

**EXHIBIT A**

**Additional Service Agreements**



**OFFICEUNTITLED**

4200 Sepulveda Boulevard, Suite 104  
Culver City, California 90230  
www.officeuntitled.com

04.18.2025

Vontray Norris  
City Manager  
City of Hawthorne  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250

ASA 10 Description: Building: Roof bar program revision  
OU #: 23.026  
Hawthorne City Hall and Civic Park  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250

**ADDITIONAL SERVICE AGREEMENT**  
**#ASA: 10 – Building: Roof top Catering Bar program revisions**

**PROJECT DESCRIPTION**

This ASA proposal is in addition to the original contract for the project above and covers OFFICEUNTITLED's labor fee. This work will include and is limited to, the following:

Per the direction of City staff, the Design team shall incorporate the following program changes and revise the previously approved and documented design. The new design includes:

- Expand the top bar program to provide food warming equipment
  - The client wants to provide food reheating capacity, which requires a LA County Health Department permit and includes an electric warming oven and related equipment required for food service.
  - Retain and coordinate with food service consultant
  - Submit to and obtain the LA County health department permit, including plan check
  - Coordinate food service requirements and equipment with related consultants and design
  - Revision of current rooftop bar building design, drawings, and supporting design calculations for all consultants (Architectural, Landscape, SMEP, Foodservice)
  - Address additional plan check comments as necessary
- Exclusions:
  - The current program calls for non-grease producing equipment, which is likely be exempt from providing a larger grease interceptor if only warming but no cooking of food is provided. This was confirmed on 4/18 by the MEP engineer consulting with the LA County industrial waste department, however final review is by the actual plan checker.
  - If the Health Department later requires a larger in-ground grease interceptor than under-counter equipment, additional services and a fee to coordinate and incorporate the additional equipment

OFFICEUNTITLED will coordinate with the foodservice consultant, mechanical, electrical engineer, plumbing engineer, structural engineer to develop and document the revised design.

Upon your written authorization (below), OFFICEUNTITLED will provide the services noted above. All the terms of the existing Agreement remain in force.



**A. SCHEDULE**

We anticipate being able to issue a bid package approximately (6-8) weeks after executing this proposal if the Client's decision makers can provide feedback in a reasonable time frame. Note also that the schedule of issuance will be coordinated with the phasing of the plan check submittals for the parking garage and City Hall expansion.

**B. FEE**

<b>Consultant Discipline</b>	<b>Fixed Fees</b>
Architecture Coordination and Schedule Extension	\$ 27,000
Food Service	\$15,000
MEP	\$ 7,500
<b>TOTAL</b>	<b>\$49,500</b>

*\*Time will be billed hourly, on an as-needed basis, not to exceed the amount above without prior authorization. Fee Compensation to OFFICEUNTITLED for this work shall be based on the attached, annually adjustable Standard Hourly Billing Rates.*

Fee Compensation to OFFICEUNTITLED shall be based on the attached, annually adjustable Standard Hourly Billing Rates.

Reimbursable expenses will be billed at cost plus 10%. The original Agreement terms are made a part hereof.

**C. AUTHORIZATION**

Client agrees to compensate OFFICEUNTITLED for the above services for the amount noted. The original Agreement terms are made a part hereof. The above-specified Additional Services and related Fee are satisfactory and hereby accepted and authorized.

It is understood the individual signing this agreement is a representative of the Client and has contractual authority to sign on their behalf.

Agreed to by:

Agreed to by:

Christian Robert

Printed Name:

Co-Founder / Principal

Title:

OFFICEUNTITLED (OU)  
On behalf of Christian Robert  
California Registration Number C-34175

Company: City of Hawthorne

Date:

CC: FILE

Required Statement:  
Architects are licensed and regulated by the California Architects Board located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834.



## **OFFICE UNTITLED PROFESSIONAL SERVICE RATES**

Effective through December 31, 2025

## **HOURLY PROFESSIONAL SERVICE RATES**

Hourly rates are evaluated on an annual basis and are subject to change.

### **STAFF CATEGORY**

### **BILLING RATE**

Principal	\$250 - \$375
Director	\$200 - \$300
Sr. Design Strategist/Design Strategist	\$140 - \$300
Senior Project Architect/ Designer/ Manager	\$175 - \$260
Job Captain / Senior Job Captain	\$120 - \$175
Project Architect/ Designer/ Manager	\$110 - \$195
Designer	\$90 - \$150
Administrative	\$75 - \$90

### **REIMBURSABLE EXPENSE RATES**

Mileage	\$0.67 per mile**
Parking	At Cost plus 10%
Car Rental	At Cost plus 10%
Air Travel	At Cost plus 10%
Hotel	At Cost plus 10%
Meals	At Cost plus 10%
Telephone	At Cost plus 10%
Delivery / Postage	At Cost plus 10%
Reprographics / Model Supplies/ Renderings from outside services	At Cost plus 10%
Internal Prints/Copies	At Cost

\*\* Current allowable reimbursement rate established by the Internal Revenue Service.



**OFFICEUNTITLED**

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04.14.2025

Vontray Norris  
City Manager  
City of Hawthorne  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250

ASA 11 Description: BofA - Added Elevator/Stair  
OU #: 23.026  
Hawthorne City Hall and Civic Park  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250

**ADDITIONAL SERVICE AGREEMENT**  
**#ASA: 11-R1 - Park: BofA - elevator addition and stair revision**

**A. PROJECT DESCRIPTION**

This ASA proposal is in addition to the original contract for the project above and covers OFFICEUNTITLED’s labor fee. This work will include and is limited to, the following:

Per the direction of City staff, the Design team shall incorporate the following program changes and revise the previously approved and documented design. The new design includes:

- Change parking from staff only to public retail parking
  - The project shall allow for public parking in the proposed underground parking garage areas. This change includes:
    - Initial studies and presentation to City Staff
    - Relocating the proposed garage exit stairs from the currently NW site area to the SE site area.
    - Reconfigure the proposed remaining ventilation shaft at the NW corner
    - Add an additional 3<sup>rd</sup> elevator to the new SE stair location
    - Revision of current parking and ground level design, drawings, and supporting design calculations for all consultants (Architectural, Landscape SMEP, Lighting, civil, signage, utilities)
    - Coordinate and respond to an additional round of plan check comments

OFFICEUNTITLED will coordinate with the landscape architect, civil engineer, lighting designer, electrical engineer, plumbing engineer, structural engineer, and signage designer to develop and document the revised design.

Upon your written authorization (below), OFFICEUNTITLED will provide the services noted above. All the terms of the existing Agreement remain in force.

**B. SCHEDULE**

We anticipate being able to issue a bid package approximately (6-8) weeks after executing this proposal if the Client’s decision makers can provide feedback in a reasonable time frame. (1) week each for a total of (2) two review meetings. Note also that the schedule of issuance will be coordinated with the phasing of the plan check submittals for the parking garage and City Hall expansion.

**C. FEE**

<b>Consultant Discipline</b>	<b>Fixed Fees</b>
Architecture Coordination and Schedule Extension	\$ 34,750
Structural	\$ 15,000
<b>TOTAL</b>	<b>\$ 49,750</b>



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Fee Compensation to OFFICEUNTITLED shall be based on the attached, annually adjustable Standard Hourly Billing Rates.

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**D. AUTHORIZATION**

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Agreed to by:

Agreed to by:

\_\_\_\_\_  
Christian Robert

\_\_\_\_\_  
Printed Name:

Co-Founder / Principal

Title:

OFFICEUNTITLED (OU)  
*On behalf of Christian Robert*  
California Registration Number C-34175

Company: City of Hawthorne

Date:

CC: FILE

Required Statement:

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## **OFFICEUNTITLED (OU) Professional Service Rates**

Effective through December 31, 2025

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