

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE ARCHITECTURAL DESIGN SERVICES
FOR GREATER LOS ANGELES COUNTY VECTOR CONTROL
DISTRICT
PACOIMA FACILITY TENANT IMPROVEMENTS
IN THE CITY OF PACOIMA, CALIFORNIA**

MARCH 17, 2025



**Greater Los Angeles County
Vector Control District**

A Public Health Agency Serving Los Angeles County Since 1952

E-DELIVERY ADDRESS

Susanne Kluh
Gen. Manager
skluh@GLAmosquito.org

**NON-MANDATORY PRE-PROPOSAL
MEETING AT PROJECT SITE**

10643 Glenoaks Blvd., Pacoima, CA 91331
on April 1, at 10:00 AM.

REQUIRED NUMBER OF PROPOSALS

One (1) electronic copy (pdf)

CONTACT INFORMATION FOR INQUIRIES

contact via e-mail only, no telephone calls
Susanne Kluh
Gen. Manager
skluh@GLAmosquito.org

PROPOSAL DUE DATE

April 8, 2025; 2:00 PM

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Attachment A - Affidavit of Non-Collusion

Attachment B - Claims History

Attachment C - Sample Professional Services Agreement

Attachment D - Existing Floor Plans

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE ARCHITECTURAL DESIGN SERVICES
PACOIMA FACILITY TENANT IMPROVEMENTS
IN THE CITY OF PACOIMA, CALIFORNIA**



To interested and qualified Consultants:

The Greater Los Angeles County Vector Control District (GLACVCD) is soliciting Proposals from qualified firms **to provide Design Services for Pacoima Facility Tenant Improvements.**

Requirements for this RFP are enclosed.

In order to be considered in the selection process, interested parties shall submit one (1) electronic copy (pdf) of their Proposals and Fees via email no later than 2:00 PM, April 8, 2025, to:

Susanne Kluh
Gen. Manager
skluh@GLAmosquito.org

A non-mandatory pre-proposal meeting is scheduled on-site (Address: 10643 Glenoaks Blvd., Pacoima, CA 91331) on April 1, at 10:00 AM.

If you have any questions, please contact via email (no telephone calls):

Susanne Kluh
General Manager
skluh@GLAmosquito.org

Late proposals will not be accepted.

Sincerely,

Susanne Kluh
General Manager
GLACVCD

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE ARCHITECTURAL DESIGN SERVICES
FOR PACOIMA FACILITY TENANT IMPROVEMENTS
IN THE CITY OF PACOIMA, CALIFORNIA**

March 17, 2025

1. GENERAL INFORMATION

A. Community Profile

The Greater Los Angeles County Vector Control District ('District') is a public health agency and California Special District formed in 1952 through a citizen petition aimed at controlling mosquitoes emanating from the Los Angeles River and to protect residents from vector-borne diseases like West Nile virus and dengue fever. The District has evolved over time and now provides mosquito, midge, and black fly control services to nearly six million residents in 36 cities and unincorporated portions of Los Angeles County totaling an area just over 1000 square miles. The District is governed by 37 trustees. One trustee is appointed by each of the 36 cities and the County Board of Supervisors appoint one to represent unincorporated areas of Los Angeles County. Board member duties and responsibilities include setting policy, establishing the budget, approving expenditures and retaining legal counsel.

B. Overview

The District is requesting the services of a company to provide **Architectural Design Services For PACOIMA FACILITY TENANT IMPROVEMENTS**

2. PROJECT DESCRIPTION

This project focuses on tenant improvements to an existing 38,000 SF building of which 13,000 SF is existing office space. Some spaces will be upgraded, modernized or repurposed, and some areas will be new. The project scope includes but is not limited to new flooring, painting, ceilings, lighting, lab space, office space, storage space, locker rooms, restrooms and fixtures, interior vehicle parking and maintenance space, and related mechanical/electrical/plumbing revisions and improvements. The project lot size is 70,263 SF that includes 45 parking spaces. Building Zoning: LAMR-1

3. **RFP SCHEDULE**

RFP schedule is tentative and is subject to change by the District:

Request for Proposals Posted and Issued	Monday, March 17, 2025
Non-Mandatory Pre-Proposal Meeting	Tuesday, April 1, 2025, at 10:00 AM
Deadline for Receipt of Questions	Wednesday, April 2, 2025, 5:00 PM
Addendum (if necessary) to Respond to Questions	Thursday, April 3, 2025
Deadline for Receipt of Proposals (RFP Due Date)	Tuesday, April 8, 2025, 2:00 PM
Evaluation of proposals	April 2025
Final Consultant Selection	May 2025
Contract Awarded by District	May 2025
Contract Execution	May 2025
Notice to Proceed	May 2025

4. **SCOPE OF SERVICES**

The primary objective of the project is to have the selected architectural consultant develop and provide a complete set of plans, specifications and estimates (PS&E) approved by all involved jurisdictional and regulatory agencies and is ready for construction bidding for the improvements outlined in this RFP and attached documents. The District tenant improvements to include but not limited to goals identified below and in Attachment D:

Interior Space

1. Laboratory (~ 2500 S.F., BSL-1, 500 S.F. insectary, Staff area)
2. Open concept Operations Bullpen (~5500 S.F, workstations for 30 field staff, 3 small field supervisor offices, 1 manager office)
3. Women's Locker room (~2000 S.F.)
4. Men's Locker room (~2000 S.F.)
5. 2 small Communications offices, plus film/photo studio (~600 S.F.)
6. 3-4 small offices for management visiting from headquarters
7. Receptionist area
8. Conference room 50-60 staff members
9. Kitchen/lunchroom (~600 S.F.)

Garage Space

1. Inside Parking for 60 vehicles (~7000 S.F)
2. Maintenance area (~1,000 S.F.) including an office with HVAC, worktables and space for two vehicle lifts

3. Future electric vehicle charging station infrastructure
4. Pesticide Storage (~1,000 S.F.)
5. Mosquito fish rearing space (~200 S.F.)

Yard

1. 2 wash bays with clarifier and water recycling unit

The scope of work generally includes:

Task 1. Project Management

- a. Attend a pre-design (kick-off) meeting with District staff after the award of contract to conduct introductions, discuss scope of work, information needed from various District departments, overall schedule and the implementation process.
- b. Coordinate minimum bi-weekly progress ZOOM meetings with District staff to update the District of the project progress, and schedule status. This is also a time for the Consultant to ask any questions of the District or bring up any design issues encountered.
- c. Coordinate meetings to review the preliminary design, 60%, 90% and 100% submittals with District staff.
- d. Provide a detailed project schedule with continuous updates and executive summary of project status to be submitted with each monthly invoice.
- e. Maintain continuous awareness of the status of each task as it proceeds and make provisions to expedite and resolve any difficulties that may impede progress.

Task 2. Preliminary Engineering

- a. Review base data documents including as-built plans, utility information, survey information, and other available record data.
- b. Conduct necessary field surveys to assess existing conditions of the project area.
- c. Develop preliminary design.
- d. Prepare Preliminary cost estimate (Identify special conditions that might create conflicts or change orders during construction and identify how to resolve these issues.
- e. Prepare Technical specifications.
- f. Environmental. The project is assumed to be a categorical exemption.
- g. Utility Research. The consultant shall obtain all available as-built drawings from the District and incorporate them into project plans

Task 3. Plans, Specifications & Estimate

- a. Plans, Specifications and Estimate (PS&E) shall be provided at levels of completion of approximately 60%, 90% and 100%.
- b. The District will provide review comments at the 60%, and 90% design phases.
- c. It is expected 100% plans will be complete and include comments and input from all stakeholders and appropriate District staff.
- d. Specifications shall be furnished using the latest edition of Microsoft Word for Windows. The Consultant shall prepare the Specifications per City requirements and utilizing the Standard Specifications for Public Works Construction ("Greenbook").
- e. Estimate shall be prepared in spreadsheet format using Microsoft Excel.
- f. The Consultant shall create a comment matrix to verify all District comments are

addressed with each submittal.

Task 4. Bidding and Construction Support

- a. Respond to Requests for Information (RFIs) during the project advertisement and bidding period, and log questions and responses.
- b. Prepare project addenda.
- c. Attend the pre-construction meeting, job walk, and job-site meetings when requested by the District over the course of the construction schedule (assume bi-weekly meetings at a minimum).
- d. Provide responses to the Contractor's RFIs about the plans and specifications.
- e. Provide responses and approvals to the Contractor's submittals for materials and shop drawings.

Task 5. Prepare Record Drawings (As-Builts)

- a. Prepare as-built drawings based on field red-lined as-built information provided by the District's Construction Contractor.

Submittal Format of documents prepared by the selected Design Consultant:

- a. All submittals to District shall be made via electronic submittals.
- b. All submittals shall be in .pdf format.
- c. Final submittals shall be dwg (AutoCAD) for plans with specifications in MS Word, Estimates in Excel, and all other documents in pdf.

The above tasks are provided as general guidance to the proposing firms. The proposers shall review the RFP and attached documents and conduct any other documents review, research and field reviews as they deem necessary, and provide a detailed scope of services as part of their proposals.

It is the consultant's responsibility to identify all necessary tasks and components and provide all necessary services as required. Provide the District with a complete set of PS&E Bid Package approved by all regulatory and involved agencies.

5. KEY PERSONNEL

It is imperative that the key personnel providing the consulting services have the background, experience, and qualifications to complete the project. The District reserves the right to approve all key personnel individually for work on this contract. All key staff shall be named in the contract. After the contract is signed, the proposer may not replace key staff unless their employment is terminated or agreed upon by the District. The District must approve replacement staff before a substitute person is assigned to the Project. The District reserves the right to request that the proposer replace a staff person assigned to the contract should the District consider such a replacement to be for the good of the project.

6. DISTRICT’S STANDARD PROFESSIONAL SERVICES AGREEMENT

The RFP includes a sample of District’s Professional Services Agreement as Attachment C. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement or provide any comments or changes that they would like the District to consider. The District’s Attorney will review any comment received and make a final decision if all or part or any of such comments may be considered.

7. INSURANCE COVERAGE LIMITS AND REQUIREMENTS

Consultant shall provide Insurance Coverage Limits and Requirements as indicated in this RFP as provided in Attachment C.

8. CONSULTANT SELECTION METHODOLOGY

The proposals will be evaluated based upon several factors. These factors may include:

Evaluation Criteria	Max Points
Completeness of the Proposals and compliance with the required RFP format.	10
Project understanding, scope and approach to develop the project efficiently.	25
Experience and Qualifications of Key Staff.	25
Similar Project Experience, including familiarity with City, State procedures.	25
Effectiveness of Project Schedule showing how the proposer will be able to complete the design with required time duration	15
Total Points	100

As part of the evaluation, the District will also contact references listed in the proposal.

The District Selection Panel will review the proposals received, and rank them based on the above criteria, and establish the highest ranked consultant. The District may choose not to conduct oral interviews and negotiate a contract with the highest ranked consultant after the evaluation of written proposals.

At the District’s discretion, the District may also conduct oral interviews with the top 3 ranked consultants. If oral interviews are conducted, the District will inform the selected proposers and provide the evaluation criteria for oral interviews at that time. After evaluations, the District may select the consultant ranked highest.

After ranking, cost negotiations will begin with the most qualified consultant. Should negotiations fail or result in a price that the local agency does not consider fair and reasonable, negotiations must be formally terminated, and the local agency must then

undertake negotiations with the second most qualified consultant. If the negotiations with the second most qualified firm are not successful, negotiations must be formally terminated and the local agency must then undertake negotiations with the third most qualified consultant, and so on, until the price is determined to be fair and reasonable by the local agency.

9. PREVAILING WAGE RATES

Depending upon the scope of work, the required contract provisions may include the California State Prevailing Wages.

Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State Prevailing Wage information is available through the California Department of Industrial Relations websites below. The selected Consultant will need to provide its Prevailing Wage Policy if their participation on the project includes prevailing wage work. The policy will include information on the accounting treatment of delta base and delta fringe, and verify the accounting treatment is consistent every year.

1. [DIR FAQ](http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html) website: http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html
2. [DIR Wage Determination](http://www.dir.ca.gov/oprl/DPreWageDetermination.htm) website: <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>

10. CONTRACT AWARD

Any contract resulting from this RFP will be awarded to a firm whose Proposal meets the technical requirements of the RFP and is evaluated as the highest ranked proposal. Proposals will be ranked in accordance with the evaluation criteria stated in this RFP.

Negotiations regarding a fair and reasonable price will occur subsequent to consultant selection. Should the District be unable to obtain a fair and reasonable price through negotiations with the highest qualified proposer, the District shall enter into negotiations with the next highest qualified proposer and may award that contract if the parties are able to arrive at a fair and reasonable price. If that is unattainable, the District shall enter into negotiations with the next highest qualified proposer in sequence until an agreement is reached.

11. REQUIRED FORMAT FOR TECHNICAL PROPOSAL SUBMITTAL

Please submit your Technical Proposal in the format specified below:

Cover Letter: Emphasize strong points of the project team and the firm's experience. Include the name, address, telephone number, title, and signature of the firm's contact person for this proposal. The cover letter shall state that the submittal is valid for 90 days.

Table of Contents: Provide contents of proposal.

Section 1. Approach and Scope of Work: Provide your understanding of the project and describe your approach. Provide a detailed scope of work that your firm will utilize in providing requested services in efficient and cost-effective manner. In your approach, describe methods that you will use for quality control, budget/cost control, schedule control, and document control.

Section 2: Schedule: Provide a detailed project schedule. Use June 13, 2025, as the start date of District's Notice to Proceed with the project. Show project tasks, durations, start and completion dates, time allocations for District review and other regulatory agency review and any outside agencies that may be involved in the review and approval process. The final PS&E shall be submitted within 3 months of District's Notice to Proceed, excluding District review times.

Section 3. Project Team, Key Personnel and Resumes: Provide an organization chart showing the names and responsibilities of key personnel and subconsultants. Provide resumes of all key personnel identified in the organization chart.

Section 4. Company Qualifications: Provide qualifications of prime consulting firm and sub-consultants.

Section 5. References: Provide three (3) Public Agency references for similar projects.

Section 6. District's Standard Professional Services Agreement (see Attachment C. Sample Professional Services Agreement): The referenced attachment is District's Standard Professional Services Agreement, which will be executed by the selected consultant. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement or provide any comments that they would like the District to consider. Please note that the District does not guarantee that any revisions to the contract will be accepted. The selected consultant shall be prepared to execute the contract as is, if the District does not accept any changes provided by the consultant.

Section 7. Addenda Acknowledgement: If any Addenda is issued by the District, the proposers shall include an acknowledgement of receiving such Addenda and their agreement with the terms and conditions stated in such Addenda. If no Addenda is issued, proposers shall state so in this section.

Section 8. Required Attachments:

Below attachments shall be signed and submitted with the proposal:

- Attachment A - Affidavit of Non-Collusion
- Attachment B - Claims History

The Fee Proposal shall be submitted in a separate envelope as indicated in the following section.

Note: Use of the District seal is prohibited on any documents without District authorization.

Consultants shall not include District seal in their proposals without authorization.

12. FEE ESTIMATE PROPOSAL SUBMITTAL

Fee Proposal shall be submitted as a separate .pdf.

Fee shall be provided in detail per each task identified on this RFP, including staff hours, hourly rates, and any subconsultant cost (if applicable). If subconsultant is proposed, provide the same detail with hours and hourly rates.

13. QUESTIONS REGARDING THIS RFP

All questions regarding this RFP must be submitted via email:

Susanne Klueh
General Manager
sklueh@GLAmosquito.org

Questions regarding this proposal shall be submitted via email to the above contact within the deadline identified on the RFP Schedule. In response to all questions received by this date, District will issue an Addendum on the date identified on the RFP Schedule prior to the proposal submittal due date. The addendum will be emailed to all RFP recipients on record.

14. PROPOSAL SUBMITTAL PROTOCOL

Interested and qualified firms shall submit their proposals as follows:

- **.pdf file 1:** Technical Proposal - Please name the .pdf file:
TECHNICAL PROPOSAL
Architectural Design Services for Pacoima Facility Tenant Improvements
- **.pdf file 2:** Fee Proposal – Please name the .pdf file:
FEE PROPOSAL
Architectural Design Services for Pacoima Facility Tenant Improvements

Proposal submittal due date is:

April 8, 2025, 2:00 pm

Proposals shall be emailed to:

Susanne Klueh
General Manager
sklueh@GLAmosquito.org

Late proposals will not be accepted.

15. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP PREPARATION

The District shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the District from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre-contractual expenses are defined as expenses incurred by proposers and the selected consultant, if any, in:

- Preparing and submitting information in response to this RFP
- Negotiations with the District on any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a proposer/consultant prior to the date of award and a formal notice to proceed.

The District reserves the right to amend, withdraw and cancel this RFP. The District reserves the right to reject all responses to this request at any time prior to contract execution, or only award a partial contract for a limited scope of work. The District reserves the right to request or obtain additional information about any and all proposals.

END OF RFP

ATTACHMENTS TO FOLLOW

Attachment A	Affidavit of Non-Collusion
Attachment B	Claims History
Attachment C	Sample Professional Services Agreement
Attachment D	Existing Building Information and Project Location

ATTACHMENT A

AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the Greater Los Angeles County Vector Control District in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Greater Los Angeles County Vector Control District of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public for California

My Commission Expires: _____

ATTACHMENT B

CLAIMS HISTORY

Each Consultant shall submit a summary of whether or not any of the following events have occurred within the past (10) years and, if so, a brief description of the circumstances involved (including, without limitation, the names of parties involved, current status and final disposition of the matter of dispute):

Failure to disclose any circumstances requested in the following paragraphs is grounds for disqualification.

- Failure by Consultant or any sub-consultant to enter into a contract to which it has received an award by a public entity.
- Forfeiture of a bid or proposal bond by proposer or any sub-consultant.
- Termination for default under a contract awarded by a public entity to Consultant or any sub-consultant.
- Debarment of Consultant or any sub-consultant by any municipal, county, state, federal, or local agency (note: debarment is grounds for automatic disqualification).
- The filing of a lawsuit or arbitration in which the Consultant or a sub-consultant was a defendant or cross-defendant at any time within the past ten (10) years that involved the performance of project, program, or engineering services and that involved an amount in controversy sought to be recovered from Consultant or the sub-consultant of more than \$100,000.00.
- Conviction of Consultant, a sub-consultant, or any of their principals or officers for violation of a state or federal antitrust law involving bid rigging, collusion, or restriction on competition between bidders, or conviction of violating any other federal or state law relating to bidding or contract performance (note: such conviction is grounds for automatic disqualification).
- Any publications involving firm or principals alleging or claiming corruption (such claims are grounds for automatic disqualification).
- Any suspension, revocation, or other disciplinary proceeding relating to a contracting or professional license issued to proposer or a sub-consultant.

ATTACHMENT C

SAMPLE PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated [month] [day], [year] (“Effective Date”) and is between the Greater Los Angeles County Vector Control District (“District”) and [Consultant’s Legal Name], a [Legal Form of Entity and state of formation, e.g., California corporation, limited partnership, limited liability company] (“Consultant”). District and Consultant are sometimes referred to herein as the “Parties”, and individually as a “Party”.

RECITALS

A. District issued Request for Proposals No. _____ on _____, titled “[insert title of RFP]”. Consultant submitted a proposal dated _____ in response to the RFP.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. District desires to retain Consultant as an independent contractor and Consultant desires to serve District to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Consultant’s Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the “Services”) for [provide general description of services], attached as **Exhibit A**. District may request, in writing, changes in the Scope of Services to be performed. Any changes to the scope or cost of work must be in writing and mutually agreed upon by the Parties.

B. Party Representatives. For the purposes of this Agreement, the District Representative shall be the District General Manager (“General Manager”), or such other person designated in writing by the General Manager (the “District Representative”). For the purposes of this Agreement, the Consultant Representative shall be [Name], [Title] (the “Consultant Representative”). The Consultant Representative shall directly manage Consultant’s Services under this Agreement. Consultant shall not change the Consultant Representative without District’s prior written consent.

C. Time for Performance. Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the District Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to District.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

H. Prevailing Wages. This Agreement calls for services that, in whole or in part, constitute “public works” as defined in the California Labor Code. Therefore, as to those services that are “public works”, Consultant shall comply in all respects with all applicable provisions of the California Labor Code, including those set forth in **Exhibit C** hereto.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through [Month] [Day], [Year], unless sooner terminated as provided in Section 12 of this Agreement or extended.

3. Compensation.

A. Compensation. As full compensation for Services satisfactorily rendered, District shall pay Consultant at the hourly rates set forth in the Approved Fee Schedule attached hereto as **Exhibit B**. In no event shall Consultant be paid more than \$[Numerical Amount] (the “Maximum Compensation”) for such Services.

B. Expenses. The amount set forth in paragraph 3.A. above includes reimbursement for all expenditures incurred in the performance of this Agreement.

C. Unauthorized Services and Unanticipated Expenses. District will not pay for any services not specified in the Scope of Services, unless the District Board or the District Representative, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant’s performance of those services or incurrence of additional expenses. Any additional services authorized by the District Board, or (where authorized) the General Manager shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties. At the request of the Consultant, the District Board may, in writing, reimburse Consultant for an unanticipated

expense at its actual cost. District shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Consultant shall submit to District an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. District shall review each invoice and notify Consultant in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. District shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement. District does not pay interest on past due amounts. District shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. Notwithstanding the preceding sentence, if Consultant is a nonresident of California, District will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to District for review and audit by District.

5. Independent contractor. Consultant is, and shall at all times remain as to District, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of District. Neither District nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of District.

6. Information and Documents.

A. Consultant covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Consultant without prior written authorization by District. District shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subcontractors shall not without written authorization from the General Manager or unless requested in writing by the District Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the District. A response to a subpoena or court order shall not be considered "voluntary," provided Consultant gives District notice of such court order or subpoena.

B. Consultant shall promptly notify District should Consultant, its officers, employees, agents or subcontractors 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 or with respect to any project or property located within the District. District may, but has no obligation to, represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant. However, District's right to review any such response does not imply or mean the right by District to control, direct or rewrite the response.

C. All Data required to be furnished to District in connection with this Agreement shall become District's property, and District may use all or any portion of the Data submitted by Consultant as District deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become District's sole property and may be used, reused or otherwise disposed of by District without Consultant's permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Consultant affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Services contemplated by this Agreement. Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the District Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

8. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnity for Design Professional Services.

To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, protect, indemnify, and hold harmless District and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those District agents serving as independent contractors in the role of District officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith, and reimbursement of attorney's fees and costs of defense (collectively "Liabilities"), whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of Consultant, its officers, agents, servants, employees, subcontractors, material men, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code Section 2782.8(c).

B. Other Indemnities.

Other than in the performance of design professional services, and to the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Claims"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Claim with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by the Indemnitees in connection therewith.

C. Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold District harmless from any and all taxes, assessments, penalties, and interest asserted against District by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold District harmless from any failure of

Consultant to comply with applicable workers' compensation laws. District may offset against the amount of any fees due to Consultant under this Agreement any amount due to District from Consultant as a result of Consultant's failure to promptly pay to District any reimbursement or indemnification arising under this subparagraph B.2).

D. Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnities, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Claims in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by court decision or by the agreement of the Parties.

E. Workers' Compensation Acts not Limiting. Consultant's obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to District, its officers, agents, employees and volunteers.

F. Insurance Requirements not Limiting. District does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by District, or the deposit with District, of any insurance policy or certificate required pursuant to this Agreement. The hold harmless and indemnification provisions in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, Claims, tax, assessment, penalty or interest asserted against District.

G. Survival of Terms. The indemnification in this Section shall survive the expiration or termination of this Agreement.

9. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so

that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

4) Professional Liability/Errors and Omissions Insurance with minimum limits of \$2,000,000.00 per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming District and its elected and appointed officials, officers, employees, agents and volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to District. Any insurance or self-insurance maintained by District, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against District.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by District. At District's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to District, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to District. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of notice from the insurer, phone, fax or notify District via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. District Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, District may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, District may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse District for any premium paid by District or District may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Consultant shall furnish District's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to District's approval. Consultant may provide complete, certified copies of all required insurance policies to District. Consultant shall maintain current endorsements on file with District's Risk Manager. Consultant shall provide proof to District's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify District under Section 8 of this Agreement.

K. Subcontractor Insurance Requirements. Consultant shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

10. Mutual Cooperation.

A. District's Cooperation. District shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against District relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that District requires.

11. Records and Inspections. Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by District that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to District, its designees and representatives at reasonable times, and shall allow District to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

12. Termination of Agreement.

A. Right to Terminate. District may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least five calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to District at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of District's termination of this Agreement due to no fault or failure of performance by Consultant, District shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have no other claim against District by reason of such termination, including any claim for compensation.

13. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in District's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, judicial orders, enemy or hostile governmental action, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

14. Default.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms

of this Agreement, District shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 12, if the General Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, District shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, District may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and District's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to District:

Attn: General Manager
Greater Los Angeles
County Vector Control District
12545 Florence Avenue
Santa Fe Springs, CA 90670

Telephone: _____
Email: _____

If to Consultant:

With a courtesy copy to:

Quinn M. Barrow, General Counsel
Email: qbarrow@rwglaw.com

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without District's prior written consent. District's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle District to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to District under this Agreement shall impair any right, power or remedy of District, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of District from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of District's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by District shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subcontractors and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by District for any defect or error in the work prepared by Consultant, its employees, subcontractors and agents.

21. Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during District's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by District, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, District may deduct the cost of such correction from any retention amount held by District or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Consultant by District for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that District does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which District appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A, B and C constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. "Business days" means days the District Office is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over the District.

30. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

33. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

District:

Greater Los Angeles County Vector Control District,

Consultant:

[Consultant's Legal Name],
a [Legal Form of Entity]

By: _____
Name: Susanne Klueh
Title: General Manager

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: District Secretary

**PROOF OF AUTHORITY TO BIND
CONTRACTING PARTY REQUIRED**

APPROVED AS TO FORM:

By: _____
Name: Quinn M. Barrow
Title: General Counsel

ATTACHMENT D

Existing Building Information and Project Location

ATTACHMENT D: Project Location
10643 Glenoaks Blvd., Pacoima, CA 91331



ATTACHMENT D:
District Goals for Tenant Improvements

San Fernando Valley Office Expansion	Minimum needs	Pacoima current actual		
Building	40,134	38,063		
Office space	15,588	13,086		
Garage	24,546	24,977		
Outdoor parking:	4,000			
Total Lot Size:	44,134	70,263		
Office Building	Square Footage	Compared to Current	Description	Comments
Ops bull pen	5,500	2.5x bigger than current	VCS + MCT office space + hallway	with ~25-30 small low divider cubicles, open concept space for 20 seasonal staff including cell phone & tablet charging stations
Ops Manager's office	144		12X12 sqft	
3 Ops Supervisor offices	300	none	10x10 sqft each	in close proximity to the bull pen
Ops Project Specialist	100		10x10 sqft	in close proximity to the bull pen
Front office/Ops Asst.	150	2x current	front office/ops assist + copy room	seats 2 persons
Computer area	320	none	Ops computer access area	can be a section of the OPS bull pen
Ops supply room	200	1.5x bigger than current		
Conference Room	1500	2x bigger than current	large enough for a full staff (approx. 100) and board meeting (seating approx.35-40 people in a "circle")	
small conference room	250			
3 Communications offices	300		10x10 sqft each	
Communications Recording studio	800	none	Staging area for recording and storage area for supplies	
Kitchen	600	2x current	indoor eating + kitchen	
Outside eating area	Existing			keep and redesign existing space
Locker Room (womens)	1000	3x current		
Lactation Room	144		12X12	
Locker room (mens)	1000	2x current		
Public restroom	80			
Boiler room/hallway	200	2.5x current	hallway to access locker rooms/boiler room	
Server room	200		additional small storage room	currently existing is big enough
Laboratory	2000	double of current	openspace concept with desk space for 6	biosafety level I, with fume hood
Mosquito Rearing Space	500		water, utility sink, potentially fully climate controled	
3 spare offices	300		10x10 sqft each	for visiting manager staff from SFS
elevator	If Required			
Total office building:	15,588			
Garage	Square footage	Current	Description	
Indoor parking garage	22096	13,096sqft.	70 parking stalls with potential for EV charging	
maintenance area	1,000	1,000 total	2 maintenance mechanics, 2 vehicle lifts	
Pesticide Storage	1000	2x current	pesticide room	
mosquito fish	200	10x20		
walk in refrigeration unit & irradiator	250			far away from pesticides
Total Garage:	24546			
Outdoor Parking	Square Footage	Current	Description	
75 parking stalls	4000	50 parking stalls		
wash rack and clarifier			2 wash bays	
water recycling unit				