

EXHIBIT A

Additional Service Agreements



OFFICEUNTITLED

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

06.12.2025

Vontray Norris
City Manager
City of Hawthorne
4455 W. 126th Street
Hawthorne, CA 90250

ASA Description: Geotechnical Services
OU #: 23.026
Hawthorne City Hall and Civic park
4455 W. 126th Street
Hawthorne, CA 90250

**ADDITIONAL SERVICE AGREEMENT
#ASA: 13 - Geotechnical Services**

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:

1. Geotechnical consultation services associated with project team coordination and providing supplemental geotechnical recommendations for the UPRR (railroad) surcharge condition, which was not outlined in the project RFP.

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

B. FEE

Consultant Discipline	Fixed Fees	Hourly Fees
Geotechnical	\$ 1,295	
SUBTOTAL	\$ 1,295	
10% Consultant Coordination Fee	\$ 129	
TOTAL	\$ 1,424	

Reimbursables 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: 06.12.2025

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, 2024

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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August 18, 2025

Vontray Norris
City Manager
City of Hawthorne
4455 W. 126th Street
Hawthorne, CA 90250

ASA 14 Description: Fire Dept. Revisions
OU #: 23.026
Hawthorne City Hall and Civic Park
4455 W. 126th Street
Hawthorne, CA 90250

**ADDITIONAL SERVICE AGREEMENT
#ASA: 14 – Fire Department Revisions**

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:

Background:

The LA County Fire Department's plan review process has been delayed by their internal review time and process. In addition, despite previous reviews, the reviewing staff has requested new revisions as a condition for their approval, requiring substantial revisions to the project design late in the process. Furthermore, after reviewing the City-initiated revisions to the parking, elevator, and stair configurations in the subterranean parking structure, the Fire Department is requiring an additional staircase beyond what is code required to ease fire access during an emergency event:

These revisions include:

- Roof access: Provide continuous perimeter roof access unhindered by perimeter planter at south and west sides of roof;
 - Revise roof parapet and planter design
 - Coordinate with the landscape Architect and other consultants.
 - Update plans
 - Update elevations
 - Revision of existing and provide additional construction details
- Additional Stair in the Parking structure:
Add an additional stair at the West side of the civic park, despite the design already meeting code required egress requirements with (3) other access stairs into the garage for fire department personnel, for a total of (4) stairs from grade to the garage level.
 - Update site plan
 - Update floor plan
 - Provide enlarged stair plan and sections
 - Provide exterior elevations of the stair enclosure
 - Coordinate with civil engineer, structural engineer, MEP engineer, lighting design, signage consultant

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

OU will begin work immediately upon approval in order to advance the plan check process with LA County Fire Department. We expect the effort to incorporate and coordinate revisions to have a duration of approximately 3 weeks.



C. FEE

Consultant Discipline	Fixed Fees
Architecture (Revision and Coordination)	\$21,500
Structural Engineer	\$4,500
MEP Engineer	\$4,500
Civil Engineer	\$8,000
Landscape Architect	\$6,000
Lighting Designer	\$3,000
TOTAL	\$47,500

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.

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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



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OFFICEUNTITLED (OU) Professional Service Rates

Effective through December 31, 2025

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