvine Sports Committee, and Green Ribbon Environmental Committee. This plan will establish a phased development for the next generations of park users

La Pata Sports Complex, San Clemente, CA
- Project Manager responsible for providing conceptual design and engineering for a 50-acre community sports complex
- The sports complex included softball, youth baseball, and youth/adult soccer fields, aquatics center, tennis courts, and gymnasium along with the supporting parking lot, restrooms, and concession facilities
- Services included providing conceptual grading, site drainage, storm water pollution prevention, water quality management, and erosion control plans; conceptual on-site water system plans; on-site sewer system; conceptual mainline storm drain; and preliminary hydrology and hydraulic calculations

CONTACT

BRUCE KIRBY, PE, QSD/QSP

PROJECT MANAGER

(949) 526-8465

bkirby@bkf.com

FIRM INFORMATION:

CRANE ARCHITECTURAL GROUP
110 E Wilshire Ave #300 Fullerton, Ca. 92832
Phone: 714-525-0363
Fax: 714-525-9826
Richard J. Crane Jr., AIA
Principal Architect
Phone: 714-525-0363
rcrane@cranearchitecturalgrp.com

FIRM DESCRIPTION:

Crane Architectural Group is a full-service architectural and planning firm that specializes in Park and Recreation projects. For more than two decades, Richard J. Crane, Jr., AIA, has designed projects that fully and effectively meet the needs of community and governmental agencies. At Crane Architectural Group we align that experience with a range of fresh approaches provided by a team of qualified professionals. Result: Design Excellence.

Crane Architectural Group provides full service architecture and planning services which include land planning, site analysis, programming, feasibility studies, ADA Studies, construction cost estimating, building design, construction documents, governmental processing, projects bidding & negotiation and construction contract administration & observation.

FIRM EXPERIENCE:

PROJECT ..... EL MONTE
BY CRANE ARCHITECTURAL GROUP
Brief Summary: Lambert Park-Restroom/Concession/Office Building
Name of firm's Project Manager: Steve Kalthoff
Client Name/Telephone: Lee Torres, City Engineer (626) 580-2055

PROJECT ..... TUSTIN
BY CRANE ARCHITECTURAL GROUP
Brief Summary: Veteran's Sports Park-Restroom/Maintenance & Restroom/Concession Buildings
Name of firm's Project Manager: Steve Kalthoff
Client Name/Telephone: Chad Clanton, Parks & Recreation Director, (714) 573-3332

PROJECT ..... DOWNEY
BY CRANE ARCHITECTURAL GROUP
Brief Summary: Dennis The Menace Park-Restroom/Community Room Building
Name of firm's Project Manager: Steve Kalthoff
Client Name/Telephone: John Oskoui, Assistant City Manager, (562) 904-7110

PROJECT ..... CHINO HILLS
BY CRANE ARCHITECTURAL GROUP
Brief Summary: McCoy Equestrian Center-McCoy Community Center Building
Name of firm's Project Manager: Steve Kalthoff
Client Name/Telephone: Jonathan Marshall, Park & Recreation Director (909) 364-2711

PROJECT ..... BUENA PARK
BY CRANE ARCHITECTURAL GROUP
Brief Summary: Buena Park Community Center
Name of firm's Project Manager: Steve Kalthoff
Client Name/Telephone: Margaret Riley, Director of Community Services, (714) 562-3860

PROJECT ..... CHINO HILLS
BY CRANE ARCHITECTURAL GROUP
Brief Summary: Chino Hills Community Center
Name of firm's Project Manager: Steve Kalthoff
Client Name/Telephone: Jonathan Marshall, Park & Recreation Director (909) 364-2711

FIRM KEY PERSONNEL:

CRANE ARCHITECTURAL GROUP KEY PERSONNEL ..... PRINCIPAL ARCHITECT

Richard J. Crane Jr.
Number of years with firm: 25
Percentage involvement: 10%
Individual experience: Mr. Crane has designed many recreational and commercial projects; in addition, he has directed the design and planning of community centers, outdoor amphitheatres, senior centers, sports complexes, and office buildings. His comprehensive background in design and planning serves as the outstanding element in our architectural team. Committed to participating in civic and professional organizations, Crane Architectural Group is or has been active in the City of Fullerton's Planning Commission, Design Review Committee, the American Institute of Architects, the International Conference of Building Officials, and the National Trust for Historic Preservation, the American Planning Association, Fullerton Heritage, the Rotary Club of Fullerton and the Pacific Auditorium Board of Directors.

CRANE ARCHITECTURAL GROUP KEY PERSONNEL ..... PROJECT ARCHITECT

Mark Blumer
Number of years with firm: 23
Percentage involvement: 40%
Individual experience: Following his graduation from U.C. Berkeley, Mr. Blumer entered the employment of Belair-Crane Design Group, where he was responsible for design work and construction document preparation.
Mr. Blumer has been with the firm of Crane Architectural Group since it inception. There, his duties have encompassed the spectrum of architectural practice, bringing projects form initial design to the final construction document phase. These projects have ranged from community centers, senior centers and sports complexes projects, as well as historic preservation projects.

CRANE ARCHITECTURAL GROUP KEY PERSONNEL ..... PROJECT MANAGER

Steve Kalthoff
Number of years with firm: 22
Percentage involvement: 50%
Individual experience: After graduating from Cal Poly Pomona's Architecture Program, Mr. Kalthoff entered the employment of Crane Architectural Group. His duties have included the entire range of architectural practice, but especially the construction document phase. He has vast experience working with City personnel, construction teams, and regulatory agencies.
He has worked on many types of projects, including park and recreation, commercial and industrial; and custom residential projects.

Dudek Profile

We are a California-based environmental firm with 13 offices and more than 400 planners, scientists, civil engineers, contractors, and support staff. We assist private and public clients on a broad range of projects that improve our clients' communities, infrastructure, and natural environment. From planning, design, and permitting through construction, we help move projects forward through the complexities of regulatory compliance, budgetary and schedule constraints, and conflicting stakeholder interests.

Our professionals find practical, cost-effective approaches to help you achieve your specific project goals. We work to build your trust, which allows us to offer constructive solutions with your project's long-term success in mind.

Our team focuses on:

Natural Resource Management We provide science-based analysis for preserve design and species survey methodologies, coupled with habitat planning, permitting, design, and installation expertise.

Infrastructure Development We have in-depth experience managing projects where science, regulatory requirements, and community and stakeholder interests converge. We guide clients through analysis, permitting, and implementing private development and public infrastructure projects.

Regulatory Compliance Our scientists and planners have established strong working relationships with the local staffs of California and federal regulatory agencies. Our knowledge of agency expectations, inter-agency agreements, and local regulations involving your project are vital for keeping projects moving forward and obtaining final approvals.

Dudek Services

- CEQA/NEPA Compliance
- Agency Permitting
- Biological Surveys and Monitoring
- Coastal Planning/Permitting
- Cultural Resources
- Civil Engineering
- Construction Management
- Environmental Planning
- Habitat Restoration and Management
- Hazardous Materials Testing
- Hydrology
- Urban Forestry
- Wildfire Protection Planning
- Water Conservation Planning
- Water Infrastructure Planning & Design

Dudek at a Glance

- Multidisciplinary environmental and engineering services
- 400+ employees
- Eleven California offices
- Founded in 1980; employee-owned
- Top 125 U.S. Environmental Firms (Engineering News-Record)
- 92% rating for reliability, timeliness, and responsiveness (Dun & Bradstreet, 2016)
- More than 160 on-call environmental contracts throughout California

As a mid-sized firm, we provide the personal service of project managers who stay with your project from start to finish, combined with the capabilities characteristic of larger firms in order to meet your project's requirements. Our project managers are empowered to be problem-solvers with the ability to make decisions in a timely fashion to keep project momentum moving forward. We are proud of our low employee turnover; our staff's long tenure means the project manager you see at the bidding stage will likely be with you at project completion.

Full-Service Local Team

Dudek's local team members bring multifaceted experience and expertise, including:

- California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) documentation for dozens of infrastructure projects across Southern California;
- Biological technical reports covering the full range of habitat types and species encountered in Southern California, as well as the ability to meet the needs and satisfy the requirements of the various agencies within the region;
- Archaeological technical reports for all types of historic and prehistoric resources;
- Architectural history and historic built environment studies;
- Expertise in specialized analyses, including noise and visual impact assessments;
- Regulatory permitting strategies and attainment for a variety of programs and development activities in compliance with regulations of numerous agencies (e.g., U.S. Fish and Wildlife Service (USFWS), ACOE, California Department of Fish and Wildlife (CDFW), and the Regional Water Quality Control Boards (RWQCB));
- Large- and small-scale environmental compliance projects;
- Hydrology and water quality studies, including aquatic resources for infrastructure and development projects;
- Restoration/mitigation design-build projects;
- Air quality, greenhouse gas (GHG) emissions, noise, and traffic studies; and
- Community outreach and public relations.

Diverse Capabilities

Our depth and breadth of experience means we can quickly assemble and mobilize the appropriate level of service to match your project needs and budget. Our 400+ person in-house team includes:

- AICP-certified environmental planners
- CDFW- and USFWS-certified biologists
- Registered professional archaeologists
- Registered landscape architects
- Registered environmental assessors
- Certified arborists and foresters
- Professional foresters
- Noise and air quality specialists
- Accredited LEED professionals
- Certified GIS professionals
- Certified hydrogeologists
- Licensed geologists
- Licensed professional engineers
- Licensed contractors

Extensive CEQA Experience

Dudek has one of California's largest, most experienced teams for CEQA/NEPA document preparation. Our environmental planners have prepared and processed more than 2,700 CEQA/NEPA documents for a variety of large and small infrastructure and development projects throughout the state. Combining comprehensive analysis and evidence-based findings, we provide legally defensible documents that are supported by substantial evidence, none of which has ever been successfully challenged. We conduct technically sound assessments and manage environmental review processes in a streamlined, compliant, and straightforward manner. Our biologists have performed thousands of biological studies in Southern California, hundreds of which have been in the Los Angeles Basin.

2. Project Team

The Dudek team specifically chosen for this contract has the availability and capacity to provide the expertise necessary to successfully service this project. Project Manager and Environmental Planner Laura Masterson will lead the team from our San Juan Capistrano office. We have assembled a team of specialists from various disciplines, including CEQA compliance, air quality, cultural resource, noise and traffic specialists.

Table 1. Team Qualifications

Dudek Staff	
Personnel and Roles	Relevant Projects
Laura Masterson Project Manager	Berths 177-178 Transit Shed Demolition Project IS/ND, Los Angeles Harbor Department (LAHD), San Pedro, California Avalon Freight Services Relocation Project IS/ND, LAHD, San Pedro, California Berths 212-224 [YTI] Container Terminal Improvements Project EIR/EIS, LAHD, San Pedro, California
Adam Poll Air Quality Specialist	Environmental Assessment (EA) for the Solar PV Array, JBSA-Randolph and JBSA-Lackland, Texas EA for Air Force Research Laboratory, Edwards AFB, California EA for Demolition and Consolidation Plan, Malmstrom AFB, Montana
Matthew DeCarlo Cultural Resources Specialist	Cultural Resources Impact Assessment and Evaluation for the West of Devers Upgrade Project, Southern California Edison (SCE), Riverside and San Bernardino Counties, California
Mark Storm Noise Specialist	Police Station Project EIR, City of Santa Barbara, California Juvenile Justice Campus Renovation, County of San Diego – Department of General Services, California Southern First Aqueduct Structures Rehabilitation Project, San Diego County Water Authority, City of Escondido, California

3. Project Reference Summaries

La Mirada Creek Park Master Plan

Firm: Dudek (Prime Consultant)
Client Agency: City of La Mirada
Agency Project Manager: Eric Villagracia, Project Manager, 323.900.8198 [Serves as reference]
Dates of Project Phases: 2017–2018

The City of La Mirada contracted with Dudek for the preparation of an Initial Study/Mitigated Negative Declaration (IS/MND) for the rehabilitation and naturalization of the 15.2-acre La Mirada Creek Park through implementation of the La Mirada Creek Park Master Plan. La Mirada Creek runs the length of the park and is part of the San Gabriel drainage system that empties into the San Gabriel River.

Addendum to the Franklin Crossing MND for the George Park Project

Firm: Dudek (Prime Consultant)
Client Agency: City of Elk Grove
Agency Project Manager: Paul Mewton, Parks Planning Manager, 760.434.2838 [serves as reference]
Dates of Project Phases: 2013–2015

The City of Elk Grove contracted with Dudek for the preparation of an Addendum to a previously certified Franklin Crossing IS/MND. The Addendum assessed development of a 4.9-acre park within the Franklin Crossing residential development including playgrounds, a sand play area, an adult fitness area, walking/jogging path, a bocce ball court, two half-court basketball courts, horseshoe pits, a picnic area, benches, native plant garden, edible garden, informal turf open space, landscaping, and an irrigation system.

Addendum to the Cypress College Facilities Master Plan Program for the Cypress College SEM Building Project

Firm: Dudek (Prime Consultant)
Client Agency: North Orange County Community College District
Agency Project Manager: Richard Williams, District Director, Facilities Planning and Construction, 714.808.4893 [serves as reference]
Dates of Project Phases: 2013–2019

The North Orange County Community College District contracted with Dudek for the preparation of an Addendum to the previously certified Cypress College Facilities Master Plan Program EIR which assessed the impacts of pile driving activities not included in the Program EIR. The Addendum focused on potential new noise impacts associated with the pile driving and included updated noise modeling.

Laura Masterson

Environmental Planner III

Education

California State University, Fullerton
MS, Environmental Studies, 2011

University of California, Los Angeles
BS, Marine Biology, 2007

Laura Masterson is an environmental planner III with 7 years' professional experience as a planner and environmental supervisor specializing in California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) document preparation.

Ms. Masterson has experience managing the preparation of complex joint CEQA/NEPA documents with high public visibility. Prior to coming to Dudek, Ms. Masterson was the CEQA supervisor for a large public agency and oversaw the preparation of a variety of Environmental Impact Report/Environmental Impact Statement (EIR/EIS) documents for large projects often involving complex air quality, traffic, historical and biological issues as well as variety of Mitigated Negative Declarations (MNDs) and Negative Declarations (NDs).

Relevant Previous Experience

Avalon and Fries Street Segments Closure Project Initial Study (IS)/MND, Los Angeles Harbor Department (LAHD), San Pedro, California. Provided supervisory oversight and review for the preparation of an IS/MND for the closure of roadway segments in Wilmington, California. The project involved the permanent closure of sections of two public roadways to accommodate rail traffic and alleviate roadway congestion caused by rail activity. The MND was certified by the LAHD in January of 2020.

Berths 226-236 [Everport] Container Terminal Improvements Project EIR/EIS, LAHD, San Pedro, California. Provided supervisory oversight and review for the preparation of an EIR/EIS for the redevelopment of the Everport container terminal. Improvements included waterside dredging and pile installation, wharf improvements, adding new wharf gantry cranes, adding electrical power vaults for berthed vessels and expanding backlands, including demolishing structures and vacating roadways. The project allowed for berthing of larger vessels and increased the terminal's throughput capacity. The EIR was certified by the LAHD in October of 2017.

Pasha Stevedoring and Terminals Lease Renewal Project IS/ND, LAHD, San Pedro, California. Provided supervisory oversight and review for the preparation of an IS/ND for the renewal of a long-term lease for continued operations of a breakbulk and steel slab stevedoring operation at three terminal sites within the Port of Los Angeles. Operations included berthing of vessels, loading and unloading of vessels, and truck and rail transport operations. The ND was certified by the LAHD in May of 2016.

Berths 177-178 Transit Shed Demolition Project IS/ND, LAHD, San Pedro, California. Provided supervisory oversight and review for the preparation of an IS/ND for the demolition of a large, damaged transit shed at a breakbulk cargo terminal. The ND was certified by the LAHD in April of 2016.

SA Recycling Crane Replacement and Electrification Project IS/ND, LAHD, San Pedro, California. Provided supervisory oversight and review for the preparation of an IS/ND for the replacement of a shoreside crane at

the SA Recycling scram metal terminal. The project involved the replacement of an older diesel-engine shoreside crane with a new cleaner diesel engine with electric capabilities as well as installation of electrical infrastructure to support the electrified crane. The ND was certified by the LAHD in March of 2016.

Avalon Freight Services Relocation Project IS/ND, LAHD, San Pedro, California. Provided supervisory oversight and review for the preparation of an IS/ND for the relocation of an existing freight transport operation. The operation involved the transport of freight between the Port of Los Angeles and Catalina Island. The project relocated the operation to a new location within the Port under a new operator. The ND was certified by the LAHD in January of 2015.

Berths 212-224 [YTI] Container Terminal Improvements Project EIR/EIS, LAHD, San Pedro, California. Served as LAHD project manager for the preparation of a joint EIR/EIS for the redevelopment of the YTI container terminal to accommodate larger vessels. Improvements included deepening existing berths, adding a new berth, replacing shoreside cranes and rail improvements. The project allowed for berthing of larger vessels and increased the terminal's throughput capacity. The EIR was certified by LAHD in November of 2014.

U.S. Navy Commissary Building Demolition IS/ND, LAHD, San Pedro, California. Provided supervisory oversight and review for the preparation of an IS/ND for the demolition of an approximately 50,000 square foot building, foundation, and adjacent planters and sidewalks. The ND was certified by the LAHD in August of 2014.

Adam Poll, LEED AP BD+C

Environmental Specialist

Adam Poll is an environmental specialist with 12 years' experience, trained in organizational greenhouse gas (GHG) accounting, which provided a thorough understanding of the Western Research Institute (WRI)/World Business Council for Sustainable Development (WBCSD) GHG Protocol Corporate Standard, while referring to the ISO 14064: Part 1 international standard for GHG inventories. Mr. Poll is experienced in GHG accounting principles, defining applications for GHG inventories, designing and development of GHG inventories, establishing GHG boundaries for an organization, identifying emission sources, tracking emissions over time, recalculations, establishing a base year, setting GHG reduction targets, inventory quality management, preparing a GHG inventory report, and preparing for verification.



Adam Poll

Education

University of Denver

MS, Environmental Policy and Management, Energy and Sustainability, 2011

University of California, Santa Barbara

BS, Environmental Studies, 2006

Certifications

LEED AP BD+C, No. 10364581

International Organization for Standardization (ISO), No. 14001, Lead Auditor

Qualified Environmental Professional (QEP), No. 03120007

Professional Affiliations

Relevant Previous Experience

Energy

California Environmental Quality Act (CEQA), Mitigated Negative Declaration (MND), and Air Pollution Control District (APCD) Permit Preparation for the Gaviota Terminal Project, Shell Corporation, Gaviota, California. The CEQA/MND package for air quality and GHG emissions was prepared for this remediation project. This also included preparing and coordinating all permitting requirements with the local APCD. All emissions were quantified and an Air Quality Management Plan was prepared to manage emissions during the project.

Beacon Solar Air Permitting, sPower, Blythe, California. Prepared dust monitoring and mitigation plans for three solar photovoltaic (PV) projects in the San Joaquin Valley. The permitting package was also prepared for operation of the solar plants, as the APCD is now requiring solar projects to have dust permits.

Santa Barbara Emergency Generator Project, Southern California Edison (SCE), Santa Barbara, California. Prepared air and GHG emission calculations for emergency generators deployed at three of SCE's substations in Santa Barbara. This project included preparation of health risk assessments (HRAs) based on the emissions calculations and notifications were sent to the population affected by the results.

Line 200 Air Quality Monitoring Plan, Phillips 66, Concord, California. Prepared an air quality monitoring plan for a remediation site in Concord, California. The site was a result of an oil pipeline leak in a residential neighborhood. The plan focused heavily on volatile organic compound (VOC), fugitive dust, and odor

Matthew DeCarlo

Archaeologist

Matthew DeCarlo is an archaeologist with 9 years' experience leading archaeological surveys and excavations, performing lithic and faunal analyses, constructing and analyzing geographic information system (GIS) data, and producing cultural resource management reports. As acting district archaeologist for the U.S. Forest Service (USFS), Mr. DeCarlo worked intensively with federal regulations and Native American tribal representatives. From this experience, he has developed the ability to work collaboratively with consulting groups on multiphase projects. Within the private sector, Mr. DeCarlo has managed the cultural resource requirements for large-scale utility projects, which required extensive cooperation with utility managers, construction efforts, and Native American tribal representatives.

Education

California State University, Bakersfield
M.A., Anthropology, pending
University of California, Irvine
B.A., Anthropology, 2006

Professional Affiliations

San Diego Archaeological Society
Society for American Archaeology
Society for California Archaeology

Project Experience

Cultural Resources Impact Assessment and Evaluation for the West of Devers Upgrade Project, Southern California Edison (SCE), Riverside and San Bernardino Counties, California. Served as project manager for a cultural resource impact assessment for a dual transmission line upgrade spanning from North Palm Springs to San Bernardino, California. Tasks included implementing archaeological surveys and excavations, producing a cultural resource evaluation report, and participation in construction site visits with SCE staff and construction specialists to resolve construction/resource conflicts. Preconstruction activities are nearing completion.

Construction Monitoring for Devers to Palo Verde 2 (DPV2) Transmission Line Project, SCE, Riverside County, California. Served as field director for the construction of a 500-kV transmission line spanning from Blythe to Romoland, California. Tasks included conducting archaeological surveys and excavations; managing construction monitoring teams; producing cultural resource records and reports; and consulting with SCE, construction, and Native American representatives. The final cultural resource report has been submitted and is awaiting approval.

Mountain Top Healthy Trees Project, USFS, Mount Pinos Ranger District, Santa Barbara County, California. Served as acting district archaeologist for a proposed tree thinning project. To ensure that no previously recorded resources were impacted during the tree mastication, Mr. DeCarlo conducted a records search, delineated mastication boundaries, and monitored the mastication activities.

ARRA Wilderness Trails Restoration Project, USFS, Mount Pinos Ranger District, Santa Barbara and Ventura Counties, California. Served as acting district archaeologist. Fulfilled cultural resource requirements for National Environmental Policy Act (NEPA) compliance to ensure the Mount Pinos Ranger District of the Los Padres Forest received American Recovery and Reinvestment Act (ARRA) federal funds to conduct trail work within wilderness areas. This required consultation with USFS supervisors to construct a viable timetable, completion of a records search, intensive survey of trails, and collaboration with trail maintenance crew chiefs to protect threatened cultural resources.

Cultural Resources Management for the Day Fire Reforestation Project, USFS, Mount Pinos Ranger District, Ventura County, California. Served as acting district archaeologist for the reforestation of areas burned during the 2007 Day Wildfire. Prior to the planting of pine tree saplings, Mr. DeCarlo performed a records search, conducted an archaeological inventory, and evaluated the post-fire condition of previously identified archaeological sites. A survey report and archaeological site records were submitted to the Los Padres National Forest Headquarters and tree saplings were planted in the spring of 2010.

Sierra Madre Ridge Archaeological Survey and Rock Art Recordation Project, USFS, Mount Pinos Ranger District, Santa Barbara County, California. Served as field chief for the Sierra Madre Ridge Project, a Section 110 of the National Historic Preservation Act (NHPA) project consisting of three 1-week expeditions to update site records and survey previously unrecorded portions of a known archaeological district. Tasks included leading and training volunteer teams in survey and site recordation methods, updating previously recorded archaeological sites, identification of new sites, surveying previously unrecorded land, and managing fuels near significant sites to prevent possible fire damage. A survey report, site records, and GIS mapping were completed and submitted to the Los Padres National Forest Headquarters.

NEPA Compliance for the New Chuchupate Ranger Station, USFS, Mount Pinos Ranger District, Ventura County, California. Served as acting district archaeologist. To ensure NEPA compliance and ensure acquisition of ARRA federal funds, conducted a records search, collaborated with the Forest Tribal Liaison, updated previously recorded sites, mapped the existing Chuchupate Ranger Station, conducted an intensive survey, contracted an architectural historian, and submitted a report to the Los Padres National Forest Headquarters.

Sapaski (Painted Rock) Tribal Protection Meeting, USFS, Mount Pinos Ranger District, Ventura County, California. Served as acting district archaeologist for the Sapaski Tribal Protection Meeting, a collaborative effort with tribal representatives and USFS supervisors to protect a significant rock art resource. Conducted a records search and suggested possible protection strategies to tribal representatives.

Archaeological Investigation for the Yellow Jacket Fire Project, USFS, Mount Pinos Ranger District, Ventura County, California. Served as acting district archaeologist for the archaeological investigation after the Yellow Jacket Fire. Conducted a records search to identify any previously identified cultural resource within burned or staging areas, appraised sites impacted by both fire and fire-fighting measures, consulted with fire personnel to determine possible impacts, and submitted a report to the Los Padres National Forest Headquarters.

Mark Storm, INCE Bd. Cert.

Acoustic Services Manager

Mark Storm is a senior acoustician with 29 years' experience as a noise control engineer specializing in environmental noise assessment, mechanical systems noise control, and architectural acoustics. Mr. Storm evaluates noise impacts from residential, manufacturing, industrial (e.g., mining, fossil-fueled and renewable power generation, natural gas transmission), municipal, educational, commercial, and mixed-use facilities upon sensitive human and wildlife receptors. His services include development and direction of noise and vibration measurement and prediction programs, mitigation recommendations, participation in public meetings, and litigation support.

Mr. Storm has authored or managed many California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) noise technical studies and sections of environmental reports. He has also handled noise for several client Applications for Certification (AFC) brought before the California Energy Commission (CEC) and applicant Resource Report 9 (noise) submissions for projects under jurisdiction of the Federal Energy Regulatory Commission (FERC).

Mr. Storm currently leads a team of three other senior acousticians (including Mike Greene, INCE Bd. Cert.; Mike Carr, INCE; and Jonathan Leech, INCE) and multiple mid- and junior-level analysts.

The following selected project experience samples illustrate the many clients, markets, and applications of acoustics and noise control engineering that characterize Mr. Storm's recent career in consulting.



Mark Storm

Education

Massachusetts Institute of Technology
BS, Aeronautics and Astronautics, 1991

Certifications

Institute of Noise Control Engineering (INCE) Board Certified

County of San Diego – Approved CEQA Consultant for Noise

Professional Affiliations

INCE-USA:

Board of Directors, Vice President of Public Relations

Community Noise Technical

Project Experience

Development (Master and Specific Plans)

Montclair Place District Specific Plan EIR, City of Montclair, California. Managed preparation of technical noise study and environmental impact report (EIR) noise section to evaluate potential roadway traffic, stationary source (e.g., amplified music, rooftop heating, ventilation, and air conditioning [HVAC]), and construction noise and vibration impacts associated with an approximately 75-acre proposed redevelopment of the current Montclair Place Mall into a mixed-use residential and retail center near the future Metro Gold Line Foothill Extension.

Pacific Coast Commons Specific Plan EIR, City of El Segundo, California. Directed and participated in development of the draft EIR noise section to evaluate potential construction noise and vibration impacts due to three-phase buildout of new residences and parking structures on Sepulveda Boulevard.

Globemaster Corridor Specific Plan EIR, City of Long Beach, California. Managed preparation of the programmatic EIR noise section to evaluate potential construction and operation noise and vibration impacts due to

implementation of commercial development on the 437-acre specific plan area located next to the Long Beach Airport.

Moreno Valley Medical Center Project EIR, Kaiser Permanente, Moreno Valley, California. Directed preparation of noise study and EIR noise section for construction and operation noise and vibration impact assessments associated with the three-phase renovation and expansion of the existing Moreno Valley Medical Center, which will include a four-tower hospital building, three new medical office buildings, over 2,000 new parking spaces, and a new energy center.

Master Plan Update EIR, Cal State Monterey Bay, Seaside, California. Managed preparation of the programmatic EIR noise section to evaluate potential noise and vibration impacts due to implementation of the California State University (Cal State), Monterey Bay Master Plan update and its potential capital improvements. Additionally, assessed project site-specific noise and vibration impacts for five near-term developments associated with anticipated new student center, residence hall, and academic buildings and expansions to the existing campus.

The Farm in Poway EIR, City of Poway, California. Directed preparation of noise study and EIR noise section for construction and operation noise and vibration impact assessments associated with the conversion of the decommissioned Stone Ridge Country Club and 18-hole golf course into a mixed-use development with 160 single-family homes and a variety of agriculturally themed features including a butterfly farm, amphitheater-style outdoor concert space, and social event–hosting venues.

SDSU Mission Valley Master Plan EIR, SDSU, San Diego, California. Directed preparation of noise study and EIR noise section for noise and vibration impact assessments associated with the proposed demolition of Qualcomm Stadium and subsequent multi-phase on-site construction of a new stadium and associated academic, residential, and commercial development of the proposed San Diego State University (SDSU) Mission Valley "West Campus." Performed 3D sound propagation models for stadium attendance noise emission and aggregate building rooftop and underground parking garage HVAC noise.

2018 Long Range Development Plan EIR, UCSD, San Diego, California. Directed operation (stationary and transportation sources) and construction noise impact analyses for update of the University of California, San Diego (UCSD) long-range development planning of capital improvements and concurrent on-campus infrastructure development (e.g., Mid-Coast Trolley). The work included development of a cost-efficient campus-wide representative baseline sound level measurement survey, authorship of a noise technical report that included prediction results from usage of the Federal Highway Administration (FHWA) Traffic Noise Model (TNM) (version 2.5), draft EIR noise section, and response to client and public comments.

Development (Residential, Commercial, and Mixed Use)

Otay Ranch Village 8 West – Parcels F and W, Meta Housing, Chula Vista, California. Directed preparation of a site-specific exterior traffic noise and exterior-to-interior noise intrusion study per previously prepared EIR mitigation reporting requirements. Traffic noise modeling performed with FHWA TNM (version 2.5) and included 3D depiction of housing unit facades, terrain, and roadway segments.

Otay Ranch Village 8 West – Parcels I and J, HomeFed, Chula Vista, California. Directed preparation of a site-specific exterior traffic noise and exterior-to-interior noise intrusion study per previously prepared EIR mitigation reporting requirements. Traffic noise modeling performed with FHWA TNM and included 3D depiction of housing unit facades, terrain, and roadway segments.

Otay Ranch Village 8 West – Parcel N (Lucca), Shea Homes, Chula Vista, California. Directed preparation of a site-specific exterior traffic noise and exterior-to-interior noise intrusion study per previously prepared EIR

mitigation reporting requirements. Traffic noise modeling performed with FHWA TNM and included 3D depiction of housing unit facades, terrain, and roadway segments.

Otay Ranch Village 8 West – Parcels M (Bluestone), O (Trevi at Cota Vera), and Q (Whitmore), Lennar, Chula Vista, California. Directed preparation of site-specific exterior traffic noise and exterior-to-interior noise intrusion studies per previously prepared EIR mitigation reporting requirements. Traffic noise modeling performed with FHWA TNM and included 3D depiction of housing unit facades, terrain, and roadway segments.

760 Shadowridge Drive, Comstock Realty Partners LLC, City of Vista, California. Managed preparation of an acoustical assessment report for a new 121-unit hotel project.

Mission Gorge Properties, Palmer Mission Gorge Properties LP, San Diego, California. Developed an Excel-based noise prediction tool to rapidly model noise emission scenarios from on-site multiple construction activities with respect to a Multiple Habitat Planning Area boundary on the nearby San Diego River.

Paseo Montril Project, Pardee Homes, San Diego, California. Prepared an acoustical assessment report for a 55-unit multifamily residential development overlooking Interstate 15 near the Rancho Peñasquitos community.

Palomar Heights Project, Escondido, California. Prepared an acoustical assessment report for a 510-unit multifamily residential development at a former hospital campus site.

Sunbow Planning Area 23 Amendment Project, Lennar Homes, Chula Vista, California. Prepared an acoustical assessment report for a 720-unit multifamily residential development project located south of Olympic Parkway, between Brandywine Avenue and Heritage Road.

Sunsets Project, Sunsets LP, Oceanside, California. Prepared an acoustical assessment report for a 76-unit multifamily residential development project located near Oceanside High School and downtown Oceanside.

Alta Oceanside Project, Wood Partners, Oceanside, California. Prepared an acoustical assessment report for a 309-unit multifamily residential development project located near the intersection of the North Coast Highway and Costa Pacifica Way. The project also includes retail and restaurant facilities, along with a multi-level aboveground parking structure surrounded by the residential units.

Stetson Corner, Rancho McHolland, Hemet, California. Prepared an updated acoustical assessment report for a multifacility retail site including a car wash, drive-thru eatery, fuel station, and convenience store. Used CadnaA software to estimate potential noise exposures beyond property line walls at existing residential receptors.

Mariners' Cove, Sunsets LP, Oceanside, California. Prepared an acoustical assessment report for a 752-unit multifamily residential development project in the Ocean Beach Community Planning Area south of Interstate 8.

Associated General Contractors San Diego East County Facility, Strom Entitlement – Permitting PM LLC, Lakeside, California. Estimated potential noise and vibration impacts to the community from construction and operation of the proposed project, which will house the Apprenticeship and Training Trust Program to provide training services to construction industry trades personnel.

Monterey Bay Regional Water Project, DeepWater Desal LLC, Monterey and Santa Cruz Counties, California. Authored EIS noise section that included construction and operation noise analyses for a desalination facility, intake/discharge pump stations, on-site data center, back-up gas-fired power generation, a substation, and three product water pipelines traversing two counties and five municipalities.

Heil Avenue Stormwater Rehabilitation, City of Huntington Beach, California. Directed baseline noise-level surveys, predictive operation noise analyses via 3D sound propagation models, and multi-phase acoustical guidance to AECOM team and client on design of a new pump station to replace existing stormwater pumping facilities.

Eastwood Recycled Water Pump Station, Irvine Ranch Water District, California. Directed baseline noise-level surveys, predictive operation noise analyses via 3D sound propagation models, and multi-phase acoustical guidance to AECOM team and client on design of a new pump station surrounded by newly developed residential properties.

Baker Water Treatment Plant – Pump Building Acoustical Upgrades, Irvine Ranch Water District, Lake Forest, California. Managed investigation of multiple pump noise emission to surrounding community, performance of exterior and interior sound level surveys, development of sound insulation upgrade recommendations (based on 3D predictive noise modeling), review of manufacturer-supplied submittals, and a post-installation community sound level measurement survey to confirm acoustical upgrade performance and effects.

Relevant Previous Experience

Co-Instructor for the INCE Fundamentals Examination Review Course. Delivered multimedia presentations and answered questions of candidates taking a 2-hour closed-book INCE examination to assess knowledge of acoustical concepts and basic analyses.

Specialized Training

- Federal Energy Regulatory Commission (FERC) Environmental Review and Compliance for Natural Gas Facilities, March 8–10, 2016. San Diego, California. Multi-day training for preparation of environmental documents to support FERC permitting of natural gas transmission projects.

Publications

American National Standard BSR/ASA S12.9-2016, Part 7. "Quantities and Procedures for Description and Measurement of Environmental Sound, Part 7: Measurement of Low Frequency Noise and Infrasound Outdoors in the Presence of Wind and Indoors in Occupied Spaces." Working Group S12/WG 54.

Storm, Mark. 2009. Movable baffle columns for use with air handling units. US Patent 7,581,619.

Storm, Mark. 2003. Method and apparatus for improved noise attenuation in a dissipative internal combustion engine exhaust muffler. US Patent 6,571,910.

Presentations

Storm, Mark. 2020. "Not-So-Quiet Natural Nighttime Noise." Paper presented virtually via Noise-Con.

Storm, Mark. 2018. "Screening Noise Analysis with Preliminary Building Project Information." Paper presented at Inter-noise. Chicago, Illinois.

Storm, Mark. 2017. "Cost-effective Unmanned Aerial Systems Applications for Outdoor Noise Monitoring." Paper presented at Noise-Con. Grand Rapids, Michigan.

Storm, Mark. 2016. "Expectations of New FERC Guidance on Resource Report 9." Paper presented at Noise-Con. Providence, Rhode Island.

Storm, Mark. 2015. "Tiger Team Review of a Potential New Noise Control Product." Paper presented at Inter-noise. San Francisco, California.

Storm, Mark. 2014. "Soundscape Spectrogram with Spreadsheet Software." Paper presented at Noise-Con. Fort Lauderdale, Florida.

Storm, Mark. 2013. "Potential Effects on Soundscape from Hydroelectric Power." Paper presented at Noise-Con. Denver, Colorado.

Storm, Mark. 2012. "Thinking Outside (or Inside) the Box: Sustainability Considerations with Respect to Location of Sound Traps for Controlling Air Handling Unit Noise." Paper presented at Inter-noise. New York, New York.

Storm, Mark. 2011 "Noise Issues in Natural Gas Extraction, Storage, and Transmission Facilities." Prepared and presented webinar via EUCI Web Conferences. February 2011.

Storm, Mark. 2011. "Plenum Fan Array Analysis." Paper presented at Noise-Con. Portland, Oregon.

Storm, Mark. 2011. "The Sounds of Solar Power Generation." Paper presented at Noise-Con. Portland, Oregon.

Storm, Mark. 2011. "Viability of a Dissipative Diesel Engine Exhaust Muffler Featuring Sintered Metal Fiber." Paper presented at Noise-Con. Portland, Oregon.

Storm, Mark. 2010. "Dissipative Diesel Engine Exhaust Muffler Featuring Sintered Metal Fiber as Acoustical Fill Liner." Paper presented at Noise-Con. Baltimore, Maryland.

Storm, Mark. 2010. "Optimal Silencer Baffle Positioning within an Air Handling Unit." Paper presented at Noise-Con. Baltimore, Maryland.

Storm, Mark. 2010. "Potential Noise Reduction from Mast Trailing Vanes as Downwind-Design Wind Turbine Retrofits." Paper presented at Noise-Con. Baltimore, Maryland.

Storm, Mark. 2010. "Wind Turbine Noise." Prepared and presented webinar via EUCI Web Conferences. December 2010.

Storm, Mark. 2009. "Apparent Trends in Wind Turbine Generator Noise Criteria and Regulation Guidance." Paper presented at Inter-noise. Ottawa, Ontario.

Storm, Mark. 2008. "Prediction of Fuel Savings from Muffler Using Sintered Fibrous Metal as Exhaust Gas Liner." Paper presented at Noise-Con. Dearborn, Michigan.

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- Site/ Campus-wide and Substation Design
- Plan Review and Value Engineering

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IDS
Electrical Engineers



Professional Credentials

Professional Electrical Engineer, California (E18557)

Education

Bachelor of Science, Electrical Engineering, Santa Barbara, CA

Professional Affiliations

Illuminating Engineering Society, Orange County Section
Certified Engineering Technologist (C.E.T.) Ontario, Canada

Technical Expertise

Specializes in Title 24
Designed numerous MEP rehabilitation
Energy Efficient Designs

Robin O'Neil, PE

MEP Principal/ Electrical Engineer

Mr. O'Neil has over 30 years of Electrical Engineering experience in commercial, municipal lighting and utility infrastructure projects. His expertise encompasses conceptual planning through final design.

Rob's background includes serving as the electrical project manager on multiple private and public agency projects. In this role, Rob collaborates with the in-house MEP team at IDS to deliver recommendations and deferred maintenance reports to his clients. Rob is also an industry expert in Title 24 Compliance, working with both clients and architects to educate them on the changes to the code.

Relevant Project Experience

County of Los Angeles Parks and Recreation, Peter Schabarum Regional Park, Los Angeles, CA: Rob is the Lead Electrical Engineer for the upgrades and general improvements of Peter Schabarum Regional Park. The objective is to refurbish the areas and facilities of the park for compliance with California Building Code Standards and the Los Angeles County Park Design Guidelines. IDS has conducted a field verification and is currently in the design phase.

Lower Shadow Oak Park Prefabricated Restroom and Parking Lot Facilities, West Covina, CA: As MEP Project Manager, Rob managed the preparation of the mechanical, electrical and plumbing construction documents for the design of new prefabricated restroom.

San Diego Creek Bike Trail Lighting Improvements, CIP 341302, CIP 341501, and CIP 322920, City of Irvine, CA: Project manager responsible for design by staff of multiple disciplines to develop plans for the lighting of pedestrian trails; electrical service planning, electrical design plans and specifications, utility coordination, and governmental agency permitting through County Flood Control.

Renovation and Modernization of Restroom #9 Building at Irvine Regional Park, Orange, CA: Quality Assurance Manager: As Principal MEP, Rob oversaw the mechanical, electrical and plumbing designs. The goal of the project is to re-purposing the empty storage rooms to restroom function so the use of toilets is organized as uni-sex single accommodation spaces. Project includes installing new plumbing fixtures; improve plumbing connections within the building; and design lighting and controls to accommodate the new space layout and remove the dry rot damaged wood eaves.

SOIL EXPLORATION COMPANY, INC.

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Soil Exploration Company offers comprehensive consulting services in environmental engineering, geotechnical engineering, and geotechnical construction services and testing. Our services have been applied in planning, design, and construction of municipal, public works, commercial, and industrial sectors throughout the Inland Empire and Southern California. Our staff includes scientists and engineers with technical disciplines in:

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Our services are available during initial site investigation studies and construction for building foundation, infrastructures, highways, railroad, transmission lines, grading control, and trench backfill testing. Our expertise has been used to assist communities, agencies, and industries in the assessment of soil conditions for foundation and earthwork design and construction for industrial, commercial, residential areas, development of design criteria for swelling and shrinkage soils, drainage of soils with high groundwater, investigation of hill slopes to assess stability and in the selection and design of engineering measures to improve hill slope stability.

We are capable to be site-specific, working and remaining onsite for the duration of the project, and supplementing our field technical staff. Evidence of reliability and continuity is exemplified by our numerous satisfied and repeat clients. Soil Exploration Company is committed to provide an exemplary level of service throughout the duration of projects.

We are located in the City of Riverside and carry insurance coverage, including General Liability, Errors and Omissions, Automobile, and Workman Compensation.

SID A. SIDDIQUI, RCE, RGE

President/Principal Engineer

EDUCATION

- M.S., Civil Engineering, University of Minnesota, Minneapolis, Minnesota, 1959
- B.S., Civil Engineering, University of Karachi, Pakistan, 1955

PROFESSIONAL REGISTRATIONS

- California, RCE 19915
- Arizona, RCE 8086
- California, RGE 775
- Nevada, RCE 3123

EXPERIENCE

Mr. Siddiqui has over 35 years of professional geotechnical engineering experience which was devoted to consulting and design assignments with a major governmental water supply agency (California Department of Water Resources) and with prominent geotechnical firms. His work included assignments on earthfill dams, major large diameter pipelines, open channels, reservoirs (California Aqueduct Project), high-rise structures, infrastructure for major mixed use developments and public works projects.

His experience has led into the application of soil mechanics, foundation engineering, and related earth sciences to design and construction of earthfill dams, pumping stations, power stations, bridges, water treatment plants, pipelines, storm drains, drainage channels, multi-story and residential structures and oil processing facilities. Mr. Siddiqui also has knowledge of and has worked on computer programs for slope stability, flow nets and seepage studies, caissons and pile foundations, and site soils improvements by vibroflotation/vibroreplacement.

Mr. Siddiqui's technical knowledge has been demonstrated countless times on projects such as mixed use subdivisions, grading plan analysis and review, ingrading inspections and consultation, and large diameter pipe jacking studies under railroads and highways. Many of these projects involved seismic analysis of subsurface conditions.

Mr. Siddiqui had been the Vice President of Engineering for the Inland Empire area, which encompasses Victorville, Palm Desert, San Bernardino County, Riverside County, and Temecula areas for Leighton and Associates, Inc. Since then, his role included QA/QC supervisor on numerous geotechnical investigations for water related projects, including: Eastside Pipeline for the Metropolitan Municipal Water District; Fontana Interceptor Relief Sewer Line, Phase I and II for Butier Engineering and Chino Basin Municipal Water District; Four Relocated Sewer Lift Station Sites in Lake Elsinore for NBS/Lowry; City of Norco Sewer Assessment District No. 195 for Sewer Improvements including 2 Lift Stations for Willdan Associates; Booster Pump Station Site for a 2060 pressure Zone Booster Station for Griffin Homes & Eastern Municipal Water District; and the Woodcrest Water Supply Project in Riverside for SAWPA & Engineering Science.

Mr. Siddiqui's role on major commercial/industrial/institutional residential facilities included field, office, and laboratory QA/QC supervision, preparation/review of geotechnical/seismic investigation reports for major developments including Southridge Village, City of Fontana (3000 acres), Hidden Springs, City of Moreno Valley (600 acres), Phillips Ranch, City of Pomona (2000 acres), Lusk Highlander, City of Riverside (200 acres), Fairbanks Ranch, San Diego County (5000 acres), Buie Corona Ranch, City of Corona (700 acres), Moreno Highland, City of Moreno Valley (3500 acres), several auto malls, regional shopping centers, flour mills, wind/energy towers, corrections facilities, office buildings, parking structures, hotels, golf courses, business and professional parks.

Mr. Siddiqui was also involved in overseeing the geotechnical consulting services and contracts for Riverside County Transportation Commission (RCTC)- Route 91- five bridge upgrade project, and on-call geotechnical testing services with Riverside County Road Department, realignment and improvement of Route 74/Ortega Highway in the Lake Elsinore area in conjunction with Caltrans District 8, realignment and improvement of Route 178 west of Trona in conjunction with Caltrans District 9, Interstate 10- multi barrel box culvert project in Rialto in conjunction with Caltrans District 8, Highway 91/McKinley interchange bridge widening/new ramps, Interstate 15/4th Street Interchange new ramps, and Highway 71 construction (SANBAG).

PROFESSIONAL AFFILIATIONS

- Member, American Society of Civil Engineers
- Member, Consulting Engineers Association of California
- Member, Building Industry Association/Riverside County
- Member, California Council of Civil Engineers and Land Surveyors
- Member, County of Riverside, Grading Appeal Board

PUBLICATION

"Sand Densification by Vibrofloating Methods," California Builder and Engineer, June 1973, v. 79, no. 12.

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Awards

- Award of Excellence, Architecture in Perspective 20
- Award of Excellence, Architecture in Perspective 23
- Award of Excellence, Architecture in Perspective 24

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Landmark Structures Inc.
Structural Engineers

Mr. Hoballah has over 26 years of Structural Engineering design experience. As a Civil, Structural Engineer has successfully completed numerous projects ranging from low to medium-rise structures in concrete, masonry, wood, Steel and light- gage materials. In addition to his design skills, Mr. Hoballah is involved in the project construction administration and field work. He has experience in coordinating work with contractors and municipalities in both the private and public sector. LSI has designed footings, walls, bridges for HAI and a team member of projects for over 8 years.

FIRM KEY PERSONNEL:

Tony Hoballah, P.E., S.E.

Principal Engineer

Education & Registrations

University of Southern California, Bachelor of Science, 1984

Cal Poly Pomona, Masters of Engineering with Structural Emphasis, 1986

Professional Engineer, California C42264

Structural Engineer, California (S4124)

State of Georgia Professional Engineer #PE012044

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- Combustion Byproduct (Smoke & Soot)

CONSULTING SERVICES

- Asbestos Sampling & Surveys
- Lead Inspections & Assessments
- Mold Investigations & Clearance Testing
- Allergen Assessments & Sewage Screens
- Industrial Hygiene & Chemical Exposure
- AQMD Compliance and Procedure 5 Report
- Litigation Support & Expert Witness



CERTIFICATIONS AND ACCREDITATIONS

Certified Industrial Hygienists | Certified Asbestos Consultants | Ph.D. Mycology

Certified Lead Inspectors | Certified Microbial Consultants

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EXPERIENCE

Hirsch & Associates References

Eric Lopez, Public Works Director, City of Long Beach 562-570-5690 eric.lopez@longbeach.gov

Working on an On Call basis since 2014. Design of public spaces including trails, plaza and park space, sport courts with lighting, play areas, parking lots, sports fields, planting and irrigation.

Andy Winje, City Engineer/Public Works, City of Redondo Beach, 310-318-0661 x2431
Andrew.Winje@redondo.org

Working on an On Call basis since 2017. Design of public spaces including trails, park space, parks, parking lots, sport court planning, planting and irrigation.

Manny Carrillo, Park and Recreation Director, City of Baldwin Park, 626-814-5269
MCarrillo@baldwinpark.com

Design of Public Parks, sport courts with lighting, play areas, splash pads, planting and irrigation

MACKAY PARK, CYPRESS, CA



Southern California Chapter of the American Public Works Association (APWA)
2017 Project of The Year Award

Client
City of Cypress, California

Consultants
Landscape Architect (Prime Consultant)
Hirsch & Associates, Inc.

Contact
Mr. Nick Mangkalakiri, Senior Civil Engineer
City of Cypress
Cyress, CA 90630
(714) 229-6729, nmamakai@c.i.cypress.ca.us

Project Status
Completed November 2017

Project Cost
$2.7 million

Project Size
2.9-acres

Video Link
http://VIMEO.COM/24888071

Project Description
Mackay Park is developed on a 2.9-acre portion of the former Mackay Elementary School property. The remaining portion of the school site has been redeveloped and features a new residential community. The park design was derived through community meetings conducted by HAI with area residents, and meeting with City staff, Park Commission and City Council. The new park will feature both active and passive recreation, user-friendly activities and utilize sustainable materials and technology. All products and materials will be recyclable, irrigation system will be State of the Art conforming to the Landscape Ordinance (AB1881), native plantings in all non activity areas, lawn areas to be less than 30% of the project area for water conservation, solar lighting for the walkways and park lighting to reduce power consumption, stabilized DG walking paths and exercise station to promote heart healthy actives, universally accessible children play areas, half court basketball for active recreation, prefabricated restroom building, group and individual picnic facilities to promote family activities, public art area, small parking lot, and a aesthetically pleasing streambed (bio filtration system) that will capture all storm water run-off allowing water infiltration in to the subterranean surface of the park.

HIRSCH & ASSOCIATES, IN
LANDSCAPE ARCHITECTURE & PLANNI

Rivera Park

Pico Rivera, CA









Client

City of Pico Rivera, California

Contact

Mr. Ralph Aranda
(562) 400-3428

Consultants

Prime Consultant, Landscape Architects
Hirsch & Associates, Inc.

Architect
Crane Architectural Group

Civil Engineer
DMS Consulting Engineers

Electrical Engineer
Reedcorp Engineering

Project Status

Grand Opening August 16, 2012

Project Cost

$5.7 Million

Project Size

15.8-acres

Awards

Southern California Chapter of the (APWA) American Public Works Association,
2013 Project of the Year

Southern California Municipal Athletic Federation (SCMAF),
2013 Outstanding New Recreation Facility Award

Project Description

Rivera Park completed in August 2012 incorporates latest innovation in park design featuring (5) five State of the Art baseball fields and sports lighting, (2) two batting cages, commercial grade concession kitchen and food court, community center, gymnasium, universally accessible playground for all children, group picnic and individual picnic areas, a water efficient Smart irrigation system, and an environmentally friendly subterranean storm water retention system.

HIRSCH & ASSOCIATES, IN
LANDSCAPE ARCHITECTURE & PLANNI

Smith Park
Pico Rivera, CA







Client

City of Pico Rivera, California

Contact

Mr. Ralph Aranda
(562) 400-3428

Consultants

Landscape Architect (Prime Consultant)
Hirsch & Associates, Inc.

Civil Engineer
DMS Consulting Engineers

Electrical Engineer
Reedcorp Engineering

Architect
Crane Architectural

Project Status

Grand Opening November 22, 2013

Project Cost

$8 Million

Project Size

17-acres

Project Description

Smith park completed in November 2013 Features a new Artificial Turf football field with soccer overlay, stadium seating accommodating 400 people, (2) Restroom/Concession Buildings, (4) baseball/softball fields, sports lighting, tot lot, school aged play area, picnic seating, enlarged parking lot, recycled water irrigation system, on-site storm water retention system and infiltration system.

Rio Vista Park
Pico Rivera, CA



Client

City of Pico Rivera, California
Pico Rivera Unified School District

Contact

Ralph Aranda
562-400-3428



Consultants

Landscape Architect (Prime Consultant)
Hirsch & Associates, Inc.

Civil Engineer
DMS Consulting Engineers

Electrical Engineer
Reedcorp Engineering

Architect
Crane Architectural

Project Status

Completed Summer 2013

Project Cost

$4 Million

Project Size

7-acres

Project Description

The City and School District exercised a joint use agreement for this facility located on district property. The City hired Hirsch & Associates, Inc. to designed and provide construction support for the sports facility renovations for use by girls softball. Project includes (5) Softball Fields, concession/Restroom Building, Sports Lighting, (2) Batting Cages, Shaded Picnic Areas, Recycled Water Irrigation, Storm Water Retention System and Drought Tolerant Landscape.

Louis A. Pompei Memorial Park, Glendora CA



Client

City of Glendora, California

Contact

Mr. Dave Davies, City Engineer
Public Works Department
City of Glendora, California
(626) 914-8246

Consultants

Landscape Architect (Prime Consultant)
Hirsch & Associates, Inc.

Architect
The Albert Group

Civil Engineer
Van Dell & Associates

Electrical Engineer
Reedcorp Engineering

Project Status

Completed November 2007

Project Cost

$10 Million

Project Size

20-acres





Entry Plaza



Concession Building

Project Description

Louie Pompei Memorial Park was an existing 20-acre Flood Detention Basin with (2) baseball fields. The new park design includes, (4) baseball/softball fields, (3) practice football and soccer fields, football field/soccer stadium with spectator seating for 350 people, batting cages, cheer squad area, state of the art MUSCO Sports Lighting, covered play area, plaza area, concession/restroom buildings & maintenance building with yard, pedestrian entrance monument, park identification sign and 176 car parking lot.

Oaks Christian Middle School

Westlake Village, CA



Client

Oaks Christian Acadamy

Contact

Mr. Tim Richardson
(818)-575-9219

Consultants

Landscape Architect (Prime Consultant)
Hirsch & Associates, Inc.

Architect
The Albert Group

Project Status

Completed in 2007

Project Cost

$2.5 Million Site Work Only

Project Description

The exitsing Middle School building and grounds were renovated. The project consisted of removal of an exitsing parking lot, (3) new tennis courts, (1) new artificial turf baseball field with batting cages, reconfigured parking lot, pedestrian/vehicular bridge across the arroyo as well as slope planting and irrigation.

EXAMPLES OF RELEVANT EXPERIENCE AND SKILLS

Lemon Park Community Center
City of Fullerton, Parks & Recreation Department
303 W. Commonwealth Ave., Fullerton, CA. 92832
Alice Loya
(714) 738-6587

Work products included Concept Design, Construction Documents, Bidding Assistance, Construction Administration, and Post Construction services

Budget: $2,700,000.00





Buena Park Community Center
City of Buena Park, Recreation, Parks, and Community Services
6650 Beach Blvd., Buena Park, CA. 90621
Margaret Riley
(714) 562-3860

Work products included Concept Design, Construction Documents, Bidding Assistance, Construction Administration, and Post Construction services

Budget: $6,000,000.00





Veteran's Sports Park – Restroom/Maintenance & Restroom/Concession/Office Buildings
City of Tustin, Parks & Recreation Services Department
300 Centennial Way, Tustin, CA. 92780
Chad Clanton
(714) 573-3332

Work products included Concept Design, Construction Documents, Bidding Assistance, Construction Administration, and Post Construction services

Budget: $1,290,000.00




Chino Hills Community Center
City of Chino Hills, Community Services Department
14000 City Center Drive, Chino Hills, CA. 91709
Jonathan Marshall
(909) 364-2711

Work products included Concept Design, Construction Documents, Bidding Assistance, Construction Administration, and Post Construction services

Budget: $7,000,000.00




Dennis the Menace Park – Restroom & Community Room Building
City of Downey, Community Services
11111 Brookshire Avenue, Downey, CA. 90241
John Oskoui
(562) 904-7110

Work products included Concept Design, Construction Documents, Bidding Assistance, Construction Administration, and Post Construction services

Budget: $785,000.00



Lambert Park – Restroom/Concession/Office Building
City of El Monte, Engineering Division/Public Works Department
11333 Valley Boulevard, El Monte, Ca. 91731-3293
Lee Torres, P.E.
(626) 580-2055

Work products included Concept Design, Construction Documents, Bidding Assistance, Construction Administration, and Post Construction services

Budget: $1,315,000.00





Griffith Manor Park Community Center
City of Glendale, Parks, Recreation, & Community Services
613 East Broadway, Glendale, CA. 91206
Shahen Begoumian
(818) 548-3796

Work products included Concept Design, Construction Documents, Bidding Assistance, Construction Administration, and Post Construction services

Budget: $720,000.00



McCoy Community Center
City of Chino Hills, Community Services Department
14000 City Center Drive, Chino Hills, CA. 91709
Jonathan Marshall
(909) 364-2711

Work products included Conversion of the McCoy Estate to a Community Meeting Center. Design, Construction Documents, Bid Assistance, and Construction Observations.

Budget: $600,000.00















CRANE ARCHITECTURAL GROUP
Innovations in Architecture

CONCESSION BUILDINGS

PROPOSAL SCOPE

Project Understanding and Management Approach

Understanding

The City intends to contract with a Landscape Architectural firm to undertake renovating Arnold Cypress Park. The reimagined park facility was developed by the City and RFA to include (4) lighted softball fields, soccer field overlay, bullpens and batting cage, new restroom/concession building with full kitchen (approx.1,600sf), new community Pavilion (approx.1,600sf), expanded parking lot, lighted basketball ball, (6) pickleball Courts, picnic and shade opportunities, tot Lot and school aged children's play areas, multi-use sport court, seating for all uses, landscape and irrigation. The site currently features many mature trees, the project design will look at design concepts that maximize protection of trees to the extent feasible. Additional amenities may be included as the design is finalized.

The design shall be inclusive and offer a Family friendly park facility. The approach to providing such a facility has been identified within the preliminary park masterplan. That is, a wide variety of amenities that offer active and passive recreation opportunities to users of all ages and abilities. The design and location of the amenities advances the notion of "Family". Parking and ADA accessibility are designed to provide equal access in close proximity of buildings, restrooms and spectator seating. Feature separate age appropriate play structures in close relation to each other as well as within the main plaza space. Mindful design to keep the site visually open and limit obstructions that provide hiding places. Include input from the Police Department related to protection of the public, property and emergency access. Selection of materials that are proven to stand up to public use and (sometimes) abuse, providing a facility that can be maintained by the City offering a quality environment for many years. Thoughtful placement of above and below grade utilities with a mind towards ease of maintenance as well as visually out of sight of park users.

Basic Services. Perform all the necessary professional CEQA compliance, landscape architectural, architectural and engineering services in a timely and professional manner consistent with the standards of the profession.

Project Management. Provide overall project management, project scheduling and consult with all parties and team members throughout the entire length of the project. Meet with City Staff, and others as directed to establish communications and formulate working relationships.

City Provided Information. City shall provide all existing documentation it has on file for the project that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the project, and the contact person for the agency, street improvement plans and storm drain plans. HAI, Hirsch & Associates, Inc and our team members will make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications.

Communication. Participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone, ZOOM Video Conference and in person meetings at a Community Center and/or project site.

Project Feasibility. Provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

Budget. Use our best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

Methodology/Project Controls

HAI has served as Lead Consultant over the past 40 years on park projects throughout California, Arizona and Nevada. Every project that we undertake includes monitoring and management of our Consulting Fee, Construction Budget and Schedule. HAI provides a monthly invoice to our clients for our completed work. The progress billing contains previous months billing as well as total contract value and associated completion percentage. The progress billing provides a comprehensive account of where our progress is related to the total value of the contract. The project schedule shall be updated monthly and include project milestone dates, record of agreed upon actions, noted items of critical path and any delays encountered and solutions to rectify delay.

Quality Control/Quality Assurance

HAI has developed a design quality process for the presentation of deliverables that is consistent and replicable for each deliverable document. Each formal submittal prepared by HAI and team members shall be;

- Reviewed by independent technical staff of the discipline involved.
- Reviewed for coordination and possible interferences by design staff of other disciplines involved.
- Checked by Project Manager for design certification and/or certifies comments for revisions.
- Certified that all comments have been incorporated, checked and back checked in accordance
- Drawings stamped for internal audit as reviewed, checked and back checked. Once all three quality control checks have been completed, documents are ready for delivery.

Check and Certification of reviewed drawings is undertaken by State Licensed Landscape Architects, Architects and Engineers.

Scope of Work/ Scope of Services

Task 1 – Administration

- This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- A kickoff meeting shall be scheduled after the Notice to proceed is issued to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.

Deliverables: Project Schedule, Progress Reports, Meeting Notes and Invoices.

Scope of Work - Site Design (HAI/Dudek/IDS/BKF/Soil/Winjie/Envirotec)

Task 2 – Preliminary Design

- Review existing data, such as as-builts, pertaining to the Project
- Conduct Lead and Asbestos testing and prepare report
- Survey – Please see BKF scope of work
- CEQA Compliance – Please see Dudek Scope of work
- Prepare Geotechnical Report.
  - Review soils, geologic data and maps
  - Visit park site to observe existing conditions, Auger and collect soil samples as well as perform infiltration test.
  - Field engineer to log excavation and collect soil samples
  - Laboratory testing of select soils samples for moisture density, sieve analysis, sand equivalents and corrosion potential (pH, resistivity, chlorides and water soluble sulfates).
- Photo document existing conditions
- Conduct Site Analysis to identify opportunities and constraints of the project site. Review survey and field condition.

- Obtain and review utility information.
- Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).
- Effectively identify utilities locations and resolve conflicts on proposed plans to keep the Project on schedule.
- Prepare Conceptual Design plans (maximum of 3) utilizing the formal survey as the base sheet. The provided preliminary design shall be the basis of the conceptual design. Verify the preliminary plan horizontal and vertical control is achievable. Provide design alternates as needed to site the proposed required amenities is relationship with existing grades and ADA accessible code requirements.
- Conduct Community meeting with Stakeholders and review preliminary concept. Obtain input and modify concepts as needed. (if required)
- Prepare preliminary grading plan verifying horizontal and vertical control of design concept is valid to achieve ADA compliance throughout the new improvement area.
- Obtain manufacturer options for all proposed amenities (Lighting/Netting/Fencing/Play Equipment etc.)
- Undertake preliminary investigation of power supply and determine feasibility of addition of new lighting. Coordinate with SCE for power supply upgrade.
- Prepare preliminary construction cost estimates for all demolition and improvements based on unit cost measurements.
- Present City Staff the design concept(s) and estimate. Revise as needed based on input received.
- Provide revised concepts to City Staff for review and comment. The revised exhibits shall be color rendered plan and elevation exhibits, material images of all proposed manufactured products. The imagery shall be presentation quality suitable for distribution and display.
- Prepare presentation color 3D Vignettes (2) illustrating the proposed park design perspective from aerial position and closer eye level illustration of a selected point (example: public plaza with buildings and play equipment in foreground, fields in background).

Scope of Work - Building Design (Crane Architectural)

Task 2 – Preliminary Design

Crane Architectural Group shall review the program (furnished by the client) to ascertain the requirements of the project and shall confirm such requirements with governing agencies and client for design concepts and approvals.

- Development and preparation of schematic design studies, floor plans, and building elevations, for client's review and approval.
- Preparation of design drawings consisting of floor plans, and building elevations, to describe the size, scope, components and character of the entire project, for governing agencies submittal/review.
- Assist in development of probable cost estimate
- Refine Conceptual/Preliminary Design per client's comments. (Floor plans and exterior Elevations).
- Develop colored Presentation drawings for governing agencies & clients reviews.
- Colors and sample materials board for submittal and approvals by client and governing agencies.
- Assist client in processing of Design Documents through the Governing Agency.
- 3 meetings are included during this phase.

Deliverables: Preliminary Design Concept Drawings and estimate (AutoCAD version compatible with CITY and PDF). Renderings of the site design concept and amenities exhibit featuring photos of proposed materials as well as 3D Vignettes (PowerPoint and Photoshop). Site Survey (AutoCAD version compatible with CITY and PDF). Geotechnical Soil Report (PDF) *Preliminary Grading Plan (AutoCAD version compatible with City and PDF). Floor plans and color elevations of buildings, material sample boards. Supporting Documentation.*

Scope of Work - Site Design (HAI/IDS/Landmark Structures/BKF)
Task 3 – Construction Documents

Construction Documents

HAI is responsible for developing and assembling Contract Construction Bid Documents ("Bid Documents") for submittal to jurisdictional agencies for permit, advertisement and bidding the Project for construction. The Bid Documents shall in include all necessary Site grading and drainage, electrical, site structural and Landscaping/irrigation to be constructed, Construction Plans and supporting documentation for a complete biddable set. Furthermore, the HAI team shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a CA licensed Landscape Architect, Architect and Professional Engineers with the appropriate license per each discipline of work. The design shall comply with all latest applicable codes, guidelines, and standards. Plans to be drawn at 1"=20' and include the following:

- Title/Index Sheet
- Demolition/Protection Plan
- Site/Grading and Drainage Plan, Horizontal Control, Stormwater Hydrology, On Site Wet Utility
- SWPPP/NOI, WQMP
- Erosion Control Plan
- Construction Plans and Details, notes
- Landscape Plans, Details and notes
- Irrigation Plans, Details and notes and calculations
- Site Power supply electrical plans, photometric study, specifications, notes and calculations.
- Site Structural details, calculations and notes (light pole footings and fence post footings)
- Technical Specifications – City shall prepare the boiler plate specifications
- Probable Construction Cost Estimates with back-up/support information on quantities and unit prices. Architectural estimate component shall be in 16 Division CSI format.

Building Design

- Development of building floor plans, exterior elevations, structural concept drawings and details from preliminary designs, for client's approval.
- Implementation of city, county, state, planning and fire department requirements, other than those which would be the responsibility of the civil engineer (i.e., public work, availability of utilities, grading and street improvements).
- Development and preparation of construction documents, consisting of drawings, food service plans, structural calculations, and details as required for the construction and building permits.
- Assist with Development of Specifications.
- Assist in development of probable cost estimate
- Required corrections and coordination with governmental agencies for approvals and building permits.
- Interfacing and coordination with team consultants (i.e., civil engineer, soils engineer and contractors).
- Design and development of structural, mechanical/plumbing/electrical plans. (No HVAC System in public restrooms)
- Assist client in filing the required documents for approval of governing agencies having jurisdiction of the project for building permits.
- 3 meetings are included in this phase.

Electrical Scope of Work:

- One (1) site visit to survey electrical power point of connection for new electrical. Proposal assumes existing meter pedestal will be suitable for new electrical outlets. If the existing power source is no sufficient to supply the additional load, a new power supply and SCE coordination is included.

- Conference call design meetings and or email correspondence as required with the project team throughout the design phase.
- Photometric Plan
- Electrical load calculation for the site
- Title 24 calculations and forms
- Prepare electrical documents suitable for plan check, bidding and construction
- Single line, panel schedules, diagrams and details
- Specifications to be included with electrical drawings
- Site visit with SCE to survey existing electrical service and review options for new service.
- Conference call design meetings and or email correspondence as required with the Hirsch project team throughout the design phase.
- Prepare conceptual designs (Design Development) for proposed sports fields and area lighting identified in RFP.

The Plan format, standard construction notes, and sheet borders shall be commensurate with City standards.
Deliverables:

- *30%, 60%, 90% Full Set Construction Set Drawings(AutoCAD version compatible with City and PDF)*
- *30%, 60%, 90% Contract Technical Specifications (Word and PDF)*
- *30%, 60%, 90% Engineers Estimate (Excel and PDF)*

Supporting Design Documentation/Calculations (Word, Excel, and PDF)

FINAL DESIGN DELIVERABLE FORMAT
From Plan Check Review Comments
Final Bid Package Submittal (100% PS&E):

- *Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)*
- *Specifications (PDF and DOC file formats)*
- *Project Cost Estimate (Excel file, and PDF)*
- *All Supporting Documents(PDF and/or DOC)*

All applicable plans, technical specifications and construction cost estimates shall conform to City templates. All submittals shall be thoroughly checked as part of the Consultants QA/QC program, inclusive of any independent plan check process. All redlines shall be attached to each re-submittal with a summary matrix of comments, edits, and responses provided noting where the revisions have been incorporated into the specific deliverable as necessary

Task 4 – Bidding

- HAI team shall be available throughout the advertisement and bidding period to provide technical assistance to the City. This requires assistance with bidder's inquiries, preparation of addenda, and attendance at the pre-bid field meeting. Bidding procedures shall be the responsibility of the City

  Deliverables: pre-bid meeting notes, comments on requests for information, plan/specification revisions, addendums to bid

Task 5 – Construction Support

- Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
  -Plans, Specifications and Inspection Process
  -Submittals and the approval process
  -City and State Funds
  -Geotechnical Materials Testing and Materials acceptance/approval process
  -Impacted Utilities, Coordination with the City, Departments, and other impacted agencies
  -Coordination with schools, residents, businesses and similar entities
  -Public Notices, construction schedule, and traffic control
  -Encroachment Permits, if any
  -Agreed communication
  -Labor Compliance Administration (Interviews, Payroll Reviews, etc.)
  -Weekly Statement of Working Day Reports, contract time and progress meetings
  -Contract Change Order (CCO) process
  -Final project walkthrough, punch list items, preparation of as-built drawings and project acceptance
- Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
- Review contractor payment requests and provide City opinion of work completed.
- Coordinate with City project manager, city staff and inspector as necessary during construction.
- Review contractor prepared construction schedule and verify adherence during the life of the project.
- Review and approve product submittals and shop drawings in accordance with construction documents.
- Attend on-site project meetings to review work of the contractor. Prepare written reports of meetings for distribution to all parties. Document what work is taking place and compare to project schedule. Photo document and include in project log of meetings and minutes.
- Coordinate with all parties by telephone, fax and e-mail as necessary.
- Observe and approve all soil preparation material, planting methods, and finish grading prior to planting. Observe the inspection of the installation of all landscape and irrigation equipment.
- Respond to contractor's Request for Information (RFI's) and other questions during project construction.
- Conduct substantial completion review and Contractor and prepare punch list. Review and approve punch list items upon their completion.
- Conduct final project review upon completion of 60-day landscape maintenance periods, and issue letter of acceptance to City.
- Review and approve all contractor supplied closeout items, manuals and charts for irrigation system, lighting as specified in the contract specifications.

Exclusions

- Design of offsite utilities
- Fire sprinkler design for structures
- HVAC Commission Testing and Reports
- Potholing of utilities
- Field staking of boundary.
- Printing and reproduction costs, billed as reimbursable

DUDEK WORK PLAN

4. Project Work Plan

Project Understanding

The proposed project involves redevelopment of the 14.5-acre Arnold Cypress Park at the southwest corner of Crescent Avenue and Watson Street. The existing park contains playfields, a tot lot, restrooms and pickleball courts and serves as the home facility for Cypress Girls' Softball. The existing amenities have exceeded their design life and no longer meet the needs of the community. The City conducted community outreach workshops which resulted in a list of amenities and facilities which will be included in the redeveloped park. These amenities include four softball fields, six batting cages, six pickle ball courts, one multi-use court, a centralized restroom and concession building, a basketball/volleyball court, a playground, a picnic pavilion, and a walking/jogging path with exercise equipment stations. A conceptual design has been put forward by the City which will be further refined and modified by a design consultant.

Project Approach

Task 1: Project Initiation and Description

It is assumed that an Initial Study/Mitigated Negative Declaration (IS/MND) will provide the appropriate level of CEQA compliance. Dudek will coordinate a meeting with the design team to initiate the CEQA process; review project background, plans, and existing conditions on and around the project site; identify data needs and the approach to technical studies; and to identify existing project information, data, and schedule for the CEQA process. Dudek will prepare a detailed project description that includes:

- Project objectives
- Project site description (existing conditions)
- Proposed on-site improvements to existing facilities, including the footprint of disturbance
- Construction activities and anticipated phasing
- Anticipated operational characteristics
- Required approvals and permits

The project description will include maps and figures that identify the project location and existing conditions.

Task 2: Project Management

Dudek considers the project management task as utmost in importance. We believe that a focused, well-managed effort by Dudek, the City, and the entire consulting team will be the key to achieving the processing goals for this project. Our scope of work devotes a generous amount of time to project management, because it is our experience that providing this a greater level of focus can result in substantial time and cost savings, as contrasted with a less focused and more prolonged project entitlement effort.

This task includes time for the Dudek project manager to oversee the budget, scheduling, and implementation, as well as organize and oversee preparation of environmental documents. The project manager will be responsible for facilitating timely completion of each task, within the contracted budget,

while verifying that the product meets the City's needs. The project manager will be responsible for tracking the budget, schedule, and scope of work to facilitate efficient use of resources.

Task 3: Technical Memorandums

The following technical review tasks, Tasks 3-1 through 3-3, would be prepared to support the CEQA analysis and preparation of the IS. It should be noted that Dudek would review all existing technical studies that have been previously prepared for adequacy prior to moving forward with any of the studies identified below. In some cases, existing studies may be adequate for CEQA compliance or may require a "refresh" or only minimal update, such as a brief memo stating that no changes have occurred, to be adequate for CEQA purposes.

Task 3-1: Air Quality, Greenhouse Gases, and Energy Analysis

Air Quality. Dudek will prepare the air quality section of the MND for the proposed project utilizing the significance thresholds prescribed by the South Coast Air Quality Management District (SCAQMD). Dudek will estimate emissions associated with the construction and operational phases of the project using the most recent version of California Emission Estimator Model (CalEEMod) Version 2020.4.0. The emission estimates will be based on the information provided by the project team, including (but not limited to) the project description, site layout, anticipated average daily traffic, construction schedule, Construction equipment list and other construction related data. Additional Appendix G thresholds will also be evaluated, including the potential for the project to expose sensitive receptors to substantial pollutant concentrations, to result in other emissions, such as odors, or to impede attainment of the current SCAQMD Air Quality Management Plan. Details of the analysis (e.g., daily criteria air pollutant emission calculations) will be included in an appendix to the IS/MND.

Greenhouse Gases. An assessment of greenhouse gas (GHG) emissions associated with the project will be prepared. This assessment will include a brief description of global climate change, summary of the scientific fundamentals of the topic, and relevant regulatory measures. Dudek will calculate the GHG emissions associated with construction and operational phases of the proposed project using CalEEMod. Emission calculations will be based on the same assumptions utilized in the Air Quality analysis. Dudek will assess the significance of the proposed project with respect to the Appendix G thresholds; specifically, whether the implementation of the proposed project would generate GHG emissions that may have a significant impact on the environment or would conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of GHGs. Dudek will work with the City to identify the appropriate significance thresholds for the analysis. Consistency with AB 32 will be qualitatively assessed, and "sustainable" characteristics of the proposed project will be identified. Details of the analysis (e.g., emission calculations) will be included in the appendix.

Energy. Dudek will prepare an energy assessment for the project per Appendix G of the CEQA Guidelines. Based on Appendix G, the impact analysis will assess if the project would (1) result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation, and (2) conflict with or obstruct a state or local plan for renewable energy or energy efficiency. Petroleum consumption will be estimated using CalEEMod and based on the same equipment and vehicle assumptions assumed in the air quality and GHG emissions analysis. Project elements that would reduce the project's energy demand during construction and operations will be identified in the analysis and quantified as available. Dudek assumes that the applicant will provide a list of the project's energy conservation measures prior to initiating air quality and GHG emissions modeling, as the energy analysis will be prepared consistent with the emissions modeling assumptions.

Task 3-2: Noise Analysis

Dudek will conduct an environmental noise and vibration assessment. The analysis will identify and discuss applicable noise exposure standards at the local, State, and Federal levels. Potential temporary and permanent

noise impacts associated with the proposed Project at nearby sensitive receptors will be predicted and evaluated against the applicable thresholds.

Dudek will develop and execute a noise level monitoring program to quantify the existing ambient acoustical conditions in the Project vicinity. The existing ambient noise monitoring program is anticipated to include noise level measurements at up to three (3) locations; incorporating short-term (i.e. 10-15 minutes) measurements at up to two (2) locations and long-term (i.e., 24-hour) monitoring at one (1) location.

Potential construction noise (temporary noise) at nearby noise-sensitive land uses will be evaluated using construction noise level prediction methodologies developed by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and empirical reference noise level data selected at Dudek discretion. Construction noise levels will be discussed with respect to the application of applicable City of Cypress noise level standards. Construction-related vibration will be discussed based on appropriate guidance by the U.S. Department of Transportation, FTA, and Caltrans.

On-site operational (a.k.a., stationary) noise associated with the proposed project will be analyzed at nearby noise-sensitive land uses. On-site operational noise sources that will be analyzed and discussed are assumed to include normal recreational and sporting events, and any allowable special events, such as parties and community events. The analysis will include up to three sample event/usage scenarios and be based on available reference sound level emission data and information detailing the anticipated activities, event capacities, and restrictions supplied by the project team.

Task 3-3: Cultural Resources Assessment (Optional Task if Required)

Based on provided information, the project would require a cultural resources study that meets local (City of Carlsbad), CEQA, and Section 106 of the National Historic Preservation Act (NHPA) requirements. Dudek will complete a records search from the North Central Information Center (NCIC) with a half-mile buffer, Native American Heritage Commission (NAHC) Sacred Lands File search, Native American information outreach, intensive- level pedestrian survey, and preparation of a negative County and federally-compliant format report. Dudek will request a Native American Heritage Commission (NAHC) Sacred Lands File search, and will follow-up with NAHC-listed Native American representatives requesting additional information by letter and by phone.

Field Survey: Field personnel will conduct an intensive-level pedestrian survey using transects no wider than ten to fifteen meters. High probability areas and subsurface exposures will be given special attention. All previously recorded sites (both prehistoric and historic) will be relocated. For the purposes of the proposal, Dudek assumes that the inventory will identify no previously recorded or newly recorded cultural resources within project limits. Should any resources be encountered during the survey that require recordation, Dudek will work with the City to augment this scope and cost as appropriate.

Report: A survey report will be prepared to meet federal, state, and local standards. This will include an abstract, table of contents, project description, regulatory framework, all consulted sources, field methodology, setting, and findings. The report will also provide mitigation measures and recommendations as appropriate. Maps, including a large-scale map with project boundary and Waters of the United Stated boundaries (as available), will be included. In order to satisfy County requirements, Dudek will also review the area for paleontological sensitivity. A formal paleontological records search is not anticipated to be required given that the project area falls within a geologic formation that is not suitable to support the formation of fossilized material.

Task 4 Initial Study and Mitigated Negative Declaration

Based on the results of the studies and other research conducted by Dudek staff, Dudek will prepare a detailed IS/MND to evaluate all potential impacts of the project, using the current CEQA Guidelines Appendix G Initial Study Checklist. Each section will provide a description of the relevant physical conditions and regulatory requirements; assess the project's impacts; and identify appropriate, feasible, and effective mitigation measures, as needed. Technical studies and other information sources will be referenced in characterizing existing conditions and evaluating potential impacts. As appropriate, the IS will summarize and incorporate relevant information from existing planning and environmental review documents.

Task 4-1: Administrative Draft IS/MND

Dudek will prepare an Administrative Draft IS/MND for review and comment by the City. Consistent with CEQA Guidelines, the IS will identify potentially significant environmental impacts associated with project implementation, and, if required, feasible mitigation measures designed to reduce those potentially adverse impacts to less-than-significant levels. Analysis and substantiating documentation will be provided to support all environmental checklist responses and conclusions, including the inclusion of high-quality, full-color exhibits. All environmental impact areas outlined in the CEQA Guidelines Appendix G Environmental Checklist will be analyzed. The findings of all technical studies prepared for the proposed project (Task 3-1 through 3-3) will be summarized and incorporated into the IS to support the significance determinations.

Task 4-2: Screencheck Draft IS

Based on discussions and written comments on the IS from the City and the project team, Dudek will make edits to the Administrative Draft IS/MND and prepare a Screencheck Draft IS/MND and Mitigation Monitoring Plan (MMP). The MMP will specify timing, performance, and monitoring requirements for each mitigation measure identified in the IS. The Screencheck Draft will be submitted to the City for review and any final edits in preparation for public circulation.

Task 4-3: Draft IS/MND

Dudek will make final edits to the IS/MND and MMP and prepare the Draft IS/MND and MMP for public circulation. Dudek will also prepare the following:

- Notice of Intent (NOI) for posting at the County Clerk's Office and City of Cypress' website, on the project site and/or publication in a local newspaper, and for distribution to anyone who has requested notice;
- Notice of Completion (NOC) to be filed with the State Clearinghouse along with required copies of the Draft IS/MND and MMP;
- Electronic copy of the IS/MND and MMP for posting to City's website; and
- Two (2) printed copies of the Draft IS/MND and MMP (if necessary).

Dudek will submit documents and notices to the State Clearinghouse and will file the NOI with the County Clerk's office.

Task 4-4: Final IS/MND

Dudek will review and respond to any comments received on the draft document and revise the document as necessary. Dudek will consult with the City regarding any substantive comments and, if warranted, prepare written responses to substantive comments and/or a memorandum discussing the public comments. Dudek will submit the responses to comments and revised document (if applicable) the City in electronic format for review. Dudek will budget for up to 15 individual comments on the document.

Task 4-5: Hearing and Notice of Determination

Dudek will prepare supporting materials as necessary for the City Council hearings for consideration of the proposed project and environmental document and will be available to present a summary of the findings, respond to questions, and participate in the meeting as necessary. Following approval, Dudek will prepare a Notice of Determination (NOD) and file it with the County Clerk and State Clearinghouse. The City will be responsible for CEQA review fees required to be paid to the California Department of Fish and Wildlife at the time of filing the NOD.

BKF WORK PLAN

November 5, 2021

BKF No.20212004-05

Hirsch & Associates
2221 East Winston Road, Suite A
Anaheim CA 92806

Attn : Chuck Foley – President
(714) 776-4340 x107
chuck@hailandarch.com
Transmitted Via Email

Subject: Arnold Cypress Park Project
DESIGN FOR ARNOLD CYPRESS PARK REHABILITATION
8611 WATSON STREET, CYPRESS, CA
Civil Engineering and Land Survey Proposal

Dear Chuck :

BKF Engineers welcomes the opportunity to submit this proposal for Civil Design services associated rehabilitation of Arnold Cypress Park, located in the City of Cypress, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

I. PROJECT UNDERSTANDING

Based on your proposal request and information obtained from RFP dated 10/12/2021, and RFP Adnd No. 1 we understand the Scope of Work is defined in this document. The project includes:

Per Adnd No.1 : STORM WATER POLLUTION AND PREVENTION PLAN (SWPPP) – **This item will be completed by the selected Contractor, prior to grading permit issuance.**

The proposed conceptual plan (EXHIBIT A) was generally approved by City Council and the City has determined that the park should include the following amenities:

- Four softball fields
- Batting cages
- Six pickle ball courts
- One multi-use court
- Centralized restroom and concession building
- Basketball/volleyball court
- Playground areas
- Picnic pavilion
- Walking/jogging path with exercise equipment stations

BKF ENGINEERS
4675 MacArthur Court, Suite 400, Newport Beach, CA 92660 | 949.526.8460

Per the RFP, BKF will provide the following CIVIL ENGINEERING design services :

- Geotechnical/Soils Report including agronomic soil analysis : **NAP – per Geotech**
- Land surveying to establish property lines and corners on site
- Topographical Survey
- As-built drawing coordination
- Horizontal and Vertical Control Plan
- Demolition plan
- Grading, erosion control, and on-site Drainage Plan
- Grading/Earthwork Quantities
- Site Utilities Plan and potholing of existing utilities to be used and/or demolished.
- Conduct lead and asbestos survey of the existing facilities and provide remediation recommendations : **NAP – per Geotech**
- Preparation of a Water Quality Management Plan

II. BASIS OF DESIGN

Our proposal is based on the following:

1. EXHIBIT A – Site Plan
2. EXHIBIT B – Existing Limits (18.2 acres)

III. SCOPE OF SERVICES

TASK 1: SCHEMATIC DESIGN PHASE

1. **Utility Research:** BKF will contact the City and utility companies that serve the site or have utilities within the adjacent streets. We will gather the available record drawings and/or block maps to depict the record location of the utilities superimposed onto the existing topographic basemap survey (see **OPTIONAL SURVEY SERVICES**).

2. **Project Coordination:** BKF will coordinate with the architect and the design team regarding design concepts and electronic data exchange associated with the Schematic Design and Entitlement Phase. Planning documents will be based on the digital site plan and building footprints provided by the Architect.

3. **Architectural/Development Review Documents:** BKF will prepare preliminary design documents as required for the City Planning Architectural and Development Review process. The following plans will be prepared for the planning submittal:

    a. **Basis of Design** – (BOD) narrative in .doc format describing the existing conditions and proposed civil design improvements to support the proposed project.
    b. **Existing Condition Plan** – topographic survey, existing site improvements, and record project boundary – for reference only
    c. **Preliminary Grading and Drainage Plan** – Using the landscape base, establish preliminary building finish floor and site spot finish grade elevations, show preliminary drainage facilities, locations, and size of proposed water quality basins or BMP's. Overall dimensions of proposed buildings and distances to existing buildings, boundaries, and roadways
    d. **Composite (Wet) Utility Plan** – Showing preliminary locations and sizes of existing and proposed sewer, water, and storm drain connections to the building.
    e. **Preliminary Stormwater Control Exhibit** – BKF will prepare a Preliminary Water Quality Management Plan (pWQMP) stormwater control plan exhibit. In addition to the required treatment of storm water, the City/County has enacted a policy that any new project must have a zero net affect the public storm drain system.

4. Preliminary Design Calculations: BKF will perform preliminary water quality calculations (i.e. impervious areas, tributary drainage areas, storm outfall flows, BMP sizing, etc.) necessary to confirm the preliminary planning design proposed for Design Review. We will also calculate the preliminary earthwork quantities relative to the proposed grading plan.

5. **Meetings:** BKF has budgeted to attend **up to eight (8) hours** of online coordination team meetings, and online meetings with the City during the planning phase. We will review the architectural and landscape drawings prepared by the other design team members for coordination purposes and prepare a list of any design concerns related to civil engineering issues.

6. **Submittals:** We have budgeted to provide one (1) formal submittal package to the Architect for initial submittal to the City and one resubmittal to address City comments. Additional site plan revisions and/or resubmittals to the City will be addressed at additional services.

TASK 2: **DESIGN DEVELOPMENT PHASE**

1. **Coordination:** Upon City Planning approvals, BKF will take ownership of the digital site plan layout and geometrics. We will coordinate with the team and verify that the proposed plan conforms to existing conditions, boundary, and site constraints. We will coordinate site utility services with the proposed building connection points along the frontages. BKF will verify, based on the available record information, if there are any identifiable conflicts between proposed and existing improvements. We will also determine during this phase if any additional survey is needed to facilitate the design process.

2. **Drawings:** Based on the approved site plan as developed by the architect, BKF will prepare the following documents:

    - Existing Condition Plan / Topography – for reference only
    - Demolition Plan
    - Horizontal Control/ Site Improvement Plan
    - Proposed Grading and Drainage Plan
    - Typical Site Sections
    - Composite (Wet) Utility Plan

3. **Submittals:** BKF will provide submittals at the 80% and 100% level of completion.

4. **Preliminary Stormwater Control Plan** – BKF will prepare a Preliminary Water Quality Management Plan (pWQMP) stormwater control plan. In addition to the required treatment of storm water, the City/County has enacted a policy that any new project must have a zero net affect the public storm drain system. Based on a preliminary review, the site will be subject to the NPDES Stormwater regulations. In coordination with the project architect and landscape architect, we will develop a conceptual method for complying with this provision. BKF will work with the Architect and Landscape Architect to identify opportunities for low impact development (LID) elements at the site such as green roof, pervious paving and flow through planters. We will also determine LID feasibility/infeasibility based on NPDES regulations.

5. **Specifications:** BKF will provide plan specs and refer to site work 2018 Edition of Standard Specifications for Public Works Construction (the "Greenbook") for elements included in our scope of work.

6. **Meetings:** BKF has budgeted for **up to eight (8) hours** of online meetings for staff time to attend meetings and/or participate in conference calls during this phase.

TASK 3: CONSTRUCTION DOCUMENTS PHASE

1. **Coordination:** Based on the comments received during Design Development, BKF will prepare documents for construction. We will continue to coordinate utility systems, hardscape, landscape and site grading with the team.

2. **Drawings:** We will prepare the following drawings:

   - Existing Condition Plan / Topography – for reference only
   - Demolition Plan
   - Horizontal Control / Site Improvement Plan
   - Precise Grading and Drainage Plan
   - Onsite Sewer & Water Plan
   - Erosion Control Plan
   - Construction Details / Sections
   - Storm Water hydrology and hydraulics Drainage Report
   - Final Water Quality Management Plan (WQMP)

3. **Submittals:** BKF will provide Construction Document submittals at the 50% and 100% level of completion.

4. **Specifications:** BKF provide plan specs and will refer to site work 2018 Edition of Standard Specifications for Public Works Construction (the "Greenbook") for elements included in our scope of work

5. **Meetings:** BKF has budgeted for up to **up to eight (8) hours** of combined staff time to attend online milestone meetings during the Construction Documents phase.

TASK 4: PLANCHECK / COORDINATION

1. **Project Approval:** BKF will revise the drawings based on agency comments and re-submit for review. We have allocated fee for up to two (2) re-submittals.

2. **Plancheck Meeting:** BKF will attend one plan check online meeting, if needed, to accelerate project approval.

TASK 5: BID AND AWARD

1. **Pre-Bid Conference:** BKF attend an online pre-bid conference if required, with contractors, architect or owner.

2. **Bid Inquires:** BKF will respond in writing to written bid inquires for information associated with the civil design items.

3. **Bid Review:** BKF will assist in post-bid review of those items included in the scope of work

TASK 6: CONSTRUCTION ADMINISTRATION

1. **Site Observation Visits:** BKF will visit the site to provide clarification of the consultant's design intent for the contractor, architect or owner. We have allocated fee for **up to two (2) onsite milestone site visits.** BKF will make ourselves available to meet in the field to address any unforeseen site conditions, on an as-needed basis.

2. **Requests for Information:** BKF will respond in writing to written requests for information associated with civil design items

3. **Submittal Review:** BKF will review and return submittals for those items included on the scope of work.

TASK 7: CLOSEOUT

1. **Record Drawing** Plan Preparation: BKF will update the most current set of approved drawings to incorporate record field modification provided but the contractor and as noted during the final walk of the site. BKF will provide the appropriate record drawing documentation as required by the local Agency.

IV. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. Any participation in non-adversarial procedures, or other right to repair items, is considered as additional services. For the scope of work identified, we have assumed the following:

1) Basis of Design and Site Information

a) **Topographic Design Survey:** A current design topographic base map at a scale of 1"=20' using ground surveying methods will be **provided BY THE OWNER prior to the start of schematic design**. This survey will include the location, rim, and invert of gravity utilities and location only 'dry' utilities within the project area along with evidence of other buried utilities. A record boundary for the project for use in design and building permit will be part of the survey. BKF can provide this survey either directly to the Client or as an addendum to the Civil Contract if requested. **See OPTIONAL SURVEY SERVICES.**

b) **Title Report:** The owner is to provide a current title report for the property. This will allow and existing easements to be identified.

c) **Geotechnical Report:** A geotechnical report for the project will be provided. At a minimum, this report should address the required paving structural sections, earthwork and compaction recommendations, soil bearing pressures, surcharge pressures, settlement issues, soil infiltration/percolation rates, groundwater levels, and corrosion recommendations.

d) **Existing Utilities:** Unless otherwise indicated or provided by others, any existing utilities identified on BKF's drawings/plans are based on information obtained by BKF, or provided to BKF, and may not be accurately documented in their horizontal location or vertical profile. Other utilities may be present that were not disclosed. BKF highly recommends that critical facilities be underground service alert (USA) located and potholed during design or prior to construction.

e) **Potholing:** Potholing services are not included in this proposal unless specifically identified.

f) **Existing Utility Capacities**: Unless otherwise addressed, existing utilities have adequate capacity to serve the proposed improvements, that they are adjacent to the site frontage and do not require main extensions, and that utility system capacity studies are not required.

g) **Revised Site Plan:** At the completion of the Design Development phase, the site plan is final and only minor alterations will be made. Any significant changes from the architect or owner may necessitate additional fees.

2) Responsibilities

a) **Civil Engineering Scope Items**: BKF's design tasks are limited to civil work outside of the structure(s) and utility connections 5-feet outside of the structure(s) including: site grading, non-structural concrete pavement, concrete sidewalks, concrete curbs and gutters, asphalt pavement, storm drainage, wastewater, and domestic water/fire water design. BKF will provide horizontal control for the building location relative to the project boundary.

b) **Architect**: The architect will be responsible for the overall site plan including accessible routes of travel, details of site accessibility signage, parking counts, site coverage calculations, trash areas/enclosures, fencing and walls. A final site plan will be provided by the Architect prior to our beginning the CD phase. All work within the building (including any podium, porches, garages, or ramps) will be the architect's scope of work.

c) **Site Dry Utilities:** All electric, gas, communications, and lighting improvements will be designed by others, unless specifically included in the civil scope of work. A properly licensed fire protection engineer or contractor must provide certification of the fire protection system from the point of connection at the public water main to the building sprinkler system. BKF's limit of utility design ends five feet outside the building envelope.

d) **Site Landscape/Irrigation:** The landscape architect will provide landscape, irrigation design, and layout and details of walks, plazas, trails, entry monuments, walls, and/or fences. The architect and landscape architect will lead the design development efforts for the design, grading, and detailing of interior courtyards, plaza areas, and hardscape and landscape areas. BKF will utilize the provided design intent and document the exterior site grading and drainage during the Construction Documents phase

e) **Structural Details:** Structural calculations, design, and details for such items as reinforced concrete slabs, foundations, pads, vaults, footings, ramps, stairs, sound/site walls, and/or retaining walls will be provided by others. This includes structural design and detailing for storm water treatment elements that retain ground, parking, or buildings foundations.

f) **Mechanical, Electrical and Plumbing (MEP):** All site HVAC, power, gas, fueling, communications, low voltage improvements, and existing water pressures will be coordinated, designed, and documented by others. MEP will also provide preliminary fire service sizing based on the California Plumbing and Fire Code requirements and provide fire service lateral locations and sizes to BKF.

g) **Joint Trench Design:** The joint trench /electrical designers will lead design of services to the buildings, main extensions, and/or relocation of existing 'dry' utilities (gas, electric, communication, fiber, etc.) unless otherwise contracted. Utility relocation/abandonment required as part of the street vacation process is assumed to be coordinated and processed by the Joint Trench Consultant. BKF will support their efforts and coordinate with the site design. Dry utilities designed by the joint trench consultant will be shown for coordination purposes only on the civil plans.

h) **Lighting Design & Photometric Analysis:** Others will provide lighting design and photometric analysis for the site and public roadways.

i) **Mapping:** We have not included time to prepare additional items not contained in the mapping scope of work. Additional mapping services such as subdivision maps, private easement documents, quit claims, ALTA's, right of way dedications, etc. not specifically listed in this proposal are not included.

j) **Cost Estimating:** The project estimator will provide all cost estimating. BKF will review the SD, DD, and CD estimates for general consistency with the plans and specifications.

k) **Pump Stations:** If needed, pump station design (electrical, mechanical, plumbing, and sitework) is not included in the basic scope of services. We can provide pump station design service as an additional scope item at your request.

l) **Fire Systems:** If needed, a separate fire consultant will prepare and process a Fire Master Plan to address all fire department requirements including fire department access, and locations of hydrants and red curbs. A Fire Pressure Network Analysis (if needed) is not included. A separate Underground Fire Water System Plan (if needed) is not included. Fire Sprinkler System Plans to be prepared and provided by others.

3) **Off-Site Improvements/Studies**

a) **Off-Site Improvements:** Off-site improvements are **NOT INCLUDED** limited to those described in the scope of work. If additional off-site improvements are subsequently required during the planning, entitlement process, or permitting process, we will notify you of the change in scope and provide an additional service request to cover the new scope.

4) **Meetings**

a) **Meetings:** Coordination Meetings are assumed to be held via remote conference. Meeting time requested beyond what we have budgeted is not included in this proposal.

5) **Phasing, Delivery and Deliverables**

a) **Phasing:** The project will be constructed in one phase and that construction phasing plan(s), or interim condition plans, will provided by others unless otherwise indicated in the base scope of work.

b) **Submittals:** All submittals and the coordination thereof the consultant team and owner will be processed by others unless otherwise specifically indicated in the scope of work.

c) **Permits:** Unless otherwise specifically delineated in the scope of services, permit processing, applications, fees, and submittals to local, state, and federal agencies and utility purveyors will be provided by others. BKF will submit to the client delineated scope deliverables for client submission to governing agencies.

d) **Drawings:** All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format.

e) **Building Information Modeling (BIM):** We have not included time to convert civil 3D design or existing conditions AutoCAD files into BIM model files.

6) **Construction**

a) **QSP Services:** We have assumed that the contractor will provide Storm Water Inspection QSP services during construction, for the project including implementation of the SWPPP document.

b) **Traffic Control Plan and Construction Haul Route Plan:** These will be prepared and coordinated by the Contractor. We can provide this service as an additional scope item at your request.

c) **Construction Meetings:** We have not included attendance at regularly scheduled construction meetings as part of the scope of services.

V. OPTIONAL SERVICES

OPTIONAL TASK 1: TOPOGRAPHIC DESIGN BASEMAP SURVEY

A. **Topographic Aerial Basemap Survey** – BKF will provide aerial control and flight panel layout necessary for an aerial survey to be flown at 20-scale with one-foot contour interval. Our sub consultant will fly the site and develop an aerial topographic survey, which can be used as a background for the project base. Our union field crews will then perform a topographic survey to locate detailed topography within the site area limits. This includes but is not limited to: existing building corners, finish floor elevations, walkways, curbs, gutters, hardscape features, stalls, and trees (typically over 4" diameter, with drip lines.) This includes supplemental data where critical exit and entry doors connect to the sidewalk where ADA accessibility conformance is vital to the design. The Path of travel (POT) walkway elevations, including any existing ADA Parking Stall elevations. Additionally, they will locate existing visible utilities within and to serve the site and obtain the rim and pipe invert elevation (with pipe sizes) of gravity utilities (sewer and storm drain), that serve, or are directly adjacent to, the site. This 20-scale topo will include 1-foot contours, on a developed surface in AutoCAD 2018 format. The record paper boundary will be delineated on the survey. Benchmark and Basis of Bearing will be stated and .pdf and .dwg version will both be provided

Paper Boundary– BKF will map the "paper" site boundary per the current vesting deed listed in the Title Report provided by client. The record deed information will be 'best fit' to existing information that BKF will collect as part of the topographic survey. We understand that this is for planning/study purposes only. Resolved boundary survey

Request for Proposals
Design for Arnold Cypress Park Rehabilitation



Presented to:

City of Cypress
Public Works Department

November 10, 2021

Prepared By:

RHA Landscape Architects-Planners, Inc.
6800 Indiana Avenue
Suite 245
Riverside, CA 92506
951-781-1930
www.rhala.com

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Fees Schedule (Separate PDF file)

November 10, 2021

Nick Mangkalakir
Assistant City Engineer
City of Cypress
Public Works Department
5275 Orange Avenue
Cypress, CA 90630

RE: REQUEST FOR PROPOSALS
DESIGN FOR ARNOLD CYPRESS PARK REHABILITATION

Dear Nick and Consultant Selection Committee,
RHA Landscape Architects-Planners, Inc. is very pleased to submit this proposal for **Design for Arnold Cypress Park Rehabilitation.** We have successfully completed many park rehabilitation and improvements projects for other cities throughout California and look forward to working with you and your team on the successful rehabilitation of Arnold Cypress Park. We are excited about working with the City of Cypress on this project and understand the city's expectations for us from the pre-proposal meeting, the RFP, and visiting other rehabilitated projects in the city.

We have assembled a strong team for this project consisting of BKF Engineers, BOA Architecture, JCA Engineering (electrical), Converse Consultants (geotechnical), and LSA Associates for the optional environmental services. We have also included Dick Fisher on our team to ensure that the community input he helped to gather and represent in the concept phase is carried through in the design development and construction documents. He also brings over 40 years of park design experience with agencies throughout Southern California.

The management, and primary contacts, authorized to speak for the firm during the evaluation process are **Doug Grove, RLA, LEED AP and Greg Meek RLA, CPSC**; both licensed Landscape Architects who are extremely experienced providing exceptional landscape architectural services to cities and public agencies. We can be reached at the telephone numbers and email addresses below.

Doug Grove	**dougg@rhala.com**	**(951) 781- 1930 ex 121**
Greg Meek	**gregm@rhala.com**	**(951) 781- 1930 ex 122**

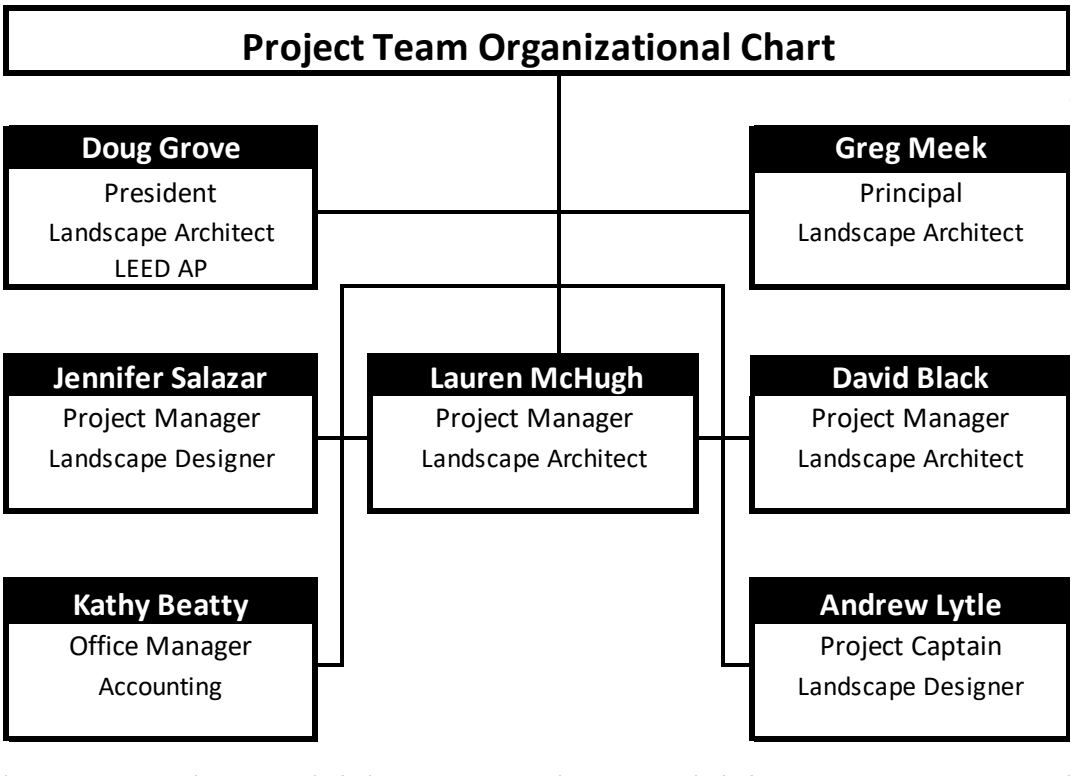
We look forward to working with you on this exciting project!

Cordially,
RHA Landscape Architects-Planners, Inc.

Doug Grove, RLA, LEED AP
President

Firm Organization, Credentials, Background

Established in 1979, RHA Landscape Architects-Planners partners with public agencies, land developers, home builders, engineers, and architects to provide site planning and design services for a wide range of public and private spaces including the design of over 200 parks and recreation facilities.



Our staff is available to work on this project and will be available as needed. The hours anticipated for this project for each task is included in our fee schedule. Our well qualified team that we have assembled for this project includes the following firms:

BKF Engineers	Survey, Civil Engineering, Grading, and Drainage
BOA Architecture	Architecture, Restroom ADA evaluation, and Asbestos investigation
JCA Engineering	Electrical and Lighting
Converse Consultants	Geotechnical
LSA Associates	Environmental Services
Richard Fisher	Principal Planner

Our mid-sized office with qualified and experienced staff ensures that you will receive exception and personalized service. We like to create an environment that feels like we are an extension of the City Staff. Our goal is to always make staff look good to the people they report to; the public, the Commissions, and the City Council.

We look forward to working with the City of Cypress!

References

Linda Reich, Director
Carolyn Baltzer, Projects Manager
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Chino, CA 91710

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Parks, Recreation and Arts Department
44933 Fern Avenue
Lancaster, CA 93534-2461

(661) 723-6173
njones@cityoflancasterca.org

Sheila Pautsch, Director
CITY OF SOUTH PASADENA
Community Services Department
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South Pasadena, CA 91030

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spautsch@southpasadenaca.gov

Ms. Pamela Galera, Director
CITY OF RIVERSIDE
Parks, Recreation & Community Services Department
6927 Magnolia Avenue
Riverside, California 92506

(951) 826-2055
pgalera@riversideca.gov

Experience

Rancho Jurupa Regional Sports Complex

RHA lead a multi-disciplinary design team in the design of a 40 acre sports complex directly across the street from Rancho Jurupa Park detailed on the previous page. The site includes 4 full size synthetic turf soccer fields, 11 natural turf soccer fields in varying sizes, restroom and concession building, storage building, playground, picnic shelters, pathways, perimeter fencing and parking for RV's and over 400 cars. On-site bio-swales and permeable pavers in a portion of the parking lot were used to address requirements in the WQMP.

Client:	Riverside County EDA
Contact:	Rebecca McCray- (951) 955-8764
Construction Cost:	$10,500,000
Principal-in-Charge:	Doug Grove














Rancho Jurupa
Regional Sports Park



Kare Park (Kare Youth League)

RHA lead a design team in the preparation of Preliminary Planning and Construction Documents for a 16 acre youth sports complex in Irwindale. The site design included 1 lighted baseball field, 1 lighted football/soccer field, 3 softball/baseball fields, restroom building, 4 lighted full court basketball, playground, drought-tolerant native planting, central courtyard with fountain, 5 portable buildings converted to offices and program rooms, and on-site parking for 163 cars. All storm drain water was designed to be held in subterranean drainage vaults for percolation back into the water table. A state of the art sewer filtration system was installed to clean the effluent water prior to passage into the sewer leach fields. The site serves the youth sports programs of Kare Youth League and is also available for rent for residents in the greater San Gabriel Valley and beyond. The design process included meetings with the city and Kare Youth League staff and coaches.

Client:	Kare Youth League
Contact:	John Martin, Executive Director - (626) 483-2416
Construction Cost:	$8,000,000
Principal-in-Charge:	Doug Grove







American Heroes Park

RHA lead a design team in the preparation of Preliminary Planning and Construction Documents for a 14 acre downtown park in Lancaster. The site design included 2 ballfields, 2 soccer fields, restroom building, 3 full court and 1 half court basketball, other hard court games, playground, central plaza with raised gazebo and trellis structures, veterans' memorial, public plaza with gazebo for weddings and special events, drought-tolerant native planting and on-site parking for 127 cars. The site also serves the students in the Seventh Day Adventist School on the west and the Sacred Heart School on the east. The design process included meetings with local community groups, city staff and representatives from the Seventh Day Adventist School and Sacred Heart Church/School. The sports fields and courts serve the school children during the morning and early afternoon hours and the public during the late afternoon and evening hours. Portions of the park are open to the public at all hours of the day.

Client:	City of Lancaster
Contact:	Nicole Jones, Public Works Analyst - (661) 723-6173
Construction Cost:	$5,000,000
Principal-in-Charge:	Doug Grove











Nicholson Park

RHA is currently working with the City of San Bernardino on the renovation/rehabilitation of Nicholson Park. This is very similar to Arnold Cypress Park in that existing park facilities will be demolished including buildings with lead/asbestos abatement, working around exiting trees, etc. The new design includes a full size ballfield, a Miracle League Field, all-inclusive playground, new parking, shaded bleachers, large picnic shelter, splash pad, dog park, exercise stations, new concession and equipment room building, and renovated restroom building. Construction documents are currently being prepared and construction is expected to begin in summer 2022.

Client:	City of San Bernardino
Contact:	Alex Qishta, Interim DPW/City Engineer - (909) 384-5019
Construction Cost:	$8,300,000
Principal-in-Charge:	Greg Meek



Carriage Crest Park

RHA is currently working with the City of Carson on an expansion of Carriage Crest Park. The project adds 10 acres of park land as well as renovation of the existing park to provide two ballfields, multi-purpose turf area for third ballfield and soccer fields, dog park, all-abilities playground, exercise station area, basketball courts, community center renovation, new parking lots, and a DG walking path. The project is currently waiting on funding.

Client:	City of Carson
Contact:	Robert Lennox - (310) 847-3571
Construction Cost:	$11,800,000
Principal-in-Charge:	Doug Grove





James Woody Park

RHA is currently working with the Town of Apple Valley on the renovation of James Woody Park. This is similar to Arnold Cypress Park in that a portion of the existing park facilities will be demolished while maintaining as many existing trees as possible. The remainder of the site will be renovated with new irrigation, turf, etc. The new design will provide two new ballfields, batting cages, restrooms, pickleball courts, basketball courts, skatepark renovation and expansion, dog park, all-abilities playground, picnic shelters, new parking lots, and a DG walking path. The project is currently waiting on funding.

Client:	Town of Apple Valley
Contact:	David Coleman - (760) 240-7000 x7885
Construction Cost:	$8,500,000
Principal-in-Charge:	Doug Grove



Over the course of the firm's 46 years of work in Southern California, RHA has garnered a number of prestigious awards from a variety of organizations, including the American Society of Landscape Architects, the American Planning Association, and the California Park and Recreation Society (CPRS).

The firm garnered CPRS awards for **Excellence in Park & Facility Planning** for the Cities of Upland (McCarthy Park), Riverside (White Park), Norco (Pikes Peak Park), Riverside County (Ranch Jurupa Park), and Carson (Dolphin Park All-Abilities Playground). Pikes Peak Park was also given an APWA (American Public Works Association) award of excellence.



Rancho Jurupa Regional Sports Park
Jurupa Valley

RHA takes pride in preparing documents that result in minimal to no change orders during the construction of the project. Our park projects typically have less than 1% change orders resulting from design errors and/or omissions. RHA strives and accomplishes this low change order percentage through a thorough in-house plan check process that involves the project Principal-in-Charge as well as another review by a principal and/or senior project manager. If and when issues do arise during construction, RHA works diligently to resolve the matter within 48 hours so that the construction can continue to move forward without incurring additional costs for delays.

Project scheduling is an important part of the plan preparation. RHA utilizes Microsoft Project to prepare a detailed project schedule at the beginning of the project and updates the schedule on a regular basis to insure the project is completed on time. While we do not have control over agency reviews and internal agency schedules and priorities, we strive to complete our portion of the work in a timely manner per the project schedule to keep the project moving in a positive direction.



Moreno Valley Soccer Facility
Moreno Valley

The ability to accurately project the cost of a park development is a very critical step in the preparation of park construction documents. The cost of re-bidding a public park project if the bids come in too high can be extreme for a City already operating on a tight budget. We are constantly updating our computer-based cost estimating program with the latest price information from our most recently bid projects. RHA typically bids 3-4 projects per year which enables us to keep up-to-date cost estimate numbers for a variety of park projects.

Refer to the Project Understanding and Management Approach section for examples of our project schedules and cost estimating.



Dolphin Park All-Abilities Playground
Carson



Doug Grove, RLA, ASLA, LEED® AP
President

Education:
BS/1985/Landscape Architecture/
Cal State Polytechnic University, Pomona

Active Registration:
1987/Landscape Architect/2799/State of California
LEED Accredited Professional – United States Green Building Council (*USGBC*)

Mr. Grove is President, Principal Landscape Architect, and LEED Accredited Professional with RHA Landscape Architects-Planners, Inc. He graduated from California State Polytechnic University, Pomona in 1985 and holds a Bachelor of Science degree in Landscape Architecture. A professional Landscape Architect for over 36 years, his wide range of experience in the public works sector includes in the design and project management of hundreds of park projects as well as housing development, streetscape, institutional and commercial projects.

Mr. Grove has established his ability to work efficiently and professionally throughout all aspects of project development. His extensive experience has included management and design of projects from preliminary phases to construction documents, and coordination and observation of project installation. He has been responsible for coordinating public meetings, design development, and approval on numerous public works and parks projects as well as following through with obtaining all other necessary approvals needed for final drawing and project completion.

Mr. Grove serves on the California Park and Recreation Society (CPRS) State Board of Directors as the Vice-President and the CPRS District 11 Board of Directors as the Administrators Section Representative. He also serves on the Board of Directors for the California Turf and Landscape Foundation at the University of California, Riverside and the Building Industry Association (BIA) Riverside County Board of Directors. He is a past President of the CPRS State Development and Operations Section and a past Board Member for the United States Green Building Council – Inland Empire (USGBC-IE).

Representative projects include **(partial list)**:

Community and Sports Parks

- La Palma Park, City of Anaheim
- Torrance Park, City of Torrance
- Yorba Park, City of Orange
- Oak Park Sports Fields, Pleasant Hill Recreation & Parks District
- Columbia Park, City of Torrance
- Santa Fe Dam Sports Park, City of Irwindale (Kare Youth League)
- Fergusson Park, City of Rialto
- Rancho Jurupa Regional Sports Complex (synthetic turf), County of Riverside
- Rancho Jurupa Park – RV Park, Water Play & Miniature Golf, County of Riverside
- Moreno Valley Community Park – Soccer Field Renovations (synthetic turf), City of Moreno Valley

- Harveston Community Park, City of Temecula
- Lancaster Youth Ball Fields (13 fields), City of Lancaster
- American Heroes Park, City of Lancaster
- Citrus Community Park, City of Corona
- John Anson Ford Renovation, City of Bell Gardens
- Hunter Community Park, City of Riverside
- Reid Park Expansion, City of Riverside
- Domenic Massari Park, City of Palmdale
- Whit Carter Park, City of Lancaster
- Orange Terrace Community Park, City of Riverside
- Shadow Mountain Park, City of Moreno Valley
- Tierra Bonita Park, City of Lancaster
- Live Oak Park Renovation, City of Temple City
- March Air Force Base Regional Park, MAFB Joint Powers Authority
- Schabarum Park Renovation, County of Los Angeles
- Ardmore & Shatto Parks Renovation, City of Los Angeles
- South Community Center Park, Town of Yucca Valley
- Bryant Street Park, City of Yucaipa
- Rawley-Duntley Park, City of Lancaster
- Cactus Basin (Jerry Eaves) Park, City of Rialto
- Centennial Park, City of Redlands
- Cardiff-by-the-Sea Sports Complex, City of Encinitas
- Kern Desert Regional Park, City of Ridgecrest
- Park Arroyo, City of El Monte
- Andulka Park, City of Riverside
- Indio Community Center/Park, City of Indio
- La Sierra & Hunt Parks, City of Riverside

Neighborhood Parks

- Dolphin Park Inclusive Playground, City of Carson
- Shadow Mountain Park Inclusive Playground, City of Moreno Valley
- Moreno Valley Community Park Skatepark, City of Moreno Valley
- Jane Reynolds Skatepark, City of Lancaster
- Lee Owens Park, City of Whittier
- Acacia and Washington Parks , City of El Segundo
- Monte Vista Park, City of Chino
- Celebration Park, City of Ontario
- Rimgate and Tamarisk Park Renovations, City of Lake Forest
- Concourse and Mountain View Park Renovations, City of Lake Forest
- Norco Ridge Ranch Park, City of Norco
- Stagecoach Park, City of Corona
- Machris Park, Town of Yucca Valley
- Hi-Desert Park, Town of Yucca Valley
- San Antonio Park, City of Upland



Greg Meek, RLA
Principal

Education
BA/1979/Landscape Architecture
Texas A&M University
Performance Leadership – DunkinWorks 2016
Resolve - Negotiations training – Agreement Dynamics Inc. 2017

Active Registration
Landscape Architect/2484/State of California
Certified Playground Safety Inspector (CPSI)

Mr. Meek is a Principal Landscape Architect with RHA Landscape Architects-Planners, Inc. He graduated from Texas A&M and holds a Bachelor of Arts degree in Landscape Architecture. A professional Landscape Architect for over 36 years, his wide range of experience in the public works sector includes 3 years as the Senior Landscape Architect for the City of San Jose, the tenth largest city in the United States and 10 years of experience as a park development coordinator for various cities in California. He has been responsible for managing Park Dwelling and Park Impact fees, preparing and monitoring agency capital budgets, planning and managing agency capital improvement program, developing requests for services, agreements, and contracts, negotiating fees for services, preparing contracts, and managing staff and contractors.

Mr. Meek's experience in the private sector has included business development, client and project management, preparing budgets and cost estimates as well as the design of sports parks, neighborhood parks, schools, and streetscape projects. He has also provided consultant plan checking services for the cities of Diamond Bar and Palm Desert as well as in his capacity as landscape architect at the cities of Fullerton, San Jose, and San Mateo.

Representative projects include (**partial list**):

- Elysian Park, City of Los Angeles
- Marine Park, City of Santa Monica
- Lucinda Garcia Park, City of Monrovia
- Lee Owens Park, City of Whittier
- Dolphin Park Inclusive Playground, City of Carson
- Acacia and Washington Park, City of El Segundo
- Hayward Square Park, City of San Mateo
- Beresford Park, City of San Mateo
- Martin Luther King Park, City of San Mateo
- Lake Cunningham Bike Park/ Extreme Sports Park, San Jose
- Grand Terrace Fitness Park, Grand Terrace
- Bagdouma Park Renovation Project, City of Coachella
- Dateland Park Renovation Project, City of Coachella
- Stratham Homes Neighborhood Park – Jurupa
- Eastside Park Phase II Improvements, City of Yorba Linda
- Community Park Improvement Project, Poway, California
- Camp Little Bear, Themed Park Development, Bell
- Clarington and Mandeville Parks and Play Area Renovation Projects, Laguna Hills
- Four Park Play Area Renovation Projects, Gardena
- Vista Community Sports Complex, City of Vista
- South Gate Park Renovation and Beautification, South Gate
- Washington Street Park Development, Diamond Bar

RHA has completed the design of over 200 parks ranging from 2 acre Neighborhood Parks to 100 acre Regional Parks as shown on the following pages.

REGIONAL PARKS/FACILITIES

• **Ruben S. Ayala Park**	100 acres	City of Chino
• **Rancho Jurupa Regional Park**	70 acres	County of Riverside
• **California Citrus State Historic Park**	400 acres	City of Riverside/ State of California
• **March Air Force Base Regional Park**	200 acres	March Joint Powers Authority
• **The California Speedway**	525 acres	Penske Motor Sports
• **Pechanga Resort and Casino**	146 acres	Pechanga Band of Luiseño Indians

SPORTS FACILITIES & COMMUNITY PARKS

• **Kare Park**	14 acres	Kare Youth League (Irwindale)
• **Poinsettia Park Expansion**	42 acres	City of Carlsbad
• **Pine Avenue Park Expansion**	8 acres	City of Carlsbad
• **Aviara Community Park Expansion**	24 acres	City of Carlsbad
• **Grape Day Park**	30 acres	City of Escondido
• **Fergusson Park**	10 acres	City of Rialto
• **Lancaster Youth Ball Fields**	60 acres	City of Lancaster
• **Rancho Jurupa Regional Sports Park**	40 acres	County of Riverside
• **Whit Carter Park**	60 acres	City of Lancaster
• **American Heroes Park**	5 acres	City of Lancaster
• **Harveston Community Park**	20 acres	City of Temecula
• **Orange Terrace Community Park**	30 acres	City of Riverside
• **John Anson Ford Park**	48 acres	City of Bell Gardens
• **Live Oak Park**	15 acres	City of Temple City
• **South Community Park**	60 acres	Town of Yucca Valley
• **Amigo Park**	10 acres	County of Los Angeles
• **Machris Park**	10 acres	Town of Yucca Valley
• **Morrison Park**	25 acres	City of Moreno Valley
• **Pico Park**	10 acres	City of Grand Terrace
• **Riverside Sports Organization & Athletic Fields**	60 acres	Riverside Sports Organization
• **Moreno Valley Community Park**	18 acres	City of Moreno Valley
• **Lancaster City Park (Big 8 Sports Complex)**	60 acres	City of Lancaster
• **San Antonio Park**	15 acres	City of Upland
• **Citrus Community Park**	20 acres	City of Corona
• **Hunter Community Park**	20 acres	City of Riverside
• **Reid Park**	20 acres	City of Riverside
• **Mountain Gate Park**	24 acres	City of Corona
• **Northwest Park**	20 acres	City of Rialto
• **Story Park**	7 acres	City of Alhambra
• **Cabazon Park**	9 acres	County of Riverside
• **Woodbridge Community Par**k	22 acres	City of Irvine

• **Shadow Mountain Park**	10 acres	City of Moreno Valley
• **Bryant Street Park**	16 acres	City of Yucaipa
• **Tierra Bonita Park**	30 acres	City of Lancaster
• **Rawley-Duntley Park**	20 acres	City of Lancaster

NEIGHBORHOOD PARKS

• **Lee Owens Park Playground and Splash Pad**	8 acres	City of Whittier
• **Monte Vista Park Restroom and Splash Pad**	8 acres	City of Chino
• **Celebration Park**	5 acres	City of Ontario
• **Norco Ridge Ranch Park**	1 acre	City of Norco
• **Stagecoach Park**	5 acres	City of Corona
• **Jameson Park**	13 acres	City of Corona
• **Pablo Apis Park**	5 acres	City of Temecula
• **Pikes Peak Park**	8 acres	City of Norco
• **Electric Park**	5 acres	City of San Bernardino
• **McCarthy Park**	5 acres	City of Upland
• **Prime Desert Woodland Pavilion**	3 acres	City of Lancaster
• **Maul Park**	10 acres	County of Riverside
• **Eller Park**	8 acres	County of Riverside
• **Jacobs Park Tennis Courts**	0.5 acres	Town of Yucca Valley
• **Hi-Desert Park**	5 acres	Town of Yucca Valley
• **John F. Kennedy Park**	7 acres	City of Moreno Valley
• **Wimbledon Park**	3.5 acres	City of Costa Mesa
• **Bob McLeod Park**	3 acres	City of Chino
• **Jacobs Park**	5 acres	City of Cerritos
• **Liberty Park**	3 acres	City of Chino
• **Cresta Verde Park**	5 acres	City of Corona
• **River Road Park**	6 acres	City of Corona
• **Coyote Canyon Park**	5 acres	City of Rancho Cucamonga
• **Spruce Avenue Park**	5 acres	City of Rancho Cucamonga
• **Northwest Park**	6 acres	City of Rialto
• **Montecito Ranch Park**	10 acres	County of Riverside

EXISTING PARK REHABILITATION

• **Lee Owens Park Playground and Splash Pad**	8 acres	City of Whittier
• **Monte Vista Park Restroom and Splash Pad**	8 acres	City of Chino
• **Poinsettia Park Expansion**	42 acres	City of Carlsbad
• **Pine Avenue Park Expansion**	8 acres	City of Carlsbad
• **Aviara Community Park Expansion**	24 acres	City of Carlsbad
• **Grape Day Park**	30 acres	City of Escondido
• **Tamarisk Park**	8 acres	City of Lake Forest
• **Rimgate Park**	7 acres	City of Lake Forest
• **Concourse Park**	5 acres	City of Lake Forest
• **Mountain View Park**	5 acres	City of Lake Forest
• **Moreno Valley Community Park**	18 acres	City of Moreno Valley

• **Hillcrest Park**	50 acres	City of Fullerton
• **John Anson Ford Park**	48 acres	City of Bell Gardens
• **Hunter Community Park**	20 acres	City of Riverside
• **Reid Park**	20 acres	City of Riverside
• **Live Oak Park**	15 acres	City of Temple City
• **Machris Park**	10 acres	Town of Yucca Valley
• **Pablo Apis Park**	5 acres	City of Temecula
• **Amigo Park**	10 acres	County of Los Angeles
• **Cresta Verde Park**	12 acres	City of Corona
• **City Park**	10 acres	City of Corona
• **Schabarum Regional Park**	60 acres	County of Los Angeles
• **Pamela Park**	10 acres	County of Los Angeles
• **Crossroads Park**	20 acres	City of Chino Hills
• **Oakridge Park**	10 acres	City of Chino Hills
• **White Park**	10 acres	City of Riverside
• **San Antonio Park**	15 acres	City of Upland

HISTORICAL PARKS/FACILTIES

• **Aliso Viejo Ranch**	8 acres	City of Aliso Viejo
• **Founders Park**	3 acres	City of Anaheim
• **Edward Dean Museum & Gardens**	16 acres	County of Riverside
• **Hillis-Hise Historic House & Gardens**	5 acres	County of Riverside
• **San Antonio Park**	15 acres	City of Upland
• **Reyes Adobe Historical Site**	5 acres	City of Agoura Hills
• **Hillcrest Park**	50 acres	City of Fullerton
• **Jenson-Alvarado Park**	16 acres	County of Riverside
• **California Citrus State Historic Park**	400 acres	City of Riverside/ State of California

Richard Fisher, Principal Planner

EDUCATION & REGISTRATIONS

B.S. in Landscape Architecture, California State Polytechnic University, Pomona, 1968
A.A. in Ornamental Horticulture, Modesto Junior College, 1965



Registered Landscape Architect: California, 1974, #1429

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects
California Parks and Recreation Society
State Exhibitors Committee since 1985
Gamma Sigma Delta, Honor Society of Agriculture
The Fraternity of Alpha Zeta

EXPERIENCE

Mr. Fisher had been the Managing Vice President of Berryman & Henigar's Landscape Architecture Division for more than nineteen years, and now for 24 years, has served as President of Richard Fisher Associates. He offers to Richard Fisher Associates' clients his administrative talents gained in those 43 years, not only managing the company's Project Managers, design professionals and technicians, but also in guiding each and every client assignment within the landscape architectural expertise as Project Manager and Principal-in-Charge during this entire period. In addition to his management role within the firm, Richard is actively involved in providing landscape architectural services to Richard Fisher Associates' clients in the following areas:

CITY LANDSCAPE ARCHITECT

Mr. Fisher continues to provide contractual services as City Landscape Architect to several municipalities, ranging from casual on-call services to regularly scheduled office hours at City Hall each week. He has served 12 municipalities in this role over the past 44 years. These assignments include city-wide staff interaction in several areas of municipal facilities and services.

CAPITAL IMPROVEMENT PROJECTS

- Assistance in Preparation of Annual CIP Budgets
- Parks and Recreation Facility Projects
- Streetscape Projects
- Public Building Projects

Mr. Fisher served as the City's Project Manager for the planning, design and construction observation of 5 Neighborhood Parks, 1 Community Park and near 20 miles of public hiking trails for the City of San Clemente.

More recently, Richard served the City of Cypress as the Principal-in-Charge and Project Manager for the development of the Conceptual Plan for Arnold Cypress Park.

COMMUNITY LIAISON

- Conduct Community Input Meetings for Parks and Recreation Facilities Planning and Development.
- It is common practice for Mr. Fisher to compliment either City staff or the firm's consulting team with his highly-refined public meeting facilitation skills, so often a critical part of the client's planning and design needs. Additionally, he routinely makes presentations to Parks and Recreation Commissions, Planning Commissions, and City Councils. His experiences in making well over 150 presentations and conducting an equal number of community workshops or input meetings offers the firm's clients an exceptionally polished professional service.

PRINCIPAL-IN-CHARGE / PROJECT MANAGER

Since founding the Landscape Architecture Division of BSI Consultants in 1979, Mr. Fisher has served as Principal-in-Charge or Project Manager to every public project assignment accepted by the firm; to date well over 400 projects for 175 public agency clients! In these ensuing years, he has gained a vast amount of experience in soliciting public input, managing his professional and technical staff in the preparation of Conceptual Drawings, Master Plans, and complete Plans & Specifications; making presentations to Commissions and City Councils for a majority of the projects. Mr. Fisher's leadership role has guided highly successful projects through planning, design and construction of public facilities throughout central and southern California. One of his highest priorities at the onset of a new client relationship is to develop a strong credibility with the agency staff, the policy-making bodies, and the public who will become the ultimate user/observer of the improvements. Until the project is finalized and accepted, Mr. Fisher directs his management skills, with the full recognition that credibility and trust is earned only through meeting the promised deadlines and honoring the commitments made to deliver the work in the quality and completeness offered at the time of the initial proposal submittal and contract negotiations.

PUBLIC AGENCY STAFF TENURE

Complimenting his nineteen years' experience at Berryman & Henigar, and now more than twenty-four years at Richard Fisher Associates, Mr. Fisher offers RFA's clients nearly 7 additional years of public agency experience with the Parks and Recreation Department of the City of Anaheim, where, at peak development periods, he directly managed an in-house design staff of eleven. His close working relationship on a daily basis with recreation program staff, and parks maintenance and operations staff, provided an invaluable sensitivity to that important design/operations relationship to assure long-term successful public facilities.

EXPERT WITNESS

Mr. Fisher's level of professional expertise is sought out by numerous public agencies for expert testimony services in defensive support of pending litigation involving landscape development within both public park facilities and rights-of-way, as well as has served in expert witness capacities for several assignments to determine the Standard-of-Care level of service that has playground safety issues focusing on equipment selection and placement, and playground surfacing. As a public employee for nearly seven years specializing in park planning and design, combined with more than 31 years in consulting services, where his management of over $100 million in public improvements to over 150 clients has had a significant focus on parks and recreation facilities design, Mr. Fisher offers a unique strength in the expertise of design, installation, and maintenance of public areas or private areas used by the public.

FIRM PROFILE

BKF Engineers

Delivering Inspired Infrastructure for over 100 years





Since 1915, BKF Engineers earned a reputation for its ability to successfully plan, design, survey, and implement complex projects. We draw upon and utilize our experience diligently guiding projects from the initial due diligence and feasibility stages, progressing project designs and permitting approvals, and concluding with construction and implementation. This proven approach recognizes that developing dynamic projects is informed by focused team collaboration, mitigating physical constraints and potential risks, and balancing designs goals with value engineering solutions.

Through our network of 16 west coast offices, BKF provides civil engineering, land surveying, and land planning services for government agencies, institutions, developers, design professionals, contractors, school districts, and corporations. Facilitating the unique permitting and expertise requirements of projects, we provide a number of specialty services, including Agency permit expediting, sustainable infrastructure, site accessibility consulting, hydrology/hydraulics, traffic signal and traffic handling designs, utility locating services, automated construction surveying monitoring, and 3D laser scanning.

BKF's decades of engineering, surveying, and planning experience is evident in our legacy projects throughout the west coast. By leveraging our diverse project portfolio in combination with innovative design solutions, BKF's team of more than 450 experienced staff is dedicated to successfully delivering sustainable and dynamic projects for our communities and partners.

450+ Employees

Founded in **1915**

16 West Coast Offices

160 Professional Engineers & Surveyors

SERVICES

Surveying • Civil Engineering • Planning
Transportation • Water Resources • Sustainability
Construction Management • Utility Locating

OFFICE LOCATIONS

Redwood City	Santa Rosa	San Rafael	Newport Beach
San Jose	Sacramento	Modesto	San Diego
Walnut Creek	Oakland	Richmond	San Luis Obispo
Pleasanton	San Francisco	Salinas	Portland

RELEVANT PROJECT EXPERIENCE



HERITAGE PARK MASTER PLAN, IRVINE, CA

The Heritage Park will consist of the construction of new playground equipment and an interactive water feature. The City will remove the park's play equipment to make way for new playground amenities including, safer rubber surfacing and added landscaping. The construction will also include a new water feature similar to the one at the Irvine Spectrum, where children's activity will set off jets of water from spray nozzles. The estimated project budget is $1.2 million. BKF's scope of services includes providing conceptual and final engineering for grading, site drainage, on-site conceptual water, sewer and mainline storm drain.



SILVERLAKES EQUESTRIAN SPORTS PARK, NORCO, CA

BKF is the lead civil for preliminary and final grading plans for this proposed multi-use 122-acre recreational park facility. The sports park includes 28 soccer fields and will also be used for equestrian events with full equestrian facilities including arena, hay barn, and a vendor village with picnic areas, all-weather sand surface areas, a multi-purpose climate-controlled barn and event building, temporary barns, camping and recreational vehicle hook-ups, reception hall, facility offices, site lighting, and various storage and maintenance structures. This project is located along the Santa Ana River on Hamner Avenue on City of Norco property and operated by the Balboa Management Group. The scope of services included providing conceptual and final engineering for grading, site drainage, on-site conceptual water, sewer and mainline storm drain.



LAMBERT PARK, EL MONTE, CA

BKF is providing civil engineering services in the design and improvements to Lambert Park. In the conceptual design process, BKF worked closely with the lead Landscape Architect, as well as various engineering disciplines to address utility point of connections to buildings and pedestrian access. Additionally, Low Impact Development (LID) facilities were incorporated into the design to comply with storm water quality requirements. BKF performed precise grading, utility design (storm drain, sewer, and water), LID design and report, hydrology and hydraulics analysis, Storm Water Pollution Prevention Plan (SWPPP), earthwork quantities, specifications, and cost estimates.



Meadow Bay Park

BKF PARKS & RECREATION

- Allan Witt Community Park Master Plan
- Andrew Molera Pedestrian Bridge
- Andy's Unity Park
- Apollo Park
- Arrillaga Family Recreation Center
- Arroyo Grande Creek
- Baker Beach Topographic Survey
- Barkley Fields & Park Project
- Bay Meadows Linear Park
- Bayer Neighborhood Park & Community Garden
- Blair Park Survey
- Blithedale Summit Open Space Preserve
- Blue Oaks Recreation Center
- Blue Rocks Spring Golf Course
- Booker T. Anderson Comm. Center ADA
- Boundary Oaks Club House
- Brighton Landing Neighborhood Park
- Burton Park Inclusive Playground Design Project
- Butcher Park
- Cabana Park
- California Golf Club
- California Nursery Historical Park Master Plan
- Camp Arroyo
- Carl Barn Project
- Castlewood Country Club
- Cator Field Accessibility Improvements
- Central Park Lawn Bowls Clubhouse
- Central Parkway @ Tassajara Rd.
- Cerrito Creek Greenway Project
- City of El Cerrito
- Civic Center Playground
- Civic Park Bocce Courts
- Civic Park R1
- Coaches Field Master Plan
- Columbus Park
- Commons Park Rotary Playground Site Survey
- Concord Hills Regional Park
- Concord Willow Pass Park Restroom
- Conzelman Road
- Cooper's Grove
- Corderos Park
- Cornell Park - Discovery Bay
- Cowell Ranch/John Marsh State Historic Park
- Coyote Point Recreation Area
- Creekside Clubhouse
- Creekside Plaza
- Crestview Park Renovation
- Cross Alameda Trail
- Del Monte Park - Phase 2
- Del Valle Clubhouse - ADA Improvements
- Dennis the Menace Park
- DOGBONE Meadow Dog Park Renovation
- Dollar Clubhouse
- Dollar Pool Complex/Rossmoor
- Dragon's Den
- Dublin Community Park
- Dublin Crossings Park
- Dublin Historic Park
- Dublin Positano Park
- Dublin Ranch Area G City Park
- Dublin Senior Center
- Dublin Sports Ground Soccer Field
- Duck Pond Park
- East Avenue Park Renovation
- East Bay Regional Park District
- El Granada Medians
- El Monte Lambert Park
- Elm Park
- Emerald Glen Park
- Farm Park
- Flood Park Master Plan - Bay Road
- Florida Avenue Park
- Ford Field
- Fort Barry Balloon Hanger
- Franklin Canyon Golf Course Clubhouse
- Franklin Templeton Fitness Center

PARKS & RECREATION

- Garden Neighborhood Park
- Giacomini Open Space Preserve Survey
- Girl Scouts Camp
- Golden Gate Fields Track Improvements
- Golden Gate Park Stables
- Golden Gate Recreation Centre
- Golden Park, Downey
- Great Basin National Park – Lehman Caves Visitor
- Great Park Visitor's Center Plaza
- Guerrero Park
- Half Moon Bay Community Park
- Half Moon Bay Golf Club
- Hannah Park Construction Staking
- Hap Magee Ranch Park
- Heather Farms Park
- Helen Diller Civic Center Playgrounds
- Helen Putnam Park Expansion Parking Lot
- Heritage Park Master Plan – Irvine
- Highlands Rec District Remodel/Ramp
- Hill Recreational Area
- Hopland REC Field Laboratory & Multipurpose Facility
- Huddart Wunderlich Parks Master Plan
- Hunter's Point Ph1 Hillside Pocket Parks
- Ives Park Renovation Master Plan
- James Kenney Park Improvements
- Jean Sweeney Open Space Park
- Joseph Emery Park
- Kawana Springs Community Park
- Kelley Park
- Kennedy Park
- La Honda Equestrian Ranch
- Ladera Oaks Swim and Tennis Club
- Lafayette Community Park
- Lankey Swim Center Renovation
- Lassen Volcanic National Park
- Laurelwood Park & Sugarloaf Mountain Open Space
- Levin Park Pump Station
- Livermore Valley Tennis Club
- Los Gatos Veterans Memorial
- Magical Bridge Playground
- Maples Pavilion Renovation
- Marin County Parks & Recreation
- Martin Luther King Track Resurfacing Project
- McInnis Park Tennis Court Resurfacing
- McLaren Bike Park
- Mendocino Woodlands State Park Staking
- Metcalf Rd. Shooting Range
- Mill Valley Sycamore Park Restroom



Dublin Historic Park

- Millbrae Ave./Poplar - YMCA
- Moorland Park Master Planning
- Mosswood Rec. Center - Portables
- National Park Service - Badger Pass Rehabilitation
- National Park Service - Indian Cultural Center
- National Park Service - White Wolf Lodge Rehabilitation Project
- North Field Improvements
- North Richmond Ball Field Lighting Repair
- Northwest Community Park
- Oakdale Park
- Oakland Coliseum Sign Project
- Oakley Dog Park
- Oakley Recreation Center Project
- Old Course Club House Survey
- Orange Memorial Park
- Pathway Design for Centennial Park
- Paula Lane Project
- Peninsula Golf and Country Club
- Petaluma Community Sports Fields - Phase 2
- Piedmont Blair Park Improvements
- Pinnacles National Monument Visitor Station
- Pocket Park Development
- Positano Park
- Potrero Hill Park
- Presidio Golf Club
- Prewett Community Park Improvements
- Pt. Pinole Park, Pueblo Parks Tennis Courts Rehab
- Redwood City Dog Park
- Redwood City Park Site Assessment
- Regus Deconstruction, Redwood National & State Parks
- Richmond Swim Center
- Rio San Gabriel Park
- River Glen Park
- Roosevelt Park Master Plan

PARKS & RECREATION



SilverLakes Sports Park, Norco CA

BKF PARKS (CONTINUED)

- Roseland Creek Community Park
- Roseville Park
- Rossmoor Trce Creek Repair 2018
- Rotary Playground
- Rumrill Park Remediation
- Sacramento Historic City Cemetery
- Salesain Boys/Girls Club Encroachment Permit
- San Francisco Bay Trail: Lone Tree Point
- San Gabriel River & Wilderness Park Restoration
- Sean Diamond Park
- Sharon Heights Golf & Country Club
- Silver Creek Valley Country Club
- Silverlakes Sports Park
- Singleton Sports Complex Skateboard Park
- Skylawn Memorial Park
- Slide Ranch
- Small World Park Ferris Wheel
- So. Wavecrest Golf Course
- South Park
- Southbeach Marina Children's Play Area
- Spartan Stadium Concession Stand
- Spring Lake Park and Healdsburg Beach
- Spring Valley Golf Course
- St. Mary's Rd. Park Renovation
- Stanford West Playground
- Stanford/Palo Alto Community Playing Fields
- Starbird Park - Topo Survey
- Stojanovich Family Park
- Sugarloaf Ridge State Park
- Sunnyvale Municipal Golf Course-Cart Paths
- Taube Tennis Courts
- The Country Club
- The Wendle Property - Mark West Park & Open Space Preserve
- Tolay Lake Regional Park Master Planning
- Tom Bates Regional Sports Center Phase II
- Tracy Youth Sports Facility Project
- Treasure Island - Cultural Park
- Unity Park
- Vasona Park
- Victor Jones Park Improvements
- Wallenberg Park
- Walnut Creek Athletic Field & Track Improvements and Playground Renovation
- Waterfront Community Center
- West Evergreen Park
- Westpoint Marina
- Wilderries Park
- YMCA of San Mateo
- Yosemite Slough Park
- Yountville Community Complex

KEY PERSONNEL RESUME



BRUCE KIRBY, PE, QSD/QSP

CIVIL PROJECT MANAGER

Bruce has been involved in land development site engineering and is a professional engineer that has directed the design of many residential, institutional, retail, commercial, industrial, and recreational projects throughout southern California for over 37 years. These projects have included providing such services as preliminary engineering and backbone engineering design for the grading, roadway, storm drain, sewer and water infrastructure required for several large master-planned community projects.

EDUCATION
B.S., Civil Engineering; California Polytechnic University, Pomona

REGISTRATION
Registered Civil Engineer, CA, No. 42393

CERTIFICATION
Qualified SWPPP Developer (QSD) & Practitioner (QSP) CA, No. 20900

Envision Sustainability Professional (ENV SP)

TOTAL YEARS EXPERIENCE
37 years, 3 with BKF

SELECT PROJECT EXPERIENCE

Great Park Visitor Center Plaza, Irvine, CA
- Project Manager for the preliminary civil design for the Visitor's Center Plaza and Hangar 244 North area at the Orange County Great Park situated between the Great Park Visitor's Center building & Hangar 244 encompassing 5.2 acres
- Design upgrade that will be consistent with new adjacent facilities, landscape, shading and accessibility
- Main point of entry for the Sports Park & other facilities within the Great Park

Silverlakes Equestrian Sports Park, Norco, CA
- Project Manager for preliminary and final grading plans for this proposed multi-use 122-acre recreational park facility
- Services included providing conceptual and final engineering for grading, site drainage, on-site conceptual water, sewer and mainline storm drain
- The sports facility will consist of extensive lawn areas (both natural and artificial) including (28) fields for soccer, football, field hockey, and lacrosse

Heritage Community Park, Irvine CA
- Project Manager responsible for providing civil engineering design services to develop a Master Plan for this (37) acre multi-use park
- Scope of services include Topographic base mapping to define project limits and descriptions of existing features
- Prepare a due diligence package based upon project research to obtain as-built data and review the site infrastructure to list and define concerns, impacts, and opportunities
- New Park Master Plan will be developed once the community outreach is completed with the Childcare Committee and Children, Youth and Families Advisory Committee, Irvine Sports Committee, and Green Ribbon Environmental Committee. This plan will establish a phased development for the next generations of park users

La Pata Sports Complex, San Clemente, CA
- Project Manager responsible for providing conceptual design and engineering for a 50-acre community sports complex
- The sports complex included softball, youth baseball, and youth/adult soccer fields, aquatics center, tennis courts, and gymnasium along with the supporting parking lot, restrooms, and concession facilities
- Services included providing conceptual grading, site drainage, storm water pollution prevention, water quality management, and erosion control plans; conceptual on-site water system plans; on-site sewer system; conceptual mainline storm drain; and preliminary hydrology and hydraulic calculations

BOA

QUALIFICATIONS FOR BOA ARCHITECTURE:

The BOA Design Team offers a wide range of architectural and landscape architectural and planning services to assist public agencies and private developers in the design of variety of public spaces and facilities including:

- *Community Parks*
- *Neighborhood parks*
- *Recreation Areas*
- *Preservation of Natural and Historic Sites*
- *Government Centers*
- *Public Office and Administration Facilities*
- *Master planned communities*
- *Commercial Retail Centers*
- *Shopping Centers*
- *Mixed Use Housing/Commercial*
- *Hotels*
- *Hospitals*
- *Business Parks*
- *Streetscapes*

We are dedicated to the concept of a thorough environmental design process, and we are motivated toward providing personal service. We respect the goals of our profession and strive to reflect them in our work. Our staff in our 2 firms are trained in the physical and life sciences as well as in the art of design and the principles of construction. Because of this background and our respect and understanding for the relationships between people and the environment, we frequently develop and guide interdisciplinary teams that include other design professionals such as architects, landscape architects, engineers and planners.

As the principal design team member responsible for team and project coordination, we take a passionate personal interest in our projects and the agency's needs. Our specific scope of work will depend upon the nature of each project and may consist of any or all of the following.

- Preliminary Design Development
- Site Evaluation and Selection
- Working Drawings/Specifications
- Assistance during Bidding
- Construction Observation and Consulting
- Maintenance Guidelines and Observation
- Program Development
- Master Planning
- Recreation Land-Use Planning
- Site Planning
- General Consulting
- Consensus Building

For the improvements to the Nicholson Neighborhood Park, we will focus not only on the design of the restrooms and snack bar improvements, but also on vandal resistant mitigations and crime prevention through environmental design.

DESCRIPTION OF THE FIRM

BOA is a 7-person architectural firm, located in West Long Beach just 60 minutes from your office, that has been in continuous business for 59 years, with a competitive advantage in Public Works architectural modernization projects including: building additions, renovation/ retrofit, tenant improvements (TI); façade improvement projects, and building systems modernization. Although we have completed new construction projects, this is our industry niche and competitive advantage. We have completed over 2,000 Public Works architectural projects for over 80 local public entities. We have unique expertise in Parks/ Recreation Facilities, Fire Stations, Security-Workplace Safety Improvements, Community Centers, ADA Compliance, and Civic Center Facilities. We have unique expertise in restroom design as we have recently designed more than 50 park restrooms for the cities of Long Beach, Torrance, Bellflower, Cypress, Carson, Redondo Beach, Huntington Beach, Montebello, Tustin, and Los Angeles. We renovated 10 beach restrooms, and we have completed 4 pre-fabricated park restroom projects for the City of Long Beach. We can compete favorably with just about any other firm on these building types. Our staff expertise and

BOA

production systems are geared for these types of architectural modernization and often "messy" renovation projects. We have completed the design of over 300 Parks/Recreation projects, over 60 Community Centers, over 50 fire stations, 20 libraries, over 400 ADA Compliance renovation projects, and 15 civic centers.

We are a small firm that prides itself on personalized service by the principal and architectural staff. BOA's philosophy demands that the principal be intimately involved in every phase of your project. As a result, Edward Lok Ng, licensed architect, will be the Principal-in-Charge and the Project Manager for this project. This will allow high-level decisions to be made quickly and efficiently on your project.

BOA is also a firm that fosters an exceptional working atmosphere for its staff. As a result, high quality work is achieved for all of its clients. BOA's employees are highly skilled long-term staff and are always encouraged to become better architects and better project managers with continuing education and advanced certification.

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN

BOA is *LEED* certified and encourage sustainable alternatives to create energy efficient parks and public spaces.

LEED AP

BOA ARCHITECTURE **RELEVANT PROJECTS**

TIDELANDS BEACH RESTROOMS LONG BEACH

Client: City of Long Beach, Public Works Dept. Parks, Recreation & Marine Dept. Reuben Tolentino 714-412-5672
Architect Team: Edward Lok Ng, M. Andrade
Construction Cost: $5,000,000 **Construction Completed:** 2015
Project Description: Located on the beaches off Long Beach's Marine Stadium, Alamitos Bay, Rainbow Harbor, Alamitos Beach, and Junipero Beach, BOA designed 8 new beach restroom facilities and extensively renovated 2 more. Their locations designation are; Mothers Beach South, Bayshore North, Bayshore South, 62nd Place, Granada Av., Junipero Av., Cherry Av., Coronado Av., 8th Place, and Queensway adjacent the Aquarium. Each location was architecturally designed to be compatible with the nearby community. Functions of the new building included individual beach changing rooms with toilet, a bank of common lavatories are stationed under a covered shade immediately out the changing rooms. Nearby outdoor beach showers are conveniently located. All areas of the facility are fully accessible and ADA compliant. Ease of maintenance and Crime Prevention Through Environmental Design were important considerations in he design and orientation of the new buildings. As a result heavy-duty stainless steel plumbing fixtures, fiberglass doors & frames, and CMU interior walls were chosen. Liquefaction and a high water table were geotechnical issues that needed special attention. Thus, over-excavation & mat concrete slab were used to mitigate differential settlement and soil instability. As public artwork, each beach location was enhanced with ocean themed tile wall mosaic and mosaic tiled sidewalks. This was directed by the City and designed by BOA.

Queensway Beach Restrooms







Mother's Beach South Restroom



Granada Ave. Beach Restroom Renovation



Cherry Ave. "pre-fabricated" Beach Restroom

BOA ARCHITECTURE RELEVANT PROJECTS

MOTHERS BEACH CONCESSION, COMMERCIAL KITCHEN & BEACH RESTROOMS – CITY OF LONG BEACH



BEFORE

Existing Restroom & Lifeguard bldg.



AFTER



New Vandal-Resistant lav.



New Beach Showers



New Tower at Concession Counter

Mothers Beach Concession, Commercial Kitchen & Beach Restrooms

Client: City of Long Beach, Public Works Dept. **Architect Team:** Edward Lok Ng **Construction Cost:** $800,000
Project Description: Located on the beach of Marine Stadium, BOA designed a new 2800 s.f. Beach Concession & Restroom building addition that is architecturally compatible with the existing attached beach lifeguard building and residential in character to blend with nearby homes. The new dramatic east facing concession/restaurant tower was designed to recall the architectural vocabulary of the existing lifeguard tower. The project included full-size commercial kitchen facilities for outdoor dining/concession/catering functions serving all of Mothers Beach. The commercial kitchen was designed specifically for the concession operator to accommodate quick lunches and dinners for beach goers, and for special large beach gatherings and parties. Other functions of the new building included storage for lifeguard boats/vehicles/equipment, and 10 beach changing rooms with toilet, a bank of common lavatories are stationed under a covered shade structure. Nearby outdoor beach showers are conveniently located. All areas of the facility are fully accessible and ADA compliant. Ease of maintenance and Crime Prevention Through Environmental Design were important considerations in the design of this project. As a result heavy-duty stainless steel plumbing fixtures, fiberglass doors, and CMU interior walls were chosen. Liquefaction and a high water table were geotechnical issues that needed special attention. Thus, over-excavation & mat concrete slab were used to mitigate differential settlement and soil instability.

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email: lok.ng@boaarchitecture.com

EDWARD LOK NG, ARCHITECT, LEED AP
President/ Sr. Project Manager and Designer



PROJECT RESPONSIBILITY
Maintain Client communication, lead overall design effort in form and function, compile client and user group input and day-to-day contact with Client, oversight of all conceptual drawings and renderings.

EXPERIENCE - Edward Lok Ng has been a member of BOA since 1982. Principal and Director of Design, Mr. Ng has over 38 years of experience in all phases of the design process. He has personally designed and managed over 500 municipal facility projects and completed design work for over 30 parks for local cities. He is very familiar with Carriage Crest Park as he designed the Community Center renovation and new restroom building adjacent to the basketball courts. He leads a talented team of designers and consultants to ensure that design solutions effectively meet the clients' and users' needs while adhering to client schedules and budget constraints. He has been the Project Manager and Designer for numerous projects within civic/public buildings, the Parks and Recreation facilities, city hall, Fire Station facilities, Police facilities, and ADA retrofit/transition plan projects. This experience coupled with Mr. Ng's dedication and commitment to sustainability and design excellence has led to numerous honors and repeat clients for BOA. Finally, Mr. Ng has personally designed numerous parks and recreation facilities and public parks, including the Cities of: Carson, Bellflower, Cypress, Hawthorne, Irvine, Huntington Beach, Torrance, Tustin, State of California, and many others.

A certified plan review consultant to California's Division of the State Architect, Mr. Lok Ng has completed DSA-sponsored training as an Access Compliance Plan Reviewer and Accessibility Surveyor. As a member of the City of Long Beach Disabled Access Appeals Board since 1994 and the Design Review Board for the City of Downey since 1989, he has reviewed applications and appeals for a broad range of commercial and municipal design projects. He is also LEED, AP Certified and has design several LEED Certified projects, which will be a great asset for the sustainability design.

DESCRIPTION OF CURRENT POSITION
Principal, Director of Design

EDUCATION
Bachelor of Architecture
University of Hawaii, 1981

Continuing Education
University of California, Los Angeles

PROFESSIONAL REGISTRATION
Licensed Architect, C-16840
State of California, 1986

LEED Accredited Professional, 2009

Disabled Access Appeals Board
City of Long Beach, since 1989

Certified Access Review Board and Design Review Board
City of Downey, since 1992

Completed Accessibility Surveyor Training for State Leased Buildings and Facilities, State of California, since 2003

TRAINING
DSA Academy Access Plan Review Training, 2004, 2008 & 2010

YEARS OF EXPERIENCE

Employed by BOA since 1982
Employed by other firms - 6 years

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REPRESENTATIVE PROJECTS INCLUDE (Partial List)

PARKS/RECREATION/COMMUNITY CENTERS:

- Carriage Crest Park, City of Carson; Cost: $500,000
- Sierra Madre Teen Center Client: City of Sierra Madre, Cost: $900,000.
- Hawaiian Gardens Youth Center Head Start Program Client: City of Hawaiian Gardens, Cost: $800,000.
- Jesse Owens In-door Swimming Pool Facility; Client: L.A. Co., Dept. of Rec. & Parks, Cost: $4,000,000.
- Bartlett Annex Senior Social Services Center; Client: City Torrance, Cost: $200,000.
- Hawaiian Gardens Senior Center; Client: City of Hawaiian Gardens, Cost: $1,000,000.
- Veterans Park Senior Center; Client: City of Redondo Beach, Cost: $800,000.
- Perry Park Youth Community Center/Addition/Renovation Client: City of Redondo Beach, Cost: $400,000.
- Rancho Carlsbad Community/Senior Center; Client: City of Carlsbad, Cost: $900,000.
- Banning Parking Senior Center; Client: City of Los Angeles, Cost: $2,700,000.
- Memorial Park Community/Senior Ctr. Renovation Client: City of Hawthorne, Cost: $500,000.
- Green Meadows Recreation Center/Gym; Client: City of Los Angeles, Cost: $300,000.
- Hawaiian Gardens Community/Recreation Ctr./Gym; Client: City of Hawaiian Gardens, Cost: $2,000,000.
- Bartlett Senior Citizen Center; Client: City of Torrance, $1,300,000.
- Sierra Vista Park Recreation Ctr. ADA Modifications Client: City of Sierra Madre, Cost: $100,000
- Miller Community Center; Client: City of Torrance, Cost: $300,000
- Black Box Theater Client: City of Torrance, Cost: $500,000, Addition & Renovation
- Sea Scout Facilities & Community Center; Client: LA County ISD, Cost: $300,000
- Banning Lions Park ADA Compliance, Client: City of Banning Cost: $300,000
- Wilson Parking Amphitheater, City of Torrance, Cost: $500,000

PARKS & RECREATION RENOVATION PROJECTS:

City of Bellflower:

- Thompson Park-Renovation-Cost: $2,000,000
- Thompson Park Community CTR Renovation, Cost: $500,000
- Caruthers Park Renovation, Cost: $400,000

For the City of Hawthorne:

- Senior Citizen Center - Renovation
- Memorial Park - Renovation
- Hawthorne Pool - Renovation
- Ramona Park - Renovation
- Jim Thorpe Park & Comm. Ctr. - Renovation
- Holly Park – Renovation
- Holly Glen Park - Renovation

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For the City of Tustin:
- Tustin Frontier Park, ADA Retrofit/Audit
- Pine Tree Park, ADA Retrofit/Audit

For the City of Montebello:
- Ashiya Park - Addition/Renovation
- City Park - Addition/Renovation
- Holifield Park - Addition/Renovation
- Grant Rea Park – Renovation

For the City of Long Beach:
- Long Beach Sports Arena, 11,500 seat sports arena ADA retrofit Cost: $1,400,000
- El Dorado Park Nature CTR-ADA Renovation, Cost: $200K
- Long Beach Senior Center–Renovation Cost: $300,000
- Belmont Plaza Pool & Community Center Renovation Cost: $500,000
- El Dorado Regional Park-West Community Center and Site Renovation Cost: $700,000
- Blair Field, 3000 seat baseball stadium Renovation Cost: $400,000
- Long Beach Marina Restrooms, Addition, & Renovation; Cost: $200,000
- Drake Park – Renovation Cost: $300,000
- MacArthur Park ADA Renovation; Cost: $200,000
- Whaley Park and Community Center – Renovation Cost: $500,000
- El Dorado Park Youth Center Restrooms Renovation Cost: $200,000
- 10 Tidelands Beach Restrooms – New facilities and site work Cost: $6,000,000

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ADA COMPLIANCE PROJECT MANAGER
LEONARDO ARTEAGA, CASp-055, ICC, Access Surveyor



Mr. Arteaga is an ICC Certified Accessibility Inspector/ Plans Examiner, and a Certified Access Specialist. He has been a member of BOA Architecture since 1998, currently holding the position of Production Director for BOA's Access Compliance Group. For your project he will spearhead all Construction Documents. Mr. Arteaga oversees 3 staff members and consultant partners to ensure facilities meets functional requirements, compliance design solutions, and barrier removal planning:

- Monitors development of project-assessment reports and compliance design solutions to meet client performance requirements and ensure that project deliverables are completed on schedule and under budget.
- Oversees implementation of systems and procedures covering production of ADA assessments and designs.

RELEVANT EXPERIENCE

Municipal Restroom Projects

- City of Long Beach, CA, Tidelands Beach Restroom
- City of Bell, CA – Treder Park Restroom
- City of Costa Mesa, CA – 3 Senior Center Restrooms
- City of Long Beach CA – Marina Vista Park pre-fabricated restrooms
- City of Banning, CA – 4 restrooms at Banning Community Center

Access Compliance Design *(partial list)*

- City of Long Beach
- City of Redlands, CA
- Los Angeles Community College District
- Riverside Community College District
- California Department of Fish and Game
  7 Ecological Reserves and Hatcheries

Other ADA Related Experience *(partial list)*

- DSA LA Basin Region Office – Access Compliance Plan Review
- County of San Bernardino, CA – Inspection, Review and Analysis

EDUCATION

Bachelor of Architecture
California Polytechnic State University, Pomona, 2002

Associate of Architecture
Los Angeles Harbor College, 1998

PROFESSIONAL REGISTRATION

Accessibility Inspector/ Plans Examiner

International Code Council, 2010
Certified Access Specialist, CASp-055

State of California, Division of the State Architect (DSA), 2009

TRANING

- DSA Academy Access Plan Review Training, 2004 & 2007
- DSA Academy Fire & Life Safety Plan Review, 2006
- **NAADAC Conference-Accessibility Seminar, 2010**

JCA Engineering Inc. is dedicated to provide efficiently innovative architectural lighting design services, and state-of-the-art electrical engineering. Projects successfully completed within the last year represent total construction values exceeding thirty million dollars. Those projects encompassed new and renovated educational facilities, efficient public works facilities, religious facilities, active and passive recreational sites, sports complexes, arenas and streetscapes for community revitalization. The principals of this growing design firm offer more than 65 combined years of experience in electrical systems engineering.

We implement new technology to evaluate our design proposals using software such as AutoCAD 2016. Lighting design incorporates all required Title 24 energy codes and we are capable of providing all the required Title 24 forms to meet all state requirements.

JCA offers comprehensive experience in government, public works, federal, religious, business, institutional, private and educational facilities electrical system requirements and construction. In addition JCA provides design expertise in fire alarm, electronic communications, intrusion alarm and video distribution systems.

JCA also has large amount of experience in lighting design and distribution for streetscapes, sports parks, median improvements, passive parks, tract housing entries and condominium site lighting.

The firm is a certified small business firm and has complete general liability, workman compensation, automotive and errors/omissions Insurance coverage.

Our goal is not limited to the design of the projects only, but includes the incorporation of value engineering and constructability review. Through the examination of specific design alternatives, we will identify the most cost effective project alternative that meets design requirements and will provide for the greatest opportunity for expedited construction, which allows us to consistently deliver projects that use public resources in a very wise and responsible manner.

In conclusion *JCA Engineering Inc.* believes the most important reason for selecting our firm for the projects is the personalization and care our company will provide to the owner in order to design an efficient yet attractive electrical engineering design.

The firm was originally founded as JCA Consulting in 1998 as a sole proprietorship. In 1999 JCA Consulting incorporated and changed the firm's name to JCA Engineering, Inc. Below is a short list of projects JCA Engineering, Inc. has designed.

Current and Recently Completed Projects

Central City Park, Fontana, Ca.
Riverside City College Baseball/Softball Field Sports Lighting, Riverside, Ca.
Ridgeline Park, Corona, Ca
Menifee Town Center Private Housing Tract, Menifee, Ca.
Audie Murphy Trail A,B,C,D & H Lighting, Ontario, Ca.
Chino City Hall Emergency Generator Connection, Chino, Ca.
Holt Blvd Utility Underground Project, Ontario, Ca.
Ruben Ayala Park Sports Lighting Fields 7-15, Chino, Ca.
Kare Sports Park, Santa Fe Springs, Ca.
Villa Borba Park and Trails, Chino Hills, Ca.
Celebration Park, Ontario, Ca.
Archibald Ave Gateway Monument, Ontario, Ca.
Animal Shelter Emergency Generator, Town of Yucca Valley, Ca.
The Farm @ Pomona Fairplex, Pomona, Ca.
Cal Poly Pomona – Baseball Field Sports Lighting, Riverside County, Ca.

Past Completed Projects

Ruben Ayala Park 15 Fields of Sports Lighting, Chino, Ca.
Paradise Park, Town of Yucca Valley, Ca.
Jack Bulick Sports Complex, Fontana, Ca.
Fontana Skate Park, Fontana, Ca.
Ingalls Park, Moreno Horse Arena, Norco, Ca.
Porterville Sports Complex, Porterville, Ca.
Jet Propulsion Laboratories Perimeter Security Lighting and Cameras, Pasadena, Ca.
El Camino Real Sports Park, Orange, Ca.
Temescal Valley Sports Park, Riverside County, Ca.
George Patton Park, Indio, Ca.
Iris Landing Condos Site Lighting, Moreno Valley, Ca.
Rockcliffe Condos Site Lighting, Moreno Valley, Ca.
Moreno Valley Community Park Sports Park, Moreno Valley, Ca.
Bill Martin Community Park, Fontana, Ca.
Amar and Azusa Boulevard Streetscape, Covina, Ca.
Burbank Boulevard Street Improvement, Burbank, Ca.
Naval Weapons Base Firing Bay, China Lake, Ca.
Hunt Park Pool Rehabilitation, Riverside, Ca.
Hunter Hobby Park, Riverside, Ca.
The Grove Community Church and School, Riverside, Ca.
The Rock Community Church and School, San Bernardino, Ca.

Project Understanding and Management Approach

We understand that this project is to demolish the entire park site but save as many trees as possible. We have reviewed the existing Arnold Cypress Park site and are aware of the existing conditions but as part of this project we will need to analyze and take into consideration all project constraints, including, but not limited to, the condition of the irrigation system, electrical, buildings to be demolished, site accessibility constraints, CEQA requirements, community input, and the project budget.

The Arnold Cypress Park Improvement project will create a sense of place and become a gathering point for all residents of Cypress and those living in close proximity to the park. On top of being a sports park, it will be a place for families to gather, meet neighbors, and make new friends. This park will help build a safer community, provide a place for children and adults to play and interact, walkers to rest, and a place to relax and enjoy the outdoors as well as the many sports activities. Located in a residential neighborhood on the north side of the city, Arnold Cypress Park has been serving the surrounding neighborhoods for many years. With the proposed improvements, the park will receive a brand new look and be recreated to meet the current recreational needs of the neighborhood and community.

Improvements will include:

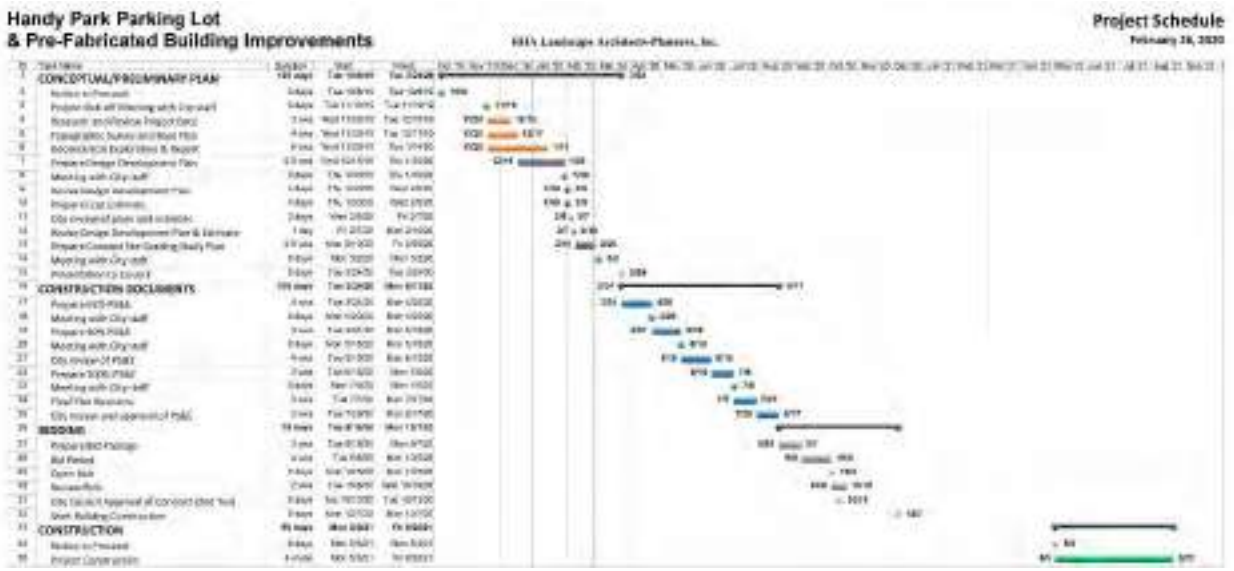
- Four softball fields
- Batting cages
- Six pickle ball courts
- One multi-use court
- Centralized restroom and concession building
- Multi-Purpose Room building
- Basketball/volleyball court
- Two Playground areas
- Picnic pavilion
- Walking/jogging path with exercise equipment stations

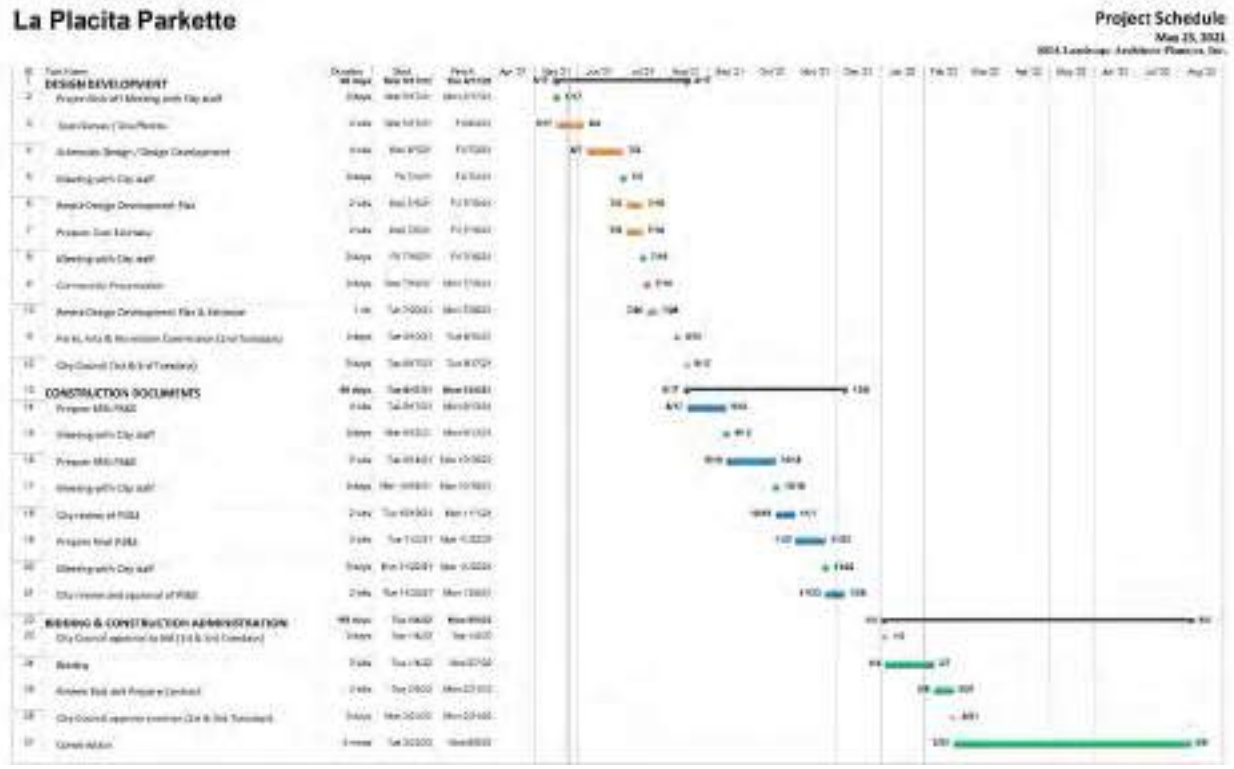


As the design team continues to refine the Conceptual Site Plan it will be important to ensure that the community's vision is maintained. We are excited to have Dick Fisher on our design team to help with this task. Dick led the city and community through the original Conceptual Design process to develop the plan that was approved by City Council. He will work closely with our team to continue the development of the site plan as we bring over 100 years of combined park design experience to ensure the rehabilitation of Arnold Cypress Park is a complete success.

TASK 1 - KICKOFF MEETING, PROJECT MANAGEMENT AND COORDINATION

We will coordinate and attend a project kick-off meeting within one (1) week of receiving the Notice-to Proceed from the City. The purpose of the meeting will be to establish clear lines of communications, review and redefine the proposed project scope and schedule and establish general design guidelines, discuss project goals, parameters and constraints and obtain background data. We will prepare a project schedule in Microsoft Project listing all tasks required to ensure a successful project from start to finish. A couple of examples of schedules are shown on the next page.





We will attend status meetings as necessary during the course of the project to keep the City staff abreast of the project development. We will establish review milestones in the project schedule and submit deliverable products in a timely manner for adequate City review and revision.

TASK 2 - SITE RESEARCH, TOPOGRAPHICAL SURVEY, AND REVIEW PROJECT DATA

The RHA team will perform all necessary data collection that will include a topographic site survey, research, gathering and reviewing existing City records appropriate for the project site. RHA will review existing site information, including maps, landscape plans, topographical information, Geographic Information System (GIS) data, and street improvement plans, along with any requested information to complete a successful project. Included in this phase will be to identify areas of the project that will require traffic control plans for construction activities.



We will complete all field reconnaissance necessary to verify existing irrigation and planting improvements and site conditions and locate and identify undocumented surface improvements relevant to the proposed redesign.

BKF will provide aerial control and flight panel layout necessary for an aerial survey to be flown at 20-scale with one-foot contour interval. Their sub consultant will fly the site and develop an aerial topographic survey, which can be used as a background for the project base. Union field crews will then perform a topographic survey to locate detailed topography within the site area limits. This includes but is not limited to: existing building corners, finish floor elevations, walkways, curbs, gutters, hardscape features, stalls, and trees (typically over 4" diameter, with drip lines.) This includes supplemental data where critical exit and entry doors connect to the sidewalk where ADA accessibility conformance is vital to the design. The Path of travel (POT) walkway elevations, including any existing ADA Parking Stall elevations. Additionally, they will locate existing visible utilities within and to serve the site and obtain the rim and pipe invert elevation (with pipe sizes) of gravity utilities (sewer and storm drain), that serve, or are directly adjacent to, the site. This 20-scale topo will include 1-foot contours, on a developed surface in AutoCAD 2018 format. The record paper boundary will be delineated on the survey. Benchmark and Basis of Bearing will be stated and .pdf and .dwg version will both be provided

BKF will map the "paper" site boundary per the current vesting deed listed in the Title Report provided by client. The record deed information will be 'best fit' to existing information that BKF will collect as part of the topographic survey. We understand that this is for planning/study purposes only. Resolved boundary survey will not be performed at this time in an effort to save the client/owner on the extensive costs related to a resolved field boundary survey and for BKF to be in compliance with the CA B&P Code and Land Surveyor's Act. Our intent is to assist the client /owner in the planning efforts while remaining budget conscious. The "paper" boundary should not be used set building locations or used to be determined whether the site meets zoning setbacks. Utilizing the Title report and associated record documents in the Title Report, BKF will map the existing easements contained in the report and attempt to fit them to the "paper" boundary. Note that we are currently seeing more than the average errors in Title with respect to the vesting deeds and easement documents.

RHA will visit and evaluate the site to determine the existing landscape conditions, grading, drainage, irrigation equipment, utilities, and other critical information required for a complete design. RHA staff will photo document the site, take notes on existing conditions, test the operation and condition of the irrigation system components.

TASK 3 - UTILITY RESEARCH & LOCATING

BKF will hire a utility subconsultant to perform an investigation of existing utilities within the outlined work area of the site. The technicians will utilize various techniques to identify the location of existing utilities. Geophysical equipment may be used including GPR, Electromagnetic Locators, Ram Rods, etc. to assist in locating lines. Where geophysical equipment is utilized, the investigation will be performed to identify utilities to quality Level B as defined by the guidelines for quality levels produced by Ground Penetrating Radar. The utilities identified during the investigation will be marked out onsite following the American Public Works Association (APWA) guidelines for the marking of utilities. APWA industry standard colors will be used to mark the locations directly on the surface. Non-permanent water-based paint will be used where permitted. Where paint is not permitted (such as finished decorative surfaces or high traffic customer areas), we will utilize chalk, wax or other materials. At the conclusion of the work, our technician will prepare a written report summarizing the results of our survey. BKF surveyors will then survey the pothole locations and record rim and invert elevation of the gravity utility lines.

TASK 4 - LEAD & ASBESTOS INVESTIGATION FOR BUILDINGS BEING REMOVED

BOA Architecture will provide a site assessment of the existing buildings to be demolished and collect paint and asbestos samples of the existing buildings. The samples will be analyzed and a report will be created that is sufficient for abatement contractor to remove the lead and asbestos.

TASK 5 - GEOTECHNICAL INVESTIGATION AND REPORT

Converse Consultants will provide geotechnical field exploration and consisting of 6 borings, laboratory testing, percolation tests, and a full geotechnical report.

TASK 6 - PREPARE CONCEPTUAL DESIGN PLANS

The RHA Team will prepare three Conceptual Plans that will delineate all proposed site improvements listed above. Colored site plans will be prepared along with photo examples of the various amenities to help convey the design intent. We will meet with city staff to review the concepts and determine what changes are needed to move forward to the final concept plan. As part of the final concept plan we will prepare various photorealistic renderings and virtual fly-throughs to help illustrate what the final product will look like. The following pages are examples of the graphics we will prepare as well as links to YouTube videos of two virtual fly-throughs we have prepared for current projects.









YouTube link to virtual fly-through: https://youtu.be/x3GVNOgRems


Rosedale Great Park
Conceptual Development Plan
ROSEDALE
RHA







Marine Park Inclusive Playground, Santa Monica

YouTube link to virtual fly-through: https://youtu.be/ba4O17ByLR8





Cottonwood Church Amphitheater, Los Alamitos





Entry Renderings, Redlands

TASK 8 - PRESENTATION TO COMMISSION AND COUNCIL

We will present the final concept plan, renderings, and fly-throughs to the Recreation & Community Services Commission and the City Council for review and approval. We will make any final changes needed based on input from these meetings before moving forward with the construction documents.

TASK 9 - CONSTRUCTION DOCUMENTS

All plans will be developed using AutoCAD 2021. We will utilize the City title block at 24" x 36". Construction documents will be submitted for City review at 60%, 90%, and 100% completion. Final drawing will be stamped and wet signed.

A. Demolition Plans

Detailed plans will be prepared plans illustrating the locations and limits of the proposed project and identify the location and limits of existing site features that are to remain in place and protected from construction activities.

B. Construction Plans

Construction plans will be prepared that will locate by dimensioning all site elements including ballfields, courts, play equipment, concrete paving, walls, fencing, and site furnishings. Details will be provided to demonstrate proper construction and installation of all the site elements.

C. Precise Grading and Drainage Plans

Precise grading and drainage plans. Plans will include finished grading design for the new site concrete walkways and ADA compliant pathways around the park from the existing street and Parking lot to the play areas. Area drainage system and construction details will also be shown. Services also include agency plan check revisions, construction notes, quantities, and construction details.

D. On-Site Sewer and Water Plans

On-site sewer and water plans will indicate new main/lateral alignment and sizing with cleanouts and valves from existing points-of-connection outside of the public right-of-way to the drinking fountains and buildings in plan-view only. Assumes existing connections within the public right-of-way will be sufficient for new service and connections will be made on the property site of the right-of-way and no additional offsite plans will be required. Plans include agency plan check revisions, construction notes, quantities, and construction details.

E. Storm Water Hydrology and Hydraulics Drainage Report

Hydrologic calculations will be completed to determine construction stormwater conditions. These calculations will be utilized to determine the hydrologic conditions of concern for the site. This task does not include analysis of off-site flows.

F. Water Quality Management Plan (WQMP)

WQMP/LID documents will be prepared in conformance with the requirements and conditions for Low Impact Development (LID) improvements that are compliant with NPDES Order R8-2010-0036. The WQMP/LID shall analyze prescribe structural and non-structural Best Management Practices (BMPs) in compliance with LID standards. Treatment control BMPs, shall be appropriately sized to meet minimum flow rate/volume mitigation design requirements of the local municipal agency.

G. Architectural Plans

BOA Architecture will provide architectural plans and details for the new Centralized Restrooms and Concessions Stand and the Multi-Purpose Room buildings. Architectural themes will be discussed with the city and a cohesive theme will be utilized to unify all of the buildings and other structures on site.

H. Electrical and Lighting Plans

Electrical plans for the site will be prepared that will include lighting for:

- (4) lighted ballfields
- Lighted parking lots
- Lighted walkways
- (2) lighted play areas
- (6) lighted pickle ball courts
- Lighted multi-use arena
- Lighted basketball/volleyball courts
- Lighted picnic shelter
- Power to Multi-Purpose Room building
- Power to Restrooms/Concessions building
- Power to batting cages

I. IRRIGATION PLANS

Irrigation plans will be prepared to water all proposed planted areas with 100% coverage. All irrigation plans will include the location, type, size and manufacturer of the proposed equipment and materials necessary to construct the irrigation system. The plans will also include all required notes and calculations necessary to demonstrate the engineering suitability of the proposed system. Pressure loss calculations, point of connection, mainline, lateral and head layout, drip irrigation layout, controller location, and flow calculations will be provided. The controllers will be ET based Smart controllers with moisture sensing capabilities, non-volatile memory. The system will be designed for a minimum efficiency of 70 percent. Details will be provided to demonstrate proper installation of all irrigation equipment.

J. Planting Plans

Detailed plans will be prepared for all planting areas on the site. These plans will locate and identify all items of plant material and inert materials such as boulders or rock. Drought tolerant plant materials will be used to conserve water, reduce maintenance and ensure the long- term health and viability of the plant material. Planting plans that illustrate the location, size, quantity and type of proposed plant and inert materials required to complete the project. The plans will include, but are not limited to, trees, shrubs, ground covers, flower color, and mulch.

K. Specifications

We will prepare book specifications identifying types and qualities of materials and methods to be used in construction.

TASK 10 - OPINION OF PROBABLE CONSTRUCTION COSTS

RHA will prepare a detailed opinion of probable construction cost at the concept planning stage, at 60% and the 100% submittal of the construction documents. The estimate will be a very detailed line item document identifying all of the specific amenities proposed for construction as shown in the example below. These are excerpts from the Carriage Crest Park project we are currently working on in Carson. We will confirm current pricing with recently bid projects as well as discussions with our contractor contacts to ensure that the estimate is extremely accurate.

GENERAL SITE CONSTRUCTION				**$3,973,972**
Site Clear & Grub	426,050	SF	$0.35	$ 149,118
Grading	426,050	SF	$0.50	$ 213,025
Drainage	1	LS	$100,000.00	$ 100,000
6" Concrete Paving	31,750	SF	$9.00	$ 285,750
3" Decomposed Granite Trail	19,765	SF	$4.00	$ 79,060
6" Concrete Trail Edging	4,100	LF	$10.00	$ 41,000
Walkway light (poles, fixtures, conduit, wire, pull boxes)	30	EA	$7,000.00	$ 210,000
3' Fencing on Sepulveda	772	LF	100.00	$ 77,200
Park Sign	1	EA	$20,000.00	$ 20,000
Exercise equipment	7	EA	$4,000.00	$ 28,000
Shade Sails	1	LS	100,000.00	$ 100,000
Shade Cover	1	LS	80,000.00	$ 80,000
Picnic Tables	4	EA	$2,100.00	$ 8,400
Drinking Fountain	1	EA	$12,000.00	$ 12,000
6' Bench	6	EA	$1,250.00	$ 7,500
Irrigation Controller	2	EA	$8,000.00	$ 16,000
Irrigation - Turf	300,900	SF	1.50	$ 451,350
Irrigation - Shrubs & Groundcover	73,635	SF	$2.00	$ 147,270
Weed Abatement, Soil Preparation & Fine Grade	374,535	SF	$0.40	$ 149,814
90 Day Maintenance	374,535	SF	$0.10	$ 37,454
Turf - Sod	300,900	SF	2.00	$ 601,800
Shrubs & Groundcover	73,635	SF	$4.00	$ 294,540
24" Box Tree	92	EA	$350.00	$ 32,200
Sub-total				*$ 3,141,480*
Mobilization & Gen Conditions	*10%*			*$ 314,148*
Contingency	*15%*			*$ 518,344*
Soft Costs	*15%*			*$ 518,344*

BASKETBALL COURTS				**$85,388**
Drainage	1	LS	$3,000.00	$ 3,000
Basketball Court Resurface	5,500	SF	$10.00	$ 55,000
Basketball Backboard and Goals	3	EA	1,500.00	$ 4,500
6' Bench	4	EA	$1,250.00	$ 5,000
Sub-total				*$ 67,500*
Mobilization & Gen Conditions	*10%*			*$ 6,750*
Contingency	*15%*			*$ 11,138*
Soft Costs	*15%*			*$ 11,138*

BALLFIELD - 200'				**$1,099,159**
Site Clear & Grub	43,000	SF	$0.35	$ 15,050
Grading	43,000	SF	$0.50	$ 21,500
Drainage	1	LS	$30,000.00	$ 30,000
1" Copper water line for drinking fountain	200	LF	20.00	$ 4,000
Sports Field lighting (poles, fixtures)	6	EA	$45,000.00	$ 270,000
Ballfield Fencing (6' chainlink)	100	LF	70.00	$ 7,000
Ballfield Fencing (10' chainlink)	210	LF	100.00	$ 21,000
Netting Backstop (50')	150	LF	350.00	$ 52,500
Dugouts	2	EA	80,000.00	$ 160,000
Bullpens	2	EA	10,000.00	$ 20,000
Bleacher Seating	2	EA	8,000.00	$ 16,000
Home Plate	1	EA	250.00	$ 250
Pitching Rubber	1	EA	300.00	$ 300
Bases (set of 3)	1	set	500.00	$ 500
Foul Line Pole	2	EA	7,500.00	$ 15,000
Marksmart Lining System	1	EA	800.00	$ 800
Drinking Fountain	2	EA	$12,000.00	$ 24,000
4" Infield Mix	15,000	SF	6.00	$ 90,000
Turf Irrigation (Field)	28,000	SF	1.50	$ 42,000
Weed Abatement, Soil Preparation & Fine Grade (Field)	28,000	SF	0.40	$ 11,200
Turf - Sod (Field)	28,000	SF	2.00	$ 56,000
90 Day Plant Establishment/Maintenance Period (Field)	28,000	SF	0.10	$ 2,800
8' Dia. Concrete Planter Rings	3	EA	$3,000.00	$ 9,000
Sub-total				*$ 868,900*
Mobilization & Gen Conditions	*10%*			*$ 86,890*
Contingency	*15%*			*$ 143,369*
Soft Costs	*15%*			*$ 143,369*

PLAYGROUND				**$571,470**
Site Clear & Grub	6,300	SF	$0.35	$ 2,205
Remove existing play equipment	1	LS	$5,000.00	$ 5,000
Grading	6,300	SF	$0.50	$ 3,150
Drainage	1	LS	$5,000.00	$ 5,000
Lights (poles, fixtures, conduit, wire, pull boxes)	3	EA	$5,000.00	$ 15,000
2-5 age Play Equipment	1	EA	$95,000.00	$ 95,000
5-12 age Play Equipment	1	EA	$195,000.00	$ 195,000
Swings	1	EA	$10,000.00	$ 10,000
Spring Riders	5	EA	$4,000.00	$ 20,000
Play Ground Sign	2	EA	$1,500.00	$ 3,000
Pour-in-place Surfacing	6,300	SF	$12.00	$ 75,600
Trash Receptacle	6	EA	$800.00	$ 4,800
6' Bench	6	EA	$1,250.00	$ 7,500
Concrete Play Ground Curb	350	LF	$30.00	$ 10,500
Sub-total				*$ 451,755*
Mobilization & Gen Conditions	*10%*			*$ 45,176*
Contingency	*15%*			*$ 74,540*
Soft Costs	*15%*			*$ 74,540*

TASK 11 - BIDDING ASSISTANCE & COORDINATION

We understand that the City will coordinate the advertising of the plans and specifications for bidding and hand out all plans and specifications to the contractors. The Design Team will assist the City in preparing addendums, answering questions, and attending a pre-bid conference.

TASK 12 - CONSTRUCTION SUPPORT

The Design Team will review shop drawings, respond to requests for information, attend the preconstruction meeting, make weekly field observation visits of the project during construction to review construction progress as requested by the City. The City's inspector will provide the day-to-day inspection and organize the meetings. We will support the City, advising and making recommendations.

The following duties will be included in the construction administration phase:

A. A pre-construction conference will be conducted to be attended by the City, Design Team, and the contractor along with major subcontractors for the project. All of the requirements regarding the hours of operation during the length of the construction process will be carefully outlined. All of the required contracts, bonds, and insurance will be reviewed with the contractor. Construction schedules as provided by the contractor along with the schedule of values will be reviewed and approved.
B. Weekly visits to the job site will be conducted including meetings with the general contractor and the City to ascertain the progress of the project and its compliance with the contract documents. Meeting minutes will be prepared for distribution.
C. All necessary drawings/specification clarifications will be prepared to further indicate project requirements.
D. All submittals provided by the contractor as required in the contract documents will be reviewed and approved including shop drawings, samples, and product data. Turnaround time for review of submittals will be two (2) weeks from receipt of submittals in RHA's office.
E. Assistance will be provided as to the appropriateness of all testing and inspection related to the project.
F. Upon completion of the project, a final punch list will be prepared for items to be corrected on the project by the contractor. Assistance will be provided in coordinating all of the required guarantees and operating manuals for all of the components of the irrigation systems.
G. A final inspection of the park at the conclusion of the landscape maintenance period. We will make recommendations for acceptance by the City as appropriate.
H. We will prepare as-built record drawings of the final installation based on as-built redline plans provided by the contractor.

Design for Arnold Cypress Park Rehabilitation

City of Cypress



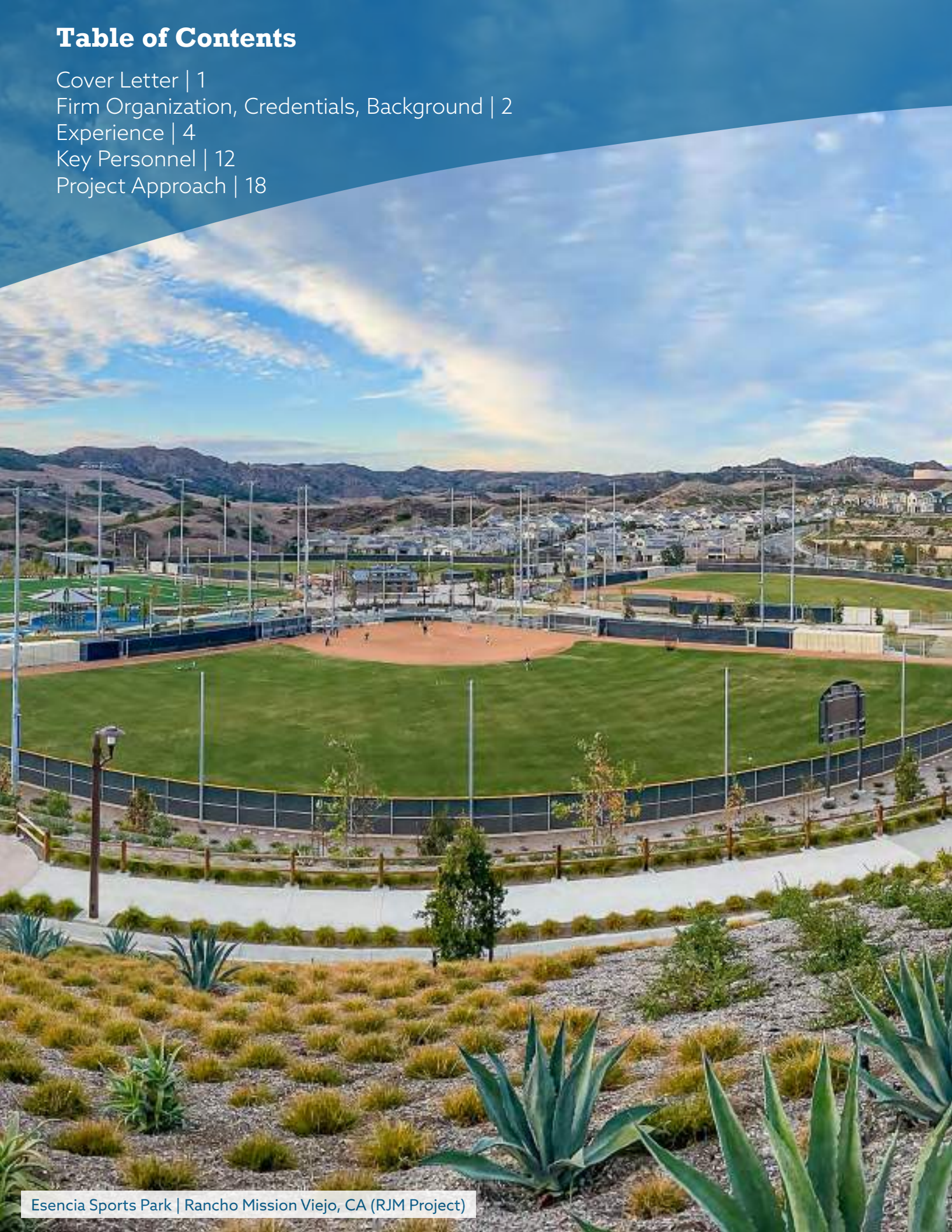
Community Inspired Spaces

RJM DESIGN GROUP

November 10, 2021

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Esencia Sports Park | Rancho Mission Viejo, CA (RJM Project)

Cover Letter

31591 Camino Capistrano
San Juan Capistrano, CA 92675
www.RJMdesigngroup.com
(949) 493-2600 *phone*
(949) 493-2690 *fax*

Community Inspired Spaces

RJM DESIGN GROUP

November 10, 2021

Mr. Nick Mangkalakiri
Assistant City Engineer
City of Cypress
8611 Watson Street
Cypress, CA

RE: Design for Arnold Cypress Park Rehabilitation

Dear Mr. Mangkalakiri:

On behalf of RJM Design Group, Inc., we are pleased to submit this proposal for professional consulting services for the Design for Arnold Cypress Park Rehabilitation. We are very excited about the impact this park will have across the community for decades to come.

Our Scope of Work is based upon the background information provided by you, our attendance at the preproposal site visit, and our previous work on this site for the City. Our Scope of work defines a timely and efficient approach addressing the unique elements of the site characteristics in preparation of a functional design that will inspire the community and provide unparalleled recreation opportunities for families to celebrate those special moments in their child's sports career.

We envision this facility to be more than simply a sports park but a unique experience for all to enjoy with amenity relationships organized to allow playgrounds, concessions, sports fields, multi-use courts and a multi-purpose room to support facility rental demand of high-capacity events.

Throughout our proposed activities, we anticipate close coordination with you and your staff. This close coordination and review of our work progress on an ongoing basis will insure project completion in the most professional and expeditious manner.

We look forward to continuing our close working relationship with you on this exciting project. If you have any questions or comments after reviewing this proposal, please do not hesitate to contact us.

Sincerely,
RJM Design Group



Zachary M. Mueting, LLA
Principal
zach@rjmdesigngroup.com

Firm Organization, Credentials, Background



Patricia Birdsall Sports Park | Temecula, CA (RJM Project)

Firm Organization, Credentials, Background

Established in 1987, RJM Design Group has evolved into a multi-disciplinary landscape architectural, planning, and design firm committed to serving the needs of cities, public agencies, and organizations throughout California. RJM is comprised of talented individuals with varied backgrounds and interests. Among these dynamic professionals are licensed landscape architects,designers, and planners, most of whom are LEED Accredited Professionals. Each person brings a unique, yet complementary experience and passion to the firm, who will be dedicated to the duration of the project as needed.

Firm Legal Name	**RJM Design Group, Inc.**
Type of Business	**California Corporation, SBE**
Number of Years in Business	**34 Years (Since 1987)**
CA Business License Number	**12483**
Contact Information	**(949) 493-2600**
List of Owners	**Larry P. Ryan — President, larryr@rjmdesigngroup.com** **Zachary Mueting — Secretary, zach@rjmdesigngroup.com**
Principal Contact	**Zachary Mueting / zach@rjmdesigngroup.com**
Office Location	**31591 Camino Capistrano, San Juan Capistrano, CA 92675**
Firm Size	**16 Personnel**
Personnel	**(10) Licensed Landscape Architects, Project Managers** **(5) Technical Support** **(4) Administrative Support** **(3) LEED Accredited Professionals** **(2) Licensed Arborists** **(2) FAA Lot Pilots**



Lake Forest Sports Park | Lake Forest, CA (RJM Project)







Esencia Sports Park

https://rjmdesigngroup.com/esencia-sports-park/

Rancho Mission Viejo, CA

Project Completion: 2020
Project Size: 30 acres
Design Cost: $1,887,600
Construction Cost: $24M

Client Reference
Jennifer Taylor
Senior Project Manager
Rancho Mission Viejo Company
28811 Ortega Highway
San Juan Capistrano, CA 92693
(949) 240-3363 | jtaylor@ranchomv.com

Project Summary

Orange County's newest community, Rancho Mission Viejo, is located off Ortega Highway in South Orange County. It is home to a master planned 30 acre sports park unlike any other. Nestled in a natural rolling southern California landscape setting the environmental design of Esencia Sports Park is modeled after ranch industrialized facilities with board form buildings, steel I-beam shade structures, lighting, and landscape.

This rustic sports park offers both private and public amenities including: two (2) baseball fields, one (1) softball field, custom designed restroom and concessions building, one (1) synthetic multi-use field, one (1) playground, two (2) dedicated tennis and eight (8) dedicated pickle ball courts, and parking. Additional passive support amenities include hiking trails, exercise stations, and picnicing.

The sports park also offers community aquatic facilities overlooking the park complete with restrooms, a splash pad, lap swim lanes, open recreational swimming, as well as BBQ and cabana lounge areas. The site itself was designed to eliminate the need for expensive retaining walls while maximizing the buildable area through terraced pads and elevated concourses. The resulting design created hillside terraced seating, and elevated concessions allowing for maximum spectator viewing opportunities in a cost effective manner. The new Esencia Sports Park is designed to fulfill much of the recreational needs identified for this new community.

Project Team

Principal: Zachary Mueting
Project Manager: Erik Curran

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RJM DESIGN GROUP







Lake Forest Sports Park & Recreation Center

Lake Forest, CA

https://rjmdesigngroup.com/lake-forest-sports-park/

Year Delivered:	2014
Project Size:	86.2 acres
Design Cost:	$2.3M
Construction Cost:	$35.9M

Client Reference
Debra DeBruhl Rose, City Manager
City of Lake Forest
25550 Commercentre Drive
Lake Forest, CA 92630
(949) 461-3414 | drose@ci.lake-forest.us

Project Summary

The Lake Forest Sports Park Master Plan included the acquisition and compilation of four separate parcels of land totalling 100 acres. The park itself covers 86.2 acres with 57 acres of terraced pads devoted to sports field uses. Recreation elements include five ball fields, two basketball courts, two tot lots, two restroom/concession buildings, batting cages, two synthetic soccer fields, 230,000 SF natural grass area capable of multiple field layouts for tournaments/events, as well as an exercise par course.

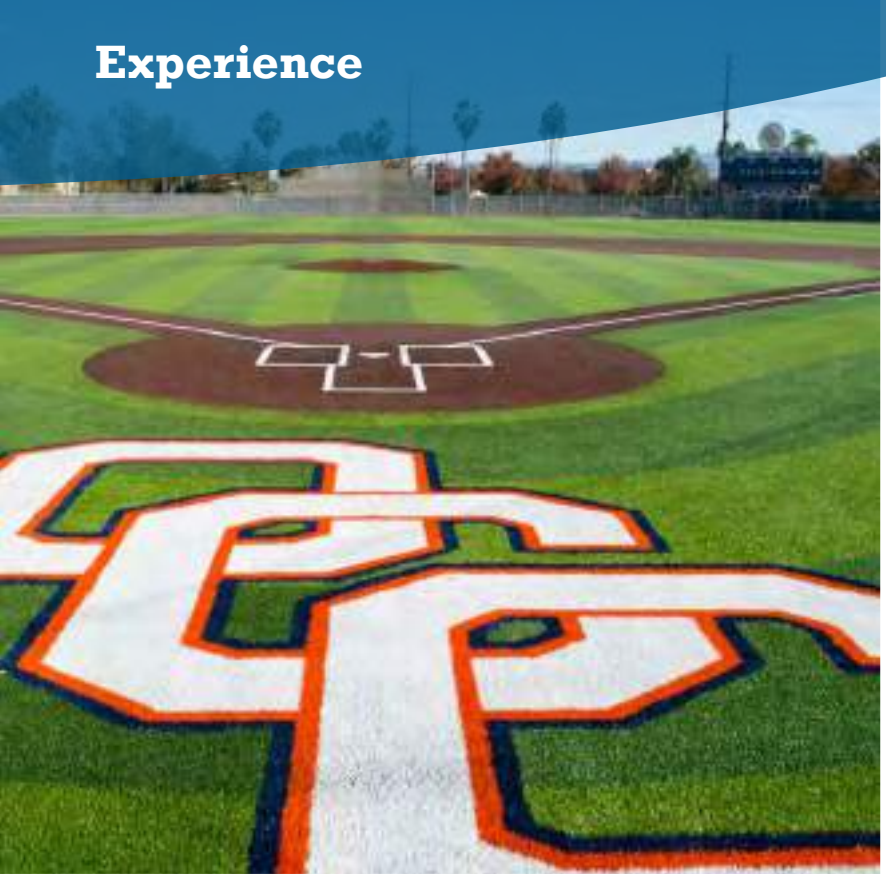
The sports park also includes a 25,000 SF Recreation Center as well as a stage area and support infrastructure throughout a 100,000 SF natural grass area designed for large community events.

In addition to the active recreation amenities, sustainable design elements have been woven into the fabric of the sports park. Bio-retention areas collect run off water and treat it before it is released into adjacent streams. Recycled water is used in the restroom buildings reducing the demand on potable water. Additionally, Glass Creek has been designed to preserve all natural systems that previously occupied the site before the park's development.

Project Team

Principal:	Larry P. Ryan
Project Manager:	Zachary Mueting

Community Inspired Spaces
RJM DESIGN GROUP







Orange Coast College Baseball Field Renovation

Costa Mesa, CA https://rjmdesigngroup.com/orange-coast-college-wendell-pickens-baseball-field/

Completion Date:	2017
Project Size:	2 Acres
Design Cost:	$500,000
Construction Cost:	$ 1.8M

Client Reference
Doug Bennett, Executive Director
Orange Coast College Foundation
2701 Fairview Road, Costa Mesa, CA 92626
(714) 432-5126 | dbennett@occ.cccd.edu

Project Summary

RJM Design Group's renovation of the Orange Coast College Baseball Field has given rise to one California's premier College-level baseball facilities. The project called for the renovation of the existing field which was in disrepair and lacking in on-going maintenance.

New Astroturf Diamond Series was installed in the infield, outfield, foul ball, warning track, bull pen and pitcher's areas. The system allows for different turf heights and densities to provide for faster play at the infield areas – to emulate major league infield characteristics. The system can be 'tuned' or adjusted by varying the sand and rubber infill rations to allow for faster or slower play. The entire system is installed over newly laid 4" aggregate base with drain lines at 15' C.C.

New foul line and outfield fencing, padding and windscreen complement the field's installation and define the field as one the Districts premier baseball venue.

Project Team

Principal:	Larry P. Ryan
Project Manager:	Craig Sensenbach

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RJM DESIGN GROUP







Encinitas Community Park

https://rjmdesigngroup.com/encinitas-community-park/

Encinitas, CA

Start/End Date:	Mar 2009 - Jan 2015
Project Size:	44 Acres
Design Cost:	$ 1.49M
Construction Cost:	$ 19M

Client Reference
Chris Hazeltine
Currently Director at the City of Poway
(858) 668-4501
chazeltine@poway.org

Project Summary

The Encinitas Community Park is a community park located adjacent to Interstate 5 Freeway on the site of a former plant growing nursery. Several community participation workshops were held to develop public consensus on proposed park facilities. A consensus Master Plan for the park was developed from the workshop input.

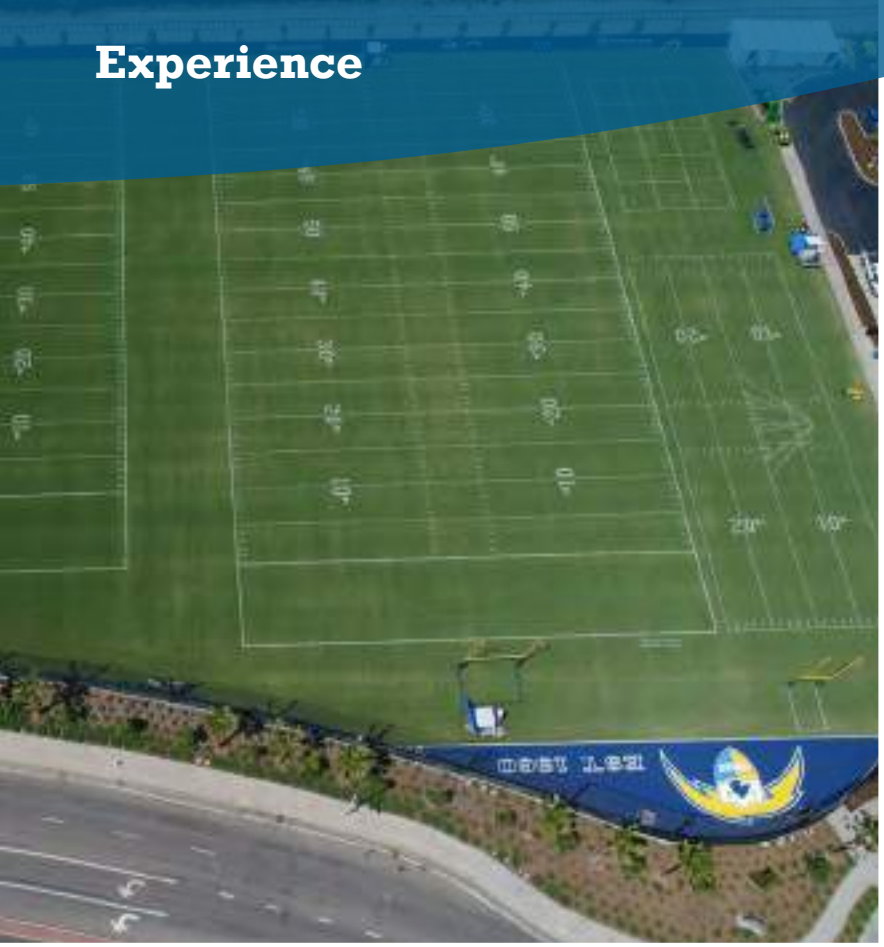
Soil sampling and testing were performed by SCS Engineers Environmental Consultants to determine if hazardous chemicals and/or pesticides were present from the nursery operations. Results from the testing verified that there were hot spots throughout the site. Working with both the County and State Health Departments, the economical solution was to bury the contaminated soil and cap with 3 feet of stable soil. Mitigation measures were implemented to include a soils re-use plan; community health and safety plan; and worker's health and safety plan.

The completed Community Park includes a dog park, skate park, playground, ballfields, soccer fields, perimeter trail, and picnicking. A perimeter loop road provides convenient vehicular access to parking and pedestrian links to all use areas of the park. An overlook area has a beautiful view to the ocean.

Project Team

Principal:	Larry P. Ryan
Project Manager:	Eric Chastain

Community Inspired Spaces
RJM DESIGN GROUP







Los Angeles Chargers Practice Facility

Costa Mesa, CA

https://rjmdesigngroup.com/los-angeles-chargers-practice-facility/

Completion Date: 2017
Project Size: 4 Acres
Design Cost: $ 271,200
Construction Cost: $2.94M

Client Reference

Jon Lucas
AG Spanos
3333 Susan Street
Costa Mesa, CA
(714) 540-7100

Project Summary

RJM Design Group worked on the design development and detailing of construction documents followed by construction administration of the Chargers new sand-based natural turf practice field, as part of their new training facility in Costa Mesa.

The professional football field features a unique 12" USGA sand mix over perforated drainlines at 15' O.C. to accommodate field drainage. The field was constructed in less than 6 months while the adjacent buildings were undergoing renovation in preparation for the team's move to Orange County in 2017.

During construction of the Susan Street site, RJM Design Group aided in the design and development of the Training Camp location at Jack Hammett Sports Complex in Costa Mesa which will be used as the "open" camp site at the beginning of each season. This site had a similar sand capped field component that emulated their home site.

Project Team

Principal: Craig Sensenbach
Project Manager: Tamara McClory

Community Inspired Spaces
RJM DESIGN GROUP







Santa Clarita Sports Park

https://rjmdesigngroup.com/santa-clarita-central-park/

Santa Clarita, CA

Year Delivered: 2009
Project Size: 38 acres
Design Cost: $ 605,300
Construction Cost: $ 7.2 M

Client Reference

Wayne Weber
Manager, Parks Planning
City of Santa Clarita
wweber@santa-clarita.com
(661) 255-4961

Project Summary

The Phase IV improvements for the Sports Complex provides for a broad range of additional recreational activities to compliment the previous facilities design by RJM Design Group. As an active park, improvements include a 30,000 square foot skate park, open turf area, basketball and volleyball courts. The skatepark provides a destination skate facility providing for both 'bowl' and street skating venues. A pedestrian concourse has been included along the periphery of the skate areas.

Project Team

Principal: Craig Sensenbach
Project Manager: Tamara McClory

Community Inspired Spaces
RJM DESIGN GROUP









Cherry Park

Lake Forest, CA

Project Timeline:	2019 - 2021
Project Size:	4.5 acres
Design Cost:	$80,000
Construction Cost:	$1.75M

Client Reference
Taylor Abernathy
Principal City Engineer
City of Lake Forest
100 Civic Center Drive
Lake Forest, CA 92630
(949) 461-3490 | tabernathy@lakeforestca.gov

Project Summary

As part of a massive overhaul of their existing park system, the City of Lake Forest elected RJM Design Group to redesign and renovate ten parks throughout the municipality. RJM kicked off the project by holding a series of community workshops to solicit ideas from residents for the desired amenities in their neighborhood parks.

RJM developed conceptual designs for the ten parks with the input from the community, which were reviewed, refined, and approved by the City prior to the start of construction document development. Bid documents were put together in an expeditious manner, allowing the City to prioritize the renovation of each park in a balanced schedule.

Cherry Park acted as the crown jewel of the renovations, designed to be an all inclusive facility for residents of all abilities to enjoy. The playful design boasts a variety of activities, and a splash of color, thrilling visitors of all ages, and drawing them into the fun.

Project Team

Principal:	Larry Ryan
Project Manager:	Andy Steen

Community Inspired Spaces
RJM DESIGN GROUP

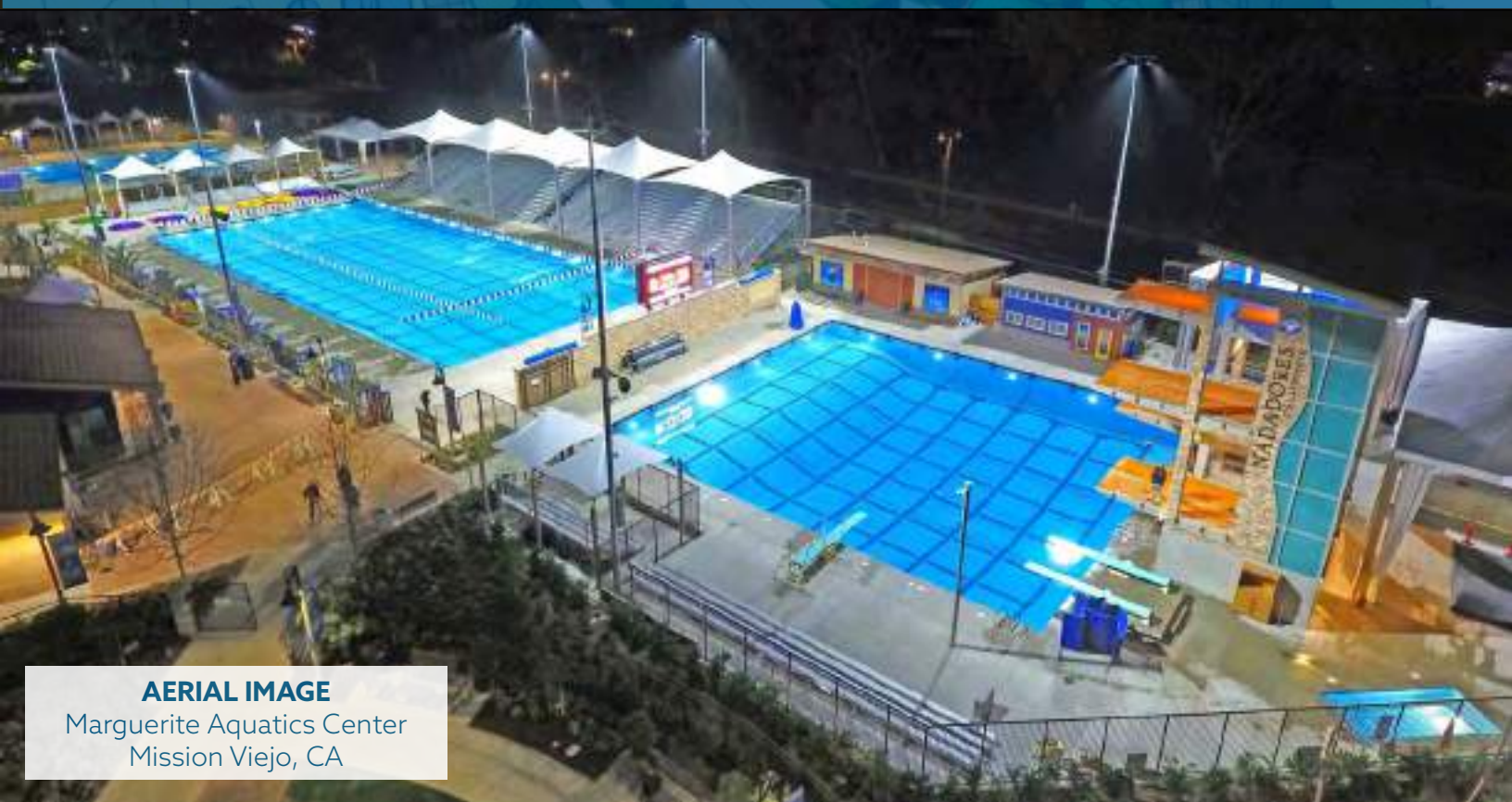
3D Rendering Capability



RJM RENDERING
Marguerite Aquatics Center
Mission Viejo, CA

RJM Design Group's in-house 3D modeling team utilizes the latest in software technology and drone aviation to accurately illustrate a proposed improvement plan into the existing site conditions. Using SketchUp, Rhino, and Lumion software we are ultimately able to create 3D renderings and virtual simulations that are highly realistic. This gives our Client's a first-hand look at the aesthetics and functionality of their new community space.

Click the QR code for access to our latest Lumion video!



AERIAL IMAGE
Marguerite Aquatics Center
Mission Viejo, CA

Key Personnel



Zachary Mueting, LLA, LEED AP (BD+C)
Principal-in-Charge
RJM Design Group, Inc.

Years with RJM: 13
Current workload: 70%

Zachary has been with RJM Design Group since 2005. Zachary is a licensed landscape architect, a strong background in recreation planning and design. His experience is unique having developed proficiency in all areas of RJM's business capacity including construction documentation, construction observation, facility design, as well as community outreach and facilitation. This experience, along with his education, professional accreditation, and publication of community consensus building techniques enables him to fulfill his role in leading many different types of project development.

Licenses
- Landscape Architect / CA 5731
- LEED AP Building Design + Construction
- FAA 107 Licensed Remote Drone Pilot

Education
- Masters Degree, Landscape Architecture, California Polytechnic State University, Pomona
- Bachelor of Science, Information Technology, Colorado Technical University
- Bachelor of Science, Information Systems Management, Colorado Technical University

Parks
- Cordova Park Renovation, Mission Viejo, CA
- Grant Howald Park, Newport Beach, CA
- Pavion Park, Mission Viejo, CA
- Pinehurst Park, Chino Hills, CA
- Seaside Park, Long Beach, CA
- Sea Terrace Park, Dana Point, CA
- Worthy Park Renovation, Huntington Beach, CA

Sports Facilities
- Esencia Sports Park, Rancho Mission Viejo, CA
- Lake Forest Sports Park, Lake Forest, CA
- Ontario Soccer Complex, Ontario, CA
- RC Sports Center, Rancho Cucamonga, CA



Craig Sensenbach PLA, LEED AP (BD+C), ISA
Principal Project Manager
RJM Design Group, Inc.

Years with RJM: 28
Current workload: 55%

Craig Sensenbach joined RJM Design Group, Inc. as a Project Manager in the Fall of 1993. As Project Landscape Architect, his responsibilities include both planning and landscape architecture ranging from conceptual planning studies through schematic design, preliminary graphics, design development, production scheduling, preparation of construction documents, client/consultant coordination and on-site observation.

Licenses
- Landscape Architect / CA 2547
- LEED Accredited Professional
- International Society of Arboriculture (ISA) Certified Arborist / WE-11716A

Education
- Bachelor of Science, Landscape Architecture, California Polytechnic State University, San Luis Obispo, CA

Parks
- Bonita Creek Park Renovation, Newport Beach, CA
- Chino Hills Community Park, Chino Hills, CA
- College Park, Oxnard, CA
- Colonel Bill Barber Marine Corps Memorial Park, Irvine, CA
- Grant Howald Park, Newport Beach, CA
- Mariners Park Renovation, Newport Beach, CA
- Orange Coast College Baseball Field Renovation, Costa Mesa, CA

Sports Facilities
- Santa Monica Civic Multi-Purpose Sports Field, Santa Monica, CA
- Chino Hills Community Park, Chino Hills, CA
- Col. Bill Barber Marine Corps Memorial Park, Irvine, CA
- College Park, Oxnard, CA
- Esencia Sports Park, Rancho Mission Viejo, CA
- LA Chargers Practice Facility, Costa Mesa, CA
- Lake Forest Sports Park, Lake Forest, CA
- Ontario Soccer complex, Ontario, CA
- Orange Coast College Baseball Field Renovation, Costa Mesa, CA
- Pamplico Park, Santa Clarita, CA
- Patricia H. Birdsall Sports Park, Temecula, CA
- Santa Clarita Sports Park, Santa Clarita, CA
- Santa Clarita Sports Park, Santa Clarita, CA

Key Personnel (continued)



Tamara McClory, LLA
Project Landscape Architect
RJM Design Group, Inc.

Years with RJM: 5
Current workload: 70%

Tamara McClory has been a part of RJM Design Group since 2016. She is a licensed landscape architect with an exuberance and perceptiveness for design and construction. Tamara is a member of the District 10 California Parks and Recreation Society and has served on the Program and Awards Committee. Tamara offers key client communication and team coordination skills that contribute to the ongoing success of any project large or small.

Licenses
- Landscape Architect / CA 6144

Education
- Bachelor of Science, Landscape Architecture, California Polytechnic State University, Pomona

Professional Affiliations
- California Parks and Recreation Society

Parks
- Bommer Canyon, Irvine, CA
- C. David Molina Park, Long Beach, CA
- Grand Avenue Park, Chino Hills, CA
- Grant Howald Park, Newport Beach, CA
- Pacific Electric Park, Santa Ana, CA
- Peace Park, Long Beach, CA

Sports Facilities
- Los Angeles Chargers Practice Facility, Costa Mesa, CA
- Los Angeles Chargers Training Camp, Costa Mesa, CA
- Santa Monica Civic Lot Multi-Purpose Sports Field, Santa Monica, CA

Thomas E. Carcelli PE QSD
Principal, Civil Engineer
civTEC

Tom Carcelli has over 25 years of experience in the civil engineering field with particular emphasis on parks and recreation, commercial/industrial, education and public works projects. His extensive design and management experience in all phases of civil engineering for land development projects throughout Southern California includes grading, water quality, hydrology, hydraulics, storm drain, water/sewer, survey/mapping and street design. Tom has been in charge as a project manager on over 100 projects from master planning to construction with RJM Design Group over the past 20 years.

Education
- BS — Civil Engineering — University of California, Irvine, 1988
- Masters in Architecture — California State Polytechnic University, Pomona, 1994

Licenses
- Registered Civil Engineer/CA #81640
- Qualified SWPPP Developer (QSD) — C-81640

Relevant Project Experience
- Aquatics Center, Santa Clarita, CA
- Civic Center Community Conservation Park, Ontario, CA
- Cordova Play Area, Mission Viejo, CA
- Encinitas Community Park, Encinitas, CA
- Esencia Sports Park, Santa Clarita, CA,
- Fullerton Community Center, Fullerton, CA
- Joe Balderrama Park, Oceanside, CA
- Los Serranos Park, Chino Hills, CA
- Marguerite Aquatic Center, Mission Viejo, CA
- Marguerite Tennis & Swim Center, Mission Viejo, CA
- Norman P. Murray Senior Center, Great Lawn, Mission Viejo, CA
- Ontario Town Square, Ontario, CA
- Rancho Cucamonga Central Park Master Plan,
- Rancho Cucamonga, CA
- Santa Clarita Sports Park, Santa Clarita, CA
- Santa Monica Civic Multi-purpose Sports Field Santa Monica, CA

Key Personnel (continued)

William Zavrsnick LEED APLLA, ASLA
Electrical Engineer
FBA Engineering

FBA ENGINEERING

William Zavrsnick has 30 years of experience and has been active in the electrical engineering field since joining FBA in 1985. His experience includes the electrical design of Public Works, Parks and Recreation Facilities. He is particularly experienced in the design and development of electrical power distribution, general, specialized and event power systems, outdoor, security and sports field lighting systems, lighting photometric studies, phased construction projects and familiar with public bid type projects and construction.

Education

- BS Civil Engineering/Mount Hood College, Oregon

Certifications

- LEED Accredited Professional — LEED AP
- Illuminating Engineering Society — IES
- Institute of Electrical and Electronic Engineers – IEEE American Institute of Architects — AIA
- Electrical Engineering — Los Angeles County

Relevant Project Experience

- Esencia Sports Park and Aquatic Recreational Facility, Rancho Mission Viejo, CA
- Anthony Munoz Community Park, Ontario, CA
- Fullerton Community Center, Fullerton, CA
- Adventure Play Area, Yorba Linda, CA
- Bommer Park Rehabilitation, Irvine, CA
- Ford Park Aquatic Center, Bell Gardens, CA



Bonita Creek Park | Chino Hills, CA (RJM Project)

Chris Curry
Irrigation
Glasir Design

GLASIR DESIGN

Chris Curry has over 15 years experience in irrigation design, landscape architecture, and landscape construction. His focus is on the efficient use of water in the landscape. He has been rewarded for his efforts by being chosen by the United States Environmental Protection Agency as the WaterSense Irrigation Partner of the year for 2011. The fact that he is only the second irrigation design consultant chosen for this award is a testament to his commitment to the environment through sound water conservation practices. Mr. Curry is a leader in the irrigation industry; his expertise is called upon by manufactures, cities, and water districts. He has designed irrigation systems ranging from custom residential to multi-phase master planned communities containing over 2,200 homes. His designs have included low flow drip irrigation; high flow sports fields with pumps; slopes for Caltrans; and temporary irrigation systems for wetlands reclamation. Mr. Curry's experience also includes in-house irrigation design and construction oversight for a large design build contractor in Southern California.

Education

- B.S. Landscape Irrigation Science / California Polytechnic University, Pomona, California

Licenses

- US Environmental Protection Agency (EPA) WaterSense Irrigation Partner – Selected the 2011 EPA WaterSense Irrigation Partner of the year
- Professional Member of the American Society of Irrigation Consultants – 2011 Southern California Chapter President
- Irrigation Association (IA) Certified Irrigation Designer (CID) Landscape and Golf Sections
- IA Certified Landscape Irrigation Auditor (CLIA)

Related Project Experience

- Fillmore Aquatics & Tennis Complex, Fillmore, CA
- Santa Clarita Sports Complex & Aquatic Center, Santa Clarita, CA
- Redhawk (Dog) Park Improvements, Temecula, CA
- Central Park Master Plan Revision, Rancho Cucamonga, CA
- Lake Forest Sports Park, Lake Forest, CA
- Willow Heights Residential in Diamond Bar, Lennar Homes
- Drake Soccer Field, Long Beach, CA
- Bonita Creek Field Renovation, Newport Beach, CA
- North Beach Improvements, Lake Mission Viejo Association, CA
- Central Park Tennis Complex, Santa Clarita, CA
- Worthy Park Renovation, Huntington Beach, CA
- Admiral Kidd and Seaside Park Field Renovations, Long Beach, CA
- Los Amigos Park, Rancho Cucamonga, CA
- Portola Park & Dog Park, Lake Forest, CA
- Santa Monica Civic Center Sports Fields, Santa Monica, CA

Key Personnel (continued)

Rubio Medina
Owner, Architect

RM Architect

RM Architect is a sole proprietor, full service architectural, planning, and construction management firm established in 2010. They devote principal level leadership to each and every project. With this approach RM Architecture is able to provide quality services which results in successfully implemented projects, lasting relationships and repeat clients. With a diverse background RM Architecture is able to quickly establish and identify programmatic obstacles, establish consensus among multiple stakeholders, and develop design solutions that are relevant, have character, and are engaging. They are a certified small business enterprise (SBE) located in the City of Irvine providing services to the surrounding counties of Riverside, Los Angeles, San Diego, and Orange County. As a small firm they are able to be more selective in projects and provide exceptional services to each and every one of their clients. All projects are lead and involve firm principal and owner Rubio Medina who has over twenty years experience providing project management and guidance to both public and private clients.

Registrations: CA Architect c. 30059

Project Experience

- Balboa Island Fire Station Remodel, Newport Beach, CA
- Big Canyon Reservoir Auxiliary Facility Maintenance Yard, Newport Beach, CA
- Corona Fire Department Facility Assessment and Planning, Corona, CA
- Costa Mesa City Hall Restroom Accessibility Renovation, Costa Mesa, CA
- Costa Mesa City Hall Remodel, Costa Mesa, CA
- El Segundo Beach Lifeguard Station, El Segundo, CA
- Glendale Fire Facility Assessment, Glendale, CA
- Inland Empire Utilities Agency Tenant Improvement, Ontario, CA
- Inland Empire Utilities Agency Operations Building Assessment and Space Planning, Ontario, CA
- Irvine On-Call Architectural Services, Irvine, CA
- Laguna Beach Main Beach Restroom Replacement, Laguna Beach, CA
- Laguna Beach On-Call Architectural Services, Laguna Beach, CA
- Main Branch Library Remodel, Newport Beach, CA
- Montebello Land and Water Reservoir Façade, Montebello, CA
- Nature Center ADA Upgrades, Irvine, CA
- Newport Beach Lifeguard Remodel, Newport Beach, CA
- Orange County Water District Annex Facility Locker Room Remodel, Fountain Valley, CA
- Rodgers Senior Center Upgrades, Huntington Beach, CA
- Santa Monica Fire Facility Assessment and Programming, Santa Monica, CA
- Santa Monica On-Call Architectural Services, Santa Monica, CA
- South Coast Water District Lift Station 2 Façade, Laguna Beach, CA
- Turtle Rock Community Center ADA Upgrades, Irvine, CA

Gregory Silver M.Sc., PE, GE
President/CEO
Geotechnical Engineer

GMU Geotechnical, Inc.

Mr. Silver has over 30 years of progressively responsible engineering and management experience in a wide variety of geotechnical engineering projects. He has worked successfully for and with industrial, residential, and commercial developers, master community planners, and governmental agencies. He has extensive experience in landslide evaluation and remediation design, geotechnical instrumentation, residential and commercial development, public works projects, municipality consultation, mechanically stabilized earth walls, and forensic projects. In addition, he has served as an expert witness in regards to numerous geotechnical issues over the last 25 years. Over the period of 1988 to 1997, Mr. Silver was City Geotechnical Engineer for numerous cities throughout Southern California. Currently, Mr. Silver serves as President and Principal Engineer of GMU. Mr. Silver is a past president of CalGeo – a 100 member firm statewide organization.

Education

- M.S. Civil Engineering - California State University, Long Beach, CA
- B.A. Geological Sciences - University of California at Santa Barbara, CA

Registrations

- Registered Civil Engineer - State of California
- Registered Geotechnical Engineer - State of California
- Registered Civil Engineer – State of Nevada

Professional Affiliations

- President for the California Geotechnical Engineers Association (CGEA)

Relevant Project Experience

- Dog Park Feasibility and Concept Plans, Mission Viejo, CA
- Jurupa Valley Aquatic Center, Riverside County, CA
- Santa Clarita Sports Complex & Aquatic Center, Santa Clarita, CA
- Esencia Sports Park, Ranch Mission Viejo, CA
- Sendero Field, Rancho Mission Viejo, CA
- Hilltop Club at Esencia, Rancho Mission Viejo
- Sendero Core Recreation Site, Rancho Mission Viejo, CA
- Pavion Park Restroom Addition, Mission Viejo, CA
- Founders Park, Ladera Ranch, CA
- Park Feasibility Studies, Mission Viejo, CA
- Tierra Grande Park, Talega, San Clemente, CA

Key Personnel (continued)

John E. Gifford
Planning Director
Montrose Environmental

Mr. John Gifford has more than 30 years of experience in managing environmental studies and compliance programs. His work includes coordination and supervision of complex, controversial programs for local municipalities, county governments and federal agencies. He is the recipient of various awards for excellence from the Department of Defense for his work on critical infrastructure EIR/EIS documents and for strategic environmental planning programs. He has managed programs that were recognized by the General Services Administration (GSA) as #1 in customer service for 7 consecutive years. Mr. Gifford is a current member of the NAEP NEPA Policy and Energy Committees and has served on the SCAQMD Rules TAC Committee, the California TRITAC and Western Association of Governors TAC. He is the author of various articles covering economic trends, community BRAC environmental approaches and legal analysis. Mr. Gifford's executive management experience includes interdisciplinary team leadership; organizational design and development; strategic plan & goals development; operational process analysis and executive management of complex, multiple task-order-related client contracts for a variety of environmental services.

Education
- LLB Law, Western State University College of Law (ABA), Fullerton, 1990
- AA Economics, Chaffee College, Alta Loma, 1989
- AS Biology, Chaffee College, Alta Loma, 1989

Relevant Project Experience
- CEQA/NEPA Examples Prado Dam Enhanced Water Conservation Feasibility study and EIS/EIR and Deviation Study with EA/MND, RBF, Orange County Water District (OCWD), Orange County, CA
- Land & Airspace Acquisition Program, Army National Training Center, Fort Irwin, CA
- North Basin Recharge Facility EIR, City of Riverside, Public Utilities Department, RBF, Colton, CA
- NTC Fort Irwin CTC-IS Communications EA, US Army
- Port of Los Angeles, USS Iowa - BB61, Los Angeles, CA
- Riverside County Flood Control & Water Conservation District, Eagle Canyon Dam EA/EIR, Riverside, CA
- USACE, Port of Los Angeles, Pacific L.A. Marine Terminal SEIS/SEIR
- Various Water/Wastewater Projects

John Pyles
Principal
Moran Utilities

John possesses more than 20 years of cost estimating consultancy experience with a rich history of projects in the Public, Civic, Recreation, Parks, Healthcare, Education (Universities, Colleges, K12) sectors, Jay provides leadership to the team throughout the project's engagements, to ensure project schedules are being met and budgets tracked. Jay prides himself on an integrated approach and his collaboration with the design team and city administrators at an early stage in the design process, with careful evaluation of the program, site character, community needs, sustainability, and budget.

As Principal of HLCM, Jay oversees a premier estimating team that has the fundamentals to drive successful project delivery – experience, teamwork, and communication.

Affiliations
- LEED Accredited Professional
- American Society of Professional Estimators

Education
- California State University, Long Beach

Relevant Projects
- Monroe Street Pool - Aquatic Facilities Renovation, Carlsbad, CA
- Bommer Canyon Community Park Cattle Camp Rehabilitation, Irvine, CA
- Anthony Munoz Community Center Pool, Ontario, CA
- Aquatic Center, Seal Beach, CA
- Los Olivos Community Park, Irvine, CA
- Neighborhood Three Community Park, Irvine, CA
- Woodbury Community Park, Irvine, CA
- Sendero Community Park, Rancho Mission Viejo, CA
- Escencia Planning Area 2.1 Community Center & four Community Parks/Amenity Sites, Rancho Mission Viejo,CA
- Planning Area 2.2 Hilltop Club and two Community Amenity Sites, Rancho Mission Viejo, CA

Key Personnel (continued)

Alan Campbell
Managing Director
Cumming Group

Alan has worked in the construction industry since 1994. He is an experienced professional who has focused his career on providing cost management consulting services. Alan also possesses experience in construction planning and has held roles in commercial and residential development and management. His accomplishments in the construction industry in the U.S. and UK contribute a unique proficiency and perspective to each of his project assignments. Alan has collaborated on a broad range of project types throughout his career, including healthcare, transportation, education, public works, and industrial remediation. As Managing Director, Alan utilizes his vast knowledge of all aspects of the cost estimating process. He performs services which support pre-construction, construction, and post-construction phases, including but not limited to, cost planning, milestone estimating, quantity take-offs, site walks, bid reconciliation, preparation of valuations, pricing validation, and change order claim review. Alan also possesses a strong background in arbitration and dispute resolution.

Education

- Bachelor of Science, Quantity Surveying, Abertay University, Dundee, Scotland, UK

Relevant Project Experience

- Chapman University, Parking Conversion to Fitness Suite Options, Orange, CA
- City of Long Beach, Bayshore Library/Blair Field/Silverado Park Facilities Long Beach, CA
- City of Fontana, New 20-Acre South Fontana Sports Park, Fontana, CA
- City of Fontana, New Central City Park & Sports Facility, Fontana, CA
- City of Irvine, Heritage Park Improvements Master Plan, Irvine, CA
- Corona Del Mar Middle/High School, Athletic Complex Improvements Study, Newport Beach, CA
- Corona Del Mar Middle/High School, New Sports Fields-New Bleachers-Site Work, Newport Beach, CA
- Irvine Valley College, Soccer & Baseball Sport Fields Reno Budgeting, Irvine, CA
- LAUSD Griffith Middle School, Modernization & New Admin.-Library-Gym-Science Facilities, Los Angeles, CA
- LBUSD Cabrillo High School, Track & Sports Field Replacement with Synthetic Surface/Artificial Turf, Long Beach, CA
- NLMUSD Benton Middle Sch., Landscape & Playfields Renovation, La Mirada, CA
- NLMUSD Corvallis Middle Sch., Landscape & Playfields Renovation, Norwalk, CA
- Northwood High School, New Synthetic Track & Field Facilities, Irvine, CA
- OC Parks, John D. Cooper Center Fossil Research Facility Master Plan Feasibility Study, Santa Ana, CA
- Orange Coast College, New Kinesiology & Athletics Complex with Two Pools & Adaptive P.E. Classrooms/Support Space, Costa Mesa, CA
- Orange County Great Park, Shade Structures at Athletic Facilities Throughout Park, Irvine, CA
- Orange USD, Joint-Use Fred Kelly Stadium Improvements DSA Update, Orange, CA
- Stauffer Middle School, Modernization Ph. 2: New Gym-Parking Lot-Lunch Shelter, Downey, CA
- Vasona Lake County Park, Creekside & Meadowbrook Group Areas Renovations, Los Gatos, CA



RC Sports Park | Rancho Cucamonga, CA (RJM Project)

PROJECT UNDERSTANDING

It is our understanding that the City of Cypress would like to develop a modern sports park with multiple community support facilities. RJM will finalize the preliminary plan developed through the community workshops conducted in 2020. Building on the community desires our team in concert with City Staff will refine the plan to include modern design elements that have proven successful in sports park designs. Design elements including an elevated concourse for enhanced spectator viewing, proximity of playground elements for children to play while allowing the family members to still watch both siblings play on and off the field, well organized layouts functional for both practice and game demand.

With such a proximity to residential areas our team has the capability to graphically illustrate what the real-world conditions will look like to neighbors. RJM has a proven track record of sports facility development adjacent to residential areas. We understand the sensitivity and careful consideration the perimeter of the park will require.

Our design team has the proven skills to deliver a project that will:

- Provide a design that addresses potential residential impacts of sports facility lighting
- Evaluate grading options (balanced site vs. export)
- Evaluate sports field layouts and various parking configurations, capacity, and game overlap
- Provide restroom / concessions and support amenities based on previous community input
- Incorporate playground and multi-use court facilities into the overall program of the site
- Develop a modern 14.5-acre community park that will serve the community for decades to come.

PROJECT MANAGEMENT / QUALITY ASSURANCE / QUALITY CONTROL

Quality Assurance

The success of RJM Design Group can best be measured by our numerous long-term relationships with our valued clients. In order to foster these relationships, our goal is to produce a high-quality product in the most effective manner possible by utilizing our proven QA/QC procedures.

Our Quality Assurance Program is process-oriented and begins with experienced staff selected for the Arnold Cypress Park Project along with our firm's commitment to ongoing education. Our experience is based on hundreds of successful projects and gratified clients. Our staff is encouraged to continually pursue expanding their current knowledge base in order to allow us to be at the forefront of our industry. Continuing education is pursued in the following areas:

- PSMJ – Project Management (Applies to Arnold Cypress Park Project)
- LEED – Sustainable Practices
- QSP and QSD – Qualified SWPPP Practitioner and Developer (Applies to Arnold Cypress Park Project)
- STMA - Sports Turf Managers Association (Applies to Arnold Cypress Park Project)
- Arborist Certification (Applies to Arnold Cypress Park Project)
- CPSI – Certified Playground Safety Inspector (Applies to Arnold Cypress Park Project)
- AIA – American Institute of Architects (Applies to Arnold Cypress Park Project)
- FAA – Part 107 Drone Pilots

Project Approach (continued)

In addition to our well-educated and seasoned professionals is our thorough understanding of the project development process. This allows us to share information with our consultant team and clients so that our projects evolve in a proactive and well-orchestrated manner. Communication among staff, team members and client include the following project parameters:

- Project Goals – clearly identified.
- Program Needs – confirmed with the client.
- Schedule – a project schedule is established at the onset which outlines the process evolution, major milestones, submittal dates, reviews, approvals, bid, construction, project opening, one-year follow up/review.
- Budget – understanding the budget is critical to a project's success. The project budget is clarified (client staff, consultant fees, entitlement costs, construction costs, etc.) versus construction budget. For the Arnold Cypress Park Project, we are assuming a construction fee of $11,600,000.
- Construction Estimates - RJM maintains an extensive library of unit costs that are acquired through our numerous public bids, as well as from specialty consultants and independent cost estimators. This allows our preliminary opinion of probable construction cost to accurately reflect the anticipated contractors' bids. Due to the complex construction economy, we have also contracted with Cumming for independent cost estimating on the Arnold Cypress Park.

Quality Control Plan

Our open office "bullpen" setting is especially conducive to regular milestone reviews and monitoring of a project. This review plays a central role in our quality control effort. The importance of plan review, checking, and cross-checking cannot be overemphasized, given the complexity and time constraints under which construction documents are often produced. Our review benchmarks include:

- Documents are comprehensively checked at key milestones and regular intervals.
- One person checks all important dimensions, gradients, and utility infrastructure.
- The person responsible for the drawings reviews the specifications, and the specifier reviews the drawings.
- Regular consultant team meetings are held to review the documents produced by each for coordination
- The project Principal reviews all documents before they are issued.
- The Client is involved in reviewing plans at regular intervals and approving the construction documents before they are issued for bid.

Another integral component in our quality control process is the utilization of our RJM lessons learned checklist." This checklist contains the learning experiences that we have encountered over 28 years of project development. It is a useful tool that allows us to systematically review our work and that of our consultant team to ensure that we are applying the collaborative experience learned to the benefit of our projects. In addition to our in-house quality control efforts, we are also continually learning and applying the ongoing "lessons learned" from our outside plan check services provided to multiple agencies. This methodical approach to outside projects gives us the unique advantage of reviewing our own plans and specifications with an impartiality that allows for a fresh and unbiased evaluation.

Technical Approach

Our staff is skilled in the latest Computer-Aided Design (AutoCAD) and InFocus Project Management software to aid in the design and management of projects as well as graphic program to include Sketchup, 3Ds Studio Max, Lumion, Photoshop, InDesign, Photoshop, Illustrator, and GIS, in addition to web and digital publishing technology on the ESRI Story Map Platform.

Project Approach (continued)

RJM Design Group utilizes digital 3-D modeling for many of our projects from individual site components and solar studies to complete site and terrain modeling. 3-D modeling takes the guesswork out of design process, allowing the visualization of the form, proportion, and scale of site elements as well as site terrain and grading. Fly-through animations create a virtual tour of a site from a bird's-eye perspective or eye level, allowing views from all angles and perspectives for a richer understanding of potential design ideas.

Our in-house 3D modeling team will be applying all of these resources and skills to ensure the development of a clear contextual site relationship of the existing residential and the proposed site improvements for the Arnold Cypress Park Rehabilitation Project.

On Time and On Budget

Our firm provides outstanding construction administration and observation that has been gained from decades of on-site practical experience. We can facilitate weekly on-site project meetings and administration of construction related communications. The proof is in the projects we have completed on time and with minimal or no change orders. Our specialization in large, complex public spaces and facilities require very accurate plans, specifications, and estimates, and then watch very carefully as the construction implementation happens. We interpret plans judiciously so that if change orders are warranted, they are fair and appropriate.

Construction Cost Management

It is important to identify project construction budgets and then adhere to those estimates through comprehensive or "tight" contract documents. We deal primarily in the public bid arena. We understand the importance of thorough and well-coordinated construction documents and specifications. We have a "very" low occurrence of change orders. This is essential to our goal of developing and maintaining long-term relationships with our Clients.

We take great pride in our ability to produce accurate PS&E that are comprehensive and reflect the actual bid pricing that exists in the recent public bid environment. We are constantly updating and maintaining our library of unit costs based upon our current public bids.

Communications Approach

Assigned Project Manager from RJM Design Group for specific project will be the main point of contact with the City. RJM Design group will act as the project lead and main coordinator for all project deliverables. All communications from sub consultants will be conducted through RJM Design Group.
Consultants shall participate in meetings to be held at regular intervals during the early phases of the project and then on an as-needed basis thereafter (via video conferencing, email, and telephonic communications) as required to assess progress and provide direction throughout the performance of the services and preparation of the project deliverables.

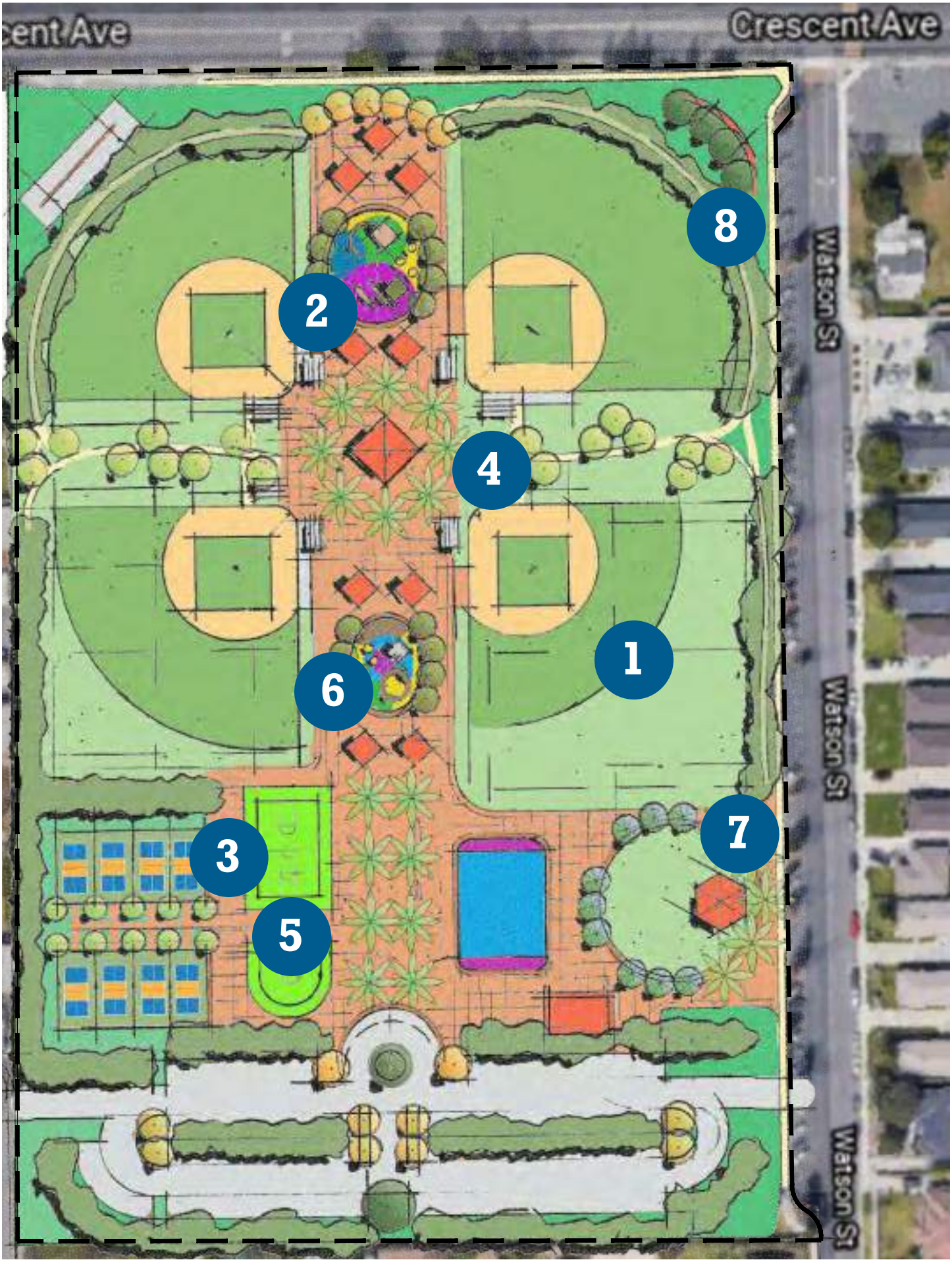
RJM will prepare all meeting agendas for identified scheduled meetings with the City and provide a summary of key issues with action items (meeting notes) discussed at each meeting.

The Principal-In-Charge will be ultimately responsible for all work produced under his direction. A constant review process is implemented in all phases of the work. Our office work environment is designed for this process.

Project Scheduling

The project managers of RJM are routinely involved with projects in which the design team may consist of as many as six or more specialty subconsultants. This collaborative team approach requires the use of reliable communication and schedule control tools. As with cost control, schedule control starts with a realistic and accurate definition of the work scope to clearly define the project activities, assign responsibility for each activity, and important milestones.

Project Approach — Arnold Cypress Park Revised Conceptual Plan



1



SOFTBALL / BASEBALL FIELDS
Orange Coast College Baseball Fields | Orange, CA

RJM has experience in both synthetic and high end sports turf drainage systems. We have developed fields for local youth league play and even NFL athletes.

2



BATTING CAGES
Chino Hills Community Park | Chino, CA

Unique to RJM's designs is the integration of batting cages and bullpens adjacent to fields. This provides teams with a warm up area during the game immediately adjacent to the field. Additionally we have provided grouped batting cages for team practices.

3



MULTI-USE COURTS
Worthy Park | Huntington Beach, CA

RJM is familiar with a multitude of court designs and has implemented multiple courts that are not only multifunctional but are designed to expand with minimal improvements when trends change. Worthy Park Pickleball courts are sized and for both basketball and pickleball. We create a base footprint and then overlay other court elements to support several court uses both now and in the future.

4



RESTROOM / CONCESSION BUILDING
Esencia Sports Park | Rancho Mission Viejo, CA

Central raised restroom concessions are unique to RJM's sports facility design. This design allows bleachers to be build into the slope eliminating clunky metal bleachers that only serve to block views of surrounding spectators. The raised concourse provides a professional look and feel to the facility.

5



BASKETBALL / VOLLEYBALL COURTS
Lake Forest Sports Park | Lake Forest, CA

RJM has incorporated basketball into many of our designs often incorporating fire access and other program elements into the thickness of the courts to allow for site access, community gatherings, stages, and other potential park events.

6



PLAYGROUND AREAS
Portola Park | Lake Forest, CA

Integrating playground areas adjacent to the restroom/ concessions and spectator seating areas allows families with multiple kids to play within proximity of the family. This allows both players on the field or on the playground to be within eyesight of a parent.

7



PICNIC PAVILIONS
Florence Joyner Olympaid Park | Mission Viejo, CA

Shaded gathering spaces provide for all sorts of community events. RJM can provide prefabricated and custom covered areas integrating both picnic capabilities as well as open play areas.

8



WALKING / JOGGING PATHS
Norman P. Murray Community Center | Mission Viejo, CA

Many of our park designs incorporate walking paths in a park wide loop. This model allows for walking and jogging exercise through the park. Integrating exercise stations can also be a source of enjoyment for park visitors of all ages to promote health and wellbeing.

Project Approach (continued)

SCOPE OF WORK

The following approach is intended to communicate how RJM will assist the City of Cypress in finalizing the preliminary plan developed with the community and ultimately prepare complete construction and specification documents for a 14.5 acre community sports park. Tasks and methodology below are based upon our experience with similar projects. In preparation for construction documents, we have assembled a team to thoroughly evaluate all the site elements to develop a realistic preliminary plan with current construction costs estimates. The scenario described is flexible and can be modified to better meet the needs of the City of Cypress based on your feedback.

PHASE 1 – PROJECT INITIATION/ PRELIMINARY DESIGN FINALIZATION

A. Kick-Off Meeting with the City

Project Kick-Off Meeting: Meet with the City to review and clarify the overall objectives for the development of Arnold Cypress Park. Discuss project goals, existing documentation, agency review, budget details and project scheduling. During this review, we shall determine appropriate procedures to promote efficient working relationships and communication among all participants who need to interact with the Consultant Team. The RJM Consultant Team shall prepare meeting notes and action items based on meeting outcomes.

B. Document Review

Review pertinent base information regarding this project including existing plans and documents, mapping, drainage, utility easements, topography, and other relevant information.

Our proposal has assumed the following items will be provided by the City (as available):

1. As Built Information of Existing Facilities, Adjacent Street and Public Facilities.
2. Adjacent Development Plans
3. Title Report
4. Utility infrastructure availability

C. Aerial Topographic Survey:

Our team will prepare a topographic survey to include one-foot contour intervals to be utilized for the base plan development and ultimately construction documents. The survey information will encompass development of a digital topographic CAD file, field survey verifications, property limits retrieved from city and county records, and a base plan with vertical and horizontal control.

D. Field Investigation

In coordination with City Staff our team to photo document existing conditions including visual location and condition of topographic survey elements, circulation, existing trees, vegetation, utilities, drainage, irrigation, topography, easements, physical limitations, external influences, adjacent property relationships, infrastructure, walkways, and adjacent roads.

Specifically, our proposal includes the following analysis:

1. Irrigation Availability: Irrigation program analysis for anticipated improvements including potable and reclaimed availability.

2. Electrical Availability: Review existing electrical utility services and size availability.

3. Geotechnical: Investigations including surface reconnaissance, subsurface exploration, obtaining representative soil samples, laboratory testing, review of relevant geotechnical literature, and preparation of a geotechnical report documenting the findings. Subsurface exploration will include: Several borings will be drilled in order to explore the subsurface soil conditions and to obtain soil samples for laboratory testing. The field exploration will consist of the advancement of (13) hollow-stem augered drill holes within the project site reaching depths of 5 to 10 feet below existing grade (or practical refusal), with (1) additional drill hole extended to a depth of 50 feet below existing grade (or practical refusal); 1 full day of drilling at prevailing wage rates has been assumed. We will log all field exploration work and obtain bulk and/or relatively undisturbed soil samples for geotechnical laboratory testing. This will provide soil data for laboratory testing and design of necessary foundation types and pavement sections. The drill holes will be backfilled with native soils. Infiltration testing has been included in this scope, which would be performed over the two days following the exploration drilling. After samples have been reviewed subsequent reporting will developed for the Site Conditions, Seismicity and Geologic Hazards, Foundations and Slabs, Earthwork, Asphalt Pavement / Hardscape, Corrosion, and Infiltration.

4. Architectural: Our team will review the existing structures in preparation for the development of a demolition plan. Emphasis will be on utility infrastructure and placement of new facilities to evaluate cost considerations.

5. Dry Utility Review: Our team will focus on identifying the existing dry utility facilities on Watson St. and Crescent Ave. adjacent to the project site, what impact they have on the schedule and budget. Further assessment will focus on identifying the planned development dry utility requirements that will be required based on the design components.

E. Site Analysis/Opportunities & Constraints Exhibits

The next task will be to document and map all the existing features of the site including those that will be opportunities and/or constraints to the project. The exhibits will take the form of a photo board, and an illustrative map, that will be used to illustrate the key site issues of the project to community members and City officials.

F. Update the Preliminary Conceptual Plan

Based upon information obtained through the previous community outreach efforts the City has undertaken and information garnered from City staff, RJM shall prepare a revised conceptual plan at appropriate scale showing spatial relationships for each potential feature/element. These plans will illustrate the spatial relationships of the site elements, parking considerations, and residential proximity to the park.

1. RJM will meet with City staff to review the revised conceptual plan and incorporate City comments.

2. After City approval of the revised conceptual plan RJM will develop a final conceptual plan. The resulting plans will provide an illustrative for the project site and be the basis for the construction cost estimate. Exhibits highlighting site features will include:
    i. Preliminary grading and earthwork quantities
    ii. Schematic layout
    iii. Parking Analysis
    iv. Sport Lighting
    v. Project narrative

3. RJM will meet with city staff to review final conceptual plan and incorporate final City comments.

4. Develop Preliminary Statement of Probable Construction Cost Estimate based on approved final conceptual plan per City direction.

5. Submit Construction Cost Estimate to staff and project committee for review and comment.

G. Dedicated Project Website

Understanding the public visibility of this project and its proximity to residential areas we propose a project website that will identify the improvements and their visual impacts to the community. RJM will build an ESRI story map website that can be used to collect community feedback, illustrate plans, and share 3D visualizations. Further during construction this site can be used to illustrate construction progress and continue to provide updates to the community.

Meetings:
(1) Kick-Off Meeting with City
(1) Field Investigation with City
(1) Site Analysis Review Meeting with City
(2) Conceptual Plan Review Meetings with City

Deliverables:
Preliminary Schedule; Meeting Agenda/Minutes; Auto CAD Topographic Base Plan; Photo Boards of Site Photos /Character Imagery; Site Analysis and Opportunities/ Constraints Exhibit, Geotechnical Report, Utility Availability Report, Refined Preliminary Conceptual Plan including Schematic Layout, Parking Analysis, Sports Lighting, and Preliminary Grading. Preliminary Cost Estimate

PHASE 2 – ENVIRONMENTAL ANALYSIS

RJM team member Montrose will prepare reports and documents pursuant to the requirements of the California Environmental Quality Act (CEQA) and the city's adopted CEQA procedures. Deliverable products will be developed for the Project upon completion of environmental review and evaluation. These deliverables will be produced in cooperation with City personnel and associated state and federal agencies. Specific tasks will include the following:

A. Data Gathering

Upon notification and notice to proceed, our team will participate an environmental kick-off meeting with City staff to discuss the project specifics.

Our team member Montrose will review additional data for the project area from the City, local, state, and federal agencies, and other sources that may be affected by or have relevance to the project. This information forms a key part of the foundation of the CEQA documents and will be reviewed and incorporated into the analysis.

B. Initial Study

Based upon early consultation with the City, RJM team member Montrose will prepare an Initial Study (IS) in conformance with CEQA Guidelines Section 15063(c) for the Project. Montrose will evaluate potential significant impact areas in conformance with an approved City environmental checklist; incorporating relevant data from records searches and subsequent technical studies. The IS will contain:

- project description
- environmental setting
- potential environmental impacts and brief explanations to support findings
- mitigation measures for any significant effects
- consistency with plans and policies
- names of parties responsible for preparation

The data and conclusion derived from the IS will be reviewed by the City and interested stakeholders to determine the extent and scope of any additional CEQA documentation needed for the project.

Our team have identified the following elements of the project that define the type of environmental process that would be required. These elements include:

- Reconfiguration of a 14.5-acre sports park site
- Four softball fields, batting cages, six pickleball, basketball, volleyball, and a multi-use court
- Playground areas, picnicking facilities, exercise stations and associated walking paths
- One multi use building, and one restroom/concessions building

Given the foregoing we conclude that an Initial Study and Mitigated Negative Declaration (IS/MND) is the likely level of review required under CEQA.
We anticipate that the following technical studies will need to be prepared as part of the IS/MND process:

1. Air Quality

   The project is located within the South Coast Air Basin (SCAB), which is under the jurisdiction of the South Coast Air Quality Management District (SCAQMD). Baseline meteorological and air quality data developed through the California Air Resources Board (CARB) will be utilized for the description of existing ambient air quality. Based on data provided by the project applicant, emissions generated during demolition and construction activities will be quantified. A general description of the major phases of each phase and their timing will be required. The air pollutant emissions generated during demolition and construction will be compared to the SCAQMD Regional Thresholds of Significance.

2. Greenhouse Gas Analysis

   Our Team will prepare an inventory of the greenhouse emissions (GHG) from both direct and indirect sources. The emissions inventory will be quantified with the CalEEMod model. The GHG reduction associated with the project's design features will be quantified utilizing the California Air Pollution Control Officers Association (CAPCOA) methodology (Quantifying Greenhouse Gas Mitigation Measures – A Resource for Local Government to Assess Emission Reductions from Greenhouse Gas Mitigation Measures [September 2010]).

3. Traffic Impact Analysis

   We will prepare a traffic impact analysis to support environmental documentation of the proposed Project. The analysis will provide data to evaluate potential short-term traffic impacts related to the project. Montrose, in consultation with the City, will engage the resource and regulatory agencies and stakeholders

4. Biology

   Our team will review applicable existing data and conduct desk-top review of the project area. We will prepare a biological memorandum for the Project including review of existing nesting birds and associated terrestrial and aquatic wildlife in accordance with Federal, State and local regulations.

5. Noise Analysis

   Construction would occur during implementation of the proposed project. Noise impacts from construction sources will be analyzed based on the anticipated equipment to be used, length of a specific construction task, equipment power type (gasoline or diesel engine), horsepower, load factor, and percentage of time in use. The construction noise impacts will be evaluated in terms of maximum levels (Lmax) and hourly equivalent continuous noise levels (Leq) and the frequency of occurrence at adjacent sensitive locations.

Ultimately our team will prepare the Administrative Draft IS/MND, using a City-approved CEQA checklist. This document will reflect new site plans, new/revised technical studies, and any additional information gathered during the Research/Investigation. The Administrative Draft IS/MND will be submitted to the City for review and approval.

NOTICE OF PREPARATION

Montrose will prepare a Notice of Preparation (NOP) for review and approval by the City. Once approved, Montrose will send the NOP to the Office of Planning and Research and distribute the document to other interested/relevant agencies and individuals. Distribution will be based on a City-approved distribution list to be prepared and maintained by Montrose. This task includes certified mailing of up to 25 notices to affected agencies and interested parties. Montrose assumes that posting in the local newspaper and any radius mailing will be provided by the City.

Meetings:

(1) One Meeting with staff to review diagrammatic plans
(3) Attendance at Public Meetings to review status, preparation, and initial study review

Deliverables:

Field Survey and technical reports, Administrative Draft and Final Initial Study, NOP, Scoping Meeting Response to Comments

PHASE 3 – SCHEMATIC DESIGN / DESIGN DEVELOPMENT

Prepare Design Development Plans based upon the approved Preliminary Design Plans in order to fix and describe the scope and character of the entire Project, including landscape architectural, architectural, civil, and electrical systems, materials and such other elements as may be appropriate. During this phase our team will build off the final conceptual plan and further refine elements to clearly identify the textures, materials, and architecture vocabulary of the various site elements. These refined elements will be utilized in developing subsequent 3D visualizations.

A. Design Development Plans

Prepare digital design development base plans relative to the final conceptual; plan developer in Phase 1. The Base Plan for the proposed improvements will be prepared digitally (20-scale) and will be utilized as the project's Base Plan for Construction Documents. Specific alignment and orientation of all the project's proposed 'ground plane' elements will be indicated. Upon completion cost estimates will be updated to include the latest information available. The anticipated enhancements include:

- Natural Turf / Synthetic Fields (four (4) softball fields with possible overlays)
- Batting cages
- Six (6) pickleball courts
- One multi-use court
- 32' x 29' (+/- 1,000 S.F.) Centralized Restroom / Concession Building

NOTE: Our proposal includes plans for submitting to the Orange County Health Department for the restroom/concession building only. Plans will include floor plans, site plan, equipment plan, and interior equipment elevations.

- 52' x 30' (+/- 1,500 S.F.) Multiuse Building
- Basketball / volleyball court
- Playground area
- Picnic Pavilion
- Walking / jogging path with exercise equipment stations
- Site Furnishings
- Pedestrian and Athletic Field Lighting
- Parking
- Landscape
- Irrigation

B. Pre-Construction Documentation Coordination Meeting
Upon completion of the design development plans the design team working with City staff will coordinate with the following agencies for review:

- Orange County Fire Authority (OCFA)
- City of Cypress Building and Safety, Planning, Fire, Public Works

C. 3D Visualizations

Following the approval of the design development plans, the design team will produce a 3D model of the conceptual layout which will provide an isometric site plan, pedestrian views, and complete with a 3D animation video. Benefits of the 3D modeling is different view points can be generated to illustrate the various relationships of the surrounding residential areas and the park itself. The final video animation will include a birds eye overview of the park as well as ground level experiences.

Meetings:
(2) Meetings with staff to review design development plans
(1) Pre-Construction Coordination Meeting with City Staff
(1) Coordination Meeting with OCFA
(1) Meeting with Orange County Health Department
(1) Joint Meeting with Building and Safety, Planning, Fire, and Public Works
(1) Meeting to review 3D visualizations and rendering walkthrough

Deliverables:
20 Scale Base Plan, Refined Schematic layout plans, schematic building floor plans, Design development boards illustrating site furnishings, court layouts, colors textures and materials for all ground plane elements, 3D visualizations and walkthrough rendering

PHASE 4 – CONSTRUCTION DOCUMENTATION DEVELOPMENT

This phase of the project consists of the preparation of the construction documents to include final drawings, specifications, and structural calculations. Our proposal includes complete landscape, civil engineering, architectural, electrical, and structural engineering for site elements, for the 14.5-acre site required to construct the project. Construction drawings will be submitted at 60%, 90% review by the city's selected Construction Management firm. 100% complete construction drawings will be submitted to the city for submittal plan check review and approval. Upon approval the design team shall also provide the city with digital PDF files for all construction sheets. Specifically, we have outlined the following tasks:

A. Construction Kick-off meeting
RJM will hold regular meetings monthly during the construction phase (anticipated eight-month schedule) with City Staff and the city's selected construction management firm.

B. Site Design/ Documentation
Services during the Construction Documents Phase consist of preparation of drawings and specifications based on approved Design Development Documents, setting forth in detail the landscape requirements for the project including:

1. Site Demolition Plans
2. Site Construction/Layout Plans

3. Construction Enlargement Plans
4. Landscape Construction Details
5. Planting Plans
6. Irrigation Plans
7. Dry Utility Composite Plan
8. Utility modification coordination (for removal or relocation of services)
9. Structural Details, Plans and Calculations

C. Civil Design/Documentation

Services during the Construction Document Phase consist of preparation of final civil engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the civil construction requirements for the Project.

1. Prepare precise grading plans.
2. 20-Scale Grading Plan
3. Horizontal Control Plan
4. Erosion Control Plan
5. Water/Sewer Plan
6. Quantities/Earthwork
7. Hydrology Report
8. WQMP Report
9. NPEDES/SWPPP/NOI

D. Architectural Design / Documentation

Services during the Construction Document Phase consist of preparation of final architecture, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the architectural requirements for the Project. The project will be designed using the 2019 CBC as amended by the City of Cypress, and other applicable and current local codes including the CalGreen Checklist for Sustainable Design.

1. 32′ x 29′ (+/- 1,000 S.F.) Restroom / concessions building
2. 52′ x 30′ (+/- 1,500 S.F.) Multi-purpose Building

Note: Fire sprinkler and fire alarm drawings and calculations (to be design-build by general contractor)

E. Electrical Design / Documentation

1. Electrical load calculations
2. Electrical drawings and specifications including the following:
   a. Single line diagram and load calculations.
   b. Complete lighting plans for walkways, parking lots, picnic pavilion, batting cages, monument signage and all required security lighting.
   c. Complete sports field lighting plans for the softball fields.
   d. Complete sports court lighting plans for pickleball, basketball/volleyball and multiuse courts.
   e. Complete lighting and power plans for restroom, concessions and multi-purpose room buildings.
   f. Complete power plans with all required general and specialized power connections.

g. Power connection to EV chargers.
h. Conduit only and outlet boxes for voice and data systems.
i. Calculation of electrical loads, short circuit calculations and voltage drop calculations
j. Various schedules, legends and details as required.

3. Title 24 lighting calculations.
4. Photometric Plan and calculation for proposed project lighting.

F. Technical Specifications

Technical specifications for each of the above disciplines will be incorporated into the project manual. Site work construction specification will be prepared utilizing the Standard Specifications for Public Works Construction (Greenbook) format.

Meetings:
(3) Meetings with staff and Construction management firm to review plans
(8) Monthly review Meetings
(1) Project 100% completion meeting

Deliverables:
30%, 60%,90%, and 100% Plans and specifications, updated cost estimates at each plan submittal.

PHASE 5 – BIDDING PROCEDURES

RJM shall assist the City with the Bidding Phase of the project. Questions, clarifications, or conflicts arising out of the bidding process will be resolved by addenda prepared by the Consultant. Addenda to the contract for construction shall be prepared in writing to document any clarification or modification made to the contract documents. In addition, the consultant shall attend a pre-bid conference and assist the City in reviewing the bid submittals.

PHASE 6 – CONSTRUCTION OBSERVATION/ADMINISTRATION

(FINAL SCOPE TO BE NEGOTIATED BASED ON CITY'S INVOLVEMENT OF A CM)

During the Construction Phase of the project, the following services shall be furnished:

A. Pre-construction Conference
A pre-construction conference shall be organized and conducted to brief all parties concerned with general and special requirements of the contract for construction. Procedural matters, routing of information, and project representatives shall be defined. Attendees shall include representatives from the City staff, the Consultant, the Contractor, and all major subcontractors.

Project Approach (continued)

B. Job Site Meetings

Job site meetings (anticipate twenty-four (24) meetings) shall be scheduled and conducted by the Consultant for the same day and time through the duration of the project. Scheduling, coordination, requests for information, and changes to the contract for construction are routinely monitored. The consultant shall publish and distribute a field report for each job site meeting, documenting the progress of construction and specifically noting current and delinquent action items.

C. Submittal and Shop Drawing Review

The Consultant shall review all required shop drawings and related submittals as required by the contract documents.

D. Project Close-Out

At the completion of the Construction Phase a final job site meeting and review of the entire facility shall be conducted. A final punch list will be published and distributed by the Consultant to all parties concerned, specifically noting required corrections, non-conforming work, and work remaining to be completed. A second walk-through shall be conducted when all punch list items have been corrected, at which time a Final Notice of Completion shall be filed by the City. Conduct a final walk through approximately 12 months after completion of construction to conduct a warranty review site walk with Owner.

E. Record Drawings

Consultant will review contractor submitted Record Drawings for contract conformance and completeness based upon field observations made during the construction observation/ administration task and the original contract documents. Consultant shall not be held responsible for inaccuracies of the contractor provided record drawings. Any site visits required to verify information contained on the contractor's as-built drawings will be provided on an hourly basis.



Orange Coast College | Orange, CA (RJM Project)



Community Inspired Spaces

RJM DESIGN GROUP

At RJM Design Group, we believe in consistency. All projects, no matter what scale, are met with the same degree of precision and artistry by our team. RJM's effective communication, seasoned staff, community involvement, and project execution expertise are what set us apart from other design firms. Simply put, our clients and our communities, matter. We add a level of detail and character to our designs that you will not find elsewhere. At RJM Design Group, we have found a way to fuse functional designs with what our clients want – and that, is the RJM difference.

Community Inspired Spaces

RJM DESIGN GROUP

Community Inspired Spaces

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VERDE DESIGN

www.VerdeDesignInc.com

CITY OF CYPRESS

REQUEST FOR PROPOSALS (RFQ/RFP) FOR DESIGN FOR ARNOLD CYPRESS PARK REHABILITATION









DESIGNING OUTSTANDING FACILITIES FOR CALIFORNIA'S RECREATIONAL COMMUNITIES

Chris Giannini, RLA (Associate, Sr. Project Manager) 951.221.3142 | chrisg@verdedesigninc.com

Mark Baginski, RLA, LEED AP (Principal) 408.850.3411 | mark@verdedesigninc.com

3685 Main Street, Suite 350, Riverside, CA 92501 | www.VerdeDesignInc.com

LANDSCAPE ARCHITECTURE • CIVIL ENGINEERING • SPORT PLANNING & DESIGN

COVER LETTER

VERDE DESIGN

November 10, 2021

City of Cypress
Public Works Department
8611 Watson Street, Cypress, CA 90630
Attn: Nick Mangkalakiri, Assistant City Engineer

SUBJECT: REQUEST FOR PROPOSALS (RFQ/RFP) FOR DESIGN FOR ARNOLD CYPRESS PARK REHABILITATION

Dear Mr. Mangkalakiri and Members of the Evaluation Committee:

Thank you for the opportunity to submit our proposal in response to City of Cypress' (City) RFP for Design For Arnold Cypress Park Rehabilitation. Verde Design, Inc. is an integrated landscape architecture and civil engineering firm focused on public athletic and recreational planning, design, and construction administration services for cities, counties, and park and recreation districts. We are uniquely qualified to lead this project in partnership with the City due to our extensive experience developing athletic facilities, specifically sports complexes, such as the one outlined through this RFP.

To accomplish your goals, Verde Design has proposed a team of qualified, problem-solving professionals, led by myself, Mark Baginski (project principal), and Chris Giannini (associate and senior project manager). Together, we have had the privilege of serving numerous agencies throughout California with similar scope to your proposed project. If selected as the consultant to lead this project, we will bring our expertise and knowledge to ensure that Arnold Cypress Park successfully serves your citizens, as well as enriches the quality of life for your community. In direct response to the RFP, we offer the following key points, which sets the Verde Design team apart:

- **Technical Expertise:** Verde Design's nationally award-winning landscape architecture and civil engineering teams have unsurpassed technical abilities, which include unparalleled natural grass and synthetic turf field installed design, as well as hardcourt and pickleball experience. We have designed multiple types of batting cages from single tunnels to large covered structures with multiple tunnels for public parks, high schools and collegiate level. Utilizing stick built or pre-fabricated restroom and concession buildings throughout our projects is typical and we are well versed to respond to your needs and budget.

- **Recognized Leadership:** Verde Design is a leader in the areas of athletic facility design and synthetic turf. We are the official outdoor athletic facility designer for the California Interscholastic Federation (CIF). We frequently speak at professional conferences such as California Parks and Recreation (CPRS – state and local levels), American Sports Builders Association (ASBA -Nationally) and American Public Works Association (APWA - locally). We provide educational presentations on synthetic turf topics, including the use of organic infills as alternatives to the crumb rubber, use and types of pads, multi-use field athletic performance and safety, field subsurface drainage, and stormwater management approaches to synthetic turf fields.

- **Quality Documents:** Our quality control program has resulted in our construction documentation packages being recognized by the contracting community as being easy to read and execute and lacking ambiguities that result in potential change orders. This begins with our inhouse review process during the design phase of the project where at least three licensed professionals review the contract documents. Our uniquely developed specifications providing step-by-step quality control checks with stated tolerances built into the construction process to ensure that each layer of the park and especially the synthetic turf and court systems. This includes both pre-construction lab testing and on-site testing.

COVER LETTER

VERDE DESIGN

- **Sharing our Knowledge:** We understand that the City may wish to use synthetic turf fields on this project. Verde Design has guided and educated dozens of clients through their first synthetic turf field project, walking through the system of components, separating facts from fiction, and answering questions and concerns along the way. We have developed one of the most robust synthetic turf specifications in the state with the City of San Francisco who really led the charge on environmental and end of life issues surrounding synthetic turf. We thoroughly believe our success as a firm is directly correlated to the success of our clients. Over 90% of our clients have become repeat customers. We believe in being advocates for our clients, providing open and clear communication throughout the project and presenting information in a manner which allows the owner to make informed decisions effecting their project

Thank you again for your consideration. As principal-in-charge for this project, I will be personally involved throughout the entire process of design and construction. I will provide quality control and oversight and will work closely with Chris, who will serve as your main-contact.

Sincerely,
VERDE DESIGN, INC.

Mark Baginski, RLA, LEED AP, Principal
408.850.3411 | mark@verdedesigninc.com
3685 Main Street, Suite 350, Riverside, CA 92501

Chris Giannini, RLA, Associate & Sr. PM
951.221.3142 | chrisg@verdedesigninc.com
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PATTY O'MALLEY SPORTS COMPLEX, SPORTS COMPLEX

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VERDE DESIGN

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COST PROPOSAL *(SUBMITTED AS SEPARATE DOCUMENT)*



ROTARY PLAYGARDEN, ALL-INCLUSIVE PLAYGROUND

1. FIRM ORGANIZATION, CREDENTIALS, BACKGROUND

VERDE DESIGN

FIRM PROFILE

ABOUT VERDE DESIGN

Verde Design is an integrated landscape architecture and civil engineering firm specializing in award-winning recreational and athletic-focused spaces. We provide our clients with comprehensive planning, design, and construction administration services, and serve cities, counties, and parks and recreations districts, as well as local municipal agencies, businesses, non-profit organizations, community groups, and public and private K-12 schools, colleges, and universities.

We have partnered with over 80 public agencies to date, and have completed more than 750 public facility projects for clients. Projects have ranged from small neighborhood pocket parks to destination sports complexes and athletic facilities. We are passionate about these spaces and are committed to creating lasting facilities that serve California's communities. Our principals are actively involved in our projects and our clients' satisfaction is their top priority. We approach each project by developing a thorough understanding of our clients' challenges and goals. *Please see the abbreviated list to the right for services and project types.*

We staff our projects with a team of creative problem solvers, and draw upon our in-house site planning, grading and drainage, planting, and irrigation design expertise, to provide solutions that meet or beat project schedules and remain within the established project budgets.

BRIEF HISTORY

In 2007, Derek McKee and Devin Conway, both veterans of the A/E/C industry, purchased key assets of a former firm and founded Verde Design, a Certified Small Business Enterprise. Our leaders have crafted a culture rooted in sound practice, focused on sustainability, and staffed with people who care about enhancing their communities. Since our founding, we expanded operations with offices in Folsom, Santa Rosa, and Riverside.

14 YEARS IN BUSINESS

We've worked with Verde Design for many years on a variety of public projects, including sports fields and community parks. Their staff has repeatedly demonstrated their ability to achieve clients' goals, and the projects are designed well and turned over without issue. Our project teams enjoy working with Verde Design, and Kimley-Horn would recommend them to any City or public agency looking to hire an experienced and knowledgeable landscape architecture firm.

FAREED PITTALWALA, P.E. QSD, PRACTICE BUILDER
KIMLEY-HORN AND ASSOCIATES, INC.

PARTNER TESTIMONIAL

FIRM OFFICERS


DEREK MCKEE, PRINCIPAL


DEVIN CONWAY, PRINCIPAL

MARK BAGINSKI, PRINCIPAL

NANCE CRONIN, PRINCIPAL

OUR SERVICES AND PROJECT TYPES

- Landscape Architecture
- Civil Engineering
- Master Planning
- Facility Assessments
- Management Plans/ Studies
- Feasibility Studies
- Schematic Design
- 3D Modeling
- Community Facilitation & Outreach
- Construction Documentation
- Irrigation Design & Audits
- Cost Estimating
- Maintenance Planning
- Community Parks and Sports Complexes
- Plazas & Entry Elements
- Open Space & Picnic Areas
- New and Replacement Athletic Fields
- All-Inclusive Playgrounds
- All-Weather Tracks
- Pre-Fab Buildings for Restrooms, Concessions, Maintenance, & Storage
- Tennis Facilities & Hard Courts
- Streetscape
- Stormwater Facilities
- SWPPP & SWMQCP Plans
- Infrastructure Upgrades

1. FIRM ORGANIZATION, CREDENTIALS, BACKGROUND

VERDE DESIGN

OFFICE LOCATIONS

While Verde Design has four (4) office locations throughout California, the office that will be providing the City of Cypress (City) services is located at **685 Main Street, STE 350 Riverside, CA 92501.**

Folsom Office:
1843 Iron Point Road, STE 140
Folsom, CA 95630

Santa Clara Office (Headquarters):
2455 The Alameda
Santa Clara, CA 95050

Santa Rosa Office:
3558 Round Barn Blvd, STE 200
Santa Rosa, CA 95403

Riverside Office:
3685 Main Street, STE 350
Riverside, CA 92501

COMPANY SIZE

Our professional staff of 41 includes licensed landscape architects, LEED accredited professionals, civil engineers, QSD/QSP certified professionals, a certified playground safety inspector, and a strong production and technical support team.



41 TALENTED PROFESSIONALS

KEY STAFF
- **4** FIRM PRINCIPALS
- **12** LANDSCAPE ARCHITECTS
- **5** CIVIL ENGINEERS
- **8** PROJECT MANAGERS
- **3** QSD/QSP
- **2** LEED APS
- **1** CPSI

SERVICES TO PROVIDE THE CITY

Verde Design will act as the prime consultant for the City, providing landscape architecture civil engineering services. Please see ***Section 3. Project Understanding and Management Approach*** for a detailed breakdown of our services and tasks proposed for the City.

VERDE DESIGN - BY THE NUMBERS

WE ARE PROUD THAT OVER 90% OF OUR BUSINESS COMES FROM REPEAT CLIENTS

90%

$750 MILLION IN PUBLIC PROJECTS COMPLETED

400+ ATHLETIC FIELD/ FACILITY PROJECTS COMPLETED

26 PROJECT DESIGN AWARDS RECEIVED

400+ PARK PLAYGROUND PROJECTS COMPLETED

80+ PUBLIC AGENCIES PARTNERED WITH IN THE LAST 14 YEARS IN BUSINESS

500+

SYNTHETIC TURF

FIELDS DESIGNED FOR PUBLIC AGENCIES

With over **750 public facility project for clients**, our knowledge of these turf systems, coupled with our technical expertise, has earned us a reputation as one of the leading synthetic turf specialist throughout the state of CA.

1. FIRM ORGANIZATION, CREDENTIALS, BACKGROUND

STAFFING CAPABILITY AND AVAILABILITY

To help the City of Cypress (City) accomplish their future goals and project, have hand-selected a team with specialized public recreational and athletic facility knowledge, problem-solving experience, and a history of successfully working together on an extensive list of projects with similar scope to the City's proposed project. We recognize the importance of building and developing new and ongoing relationships throughout your project, and are committed to maintaining a consistent project team. Please see below for proposed key team members, and ***Section 2. Experience*** for key team member resumes and project roles, per the RFP.

PROJECT TEAM ORGANIZATIONAL CHART

Verde Design
Subconsultant



Mark Baginski, RLA, LEED AP
Title: Principal-in-Charge
408.850.3411
mark@verdedesigninc.com



Chris Giannini, RLA
Title: Associate, Sr. PM
951.221.3142
chrisg@verdedesigninc.com



Jamie Wallis, PE, QSD/QSP
Title: Associate, Civil Engineer
408.850.3425
jamie@verdedesigninc.com

AKH Structural Engineers
Services Providing: Structural Engineering Services

BKF Engineers
Services Providing: Survey & WQMP Services

Converse Consultants
Services Providing: Geotechnical & Lead/Asbestos Services

FBA Engineering
Services Providing: Electrical Engineering Services

RMA Irrigation
Services Providing: Irrigation Design Services

Watearth
Services Providing: CEQA Services (Optional)

RELEVANT PROJECT EXPERIENCE

Our mission is to provide **excellence in design and outstanding service to our clients.** In our 14 years in business, we have accumulated an extensive portfolio of successful recreational and athletic facilities, partnering with more than 80 public agencies and to complete over 750 recreational and athletic facility projects.

Projects for public agencies have included master plans for regional sports complexes to community and pocket parks, new and replacement athletic fields, sports field lighting, hardcourts, all-inclusive playgrounds, streetscape, park beautification and perimeter fencing/ security, trails, ADA improvements, and irrigation design.

The City of Cypress' (City) Arnold Cypress Park project is a project that directly aligns with our 14 years of built and proven project experience. From the athletic components to the restroom/concession buildings, to hardcourts and walkways, our team will lead the City step-by-step through a detailed programming process, which allows you the opportunity to understand each of the components of your project, helping you to make informed decisions on your choices. We also understand equally how important understanding the needs of the operations and maintenance aspects of the project are and we look forward to working with them to ensure these needs are addressed.

We have demonstrated our ability to consistently play a role with educating communities on both natural grass and synthetic turf field fields in a manner which allows them to make informed decisions. We have experience and understand the sensitivity of the load bearing requirements of this project.

Our in-house team of landscape architects and civil engineers will seamlessly integrate plans and specifications into a complete and easy build set of construction document. We will draw upon this expertise to deliver your project on time and in budget. Our history of successful public agency partnerships have resulted



The extensive experience that the staff at Verde Design has with synthetic turf and the synthetic turf industry, and their understanding of the various turf systems available have been invaluable to us in implementing our plans for this project. We appreciate the meticulous attention they've given to the overall performance of the facility and to addressing the long term operational concerns of our maintenance and operations staff.

DAN MAUER, PROJECT MANAGER, RECREATION AND PARKS DEP, CITY AND COUNTY OF SAN FRANCISCO

BEACH CHALET FIELDS, SAN FRANCISCO

in dozens of well-planned athletic and recreational facilities. Many of these facilities have been community and destination parks that receive a high-level of attention, traffic, and use. Further, our firm has designed game and practice facility athletic fields for professional sports teams, including the San Jose Earthquakes, San Francisco Giants, and Oakland Raiders. This high-level design fuels our team's creative ideas and ensures that your project is carefully developed, and all options are explored.

If selected to partner with the City, our team will take time to learn your goals, preferences, updated priorities, and values, so we can work together to be successful. This begins with a shared vision built upon your project goals, and is supported by Verde Design's portfolio of similar work, and through the adoption of our simple, but clear approach to projects.

Please see the following pages for relevant project case studies, which illustrates our diverse experience and abilities, as well as the end of this sections for our proposed key team member resumes, per the RFP.

ARCADIA SOFTBALL COMPLEX, SAN JOSE, CA

Project Description: Working within a tight 4.5-acre footprint, we were able to design four full-size adult softball fields by using tall fencing on two of the fields to maintain an average home run distance of 300-feet. The Arcadia Sports Complex is designed as one of the top premier softball complexes in the Bay Area. In a tight site surrounded by residential homes and apartments, the site includes two championship fields with terraced chairback seating, full bullpens, and covered dugouts. The site also includes two smaller fields with tall outfield fencing ranging from 8-14 feet tall, creating a feel similar to that of the 'Green Monster' at Fenway Park.

Aside from the fields, the site offers amenities such as the unique central restroom/concessions building, thematic architectural entry signage, sports field lighting, picnic areas, thematic children's play areas, and a miniature synthetic turf ball field. This site posed two major challenges related to redirecting and treating all site drainage and how to balance cut and fill. The site is extremely flat, which has proved to be a challenge when running the cut and fill analysis to make the raised central plaza. With some careful design of slightly depressed C3 planting areas that treat all paved runoff, and a less than 3" drop of all ball fields, we were able to accomplish creating an 18" raised spectator plaza while still balancing the cut and fill.

Program:

- Four natural grass adult softball fields with scoreboard, covered dugouts, sports field lighting, two fields with bullpens, and two fields with terraced chairback seating
- New maintenance building and maintenance area with materials bins and covered parking spaces
- Raised central plaza for spectators, restroom/ concession building, and two parking lots with C.3 bioretention treatment areas
- Thematic street front signage and play area with miniature synthetic turf ball field and picnic areas





Services: Site assessment, site design, construction documents, construction documentation services

Client: City of San Jose
Domenic Onorato, Program Manager
200 East Santa Clara Street, 6th Floor
San Jose, CA 95113
408.535.3500 | domenic.onorato@sanjoseca.gov

Project Cost:
Budget: $17 million
Construction Cost: $17.5 million

Size: 4.5 acres

Schedule: Completed June 2020

Proposed Staff: N/A

FAIR OAKS PARK, SUNNYVALE, CA

Project Description: Verde Design was selected by the City of Sunnyvale for the renovation of Fair Oaks Park, a 15-acre community park located in Northern Sunnyvale, originally built in 1969. The design includes the replacement of the existing athletic field turf with synthetic turf for its baseball, soccer, and multi-use fields. This would be the City's first park with synthetic turf, which would reduce annual water usage and significantly increase play time during high rainfall seasons.

In addition to the fields, the Verde team is working with the "Friends of Magical Bridge" community organization and City staff for an all-inclusive playground to be incorporated within the park design. The project also includes hardcourt improvements, expanded picnic areas, and circulation and infrastructure improvements.

Program:

- Replacement of existing natural grass field with synthetic turf baseball, soccer, and multi-use fields
- Renovation of picnic and park amenities
- Universally accessible play areas for children of a wide range of abilities and ages with custom playhouse
- Reconstruction of hardcourts
- Maintenance building renovation
- Upgrade to existing lighting
- Dog park with synthetic turf/decomposed granite surfacing

Services: Community facilitation, site design, construction documents, and construction administrative services

Client: City of Sunnyvale
Nate Scribner, PE
650 West Olive Avenue,
Sunnyvale, CA 94086
408.730.2783
nscribner@sunnyvale.ca.gov

Size: 15 acres







Project Cost:
Budget: $16.5 million
Construction Cost: N/A

Schedule: In construction

Proposed Staff: Mark Baginski (principal)

TAMIEN PARK, SAN JOSE, CA

Project Description: Verde Design was selected by the City of San Jose (City) to provide two concept plans, a preferred concept, construction documents, bidding, and construction assistance for the City's Tamien Park. Included in Phase 1 of the park design, is a new parking lot, a pre-fabricated restroom/storage building, security lighting with power outlets, shade structures, picnic and play opportunities. Additional features of the park include a post-tension slab basketball court, synthetic turf volleyball court, youth play area, game tables, ornamental fencing, stone pilasters, signage, pervious and impervious paving, site-specific improvements, drought-tolerant planting, and an MWELO-compliant pump and irrigation system that is designed to be switched over to recycled water when it becomes available.

In Spring 2021, Verde Design completed Phase II additions to the park, which included a natural grass multi-use field with accompanying shade structures, perimeter all-weather walking/running path, and field netting. An outdoor fitness/exercise area is provided with additional seating and shade. The park is designed to have direct linkage to the train station upon build out.

Program:

- Play area with custom playhouse and features, picnic and seating areas, pathways, and raised planters with seat walls
- Basketball court and synthetic turf volleyball court
- Specialty fencing, custom site furnishings, lighting, a pre-fabricated restroom/storage building and a parking lot with permeable paving
- Natural grass multi-use field with field fencing and an all-weather perimeter walking/running path
- Exercise/fitness area and solar lighting

Services: Conceptual design, design development, construction and bid documents, specifications, cost estimates, bidding, and construction administration services

Size: 3.6 acres





Client: City of San Jose
Chris Mastrodicasa, LA
200 East Santa Clara St, 6th Fl.
San Jose, CA 95113
408.535.8416
chris.mastrodicasa@sanjoseca.gov

Project Cost:
Budget: $4.3 million
Construction Cost: $4.8 million

Schedule: Completed June 2021

Proposed Staff: Jamie Wallis (civil engineer)

DOWNTOWN PARKS, MORGAN HILL, CA

Project Description: Verde Design was selected to provide the planning and design for three of the City of Morgan Hill's newest park sites. Each park is unique in its environmental surroundings, topography, and proposed uses. The new parks provide the Morgan Hill community with three new recreational areas in which to enjoy, not only creative play experiences, but also two natural parks in the riparian and Oak woodlands.

Program:

- **Railroad Park** - The new entrance features reinforce the Train Depot theme with fun and exciting play structures for all ages and abilities, artwork among a colorful and textural landscape, as well as many observation areas, lighting, security cameras, and a self-cleaning restroom building.
- **Third Street Creek Park** - The park design included revegetation of the natural grassland areas, and the creek riparian corridor. It is a quiet park that provides picnicking, playing on climbing boulders, and strolling, and sitting along Llagas Creek. Along the paths you will find environmental information signs and inviting pictures. Access to the park is made possible by the redevelopment of two streets, the installation of parking, lighting, security cameras, new vehicular circulation, and a repurposed pedestrian bridge.
- **Nob Hill Trail Park** - This park takes advantage of select views of Morgan Hill, and the valley beyond with vista areas and informational maps and pictures. It offers picnic areas, exercise stations, hiking trails, and two long and steep slides that offer excitement to the brave.

Services: Community outreach, site planning, environmental assessment, design, construction documents, and administrative services

Project Cost:

Budget: $5.1 million
Construction Cost: $4.5 million for all three parks


RAILROAD PARK


RAILROAD PARK

Client: City of Morgan Hill
Chris Ghione, Community Ser. Dir.
17575 Peak Avenue
Morgan Hill, CA 95037
408.782.9154
chris.ghione@morganhill.ca.gov

Size:

Railroad Park - 0.67 acres
Third Street Creek Park - 1.5 acres
Nob Hill Trail Park - 1.8 acres

Schedule: All projects completed December 2017

Proposed Staff: N/A

MINNIE & LOVIE WARD REC. CENTER, SAN FRANCISCO, CA

Project Description: In a public-private partnership with the City Fields Foundation and the City of San Francisco, Verde Design was tasked with converting the existing natural grass field at the Minnie and Lovie Ward Recreation Center to synthetic turf.

The project required mass grading and retaining walls to achieve a maximum 2% slope across the fields. An elaborate stormwater management system captures water, stores it, and slowly infiltrates into the site soils.

The synthetic turf fields will stand up to more hours of play, and be usable and maintainable even in wet conditions. This benefits the sports groups of San Francisco, who were previously lacking opportunities for field use.

Program:

- Conversion of natural grass to synthetic turf fields to accommodate two full-sized soccer and lacrosse fields, one softball/little league field, and one varsity baseball field
- Sports field lighting
- Perimeter fencing
- Bleacher seating
- Walkway improvements

Services: Site assessments, site design, construction documents, construction administration services, and City approval

Project Cost:

Budget: $5.9 million
Construction Cost: $6 million

Client: City and County of San Francisco
Dan Mauer, Recreation and Parks Department, Project Manager
30 Van Ness, 5th Floor, San Francisco, CA 94102
415.581.2542 | dan.mauer@sfgov.org







Size: 5.7 acres

Schedule: Completed September 2014

Proposed Staff: Mark Baginski (principal)

KAISER PERMANENTE SPORTS VILLAGE, BAKERSFIELD, CA

Project Description: Verde Design was selected by the City of Bakersfield to provide design services for the City's remaining 95 acres of undeveloped parkland for Kaiser Permanente Sports Village. We provided a conceptual master plan, which includes six football fields with sports field lighting, eight baseball/softball fields, a skate park and dog park, fitness stations, a splash pad, an aquatics center and community center, a play area, restroom/concessions buildings, shade structures and picnic areas, walking trails, parking areas, and internal roads.

We have also recently completed construction drawings for 35 acres of Phase IV improvements for this project, which will include five football fields with sports field lighting, a restroom/concessions building, roadway extension improvements, and two parking areas.

Services: Master planning, conceptual design, and construction documents (Phase I), and construction administration services

Program:

- Five natural grass football fields
- Paved parking and access road and pedestrian walkways
- Restroom building/concessions building and shaded public plaza

Client: City of Bakersfield
Navdip Grewal, Project Manager
1600 Truxtun Avenue
Bakersfield CA 93306
415.999.6548 | ngrewal@bakersfieldcity.us

Project Cost:
Budget: $12 million
Construction Cost: N/A

Size: 95 acres (conceptual planning) and 35 acres (CD)

Schedule: Estimated construction completion August 2022

Proposed Staff: Mark Baginski (principal) and Chris Giannini (project manager)





DREAM HOMES PARK, CATHEDRAL CITY, CA

Project Description: Verde Design provided conceptual planning efforts for a n 8-acre community park for the City of Cathedral City along the seasonal Whitewater River. The park will be developed with trail connections to the region's master planned CV link trail, Coachella Valley's alternative transportation route.

The park design includes a multi-use, natural grass open space area, futsal court, a central plaza, restroom building, two covered play areas, fitness stations, two basketball courts, dog park, picnic shelters, picnic tables, walkways, benches and two parking areas.

Services: Master planning, conceptual design, public outreach, and consensus building

Client: City of Cathedral City
John Corella, Dir. of Engineering/ Public Works
68-700 Avenida Lalo Guerrero
Cathedral City, CA 92234
760.770.0340 | Jcorella@cathedralcity.gov

Program:

- Natural grass open space/play area
- Shaded play areas and picnic areas
- Basketball courts
- Futsal field
- Fitness stations
- Restroom Building
- Large and small dog parks
- Perimeter walkways and security fencing
- Parking lots

Project Cost:
Budget: $8 million
Construction Cost: N/A

Size: 8 acres

Schedule: Design completed December 2020

Proposed Staff: Mark Baginski (principal) and Chris Giannini (project manager)

MARK BAGINSKI, RLA, LEED AP (PRINCIPAL-IN-CHARGE)



Mark is a principal with Verde Design and joined the firm a year after its inception in 2007. He has over 25 years of professional experience designing athletic and recreational facilities for cities and educational clients. Mark's projects have earned several notable awards and distinctions. Most recently, the American Sports Builders Association (ASBA) recognized two projects nationally with Multi-Field Facility of the Year, Silver (University High School, CA), and Track and Field Facility of the Year, Gold (Hayward High School, CA). A key characteristic of Mark's designs is the belief in an overall "big idea."

Role: Mark will be your advocate to keep your project on target to meet your goals. He will be responsible for contract administration oversee design development, and staff coordination. As the design development proceeds, he will review all aspects of the project with the City to confirm that all goals are met.

QUALIFICATIONS & RELEVANT EXPERIENCE

B.S., Landscape Architecture, Mississippi State University, 1991
B.S.L.A., Landscape Architecture, Mississippi State University, 1991
A.A.S., Land Development, State University of New York at Cobleskill, 1987

CA 4089, Landscape Architect, 1994
LEED Accredited Professional

American Society of Landscape Architects
Urban Land Institute
Coalition for Adequate School Housing
American Sports Builders Association
California Parks and Recreation Society

City of Bakersfield

- Kaiser Permanente Sports Village (current)
  - Master plan
  - Five football fields with sports field lighting
  - Four fields renovation
  - New parking and roads
  - Irrigation/stormwater management

City of Burbank

- Brace Canyon Park (current)
  - Synthetic turf multi-use fields
  - Spectator bleachers
  - Perimeter jogging/walking track

City of Poway

- Lake Poway Softball Field (current)
  - Softball field reconstruction

University High School, Presidio of San Francisco

- Paul Goode Field - Presidio National Park (2017)
  - Synthetic turf, organic infill, combined baseball and softball multi-use field
  - Striping for lacrosse, field hockey, and soccer
  - Synthetic turf practice field
  - Dugouts and batting cages
  - Bleacher seating
  - Three lane track with jumping pit
  - Restrooms and parking lot
  - Stormwater management and landscape

City of Sunnyvale

- Fair Oaks Park (current)
  - Synthetic turf baseball, soccer, and multi-use fields
  - Magical Bridge all-inclusive playground
  - Picnic and park amenities upgrade
  - Hardcourts reconstruction
  - Lighting and ADA upgrades
  - Dog park

City of Poway

- Lake Poway Softball Field (current)
  - Softball field reconstruction

City of Sacramento

- Army Depot Park (2019)
  - Two baseball fields
  - CMU dugouts and wood backstop
  - Score board and foul poles
  - Sports field lighting
  - French drain system
  - Concession/restroom and maintenance buildings
  - Walkways and parking lot
  - Pathway lighting and landscaping

City of San Francisco

- Youngblood-Coleman Field (2020)
  - Synthetic turf soccer field replacement
  - Drainage and fencing improvements
  - Irrigation adjustments
- Beach Chalet (2015)
  - Four synthetic turf soccer fields
  - Sports field lighting
  - Concessions/restroom upgrades
  - Parking lot expansion
  - Playground
  - Seating, dining terrace, and picnic seating
- Minnie & Lovie Ward Recreation Center (2014)
  - Two synthetic turf soccer fields
  - Two baseball fields
  - Bleachers and sports field lighting

CHRIS GIANNINI, RLA (ASSOCIATE, SENIOR. PM)



Chris joined Verde Design in 2018 and is an associate and ofiice leader in our Southern California office. He brings over 25 years of expertise in public park design, with a variety of programmatic features including athletics fields, playgrounds for all age groups, hardcourts, pathways and parking, ADA improvements, and various park related features to the Verde Design team. Over his career, he has received multiple project awards from California Parks & Recreation Society (CPRS), American Society of Civil Engineers (ASCE) and American Public Works Association (APWA).

Role: Chris will lead preparation of graphics, meeting preparation, and conceptual design and construction documents/ packages. His responsibilities include overall daily management of the project, project scoping, and establishing the project schedule. During the startup phase, he will work with the team to attain input from your staff, and develop project programs, and respond to development issues, as well as direct supervision of drafting personnel.

QUALIFICATIONS & RELEVANT EXPERIENCE **project completed with prior firm*

B.S., Landscape Architecture, California Polytechnic State University, Pomona, 1993

CA 4287, Landscape Architect, 1998

City of Bakersfield

- Kaiser Permanente Sports Village (current)
  - Master plan
  - Five football fields with sports field lighting
  - Four fields renovation
  - New parking and roads
  - Irrigation/stormwater management

City of Burbank

- Brace Canyon Park (current)
  - Synthetic turf multi-use fields
  - Spectator bleachers
  - Perimeter jogging/walking track

City of Poway

- Lake Poway Softball Field (current)
  - Softball field reconstruction

City of Cathedral City

- Dream Homes Park (2019)
  - Neighborhood park
  - Dog park
  - Basketball court
  - Shaded play areas
  - Fitness stations
  - Picnic shelters and restrooms
  - Shaded plaza
  - Lighted walking paths
  - Open turf area
  - Parking areas
  - Regional trail connection
- Ocotillo Park (2016)*
  - Active recreation facilities
  - 'Smart Irrigation'
  - Drought tolerant plant material
  - Playground
  - Picnic areas
  - Walking paths
  - Soccer field
  - Skatepark
  - Splash pad
  - Fitness stations
  - Restroom building

City of Palm Springs

- Whitewater Park (2019)
  - Master plan
  - Neighborhood park
  - Dog park
  - Skate plaza
  - Splash pad and shaded play areas
  - Shaded plaza
  - Lighted walking paths
  - Open turf area

City of Santa Ana

- Memory Lane Park (2016)*
  - Conceptual pocket park planning
  - Children's play area
  - Nature garden
  - Trails with bike racks and equestrian hitching posts
  - Picnic area
  - Security lighting and landscaping

City of San Bernardino

- Bryce Hanes Park (2017)*
  - Soccer field/open space play
  - Picnic and fitness areas
  - Basketball courts
  - Restroom and on-site parking
  - Permeable paving
  - Drought tolerant planting
  - Solar lighting and 'smart' irrigation
  - Splash pad

County of Riverside

- Deleo Regional Sports Park (2009)*
  - Two baseball and five soccer fields
  - Basketball and tennis courts
  - Children's play areas
  - Walking trails
  - Restroom/concessions building
  - Bio-swales for stormwater treatment

JAMIE WALLIS, PE, QSD/QSP (ASSOCIATE, CIVIL ENGINEER)



Jamie joined Verde Design in 2014 as a civil engineer, and developed into an recent associate, responsible for managing current design projects, maintaining and building client relationships, and overseeing the rest of the production team in many aspects of each project she is involved in. During Jamie's time with Verde Design, she has assisted or managed a variety of projects, including athletic fields for public parks and educational facilities. Jamie utilizes her experience as a former NCAA D1 athlete, and her technical design skills, to produce innovative solutions to unique project issues.

Role: Jamie will provide project support as needed to the team, drawing upon her expertise as a civil engineer. She will work with Mark and Chris to coordinate engineering and production items, as well as ensure that the project is designed in compliance with all applicable standards and guidelines.

QUALIFICATIONS & RELEVANT EXPERIENCE

B.S., Civil Engineering, Santa Clara University, Santa Clara, 2013

CA C86612, Professional Engineer, 2016
CA QSD/QSP certification #26164

City of Alameda
- Estuary Park (2016)
  - Baseball, football, and soccer synthetic turf fields
  - Basketball courts
  - Dog park and playground
  - Restroom/concession buildings
  - Picnic areas

City of Burlingame
- Murray Soccer Field (2016)
  - Renovation of synthetic turf field
  - Feasibility Study

City of Foster City
- Catamaran Park (2016)
  - Synthetic turf beach and ADA-compliant playground

City of Milpitas
- Milpitas Sports Center (2016)
  - Synthetic turf multi-use fields

City of Redwood City
- Red Morton Community Park (2016)
  - Renovation of three fields and four tennis courts

City of San Jose
- Tamien Park (2021)
  - Natural grass multi-use field
  - Synthetic turf volleyball court
  - All-weather walking track/path
  - Playground with custom features
  - Basketball court
  - Pathways and raised planters with seat walls
  - Restrooms and picnic areas
  - Stage and exercise/fitness area
  - Solar lighting
  - Parking lot and landscaping

Sweetwater Union High School District
- Hilltop High School (2018)
  - Track & field improvements

Murrieta Valley Unified School District
- Murrieta Valley High School (2016)
  - Turf replacement
  - Track resurfacing

San Bernardino City Unified School District, San Bernardino
- Arroyo Valley High School (2019)
  - Track & field
- Cajon High School (2019)
  - Track & field
- Pacific High School (2019)
  - Track & field
- San Bernardino High School (2019)
  - Track & field

South San Francisco Unified School District, South San Francisco
- El Camino High School (2019)
  - Softball field
- South San Francisco High School (2019)
  - Softball and baseball fields

San Francisco Unified School District, San Francisco
- Lowell High School (2017)
  - All-weather track
- Burton High School (2018)
  - Softball field

College of San Mateo, San Mateo
- Beach Volleyball Facility (2017)
- Softball Field Replacement (2016)
- Cross Country Course at Crystal Springs (2016)

Stockton Unified School District, Stockton
- Chavez High School (2020)
  - Varsity baseball field
  - Competition aquatic facility

PROJECT UNDERSTANDING & APPROACH

Verde Design understands that the City of Cypress' (City) Arnold Cypress Park is an existing 14.5 acre +/- park that is bordered by Crescent Avenue and Watson street on the North and East side with residential areas to the South and West. The park is widely used by the community and is home to Cypress girls' softball. Existing amenities include softball fields, pickleball courts (formerly a skating rink), tot lots, a basketball court, a picnic area, and restrooms.

The existing park amenities have exceeded their design life. In January of 2020, the City initiated a process to "reimagine" the park so that it would meet the current needs of the community. All of the existing improvements currently on site will be demolished and removed with the exception of mature trees that can be saved and the angled parking stalls along Watson Street.

Since the existing buildings on site will also be demolished and removed, we have included a task item to test for asbestos and lead so that proper instruction and plan preparation can be provided for the bidding contractors should there be any concern with existing materials. We have also included an optional task for performing an initial environmental study /CEQA analysis with the preparation of the CEQA Initial Study Negative Declaration document as noted in the RFP. The City has conducted two (2) community meetings and one (1) sports group workshop to gather input for the new park. A conceptual plan was developed as a result of these meetings. The proposed improvements will include the following:

- Four (4) softball fields (lighted with option for synthetic turf surfacing)
- Batting cages
- Six (6) lighted pickleball courts
- One (1) lighted multi-use court (potentially for roller skating use)
- Centralized restroom and concessions building (including grill and fryer for food prep)
- Multi-purpose building with pre-packaged re-heating food prep facilities
- Lighted basketball/volleyball court
- Playground areas
- Picnic pavilion
- Walking / jogging path with exercise stations
- One (1) multi-use court (potentially to include use for roller skating)
- Parking improvements appropriately sized for park programming
- Improved irrigation system with new irrigation pump(s)



OUR SITE VISIT - These photos, taken by our project manager Chris of our proposed team from our visit to the project site, will help inform our investigation and understanding of the project.

3. PROJECT UNDERSTANDING AND MANAGEMENT APPROACH

VERDE DESIGN

The new park development will include smart irrigation technology and a plant palette that facilitates water conservation. The proposed design will utilize sustainable and environmentally friendly design practices such as consideration of products that use recycled materials, reduce the use of energy, reduce the use of water, and reduce stormwater run-off. This approach includes the preservation of existing tree canopies, as well as the incorporation of low impact development (LID) and best management practices (BMPs). We will also look at opportunities to recycle materials currently on-site, such as concrete or asphalt paving, steel fencing materials, and trees that may have to be removed. Sometimes we are able to re-purpose existing materials and use them again. If not, simply recycling them responsibly is an option we always consider.

We understand that the City's current construction budget for this project is $15,000,000 and that the design and construction schedule must be established to facilitate construction completion preferably by July 2023.

Verde Design is an industry leader in the design and development of sports facilities with extensive knowledge of synthetic turf systems. We have delivered successful design services for highly competitive sports facilities such as high schools, colleges, and universities, as well as for recreational park facilities. We understand the importance of creating a family friendly sports park that suits the needs of community athletes as well as providing design ideas with safety in mind such as set back distances around fields, clear site lines from spectator areas to playgrounds and restrooms, security lighting, emergency call towers, safety netting systems, and efficiently designed amenities for parents and kids of all ages.

Our proposed project manager Chris Giannini and project principal Mark Baginski have each been designing parks and sports facilities for over 25 years, and during that time have raised children that have played sports in parks like the City's Arnold Cypress park. We understand how important it is to create a family-like environment in a park associated with multi-use sports fields and activities.



ROTARY PLAYGARDEN, ALL-INCLUSIVE PLAYGROUND

We have assembled a team of design and engineering professionals to provide the appropriate services noted in the RFP, which will exceed the City's expectations.

Our approach to this project and to team leadership begins with clarity of expectations and proper documentation throughout the design process. You will note in our scope of work below our "Submittal Book" document. We begin developing this book at the beginning of the project when we establish the Basis of Design Document as a programming tool. The Submittal Book will provide clarity of expectations and communication for all members of the design team and will include other documents such as updated cost estimates and schedules.

As each deliverable is submitted, the Submittal Book is updated. The Book also includes tracking of critical questions and answers from the design team and City departments that are critical to design decisions or design changes that may occur during the design process. It serves as a record as to why decisions were made during the collaborative process. We encourage City staff to review this Submittal Book as well as the PSE documents to ensure that the collaborative design process is being documented accurately.

Regarding our internal team scheduling, submittal milestone dates are sent to production team members as calendar requests so that we all have the same dates and reminders on our calendars. If there are challenges with delivery dates either from a design team or City staff perspective, we discuss those issues and the possibility of scheduling changes if necessary.

As we approach milestone delivery dates we also have calendar dates scheduled for all team members for internal QA/QC review. This is typically 2-3 weeks prior to the City submittal date and allows our sub consultants to review their own work as we review ours however it also allows us as the prime consultant to review our subconsultant's work so that we can identify any items that may need to be addressed prior to the formal submittal to the client. Typically this review process internally is done by licensed professionals that have NOT been working on the project so that personnel that are not familiar with the project can look at it from a fresh perspective. We have found that this review process provides great results in identifying concerns that must be addressed prior to the milestone submittal.



We were impressed by the way they approached a project and their emphasis on establishing a partnership with us for the design and construction of the park renovations. They wouldn't just tell us what we 'should' do. We felt that they sincerely wanted to give us community parks that we could use and that met our needs.

KEVIN MILLER, CITY MANAGER
CITY OF FOSTER CITY

CATAMARAN PARK, COMMUNITY SPORTS PARK

SCOPE OF WORK

TASK 1 – PROJECT START-UP AND CONCEPTUAL DESIGN REFINEMENT

A. Establish files and in-house documentation.

B. Receive all available data, maps, reports, etc.

C. Obtain City documents relating to the site and other requirements, standards, and regulations for development of the facilities.

D. Provide topographic survey:

   1. Review of the project location, limits of works, Title report provided by City and confirm dimensions of the project elements.

   2. Identify the location and availability of necessary utilities based upon record drawings and maps (Potholing is included in the base fee, however utility scanning has been provided as an optional fee, as requested).

E. Initiate the geotechnical investigation to understand structural and percolation properties of existing soil. Our experience in the local area of Cypress indicates that the water table may be shallow and as a result, percolation systems for storm drain mitigation may not be allowed. We have provided percolation testing as an optional task.

F. Initiate the testing for lead and asbestos in the existing community building on site and provide results noting the findings.

G. Visit the project site to understand existing adjacencies and development, access, and utility/infrastructure.

H. Kick-Off Meeting: Meet with City staff to recap and refine the project intent, scope, project budget and timetable.

   1. Identification of roles and responsibilities of consultant team and City staff.

   2. Review existing conceptual plan and proposed park improvements and find consensus regarding site design elements.



ARMY DEPOT PARK, SPORTS COMPLEX

3. Review project goals and objectives with staff.
4. Prepare "Basis of Design" or pre-design document establishing the program and design criteria, materials and finishes for proposed site amenities. The Basis of Design document will identify the following for each element of the proposed design and serves as a tracking element for the project:
    a. Field dimensions for each sport – determined by age and competitive level
    b. Field safety analysis for each field – multi-use fields must provide safe play for each individual sport. Analysis considers players, spectators, and passers-by safety and adjacent use analysis. Recommendations will be provided based on governing standards of care.
    c. Pickleball, Basketball, multi-use court dimensions and quantity confirmation.
    d. Walking/Maintenance path dimensions and surfacing options
    e. Synthetic Turf Field System Overview (optional field surface).
        i. Synthetic turf types (if so chosen for this project), depths, backings, heights, warranties, and other items as requested by client provide a pros and cons breakdown of each type – identify a recommended type, height.
        ii. Infill type – organic infill review of available options by type and manufacturer, experiences with each and impacts on cost.
        iii. Pad systems – present the role(s) a pad can play in the synthetic turf system, differences between pads, warranties versus guaranties.
        iv. Subgrade – synthetic turf subgrades role in the system and options for your project.
        v. Multi-use sports fields – line hierarchy, unique conditions found in multi-use fields discussed.
        vi. Field drainage – performance requirements and standards
        vii. Field watering/irrigation needs – options for accomplishing, understanding your needs.
        viii. Warranties – types, customizable, and the importance of a documented maintenance program.

ix. Life cycle of synthetic turf – what to expect.

x. Maintenance – myths versus facts. "Good routine maintenance equals greater longevity" a discussion. Maintenance options.

f. Play Area; Confirm size of area, Age-appropriate equipment, surfacing, manufacturer / model of preferred equipment and amenities.

g. Restroom Concessions Bldg. & Multi-Purpose Room; Pre-manufactured buildings for restrooms/food preparation area and multi-purpose use. Discuss programming uses, materials, colors, architectural style as well as deferred submittals and direct purchase options for cost savings. Our fee assumes deferred submittals once a purchase order has been issued. This typically occurs once the contractor has contracted with the manufacturer unless the City enters into a direct purchase agreement prior to commencement of construction.

h. Picnic Pavilion; Pre-manufactured structures. Discuss size / capaCity, quantity, materials, and architectural style as well as deferred submittals and direct purchase options for cost savings. Our fee assumes deferred submittals once a purchase order has been issued. This typically occurs once the contractor has contracted with the manufacturer unless the City enters into a direct purchase agreement prior to commencement of construction.

i. Open Picnic Areas; Confirm locations, quantity tables, barbecues and trash/recycling receptacles, manufacturer / model of preferred equipment.

j. Fitness Stations; Confirm number of locations, size of each area, quantity of equipment pieces at each location, manufacturer / model of preferred equipment.



Verde Design provided planning, assessment, design, and construction documentation/support to the City for our three new park projects. The staff was knowledgeable and their workshops and planning approach helped us facilitate informed decision making, resulting in three parks that are sure to be destination parks for the City, and ones that will serve the residents of Morgan Hill for many years.

CHRIS GHIONE, DIRECTOR OF PARKS & RECREATION
CITY OF MORGAN HILL

RAILROAD PARK, ALL-INCLUSIVE PLAYGROUND

k. Site lighting.

i. Security path lighting

ii. Sports field lighting

iii. Basketball court lighting

iv. Batting cage lighting

v. Pickleball court lighting

vi. Picnic pavilion lighting

vii. Electrical outlet needs

viii. Emergency call tower(s)

ix. Parking lot lighting / EV charging stations

l. Perform preliminary Americans with Disabilities Act (ADA) analysis of project area and identify discrepancies and recommended resolutions.

J. Project Milestone Schedule for design, bidding and anticipated construction timeframe.

K. Project Meetings: In addition to the project kick-off meeting, we have budgeted one in person and one virtual meeting during the conceptual phase, and the 30% phase. We have also budgeted for two in person



ESTUARY PARK, COMMUNITY SPORTS PARK

meetings each during 60% and 90% submittal phase and on virtual meeting for the final 100% Submittal for a total of six (6) in-person meetings and three (3) virtual meetings in addition to the initial kick off meeting which will be in person.

L. Public Meetings: Per the City's RFI response document, we have budgeted attendance at four (4) public meetings; two each at City Council and Parks and Recreation Commission for approval of preliminary design and final PSE documents. We will provide a brief presentation of the project and its amenities and answer questions. Comments from the Council or Commission regarding the conceptual design will be incorporated into the 30% submittal package.

TASK II – CONCEPTUAL DESIGN

A. We understand that while the conceptual plan provided by the City provides the desired park amenities, the design and layout of those amenities is still open to discussion and modification. We will provide 3 colored, conceptual plan options for consideration by the City. These options will be discussed with the City at one (1) presentation meeting where input and comments will be collected that will inform a final conceptual plan. Once a final conceptual plan has been selected, we will provide a final conceptual plan with 3D color renderings/photo simulations of vantage points from distinct locations within the park. We can also use the 3D rendering to create a fly over video of the final proposed layout. These different vantage points and video will provide accurate sightlines and views of different proposed park elements.

TASK III – 30% CD SUBMITTAL

A. Based on the comments and input received during project kick-off / programming phase and Conceptual planning phase, we will prepare a 30% CD Level submittal.

B. The 30% design submittal will refine the chosen conceptual design and provide necessary detail that will define the final design that will serve as the site plan and base for the construction drawings. This submittal will include partial completion of the following sheets.

1. Cover sheet.
2. Demolition plan.
3. Preliminary grading plan.
4. Preliminary drainage plan.

5. Material (site) plan
6. Preliminary planting plan..
7. Preliminary irrigation plan.
8. Preliminary electrical plan.
9. Product cutsheets and options for prefabricated buildings, site furnishings and equipment establish materials, finishes.
10. Provide a Rough Order of Magnitude (ROM) estimate of probable costs.
11. Provide a copy of the geotechnical report.
12. Provide a draft copy of the WQMP.
13. Provide draft CEQA Initial Study and Negative Declaration Documentation (optional task).
14. Submittal book to 30%.

TASK IV – 60% CD LEVEL

This stage involves a detailed design and refinement of the project's improvements and refinement of 30% drawings.

A. Based on the comments and input received during 30% CD phase, we will prepare 60% CD plans, details, specifications, and cost estimate. We understand that beginning at this phase we will be coordinating with a Construction Management Consultant hired by the City for constructability review of the drawings.

B. The submittal package will include the following plan sheets will be setup to align with City requirements. The plans include the following:

1. Cover sheet.
2. Existing conditions plans.
3. Demolition plans.
4. Grading plans.
5. Drainage plans.
6. Utility plans.
7. Horizontal control plans.
8. Materials and detail reference plans.
9. Irrigation plans.
10. Planting plans.



The City of Seaside was looking to enhance a popular community park by upgrading the buildings, playing field, and play areas, and also adding a skate park. The Verde Design team provided a turn-key solution that included extensive community outreach, design services for the upgrades to the buildings, recreational facilities, landscaping, and master planning services for the renovation of the park. They worked diligently to add the greatest value while being sensitive to budget constraints. They offered design ideas and planning options that helped us immensely, and their knowledge of artificial turf and space planning was invaluable for me. I would highly recommend Verde Design to any city looking for an experienced park planning consultant.

RICK RIEDL, PE, CITY ENGINEER
CITY OF SEASIDE

DAVID CUTINO PARK, COMMUNITY SPORTS PARK

11. Electrical engineering plans.
12. Prefabricated structure plans, sections, and elevations.
13. Construction details and enlargements.
14. Structural plans and details.
15. Irrigation and planting details.

C. Specification's setup in CSI format utilizing City's standards. City's "front-end" documents will be updated to align with the project by the City. Technical specifications will be provided relative to the improvement plans.

D. Submittal book, which will supplement the plans and specifications showing:

1. Project Progress Report – Including schedule update.
2. Draft Statement of Probable Construction Costs aligned with project budget.
3. Material Reference and Product Catalog Cut Sheets for all proposed elements.

4. Design Log /questions & directives.
5. Submittal book.

E. In-house redline review and revisions (QC).

F. Project administration and coordination of all team members. Deliverables include:
   1. Submit two (2) hardcopies of 60% plans and specifications.
   2. Submit electronic copy of 60% plans and specifications in PDF format.
   3. Submit one (1) submittal book.

TASK V – 90% CONSTRUCTION DOCUMENT PHASE

A. Review 60% CD / Design Development Submittal comments and coordinate modifications with Design Team.

B. Modify plans to incorporate City staff and agency comments.

C. Prepare a 90% Construction Document Submittal.

D. The 90% submittal includes updated plans, a technical specifications book, updated costs, and updated submittal book.

E. Prepare additional plans and documentation to those listed above:
   1. Earthwork quantities w/ grading plan.

F. Technical specifications

G. In-house redline and review (QC).

H. Submittal preparation and coordination.
   1. 90% Plans and specifications.
   2. Submittal Book including:
      a. Schedule update.
      b. Updated Cost Estimate.
      c. Design Log /questions & directives
      d. Basis of Design Document
      e. Responses to City's 60% review package comments.
      f. Submit Final WQMP Document for City Review
      g. Provide Final CEQA Initial Study and Negative Declaration Documentation (optional task).

I. Design and comment review meeting with City staff and prepare meeting summary. Deliverables include:
   1. Submit up to six (6) sets) hardcopies.
   2. Submit electronic copy of 90% plans and specifications in PDF format.
   3. One (1) Submittal Book in hard copy and PDF format.

TASK VI – BID SUBMITTAL / 100% CONSTRUCTION DOCUMENTS

A. Review 90% submittal comments from the City and design team.

B. Revise plans, specifications, and cost estimates to incorporate final comments.

C. Prepare 100% construction estimate.

D. Storm Water Quality Management Plan/WQMD.

E. CEQA Initial Study and Negative Declaration Documentation (optional task).

F. Obtain utility permits.

G. In-house redline and review (QC).

H. Submittal preparation and coordination.

I. Submittal, permitting and coordination for agency review that include the City Building Department.

J. Project administration as required to coordinate work with the City and design team. Deliverables include:
   1. Submit six (6) sets of hardcopies along with specifications and final cost estimate.
   2. Submit electronic copy of 100% plans and specifications in PDF format.
   3. Submittal book (1) in hard copy and PDF format.

K. Design and comment review meeting with City staff and prepare meeting summary.

Final Submittal

A. Review Bid submittal comments from the City, Building Department, and design team.

B. Revise plans, specifications, and cost estimates to incorporate comments (if necessary).

C. In-house redline and review (QC).

D. Submittal preparation and coordination.

E. Project administration as required to coordinate work with the City and design team.

F. Provide City with one set of wet stamped reproducible Mylar plans and specifications, and one final statement of probable construction costs. CAD files of plans will be provided to the City in a format that aligns with their software.

G. Project administration and coordination of all team members. Deliverables include:

   1. Plans/drawings bid documents; Final original drawings shall be submitted on double matte mylar, itemized cost estimates, technical project specifications.

   2. Submit electronic copy of final plans and specifications in PDF format.

TASK VII – BID SERVICES

A. Answer contractors questions during bidding and assist with bid RFI and bid Addenda.

B. Assist in bid evaluation and contractor selection.

TASK VIII – BID SERVICES

A. Attend an internal virtual handoff meeting from the design team to the construction management team. Consultant shall be prepared to address possible construction pitfalls, items for the construction management team to be aware of (special construction considerations, long lead time items, etc.).

B. Attend one (1) pre-construction meeting

C. Respond to questions, request for information, and provide clarifications.



One way Verde Design is different from other firms I've worked with is they really listen to the client. Some design firms come into a project and they want to sell you on something they've already conceptualized or that fits their own artistic purpose, but Verde comes in with an open mind and listens first before drawing.

GREG BETTS, FORMER COMMUNITY SERVICES DIRECTOR
CITY OF PALO ALTO

MITCHELL PARK MAGICAL BRIDGE, ALL-INCLUSIVE PLAYGROUND

D. Review submittals and shop drawings.

E. Provide design directives if necessary

F. In addition to the pre-construction meeting and final punch list meeting we will attend an additional 19 construction observation meetings for a total of 21 meetings during construction. We will provide site observation notes and findings from our site walks.

G. Review price requests and change orders.

H. Conduct one (1) final punch list walk and report.

I. Participate in "lessons learned" virtual meeting at end of project.

TASK IX – RECORD DRAWINGS

A. Review contractor as-built plans and setup a CAD file of the plans and submit to the City. Record drawings: Original record drawings shall be submitted on computer flash drive in Adobe Acrobat format. Additionally, submit two (2) black line copies. ***NOTE - As we provide RFI responses and or field directive responses, we update our CAD files during construction.***



SILVER TERRACE PARK, COMMUNITY PARK

SPECIAL PROVISIONS

A. Services or information required from the City:

1. Improvement plans or as-builts for utilities servicing the site.
2. On-going development plans that may be related to the project site.
3. Applicable City standards and guidelines.
4. City specifications, details, and electronic title block.
5. Inspection and testing during construction.
6. Property Title Reports to establish property boundaries.
7. Daily construction management of the project construction.
8. Bid set copies for project team.

B. For purposes of clarity, the following items are specifically not included in the Scope of Services:

1. Meetings other than those listed.
2. Offsite improvements outside the limits of work.
3. Additional renderings or presentations beyond what is included in the Scope of Work.
4. SWPPP preparation.
5. SWPPP testing and inspection during construction – QSP services.
6. Permit fees associated with the project.
7. Inspection and testing required during construction.
8. Design for areas not identified in the project understanding.
9. Street improvement plans.
10. Mapping Services not specifically noted such as private easements, quit claims, ALTA's, ROW dedications.
11. Prequalification selection process for contractors or materials.
12. Separate bid packages, phasing, or construction sequences implementation beyond what is proposed.
13. Significant design revision requests at the 60% CD submittal and beyond.
14. Construction administration beyond what is noted.
15. Structural, electrical, and mechanical design services related to any building structure – prefabricated structures are assumed therefore, full building documents will be deferred submittals provided by the manufacturer once a purchase order has been issued.

CITY OF CYPRESS
AGREEMENT FOR CONTRACT SERVICES FOR PROFESSIONAL DESIGN SERVICES FOR ARNOLD CYPRESS PARK REHABILITATION

THIS AGREEMENT FOR CONTRACT SERVICES (herein "Agreement") is made and entered into this 28th day of February 2022, by and between the CITY OF CYPRESS, a California municipal corporation ("City") and MIG, Inc. (herein "Contractor").

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES OF CONTRACTOR

Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Contractor shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Contractor warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional and satisfactory manner.

Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency of competent jurisdiction.

Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by the Agreement.

Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

COMPENSATION

Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum contract amount of Nine Hundred and Five Thousand Dollars ($905,000) ("Contract Sum").

Invoices. Each month Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Contractor is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Contractor shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Contractor which are disputed by City, City will use its best efforts to cause Contractor to be paid within forty five (45) days of receipt of Contractor's correct and undisputed invoice; however, Contractor acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Contractor for correction and resubmission. Review and payment by the City of any invoice provided by the Contractor shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to ten percent (10%) of the Contract Sum but not exceeding a total contract amount of Five Thousand Dollars ($5,000) or in the time to perform of up to ninety (90) days may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

PERFORMANCE SCHEDULE

Time of Essence. Time is of the essence in the performance of this Agreement.

Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding thirty (30) days cumulatively.

Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this

Agreement, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this Section.

Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding one (1) year from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

COORDINATION OF WORK

Representative of Contractor. STEVE LANG is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith. All personnel of Contractor and any authorized agents shall be under the exclusive direction of the representative of Contractor. Contractor shall utilize only competent personnel to perform services pursuant to this Agreement. Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, and shall keep City informed of any changes.

Contract Officer. The Director of Public Works is hereby designated as being the representative the City authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith ("Contract Officer").

Prohibition Against Subcontracting or Assignment. Contractor shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

Independent Contractor. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Contractor, its agents or employees, perform the services required herein, except as otherwise set forth. Contractor shall perform all services required herein as an independent contractor of City with only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City, or that it is a member of a joint enterprise with City.

INSURANCE AND INDEMNIFICATION

Insurance Coverages. The Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City:

(a) Commercial General Liability Insurance (Occurrence Form CG0001 or equivalent). A policy of comprehensive general liability insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than $1,000,000.00 per occurrence or if a general aggregate limit is used, either

the general aggregate limit shall apply separately to this contract/location, or the general aggregate limit shall be twice the occurrence limit.

(b) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the Contractor against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the Contractor in the course of carrying out the work or services contemplated in this Agreement.

(c) Automotive Insurance (Form CA 0001 (Ed 1/87) including "any auto" and endorsement CA 0025 or equivalent). A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than either (i) bodily injury liability limits of $100,000 per person and $300,000 per occurrence and property damage liability limits of $150,000 per occurrence or (ii) combined single limit liability of $1,000,000. Said policy shall include coverage for owned, non-owned, leased, hired cars, and any other automobile.

(d) Professional Liability. Professional liability insurance appropriate to the Contractor's profession. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional 5-year period, Contractor shall annually and upon request of the City submit written evidence of this continuous coverage.

(e) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

(f) Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

General Insurance Requirements.

All of the above policies of insurance shall be primary insurance and shall name the City, elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or officers, employees or agents may apply in excess of, and not contribute with Contractor's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, officers, employees and agents and their respective insurers. The insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Contractor shall, prior to the cancellation date, submit new evidence of insurance in

conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until the Contractor has provided the City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of and endorsement to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the City's Risk Manager or other designee of the City due to unique circumstances.

Indemnification. To the full extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Contractor is legally liable ("indemnitors"), or arising from Contractor's or indemnitors' reckless or willful misconduct, or arising from Contractor's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorney's fees incurred in connection therewith;

Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Contractor hereunder; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorney's fees.

Contractor shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Contractor shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This

indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Contractor in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Contractor and shall survive termination of this Agreement.

RECORDS, REPORTS, AND RELEASE OF INFORMATION

Records. Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services and shall keep such records for a period of three years following completion of the services hereunder. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records.

Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement or as the Contract Officer shall require.

Confidentiality and Release of Information.

(a) All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than the City without prior written authorization from the Contract Officer.

(b) Contractor shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives the City notice of such court order or subpoena.

(c) If Contractor provides any information or work product in violation of this Agreement, then the City shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

(d) Contractor shall promptly notify the City should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. The City retains the right, but has

no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by Contractor.

Ownership of Documents. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the "documents and materials") prepared by Contractor in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Moreover, Contractor with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

ENFORCEMENT OF AGREEMENT AND TERMINATION

California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Orange, State of California.

Disputes; Default. In the event that Contractor is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, the City may give notice to Contractor of the default and the reasons for the default. The notice shall include the timeframe in which Contractor may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, if circumstances warrant. During the period of time that Contractor is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. If Contractor does not cure the default, the City may take necessary steps to terminate this Agreement under this Article.

Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Contractor shall file a statutory claim pursuant to Government Code Sections 905 et. seq. and 910 et. seq., in order to pursue any legal action under this Agreement.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

Termination Prior to Expiration of Term. This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon written notice to Contractor. In addition, the Contractor may terminate this Contract at any time for cause, upon sixty (60) days' advance written notice to City. Upon receipt of any notice of termination, Contractor shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Contractor has initiated termination, the Contractor shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer. In the event the Contractor has initiated termination, the Contractor shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder, but not exceeding the compensation provided therefore in the Schedule of Compensation Exhibit "C". In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

MISCELLANEOUS

Covenant Against Discrimination. Contractor covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class in the performance of this Agreement. Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class

Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount, which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Cypress, 5275 Orange Avenue, Cypress, California 90630 and in the case of the Contractor, to the person(s) at the address designated on the execution page of this Agreement.

Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

Waiver. No delay or omission in the exercise of any right or remedy by non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

Warranty & Representation of Non-Collusion. No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to

Government Code Sections 1091 or 1091.5. Contractor warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Contractor further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Contractor is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Contractor's Authorized Initials CM

Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[Signatures on the following page.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:
City of Cypress, a municipal corporation

Paulo Morales, Mayor

ATTEST:

Alisha Farnell, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

Fred Galante, City Attorney

CONTRACTOR:

MK, Inc.,

DANIEL S. IACOFANO

By: CEO / PRESIDENT
Name:
Title:

By: Carolyn M Verheyen
Name: CAROLYN M. VERHEYEN
Title: SECRETARY

Address:

Two corporate officer signatures required when Contractor is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer.

EXHIBIT "A"

SCOPE OF SERVICES

It is MIG's intent to produce a final work product that meets the objectives of the City of Cypress in terms of staff participation, resource efficiency, design quality, innovation, public safety and comfort, budget control, and completion schedules. To assure achievement of this goal, adjustments to this program can be made.

Services will include the following:

Phase I: Project kick-off/conceptual design

1. Attend a kick-off meeting with City staff for review of program scope, schedule and on-site review.

2. Collect from the City all pertinent data and information regarding the existing site improvements, City provided as-builts, utilities, design standards, input from City staff, concept plan, past community input and any other information that may affect preparation of the Conceptual Site Plans, and Construction Documents.

3. Perform site survey and produce base topographic plan. Perform geotechnical soils testing and produce geotechnical investigation report with test results and recommendations for building footings, light pole footings and concrete slab and pavement sections. Percolation tests will be performed at two boring locations to obtain water infiltration rates to determine the feasibility of stormwater infiltration on-site. Perform lead-based paint and asbestos survey associated with demolition of the park buildings. Review construction plans and/or specifications as available to identify potential asbestos-containing materials. Accessible interior and exterior areas will be sampled for the presence of asbestos (up to 250 bulk samples). Provide survey report with recommendations for demolition handling in construction documents.

4. Based on the concept plan in the RFP, site review, staff input, and gathered information, MIG will develop three Conceptual Site Plans that expand on the City's current conceptual plan/vision. The concepts will include all elements and amenities as described in the RFP including, but not limited to: four lighted softball fields; batting cages; six lighted pickle ball courts; one multi-use court; ADA compliant centralized restroom/concession building and multi-purpose building; lighted basketball/volleyball court; a new playground area separated into two- to five-year-old and five- to twelve-year-old areas; Picnic pavilion; walking/jogging path with exercise equipment stations; lighted walking paths throughout the park; new parking lot with required ADA compliant spaces and access; and landscaping and lighting throughout the park.

5. Present Conceptual Site Plans to City staff for review and consensus on a preferred Site Concept Plan. Present building design studies, floor plans, building elevations for City staff input.

6. Based on City staff input and comments on the Conceptual Site Plans and architectural floor plans and elevations, the Project Team will refine the preferred Site Concept Plan, building plans and elevations and prepare a preliminary grading and drainage plan and preliminary wet utility plan.

7. MIG will prepare a materials/colors board indicating proposed materials, products and color schemes of site improvements and buildings for City staff review and approval.

8. Present Refined Concept Site Plan, architectural floor plans and elevations, preliminary grading and drainage plan and opinion of probable costs (OPC) to City staff for review and input.

9. Based on input and comments on the Refined Concept Site Plan architectural floor plan and elevations and preliminary grading and drainage plan, MIG will make further refinements and adjust the preliminary OPC as needed.

10. To articulate the proposed park elements and vision of the Concept Site Plan, a series of a static and dynamic visualization tools will be employed for this project. This begins with a detailed digital model that will become the foundation for concept plan refinement. From that model, various views and angles can be explored to illustrate important considerations for proposed park elements. Those views will then be enhanced, using post processing techniques in supporting software platforms to better articulate the feeling and character of those spaces. Lastly, pulling all of those elements together, a fly-through animation will be produced to tell the complete story of the design and the future vision of the park.

    a. Detailed Digital Model

A detailed digital model, built in SketchUp, will be the foundation for all the rendering tasks. Differing styles and model elements can be used at different stages of the process to ensure graphic representation of the concept plan align with commensurate level of refinement. Key considerations for the functionality of the model will be based on the ability to interchange various proposed park elements with ease.

    b. 3D Renderings and Photo Simulations

Building from the digital model, a wide range of vantage points can be selected to illustrate the various aspects of the proposed park elements. Once key views, which best articulate the overall vision or highlight specific design elements are selected, additional detail and refinement will be made in both SketchUp and supporting software platforms to create truly engaging and dynamic images.

To best understand the concept plan and its relationship with the adjacent neighbors, aerial renderings that encompass the whole, or at least majority of the site, will be very important. However, knowing that the park will not actually be experienced from the sky by most community members, eye-level perspectives will be equally important parts of the rendering package as they best articulate the character and experience of the park for its users. The digital model base will be paired with photographs taken from the site to provide 'before and after' scenarios from which the view can highlight proposed user experiences.

Additionally, in lieu of providing renderings from multiple vantages points, a single vantage point could be used to explore the programmatic and temporal changes that the site will experience, such as daytime and nighttime activities, special events, and so forth. Interim sketches will be provided prior to a full draft to ensure the appropriate content and composition is being achieved.

c. Animation

Static imagery is very versatile, in that it can be incorporated in a variety of different media types. However, to best capture the complete vision for the final concept plan, an animation is a powerful tool. A fair amount of strategy, in the form of a storyboard, should proceed any actual animation so that the flow of the video augments and builds upon what has been produced to date. A lower-quality draft animation will first be produced for the City to review, to ensure that the story has been achieved, prior to completing the final animation.

11. Present the final, colored Concept Site Plan, renderings, photo simulations, video fly-overs, architectural floor plans and elevations and associated OPC to the Parks and Recreation Commission and City Council for approval to proceed with construction documents. (2 meetings)

Meetings:

- One Kick-Off Meeting with City staff and on-site review
- One Meeting with City staff to review three Conceptual Site Plans, architectural floor plans and elevations and choose a preferred Concept Site Plan to further refine
- One Meeting with City staff to review Refined Concept Site Plan, architectural plans and elevations, materials board, renderings and OPC
- Recreation and Community Services Commission presentation and City Council presentation

Deliverables:

- Three black and white copies each of three Conceptual Site Plans for City staff review
- Three colored copies of Refined Concept Plan for City staff review
- Three copies of preliminary opinion of probable costs (OPC) for Refined Concept Plan
- One materials board
- One copy of topographic survey plan
- One copy of geotechnical report
- One copy of asbestos and lead-based paint survey report
- Digital files of all documents listed above

Visualization Package

- One (1) digital model
- Two (2) draft aerial renderings
- Two (2) draft experiential renderings
- Three (3) final aerial renderings
- Three (3) final experiential renderings
- One (1) animation storyboard
- One (1) draft animation
- One (1) final animation

Phase II: Construction Documents

Based on the City approved site and architectural conceptual development plans and opinion of probable cost, MIG will prepare construction drawings and technical specifications for the proposed improvements in sufficient detail for the City to approve and for contractor bidding. Construction documents will be prepared using the City's standard title block in AutoCAD 2018, or latest edition, and will include the following:

Base Sheet
Demolition Plan
Site Plan
Horizontal and Vertical Control Plans
Precise Grading Plan
Utility Plans (Sewer, Water, Storm Drain, Gas)
Architectural Plans
Engineering Drawings
Planting Plan
Hardscape and Site Amenities Plan
Irrigation Plan
Irrigation Watering Schedules and Pressure Calculations
Planting and Irrigation Details
Construction Details
Electrical Plan
Technical Specifications
Signed and Stamped Construction Plans on bond paper
CAD files
Water Quality Management Plan

1. Prepare 30% complete construction plans and submit for City staff review.

2. Meet with City staff to review 30% CD submittal comments

3. Incorporate comments received from the 30% review and prepare 60% complete CD's (plans and technical specifications) and OPC and submit for City staff review

4. Meet with City staff to review City-consolidated 60% CD submittal comments.

5. Incorporate comments received for 60% review and prepare 90% complete CD's and OPC to and submit to City staff, departments and agencies for review and comments.

6. Meet with City staff to review City-consolidated 90% submittal comments.

7. Incorporate comments received from 90% review and prepare final construction drawings, OPC, and technical specifications and submit to the City for final review, final approvals and permits at 100% completion.

8. Submit final approved stamped and signed construction documents on bond paper to the City for bidding.

9. Present final CD's and OPC to Parks and Recreation Commission and City Council for review and approval.

10. Provide PDF electronic copy on disk of the CD's (CAD and Word files) for City use.

Meetings:

- Meeting with the City staff to review equipment specifications and review construction documents at 30%, 60%, 90% submittal for review comments.

- Recreation and Community Services Commission presentation and City Council presentation

Deliverables:

- Three full-size sets of 30% and 60% complete construction documents (CD's). City to provide complete City "Boilerplate" and General Conditions to precede technical specifications.

- Six sets for 90% complete CD's for City staff and departments review and comments and County Health Department approval

- Three sets of 100% complete CD's and final OPC

- One copy of stamped and signed originals of construction drawings for bidding phase reproduction on bond paper

- One electronic copy (disk) of construction documents for City records

Phase III: Bid Assistance

1. Attend pre-bid conference and answer questions from prospective bidders.

2. Prepare addendums as needed to clarify certain aspects or questions regarding the plans which may arise during contractor bidding.

Phase IV: On-Call Construction Support Services (*12 month period)*

1. Attend pre-construction meeting.

2. Attend weekly site meetings to review construction progress and a preliminary and final inspection walk-through.

3. Respond to RFIs and interpret plans and specifications.

4. Review and approve shop drawings and samples.

5. Assist in reviewing and processing requests for potential change orders, material submittals, or equal products.

6. Prepare preliminary and final corrective punch list based on final review walkthrough.

Phase V: As Builts/Record Drawings

1. MIG will provide the contractor with full-sized bond drawings and CAD CDs of the project for the contractors use for updating to as-built/record drawing condition. MIG will review and update the as-built/record drawings and closeout documents for completeness prior to turning them over to the City.

EXHIBIT "B"

SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

I. The following additional provision shall apply to the services by Contractor:

Contractor has been hired to perform the services described in the Agreement, which include the creation of one or more designs, drawings, or plans ("Designs"). Contractor acknowledges that City has budgeted the amount of Fifteen Million to Twenty Million Dollars ($15 million to $20 million) for the construction phase of the Project ("Construction Budget"). Contractor shall be responsible to do Project estimating to create Designs which will enable the Project to be constructed within at an amount which shall not exceed the Construction Budget by more than ten percent (10%). Should City solicit bids for construction of the Project, as such Project has been designed by Contractor, and the lowest responsible bid exceeds the Construction Budget by more than ten percent (10%), Contractor agrees to revise the previous Designs, or to create new Designs, at no additional cost to City, so that a new price can be negotiated or the Project can be re-bid so that the Project does not exceed the Construction Budget by more than ten percent (10%). Notwithstanding the foregoing, Contractor is not responsible for changes in the Project scope initiated by City and all such changes shall include appropriate mutually agreed changes to the Construction Budget.

II. **DELETE** subsection 1.8 and **REPLACE** with the following:

"1.8 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in a particular Agreement, as defined in Exhibit "A," or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation up to the amount authorized by the City Council ("Contract Contingency"); or, in the time to perform of up to one hundred eighty (180) days, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefor. City may in its

sole and absolute discretion have similar work done by other contractors. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

III. **Section 5.1(d) shall be amended to read as follows:**

"Professional Liability. Professional liability insurance in the amount not less than two million dollars ($2,000,000). This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional 5-year period, Contractor shall annually and upon request of the City submit written evidence of this continuous coverage."

EXHIBIT "C"

SCHEDULE OF COMPENSATION

Professional fees for services stated include all costs for general overhead, profit, telephone, clerical, travel to and from the city and project site, and incidental

Tasks		Cost
Task 1 – Project Kick-Off/Conceptual Design	$	213,100
Task 2 – Construction Documents	$	463,900
Task 3 – Bid Assistance	$	19,000
Task 4 – Construction Support Services	$	144,700
Task 5 – As-Builts/Record Drawings	$	15,500
Misc. – Sub-consultant Coordination	$	21,500
Misc. – Water Quality and Environmental Docs	$	27,300
Total Not To Exceed Cost:	**$**	**905,000**

Additional Services

Professional fees are based on a project as outline within the scope of work. If the scope of work is increased or changed at the request of the City of Cypress, the Contractor shall receive compensation based on additional hours worked at the hourly rates stated below, or an agreed upon negotiated fee. The City of Cypress shall approve additional services and costs in writing prior to any additional work performed.

Staff	Hourly Rate
Principal	$ 225
Senior Project Manager	$ 195
Landscape Architect	$ 140
Project Associate	$ 125
Irrigation Designers	$ 175
Environmental Planners	$ 200
Visualization Staff	$ 135
Administration Staff	$ 95

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

Task	Duration
Project Kick-Off/Conceptual Design	5 months
Construction Documents	6 months
Bid Assistance	3 months
Construction Support Services	Up to 12 months

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular Item # 15.

FROM: Cameron Harding, Director of Recreation and Community Services

DATE: 10/26/2020

SUBJECT: **Receive and File Presentation on the Arnold Cypress Park Rehabilitation Community Outreach and Provide Direction on the Conceptual Design**

RECOMMENDATION

1. Receive and file the Arnold Cypress Park Rehabilitation Community Outreach report, conceptual plan and budget; and

2. Provide direction on the conceptual design, including potential changes to proposed amenities; and

3. Direct the City Manager to issue a Request for Proposal for the preliminary design of Arnold Cypress Park based on the conceptual design and City Council adjustments; and

4. Include the Arnold Cypress Park rehabilitation project, along with identified funding, in the FY 2021-22 Seven Year Capital Improvement Plan.

DISCUSSION

The City Council's Strategic Plan includes an objective to present the results of the Arnold Cypress Park rehabilitation community outreach and a conceptual design and budget to the City Council for direction.

In January of 2020, the City Council retained a park design architect, Richard Fisher Associates (RFA), to lead community outreach as the first step in reimagining Arnold Cypress Park. The City Council also directed that the reimagined park continue to serve as the home for Cypress Girls' Softball.

RFA conducted three community meetings targeting residents, youth sports groups and other interested parties to ascertain desired amenities and improvements at Arnold Cypress Park. Online questionnaires on the website and social media were also available for those who could not attend a community meeting.

Forty-five participants attended the community meetings and 645 completed questionnaires. After reviewing the 2017 Facility Condition Assessment and community input, RFA recommends potential upgrades to the park including:

- Four softball fields
- Batting cages
- Six pickle ball courts
- One multi-use court
- Centralized restroom and concession building
- Basketball/volleyball court
- Playground areas
- Picnic pavilion
- Walking/jogging path with exercise equipment stations

A conceptual design showing how these amenities could be laid-out is attached.

Amenities Considered/Suggested But Not Included

Consistent with the City Council's direction to keep the park as the home for Cypress Girls' Softball, the conceptual design includes four softball fields. The space dedicated for the fields constrains amenities suggested by the community that might otherwise be proposed, including:

- Swimming pool (operational costs are also beyond the District's resources)
- Splash pad
- Memorial for veterans/first responders (Veterans Park serves this role)
- Disc golf course (nearby El Dorado Park includes a course)
- Skate park (amenity at Veterans Park)

Many community meeting and survey participants from outside Cypress advocated for a dedicated roller sports amenity. While one is not included in the conceptual design, this use could be accommodated in the multi-use court or as flexible space in part of the parking lot.

Other amenities that were suggested (for example park benches and pet waste bag dispensers) are considered as the conceptual design evolves during the preliminary design process.

BUDGET IMPACT

None. Arnold Cypress Park rehabilitation is included as an unfunded project ($10,450,000) in the Capital Improvement Program. Once a park designer is identified, an agreement for the preliminary design and an associated budget amendment will be presented to the City Council for consideration. Public Works will estimate project's cost once the preliminary design is complete.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Richard Fisher Associates Conceptual Plan Arnold Cypress Park

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WATSON STREET

TRELLISED PICNIC PAVILION

52'X30' MULTI-PURPOSE ROOM

80'X50' BASKETBALL / VOLLEYBALL COURT

40'X50' HALF COURT BASKETBALL COURT

CRESCENT AVENUE

DELONG STREET

PARKING LOT

5-12 YRS PLAY AREA

2-5 YRS TOT LOT

MULTI-USE AREA

T-BALL FIELD

150'

32'X29' CENTRALIZED RESTROOMS & CONCESSIONS STAND W/ STORAGE

SOFTBALL FIELD #1 (BASES 65')

200'

SOFTBALL FIELD #2 (BASES 60')

175'

MULTI-PURPOSE PRACTICE FIELD

175'

SOFTBALL FIELD #3 (BASES 60')

MEANDERING PATHWAY / RUNNING TRAIL/ EXERCISE STATIONS

PICKLEBALL COURTS

PARKING LOT

BATTING CAGES / BULL PEN

ARNOLD CYPRESS PARK | CONCEPTUAL PLAN

CITY OF CYPRESS

NORTH

-40' 0 20' 40'

SCALE: 1" = 40'-0"

10/12/2020

Richard Fisher Associates

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **13.**

FROM: Peter Grant, City Manager

DATE: 02/28/2022

SUBJECT: **Receive and File the Strategic Plan Six-Month Objectives Update**

RECOMMENDATION

Receive and file the strategic plan six-month objectives update.

DISCUSSION

The Strategic Plan establishes major goals and objectives for the City. It provides the principle guidance for the preparation of the budget and a plan for implementation and accountability. The Strategic Plan is among the City Council's most effective tools to improve services and preserve Cypress' high quality of life.

The City Council updated the Strategic Plan in September 2021, including a review of the existing plan, development of new six-month objectives, and a discussion of the City's strengths and accomplishments during the past six months. The attached matrices report the progress on the six-month objectives as of February 28, 2022.

When the City Council originally adopted these six-month objectives, it recognized the plan was ambitious and may need adjustment. An objective to assess and respond to the California Voting Rights Act (CVRA) challenge has been added as an ongoing objective and the update includes several adjustments to accommodate the CVRA objective and account for available staff resources.

A special City Council meeting will be held March 8 to update the plan for the next six months.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Six-month Objectives

CITY OF CYPRESS

SIX-MONTH STRATEGIC OBJECTIVES

September 14, 2021 – March 1, 2022

THREE-YEAR GOAL: **MAINTAIN INFRASTRUCTURE AND FACILITIES**						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. At the March 14, 2022 City Council Meeting	Public Works Director	Recommend a solar energy power purchase agreement to the City Council for action.			X	Project may not be viable due to limited roof space. PW and consultant are exploring options.
2. May 2022	Police Chief, working with the Public Works Director	Reopen the Police Station and hold a community celebration/open house.			X	Police Station is operational. Grand opening celebration will be part of PD open house in May.
3. By March 12, 2022	Recreation and Community Services Director, working with the Public Works Director and youth sports groups	Celebrate the grand opening of Lexington Park.			X	Grand opening scheduled March 12.
4. At the February 28, 2022 City Council meeting	Public Works Director, working with the Recreation and Community Services Director	Recommend a contract for the design of Arnold Cypress Park to the City Council for action.		X		

C I T Y O F C Y P R E S S

SIX-MONTH STRATEGIC OBJECTIVES

September 14, 2021 – March 1, 2022

THREE-YEAR GOAL: **MAINTAIN FINANCIAL STABILITY AND PROMOTE ECONOMIC ACTIVITY**						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. At the October 11, 2021 City Council meeting	Planning Director	Recommend the 2021-29 Housing Element to the City Council for action and submission to the State's certification program.	X			
2. By November 1, 2021	Finance Director	Present an Information Systems Disaster Recovery and Business Continuity Plan to the City Manager.	X			
3. At the January 10, 2022 City Council meeting	Finance Director	Recommend a State and Local Fiscal Recovery Funds Plan for Cypress' $11.2 million allocation from the American Rescue Plan Act (ARPA) to the City Council for action.	X			
4. FUTURE	Planning Director	Recommend creating an advisory committee and hiring a consultant team to modernize and integrate Business Park Specific Plans to the City Council for action.			X	Carry forward to next planning period.
5. FUTURE	Planning Director	Recommend the 2021-29 Housing Element General Plan Amendment to the City Council for action.			X	Delayed due to the State review.

C I T Y O F C Y P R E S S

SIX-MONTH STRATEGIC OBJECTIVES

September 14, 2021 – March 1, 2022

THREE-YEAR GOAL: **ENHANCE AND MAINTAIN PUBLIC SAFETY**						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. At the December 13, 2021 City Council meeting	Planning Director, working with the Police Chief and the City Attorney	Recommend an update of the Emergency Shelter ordinance to the City Council for action.	X			
2. By March 1, 2022	Police Chief	Initiate an audit of the Police Department's evidence policies, practices and inventory.			X	
3. FUTURE	Police Chief	Conduct an orientation and training for city staff at the new Emergency Operations Center.			X	Carry forward to next planning period.
4. FUTURE	Police Chief	Present options to supplement mental health/social worker resources for responding to homelessness and non-violent public safety calls to the City Council for direction.			X	Carry forward to next planning period.
5. FUTURE	Police Chief	Update the Police Department strategic plan and present the new plan to the City Council.			X	Facilitator selected; carry forward to next planning period.

C I T Y O F C Y P R E S S

SIX-MONTH STRATEGIC OBJECTIVES

September 14, 2021 – March 1, 2022

THREE-YEAR GOAL: **ENHANCE RECREATION FACILITIES AND PROGRAMS**						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. At the November 8, 2021 City Council Meeting	Recreation and Community Services Director	Present the redesigned (hard copy) Recreation and Community Services Activity Guide to the City Council.	X			
2. At the January 10, 2022 City Council Meeting	Recreation and Community Services Director	Recommend Lexington Park field allocation and operating policies to the City Council for action.	X			
3. By February 28, 2022	Recreation and Community Services Director	Present the Recreation and Community Services Commission's review of the 2021 Concerts on the Green to the City Manager.		X		Included on the 2/28 City Council agenda
4. By March 1, 2022	Recreation and Community Services Director	Present a review of Celebrate Cypress events and options to improve communication, coordination, and event execution among event partners to the City Council for direction.			X	Working with Festival organizations on relationship management. Carry forward to next planning period.

C I T Y O F C Y P R E S S

SIX-MONTH STRATEGIC OBJECTIVES

September 14, 2021 – March 1, 2022

THREE-YEAR GOAL: **MAINTAIN HIGH QUALITY AND HIGH VALUE SERVICES FOR THE COMMUNITY**						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. At the January 10 City Council meeting	City Clerk	Recommend an update to the 2018 Community Survey to assess satisfaction with city services and public engagement to the City Council for action.	X			
2. At the November 22, 2021 City Council meeting	Public Works Director, working with Valley Vista Services	Present an organics recycling program that complies with State regulations to the City Council for action.	X			
3. FUTURE	City Manager, working with a City Council subcommittee	Present a Community Leadership Program to educate and develop current and future community leaders to the City Council.			X	Carry forward to next planning period
4. FUTURE	City Manager, working with the Planning Director	Present options for developing strategies to increase affordable housing in Cypress to the City Council for direction.			X	Will be addressed as part of 2021-2029 Housing Element implementation
5. At the February 28, 2022 City Council meeting	Planning Director	Present the results of the Neighborhood Preservation Pilot Program Neighborhood Survey to the City Council for direction.	X			

6. On-going	City Manager and City Attorney, working with the City Council	Assess and respond to the California Voting Rights Act Challenge and potentially consider changes to the City's system for electing Council Members		X		

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **14.**

FROM: Peter Grant, City Manager

DATE: 02/28/2022

SUBJECT: **Receive the Government Finance Officers Associations Award for Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting**

RECOMMENDATION

Receive the Government Finance Officers Association's Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting.

DISCUSSION

Cypress' strong financial management practices are a major reason why the City is routinely recognized as one of Orange County's, and California's, most financially stable and successful cities. In addition to the established core values of fiscal prudence and transparency, the City Council has approved a set of fiscal strategies that guide financial decision-making and City employees take tremendous personal and professional pride in managing the public moneys entrusted to us.

Each year, the Finance department prepares an Annual Budget and an Annual Comprehensive Financial Report (ACFR) which provide extensive information on the City's financial condition. Both documents further the core values and guiding principles of the City and are prepared to the highest standards established by the Government Finance Officers Association (GFOA), whose mission is to advance excellence in government finance in the United States and Canada. The GFOA has created award programs to acknowledge those agencies that achieve these high standards.

We are pleased to report Cypress' Annual Budget and ACFR have received GFOA's highest form of recognition.

Distinguished Budget Presentation Award
This program is designed to acknowledge governments that meet the highest principles of governmental budgeting and satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide, and a communications device.

We were recently notified by the GFOA that the FY 2021-22 Budget had received the Distinguished Budget Presentation Award for the third consecutive year. In addition to receiving the award, the FY 2021-22 Budget received special recognition for its presentation of performance measures. This is the first time the City has received special recognition with this award. The budget award and special recognition are the outcomes from the City Council's commitment to Strategic Planning.

Certificate of Achievement for Excellence in Financial Reporting
In conjunction with the annual independent audit, the Finance department prepares the ACFR which details the City's financial condition. The GFOA certificate program awards agencies that produce an ACFR which demonstrates a "constructive spirit of full disclosure to clearly communicate its financial story and motivates potential users to read the report." Cypress has received this award for 35 consecutive years and has submitted the recently completed FY 2020-21 ACFR for award consideration.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **15.**

FROM: Peter Grant, City Manager

DATE: 02/28/2022

SUBJECT: **Adopt the 2022 State and Federal Legislative Platform**

RECOMMENDATION

Adopt the 2022 State and Federal Legislative Platform.

DISCUSSION

The Legislative Platform is a tool to protect and promote the City's interests on priority issues, legislative, and regulatory matters that may impact Cypress. Maintaining a legislative platform allows for timely response to legislative and regulatory issues important to the City. It is a useful tool to monitor pending legislation and determine if action is warranted. Action may include letters from the Mayor consistent with the adopted platform, as well as conversations with legislators and their staff. Before taking any action or recommending a letter for the Mayor's signature, legislative proposals are evaluated with department input, legislative advocate analysis, legal input, and City Manager guidance. New or complex policy proposals may lead to additional City Council direction as appropriate.

The legislative platform contains policy guidelines that provide broad guidance when evaluating legislation that may impact local control, fiscal stability, and the City's opportunity to compete for grants and funding programs. Additionally, the platform defines the City's legislative priorities to provide the foundation for advocacy efforts at the federal, state, and local levels. The legislative priorities articulate City Council policy direction and are presented in alignment with the League of California Cities.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

2022 Legislative Platform

CITY OF CYPRESS
2022 STATE AND FEDERAL LEGISLATIVE PLATFORM

The Legislative Platform is a tool to protect and promote the City's interests on priority issues, legislative and regulatory matters that may impact Cypress. The Legislative Platform defines the City Council's policy guidelines and legislative priorities to provide the foundation for advocacy efforts at the federal, state, and local levels. Maintaining a legislative platform allows for timely response to legislative and regulatory issues important to the City, including letters from the Mayor or City Manager to the Legislature and/or Congress consistent with the Platform. The Legislative Platform also summarizes the City Council's positions on priority issues without precluding the consideration of additional legislative and budget issues that arise during the year.

POLICY GUIDELINES

I. PRESERVE LOCAL CONTROL

Preserve and protect the City's charter powers, duties and the ability to enact legislation and policy direction concerning local affairs, and oppose legislation that preempts local authority. Local agencies should preserve and enhance authority and accountability for revenues raised and services provided.

II. PROMOTE FISCAL STABILITY

Support measures that promote fiscal stability, predictability, and financial independence. Support measures that preserve the City's revenue base and local control over local government budgeting, recognizing that economic cost is a determinate in considering the merits and/or impacts of any proposed legislation or regulation. Oppose measures that make cities more dependent on the County, State or Federal Governments for financial stability, such as mandated costs with no guarantee of local reimbursement or offsetting benefits. Oppose measures that shift local funds to the County, State or Federal Governments, without offsetting benefits.

III. SUPPORT FUNDING OPPORTUNITIES

Support opportunities that allow the City to compete for its fair share of regional, state and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities could also include dedicated funding streams at the regional, state and federal levels that allow the City to maximize local revenues, offset and leverage capital expenditures, and maintain City standards and goals.

LEGISLATIVE PRIORITIES

Community Services

- Support funding, measures, and legislation that provide for constructing, rehabilitating and maintaining public facilities, parks and open space.

- Oppose state legislation that might limit local government's ability to collect or allocate park in-lieu fees in Cypress.

- Support legislation and grants that facilitate the provision of recreational activities for all segments of the population.

Environmental Quality

- Oppose legislation that imposes undue hardship on local agencies to implement environmental regulations.

- Support measures that expand markets for recyclable materials and maintain local authority and flexibility to regulate solid waste and recyclables.

- Oppose waste and resource recovery measures imposing state-mandated costs when there is no guarantee of local cost recovery or offsetting benefit.

- Support legislation that establishes funding opportunities that provide for compliance with environmental regulations.

Governance, Transparency and Labor Relations

- Monitor mandates in connection with proposed administrative or legislative action that would modify the governing responsibilities and authority of City Councils.

- Support legislation that modernizes requirements for publication of legal notices to allow for electronic posting.

- Support measures to achieve and maintain fair and proportionate representation on countywide and regional boards.

- Oppose measures that reduce local control or create additional financial burden related to employee relations and collective bargaining issues that can be negotiated at the bargaining table.

- Support reform measures that provide sustainable and secure public pensions and other post-retirement benefits to ensure responsive and affordable public services.

Housing, Community and Economic Development

- Support legislation that strengthens local control and decision making on land use and zoning matters.

- Oppose legislation that erodes the ability of cities to condition and deny projects that inadequately mitigate impacts to the community.

- Support reforms and improvements to housing element law to provide clear processes and flexibility to allow regional cooperation and establish realistic housing goals and performance standards.

- Support economic development initiatives that preserve and enhance a positive business climate and maintains and grows the business tax base.

- Support legislation that provides tangible and productive tools and investment to support job creation, job retention and local business COVID-19 pandemic recovery.

- Support legislation that provides funding and resources to provide affordable, transitional, supported, and emergency housing to seniors and people with special needs and to prevent homelessness and assist individuals experiencing homelessness.

Public Safety

- Support legislative efforts to improve local law enforcement, fire suppression and prevention, hazardous materials mitigation, rescue, emergency medical services and disaster preparedness.

- Support legislation and seek funding to assist local law enforcement to reduce crimes related to illicit drugs, burglary, and assault, including domestic violence, and sobriety and driver license checkpoints.

- Support measures that protect children and youth from tobacco, alcohol and drug use and related products, and that support related prevention and intervention programs.

- Support legislation to deter drivers from operating motor vehicles while under the influence of alcohol and drugs.

- Support measures that provide frontline funding for police services associated with the "early release" of state prisoners resulting from State-mandated criminal justice realignment provisions.

- Support increased funding for disaster preparedness, prevention, recovery and responses for all hazard threats.

- Support legislation that strengthens cities' authority to regulate business that serve as fronts for illegal conduct such as human trafficking, prostitution, etc.

Revenue and Taxation

- Oppose legislation that would increase the City's dependence on the State for financial stability and policy direction.

- Support the preservation and enhancement of the City's ability to generate and retain sales and use tax revenue, and local point-of-sale revenue allocations.

- Oppose legislation to alter the manner by which transient occupancy taxes are calculated and collected.

Transportation, Communications and Public Works

- Support and pursue funding that specifically benefits Cypress' transportation and public works projects.

- Support protection of dedicated transportation-related tax revenues and enhance the ability of local agencies to finance local transportation programs and facilities.

- Support efforts to maintain cities ability to retain existing fees on telecommunications services for public, educational and governmental channels.

- Oppose efforts to restrict cities' authority to zone and plan for the deployment of telecommunications infrastructure.

- Support cities' ability to maintain and manage the public right-of-way and receive compensation for its use.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **16.**

FROM: Peter Grant, City Manager

DATE: 02/28/2022

SUBJECT: **Consideration of a Civility, Conduct and Governance Policy; Municipal Code Amendments Related to the Civility, Conduct and Governance Policy, City Council Meeting Decorum, the Code of Ethics, and Process for Censure; and Revisions to the Policy for Adding Items to the City Council Agenda**

RECOMMENDATION

1. Approve the Civility, Conduct and Governance Policy; and

2. Introduce for First Reading Ordinance No. ____, entitled "An Ordinance of the City of Cypress Amending and Restating the Rules of Order for the Conduct of City Council Meetings" reading by title only and waiving further reading; and

3. Require each Council Member to sign the Civility, Conduct and Governance Policy and Code of Ethics by March 8, 2022; and

4. Adopt the recommended revisions to the Policy for Adding Items to the City Council agenda.

DISCUSSION

At the January 24 City Council meeting, Mayor Pro Tem Hertz-Mallari and Council Member Marquez requested the City Council consider policies related to civility, conduct, and governance at a future City Council meeting. This item also provides the City Council the opportunity to review the policy by which Council Members place items on the City Council agenda. The recommended revisions are designed to streamline the process by addressing the need for the City Council to discuss adding an item to its agenda in response to an objection from a Council Member. This policy is just one of several options available for adding an item to the City Council agenda; Council Members may recommend an item as a Strategic Plan objective; propose it during the process of developing the Budget/Capital Improvement Program, or submit it for the City Manager's consideration. Recommendations included with this report are drawn from an extensive review of policies throughout California (the Cities of Santa Cruz, Santa Clara, Lynwood, Lake Forest, Milpitas, Elk Grove,

Sacramento, Carlsbad, Laguna Beach, Fort Bragg, Los Gatos, Chino Hills, Manhattan Beach, Santa Monica and Ventura), best practices from the Institute for Local Government and International City/Council Management Association, other Aleshire & Wynder client cities, Cypress School District's Governance Handbook, and the city management team's professional experience. In addition, each Council Member was provided an in-person briefing on the policies and ordinance and had the opportunity to provide their feedback and suggested modifications.

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney has reviewed all the recommended policies and drafted the Municipal Code amendments.

APPROVED BY: Peter Grant, City Manager

Attachments

Civility, Code and Governance Policy

Ordinance

Ordinance Redline

Special Order of Business: City Council Rules of Debate and Decorum Presentation from 220124 City Council Meeting

Revised Policy to Add Items to the Agenda (Recommended)

Existing Policy to Add Items to the Agenda

Civility, Conduct and Governance Policy

PURPOSE

The City of Cypress is committed to the democratic process, individual rights of expression, robust debate, and tolerance for disparate views. Adopting a civility, conduct and governance policy that establishes rules of decorum and principles of civility applicable to all public meetings and in all interactions in the workplace helps ensure that civic engagement and local democracy continue to flourish in Cypress.

The Civility, Conduct and Governance Policy (the Policy) is intended to promote mutual respect, civility, and orderly conduct among elected and appointed City officials, City staff, and our community. The Policy is not intended to deprive any person of his/her right to freedom of expression, but to promote, to the extent possible and reasonable, open dialogue and positive communications while discouraging intimidating, demeaning, volatile, hostile or aggressive actions.

In order to safeguard participatory democracy in Cypress, all elected officials, appointed officials and City employees are expected to adhere to the standards of conduct established in the Policy.

The Policy is a framework for effective governance and involves ongoing discussions and agreements about unity of purpose, roles, responsibilities, norms and protocols that enable the City Council and City Management team to continue to perform its responsibilities in a way that best benefits Cypress.

The City Council and City Management must function together as a governance leadership team to effectively serve our community. Agreed-upon behaviors and operating protocols support consistent behaviors and actions among team members. The Policy ensures a positive, productive working relationship among Council Members, the City Manager, City staff, and our community. The Policy is developed for, and by, the governance team and may be modified as needed.

The Policy shall be:

- Signed by Council Members and posted on the City website.
- Signed by Commissioners.
- Provided to candidates for election to the City Council and reviewed in City Council candidate orientations.
- Provided to applicants for appointment to commissions.
- Reviewed by the City Council annually for self-evaluation, discussion, and revision (if appropriate) as a new business item.
- Reviewed by the City Council for self-evaluation, discussion, and revision (if appropriate) as a new business item within 60 days of new member joining the City Council or the appointment of a new City Manager or City Attorney.

For the purposes of this Policy, "Mayor" refers to the chair of any public meeting or meeting of a City Council authorized Commission, Board or Subcommittee and "City Council" also refers to all Commissions, Board or Subcommittees.

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MISSION STATEMENT

The City of Cypress, in partnership with the community, sustains and enhances our safe, attractive and quality environment in which to live, work and play.

VISION STATEMENT

Cypress, an engaged and diverse community, will honor the past and embrace sustainable growth for families and businesses to prosper.

CORE VALUES/GUIDING PRINCIPLES

The City of Cypress values…
Integrity
Accountability
Transparency
Fiscal prudence
Teamwork
Responsiveness to the community

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Civility, Conduct and Governance Policy

CIVILITY & CONDUCT PROTOCOLS

In interactions with each other, City staff and the community, Council Members will:

C1. Be respectful; especially when there is disagreement.

C2. Be honest and truthful.

C3. Treat each other and everyone with courtesy and refrain from inappropriate behavior and derogatory comments; and refrain from inciting inappropriate behavior and derogatory comments.

C4. Make our community feel welcome; and strive to make people feel heard by listening carefully, asking clarifying questions, and seeking to understand.

C5. Role model good leadership by being professional, demonstrating effective leadership for our community, and adhering to this Policy.

C6. Confront challenging topics directly and resolve conflicts directly.

C7. Keep an open mind; be willing to change views with new information, data, etc.

C8. Be accountable and responsible for their actions and words, even when it is uncomfortable to do so. This includes apologizing when a Council Member's behavior falls short of the Policy's aspirational standards.

C9. Be open to constructive feedback.

C10. Present problems in a way that promotes discussion and resolution.

C11. Credit others' contributions to moving our community's interests forward.

C12. Treat City staff professionally and refrain from publicly criticizing employees.

C13. Maintain one voice once the decision is made; and not disparage or undermine the City Council's decision.

C14. Assume good intentions and not pre-judge others.

C15. Debate the facts of the situation and avoid personalities and personal attacks.

C16. Endeavor to resolve interpersonal issues between Council Members outside of a City Council meeting and not permit interpersonal issues to impact the governance team.

C17. Explain disagreement in a way that focuses on the merits of an issue and recognizes that reasonable people of differing interests/good intentions can disagree on what is best for our community.

C18. Act in a manner that reflects the belief that Council Members, City staff and others who serve the City are on the same team in service to our community, even though we have different roles.

C19. Fact-check information with colleagues, the City Manager, the City Attorney and others.

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C20. Make themselves available for one-on-one conversations about the values in this Policy.

GOVERNANCE PROTOCOLS

To promote a positive governance team culture, Council Members will:

G1. Prepare for and engage in meetings.

G2. Debate the merits of decisions with fellow Council Members.

G3. Make decisions based on their sense of our community's best interests. Remaining mindful of the nonpartisan nature of city, county, school and judicial offices provided for in California's Constitution.

G4. Work collaboratively to improve Cypress' quality of life and promote our community's best interests.

G5. Consider the larger picture and gather community input to make the best decision.

G6. Consider the short-, medium-, and long-term effects of decisions.

G7. Be prepared to make unpopular decisions when our community's best interests requires it.

G8. Attempt to build consensus through dialogue. When this is not possible, the majority vote shall prevail and the majority shall show respect for the opinion of the minority.

G9. Be fair, impartial, and unbiased when voting on quasi-judicial actions and provide fair and equal treatment for all persons and matters.

G10. Explain the official positions of the City to the best of their ability when authorized to do so.

G11. Be clear in stating personal views and make it clear that those views may not represent the City's position; and not commit the City to an action/position without City Council or City Manager approval.

G12. Preserve order and decorum during meetings.

G13. Keep comments clear, concise, and on-topic to maximize opportunities for all to express themselves.

G14. Alert the City Manager or City Attorney in advance when asking questions about an agenda item so City staff can be prepared to provide the most complete answer to inform the City Council and our community.

G15. Act on the understanding that Council Members are part of a group decision-making process and that the City Manager and City Attorney take direction from City Council collective action.

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G16. Speak directly to the City Manager in a timely manner about concerns about City operations, City staff analyses, or City staff performance.

G17. Support the City Manager's efforts to implement City Council policy decisions through the City's administrative service.

G18. Understand that City staff's role is to provide objective information and analysis to inform the decision-making process within the resources that they have available, even if this information and analysis do not support the decision an individual Council Member believes is best.

G19. Work through the City Manager on matters that involve another public agency or City contractor.

G20. Participate in regular educational activities to enhance understanding of a wide variety of issues; including completing all State or City-required training in timely manner.

G21. Use the Strategic Planning process to propose new programs and policies.

G22. Place clear and realistic demands on City staff resources and time.

G23. Read their City emails at least three times per week.

G24. Read all weekly reports before the next one is distributed.

G25. Respond to notices and event RSVP deadlines. If no response is received, City staff will assume that the Council Member will not attend.

G26. Respond to inquiries and requests for feedback/review by the established deadline.

G27. Start and end meetings on time, work from an agenda, and be present, attentive, and prepared.

G28. Attend, and actively participate in, all meetings of organizations, boards and committees to which a Council Member is appointed by the City Council. If a Council Member cannot attend a meeting, they shall immediately alert the alternative representative, Mayor and City Manager.

G29. Adhere to the Brown Act, maintain confidentiality, and only disclose confidential information when authorized to do so.

G30. Refrain from texting and the use of social media during public meetings, except in the case of urgent need or emergency.

G31. Use the speaker sequencing system to inform the Mayor of their wish to speak and wait to be acknowledged before speaking.

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Civility, Conduct and Governance Policy

CODE OF ETHICS

The following principles shall constitute the Cypress Code of Ethics, applicable to all members of the City Council. Council Members entering office shall sign a statement affirming they read and understood the Code of Ethics. In addition, this Code of Ethics shall be periodically reviewed and updated by the City Council:

E1. Act in the public interest: Recognizing that stewardship of the public interest must be their primary concern, Council Members will work for the common good of the community and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the City Council.

E2. Comply with the law: Council Members shall comply with the laws of the nation, the State of California and the City of Cypress in the performance of their public duties. These laws include, but are not limited to: the United States and California Constitutions; the Charter; the Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government. Council Members shall also comply with all applicable City policies and procedures.

E3. Conduct of Council Members: The professional and personal conduct of Council Members must be above reproach and should avoid even the appearance of impropriety. Council Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City Council, City staff or public.

E4. Respect for process: Council Members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

E5. Incompatible employment: No Council Member, City employee or other public official shall engage in or accept private employment, or render services for private interests, when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.

E6. Use of public property: No Council Member or City employee shall request or permit the use of City owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally, and in the same manner as available to the public, or are provided as City policy for the use of such official in the conduct of official business. No official shall use the time of any City employee during working hours for personal purposes.

E7. Contracts with City: Council Members, City employees, or public officials shall not have a financial interest in any business transaction, or contract with the

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City, or in the sale of real estate, materials, supplies or services to the City, except as permitted in the conflict of interest statutes of the state.

E8. Disclosure of interest in legislation: A Council Member who has a financial or other private interest in any legislation shall disclose on the records of the City Council or other appropriate authority the nature and extent of such interest.

E9. Conflict of interest: In order to assure their independence and impartiality on behalf of the common good, Council Members shall not use their official positions to influence government decisions in which they have a material financial interest. In accordance with the law, Council Members shall disclose investments, interests in real property, sources of income and gifts; and abstain from participating in deliberations and decision-making where conflicts, as determined under applicable laws, may exist. Council Members should endeavor to consult with the City Attorney before any Council meeting to allow an evaluation by the City Attorney of any potential conflict.

E10. Confidential information: Council Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

E11. Advocacy: When representing the City while serving on or appearing before other government agencies or in court, Council Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When representing the City while serving on or appearing before other government agencies or in court, Council Members shall advocate policies that are in the best interest of the City over their own personal interests. When presenting their individual opinions and positions, Council Members shall explicitly state they do not represent the City Council or the City, and shall not allow the inference that they do.

E12. Positive workplace environment: Council Members shall support a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Council Members shall recognize their special role in dealings with City employees and not provide direction to City staff in violation of the City Charter.

ENFORCEMENT OF THE POLICY FOR COUNCIL MEMBERS

The Policy establishes guiding principles for appropriate conduct and behavior and sets forth the expectations of Council Members. The Policy establishes a process and procedure that:

- Allows the community, Council Members, and City staff to report Policy violations or other misconduct.

- Provides guidelines to evaluate Policy violations or other misconduct and implement appropriate disciplinary action.

The City Council may discipline Council Members who violate the Charter, the Municipal Code, the Policy, or engage in other misconduct. In determining the sanction imposed, the following factors may be considered:

- Nature of the violation.
- Prior violations by the same individual.
- Other factors which bear upon the seriousness of the violation.

At the discretion of the City Council, sanctions may be imposed for violating the Charter, the Municipal Code, the Policy, or engaging in other misconduct. These sanctions may be applied individually or in combination. They include, but are not limited to:

Admonishment
A warning to the City Council about a particular action/behavior that violates City policy.

Direction to Correct
Direction to an individual Council Member to correct the result of a particular action/behavior that violates law or City policy.

Informal Reprimand
Reprimand to an individual Council Member when a particular action/behavior (or set of actions/behaviors) violates law or City policy, but is considered by the City Council to be not sufficiently serious to require censure.

Revocation of Special Privileges
Revocation of a Council Member's committee assignments, regional boards and commissions, and community-generated board/committee appointments; suspension of official travel, conference participation, access to a City credit card, City Council salary, stipends and benefits, and ceremonial titles.

Censure
An official City Council reprimand of a Council Member. The Municipal Code establishes the censure process.

ADDRESSING THE CITY COUNCIL IN A PUBLIC MEETING

Oral Communications are an opportunity for the City Council to hear from the public and is not the time for a dialogue between the City Council and the public. Council Members make take note of comments or questions for follow-up, and at the conclusion of Oral Communications, and upon recognition by the Mayor, may pose those questions to City

staff. If the Mayor perceives, or is alerted by another Council Member, of a substantial factual issue with a member of the public's comments, the Mayor may ask the City Manager or City Attorney for an immediate clarification at the end of the speaker's comments.

Generally, if a matter presented during Oral Communications requires follow-up, it shall be referred to the City Manager, and if the City Council determines that action is required, the item may be placed on a future agenda following established processes.

To ensure the highest standard of respect and integrity during public meetings, attendees should:

P1. Address all comments to the City Council as a whole and not to any individual member.

P2. Treat everyone courteously.

P3. Listen to City officials and other community members respectfully.

P4. Exercise self-control and avoid threats and loud, insulting, demeaning or offensive communications.

P5. Give open-minded consideration to all viewpoints.

P6. Focus on issues and avoid personalizing debate.

P7. Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions and allow all members of the public to speak without intimidation or interruption.

P8. Not engage in disorderly or boisterous conduct, including, but not limited to, applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance, that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.

P9. Not bring signs, placards, banners, or other similar-items to a public meeting.

P10. Obey any lawful order of the Mayor to enforce this Policy.

P11. Refrain from abusive conduct, personal charges or verbal attacks upon the character of City officials.

P12. Honor efforts by the Mayor to focus discussion on current agenda items.

P13. Show respect for facilities that host public meetings, by avoiding acts that may damage the facility or its equipment/furniture and not bring food or beverages (other than water) to public meetings.

Civility, Conduct and Governance Policy

ENFORCEMENT OF THE POLICY FOR MEMBERS OF THE PUBLIC

The Mayor shall be responsible for maintaining the decorum and civility at public meetings and enforcing this Policy in a uniform and even-handed manner. The Mayor may intervene to ensure that Council Members do not interrupt members of the public while speaking.

In the event that any member of the public breaches this Policy in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of a public meeting, the Mayor shall order that person to cease the offending conduct.

If any member of the public continues to breach the Policy in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of a public meeting following an order from the Mayor to cease the offending conduct, the Mayor may order that person to leave the public meeting and may engage the efforts of law enforcement as necessary to carry out the order.

If a member of the public acts abusively towards a City employee outside of a public meeting but in the workplace, the City will issue an oral warning. If a member of the public does not improve his/her behavior in response to a warning, the City will require the abusive individual to leave the premises.

The above-described remedies for compliance with this Policy are not exclusive and shall not preclude the application or use of other remedies provided by State law or the Municipal Code.

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ORDINANCE NO.

AN ORDINANCE OF THE CITY OF CYPRESS AMENDING AND RESTATING THE RULES OF ORDER FOR THE CONDUCT OF CITY COUNCIL MEETINGS

WHEREAS, the City Council of the City of Cypress is authorized to establish rules of conduct for its proceedings pursuant to Government Code section 36813;

WHEREAS, the City Council has not updated its rules of conduct and decorum since it adopted Ordinance No. 265 on May 24, 1965;

WHEREAS, many provisions of Ordinance No. 265 are outdated, inconsistent with current law and practices and are in need of updating; and

WHEREAS, the City Council wishes to update and repeal and replace Ordinance No. 265 with this Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS DOES ORDAIN AS FOLLOWS:

Section 1. AGENDA. The City Clerk shall prepare an agenda of the City Council proceedings which agenda shall be prepared in accordance with the Order of Business and shall furnish each Council Member, the City Manager and City Attorney with a copy of the same prior to the Council meeting, but not later than the time required pursuant to the Brown Act preceding each meeting. Matters that are not listed on the agenda shall not be presented to the City Council by the City Manager, except those of an urgent nature as authorized per the Brown Act.

Section 2. DUTIES OF PRESIDING OFFICER. The Mayor shall preside at the meetings of the City Council and shall preserve strict order and decorum at all regular and special meetings of the City Council. The Mayor shall state every question coming before the City Council, announce the decision of the City Council on all subjects, except where the City Clerk makes such announcement, and decide all questions of order subject however to an appeal to the City Council in which event a majority vote of the City Council shall govern and conclusively determine such question of order

Section 3. CALL TO ORDER - PRESIDING OFFICER. The Mayor, or in his/her absence the Mayor Pro Tempore, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the City Council to order. In the absence of the Mayor or Mayor Pro Tempore, the City Clerk shall call the City Council to order, whereupon a temporary chair shall be elected by the Council Members present. Upon the arrival of the Mayor or Mayor Pro Tempore, the temporary chair shall immediately relinquish the chair upon the conclusion of the business immediately before the City Council.

Section 4. ROLL CALL. Before proceeding with the business of the City Council, the City Clerk shall call the roll of the Council Members and the names of those present shall be entered in the minutes.

Section 5. QUORUM. A majority of the City Council constitutes a quorum for the transaction of business, but a lesser number may adjourn from time to time and may cancel the meeting by a notice. The City Clerk may also notice the adjournment or cancellation of a meeting for lack of a quorum.

Section 6. ORDER OF BUSINESS. All meetings of the City Council shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, the Council Members, City Manager, City Clerk and the City Attorney shall take their assigned stations in the City Council Chambers and the business of the City Council shall be taken up for consideration and disposition in the following order unless otherwise changed by resolution of the City Council.

1 Roll Call

2. Minutes
3. Oral Communications
4. Public Hearings
5. Written Communications
6. Deferred Business
7. Reports
8. Ordinances and Resolutions
9. Reports from Officers and Commissions
10. Oral Communications
11. Adjournment

Section 7. READING OF MINUTES. Unless the reading of the minutes of a Council meeting is requested by a Council Member, such minutes may be approved without reading if the Clerk has previously furnished each Council Member with a copy thereof. Minutes shall be approved by voice or roll call vote.

Section 8. RULES OF DEBATE.

(a) Presiding Officer May Debate and Vote. The Mayor, or in his/her absence, such other Council Member as may be presiding may move, second and debate from the chair, subject only to such limitations of debate per these rules imposed on all Council Members and shall not be deprived of any of the rights and privileges of a Council Member by reason of his/her acting as the Presiding Officer.

(b) Getting the floor. Every Council Member desiring to speak shall request to be recognized by the Presiding Officer and only speak after being so recognized.

(c) Interruptions. A Council Member once recognized shall not be interrupted when speaking unless it be to call him/her to order, or as herein otherwise provided. If a Council Member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined.

(d) Remarks of Council Member - When Entered in Minutes. Any Council Member may request, through the Presiding Officer, the privilege of having a written abstract of his/her statement on any subject under consideration by the City Council entered in the minutes. If the City Council consents thereto, such statement shall be entered in the minutes.

(e) Motion to Reconsider. A motion to reconsider any action taken by the City Council may be made only on the day such action was taken. It may be made either immediately during the same session or at a recessed or adjourned session thereof. Such motion must be made by one on the prevailing side, but may be seconded by any Council Member and may be made at any time and have precedence over all other motions or, while a Council Member has the floor, it shall be debatable.

(f) Rules of Order. Except as otherwise provided in this chapter “Robert’s Rules of Order”, as revised and updated from time-to-time, shall govern the conduct of the meetings of the City Council.

Section 9. ADDRESSING THE CITY COUNCIL. Any person desiring to address the City Council shall first secure the permission of the Presiding Officer to do so; provided that, under the following headings of business, unless the Presiding Officer rules otherwise, any qualified and interested person shall have the right to address the City Council upon obtaining recognition by the Presiding Officer:

(a) Written Communications. Interested parties or their authorized representatives may address the City Council by written communications in regard to matters then under discussion.

(b) Oral Communications. Taxpayers or residents of the City or their authorized legal representatives may address the City Council by oral communications on any matter concerning the City's business or any matter over which the City Council has control; provided that preference

shall be given to those persons who may have notified the City Clerk in advance of their desire to speak and submitted a completed a speaker card.

(c) Public Hearings. Interested persons or their authorized representatives may address the City Council by reading of protests, petitions, communications or similar matters during public hearings.

Section 10. ADDRESSING THE CITY COUNCIL AFTER MOTION MADE. After a motion is made by the City Council, no person shall address the City Council without first securing the permission of the Presiding Officer.

Section 11. MANNER OF ADDRESSING THE CITY COUNCIL, TIME LIMIT.

(a) Each member of the public addressing the City Council shall step up to the microphone in front of the podium, give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the City Council, shall limit his/her address to the time allotted on the agenda for public comments. All remarks shall be addressed to the City Council as a body and not to an individual Council Member. No person, other than the City Council and the person having the floor shall be permitted to participate in the discussion, without the permission of the Presiding Officer. No member of the public may ask a direct question shall to a Council Member except through the Presiding Officer.

(b) In discussion of any issue before the City Council, members of the public and of the City Council must confine themselves to the question before the City Council.

(b) Spokesman for Group of Persons. Whenever any group of persons wishes to address the City Council on the same subject matter, the Presiding Officer may request that a spokesman be chosen by the group to address the City Council, and in case additional matters are to be presented at the time by any other member of said group, to limit the number of persons so addressing the City Council so as to avoid unnecessary repetition before the City Council.

Section 12 DECORUM.

(a) By Council Members.

1. Conduct. While the City Council is in session, the Council Members must preserve order and decorum, and a Council Member shall neither by conversation, by the utterance of loud, threatening, profane or abusive language, or by engaging in any other disorderly conduct at any Council meeting, delay or interrupt the City Council proceedings. A Council Member's persistence in discussing an agenda item or any other matter before the City Council after the matter has been called to a vote, shall constitute a violation of this subsection. Council Members shall obey the orders of the City Council or the Presiding Officer. The following rules shall be obeyed:

i. Council Members shall keep any remarks clear, concise and on-topic.

ii. When there are differences of opinion, Council Members shall focus on debating the facts of the situation and avoid personalities. Council Members should seek to build on the ideas of others and look for common ground.

iii. Council Members shall be prepared at Council meetings, including by reading their agendas with enough time to ask questions prior to the Council meeting. Every effort will be made to ask questions before the Council meeting so that the City Manager or the City Attorney, as applicable, has ample time to research the question before the Council meeting.

iv. Council Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

2. Censure. A violation of these rules of decorum or the Civility, Conduct and Governance Policy by a Council Member shall be subject to the below enforcement provisions. Any Council Member may make a motion for a vote to censure or for a vote for removal or ejection as set forth herein.

i. Resolution of Censure. Any Council Member who reasonably believes that another Council Member is violating these rules of decorum or the Civility, Conduct and Governance Policy shall be allowed to request an agenda item be presented, in accordance with the procedures for requesting future agenda items, calling for staff to bring back a draft resolution of censure by identifying the Council Member, and that Council Member's speech, actions or behavior, that he/she believes constitutes such violation. If approved to be presented to the City Council for consideration, the resolution of censure may be approved by a majority of the City Council and may contain the penalties described below. Upon such motion, all Council Members present shall immediately vote on the motion and state whether they agree that the identified speech, actions or behavior constitutes a violation and justifies a vote of censure. If a majority of the Council Members present a vote for censure, then that vote shall be duly noted by the City Clerk and the subject of that vote shall have two (2) minutes to make a rebuttal stating why the vote should be overturned. After such rebuttal, any Council Member shall be entitled to make a motion to overturn the vote of censure. If such motion is approved by a majority vote of those Council Members present, then the City Clerk shall remove such censure from the record. Motions to overturn a vote of censure may only be made at the meeting at which the vote of censure was made. This subsection contemplates no other administrative remedy to a vote of censure other than the two (2) minute rebuttal. If not so overturned, the Resolution of censure shall be adopted.

ii. Fines For Censure. Any Council Member who is censured by the City Council shall be subject to a one hundred dollar ($100.00) fine per censure. Such fine(s) shall be paid to the City Clerk within thirty (30) days of the date imposed. Failure to pay such fine(s) within sixty (60) days shall give rise to a civil action by the City for collection, or shall be deducted or offset from the Council Member's compensation or per diem entitlements.

iii. Revocation of Special Privileges. Any Council Member who is censured by the City Council shall be subject to revocation of his/her committee assignments, regional boards and commissions, and community-generated board/committee appointments; suspension of official travel, conference participation, access to a City credit card, City Council salary, stipends and benefits, and ceremonial titles.

iv. Removal. Any Council Member who is censured by a majority of the City Council during a Council meeting, in addition to the attendant fines, shall also be subject to a vote, upon motion by any Council Member, by a majority of the City Council present, to remove such offender from the Council meeting. If a majority of the City Council votes for removal, then the subject of that vote shall have two (2) minutes to make a rebuttal stating why the vote should be overturned. After such rebuttal any Council Member shall be entitled to make a motion to overturn the vote to remove. If such motion is approved by a majority vote of those Council Members present, then the City Clerk shall remove such vote from the record. If the vote to remove is not overturned, then such vote shall remain part of the administrative record and Resolution of censure. Motions to overturn a vote of removal may only be made at the meeting at which the vote of removal was made. If the offending Council Member does not leave voluntarily, the Presiding Officer may order any law enforcement officer who is on duty at the Council meeting as sergeant at arms to remove the offender from the Council Chambers. It shall be the duty of any law enforcement officer who is serving as sergeant at arms at the

Council meeting to carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum, including the removal of disruptive Council Members and/or members of the public.

v. Resisting Removal; Penalty. Any Council Member or member of the public who resists removal by the sergeant at arms shall be guilty of a misdemeanor.

3. Motion To Enforce. If the Presiding Officer fails to enforce the rules set forth above, any Council Member may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the City Council shall mandate such action. If the Presiding Officer fails to carry out the will of a majority of the City Council the majority may designate another Council Member to act as the Presiding Officer for the limited purpose of enforcing any provision of this Subsection which it desires to enforce.

(b) By other Persons. Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the City Council shall be forthwith, by directive of the Presiding Officer, be barred from further audience at said meeting before the City Council unless permission to continue is granted by a majority vote of the City Council.

Section 13. CODE OF ETHICS. The following principles shall constitute the Cypress Code of Ethics, applicable to all Council Members. Council Members, upon the adoption of this Ordinance or upon entering office, shall sign a statement affirming they read and understood the Code of Ethics. In addition, this Code of Ethics shall be periodically reviewed and updated by the City Council.

(a) Act in the public interest. Recognizing that stewardship of the public interest must be their primary concern, Council Members will work for the common good of the community and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the City Council.

(b) Comply with the law. Council Members shall comply with the laws of the nation, the State of California and the City of Cypress in the performance of their public duties. These laws include, but are not limited to: the United States and California Constitutions; the Charter; the Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government. Council Members shall also comply with all applicable City policies and procedures.

(c) Conduct of Council Members. The professional and personal conduct of Council Members must be above reproach and should avoid even the appearance of impropriety. Council Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Council Members, City staff or public.

(d) Respect for process. Council Members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

(e) Incompatible employment. No Council Member, City employee or other public official shall engage in or accept private employment, or render services for private interests, when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.

(f) Use of public property. No Council Member or City employee shall request or permit the use of City owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally, and in the same manner as available to the public, or are provided as City policy for the use of such official in the conduct of official business. No official shall use the time of any City employee during working hours for personal purposes.

(g) Contracts with City. Council Members, City employees, or public officials shall not have a financial interest in any business transaction, or contract with the City, or in the sale of real estate, materials, supplies or services to the City, except as permitted in the conflict of interest statutes of the state.

(h) Disclosure of interest in legislation. A Council Member who has a financial or other private interest in any legislation shall disclose on the records of the City Council or other appropriate authority the nature and extent of such interest.

(i) Conflict of interest. In order to assure their independence and impartiality on behalf of the common good, Council Members shall not use their official positions to influence government decisions in which they have a material financial interest. In accordance with the law, Council Members shall disclose investments, interests in real property, sources of income and gifts; and abstain from participating in deliberations and decision-making where conflicts, as determined under applicable laws, may exist. Council Members should endeavor to consult with the City Attorney before any Council meeting to allow an evaluation by the City Attorney of any potential conflict.

(j) Confidential information. Council Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

(k) Advocacy. When representing the City while serving on or appearing before other government agencies or in court, Council Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When representing the City while serving on or appearing before other government agencies or in court, Council Members shall advocate policies that are in the best interest of the City over their own personal interests. When presenting their individual opinions and positions, Council Members shall explicitly state they do not represent the City Council or the City, and shall not allow the inference that they do.

(l) Positive workplace environment. Council Members shall support positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Council Members shall recognize their special role in dealings with City employees not provide direction to City staff in violation of the City Charter..

Section 14. ENFORCEMENT OF DECORUM. The Chief of Police or such member or members of the Police Department as he/she may designate shall be Sergeant-at-Arms of the Council meetings. He/she shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meeting. Upon instructions of the Presiding Officer, it shall be the duty of the Sergeant-at-Arms or designee to place any person who violates the order and decorum of the meeting under arrest, and cause him/her to be prosecuted under the provisions of this Code or state law.

PASSED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the _____ day of _____, 2022.

ORDINANCE NO. ~~265~~

AN ORDINANCE OF THE CITY OF CYPRESS ~~ESTABLISHING~~AMENDING AND RESTATING THE RULES OF ORDER FOR THE CONDUCT OF CITY COUNCIL MEETINGS

WHEREAS, the City Council of the City of Cypress is authorized to establish rules of conduct for its proceedings pursuant to Government Code section 36813;

WHEREAS, the City Council has not updated its rules of conduct and decorum since it adopted Ordinance No. 265 on May 24, 1965;

WHEREAS, many provisions of Ordinance No. 265 are outdated, inconsistent with current law and practices and are in need of updating; and

WHEREAS, the City Council wishes to update and repeal and replace Ordinance No. 265 with this Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS DOES ORDAIN AS FOLLOWS:

Section 1. AGENDA~~,~~. The City Clerk shall prepare an agenda of the City Council proceedings which agenda shall be prepared in accordance with the Order of Business and shall furnish each ~~member of the~~ Council~~,~~ Member, the ~~Mayor, and~~ City Manager and City Attorney with a copy of the same prior to the Council meeting, but not later than ~~48 hours~~the time required pursuant to the Brown Act preceding each meeting. Matters that are not listed on the agenda shall not be presented to the City Council by the City Manager, except those of an urgent nature ~~or upon unanimous consent of the Council~~as authorized per the Brown Act.

Section 2. DUTIES OF PRESIDING OFFICER~~,~~. The Mayor shall preside at the meetings of the City Council and shall preserve strict order and decorum at all regular and special meetings of the City Council. The Mayor shall state every question coming before the City Council, announce the decision of the City Council on all subjects, except where the City Clerk makes such announcement, and decide all questions of order subject~~,~~ however to an appeal to the City Council in which event a majority vote of the City Council shall govern and conclusively determine such question of order

Section 3. CALL TO ORDER - PRESIDING OFFICER. The Mayor, or in his/her absence the ~~Vice-Mayor (~~Mayor Pro ~~tempore)~~Tempore, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the City Council to order. In the absence of the Mayor or ~~Vice-Mayor (~~Mayor Pro ~~tempore)~~Tempore, the City Clerk shall call the City Council to order, whereupon a temporary ~~chairman~~chair shall be elected by the ~~members of the~~ Council Members present. Upon the arrival of the Mayor or ~~Vice-Mayor (~~Mayor Pro ~~tempore)~~Tempore, the temporary ~~chairman~~chair shall immediately relinquish the chair upon the conclusion of the business immediately before the City Council~~,~~.

Section 4. ROLL CALL~~,~~. Before proceeding with the business of the City Council, the City Clerk shall call the roll of the ~~members~~Council Members and the names of those present shall be entered in the minutes.

Section 5. QUORUM. A majority of the City Council constitutes a quorum for the transaction of business, but a lesser number may adjourn from time to time and may cancel the meeting by a notice. The City Clerk may also notice the adjournment or cancellation of a meeting for lack of a quorum.

Section 6. ORDER OF BUSINESS. All meetings of the City Council shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, the ~~members of the~~ Council ~~the Mayor, aid~~Members, City Manager ~~the~~, City Clerk and the City Attorney shall take their

~~regular~~assigned stations in the City Council Chambers and the business of the City Council shall be taken up for consideration and disposition in the following order unless otherwise changed by resolution of the City Council.

1 Roll Call
2. Minutes
3. Oral Communications
~~4. Bid Openings~~
~~5. Action on Previous Bids~~
~~6.~~4. Public Hearings
~~7~~5. Written Communications
~~8~~6. Deferred Business
~~9~~7. Reports
8. Ordinances and Resolutions
9. Reports from Officers and Commissions
~~12~~ 10. Oral Communications
~~13~~11. Adjournment

Section 7. READING OF MINUTES. Unless the reading of the minutes of a Council meeting is requested by a ~~member of the~~ Council Member, such minutes may be approved without reading if the Clerk has previously furnished each ~~member~~Council Member with a copy thereof. Minutes shall be approved by voice or roll call vote.

Section 8. RULES OF DEBATE. ~~(a) Presiding Officer May Debate and Vote. The Mayor or in his absence such other member of the Council as may be presiding may move, second and debate from the chair subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Councilman by reason of his acting as the Presiding Officer~~

(a) Presiding Officer May Debate and Vote. The Mayor, or in his/her absence, such other Council Member as may be presiding may move, second and debate from the chair, subject only to such limitations of debate per these rules imposed on all Council Members and shall not be deprived of any of the rights and privileges of a Council Member by reason of his/her acting as the Presiding Officer.

(b) Getting the floor~~ Improper Inferences to be Avoided.~~. Every ~~member~~Council Member desiring to speak shall ~~address the Chair and upon recognition by the Presiding Officer shall confine himself~~request to ~~the question under debate avoiding all personality and indecorous language~~be recognized by the Presiding Officer and only speak after being so recognized.

(c) Interruptions. A ~~member~~Council Member once recognized shall not be interrupted when speaking unless it be to call him/her to order, or as herein otherwise provided. If a ~~member~~Council Member, while speaking, ~~be~~is called to order, he/she shall cease speaking until the question of order ~~be~~is determined~~ and if in order he shall be permitted to proceed~~.

~~(d) Privilege of Closing Debate, The Councilman moving the adoption of an ordinance or resolution shall have the privilege of closing the debate,~~

~~(e)~~(d)Remarks of ~~Councilman~~Council Member - When ~~entered~~Entered in Minutes. Any ~~Councilman~~Council Member may request, through the Presiding Officer, the privilege of having a written abstract of ~~ks~~his/her statement on any subject under consideration by the City Council entered in the minutes. If the City Council consents thereto, such statement shall be entered in the minutes.

~~(f) Remarks of Mayor The mayor may express his views on any subject for consideration by the Council and may file his written recommendations with the Clerk or at his request, may have a written abstract of his statement on any subject under consideration by the Council entered in the minutes.~~

~~(g)~~(e)Motion to Reconsider. A motion to reconsider any action taken by the City Council may be made only on the day such action was taken. It may be made either immediately during the same session or at a recessed or adjourned session thereof. Such motion must be made by one

~~of~~on the prevailing side, but may be seconded by any ~~member~~Council Member and may be made at any time and have precedence over all other motions or, while a ~~member~~Council Member has the floor, it shall be debatable. ~~Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or other motion at a subsequent meeting of the Council.~~

~~(h)~~(f) Rules of Order. Except as otherwise provided in this chapter ~~'Robert's~~"Robert's Rules of Order ~~Revised 75th Anniversary Edition'~~", as revised and updated from time-to-time, shall govern the conduct of the meetings of the City Council.

Section 9. ADDRESSING THE CITY COUNCIL. ~~(a)~~ Any person desiring to address the City Council shall first secure the permission of the ~~presiding officer so~~Presiding Officer to do~~,~~ so; provided~~, however~~ that, under the following headings of business, unless the Presiding Officer rules otherwise, any qualified and interested person shall have the right to address the City Council upon obtaining recognition by the Presiding Officer:

(a) ~~1.~~ Written Communications. Interested parties or their authorized representatives may address the City Council by written communications in regard to matters then under discussion.

(b) ~~2.~~ Oral Communications. Taxpayers or residents of the City or their authorized legal representatives may address the City Council by oral communications on any matter concerning the City's business or any matter over which the City Council has control; provided~~, however~~ that preference shall be given to those persons who may have notified the City Clerk in advance of their desire to speak ~~in order that the same may appear on the agenda of the Council~~and submitted a completed a speaker card.

(c) ~~3.~~ Public Hearings ~~and Protests.~~ Interested persons or their authorized representatives may address the City Council by reading of protests, petitions ~~or~~, communications ~~relating to zoning sewer and street proceedings hearings on protests appeal and petitions,~~ or similar matters ~~in regard to matters then under consideration~~during public hearings.

Section 10. ADDRESSING THE CITY COUNCIL AFTER MOTION MADE. After a motion is made by the City Council, no person shall address the City Council without first securing the permission of the ~~Council so to do~~Presiding Officer.

Section 11. MANNER OF ~~ADDRESSED~~ADDRESSING THE CITY COUNCIL, TIME LIMIT.

(a) Each ~~person~~member of the public addressing the City Council shall step up to the microphone in front of the ~~lectern, shall~~ podium, give his/her name and address in an audible tone of voice for the ~~records~~record and, unless further time is granted by the City Council, shall limit his/her address to ~~ten minutes~~the time allotted on the agenda for public comments. All remarks shall be addressed to the City Council as a body and not to ~~any member thereof~~an individual Council Member. No person, other than the City Council and the person having the floor shall be permitted to ~~enter into any~~ participate in the discussion, ~~either directly or through a member of the Council,~~ without the permission of the Presiding Officer. ~~No~~No member of the public may ask a direct question shall ~~be asked~~to a ~~Councilman~~Council Member except through the Presiding Officer.

(b) In discussion of any issue before the City Council, members of the public and of the City Council must confine themselves to the question before the City Council.

(b) Spokesman for Group of Persons. Whenever any group of persons wishes to address the City Council on the same subject matter ~~it shall be proper for~~, the Presiding Officer ~~to~~may request that a spokesman be chosen by the group to address the City Council, and in case additional matters are to be presented at the time by any other member of said group, to limit the number of persons so addressing the City Council so as to avoid unnecessary ~~repetitions~~repetition before the City Council.

Section 12 DECORUM~~,~~.

(a) By Council Members~~,~~.

1. Conduct. While the City Council is in session, the ~~members~~ Council Members must preserve order and decorum, and a ~~member~~ Council Member shall neither by conversation, by the utterance of loud, threatening, profane or ~~otherwise~~abusive language, or by engaging in any other disorderly conduct at any Council meeting, delay or interrupt the City Council proceedings ~~or the peace of the Council nor disturb any member while speaking or refuse~~ . A Council Member's persistence in discussing an agenda item or any other matter before the City Council after the matter has been called to a vote, shall constitute a violation of this subsection. Council Members shall obey the orders of the City Council or the Presiding Officer~~, except as otherwise herein provided.~~. The following rules shall be obeyed:

i. Council Members shall keep any remarks clear, concise and on-topic.

ii. When there are differences of opinion, Council Members shall focus on debating the facts of the situation and avoid personalities. Council Members should seek to build on the ideas of others and look for common ground.

iii. Council Members shall be prepared at Council meetings, including by reading their agendas with enough time to ask questions prior to the Council meeting. Every effort will be made to ask questions before the Council meeting so that the City Manager or the City Attorney, as applicable, has ample time to research the question before the Council meeting.

iv. Council Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

2. Censure. A violation of these rules of decorum or the Civility, Conduct and Governance Policy by a Council Member shall be subject to the below enforcement provisions. Any Council Member may make a motion for a vote to censure or for a vote for removal or ejection as set forth herein.

i. Resolution of Censure. Any Council Member who reasonably believes that another Council Member is violating these rules of decorum or the Civility, Conduct and Governance Policy shall be allowed to request an agenda item be presented, in accordance with the procedures for requesting future agenda items, calling for staff to bring back a draft resolution of censure by identifying the Council Member, and that Council Member's speech, actions or behavior, that he/she believes constitutes such violation. If approved to be presented to the City Council for consideration, the resolution of censure may be approved by a majority of the City Council and may contain the penalties described below. Upon such motion, all Council Members present shall immediately vote on the motion and state whether they agree that the identified speech, actions or behavior constitutes a violation and justifies a vote of censure. If a majority of the Council Members present a vote for censure, then that vote shall be duly noted by the City Clerk and the subject of that vote shall have two (2) minutes to make a rebuttal stating why the vote should be overturned. After such rebuttal, any Council Member shall be entitled to make a motion to overturn the vote of censure. If such motion is approved by a majority vote of those Council Members present, then the City Clerk shall remove such censure from the record. Motions to overturn a vote of censure may only be made at the meeting at which the vote of censure was made. This subsection contemplates no other administrative remedy to a vote of censure other than the two (2) minute rebuttal. If not so overturned, the Resolution of censure shall be adopted.

ii. Fines For Censure. Any Council Member who is censured by the City Council shall be subject to a one hundred dollar ($100.00) fine per censure. Such fine(s) shall be paid to the City Clerk within thirty (30) days of the date imposed. Failure to pay such fine(s) within sixty (60) days shall give rise to a civil action by the City for collection, or shall be deducted or offset from the Council

Member's compensation or per diem entitlements.

iii. Revocation of Special Privileges. Any Council Member who is censured by the City Council shall be subject to revocation of his/her committee assignments, regional boards and commissions, and community-generated board/committee appointments; suspension of official travel, conference participation, access to a City credit card, City Council salary, stipends and benefits, and ceremonial titles.

iv. Removal. Any Council Member who is censured by a majority of the City Council during a Council meeting, in addition to the attendant fines, shall also be subject to a vote, upon motion by any Council Member, by a majority of the City Council present, to remove such offender from the Council meeting. If a majority of the City Council votes for removal, then the subject of that vote shall have two (2) minutes to make a rebuttal stating why the vote should be overturned. After such rebuttal any Council Member shall be entitled to make a motion to overturn the vote to remove. If such motion is approved by a majority vote of those Council Members present, then the City Clerk shall remove such vote from the record. If the vote to remove is not overturned, then such vote shall remain part of the administrative record and Resolution of censure. Motions to overturn a vote of removal may only be made at the meeting at which the vote of removal was made. If the offending Council Member does not leave voluntarily, the Presiding Officer may order any law enforcement officer who is on duty at the Council meeting as sergeant at arms to remove the offender from the Council Chambers. It shall be the duty of any law enforcement officer who is serving as sergeant at arms at the Council meeting to carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum, including the removal of disruptive Council Members and/or members of the public.

v. Resisting Removal; Penalty. Any Council Member or member of the public who resists removal by the sergeant at arms shall be guilty of a misdemeanor.

3. Motion To Enforce. If the Presiding Officer fails to enforce the rules set forth above, any Council Member may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the City Council shall mandate such action. If the Presiding Officer fails to carry out the will of a majority of the City Council the majority may designate another Council Member to act as the Presiding Officer for the limited purpose of enforcing any provision of this Subsection which it desires to enforce.

(b) By other Persons. Any ~~persons~~person making personal, impertinent or slanderous remarks or who shall ~~be come~~become boisterous while addressing the City Council shall be forthwith, by directive of the Presiding Officer, be barred from further ~~adulence~~audience at said meeting before the City Council unless permission to continue ~~be~~is granted by a majority vote of the City Council.

~~Section 13. MEMBERS MAY FILE PROTESTS AGAINST COUNCIL ACTION Any member at his request shall have the right to have the reasons for his dissent from, or protest, against any action of the Council entered in the minutes~~

Section 13. CODE OF ETHICS. The following principles shall constitute the Cypress Code of Ethics, applicable to all Council Members. Council Members, upon the adoption of this Ordinance or upon entering office, shall sign a statement affirming they read and understood the Code of Ethics. In addition, this Code of Ethics shall be periodically reviewed and updated by the City Council.

(a) Act in the public interest. Recognizing that stewardship of the public interest must be their primary concern, Council Members will work for the common good of the community and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the City Council.

(b) Comply with the law. Council Members shall comply with the laws of the nation, the State of California and the City of Cypress in the performance of their public duties. These laws include, but are not limited to: the United States and California Constitutions; the Charter; the Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government. Council Members shall also comply with all applicable City policies and procedures.

(c) Conduct of Council Members. The professional and personal conduct of Council Members must be above reproach and should avoid even the appearance of impropriety. Council Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Council Members, City staff or public.

(d) Respect for process. Council Members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

(e) Incompatible employment. No Council Member, City employee or other public official shall engage in or accept private employment, or render services for private interests, when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.

(f) Use of public property. No Council Member or City employee shall request or permit the use of City owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally, and in the same manner as available to the public, or are provided as City policy for the use of such official in the conduct of official business. No official shall use the time of any City employee during working hours for personal purposes.

(g) Contracts with City. Council Members, City employees, or public officials shall not have a financial interest in any business transaction, or contract with the City, or in the sale of real estate, materials, supplies or services to the City, except as permitted in the conflict of interest statutes of the state.

(h) Disclosure of interest in legislation. A Council Member who has a financial or other private interest in any legislation shall disclose on the records of the City Council or other appropriate authority the nature and extent of such interest.

(i) Conflict of interest. In order to assure their independence and impartiality on behalf of the common good, Council Members shall not use their official positions to influence government decisions in which they have a material financial interest. In accordance with the law, Council Members shall disclose investments, interests in real property, sources of income and gifts; and abstain from participating in deliberations and decision-making where conflicts, as determined under applicable laws, may exist. Council Members should endeavor to consult with the City Attorney before any Council meeting to allow an evaluation by the City Attorney of any potential conflict.

(j) Confidential information. Council Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

(k) Advocacy. When representing the City while serving on or appearing before other government agencies or in court, Council Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When representing the City while serving on or appearing before other government agencies or in court, Council Members shall advocate policies that are in the best interest of the City over their own personal interests. When presenting their individual opinions and positions, Council Members

shall explicitly state they do not represent the City Council or the City, and shall not allow the inference that they do.

(l) Positive workplace environment. Council Members shall support positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Council Members shall recognize their special role in dealings with City employees not provide direction to City staff in violation of the City Charter..

Section 14. ENFORCEMENT OF DECORUM. The Chief of Police or such member or members of the Police Department as he/she may designate shall be Sergeant-~~At~~ at-Arms of the Council meetings. He ~~or they~~/she shall carry out all orders and ~~instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meeting. Upon~~ instructions ~~of the Presiding officer~~ given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meeting. Upon instructions of the Presiding Officer, it shall be the duty of the Sergeant-at-Arms or ~~any of them present~~designee to place any person who violates the order and decorum of the meeting under arrest, and cause him/her to be prosecuted under the provisions of this Code or state law ~~the complaint to be signed by the Presiding Officer~~.

~~Section 15 ORDINANCE, RESOLUTIONS, MOTIONS AND CONTRACTS. (a) Preparation of Ordinances All Ordinances shall be prepared by the City Attorney No ordinance shall be prepared for presentation to the Council unless ordered by a majority vote of the Council or requested in writing by any member of the Council, the Presiding Officer or the City Manager or prepared by the City Attorney on his own initiative,~~

~~(b) Prior Approval by Administrative Staff All ordinances resolutions and contract documents shall, before presentation to the Council have been approved as to form and legality by the City Attorney or his authorized representative, and shall have been examined and approved for the administration by the City Manager or his authorized representative where there are substantive matters of administration involved.~~

~~(c) Introducing for Passage or Approval. Ordinances resolutions and other matters or subjects requiring action by the Council must be introduced and sponsored by a member of the Council, except that the Mayor, City Manager,~~
~~or City Attorney may present ordinances resolutions and other matters or subject to the Council, and any Councilman may assume sponsorship thereof by moving that such ordinances resolutions matters or subjects be adopted, otherwise, they shall not be considered.~~

~~Section 16 ROLL CALL VOTE. A roll call vote shall be taken upon the passage of all ordinances and resolutions and be entered upon the journal of the proceedings of the Council. Upon request of any member a roll call vote shall be taken and recorded on any vote. Whenever a recorded or roll call vote of the Council is in order the City Clerk shall call the names of the members in alphabetical order except that the name of the Presiding Officer shall be called last.~~

~~Section 17 ADJOURNMENT A motion to adjourn shall always be in order and decided without debate.~~

~~Section 18. REGULAR MEETINGS. The City Council shall hold regular meetings upon the 2nd and 4th Mondays of each month. The meetings shall be held in two sessions The first session shall commence at 3:00 o'clock p.m. and shall be recessed not later than 6:00 o'clock p.m. The second session shall commence at 7.30 p.m. o'clock p.m. Meetings falling upon a State Holiday shall be held upon the next succeeding night that is not a holiday~~

~~Section 19 ADJOURNED MEETINGS. Any regular or adjourned regular or special meeting may be adjourned to a time certain but not beyond the next regular meeting date~~

~~Section 20, SPECIAL MEETINGS Special meetings shall be held in the manner provided by and as limited by State law~~

~~Section 21 PLACE OF MEETINGS. All meetings shall be held in the Council Chambers located at 5311 Orange Avenue in the event of emergency or unusual conditions any meeting may be adjourned to another date and place certain within the City~~

~~Section 22. NOTICE. Notice shall be given of all meetings as required by s tate law~~

~~Section 23 VOTING Disqualification and Abstention. No City Councilman shall be permitted to disqualify himself if such disqualification results in a tied vote unless such disqualification shall have been approved by the City Attorney or by vote of the remainder of the Council, Unexcused disqualification and abstentions shall be counted by the City Clerk as a vote in favor of the particular motion,~~

PASSED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the ~~24th~~ _____ day of ~~May 1965~~ _____, 2022.



City of CYPRESS

SPECIAL ORDER OF BUSINESS

City Council Rules of Debate and Decorum

Rules of Debate and Decorum

- Cypress City Council Rules of Debate and Decorum are established by the Municipal Code.
- The Rules ensure public meetings are conducted in an orderly and efficient manner.
- The Rules allow everyone to be heard and enable the City Council make decisions without confusion.

Rules of Debate and Decorum

1. Council Members should respect the rights of others to speak, so long as the discussion topic is relevant to the issue at hand.

2. Council Members should avoid requesting to speak repeatedly or making redundant comments.

3. The Mayor may prohibit repetitive/redundant comments.

Rules of Debate and Decorum

4. Council Members should be prepared to discuss all items listed on the agenda.

5. Disrupting business items, without providing substantive feedback or questions, is inappropriate.

6. Personal attacks by a Council Member aimed at another Council Member, his/her family, staff or a member of the public are inappropriate.

City Council Rules of Debate and Decorum

6. A Council Member who repeatedly violates protocol or rules of debate or decorum may be addressed through a resolution of censure aimed at the offending Council Member.

7. The Brown Act requires Council Members keep discussion germane to issue at hand.

8. Council Members should not persist in discussing an item or any other matter after the matter has been called for vote.

City Council Rules of Debate and Decorum

9. Council Members should not attempt to re-debate matter that have been decided at prior meetings.

10. Once recognized, a Council Member should not be interrupted, unless to call the Council Member to order.

11. When a Council Member, while speaking, is called to order, they shall cease speaking until question of order decided.

Revised

Process for Council Members Adding Items to the Agenda

1. At a regularly scheduled City Council meeting, a Council Member may request an item be added to a future City Council meeting during the Council Member Reports and Remarks portion of the agenda. The request must be unambiguous, for example, "I would like to add *[description of the item and desired action]* to the *[date]* agenda."

    a. If the item includes any attachment (i.e. a resolution, proclamation, advocacy letter, etc.), the attachment must be provided to the City Manager at least 10 days before the City Council meeting at which the item will be considered. The City Manager will distribute any attachments to the City Council and arrange for the item to appear on an agenda. If the attachment is not provided to the City Manager at least 10 days before the City Council meeting at which the item would otherwise be considered, the item will be agendized at a future City Council meeting.

    b. If the City Manager determines preparing the item for the agenda will require significant resources, the Council Member may request the City Council consider placing an item on the agenda to provide the City Manager direction and resources to prepare the item at the next City Council meeting or withdraw the request.

2. If two or more Council Members object to adding an item to an upcoming agenda, the item will be added to the agenda as a discussion item for further direction by the City Council and not final action.

3. If an item comes to a Council Member's attention between City Council meetings, the Council Member may request an item be added to a future regularly scheduled City Council meeting by submitting a written request to the City Manager at least 10 days before the City Council meeting at which the item will be considered. If the item includes any attachment (for example a resolution, proclamation, advocacy letter, etc.), the attachment must be included with the written request. The City Manager will distribute the written request and attachment to the City Council and arrange for the item to appear on an agenda.

4. If, prior to the City Clerk posting the agenda, two or more Council Members inform the City Manager of their objection to an item submitted per Section 3 above the item will be added to the agenda as a discussion item for further direction by the City Council and not final action.

@BCL@0C0C7EDC

City of Cypress
City Manager's Office

Date: June 16, 2021

To: Mayor and City Council

From: Peter Grant, City Manager

RE: Process for Council Members Adding Items to the Agenda

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1. At a regularly scheduled City Council meeting, a Council Member may request an item be added to a future City Council meeting during the Council Member Reports and Remarks portion of the agenda. If the item includes any attachments (i.e. a resolution, proclamation, advocacy letter, etc.), the attachment must be provided to the City Manager at least 10 days before the City Council meeting at which the item will be considered. The City Manager will distribute any attachments to the City Council and arrange for the item to appear on an agenda. If the attachment is not provided to the City Manager at least 10 days before the City Council meeting at which the item would otherwise be considered, the item will be agendized at a future City Council meeting.

2. If there is an objection, the Council Member who made the request:
    a. may withdraw the request, or
    b. request consideration of adding the item to a future City Council meeting be placed on the next agenda of the next regularly scheduled City Council meeting, *in this circumstance, a majority vote of the City Council is required to add the initial request to a future City Council meeting*

3. If there is an objection after the City Manager distributes any attachments provided per Section 1 above to the City Council, that objection must be submitted in writing to the City Manager at least seven days before the City Council meeting at which the item will be considered. The City Manager will distribute any objections to the City Council and the Council Member who made the request:
    a. may withdraw the request, or
    b. request consideration of adding the item to a future City Council meeting be placed on the next agenda of the next regularly scheduled City Council meeting, *in this circumstance, a majority vote of the City Council is required to add the initial request to a future City Council meeting*

The Council Member who originated request must inform the City Manager of their choice in writing at least four days before the City Council meeting at which the item will be considered or neither the item nor the request to consider adding the item to a future City Council meeting will appear on the agenda.

4. If an item comes to a Council Member's attention between City Council meetings, the Council Member may request an item be added to a future regularly scheduled City Council meeting by submitting a written request to the City Manager at least 10 days before the City Council meeting at which the item will be considered. If the item includes any attachments (for example a resolution, proclamation, advocacy letter, etc.), the attachment must be included with the written request. The City Manager will distribute any written requests and attachments to the City Council and arrange for the item to appear on an agenda.

5. If a Council Member objects to an item submitted per Section 4 above, they must submit a written objection to the City Manager at least seven days before the City Council meeting at which the item will be considered. The City Manager will distribute any objections to the City Council.

6. If there is an objection per Section 5 above, the Council Member who made the request:
    a. may withdraw the request, or
    b. request consideration of adding the item to a future City Council meeting be placed on the next agenda of the next regularly scheduled City Council meeting, *in this circumstance, a majority vote of the City Council is required to add the initial request to a future City Council meeting*

    The Council Member who originated request must inform the City Manager of their choice in writing at least four days before the City Council meeting at which the item will be considered or neither the item nor the request to consider adding the item to a future City Council meeting will appear on the agenda.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **17.**

FROM: Frances Marquez, Council Member

DATE: 02/28/2022

SUBJECT: **City Council Discussion Regarding Placing a Resolution Outlining the City Council's Intention to Transition from At-Large to District-Based Elections on an Upcoming City Council Agenda**

RECOMMENDATION

Council Member Marquez recommends the City Council discuss placing a Resolution outlining the City Council's intention to transition from at-large to district-based elections, specific steps it will undertake to facilitate this transition, and an estimated timeframe for doing so on an upcoming City Council agenda.

DISCUSSION

This item has been placed on the agenda by Council Member Marquez, who will provide a verbal report.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager
