



CITY OF LAWDALE
AGENDA OF THE LAWDALE
CITY COUNCIL REGULAR MEETING
AND LAWDALE
PUBLIC FINANCING AUTHORITY
REGULAR MEETING

Monday, September 15, 2025, 6:30 PM
Harold E. Hofmann Community Center
14700 Burin Ave
Lawndale, CA 90260

**LAWDALE CITY COUNCIL CHAMBER IS CURRENTLY UNDERGOING REPAIRS AND IS CLOSED.
PLEASE NOTE THE CHANGE IN MEETING LOCATION.**

Any person who wishes to address the City Council regarding any item listed on this agenda or any other matter that is within its subject matter jurisdiction is invited, but not required, to fill out a Public Meeting Speaker Card and submit it to the City Clerk prior to the oral communications portion of the meeting. The purpose of the card is to ensure that the speaker's name is correctly recorded in the meeting minutes and, where appropriate, to provide contact information for staff follow-up.

How to observe the Meeting:

Due to the relocation of the City Council meeting, members of the public can attend in person to observe the meeting live. The recording of the meeting will be available within 72 hours on YouTube "Lawndale CityTV", the City Website, and the Lawndale Community Cable Television on Spectrum and Frontier Channel 3.

Copies of this Agenda may be obtained prior to the meeting inside the Lawndale City Hall foyer or on the **City Website**. Interested parties may contact the City Clerk Department at (310) 973-3213 for clarification regarding individual agenda items.

This Agenda is subject to revision up to 72 hours before the meeting.

A. CALL TO ORDER AND ROLL CALL

B. CEREMONIALS (Flag Salute and Inspiration)

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff's Department Update

2. Los Angeles County Fire Department Update

D. PRESENTATIONS

3. Presentation of the Property Assessed Clean Energy (PACE) Financing Program by Home Run Financing

— Presentation of the PACE Financing Program by Gabe Hulbert, Government Affairs Associate; Rachel Hobbs, Senior Vice President, Government Affairs; and Nancy Ortiz, Compliance Manager, of Home Run Financing.

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

F. COMMENTS FROM COUNCIL

G. CONSENT CALENDAR

Items 4 through 7 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

4. Motion to read by title only and waive further reading of all ordinances listed on the Agenda

— Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

5. Accounts Payable Register

— Recommendation: Staff recommends that City Council adopts Resolution No. CC-2509-041 authorizing the payment of certain claims and demands in the amount of \$1,250,281.85.

6. Minutes of the Lawndale City Council Regular Meeting - August 18, 2025

— Recommendation: that the City Council approve the minutes.

H. CONSENT CALENDAR

LAWNDALE PUBLIC FINANCING AUTHORITY

7. Minutes of the Lawndale Public Financing Authority, September 16, 2024

— Recommendation: that the Board of the Lawndale Public Financing Authority approve the minutes.

I. PUBLIC HEARING

8. Case 25-13 – A General Plan Amendment to Expand the City of Lawndale’s Sphere of Influence Planning Area So as to Include a Portion of El Camino Village/Alondra Park Planning Areas of Los Angeles County

— Recommendation: that the City Council approve withdrawing from this agenda the public hearing for Case 25-13, a General Plan Amendment to expand the City of Lawndale’s Sphere of Influence Planning Area to include portions of the El Camino Village and Alondra Park Planning Areas of Los Angeles County.

J. ADMINISTRATION

LAWNDALE PUBLIC FINANCING AUTHORITY

9. Annual Accounting of Lawndale Public Financing Authority Financial Activities

— Recommendation: that the Board of the Lawndale Public Financing Authority receive and file the annual accounting of financial activities.

K. ADMINISTRATION

CITY COUNCIL

10. Amendments to the Salary and Benefits Resolution for Central Management Employees and City-wide Salary and Pay Schedule for FY 2025-2026

— Recommendation: that the City Council approve 1.) Resolution No. CC-2509-043, amending the Schedule of Salary and Benefits Resolution for Central Management Employees; 2.) Resolution No. CC-2509-044, amending the Citywide Salary and Pay Schedule for Fiscal Year 2025-2026; and 3.) The budget amendment to the various payroll accounts for a total of \$86,067.

11. Measure M Funding Agreement for the Redondo Beach Blvd Active Transportation Project

— Recommendation: that the City Council approve the new funding agreement, #C1104, naming the City of Redondo Beach as the lead agency for the Redondo Beach Boulevard Active Transportation Project.

12. Metro Final Environmental Impact Report Public Comment Outreach

— Recommendation: that the City Council 1.) Consider sending out the mailer to property owners/tenants at the southwest quadrant of the City and authorize Community Development staff to initiate this task and approve a budget amendment of \$3,000 from the City's General Fund to cover costs associated with sending out the mailer as outlined in this staff report; or 2.) Provide further direction to staff.

13. Traffic Management Plan Budget

— Recommendation: that the City Council approve the budget amendment for \$80,000 to Account #207-310-700.296 (Prop C. - Traffic Management Plan).

14. Approve a Contract Services Agreement for the Youth Development Center and Skatepark Design Phase II BN 2507-07

— Recommendation: that the City Council approve a Contract Services Agreement with BOA Architecture, Inc., for the Lawndale Youth Development Center and Skatepark Design Phase II project (BN# 2507-07) with an expenditure amount not-to-exceed \$475,000 (Attachment E).

15. Adoption of Policy 106-25 to Guide and Regulate Mayor and Councilmember Use of Discretionary Funds

— Recommendation: that the City Council adopt City Council Policy 106-25, Mayor and Councilmember Use of Discretionary Funds, and adopt Resolution No. CC-2509-046 establishing a Use of Discretionary Funds Policy.

L. CITY MANAGER REPORT

M. ITEMS FROM CITY COUNCILMEMBERS

16. Good Neighbor Program

Requested by Councilmember Suarez.

— Recommendation: that the City Council select one of the following options: A.) Approve annual funding of \$2,500 to use for cleanup efforts by the Lawndale Beautification Committee and volunteers to assist elderly, disabled and other in need residents with cleaning up properties with property maintenance issues; B.) Approve a different amount of funding for the Lawndale Beautification Committee to use towards cleaning up properties belonging to the elderly, disabled, and other in need residents; or C.) Give direction to Staff on another option for staff to consider regarding cleanup programs for the Lawndale Beautification Committee to pursue.

17. Report of Attendance at Meetings

N. CLOSED SESSION

18. Conference with Legal Counsel – Existing Litigation

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

19. Public Employee Performance Evaluation - City Attorney

— The City Council will hold a closed session, pursuant to Government Code section 54957(b), to conduct an employee evaluation concerning the City Attorney.

O. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, October 6, 2025, in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodation to attend or participate in meetings on a regular basis. I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the City Council to be held on Monday, September 15, 2025, was posted no less than 72 hours prior to the meeting.

/s/ Yvette Palomo
Yvette Palomo, Assistant City Clerk

Date Posted: September 11, 2025



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Vanesa Alvarez, Administrative Assistant
SUBJECT: **Los Angeles County Sheriff's Department Update**

No supporting documentation was forwarded to the City Clerk Department for this item.



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DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Vanesa Alvarez, Administrative Assistant
SUBJECT: **Los Angeles County Fire Department Update**

No supporting documentation was forwarded to the City Clerk Department for this item.



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Yvette Palomo, Assistant City Clerk

SUBJECT: **Presentation of the Property Assessed Clean Energy (PACE) Financing Program by Home Run Financing**

This item is a presentation of the PACE Financing Program given by Home Run Financing Staff Gabe Hulbert, Government Affairs Associate; Rachel Hobbs, Senior Vice President, Government Affairs; and Nancy Ortiz, Compliance Manager. A copy of their presentation entitled "Residential PACE Financing Facts" is attached.

Attachments

[Presentation for Lawndale PACE Program](#)

ATTACHMENT A

September 2025

Residential PACE Financing Facts Presentation to the City of Lawndale



The Need for PACE - a state funding solution for local problems

PACE (Property Assessed Clean Energy) is an innovative mechanism for financing energy efficiency, renewable energy, and water conservation improvements for property owners enabled by the California Legislature in 2008

PACE addresses a large financial market failure by filling a void for underserved communities. A larger percentage of PACE customers live in LMI communities and have no other low-cost financing options- or any options at all- given lower credit (FICO) scores.

PACE financing is repaid as a special assessment on the property's regular tax bill – the same way as other local public benefit assessments (i.e. neighborhood improvement districts)

Benefits for Homeowners

- Eligibility based on equity in property & ability to repay instead of FICO score
- No upfront costs – enables eligible improvements with \$0 down
- Increased home efficiency, comfortability, & resiliency
- Fixed & fully amortized interest rates
- Repayment through property taxes

Claudia M. in Los Angeles, CA “I didn’t have the money to pay cash” and was thankful “ for the opportunity to be able to finance it instead of putting it on an American express.”

“The interest rate is good and maintains over the term of the assessment.”



Impactful Changes to PACE

2017: AB 1284 and SB 242, robust consumer protection legislative package reforming California's PACE program:

- Established California's Department of Financial Protection and Innovation (DFPI) as regulator of PACE administrators
- Added "ability-to-pay" and income verification
- Strengthened underwriting standards and payment history reviews
- Comprehensive contractor oversight and training requirements
- Recorded phone calls with consumers to review financing terms

2019: PACE administrators licensed by DFPI

2020: AB 1551 and AB 2471 prohibiting prepayment penalties and PACE on properties with a reverse mortgage, expanded 3-day right to cancel to 5 days for anyone over age 65

2021: DFPI regulations



Residential PACE Consumer Protections

Confirmation of Terms call with homeowner (recorded)

3-day homeowner right of rescission if they change their mind; 5 days for ages 65+

Language accessibility services available in Spanish

Signed Certificate of Completion from Homeowner

Closing Call (recorded) with homeowner confirming project is completed

Completed permits, 3rd party inspection or TruePic to verify project is completed

Contractor Management



Compliance & Background Checks

- ✓ Contractor license, background check, social media, workers' comp, and bond/insurance screening







Contractor Onboarding Standards

- ✓ Mandatory training, registration, code of conduct agreement, & marketing guidelines

No Spiffs

- ✓ Watch lists, contractor reviews, ongoing skills assessment, monitoring

Traditional Financing vs. **PACE**

	PACE	HELOC	UNSECURED DEBT
Minimum level of equity in the property			
Not delinquent on property related debt			
Not in bankruptcy			
Term tied to useful life of improvement			
Fixed rate & fully amortized			
Rigorous contractor training & oversight			
Improvement pricing review			

Eligible improvements (80+)

Energy Efficiency

- HVAC
- Insulation
- Roofing
- Windows & doors

Renewable Energy

- Solar panels
- Solar batteries
- EV Charging Stations

Water Conservation

- Drought tolerant landscaping
- High efficiency water fixtures
- Drip irrigation



Residential PACE Industry California Metrics*



\$6,061,763,614
invested



238,757
homes improved



70,316
jobs created



24,716,516,711 kilowatt-hours of
renewable energy generated



21,829,580,028
gallons of water saved



7,924,240 metric tons
of carbon abated



\$7,133,457,416 in utility
bill savings

* PACENation data to 12.11.2024

Which neighboring cities have approved CSCDA Open PACE?

- Agoura Hills
- Alhambra
- Arcadia
- Baldwin Park
- Bell
- Claremont
- Commerce
- Covina
- Cudahy
- Duarte
- El Monte
- Gardena
- Glendale
- Glendora
- Hawthorne
- Inglewood
- La Canada Flintridge
- La Puente
- La Verne
- Lancaster
- Long Beach
- Los Angeles
- Lynwood
- Montebello
- Monterey Park
- Norwalk
- Palmdale
- Paramount
- Redondo Beach
- Santa Fe Springs
- Santa Monica
- Torrance
- Walnut
- West Covina
- West Hollywood

“As Southern California continues to face more extreme heat, people need access to funding options to make their homes more energy and water efficient. PACE can help Hawthorne residents fund needed home upgrades and can build our community’s resiliency in the face of these challenges.”

Angie Reyes English

Hawthorne Councilmember

What does Lawndale need to do to make this option **available to its homeowners?**

California Statewide Communities Development Agency (CSCDA) offers an Open PACE Program

To make PACE available to Lawndale residents, the City Council needs to pass a resolution joining CSCDA and a resolution authorizing CSCDA's Open PACE Program

CSCDA's Open PACE Program includes 3 providers, including Home Run Financing



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Vanesa Alvarez, Administrative Assistant
SUBJECT: **Motion to read by title only and waive further reading of all ordinances listed on the Agenda**

RECOMMENDATION

Staff recommends that the City Council read by title only and waive further reading of all ordinances listed on the agenda.



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer
SUBJECT: **Accounts Payable Register**

RECOMMENDATION

Staff recommends that City Council adopts Resolution No. CC-2509-041 authorizing the payment of certain claims and demands in the amount of \$1,250,281.85.

Attachments

[A. CC-2509-041- AP Resolution - Sept.15, 2025.pdf](#)

ATTACHMENT A

RESOLUTION NO. CC-2509-041

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$1,250,281.85**

THE CITY COUNCIL OF THE CITY OF LAWDALE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Director of Finance, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

SECTION 2. That the following claims and demands have been audited as required by law, and that appropriations for these claims and demands are included in the annual budget as approved by the City Council.

SECTION 3. That the claims and demands paid by check numbers 208026 through 208136 for the aggregate total of \$1,250,281.85 are hereby authorized.

Effective Date: September 15th, 2025

Approved by:



Hrant Manuelian, Director of Finance

Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 15th day of September 2025.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2509-041 at a regular meeting of said Council held on the 15th day of September 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Sirley Cuevas					
Francisco M. Talavera					

Erica Harbison, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

Check Date	Beginning	Check Number	Ending	Aggregate Total
8/14/2025	208026		208057	66,270.08
8/14/2025	208058		208062	33,269.66
8/21/2025	208063		208086	374,326.25
8/28/2025	208087		208110	54,098.68
9/4/2025	208111		208136	722,317.18
Total Checks				1,250,281.85

Claims and Demands Paid By Electronic ACH Transfer:

Date	Name of Payee	Description	Amount
Total ACH Payments			0.00
Total Audited Claims and Demands Paid			1,250,281.85

Check Register Report

Date: 08/13/2025
 Time: 5:14 pm
 Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208026	08/14/2025	Printed		7052	AMALEA JOY FISHER, LLC	INSTRUCTOR FEES - SENIOR	927.50
208027	08/14/2025	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	MONTHLY PEST CONTROL-	50.00
208028	08/14/2025	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	927.66
208029	08/14/2025	Printed		0158	CALIFORNIA JPIA	2025/26 POLLUTION LIABILITY	2,487.00
208030	08/14/2025	Printed		8602	CALMATE YOGA LLC	INSTRUCTOR FEES - YOGA CLASSES	450.00
208031	08/14/2025	Printed		7949	CHAPALA DANCE ACADEMY LLC	INSTRUCTOR FEES - MEXICAN FOLK	3,495.00
208032	08/14/2025	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	AUG. 2025-INS PRE-TAX/POST TAX	3,295.06
208033	08/14/2025	Printed		0216	DELTA DENTAL	AUG. 2025 DENTAL PREMIUM	2,711.96
208034	08/14/2025	Printed		0389	DELTA DENTAL INSURANCE COMPANY	AUG. 2025 DENTAL PREMIUM	259.28
208035	08/14/2025	Printed		8250	EMCOR SERVICES MESA ENERGY	DIAGNOSTIC FOR CHILLER -	674.00
208036	08/14/2025	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION REPAIR PARTS -	429.24
208037	08/14/2025	Printed		8150	HEALTH AND HUMAN RESOURCE	AUG. 2025 EMPLOYEE ASSIST	74.52
208038	08/14/2025	Printed		6051	INFANTE BROS LAWNMOWER SHOP	CLEAN & FLUSH OUT GAS TANK &	953.43
208039	08/14/2025	Printed		8545	VANESSA MARLENE LLONES	DJ SERVICES - SENIOR	200.00
208040	08/14/2025	Printed		7227	OCCUPATIONAL HEALTH CENTERS	PREEMPLOY PHYSICAL EXAM(1)	27.00
208041	08/14/2025	Printed		8518	PACIFIC TIRE OF LAWNSDALE	TIRE REPAIR VEH#520 - MSD	20.00
208042	08/14/2025	Printed		7047	PRECISION AUTO CARE, INC	OIL CHANGE - VEH# 520 MSD	114.60
208043	08/14/2025	Printed		6123	PRUDENTIAL OVERALL SUPPLY	WEEKLY COVERALL CHARGES	365.77
208044	08/14/2025	Printed		8651	LARRY L. RIAT	CONS & DEMO DEPOSIT REFUND	4,560.00
208045	08/14/2025	Printed		5895	RICOH USA INC	USAGE CHARGES FOR COPIERS-	705.06
208046	08/14/2025	Printed		1071	SHOETERIA INC.	WORK BOOTS FOR PWD CREW -	1,619.87
208047	08/14/2025	Printed		6034	SOUTH COAST MECHANICAL LLC	CHILLED WATER PUMP - MOTOR &	5,314.16
208048	08/14/2025	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	24,702.21
208049	08/14/2025	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	891.39
208050	08/14/2025	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEGAL ADS - BUILDING PERMIT	292.65
208051	08/14/2025	Printed		2002	THE STANDARD, UNIT 22	LIFE,AD&D,LTD INSURANCE PREM -	1,690.32
208052	08/14/2025	Printed		5319A	THREE BROTHERS PARTY RENTALS	TABLES/CHAIRS & TENTS -	2,050.00
208053	08/14/2025	Printed		8120	TUCKER TOURS, LLC	TRAVEL CLUB - SAN DIEGO	160.00
208054	08/14/2025	Printed		2883	UNDERGROUND SERVICE ALERT SC	MONTHLY MAINT. FEE	154.80
208055	08/14/2025	Printed		3373	VERIZON WIRELESS	DESK & CELL PHONE SERVICE/ SIM	4,806.74
208056	08/14/2025	Printed		0479	VISION WIRELESS	VISION PREMIUM AUG. 2025	1,385.04
208057	08/14/2025	Printed		0480	VISTA PAINT	RED TRAFFIC PAINT	475.82

Total Checks: 32

Checks Total (excluding void checks): 66,270.08

Total Payments: 32

Bank Total (excluding void checks): 66,270.08

Total Payments: 32

Grand Total (excluding void checks): 66,270.08

Check Register Report

Date: 08/14/2025
 Time: 11:12 am
 Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208058	08/14/2025	Printed		0772	DEPT OF INDUSTRIAL RELATIONS	ELEVATOR WHEELCHAIR:	2,025.00
208059	08/14/2025	Printed		8238	DOERSCHEL & ASSOCIATES, LLC	SYSTEM INTEGRATION CONSULTING	2,625.00
208060	08/14/2025	Printed		0236	EMPLOYMENT DEVELOPMENT DEPT	SUI REIMB PE 06/30/2025	717.00
208061	08/14/2025	Printed		8568	REPUBLIC SERVICES INC	DISPOSAL OF TWO 55 GALLON	2,917.53
208062	08/14/2025	Printed		8565	USA SHADE & FABRIC STRUCTURES	3 SHADE COVERS FOR CHARLES	24,985.13
Total Checks: 5						Checks Total (excluding void checks):	33,269.66
Total Payments: 5						Bank Total (excluding void checks):	33,269.66
Total Payments: 5						Grand Total (excluding void checks):	33,269.66

Check Register Report

Date: 08/21/2025
Time: 5:46 pm
Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208063	08/21/2025	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	CSD 3RD FLOOR KITCHEN MONTHLY	134.00
208064	08/21/2025	Printed		0372C	AT & T	PHONE CHARGES	1,116.60
208065	08/21/2025	Printed		4049	CALIF CITY MGMT FOUNDATION	2025/26 MEMBERSHIP DUES	400.00
208066	08/21/2025	Printed		7949	CHAPALA DANCE ACADEMY LLC	INSTRUCTOR FEES - MEXICAN FOLK	430.00
208067	08/21/2025	Printed		8307	DEVELOPERS GENERAL CONTRACTING	CITY HALL & PW IMPROV. PROJECT	190,965.39
208068	08/21/2025	Printed		8250	EMCOR SERVICES MESA ENERGY	HVAC SYSTEM LEAK - EMERGENCY	2,091.33
208069	08/21/2025	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION REPAIR PARTS -	713.83
208070	08/21/2025	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	39,276.00
208071	08/21/2025	Printed		7958	JUST DANCE COMPANY, LLC	INSTRUCTOR FEES - GYMNASTICS	2,500.00
208072	08/21/2025	Printed		7362	LA UNIFORM & TAILORING INC	UNIFORMS FOR MSD -	228.05
208073	08/21/2025	Printed		7940	MARIPOSA LANDSCAPES, INC	LANDSCAPE MAINTENANCE SERVICES	37,089.07
208074	08/21/2025	Printed		4566	MYERS & SONS HI WAY SAFETY INC	STREET SIGNS	759.32
208075	08/21/2025	Printed		8619	PRIMO BRANDS	BOTTLE WATER SERVICE -	389.55
208076	08/21/2025	Printed		5068	QUADIENT LEASING USA, INC	MAIL MACHINE LEASING SERVICES	712.14
208077	08/21/2025	Printed		7575	ROGERS, ANDERSON, MALODY &	AUDIT SERVICES FY 2024-25	6,000.00
208078	08/21/2025	Printed		6238	SOUTHERN COMPUTER WAREHOUSE	TERASTATION - 32TB	1,760.56
208079	08/21/2025	Printed		8141	TRANSPORTATION CONCEPTS	LAWNDALE BEAT FIXED ROUTE -	70,287.49
208080	08/21/2025	Printed		8120	TUCKER TOURS, LLC	TRAVEL CLUB - BIG BEAR	8,225.00
208081	08/21/2025	Printed		3672-ASD	U.S. BANK	CREDIT CARD PMT FY 25/26	1,237.46
208082	08/21/2025	Printed		3672-CMD	U.S. BANK	CREDIT CARD PMT FY 25/26	311.95
208083	08/21/2025	Printed		3672-CSD	U.S. BANK	CREDIT CARD PMT FY 25/26	4,606.50
208084	08/21/2025	Printed		3672-MSD	U.S. BANK	CREDIT CARD PMT FY 25/26	2,758.70
208085	08/21/2025	Printed		7768	UNITED SITE SERVICES	PORTABLE RESTROOM RENTAL	103.31
208086	08/21/2025	Printed		8652	MARIE WASHINGTON	SECURITY DEPOSIT REFUND	2,230.00
Total Checks: 24						Checks Total (excluding void checks):	374,326.25
Total Payments: 24						Bank Total (excluding void checks):	374,326.25
Total Payments: 24						Grand Total (excluding void checks):	374,326.25

Check Register Report

Date: 08/27/2025
 Time: 4:48 pm
 Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208087	08/28/2025	Printed		8357	4LEAF INC.	CDD PERMIT TECHNICIAN SVCS -	10,710.00
208088	08/28/2025	Printed		8655	MOHAMMAD ALAWAWDEH	CLASS FEE REFUND	35.00
208089	08/28/2025	Printed		6989	APPLE INC	2 APPLE IMAC COMPUTERS -	5,117.69
208090	08/28/2025	Printed		7470	ARAMARK REFRESHMENT SVCS LLC	COFFEE SUPPLIES - CITY HALL	272.16
208091	08/28/2025	Printed		0163	CAPITAL OF SOUTH BAY INC.	ELECTRICAL BALLAST - CSD	59.40
208092	08/28/2025	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	INDUSTRIAL WASTE- JUNE 2025	11,464.42
208093	08/28/2025	Printed		8658	TRUNITA CRUMP-KNIGHTON	SECURITY DEPOSIT REFUND	1,850.00
208094	08/28/2025	Printed		8210	DATA CENTER WAREHOUSE LLC	ADOBE ANNUAL SUBSCRIPTION	3,858.09
208095	08/28/2025	Printed		8250	EMCOR SERVICES MESA ENERGY	REPLACED HVAC CAPACITOR - PWD	1,282.00
208096	08/28/2025	Printed		6636	FRONTIER COMMUNICATIONS	FAX LINE & INTERNET FOR PWD	254.48
208097	08/28/2025	Printed		8656	INTELLIGENT FIRE SOLUTIONS	HALON SYSTEM SERVICE CALL -	800.00
208098	08/28/2025	Printed		7940	MARIPOSA LANDSCAPES, INC	PALM TREE TRIMMING - JULY 2025	8,815.05
208099	08/28/2025	Printed		8654	LUIS MARTINEZ	SECURITY DEPOSIT REFUND	500.00
208100	08/28/2025	Printed		8031	MOMAR, INC.	GRAFFITI REMOVAL SUPPLIES	576.68
208101	08/28/2025	Printed		8657	NVB EQUIPMENT INC.	ARIEL LIFT TRUCK -	997.35
208102	08/28/2025	Printed		7227	OCCUPATIONAL HEALTH CENTERS	PREEMPLOY PHYSICAL EXAM(1)	27.00
208103	08/28/2025	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	218.28
208104	08/28/2025	Printed		8518	PACIFIC TIRE OF LAWNDALE	TIRE REPAIR VEH#508 - MSD	20.00
208105	08/28/2025	Printed		8098	REECE PLUMBING	RETURNED PLUMBING PARTS -	12.81
208106	08/28/2025	Printed		8599	RISING STARS ACADEMY	SECURITY DEPOSIT REFUND	1,000.00
208107	08/28/2025	Printed		6810	SMOKE GUARD CALIFORNIA INC	ANNUAL PREVENTATIVE MAINT.	1,450.00
208108	08/28/2025	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	99.14
208109	08/28/2025	Printed		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	FLEET SERVICES-FUEL	4,368.20
208110	08/28/2025	Printed		0480	VISTA PAINT	RED TRAFFIC PAINT & SUPPLIES	311.13
Total Checks: 24						Checks Total (excluding void checks):	54,098.68
Total Payments: 24						Bank Total (excluding void checks):	54,098.68
Total Payments: 24						Grand Total (excluding void checks):	54,098.68

Check Register Report

Date: 09/03/2025
 Time: 5:03 pm
 Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208111	09/04/2025	Printed		8214	VANESA ALVAREZ	FY 25/26 TUITION REIMBURSEMENT	360.00
208112	09/04/2025	Printed		6369	AM-TEC TOTAL SECURITY INC.	REPAIR ALARM - CITY HALL	150.00
208113	09/04/2025	Printed		6369	AM-TEC TOTAL SECURITY INC.	ALARM TESTING - CSD	150.00
208114	09/04/2025	Printed		7785	BERICOM DESIGN	NETWORK MAINTENANCE & SUPPORT	13,999.92
208115	09/04/2025	Printed		7889	CHARTER COMMUNICATIONS	INTERNET SERVICES	1,008.61
208116	09/04/2025	Printed		0218	DEPARTMENT OF JUSTICE	FINGERPRINTING APPS(4)-	128.00
208117	09/04/2025	Printed		8176	ELYSIAN ARTS AND EVENTS, LLC	INSTRUCTOR FEES- DANCE CLASSES	2,157.00
208118	09/04/2025	Printed		8345	BIOLETA ESCOBEDO	FY 25/26 TUITION REIMBURSEMENT	2,500.00
208119	09/04/2025	Printed		6530	GENERAL INDUSTRIAL TOOL & SUPP	RAIN PANTS & JACKETS -	195.44
208120	09/04/2025	Printed		8359	DANIEL JASON HEMMENS	SAXOPHONE PERF. - SENIOR	450.00
208121	09/04/2025	Printed		7802	HUDSON AUDIO WORKS, LLC	CONCERT SOUND PACKAGE -	3,500.00
208122	09/04/2025	Printed		7958	JUST DANCE COMPANY, LLC	INSTRUCTOR FEES - GYMNASTICS	2,500.00
208123	09/04/2025	Printed		0325	LIEBERT CASSIDY WHITMORE	MEMBERSHIP 25/26 - SOUTH BAY	4,850.00
208124	09/04/2025	Printed		0308	LOS ANGELES COUNTY	HEARING OFFICER FEES	60.00
208125	09/04/2025	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SERVICES -	661,420.15
208126	09/04/2025	Printed		3775	LOS ANGELES COUNTY FIRE DEPT	2025/26 HAZ WASTE GENERATOR	760.00
208127	09/04/2025	Printed		7935	BILL MAGEE	2025 BLUES FESTIVAL -	2,000.00
208128	09/04/2025	Printed		7940	MARIPOSA LANDSCAPES, INC	FY 25/26 TREE INVENTORY	4,000.00
208129	09/04/2025	Printed		8031	MOMAR, INC.	GRAFFITI REMOVAL SUPPLIES	543.66
208130	09/04/2025	Printed		7896	LAURIE MORVAN	2025 BLUES FESTIVAL -	2,000.00
208131	09/04/2025	Printed		8653	EDWARD WILLIAM NEGRETE	2025 BLUES FESTIVAL -	1,500.00
208132	09/04/2025	Printed		8019	OPUS VENTURE LLC	INSTRUCTOR FEES-SENIOR FITNESS	1,457.50
208133	09/04/2025	Printed		5895	RICOH USA INC	LEASE CHARGES FOR COPIERS -	1,760.84
208134	09/04/2025	Printed		7827	SA ASSOCIATES	CONSTRUCTION INSPECTION SVCS -	14,395.75
208135	09/04/2025	Printed		3672-CCK	U.S. BANK CORPORATE PAYMENT	CREDIT CARD PAYMENT	154.27
208136	09/04/2025	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	316.04
Total Checks: 26						Checks Total (excluding void checks):	722,317.18
Total Payments: 26						Bank Total (excluding void checks):	722,317.18
Total Payments: 26						Grand Total (excluding void checks):	722,317.18

Council Meeting 9/15/2025
Details of US Bank Credit Card Charges & Petty Cash Expenses

Vendor# 3672-ASD

Date	Vendor	Description	Amount
6/25/2025	Walmart	Drinks For Customer Service Training 6/25/25	26.51
6/25/2025	Starbuck'S Store	Coffee For Staff Training 6/25/25	22.00
6/25/2025	Corner Bakery	Refreshments For Staff Training 6/25/25	374.00
7/8/2025	Paypal -Prepayment	Ccca Fall Summit 9/5-7/25 For Bernadette Suarez	775.00
7/19/2025	FS Controlio	Employee Relations Software	39.95
Check Date 8/21/2025; Check# 208081			\$ 1,237.46

Vendor# 3672-CMD

Date	Vendor	Description	Amount
6/26/2025	L.A. Uniform & Tailoring	Logo Patch & Name added to 2 Shirts & 2 Jackets (F. Talavera)	127.89
6/30/2025	L.A. Uniform & Tailoring	Logo Patch & Name added to 2 shirts (F. Talavera)	63.95
7/21/2025	Panda Express - Lawndale	Pre-Council Mtg Meals: 5 Electeds Meals and 5 Staff Meals for 7/21/25 Council Meeting	120.11
Check Date 8/21/2025; Check# 208082			\$ 311.95

Vendor# 3672-CSD

Date	Vendor	Description	Amount
6/24/2025	Dollar Tree	Music Festival Gift Baskets for Games	79.97
6/24/2025	LA Sign Factory	Music Festival x13 of 18x24 Coroplast Boards for Event Sinage	922.68
6/24/2025	Party City	Music Festival Tablecloths, Napkins and Plates	117.01
6/24/2025	B&H Photo	Samson XPD2 Handheld USB Wireless Mic System	110.44
7/3/2025	B&H Photo	Received Credit - Samson XPD2 Handheld USB Wireless Mic System	(42.41)
6/24/2025	Costco	Senior Lunch Program Birthday Cake x1 for June birthdays	27.99
6/25/2025	Smart & Final	Senior Lunch Program Supplies & Creamer for Office Breakroom	327.54
6/24/2025	The Home Depot	Community Center Repair Supplies	53.25
6/26/2025	Amazon	Office Supplies: Sanitizer Dispenser & Acrylic Sign Holder	95.74
6/26/2025	Amazon	Office Supplies: HDMI cables x1 - 3' & x2 - 6' & Restroom Key Tag	42.46
6/26/2025	Costco	Music Festival Snacks (Cookies & Drinks) for Volunteers, Staff, LASD & Bands	83.28
6/29/2025	Subway	Music Festival Sandwiches for Volunteers, Staff, LASD & Bands	170.37
6/28/2025	Walmart	Music Festival Supplies - Footballs for Game Street (Receipt Missing)	21.80
6/27/2025	Amazon	Field Paint - Fluorescent Green 12 pack	69.18

6/29/2025	Amazon	Field Paint - Gloss White 12pk, Black 12pk, Yellow 12pk	253.48
6/27/2025	Costco	Music Festival Snacks (Chips) for Volunteers, Staff, LASD & Bands	19.89
6/26/2025	LA County Public Health	Health Permit for the Kitchen for FY25-26	400.00
6/26/2025	LA County Public Health	Health Permit Convenience Fee	8.88
6/26/2025	Dollar Tree	Senior Lunch Program July Independence Day Lunch	37.29
6/27/2025	Amazon	Senior Lunch Program July Independence Day Lunch	39.17
	Bluespace Interiors	Office	
7/2/2025	Solutions	Chair Dollies for Main Event Room	902.09
7/3/2025	Target	Senior Lunch Independence Luncheon Raffle Prizes	81.29
7/3/2025	Dollar Tree	Senior Luncheon Raffle Prizes & Giftbags	34.42
7/8/2025	Amazon	Bissell Portable Upholstery Cleaner Machine	99.44
7/9/2025	Amazon	Office Supplies (Clipboards & Cardstock paper) & Senior Supplies (Black Pens)	80.17
7/9/2025	Amazon	Office Supplies Cardstock Paper	48.58
7/10/2025	Smart & Final	Senior Lunch Program - Water Cups	31.79
7/11/2025	Smart & Final	Plates, Cups, Drinks - Staff Appreciation Lunch - reimbursed by J. Minter	48.59
7/11/2025	Smart & Final	Senior Lunch Program - Coffee Urn & Popcorn Bags	247.50
7/11/2025	Dollar Tree	Senior Lunch Program - Envelope Basket	1.66
7/11/2025	Michaels	Ribbon - Staff Appreciation Lunch - reimbursed by J. Minter	6.62
		Office Supplies - Serving utensils & \$4.99 Lemon decors for staff appreciation lunch	
7/16/2025	Smart & Final	-reimbursed by J. Minter	14.90
7/16/2025	Smart & Final	Snacks - Staff Appreciation Lunch - reimbursed by J. Minter	98.03
7/16/2025	Amazon	Office Supplies - Three ring binder and Sanitizer Dispenser	51.81
7/17/2025	Amazon	Cleaning Duster, 10oz pack of 3	21.60
Check Date 8/21/2025; Check# 208083			\$ 4,606.50

Vendor# 3672-MSD

Date	Vendor	Description	Amount
6/25/2025	Lightning Express	Car wash for MSD Fleet Veh 520 emp 1561	9.00
6/27/2025	Lightning Express	Car wash for MSD Fleet Veh 514 emp 1560	16.00
6/27/2025	Amazon	Office Chair for MSD staff (Francisco Lopez)	261.87
6/29/2025	Amazon	Bluetooth Headset for MSD staff (Destinee Augustus)	55.24
6/29/2025	Amazon	Men's work pants for MSD staff (Robert Lua), Adhesive dots for supplies	286.62
6/29/2025	Amazon	Charger, heavy duty hooks, pens, ink cartridges, headset	189.06
6/29/2025	Amazon	Belt key holder, spray pouch for MSD staff (Robert Lua)	22.41

6/30/2025	Amazon	Office Chair for MSD Staff (Destinee Augustus)	309.01
7/1/2025	Lightning Express	Car wash for msd fleer veh 522 emp 1560	16.00
7/3/2025	Lightning Express	Car wash for msd fleet veh 529 emp 1168	9.00
7/3/2025	Costco	Fan for (Destinee Augustus/ Front office), trash bags	209.21
7/8/2025	Amazon	Employees only sign, message board, pens	83.02
7/8/2025	Amazon	Air purifiers for MSD staff (Destinee Augustus/ Front Office)	165.72
7/10/2025	Lightning Express	Car wash for msd staff veh 522 emp 1560	16.00
7/10/2025	Costco	4n1 handtruck , tape for msd staff	162.23
7/11/2025	home depot	Clear mounting tape	15.43
7/14/2025	Amazon	Office Chair for MSD staff (Giancarlo Guerra)	243.09
7/14/2025	chewy	Virbac treatment spray for animal colntrol	51.36
7/14/2025	Amazon	Car cleaner, wirless keyboard, usb device	119.17
7/14/2025	home depot	Hitch for vehicle	2.49
7/15/2025	Deckers hoka	Shoes for MSD Staff (Leticia Crise)	171.28
7/17/2025	Costco	LG Ultra wide Computer Mointor for (Franscico Lopez)	336.49
7/21/2025	Lightning Express	Car wash for MSD staff veh 508 emp 1309	9.00
Check Date 8/21/2025; Check# 208084			\$ 2,758.70

Vendor# 3672-CCK

Date	Vendor	Description	Amount
4/14/2025	Renaissance Hotels	Hotel stay for City Clerk Erica Harbison's conference - attendance cancelled - refund	(861.33)
		Conference Registration for City Clerk Erica Harbison to attend the 2025 CCCA Annual Municipal Seminar in May 2025- paid \$950-\$75 cancelltion fee= \$875 refunded	(875.00)
5/7/2025	Paypal California Cities		
6/3/2025	Amazon	Supplies: surge protectors	79.52
6/4/2025	CA Municipal Clerks Association	Annual membership fee - V. Alvarez	250.00
6/4/2025	CA Municipal Clerks Association	Annual membership fee - Y. Palomo	250.00
6/26/2025	Amazon	Office supplies: pencil sharpener, markers, sticky pads, rubber bands	71.08
6/27/2025	Amazon	Office supplies: mailing envelopes	140.04
6/30/2025	Amazon	Office supplies: tissue	7.56
6/30/2025	Amazon	Office supplies: correction tape, hand sanitizer, sticky notes	64.78
7/23/2025	League of CA Cities	League of California Cities Annual Conference (Workshop) Y. Palomo - Oct. 8 -10, 2025	200.00
7/29/2025	IIMC	Annual Membership fee - V Alvarez	135.00

7/29/2025	IIMC	Annual Membership fee - Y Palomo	235.00
7/31/2025	Amazon	Chair mat x2	82.50
7/31/2025	Amazon	Wireless mouse/ foot rest	75.12
8/4/2025	Amazon	Post it/ tape dispenser	46.11
8/6/2025	Minuteman	City clerk banner	178.89
8/11/2025	Paypal	Webinar course V. Alvarez	75.00
Check Date 9/04/2025; Check# 208135			\$ 154.27

Petty Cash

*No petty cash replenishment during this period.



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Vanesa Alvarez, Administrative Assistant
Yvette Palomo, Assistant City Clerk
SUBJECT: **Minutes of the Lawndale City Council Regular Meeting - August 18, 2025**

RECOMMENDATION

Staff recommends that the City Council approve the minutes.

Attachments

[08-18-25 draft.pdf](#)

ATTACHMENT A

DRAFT MINUTES
LAWNDALE CITY COUNCIL REGULAR MEETING
August 18, 2025

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:32 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Pat Kearney, Councilmember Bernadette Suarez, Councilmember Francisco M. Talavera

Councilmembers Absent: Councilmember Sirley Cuevas

Other Participants: City Manager Dr. Sean M. Moore, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Deputy City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Captain Nicole Palomino, Finance Director Hrant Manuelian, Community Services Director Jason Minter, Public Works Director Luis (Lucho) Rodriguez, Community Development Director Peter Kann

B. CEREMONIALS

Councilmember Suarez led the flag salute. Retired Pastor Dwight Dudley provided the inspiration.

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff's Department Update

Captain Palomino summarized the recent law enforcement activities and invited the community to attend the Neighborhood Watch meeting in September 2025.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

Holly Osborne, Redondo Beach Resident, commented on the trees along the right-of-way (ROW) that may be affected by the Metro C-line (Green) Project.

Kaitlin Coulter, Interim Library Manager, announced the library's upcoming events.

Deena Sopko, Resident, asked if a resident who posted bail for a fireworks citation would receive interest earned refunded if the appeal is successful.

Danyal Rafed, Resident, thanked the City for issuing a statement in support of residents affected by Immigration and Customs Enforcement (ICE), announced the formation of a youth-led nonprofit organization with chapters at local high schools to promote civic engagement and expressed interest in partnering with the City on volunteer and community initiatives.

Andrew Blackney, Resident, asked about the City's policy regarding public comments during City Council meetings and suggested including public representation on the Traffic Committee.

Annette Owens, Resident, thanked Councilmember Talavera for visiting the ROW, provided an update on community outreach efforts regarding the Metro C-line (Green) Extension Project affecting local green

space, invited the community to a community meeting about the Metro C-line (Green) Extension Project on September 14, 2025, at William Green Elementary School to discuss the project and its impacts.

Anonymous, Resident, requested the consideration of permit parking on Condon Avenue to address overnight vehicle parking and suggested installing a speed bump to slow down traffic near the local school.

E. COMMENTS FROM COUNCIL

Councilmember Talavera thanked everyone that attended tonight's meeting, thanked Interim Library Manager Coulter for providing the library updates, Resident Sopko for inquiring about the interest earned on paid bail, commented in favor of working with Resident Rafed on the youth-led nonprofit organization, thanked Resident Owens and Redondo Beach Resident Osborn for the informative event regarding the Metro C-line (Green) Extension Project and encouraged residents to learn about the project.

Councilmember Suarez thanked everyone that attended tonight's meeting, thanked residents for their efforts toward securing responses from the Metro Board, asked about the policy on refunds of interest earned for successful citation appeals, requested a report on how many citation appeals were successful, commented in favor of working with Resident Rafed on the youth-led nonprofit organization and thanked him for organizing it, suggested making an announcement at the start of meetings to outline housekeeping and procedural items and asked about permit parking and overnight parking restrictions for construction and oversized vehicles.

City Manager Dr. Moore responded that while earned interest on posted bail is not refunded when citation appeals are successful, the full bail amount is reimbursed, and staff will review permit parking and overnight parking restrictions for construction and oversized vehicles and report back.

Mayor Pro Tem Kearney thanked everyone that attended tonight's meeting, directed Resident Rafed to contact Community Services Director Minter regarding the youth-led nonprofit organization and requested Public Works staff to review the reported parking issues on Condon Avenue near Billy Mitchell Elementary School.

Mayor Pullen-Miles thanked everyone that attended tonight's meeting, thanked Interim Library Manager Coulter for providing the library updates, expressed interest in partnering with Resident Rafed on the youth-led nonprofit organization, thanked Resident Owens and Redondo Beach Resident Osborn for their focus on the Metro Project and encouraged residents to attend a community meeting about the Metro C-line (Green) Extension Project.

F. CONSENT CALENDAR

2. **Motion to read by title only and waive further reading of all ordinances listed on the Agenda**
Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda.
3. **Accounts Payable Register**
Recommendation: that City Council adopts Resolution No. CC-2508-039 authorizing the payment of certain claims and demands in the amount of \$1,168,430.49.
4. **Minutes of the Lawndale City Council Regular Meeting – August 4, 2025**
Recommendation: that the City Council approve the minutes.

5. **South Bay Workforce Investment Board Quarterly Summary Report**

Recommendation: that the City Council receive and file.

6. **Resolution to Approve Amendment to Job Description for Community Services Supervisor**

Recommendation: that the City Council approve and adopt Resolution No. CC-2508-040, amending and updating the Job Description for the Community Services Supervisor position.

In response to Councilmember Suarez's question, Finance Director Manuelian responded that he will review internet-related line item in the accounts payable report and provide additional information.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Suarez to approve the Consent Calendar. The motion passed by a vote of 4-0-1 with Councilmember Cuevas absent.

By consensus, the City Council reordered the agenda and considered agenda Item G.12. West 147th Street Traffic Calming Measures at this time.

G. **ADMINISTRATION**

12. **West 147th Street Traffic Calming Measures**

Recommendation: that the City Council 1.) Authorize the installation of temporary traffic circles and temporary speed humps on west 147th Street; and 2.) Authorize the budget amendment of \$63,000 to cover the cost of the project.

Public Works Director Rodriguez presented the staff report and a presentation.

Mayor Pullen-Miles opened public comments.

Anonymous, Resident, commented on the need for permanent traffic safety measures such as speed bumps and street narrowing and suggested adding bike routes to improve safety in the community.

Ryan, Resident, commented in favor of implementing traffic calming measures.

Andrew Blackney, Resident, commented in favor of implementing permanent traffic calming measures.

Public Works Director Rodriguez commented that the temporary measures cost \$63,000, while the permanent improvements, including striping, are estimated at \$200,000.

Eddie Urrutia, Resident, commented in favor of implementing permanent traffic calming measures.

Anonymous, Resident, expressed support for permanent traffic calming measures.

Deena Sopko, Resident, expressed concern about temporary traffic circles being vandalized and asked if emergency vehicles would be able to navigate permanent traffic circles.

Mayor Pullen-Miles closed public comments.

Councilmember Suarez thanked everyone that attended tonight's meeting, thanked Public Works staff for preparing the staff reports, expressed support for permanent traffic calming measures near schools, emphasized the importance of including public engagement in the process, commented on safety concerns

based on observed traffic behavior, and suggested potential funding sources like the South Bay Cities Council of Governments (SBCCOG) Measure M policy.

In response to Councilmember Suarez's question, Public Works Director Rodriguez responded that temporary traffic calming measures would allow for public engagement, evaluation and adjustments before permanent implementation.

Councilmember Talavera thanked everyone who attended tonight's meeting, asked whether the traffic concerns involve speeding or failure to stop at stop signs, commented on the importance of resident feedback on the proposed traffic calming measures, asked about the effectiveness of temporary versus permanent solutions, commented on concerns about driver behavior and the placement of speed humps, and suggested that speed bumps at stop signs may be more effective than mid-street humps.

Rawad Hani, Principal with GTS, thanked staff and community members for their collaboration and stated that traffic concerns involve both speeding and failure to stop at stop signs.

Discussion ensued among City Councilmembers and staff regarding the selection and design of permanent traffic calming measures, incorporating public, and first responder input; evaluating cost savings options; and considering design needs for larger vehicles and safety improvements. The discussion also addressed the purpose and budget for community outreach and the design phase, gathering feedback on specific elements such as the placement of speed humps and potential intersection or traffic circle modifications, with the item to return to the City Council for contracting and allocation of construction funds.

A motion was made by Councilmember Suarez and seconded by Mayor Pullen-Miles to authorize the installation of permanent traffic circles and speed humps on west 147th Street, hold a public engagement meeting and authorize a budget of \$63,000 to cover the cost of the traffic consultant and a public engagement meeting. The motion passed by a vote of 4-0-1 with Councilmember Cuevas absent.

7. Consider Cancellation of September 2, 2025, City Council Meeting

Recommendation: that the City Council 1.) Cancel the scheduled City Council meeting on Tuesday, September 2, 2025, due to the Labor Day Holiday; or 2.) Make no changes to the City Council meeting scheduled for Tuesday, September 2, 2025; or 3.) Provide the City Manager and staff with alternative direction.

Assistant City Clerk Palomo presented the staff report.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Talavera to Cancel the scheduled City Council meeting on Tuesday, September 2, 2025, due to the Labor Day Holiday. The motion passed by a vote of 4-0-1 with Councilmember Cuevas absent.

8. Review of 2025 Wall of Distinction Nominees

Recommendation: that the City Council review the two nominees that were submitted for the 2025 Wall of Distinction program.

Community Services Director Minter presented the staff report.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Suarez to approve the two nominees, Paul Aasness and the Lawndale Women’s Club, that were submitted for the 2025 Wall of Distinction program. The motion passed by a vote of 4-0-1 with Councilmember Cuevas absent.

9. Hispanic Heritage Festival Discussion

Recommendation: that the City Council provide direction as to whether or not the Community Services Department should continue moving forward with planning for the 2025 Hispanic Heritage Festival, or if the event should be delayed until the following year in 2026.

Community Services Director Minter presented the staff report.

Mayor Pullen-Miles opened the public comments.

Ed Lopez, South Bay Social Network Representative, commented in support of the event and invited the City to collaborate on this and future events using their marketing and outreach resources.

Sergio Caldera, Vice President of the South Bay Social Network and local business owner, commented in support of engaging the community and youth in City events and suggested collaborating with the City to increase event participation.

Randall Abram, Resident, commented in opposition of proceeding with the event due to limited attendance at recent events.

Jose Ochoa, Representative for State Senator Laura Richardson, commented in favor of postponing the event until next year.

Annette Owens, Resident, commented in favor of postponing the event until next year.

Anonymous, Resident, commented in support of the event.

Danyal Rafed, commented in favor of delaying the event until next year.

Fabiola Lopez, Resident, commented on event promotion, and in favor of the event being held this year.

Mayor Pullen-Miles closed the public comments.

Councilmember Suarez commented in favor of the event being held this year.

Mayor Pro Tem Kearney commented in favor of postponing the event until next year due to recent ICE activity.

Councilmember Talavera commented on surrounding cities holding events, attendance at recent City events, and in favor of the event being held this year.

Mayor Pullen-Miles commented in favor of postponing the event until next year to allow the Hispanic-American Contributions Festival Planning Ad Hoc Subcommittee and staff more time to plan and prepare for a large, well-organized event.

A motion was made by Mayor Pullen-Miles and seconded by Mayor Pro Tem Kearney to direct the Community Services Department to plan the Hispanic Heritage Festival next year in 2026. An amendment was offered by Councilmember Talavera to cancel all future events due to ICE activity.

The amendment was not accepted.

A motion was made by Mayor Pullen-Miles and seconded by Mayor Pro Tem Kearney to direct the Community Services Department to plan the Hispanic Heritage Festival next year in 2026. The motion passed by a vote of 3-1-1 with Councilmember Talavera voting no and Councilmember Cuevas absent.

10. Service Agreement with Lightbox for Geographic Information Services (GIS) System

Recommendation: that the City Council approve the Master Service Agreement and Order Form with Lightbox Vision for geographic information system services for a one year term in the amount of \$19,610.

Community Development Director Kann presented the staff report.

City Attorney Murphy stated that he reviewed and approved the form agreement provided by the service provider.

City Manager Dr. Moore commented that this agreement is for one-year because staff is reviewing proposals received in response to the request for proposals for software services, which includes the GIS system.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Talavera to approve the Master Service Agreement and Order Form with Lightbox Vision for geographic information system services for a one year term in the amount of \$19,610. The motion passed by a vote of 4-0-1 with Councilmember Cuevas absent.

11. Approve the Second Amendment to Contract Services Agreement for Public Works and City Hall Facility Needs Project

Recommendation: that the City Council approve the Second Amendment to the Public Works and City Hall Facility Needs Project Agreement with Developers General Contracting, Inc. to extend the term of the agreement until December 15, 2025, at no increase to the current project cost.

Public Works Director Rodriguez presented the staff report.

A motion was made by Councilmember Suarez and seconded by Councilmember Mayor Pro Tem Kearney to approve the Second Amendment to the Public Works and City Hall Facility Needs Project Agreement with Developers General Contracting, Inc. to extend the term of the agreement until December 15, 2025, at no increase to the current project cost. The motion passed by a vote of 4-0-1 with Councilmember Cuevas absent.

12. West 147th Street Traffic Calming Measures

Recommendation: that the City Council 1.) Authorize the installation of temporary traffic circles and temporary speed humps on west 147th Street; and 2.) Authorize the budget amendment of \$63,000 to cover the cost of the project.

This matter was moved and previously discussed after the Consent Calendar.

H. CITY MANAGER REPORT

City Manager Dr. Moore commented that he had nothing to report.

I. ITEMS FROM CITY COUNCILMEMBERS

13. Consideration of Public Relations Consultants

Requested by Mayor Pullen-Miles.

Recommendation: that the City Council discuss this report and provide direction to staff regarding the selection of a firm to provide public relations services.

City Manager Dr. Moore presented the staff report.

Discussion ensued among City Councilmembers about establishing formal protocols to ensure consistent messaging and City Council oversight of consultant engagement and clarifying the City's mission and vision before hiring a public relations firm.

Mayor Pullen-Miles opened the public comments.

Annette Owens, Resident, commented in favor of hiring a public relations firm who can assist the City in clarifying the City's mission and vision.

Deena Sopko, Resident, commented in favor of the City having a brand to advertise and sell merchandise at City events.

Mayor Pullen-Miles closed the public comments.

In response to Mayor Pro Tem Kearney's question, City Attorney Murphy stated that discretionary funds cannot be used to purchase branding items under the current logo policy.

Discussion ensued among City Councilmembers and staff regarding the distinction between branding and public relations, the need to clarify the City's goals before pursuing consultant services, the importance of engaging firms familiar with the community's demographics, ensuring consistent communications, considering budget impacts, bringing the matter back for discussion or holding a workshop to develop direction, review approaches taken by other cities, and determine whether to issue a request for proposals.

By consensus, the City Council directed staff to schedule a workshop for further discussion to include various services and examples from other cities.

14. Consideration of a Bring Your Pet to Work Day Event

Requested by Councilmember Suarez.

Recommendation: that the City Council discuss this staff report and provide direction to staff regarding developing a Bring Your Pet to Work event and guidelines for City employees.

Deputy City Manager/Director of Human Resources Felton presented the staff report.

By consensus, the City Council postponed Item No. I.14 Consideration of a Bring your Pet to Work Event for consideration at a later date.

15. Discretionary Fund Budget Amendment

Requested by Councilmember Talavera.

Recommendation: that the City Council 1.) Approve increasing the discretionary fund for each council member from \$2,500 to \$3,500 and the budget amendment for \$5,000; or 2.) Provide further direction to staff.

Finance Director Manuelian presented the staff report.

Councilmember Talavera provided background information regarding his request to increase the discretionary fund, noting that current limits restrict participation in community events, conferences, and invitations that arise after the budget is adopted, and would like flexibility to support community outreach and engagement opportunities.

Mayor Pro Tem Kearney commented in opposition to increasing the discretionary fund.

Mayor Pullen-Miles opened public comments.

Randall Abram, Resident, thanked the City Clerk's Office for responding to his public records request in a timely manner, commented on the history of the discretionary fund spending, suggested the City adopt guidelines for discretionary fund spending, and commented in opposition to increasing the discretionary fund.

Matthew Harbison, Resident, commented on the potential use of the discretionary fund for political or campaign purposes, the need for transparency and safeguards to prevent unfair electoral advantages.

Annette Owens, Resident, commented about the ethical implications of discretionary fund use, and the need for transparency and clarification on allowable expenditures.

Mayor Pullen-Miles closed public comments.

A discussion ensued among City Councilmember and staff regarding the use of the discretionary fund, conference funds, expenditures supporting community activities, flexible allocation among City Councilmembers for City-related purposes, legal compliance, community benefit, and an upcoming discretionary fund policy being prepared by the City Attorney's office.

By consensus, the City Council agreed to maintain the discretionary fund at \$2,500.

16. Consideration of National Association of Latino Elected Officials Conference and Membership

Requested by Councilmember Talavera.

Recommendation: that the City Council 1.) Approve one or more Councilmembers to join the National Association of Latino Elected Officials and approve the budget amendment by \$3,500 per Councilmember as noted above; or 2.) Provide further direction to staff.

Finance Director Manuelian presented the staff report.

Councilmember Talavera provided background information regarding his request.

Mayor Pullen-Miles opened public comments.

Randall Abram, Resident, commented in support of the City joining the League of California Cities Latino Caucus.

Matthew Harbison, Resident, commented on different organizations that City Councilmembers can join and the possible commitments when joining these organizations.

Mayor Pullen-Miles closed public comments.

Discussion ensued among City Councilmembers and staff about the potential use of discretionary fund for conferences such as National Association of Latino Elected Officials, noted the value of professional development, networking, bringing knowledge back to the city, discretionary funds not rolling over, placing the matter on the next budget cycle for consideration, and ensuring alignment with city policies.

By consensus, the City Council directed staff to place the budgeting of funds for membership and conference attendance for the National Association of Latino Elected Officials for consideration by the Budget Ad Hoc Subcommittee next year.

17. Customer Satisfaction Survey

Requested by Councilmember Suarez.

Recommendation: that the City Council 1.) Direct staff to work with Alchemer's and return with a contract for the Council's official approval; or 2.) Provide further direction to staff.

Community Development Director Kann presented the staff report.

Discussion ensued among City Councilmembers and staff about the purpose and structure of a proposed survey for Community Development Department's customers, the software's capability to generate anonymous reports, charts, and analysis for City Council review, responses not being tied to individual performance, improving efficiencies, gathering direct public feedback on city processes, and capturing analytical data and actual resident experiences to improve service delivery.

Mayor Pullen-Miles opened public comments.

Juan Granados, Resident, suggested a podcast for residents to voice their concerns.

Annette Owens, Resident, commented in favor of implementing an efficiency survey.

Mayor Pullen-Miles closed public comments.

Councilmember Suarez commented on improving the Community Development Department's permitting process by gathering public input and updating outdated Lawndale Municipal Codes.

By consensus, City Council directed the City Manager to explore alternative ways to gather feedback from the public, review the permitting process and search for firms that provide auditing of government processes.

18. Request for City Council Direction Regarding Homeless Outreach Services

Requested by Councilmember Suarez.

Recommendation: that the City Council select one of the following options: A.) Open a position to hire a full time Homeless Outreach Coordinator position to work with staff in developing

and implementing strategies to reduce the number of homeless in the community and to make direct contact with the homeless in the field; or B.) Direct staff to look into direct contracting service opportunities with a county agency, a regional homeless agency, or non-profit group that specializes in homeless outreach services; or C.) Continue to work with South Bay Cities Council of Governments and St. Margaret's Center as well as other County and nonprofit organizations to provide outreach to the homeless located in the City of Lawndale; or D.) Give direction to staff on another option for staff to pursue regarding homeless outreach.

By consensus, the City Council postponed Item No. I.18 Request for City Council Direction Regarding Homeless Outreach Services for consideration at a later date.

19. Report of Attendance at Meetings

Councilmember Talavera attended the National Night Out event, three Senior Lunches, South Bay Justice Alliance event and thanked Resident Owens for the information he received that day, attended a Hispanic-American Contributions Festival Planning Ad Hoc Subcommittee meeting and encouraged staff to partner with local businesses.

Councilmember Suarez attended a SBCCOG Steering Committee meeting, League of California Cities Los Angeles County Division 2025-2026 Executive Officers Installation event, City of Rolling Hills City Council meeting, City of Gardena City Council meeting, and SBCCOG Legislative Briefing meeting.

Mayor Pro Tem Kearney attended the National Night Out event, a Senior Lunch, Hispanic-American Contributions Festival Planning Ad Hoc Subcommittee meeting, Liability Trust and Oversight Commission meeting, and Assemblymember Tina Mckinnor's 4th Annual School Backpack Giveaway & Health Fair.

Mayor Pullen-Miles attended the National Night Out event, SBCCOG Legislative Briefing meeting, City of Inglewood District 2 Councilmember Alex Padilla's Annual Picnic and Chili Cook-Off event, and the League of California Cities Los Angeles County Division 2025-2026 Executive Officers Installation event.

J. CLOSED SESSION

20. Conference with Labor Negotiator

The City Council will conduct a closed session, pursuant to Government Code section 54957.6, with the City Manager and City Attorney, regarding labor negotiations with unrepresented employees, the Central Management Team.

21. Conference with Legal Counsel - Existing Litigation

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

22. Conference with Legal Counsel - Existing Litigation

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. Kimball (LA Superior Court Case No. 24TRCV01284).

City Attorney Murphy read the aforementioned Closed Sessions matter by title only.

The City Council convened into closed session at 10:11 p.m.
The City Council reconvened from closed session at 10:28 p.m.

City Attorney Murphy announced that there was no reportable action for Closed Session Item No. J.20. Conference with Labor Negotiator and Closed Session Item No. J.21. Conference with Legal Counsel - Existing Litigation and announced that for Closed Session Item No. J.22. Conference with Legal Counsel - Existing Litigation, the City Council gave direction to settle with one of the defendants on certain defined terms. If the settlement is finalized, it will be approved by the court, signed by the Mayor or City Manager, and made available at the City Clerk's Office for public review.

K. **ADJOURNMENT**

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 10:32 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk
Approved: September 15, 2025



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Vanesa Alvarez, Administrative Assistant
SUBJECT: **Minutes of the Lawndale Public Financing Authority, September 16, 2024**

RECOMMENDATION

Staff recommends that the Board of the Lawndale Public Financing Authority approve the minutes.

Attachments

[Minutes 9-16-2024](#)

ATTACHMENT A

**DRAFT MINUTES
LAWNDALE PUBLIC FINANCING AUTHORITY
REGULAR MEETING
September 16, 2024**

1. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:30 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California. *The Board met concurrently with the City Council; therefore, the minutes order and numbering reflect the concurrent meeting.*

Directors Present: Chair Robert Pullen-Miles, Vice Chair Bernadette Suarez, Director Rhonda Hofmann Gorman, Director Sirley Cuevas, Director Pat Kearney

Other Participants: Executive Director Sean M. Moore, General Counsel Gregory M. Murphy, Secretary Erica Harbison, Assistant Secretary Yvette Palomo, Assistant to Executive Director/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Captain Nicole Palomino, Los Angeles County Fire Department Acting Assistant Fire Chief Brian Kane, Municipal Services Director Michael Reyes, Auditor/Treasurer Hrant Manuelian, Community Services Director Jason Minter, Public Works Director Lucho Rodriguez, Planning Director Peter Kann

2. CEREMONIALS

Vice Chair Suarez led the flag salute. Pastor Dwight Dudley of Calvary Chapel South Bay provided the inspiration.

4. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

No public comment provided specific to the Public Financing Authority.

7. CONSENT CALENDAR

7A. Minutes of the Lawndale Public Financing Authority, September 18, 2023

Recommendation: that the Board of the Lawndale Public Financing Authority approve the minutes.

A motion was made by Director Kearney and seconded by Director Hofmann Gorman to approve the Consent Calendar. The motion passed by a vote of 5-0.

9. ADMINISTRATION

9A. Annual Accounting of Lawndale Public Financing Authority Financial Activities

Recommendation: that the Board of the Lawndale Public Financing Authority receive and file the annual accounting of financial activities.

Auditor/Treasurer Manuelian presented the staff report.

By consensus, the Board of the Lawndale Public Financing Authority received and filed the annual accounting of financial activities report.

13. ADJOURNMENT

There being no further business to conduct, Chair Pullen-Miles adjourned the meeting at 11:12 p.m.

Robert Pullen-Miles, Chair

ATTEST:

Erica Harbison, Secretary

Approved: September 15, 2025



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Peter Kann, Community Development Director

SUBJECT: **Case 25-13 – A General Plan Amendment to Expand the City of Lawndale’s Sphere of Influence Planning Area So as to Include a Portion of El Camino Village/Alondra Park Planning Areas of Los Angeles County**

BACKGROUND

Community Development staff is requesting a withdrawal of this public hearing due to not meeting the public notice requirements set forth in Government Code 65335 (General Plan Amendment Legislative Body Notice and Hearing) and Government Code 65090 (Notice of Hearing).

Pursuant to Government Code 65355, a General Plan Amendment requires one public hearing and the hearing shall be noticed pursuant to Government Code 65090, which requires a published notice in at least one newspaper in general circulation at least 10 days prior to the hearing.

Staff made a request to publish the notice at least 10 days prior to the public hearing, but when staff checked the published public notice, the actual publishing date of this General Plan Amendment did not meet the noticing requirements of the previously mentioned Government Code.

Staff will re-publish the public notice for the next regularly schedule City Council meeting on October 6, 2025.

RECOMMENDATION

Staff recommends that the City Council approve withdrawing from this agenda the public hearing for Case 25-13, a General Plan Amendment to expand the City of Lawndale’s Sphere of Influence Planning Area to include portions of the El Camino Village and Alondra Park Planning Areas of Los Angeles County.



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: **Annual Accounting of Lawndale Public Financing Authority Financial Activities**

BACKGROUND

The Lawndale Public Financing Authority established under the Joint Exercise of Powers Agreement (the "Agreement"), dated August 3, 2009, between the City of Lawndale and the Lawndale Redevelopment Agency ("LRA"), requires an annual accounting of financial activities within a reasonable time after the close of each Fiscal Year. (Article VI, Section 6.02 of the Agreement). The Authority was created for the sole purpose of issuing bonds for financing capital projects including the Community Center located at 14700 Burin Avenue, road improvements (sidewalk, pavement, curb and gutter), park and open space improvements (lights and playground) and new park acquisition and improvements.

On November 1, 2009, \$20,545,000 of Tax Allocation Bonds, Series 2009, were issued. Interest rates range from 2% to 5.6% with interest payable semiannually on February 1 and August 1 and principal maturing annually on August 1. Debt service payments are included on the Lawndale Recognized Obligation Payment Schedule ("ROPS") and funded through the Successor Agency to the former Lawndale Redevelopment Agency, pursuant to Assembly Bill 1X 26.

STAFF REVIEW

For the fiscal year ended June 30, 2025, debt service of \$1,294,700, (\$385,000 principal and \$909,700 interest) was paid and the same amount was received from the Successor Agency. The outstanding principal on the debt changed as follows:

Outstanding Tax Revenue Bond Balance, 7/1/24	\$16,750,000
Principal Payment, 8/1/24	<u>\$385,000</u>
Outstanding Tax Revenue Bond Balance, 6/30/25	\$ 16,365,000

The debt service schedule is as follows:

Year June 30	Ending Principal	Interest	Total
2026	\$405,000	\$888,937	\$1,293,937
2027	430,000	865,975	1,295,975
2028	455,000	841,638	1,296,638
2029	480,000	815,925	1,295,925
2030	505,000	788,837	1,293,837

2031-2035	3,350,000	3,452,350	6,802,350
2036-2040	4,655,000	2,340,388	6,995,388
2041-2045	6,085,000	872,438	6,957,438
Total	\$16,365,000	\$10,966,488	\$27,231,488

The \$1,293,937 debt service payment for fiscal year ending June 30, 2026 is included in the approved annual ROPS to be received from the Successor Agency during the year. In addition, both the revenue and debt service payments are included in the Successor Agency to the LRD section of the Adopted Budget for Fiscal Year 2024-2025.

LEGAL REVIEW

N/A

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Staff recommends the Board of the Lawndale Public Financing Authority receive and file the annual accounting of financial activities.



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Raylette Felton, Deputy City Manager/Director of Human Resources
SUBJECT: **Amendments to the Salary and Benefits Resolution for Central Management Employees and City-wide Salary and Pay Schedule for FY 2025-2026**

BACKGROUND

On April 2, 2024, City Council approved Resolution No. CC-2404-064, adopting and restating the Schedule of Salary and Benefits for the Central Management Employees, providing salary and benefit adjustments for affected positions. In light of recent salary and benefits changes that occurred during the contract negotiations between the City and AFSCME Majority Representative Employee Organization, the City now desires to amend and restate the Schedule of Salary and Benefits for the Central Management Employees.

STAFF REVIEW

The City Manager and Central Management Team (CMT) discussed proposed salary and benefit changes to provide parity for affected employees. With direction from the City Council, the City Manager and CMT have agreed to the following:

- **Salary Increase:** 6% salary increase effective September 15, 2025; 5% salary increase effective July 1, 2026; and a 4% salary increase effective July 1, 2027.
- **Longevity Pay:** modify to increase longevity pay from \$150 annually to \$300 annually for 5 years; increase pay from \$400 annually for 10 years to \$600; and add new tier of 15 years at \$900 annually.
- **End of Year Holiday Closure:** add new language to close City facilities/departments the week between Christmas Eve and New Years Day.
- **Deferred Compensation:** modify to provide \$250 increase to the deferred compensation match program.

The attached amendment to the Schedule of Salary and Benefits Resolution for Central Management Employees would also trigger the need to update the City-wide Salary/ Pay Schedule for Fiscal Year 2025-2026 to reflect changes approved by City Council, in compliance with applicable sections of the California Government Code.

LEGAL REVIEW

The City Attorney's Office has reviewed and approved the staff report and attached resolutions as to form.

FISCAL IMPACT

The total cost for this implementation is \$86,067 for fiscal year 2025-26. A budget amendment to the various payroll accounts is needed as these increases were not budgeted for.

RECOMMENDATION

Staff recommends that the City Council approve 1.) Resolution No. CC-2509-043, amending the Schedule of Salary and Benefits Resolution for Central Management Employees; 2.) Resolution No. CC-2509-044, amending the Citywide Salary and Pay Schedule for Fiscal Year 2025-2026; and 3.) The budget amendment to the various payroll accounts for a total of \$86,067.

Attachments

[Attachment A- CC-2509-043- Amendment CMT Salary and Benefits Resolution.pdf](#)

[Attachment B -2509-044- Amendment City-wide Salary Schedule FY 2025-2026.pdf](#)

ATTACHMENT A

RESOLUTION NO. CC-2509-043

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
ADOPTING AN AMENDMENT TO THE SCHEDULE OF SALARIES AND
BENEFITS FOR DESIGNATED CENTRAL MANAGEMENT
EMPLOYEES EFFECTIVE SEPTEMBER 15, 2025**

WHEREAS, Section 36506 of the California Government Code requires that the city council fix the compensation of all appointive officers and employees by resolution or ordinance; and

WHEREAS, Section 2.12.030 of the City of Lawnsdale ("City") Municipal Code similarly requires that the salaries and compensation of officers and employees of the City shall be as established by resolution of the City Council; and

WHEREAS, the City Council has historically adopted a resolution known as the "Schedule of Salaries and Benefits for Central Management Employees" to memorialize the salaries and benefits to be provided to certain designated central management employees and the City's department directors, as distinguished from mid-management, classified, part-time and/or other City employees; and

WHEREAS, on or about April 2, 2024, the City Council adopted Resolution No. 2404-064, the "Schedule of Salaries and Benefits for Central Management Employees Effective April 2, 2024," ("CMT Resolution"), which included benefits and a salary schedule covering fiscal year 2024-2025; and

WHEREAS, the City Council now desires to amend the CMT Resolution to update and replace Article II, Section 02; Article III Section 01; Article VII, to add Section 04; and Article XI, Section 03 as described below.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Article II, Section 02, "Salary and Wage Schedule" of the 2024 CMT Resolution is hereby amended as follows:

"The Affected Employees shall have the following monthly pay and ranges, which shall become effective upon passage of a resolution by City Council. The salary tables shall be effective as indicated below:

Effective September 15, 2025, reflect a six percent (6%) increase:

Position	Range	A	B	C	D	E
Assistant City Clerk	127	\$10,314	\$10,830	\$11,371	\$11,940	\$12,537
Deputy City Manager/HR Director	164	\$14,904	\$15,650	\$16,432	\$17,254	\$18,116
Director of Community Services	146	\$12,460	\$13,083	\$13,738	\$14,424	\$15,146
Director of Municipal Services	146	\$12,460	\$13,083	\$13,738	\$14,424	\$15,146
Director of Community Development	156	\$13,764	\$14,452	\$15,175	\$15,933	\$16,730
Director of Finance/City Treasurer	156	\$13,764	\$14,452	\$15,175	\$15,933	\$16,730
Director of Public Works/ City Engineer	156	\$13,764	\$14,452	\$15,175	\$15,933	\$16,730

Effective July 1, 2026, reflect a five percent (5%) increase:

Position	Range	A	B	C	D	E
Assistant City Clerk	138	\$10,840	\$11,382	\$11,951	\$12,549	\$13,176
Deputy City Manager/HR Director	175	\$15,665	\$16,448	\$17,270	\$18,134	\$19,040
Director of Community Services	157	\$13,096	\$13,751	\$14,438	\$15,160	\$15,918
Director of Municipal Services	157	\$13,096	\$13,751	\$14,438	\$15,160	\$15,918
Director of Community Development	167	\$14,466	\$15,189	\$15,949	\$16,746	\$17,584
Director of Finance/City Treasurer	167	\$14,466	\$15,189	\$15,949	\$16,746	\$17,584
Director of Public Works/ City Engineer	167	\$14,466	\$15,189	\$15,949	\$16,746	\$17,584

Effective July 1, 2027, reflect four percent (4%) increase:

Position	Range	A	B	C	D	E
Assistant City Clerk	142	\$11,280	\$11,844	\$12,436	\$13,058	\$13,711
Deputy City Manager/HR Director	179	\$16,301	\$17,116	\$17,972	\$18,870	\$19,814
Director of Community Services	161	\$13,628	\$14,309	\$15,025	\$15,776	\$16,565
Director of Municipal Services	161	\$13,628	\$14,309	\$15,025	\$15,776	\$16,565
Director of Community Development	171	\$15,053	\$15,806	\$16,596	\$17,426	\$18,298
Director of Finance/City Treasurer	171	\$15,053	\$15,806	\$16,596	\$17,426	\$18,298
Director of Public Works/ City Engineer	171	\$15,053	\$15,806	\$16,596	\$17,426	\$18,298

SECTION 2. Article III Section 01 “Longevity Pay” of the 2024 CMT Resolution is hereby amended as follows:

“All Affected Employees who have completed five (5) full years of service with the City shall receive a longevity bonus in the form of an annual lump sum payment of ~~one hundred and fifty~~ **three hundred dollars (\$300)**. Those who have completed ten (10) full years of service shall receive an annual lump sum payment of ~~four hundred~~ **six hundred-dollars (\$600)**. **Any Affected Employee having completed fifteen (15) full years of service with the City shall receive an annual lump sum payment of nine hundred dollars (\$900)**, ~~Said payments~~ **which** shall be paid on the first payroll following the Affected Employee's anniversary date of hire.”

SECTION 3. Amend Article VII, Holidays, of the 2024 CMT Resolution is hereby amended to add new Section 04 “End of Year Closure,” to state the following:

“Affected Employees recognize that the City will close City Hall, Public Works, Municipal Services and Community Services for the workdays between the observed Christmas Eve and New Years’ Day holidays (typically 4 days).

Banked floating holiday, vacation, and/or executive leave bank time may be used for days within the period as the End of Year Holiday Closure period. Affected Employees must review holiday closure impacts and develop a work plan based on their department and may be required to work some or all of these days based on the operational needs of the City.”

SECTION 4. Article XI, Section 03 “Deferred Compensation Available” of the 2024 CMT Resolution is hereby amended as follows:

“The City shall make available to all Affected Employees a deferred compensation program under the International City Management Association Retirement Corporation and Public Employees Benefit Services Corporation's deferred compensation program. Said program shall be for voluntary contributions by the employee or for use by the employee as provided in Article X, Section 02 herein. Further, flexible benefit contributions not used for the purchase of health benefits may be contributed to the employee’s deferred compensation account upon written option by the employee to the Human Resources Department.

The City provides for a deferred compensation match program for Affected Employees as follows: an Affected Employee contribution of up to ~~\$7,750~~ **\$8,000** shall be matched with up to ~~\$7,750~~ **\$8,000** by the City, such that the City matches one dollar for every dollar contributed by an Affected Employee up to ~~\$7,750~~ **\$8,000**.”

SECTION 5. Except as set forth above, all other provisions of the 2024 CMT Resolution shall remain in full force and effect.

PASSED, APPROVED AND ADOPTED this 15th day of September, 2025.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2509-043 at a regular meeting of said Council held on the 15th day of September 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Sirley Cuevas					
Bernadette Suarez					
Francisco M. Talavera					

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

ATTACHMENT B

RESOLUTION NO. CC-2509-044

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
APPROVING AN AMENDMENT TO THE PUBLICLY AVAILABLE CITY-WIDE
SALARY AND PAY SCHEDULE AS REQUIRED BY CALPERS FOR FISCAL YEAR 2025-2026**

WHEREAS, the City of Lawndale (“City”) contracts with the California Public Employees’ Retirement System (“CalPERS”) to provide retirement benefits for its employees; and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify each position by title, the individual pay rate amount or ranges for that position, and the time upon which the amounts are based; and

WHEREAS, the City Council approved Resolution No. CC-2506-032, adopting a publicly available pay schedule for the period covering 2025 through 2025; and

WHEREAS, the City Council now desires to amend and update the pay schedule in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5 to reflect changes made to certain salaries which will become effective on September 15, 2025.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City-wide Salary and Pay Schedule contained in Exhibit "A", attached hereto and made a part hereof, is hereby amended and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5 effective upon the City Council’s approval of an Amendment to the Schedule of Salary and Benefits for the Central Management Employees.

SECTION 2. That this City-wide Salary and Pay Schedule will be made available for public viewing via the City website for no less than five (5) years.

PASSED, APPROVED AND ADOPTED this 15th day of September, 2025.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2509-044 at a regular meeting of said Council held on the 15th day of September, 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Sirley Cuevas					
Bernadette Suarez					
Francisco M. Talavera					

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

EXHIBIT “A”

CITY OF LAWNSDALE CITY-WIDE SALARY/ PAY SCHEDULE FISCAL YEAR 2025-2026

EXHIBIT "A"

CITYWIDE SALARY AND PAY SCHEDULE
FISCAL YEAR 2025-26

SEPTEMBER 15, 2025

Job ID	Current Job Title	Range	Step A		Step B		Step C		Step D		Step E		Bargaining Group
			Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	
2002	Deputy City Clerk	82	\$6,209	\$74,510	\$6,520	\$78,236	\$6,846	\$82,147	\$7,188	\$86,255	\$7,547	\$90,567	AFSCME MID-MANAGEMENT UNIT (MM)
5006	Assistant Planner	87	\$6,526	\$78,311	\$6,852	\$82,226	\$7,195	\$86,338	\$7,555	\$90,654	\$7,932	\$95,187	AFSCME MID-MANAGEMENT UNIT (MM)
5003	Grant/Economic Dev Coordinator	90	\$6,724	\$80,684	\$7,060	\$84,718	\$7,413	\$88,954	\$7,783	\$93,401	\$8,173	\$98,071	AFSCME MID-MANAGEMENT UNIT (MM)
3003	Community Services Supervisor	94	\$6,997	\$83,960	\$7,346	\$88,158	\$7,714	\$92,566	\$8,099	\$97,194	\$8,504	\$102,054	AFSCME MID-MANAGEMENT UNIT (MM)
1002	Administrative Analyst	95	\$7,067	\$84,799	\$7,420	\$89,039	\$7,791	\$93,491	\$8,180	\$98,166	\$8,590	\$103,074	AFSCME MID-MANAGEMENT UNIT (MM)
7003	Assistant Engineer	95	\$7,067	\$84,799	\$7,420	\$89,039	\$7,791	\$93,491	\$8,180	\$98,166	\$8,590	\$103,074	AFSCME MID-MANAGEMENT UNIT (MM)
6003	Municipal Services Supervisor	101	\$7,501	\$90,016	\$7,876	\$94,517	\$8,270	\$99,243	\$8,684	\$104,205	\$9,118	\$109,415	AFSCME MID-MANAGEMENT UNIT (MM)
8001	Maintenance Supervisor	104	\$7,729	\$92,744	\$8,115	\$97,381	\$8,521	\$102,250	\$8,947	\$107,363	\$9,394	\$112,731	AFSCME MID-MANAGEMENT UNIT (MM)
1010	Senior Management Analyst	105	\$7,806	\$93,671	\$8,196	\$98,355	\$8,606	\$103,273	\$9,036	\$108,436	\$9,488	\$113,858	AFSCME MID-MANAGEMENT UNIT (MM)
5005	Associate Planner	106	\$7,884	\$94,608	\$8,278	\$99,338	\$8,692	\$104,305	\$9,127	\$109,521	\$9,583	\$114,997	AFSCME MID-MANAGEMENT UNIT (MM)
7002	Associate Engineer	115	\$8,623	\$103,471	\$9,054	\$108,645	\$9,506	\$114,077	\$9,982	\$119,781	\$10,481	\$125,770	AFSCME MID-MANAGEMENT UNIT (MM)
5004	Senior Planner	117	\$8,796	\$105,551	\$9,236	\$110,829	\$9,698	\$116,370	\$10,182	\$122,189	\$10,691	\$128,298	AFSCME MID-MANAGEMENT UNIT (MM)
9001	Cable Television Supervisor	121	\$9,153	\$109,837	\$9,611	\$115,329	\$10,091	\$121,095	\$10,596	\$127,150	\$11,126	\$133,507	AFSCME MID-MANAGEMENT UNIT (MM)
5002	Community Development Manager	128	\$9,813	\$117,760	\$10,304	\$123,648	\$10,819	\$129,830	\$11,360	\$136,322	\$11,928	\$143,138	AFSCME MID-MANAGEMENT UNIT (MM)
4002	Accounting Manager	129	\$9,911	\$118,938	\$10,407	\$124,884	\$10,927	\$131,129	\$11,474	\$137,685	\$12,047	\$144,569	AFSCME MID-MANAGEMENT UNIT (MM)
6002	Municipal Services Manager	133	\$10,314	\$123,767	\$10,830	\$129,955	\$11,371	\$136,453	\$11,940	\$143,276	\$12,537	\$150,439	AFSCME MID-MANAGEMENT UNIT (MM)
3002	Community Services Manager	133	\$10,314	\$123,767	\$10,830	\$129,955	\$11,371	\$136,453	\$11,940	\$143,276	\$12,537	\$150,439	AFSCME MID-MANAGEMENT UNIT (MM)
Job ID	Current Job Title	Range	Step A	Step A	Step B	Step B	Step C	Step C	Step D	Step D	Step E	Step E	Max
3006	Senior Nutrition Specialist	14	\$3,156	\$37,876	\$3,314	\$39,770	\$3,480	\$41,758	\$3,654	\$43,846	\$3,837	\$46,038	AFSCME CLASSIFIED UNIT (CL)
1003	Office Assistant	46	\$4,340	\$52,077	\$4,557	\$54,681	\$4,785	\$57,415	\$5,024	\$60,286	\$5,275	\$63,300	AFSCME CLASSIFIED UNIT (CL)
8004	Maintenance Worker I	48	\$4,427	\$53,124	\$4,648	\$55,780	\$4,881	\$58,569	\$5,125	\$61,497	\$5,381	\$64,572	AFSCME CLASSIFIED UNIT (CL)
6005	Municipal Services Officer I	48	\$4,427	\$53,124	\$4,648	\$55,780	\$4,881	\$58,569	\$5,125	\$61,497	\$5,381	\$64,572	AFSCME CLASSIFIED UNIT (CL)
3011	Transit Operator	50	\$4,516	\$54,191	\$4,742	\$56,901	\$4,979	\$59,746	\$5,228	\$62,733	\$5,489	\$65,870	AFSCME CLASSIFIED UNIT (CL)
8003	Maintenance Worker II	60	\$4,988	\$59,861	\$5,238	\$62,854	\$5,500	\$65,997	\$5,775	\$69,297	\$6,063	\$72,761	AFSCME CLASSIFIED UNIT (CL)
4005	Accounting Specialist	61	\$5,038	\$60,460	\$5,290	\$63,483	\$5,555	\$66,657	\$5,832	\$69,990	\$6,124	\$73,489	AFSCME CLASSIFIED UNIT (CL)
5008	Building Permit Specialist	67	\$5,348	\$64,179	\$5,616	\$67,388	\$5,896	\$70,758	\$6,191	\$74,295	\$6,501	\$78,010	AFSCME CLASSIFIED UNIT (CL)
6004	Municipal Services Officer II	68	\$5,402	\$64,821	\$5,672	\$68,062	\$5,955	\$71,465	\$6,253	\$75,038	\$6,566	\$78,790	AFSCME CLASSIFIED UNIT (CL)
1004	Office /Personnel Assistant	69	\$5,456	\$65,469	\$5,729	\$68,743	\$6,015	\$72,180	\$6,316	\$75,789	\$6,632	\$79,578	AFSCME CLASSIFIED UNIT (CL)
1005	Administrative Assistant II	69	\$5,456	\$65,469	\$5,729	\$68,743	\$6,015	\$72,180	\$6,316	\$75,789	\$6,632	\$79,578	AFSCME CLASSIFIED UNIT (CL)
3004	Recreation Coordinator	69	\$5,456	\$65,469	\$5,729	\$68,743	\$6,015	\$72,180	\$6,316	\$75,789	\$6,632	\$79,578	AFSCME CLASSIFIED UNIT (CL)
4004	Community Services Coordinator	69	\$5,456	\$65,469	\$5,729	\$68,743	\$6,015	\$72,180	\$6,316	\$75,789	\$6,632	\$79,578	AFSCME CLASSIFIED UNIT (CL)
4003	Accounting / Payroll Specialist	72	\$5,621	\$67,453	\$5,902	\$70,826	\$6,197	\$74,367	\$6,507	\$78,085	\$6,832	\$81,989	AFSCME CLASSIFIED UNIT (CL)
8002	Maintenance Worker III	76	\$5,849	\$70,192	\$6,142	\$73,701	\$6,449	\$77,386	\$6,771	\$81,256	\$7,110	\$85,319	AFSCME CLASSIFIED UNIT (CL)
6008	Code Enforcement Officer I	81	\$6,148	\$73,772	\$6,455	\$77,461	\$6,778	\$81,334	\$7,117	\$85,401	\$7,473	\$89,671	AFSCME CLASSIFIED UNIT (CL)
7004	Engineering Technician	81	\$6,148	\$73,772	\$6,455	\$77,461	\$6,778	\$81,334	\$7,117	\$85,401	\$7,473	\$89,671	AFSCME CLASSIFIED UNIT (CL)
1102	Public Works Inspector	82	\$6,209	\$74,510	\$6,520	\$78,236	\$6,846	\$82,147	\$7,188	\$86,255	\$7,547	\$90,567	AFSCME CLASSIFIED UNIT (CL)
6009	Code Enforcement Officer II	87	\$6,526	\$78,311	\$6,852	\$82,226	\$7,195	\$86,338	\$7,555	\$90,654	\$7,932	\$95,187	AFSCME CLASSIFIED UNIT (CL)
1006	Executive Assistant	95	\$7,067	\$84,799	\$7,420	\$89,039	\$7,791	\$93,491	\$8,180	\$98,166	\$8,590	\$103,074	AFSCME CLASSIFIED UNIT (CL)
Job ID	Current Job Title	Range	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Bargaining Group
3008	Delivery Worker	11	\$17.67	\$17.67	\$18.56	\$18.56	\$19.49	\$19.49	\$20.46	\$20.46	\$21.48	\$21.48	PART-TIME EMPLOYEES HOURLY (PT)
3005	Recreation Leader	11	\$17.67	\$17.67	\$18.56	\$18.56	\$19.49	\$19.49	\$20.46	\$20.46	\$21.48	\$21.48	PART-TIME EMPLOYEES HOURLY (PT)
3010	Senior Recreation Leader	14	\$18.21	\$18.21	\$19.12	\$19.12	\$20.08	\$20.08	\$21.08	\$21.08	\$22.13	\$22.13	PART-TIME EMPLOYEES HOURLY (PT)
9003	CATV Production Assistant	43	\$24.30	\$24.30	\$25.52	\$25.52	\$26.79	\$26.79	\$28.13	\$28.13	\$29.54	\$29.54	PART-TIME EMPLOYEES HOURLY (PT)
1007	Office Assistant	46	\$25.04	\$25.04	\$26.29	\$26.29	\$27.60	\$27.60	\$28.98	\$28.98	\$30.43	\$30.43	PART-TIME EMPLOYEES HOURLY (PT)
8005	Maintenance Worker I	48	\$25.54	\$25.54	\$26.82	\$26.82	\$28.16	\$28.16	\$29.57	\$29.57	\$31.04	\$31.04	PART-TIME EMPLOYEES HOURLY (PT)
6006	Municipal Services Officer I	48	\$25.54	\$25.54	\$26.82	\$26.82	\$28.16	\$28.16	\$29.57	\$29.57	\$31.04	\$31.04	PART-TIME EMPLOYEES HOURLY (PT)
3012	Transit Operator	50	\$26.05	\$26.05	\$27.36	\$27.36	\$28.72	\$28.72	\$30.16	\$30.16	\$31.67	\$31.67	PART-TIME EMPLOYEES HOURLY (PT)
9002	CATV Production Assistant II	53	\$26.84	\$26.84	\$28.19	\$28.19	\$29.59	\$29.59	\$31.07	\$31.07	\$32.63	\$32.63	PART-TIME EMPLOYEES HOURLY (PT)
1103	Emergency Preparedness Coordinator	59	\$28.49	\$28.49	\$29.92	\$29.92	\$31.42	\$31.42	\$32.99	\$32.99	\$34.64	\$34.64	PART-TIME EMPLOYEES HOURLY (PT)
6007	Municipal Services Officer II	68	\$31.16	\$31.16	\$32.72	\$32.72	\$34.36	\$34.36	\$36.08	\$36.08	\$37.88	\$37.88	PART-TIME EMPLOYEES HOURLY (PT)
6010	Code Enforcement Officer I	81	\$35.47	\$35.47	\$37.24	\$37.24	\$39.10	\$39.10	\$41.06	\$41.06	\$43.11	\$43.11	PART-TIME EMPLOYEES HOURLY (PT)
5007	Associate Planner	106	\$45.48	\$45.48	\$47.76	\$47.76	\$50.15	\$50.15	\$52.65	\$52.65	\$55.29	\$55.29	PART-TIME EMPLOYEES HOURLY (PT)

**CITYWIDE SALARY AND PAY SCHEDULE
FISCAL YEAR 2025-26**

SEPTEMBER 15, 2025

Job ID	Current Job Title	Range	Step A		Step B		Step C		Step D		Step E		Bargaining Group
			Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	
2001	Assistant City Clerk	133	\$10,314	\$123,767	\$10,830	\$129,955	\$11,371	\$136,453	\$11,940	\$143,276	\$12,537	\$150,439	CENTRAL MANAGEMENT EMPLOYEES (CMT)
1008	Deputy CM/Human Resources Director	170	\$14,904	\$178,853	\$15,650	\$187,795	\$16,432	\$197,185	\$17,254	\$207,044	\$18,116	\$217,397	CENTRAL MANAGEMENT EMPLOYEES (CMT)
6001	Director of Municipal Services	152	\$12,460	\$149,524	\$13,083	\$157,000	\$13,738	\$164,850	\$14,424	\$173,093	\$15,146	\$181,747	CENTRAL MANAGEMENT EMPLOYEES (CMT)
3001	Director of Community Services	152	\$12,460	\$149,524	\$13,083	\$157,000	\$13,738	\$164,850	\$14,424	\$173,093	\$15,146	\$181,747	CENTRAL MANAGEMENT EMPLOYEES (CMT)
5001	Director of Community Development	162	\$13,764	\$165,167	\$14,452	\$173,426	\$15,175	\$182,097	\$15,933	\$191,202	\$16,730	\$200,762	CENTRAL MANAGEMENT EMPLOYEES (CMT)
4001	Director of Finance/ City Treasurer	162	\$13,764	\$165,167	\$14,452	\$173,426	\$15,175	\$182,097	\$15,933	\$191,202	\$16,730	\$200,762	CENTRAL MANAGEMENT EMPLOYEES (CMT)
1100	Director of Public Works/ City Engineer	162	\$13,764	\$165,167	\$14,452	\$173,426	\$15,175	\$182,097	\$15,933	\$191,202	\$16,730	\$200,762	CENTRAL MANAGEMENT EMPLOYEES (CMT)
Job ID	Current Job Title	Range	Step A		Step B		Step C		Step D		Step E		Bargaining Group
			Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	
1001	City Manager											\$254,869	Contract

Lawndale 2025 Salary Schedule

Salary Range					
Salary Range	Step A	Step B	Step C	Step D	Step E
1	\$33,280	\$34,944	\$36,691	\$38,526	\$40,452
2	\$33,613	\$35,293	\$37,058	\$38,911	\$40,857
3	\$33,949	\$35,646	\$37,429	\$39,300	\$41,265
4	\$34,288	\$36,003	\$37,803	\$39,693	\$41,678
5	\$34,631	\$36,363	\$38,181	\$40,090	\$42,095
6	\$34,978	\$36,726	\$38,563	\$40,491	\$42,516
7	\$35,327	\$37,094	\$38,948	\$40,896	\$42,941
8	\$35,681	\$37,465	\$39,338	\$41,305	\$43,370
9	\$36,037	\$37,839	\$39,731	\$41,718	\$43,804
10	\$36,398	\$38,218	\$40,129	\$42,135	\$44,242
11	\$36,762	\$38,600	\$40,530	\$42,556	\$44,684
12	\$37,129	\$38,986	\$40,935	\$42,982	\$45,131
13	\$37,501	\$39,376	\$41,345	\$43,412	\$45,582
14	\$37,876	\$39,770	\$41,758	\$43,846	\$46,038
15	\$38,255	\$40,167	\$42,176	\$44,284	\$46,499
16	\$38,637	\$40,569	\$42,597	\$44,727	\$46,964
17	\$39,023	\$40,975	\$43,023	\$45,174	\$47,433
18	\$39,414	\$41,384	\$43,454	\$45,626	\$47,908
19	\$39,808	\$41,798	\$43,888	\$46,082	\$48,387
20	\$40,206	\$42,216	\$44,327	\$46,543	\$48,870
21	\$40,608	\$42,638	\$44,770	\$47,009	\$49,359
22	\$41,014	\$43,065	\$45,218	\$47,479	\$49,853
23	\$41,424	\$43,495	\$45,670	\$47,954	\$50,351
24	\$41,838	\$43,930	\$46,127	\$48,433	\$50,855
25	\$42,257	\$44,370	\$46,588	\$48,917	\$51,363
26	\$42,679	\$44,813	\$47,054	\$49,407	\$51,877
27	\$43,106	\$45,261	\$47,525	\$49,901	\$52,396
28	\$43,537	\$45,714	\$48,000	\$50,400	\$52,920
29	\$43,973	\$46,171	\$48,480	\$50,904	\$53,449
30	\$44,412	\$46,633	\$48,965	\$51,413	\$53,983
31	\$44,856	\$47,099	\$49,454	\$51,927	\$54,523
32	\$45,305	\$47,570	\$49,949	\$52,446	\$55,068
33	\$45,758	\$48,046	\$50,448	\$52,971	\$55,619
34	\$46,216	\$48,526	\$50,953	\$53,500	\$56,175
35	\$46,678	\$49,012	\$51,462	\$54,035	\$56,737
36	\$47,145	\$49,502	\$51,977	\$54,576	\$57,304
37	\$47,616	\$49,997	\$52,497	\$55,121	\$57,878
38	\$48,092	\$50,497	\$53,022	\$55,673	\$58,456
39	\$48,573	\$51,002	\$53,552	\$56,229	\$59,041
40	\$49,059	\$51,512	\$54,087	\$56,792	\$59,631
41	\$49,549	\$52,027	\$54,628	\$57,360	\$60,228
42	\$50,045	\$52,547	\$55,174	\$57,933	\$60,830
43	\$50,545	\$53,073	\$55,726	\$58,513	\$61,438
44	\$51,051	\$53,603	\$56,283	\$59,098	\$62,053
45	\$51,561	\$54,139	\$56,846	\$59,689	\$62,673
46	\$52,077	\$54,681	\$57,415	\$60,286	\$63,300
47	\$52,598	\$55,228	\$57,989	\$60,888	\$63,933
48	\$53,124	\$55,780	\$58,569	\$61,497	\$64,572
49	\$53,655	\$56,338	\$59,155	\$62,112	\$65,218
50	\$54,191	\$56,901	\$59,746	\$62,733	\$65,870
51	\$54,733	\$57,470	\$60,344	\$63,361	\$66,529
52	\$55,281	\$58,045	\$60,947	\$63,994	\$67,194
53	\$55,833	\$58,625	\$61,556	\$64,634	\$67,866
54	\$56,392	\$59,211	\$62,172	\$65,281	\$68,545
55	\$56,956	\$59,804	\$62,794	\$65,933	\$69,230
56	\$57,525	\$60,402	\$63,422	\$66,593	\$69,922
57	\$58,101	\$61,006	\$64,056	\$67,259	\$70,622
58	\$58,682	\$61,616	\$64,696	\$67,931	\$71,328
59	\$59,268	\$62,232	\$65,343	\$68,611	\$72,041
60	\$59,861	\$62,854	\$65,997	\$69,297	\$72,761

Lawndale 2025 Salary Schedule

61	\$60,460	\$63,483	\$66,657	\$69,990	\$73,489
62	\$61,064	\$64,117	\$67,323	\$70,690	\$74,224
63	\$61,675	\$64,759	\$67,997	\$71,396	\$74,966
64	\$62,292	\$65,406	\$68,677	\$72,110	\$75,716
65	\$62,915	\$66,060	\$69,363	\$72,831	\$76,473
66	\$63,544	\$66,721	\$70,057	\$73,560	\$77,238
67	\$64,179	\$67,388	\$70,758	\$74,295	\$78,010
68	\$64,821	\$68,062	\$71,465	\$75,038	\$78,790
69	\$65,469	\$68,743	\$72,180	\$75,789	\$79,578
70	\$66,124	\$69,430	\$72,902	\$76,547	\$80,374
71	\$66,785	\$70,124	\$73,631	\$77,312	\$81,178
72	\$67,453	\$70,826	\$74,367	\$78,085	\$81,989
73	\$68,127	\$71,534	\$75,111	\$78,866	\$82,809
74	\$68,809	\$72,249	\$75,862	\$79,655	\$83,637
75	\$69,497	\$72,972	\$76,620	\$80,451	\$84,474
76	\$70,192	\$73,701	\$77,386	\$81,256	\$85,319
77	\$70,894	\$74,438	\$78,160	\$82,068	\$86,172
78	\$71,603	\$75,183	\$78,942	\$82,889	\$87,033
79	\$72,319	\$75,935	\$79,731	\$83,718	\$87,904
80	\$73,042	\$76,694	\$80,529	\$84,555	\$88,783
81	\$73,772	\$77,461	\$81,334	\$85,401	\$89,671
82	\$74,510	\$78,236	\$82,147	\$86,255	\$90,567
83	\$75,255	\$79,018	\$82,969	\$87,117	\$91,473
84	\$76,008	\$79,808	\$83,798	\$87,988	\$92,388
85	\$76,768	\$80,606	\$84,636	\$88,868	\$93,312
86	\$77,535	\$81,412	\$85,483	\$89,757	\$94,245
87	\$78,311	\$82,226	\$86,338	\$90,654	\$95,187
88	\$79,094	\$83,049	\$87,201	\$91,561	\$96,139
89	\$79,885	\$83,879	\$88,073	\$92,477	\$97,100
90	\$80,684	\$84,718	\$88,954	\$93,401	\$98,071
91	\$81,490	\$85,565	\$89,843	\$94,335	\$99,052
92	\$82,305	\$86,421	\$90,742	\$95,279	\$100,043
93	\$83,128	\$87,285	\$91,649	\$96,232	\$101,043
94	\$83,960	\$88,158	\$92,566	\$97,194	\$102,054
95	\$84,799	\$89,039	\$93,491	\$98,166	\$103,074
96	\$85,647	\$89,930	\$94,426	\$99,147	\$104,105
97	\$86,504	\$90,829	\$95,370	\$100,139	\$105,146
98	\$87,369	\$91,737	\$96,324	\$101,140	\$106,197
99	\$88,243	\$92,655	\$97,287	\$102,152	\$107,259
100	\$89,125	\$93,581	\$98,260	\$103,173	\$108,332
101	\$90,016	\$94,517	\$99,243	\$104,205	\$109,415
102	\$90,916	\$95,462	\$100,235	\$105,247	\$110,509
103	\$91,826	\$96,417	\$101,238	\$106,300	\$111,615
104	\$92,744	\$97,381	\$102,250	\$107,363	\$112,731
105	\$93,671	\$98,355	\$103,273	\$108,436	\$113,858
106	\$94,608	\$99,338	\$104,305	\$109,521	\$114,997
107	\$95,554	\$100,332	\$105,348	\$110,616	\$116,147
108	\$96,510	\$101,335	\$106,402	\$111,722	\$117,308
109	\$97,475	\$102,348	\$107,466	\$112,839	\$118,481
110	\$98,449	\$103,372	\$108,540	\$113,967	\$119,666
111	\$99,434	\$104,406	\$109,626	\$115,107	\$120,863
112	\$100,428	\$105,450	\$110,722	\$116,258	\$122,071
113	\$101,433	\$106,504	\$111,829	\$117,421	\$123,292
114	\$102,447	\$107,569	\$112,948	\$118,595	\$124,525
115	\$103,471	\$108,645	\$114,077	\$119,781	\$125,770
116	\$104,506	\$109,731	\$115,218	\$120,979	\$127,028
117	\$105,551	\$110,829	\$116,370	\$122,189	\$128,298
118	\$106,607	\$111,937	\$117,534	\$123,410	\$129,581
119	\$107,673	\$113,056	\$118,709	\$124,645	\$130,877
120	\$108,749	\$114,187	\$119,896	\$125,891	\$132,186
121	\$109,837	\$115,329	\$121,095	\$127,150	\$133,507
122	\$110,935	\$116,482	\$122,306	\$128,421	\$134,842
123	\$112,045	\$117,647	\$123,529	\$129,706	\$136,191

Lawndale 2025 Salary Schedule

124	\$113,165	\$118,823	\$124,764	\$131,003	\$137,553
125	\$114,297	\$120,012	\$126,012	\$132,313	\$138,928
126	\$115,440	\$121,212	\$127,272	\$133,636	\$140,318
127	\$116,594	\$122,424	\$128,545	\$134,972	\$141,721
128	\$117,760	\$123,648	\$129,830	\$136,322	\$143,138
129	\$118,938	\$124,884	\$131,129	\$137,685	\$144,569
130	\$120,127	\$126,133	\$132,440	\$139,062	\$146,015
131	\$121,328	\$127,395	\$133,764	\$140,453	\$147,475
132	\$122,542	\$128,669	\$135,102	\$141,857	\$148,950
133	\$123,767	\$129,955	\$136,453	\$143,276	\$150,439
134	\$125,005	\$131,255	\$137,818	\$144,708	\$151,944
135	\$126,255	\$132,567	\$139,196	\$146,156	\$153,463
136	\$127,517	\$133,893	\$140,588	\$147,617	\$154,998
137	\$128,792	\$135,232	\$141,994	\$149,093	\$156,548
138	\$130,080	\$136,584	\$143,414	\$150,584	\$158,113
139	\$131,381	\$137,950	\$144,848	\$152,090	\$159,695
140	\$132,695	\$139,330	\$146,296	\$153,611	\$161,291
141	\$134,022	\$140,723	\$147,759	\$155,147	\$162,904
142	\$135,362	\$142,130	\$149,237	\$156,699	\$164,533
143	\$136,716	\$143,551	\$150,729	\$158,266	\$166,179
144	\$138,083	\$144,987	\$152,236	\$159,848	\$167,841
145	\$139,464	\$146,437	\$153,759	\$161,447	\$169,519
146	\$140,858	\$147,901	\$155,296	\$163,061	\$171,214
147	\$142,267	\$149,380	\$156,849	\$164,692	\$172,926
148	\$143,690	\$150,874	\$158,418	\$166,339	\$174,656
149	\$145,126	\$152,383	\$160,002	\$168,002	\$176,402
150	\$146,578	\$153,907	\$161,602	\$169,682	\$178,166
151	\$148,044	\$155,446	\$163,218	\$171,379	\$179,948
152	\$149,524	\$157,000	\$164,850	\$173,093	\$181,747
153	\$151,019	\$158,570	\$166,499	\$174,824	\$183,565
154	\$152,529	\$160,156	\$168,164	\$176,572	\$185,400
155	\$154,055	\$161,757	\$169,845	\$178,338	\$187,254
156	\$155,595	\$163,375	\$171,544	\$180,121	\$189,127
157	\$157,151	\$165,009	\$173,259	\$181,922	\$191,018
158	\$158,723	\$166,659	\$174,992	\$183,741	\$192,928
159	\$160,310	\$168,325	\$176,742	\$185,579	\$194,858
160	\$161,913	\$170,009	\$178,509	\$187,435	\$196,806
161	\$163,532	\$171,709	\$180,294	\$189,309	\$198,774
162	\$165,167	\$173,426	\$182,097	\$191,202	\$200,762
163	\$166,819	\$175,160	\$183,918	\$193,114	\$202,770
164	\$168,487	\$176,912	\$185,757	\$195,045	\$204,797
165	\$170,172	\$178,681	\$187,615	\$196,996	\$206,845
166	\$171,874	\$180,468	\$189,491	\$198,966	\$208,914
167	\$173,593	\$182,272	\$191,386	\$200,955	\$211,003
168	\$175,329	\$184,095	\$193,300	\$202,965	\$213,113
169	\$177,082	\$185,936	\$195,233	\$204,994	\$215,244
170	\$178,853	\$187,795	\$197,185	\$207,044	\$217,397
171	\$180,641	\$189,673	\$199,157	\$209,115	\$219,571
172	\$182,448	\$191,570	\$201,149	\$211,206	\$221,766
173	\$184,272	\$193,486	\$203,160	\$213,318	\$223,984
174	\$186,115	\$195,421	\$205,192	\$215,451	\$226,224
175	\$187,976	\$197,375	\$207,244	\$217,606	\$228,486
176	\$189,856	\$199,349	\$209,316	\$219,782	\$230,771
177	\$191,754	\$201,342	\$211,409	\$221,980	\$233,079
178	\$193,672	\$203,355	\$213,523	\$224,199	\$235,409
179	\$195,609	\$205,389	\$215,658	\$226,441	\$237,763
180	\$197,565	\$207,443	\$217,815	\$228,706	\$240,141
181	\$199,540	\$209,517	\$219,993	\$230,993	\$242,542
182	\$201,536	\$211,612	\$222,193	\$233,303	\$244,968
183	\$203,551	\$213,729	\$224,415	\$235,636	\$247,418
184	\$205,587	\$215,866	\$226,659	\$237,992	\$249,892



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Lucho Rodriguez, Public Works Director
Nick Petrevski, Associate Engineer

SUBJECT: **Measure M Funding Agreement for the Redondo Beach Blvd Active Transportation Project**

BACKGROUND

On January 28, 2021, the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) Board of Directors approved \$6,600,000.00, which has since been increased to \$7,604,615.73, in Measure M Metro Active Transport (MAT) Funds over five years for the design and construction of the Redondo Beach Boulevard Active Transportation Project, Metro Project #01104 (Project). The purpose of the project is to improve pedestrian and bicycle amenities between El Camino College and Dominguez Park in Redondo Beach.

The Project proposes improved and new bicycle and pedestrian facilities in the cities of Redondo Beach, Torrance and Lawndale, and The County of Los Angeles, along Redondo Beach Boulevard, Grant Avenue, Ripley Avenue, Lilienthal Lane, and 190th Street. The Project Co-Sponsors include the Cities of Lawndale and Redondo Beach, along with the Los Angeles County Department of Public Works. The improvements in the City of Lawndale extend from Prairie avenue to Hawthorne Avenue, and consist of upgrading the existing class II bicycle lane to the current standards, addition of some red curbs and minor median concrete work. These improvements are shown on plan sheets 6 and 7 of the attached plans on attachment B.

STAFF REVIEW

The LACMTA Board action in 2021 included \$351,900 in funding for preliminary design, including early planning, environmental/planning, and the development of up to 15 percent construction plans, specifications and estimates. LACMTA agreed to lead the implementation of the first phase of the Project, for which Lawndale and other agencies signed a Cooperative Agreement allowing Metro to use these funds on behalf of the Project. The Cooperative Agreement addresses the roles and responsibilities of the Co-Sponsors, and was approved by the Lawndale City Council on February 7, 2022. The City has no financial obligations for this phase.

An amendment to the Cooperative Agreement was approved by the Lawndale City Council on September 16, 2024. The amendment increased programmed funding for the design phase from \$351,000.00 to \$410,900.00 at no expense to Lawndale.

The new funding agreement, #C1104 (Attachment A), transfers the lead agency from LACMTA to the City of Redondo Beach for the remainder of the project. Lawndale has no financial obligations to the proposed adjustment.

LEGAL REVIEW

City Attorney has reviewed this report.

FISCAL IMPACT

There is no fiscal impact as a result of this item. The Project and preliminary design work is funded entirely by the \$7.60M LACMTA grant.

RECOMMENDATION

Staff recommends that the City Council approve the new funding agreement, #C1104, naming the City of Redondo Beach as the lead agency for the Redondo Beach Boulevard Active Transportation Project.

Attachments

[A. Funding Agreement #C1104.pdf](#)

[RBB Active Transportation Project plans_2024-06.06](#)

Attachment A

**MEASURE M FUNDING AGREEMENT
METRO ACTIVE TRANSPORT (MAT) PROGRAMS**

This Funding Agreement (“FA”) is made and entered into effect as of April 24, 2025 (“Effective Date”), and is by and between the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) and City of Redondo Beach (“GRANTEE”), Los Angeles County Public Works, and City of Lawndale (“RESPONSIBLE AGENCIES”) for Redondo Beach Boulevard Active Transportation Project, LACMTA Project ID# C1104 and FTIP# **LA9919457**, (the “Project”). This Project is eligible for funding under Line 47 of the Measure M Expenditure Plan.

RECITALS:

WHEREAS, LACMTA adopted Ordinance #16-01, the Los Angeles County Traffic Improvement Plan, on June 23, 2016 (the “Ordinance”), which was approved by the voters of Los Angeles County on November 8, 2016 as “Measure M” and became effective on July 1, 2017.

WHEREAS, the LACMTA Board, at its January 28, 2021 meeting, programmed \$6,600,000 (the “Fund”), in Measure M funds to GRANTEE for Early Planning; Environmental/Planning; Plans, Specifications and Estimates (PS&E); Right-of-Way; and Construction of the Project; and

WHEREAS, the LACMTA Board on April 24, 2025 approved the increase to the Measure M Funds by \$1,400,000, from \$6,600,000 to \$8,000,000 for Early Planning; Environmental/PS&E; Right-of-Way; and Construction. This amount is within the Board authorized budget increase for the Project; and

WHEREAS, LACMTA and GRANTEE entered into a Cooperative Agreement No. 9200000000MATD1104, dated August 19, 2021, which was amended on September 27, 2023, programmed \$410,900 in Measure M Funds for the Project’s Early Planning; Environmental/Planning; PS&E (up to 15%-level design); and

WHEREAS, LACMTA expended \$395,384.27 in Measure M Funds under the Cooperative Agreement No. 9200000000MATD1104 for the Project’s Early Planning; Environmental/Planning; PS&E (up to 15%-level design); and

WHEREAS, \$7,604,615.73 is available for programming under this FA. The funding set forth herein is intended to fund PS&E; Right-of-Way; and Construction of the Project, subject to the terms and conditions contained in this FA; and

WHEREAS, the Funds are currently programmed as follows: \$144,615.73 in Measure M funds in Fiscal Years (FY) 2022-23; \$2,850,000 in FY 2023-24; and \$4,610,000 in FY 2024-25. The total designated for PS&E; Right-of-Way; and Construction of the Redondo Beach Boulevard Active Transportation Project is \$7,604,615.73; and

WHEREAS, the LACMTA Board on July 25, 2024, delegated administrative authority to staff to extend the funding lapsing date of the Measure M MAT Funds previously approved to meet environmental, design, right-of-way, and construction time frames; and

WHEREAS, the GRANTEE and LACMTA desire to extend the lapse date of FY 2022-23 funds to June 30, 2026; and

NOW, THEREFORE, LACMTA, GRANTEE, and RESPONSIBLE PARTIES (hereinafter referred to as "PARTIES") hereby agree as follows:

The terms and conditions of this FA consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I – Specific Terms of the FA
2. Part II – General Terms of the FA
3. Attachment A – Project Funding
4. Attachment B – Expenditure Plan - Cost & Cash Flow Budget
5. Attachment C – Scope of Work
6. Attachment D – Project Reporting and Expenditure Guidelines
7. Attachment D-1 – Intentionally omitted
8. Attachment D-2 – Quarterly Expenditure Report
9. Attachment E – Federal Transportation Improvement Program (FTIP) Sheet
10. Attachment F- Bond Requirements
11. Attachment G – Complete Streets Self Certification
12. Attachment H – Special Grant Conditions – Closeout Reporting Policy Form
13. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the FA and any attachments and the Specific Terms of the FA shall prevail over the General Terms of the FA.

IN WITNESS WHEREOF, the PARTIES have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____

Stephanie Wiggins
Chief Executive Officer

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

Digitally signed by: 4dd8a4b6-a104-429a-9907-9b6d6de7c696
DN: CN = 4dd8a4b6-a104-429a-9907-9b6d6de7c696
Date: 2025.07.18 13:23:00 -08'00'

By: _____

Deputy

Date: _____

GRANTEE:

City of Redondo Beach

By: _____

James A. Light
Mayor

Date: _____

APPROVED AS TO FORM:

By: _____

Joy A. Ford
City Attorney

Date: _____

ATTEST:

By: _____

Eleanor Manzano
City Clerk

Date: _____

RESPONSIBLE AGENCY 1:

Los Angeles County Public Works

By: _____
Steve Burger
Deputy Director

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Deputy

Date: _____

RESPONSIBLE AGENCY 2:

City of Lawndale

By: _____
Robert Pullen-Miles
Mayor

Date: _____

APPROVED AS TO FORM:

By: _____
Burke, Williams & Sorensen, LLP
City Attorney

Date: _____

PART I
SPECIFIC TERMS OF THE FA

1. Title of the Project (the "Project"): Redondo Beach Boulevard Active Transportation Project – Plans, Specifications and Estimates (PS&E); Right-of-Way; and Construction of the Project. LACMTA Project ID# C1104, FTIP# LA9919457.
2. Grant Funds:
 - 2.1. Programmed funds for this Project consist of Measure M funds.
 - 2.2. To the extent the Measure M funds are available; LACMTA shall make to GRANTEE a grant of the Measure M funds in the amount of \$7,604,615.73 (the "Funds") for the Project. LACMTA Board of Directors' action of January 28, 2021 and April 24, 2025 granted the Measure M funds for the Project. The Funds are programmed over three years for Fiscal Years (FY) 2022-23, FY 2023-24, and FY 2024-25.
3. This grant shall be paid on a reimbursement basis. GRANTEE must provide the appropriate supporting documentation with the Quarterly Expenditure Report. GRANTEE Funding Commitment, if applicable, must be spent in the appropriate proportion to the Funds with each quarter's expenditures. LACMTA will withhold **five percent (5%)** of eligible expenditures per invoice as retention pending an audit of expenditures and completion of Scope of Work.
4. **Attachment A** is the "Project Funding" that documents all sources of funds programmed for the Project as approved by LACMTA. The Project Funding includes the total programmed funds for the Project, including the Funds programmed by LACMTA and, if any, the GRANTEE Funding Commitment of other sources of funding. The Project Funding also includes the fiscal years in which all the funds for the Project are programmed. The Funds are subject to adjustment by subsequent LACMTA Board Action.
5. **Attachment B** is the Expenditure Plan - Cost & Cash Flow Budget (the "Expenditure Plan"). It is the entire proposed cash flow, the budget and financial plan for the Project, which includes the total sources of all funds programmed to the Project, including GRANTEE and other entity funding commitments, if any, for this Project as well as the fiscal year and quarters the Project funds are anticipated to be expended. GRANTEE shall update the Expenditure Plan annually, no later than December 31st, and such update shall be submitted to LACMTA's Senior Executive Officer managing the Measure M Metro Active Transport Program in writing. If the LACMTA's Senior Executive Officer managing the Measure M Metro Active Transport Program concurs with such updated Expenditure Plan in writing, Attachment B shall be replaced with the new Attachment B setting forth the latest approved Expenditure Plan. Payments under this FA shall be consistent with Attachment B as revised from time to time. Any change to the final milestone date must be made by a fully executed amendment to this FA.

6. **Attachment C** is the “Scope of Work.” The GRANTEE shall complete the Project as described in the Scope of Work. This Scope of Work shall include a detailed description of the Project and the work to be completed in each jurisdiction, including anticipated Project milestones and a schedule consistent with the lapsing policy in Part II, Section 14, and a description of the Project limits, if the Project is a capital project, and a more detailed description of the allocation of funds. No later than December 31st each year, GRANTEE shall notify LACMTA if there are any changes to the final milestone date set forth in the schedule or any changes to the Scope of Work. If LACMTA agrees to such changes, the PARTIES shall memorialize such changes in an amendment to this FA. Work shall be delivered in accordance with the schedule and scope identified in this FA unless otherwise agreed to by the PARTIES in writing in an amendment to this FA. If GRANTEE fails to meet milestones or fails to deliver the Project, LACMTA will have the option to suspend or terminate the FA for default as described in Part II, Sections 2, 13, 14, and 15 herein below. To the extent interim milestone dates are not met but GRANTEE believes and can show documentation acceptable to LACMTA supporting GRANTEE’s ability to make up the time so as to not impact the final milestone date, GRANTEE shall notify LACMTA of such changes in its Quarterly Progress and Quarterly Expenditure Reports and such interim milestone dates will automatically be amended to the latest interim milestone dates provided in the Quarterly Progress Report (Attachment D-1) and Quarterly Expenditure Report (Attachment D-2). In no event can the final milestone date be amended by a Quarterly Progress or Quarterly Expenditure Report.
7. No changes to this FA, including but not limited to the Funds, and any other source of funds from LACMTA in the Project Funding, Expenditure Plan, or the Scope of Work shall be allowed without an amendment to the original FA, approved and signed by the PARTIES.
8. **Attachment D** is the “Project Reporting & Expenditure Guidelines.” GRANTEE shall complete the “Quarterly Progress Report” and/or the “Quarterly Expenditure Report.” The Quarterly Progress and Quarterly Expenditure Reports are attached to this FA as **Attachments D-1 and D-2** in accordance with Attachment D – Project Reporting and Expenditure Guidelines.
9. **Attachment E**, the "FTIP Project Sheet (PDF)," is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP Project Sheet (PDF) can be found in the ProgramMetro FTIP database under the Reports section at <https://programmetro.ecointeractive.com/secure2/login>. All Projects that receive funding through Measure M shall be evaluated to determine if they should be programmed into the FTIP for information and air quality modeling purposes. GRANTEE shall review the Project in ProgramMetro each year and update or correct the Project information as necessary during a scheduled FTIP amendment or adoption. GRANTEE will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after GRANTEE is aware of any changes to the Project, but no later than October 1st of the year the change or update is effective. Should GRANTEE fail to meet this date, it may

affect GRANTEE's ability to access funding, delay the Project, and may ultimately result in the Funds being lapsed.

10. LACMTA anticipates it may need to avail itself of lower cost bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds") to provide at least a portion of its funding commitments under this Agreement to GRANTEE. GRANTEE shall ensure that the expenditure of the Funds disbursed to GRANTEE does not jeopardize the tax-exemption of the interest, as specified in the "Bond Requirements" attached as **Attachment F** to this Agreement. GRANTEE agrees to provide LACMTA with progress reports, expenditure documentation, and any other documentation as reasonably requested by LACMTA and necessary for LACMTA to fulfill its responsibilities as the grantee or administrator or bond issuer of the Funds. With regard to LACMTA debt financing to provide any portion of the Funds, GRANTEE shall take all reasonable actions as may be requested of it by LACMTA's Project Manager for the Project, to assist LACMTA in demonstrating and maintaining over time, compliance with the relevant sections of the Federal Tax Code to maintain such Bonds' tax status.
11. GRANTEE and RESPONSIBLE AGENCIES shall comply with the Metro Complete Streets Policy, adopted October 2014. GRANTEE and RESPONSIBLE AGENCIES must have an adopted Complete Streets Policy, an adopted City/County Resolution supporting Complete Streets, or an adopted General Plan consistent with the California Complete Streets Act of 2008. This shall be demonstrated through completion of the "Complete Streets Self-Certification" form attached as **Attachment G**.
12. No changes to the (i) Grant amount, (ii) Project Funding, (iii) Scope of Work (except as provided herein), (iv) Final milestone date, or (v) Special Grant Conditions, shall be allowed without a written amendment to this FA, approved and signed by the LACMTA Chief Executive Officer or his/her designee and GRANTEE. Modifications that do not materially affect the terms of this FA, such as redistributing Funds among existing budget line items or non-material schedule changes must be formally requested by GRANTEE and approved by LACMTA in writing. Non-material changes are those changes which do not affect the grant amount or its schedule, Project Funding, or the Scope of Work, including the Work schedule.
13. LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Annie Chou
LACMTA Project Manager
Mail Stop: 99-23-3
Phone: (213) 418-3453
Email: choua@metro.net

14. GRANTEE's Address:

City of Redondo Beach
415 Diamond Sr, Redondo Beach, CA 90277
Jesse Reyes
Capital Projects Program Manager
Phone: 310.697.3171
Email: Jesse.Reyes@redondo.org

15. RESPONSIBLE AGENCY 1's Address:

County of Los Angeles Public Works 900
S Fremont Ave, Alhambra, CA 91803
Matt Suska
Phone: (626) 458-3960
Email: msuska@dpw.lacounty.gov

16. RESPONSIBLE AGENCY 2's Address:

City of Lawndale
4722 Manhattan Beach Blvd, Lawndale CA 90260
Lucho Rodriguez (PW Director)
Phone: (310) 973-3260
Email: lrodriguez@lawndale.ca.gov

PART II
GENERAL TERMS OF THE FA

1. **TERM**

The term of this FA shall commence on the Effective Date of this FA and shall terminate upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting and Expenditure Guidelines (Attachment D), incurred after the FA Effective Date shall be reimbursed in accordance with the terms and conditions of this FA unless otherwise agreed to by the PARTIES in writing.

2. **SUSPENSION OR TERMINATION**

Should LACMTA determine there are insufficient Measure M funds available for the Project, LACMTA may suspend or terminate this FA by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such suspension or termination. If a Project is suspended or terminated pursuant to this Section, LACMTA will not reimburse GRANTEE any costs incurred after that suspension or termination date, except those costs necessary to: (i) return any facilities modified by the Project construction to a safe and operable state and (ii) suspend or terminate the construction contractor's control over the Project. LACMTA's share of these costs will be consistent with the established funding percentages outlined in this FA.

3. **SCOPE OF AGREEMENT**

This FA specifies the roles and responsibilities of the PARTIES as they pertain to the Project addressed herein. The PARTIES agree that each will cooperate and coordinate with the other in all activities covered by this FA.

4. **RESPONSIBILITIES OF LACMTA**

LACMTA agrees to the following responsibilities for funding and implementation of the Project:

4.1. LACMTA shall program Funds to the Project to fund the following Project phases: Early Planning; Environmental/Planning; Plans, Specifications and Estimates (PS&E); Right-of-Way; and Construction.

4.2. LACMTA shall provide administrative and management oversight to ensure FA compliance and grant management.

5. RESPONSIBILITIES OF GRANTEE

GRANTEE agrees to the following responsibilities for implementation of the Project:

- 5.1. GRANTEE shall manage and implement the Project pursuant to the approved Scope of Work in Attachment C.
- 5.2. GRANTEE shall procure all necessary contractors for the Project.
- 5.3. GRANTEE shall identify and commit a specific project liaison/coordinator responsible for coordinating among functional departments or groups within the jurisdiction and serves as a single point of contact for LACMTA.
- 5.4. GRANTEE's liaison/coordinator shall participate as a member of the Project team in regularly scheduled meetings, conference calls, workshops, and planning sessions as part of the team.
- 5.5. GRANTEE shall notify LACMTA in writing of any personnel changes.
- 5.6. GRANTEE shall waive all fees associated with local agency permits that may be required of consultants and/or service or equipment providers in the performance of the Project pursuant to the approved Scope of Work in Attachment C.

6. RESPONSIBILITIES OF RESPONSIBLE AGENCIES

- 6.1. RESPONSIBLE AGENCIES hereby authorize GRANTEE to be the lead for the Project, to procure and manage all necessary contractors, and implement the Project pursuant to the approved Scope of Work in Attachment C.
- 6.2. RESPONSIBLE AGENCIES shall each identify and commit a specific project liaison/coordinator responsible for coordinating among functional departments or groups within each jurisdiction and serve as a single point of contact for LACMTA.
- 6.3. RESPONSIBLE AGENCIES' liaisons/coordinators shall participate as members of the Project team in regularly scheduled meetings, conference calls, workshops, and planning sessions as part of the team.
- 6.4. RESPONSIBLE AGENCIES shall notify LACMTA in writing of any personnel changes.
- 6.5. RESPONSIBLE AGENCIES shall grant permission to GRANTEE and contractor to carry out the work in the respective jurisdiction and waive all fees associated with local agency permits that may be required of the GRANTEE, contractors and/or service, or equipment providers in the performance of the Project pursuant to the approved Scope of Work in Attachment C.

- 6.6. RESPONSIBLE AGENCIES shall provide all local information pertinent to the Project in a timely manner to allow for efficient Project delivery.
- 6.7. RESPONSIBLE AGENCIES hereby agree that GRANTEE shall have ultimate authority to make decisions regarding deliverables under the contract.

7. JOINT RESPONSIBILITIES OF GRANTEE AND RESPONSIBLE AGENCIES

- 7.1. GRANTEE and RESPONSIBLE AGENCIES shall attend meetings on key deliverables and community engagement for the Project and related concurrent projects, as necessary.
- 7.2. GRANTEE and RESPONSIBLE AGENCIES shall agree upon a set of standards and/or best practices for engineering, design, and permit submittal format.
- 7.3. GRANTEE and RESPONSIBLE AGENCIES shall discuss, draft, and execute an agreement addressing the ownership, operations, and maintenance of the Project. Such an agreement shall include but not be limited to such elements as recitals, responsibilities, indemnity, funding, invoicing, audit provisions, and general conditions.

8. INVOICE BY GRANTEE

Unless otherwise stated in this FA, the Quarterly Expenditure Report must include supporting documentation of expenses, Project progress, and other documents as required, which has been pre-approved by LACMTA, all as described in Part II, Section 11.1 of this FA, shall satisfy LACMTA invoicing requirements. GRANTEE shall only submit for payment the LACMTA pre-approved Quarterly Expenditure Report (Attachment D-2) packet to the LACMTA Project Manager at the email address shown in Part I and to LACMTA Accounts Payable Department as shown below.

Submit invoice with supporting documentation to:
ACCOUNTSPAYABLE@METRO.NET (preferable)

or

mail to:

Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296

All invoice material must contain the following information:

Re: LACMTA Project ID# C1104 and FA# 9200000000MATC1104
Annie Chou; Mail Stop 99-23-3

9. USE OF FUNDS

- 9.1. GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work (Attachment C) and in accordance with the Project Reporting and Expenditure Guidelines (Attachment D), the specifications for use for the transportation purposes described in the Ordinance, the Guidelines, and the Metro Active Transport Program Administrative Procedures.
- 9.2. Attachment C shall constitute the agreed upon Scope of Work between LACMTA and GRANTEE for the Project. The Funds, as granted under this FA, can only be used towards the completion of the Scope of Work detailed in Attachment C.
- 9.3. GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this FA. Further, GRANTEE shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment C) without an amendment to the FA approved and signed by the LACMTA Chief Executive Officer or his/her designee. To the extent LACMTA provides GRANTEE with bond or commercial paper proceeds, such funds may not be used to reimburse for any costs that jeopardize the tax-exempt nature of such financings as reasonably determined by LACMTA and its bond counsel.
- 9.4. GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE's contracting procedures and consistent with State law as appropriate. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. In-house staff time for administrative work (defined as work towards project management, invoicing, progress reporting, and quality assurance/control) shall be limited to ten percent (10%) of the total Project costs (the "Funds") that are reimbursed. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.
- 9.5. GRANTEE'S and RESPONSIBLE AGENCIES' employees, officers, councilmembers, board members, agents, or consultants (a "SPONSOR Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a SPONSOR Party; (b) any member of a SPONSOR Party's immediate family; (c) a partner of a SPONSOR Party; or (d) any organization that employs or intends to employ any of the above. This conflict-of-interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

- 9.6. If a facility, equipment (such as computer hardware or software), vehicle, or property purchased or leased using the Funds ceases to be used for the proper use, as originally stated in the Scope of Work, or the Project is discontinued, any Funds expended for that purpose must be returned to LACMTA as follows: GRANTEE shall be required to repay the Funds in proportion to the useful life remaining and in an equal proportion of the grant to GRANTEE Funding Commitment ratio.

10. REIMBURSEMENT OF FUNDS

Funds will be released on a reimbursement basis in accordance with invoices submitted in support of the Quarterly Expenditure Reports. LACMTA will make all disbursements electronically unless an exception is requested in writing. Reimbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must register in LACMTA's iSupplier portal and submit an application before grant payments can be made. The link to the portal can be found at <http://media.metro.net/uploads/EBB/Vendor%20Portal%Registration.pdf>. GRANTEE must provide detailed supporting documentation with its Quarterly Expenditure Reports. GRANTEE Funding Commitment, if any, must be spent in direct proportion to the Funds with each quarter's payment.

11. REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS

- 11.1. GRANTEE shall submit a draft of the Quarterly Progress Report (Attachment D-1) and a draft of the Quarterly Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May, and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA Project Manager shall review and respond in writing to the draft Quarterly Progress and Quarterly Expenditure Reports within thirty (30) calendar days from receipt. GRANTEE shall submit the LACMTA pre-approved Quarterly Progress Report and Quarterly Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Quarterly Progress and the Quarterly Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Quarterly Progress and/or Quarterly Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation. Expenses that are not invoiced to LACMTA Accounts Payable within ninety (90)

days after the lapsing date specified in Part II, Section 14.1 below are not eligible for reimbursement.

- 11.2. GRANTEE shall submit the Project expenditure estimates for the subsequent fiscal year by February of each year. LACMTA will use the estimates to determine the Project budget for the upcoming fiscal year.
- 11.3. LACMTA, and/or its designee, shall have the right to conduct audits of the Project as deemed appropriate, such as financial and compliance audits, interim audits, pre-award audits, performance audits, and final audits. LACMTA will commence a final audit within six (6) months of receipt of an acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges, and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period covered by the FA period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work and/or not in compliance with other terms and conditions of this FA. The allowability of costs for GRANTEE's own expenditures submitted to LACMTA for this Project shall be in compliance with Office of Management and Budget (OMB) Circular A-87. The allowability of costs for GRANTEE's contractors, consultants, and suppliers' expenditures submitted to LACMTA through GRANTEE's Quarterly Progress Reports and Quarterly Expenditure Reports shall be in compliance with OMB Circular A-87 or Federal Acquisition Regulation (FAR) Subpart 31 and 2 CFR Subtitle A, Chapter II, Part 225 (whichever is applicable). Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE agrees to return the monies within thirty (30) days after the final audit is sent to GRANTEE.
- 11.4. GRANTEE's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Such records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three (3) years following final payment under this

Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

- 11.5. GRANTEE shall cause all contractors to comply with the requirements of Part II, Section 11, paragraphs 11.3 and 11.4 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.
- 11.6. LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all GRANTEE's records and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.
- 11.7. LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records (including reproduction) at no charge to LACMTA, and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the terms and conditions of this FA.
- 11.8. When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service (IRS), as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.
- 11.9. GRANTEE shall be responsible for ensuring all contractors/subcontractors for the Project comply with the terms of the Ordinance, the Guidelines, and the Metro Active Transport Program Administrative Procedures. GRANTEE shall cooperate with LACMTA Management Audit Services Department such that LACMTA can meet its obligations under the Ordinance, the Guidelines, and the Metro Active Transport Program Administrative Procedures.
- 11.10. GRANTEE shall certify each invoice by reviewing all subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable, reasonable, and in accordance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.
- 11.11. GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.
- 11.12. In addition to LACMTA's other remedies as provided in this FA, LACMTA may withhold the Funds if the LACMTA audit has determined that GRANTEE

failed to comply with the Scope of Work (such as misusing funds or failure to return funds owed to LACMTA in accordance with LACMTA audit findings) and/or is severely out of compliance with other terms and conditions as defined by this FA, including the access to records provisions of Part II, Section 11.

12. GRANT

This is a one-time only grant of the Measure M funds subject to the terms and conditions agreed to herein. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

13. SOURCES AND DISPOSITION OF FUNDS

13.1. The obligation for LACMTA to grant the Funds for the Project is subject to sufficient funds being made available for the Project by the LACMTA Board of Directors. If such funds are not made available as anticipated from Measure M Program revenues, LACMTA will have the right to adjust the cash flow accordingly until such funds become available. LACMTA shall have no obligation to provide any other funds for the Project, unless otherwise agreed to in writing by LACMTA.

13.2. GRANTEE shall fully fund and contribute the GRANTEE Funding Commitment, if any is identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

13.3. GRANTEE shall be responsible for any and all cost overruns for the Project pursuant to Part II, Section 13.2.

13.4. GRANTEE shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this FA subject to the terms and conditions contained herein. Any funds expended by GRANTEE prior to the Effective Date of this FA shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE's own risk, or as delineated in a Letter of No Prejudice executed by the prospective GRANTEE and LACMTA.

13.5. If GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding and the Expenditure Plan at the time this grant was awarded, this FA shall be amended to reflect such additional funding. If, at the time of final invoice or voucher, funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same

proportion as the sources of funds from each party to this FA as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another grantee within the subregion in accordance with the Ordinance, the Guidelines, and the Metro Active Transport Program Administrative Procedures. If, at the time of final voucher, it is determined that GRANTEE has received funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within thirty (30) days from final voucher.

14. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

14.1. GRANTEE must demonstrate timely use of the Funds by:

- (i) Executing this FA within **sixty (60) days** of receiving formal transmittal of the FA from LACMTA, or by December 31st of the first Fiscal Year in which the Funds are programmed, whichever date is later; and
- (ii) Procuring contract/consultant to complete project phase Scope of Work within six (6) months of Agreement or FA execution with Metro.
- (iii) Expending at least a portion of MAT Funds within twelve (12) months of the date of Agreement or FA execution. Use of Funds includes issuance of an award of a consultant contract or encumbrance of staff labor charges by GRANTEE.
- (iv) Delivering Work in accordance with schedule, budget, and Scope of Work; changes to the aforementioned will require an Amendment to Attachment C to reflect updated milestone dates. Meeting the Project milestone due dates as agreed upon by the LACMTA and GRANTEE in Attachment C of this FA; and
- (v) Submitting the Quarterly Progress and Quarterly Expenditure Reports as described in Part II, Section 11.1 of this FA; and
- (vi) Expending the Funds granted under this FA for allowable costs within **three (3) years or thirty-six (36) months** from July 1st of the Fiscal Year in which the Funds are programmed, unless otherwise stated in this FA. All Funds programmed for FY 2022-23 are subject to lapse by June 30, 2026. All Funds programmed for FY 2023-24 are subject to lapse by June 30, 2026. All Funds programmed for FY 2024-25 are subject to lapse by June 30, 2027.

14.2. In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 14.1 of this FA, the Project will be reevaluated by LACMTA as part of its Annual Update process and the Funds may be reprogrammed to another project by the LACMTA Board of Directors in accordance with the Ordinance, the Guidelines, and the Metro Active Transport Program Administrative Procedures. In the event that all the Funds are reprogrammed, this FA shall automatically terminate.

15. DEFAULT

A Default under this FA is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein and/or (ii) GRANTEE fails to perform satisfactorily or make material changes, as determined by LACMTA at its sole discretion, to the Expenditure Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

16. REMEDIES

16.1. In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this FA; (ii) LACMTA may make no further disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

16.2. Effective upon receipt of written notice of termination from LACMTA, GRANTEE shall not undertake any new work or obligation with respect to this FA unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

16.3. The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

17. COMMUNICATIONS

17.1. For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Recipient Communications Guidelines, available online at <http://metro.net/partners-civic>.

17.2. GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Recipient Communications Guidelines." The Funding Recipient Communications Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Recipient Communications Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

- 17.3. The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. The preferred logo lock-up for Funding Recipients to use is included in the Funding Recipient Communications Guidelines.
- 17.4. GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.
- 17.5. The LACMTA Project Manager shall be responsible for monitoring GRANTEE's compliance with the terms and conditions of this Section. GRANTEE's failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

18. PROJECT COMPLETION

Notwithstanding paragraphs 19.4 and 19.5 below, upon completion of the Project, the GRANTEE and each of the RESPONSIBLE AGENCIES shall be solely responsible for any future Project phases for portions of the Project that are within their respective jurisdictions, including Early Planning; Environmental/Planning; PS&E; Right-of-Way; and Construction.

LACMTA shall have no obligation to fund or implement future Project phases. Upon completion of the Project, GRANTEE and RESPONSIBLE AGENCIES hereby agree to indemnify and hold LACMTA harmless in perpetuity for any and all third-party claims for damages, including any claims arising during future Project phases (e.g. construction, operations, maintenance, and use of the facilities). Such claims include, but are not limited to, personal injury or property damage claims arising out of the acts or omissions of the GRANTEE and RESPONSIBLE AGENCIES, their respective consultants, contractors, subcontractors, or anyone acting on their behalf.

19. OTHER TERMS AND CONDITIONS

- 19.1. This FA, along with its Attachments, constitutes the entire understanding between the PARTIES, with respect to the subject matter herein. The FA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the PARTIES who agreed to the original FA or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.
- 19.2. GRANTEE is obligated to continue using the Project dedicated to the public transportation purposes for which the Project was initially approved. The Project right-of-way, the Project facilities constructed or reconstructed on the Project

site, and/or Project property purchased, excluding construction easements and excess property (whose proportionate proceeds shall be distributed in an equal proportion of the grant to GRANTEE Funding Commitment ratio), shall remain dedicated to public transportation use in the same proportion and scope and to the same extent as described in this FA. Equipment acquired as part of the Project, including office equipment and vehicles, shall be dedicated to that use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

- 19.3. In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the PARTIES to enforce or interpret this FA, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.
- 19.4. Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE and/or the RESPONSIBLE AGENCIES under or in connection with any work performed by and/or service provided by GRANTEE and/or the RESPONSIBLE AGENCIES, their officers, agents, employees, contractors, and subcontractors under this FA. GRANTEE shall fully indemnify, defend, and hold LACMTA and its subsidiaries and its officers, agents, and employees harmless from and against any liabilities and expenses, including without limitation, defense costs, any costs or liabilities on account of bodily injury, death, or personal injuries of any person or for damage to or loss of risks of property, any environmental obligations, any legal fees, and any claims for damages of any nature whatsoever arising out of the Project, including without limitation: (i) use of the Funds by GRANTEE and/or the RESPONSIBLE AGENCIES, or its officers, agents, employees, contractors, or subcontractors; (ii) breach of GRANTEE's and/or the RESPONSIBLE AGENCIES' obligations under this FA; or (iii) any act or omission of GRANTEE and/or the RESPONSIBLE AGENCIES, or their officers, agents, employees, contractors, or subcontractors in the performance of the work or the provision of the services, in connection with the Project including, without limitation, the Scope of Work, described in this FA.
- 19.5. As between GRANTEE and each RESPONSIBLE AGENCY, each shall indemnify, defend, protect, hold harmless, and release the other(s), its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liabilities, costs, or expenses (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees.
- 19.6. Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is

prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this FA.

- 19.7. GRANTEE shall comply with and ensure that work performed under this FA is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.
- 19.8. GRANTEE agrees that the applicable requirements of this FA shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this FA and LACMTA shall have the right to review and audit such contracts.
- 19.9. GRANTEE shall not assign this FA, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his/her designee. Any assignment by GRANTEE without said prior consent by LACMTA shall be void and unenforceable.
- 19.10. This FA shall be governed by California law. If any provision of this FA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- 19.11. The covenants and agreements of this FA shall inure to the benefit of, and shall be binding upon, each of the PARTIES and their respective successors and assigns.
- 19.12. GRANTEE and RESPONSIBLE AGENCIES will advise LACMTA prior to any key Project staffing changes. Notice will be given to the PARTIES at the address specified in Part I, unless otherwise notified in writing of change of address or contact person.
- 19.13. GRANTEE, in the performance of the work described in this FA, is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

ATTACHMENT A -PROJECT FUNDING

Measure M MAT - Cycle 1 AT Corridors Program - Funding Agreement Projects - FA.9200000000MATC1104

Project Title: REDONDO BEACH BOULEVARD ACTIVE TRANSPORTATION PROJECT Project#: C1104

PROGRAMMED BUDGET - SOURCES OF FUNDS

SOURCES OF FUNDS	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	Total Budget	% of Budget
LACMTA PROGRAMMED FUNDING							
MEASURE M MAT FUNDS	\$ 144,615.73	\$ 2,850,000	\$ 4,610,000			\$ 7,604,615.73	
SUM PROG LACMTA FUNDS	\$ 144,615.73	\$ 2,850,000	\$ 4,610,000	\$ -	\$ -	\$ 7,604,615.73	100%
OTHER NON LACMTA FUNDING:							
LOCAL:						\$ -	0%
STATE:						\$ -	0%
FEDERAL:						\$ -	0%
PRIVATE OR OTHER:						\$ -	0%
SUM NON-LACMTA FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
TOTAL PROJECT FUNDS	\$ 144,615.73	\$ 2,850,000	\$ 4,610,000	\$ -	\$ -	\$ 7,604,615.73	100%

Use Actual \$\$\$

ATTACHMENT B - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure M MAT - Cycle 1 AT Corridors Program - Funding Agreement Projects - FA.9200000000MATC1104
 Project Title: REDONDO BEACH BOULEVARD ACTIVE TRANSPORTATION PROJECT Project#: C1104

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2024-25 Qtr 1	FY 2024-25 Qtr 2	FY 2024-25 Qtr 3	FY 2024-25 Qtr 4	FY 2025-26 Qtr 1	FY 2025-26 Qtr 2	FY 2025-26 Qtr 3	FY 2025-26 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE M MAT FUNDS:									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E				\$344,615.73	\$500,000	\$500,000			\$1,344,615.73
Right-of-Way Acquisition									\$0
Construction							\$260,000	\$1,400,000	\$1,660,000
Vehicle Purchase									\$0
Others									\$0
Total MEASURE M	\$0	\$0	\$0	\$344,615.73	\$500,000	\$500,000	\$260,000	\$1,400,000	\$3,004,615.73
SUM PROG LACMTA FUNDS:	\$0	\$0	\$0	\$344,615.73	\$500,000	\$500,000	\$260,000	\$1,400,000	\$3,004,615.73
OTHER NON LACMTA FUNDING:									
LOCAL: [INSERT SOURCE]									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction									\$0
Vehicle Purchase									\$0
Others									\$0
Total LOCAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STATE: [INSERT SOURCE]									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction									\$0
Vehicle Purchase									\$0
Others									\$0
Total STATE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL: [INSERT SOURCE]									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction									\$0
Vehicle Purchase									\$0
Others									\$0
Total FEDERAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PRIVATE: [INSERT SOURCE]									\$0
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction									\$0
Vehicle Purchase									\$0
Others									\$0
Total PRIVATE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUM NON-LACMTA FUNDS :	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROJECT FUNDING FY2024-25 and FY2025-26	\$0	\$0	\$0	\$344,615.73	\$500,000	\$500,000	\$260,000	\$1,400,000	\$3,004,615.73

ATTACHMENT B - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure M MAT - Cycle 1 AT Corridors Program - Funding Agreement Projects - FA.9200000000MATC1104
 Project Title: REDONDO BEACH BOULEVARD ACTIVE TRANSPORTATION PROJECT Project#: C1104

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2026-27 Qtr 1	FY 2026-27 Qtr 2	FY 2026-27 Qtr 3	FY 2026-27 Qtr 4	FY Qtr 1	FY Qtr 2	FY Qtr 3	FY Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE M MAT FUNDS:									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction	\$1,600,000	\$1,500,000	\$1,500,000						\$4,600,000
Vehicle Purchase									\$0
Others									\$0
Total MEASURE M	\$1,600,000	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$4,600,000
SUM PROG LACMTA FUNDS:	\$1,600,000	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$4,600,000
OTHER NON LACMTA FUNDING:									
LOCAL: [INSERT SOURCE]									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction									\$0
Vehicle Purchase									\$0
Others									\$0
Total LOCAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STATE: [INSERT SOURCE]									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction									\$0
Vehicle Purchase									\$0
Others									\$0
Total STATE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL: [INSERT SOURCE]									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction									\$0
Vehicle Purchase									\$0
Others									\$0
Total FEDERAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PRIVATE: [INSERT SOURCE]									
Early Planning									\$0
Environmental/Planning									\$0
Design and PS&E									\$0
Right-of-Way Acquisition									\$0
Construction									\$0
Vehicle Purchase									\$0
Others									\$0
Total PRIVATE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUM NON-LACMTA FUNDS :	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROJECT FUNDING FY2026-27	\$1,600,000	\$1,500,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$4,600,000
TOTAL LACMTA FUNDS	\$1,600,000	\$1,500,000	\$1,500,000	\$344,616	\$500,000	\$500,000	\$260,000	\$1,400,000	\$7,604,615.73
TOTAL NON-LACMTA FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROJECT FUNDING	\$1,600,000	\$1,500,000	\$1,500,000	\$344,616	\$500,000	\$500,000	\$260,000	\$1,400,000	\$7,604,615.73

**ATTACHMENT C
SCOPE OF WORK
CAPITAL PROJECT**

PROJECT NAME:

Redondo Beach Boulevard Metro Active Transportation Project

PROJECT LOCATION/LIMITS/AREA:

The project is located along 190th Street, Lilienthal Lane, Ripley Avenue, Inglewood Avenue, Grant Avenue, Kingsdale Avenue, Artesia Boulevard, and Redondo Beach Boulevard in the Cities of Redondo Beach, Lawndale, and Torrance, and the unincorporated community of El Camino Village, in the South Bay Cities area.

PROJECT DESCRIPTION INCLUDING METRO ACTIVE TRANSPORT PROGRAM AND PROJECT NEXUS:

The Redondo Beach Boulevard Metro Active Transportation Corridor Project aims to provide lower-stress walking and bicycling facilities that connect numerous jurisdictions (Redondo Beach, Lawndale, Torrance, and El Camino Village) and destinations in the South Bay region. Specifically, this project connects the coast with schools, parks, a future Metro K Line station, the future South Bay Social District mixed-use development, and El Camino College. The Project proposed a mixture of Class II bicycle lanes and Class IV cycle tracks, with the opportunity to provide improved bicycle facility treatments within intersections. The current route follows Redondo Beach Boulevard at El Camino College, Artesia Boulevard and Kingsdale Avenue around the South Bay Social District, Grant Avenue, Inglewood Avenue, Ripley Avenue, Lilienthal Lane, and 190th Street. Based on feedback provided during the planning and community engagement phase of this work, this routing provides the least steep and most direct connections between key destinations. Protected Class IV facilities will be provided where feasible to encourage active transportation among younger and older populations. Curb ramps and sidewalks will also be updated to meet ADA requirements.

PROJECT FUNDING: The following table reflects the breakdown of funds by source for each project development phase. The Measure M Funds are specified for project scope that is attributed to work/deliverables serving each jurisdiction. This does not establish the jurisdictions as grantees/funding recipients. Total funds will be disbursed solely to the Cities of Redondo Beach, Lawndale, and unincorporated LA County that has been authorized to deliver the project.

PHASE	LACMTA – MEASURE M FUNDS	LOCAL AGENCY (IF ANY)	TOTAL
<i>PS&E/ROW</i>	\$1,344,615.73		\$1,344,615.73
<i>Construction</i>	\$6,260,000		\$6,260,000
TOTAL BUDGET COST	\$7,604,615.73	\$0	\$7,604,615.73

PHASE	LACMTA – MEASURE M FUNDS			LOCAL AGENCY (IF ANY)	TOTAL
	<i>Redondo Beach</i>	<i>Lawndale</i>	<i>Unincorp. LA County</i>		
<i>PS&E/ROW</i>	\$1,344,615.73				\$1,344,615.73
<i>Construction</i>	\$4,943,700	\$613,100	\$703,200		\$6,260,000
TOTAL BUDGET COST	\$4,723,415.73	\$613,100	\$703,200	\$0	\$7,604,615.73

¹Redondo Beach construction funding includes approximately \$1,564,900 towards improvements in the City of Torrance, which is still pending approval. The City of Torrance declined to be a project sponsor, but reviewed and accepted conceptual plans, and was kept updated of the project's progress for portions within their jurisdiction.

ESTIMATED PROJECT COSTS:

JURISDICTION	Estimated Cost
Project Construction	\$6,578,800
Construction Surveying	\$98,500
Traffic Control	\$131,300
Erosion Control	\$65,700
Mobilization	\$197,000
ROW	\$50,000
Soft Costs (Design, Project/Construction Mgmt., Inspection, Administration)	\$1,641,400
Contingencies and Escalation	\$2,187,300
Total	\$10,950,000 ²
<i>Redondo Beach</i> ¹	\$8,640,000
<i>Lawndale</i>	\$1,080,000
<i>LA County</i>	\$1,230,000

²Engineer's cost estimate as of 2023. Subject to change based on local agency approvals and future construction costs. City of Redondo Beach applied for additional South Bay Measure M MSP Subregional funds in 2025 to bridge gap between current funding and estimated costs, pending Metro Board approval.

PROJECT DETAILED SCHEDULE:

Milestones	Begin	End	Duration (months)
Concept Approval (Redondo Beach)	March 2025	May 2025	2
Design & PS&E	May 2025	May 2026	12
Construction	August 2026	June 2027	11

PROJECT MAP:



FA ATTACHMENT D
PROJECT REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

- Quarterly Progress Report (**Attachment D-1**) and Quarterly Expenditure Report (**Attachment D2**) are required for all projects. The GRANTEE shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, GRANTEE will submit the Quarterly Expenditure Report to the LACMTA, after receiving LACMTA Project Manager’s acceptance of the draft report, at ACCOUNTSPAYABLE@METRO.NET or by mail to **Los Angeles Metropolitan Transportation Authority, Accounts Payable, P.O. Box 512296, Los Angeles, California 90051-0296**. Please note that letters or other forms of documentation may **not** be substituted for this form.
- The Quarterly Progress and Quarterly Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that GRANTEE provides complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- GRANTEE is required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter.
- The draft Quarterly Progress Report and Quarterly Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<u>Quarter</u>	<u>Report Due Date</u>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

LACMTA Project Manager shall review and respond in writing to the draft Quarterly Progress Report and Quarterly Expenditure Report within thirty (30) calendar days from receipt.

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope of Work (FA Attachment C) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.
- Any expense charged to the grant must be clearly and directly related to the project.
- Administrative cost is the ongoing expense incurred by the GRANTEE for the duration of the project and for the direct benefit of the project as specified in the Scope of Work (Attachment C). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.
- LACMTA is not responsible for, and will not reimburse any costs incurred by the GRANTEE prior to the Effective Date of the FA, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

DEFINITIONS

- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.
- Excessive Cost: Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”, please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.
- Ineligible Expenditures: Any activity or expense charged above and beyond the approved Scope of Work is considered ineligible.

**LACMTA FA MEASURE M ATTACHMENT D-2
 QUARTERLY EXPENDITURE REPORT**

Grantee To Complete	
Invoice #	
Invoice Date	
FA#	9200000000MATC1104
Quarterly Report #	

**GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO
 ACCOUNTSPAYABLE@METRO.NET**

or submit by mail to:
 Los Angeles County Metropolitan Transportation Authority
 Accounts Payable
 P. O. Box 512296
 Los Angeles, California 90051-0296

Please note that letters or other forms of documentation may **not** be substituted for this form. Refer to the Reporting and Expenditure Guidelines (Attachment D) for further information.

SECTION 1: QUARTERLY EXPENSE REPORT

Please itemize grant-related charges for this Quarter on Page 5 of this report and **include totals in this Section.**

	LACMTA Measure M MAT Grant \$
Project Quarter Expenditure	
This Quarter Expenditure	
Retention Amount (5%)	
Net Invoice Amount (Less Retention)	
Project-to-Date Expenditure	
Funds Expended to Date (Include this Quarter)	
Total Project Budget	
% of Project Budget Expended to Date	
Balance Remaining	

SECTION 2: GENERAL INFORMATION

PROJECT TITLE: REDONDO BEACH BOULEVARD

FA #: 9200000000MATC1104

QUARTERLY REPORT SUBMITTED FOR:

Fiscal Year : 2023-24 2024-25 2025-26
 2026-27 2027-28

Quarter : Q1: Jul - Sep Q2: Oct - Dec
 Q3: Jan - Mar Q4: Apr - Jun

DATE SUBMITTED: _____

Measure M Metro Active Transport Program Type: _____

LACMTA Project Manager	Name:	ANNIE CHOU
	Phone Number:	213.418.3453
	E-mail:	CHOUA@METRO.NET

Grantee Contact / Project Manager	Contact Name:	JESSE REYES
	Job Title:	CAPITAL PROJECTS MANAGER
	Department:	PUBLIC WORKS
	City / Agency:	CITY OF REDONDO BEACH
	Mailing Address:	
	Phone Number:	310.697.3171
	E-mail:	JESSE.REYES@REDONDO.ORG

SECTION 3 : QUARTERLY PROGRESS REPORT

1. DELIVERABLES & MILESTONES

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. **PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.**

FA Milestones	Original FA Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
Early Planning				
Environmental/Planning				
Design and PS&E				
Right-of-Way Acquisition				
Construction				
Vehicle Purchase				
Others				
Ground Breaking Event				
Ribbon Cutting Event				
Total Project Duration (Months)				

2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- On schedule per original FA schedule
 Less than 12 months behind original schedule
 Between 12-24 months behind original schedule
 More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

- Yes
 No
 Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- Yes
 No
 Not Applicable

3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

SECTION 4. ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER

All expenses and charges must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

ITEM	INVOICE #	TOTAL EXPENSES CHARGED TO LACMTA MEASURE M GRANT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
TOTAL		

Note:

All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

Invoice Payment Information:

LACMTA will make all disbursements electronically unless an exception is requested in writing.
 ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.
 ACH Request Forms can be found at www.metro.net/callforprojects.
 Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of _____ and that to the best of my knowledge and belief the information stated in this report is true and correct.

Signature

Date

Name

Title

Attachment E- FTIP SHEET

Los Angeles Metropolitan Transportation Authority 2025 Federal Transportation Improvement Program (\$000)

TIP ID **LA9919457** Implementing Agency **Redondo Beach, City of**

Project Description: The Redondo Beach Boulevard Metro Active Transportation Corridor Project will provide lower-stress walking and bicycling facilities that connect Redondo Beach, Lawndale, Torrance, and El Camino Village. Specifically, this project connects the coast with schools, parks, a future Metro K Line station, the future South Bay Social District mixed-use development, and El Camino College. The Project proposed a mixture of Class II bicycle lanes and Class IV cycle tracks.

SCAG RTP Project #: Study:N/A Is Model: Model #: PM: Ryan Liu - (310) 697-317

LS: N LS GROUP#: Conformity Category: NON-REPORTABLE TCM

System :Local Hwy Route : Postmile: Distance: Phase: No Project Activity Completion Date 12/31/2029

Lane # Extd: Lane # Prop: Imprv Desc:

Air Basin: Various Envir Doc: CATEGORICAL EXCLUSION/CATEGORICAL EXEMPTION -- JOINT NEPA/CEQA - 07/01/2023

Toll Rate: 0.00 Toll Colc Loc: Toll Method: Hov acs eg loc:

Uza: Los Angeles-Long Beach-Santa Ana Sub-Area: Sub-Region: South Bay Cities COG

Program Code: NCN25 - BICYCLE & PEDESTRAIN FACILITIES-NEW Stop Loc:

CTIPS ID: EA #: PPNO:

	PHASE	PRIOR	24/25	25/26	26/27	27/28	28/29	29/30	BEYOND	PROG TOTAL
Measure M MYSP-MAT (Metro Active Transport)	PE		\$540	\$860	\$0					\$1,400
	RW		\$0	\$0	\$0					\$0
	CON		\$0	\$1,990	\$4,610					\$6,600
	SUBTOTAL		\$540	\$2,850	\$4,610					\$8,000
	TOTAL		\$540	\$2,850	\$4,610					\$8,000
TOTAL PE: \$1,400			TOTAL RW: \$0			TOTAL CON: \$6,600			TOTAL PROGRAMMED: \$8,000	

- **General Comment:** Metro initiated project inhouse and assigned to Redondo Beach and other cities to complete the project.
- **Modeling Comment:**
- **TCM Comment:** Metro initiated project inhouse and assigned to Redondo Beach and other cities to complete the project.
- **Amendment Comment:**
- **CMP Comment:**
- **Narrative:**

Last Revised Amendment 25-12 - Denied **Change reason:NEW PROJECT** **Total Project Cost \$8,000**

ATTACHMENT F BOND REQUIREMENTS

The provisions of this Attachment F apply only if and to the extent some or all of the Funds are derived from LACMTA issued Bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds").

GRANTEE acknowledges that some or all of the Funds may be derived from Bonds, the interest on which is tax-exempt for federal tax purposes. GRANTEE further acknowledges its understanding that the proceeds of the Bonds are subject to certain ongoing limitations relating to the use of the assets financed or provided with such proceeds ("Project Costs" or "Project Components") in the trade or business of any person or entity other than a governmental organization (any such use by a person or entity other than a governmental organization is referred to as "Private Use"). Private Use will include any sale, lease or other arrangement pursuant to which a nongovernmental person or entity receives a legal entitlement of a Project Component and also includes certain agreements pursuant to which a nongovernmental person will operate or manage a Project Component. Each quarterly invoice submitted by GRANTEE to reimburse prior expenditures (or to be received as an advance) shall provide information regarding the specific Project Costs or Project Components to which the Funds which pay that invoice will be allocated and whether there is or might be any Private Use associated with such Project Costs or Project Components. GRANTEE will, for the entire time over which LACMTA's Bonds or other debt remains outstanding, (1) notify and receive LACMTA's approval prior to entering into any arrangement which will or might result in Private Use and (2) maintain records, including obtaining records from contractors and subcontractors as necessary, of all allocations of Funds to Project Costs or Project Components and any Private Use of such Project Costs or Project Components in sufficient detail to comply and establish compliance with Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), or similar code provision then in effect and applicable, as determined by LACMTA in consultation with its bond counsel.

GRANTEE will designate one or more persons that will be responsible for compliance with the obligations described in this Attachment F and notify LACMTA of such designations.

ATTACHMENT G
COMPLETE STREETS SELF CERTIFICATION FORM
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

The Los Angeles County Metropolitan Transportation Authority requires that by the execution of this Cooperative Agreement, applicants shall have an adopted local Complete Streets policy, an adopted City Council Resolution in support of Complete Streets, or an adopted General Plan consistent with the state's Complete Streets Act of 2008 in order to be eligible for the next cycle of Metro capital grant funding programs. This Los Angeles County Complete Streets policy self-certification form should be completed and executed for all Measure M Metro Active Transport (MAT) funded projects.

1. Name of Project Sponsor (City/County): City of Redondo Beach
2. Contact Name: Brad Lindahl
3. Contact Phone: 310-318-0661
4. Contact Email: Brad.Lindahl@redondo.org
5. Project Description:
The Cities of Redondo Beach and Lawndale along with the Los Angeles County Public Works propose to install improved and new Bike and Pedestrian Facilities along Redondo Beach Boulevard/Ripley Avenue from Flagler Lane on the west to the Dominguez Channel Greenway on the east. The total length of this segment is 3.3 miles. The improvements will include a series of access, safety, and infrastructure enhancements for walking and biking. This project will provide a cohesive network that will encourage active transportation modes and allow users to connect to transit facilities, educational facilities, parks, retail stores, job centers and residential neighborhoods. The project supports the goals of the Active Transportation Strategic Plan and will enhance safety by implementing pedestrian improvements by removing barriers to access and correct unsafe conditions by reconstructing curb ramps and sidewalks to meet ADA requirements.
6. Identify participating agencies roles and responsibilities.
City of Redondo Beach – Sponsor Agency
City of Lawndale – Co-sponsor Agency
County of Los Angeles Department of Public Works – Co-sponsor Agency
7. Insert adopted local Complete Streets policy, adopted City Council Resolution in support of Complete Streets, or adopted General Plan consistent with the state's Complete Streets Act of 2008.
See attachment

By signing and self-certifying this form, the agency commits to the Metro Complete Streets Policy and confirms the adoption of a local Complete Streets policy, a City Council Resolution in support of Complete Streets, or a General Plan consistent with the state's Complete Streets Act of 2008.

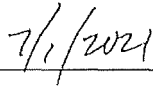
Subregion ID: South Bay

Project#: C1104
CA# 9200000000MATC1104

Signature:



Agency Representative



Date

RESOLUTION NO. 1310-095

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA ADOPTING ADMINISTRATIVE POLICY NO. 12.02, LIVING STREETS GUIDELINES AND POLICY FOR THE CITY OF REDONDO BEACH

WHEREAS, the City of Redondo Beach ("City") desires to improve access and connectivity, and to integrate the streets for all users and transportation modes; and

WHEREAS, Assembly Bill 1358 ("AB 1358"), the California Complete Streets Act of 2008, requires cities to include Complete Streets language into their policies as part of their general plans; and

WHEREAS, Complete Streets language provides that all public roads in California shall be designed and operated to accommodate all roadway users, including bicyclists, pedestrians, transit riders, motorists, and pedestrians of all ages and abilities; and

WHEREAS, on October 18, 2011, the City Council adopted the Healthways/ Blue Zones Vitality City: Beach Cities Livability Plan (the "Plan"); and

WHEREAS, the Plan recommends adopting Complete Streets language into the City planning documents to comply with AB 1358; and

WHEREAS, the Living Streets Guidelines and Policy will incorporate Complete Streets language into the City planning documents and assist the City in complying with AB 1358 by establishing guiding principles and practices for transportation related projects.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City of Redondo Beach adopts Administrative Policy No. 12.02, Living Streets Guidelines and Policy, as described in Attachment "A", to incorporate Complete Streets language into the City planning documents and establish guiding principles and practices for transportation related projects.

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED this 8th day of October, 2013.



Steve Aspel, Mayor

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF REDONDO BEACH)

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that the foregoing Resolution No. CC-1310-095 was duly passed, approved and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 1st day of October, 2013, by the following roll call vote:

AYES: GINSBURG, AUST, SAMMARCO, KILROY

NOES: NONE


ABSENT: BRAND

ABSTAIN: NONE



Eleanor Manzano, City Clerk

APPROVED AS TO FORM:



Michael W. Webb, City Attorney

ATTACHMENT G
COMPLETE STREETS SELF CERTIFICATION FORM
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

The Los Angeles County Metropolitan Transportation Authority requires that by the execution of this Cooperative Agreement, applicants shall have an adopted local Complete Streets policy, an adopted City Council Resolution in support of Complete Streets, or an adopted General Plan consistent with the state's Complete Streets Act of 2008 in order to be eligible for the next cycle of Metro capital grant funding programs. This Los Angeles County Complete Streets policy self-certification form should be completed and executed for all Measure M Metro Active Transport (MAT) funded projects.

1. Name of Project Co-Sponsor (City/County): Los Angeles County Department of Public Works (LACDPW)
2. Contact Name: Andrew Ross
3. Contact Phone: 626-300-4586
4. Contact Email: AROSS@dpw.lacounty.gov
5. Project Description:
The Cities of Redondo Beach and Lawndale along with the Los Angeles County Public Works propose to install improved and new Bike and Pedestrian Facilities along Redondo Beach Boulevard/Ripley Avenue from Flagler Lane on the west to the Dominguez Channel Greenway on the east. The total length of this segment is 3.3 miles. The improvements will include a series of access, safety, and infrastructure enhancements for walking and biking. This project will provide a cohesive network that will encourage active transportation modes and allow users to connect to transit facilities, educational facilities, parks, retail stores, job centers and residential neighborhoods. The project supports the goals of the Active Transportation Strategic Plan and will enhance safety by implementing pedestrian improvements by removing barriers to access and correct unsafe conditions by reconstructing curb ramps and sidewalks to meet ADA requirements.
6. Identify participating agencies roles and responsibilities.
City of Redondo Beach – Sponsor Agency
City of Lawndale – Co-sponsor Agency
County of Los Angeles Department of Public Works – Co-sponsor Agency
7. Insert adopted local Complete Streets policy, adopted City Council Resolution in support of Complete Streets, or adopted General Plan consistent with the state's Complete Streets Act of 2008.
See attachment

By signing and self-certifying this form, the agency commits to the Metro Complete Streets Policy and confirms the adoption of a local Complete Streets policy, a City Council Resolution in support of Complete Streets, or a General Plan consistent with the state's Complete Streets Act of 2008.

Subregion ID: South Bay

Project#: C1104
CA# 9200000000MATC1104

Signature:

Andrew Ross
Agency Representative

10/04/2021
Date

IV. Goals and Policies

Goal M 1: Street designs that incorporate the needs of all users.	
Topic	Policy
Complete Streets	Policy M 1.1: Provide for the accommodation of all users, including pedestrians, motorists, bicyclists, equestrians, users of public transit, seniors, children, and persons with disabilities when requiring or planning for new, or retrofitting existing, transportation corridors/networks whenever appropriate and feasible.
	Policy M 1.2: Ensure that streets are safe for sensitive users, such as seniors and children.
	Policy M 1.3: Utilize industry standard rating systems to assess sustainability and effectiveness of street systems for all users.
Goal M 2: Interconnected and safe bicycle- and pedestrian-friendly streets, sidewalks, paths and trails that promote active transportation and transit use.	
Topic	Policy
Active Transportation Design	Policy M 2.1: Provide transportation corridors/networks that accommodate pedestrians, equestrians and bicyclists, and reduce motor vehicle accidents through a context-sensitive process that addresses the unique characteristics of urban, suburban, and rural communities whenever appropriate and feasible.
	<p>Policy M 2.2: Accommodate pedestrians and bicyclists, and reduce motor vehicle accidents by implementing the following street designs, whenever appropriate and feasible:</p> <ul style="list-style-type: none"> • Lane width reductions to 10 or 11 feet in low speed environments with a low volume of heavy vehicles. • Wider lanes may still be required for lanes adjacent to the curb, and where buses and trucks are expected. • Low-speed designs. • Access management practices developed through a community-driven process. • Back in angle parking at locations that have available roadway width and bike lanes, where appropriate.

ATTACHMENT G
COMPLETE STREETS SELF CERTIFICATION FORM
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

The Los Angeles County Metropolitan Transportation Authority requires that by the execution of this Cooperative Agreement, applicants shall have an adopted local Complete Streets policy, an adopted City Council Resolution in support of Complete Streets, or an adopted General Plan consistent with the state's Complete Streets Act of 2008 in order to be eligible for the next cycle of Metro capital grant funding programs. This Los Angeles County Complete Streets policy self-certification form should be completed and executed for all Measure M Metro Active Transport (MAT) funded projects.

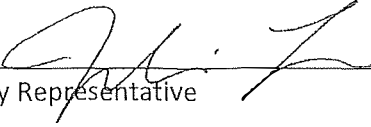
1. Name of Project Co-Sponsor (City/County): City of Lawndale
2. Contact Name: Julian Lee
3. Contact Phone: (310) 973-3260
4. Contact Email: jlee@lawndalecity.org
5. Project Description:
The Cities of Redondo Beach and Lawndale along with the Los Angeles County Public Works propose to install improved and new Bike and Pedestrian Facilities along Redondo Beach Boulevard/Ripley Avenue from Flagler Lane on the west to the Dominguez Channel Greenway on the east. The total length of this segment is 3.3 miles. The improvements will include a series of access, safety, and infrastructure enhancements for walking and biking. This project will provide a cohesive network that will encourage active transportation modes and allow users to connect to transit facilities, educational facilities, parks, retail stores, job centers and residential neighborhoods. The project supports the goals of the Active Transportation Strategic Plan and will enhance safety by implementing pedestrian improvements by removing barriers to access and correct unsafe conditions by reconstructing curb ramps and sidewalks to meet ADA requirements.
6. Identify participating agencies roles and responsibilities.
City of Redondo Beach – Sponsor Agency
City of Lawndale – Co-sponsor Agency
County of Los Angeles Department of Public Works – Co-sponsor Agency
7. Insert adopted local Complete Streets policy, adopted City Council Resolution in support of Complete Streets, or adopted General Plan consistent with the state's Complete Streets Act of 2008.
See attachment

By signing and self-certifying this form, the agency commits to the Metro Complete Streets Policy and confirms the adoption of a local Complete Streets policy, a City Council Resolution in support of Complete Streets, or a General Plan consistent with the state's Complete Streets Act of 2008.

Subregion ID: South Bay

Project#: C1104
CA# 9200000000MATC1104

Signature:



Agency Representative

7/6/2021

Date

RESOLUTION NO. CC-2202-008

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWDALE, CALIFORNIA,
ADOPTING THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION
AUTHORITY COMPLETE STREETS POLICY AND
THE SUPPORT OF COMPLETE STREETS**

WHEREAS, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, users and operators of public transit, bicyclists, persons with disabilities, seniors, children, motorists, users of green modes, movers of commercial goods, access by the City of Lawndale transit system known as the Lawndale Beat, access highway corridor to the City of Gardena Municipal Bus Lines Route 3 and to the City of Redondo Beach Transit Line 102, major highway corridor to I-405 freeway, future potential access highway to the Green Line Metro Rail System, and major access highway to nearby beach cities.

WHEREAS, the City of Lawndale recognizes that the planning and coordinated development of Complete Streets infrastructure provides benefits for local governments in the areas of infrastructure cost savings; public health; and environmental sustainability;

WHEREAS, the City of Lawndale acknowledges the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

WHEREAS, the State of California has emphasized the importance of Complete Streets by enacting the California Complete Streets Act of 2008 (also known as AB 1358), which requires that when cities or counties make substantive revisions to the circulation elements of their general plans, they identify how they will provide for the mobility needs of all users of the roadways, as well as through Deputy Directive 64, in which the California Department of Transportation explained that it “views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system”;

WHEREAS, the California Global Warming Solutions Act of 2006 (known as AB 32) sets a mandate for the reduction of greenhouse gas emissions in California, and the Sustainable Communities and Climate Protection Act of 2008 (known as SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy, and achieving the goals of these laws will require significant increases in travel by public transit, bicycling, and walking;

WHEREAS, numerous California counties, cities, and agencies have adopted Complete Streets policies and legislation in order to further the health, safety, welfare, economic vitality, and environmental well-being of their communities;

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (Metro), through its Metro Complete Streets Policy, requires that all jurisdictions address complete streets policies at the local level through the adoption of a supportive complete streets resolution, complete streets policy, or through a general plan update that complies with the California Complete Streets Act of 2008 to be eligible for Metro Capital Grant funds;

WHEREAS, the City of Lawndale therefore, in light of the foregoing benefits and considerations, wishes to improve its commitment to Complete Streets and desires that its streets form a comprehensive and integrated transportation network promoting safe and convenient travel for all users while preserving flexibility, recognizing community context, and using design guidelines and standards that support best practices;

THE CITY COUNCIL OF THE CITY OF LAWDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City of Lawndale affirms its commitment to Complete Streets and desires that its streets form a comprehensive, safe and integrated transportation network for all road users.

SECTION 2. That the next substantial revision of the City of Lawndale General Plan circulation element will incorporate complete streets policies and principles consistent with the California Complete Streets Act of 2008 (AB 1358).

PASSED, APPROVED AND ADOPTED this 7th day of February, 2022.




Robert Pullen-Miles, Mayor

ATTEST:


State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2202-008 at a regular meeting of said Council held on the 7th day of February, 2022 by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor	X				
Rhonda Hofmann Gorman, Mayor Pro Tem	X				
Bernadette Suarez	X				
Pat Kearney	X				
Sirley Cuevas	X				

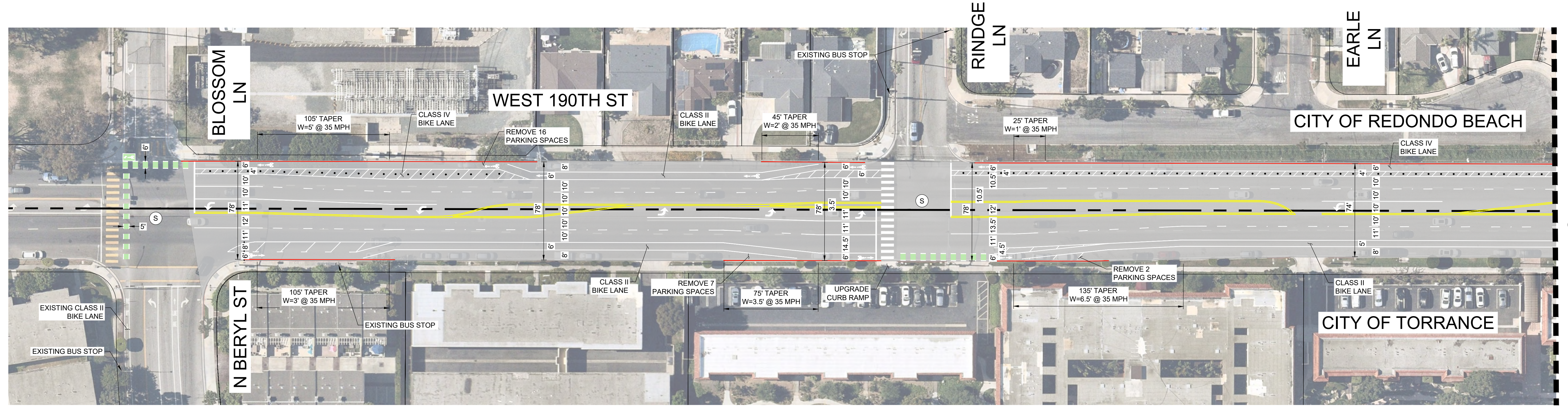

Erica Harbison, City Clerk

APPROVED AS TO FORM:

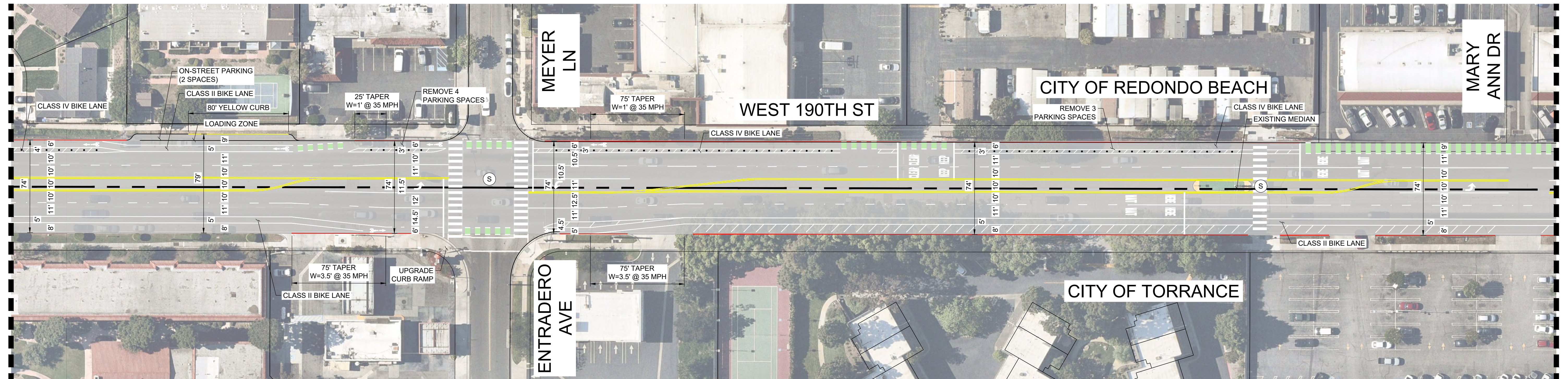

Gregory M. Murphy, City Attorney

Attachment B

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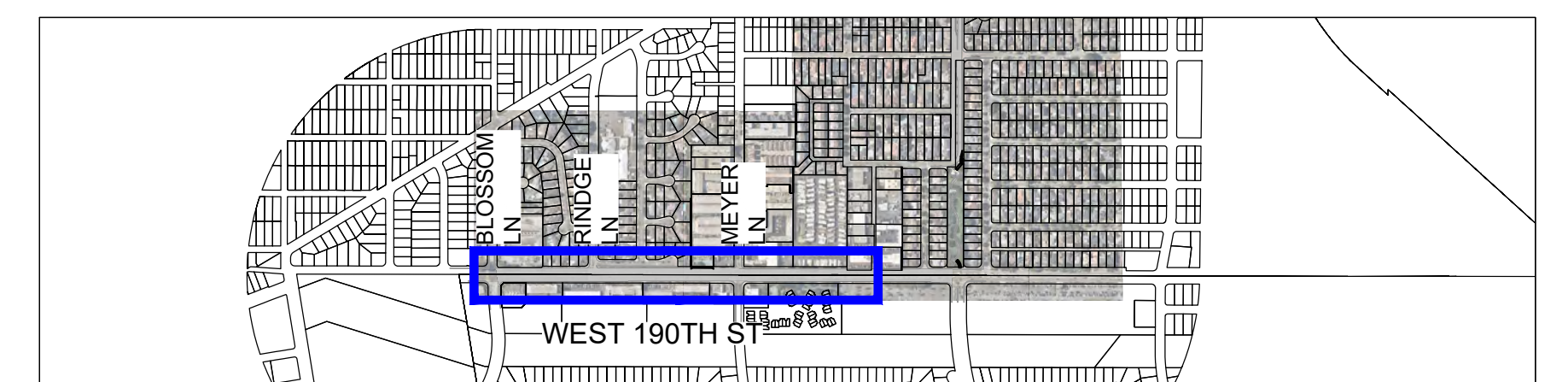
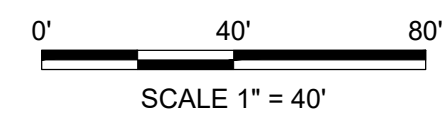


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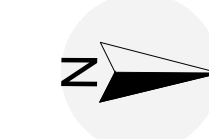
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REDONDO BEACH BLVD IMPROVEMENTS



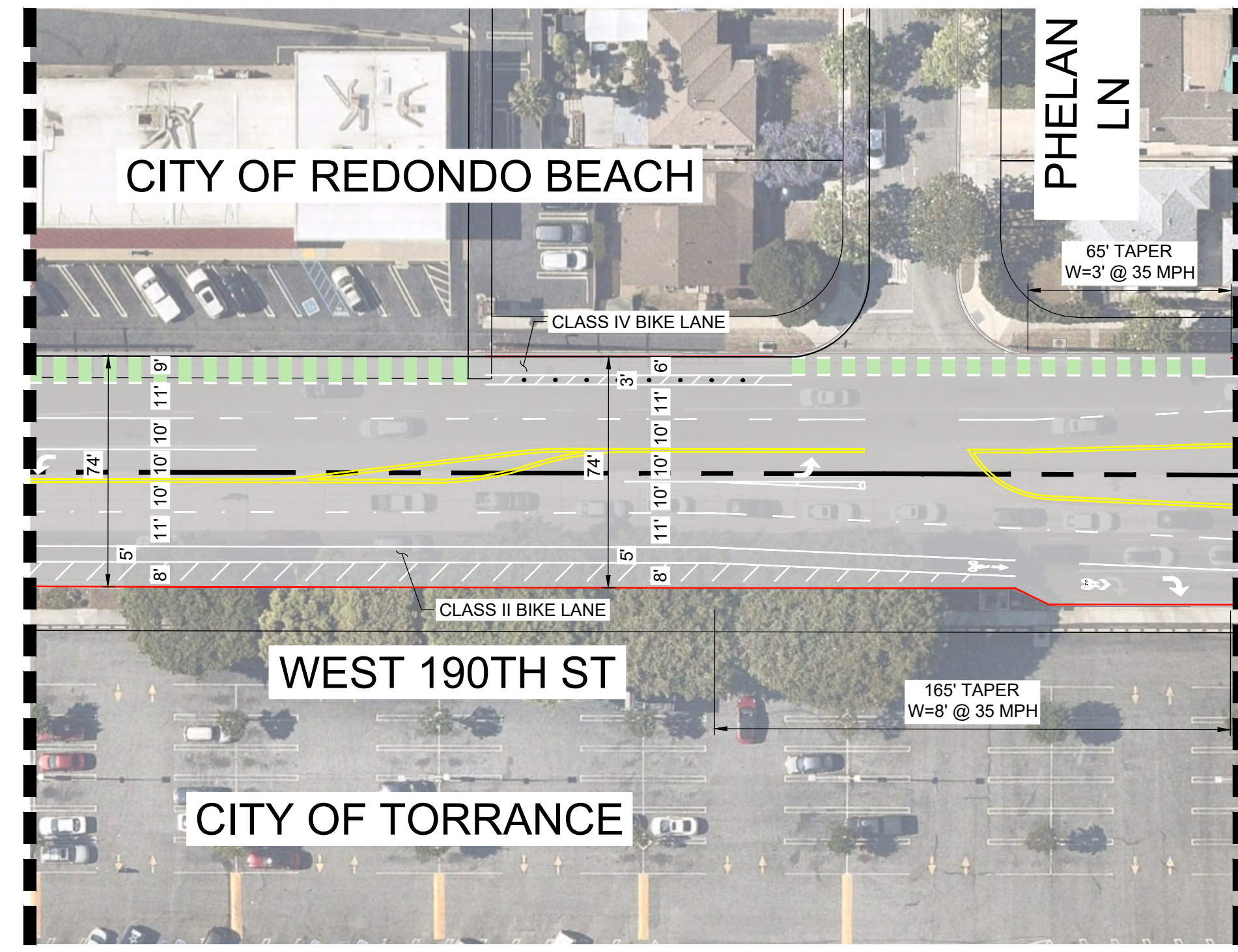
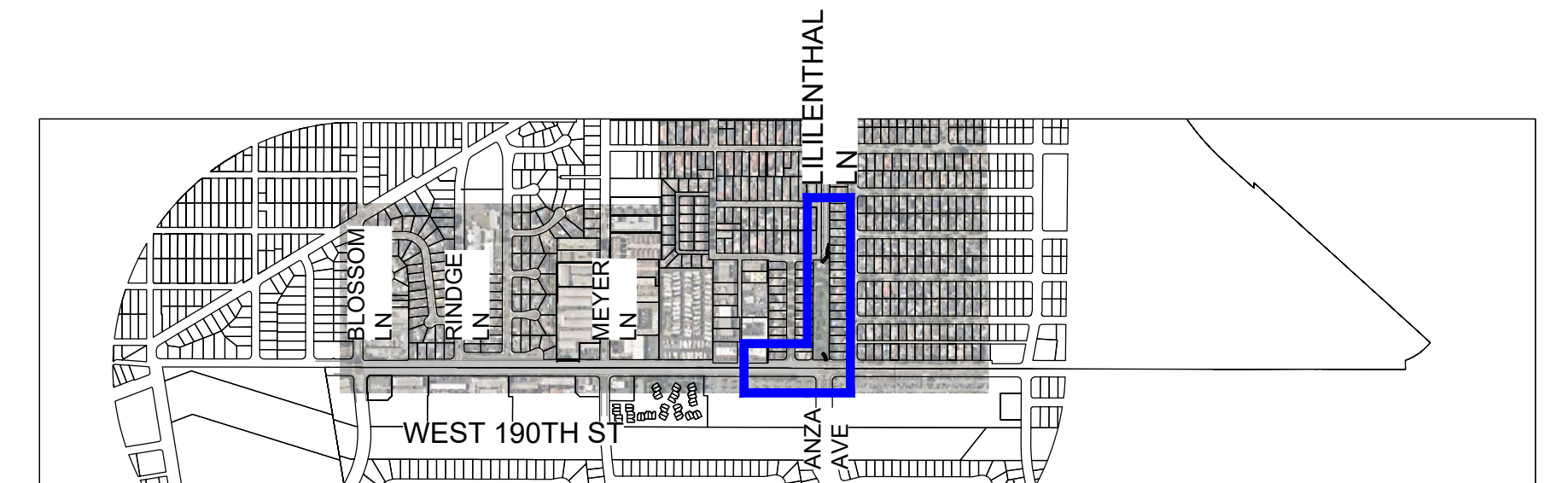


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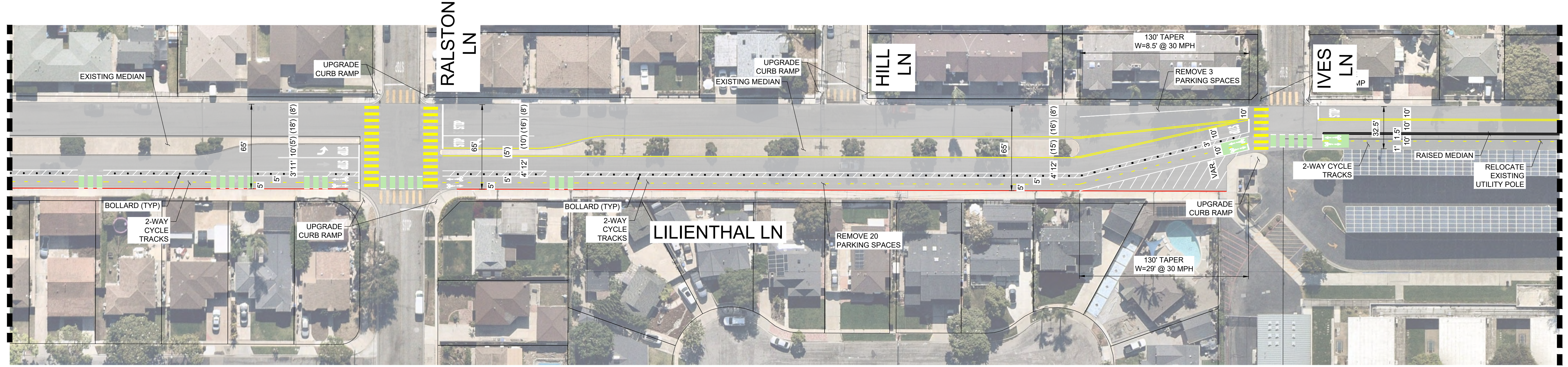
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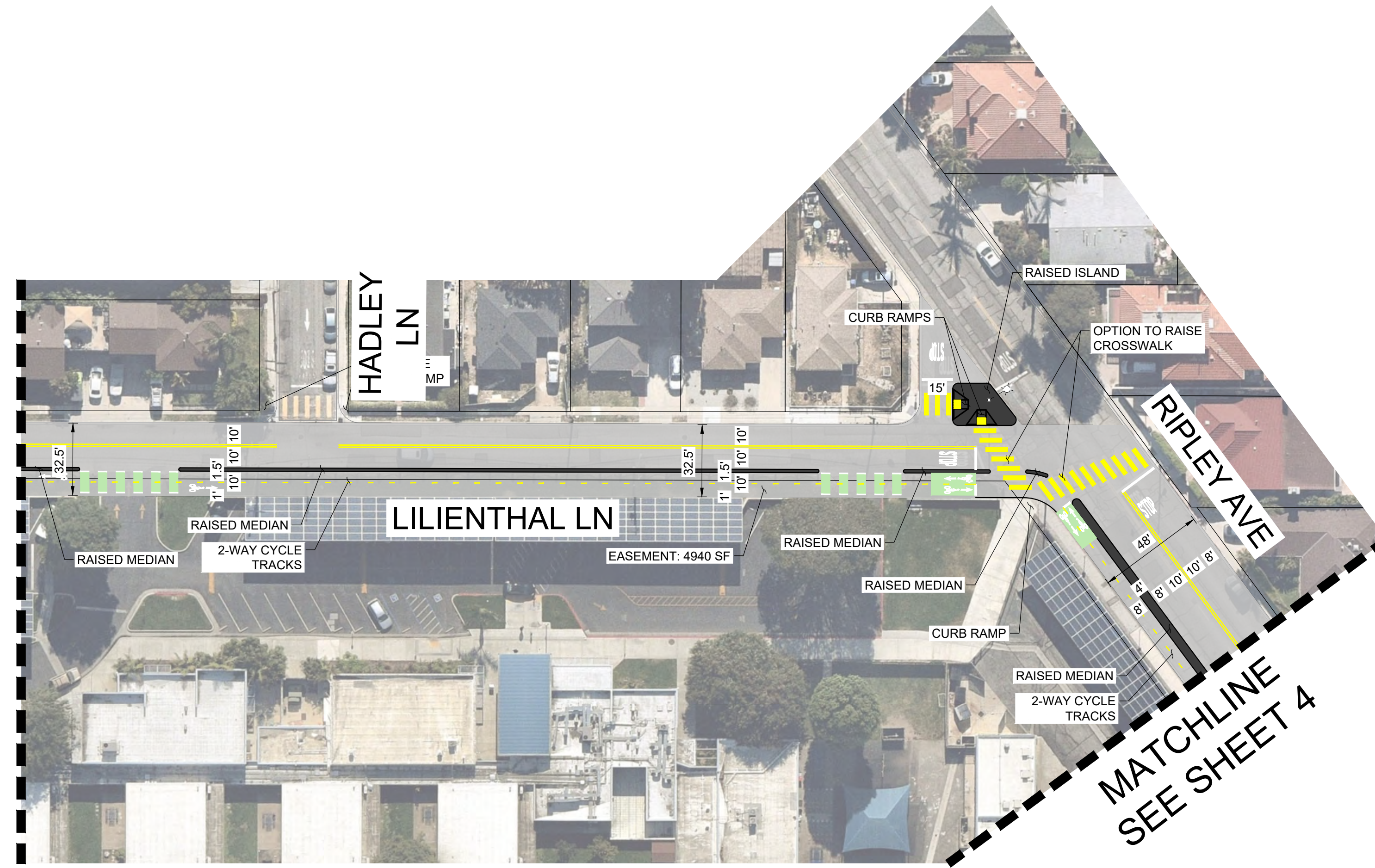
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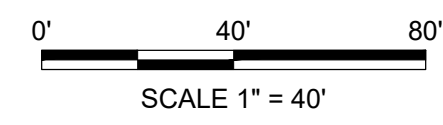
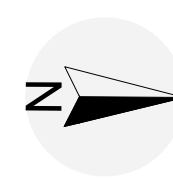


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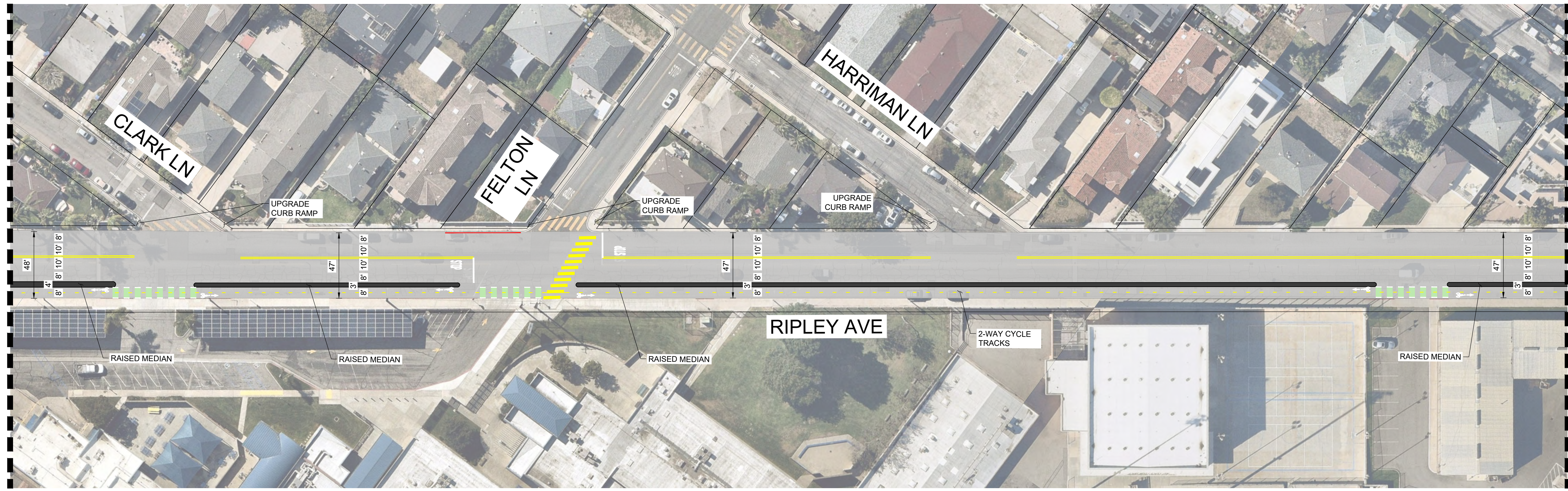


REDONDO BEACH BLVD IMPROVEMENTS



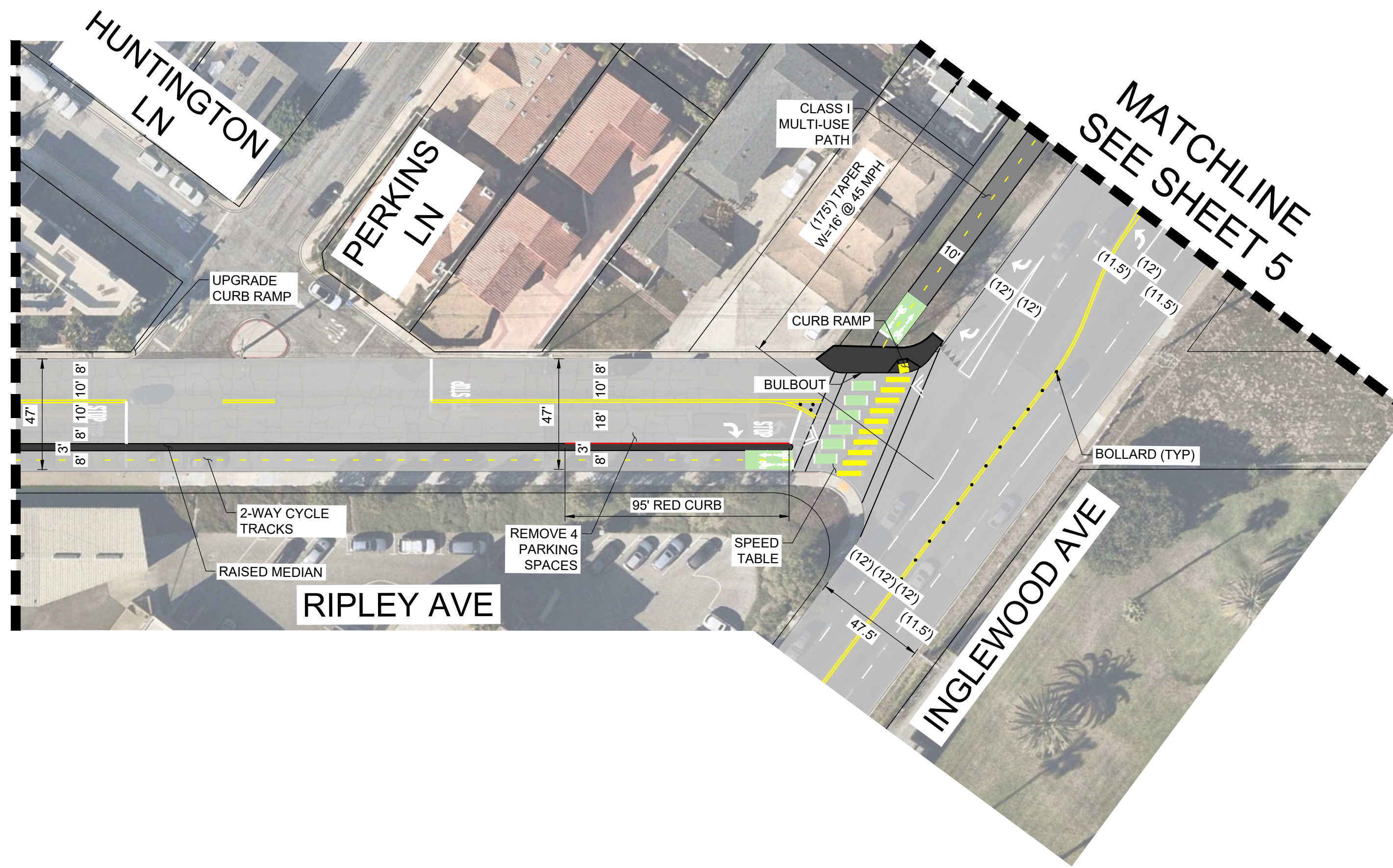
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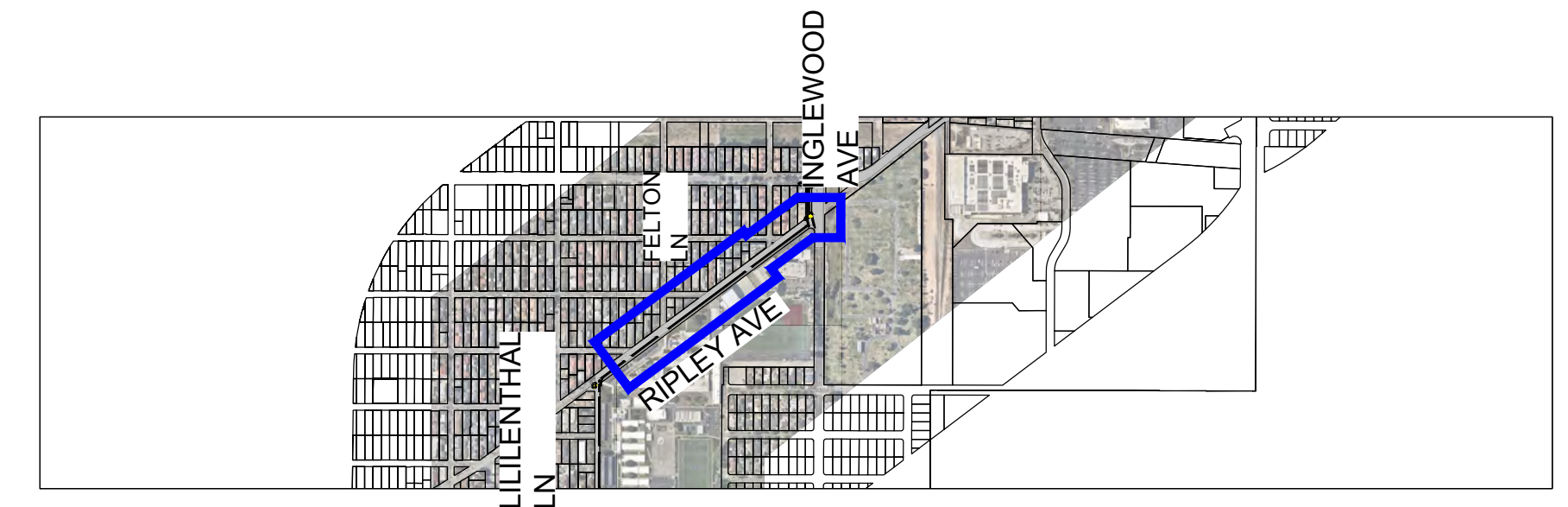
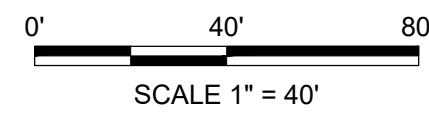


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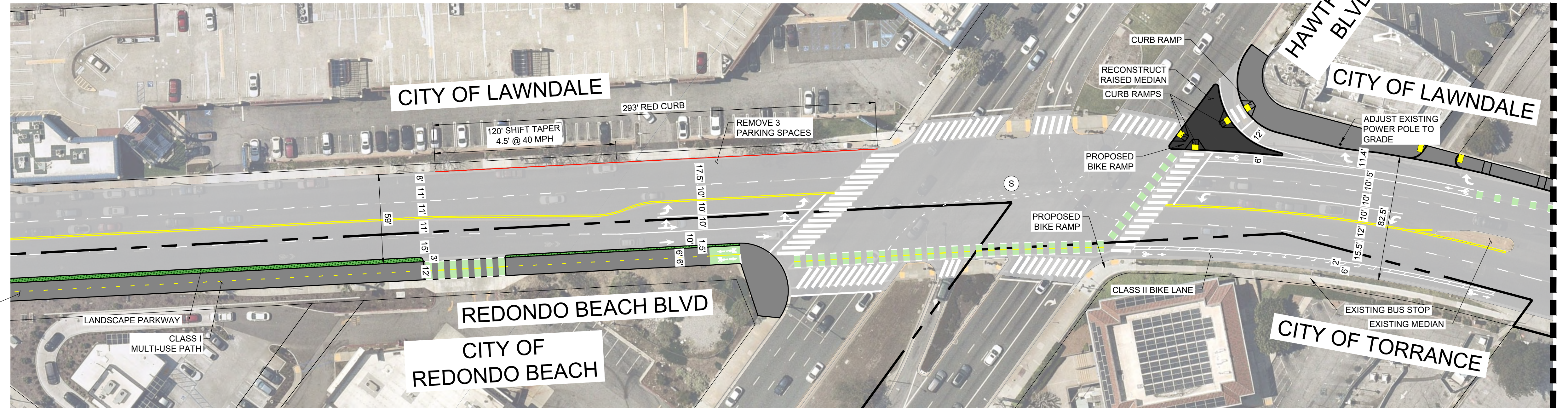


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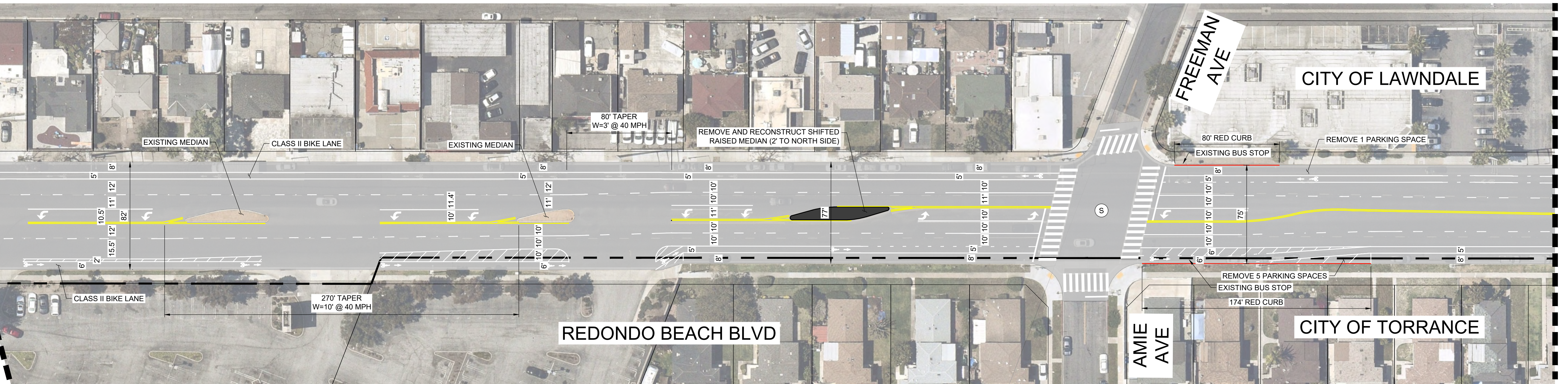
REDONDO BEACH BLVD IMPROVEMENTS

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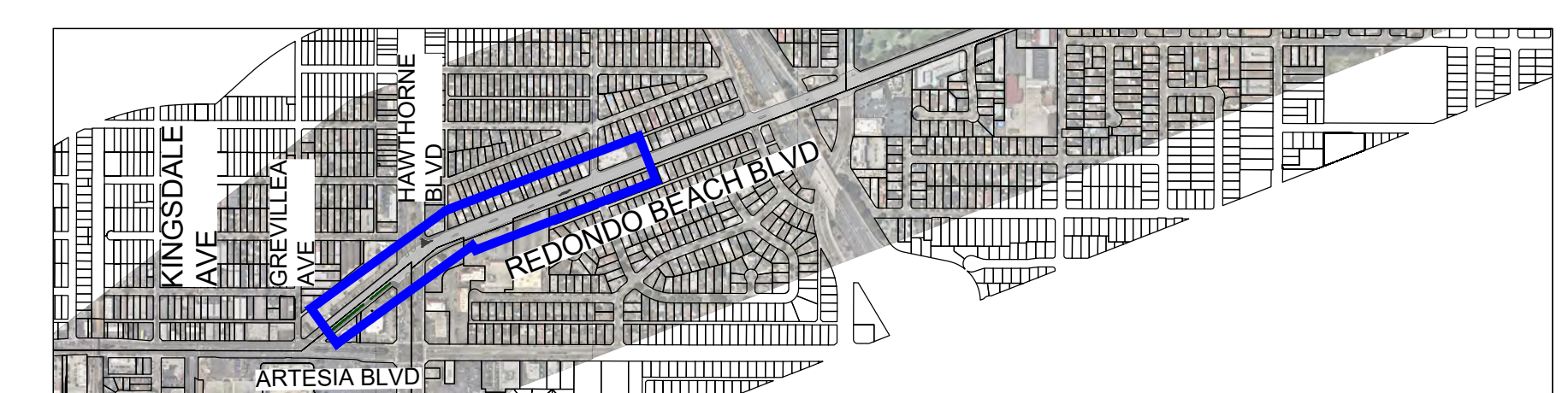
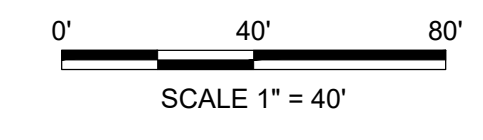


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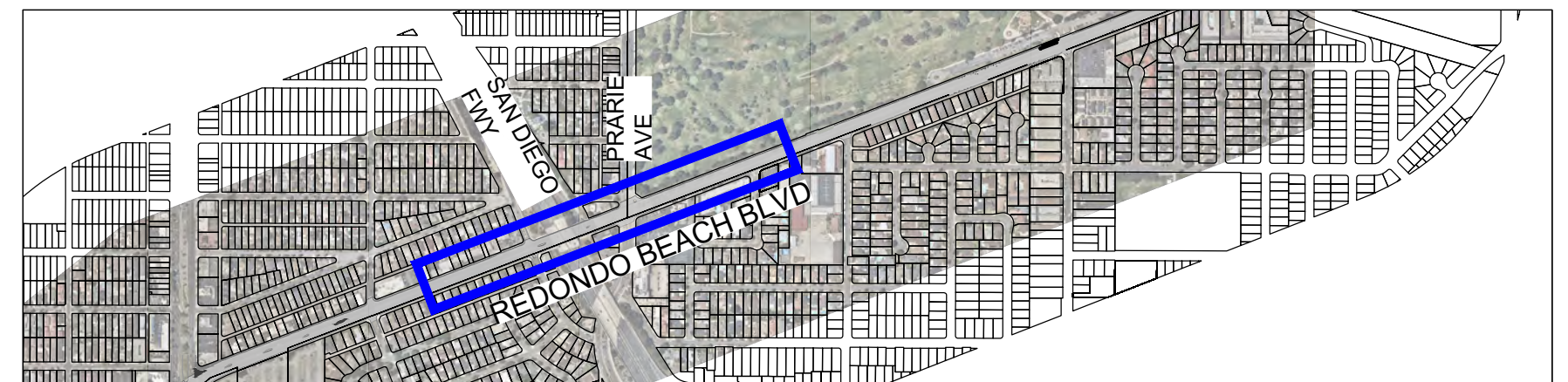
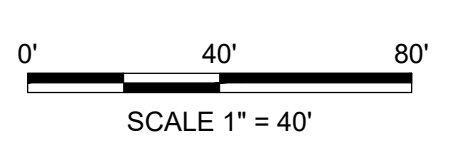
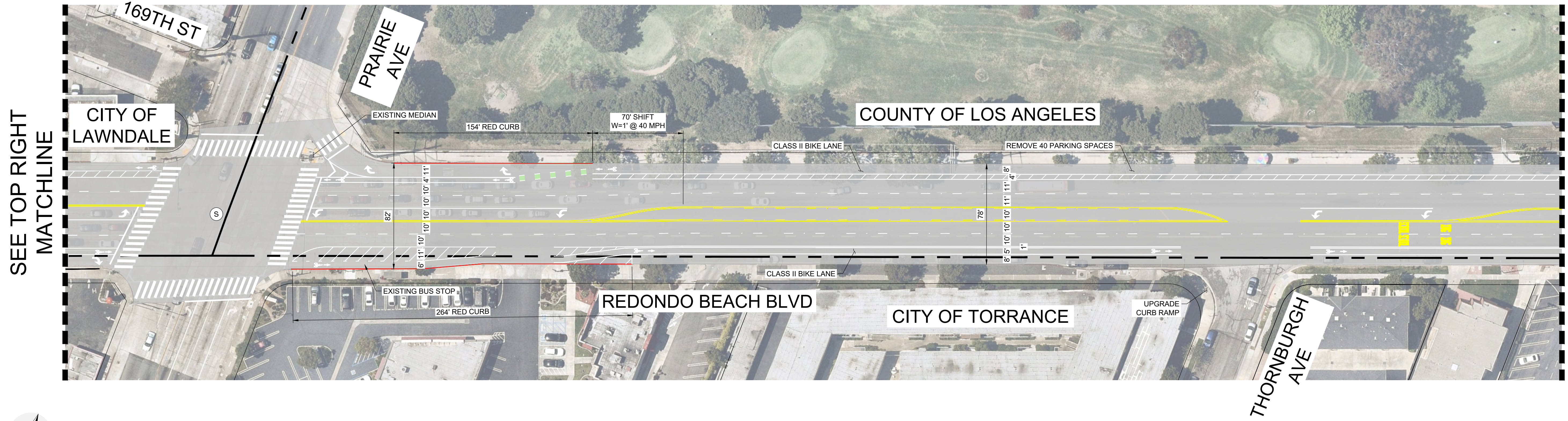
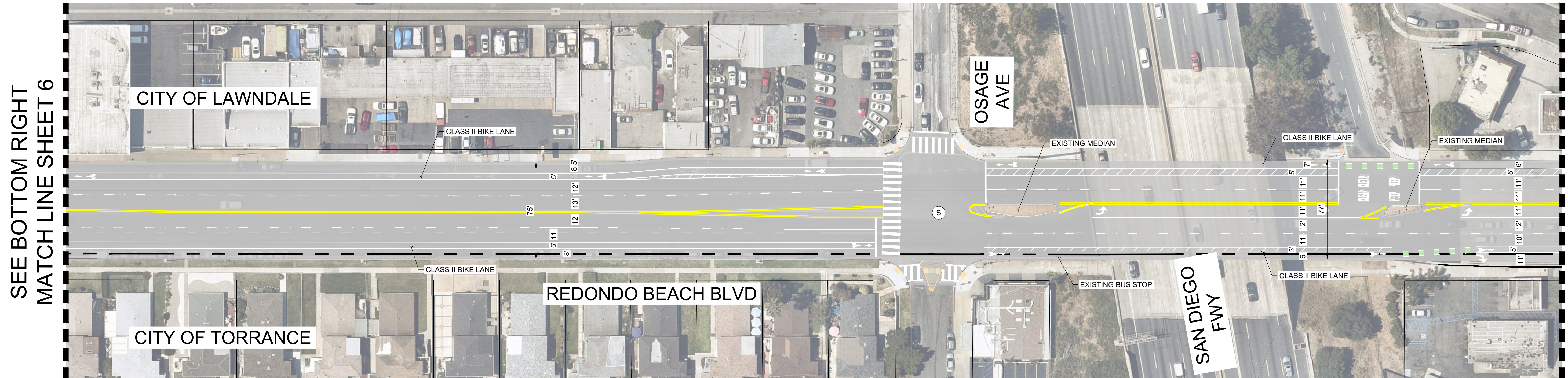
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REDONDO BEACH BLVD IMPROVEMENTS



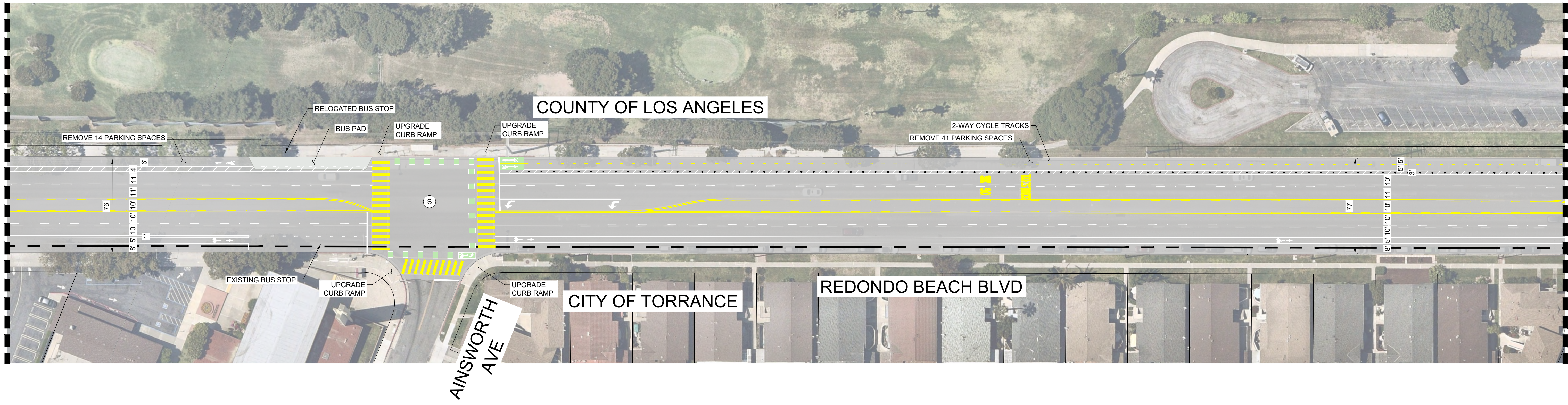
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REDONDO BEACH BLVD IMPROVEMENTS

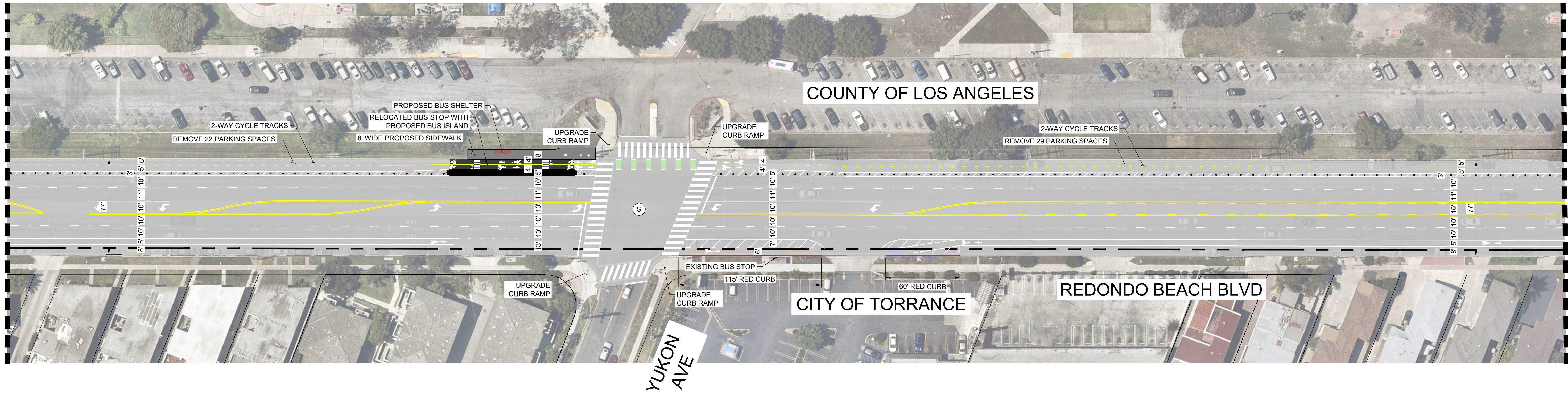
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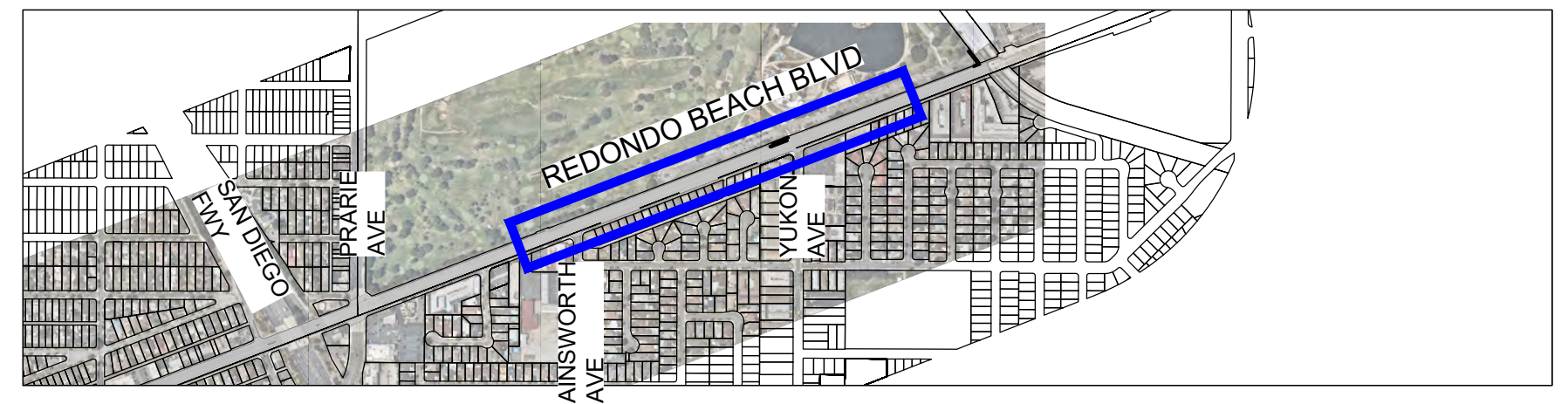
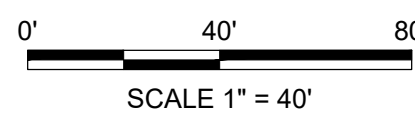


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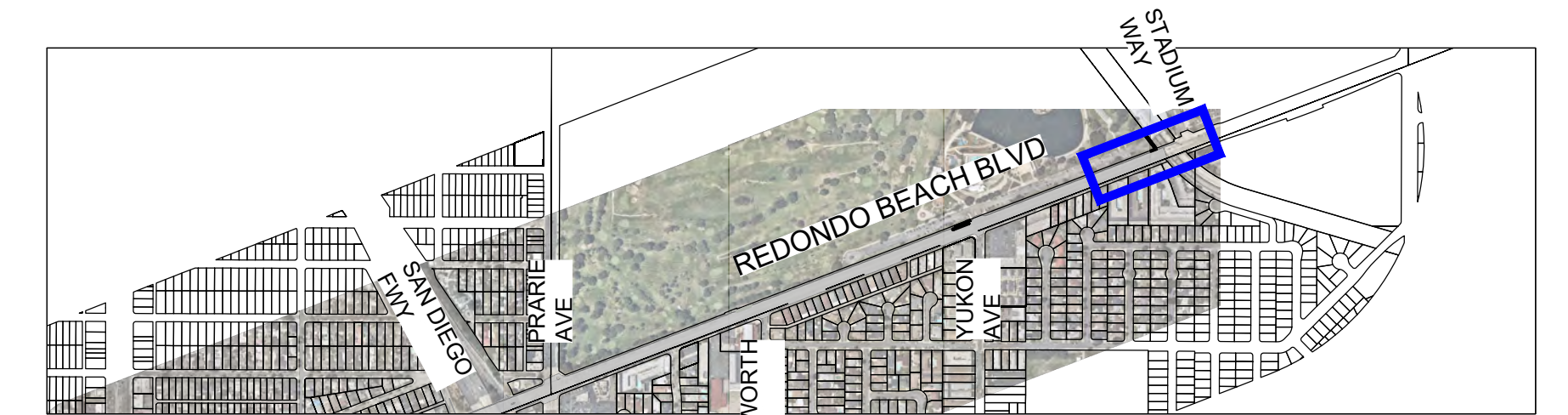
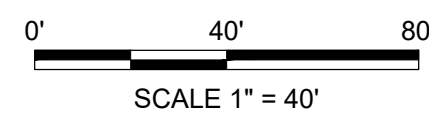
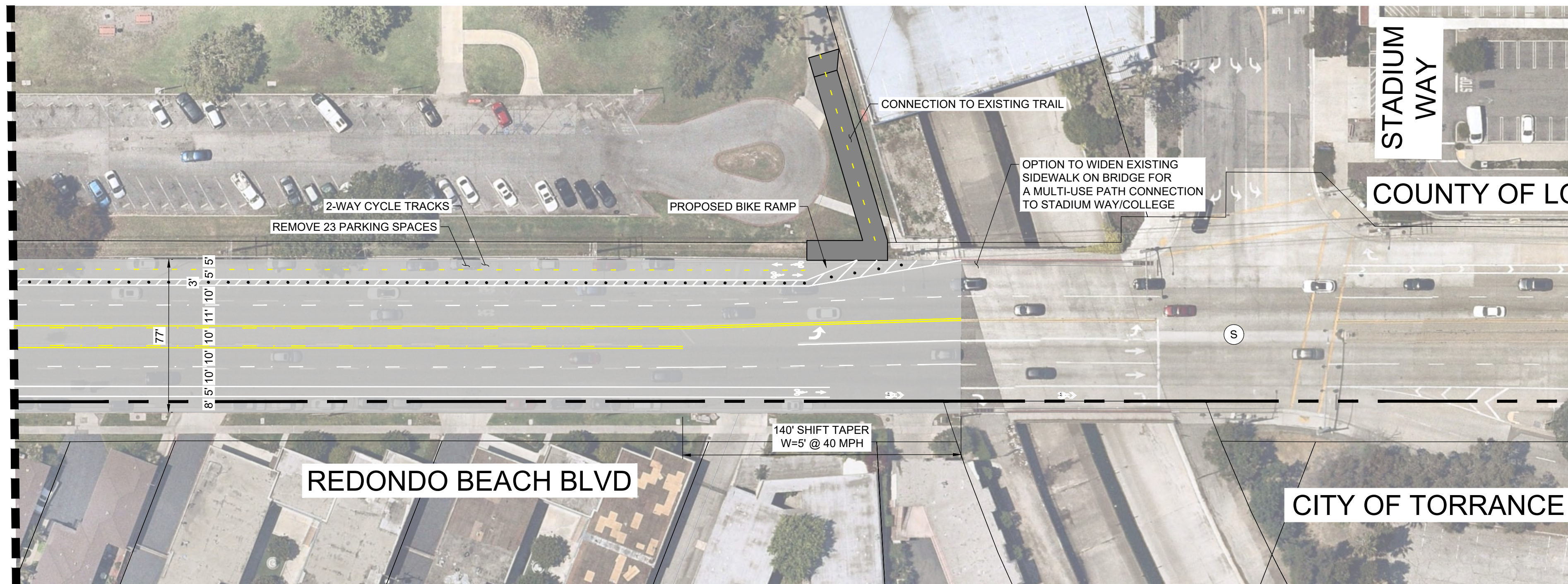


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REDONDO BEACH BLVD IMPROVEMENTS



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Peter Kann, Community Development Director
SUBJECT: **Metro Final Environmental Impact Report Public Comment Outreach**

BACKGROUND

Metro plans on releasing a Final Environmental Impact Report (EIR) during the week of September 8, 2025. The Final EIR analyzes a project where Metro could add a light rail service from Redondo Beach Station to the Torrance Transit Center, adding 4.5 miles of new track. The Final EIR will respond to public feedback received during the Draft EIR review period.

Pursuant to the California Environmental Quality Act (CEQA) regulations, the Lead Agency (Metro) is expected to prepare and certify the Final EIR at their upcoming public review process. Currently, one method used by Metro to keep interested persons/parties informed of the project's current status is when someone signs up for projects updates by clicking a Metro community relations link and signing up. There is a high probability that many Lawndale residents have not signed up for notification and live within the project's vicinity. These residents could be detrimentally impacted by the Metro project described in the Draft Final EIR.

STAFF REVIEW

The Metro Ad Hoc Subcommittee recommended that the City Council consider directing City staff to release a mailer/flyer to property owners and tenants within the southwest quadrant of the City in a general area north of Artesia Boulevard, South of Manhattan Beach Boulevard, East of Inglewood Avenue, and West of Grevillea Avenue (See Attachment A Vicinity Map).

Community Development staff used the Department's Geographic Information System (GIS) to analyze the area and data suggests that there are approximately 2,014 households within the described area. If a mailer/flyer is approved, it is estimated to cost approximately \$2,000 - \$3,000 for costs associated with producing and mailing 2,000 mailers (See Attachment B Draft Notification Letter). The mailers is subject to change based on the tentative dates of the Final EIR provided by Metro. The input costs are for 2,000 mailers: envelopes, postage, printing cost, paper, copier ink, and labels.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

The cost of the mailer is not budgeted within the Community Development Department's budget. Therefore, a budget amendment of \$3000 would need to be approved allocating funding from the City's General Fund to cover the costs with getting the mailer sent out.

RECOMMENDATION

Staff recommends that the City Council:

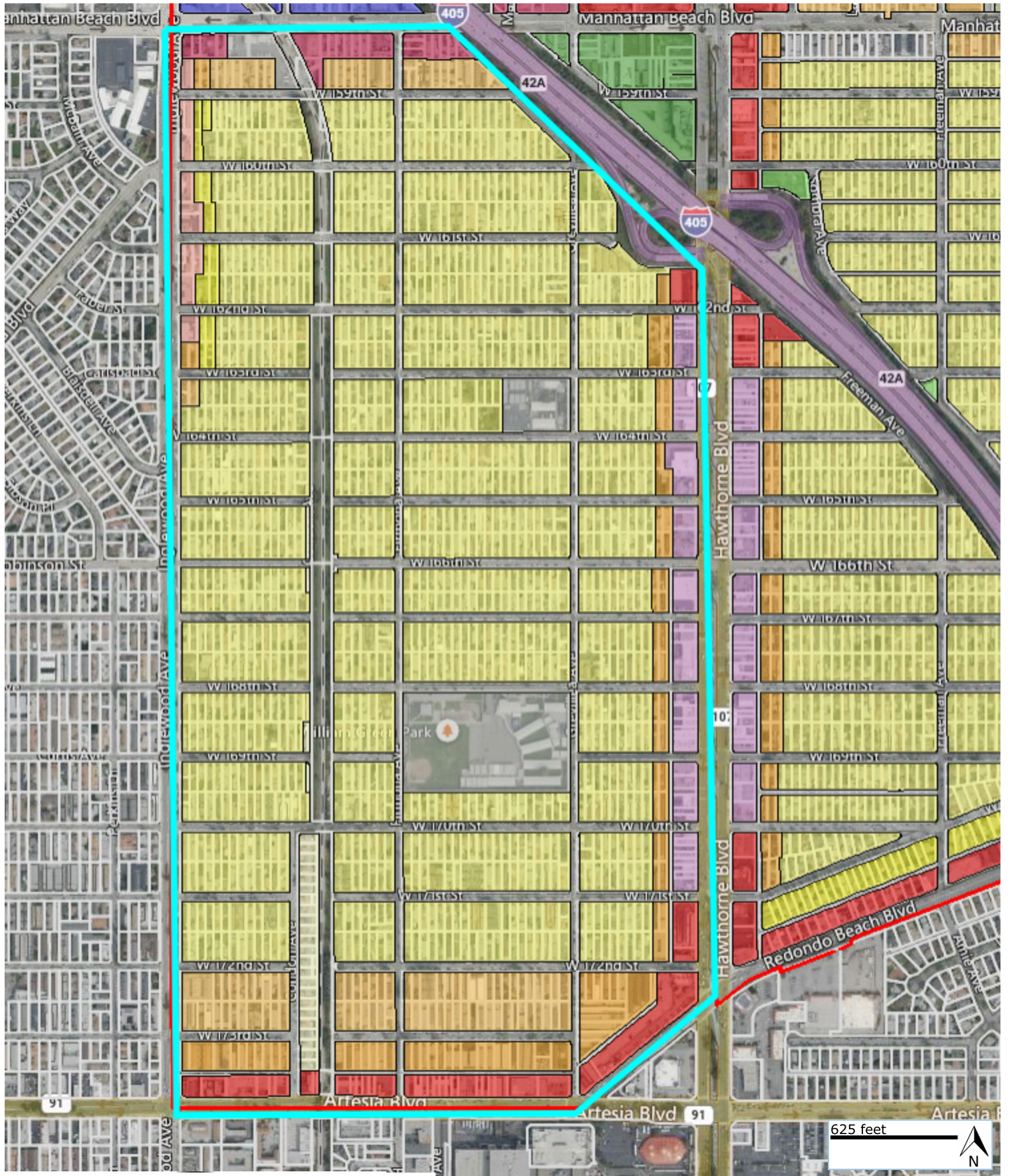
1. Consider sending out the mailer to property owners/tenants at the southwest quadrant of the City and authorize Community Development staff initiate this task and approve a budget amendment of \$3000 from the City's General Fund to cover costs associated with sending out the mailer as outlined in this staff report; or
2. Provide further direction to staff.

Attachments

[Exhibit A.pdf](#)

[Exhibit B.pdf](#)

Attachment A



Attachment B

(Add Date Here, 2025)

DRAFT – FOR CITY LETTERHEAD

IMPORTANT TIME SENSITIVE MESSAGE

Did You Know

Metro has planned a Rail Project to run through the City of Lawndale

***Metro may certify the project at their Board meeting
as early as (date to be added here)**

This may be your last chance to speak up

THE METRO RAIL PROJECT GOING THROUGH LAWNSDALE NEIGHBORHOODS

The proposed Metro C Line Extension to Torrance Project (also known as the Green Line, C Line, and sometimes referred to as the Metro Los Angeles K-Line Extension, is a controversial rail project funded and planned by the Metropolitan Transportation Authority, also known as METRO.

This project is planned to travel through Lawndale. The question now is which route will Metro select and how will their decision affect you and your family?

We have been informed that the **FINAL EIR** is now available for review and commenting. See the attached Metro mailer for information on how to access the Final EIR documents, and how to sign up for more information directly from Metro on the date of the final public hearing.

The City and community activists are urging residents to stay alert, as Metro may only provide the lawfully required **3-day agenda notice** of this very important public hearing/meeting.

JOIN YOUR NEIGHBORS & COMMUNITY!

TAKE THE CHARTERED BUS DIRECTLY TO THE METRO BOARD MEETING!

The City Council recognizes that not everyone can get to downtown Los Angeles for the Metro Board meeting on their own. Therefore, the City will be assisting residents by paying for chartered buses on a first-come first-served basis, organized by the community. **The meeting date has not been confirmed by Metro. Please call the City for any updates on the meeting date and the chartered bus transportation by calling (310) 973-3200, Ext. 0.**

We urge you to be ready to speak or provide your comment at the FINAL Metro Board of Directors meeting/public hearing on (Date to be added here). Don't let the Metro Board of Directors decide the future of Lawndale. Make no mistake, the effects of this project will be far-reaching, to not only the current generation, but those to follow.

Sincerely,

Dr. Sean M. Moore, AICP, DPA, MPA, MAPS
ICMA-CM
City Manager
City of Lawndale

NEXT STEPS

Metro will collect and compile public input on the project this summer to share with the Metro Board before the Board takes an action on the project.

At a public meeting, anticipated in fall 2025, the Metro Board will vote to consider certification of the Final EIR and approval of the project.

Please sign up for project updates about when the project will be on the agenda for a Metro Board meeting and share your comments on the project through the following channels:

Email: greenlineextension@metro.net

Mail: Metro, One Gateway Plaza, MS 99-22-3, Los Angeles, CA 90012

Voicemail: 213.922.4004

PRÓXIMOS PASOS

Este verano, Metro recopilará y compilará el aporte hecho por el público sobre el proyecto para compartirlo con la Junta de Metro antes de que esta tome una decisión sobre el proyecto.

En una reunión pública, que se prevé para el otoño de 2025, la Junta de Metro votará para considerar la certificación del Reporte de Impacto Ambiental Final y para la aprobación del proyecto.

Regístrese para enterarse cuándo el proyecto se incluirá en la orden del día de las reuniones de la Junta de Metro y comparta sus comentarios sobre el proyecto a través de los siguientes medios:

Correo electrónico: greenlineextension@metro.net

Correo postal: Metro, One Gateway Plaza, MS 99-22-3, Los Angeles, CA 90012

Correos de voz: 213.922.4004




Metro


One Gateway Plaza
99-13-1
Los Angeles, CA 90012


PRSR STD
U.S. POSTAGE
PAID
SANTA CLARITA, CA
PERMIT NO. 431


2*9*9456*****ECRWSS**C007
CURRENT BUSINESS OCCUPANT
14700 BURIN AVE
LAWNDALE, CA 90260-1432


CONTACT US/CONTÁCTENOS


 213.922.4004

 greenlineextension@metro.net

 metro.net/clineext

 [@metrolosangeles](https://twitter.com/metrolosangeles)

 [losangelesmetro](https://www.facebook.com/losangelesmetro)

 **323.466.3876**

x2 Español (Spanish)

x3 中文 (Chinese)

x4 한국어 (Korean)

x5 Tiếng Việt (Vietnamese)

x6 日本語 (Japanese)

x7 русский (Russian)

x8 Հայերեն (Armenian)

All Metro meetings are accessible to persons with disabilities. Spanish translation provided. Other ADA accommodations and translations available by calling 323.466.3876 at least 72 hours in advance.

Las personas con discapacidad pueden acceder a todas las reuniones de Metro. Se ofrece traducción al español. Para otras adaptaciones de acuerdo con la Ley de Estadounidenses con Discapacidades (Americans with Disabilities Act, ADA) y servicios de traducción disponibles, llame al 323.466.3876 con al menos 72 horas de antelación.

Next stop: more rail in the South Bay. Próxima parada: más servicio ferroviario en South Bay.

The Final EIR for the C Line Extension to Torrance Project is Now Available Ya está disponible el EIR final del proyecto de ampliación de la línea C a Torrance



Metro has released the Final Environmental Impact Report (EIR) which is now available. The Final EIR evaluates potential environmental impacts in accordance with the California Environmental Quality Act (CEQA) and responds to the more than 2,000 comments received during the Draft EIR review period. The report also reflects design refinements, as well as clarifications, corrections, and revisions to the Draft EIR. It includes detailed description of the Hybrid Alternative – a route following the Metro-owned Right-of-Way (ROW) – which was approved by the Metro Board of Directors in May 2024 as the Locally Preferred Alternative (LPA).

Metro ha publicado el informe final de impacto ambiental (Final Environmental Impact Report, Final EIR) que ya está disponible. El informe EIR final evalúa las posibles repercusiones ambientales de conformidad con la Ley de Calidad Ambiental de California (California Environmental Quality Act, CEQA) y responde a los más de 2,000 comentarios recibidos durante el período de revisión del borrador del EIR. El informe también refleja ajustes en el diseño de los planes del proyecto en función del trabajo de campo, análisis adicionales y aportes de la comunidad. Incluye una descripción detallada de la alternativa híbrida – una ruta que sigue el derecho de vía (Right of Way, ROW) propiedad de Metro – que la Junta Directiva de Metro aprobó como la alternativa local preferida (Locally Preferred Alternative, LPA) en mayo de 2024.

The Final EIR can be found by visiting metro.net/clineext or by scanning the QR code. A copy of the Final EIR can be accessed at the following locations.

El informe final de impacto ambiental puede consultarse en metro.net/clineext o al escanear el código QR. Se puede acceder a una copia del EIR final en los siguientes lugares:

Katy Geissert Civic Center Library
3301 Torrance Blvd, Torrance, CA 90503

Lawndale Library
14615 Burin Ave, Lawndale, CA 90260

North Torrance Library
3604 Artesia Blvd, Torrance, CA 90504

Metro Headquarters Library
One Gateway Plaza, Los Angeles, CA 90012

Redondo Beach North Library
2000 Artesia Blvd, Redondo Beach, CA 90278





CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer
SUBJECT: **Traffic Management Plan Budget**

BACKGROUND

The city has annual traffic management plan budget for miscellaneous traffic related repairs, maintenance, and analysis. These funds are provided by Prop C. The estimated amount needed will \$80,000 for fiscal year 2024/2025. These funds are used for various street related repairs that fall within the guidelines of Prop C expenditures. In the past these funds have been used for street striping and painting, traffic study reviews, parking signs, road analysis, and reflective tape.

STAFF REVIEW

Every year the City budget \$80,000 for the Traffic Management Plan to be used for various street related maintenance and repairs. These funds will be used in part for the first amendment to contract services agreement with General Technologies and Solutions for traffic engineering analysis. In FY 2024/25 were \$67,696. We expect closer to \$80,00 to be used in FY 25/26 as there are large street maintenance/ repairs in FY 25/26.

LEGAL REVIEW

The City Attorney's office has reviewed this staff report and has approved it as to form.

FISCAL IMPACT

A budget amendment of \$80,000 is needed in account # 207-310-700.296 (Prop C - Traffic Management Plan). There is no impact to the General Fund.

RECOMMENDATION

Staff recommends that the City Council approve the budget amendment for \$80,000 to Account #207-310-700.296 (Prop C. - Traffic Management Plan).



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Jason Minter, Community Services Director

SUBJECT: **Approve a Contract Services Agreement for the Youth Development Center and Skatepark Design Phase II BN 2507-07**

BACKGROUND

In March of 2024, City Council approved a Contract Services Agreement with BOA Architecture, Inc., for Phase One Architectural, Design and Planning Services for the Lawndale Youth Development Center, Skatepark, and Dog Park. Subsequently, in July of 2024, staff presented 4 design options to the Council for review, with basic design costs and construction estimates. At the July meeting, the Council approved design option D, which included demolition of the existing Municipal Services Department (MSD) building, and construction of a new two-story building, with the Youth Development Center on the first floor, and the MSD offices and Cable TV division on the second floor, and a Skatepark on the west portion of the property. The dog park portion of the project had been removed due to cost and limited budget.

With the approval of design option D, staff began the community outreach portion of the design, which included online surveys, a public meeting at the Hofmann Community Center, and discussions before the Youth Advisory Committee and the Parks, Recreation and Social Services Commission. At these meetings members of staff along with representatives from BOA were able to present a variety of options to the public for feedback regarding the facilities, amenities, and programs for inclusion in the completion of the conceptual design.

On February 3, 2025, representatives from BOA and the Community Services Department presented the final conceptual design for City Council approval (Attachment A). After some discussion and questions about the design and programming opportunities, the final conceptual design was approved 5-0.

With the final conceptual design approved, staff began creating the Request for Proposal (RFP) for the completion of the Youth Development Center and Skatepark Design Phase II. The RFP (BN-2507-07) was released on June 18, 2025, with a due date of July 16, 2025 (Attachment B). The RFP process included the release of one Addendum to answer questions and provide clarification related to the scope of the project.

STAFF REVIEW

The City Clerk received three (3) proposals that were submitted prior to the July 16 deadline for RFP# BN-2507-07. An evaluation team was created with staff from the Public Works Department, Municipal Services Department, and Community Services Department. The evaluation criteria identified in the RFP included the Approach and Method, Relevant Experience and Expertise, Time Frame and Costs, and Administration. The scores for each of the evaluation team members are as follows:

Vendor/Agency	Overall Rating	Rank	Project Timeline	Proposed Cost
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Albert Group	77.3	2	Est. 11 months	\$677,500
BOA Architecture	88.3	1	Est. 13 months	\$475,000
PBWS Architects	83.7	3	Est. 11-12 months	\$977,500

As shown in the chart above, BOA finished first in the rankings with an average score of 88.3 out of 100 points, as compared to PBWS (83.7) and The Albert Group (77.3). The scores were consistent across the panel in terms of overall rankings, with BOA having a much lower proposed cost than both Albert Group and PBWS, while both Albert Group and PBWS had an slight advantage in the estimated project timeline. The Proposal submitted by BOA showed a solid understanding of the wants and needs for this project and demonstrated experience on a variety of projects similar to the Lawndale Youth Development Center and Skatepark project (Attachments C & D).

The draft Contract Services Agreement included in this report includes the following tasks:

1. Kickoff meetings with key stakeholders
2. Creation of design and construction documents
3. Oversight of all sub-contractors
4. Support for meetings
5. Project support during the construction bidding process
6. Project support during construction through to completion

The design phase of the project will take roughly 13 months, in which BOA will be responsible for submittal of construction drawings at various intervals, including 30%, 60%, 90%, and 100% completion, as well as procurement of all City Building-Safety approvals. The bidding and construction process is expected to take approximately 2 years, including demolition, construction, and landscaping.

LEGAL REVIEW

The City Attorney has reviewed the Contract Services Agreement and approved it as to form.

FISCAL IMPACT

Funding for this contract services agreement is available in the Youth Development Center project budget which is made up of the following funds:

California State Funds	\$4,000,000
Federal HUD Funds	\$4,000,000
Measure A Annual Allocation (estimate)	\$1,640,000
Measure A Technical Assistance Program Funds	\$150,000
TOTAL	\$9,790,000

The estimated project costs that were provided by the consultant (BOA) at the completion of the Phase I design portion of the project were approximately \$11,500,000, leaving a currently funding gap of over \$2,000,000. Recently the Los Angeles County Regional Park and Open Space District (RPOSD) announced a competitive grant program that can potentially cover the shortfall for this project, along with funding for Construction Management and Project Management costs. Grant requests for a project of this nature have a maximum funding amount of \$4,000,000, which would potentially fund the remainder of the project if the City's grant application were approved.

RECOMMENDATION

Staff recommends that the City Council approve a Contract Services Agreement with BOA Architecture, Inc., for the Lawndale Youth Development Center and Skatepark Design Phase II project (BN# 2507-07) with an expenditure amount not-to-exceed \$475,000 (Attachment E).

Attachments

[Attachment A_ Lawndale Youth Development Center Conceptual Design.pdf](#)

[Attachment B_ 2025 Youth Development Center and Skatepark Design Phase II - BN-2507-07.pdf](#)

[Attachment C_ BOA Architecture Proposal.pdf](#)

[Attachment D_ BOA Schedule.pdf](#)

[Attachment E_ Draft Contract Services Agreement BOA 9.15.pdf](#)

[Attachment F_ Other Proposals Received.pdf](#)

ATTACHMENT A

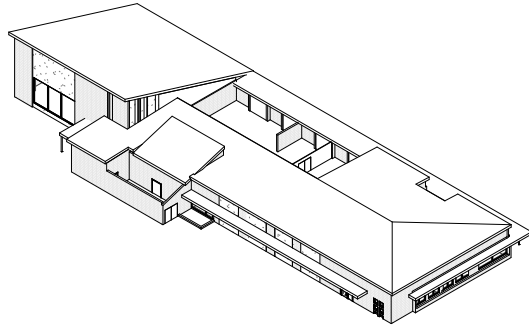
CITY OF LAWNSDALE

YOUTH DEVELOPMENT CENTER SCHEMATIC

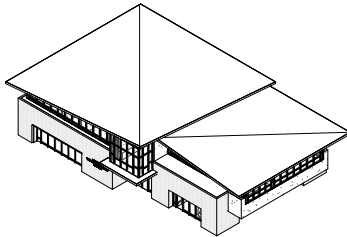
YDC, MUNICIPAL SERVICES, CABLE DEPT, SKATE PARK



PROJECT TIMELINE



EXISTING



PROPOSED

Project Kick-Off <i>Conducted Site Surveys</i>	April 3, 2024
Preliminary Design Option <i>Proceeded with Design Option for 2 Level Building</i>	May 16, 2024
Community Outreach Meetings	September, 2024
Schematic Design to Meet Desired Budget <i>Reduced Size of Building</i>	November, 2024
Present Schematic Design to City Council	February, 2025



EXTERIOR



INTERIOR

SITE AND BUILDING PROGRAM

Existing Municipal Services Program

Municipal Services	2,697	SF
Cable TV	1,024	SF
Historical Society	720	SF
Support and Circulation	3,231	SF

Total Existing Building 7,672 SF

Schematic Design Site Program

Teen Center Courtyard	2,250	SF
Skate Park	9,500	SF

Site Subtotal 11,750 SF

Schematic Design Building Program (2 Story)

First Level

Teen Center	3,609	SF
Support, Circulation	1,170	SF

First Level Subtotal 4,779 SF

Second Level

Municipal Services	1,682	SF
Cable TV Dept	1,410	SF
Support, Circulation	1,703	SF

Second Level Subtotal 4,795 SF

Total Building 9,574 SF

CONSTRUCTION COST ESTIMATE

First Level

Building Renovation	3,855	SF	\$850	\$3,276,750
Building Addition	894	SF	\$950	\$849,300

Second Level

Building Renovation	0	SF	\$850	\$0
Building Addition	4,825	SF	\$950	\$4,583,750
Circulation (Elevator,stairs)				\$200,000

Building Subtotal	9,574	SF		\$8,909,800
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Exterior Improvements

Skate park/Landscape		SF		\$924,000
Shade Structure				\$0
Teen Center Courtyard	2,500	SF		\$200,000
2 Stall Park Restroom				\$400,000

Landscape Subtotal	2,500	SF		\$1,524,000
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Subtotal				\$10,433,800
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Contingency	10%			\$1,043,380
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Total				\$11,477,180
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**YOUTH
DEVELOPMENT
CENTER AND
MUNICIPAL
SERVICES**

**COMMUNITY
CENTER**

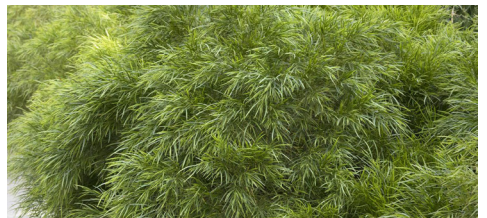
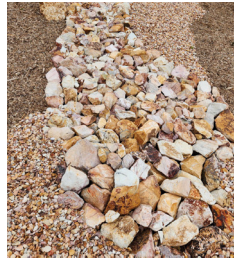
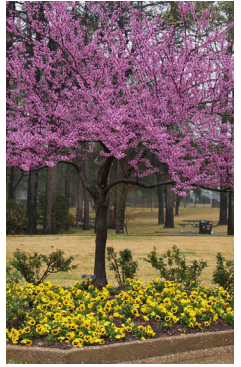
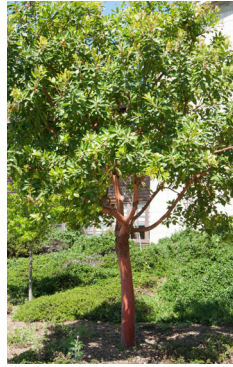
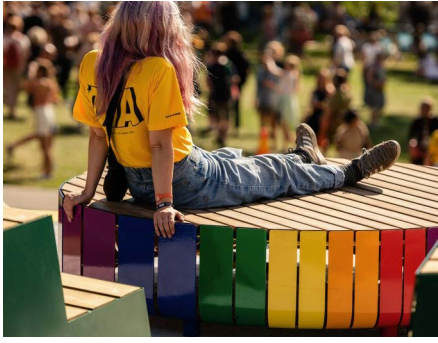
LIBRARY

COURTYARD

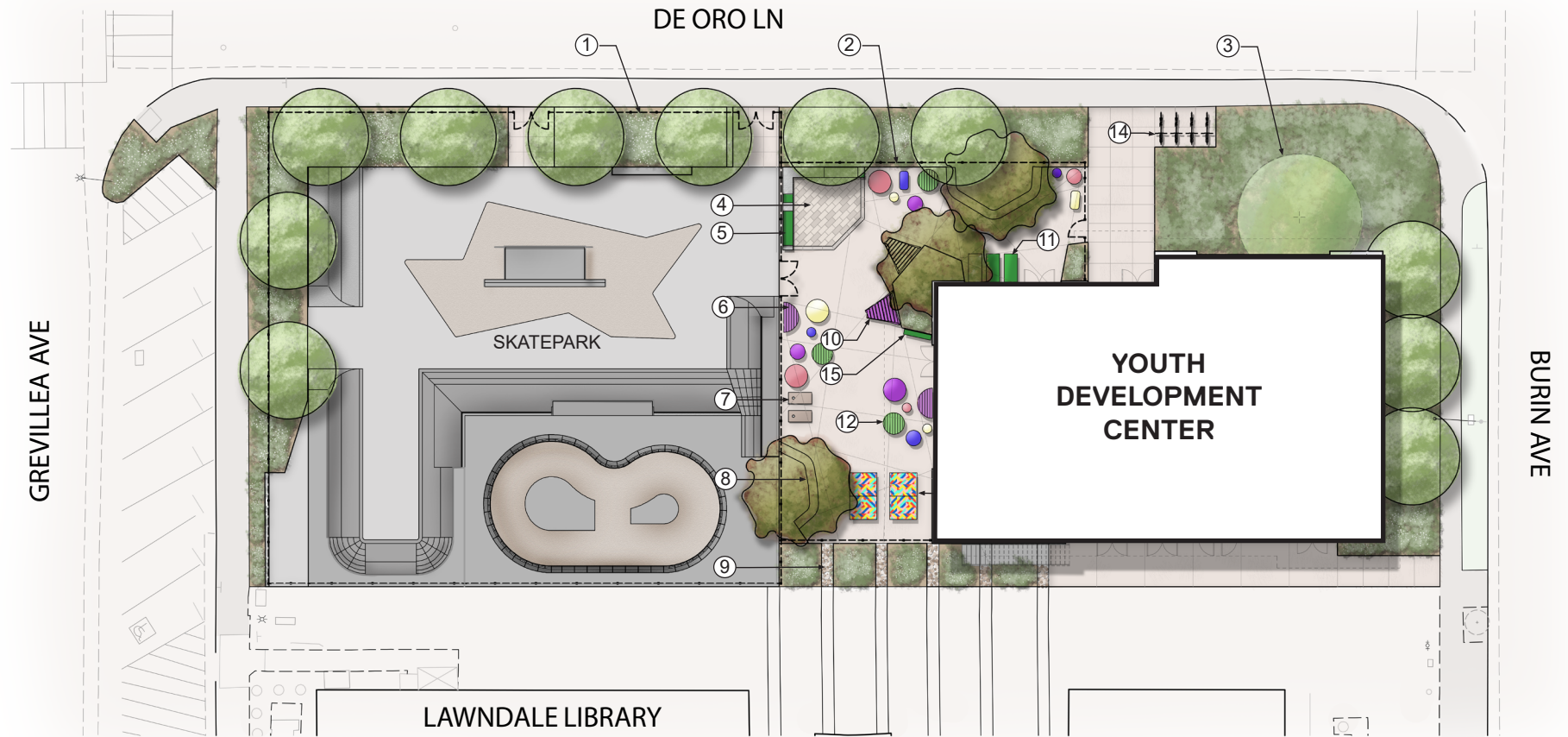
SKATE PARK

DE ORO LANE





CITY OF LAWDALE - YOUTH DEVELOPMENT CENTER SCHEMATIC
LANDSCAPING - Concept Imagery

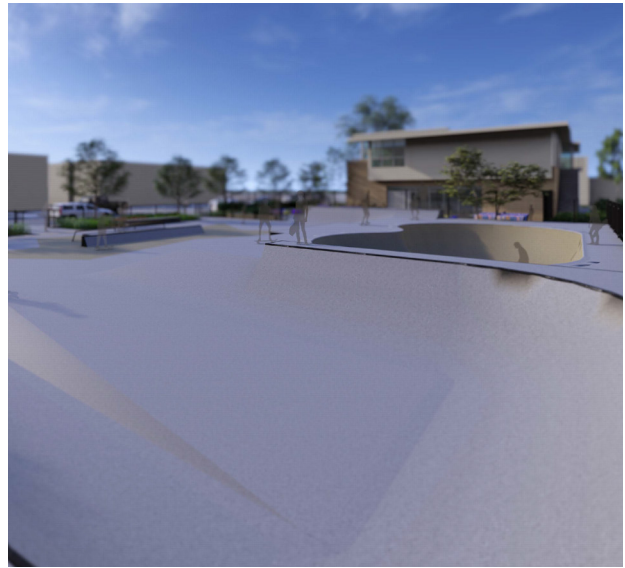
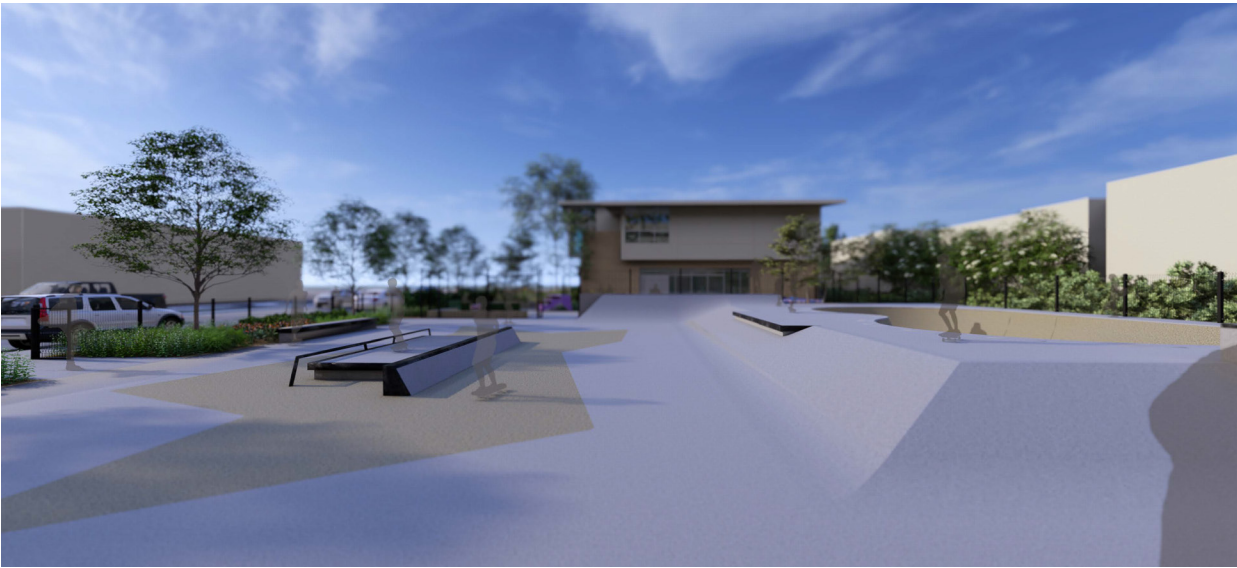
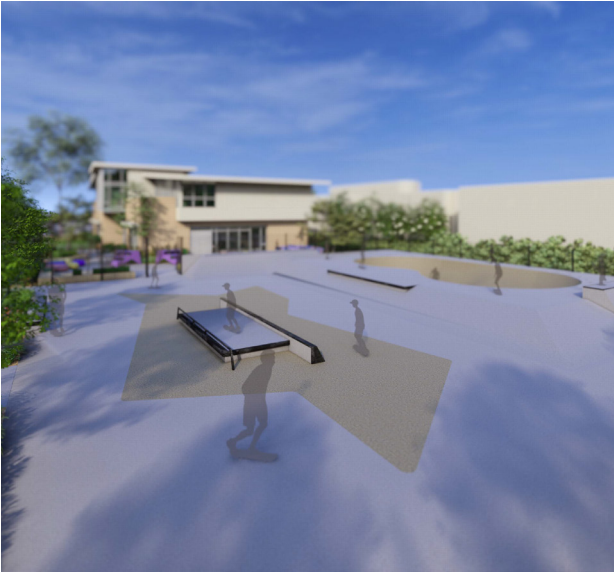


LEGEND

- | | | |
|--------------------------|--------------------|----------------------|
| ① 4' FENCE | ⑥ POUF SEATING | ⑪ CHAISE SEATING |
| ② 8' FENCE | ⑦ CORNHOLE TABLES | ⑫ METAL SLAT SEATING |
| ③ EXISTING TREE | ⑧ LOW PRECAST WALL | ⑬ PING PONG |
| ④ ENHANCED PAVERS | ⑨ ROCK COBBLE | ⑭ BIKE RACK |
| ⑤ DRAPE METAL BACK BENCH | ⑩ STOOP SEATING | ⑮ WASTE RECEPTACLES |



CITY OF LAWDALE - YOUTH DEVELOPMENT CENTER SCHEMATIC
YOUTH DEVELOPMENT CENTER COURTYARD



**CITY OF LAWDALE - YOUTH DEVELOPMENT CENTER SCHEMATIC
SKATE PARK**

BUILDING DESIGN GOALS



Exterior design shall be consistent with other structures in the Civic Center vicinity

Provide a sloped roof to reduce the maintenance needs and provide future solar opportunities

Provide site connection between skate park and Youth Center

Provide separate entrances for Youth Center and Municipal Services

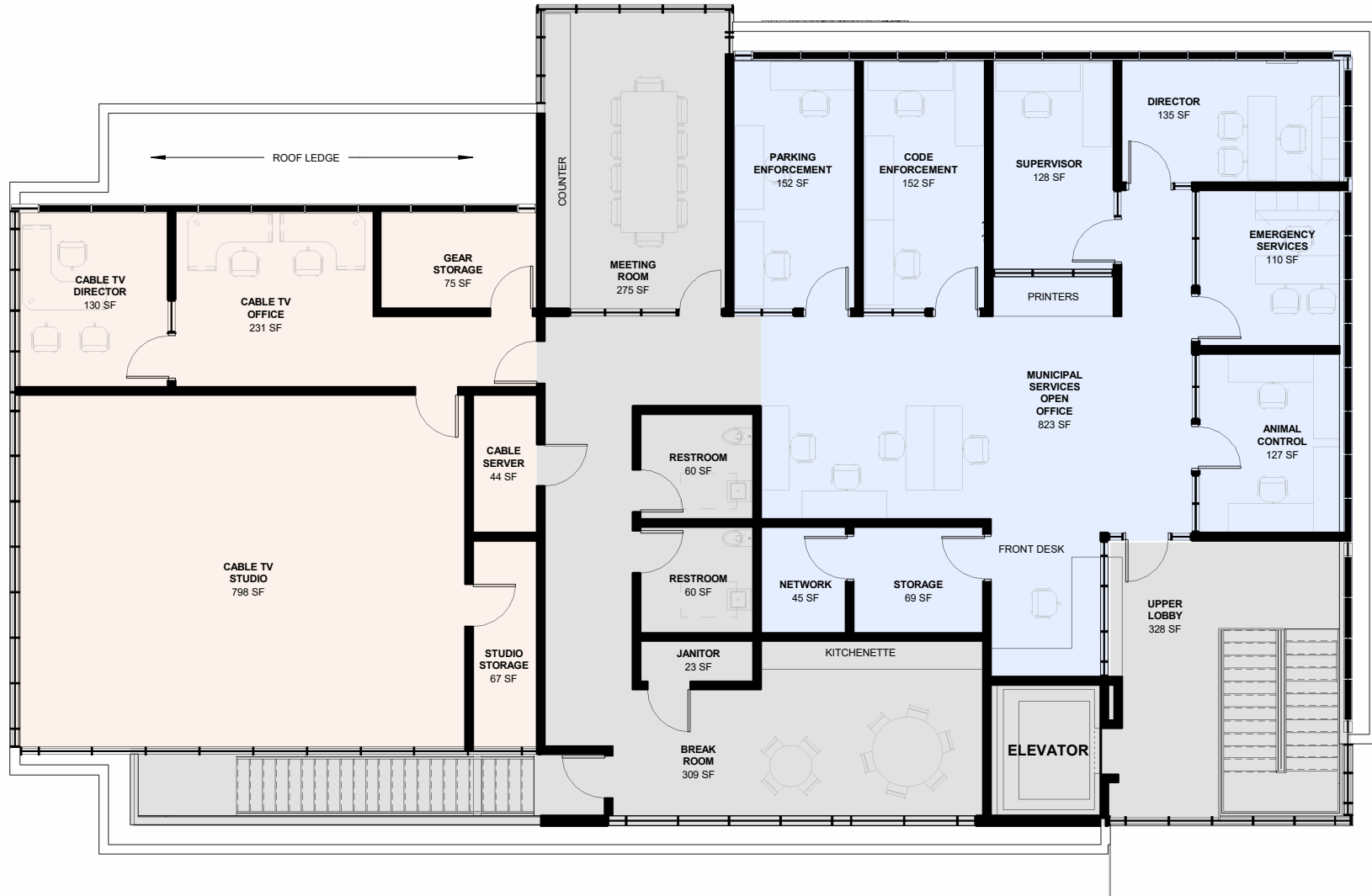
Maintain existing corner tree

Provide natural light for upper offices

DE ORO LANE

COURTYARD





CITY OF LAWDALE - YOUTH DEVELOPMENT CENTER SCHEMATIC
 YDC, MUNICIPAL SERVICES, CABLE DEPT - Floor Plan, Level 2



CITY OF LAWNDALE - YOUTH DEVELOPMENT CENTER SCHEMATIC
YDC, MUNICIPAL SERVICES, CABLE DEPT - VIEW FROM DE ORO



CITY OF LAWDALE - YOUTH DEVELOPMENT CENTER SCHEMATIC
YDC, MUNICIPAL SERVICES, CABLE DEPT - VIEW FROM COURTYARD



COURTYARD RECREATION



OUTSIDE ENTRY



LOBBY





Goals:
Create an inviting, “living room” atmosphere
Areas for games and activities, movies, homework and creating community





CAFE AND MOVIE AREA



GAME ZONE





DEVELOPMENT AND RESOURCE CENTER

Goal:
 A room for seminars, job fairs, self and career development
 Provide rooms for private counseling





CITY OF LAWNDALE - YOUTH DEVELOPMENT CENTER SCHEMATIC
YDC, MUNICIPAL SERVICES, CABLE DEPT - ENTRANCE TO MUNICIPAL SERVICES



MUNICIPAL SERVICES PUBLIC COUNTER



ATTACHMENT B

REQUEST FOR PROPOSALS (RFP) NO. BN-2507-07

LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II



CITY OF LAWNDALE

Community Services Department

14717 Burin Avenue
Lawndale, CA 90260

Community Services

Release Date: June 18, 2025

Due Date: July 16, 2025, 2:00 pm PST



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1 Introduction

1.1 Invitation for Proposals

The City of Lawndale, Community Services Department is seeking proposals from qualified individuals or firms that are able to complete the *Lawndale Youth Development Center and Skatepark Design Phase II*. Proposer(s) must have the expertise, experience, and demonstrate resources available to perform the work described in the RFP.

Should an award be made, the selected Consultant(s) will enter into a professional services agreement with the City of Lawndale to provide these services. The City anticipates a contract start date around November 2025.

1.2 RFP Timeline

RFP posted	June 18, 2025
Deadline to submit written questions	July 2, 2025
Posting of responses to questions via addendum	July 9, 2025
Deadline to submit proposals	July 16, 2025
Tentative award	August 18, 2025

1.3 Submittal Procedures

Proposers shall submit four (4) unbound hard copies of your proposal and four (4) hard copies of the cost proposal (fee schedule).

No proposals will be accepted after the listed date and time. The format, content, and procedures for submitting a proposal are provided in further detail within the RFP. (Check **Section 3** for complete submittal procedures)

Proposals shall be submitted to:

Lawndale City Hall
Office of the City Clerk
14717 Burin Avenue
Lawndale, CA 90260
Attn: Yvette Palomo
BN 2507-07

Please note, the Proposals received will not be opened at that time. All proposals submitted by the deadline will be forwarded to the Community Services Department for verification and compliance with the requirements. A review committee composed of City of Lawndale staff will review the qualifying proposals and scoring each proposal based on the criteria included in this document. Once scores are final, a recommendation will be made to the Lawndale City Council for the award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

1.4 Contact

Please direct any RFP inquiries to **Jason Minter, Community Services Director**, at jminter@lawndale.ca.gov. All questions regarding the content of the proposal shall be submitted via



email to the address listed above. Responses to all questions will be sent as an addendum via email to all requestors and posted on the City website.

1.5 General RFP Conditions

The following instructions and conditions apply to this RFP:

Pre-Contractual Expenses

The City of Lawndale shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. In addition, no consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a proposal in response to this RFP.
- Submitting that proposal to the City of Lawndale.
- Negotiating with the City of Lawndale any matter related to this RFP, proposal, and/or contractual agreement.
- Any other expenses incurred by the consultant prior to the date of an executed contract.

Authority to Withdraw RFP and/or Not Award Contract

The City of Lawndale reserves the right to withdraw this RFP at any time for any reason without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFP. The City expressly reserves the right to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s).

Authority to Revise RFP and Request Additional Information

The City reserves the rights to amend the RFP at any time, to determine the successful respondent(s), and to reject any or all Proposals or their components. Should it be necessary for the City to issue addendums to this RFP during the proposal period, the City will notify the known holders of this RFP and post addendums to the city website. It is the responsibility of all prospective respondents to check the city website regularly to see whether any addenda or supplemental materials have been issued. Proposals shall acknowledge that the consultant is aware of all addendums which have been issued and has incorporated their provisions in their proposal by completing the Certification of Proposal Form.

The City reserves the right to request additional information or clarifications from consultants where it may serve the City's best interest.

Other Conditions

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm(s), the Scope of Work may be modified and refined during negotiations with the City. Any proposer that provides additional services can include those services in the proposal and list them as additional services.
- **AUTHORIZED SIGNATURES.** Every proposal must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request of the City, any agent submitting a proposal on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF PROPOSAL.** The City reserves the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous



proposal after consideration of all criteria. Award may be issued for the full project or in phases depending on budget and timeline.

- **COMPLIANCE WITH LAWS.** All proposals shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Proposal, the consultant declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, consultant declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any consultant is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a consultant is interested. Consultants shall submit as part of their Proposal documents the completed Non-Collusion Affidavit.
- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFP documents, general conditions, all forms, specifications, drawings, plans, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the consultant has thoroughly examined and is familiar with the RFP documents. The failure or neglect of a consultant to receive or examine any of the documents shall in no way relieve the consultant from any obligations with respect to the proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.
- **INTERPRETATION OF RFP DOCUMENTS.** The City reserves the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of this RFP documents, or finds discrepancies or omissions in the document, the person may submit to the City a written request for an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the City. Proposers shall submit all questions to jminter@lawndale.ca.gov. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the RFP documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFP documents. All such addenda shall become a part of the RFP document. It is the responsibility of each consultant to ensure the City has their correct business name, mailing address and e-mail address on file through the project manager. Any prospective



consultants who obtained a set of RFP documents from the city website are responsible for checking to verify if any subsequent Addendums were issued.

- **IRREGULARITIES.** The City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the Project Manager.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City reserves the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one cost proposal.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFP process become the property of the City upon submission. All bid proposals and documents submitted in response to this RFP shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Proposals should not be marked as confidential or proprietary, and City may refuse to consider a proposal so marked. All Information contained within the proposals will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its bid proposal that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement (sample attached) with the City. Any proposed change to the agreement shall be identified in the response to the Request for Qualifications (RFP) and shall be subject to the sole approval of the City. The City requires the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.
- **NO PUBLIC PROPOSAL OPENING/PUBLIC RECORDS ACT.** Bid proposals shall be opened and its contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing proposals is not disclosed to other Consultants. Prices and other information concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authority.
- **PUBLIC RECORD.** All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record when the City selects a proposer for recommendation to the City Council for its consideration pursuant to applicable law.
- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted proposal are material and important, and will be relied on by the City in evaluation of the proposal. Consultant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.
- **SEVERABILITY.** If any provisions or portion of any provision, of this Request for Proposals are held invalid, illegal or unenforceable, they shall be severed from the Request for Qualifications and the remaining provisions shall be valid and enforceable.



- **SUBCONTRACTOR INFORMATION.** If the proposal includes the use of sub consultants, the consultant must identify specific sub consultants and the specific requirements of this RFP for which each proposed sub consultant would perform services. All sub consultants for work services must follow all required provisions of the prime contract.
- **VALIDITY.** Proposal must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF PROPOSAL.** Consultants’ authorized representative may withdraw Proposals only by written request received by this RFP contact personal before the Proposal Submittal Deadline.
- **BUSINESS LICENSE.** The selected firm(s) must obtain a City of Lawndale Business license and maintain a current certificate of insurance with the City for the duration of the Professional Service Agreement.

2. Scope of Work

2.1 City Location and Characteristics

The City of Lawndale is located approximately 4.2 miles east of the Pacific Ocean within Los Angeles County in what is commonly referred to locally as the “Heart of the South Bay”. The City is bounded on the north by the City of Hawthorne, on the south by the City of Torrance, on the east by the City of Gardena, and on the west by the City of Redondo Beach. The city limits for Lawndale encompass a relatively small land area, approximately 2.0 square miles. Elevations in the City average approximately 59 feet in elevation. The City has three (3) City-owned parks, a community garden, and a 29,000 square foot Community Center that serves as the hub for all senior citizen and youth programming.

Governed by a five-member City Council with members elected at large, Lawndale operates under the council/city manager form of government as a general law city. Like the community, the Council is informed, educated, and engaged.

2.2 Project Goals

The City of Lawndale is seeking proposals from qualified firms to provide Architectural Design Services for the City’s Youth Development Center and Skatepark. In 2024 the City issued an RFP for the Conceptual Design of a Youth Development Center. On February 3, 2025, the City Council approved the Conceptual Design for the project, a copy of which is included in the RFP packet.

City Leaders have expressed a strong desire to create a Youth Development Center that will provide a variety of programming and enriching experiences for the youth in the community. The skatepark should complement the location and design of the Youth Development Center, however it will be open to users of all ages.

In addition to the Youth Development Center and Skatepark, the project will include a second story that houses the City’s Municipal Services Department and Cable Television Office/Studio Space. The project intends to make the most of the available space, while creating separate functional spaces for all departments and programs.

2.3 Relevant Plans, Previous Phase I

Proposers should review and consider the work already completed or underway in the development



of approach, budget, and schedule. The conceptual design has been included along with a link to the city council agenda page for your convenience:

- <https://horizon.agendalink.app/engage/lawndaleca/67858a2b90248a0054818722>

Conceptual Design Phase I of this project was approved by the City Council on February 3, 2025. The approved conceptual design was produced by BOA Architects and is provided in Appendix A.

Preparation of the construction plans and specifications shall be based on the above referenced conceptual design that was completed during Phase I of the project. The conceptual design includes the following features:

- A Youth Development Center, with a variety of meeting rooms, game space, snack station, staff offices, outdoor patio, and restrooms
- A concrete ramp skatepark
- Office space for the City’s Municipal Services Department, including storage, break room, restrooms, and a public counter
- Cable TV studio space, offices, and storage for the Cable TV division
- Separate entrance for the Youth Development Center and the Municipal Services Department/Cable TV areas
- Storage for outdoor equipment and department supplies that is easily accessible

ADDITIONS: possible additional features/ items not included in the conceptual plans will be added to project, including:

- Enhanced barrier between the skatepark and the youth development center patio
- Additional storage areas for records management in the Municipal Services Department area

The conceptual design completed in Phase I included each of these elements and will serve as the template for the construction plans and specifications.

Funding

Funding in the amount of \$9,500,000 is currently available in the project, and the City continues to seek funding for the project that was initially estimated at roughly \$11,500,000. The project will continue to be evaluated during Phase II, to determine if construction should be separated into phases based on available budget.

2.4 City Proposed Scope of Services

The Scope of Work shall include, but not limited to the following tasks:

Phase II – Design

Task 1 - Meet with City staff to review existing conceptual plans, schedule, budget, project documents, project goals, format of deliverables and responsibility of each party.

Task 2 – Design and Construction Documents



Consultant to prepare final design package and construction documents. This effort shall include:

- Review all field survey and topographic work provided during Phase I, along with any additional fieldwork as necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in AutoCAD Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88.
- Conduct all necessary supporting studies and investigations (e.g., identify utility conflicts, soils investigations, geotechnical, tidal and ground water investigations, existing irrigation layout, etc.).
- Complete the design of project including plans, specifications, and engineer's construction cost estimate. The Consultant shall contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an electronic copy of the final version shall be furnished to the City. The City will provide the front end of specifications to the Consultant. All project specific specifications are to be developed by the architectural team.
- The design of the project shall be prepared in accordance with all appropriate standards, as applicable, including but not limited to the Standard Specifications for Public Works Construction latest edition, latest ADA Standards for Accessible Design, and all current codes.
- All original plan sheets, calculations, and reports shall be signed and stamped by the architect and licensed professional engineers, as appropriate, in charge of the project. These signed originals will then become the property of the City.
- The Consultant shall have a Quality Control Plan in effect during the entire time work is being performed under the Agreement. The Quality Control Plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job-related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.
- All electronic files, databases generated, spreadsheets and intellectual properties developed during the life of the Agreement shall become the property of the City.

Deliverables:

- Results of any additional field work that is completed (PDF and CAD);
- Plans, Specifications, and Estimate (30%, 60%, 90%, and 100%) in electronic (PDF and CAD) and 3 hard copies of plans, specifications and cost estimate with each review; any necessary supporting studies.
- 5 sets of signed approved plans and specifications.

Task 3 – Meeting Attendance and Support

The Consultant shall attend and participate in meetings and conference calls as necessary to complete the project and provide materials to facilitate communications with the public, where and when needed. Consultant proposals should include the following:

- Project kick-off meeting.
- Bi-weekly scheduled progress meetings.
- Attendance at up to three (3) City Council Meetings, if necessary.



- Team conference calls as needed.

Deliverables: Kick off meeting agenda, meeting notes as needed.

Phase III – Bidding

Task 4 – Bidding Phase

- Provide support services to the City during the bidding process, by answering prospective applicant questions as needed/required.
- Preparation of addenda as needed.

Phase IV – Construction

Task 5 – Construction Phase

The Consultant shall provide support services as needed construction phase of the project, including:

- Upon award of the construction contract, the Consultant shall attend the pre-construction meeting.
- Provide observation of facility construction, including skatepark, youth development center, and all landscaping.
- Facilitate reproduction of 5 sets of construction documents (plans and specifications).
- The Consultant shall review and approve all submittals as needed and shop plan drawings required supporting the construction contract. The Consultant shall complete shop drawings reviews within one (1) week of receipt.
- The Consultant shall respond to written Requests for Information (RFI) as needed to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
- Assist in preparing, reviewing, and processing change orders.
- Participate in construction inspections, as required.
- Make final inspection and report on completed project.
- Upon the completion of construction, record drawings plans shall be submitted to the City. The Consultant shall incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of record drawings shall be submitted to the City in electronic format (AutoCAD and PDF formats properly labeled).

Deliverables: Preconstruction meeting agenda and minutes, shop drawings, RFI responses, change orders, final Record Drawings (AutoCAD and PDF).



3. Proposal Submittal Instructions

3.1 Proposal Format

3.1.1 Proposal Submittals

Proposers shall submit four (4) unbound hard copies of the proposal and four (4) copies of the cost proposal (fee schedule). Proposals shall be submitted in an envelope clearly marked as follows: *“BN 2507-07 Youth Development Center and Skatepark Design Phase II”*. Please submit to:

Lawndale City Hall
Office of the City Clerk
14717 Burin Avenue
Lawndale, CA 90260
Attn: Yvette Palomo
BN-2507-07

All pages should be numbered and identified sequentially by section. Proposals shall be no more than 50 total pages (25 double-sided pieces of paper) inclusive of the cover letter and all required forms.

3.2 Proposal Content

Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals should include the sections as described in greater detail below. Do NOT include marketing brochures or other promotional material not connected with this RFP.

3.2.1 Cover Letter

Proposals must be accompanied by a short cover letter, signed by an individual authorized to bind the proposing entity to all commitments made in the submittal. An unsigned statement of qualifications is grounds for rejection. The cover letter should include:

- Brief introduction of the firm (or team of firms);
- Contact information for the person authorized to enter into an agreement with the City;
- Contact information for the contract manager that will serve as the day-to-day contact with the City. For this contract, the City will expect a dedicated point person to manage all task orders; serve as the conduit of information between any task-specific project managers and sub-consultants; and ensure overall quality and responsiveness.
- Concise statement of understanding of the scope of work; and
- Acknowledgement of receipt of any addendums that were issued for this RFP.

3.2.2 Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:



- Consultant's official name and address.
- Name, address, email, and telephone number of the consultant's primary point of contact.
- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if the entity is a joint venture.
- Federal Employer I.D. Number.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of years consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

3.2.3 Project Understanding and Approach to Scope of Work

Proposers should include in this section a statement of project understanding, organizational chart, approach to work program and summary of deliverables, described in greater detail below.

Statement of Project Understanding

Consultant must include in this section its understanding of the project and understanding of the Scope of Services noted herein. Consultant should be able to articulate a thorough understanding of the State, County and Local requirements, and other industry standards applicable to the project or services to be provided.

Organizational Chart

Consultant shall include an organizational chart that reflects key staff and roles/responsibilities of each individual assigned to provide services under this Proposal. Any roles or topics in which the proposer anticipates utilizing the expertise of subcontractors should be clearly identified.

Approach to Work Program (Required and Optional Tasks)

The City is seeking an effective, efficient and creative approach to preparing work products and meeting the City's goals and timelines. In this section, proposers should include their recommended approach to providing the requested professional services and tasks noted in the Scope of Services in the RFP. The approach to the work plan shall be of such detail to demonstrate the proposer's ability to accomplish project objectives. This section should also include proposed approaches and techniques to engagement of community and stakeholders in the process of developing projects, when applicable.

The proposer's approach should provide detail on both the required and optional tasks identified in the scope of work, as well as any additional tasks or services performed by the proposer.

3.2.4 Project Management Plan

Key to a creative, effective, and efficient delivery of projects is close coordination and communication between the City, community, and the selected consultant. In this section, proposers should provide information on scheduling, and describe the firm or project manager's approach to communications and quality assurance/quality control.



Communications Approach

Proposers should describe their recommended or preferred approach to project communications between the City and Consultant Team. This should include detail on the frequency of project check-ins, progress updates, and meeting locations (i.e. phone, email, in-person). Communications protocols for coordinating with other City departments, agencies, and the community can be established during individual project kick-offs. Consultant should have the capability to run virtual meetings.

Quality Assurance/Quality Control Approach

Describe the firm's QA/QC processes that will be adhered to during the term of the agreement. Describe the Consultant's method of ensuring that the assigned personnel's quality of work is high.

3.2.5 Experience and Qualifications

Proposers shall include in this section a summary of relevant projects, contact information for references, and information about the experience, qualifications, and availability of key personnel, described in greater detail below.

Summary of Relevant Projects

Proposers should highlight representative projects that are similar in scope to the services requested to demonstrate the firm's depth of experience and familiarity with similar projects. For each project, please include the following information, at a minimum:

- Year started and completed (if relevant)
- Contracting Agency + Department
- Project Description
- Key Personnel Assigned
- Contract Value
- List of sub-contractors for this project

References

Consultant must provide at least three (3) references for which consultant has provided services similar in scope as set forth in the RFP within the last five (5) years. If the consultant has previously performed work for the City of Lawndale, that work must be included as a reference. Reference information should include:

- Name of agency
- Name of agency project manager
- Email address and telephone number of contact person
- Description of project or services provided

Experience and Qualifications of Key Personnel

The consultant shall provide resumes indicating the experience and qualifications for the key personnel identified in the organization chart. Consultant shall also include the number and type of additional support personnel who will be providing services. At a minimum, the resume for each team member should include:



- Name
- Position and Role for This Project
- Degrees and Certifications
- Professional Memberships/Registrations
- Summary of Experience
- Work on Representative Project Similar in Scope

If sub-consultants are to be used as part of this proposal, a resume of the sub-consultant and relevant experience is to be included in the same format.

Assignment of Key Personnel

It is the City's preference to have the key personnel identified in the Organizational Chart remain with the individual project during its duration. In this section, please indicate the availability of key personnel to pursue completion of projects.

After contract execution the Consultant should not substitute key personnel (project manager and others listed by name in the proposal) or sub-consultants without prior written approval from the local agency. The consultant must request and justify the need for the substitution and obtain approval from the agency prior to use of a different sub-consultant on the contract. The proposed substituted person must be as qualified as the original, and at the same or lower cost for geotechnical types of consultant contracts, the Consultant's project manager shall have all the necessary credentials to qualify him/her as a project manager for this project.

In the event there are proposed changes in key personnel, including sub-consultants, during the term of the agreement that are outside of the consulting firm's control, the consultant shall prepare a transition plan that is presented to the City's project manager for review.

3.2.6 Required Forms

Consultant shall review, acknowledge and submit the following forms:

- **Certification of Proposal.** Proposer is required to sign and submit the Certification of Proposal including acknowledgement that they have received and considered any addendums issued by the City of Lawndale in connection with this RFP. (See section 6.3.1)
- **Non-Collusion Affidavit.** Proposer is required to sign and submit the Non-Collusion Affidavit. (See section 6.3.2)
- **Compliance with Insurance Requirements.** Consultant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in the Sample Professional Services Agreement. (See section 6.3.3)
- **Acknowledgement of Professional Services Agreement.** Consultant shall demonstrate willingness and ability to comply with the City's Sample Professional Services Agreement and/or indicate any exceptions to the Professional Services Agreement. (See section 6.3.4)

3.2.7 Fee Schedule

Fee schedule shall be submitted along with proposal via hard copy to the City Clerk's office, labeled "Fee Schedule" and indicate the firm's name. Consultant should provide the fee schedule for the duration of the agreement to successfully fulfill the Scope of Work detailed in this RFP. Required and optional tasks should be consistent with the tasks listed in the Scope of Services and be clearly



marked in the fee schedule to facilitate consistent comparison of costs between proposals. The Fee Schedule should identify project team members, and hourly billing rates. The fee schedule should also include any direct costs such as travel, equipment, printing/materials.

The method of payment shall be primarily at Specified Rates of Compensation but may include Cost per Unit of Work. The proposal should include hourly rates for all types of personnel required to perform the services described in this RFP.

Other direct costs, intended to be charged to the City, need to be stated. No mark-ups will be allowed for other direct costs.

4. Proposal Evaluation and Selection

4.1 Proposal Review Process

The City will evaluate all proposals received in accordance with the evaluation criteria. The City shall not be obligated to accept the lowest priced fee schedule, but the City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer. Evaluation scores will not be released until after award of proposal, if one is made.

Following the review of RFPs by the City's team, the City may invite short-listed consultants to be interviewed by a panel of City staff, which may include non-city personnel at the City's discretion. Discussions may, at the City's option, be conducted with the most qualified Proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Proposers.

The City will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the City's decisions. The City will select a consultant to negotiate for the performance of work. In negotiating the contract the City may request modifications to the proposed scope or to the technical team or other elements of the proposal. If negotiations fail, the City will commence negotiations with the next qualified candidate. Work will promptly commence following contract award and satisfaction of contract requirements.

4.2 Evaluation Criteria

Evaluation criteria will typically include RFP understanding, demonstrated expertise, relevant experience, availability of the firm's team, and other factors. Task orders resulting from this contract will be negotiated and executed between the City and the selected firm.

Proposals will be evaluated on the basis of their response to all provisions of this RFP. The City of Lawndale will use the following criteria in its evaluation of proposals, interviews may be required with selected consultants, or verification of references. The categories will be weighted approximately as follows.



Approach and Methods (35%):

- A well thought-out and tailored approach to the technical work that responds to the City’s particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increased performance capabilities.
- Evidence of the team’s ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
- Demonstration of the team’s commitment to accurate and superior work products and services as detailed in the project management project management plan.

Relevant Experience & Expertise (40%):

- Recent experience preparing similar projects or providing similar services for jurisdictions.
- Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
- The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project
- The team’s experience and ability to clearly communicate technical concepts and terminology with the community.

Timeframe and Costs (15%):

- Display of responsive timeframe to assign tasks.
- Evidence of the team’s ability to successfully deliver project tasks and deliverables within the identified project budget and minimize cost overruns.
- Provide timeline of delivery of completed document to City for review.

Administration (10%):

- Ability to comply with the timeline terms, and billing procedures.
- The extent and nature of any proposed amendments to the City’s Professional Services Agreement.

5. Contract Expectations

5.1 Contract Period

The City anticipates the contract term would begin around Fall 2025.

5.2 Professional Services Agreement

The selected consultant will be expected to comply with and sign the City’s Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City’s Professional Services Agreement.



5.3 Standards of Work

In case of conflicts, ambiguities, discrepancies, errors, or omissions, Consultant shall submit the matter to City for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors or omissions which is performed by Consultant prior to clarification by City shall be at Consultant's risk and expense.

5.4 Invoicing and Payment

Each invoice shall contain a progress report describing the work completed during the billing period and shall also include cost information by task regarding: previous work billed to date, work billed during the reporting period, percent of task completed and amount remaining by task.

Invoices are to be submitted monthly. The invoices shall reference the project title, and list charges by task, worker classification, hours, billing rate, and totals.

Each invoice shall contain a progress report describing the work completed during the billing period and the following summary information:

- Contract Amount
- Total Prior Contract Billings
- Contract Work Performed this Period
- Total Contract Amount Performed To Date
- Contract Percent Complete
- Total Amount Remaining for the Contract

6. Attachments and Required Forms

6.1 Sample Professional Services Agreement

6.1.1 See next Page

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR LAWNDALE YOUTH CENTER AND SKATEPARK DESIGN PHASE II

This Contract Services Agreement (“Agreement”) is made and entered into this ____ day of _____, 20__, by and between the City of Lawndale, a municipal corporation (“City”), and _____ (“Contractor”). The term Contractor includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Contractor shall provide the work and services specified in the “Scope of Services” attached hereto as *Exhibit “A”* and incorporated herein by this reference. Contractor warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Contractor’s Proposal. The Scope of Services shall include the Contractor’s proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 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 having jurisdiction.

1.4 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 this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor’s performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 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, 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 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 or reasonably contemplated therein. 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.

1.7 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.

1.8 Environmental Laws. Contractor shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 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"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City. Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the first (1st) working day of such month, Contractor shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Contractor for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form. City will review each invoice submitted by Contractor to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Contractor for correction and resubmission. City reserves the right to withhold future payment to Contractor if any aspect of the Contractor's work is found substantially inadequate.



2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for the purposes of this Agreement. The availability of funding is affected by matters outside the City’s control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

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

3.2 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”*, if any, and incorporated herein by this reference.

3.3 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.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion of the services no later than _____.

4.0 COORDINATION OF WORK

4.1 Representative of Contractor. _____ is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith. It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Contractor without the express written approval of City.

4.2 Contract Officer. The City’s City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith (“Contract Officer”). It shall be the Contractor’s responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor



shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Contractor.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. o approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

4.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Contractor or its employees, perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Contractor represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Contractor as employees. Contractor shall not at any time or in any manner represent that it or any of its employees are employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor. In the event that Contractor or any employee of Contractor providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Contractor shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Contractor or any staff used to provide services under this Agreement are employees of the City.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance. 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:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000.00 per accident for all covered losses.



(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A policy of _____ insurance in an amount not less than \$_____ per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, 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 also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment 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 Contractor has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Contractor agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible. If the Contractor's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Contractor.

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 or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782.8 applicable to services provided by a "design professional", Contractor shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful



act, error or omission of Contractor, its officers, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Contractor shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, employees, or subcontractors of Contractor.

6.0 RECORDS AND REPORTS

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

6.2 Records. Contractor shall keep, and require subcontractors to keep, such 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. 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. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to 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 City of its full rights of ownership of such documents and materials. Contractor may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this



Agreement. Response to a subpoena or court order will not be considered “voluntary” provided Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will 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. Contractor must promptly notify City should Contractor, its officers, employees, or agents 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 services performed under this Agreement. 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 City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted 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 Los Angeles, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Contractor’s acts or omissions in performing or failing to perform Contractor’s obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect City as elsewhere provided herein.

7.3 Waiver. No delay or omission in the exercise of any right or remedy by a 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.

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days’ written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Contractor shall be entitled to compensation



for the reasonable value of the work product actually produced 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 and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After 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.

7.6 Attorneys' 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 may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 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.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Contractor. Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Contractor shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Contractor will be performing a specialized or general service for the City and there is substantial likelihood that the Contractor's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Contractor and its officers or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Contractor covenants that, by and for itself, its 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, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and that employees are treated during



employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other 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, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Contractor, to the person 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.

9.2 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.

9.3 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, 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 an instrument in writing signed by both parties.

9.4 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a 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 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.

9.5 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 is binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.6 Counterparts. This Agreement may be executed in several counterparts, each of which will constitute one and the same instrument and will become binding upon the parties when at least one copy has been signed by both parties. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission. Such electronic signatures will have the same effect as an original signature, provided that a wet signature copy is also mailed to the other party.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager, as



applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

SIGNATURES ON THE NEXT PAGE

CITY:
CITY OF LAWNDALE,
a municipal corporation

By: _____
Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

Gregory M. Murphy, City Attorney

[NOTE TO STAFF: TWO signatures are required if the Contractor is a corporation, company or partnership. Delete this note in preparing your agreement.]

CONTRACTOR:
[insert company name here]
a [California corporation]

By: _____
Name: [insert name here]
Title: [insert title]

By: _____
Name: [insert name here]
Title: [insert title]

Address: [insert address]
[insert address]
[insert address]
[insert address]



EXHIBIT "A"
SCOPE OF SERVICES

[INSERT TEXT HERE]



EXHIBIT "B"

SPECIAL REQUIREMENTS



EXHIBIT "C"
SCHEDULE OF COMPENSATION

[INSERT TEXT HERE]



EXHIBIT "D"
SCHEDULE OF PERFORMANCE

[INSERT TEXT HERE]



6.2 Required Forms

6.2.1 Certification of Proposal

RFP #: BN-2507-07

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal.
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:



6.2.2 Non-Collusion Affidavit

RFP #: BN-2507-07

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Lawndale or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Lawndale public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:



6.2.3 Compliance with Insurance Requirements

RFP #: BN-2507-07

The selected consultant will be expected to comply with the City’s insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

- 1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
- 2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:



6.2.4 Acknowledgement of Professional Services Agreement

RFP #: BN-2507-07

The selected consultant will be expected to comply with and sign the City’s Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City’s Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City’s Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Signature of Authorized Representative:

Printed Name and Title:

Contractor Name:

ATTACHMENT C



CITY OF LAWNDALE

REQUEST FOR PROPOSALS (RFP) NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

SAMPLE SIMILAR PROJECTS DESIGNED BY BOA ARCHITECTURE & DVD LANDSCAPE ARCHITECTS:



Sierra Madre Youth Activity-Teen Center
New 1st Floor Entry & 2nd Floor Addition
City of Sierra Madre



Woodbury Skatepark
DVD + Spohn Ranch
City of Garden Grove



Mas Fukai Park Renovation, New
Community Center/Teen Center
BOA + DVD Team
City of Gardena



LA County ISD, Convert Fire Station to the East LA
Indoor Youth Boxing Club, County of Los Angeles



Mas Fukai Park Renovation, New Community Center/Teen Center
BOA + DVD Team
City of Gardena



Woodbury Skatepark
DVD + Spohn Ranch
City of Garden Grove

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POINT-OF-CONTACT:
EDWARD LOK NG, PRESIDENT
LOK.NG@BOAARCHITECTURE.COM



BLACK O'DOWD AND ASSOCIATES, INC.
DBA BOA ARCHITECTURE
1511 COTA AVENUE
LONG BEACH, CA 90813
PH: 562-912-7900

A. COVER LETTER

Re: Lawndale Youth Development Center and Skate Park Design Phase II
(RFP# BN-2507-07)
To: Jason Minter, Community Services Director

Jul 17, 2025


After thoroughly reviewing your RFP and having completed numerous Teen Centers, municipal parks, and municipal skateparks, we feel that the BOA Design Team is a very "good fit" for your Architectural Design, and Planning Services for the Lawndale Youth Development Center (YDC) and Skate Park Design Phase II Project. If awarded this project, we are ready to sign an Agreement with you to begin design work immediately.

As the prime consultant, BOA is a 10-person architectural firm with a competitive advantage in municipal architectural projects, including: Teen Centers, Senior Centers, Community Centers, City Halls, Civic Centers, Gymnasiums, Swimming Pools, Parks & Recreations, Public Restrooms, Libraries, and many other municipal building types. Our "sweet spot" is architectural, either new or renovation construction projects in the \$100,000 to \$10,000,000 range. 95% of our past and recent workload is for municipalities such as your City. In continuous business in the local South Bay/and Long Beach area for over 65 years, BOA has completed architectural design services for over 2000 public works projects for over 80 local cities and public entities. We have completed numerous architectural projects for nearby municipalities; for the cities of Torrance, Carson, Hawthorne, Gardena, Redondo Beach, Long Beach, Lawndale, and many more. Of particular interest to you is that we have completed over 500 Public Park facilities architectural projects for numerous municipalities and counties. We have completed the design of over 100 community centers (Teen Centers, Senior Centers, and Community Centers). Joining BOA on our Design Team is renowned Public Park designer, David Volz Design (DVD), Landscape Architects. DVD has designed over 1000 public park projects. BOA & DVD recently completed or is in the design phase, for 5 municipal park renovation projects at South Gate Hollydale Park, Gardena Mas Fukai Park, Glendale Fremont Park, Glendale Verdugo Park, Glendale Glorietta Park, and Diamond Bar Heritage Park. Also joining our team is world-renowned, and local skate-park designer Spohn Ranch. Spohn Ranch is also noted for their meticulous detailing as skate park builders. We are confident we can compete favorably with just about any other firm on these types of municipal park (site amenities and building) projects. Our staff expertise and production systems are geared toward these types of indoor or outdoor recreation projects for the community. Our Design Team is highly experienced, very creative, extremely knowledgeable, and able to translate your goals and visions into comprehensive design drawings that lead to constructed results. Attached is our Design Team's qualifications and fee proposal for your review.

Since we have the same Design Team that completed your YDC Phase 1, we can "hit the ground running". It would be seamless and easy for us to add design improvements to Phase 1, such as enhancing barriers between the skatepark and YDC patio, and design for storage areas for the Municipal Services Dept, and tweak the interior floor plan slightly for better functionality.

BOA Architecture's mission statement is to be a recognized leader in architecture and to consistently exceed the expectations of our clients, employees and design partners. We thank you for your time and consideration.

BOA ARCHITECTURE



Edward Lok Ng, Architect/ LEED AP President
Cell Phone (310) 480-7730

Secondary Contact: Kyle Ng Secretary/Treasurer
Cell Phone (562) 972-8067

B. FIRM PROFILE

FIRM PROFILE

BOA is an S-Corporation architectural firm and a certified Small Business Enterprise (SBE) by the State of California DGS department. The company's corporate officer and principal is Edward Lok Ng (licensed architect in the State of California). BOA has been in continuous business since 1961. The firm has nine (9) architectural staff, and one (1) office manager, totaling ten (10) employees. In addition to architecture, BOA also has in-house expertise in ADA Compliance and interior design services.

LEGAL NAME AND ADDRESS:

Black, O'Dowd and Associates, Inc.
DBA BOA Architecture
1511 Cota Avenue
Long Beach, CA 90813
Phone: (562) 912-7900

STRUCTURE OF FIRM:

California Corporation #D055-4236
Federal I.D. #95-2632309
State I.D. #153-7551-2
City of Los Angeles-Business License
#437008-75
Dun & Bradstreet #04-441-9737

SERVICES PROVIDED BY FIRM:

Architecture
Interior Design
ADA Compliance Consultant

PERSONNEL BY DISCIPLINE:

Architectural Staff: 9
Administrative Staff: 1
BOA currently employs 10 employees.

YEAR FIRM ESTABLISHED:

BOA was originally established in 1961 under the name of Black, O'Dowd and Associates

CURRENT INSURANCE COVERAGE:

Professional Liability - \$10,000,000
General Liability - \$10,000,000
Limits can be increased if required and are negotiable on an individual basis.

CURRENT WORKLOAD:

Our current workload is moderate and is such that we can begin your Project immediately.

FIRM'S ANNUAL DESIGN FEES RECEIVED:

Approximately \$1,500,000 to \$2,000,000

PRINCIPAL CONTACT:

Edward Lok Ng, Architect, LEED AP
Employed since 1982, Principal since 1996, License CA
#C16840
email: lok.ng@boaarchitecture.com

C. PROJECT UNDERSTANDING & APPROACH

STATEMENT OF UNDERSTANDING

As you are aware, we at BOA Architecture performed the design work for the YDC Phase 1. We completed the project's community outreach, As-built drawings, and created 4-5 floor plans, and site options prior to refinement of the selected final floor/site plans. Thus, we thoroughly understand the project's conception and how to bring it to completion.

We understand that the preparation of the construction plans and specifications shall be based on the conceptual design that was completed by BOA Architecture during Phase I of the project. The conceptual design includes the following features:

- A Youth Development Center, with a variety of meeting rooms, game space, snack station, staff offices, outdoor patio, and restrooms
- A concrete ramp skatepark
- Office space for the City's Municipal Services Department, including storage, break room, restrooms, and a public counter
- Cable TV studio space, offices, and storage for the Cable TV division
- Separate entrance for the Youth Development Center and the Municipal Services Department/Cable TV areas
- Storage for outdoor equipment and department supplies that is easily accessible

We also completely understand that you will want possible additional features/ items not included in the conceptual plans that will be added to project, including:

- Enhanced barrier between the skatepark and the youth development center patio
- Additional storage areas for records management in the Municipal Services Department area \
- We expect to make tweaks to the Floor Plan and site for better functionality

The conceptual design completed in Phase I included each of these elements and will serve as the basis for the construction plans and specifications.

We also know that the amount of \$9,500,000 is currently available in the project, and that the City continues to seek funding for the project that was initially estimated at roughly \$11,500,000. We will collaborate with you to evaluate the construction cost during Phase II to determine if construction should be separated into 2 phases based on available budget. We will arrange our Construction Documents into 2 Phases if needed.

PROPOSED SCOPE OF SERVICES

The Scope of Work shall include, but not limited to the following tasks:

Phase II – Design

Task 1 - Meet with City staff to review existing conceptual plans, schedule, budget, project documents, project goals, format of deliverables and responsibility of each party.

Task 2 – Design and Construction Documents

BOA to prepare final design package and construction documents. This effort shall include:

- Review all field survey and topographic work provided during Phase I, along with any additional fieldwork as necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in AutoCAD Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88.
- Conduct all necessary supporting studies and investigations (e.g., identify utility conflicts, soils investigations, geotechnical, tidal and ground water investigations, existing irrigation layout, etc.).
- Complete the design of project including plans, specifications, and engineer's construction cost estimate. The Consultant shall contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an electronic copy of the final version shall be furnished to the City. The City will provide the front end of specifications to the Consultant. All project specific specifications are to be developed by the architectural team.
- The design of the project shall be prepared in accordance with all appropriate standards, as applicable, including but not limited to the Standard Specifications for Public Works Construction latest edition, latest ADA Standards for Accessible Design, and all current codes.
- All original plan sheets, calculations, and reports shall be signed and stamped by the architect and licensed professional engineers, as appropriate, in charge of the project. These signed originals will then become the property of the City.
- BOA will have a Quality Control Plan in effect during the entire time work is being performed under the Agreement. The Quality Control Plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job-related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.
- All electronic files, databases generated, spreadsheets and intellectual properties developed during the life of the Agreement shall become the property of the City.

Deliverables:

- Results of any additional field work that is completed (PDF and CAD);
- Plans, Specifications, and Estimate (30%, 60%, 90%, and 100%) in electronic (PDF and CAD) and 3 hard copies of plans, specifications and cost estimate with each review; any necessary supporting studies.
- 5 sets of signed approved plans and specifications.

Task 3 – Meeting Attendance and Support

The Consultant shall attend and participate in meetings and conference calls as necessary to complete the project and provide materials to facilitate communications with the public, where and when needed. Consultant proposals should include the following:

- Project kick-off meeting.
- Bi-weekly scheduled progress meetings.
- Attendance at up to three (3) City Council Meetings, if necessary.
- Team conference calls as needed.

Phase III – Bidding

Task 4 – Bidding Phase

- Provide support services to the City during the bidding process, by answering prospective applicant questions as needed/required.
- Preparation of addenda as needed.

Phase IV – Construction

Task 5 – Construction Phase

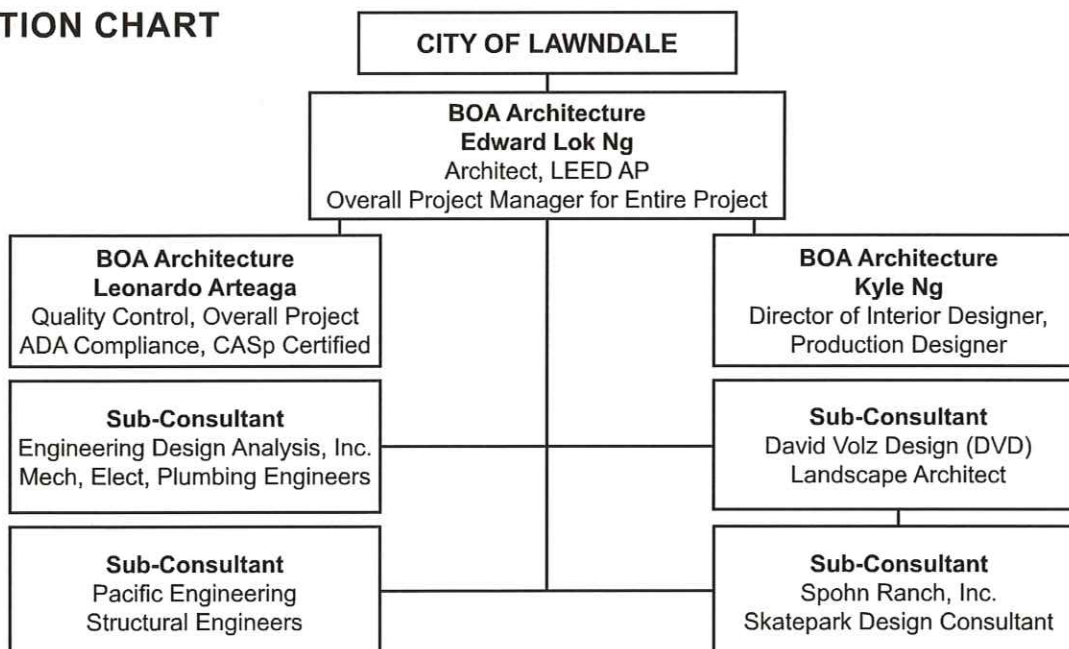
BOA will provide support services as needed construction phase of the project, including:

- Upon award of the construction contract, the Consultant shall attend the pre-construction meeting.
- Provide observation of facility construction, including skatepark, youth development center, and all landscaping.
- Facilitate reproduction of 5 sets of construction documents (plans and specifications).
- The Consultant shall review and approve all submittals as needed and shop plan drawings required supporting the construction contract. The Consultant shall complete shop drawings reviews within one (1) week of receipt.
- BOA will respond to written Requests for Information (RFI) as needed to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
- Assist in preparing, reviewing, and processing change orders.
- Participate in construction inspections, as required.
- Make final inspection and report on completed project.
- Upon the completion of construction, record drawings plans shall be submitted to the City. The Consultant shall incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of record drawings shall be submitted to the City in electronic format (AutoCAD and PDF formats properly labeled).

Deliverables: Preconstruction meeting agenda and minutes, shop drawings, RFI responses, change orders, final Record Drawings (AutoCAD and PDF).

To effectively, efficiently, and creatively deliver on the above Scope of Work, BOA has an established project management approach that has been time-tested on over 2,000 public works architectural projects and over 100 community center projects. Our approach engages the community and stakeholders in the process of developing your YDC project. Our approach also provides a detailed Work Plan that outlines all phase of the design process. Our project management Approach is written in Section D. Project Management Plan

ORGANIZATION CHART



Our BOA In-House staff resumes are attached in this section. Please note that BOA Architecture, as the prime-consultant, will be responsible for all aspects of your project, including architecture and engineering. BOA staff, Edward Lok Ng, Architect, will be the project manager overseeing your entire project design, and have day-to-day communication with you. Leo Arteaga, CASp, will lead the ADA compliance assessment and design, and be responsible for the Quality Control of the entire set of drawings and Construction Documents. Kyle Ng, Interior Designer, will design the building interior and collaborate with you to select all the interior finishes. Our sub-consultants that are listed above are all State of California licensed professionals in their respective disciplines, and have teamed with BOA on numerous other municipal projects for over 30-years. Note that only our 2 major sub-consultant's, DVD and Spohn Ranch, qualifications are attached in the Supplemental Information Section. Our minor consultants qualifications are available upon request.

Landscape Architect: DVD Landscape Architect, 151 Kalmus Dr., Suite M8, Costa Mesa, CA 92626 Contact Eric Sterling 714-641-1300

In continuous business for 30 years, David Volz Design (DVD) has teamed with BOA on numerous public park renovation projects. DVD has a long resume of outstanding new and park refurbishment projects. DVD has completed skateparks in Garden Grove and Costa Mesa, and has provided complete makeovers for community facilities creating new recreation offerings, providing up-to-date access opportunities, and updating the viability of existing park infrastructure. DVD is 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, was opened to much fanfare in February of this year. DVD just completed a 5-year multi-million-dollar update of South Gate's 100-acre community park, and recently Orangewood Park in West Covina was completely rebuilt into a stellar community facility. We have designed a fourteen-million-dollar makeover for Fremont Park with BOA, Glendale's oldest park, this project just completed construction. We have also partnered with BOA on the Mas Fukai Park project for the City of Gardena. Hollydale Park for City of South Gate, Fremont Park, Glorietta Park & Verdugo Park for City of Glendale.

Skatepark Design Consultant: Spohn Ranch Skateparks, Inc., 6824 S Centinela Ave. Los Angeles, CA 90230 Contact Vince Onel 626-330-5503

Aaron Spohn, Founder & President of Spohn Ranch. Spohn Ranch began as a community, anchored by Aaron Spohn's Los Angeles backyard half-pipe, and grew into an award-winning skatepark design/build firm. A cornerstone of action sports progression for over 30 years, Spohn Ranch's backyard roots have spread globally, culminating in hundreds of cutting-edge creations. Via three decades of projects, spanning 40+ states, 15+ countries and a variety of corporate clients including Red Bull, Vans and MTV, Spohn Ranch has mastered a broad range of techniques specific to creating the highest-quality skateable terrain possible. With hundreds of years of combined specialty construction experience and an incredible passion for skateboarding, Spohn Ranch's highly-skilled craftsmen, including shotcrete nozzlemen certified by the American Concrete Institute, pride themselves on designing and building skateparks with the relentless dedication to finish and detail that Spohn Ranch is known for. BOA has not worked with Spohn Ranch, but DVD has collaborated with Spohn Ranch for over 20 years.

Mechanical Engineer: Engineering- Design-Analysis 10231 Slater Ave., Suite 203, Fountain Valley, CA 92708 Kevin Friedman, P.E. CA State License# 27267- holds a BSME from Purdue University. Mr. Friedman has over 30 years' experience in facilities planning and design, interiors design, special building systems planning and design, laboratory design, controls, energy conservation, and computerized building modeling and simulation for commercial and public works projects. EDA has worked with BOA on over 500 building renovation projects for over 20 years.

Structural Engineer: Pacific Engineering, 17703 Crenshaw Blvd. Torrance, CA 90504 Contact Victor Chai-Prasert 310-612-3102

17703 Crenshaw Blvd. Torrance, CA 90504; Victor Chaiprasert CA State License #C36235 - Mr. Chaiprasert is a registered structural engineer in the State of California with over 30 years of experience in steel, timber, masonry and reinforced concrete construction of all types of structures. BOA has worked with Pacific Engineering for over 20 years.

APPROACH TO WORK PROGRAM

An integral part of our project management approach is our work plan. This is a written forecast of what BOA will do, step-by-step in each phase of the project. Our Work Plan outlines the steps to accomplish the scope of work. The client will be given an opportunity to review our work plan to input city goals and comments before start of design work. The following is our proposed Work Plan

Pre-Design

Prior to any field assessment or design work, BOA and our Design Team will meet with the City staff that will be involved in the project along with your maintenance staff. Since BOA had completed the YDC Phase 1, we will seek only information that will be additions to YDC Phase 1 plans.

B. FIRM PROFILE

Pre-Design

Prior to any field assessment or design work, BOA and our Design Team will meet with the City staff that will be involved in the project along with your maintenance staff. Since BOA had completed the YDC Phase 1, we will seek only information that will be additions to YDC Phase 1 plans.

Contract Negotiation and Approval

- Ascertain Owner's requirements
- Determine form of contract and review
- Review possible modification to clients standard contract form.
- Define architects' scope of work

Initial Meeting with Client

- Establish protocol and lines of communication
- Statements of Goals and Objectives
- Review schedule & establish significant milestone dates

Program Appraisal

- Review functional and technology program
- Verify functional relationships
- Confirm area allowances
- Update program changes
- Interview user groups (if needed)

Site Appraisal

- Walk site and document observations

Assessment Report

- Cost Estimate

- Describe recommendations/resolutions for added improvements
- Floor plan of proposed design solution

Work Plan/Scope of Work

- Compile Client and User input
- Compile materials and equipment list
- Compile consultant input
- Compile on-site findings
- Develop project directory
- Establish quality control procedures
- Establish project numbers and accounts
- Review legal and agency requirements

Contract Negotiation and Approval

- Ascertain Owner's requirements
- Determine form of contract and review
- Review possible modification to clients standard contract form.

Client Meetings

- Establish frequency and pattern of attendance.
- Define architects' scope of work

Schematic Design

Based on your scope of work and YDC Phase 1 plans and added improvements, we will be further developed and refined with 3-dimension modeling software. Input will be received from the Client and Consultant Design Team. Upon design refinements, consensus will be reached as to the preferred schematic layout. BOA would again, emphasize the importance of Client and User input in this phase of the project. The following is an outline of the Schematic Design Phase

Issue Project Documents

- Program
- Budget & Cost Model
- Schedule
- Project Directory
- Protocol
- Work Plan

Initial Meeting with Consultant Team

- Review project documents
- Establish consultants' goals
- Establish CADD 3D format and files

Initial Meeting with Client

- Review Schematic Design Schedule
- Establish "Key" dates and participants
- Establish design goals
- Review scope of work

Concept Studies

- Schematic Design options for site plan, floor plan
- Options for elevation design
- Study connections/access
- Review construction methods
- Check concepts against cost plan
- Review options with client

Cost Analysis

- Review options with client

Quality Control Review

Inter-Team Interviews

- Establish space planning goals
- Refine selected options

Phase Development & Documentation

- Establish building plans
- Proceed with internal and inter-team QC review
- Establish building sections and elevations
- Establish building systems
- Develop overall site design
- Address "special" issues, e.g., ADA code & design for broadcast, special equipment

Complete Phase Documentation

- Preliminary Quality Control (QC) review
- Coordinate all disciplines

Cost Analysis

- Review options with client

- Final review by Quality Control Officer
- Sign off by Project Manager

Formal Acceptance by Client

- Notice to proceed with Design Development

Value Engineering

- Review all options with client
- Issue agreed changes to all consultants

Client Meetings

- Scheduled as needed.

Construction Documents

Once all proceeding phases of design have been approved by the Client and the project cost has been reconciled, BOA and its consultants will develop construction documents and specifications for implementation. All construction documents will be developed on CADD/3D software. The following is an outline of the Construction Document Phase.

Review Design Development

- Reconcile budget vs. scope
- Incorporate value engineering changes
- Issue any new directives

Initial Team Meeting

- Review Construction Documents schedule
- Establish review dates and participants
- Confirm work plan
- Review consultant performance & coordination

Develop Work Plan

- Confirm critical path
- Review consultant issues and coordination
- Determine deliverables
- Cartoon all drawings
- Confirm construction contract type and procedures
- Research specific issues and materials
- Confirm CADD files and sequence
- Establish coordination procedures

Phases Documentation

- Check final drawing list against QC manual
- Review final drawing list
- Schedule final CADD/3D effort with CADD/3D coordinator
- Coordinate room/space criteria and equipment

Issue Backgrounds to Consultants

- Check all translations before proceeding with consultant work

Cost Analysis

- Review options with Client
- Estimates at 50% and 90%

Agency Reviews

- 50% (if complex project, otherwise this submittal not required) and 90%
- Resolve any outstanding issues

Submit to Agency

- Schedule for plan check corrections

Quality Control Review

- Final review by Quality Control Officer
- Sign off by Project Manager

Final Coordination

- Check completeness of all discipline documents
- Consultant coordination
- Code compliance
- Check all equipment requirements

Value Engineering

- Review all options with Client
- Pick up changes on all documents

Client Review and Acceptance

- Scope and budget
- Value engineering items

Client Meetings

- Schedule as needed

Constructability Review

- Constructability Review at the site at 90%.

Bidding-Assistance

BOA will assist in administering the bid process, including attendance at a pre-bid meeting, reviewing of bids and proposals received and preparing addendums. The following is an outline of the Bidding Phase.

Pre-Bid Conference

- Present goals and objectives of project
- Review schedule
- Review procedures
- Call attention to special conditions
- Document all questions

Bidding Assistance

- Agree and issue addenda
- Agree on bid alternates with client
- Assist client in reviewing bids
- Provide clarifications to bidders

Construction Administration

BOA will assist the City in construction administration including regularly reviewing the progress of the contractor (construction observation and review), preparing drawings, and recommending final acceptance of the project. The following is an outline of the Construction Phase.

Establish protocol

- Review procedure
- Review general contractor schedule
- Assist in testing and inspection appointment
- Establish submittal schedule and procedures
- Establish observation procedures for ADA Compliance
- Schedule meetings and site visits
- Confirm procedures regarding field orders, clarifications, instruction bulletins, change directions, and change orders.
- Prepare sketches and cost for change order
- Substitutions
- Legal procedures
- Bonds, insurance, etc.
- Drawing updates, record documents
- Payment requests and certification
- Construction schedule and update

- Quality and standards
- Delays and defects
- Agency procedures
- Samples

Site Meetings

- • Agenda and minutes
- • Action list
- • Bi-Weekly meeting scheduled

Punch List

- Preliminary and ongoing for ADA Compliance and AV technology
- Final

Beneficial Occupancy

Final Completion and Inspection

Manuals, Warranties and Record Drawings Maintenance and Operational Instructions

D. PROJECT MANAGEMENT PLAN

PROPOSED APPROACH

Key to a creative and efficient delivery of your YDC project in the close collaboration and coordination between the client and design team. This section contains a description of our project management approach and methodology, highlighting the services we are providing to complete your project as contained in the Scope of Work of the RFP. Because BOA completed your YDC Phase 1 we totally understand what needs to be done. We will commit to closely collaborating with you to designing your YDC Phase 2 and see it through construction, as written in your RFP.

BOA has over 60 years of continuous architectural experience in managing and designing similar public facilities from project conception to project close-out. Our staff also has an abundance of architectural Public Works facilities experience and successful past performance for the following areas of an architectural project that will be included in your project:

- Program Development
- Feasibility Studies/Project Definition
- Conceptual Design
- Project Design-Construction Documents
- Specifications
- Design Reviews
- Cost Estimating
- Value Engineering
- Constructability Reviews
- Building Evaluations
- Troubleshooting
- Construction Support Services
- CADD/Drafting Work (BIM/3D)

BOA's project management approach is based upon our extensive past experience in preparing comprehensive architectural construction documents for architectural Community Center, and Senior Center, and Teen Center architectural projects using a Multi-Discipline Design Team. Your project will need not only architectural expertise, but also other design disciplines, such as ADA Compliance (in-house expertise), Landscape architecture, skate park designer, and Engineering design. BOA will provide leadership and direction to the Design Team. BOA's management approach incorporates 6 components used successfully on facilities design projects:

1. PROJECT MANAGEMENT

BOA, throughout an extensive history of municipal Teen Center and Community Center design, and facilities addition/renovation, continues to develop and refine its management philosophy to better address its future projects. BOA will implement our most advanced management techniques in the undertaking of this project. The goal of our management philosophy is to accomplish a well-designed project that exceeds client expectations, meets its budget, is deliverable on time, and meets all functional needs and City, State and County building code requirements. Our techniques of management encompass the ideals by which these goals are achieved. Our project management approach is characterized by the following considerations:

Design/Management Integration: Successful projects require the fusion of the design disciplines with those of management. They must have common goals and an integrated process. This is best achieved by appointing leaders with mutual respect and extensive facilities modernization and public works design experience on similar projects.

BOA will have Edward Lok Ng, Principal, as the Project Manager on your project. An examination of Mr. Ng's qualifications reveals that he has personally designed and successfully managed and designed over 10 Senior Centers, 7 Teen Centers, and 40 Community Center projects for nearby cities and over 500 other Municipal facilities architectural projects and he has been the Project Designer in all BOA's recent projects involving Community Centers. It is the Project Manager's task to help establish the appropriate design vision and see it through its successful realization.

Client Participation: Client participation will be critical. Design goals cannot be realized without the thorough understanding of the client's needs and sensitivity to patrons and city staff that use your facilities. The early involvement of the Client and the users will be continued throughout the design process. The Project Manager will ensure that the efforts of the team are always addressed to the specific client user group. The understanding and involvement of the client will extend to City appointed representatives, i.e., maintenance managers, engineering staff, and City inspectors and engineers in a mutually productive partnership.

BOA is intimately familiar with both modernization and new (ground-up) to community center facilities. Team-work and close coordination among staff, consultants, and the Clients are essential to a successful project. Timely participation and response of the Client is absolutely critical if the project is to be successful and "on time". BOA will be responsible for ensuring that a high degree of coordination occurs and that project milestones are met. BOA's biggest assets are its attention to construction details, thoroughness in drawing documentation and ease of constructability. A major priority of BOA will be to establish continuing dialogue with your staff, Building/Safety plan check, and representatives of interested parties so that our products reflect community goal, City policy, and conformance with your Design/Manual Standards.

Continuity: The understanding of the project needs and the design goals must be maintained throughout the project's duration. In construction phases, it is as necessary as in the design phases, to make certain that the original intent, of the client and designer are realized in the final built product. This will be very important in the construction phasing of your project. The key members of the team, under the leadership of the Project Manager will be responsible for the direction of the project throughout all phases to ensure continuity of design intent.

2. PROJECT DOCUMENTATION

Project Documentation is a result of systems set up in BOA's Project Management Manual. This guide on how to run a project effectively and efficiently, developed more than 60 years of architectural practice, is firm, but flexible; responsive to the specific dynamics of specific projects, but unyielding in its insistence on full documentation, responsiveness, and performance. Key elements include:

Project Checklist: This is initiated at the beginning of each project and services as a guide of all elements of the project to be completed, and as a central index for all project related material. It is continually updated and reviewed during regular project audits.

Product File and Technical Project Checklist: Initiated at the commencement of design, this checklist serves to record all considerations and decisions regarding building materials and methods to be used in construction. It also becomes a comprehensive guide for preparation of the Construction Documents.

3. CONSULTANT COORDINATION

The engineering consultants play a very critical and active role in all phases of the work. The Project Manager leads in coordinating the efforts of consultants with the help of:

- Frequent coordination meetings.
- Consultant orientation packets which are distributed at project commencement and periodically through the project.
- Clearly defined scopes of work which define separation of responsibilities and eliminate grey areas.
- Milestone Outline, prepared specifically for each project which clearly defines consultant performance expectations for each phase.
- Project Schedule coordinated with a milestone outline, reviewed and signed off by all consultants.
- Drawing Status Log which is updated every two weeks which track's consultant's performance.
- CADD (AutoCAD 2024 and Revit 2024) procedures involving background and overlay methodologies that insure up-to-date and coordinated design effort. Your project drawings will be completed using BIM/3D/Revit 2017 (3 dimensional modeling).

4. CONSTRUCTION ADMINISTRATION

BOA understands the importance of efficient construction administration. To ensure that the design and technical intent are conveyed to the contractor and that the project knowledge is available throughout this phase, the construction administration is led by the project manager. The Project Manager, Edward Lok Ng will personally review shop drawings as well as attend all job site meetings to resolve technical design issues. A Senior Project Manager from each of our engineering consultants will be assigned to assist the Project Manager and ensure that the highest standard, procedures and methods of construction are employed. BOA has a Construction Administration Manual to assist the Project Manager with an established system to track shop drawings, RFI, change orders, and documentation of construction site meetings, so that keys decisions are tracked and managed for the benefit of the Client.

If there will be on-going operations and services, BOA will assist in the development of a Construction Phasing Plan to ensure that on-going operations and services will have minimum disruptions. BOA is well aware of the need for City facilities and services to remain operational during construction. We have had good results recently assisting the Cities of Long Beach, Torrance, City of Irvine and Huntington Beach on construction projects that require facilities to remain open during construction.

5. QUALITY CONTROL

Quality assurance begins with the commitment, experience and abilities of the team members. All of the firm's personnel contain many design specialists versed in the complexities of the individual phases of the design process. The quality assurance program for the project will draw on these skills to assist the team in obtaining its goals for a design of vision that delivers the maximum functional and accessibility solution to the user that addresses the needs of the client and does so with the most efficient construction process. BOA has an established Quality Control program that is based on three mechanisms.

The Quality Control Manual: The Quality Control Manual documents, activities, tasks, and deliverables are to be achieved in each phase of work. Checklists are included and, at the completion of each phase, are signed off by the Project Manager. The manual also includes exemplary forecasts for meetings, programs, schedules and Agendas. We have a quality control checklist that is customized especially for Public Works facilities projects. Checklist items range from plumbing fixture standards, to City department clearances, to record drawing procedures, to amount to copies needed for review submittals, and much more.

Quality Control Review: Quality Control Reviews occur prior to Submittals and at key points in the project schedule. During these reviews, the entire sets of documents are checked by an experienced, a highly-skilled architectural professional who has had major experience in the design of similar projects to ensure a "questioning character" in this process. Major emphasis is placed on Constructability and on satisfying the operational requirements of the user and thoroughness of documentation. As a part of this project, BOA will commit Mr. JLeo Arteaga, Architect/Quality Review Officer. He, who has over 30 years of experience, will be ideal for this role because of his extensive municipal and Public Works experience and familiarity with processes and procedures for these types of projects. Mr. Arteaga will review all deliverables at, 75%, and 95% completion. This involvement is formalized and part of the quality control manual procedures. We are committed to providing quality design services and trust that our past work with other local cities is indicative of that commitment.

Project Standards: From our experience of over 2000 public works architectural projects, BOA has developed its own Project Standard that can be customized to the Client that enhances quality control of bid documents and the construction process. Project Standards include:

1. Construction document detail drawings: With the input of past governmental clients, BOA has developed, refined, and field tested over 300 Standard construction details that are geared for public works renovation/addition projects. We have Standard, field tested, construction document details for just about every field condition possible; accessible lavatory counters, transitions of existing to new addition, restrooms upgrade, signage, railings, entry doors, stairs, ramps, site work, parking lot, window/door replacement, roof repair, building expansion joints, elevator retrofit, HVAC replacement etc.

2. BOA has developed a standard facilities modernization equipment list e.g., types of new handrails, access lifts, lighting fixtures, plumbing fixtures, drinking fountains, furniture, restroom accessories, audio-visual equipment, etc., complete with manufacturer Model # and their acceptable approved equal. The Standard equipment list has been field tested and proven to be of high quality, durability, parts availability, and acceptable to the many past municipal clients.

3. BOA has developed a standard keynoting system with over 150 items that addresses virtually every facility field condition and many retrofit/repair conditions. These standard keynotes have been field tested and refined, and have proven to be clear and concise to construction contractors.

E. EXPERIENCE & QUALIFICATIONS

PLEASE FIND PROJECT EXAMPLES IN THE FOLLOWING PAGES



BEFORE



AFTER: NEW 1ST FLOOR ENTRY & 2ND FLOOR ADDITION

AERIAL OF NEW AND RENOVATED FACILITIES



Project: Youth Activity-Teen Center,
Construction Cost: \$1,400,000
Owner: City of Sierra Madre, CA

Project Description: A new “state of the art” facility dedicated to teenagers of Sierra Madre, it will meet their recreational and social needs, and also provide after-school “intervention” programs. It was designed specifically for teens, to give them “their own place, their “clubhouse” on the second floor over an existing community center. In outreach meetings with the teens., the teens decided that it should be a “tree house” just for teenagers. This second floor addition was nestled among oak trees, incorporated articulated knee braces (representing tree branches) and fiber cement siding & generous roof eave overhangs into a contemporary expression of craftsman motif to achieve the

“tree house” appearance. The architecture was also sensitive to the surrounding residential craftsman style and the architecture of the existing building on the first floor, by matching the existing horizontal red brick and low pitched wood gable roof. This facility included a large multi-purpose game room, other rooms for homework, computer labs, teen counseling, staff office, skateboard storage, arts and crafts, kitchen for cooking crafts and snacks, and outdoor gardening and gathering areas. Playful colors and shapes dominate the interior. Large corner windows provided panoramic views of the City park grounds. The new second floor addition was built independent of the roof structure below to allow current City programs to remain operational during construction, and to save money on needless demolition and rework of the existing first floor. The first floor was also renovated for ADA compliance that included retrofit restrooms, new ramps, reception counter, and new doors.



New 2nd floor Teen Center with a "tree house" theme is built over existing 1st floor Community Center



Main entry from parking lot.



Colorful 2nd floor entry w cubby hole storage for teens.



Soundproof rm. for music & homework



Multi-Purpose Rm. for large activities.



Kitchen for snacks & cooking craft.



Large arts & crafts room

Project: Sierra Madre Youth Activity Center (Teen Center)
Construction Cost: \$1,400,000 **Year Built:** 2005

Location: 611 E. Sierra Madre Blvd., Sierra Madre, CA 91024
Client: City of Sierra Madre, Dept. of Public Works

Lawndale Youth Development Ctr. - Teen Ctr.

Project: YDC or Youth Development Center-Teen Center, Lawndale, CA

Construction Cost: \$11,000,000

Owner: City of Lawndale, contact: Jason Minter, Community Development Director

Current Status: Schematic Design

Project Description: A brand new "state of the art" facility dedicated to the teenagers of Lawndale, it will meet their recreational and social needs and provide space for family counseling and after-school "youth development and intervention" programs. Through our public outreach efforts, the teens wanted "a creative place to hangout". In response, on the first floor of this dedicated Teen Center includes a large multi-purpose for social events, hangout, and gaming. It can easily be converted to a creative dance and fitness studio by moving the portable furniture to the sides. Adjacent is kitchen space that can be used as a "test" kitchen for creative cooking. Near the large multi-purpose room is a Classroom / "Maker" room for teen to be creative with computer technology, arts-crafts, and lots of counter space for 3D printing and floor area for animatronics-robotics. At the main lobby entry will be private offices for career counseling, Teen-family counseling, staff office. Outdoor amenities include ping-pong, outdoor gardening, outdoor music stage, and gathering areas. The main feature at the exterior is the Skate Park which will be an attraction for the teen center and will be open to the public. Playful colors and shapes will adorn the interior. Large windows provide a panoramic view of the Skate Park, outdoor gathering spaces, and let in a lot of natural light. The second floor of this 10,000sf building, with its own separate entry, will be home to the City's Municipal Service Dept offices, and Multi-media - Cable TV offices. The exterior building materials of masonry veneer, large expanses of glass & generous roof eave overhangs were arranged into a contemporary expression that will blend and be compatible with the adjacent civic center modern-contemporary architecture.



Site Plan -Floor Plan



North main entry w 1st floor Teen Center, Municipal Services 2nd floor



Main Lobby to Teen Ctr.



Teen Center Multi-purpose Room



Outdoor courtyard at Northwest

LA COUNTY ISD, Eddie Heredia, Eastside Boxing Club



BEFORE



AFTER, completed, Jan. 2023

Client: County of Los Angeles ISD, contact; Orania Stamus 213-200-8094 or Shahen Soghomonian 818-751-9377 **Construction Cost:** \$1,300,000 for 5000 sf renovation. **Completed:** 2023 Located in East LA, this renovation

project totally transformed a historic, but old and obsolete, 1950's mid-century fire station into a recreational community boxing gym for at-risk local youths-teens. The goal is to inspire and educate young people to thrive in life through to sport of boxing. BOA collaborated with LA County historian to ensure that exterior defining architectural features of the building were not altered. The non-original apparatus garage doors at the street frontage and alley, were replaced with new sectional glass garage doors for openness and natural lighting. The new garage doors maintained the historic character of the original fire station. Even though, new HVAC was installed, the large operable glass garage doors allowed for natural open-air boxing-training workouts, which was much desired by the boxers and trainers. The old and ugly rooftop HVAC equipment were removed, and roofing was replaced with new energy-saving reflective shingles. Exterior walls-windows were repaired, patch & painted. The interior was totally gutted to install new electrical/data, new LED lighting, new drywall, and removed some walls to create larger workout-training areas, and a weight room. The former sloped floor apparatus garage, was demolished, re-poured with new concrete, for a boxing ring and enough space around the ring for portable chairs and bleacher for viewing. Other project scope comprised of replacement & modernizing the HVAC, plumbing & electrical systems, fire alarm, interior/exterior lighting, new renovated ADA compliant restrooms with lockers, add R-30 roof insulation, replace the roofing & rain gutters, repair rotted wood roof beams and fascia, new rubber sports flooring throughout, paint interior/exterior, removed former kitchen walls & built-ins to create larger rooms. New exterior sitework included; ADA parking stall, large trash enclosure, and new entry ramp/stairs for accessibility from the street, new gates/fence off alley.



New Restrooms w Lockers



New Rubber Sports Flooring wall finishes, LED Lighting in the main assembly rm.



New Weight Rm. for Training

Pasadena Villa Parke Boxing Gym Remodel & Addition

Project: Pasadena Villa Parke Boxing Gym Renovation & Addition

Construction Cost: \$1,500,000

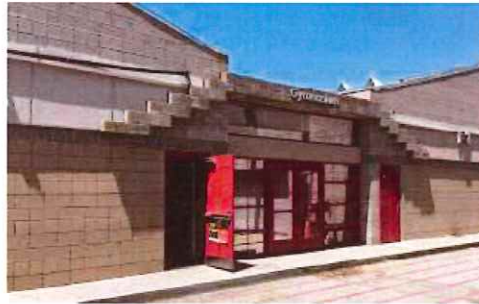
Location: Villa Parke, Pasadena, CA

Architect Team: Edward Lok Ng, Leo Arteaga

Client: City of Pasadena Dept. of Public Works, contact: Tiffany Chen PE (626) 744-6771 **Year Built:** July 2023

Project Description: BOA Architecture recently completed the design and construction for the Boxing Gym at the Villa Parke Community Center. BOA Architecture was commissioned to expand and modernize this old municipal community boxing gym to better meet the growing needs of this popular City program. The “gem” of this project is the addition of a new entry lobby for the existing Boxing Gym and Weight Room. The existing courtyard that is situated between the Boxing Gym and Weight Room (which separated these 2 spaces) was demolished to make way for a new indoor lobby Atrium allowed direct access to, not only the Boxing

gym and weight rooms, but beyond, to the basketball gym. Boxing activities often spill in the adjacent basketball gym. The natural lite Atrium lobby instantly allowed the Boxing Gym, Weight Room, and Basketball areas to be multi-functional with easy circulation between each other, giving the City more programming flexibility. Other improvements included a new public check-in reception desk, new rubber sport flooring throughout that allow boxing training to occur anywhere in the boxing gym, weight room, and new lobby. New lockers allow the boxers to conveniently store away valuables while using the facilities. A new storage mezzanine was added above the existing restrooms to allow boxing gear to be stored away. The old and obsolete HVAC equipment was replaced with new ones. Also, part of this project was to repair the roof leaks that had damaged the flooring and ceiling. The entire roofing (20,000 sf) was replaced with PVC-TPO roofing.



Ex. Entry to Courtyard Between Boxing & Wt. Rm.



Ex. Courtyard Between Boxing & Wt. Rm.



Proposed Entry to Lobby of Boxing & Wt. Rm.



Proposed Interior of New Entry Lobby



Completed Entry to Lobby of Boxing & Wt. Rm.



Completed Interior of New Entry Lobby

Pasadena Villa Parke Boxing Gym Remodel & Addition



Completed Wt. Rm. and new hidden storage area above existing restrooms that overlooks the Wt. Rm.



Completed new HVAC system at Boxing Gym and Wt. Rm.



Completed Curtain-wall at New Entry Lobby



Completed Entry to Lobby of Boxing & Wt. Rm. Check-in desk.



BEFORE



New Computer Room

Hawaiian Gardens Teen Center

Construction Cost: \$600,000 **Owner:** City of Hawaiian Garden **Architect Team:** Edward Lok Ng, Leo Arteaga
Completed: 12-2020 **Project Description:** BOA was commissioned to completely renovate and convert an existing 3000 sf. old pre-manufactured building that was used as a childcare facility to a new facility dedicated to teenagers of Hawaiian Gardens. It was designed to meet their recreational & social needs, provide after-school and weekend "intervention" programs. It was designed specifically for teens, to give them "their own place". A place that is safe, with programs catering specifically to teens, and a place to receive guidance, supervision and help with their homework. The entire existing interior was gutted while the exterior shell was left in-tack. The interior improvements included; a large multi-purpose game room for computer gaming, table games, and social activities, a large computer room for homework and training, another room for homework and internet access, teen counseling is available in the staff office, arts and crafts, kitchen for cooking crafts and snacks are accommodated in the large multi-purpose room. Large expanses of interior glass windows allow separation and easy visual access for one staff member to visually survey all the rooms from the staff office. Other interior improvements include; new LED lighting throughout, ADA restrooms, warming kitchen. Outdoor improvements include; new landscape-hardscape, large outdoor multi-purpose gathering area with basketball court and volleyball court stripping, and shaded picnic-BBQ area. ADA compliance improvements include; retrofit ADA restrooms, new ramp at front and rear entrances, accessible parking stall, and new doors. The exterior was painted in a playful multi-color scheme to accentuate the modules of the premanufactured building and give the appearance of a place that is fun and full of life. Multi-color interior accent walls recall the exterior color scheme.



AFTER



PROJECT EXPERIENCE



MAS FUKAI PARK, *City of Gardena (currently in Construction Document phase of Design)*

Mas Fukai Park in the City of Gardena is on the cusp of a remarkable transformation, currently in the Construction Document phase, David Volz Design (DVD) & BOA Architecture partnered taking charge to renovate the park grounds, new community building, & new public restrooms. This collaborative effort is set to breathe new life into the park, creating an inclusive recreational space that caters to the diverse interests of the community. DVD & BOA's innovative touch introduces modern pickleball courts and basketball courts, providing sports enthusiasts with top-notch facilities to indulge in their favorite activities. The park's existing ballfields and bleachers will undergo substantial improvements, ensuring a delightful experience for sports spectators and players alike. Additionally, an invigorating exercise walking path snakes its way through the park's picturesque landscape, complemented by strategically placed exercise equipment, enticing visitors to embrace an active and healthy lifestyle. As a serene oasis for relaxation, a unique foot reflexology labyrinth will be featured, offering a tranquil retreat where visitors can unwind and rejuvenate their senses amidst the soothing natural surroundings. The new 5000sf Community Ctr. will provide state-of-the-art facilities for a dedicated Teen Center, a Dance Studio, and a large community rental room for large events. Natural building materials of wood ceilings, concrete floors, and large expanses of glass promote the Client's indoor-outdoor ambience. The rejuvenated Mas Fukai Park is poised to become a cherished community haven, fostering a sense of unity and well-being for residents and visitors to treasure for years to come.



Client: City of Gardena
Kevin Kwak, PE
Assistant Public Works
Director
1717 West 162nd Street
Gardena, CA 90247 310-
217-9643
kkwak@cityofgardena.org

Key Elements:
Pickleball courts
Basketball courts
Updated ballfields
Foot reflexology labyrinth
Community building
Public park restrooms

Services provided:
Schematic Plans
Design Development
Construction Documents
Construction Admin.

Design start: Oct. 2022
Construction starts: Dec.
2024

Construction cost: \$6 mil
Design cost: \$755,830

DVD design team:
Eric Sterling, Kevin Volz,
Luis Pedraza, Sarah
Moon.

**BOA Architecture design
team:**
Edward Lok Ng, Kyle Ng,
Leo Arteaga.



The main entry located at the corner of Pacific Coast Hwy./Eubank Ave in Wilmington, is a contemporary expression of the historic Banning House



Playful colors define the stage at the Multi-Purpose Rm. Commercial kitchen for meals program Spacious interior hallways overlook courtyard.

Project: Wilmington Senior/Multi-Purpose Center at Banning Park, Los Angeles Area-Wilmington, CA

Client: City of Los Angeles, Recreation & Parks Dept. contact Paul Tseng ph: 213-847-9435

Construction Cost: \$2,400,000

Completed: 2003

Architect Team: Edward Lok Ng,

Project Description: A new "state of the art" facility dedicated to senior citizens. It will meet recreational/social needs of seniors, and provide a "home away from home." This 12,000 sf facility is located on the grounds of National Historic Banning House. BOA worked closely with a Historic Consultant to locate & design a new building that was compatible but not mimic the Banning House. BOA also coordinated with the Councilman's Office, User Groups, City Cultural affairs, and Park Preservation to resolve design conflicts. This U-shape building with a courtyard focus, offered natural lighting within a secured environment, and provided a pleasant setting for seniors to meet and outdoor recreation. It was designed specifically for seniors with limited mobility and varying disabilities. This facility exceeds ADA accessibility code requirements, featuring, access lift to the stage, automatic opening doors, liberal use of handrails/grab bars in the hallways, and an open plan to facilitate visual accessibility. Crime prevention features included, access controls, selective use of windows at ground level, and natural surveillance at courtyard and front entry. BOA coordinated workshops with senior & park user groups to formulate security, programmatic, and accessibility goals and provided a forum for User input.



BEFORE



AFTER

City of Pomona, Garfield Teen Center

Construction Cost: \$250,000 **Owner:** City of Pomona, CA **Architect Team:** Edward Lok Ng, Miguel Andrade

Project Description: In a Design-Build team with New Creation Builders, general contractor, BOA was commissioned to convert an existing 1500 sf. Old 1930's house to a new facility dedicated to teenagers of Pomona. It was designed to meet their recreational and social needs, and also provide after-school "intervention" programs. It was designed specifically for teens, to give them "their own place". A place that is safe, with programs catering specifically to teens, and a place to receive guidance, supervision and help with their homework. The entire existing house interior was gutted while the exterior shell was left in-tack. The interior facilities improvements included; a large multi-purpose game room, a quiet room for homework, another room for computer gaming and internet access, teen counseling is available in the staff office, arts and crafts, kitchen for cooking crafts and snacks are accommodated in the large multi-purpose room. Other interior improvements include; new LED lighting throughout, ADA restrooms. Outdoor improvements include; new landscape-hardscape, outdoor gathering area, and basketball court in the parking lot. ADA compliance improvements include; retrofit restrooms, new ramp at rear entrance, accessible parking stall, reception sign-in counter, handrails at stairs, and new doors. Sustainability features include drought-tolerant plants/trees, decomposed granite walkways and catch basin areas to allow rainwater infiltration, LED lighting, and a new white color reflective roof.

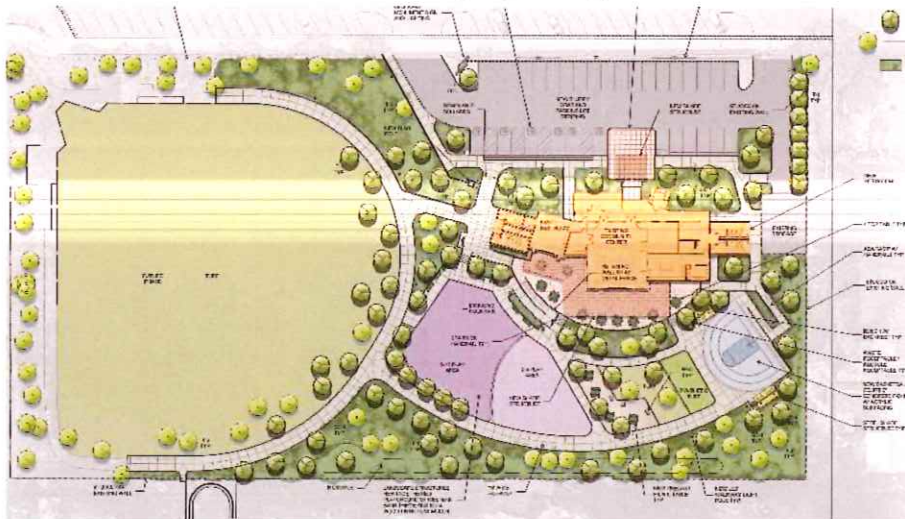


PROJECT EXPERIENCE



HERITAGE PARK, *City of Diamond Bar (currently in Construction Document phase of Design)*

Heritage Park, spanning 3 acres in the City of Diamond Bar, is undergoing a comprehensive modernization. BOA Architecture partnered with David Volz Design (DVD) to spearhead the renovation of the park grounds, and completely renovating the existing community building & add 2000sf. This collaborative effort will create an inclusive recreational space that caters to the diverse interests of the community. The revitalization plan with DVD & BOA's innovative touches, encompasses a themed play design inspired by the historic Diamond Bar ranch style that reflects the ranch style of the new shade structure. Within the park, two distinct play areas will be created, accompanied by a new basketball court, and shaded amenities. A picturesque walking path will encircle the park's perimeter, providing a scenic route for visitors. The project also includes a diverse selection of trees and an upgraded irrigation system featuring bioswales, water quality enhancements, and basins. The existing 5000sf Community Center Building (large community rm, daycare rm., admin offices) will be completely remodeled with new lighting, HVAC, flooring, ceiling-wall acoustics, warming kitchen, A 2000sf building addition will further enhance the community building with new storage, expanded kitchen, more offices, and new restrooms. New shade structures with an iconic entry tower will recall the City's historic windmill structure. Other shade structures off the large community room and daycare room, will further enhance indoor-outdoor programing.



Client: Diamond Bar, City
Nicholas Delgado, PE
Public Works PM
21810 Copley Dr.
Diamond Bar CA
909-839-7043
NDelgado@diamond
barca.gov

Key Elements:
3 age group play
equipment.
Expansive custom shade
structures
Basketball court
Community building
Public Park restrooms

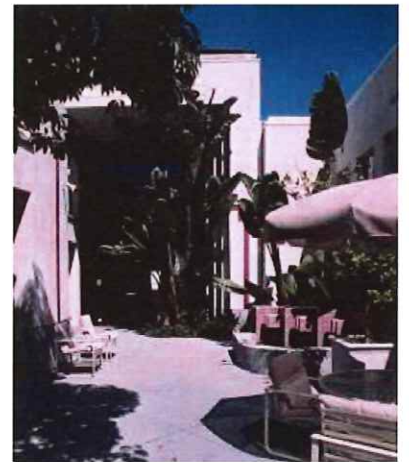
Services provided:
Schematic Plans
Design Development
Construction Documents
Construction Admin.

Design start: 11-2023
Construction 1- 2025
Construction cost: 10 mil
Design cost: \$\$\$500,000

**BOA Architecture design
team:**
Edward Lok Ng, Kyle Ng,
Leo Arteaga, Josue Soma

DVD design team:
Eric Sterling, Kevin Volz,
Luis Pedraza, Xitlali





Street into entry courtyard

Multi-purpose Rm. for dining/dancing/card playing

Courtyard entry

Project: Bartlett Senior Center, Torrance, CA **Client:** City of Torrance, 3031 Torrance Blvd., Torrance, CA 90509

Architect Team: Edward Lok Ng; project manager/project designer

Project Description: This new two-story, 13,000 square foot facility provides both recreational and social needs of senior citizens in Old Downtown Torrance. It was designed specifically for seniors with limited mobility, and exceeds ADA code requirements. Accessibility features included; an elevator, automatic opening doors, liberal use of handrails/grab bars, and an open plan to facilitate accessibility. An entry courtyard shaded by trees welcomes visitors and seniors. A full commercial kitchen serves over 300 hot meals per day. To bring the project within a tight budget, the 5000 sf multi-purpose room was constructed over 6 existing championship quality shuffleboard courts. Great effort was made to preserve the shuffleboard courts in both the design and construction phases. CPTED (Crime Prevention Through Environmental Design) features include, CCTV, access controls, and natural courtyard surveillance. The building exterior was designed to be architecturally compatible with the adjacent "Art Deco" style museum. A Senior Advisory Committee was organized to formulate security and accessibility goals, and provide user input in the design process. The courtyard allowed seniors to participate in recreational activities or "people watching" in a secured lush/shaded outdoor space.

TEEN CENTER / COMMUNITY CENTER EXPERIENCE

BOA has extensive experience in the design of both new and renovation of Teen Center/ Community Center / Senior Centers projects for municipalities. To date, the current staff at BOA has designed renovation for 12 Teen Centers, 15 Senior Centers and over 80 Community Centers and numerous other parks/recreation projects. We are in the design phase for a new \$11 million Youth Development Center-Teen Center with large skate parks for the City of Lawndale. We are currently collaborating with DVD landscape architects, for a new Teen Center at City of Gardena Mas Fukai Park. Construction cost is \$6,000,000. BOA has renovated many community centers, where extensive modernization, ADA compliance and cost analysis were required to determine the most appropriate building design options. Our expertise in similar projects will be a great asset in the development of floor plans and design options that will be compatible with, enhance the architecture, and tailored to the needs of your community. The following list of projects, exemplify our architectural design experience. We have also included photos and detailed project descriptions of some of these projects.

TEEN CENTERS:

- California Recreation Center/Teen Center Renovation - Client: City of Long Beach
- Billie Jean King Tennis Center, Teen After-School Program – Client: City of Long Beach
- Colorado Lagoon, Playgroup Addition/ Renovation - Client: City of Long Beach
- Lee Ware Park-Head Start Youth Center - Client: City of Hawaiian Gardens Lawndale Youth Development Center - Teen Center - New Building
- Gardena Mas Fukai Teen Center - New Building
- Eddie Heredia Eastside Boxing Club Renovation
- Hawaiian Gardens Teen Center Renovation - Client: City of Hawaiian Gardens
- Garvey Park Teen Center Renovation - Client: City of Pomona
- Sierra Madre Youth Activity Center, Teen Center - Client: City of Sierra Madre
- Lawndale Youth Development Center, Phase 1 - Client: City of Lawndale

COMMUNITY CENTERS:

- Perry Park Community Center Addition/Renovation - Client: City of Redondo Beach
- Miller Community Center Renovation/Modernization - Client: City of Torrance
- Memorial Park Community Center Renovation - Client: City of Hawthorne
- Rosemead Community Addition/Renovation - Client: City of Rosemead
- Harbor Hills Public Housing Community Center - Client: L. A. County CDC
- El Dorado Regional Park Community Center Renovation - Client: City of Long Beach
- Green Meadows Recreation Center/Gym - Client: City of Los Angeles
- Garvey Park Senior/Community Center Addition/Renovation - Client: City of Rosemead
- Hawaiian Gardens Community/Recreation Center/Gym - Client: City of Hawaiian Gardens
- Torrance Airport, General Aviation Center and Community Center - Client: City of Torrance
- Sierra Vista Park Recreation Center Renovation & ADA -Client: City of Sierra Madre
- Drake Park and Community Center ADA Renovation - Client: City of Long Beach
- MacArthur Park and Community Center ADA Renovation - Client: City of Long Beach
- Whaley Park and Community Center, Renovation - Client: City of Long Beach, \$590,000.
- El Dorado Park Teen Center New Restrooms & ADA Compliance - Client: City of Long Beach
- La Puente Community Center/Gym Renovation - Client: City of La Puente
- Jim Thorpe Park & Community Center Renovation - Client: City of Hawthorne
- Eucalyptus Park & Community Center Renovation - Client: City of Hawthorne
- Diamond Bar Heritage Park Community Center Renovation/ Addition

Senior Centers:

- Sea County Senior Center Renovation – Client: City of Laguna
- Bartlett Senior Citizen Center - Client: City of Torrance
- Bartlett Annex Senior Social Services Center - Client: City of Torrance
- Hawaiian Gardens Senior Center Expansion & Renovation - Client: City of Hawaiian Gardens
- Veterans Park Senior Center Addition and Renovation - Client: City of Redondo Beach
- Rancho Carlsbad Senior Center - Client: City of Carlsbad
- Long Beach Senior Center Renovation - Client: City of Long Beach
- Wilmington Multi-Purpose Senior Center, at Banning Park - Client: City of Los Angeles
- La Puente Senior Center ADA Compliance Renovation - Client: City of La Puente
- El Dorado Park West Senior & Community Center Renovation-Client: City of Long Beach
- Memorial Park Senior Center Renovation - Client: City of Hawthorne

REFERENCES

Company Name: City of Carson
Address: 701 Carson St b24, Carson, CA 90745
Contact Person: Gilbert M. Marquez, P.E.
Email Address: lestevez@placentia.org
Telephone Number: O: (310) 952-1700 ext. 1813; C: (714) 624-0707
Project Name: Carson On-Call Architectural Services
Dates Worked Performed: 2020 - Present
Summary of Scope of Services: Architectural and Engineering Services; In 5 Years, 8 municipal projects
Project Cost: \$1,000,000 in fees (Approximately), and \$10 Million in Construction

Company Name: City of Gardena
Address: 1700 West 162nd Street, Gardena, CA 90247
Contact Person: Kevin Kwak, P.E.
Email Address: kkwak@cityofgardena.org
Telephone Number: O: (310) 217-9643
Project Name: Mas Fukai Park Renovation and New 5000 sf Community Center
Dates Worked Performed: 2023 - Present
Summary of Scope of Services: Architectural and Engineering Services
Project Cost: \$500,000 in fees (Approximately), and over \$8 Million in Construction

Company Name: City of Cypress
Address: 5275 Orange Avenue, Cypress, CA 90630
Contact Person: Nick Mangkarakiri
Email Address: nmangkai@cypressca.org
Telephone Number: O: (714) 229-6729
Project Name: Cypress On-Call Architectural Services
Dates Worked Performed: 2015 - Current
Summary of Scope of Services: Architectural and Engineering Services; In 10 Years, 15 municipal projects
Project Cost: \$1,000,000 in fees (Approximately), and over \$8 Million in Construction

EXPERIENCE & QUALIFICATIONS OF KEY PERSONNEL



EDWARD LOK NG, ARCHITECT, LEED AP

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.

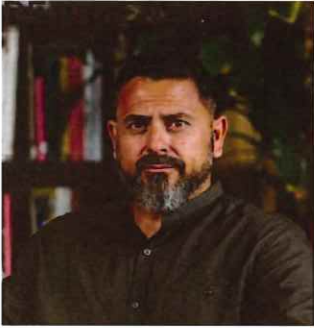
EDUCATION

- Bachelor of Architecture, University of Hawaii, 1981

PROFESSIONAL REGISTRATION

- Licensed Architect, C-16840, State of California, 1986
- LEED Accredited Professional 2009
- Completed Accessibility Surveyor Training for State Leased Buildings and Facilities, State of California, since 2003

EXPERIENCE: Edward Lok Ng has been a member of BOA since 1982. Principal and Director of Design, Mr. Ng has over 40 years of experience in all phases of the design process. He has personally designed and managed over 1,000 municipal facility projects and over 500 parks and recreation projects, 2 Boxing Gyms, 10 Teen Centers, and over 200 civic center renovation projects. 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 is proficient in computer aided design (CADD). He has been the Project Manager/Designer for numerous City Hall facilities, civic/public buildings, parks and recreation, educational facilities, and ADA retrofit/transition plan projects. This experience coupled with Mr. Ng's dedication and commitment to design excellence has led to numerous honors and commendations for BOA. Currently and recently, Mr. Ng has been the Project Manager for all "On-Call" projects for the Cities of Pasadena, Irvine, San Bernardino, Cypress and Placentia as well as the firms current on-call projects with LA County ISD, City of San Bernardino, and City of Oxnard. 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 designed projects. He is also LEED, AP Certified and has design several LEED Certified projects. His expertise on both ADA compliance and sustainability design will be a definite asset towards your accessibility and sustainability goals.



LEONARDO ARTEAGA PROJECT MANAGER, CASP

PROJECT RESPONSIBILITY

- Apply and interpret technical requirements of the Americans with Disabilities Act and access provisions of the California Building Code.

EDUCATION

- Bachelor of Architecture, California State Polytechnic University at Pomona, 2002

PROFESSIONAL REGISTRATION

- California Certified Access Specialist, 2009 - CASp #55
- ICC-Certified Accessibility Inspector and Plan Examiner - #8088179

EXPERIENCE: Leonardo Arteaga is a Project Manager with expertise in applying and interpreting technical requirements of the Americans with Disabilities Act (ADA) and access provisions of the California Building Code (CBC). Mr. Arteaga is a California Certified Access Specialist. He graduated from California State Polytechnic University, Pomona, in 2002 with a Bachelor of Architecture degree and has been at BOA Architecture since 1997. In 2009, he successfully fulfilled the experience and testing requirements set forth by the Division of the State Architect (DSA) and became a California Certified Access Specialist. His experience ADA Compliance experience includes accessibility plan check services on behalf of the DSA-Los Angeles Basin Regional Office and the County of San Bernardino-Department of Risk Management, ADA Transition Plan and accessibility inspections, compiling inspection information into accurate and concise accessibility reports, cost feasibility reports, and code analysis roles covering all phases of barrier removal. His relevant experience and expertise includes all types of municipal facilities (City Halls, Theaters, Auditorium, Community Centers) for ADA Compliance for the Cities of Long Beach, Placentia, Irvine, Huntington Beach, and for the State of California DMV at Oxnard. Other experience include DSA-LA Basin Region Office – Consultant Access Compliance Plan Reviewer (2008-2011), County of San Bernardino, CA – Inspection, Review and Analysis, and ADA Title III Private Entity Accessibility Surveys – multiple facilities. Please note that Mr. Arteaga completed ADA Compliance for City of Placentia, over 200 Curb ramps and R.O.W. sidewalk renovation.

KYLE NG

PROJECT MANAGER, DIRECTOR OF INTERIOR DESIGN



PROJECT RESPONSIBILITY

Equipped with a BFA in Interior Architecture (from CSU Long Beach) and Masters of Architecture (Cal Poly Pomona), Kyle is BOA's Director of Interior Design. Kyle offers valuable design insight and is in-charge of interior design directions, and is responsible for our extensive interior materials library and resources. He works to spearheads the production of interior design construction documents; drawings, specifications, and 3-dimensional modeling. He also coordinates with Clients and our sub-consultants/engineers to resolves critical interior design issues.

EDUCATION

Masters of Architecture
 Cal Poly Pomona University, 2017
 BFA, Interior Architecture from CSU Long Beach
 Licensure in Progress

YEARS OF EXPERIENCE

Employed by BOA since 2010

EXPERIENCE

Kyle has been a member of BOA since 2010, with over 10 years of architectural experience in all phases of a project, from conception, through construction, and project close-out. He has experience in both private commercial and especially public works interior renovation projects for numerous public clients; understanding the goals of the Client and that open communications are the keys to a successful project. He leads the interior design and production effort to ensure that design solutions effectively meet the clients' and users' needs and goals while adhering to client schedules and budget constraints. He is advance-proficient in both Computer Aided Design (CADD) and in BIM Revit 3D 2024. He has been the Project Manager for interior design projects for numerous public agencies; Cities of Irvine, Costa Mesa, Laguna Beach, Laguna Niguel, Pasadena, and for LA County ISD, CSU Fullerton, and Orange County Fire Authority. Kyle's wide variety of interior Public Works design work experience includes:

- Root Vision Dental Office, interior renovation & exterior façade improvement
- Historic Long Beach Restaurant restoration and re-creation, 4251 Long Beach Blvd.
- OC Fire Authority, Fire Station #41 Air Operations interior addition-renovation
- City of Laguna Beach City Hall interior renovation, various locations
- City of Costa Mesa Finance Dept. interior renovation
- City of Laguna Niguel Senior Center interior renovation
- LA County ISD, interior & exterior renovation at 4 Social Services locations
- City of Pasadena Police Dept. renovation to 3 floors, and Interior Design for 3 fire stations
- CSU Fullerton new KHS Pool and Locker room renovation
- CSU Fullerton renovation to student Recreation Ctr. pool deck
- Pasadena Villa Parke Community Ctr. and Pool renovation
- CSU Bakersfield swimming pool and locker room facilities feasibility study

QUALIFICATIONS - DVD LANDSCAPING ARCHITECTS

January 17, 2024

Edward "Lok" Ng
BOA Architecture
1151 Cota Avenue
Long Beach, CA 90813



Designing landscapes that create
community...

Leveraging location-based
technologies to create a smarter world

Dear Mr. Ng,

David Volz Design team has a long resume of outstanding park projects. DVD has provided complete makeovers for community facilities, creating new recreation offerings, providing up-to-date access opportunities, and updating the viability of existing park infrastructure. We are working on a large park project in Gardena (Mas Fukai Park), Santa Ana, Yorba Linda, and Baldwin Park. DVD just completed a 5-year multi-million-dollar update of South Gate's 100-acre community park. We have designed a fourteen-million-dollar makeover for Fremont Park, Glendale's oldest park, this project is under construction. Please note that DVD has teamed up with BOA Architecture on many of these park renovation projects.

DVD is well prepared to work with BOA and your staff to implement a comprehensive plan that will provide updated recreational opportunities, sustainable improvements, and maintenance upgrades that will enhance this youth center's development. DVD's park planners are adept at developing documents that ensure high-quality construction with minimal change orders on refurbishment projects. Our team is ready to move forward to finalizing design development documents and providing engineering for this exciting project. We have already taken your background information and developed exciting ideas for your new facilities.

EXPERIENCE ON SIMILAR PROJECTS – DVD has been commissioned to lead the design development for hundreds of public park projects. This work has resulted in accolades from community groups and design awards. Our recent public projects with BOA Architecture include Mas Fukai Park in Gardena, Barnes Park in Baldwin Park, and Fremont Park in Glendale. DVD works with Spohn Ranch, skate park consultants, on Woodbury Park in Garden Grove and Costa Mesa's skate park.

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 park special places for sports, play, and recreation. Together, we will lead a team of landscape architects dedicated to public landscape design and with extensive park planning experience. Our architect and skate park consultant, BOA and Spohn Ranch are integral partners for our team.

David Volz Design has a very creative park planning team. Our firm has designed hundreds of community park and public landscapes. Our desire to be Lawndale's 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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WOODBURY PARK

City of Garden Grove

Revitalizing this important green space in southwestern Garden Grove will create the community building infrastructure the resident desire. At the many public meetings, local attendees identified the lack for facilities and recreational opportunities as some of the reasons that this park site is underutilized. Safety and security have also concerned, however a robust slate of "things to do" in the park was the input given by those who attended the outreach meetings. The new skatepark, designed world renown skatepark designer, Spohn Ranch, is a state-of-the-art that the youths, especially the teens of the local community can call their own. Although the highlight of this park revitalization project is the skatepark, the final concept plan developed from on-site neighborhood meeting addresses many of the neighbors concerns and desires. An open and visible core has been identified as important in elevating blind spots at the back for the park. The concept plan contemplates opening the middle area by grading down the central hill and exposing the activity areas to the main entry ways and the proposed new parking lot. Other important feature of the concept plans includes the presentation of large on-site trees, the rebuilding and bettering of existing on-site recreation elements and a lighted perimeter trail system that provides easy access around the site and to all the new recreational elements.

Client: City of Garden Grove

Reference:

John Montanez
Director of Community
Services
(310) 217-9571
johnmo@ggcity.org

Key Elements:

- Themed playground
- Basketball courts
- Skate elements
- Splash pad
- Community Center
- Updated lighting

Services provided:

- Concept Plan
- Community Outreach
- Design Development
- Construction Documents

Start Date:

Completion Date:

Cost of Design:

DVD Project Manager:

Luis Pedraza

Staff: David Volz

DVD Project Manager:

Gary Vasquez

Staff: David Volz, Eric
Sterling, Paul Cassar

Sub-consultants: Spohn
Ranch



FIRM QUALIFICATIONS

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.



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.

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 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

12 employees
 David Volz RLA#2375
 Gary Vasquez RLA #3883
 LEED Accredited
 SBE

Contact Person:
 David Volz, President
 714-641-1300
dvolz@dvolzdesign.com

Coachella Valley Office
 78060 Calle Estado
 La Quinta, CA 92253
 760.580.5165

Corporate Office
 151 Kalmus Drive, Suite M8
 Costa Mesa, CA 92626
 714.641.1300

San Jose Office
 111 North Market Street,
 Suite 300
 San Jose, CA 95113
 669.444.0461

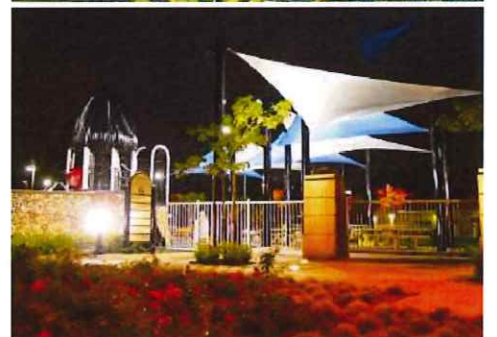
Like us on Facebook!
 Follow us on Instagram
 @davidvolzdesign



DVD DISTINGUISHING CHARACTERISTICS

David Volz Design will deliver a beautiful, sustainable, and creative design for the your city. 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 all over California.
- Our design approach, from design 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.
- 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.
- 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.



WAYFINDING SIGNAGE

DVD was contracted to design a comprehensive city-wide wayfinding and entry signage system for the City of Gardena to identify ideal sign locations to help residents and visitors access important community services. DVD collaborated with city staff and stakeholders to identify city entry points and places of interest for inclusion in its wayfinding program.

GIS was leveraged to visualize and analyze traffic patterns (road speeds, intersections, Average Daily Traffic (ADT), bike routes, ADA design standards, etc.) and city boundary/zoning information. A GIS-based field data collection mobile application was created to capture GPS locations and photos in the field. The app was used to accurately identify and locate existing signs and related assets as well as to verify proposed locations and sign types. Special consideration and adjustments were made for driveways and other obstructions identified in the field. Web-based and printed map graphics were created to showcase the final determinations for the wayfinding signage program.

Next the DVD team developed a series of designs for both wayfinding and entry signage. DVD took into consideration City identity and history, budgetary considerations, current and effective sign design standards, and extensive staff input in the development of these designs. They were then presented to the City Council where the designs were finalized and selected. Construction documentation and details were then developed for the final implementation of the wayfinding and entry monument signage throughout the city. Lastly a style guide and a resource log were prepared and delivered by DVD to the City of Gardena in the successful completion of this project. This project was completed on time and within budget.

Client: City of Gardena

Reference:
 Allan Rigg
 Director of Public Works
 (310) 217-9571
 ARigg@cityofgardena.org

- Key Elements:**
- City entry signs
 - Identify existing signs and structures to identify opportunities and challenges including ADA and traffic parameters
 - Style Guide & Resource Log

- Services provided:**
- Concept Plan
 - Design Development
 - GIS Services
 - Construction Documents

Start Date: October 2021

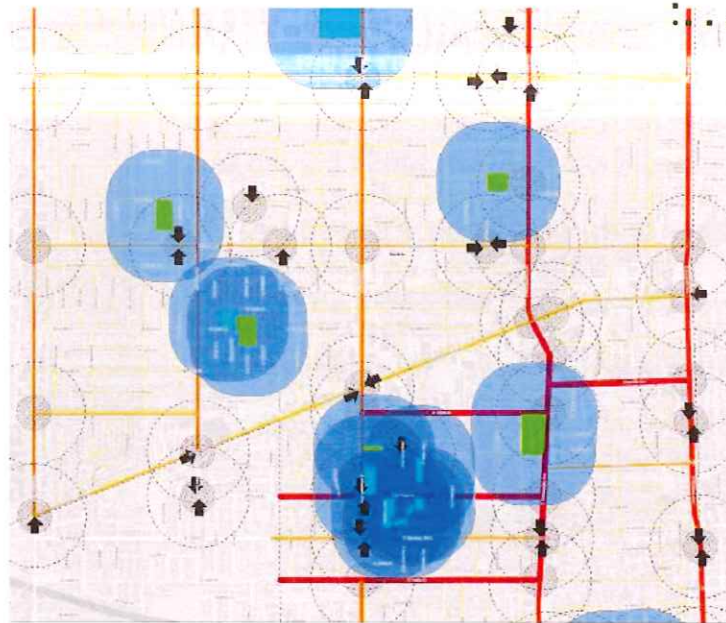
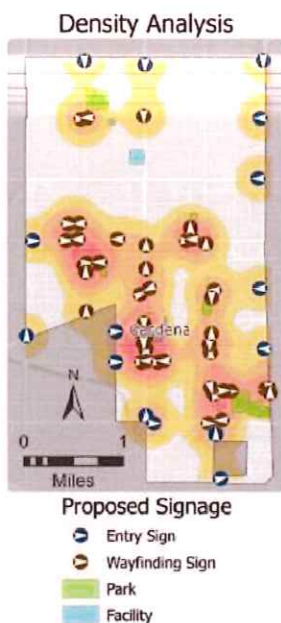
Completion Date: In progress

Cost of Design: \$63,240

DVD Project Manager:

Luis Pedraza

Staff: David Volz, Kevin Volz



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

Key Elements:

- (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
- Walkways & beautiful gardens

Services provided:

- Master Plan & Community Outreach
- Design Development
- Construction Documents
- Bidding Assistance
- Construction Period Services

Acreeage: 8

Start Date: March 2015

Completion Date: Out to Bid Soon

Cost of Design: \$1.1 million

Construction Estimate: \$12.3 mil

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,
BOA Architecture





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. 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

AVAILABILITY: 40%

ROLE: Works 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

RICK GOMEZ PARK

Client: City of Buena Park
The project started as a small "greening" project at the end of the 8th Street cul-de-sac. Rick Gomez, a beloved long-time coach and youth advocate in Buena Park was memorialized through the theme and detailing of the park and playlot.

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 truly 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 reimagine 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.



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

AVAILABILITY: 40%

ROLE: Works 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

COSTA MESA SANITARY HEADQUARTERS

Client: Costa Mesa Sanitary District
A turf removal/water conservation project to provide a boldly vibrant landscape design which incorporates native landscape. These outreach programs include waste reduction, composting and mulching as well as water saving irrigation practices and landscape material selection.

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
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.

UNDERSTANDING & APPROACH

Heritage Park, is a great park for your city. It will be rebuilt into a premiere recreation venue. The recreation building, ball fields, courts, and green space will be renovated under this new project to better suit the community's needs. Our design team has some great ideas for finalizing the design for a complete park renovation with exciting new and updated offerings!

The DVD team will work with BOA and with city staff to develop a creative and engaging design development plan to implement the refurbishment process. 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 will be developed through a series of city staff review meetings where alternatives and ideas will be honed into a design development plan for the park's reconstruction. The recreation building, play lot, courts, picnic areas, and ADA parking will be re-envisioned as a new, beautiful, activated, community recreation focused facility.

Construction drawings for the many envisioned recreation elements and the sites' engineering will be started as the design development plan is being reviewed. The DVD team will coordinate closely with the architect and civil engineers, DMS, 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 park's renaissance. As the design development 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.

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 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 Diamond Bar's design partner will be evidenced in our energy and enthusiasm every step of the way.



CREATIVE, ALL-INCLUSIVE & MULTI-GENERATIONAL PLAYGROUNDS

David Voiz Design creates fantastic, wonder-filled, memorable play lots. Our firm has been widely recognized for delivering outstanding public park play environments that have garnered praise and accolades from local communities.

- Our whale fossil interpretive play space in Laguna Hills has been featured online blogs, local and regional newspapers and national magazines.
- The wagon train and pioneer play environment in Pioneer Park, Tustin, won several regional and state-wide awards, and was selected for a recognition by the National Recreation and Park Association.
- Our Stanton Train Park, Central Park, is featured in the CPRS District Ten Hall of Fame.
- Admiral Kidd Park, an award-winning play space, features kid size replicas of the four boats named for the Admiral. This Long Beach park was a featured stop on the state park operations annual tour of premiere park facilities.

Our play space design philosophy is built on the perspective of a kids-eye-view. Adventure, surprise, familiar and challenging settings, and themes, memorable spaces. Kids may not know the proper name of the park, but they know that there is a special play lot at airplane park, rocketship park, baseball coach park, train park, and tree house park. The goal is to create an immersive environment that will engage guests and create lasting memories.

We recognized the importance of providing for multi-generational intermingling, on the play lot, as caregivers overseeing the play space and for adults a calm, shaded comfortable surveillance spot to enjoy the space at the park. Our play area design reputation has lead to collaborations with all-access advocates and organizations. We have designed several park play environments as the lead landscape architect for Shane's Inspiration.

This work and design workshops with emotionally and physically challenged stakeholder advocates has informed our design perspective on inclusive, accessible, and caregiver insights that influences our play lot design. One of DVD's most recent Shane's Inspiration play lots is located in El Cariso Park, an LA County Park. At this park the interactive multi-story "equipment" is the center piece of an elaborate all access play environment. Access for all is provided within the terraced natural slope of the existing park terrain. There is plenty of seating for caregivers, play pieces that encourage multi-generational, multi-fun seeker collaborative play opportunities. This is a special park, well worth a trip to this Sylmar Community Park.



GRAPHICS & RENDERINGS

WHAT IF A VISUALIZATION OF AN IDEA COULD BRING CLARITY TO THE DESIGN INTENT? COULD ALLOW FOR ENLIGHTENED CONSIDERATION AND UNDERSTANDING?

The David Volz Design studio has a robust graphic design component, and skilled professionals adept at delivering graphics and images, including immersive 3-dimensional fly throughs that communicate our design ideas before moving ahead with the project's engineering.

Communication is the key to understanding. The photo-realistic renderings, computer-generated 3D models, and images of the project style, detailing, form, and function provide a clear understanding of the project concepts. Our creative and innovative designs are beautifully rendered for review and consideration of civic leaders, our collaborative partners, and the general public. Our visualizations have resulted in great feedback and design considerations, great "Now I Get It" moments, and enthusiastic approvals of concepts, ideas, and projects.

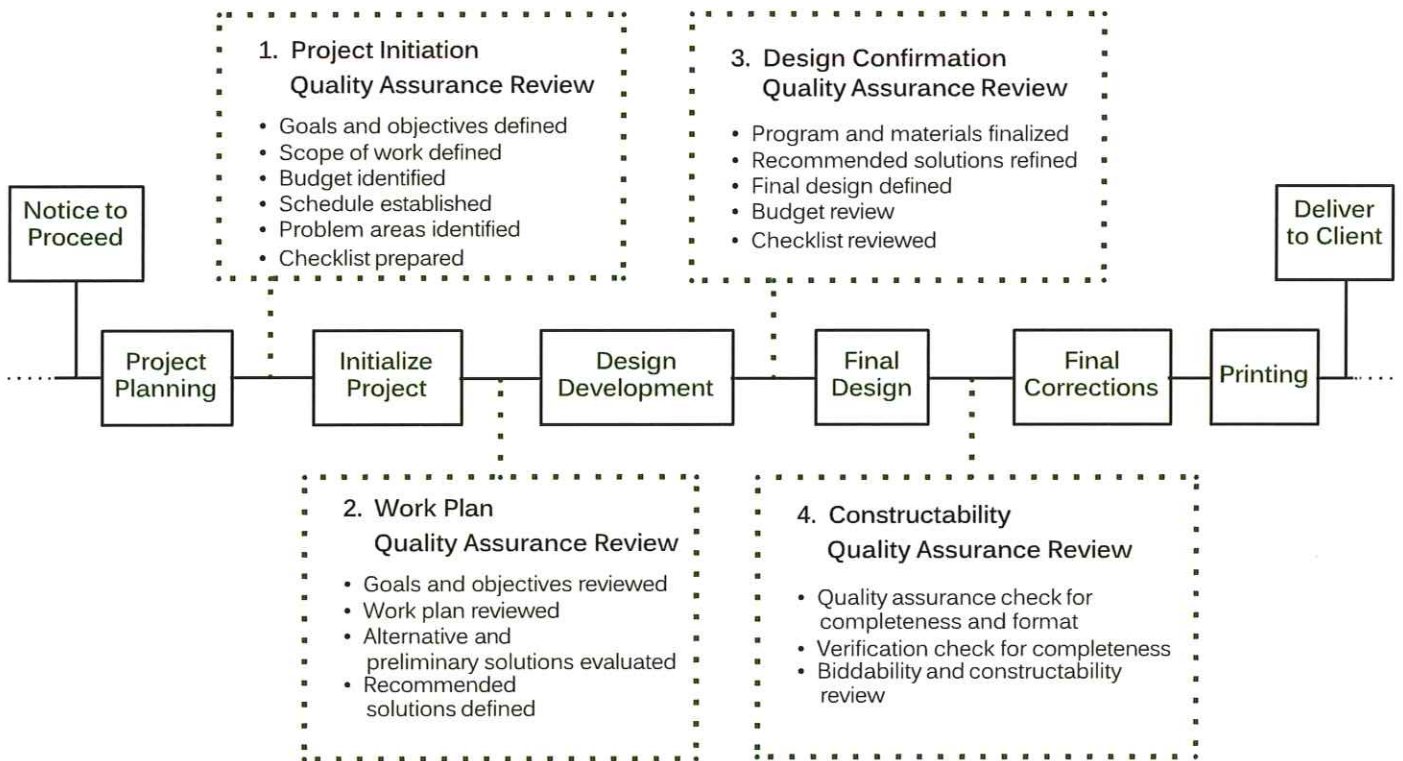
The DVD team has proven capabilities for the graphic presentation of the ideas and the layout for review of the park's conceptual layout. We will prepare artist renderings, 3D fly through videos and photo realistic pictures to describe the many elements we plan to include in this development. We will ready all our renderings for social media posting and for use in city communications.



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

SPOHN RANCH

SKATEPARK DESIGN CONSULTANT



Spohn Ranch began as a community, anchored by Aaron Spohn's backyard half-pipe, and grew into an award-winning skatepark design-build firm. A cornerstone of wheel sports progression for over 30 years, Spohn Ranch's Los Angeles backyard roots have spread globally, culminating in hundreds of cutting-edge creations.

Via three decades of municipal skatepark projects, spanning 40+ states, 15+ countries and a variety of corporate clients including Red Bull and Vans, Spohn Ranch has mastered a broad range of techniques specific to creating the highest-quality wheel-focused terrain possible.

With a firsthand passion for skateboarding and wheel sports, the Spohn Ranch family of highly-skilled craftsmen, including landscape architects, iron workers, grading wizards and ACI-certified shotcrete nozzlemen, pride themselves on designing and building skateparks with the relentless dedication to detail and architectural finesse that Spohn Ranch is known for.

CARVING CORNERS. NOT CUTTING THEM.

"AN EXCELLENT DESIGN. SHOULD BE AN EXAMPLE FOR OTHER COMMUNITIES TO FOLLOW" - TONY HAWK, PROFESSIONAL SKATEBOARDER

"ONE OF THE BEST PIECES OF SKATEABLE TERRAIN EVER BUILT" - CHRIS MILLER, PROFESSIONAL SKATEBOARDER

"A DESIGN SO UNIQUE THAT IT HAS LEFT OUR KIDS SPEECHLESS" - SANDWICH, IL PARK DISTRICT

"SPOHN RANCH'S KNOWLEDGE IN THE DESIGN & CONSTRUCTION OF SKATEPARKS IS BEYOND WORDS" - CITY OF ALAMOGORDO, NM

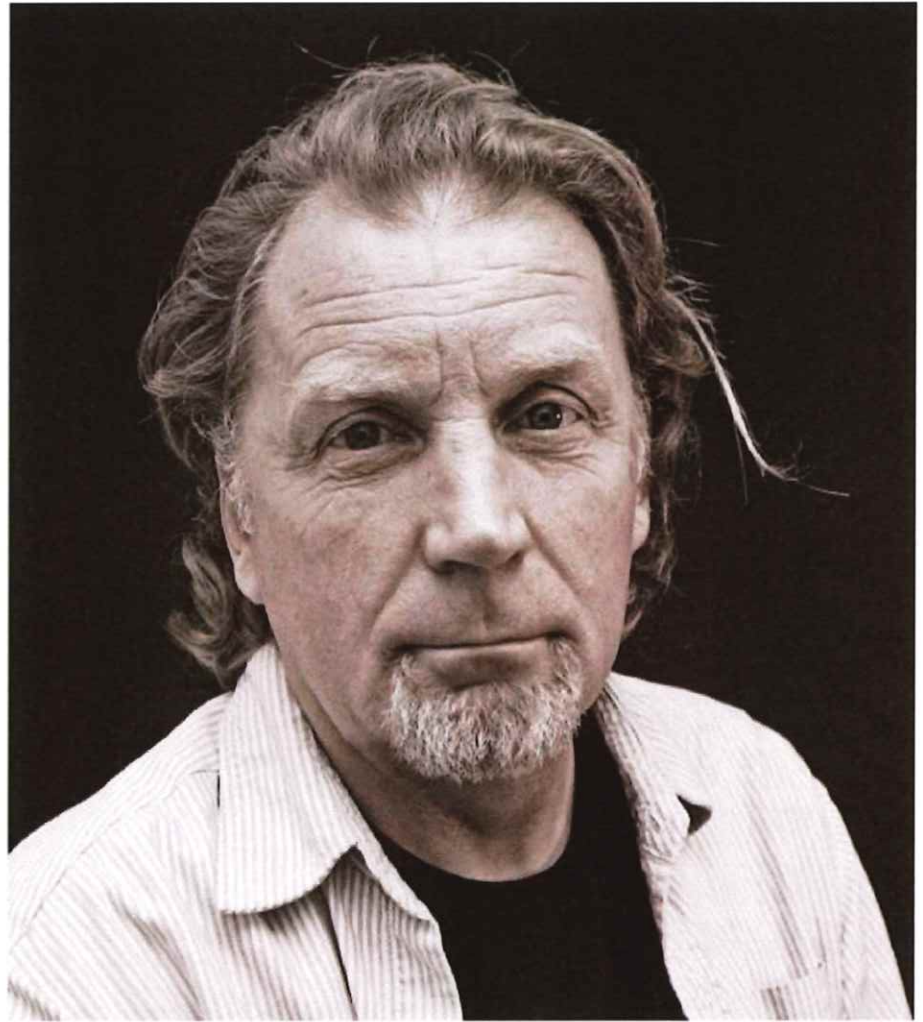
"TRULY GRATEFUL TO SPOHN RANCH FOR THEIR PASSION, PROFESSIONALISM & EXPERTISE" - CITY OF NEWARK, OH

AARON SPOHN

FOUNDER
& PRESIDENT

SKILLS & EXPERTISE:

SKATEPARK DESIGN/BUILD
CARPENTRY | CONCRETE
COMMUNITY ENGAGEMENT
MASTER-PLANNING | ASTM
SKATEPARK OPERATIONS
GOVERNMENT CONTRACTING
PROJECT MANAGEMENT



PROJECT ROLE:

Principal-in-Charge

EDUCATION:

School of
Hard Knocks

EXPERIENCE:

40+ years skateboarding
25+ years in skatepark industry

AFFILIATIONS:

National Recreation & Park Association
California Park & Recreation Society

BACKGROUND:

Aaron is the embodiment of the entrepreneurial spirit. When he used a carpentry background to start Spohn Ranch in the early '90's, he had no back-up plan – he put everything he had behind his passion for action sports. That passion culminated in a backyard half-pipe that not only gave birth to a community, but eventually an award-winning skatepark design/build firm.

After Aaron helped launch skateparks into the mainstream when he partnered with ESPN to develop the X-Games, Spohn Ranch's backyard roots spread globally in the form of hundreds of cutting-edge creations.

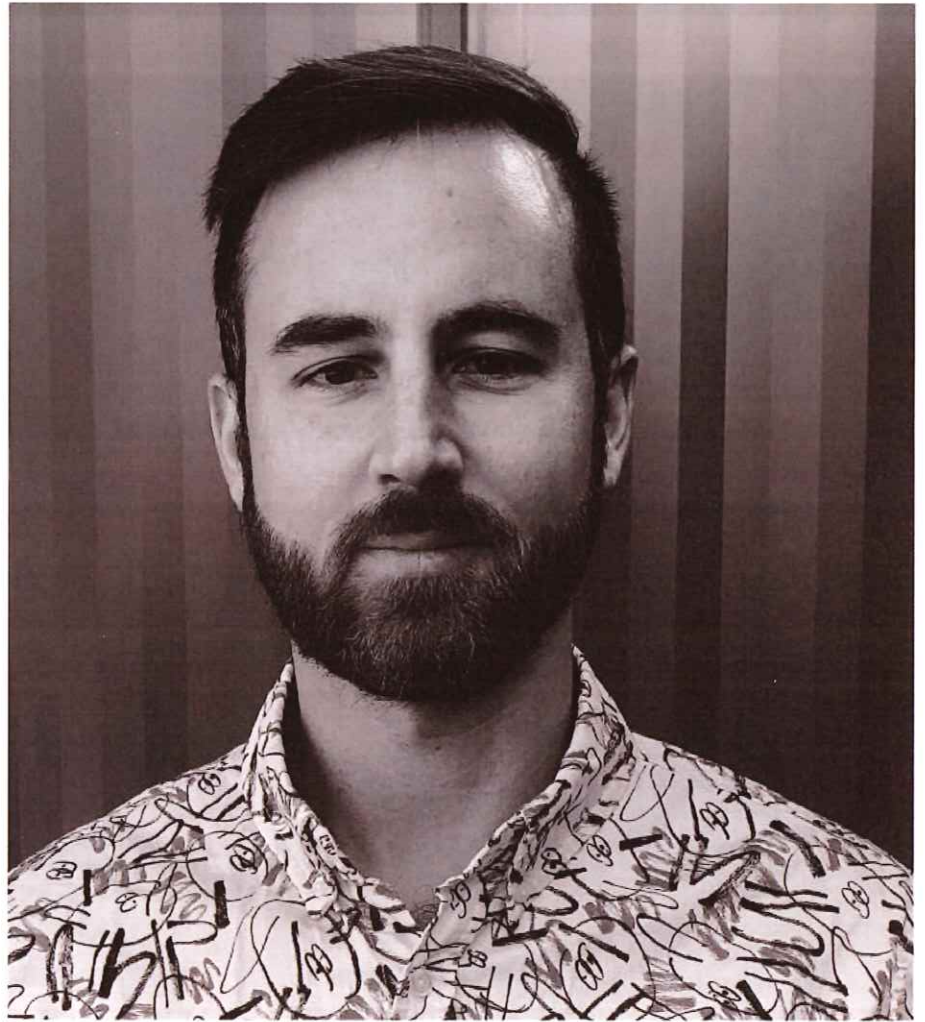
From permanent skateable landscapes to innovative installations for high-profile events, Aaron and Spohn Ranch have played an invaluable role in the exponential growth and development of action sports. Hailed by insiders as a pioneer of the modern municipal skatepark, Aaron has also spent considerable effort promoting the industry as a whole and sharing his extensive knowledge – including educational sessions at ASLA, NRPA and various states parks/recreation conferences.

VINCE ONEL

VP OF
SKATEPARK DESIGN

SKILLS & EXPERTISE:

SKATEPARK DESIGN | AUTOCAD
SITE ANALYSIS | CONCRETE
GRADING & DRAINAGE | STEEL
COMMUNITY ENGAGEMENT
SCHEDULING | COST ESTIMATING
GOVERNMENT CONTRACTING
PROJECT MANAGEMENT



PROJECT ROLE:

Project Manager
& Lead Designer

EDUCATION:

Bachelor of Science,
University of Southern California

EXPERIENCE:

20+ years skateboarding
10+ years in skatepark industry

ACCREDITATIONS:

LEED Green Associate
World of Concrete

BACKGROUND:

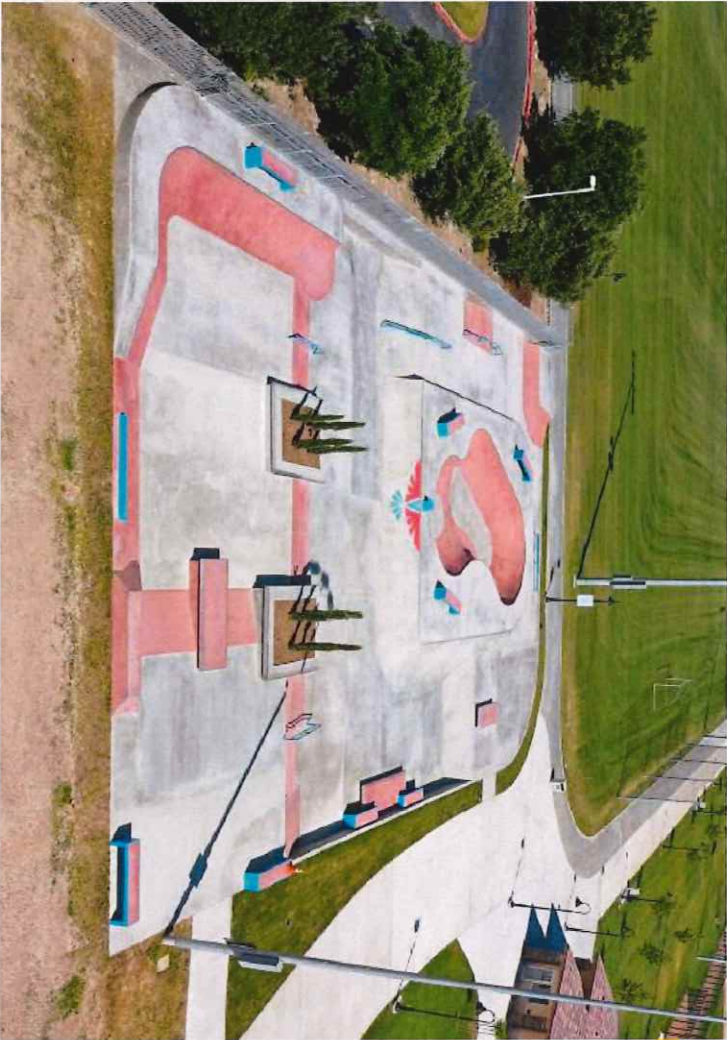
Vince grew up in Iowa and discovered skateboarding at age 10. After years of being chased by police on the campus where his father worked as a professor, Vince joined forces with fellow Iowa City skateboarders to advocate for a public skatepark. Advocacy efforts paid off and the park was successfully constructed in 2002. Lessons learned during this effort and a passion for architecture and construction paved the way for a bachelor's degree at the University of Southern California. Since joining Spohn Ranch in 2008, Vince's AutoCAD and critical thinking skills have led interdisciplinary teams for 150+ projects across 40+ states – always focused on maintaining schedule and budget.

HIGHLIGHTED PROJECT LIST:

- Logan Wells Skatepark - Anaheim, California
- Palm Lane Park Skatepark - Anaheim, California
- Central Park Skatepark - Stanton, California
- Manzanita Park Skatepark - Anaheim, California
- Schweitzer Park Skatepark - Anaheim, California
- Veterans Sports Park Skatepark - Tustin, California

TUSTIN LEGACY SKATEPARK

LOCATION: TUSTIN, CALIFORNIA
CLIENT: CITY OF TUSTIN
REFERENCE: CHAD CLANTON 714-573-3392 CCLANTON@TUSTINCA.ORG
SIZE: 11,000 SQ. FT. | YEAR: 2020



MANZANITA SKATEPARK

LOCATION: ANAHEIM, CALIFORNIA

CLIENT: CITY OF ANAHEIM

REFERENCE: JOSE JIMENEZ 714-765-4463 JIMENEZ@ANAHEIM.NE

SIZE: 10,000 SQ. FT. | YEAR: 2019





GEORGE LANE SKATEPARK

LOCATION: QUARTZ HILL, CALIFORNIA

CLIENT: COUNTY OF LOS ANGELES

REFERENCE: JON GARGAN 661-294-3518 JGARGAN@PARKS.LACOUNTY.GOV

SIZE: 15,000 SQ FT | YEAR: 2019



F. REQUIRED FORMS



CITY OF LAWDALE
Youth Development Center and Skatepark Design Phase II
RFP No. BN-2507-07

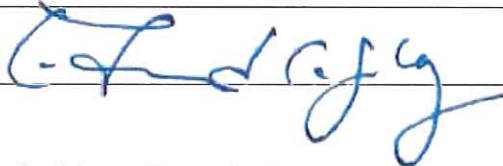
I attest that I have received Addendum #1 for RFP BN-2507-07 for the Youth Development Center and Skatepark Design Phase II.

Proposer's Firm Name: Black O'dowd and Associates, Inc. dba BOA Architecture

Firm's Address: 1511 Cota Avenue, Long Beach, CA 90813

Proposer's Name: Edward Lok Ng Proposer's Title: President

Signature:



Please submit this acknowledgement with your RFP.

Reminder - the deadline to submit proposals is Wednesday, July 16, 2025, at 2:00 pm.

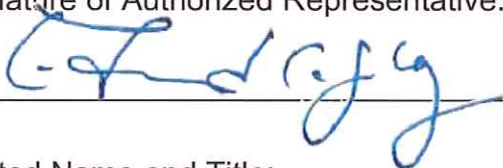
6.2.2 Non-Collusion Affidavit

RFP #: BN-2507-07

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Lawndale or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Lawndale public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:



Printed Name and Title:

Edward Lok Ng, President

6.2.3 Compliance with Insurance Requirements

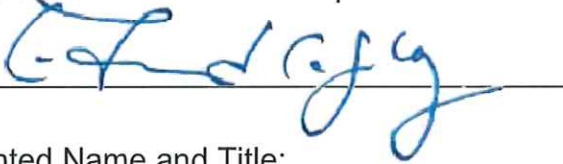
RFP #: BN-2507-07

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:



Printed Name and Title:

Edward Lok Ng, President

6.2.4 Acknowledgement of Professional Services Agreement

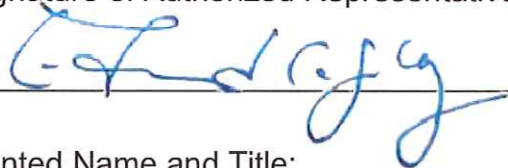
RFP #: BN-2507-07

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

N/A

Signature of Authorized Representative:



Printed Name and Title:

Edward Lok Ng, President

Contractor Name:

G. FEE SCHEDULE

G. FEE SCHEDULE

BOA's Overall Project Design Fee

City of Lawndale Youth Development Center

date: July 16, 2025

Construction Cost Est: \$11 million

for: City of Lawndale, Yvette Palomo, Jason Minter

prepared by: BOA Architecture, Edward Lok Ng

	STAFF	HRS	UNIT	HR RATE	COST	TOTAL
TASK 1						
kick-off meeting to verify scope of work	PM	6	hrs	150	900	
project management	PM	6	hrs	150	900	
site assessment, measurements & photos	Sr tech	0	hrs	110	0	
						1,800
TASK 2 - DESIGN AND CONSTRUCTION DOCUMENTS						
design options of floor plan for design additions	PM	20	hrs	150	3,000	
refine-develop floor plan, exterior elevations, interior design	PM	100	hrs	150	15,000	
project management, coordinate w Client, consultants	PM	100	hrs	150	15,000	
3D color renderings	Sr tech	60	hrs	110	6,600	
CADD-3D	Sr tech	400	hrs	110	44,000	
building-safety dept. & Client submittals, corrections	Sr tech	100	hrs	110	11,000	
cost estimate	PM	20	hrs	150	3,000	
specs	PM	40	hrs	150	6,000	
quality control	PM	40	hrs	150	6,000	
						109,600
TASK 2 - SUB-CONSULTANTS and BOA EXPENSES						
civil engineering (DMS)					36,400	
sketepark designer(Spohn Ranch)					21,700	
landscape Architect (DVD), and misc. expenses					62,000	
structural engineering					60,000	
electrical engineering; for building, and site					24,000	
mechanical engineering					13,000	
plumbing engineering					8,000	
Low voltage-security					17,000	
Solar-PV					9,000	
dry utilities coordination					10,000	
acoustical engineering					6,000	
AV (audio-visual) technology					3,000	
fire suppression, fire alarms					3,000	
BOA's photocopies, large size prints, delivery					300	
						273,400
TASK 3 - MEETING ATTENDANCE AND SUPPORT						
kick-off meeting	PM	8	hrs	150	1,200	
project management	PM	10	hrs	150	1,500	
bi-weekly meetings	PM	80	hrs	150	12,000	
City Council meetings	PM	30	hrs	150	4,500	
						19,200
TASK 4 - BIDDING PHASE						
project management, coordinate w Client, consultants	PM	5	hrs	150	750	
RFI response	PM	20	hrs	150	3,000	
CADD-3D	Sr tech	5	hrs	110	550	
						4,300
TASK 5 - CONSTRUCTION PHASE						
project management, coordinate w Client, consultants	PM	20	hrs	150	3,000	
RFI, submittals	PM	120	hrs	150	18,000	
meetings	PM	80	hrs	150	12,000	
CADD-3D	Sr tech	40	hrs	110	4,400	
Landscape architect, see attached fee proposal from DVD					20,300	
Mechanical, electrical, plumbing engineering					9,000	
						66,700
TOTAL DESIGN FEE:					\$475,000	

HOURLY RATES

BLACK O'DOWD AND ASSOCIATES, INC.
DBA BOA ARCHITECTURE
1511 COTA AVENUE
LONG BEACH, CA 90813
PH: 562-912-7900



POINT-OF-CONTACT:
EDWARD LOK NG, PRESIDENT
LOK.NG@BOAARCHITECTURE.COM

JOB TITLE	HOURLY (NOT TO EXCEED)
Principal Architect	\$160.00
Project Manager	\$150.00
Project Designer	\$125.00
Senior Designer	\$110.00
Senior Technical	\$100.00
Draftsman/AutoCAD Operator	\$95.00
Other Technical Staff	\$85.00
Structural Engineer	\$150.00
Mechanical Engineer	\$160.00
Electrical Engineer	\$160.00
"Other" Sub-Consultant	\$150.00
Clerical Staff	\$80.00
Prints	\$0.50/s.f.

- The above hourly rates are fully burdened or loaded, including full compensation for all overhead and profit. Billing rates shall include provision for normal office costs, including, but not limited to: office rental, utilities, insurance, cell phone or radio, equipment, normal supplies and materials, in-house reproduction services, and local travel costs.
- The proposed hourly rates are guaranteed for the duration of the contract.

.....
July 11, 2025



Designing landscapes that create
community...

Edward "Lok" Ng
BOA Architecture
1151 Cota Avenue
Long Beach, CA 90813

**RE: PROPOSAL TO PROVIDE PROFESSIONAL LANDSCAPE
ARCHITECTURE DESIGN SERVICES FOR LAWDALE YOUTH DEVELOPMENT CENTER**

Dear Mr. Ng,

Thank you for the opportunity to partner for the 2nd Phase of the Lawndale Youth Development Center and Skate Park Project. David Volz Design is familiar with the Park, and the Conceptual Plan having assisted on the Conceptual design effort. We are excited for this opportunity and the proposed program which will benefit the Lawndale community.

For this project, David Volz Design (DVD) will provide Landscape Architectural Design Services to prepare Construction. These plans will include proposed improvements in the area outlined in the RFP and previous conceptual design efforts. Our sub-consultants DMS and Spohn Ranch will provide Civil Engineering Services and Skate Park Design. DMS provide Demolition plans, Utility plans, Grading and Horizontal control, Erosion control and SUSMP. Spohn Ranch will provide skate park layout, sections, and details. DVD will provide site design refinement, Hardscape and wall layout, Site Furnishings, Tree plan, Shrub plan, and Irrigation plans. Plans will be accompanied by specifications, estimates, bid form and special provisions with payment item descriptions. The proposed site improvements will include a courtyard with site furnishings, a skate park / plaza, and new landscape and irrigation. All improvements will be easily maintainable and durable. Proposed landscape will be climate appropriate and will meet the MAWA and MWELo requirements.

Our plans will include a construction materials schedule that will include a written description for all items proposed. Construction documents, technical specifications, special provision payment items, and final estimate will be prepared and submitted at 30% 60%, 90%, and Final.

Construction documents will be prepared in AutoCAD and submitted as PDFs on titleblocks as provided by BOA and the City of Lawndale. DVD will utilize survey prepared by DMS as the basis of design for park site elements.

We will also include bidding review support and construction period for DVD and DMS. Bidding assistance and Construction Period Services will allow the design team to assist in providing bidder responses and answer RFI's and submittals as well as prepare a final punch list and as-built plans.

David Volz Design has provided similar design services for skate parks and community centers across Southern California. The whole DVD team looks forward to this exciting project. Should you have any questions about this proposal or if I can assist in any way, please do not hesitate to call.

Very truly yours,

DAVID VOLZ DESIGN

Eric Sterling, R.L.A. # 5463

.....
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
84 W Santa Clara Street, Suite 700
San Jose, CA 95113
669.444.0461

San Diego Office
4660 La Jolla Village Dr, Suite 100 #1834
San Diego, CA 92122
858.2471222

SCOPE OF SERVICES

TASK 1 – PROJECT MANAGEMENT

- 1.01 Initial kickoff meeting with city project staff
 - a. Review project criteria and program objectives
 - b. Review procedures and design schedule
 - c. Critical /High priority scope
- 1.02 Project Design Schedule
 - a. Provide baseline and monthly updates
 - b. Include submittals, meetings and milestones
- 1.03 Data Gathering and Analysis
 - a. Collect available data and maps
 - b. Review site plans and documents
- 1.04 Project Management
 - a. Schedule and lead weekly coordination and progress meetings with the City.
 - b. Coordinate meetings with other agencies as necessary
 - c. Conduct and demonstrate effective quality assurance and quality control measures
 - Review of all notes and design calculations, along with design drawings and specifications, by an appropriate reviewer independent of the Project design team prior to each design submittal (30%, 60%, 90% and Final)
 - Constructability and operational review of the design submittals.
 - d. Notify the BOA of any out-of-scope work items and obtain City approval prior to proceeding, no exceptions.

DELIVERABLES

Project schedule
Meeting agendas and summaries

TASK 2 - CONSTRUCTION DOCUMENTS

- 2.01 Design Development Style Guide & Resource Log
 - a. Provide specifications for, color, text, graphics, materials and construction
 - Catalog cuts
 - Product literature
 - Written description of components, materials, finishes, custom features, and any related elements
 - b. Provide resource list for purchasing and specifying park elements
 - c. Revise and update per City comments at each construction document submittal (60%, 90% and Final)
- 2.02 Prepare construction drawings
 - a. Demolition plans (DMS)
 - b. Erosion Control plan (DMS)
 - c. Site construction plan, schedule and details
 - d. Precise grading plans with horizontal control and curve data (DMS)
 - e. Utility plans (DMS)
 - f. Planting plan and details
 - g. Irrigation plan and details
 - h. SUSMP
 - i. Hydrology study (DMS)
 - j. Skate park layout plan, sections, and details (Spohn Ranch)
- 2.03 Technical specifications (CSI Format)
- 2.04 Estimate of probable costs
- 2.05 Submittals at 60%, 90% and Final
 - a. Review comments made by the City and/or plan check comments at each submittal
 - b. Revise plans, estimate and specifications per comments at each submittal
- 2.06 Assist the City with bid preparation of documents

DELIVERABLES

Development Design Style Guide & Resource Log
 Construction documents package (60%, 90% & Final submittals)
 Technical specifications
 Estimate of probable costs

TASK 3 – BIDDING ASSISTANCE

- 3.01 Bidding Assistance
 - a. Provide answers to pertinent pre-bid questions
 - b. Assist the city in evaluation of bids

TASK 4 – CONSTRUCTION PERIOD SERVICES

- 4.01 Construction Assistance
 - a. Attend pre-construction meeting
 - b. Respond to project Requests for Information (RFI's) and Submittals
 - Rejection of work
 - Substitutions
 - Final color and product selections
 - c. Participate in construction progress meetings
 - d. Site visits at each milestone
 - e. Prepare meeting summaries
 - f. Final punch walk and report

4.02 As-built Record Drawings (optional)

MEETINGS & DELIVERABLES

RFI & Submittal responses
 Site visits
 Meeting summaries
 As-Built Record Drawings



- ① 4' FENCE
- ⑥ LOW PRECAST WALL
- ⑪ CHAISE SEATING
- ② 8' FENCE
- ⑦ CORNHOLE TABLES
- ⑫ METAL SLAT SEATING
- ③ EXISTING TREE
- ⑧ CHAISE SEATING
- ⑬ PING PONG
- ④ ENHANCED PAVERS
- ⑨ ROCK CORRIE
- ⑭ BIKE RACK

FEE PROPOSAL

We have the knowledge and expertise to creatively take this project from start to finish, from design development through final, construction engineering and construction. We have provided similar services on hundreds of communities defining projects for cities throughout Southern California. We have a very creative team and our desire to be your City's design partner will be evidenced in our energy and enthusiasm every step of the way.

Scope of Services	PR \$230	SLA \$175	PM \$160	PD \$120	AD \$110	Total Hrs	Fee
Task 1 - Project Management	4		48		2	54	\$ 8,820
Task 2 - Construction Documents	16	48	96	136	8	304	\$ 44,640
Task 3 - Bidding Assistance	4	8	8			20	\$ 3,600
Task 4 - Construction Assistance	16		80	24	8	128	\$ 20,240
	40	56	232	160	18	506	\$ 77,300

DMS Civil Engineering	\$ 36,317
SPOHN RANCH Skate Design	\$ 21,620
Reimbursable expenses, printing, copying, postage, etc.	\$ 5,000

TOTAL PROPOSED DESIGN FEE \$ 140,237

ASSUMPTIONS

1. Only services specifically noted in the scope of services are included in the fee schedule. Services such as construction survey, utility potholing, etc. are not included.
2. See the subconsultant proposals attached for proposed services and additional excluded services.
3. The following project expenses will be billed at cost plus 15% administrative fee in addition to the professional fees listed above:
 - Printing, copying, scanning, graphic, photography and reproduction services
 - Delivery, shipping and courier charges
 - Subconsultant fees and expenses
 - Agency fees, permits, plan check and inspection fees
4. The reimbursable allowance will only be billed as-needed.

DMS
CONSULTANTS, INC.
CIVIL ENGINEERS

July 8, 2025

Eric Sterling
David Volz Design, Inc.
151 Kalmus Drive, Suite M8
Costa Mesa, CA 92626

esterling@dvolzdesign.com

SUBJECT: Lawndale Youth Development Center

Dear Eric:

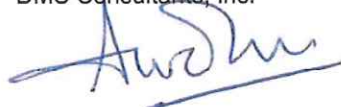
DMS Consultants, Inc., is pleased to present this proposal to provide civil engineering design services for the subject project.

The scope of work and corresponding fee is listed on the attached Exhibit A. Our lump sum fee for providing these services is \$31,580.00.

We appreciate the opportunity to provide this proposal, if this submittal meets your approval, please sign in the space provided below and return one copy to our office.

If you have any questions or concerns regarding this proposal, please contact the undersigned.

Sincerely,
DMS Consultants, Inc.



Surender Dewan, P.E.
President

Approved by:

Eric Sterling
David Volz Design, Inc.

Date: _____

lawndale.PRO
Enclosures: Exhibit A



EXHIBIT A
Lawndale Youth Development Center
July 8, 2025

TASK 1 – Preliminary Design (60% Submittal)		\$18,280.00	
1	Base sheet per Architect's site plan		\$1,040.00
2	Demolition plan		\$1,040.00
3	Precise grading and drainage plan at 1"=10' scale.....		\$4,800.00
4	Erosion control plan		\$1,200.00
5	Utility plan		\$1,800.00
6	Hydrology study		\$1,600.00
7	SUSMP		\$4,200.00
8	Cost estimate.....		\$1,200.00
9	Specifications - special provisions section.....		\$1,400.00
TASK 2 – Final Construction Documents (90% & 100% Submittal)		\$7,300.00	
10	Demolition plan		\$600.00
11	Precise grading and drainage plan at 1"=10' scale.....		\$1,800.00
12	Erosion control plan		\$400.00
13	Utility plan		\$900.00
14	Hydrology study		\$800.00
15	SUSMP		\$1,400.00
16	Cost estimate.....		\$800.00
17	Specifications - special provisions section.....		\$600.00
TASK 3 – Bidding and Construction Phase		\$2,000.00	
18	Response to RFI's and assistance during bidding phase.....		\$2,000.00
19	Construction support		\$4,000.00
TOTAL FEE:			\$31,580.00

* Geotechnical investigation to be provided by client.

SCHEDULE OF HOURLY RATES

▼ Project Manager	\$180.00
▼ Senior Project Engineer	\$160.00
▼ Project Engineer	\$125.00
▼ Design Engineer	\$110.00
▼ Survey Manager	\$115.00
▼ Two-Man Survey Crew	\$240.00
▼ Clerical	\$60.00



SPOHN RANCH, INC.
P 626-330-5803
F 626-330-5603
W SPOHNRANCH.COM
E INFO@SPOHNRANCH
6824 S CENTINELA AVE.
LOS ANGELES, CA 90230

LET'S ROLL.

PHASE 2 – CONSTRUCTION DOCUMENTS

Task 2.1 Construction Documents Kick-Off Meeting – Spohn Ranch will lead a virtual meeting with the Client to review 100% Design Development, special requirements and points of coordination.

- Task 2.1 Deliverable
 - Meeting Minutes (PDF)

Task 2.2 60% Construction Documents – Spohn Ranch will prepare professional construction documents detailing the skatepark-specific site improvements.

- Task 2.2 Deliverable (PDF & AutoCAD)
 - Information Plan
 - 3D Perspective
 - Layout Plan
 - Steel Plan
 - Jointing Plan
 - Grading & Drainage Plan
 - Sections
 - Construction Details
 - Technical Specifications

The Client will provide a title block and site base in AutoCAD format. Spohn Ranch will coordinate with the Client on other aspects of the construction documents such as access pathways, landscaping, etc.

Task 2.3 60% Construction Documents Review Meeting – The Client will review the 60% Construction Documents submittal and prepare redline comments. Spohn Ranch will lead a virtual meeting with the Client to review the redline comments and identify actions necessary to address the comments.

- Task 2.3 Deliverable
 - Meeting Minutes (PDF)

Task 2.4 90% Construction Documents – Spohn Ranch will incorporate feedback from the 60% Construction Documents Review Meeting and prepare a 90% Construction Documents submittal.

- Task 2.4 Deliverable
 - 90% Construction Documents (PDF & AutoCAD)

Task 2.5 90% Construction Documents Review Meeting – The Client will review the 90% Construction Documents submittal and prepare redline comments. Spohn Ranch will lead a virtual meeting with the Client to review the redline comments and identify actions necessary to address the comments.

- Task 2.5 Deliverable
 - Meeting Minutes (PDF)

Task 2.6 100% Construction Documents – Spohn Ranch will incorporate feedback from the 90% Construction Documents Review Meeting and prepare a 100% Construction Documents submittal sealed by a CA-licensed structural engineer.

- Task 2.6 Deliverable
 - 100% Construction Documents (PDF & AutoCAD)



SPOHN RANCH, INC.
P 626-330-5803
F 626-330-5503
W SPOHNRANCH.COM
E INFO@SPOHNRANCH
6824 S CENTINELA AVE.
LOS ANGELES, CA 90230

LET'S ROLL.

EXHIBIT B – PROJECT FEES

Fees for services described in Exhibit A shall be incurred and paid pursuant to the following schedule:

Phase 1 has been completed

POSITION:	HOURLY RATE:	ESTIMATED HOURS:	ESTIMATED FEE:
PHASE 1 – DESIGN DEVELOPMENT			
PRINCIPAL	\$200.00	10	\$2,000.00
PROJECT MANAGER	\$150.00	40	\$6,000.00
DESIGNER	\$150.00	80	\$12,000.00
DRAFTER	\$100.00	30	\$3,000.00
RENDERING ARTIST	\$75.00	40	\$3,000.00
ESTIMATOR	\$75.00	10	\$750.00
PHASE 2 – CONSTRUCTION DOCUMENTS			
PRINCIPAL	\$200.00	6	\$1,200.00
PROJECT MANAGER	\$150.00	20	\$3,000.00
DESIGNER	\$150.00	20	\$3,000.00
DRAFTER	\$100.00	80	\$8,000.00
STRUCTURAL ENGINEER	\$250.00	10	\$2,500.00
ESTIMATED REIMBURSABLES + 10% MARK-UP			\$1,100.00
NOT-TO-EXCEED GRAND TOTAL			\$45,550.00 18,800

- Reimbursable expenses (travel, printing, etc.) are included in the above fees
- Fees do not include any work not expressly described in Exhibit A
- Fees assume Spohn’s standard terms and conditions incorporated into subsequent agreement



SPOHN RANCH, INC.
 P 626-330-5803
 F 626-330-5503
 W SPOHNRANCH.COM
 E INFO@SPOHNRANCH
 6824 S CENTINELA AVE.
 LOS ANGELES, CA 90230

LET'S ROLL.

ATTACHMENT D

PROJECT SCHEDULE

Prepared by BOA Architecture, Edward Lok Ng. Date: 8-12-25

The proposed Time Schedule for the City of Lawndale, Youth Development Center Phase 2 Project is as follows:

<u>Milestone</u>	<u>Months</u>
NTP Project Kickoff Meeting, Confirm Scope of Work and review revisions to the original design floor plan.	0
Submit Design Development, or 30% Construction Documents	2.5
Client Review	0.5
Submit 60% construction Documents	2.5
Client Review	0.5
Submit 90% Construction Documents to City Building-Safety Dept. by end of Jan. 2025	3
Client Review and expedited City Plancheck review & comments	2
Submit 100% Construction Documents and procure all City Building-Safety Dept. Approvals and Submit 100%	2
Total Design Time:	13 Months from Kick-off Meeting

ATTACHMENT E

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATEPARK DESIGN PHASE II

This Contract Services Agreement (“Agreement”) is made and entered into this 15th day of September 2025, by and between the City of Lawndale, a municipal corporation (“City”), and Black O’Dowd and Associates, Incorporated, dba as BOA Architecture (“Consultant”). The term Consultant includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide the work and services specified in the “Scope of Services” attached hereto as *Exhibit “A”* and incorporated herein by this reference. Consultant warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Consultant’s Proposal. The Scope of Services shall include the Consultant’s proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 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 having jurisdiction.

1.4 Licenses, Permits, Fees and Assessments. Consultant 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 this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant’s performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Consultant warrants that Consultant (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 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 Consultant, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Consultant 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 Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor.

1.7 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.

1.8 Environmental Laws. Consultant shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Consultant shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant 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 Four Hundred Seventy-Five Thousand dollars (\$475,000) ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City.

Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Consultant wishes to receive payment, no later than the first (1st) working day of such month, Consultant shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of

the invoice. Except as provided in Section 7.2, City shall pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form. City will review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Consultant for correction and resubmission. City reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work is found substantially inadequate.

2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

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

3.2 Schedule of Performance. Consultant 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"*, if any, and incorporated herein by this reference.

3.3 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 Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, Consultant fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant 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 Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion of the services no later than December 1, 2028.

4.0 COORDINATION OF WORK

4.1 Representative of Consultant. Edward Lok Ng, President, is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced, nor may his responsibilities be substantially reduced by Consultant without the express written approval of City.

4.2 Contract Officer. The City's City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Consultant.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

4.4 Independent Consultant. Neither the City nor any of its employees shall have any control over the manner or means by which Consultant or its employees, perform the services required herein, except as otherwise set forth herein. Consultant shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Consultant represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Consultant as employees. Consultant shall not at any time or in any manner represent that it or any of its employees are employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant. In the event that Consultant or any employee of Consultant providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then

Consultant shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Consultant or any staff used to provide services under this Agreement are employees of the City.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance. Consultant 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:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000.00 per accident for all covered losses.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A policy of Professional Liability insurance in an amount not less than \$2,000,000 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, 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 also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Consultant shall, prior to the cancellation or amendment 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 Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Consultant agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible. If the Consultant's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Consultant.

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 or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782.8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, employees, or subcontractors of Consultant.

6.0 RECORDS AND REPORTS

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

6.2 Records. Consultant shall keep, and require subcontractors to keep, such 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. 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. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Consultant, its employees and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Consultant to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Consultant in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Consultant, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena. If Consultant, or any officer, employee, or agent of Consultant, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's conduct. Consultant must promptly notify City should Consultant, its officers, employees, or agents 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 services performed under this Agreement. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted 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 Los Angeles, State of California, or any other appropriate court in such county, and Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

7.3 Waiver. No delay or omission in the exercise of any right or remedy by a 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.

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Consultant shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for the reasonable value of the work product actually produced 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 and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After Termination for Default of Consultant. If termination is due to the failure of the Consultant 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 Consultant 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 Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.6 Attorneys' 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 may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, 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 Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Consultant. Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Consultant shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Consultant will be performing a specialized or general service for the City and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Consultant and its officers or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Consultant covenants that, by and for itself, its 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, marital status, national origin, or ancestry in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other 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, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Consultant, to the person 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.

9.2 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.

9.3 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, 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 an instrument in writing signed by both parties.

9.4 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a 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 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.

9.5 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 is binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.6 Counterparts. This Agreement may be executed in several counterparts, each of which will constitute one and the same instrument and will become binding upon the parties when at least one copy has been signed by both parties. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission. Such electronic signatures will have the same effect as an original signature, provided that a wet signature copy is also mailed to the other party.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager, as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

SIGNATURES ON THE NEXT PAGE

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY:

CITY OF LAWNDALE,
a municipal corporation

By: _____
Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

Gregory M. Murphy, City Attorney

[NOTE TO STAFF: TWO signatures are required if the Consultant is a corporation, company or partnership. Delete this note in preparing your agreement.]

CONSULTANT:

BOA Architecture, Incorporated, a California corporation

By: _____
Name: Edward Lok Ng
Title: President

By: _____
Name: Kyle Ng
Title: Secretary/Treasurer

Address: Black O'Dowd and Associates, Inc.
1511 Cota Avenue
Long Beach, CA 90813

EXHIBIT "A"

SCOPE OF SERVICES

Items below are not listed in chronological order. BOA Architecture will determine the order in which each task mentioned below is completed based upon the needs of the project and to conform to the project timeline included in Exhibit "D" of this agreement.

BOA Architecture is responsible for managing the following sub-consultants while completing Phase II services included in the agreement such as, but not limited to: David Volz Landscape Architects, Spohn Ranch Skate Park Designer and all other unknown sub-contractors completing tasks related to this agreement.

- Task 1
 - Kickoff meeting with key stakeholders
- Task 2 – Design and Construction Documents
 - 3D color renderings/CADD 3D
 - Building & Safety dept. and client submittals
 - Cost Estimates
 - Sub-consultants
 - Civil engineering
 - Skatepark designer
 - Landscape architect
 - Structural engineering
 - Electrical engineering
 - Mechanical engineering
 - Plumbing engineering
 - Low voltage-security
 - Solar-PV
 - Dry utilities
 - Acoustical engineering
 - AV technology
 - Fire suppression/alarms
- Task 3 – Meeting Attendance and Support
 - Project management
 - Bi-weekly meetings
 - City Council meetings
- Task 4 – Bidding Phase
 - Project management
 - RFI responses
 - CADD-3D
- Task 5 – Construction Phase
 - Project management
 - RFI, submittals
 - Landscape architect
 - Mechanical, electrical, plumbing, engineering

Deliverables

BOA Architecture is required to provide the City with the following Phase II deliverables per the project timeline identified in Exhibit "D" Schedule of Performance:

- Design Development, or 30% Construction Documents
- Design Development, or 60% Construction Documents
- Design Development, or 90% Construction Documents
- Submit 100% Construction Documents and all City Building-Safety Department Approvals

EXHIBIT "B"
SPECIAL REQUIREMENTS

None.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

Task 1	Kickoff Meetings	\$1,800
Task 2	Design and Construction Documents	\$109,600
Task 2	Sub-consultants	\$273,400
Task 3	Meeting Attendance and Support	\$19,200
Task 4	Bidding Phase	\$4,300
Task 5	Construction Phase	\$66,700
	TOTAL	\$475,000

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

The City believes that the following target dates and milestones in the project schedule below are attainable as identified in Section D. The Project Schedule submitted with the BOA Proposal shall serve as the baseline for the project.

Project Schedule for design and construction documents:

- Week of October 1 – Kickoff meeting with key stakeholders
- On or before January 1, 2026 – submittal of 30% Construction Documents
- On or before April 1, 2026 – submittal of 60% Construction Documents
- On or before July 1, 2026 – submittal of 90% Construction Documents
- On or before September 1, 2026 – Plancheck review complete
- On or before November 1, 2026 – Submittal of 100% Construction documents and procurement of all City Building-Safety Dept. approvals

The agreement term is for three (3) years. As indicated above, the design and construction document phase will take approximately 13-14 months, after which the Consultant will be assisting with the meetings, the bidding process, and construction management for the duration of the project which is anticipated to take approximately 3 years.

ATTACHMENT F



CITY OF LAWNDALE
REQUEST FOR PROPOSALS NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

JULY 16, 2025





CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

COVER LETTER



Hidden Hills Community Center



Barnes Park Teen Center



Harbor Hills Community & Teen Center

July 16, 2025

Att: Yvette Palomo

Lawndale City Hall, Office of the City Clerk
14717 Burin Avenue
Lawndale, CA 90260

We are pleased to submit our qualifications to the city of Lawndale for the design construction documents and construction administration of the youth development center and skate park design phase II Project. Founded in 1979, and with 45 years of experience, Albert Group has designed teen recreation buildings, community centers, and educational facilities throughout Southern California that have become important places in their communities. Each of these projects has common threads, including sustainability and constructibility, that would be applicable to the issues faced by City of Lawndale.

Our project approach, detailed below has been implemented successfully for similar civic modernization and improvement projects. We reviewed and understand the scope of services at each phase of the project. Our approach and management experience contribute to our ability to deliver great public places and required deliverables.

- Park Structures at Louis Pompeii Park, Glendora, CA
- Community and Teen Centers for Los Angeles County at East Rancho Dominguez Park, Harbor Hills, Lomita, and Pico Rivera, CA
- Teen Center Recreation Building for Roxbury Park, Beverly Hills
- Multi-purpose Teen Facilities for Private Camps in the Santa Monica Mountains

Stephen M. Albert, AIA, would be the Principle-in-Charge and contact person with Lawndale and responsible for Design. Adam Polk would be the project manager and liaison with the City. Brittany Edwards will be responsible for sustainability strategies and consultant coordination. (Resume's included)

We acknowledge receipt of the Addendums issued by the City.

Our consultants consist of firms with exceptional qualifications and technical expertise with renovations, new construction and cost estimating for park facilities. (Resume's included)

I very much look forward to taking the next step toward working with the city of Lawndale on this important project.

Sincerely,

Stephen M. Albert, AIA
Principal
California Architect's License: C-941Z





CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

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CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

FIRM PROFILE

- **Primary Contact**
Stephen M. Albert, AIA
salbert@tagarch.net
310-820-8863 x 201
310-487-3264
- **Registration**
California: C9412 (1977)
Massachusetts: AR 3253 (1974)
NCARB #15240
- **Federal Employer**
#46-0578746
1745 Berkeley St, Studio 4
Santa Monica, CA 90404
- **Wholly Owned by**
Architag LLP
- **Mr Albert has been a licensed practicing architect since 1974, 51 years**
- **There have been no failures or refusals to complete a contract**
- **We have received and acknowledge the 5 Addendums issued by the City**

In practice since 1979, Albert Group has been providing continuous Architectural services including teen and community centers from 1982, from our sole office at 1745 Berkeley St in Santa Monica. Stephen M. Albert, AIA, leads a diversified staff of 11. We maintain a firm size that allows direct principal involvement in each project. Albert Group Architects is a Limited Liability Partnership.

The goal of our firm is to represent the client's interests through the lens of design. Each project undertaken by Albert Group Architects represents a special opportunity to provide sustainable Public Architecture. We serve the Community with better design, and a skill set of inclusion, community awareness and Project Management.

Albert Group Architects are respected, for both excellence in design and attentive client service. Our projects have received numerous design awards and Stephen M. Albert has been honored for his contributions to the profession. Albert Group Team has earned a reputation with many communities in Southern California for responsiveness, excellent service, and satisfied users.

We completed several projects near City of Lawndale including:

- Los Angeles County Fire Department Station upgrades
- Barnes Park in Baldwin Park

Our guiding principles for Civic Buildings include:

- The use of materials that wear well or do not wear at all
- Creative and unusual ways to introduce natural light. Natural light and pattern of sunlight have an uplifting, welcoming effect on users.
- Express the structure. Displaying the structure gives the building a sense of importance, no matter how big or small it really is.

We have the financial resources, track record and sophisticated computer programs such as REVIT and Enscape to successfully complete this project for City of Lawndale.

The design of public facilities requires a reliable team. The Albert Group Architects provides the experience and reliability sought by the City.



DOROTHY A.QUESADA
Community Center and Teen Center
Ontario, CA



CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

STATEMENT OF PROJECT UNDERSTANDING



Teen Center Barnes Park
Los Angeles, CA



ROXBURY PARK 'Teen' Game Room
Beverly Hills, CA

Albert Group Architects is pleased to submit our Statement of Understanding for the City of Lawndale's Youth Development Center and Skatepark project. We recognize the significance of this initiative in advancing the City's commitment to youth enrichment, community engagement, and the enhancement of public facilities.

Situated in the South Bay region of Los Angeles County, the City of Lawndale spans approximately 2 square miles and is governed under a council-city manager structure. The City has articulated a clear vision to develop a facility that not only serves the immediate needs of its youth but also supports long-term community vitality through accessible and inclusive programming.

Based on our review of the project documentation and conceptual design approved by the City Council in February 2025, we understand the project to encompass the following key components:

1. Youth Development Center

A purpose-built facility that will host educational, recreational, and developmental programs for the City's youth population. The Center is envisioned as a central hub for community-based services and engagement, designed to foster personal growth, social interaction, and civic participation.

2. Skatepark

A complementary recreational space designed to serve individuals of all ages, integrated both functionally and aesthetically with the Youth Development Center. The skatepark is intended to promote active lifestyles and community inclusion through thoughtful design and accessibility.

3. Second-Story Municipal Expansion

A vertical addition to the project site to accommodate the City's Municipal Services Department and Cable Television Office/Studio. This component aims to optimize land use while maintaining operational separation and flexibility for future municipal programming.

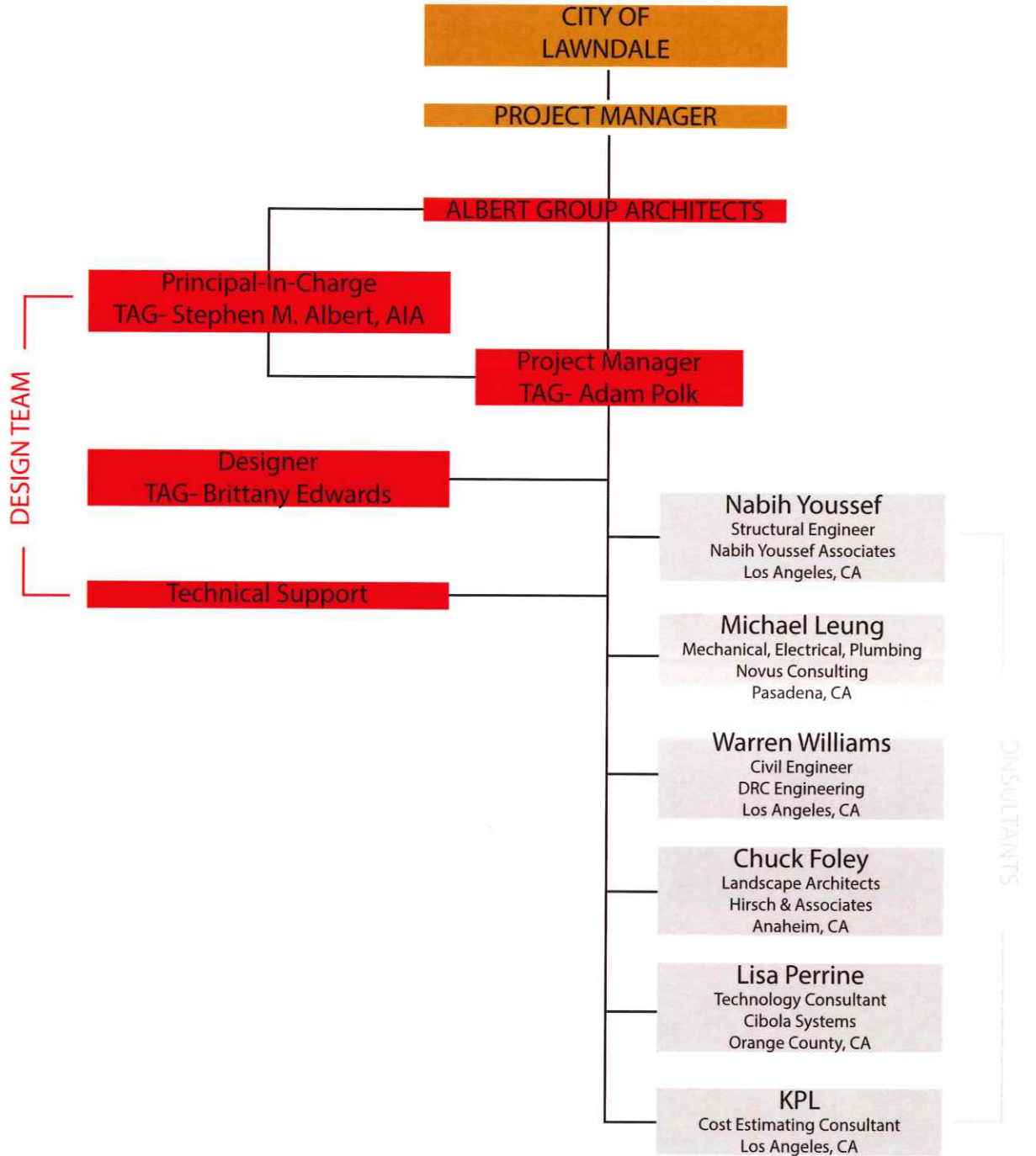
Albert Group Architects is committed to advancing the project vision with integrity, technical proficiency, and design excellence. We understand the importance of aligning our work with the conceptual foundation previously established, while engaging collaboratively with City stakeholders to ensure that the final design meets programmatic, budgetary, and aesthetic expectations.

We bring to this opportunity a strong portfolio of public-sector experience that began almost in 1982 as soon as we began our firm, a multidisciplinary design approach, and a demonstrated ability to deliver innovative, community-focused solutions. We look forward to the possibility of partnering with the City of Lawndale on this transformative civic endeavor.



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

TEAM ORGANIZATION





CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

APPROACH TO WORK PROGRAM



Architectural Services

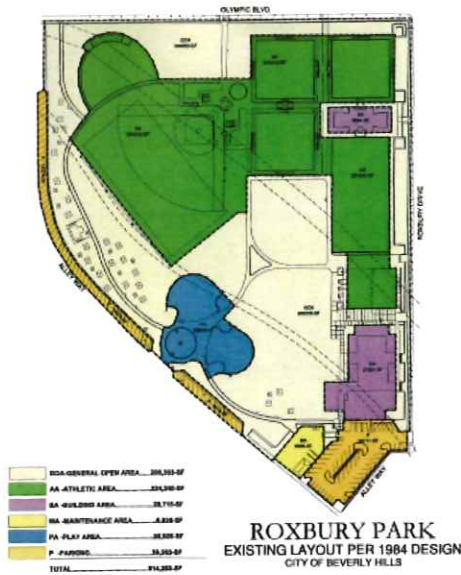
- We develop options including discussion of trade offs and expected outcomes of implementing different project options.
- We assist in communicating planning concepts to decision makers and the general public, including preparing conceptual design/massing alternatives, renderings and photo-simulations, site plans, maps, 3-D models, illustrations, and diagrams for use as visualization tools. We include 3-D modeling and photo realization by walking through color representations.

Organization and Strategy

- The Project Manager will be the point of communication between the City and the project team to resolve key project issues. They will be responsible for establishing schedules, guiding meetings and funneling information and questions from the design team to the owner's representatives. A seasoned team whose experience has contributed to the success of numerous projects will support them. This team has strong experience in planning, design, and construction, as well as a high level of experience in working with city agencies.

Our Project Manager is responsible for communication with the City by:

- Establishing schedules
- Guiding weekly meetings
- Through Dropbox, guiding information and questions from the design team to the Owner's representatives.
- Using REVIT software to create 3 dimensional modelings of construction elements including structure, mechanical distribution, building skin, and site grading and drainage. The software identifies conflicts in the pathways required for the systems. Progress drawings are posted to Dropbox and continually updated.
- In addition, our approach properly integrates building systems in the architectural design. "Systems Integration" begins at the programming phase.
- Experience has proven that the most critical feature of successful cost and schedule control is that each building component must be easy to understand; Procedures must be in place to encourage proactive use of these systems by the project team. Often neglected by other teams, the application of REVIT modeling is standard practice at our firm.



ROXBURY PARK COMMUNITY CENTER & TEEN CENTER
Beverly Hills, CA



CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

APPROACH TO WORK PROGRAM



Architectural and Engineering Services

During the design phases, Albert Group shall provide and manage the services required from an architectural/engineering team for the design of the project including, but not limited to, the following architectural/ engineering Basic Services

We will include these consultants to our engineering and design team:

- Civil and Land Planning and CEQA Documentation
- Architectural
- Structural (Including seismic/Dynamic Analysis)
- Mechanical (Plumbing and HVAC)
- Fire Protection
- Electrical (Line and Low Voltage)
- Landscaping and Irrigation
- Designs for the Disabled (ADA Compliance)
- Construction Cost Estimating
- Specifications
- Project Scheduling
- Data, Communication, Data Systems



The scope of project focuses on new, multi-level construction. The Teen Center uses will provide a venue for activities that focus on constructive community-building/socialization and active learning opportunities in the realms of technology such as IT, 3D printing, etc. and healthy food and nutritional life skills. Outside of the building will be improved for a skate park, parking, outdoor gathering spaces, and enhanced landscape plantings.



DOROTHY A. QUESADA
Community Center & Teen Center
Ontario, CA



CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

APPROACH TO WORK PROGRAM



We break the plans specifications and estimates work into the following phases:

Schematic Design:

We study the spatial, technical, and material language of architecture as it pertains to the specific project. We walk the users through the interior and exterior components of various design options. Obtain and review all existing available information related to the project. We will have monthly progress meetings with city staff and, separately, make up to 2 presentations to the city council.



Design Development:

Provide building and site plan designs including color renderings for presentations, plans and profiles, exhibits, cross sections, landscape, site and building architecture, sustainable features, engineering, drainage, surveys, and site utilities. Identify and prepare data, plans and exhibits, applications and documents as needed to create detailed views of such elements as building technologies, effects of light, form, material, and structure on the approved design.

Construction Documents/Bid:

The design shall include providing necessary services and preparing necessary plans required for the construction of the project in all detail. The consultant shall be responsible for consulting services, and any and aspects of the project necessary to develop a bid package. The consultant shall also prepare technical specifications for the project. The City will provide Administrative Section of the Specifications.



Provide detailed construction cost estimate for the project as designed in an itemized "schedule of values" format. Provide a preliminary construction schedule. Provide representations of the assemblies that determine the completed facility. Documents include both plans and specifications. The consultant shall conduct any reviews, surveys and investigations, and prepare a Bid Package.

Attending pre-bid meeting (1 assumed). Responding to bidder's questions. Review bid costs/schedule of values of 3 low bidders and inform City if the costs are in line with estimates.

Construction Administration:

Providing support to City's Construction Manager to respond to RFI's and clarify the intent of documents.

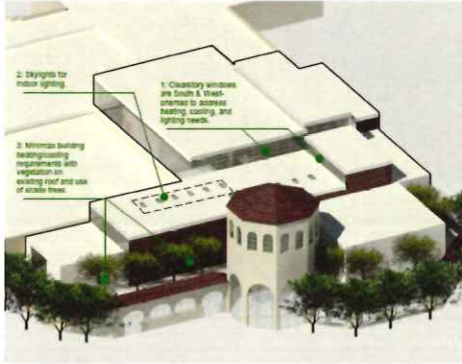
When requested, review shop drawings to be submitted by the contractor. When requested, attend regularly scheduled construction meetings with the City's Construction Manager, contractor, and other involved parties. When requested, review contractor change order requests, and provide necessary information to the City's Construction Manager as they relate to the consultant's design. When requested, attend project walk-throughs and assisting in preparation of punch list(s).

ROXBURY PARK Teen Center
Beverly Hills, CA



CITY OF LAWDALE RFP NO. BN-2507-07 LAWDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

PROJECT MANAGEMENT PLAN (COMMUNICATIONS)



OTHER GREEN MEASURES

- A. Hvac efficiency
- B. Low-flow fixtures
- C. Comprehensive building insulation
- D. Replace existing outdoor lighting with energy efficient outdoor lighting
- E. Use of energy renewable materials within 500 mile radius: building materials: agribiom, ironium, whitewood, strawboard, bamboo, and wool or cotton insulation
- F. Use of certified annual governmental responsible forest management certified by the Forest Stewardship Council
- G. Use locally sourced materials



MORGAN PARK
Community Center & Teen Center
Baldwin Park, CA

We have completed each of the following tasks listed by City of Lawndale in our term contracts with Los Angeles County and the Los Angeles Department of Recreation and Parks and with Baldwin Park and Hermosa Beach.

1. Prepare site surveys, site and building evaluations, and master planning;
Hirsch & Associates experienced Land Planners will be our consultant
2. Provide Architectural services for City community and teen centers, street medians and parking lots;
See The Albert Group's extensive Project Portfolio in park & civic modernization projects
3. Complete data collection including, but not limited to, file review, General Plan review, boundary and topographic surveying, research existing utility locations and engineering studies;
We provided a similar study for Morgan Park in Baldwin Park
4. Prepare as-builts drawings, bids, plans, specifications, and general development plans;
5. Provide a value/cost analysis for a potential project. Budgeting and cost estimating and preparation of preliminary design;
Cost estimating to be prepared by one of several firms we use and depending on the components in the design
6. Provide pre-design - studies, memos and reports;
See our concept design projects
7. Assist in bidding, including preparation of addendums and revisions, responding to bidder requests for information;
8. Review bids to verify completeness and accuracy;
9. Attend pre-construction meetings and other meetings which may be requested by City;
10. Review plans, requests for information (RFI), field visits, design changes and preparation of contract change orders, review and approval of construction submittal, warranty review, project close out and assistance with problems which may arise during construction;
11. Submit final report summarizing the project history, including major problems, claims and recommendations, actions taken for corrective action;
12. Turn over all documents and files, including electronic files including photos to City on a hard copy and digital copies;

Items 1 through 12 were completed by The Albert Group in all of our work with cities and county agencies.



CITY OF LAWDALE RFP NO. BN-2507-07 LAWDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

PROJECT MANAGEMENT PLAN (COMMUNICATIONS)



We have long-standing successful relationships with the Department of Recreation and Park at Los Angeles County, the City of Los Angeles and with local School District. We are experienced in working with Public Boards and Community Groups. Our firm has developed interactive work plans and 'Gaming' techniques to reach consensus on program goals and solutions with all parties.

The Albert Group Architects initial approach to a project is to listen and reflect the needs of the City before developing design solutions. A key step is to implement a facility program that incorporates the goals and needs of various user groups. Our gaming process, conducted by Mr. Albert insures a completed project will respond to the special program aspirations of the City.



We develop options, conduct interactive programming sessions, demonstrate alternative solutions, present models or rendered studies and we are open to input throughout the process. We seek to create an Architecture that reflects the aspirations of users and to demonstrate inspired design and space planning, to allow future flexibility and maximum utilization. By working closely with the user and responding to needs and goals, we have created facilities that people like to use and that are shaped by program, context, and budget.

Gaming is a method of involving each decision-maker. We believe that an interactive design process with as broad a group of users as is practical will shape the program and the built facility. This method allows us to resolve conflicts among user groups. Our buildings become more attractive and better utilized facilities within the community.



The design challenges presented by the goals of city of Lawndale include some consistent issues of expenditure of public funds. Through experience, we have developed interactive design methods to reach a consensus on program goals by separating needs from wants. Our Process includes five basic services:

Basis of Design Work:

The design work shall comply with the Agreement and with the scope of the Project as defined in Program and the approved project budget. Design work for all phases shall be based upon the approved submittal and cost estimates of the previous design phase.



The Project Manager helps to "front load" the delivery of design services to ensure that certain tasks normally accomplished in later phases will be completed earlier so that problematic critical-path issues are identified and resolved prior to causing delays. The Project Manager will distribute a drawing checklist that identifies task-critical components and indicates at which phase they will be addressed. This approach also allows more time for coordination and thoroughness during construction documents.

GYMNASIUM & PERFORMANCE CENTER
Willows Community School



CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

PROJECT MANAGEMENT PLAN (QA/QC)



Quality Control

Our Quality-Control Program is predicated on well-established relationships with our consultant team and implementation of a comprehensive protocol of document review, coordination, and back-checking. We require each consultant to use REVIT software and undertake quality-control checks of his or her services and to coordinate their work with everyone else's work in order to eliminate conflicts or omissions. In addition, the project manager distributes review comment reports to consultants, requiring a response to each item.

Self-Monitoring of Performance Requirements

A value engineering session may be conducted involving the client, construction manager, and our personnel. The results of this session will be incorporated in the construction documents with corresponding savings reflected in the budget. The Albert Group Architects are vigilant about identifying and communicating to its clients the budgetary implications of design choices. With our system of early assessments, we are able to address most issues impacting the budget, including the trend of increased construction costs due to changing costs of labor and construction materials.



Cost and Budget Control

We have learned that 80% of the cost/scope decisions are made during the first 20% of the architect's design work. The Revit program coupled with Building Information Management allows us to portray building systems three-dimensionally right from the start of schematic design. Our Cost Estimator is provided with clear information on the systems that make up the total building cost.

Constructibility

By using **Dropbox** and **Procore**, the team is able to quickly disseminate coordination issues, empowering the architect to review and forward potential problems to all relevant team members who can, in turn, respond to us with their solutions so that we can verify that the problem has been resolved. A report is distributed indicating the status of issues, enabling the City to monitor the process. A final report is provided at the end of the constructibility review period documenting problems and resolutions.



Our projects under construction



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

EXPERIENCE AND QUALIFICATIONS

Each project included in this section:

- Was completed through Design, Construction Documents, Entitlements and Construction, by The Albert Group
- Adhered to the Budget and Schedule established by the Client, or the Client's Construction Manager
- Budgets for Private Sector projects were under the control of the Owner. Value Engineering and cost adjustments were made continually through the Design and Construction process.

Our skill is the ability to respond guide and make adjustments to cost and scope to preserve the Owner's objectives.



BARNES PARK TEEN CENTER BALDWIN PARK, CA

New Construction

Role: Architects, Design through Construction
 Client: City of Baldwin Park, CA
 Area: 3,600 S.F.
 Cost: \$ 800,000

Completed: 2006
 Award: Best Building California Recreation & Parks Association 2006



The one story building contains a multi-purpose community room, teen center, offices, small catering, kitchen, and men's and women's restrooms. Durable materials of tile, concrete block and concrete are used in unique ways. Glass interior partitions provide a sense of openness and supervision. Open truss ceilings with exposed ductwork enliven each space with warmth and character.

A Phase II enclosed gymnasium for basketball and court sports is in design by The Albert Group.

Contact:
 Manuel Carrillo
 Director of Recreation and Community Services
 Tel: 626-813-5269, Ext: 314



MORGAN PARK TEEN & COMMUNITY CENTER BALDWIN PARK, CA

New Construction and Addition

Client: Baldwin Park, CA
Area: 24,864 S.F.
Cost: \$6,832,000
Roles: Project Architects

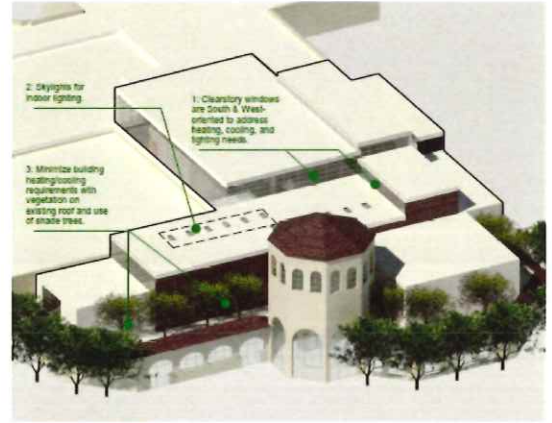
Completed: 2019

The City of Baldwin Park requested us to provide a feasibility analysis and concept design for proposed addition to the Esther Snyder Community Center at Morgan Park. This and the following paged is the resulting analysis and design prepared by our office. These exhibits formed the core of the Federal grant application made by the city.





CITY OF LAWDALE RFP NO. BN-2507-07
 LAWDALE YOUTH DEVELOPMENT CENTER
 AND SKATE PARK DESIGN PHASE II

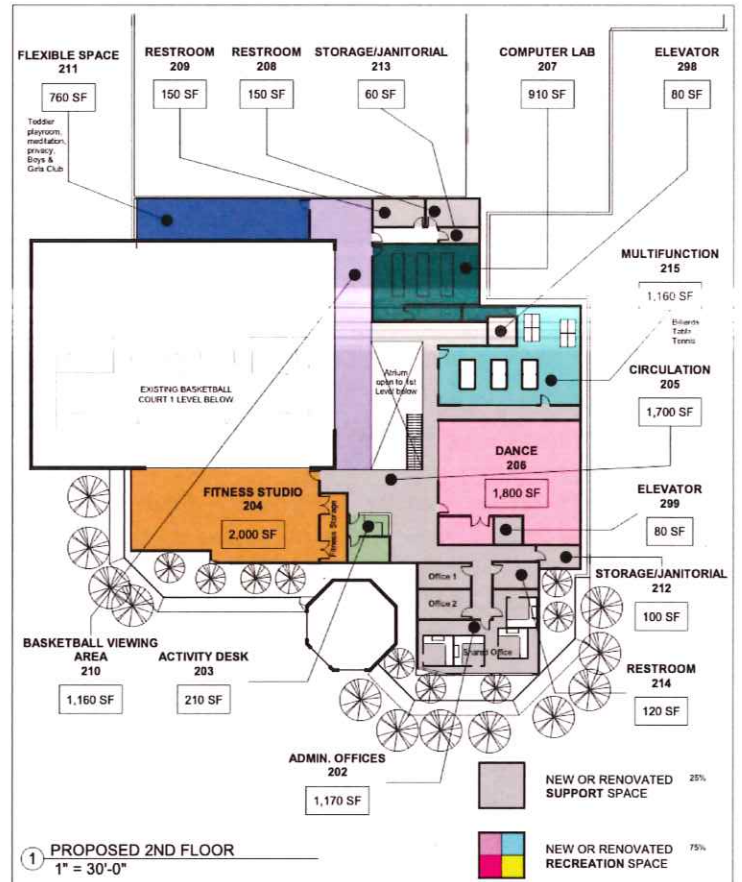
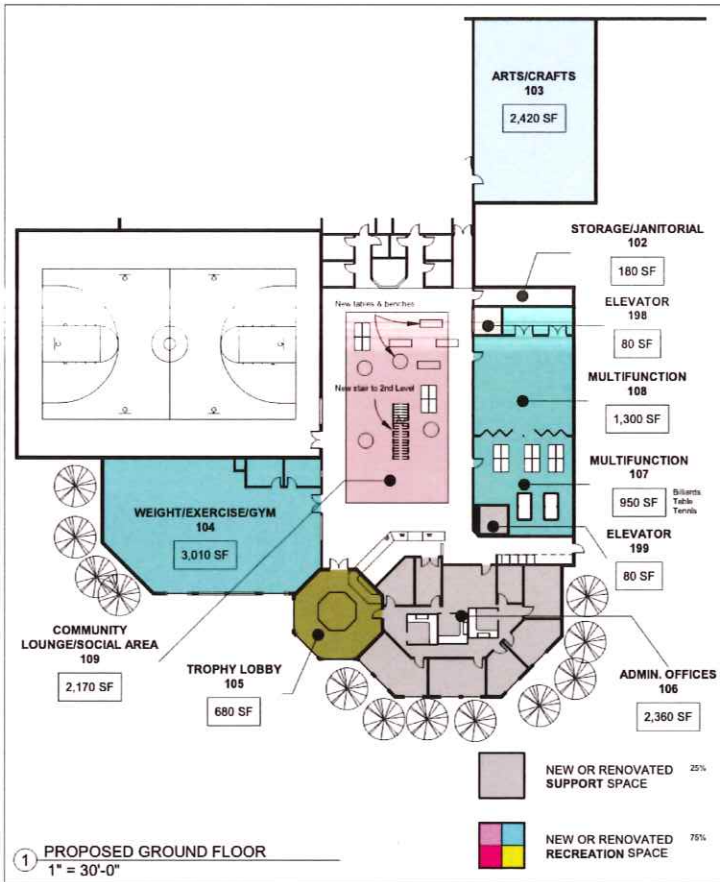


MORGAN PARK TEEN & COMMUNITY CENTER
 BALDWIN PARK, CA

Concept Design

OTHER GREEN MEASURES

- A. Water efficiency
- B. Low-flow fixtures
- C. Comprehensive building insulation
- D. Replace existing outdoor lighting with energy efficient outdoor lighting
- E. Use of rapidly renewable (harvested within a ten year cycle) building materials, aggregate, insoleum, wheatboard, strawboard, bamboo, and wool or cotton insulation
- F. Use of certified wood (environmentally responsible forest management certified by the Forest Stewardship Council)
- G. Use locally sourced materials





**ROXBURY PARK TEEN AND COMMUNITY CENTER
BEVERLY HILLS, CA**

New Construction

Role: Architects, Design through Construction
 Client: City of Beverly Hills
 Area: 26,000 S.F.
 Cost: \$ 25,000,000 for Park & Building (Phases I& II)

The master planning phase of the Roxbury Park and community center has been designed to include 16 acer park and 26,000 sf multipurpose center. Park improvements will include tennis courts new baseball diamonds, extensive picnic area, formal and informal gardens, and new parking. The community parking is planned for full size gymnasium, senior center, branch library, fitness and meeting rooms, teen center, large multipurpose rooms, and kitchen.

The Roxbury Park is the focal point of the Beverly Hills community and one of the more important planned open spaces on the west side of Los Angeles. All storm and Rainwater will be harvested and stored in underground Cisterns. The existing storm water load and potable water requirements will be reduced. LEED silver designation is anticipated for building and site.





HARBOR HILLS COMMUNITY CENTER LOMITA, CA

New Construction

Role: Architects, Design through Construction
 Client: LA County Economic Development Agency
 Area: 16,000 S.F.
 Cost: \$ 4,400,000

Completed: 2008



We provided a multi-purpose community center to house the social, sports and supplemental educational programs serving family needs. Ages range from very young families to teens and young adults. Programs include childcare, a teen center, youth and adult sports . The building complex is broken into two main parts. The larger section includes a gymnasium, sports hall, multipurpose meeting rooms, toilets and offices. The smaller building contains the childcare center, kitchen, program offices and sheriff's substation.



WILLOWS COMMUNITY SCHOOL GYMNASIUM

Renovation

Role: Architects, Design through Construction
 Client: Culver City, CA
 Area: 17,000 S.F.
 Cost: \$ 5,500,000

Completed: 2006

Set within the city manufacturing zone, this renovation of industrial space to create a new middle school gymnasium and library that has daylighting, clerestory window and an open structures. It is part of a 4 building interconnected camps.

The program includes six middle school classrooms, a middle school technology and computer lab, a commons space and middle school library. Outdoor playgrounds, drop off zones and parking were re-configured to take better advantage of the limited site area. This is the first of three major building additions completed by The Albert Group for the Willows Community School.



QUEEN ANNE RECREATION CENTER LOS ANGELES, CA

New Construction

Role: Project Architects
Client: City of LA Department of Parks and Recreation
Area: 11,700 S.F.
Cost: \$ 3,200,000
Completion: 2003



The project consists of expansion and renovation to the existing gymnasium and community rooms at the Queen Anne Park. The addition expands the gym floor into a full size basketball court with side course. The existing low roof is removed and raised to create a more appropriate column for all course sports. Queen Anne Park with a nearby middle school and Los Angeles High is a very important part of the community. The addition reinforces the sense of place and permanence for the park.

Contact:
Ada Fernando Delarosa
Project Architect
Los Angeles Department of Parks and Recreation
Tel: 213-617-0439





**HIDDEN HILLS TEEN AND COMMUNITY CENTER
HIDDEN HILLS, CA**

New Construction

Role: Architects, Design through Construction
 Client: City of Hidden Hills, Homeowners Assoc.
 Area: 13,000 S.F.
 Cost: \$ 4,600,000
 Completed: 2011



A cluster of Community Buildings including a 99 seat performance space, with outdoor stage amphitheater. Large Community room that may be subdivided, Kitchen. Also, Home owners' Association office and the Board of Director's chambers. Side room included a new community pool and upgrades of 2 tennis courts.

The facility is used by teen groups for sports and supplementary educational and performance activities. Summer day camp programs for ages 8-16 are included.





LOUIS POMPEI SPORTS FACILITY GLENDDORA, CA

New Construction

Role: Architects, Design through Construction
 Client: City of Glendora
 Area: 3 buildings in 14 acre sports park
 Cost: \$ 1,900,000 (buildings) / \$ 7,000,000 (park)

Completed: 2009

The program includes concession and restroom buildings. Maintenance yard with equipment, repair facilities and grounds keeping supplies. The Design incorporated ballpark style colors, forms and materials. the buildings are part of a 14 acre sports park for baseball, football and soccer.

Contact:
 Chuck Foley
 Hirsch & Associates
 Tel: 714-716-4340 x 19



CLARK COMMUNITY AND TEEN CENTER Hermosa Beach, CA

Renovation

Role: Project Architect
 Client: City of Hermosa Beach, CA
 Area: 9,000 SF
 Cost: \$850,000
 Phase: Construction Completed July 2025

The city of Hermosa Beach chose the Albert Group to renovate their Clark Building Community Center including the main ballroom, kitchen, restrooms and storage rooms. Exterior upgrades included accessible paths of travel to the building and adjacent parking stalls. The Albert Group worked with Hermosa Beach through a series of community outreach meetings to define the final project scope with extensive coordination from Hermosa Beach's Parks and Recreation Department & Public Works Department. The final design provides a modern event space while keeping the building's original art deco design. The renovation will allow for the buildings use to expand to include public and private events for the community of Hermosa Beach.

Project Manager: Brittany Edwards
 Engineer (MEP): A & N Design Group
 City Contact: Jonathan Pascual, 310-318-0252



**TEMPLE KEHILLATH ISRAEL
PACIFIC PALISADES, CA**

**Renovations / Modernization
Day School**

Project Delivery Method:	Lump Sum
Subject to DSA Approval:	No
Start and Finish Date:	2017

Complete demolition and redesign of the existing preschool, elementary school and daycare interiors. Work included new ceilings, flooring, finishes, case-work, lighting and custom designed reception desk.

Project Manager: Brittany Edwards
 Client Reference: Robert Resnick
 310-650-9969



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

REFERENCES



Baldwin Park Community & Teen Center



Victorville City Hall



Barnes Park Teen Center



Hermosa Beach Community & Teen Center

Manuel Carrillo
Director of Recreation and Community Services
City of Baldwin Park
Tel: 626-813-5269, Ext: 314
Email: mcarrillo@baldwinpark.com

Ron Noda
Asistant City Manager
City of Los Alamitos
Tel: 562-431-3538 x 500
Email: RNoda@cityoflosalamitos.org

Lucho Rodriguez
City Engineer
City of Hermosa Beach
Tel: 310-318-0210
Email: lrodriguez@hermosabeach.gov

Robert Resnick
Former President, Temple Kehillat Israel
President, RDR Properties
Tel: 310-650-9969
RobertChallengedusattoaccelerateourworksothatacompletelyremodeledschool
facility could open 8 months after we began our design work.

Prithwish Gupta
Senior Design Manager
Los Angeles Unified School District
Tel: 510-778-2895
Email: cp-prithwish.gupta@lausd.net

Ada Fernando Delarosa
Project Architect
Los Angeles Department of Parks and Recreation
Tel: 213-617-0439



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

EXPERIENCES AND QUALIFICATIONS OF KEY PERSONNEL



WE ARE YOUR ADVOCATES

YOUR TEAM

Our design, technical and management staff, teamed with carefully selected local engineering consultants, offer a reliable, group of design professionals. An important factor in the success of Albert Group has been our ability to manage the planning, design and construction process. Our team is equally familiar with modernization, new construction and facility evaluations.

Albert Group Architects, as the Prime Consultant to the City of Maywood will add structural and Mechanical and Electrical Engineers along with other specialists to the Project Team.

CITY OF LAWNSDALE RFP NO. BN-2507-07
LAWNSDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II



KEY PERSONNEL:

STEPHEN M, ALBERT AIA

LEAD DESIGNER/
FIRM PRINCIPAL

Education

University of California at Berkeley
Berkeley, California
Master of Architecture, 1967
Carnegie Mellon University
Bachelor of Architecture, 1966

Registration

Registered Architect in the States
of California, Massachusetts,
Nebraska and Texas
NCARB-National Registration

Professional Affiliations

American Institute of Architects
Past Architectural Commissioner,
City of Beverly Hills
Faculty of the Southern California
Institute of Architecture
Board of Directors: Alternative
Living for The Aging Urban Land
Institute

Publications

LA Architects - November, 2004
School Housing Register - July, 2003
Business Week - November, 2002
California AIA - June, 2001

Planner

Law Enforcement
Assistance Administration
Urban Land Institute
TAP Program

Awards

American Institute of Architects -
Los Angeles Chapter
Los Angeles Business Council
Local Chambers of Commerce
American Camping Association
California Chapter American
Institute of Architects
Savings by Design Program:
Southern California Edison
Numerous Design Awards from
Local Governments and
Chambers of Commerce

Background

Stephen Albert became Project Manager and Senior Designer for Johnson Hotvedt & Associates of Boston, Massachusetts where he worked from 1970-1974. He directed design and construction of a Public Safety / Headquarters in Portland, Maine. The project received a citation from the Department of Housing and Urban Development in 1976 and was published in Architectural Record in 1979.

He was Senior Project Manager with Dworsky & Associates in Los Angeles until he co-founded Albert and Wurzbarger Architects in 1979. In 1992 the firm was reorganized as The Albert Group. Mr. Albert originated and taught the Project and Office Management curriculum at the Southern California Institute of Architecture from 1978 to 1998.

Mr. Albert has built the firm into the state's leading Architects for mixed use housing and Community Facilities. Each building completed during an almost 40 year practice has become an honored and positive addition to the community.

Relevant Experience

Park Facilities: 1980-2023 Partial List

- Hidden Hills community center, tennis courts, outdoor stage and amphitheater
- Teen Center : Barnes Park, Baldwin Park, CA
- Pool, locker rooms, meeting rooms, City of Fontana, Miller Park, CA
- Stadium Seating and restrooms, meeting rooms, Pico Park, Smith Park, City of Pico Rivera, CA
- Upgrade and additional to multi-generational recreation facilities, Smith Park, City of Pico Rivera, CA

Civic Facilities: : 1980-2023 Partial List

- City of Victorville City Hall
- City of Brea Government Center
- Hidden Hills Community Center, Town Municipal Office
- City of Ontario: Dorothy Quesada Civic Center, Childcare, Teen Center Pool, Changing rooms, Outdoor stage and amphitheater
- City of Beverly Hills: Roxbury Park Community Center and Teen Center
- City of Los Angeles: Harbor Hills Teen and Community Center

"I believe architecture is...
the one opportunity to give physical form to
the aspirations of a community"



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II



KEY PERSONNEL:

ADAM POLK
PROJECT MANAGER

Education

Master of Architecture, 2007
Southern California Institute of
California
Bachelor of Arts, 1998
Brown University

Registration

California Architectural Registra-
tion C-38464

Professional Affiliations

Member: U.S Green Building
Council, Los Angeles
Sustainable Communities Lead-
ship Program Fellowship

Background

Adam Polk brings a unique perspective to the projects he leads for The Albert Architects by virtue of his prior experience working as a designer for two of the most cutting edge firms, and a project manager for one of the most respected executive architecture firms in the Los Angeles area. This experience, in tandem with a solid analytical problem solving progress, allows Adam to develop solutions that are technically sound and architecturally innovative.

In addition, Adam possesses extensive experience working with public and educational institutions. Adam worked with New Roads School to design and oversee the construction of the first phase of an entities master plan, working with the Construction Manager at risk retained by the school. Adam brings to his projects a strong sense of social and environmental responsibility, as well as detail oriented managerial approach, and an outstanding facility for working with a variety of Building Information Modeling and 3D modeling programs, These program are essential in communicating with the Construction Manager at risk.

Experience

Years of experience in specialty field: 14

Years with The Albert Group: 11

Relevant Experience

New Roads School Master Plan and Entitlements, Santa Monica, CA
Congregation Levy Yitzchak Sanctuary and Function Hall, Los Angeles, CA
New Roads School Phase I Theater Classrooms & Offices, Santa Monica
New Roads School, Elementary School Remodel, Santa Monica, CA
Crossroads School for Arts & Sciences, Performing Arts Facility Feasibility Study and Fundraising Images, Santa Monica, CA
Crossroads School for Arts & Sciences, Administration and Classroom Improve-
ments, Santa Monica, CA
Lennox Performing and Visual Arts Charter, Feasibility Study, Lennox, CA

"I believe architecture is...

the convergence of ethics and aesthetics of environmentally conscious design. The most sustainable buildings are ones that live up to and breath a community's aspirations and adapt to its changing needs"



CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II



KEY PERSONNEL:

Brittany Edwards
Project Manager/Designer

Education
Bachelor of Architecture, 2012
Philadelphia university

Registration
California Architectural Registration in Progress

Background

Brittany Edwards earned her Bachelor of Architecture degree from Philadelphia University in 2012 with minor concentrations in Environmental Sustainability and Architectural History and Theory. Before joining the Albert Group Architects, she worked for an architectural firm in New Jersey, focused largely on single-family residential homes and flood resistant design. During her time in NJ, she also served as her local AIA chapter's Treasurer and was active in volunteer work with the YWCA Princeton and Habitat for Humanity.

During her time at TAG, she has worked on a number of projects from concept design to construction administration. She was heavily involved in an interior renovation at Kehilat Israel Education Center. She is the main point of contact for several projects with Los Angeles Uni-ed School District and has experience with the DSA application process.

Experience

Years of experience in specialty field: 9
Years with The Albert Group: 7

Relevant Experience

- City of Hermosa Beach: Clark Community Center Interior Renovation and Accessibility Upgrades to a Historic Building
- Kehillat Israel Educational Center Interior Renovation and Modernization to an outdated child education center
- LAUSD Granada Hills Charter School Construction Administration
- LAUSD Franklin High School Modernization of existing gymnasium
- Multifamily Residential Projects including a 250 Unit Mixed Use building with 7,000 SF of commercial area
- Bel Air Ridge Community Gymnasium: Renovation of Restrooms, Entry Lobby and Accessible path of travel for the Bel Air Ridge Homeowner's Association
- Los Alamitos City Hall Campus Renovation including new council chambers, offices, police locker rooms and reception area.

"I believe architecture is...
the convergence of ethics and aesthetics of environmentally conscious design. The most sustainable buildings are ones that live up to and breathe a community's aspirations and adapt to its changing needs"



CITY OF LAWDALE RFP NO. BN-2507-07
LAWDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

HIRSCH & ASSOCIATES: LAND PLANNING

Charles Foley

ASLA

Education

Landscape Architecture, BS
California State Polytechnic University
Pomona, California

Registration

Registered Landscape Architect
State of California #5567
Registered Landscape Architect
State of Nevada #948

Affiliations

American Society of Landscape Architects
ASLA Mentor
California Park and Recreation Society

Professional Highlights

Mr. Foley has over 25 years of professional Landscape Architectural and Planning design experience. He has been the Principal in Charge of a wide variety of public park, streetscape, school districts and private development projects. The projects include renovation of existing parks as well as development of new facilities, Brownfield and Landfill sites, Habitat Restoration, irrigation renovation and water efficiency/reduction efforts. As Principal in Charge of each project, he oversees all aspects of development including the public input process from stakeholders, interaction with commissions and council, administers quality control of HAI staff and sub consultants during the design process as well as integral involvement during the construction process. His early field experience in construction prior to becoming a design professional serves clients well with knowledge related to site work and all aspects of park development. The culmination of this experience has served his clients well with creative projects meeting the needs of the stakeholders, completed on time and within budget. Many completed projects he has managed have been awarded merit by the California Park and Recreation Society (CPRS) as well as the American Public Works Association (APWA). With or without rewards, the completed projects have become treasured assets of communities they serve.

Project Experience (Master Planning)

- Rivera Park Community Center, Pico Rivera, CA
- Roxbury Park, Beverly Hills, CA
- Youth Sports Needs Assessment Study, Huntington Beach, CA
- Master Plan of Five Parks, Ontario, CA



HERMOSILLO PARK MASTER PLAN - CONCEPT B



MASTERPLAN - BON VIEW PARK/OPTION A
CITY OF ONTARIO, CALIFORNIA



HIRSCH & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE & PLANNING



ORIZABA PARK LONG BEACH, CA



Client

City of Long Beach Department of Parks,
Recreation & Marine

Contact

Anna Mendiola
anna.mendiola@psomas.com

Consultants

Landscape Architect (Prime Consultant)
Hirsch & Associates, Inc.

Reedcorp Engineering - Electrical Engineer
Blue Peak Construction - Civil Engineer



Project Status

Completed January 2012

Project Cost

\$1.5 Million

Project Size

3.82-acres

Project Description

Orizaba Park is an existing 2.73 acre park located within an area of the City with high density residential as well as industrial and commercial retail uses. The Long Beach Redevelopment Agency purchased a number of blighted properties and cleared the land to make way for an additional 1.09 acres of park space. The site is bisected by the abandoned Pacific Electric right of way. The concept included a railroad walkway within the right of way. Artist Patrick Vogel created a stainless steel replica of the red car that traveled to Long Beach, it is sited at the terminus of the tracks. The improvements also include new community center (Phase II), basketball courts, above grade skate park, shade/picnic shelters, outdoor exercise circuit, drinking fountains, benches, open turf and a community garden. HAI provided services for master planning of the park including the community outreach program where HAI conducted (3) meetings with local residents and stake holder groups. HAI prepared construction documents for bid as well as provided construction support services to the City for a successful completion.



HIRSCH & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE & PLANNING



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

AMERICAN RAMP COMPANY: SKATE FACILITY DESIGN



Firm Qualifications

American Ramp Company (ARC) located in Joplin, MO has more than 25 years of experience designing and building action sports facilities. With more than 80 dedicated personnel specializing in skatepark, bike park, and pump track design and construction, ARC is uniquely positioned to perform all the services requested within this RFP.

We believe that communities need challenging and safe places to gather and recreate. Our Passion is rooted in action sports as designers, builders and participants. Getting people outside and active on a consistent basis changes lives, and changing lives helps to change the world.

With a passion for skateboarding and a desire to work somewhere that didn't require him wearing a tie, Nathan Bemo founded American Ramp Company (ARC) in 1998. What started out as just a couple of guys in a garage has evolved into an action sports development company with worldwide impact. As an avid skater, Nathan's focus was to design and build innovative skateparks.

Today, ARC is truly the leader in the development of action sports facilities for communities large and small. From advocacy, design, and engineering help for a small town to a million-dollar skatepark, our team's passion will pave the way for your custom skatepark.



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

KEY PERSONNEL: SKATE FACILITY DESIGN



**JD
FIELDS**

LEAD DESIGNER / SKATEBOARDER

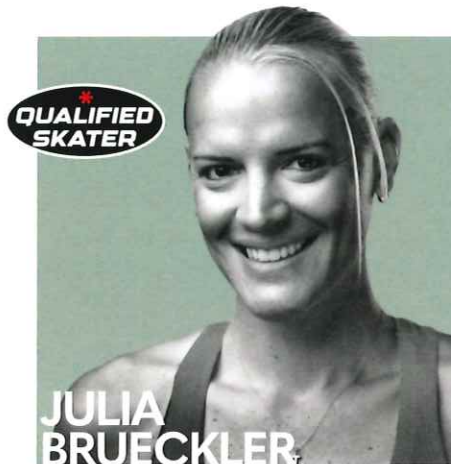
The Lead Designer's role is to be the primary source for development of the design and layout of the skatepark. This will be achieved by thoroughly understanding the scope of work and having a full understanding of the City's goals for the skatepark project. They will be responsible for using sketches and conceptual layouts developed by the design team as well as input gathered from community engagement meetings and surveys to generate full 3D skatepark and site renderings. In addition, they will work with the Design Coordinator to stay on schedule for the design deliverables.

Relevant Experience

- Skateboarder since 1999
- Mountain Biker since 2010
- Skatepark designer since 2008
- Travelled all over the U.S. doing skateboard shows and contests
- Placed 1st (Expert) at the Autumn Ramp Park Summer Contest Series
- Areas of expertise include: Skatepark Design, Mountain Bike Park Design, Public Meetings, 3DS Max, SketchUp, 3D Modeling, Auto-Cad

Notable Projects

- Lot 11 Skatepark, Miami, FL
- Blake Baldwin Skatepark, Norman, OK
- Holmes Beach Skatepark, Holmes Beach, FL
- Eglin Skatepark, Crestview, FL
- Augusta Skatepark, Augusta, ME
- Bangor Skatepark, Bangor, ME



**JULIA
BRUECKLER**

DESIGNER / PRO SKATEBOARDER

Julia made her Olympic debut at the 2020 Summer Olympics in Tokyo, where skateboarding was featured in the Olympic program for the very first time. Prior to the Olympic Games, she was the 23rd ranked women's street skater in the World Skate Olympic World Skateboarding Rankings. She represented Austria in the women's street event and finished in 18th place.

Relevant Experience

- Professional skateboarder since 2003
- 2020 Olympian
- Three-Time World Cup Winner
- Austrian Champion
- First Austrian Female Skateboarder at the Summer X-GAMES



**CHARLES
O'DONNELL, PE**

CIVIL ENGINEER

OFFICE LOCATION - SAN DIEGO, CA

Charles currently lives in California but began his career interning with American Ramp Company in 2015 while completing his degree at the University of Toledo. He has been involved in numerous projects over the years including parks, schools, roadways, and residential projects. Charles has found success working within a dynamic multi-discipline team that delivers quality assured designs. His passion for landscape design and experience in action sports development make him a key component of our team.

Relevant Experience

- Landscape Designer – Schmidt Design Group (San Diego, CA)
- Supported all phases of design production from schematic design to construction documents.
- Created high quality graphics using AutoCAD and Photoshop
- Estimated quantities and costs for a variety of different landscape projects.
- Civil Associate II – Michael Baker International (Carlsbad, CA)
- Designed and created complete sets of skatepark, bike park, and roadway construction documents.
- Collaborated with Clients to achieve their goals on time and within budget.
- Created cost estimates and technical specifications for park and roadway projects.
- Associate Designer – Site Design Group (Carlsbad, CA)
- Created complete sets of skatepark and bike park construction documents and technical specifications.
- Designed and rendered using SketchUp and Lumion
- Estimated quantities and costs for skatepark and bike park projects.



CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

AMERICAN RAMP COMPANY: SKATE FACILITY DESING

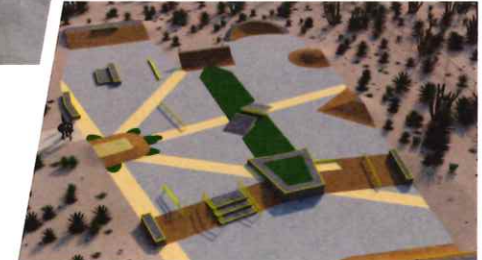
Scope: Design/Build
Size: 8,000 sq/ft
Completion Date: March 2025
Contact:
A.J. Bartleet, E.I.T.
Associate Engineer
jabartleet@oceansideca.org
760.435.5568



JOHN LANDES SKATEPARK OCEANSIDE, CA

In 2022, the city of Oceanside hired American Ramp Company to complete upgrades at the John Landes Skatepark. The original design concept provided by ARC featured above ground ramps, however after performing extensive community engagement and receiving additional funding, the build method switched to a custom pour in place concrete skatepark. Completed in 2025 the skatepark has been a huge hit with the community and has hosted skate sessions for local legends including Tony Hawk and his Birdhouse crew.

Scope: Design/Build
Size: 9,000 sq/ft
Completion Date: March 2025
Contact:
Joe Barragan, MBA, CBO
Public Works Director
jbarragan@californiacity-ca.gov
760.373.7162



CALIFORNIA CITY SKATEPARK CALIFORNIA CITY, CA

In 2024, the city of California City contracted with American Ramp Company to design and build the city's first skatepark. After our community engagement and discussions with the project team, the city decided to move forward with an all-concrete skatepark designed. The new 9,000 sq/ft street style skatepark includes a custom tortoise feature that pays homage to the city's famous Tortoise Days Festival. Completed in March of 2025, this new park has been a welcomed addition within the community.



CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

KEY PERSONNEL: STRUCTURAL ENGINEER



FIRM QUALIFICATIONS

Nabih Youssef & Associates, Structural Engineers (NYA) is an internationally recognized structural engineering firm providing specialized structural and earthquake engineering consulting for new and existing buildings. Established in 1989, the firm's design practice is geared towards architecturally complex building projects, including retail, commercial, and hospitality projects.

NYA's significant contribution to the development of Earthquake Engineering Codes/Standards, seismic base isolation, and value-engineered strengthening concepts is coupled with a commitment to engineering quality and performance that has given us the ability to provide our clients with cost effective, sustainable solutions and successful projects. We are also considered a Small Business Enterprise in the State of California and with the Federal Government.

NYA has the good fortune to collaborate with a wide variety of international design architects and educators, working together to find clear, elegant structural solutions for complex design issues. NYA is also pleased to have worked on over 50 LEED certified projects throughout California and is committed to doing our part to make our projects more sustainable and environmentally responsible.



KELLY WELDON

Principal

Education

M.S., Structural Engineering
California State University,
Northridge
B.S., Mechanical Engineering
University of California, Santa
Barbara

Professional Licenses

- Licensed Structural Engineer,
California
- Licensed Civil Engineer, California
- Post-Earthquake Safety
Assessment Program (SAP)

Professional Affiliations

- Structural Engineers Association of
Southern California (SEAOSC)
- American Institute of Steel
Construction (AISC)

Kelly Weldon BACKGROUND

Mr. Weldon is a Principal with Nabih Youssef & Associates and has been involved with a wide variety of projects, including housing developments, educational facilities, hospitality and commercial developments. He is also a certified SAP Evaluator, which allows him to confirm if a building safe or not following a disaster. Kelly has been with NYA for over 20 years.

EXPERIENCE

- USC Village
- UCLA Weyburn Terrace
- Cal Poly San Luis Obispo - Poly Canyon Village
- 500 Broadway
- Park 5th
- The Rise Hollywood
- 11x12 - Herald Examiner



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

KEY PERSONNEL: MEP ENGINEER

MICHAEL LEUNG
PE, LEED AP
PARTNER

Michael Leung, a graduate of Queen's University in Canada, began practicing Mechanical Engineering in 2005 and has quickly immersed himself in advanced building systems and design technologies. Michael practiced at IBE Consulting Engineers for eight years where he built a solid technical foundation for sustainable building systems design. For the next five years, he joined Integral Group as an Associate Principal where he helped build their deep green engineering practice in the Los Angeles region. Michael has had the opportunity to implement sustainable design principles while managing a variety of project types. Michael's portfolio consists of an array of projects for educational, cultural, civic/government, residential, corporate and commercial clients. He is excited to launch Novus Design Studio to continue his success at delivering great engineering.

EDUCATION

Bachelor of Applied Science, Mechanical Engineering,
Queen's University, Kingston, Canada

LICENSES, REGISTRATIONS & ACCREDITATIONS

California PE (M34147)
U.S. Green Building Council, LEED® Accredited Professional

VARAND BALASANIAN
PE, LC, LEED AP
PARTNER

Varand Balasanian, a graduate of Queen's University in Canada began practicing Electrical Engineering in Los Angeles. He started his career at IBE Consulting Engineers, a local firm in Los Angeles well known for sustainable engineering. During his seven year tenure, Varand was able to apply his innovative electrical engineering approach to the power and lighting design for a variety of high profile projects. He then joined Arup Los Angeles as a Senior Electrical Engineer and worked on complex multi-phased large scale projects for the next five years. Varand had the opportunity to work on projects using the integrated project delivery method and gained a wealth of experience managing a team of engineers to deliver designs for his clients. Varand partnered with Michael to start Novus Design Studio and hopes to bring quality engineering design and service for our community.

EDUCATION

Bachelor of Applied Science, Electrical Engineering,
Queen's University, Kingston, Canada

LICENSES, REGISTRATIONS & ACCREDITATIONS

California PE (E19333)
Idaho PE (15115)
International Association of Lighting Designers (IALD)

U.S. Green Building Council. LEED® Accredited Professional

• Rainbow Garden, Santa Monica, CA

New one-story cooking school building having an approximate total area of 2,000 sq.ft. Including a large commercial kitchen, teaching glass and associated areas. M&P design.





CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

KEY PERSONNEL: TECHNOLOGY CONSULTANT



LISA PERRINE

Education

Pepperdine University
Ed.D., Organization Leadership
2013
Pepperdine Graziadio Business
School
MBA, Business, 1992
California State University - Long
Beach
BFA Cum Laude, Design
1979

Professional Affiliations

Certified Technology Specialist
AVIXA, 2014



The Innovation Lab (Teen Center)
Newport Beach, CA

Background

Throughout Cibola's 48-year history, the team has created over 2,000 communication environments. Cibola's team envisions the next evolution of technology, building growth into our Clients' solutions. At the same time, Cibola constantly deepens the understanding of human factors. Cibola's experience design process melds the creativity of Stanford's design thinking methods with the rigor of ISO's human-centred design standard. Using these tools, Cibola skillfully leads the Clients from initial research, through tested prototypes, to fully integrated systems.

Experience

Bosch Siemens Home Experience Center
Chapman University Schools of Film and Health Sciences
Edmunds.com Headquarters
Edwards LifeSciences
Loyola Law School
National Monitoring Center NOC
SAG-AFTRA New York
St. Joseph Health
United Talent Agency Headquarters
William Morris Endeavor
YWCA of Greater LA



CITY OF LAWNDALE RFP NO. BN-2507-07 LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II

KEY PERSONNEL: COST ESTIMATING

KPJ CONSULTING (COST ESTIMATING)

3461 Rosewood Ave | Los Angeles, California 90066 | www.kpjconsultingusa.com

(21) 800-1568, jchan@kpjconsultingusa.com

Firm Profile

Founded in 2014, KPJ Consulting, an S Corporation is SBE/DBE/MBE/WBE certified. KPJ Consulting is especially skilled in providing accurate budgets at the early programming and conceptual phases of a project when that accuracy is critical to a project's ultimate success. KPJ Consulting achieves this with early advice during the design phase by creating functional solutions to meet budget expectations.

KPJ has firsthand experience to analyze and understand the design solutions researched by design teams and user groups. KPJ can forecast the "unforeseen" cost implications for each design solution. KPJ finally appraises the solutions are measured, evaluated, and presented in easy to comprehend format. KPJ understands the critical current market conditions in the project location is an essential factor in providing an accurate estimate. At the early design phase, KPJ obtains key quotes from vendors for uniquely specified items. When a current event impacts the construction industry, KPJ will often research the dynamics of that impact to determine the cost considerations for your project.

Relevant Projects



Activity Building and Office Improvements | Ladera Park, CA. The project includes improvements and upgrades to the Ladera Park Activity Building and office. The scope of work includes site improvements to the accessible path of travel from accessible parking spaces, lighting and security. Interior work includes upgrades to the HVAC system, casework, flooring, windows, and electrical/lighting.

Reference: Katie E. Horak, ARG, Principal, 626.583.1401 x103, K.Horak@ARG-LA.com

Consultant's role: Cost Estimating Schematic Phase

Dates of Service: October 2019



Athens Park Aquatic Facility Renovation | Los Angeles, CA. The project consists of improvements to ADA access, front plaza, pool center building circulation, lobby, changing rooms, storage, staff areas, pool deck, fence, and outdoor equipment.

Reference: Srinivas M. Rao, S + R, Principal, 626.628.5624, srao@krdesigninc.com

Consultant's role: Cost Estimating Schematic to Construction Documents Phase

Dates of Service: June 2020 - Current



The Arboretum Visitor Plaza | Los Angeles, CA. The project will consist of removal of the existing gift shop usage from the original Gate House building and restoring the building to its original use, configuration, and features. Work will also include identifying deferred maintenance for historic restoration repairs. Additional work to accommodate programming changes to guest membership services, relocating the gift shop, and the current entrance in the Administration building, some structural work on the Gate House due to seismic issues.

Reference: Chester Kano, County Parks and Recreation, Architect, 626.588.5364, CKano@parks.lacounty.gov

Consultant's role: Cost Estimating Construction Documents Phase

Dates of Service: December 2019 - Current



CITY OF LAWNDALE RFP NO. BN-2507-07
LAWNDALE YOUTH DEVELOPMENT CENTER
AND SKATE PARK DESIGN PHASE II

REQUIRED FORMS



6.2 Required Forms

6.2.1 Certification of Proposal

RFP #: BN-2507-07

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal.
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: NO. 1 - July 9, 2025

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Printed Name and Title:

Stephen M. Albert, Principal



6.2.2 Non-Collusion Affidavit

RFP #: BN-2507-07

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Lawndale or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Lawndale public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:

Stephen M. Albert, Principal



6.2.3 Compliance with Insurance Requirements

RFP #: BN-2507-07

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:

Stephen M. Albert, Principal



6.2.4 Acknowledgement of Professional Services Agreement

RFP #: BN-2507-07

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Signature of Authorized Representative:

Printed Name and Title:

Stephen M. Albert, Principal

Contractor Name: Albert Group Architects

COST PROPOSAL



CITY OF LAWNDALE RFP NO. BN-2507-07
 LAWNDALE YOUTH DEVELOPMENT CENTER
 AND SKATE PARK DESIGN PHASE II

FEE PROPOSAL

The following fee proposal example is based on an assignment that may be contained in the Request For Proposal issued in June 18, 2025.

- The fees are based on the initial program which lists about xyz sq. ft. required. Assuming that the project will be publishing bid and use public funds, an initial project cost of \$10M will be assumed meant to cover the amount of remedial sitework required and minimal upgrades to the existing building to allow City staff move in. Furnishings are excluded from the General Construction Budget but included in our fee proposal. Cost and program decisions are reached following the Concept Design Phase.

- We anticipate presenting options for a build-able project reduced in size and \$9M- \$11M cost. Our Fee Proposal is for a \$10M scope.

First	\$500,000	x	9%	=	\$45,000
Next	\$500,000	x	8.5%	=	\$42,500
Next	\$1,000,000	x	7.5%	=	\$75,000
Next	\$3,000,000	x	6.75%	=	\$102,500
Next	\$5,000,000	x	6.25%	=	\$312,500
				Total	<u>\$677,500</u>

Phased approximately as follows:

Schematic Design	25%	=	\$169,375
Design Development	15%	=	\$101,625
Construction Documents	40%	=	\$271,000
Bid & Award	5%	=	\$33,875
Construction Administration	15%	=	\$101,625

Pre Design Planning will be included in the Schematic Design Fee.

- Landscape Design; trees planting and irrigation; are included. Indication of hardscape, reconfiguration of parking and location of planting areas is part of the Construction Documents and an essential part of Planning.

ADDITIONAL SERVICES

Fees are based on the Scope of Work as outlined. If the scope of work or services is increased or changed at the request of AGA after substantial completion, Hirsch & Associates shall receive compensation based on additional hours worked at the hourly rates below or via a negotiated fee.

All additional services and costs must be approved in writing by the City of Lawndale prior to commencement.

Personnel	Hourly Rate
Landscape Architect	\$195/hr
Director of Projects	\$275/hr
Senior Designer	\$165/hr
Project Manager	\$145/hr
Technical Staff	\$125/hr
Office / Clerical	\$115/hr



CITY OF LAWNDALE RFP NO. BN-2507-07
 LAWNDALE YOUTH DEVELOPMENT CENTER
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First	\$500,000	x	9%	=	\$45,000
Next	\$500,000	x	8.5%	=	\$42,500
Next	\$1,000,000	x	7.5%	=	\$75,000
Next	\$3,000,000	x	6.75%	=	\$102,500
Next	\$5,000,000	x	6.25%	=	\$312,500
				Total	<u>\$677,500</u>

Phased approximately as follows:

Schematic Design	25%	=	\$169,375
Design Development	15%	=	\$101,625
Construction Documents	40%	=	\$271,000
Bid & Award	5%	=	\$33,875
Construction Administration	15%	=	\$101,625

Pre Design Planning will be included in the Schematic Design Fee.

- Landscape Design; trees planting and irrigation; are included. Indication of hardscape, reconfiguration of parking and location of planting areas is part of the Construction Documents and an essential part of Planning.

ADDITIONAL SERVICES

Fees are based on the Scope of Work as outlined. If the scope of work or services is increased or changed at the request of AGA after substantial completion, Hirsch & Associates shall receive compensation based on additional hours worked at the hourly rates below or via a negotiated fee.

All additional services and costs must be approved in writing by the City of Lawndale prior to commencement.

Personnel	Hourly Rate
Landscape Architect	\$195/hr
Director of Projects	\$275/hr
Senior Designer	\$165/hr
Project Manager	\$145/hr
Technical Staff	\$125/hr
Office / Clerical	\$115/hr



CITY OF LAWNDALE RFP NO. BN-2507-07
 LAWNDALE YOUTH DEVELOPMENT CENTER
 AND SKATE PARK DESIGN PHASE II

FEE PROPOSAL

The following fee proposal example is based on an assignment that may be contained in the Request For Proposal issued in June 18, 2025.

- The fees are based on the initial program which lists about xyz sq. ft. required. Assuming that the project will be publishing bid and use public funds, an initial project cost of \$10M will be assumed meant to cover the amount of remedial sitework required and minimal upgrades to the existing building to allow City staff move in. Furnishings are excluded from the General Construction Budget but included in our fee proposal. Cost and program decisions are reached following the Concept Design Phase.

- We anticipate presenting options for a build-able project reduced in size and \$9M- \$11M cost. Our Fee Proposal is for a \$10M scope.

First	\$500,000	x	9%	=	\$45,000
Next	\$500,000	x	8.5%	=	\$42,500
Next	\$1,000,000	x	7.5%	=	\$75,000
Next	\$3,000,000	x	6.75%	=	\$102,500
Next	\$5,000,000	x	6.25%	=	\$312,500
				Total	<u>\$677,500</u>

Phased approximately as follows:

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Design Development	15%	=	\$101,625
Construction Documents	40%	=	\$271,000
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Pre Design Planning will be included in the Schematic Design Fee.

- Landscape Design; trees planting and irrigation; are included. Indication of hardscape, reconfiguration of parking and location of planting areas is part of the Construction Documents and an essential part of Planning.

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Landscape Architect	\$195/hr
Director of Projects	\$275/hr
Senior Designer	\$165/hr
Project Manager	\$145/hr
Technical Staff	\$125/hr
Office / Clerical	\$115/hr

PBWS ARCHITECTS, LLP

ARCHITECTURAL SERVICES PROPOSAL FOR LAWNDALE YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II



**CITY OF LAWNDALE
REQUEST FOR PROPOSALS NO. BN-2507-07
JULY 16, 2025**

PBWS







July 16, 2025

Ms. Yvette Palomo
Office of the City Clerk
City of Lawndale
14717 Burin Avenue
Lawndale, California 90260

**RE: REQUEST FOR PROPOSALS
YOUTH DEVELOPMENT CENTER AND SKATE PARK DESIGN PHASE II
RFP NO. BN-2507-07**

Dear Ms. Palomo,

PBWS is pleased to present our proposal to the City of Lawndale to provide professional architectural planning and design services for the Youth Development Center and Skate Park project. Over the last 68 years, PBWS has demonstrated our commitment to working with local public agencies to design improvements that strengthen local communities through a wide variety of facility types.

Public facilities have been at the heart of our practice since the beginning. Our firm focuses on the spectrum of civic and learning environments. From K-12 schools to libraries, pools to community centers, early education centers to colleges, our practice encompasses the breadth of buildings which serve as backdrops for learning and civic engagement throughout a person's lifetime. This experience with a variety of interrelated building types provides us with a deep understanding of the unique and complimentary roles that each play in our community.

As Partner-in-Charge of the project team, I will oversee the design process and manage the A/E team. I have personally provided architectural services to a variety of public agencies. I also bring recent experience in planning, design, and construction phase services. Our firm is ideally equipped to deliver high levels of service resulting in a process that delivers an outstanding facility that will serve your community for many years to come. PBWS team provides value for the following reasons:

- We have been working throughout the Los Angeles basin since 1957.
- We have completed many community centers, libraries, and schools giving us a strong understanding of design for teenage users.
- We have the resources and experienced team members available to dedicate to your upcoming project.
- We offer CASp services in-house.
- We are retaining consultants who consistently provide PBWS excellent engineering services.
- We are dedicated to thorough design document preparation, following City design standards, and adhering to project budgets from project inception through project closeout.
- We have a track record of solving problems, finding economical solutions, and delivering projects on time and on budget.

As requested, the following specifically responds to the requirements of the RFP:

Contact Information for Person Authorized to Bind:

Kirstyn Bonneau, AIA, Partner
PBWS Architects
100 W. Villa Street, Suite 101, Pasadena, California 91103
(626) 432-5000
kirstyn@pbws.com

Day-to-Day Contact:

Joshua Treiber, Project Architect
(626) 432-5000
josh@pbws.com

Concise Statement of Understanding of Scope of Work:

We understand that the City of Lawndale wishes to construct a new Youth Development Center and Skatepark facility on the site of a current City services building. The first floor of the new building will house the Youth Development Center and a separate entry for the second floor offices. The second floor of the new building houses two major program components, Municipal Services Offices and the Cable TV station. The site will also include an enclosed courtyard for the Youth Center programs and a new skatepark on the western side of the site. The design of the new building should be consistent with the other nearby civic buildings. The budget for the project is \$11.5 million, and the City would like to have the drawings ready for plan review by early 2026.

The services provided by PBWS will include review of the previously prepared conceptual design, coordinate with the City to understand the project schedule, budget, project site documents, goals, and deliverables, develop construction documents, obtain agency approvals, assist with bidding, and provide construction administration services.

Acknowledgment of Addenda:

We received Addendum 1 dated July 9, 2025.

I am personally committed to ensuring that your project is a success. The entire PBWS team looks forward to working with you to create a Youth Development Center that engages and excites the teens in the community and serves as a successful new center for Lawndale. Thank you very much for your consideration. We look forward to hearing from you soon regarding the next step in the selection process. We are excited to have the opportunity to collaborate with the City of Lawndale on this project.



Sincerely,

Kirstyn Bonneau, AIA
Partner

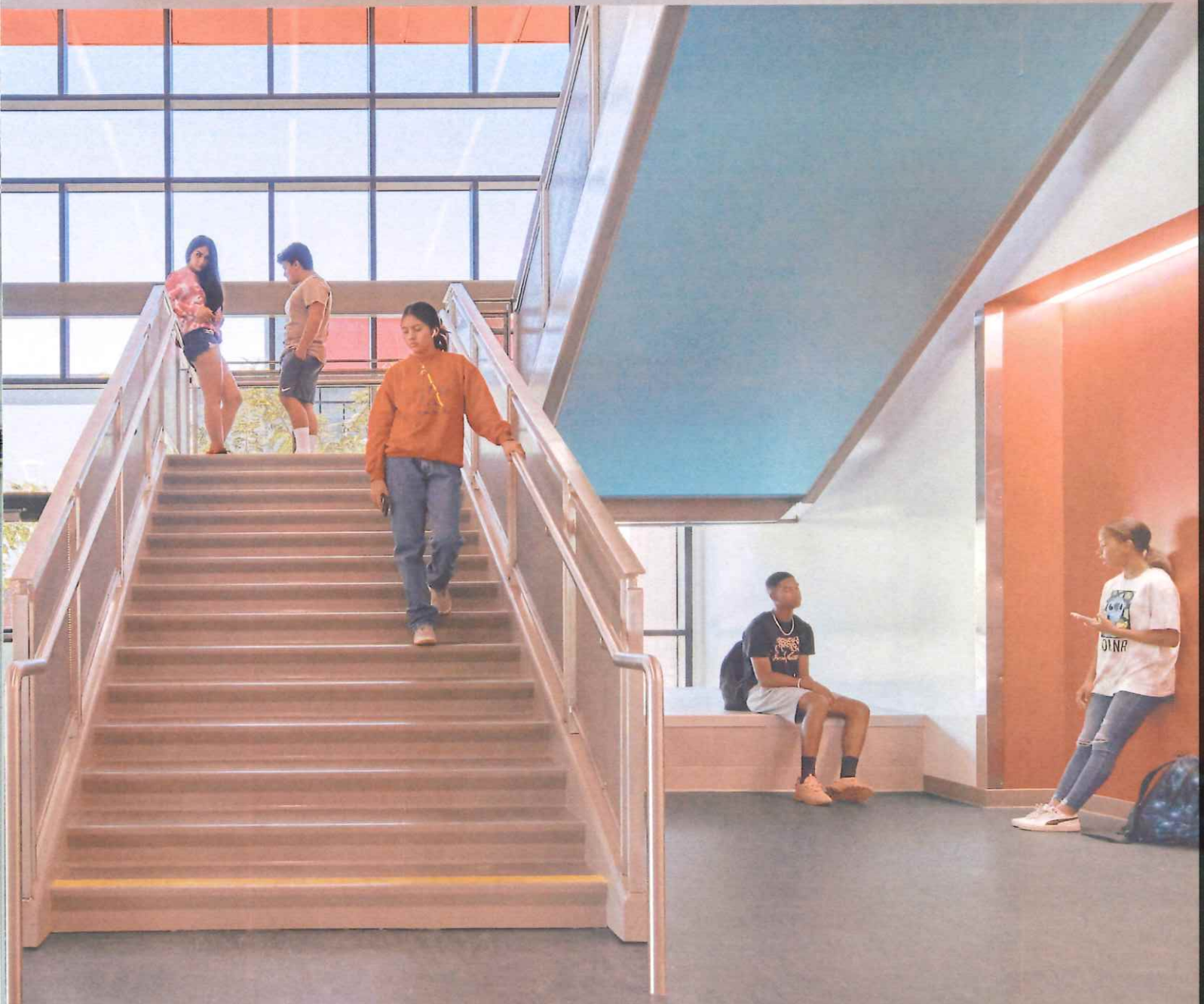
PBWS Architects
100 West Villa Street, Suite 101
Pasadena California 91103





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INTRODUCTION TO PBWS ARCHITECTS

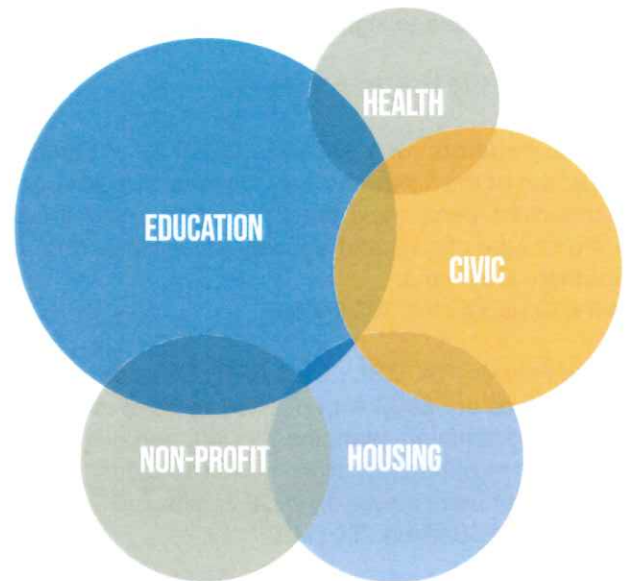
PBWS Architects provides professional architectural design services for five complimentary but distinct client types.

- Education
- Civic
- Health
- Housing
- Non-Profit

Each of these sectors serves our communities in different ways, and they often serve the same populations. Understanding the role of each helps us understand the end user and their needs better, resulting in more effective architectural solutions. We strive to create a built environment that promotes well-being for individuals, families, and communities.

Founded by Harlan Pedersen in 1957, PBWS has a more than 60-year legacy of thoughtful design that is enriched by personal interest and a commitment to architectural craft. Through PBWS's iterations and progressions, we've remained true to one guiding principle: personalized attention from the firm's partners creates conscientious work that supports meaningful, lasting, client relationships.

Harlan and his partners had a shared vision of quality design, took a pragmatic, hands-on approach to construction, and stressed excellence in client service. As his practice grew and thrived, Harlan became acquainted with Delmer Beckhart, whose firm Harrison Beckhart and Mill had a strong history of civic and educational facilities design. Harlan and Del joined forces with two engineering consultants to pursue larger commissions together. The success of this collaboration led to the formation of PBWS Architects.



PBWS ARCHITECTS, LLP IS LOCATED AT:
100 West Villa Street, Suite 101
Pasadena, California 91103

MAIN POINT OF CONTACT:
Kirstyn Bonneau
kirstyn@pbws.com
(626) 432-5000x109

FEDERAL EMPLOYER ID NUMBER: 45-4095503

CALIFORNIA DIR NUMBER: 1000062812

NUMBER OF YEARS OPERATING UNDER PRESENT NAME: 13

PBWS has been in continuous practice for **over 67 years**. We have provided services to public clients since the firm's early days with the County of Los Angeles being one of our firm's first clients. For many years, the firm operated as Pedersen Beckhart Wesley and Stice, a C-Corp. In 2012, PBWS transitioned to a **limited liability partnership**. PBWS Architects, LLP is wholly owned and operated by three (3) California-licensed architects in good standing:

Kirstyn Bonneau, AIA, NCARB, LEED AP, joined PBWS in 2006, upon graduation from the USC School of Architecture. Kirstyn has experience in educational, civic, housing, and non-profit projects. She provides leadership on our large, complex projects, including a \$160 million K-12 design-build project. She has extensive experience as a workshop leader and consensus-builder with building user groups and members of the public. Kirstyn will serve as Partner-in-Charge on your projects. She is authorized to sign agreements and represent the firm.

CALIFORNIA LICENSED ARCHITECT C-36535

Barton Anderson, RA, NCARB, LEED AP, is Director of Design of the firm with over 30 years of experience in architectural design and practice management, including a wide range of civic and educational facilities throughout Southern California.

CALIFORNIA LICENSED ARCHITECT C-27286

Wade Frazier, RA, CSI, LEED AP, is Director of Architecture at PBWS with over 30 years of experience in the programming, planning, design, and project coordination of public facilities. Wade's focus on your projects will be to solve technical issues.

CALIFORNIA LICENSED ARCHITECT C-24336

STRUCTURAL & CIVIL ENGINEERING

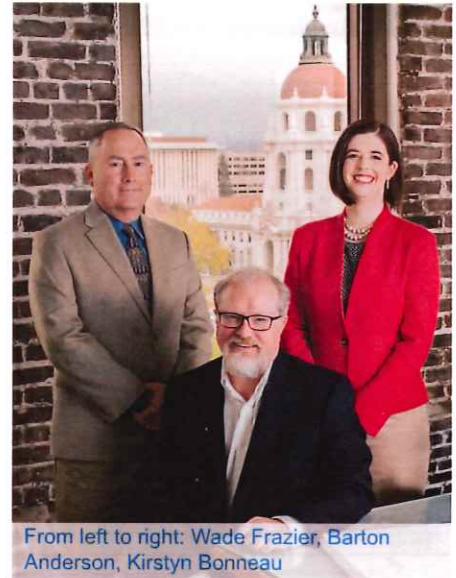
KPFF, INC.

Aldrin Orue, SE, DBIA, Principal | Structural Engineering
aldrin.orue@kpff.com

Daniel Munsterman, PE, Principal | Civil Engineering
Danny.Munsterman@kpff.com

Founded in 1960 with a vision of excellence in engineering, KPFF has grown to nearly 1,400 professionals across 30 offices. Our Greater Los Angeles offices have more than 350 employees dedicated to innovative engineering practices. For 58 years, KPFF has provided structural and civil engineering services for projects throughout Southern California, including municipal, community, park, and recreation projects.

KPFF, Inc. is a C corporation that is 100% employee shareholder owned and has been providing professional engineering services under the name KPFF, Inc. for 49 years.



Our current staff of 13, including six (6) licensed architects and 7 unlicensed staff, service projects from our office located in Pasadena, California. At this size, we can address projects of substantial scale, complexity, and construction value while keeping our workload balanced, so every client and every project receives the utmost attention and care. PBWS has not failed or refused to complete a contract in the last 25 years.

We have assembled a team of highly qualified consultants to collaborate on this project throughout the design and construction effort. Each of the firms listed below has demonstrated expertise in public works projects similar to the Lawndale Youth Development Center and Skatepark project. We are confident that this team can deliver a creative, effective, and efficient project for the City of Lawndale.

kpff

ADDRESS

700 South Flower Street, Suite 2100
Los Angeles, California 90017

DIR #1000017803

FEDERAL EMPLOYER ID #91-0755897

MEP ENGINEERING

ASTRAL ENGINEERS

Eric DeSplinter, CEO, Principal Engineer

eric.desplinter@astraleng.com

Astral Engineers provides professional mechanical, electrical, plumbing, technology, and fire protection engineering design services that optimize building and campus performance. Their commitment to collaboration, quality, and follow-through set them apart from other engineering firms.

Astral's personnel have decades of Mechanical, Electrical, Plumbing, Fire Protection, and Technology engineering design experience of new buildings and building renovations. Astral has no failures or refusals to complete a contract. Astral was established in 2021, they are headquartered in Rancho Cucamonga, CA and are not owned by any other business entities or individuals.

LANDSCAPE ARCHITECTURE

EPTDESIGN

Stephen Carroll, Principal

scarroll@eptdesign.com

EPTDESIGN is a full-service landscape architecture firm with studios across Southern California including Claremont, Pasadena, and Orange County. Founded in 1962, we have completed projects for a diverse clientele in the institutional, public and private arenas. Our approach to projects is passionate and pragmatic, with a strong emphasis on research, creativity, and collaboration. We value our track record of repeat work and believe it speaks not only to our commitment to design excellence, but also to our strong service orientation. EPTDESIGN is a corporation and is not owned by another organization or individual. We have had no failures or refusals to complete a contract.

SKATEPARK DESIGN

GRINDLINE SKATEPARKS, INC.

Matt Fluegge, Chief Executive Officer

matt@grindline.com

Since 2002, Grindline has developed the full spectrum of skate terrain including street courses, bowl complexes, snake runs, pump tracks, hobbit trails, professional training facilities, skateable sculptures and all those features yet to be named. We translate the needs of local skaters into skatepark designs that will progress with them into the future. Our parks range in size from the largest skatepark in North America all the way down to a single skate obstacle. We have designed and constructed over 350 skateparks to date, from Orcas Island in Washington State to the Holy Lands of Israel, giving us an intimate understanding of building community through skateboarding. Grindline is not owned by another organization or individual. We have had no failures or refusals to complete a contract.



ADDRESS

10850 Church St., Unit M206
Rancho Cucamonga, CA 91730

DIR #1000848449

FEDERAL EMPLOYER ID #86-3141101



ADDRESS

234 N. El Molino Avenue, Suite 100
Pasadena, California 91101

DIR# PW-LR-1000962121

FEDERAL EMPLOYER ID # 95-3659936



ADDRESS

4619 14th Ave SW
Seattle, WA 98106

FEDERAL EMPLOYER ID # 75-3041527



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STATEMENT OF PROJECT UNDERSTANDING

We understand that the City of Lawndale wishes to construct a new Youth Development Center and Skatepark facility on the site of a current City Services building. The existing single-story building will be demolished as part of the project scope and a new two-story building will be constructed on the eastern side of the site. The new skatepark will be constructed on the western side of the site. The site will also include an enclosed courtyard for the Youth Center programs. Existing street parking will remain, and no new parking will be required.

The first floor of the new building will house the Youth Development Center and a separate entry for the second floor offices. The Youth Center program includes a multi-use teen center with areas for gaming, billiards, lounge, and dining. A small kitchenette/pantry serves the teen center. Two offices adjacent to the teen center can supervise the space. The development and resource center includes an instructional space with adjacent counseling offices. A small multipurpose room is accessible to both the Youth Center and the second floor lobby. Other program areas on the first floor include restrooms, custodial, IT, and other support spaces.

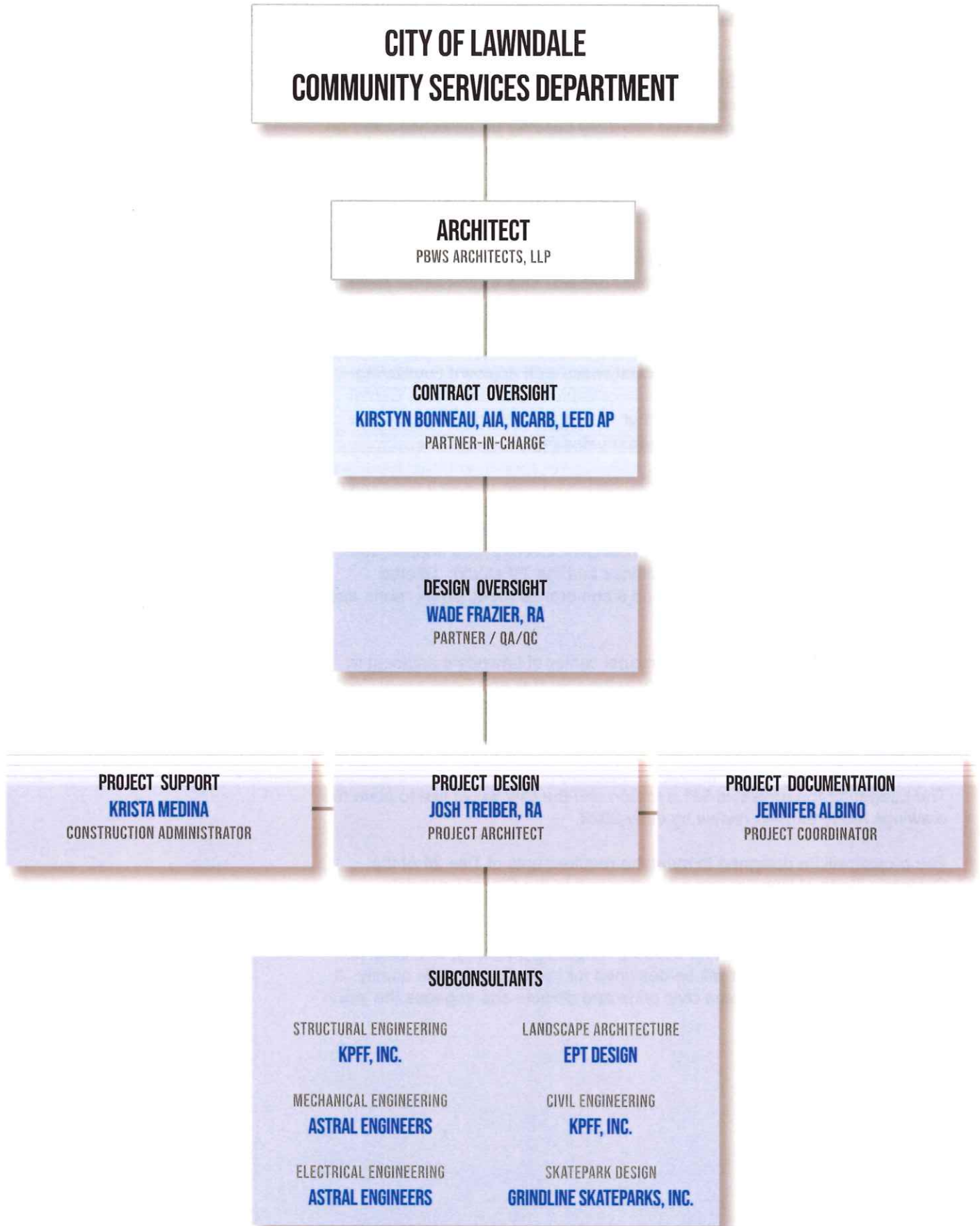
The second floor of the new building houses two major program components, Municipal Services Offices and the Cable TV station. The Municipal Services Offices include space for parking enforcement, code enforcement, emergency services, animal control, supervisor, director, and support staff. The Cable TV station includes staff offices and the TV studio. Shared spaces for both program areas include a conference room, break room, and restrooms.

The project site is located in the municipal center of Lawndale adjacent to the City Library and in close proximity to the City Hall and Community Center buildings. The design of the new building should be consistent with these other civic buildings and generally follow the conceptual design already established in Phase 1 of the project.

The budget for the project is \$11.5 million and the City would like to have the drawings ready for plan review by early 2026.

The project will be designed to meet the requirements of Title 24 of the California Code of Regulations and submitted to the City of Lawndale Planning & Zoning and Building & Safety for plan review.

Civic projects require design for security, longevity, durability, and ease of maintenance. This project will be designed for institutional-grade quality. It will be a facility that promotes civic pride and attracts and engages the youth of the community.



PHASE II - DESIGN

TASK 1 - CONCEPT VALIDATION

Our initial task will be to gain a thorough understanding of the project goals, site, and workplan so that we can set the project up for a successful execution. We will begin with a kickoff meeting with City staff to review the existing conceptual plans, schedule, budget, project site documents, goals, deliverables and the responsibilities of each party. We will then establish a workplan that reflects our understanding of the project process discussed.

We will conduct a site visit with our consultant team and City staff so that we can see first-hand the existing conditions of the site. Ahead of our visit, we will review all Owner-provided project site documents such as geotechnical report and surveys to determine their completeness and applicability to the project. If upon review of the documents and site visit we determine additional studies are required, we will notify the City right away.

During this task, we will also review the conceptual design for Code compliance, constructibility, and conformance to the project goals. Our engineers will provide input on the potential building systems and their impacts on the conceptual design. We will review any proposed modifications to the design with the City.

Estimated duration: 4 weeks

TASK 2 - DESIGN AND CONSTRUCTION DOCUMENTS

During Task 2, we will provide progress design and construction documents at 30%, 60%, 90%, and 100% completion. We have correlated those milestones with traditional architectural phases as described below. Throughout these phases, we will conduct biweekly meetings with the City via virtual meetings and an in-person meeting at the outset of each phase.

30% Completion (Design Development)

We will begin this design phase by preparing a site plan, floor plans, reflected ceiling plans, roof plans, sections, and elevations of the design based on the input gathered during Task 1. We will then hold a meeting with the City to confirm the refined design.

Once the design is agreed upon, we will proceed with developing the demolition plans, site plan, floor plans, enlarged partial plans, reflected ceiling plans, roof plans, building sections, wall sections, exterior elevations, interior elevations, door and window schedules, and major details. One of the key efforts during this phase will be to select building materials, assemblies, and equipment. Our selections will be presented in an outline specification and reflected in the design drawings.

Approximately 2 weeks prior to the phase completion date, we will assemble a progress set including all of our consultants' drawings. This set will undergo a QA/QC review and be the basis of the cost estimate for the phase.

Upon completion of the cost estimate and QA/QC corrections, we will submit the 30% completion set to the City for review.

Estimated duration: 6 weeks

60% Completion (Construction Documents to 50%)

We will begin this phase with a meeting with the City to review any comments on the 30% completion set. The comments received from the City will be addressed throughout the phase and reflected in the 60% completion deliverables.

We will further edit and annotate the demolition plans, site plan, floor plans, enlarged partial plans, reflected ceiling plans, roof plans, building sections, wall sections, exterior elevations, interior elevations, door and window schedules, and major details.

Key efforts during this phase will include development of additional wall sections and wall type detailing, building systems layouts, and site utilities. Three-part specifications will be developed based on the outline specifications.

Approximately 3 weeks prior to the phase completion date, we will assemble a progress set including all of our consultants' drawings. This set will undergo a QA/QC review and be the basis of the cost estimate for the phase.

Upon completion of the cost estimate and QA/QC corrections, we will submit the 60% completion set to the City for review.

Estimated duration: 8 weeks

90% Completion (Agency Submittal Set)

We will begin this phase with a meeting with the City to review any comments on the 60% completion set. The comments received from the City will be addressed throughout the phase and reflected in the 90% completion deliverables.

We will further edit and annotate the demolition plans, site plan, floor plans, enlarged partial plans, reflected ceiling plans, roof plans, building sections, wall sections, exterior elevations, interior elevations, door and window schedules, wall sections, and details.

Key efforts during this phase will include development of additional detailing and calculations. The three-part specifications will be refined based on the previous comments and revisions.

Approximately 3 weeks prior to the phase completion date, we will assemble a progress set including all of our consultants' drawings. This set will undergo a QA/QC review and be the basis of the cost estimate for the phase.

Upon completion of the cost estimate and QA/QC corrections, we will submit the 90% completion set to the City for review. Any comments from the City will be addressed and the 90% completion set will be submitted for agency review.

Estimated duration: 10 weeks

100% Completion (Agency Approved Set)

This phase will include the efforts necessary to obtain agency approvals through the plan check process. We will address plan check corrections, obtain required clearances, and respond to any remaining comments from the City. The deliverable for this phase will include the final approved

drawings from the agencies having jurisdiction.

TASK 3 - MEETING ATTENDANCE AND SUPPORT

This task includes meetings throughout Task 1 & Task 2 as noted in the above descriptions - a project kickoff meeting will be conducted in Task 1, in-person meetings with the City at the beginning of each Task 2 phase, and virtual meetings biweekly. In addition, we will be available for conference calls with the City as needed throughout the design phase to resolve issues and coordinate.

We have also included attendance at up to 3 City Council meetings as requested. This includes preparation of exhibits for presentation at the meetings.

PHASE III - BIDDING

TASK 4 - BIDDING PHASE

During the bidding phase, we will compile the agency approved drawings for issuance as the bid documents. We will respond to questions from bidders and prepare and issue addenda as needed. We can review bids with the City and assist with bid award at the City's request.

PHASE IV - CONSTRUCTION

TASK 5 - CONSTRUCTION PHASE

In addition to the Partner-in-Charge and Project Architect/Project Manager who shepherd each project from start to finish, PBWS assigns a Construction Administrator to aid in maintaining project logs and monitoring document distribution and timelines. This helps all the construction team members to prevent CA items from falling through the cracks. While the Project Manager provides technical expertise and oversight, the Construction Administrator manages the flow of the paperwork.

On larger projects, we may assign additional staff to assist with submittal review, RFI responses, and document changes, as required. In such cases, the Project Manager remains responsible for the final review of all documents prior to returning them to the construction team. The PM also remains the main point of contact for the firm to **ensure that communication runs smoothly**.

At the start of construction the Project Manager and Construction Administrator will attend the project kickoff meeting with the City and the selected contractor.

We understand that **RFIs are a crucial to maintaining the construction progress, so we prioritize their review**. Our in-house construction administrator will receive, log, and track all RFIs for the project. The project manager will review the RFIs, answers those that are architectural in nature, and delegate others to our consulting engineers. The construction administrator manages the distribution and return from our consulting engineers to ensure their timely return. Finally, the project manager reviews the engineer's response prior to returning the RFI to ensure that the information provided is thorough and accurate. We endeavor to **respond to RFIs as quickly as possible** and often less than the time allotted contractually. We coordinate with the construction team so that we can respond in order of urgency to keep the project on schedule.

Our in-house construction administrator will receive, log, and track all submittals for a project. The construction administrator will also manage the distribution and return from our consulting engineers to ensure their timely return. The project manager will review the submittals for conformance to the construction specifications. Finally, the project manager will review the engineer's response prior to returning the submittal to ensure that any architectural concerns, such as finish or dimensions, are incorporated.

We will visit the site monthly (1) to become generally familiar with and to keep the City informed about the general progress of the portion of the Work completed, (2) to determine in general if the Work is being performed in a manner that will be in general accordance with the Contract Documents.

We will prepare construction field reports/meeting minutes in our **clear and concise proven format or in the City's preferred format** as required so that the execution of construction and decision-making during the process are easily understood by all the stakeholders.

PBWS can assist in evaluating construction contract items including review of construction schedules, schedule of values, phasing plans, and contractor pay applications in regards to completeness of SOV items. We have the capability and experience in reviewing and advising for changes in the construction contract including analysis of change order proposal content and pricing and consideration of time extension requests based on approved construction CPM schedules. We have recent relevant experience of costs for public works construction in Southern California. PBWS has standard documentation methods and forms that can be utilized or can augment the City's system of forms as required. We can prepare any necessary documents including construction change directives and change orders.

Upon receiving the contractor's punch list, the Project Manager and/or Construction Administrator in coordination with our engineering consultants will prepare the project punch list using our standard format. This includes an itemized spreadsheet keyed to site photos. After the contractor has addressed all items on the punch list, we request that the contractor send completion verification photos prior to our verification walk.

During the construction phase, we will **carefully document and track changes** that are issued through Instruction Bulletins, Construction Change Documents, and Construction Sketches. We will modify the CAD and/or BIM files with each change so that it is reflected in subsequent changes and record drawings.

Each month, prior to approving the contractor's pay application, we will review their as-built documentation to ensure it is **up to date and reflects known field adjustments**. At the completion of construction, we will review their as-builts again for completeness. Finally, we will incorporate the as-built markups into the CAD and/or BIM files and provide the final record drawings to the City in CAD/BIM and PDF formats.





As a service-oriented firm, we measure the success of our projects by how well they work for our **clients and building users**. When we engage with a client on a project, we bring our **design philosophy and experience with public facilities** to the table as a resource, not an imposition. We **collaborate** with you to tailor our solutions to your needs, your budget, your schedule, your culture, your design philosophy, and your program approach. We will work hand-in-hand with you to **achieve your project goals**.

COMMUNICATIONS APPROACH

Projects run more effectively and efficiently when everyone on the team understands their roles and responsibilities. The following is a brief description of each team member's role during the collaboration process.

CITY'S PROJECT MANAGER

Work with A/E team to establish process and set schedule. Gather input & direction from the stakeholders. Coordinate with administration, user groups, stakeholders, etc. to schedule meetings & workshops. Provide direction to the A/E team.

CITY'S FACILITIES, OPERATIONS & MAINTENANCE

Provide guidance on City facilities standards. Define operational requirements for the facility. Provide historical information on the facilities.

USER GROUPS AND COMMUNITY STAKEHOLDERS

Help to define the project needs and goals. Provide feedback on proposed solutions.

CITY COUNCIL & CITY MANAGER

Set expectations for the project including budget and schedule parameters. Help develop participation and support for the project throughout the organization. Final decision maker.

ARCHITECT/CONSULTING TEAM

Work with City's PM to establish process and set schedule. Gather and synthesize program requirements, site analysis, and standards. Propose architectural solutions. Gather input and feedback on the solutions. Refine the proposed solutions. Keep project on track and notify City's PM if schedule and budget challenges emerge.

In order to keep all the team members informed, we utilize document sharing on platforms like Box.com and SharePoint to efficiently share project information. We also conduct video conferencing via Zoom and Microsoft

Teams to collaborate with our team. All of our team members utilize Bluebeam to **gather and respond to project feedback**.

Bluebeam has become an integral part of our daily practice. We utilize the platform for PDF preparation and markups, design team coordination, QA/QC reviews, client & third-party reviews, agency approval processes, and construction administration. For instance, on the Grover Cleveland Charter High School project, we used Bluebeam Studio for constructibility reviews with our contractor partners, design review by the District, and third-party peer review. The project was also assigned to the "soft start" for the Division of the State Architect's Electronic Plan Review process, so it was one of the first projects to be reviewed by the agency through Bluebeam Studio. We find the platform to be efficient and effective for coordinating with the many parties involved in the design and construction processes.

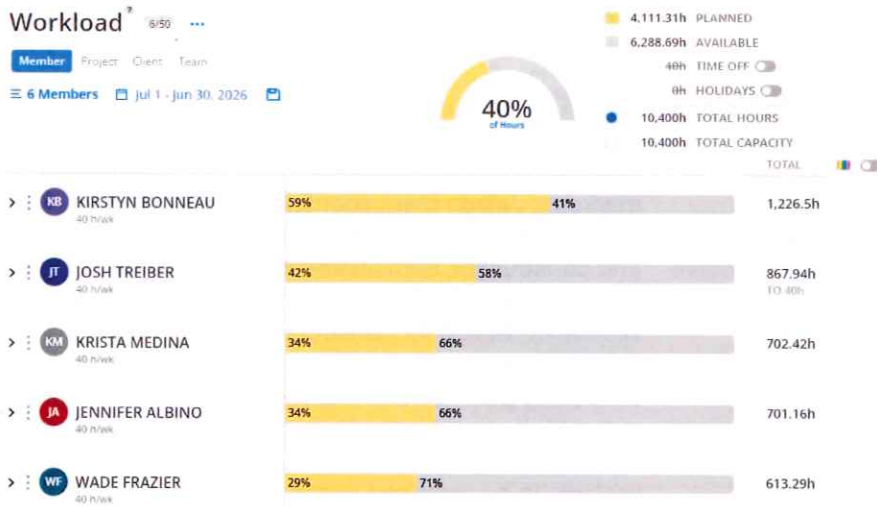
As described in the project approach a project kickoff meeting will be conducted in Task 1, in-person meetings with the City at the beginning of each Task 2 phase, and virtual meetings biweekly. In addition, we will be available for conference calls with the City as needed throughout the design phase to resolve issues and coordinate. We have also included attendance at up to 3 City Council meetings as requested.

TRACK RECORD OF MEETING PROJECT SCHEDULES.

PBWS has an excellent track record of delivering our projects on schedule. For example, we delivered 7 state-approved construction document sets for the Grover Cleveland Charter High School Comprehensive Modernization project on schedule, even with changes to the building program and interim housing phasing during the design phases.

As with project budgets, the key to adhering to project schedules starts at the beginning of the project. Having a **clear understanding of the project scope**, needed owner-generated reports (like surveys and geotechnical reports, among others), complex site issues that may require additional study, access to the project site, and other factors will influence the ability of the project team to engage in an efficient design process.

If there are no special circumstances, the key considerations for schedule adherence are **proper project staffing**, proper project **oversight by the Partner in Charge**, and constant **management of our consulting engineers**. We have developed internal processes that organize and manage each project from inception through agency submission, enabling us to



remain on schedule. We utilize staffing software to efficiently allocate staff resources to the projects in the office, keeping them moving. We develop our schedule, factoring in your project milestones, and **communicate the schedule** with our staff and consultants. Should the schedule slip for some reason, we engage in a **project schedule recovery process** and allocate resources to get the project back in line with our client's needs.

As illustrated by the graphic above from our staffing management software, the team proposed for this project has adequate capacity to address this project.

QUALITY ASSURANCE/QUALITY CONTROL PLAN

PBWS has a QA/QC program in place for all projects that assures the quality of our construction documents prior to agency review and/or bidding. As a firm policy, QA/QC reviews are performed during **each design and documentation phase**. The process includes review checklists, interdisciplinary reviews utilizing clash detection software, verification of owner requirements, and third party reviews.

Ensuring document quality begins with **efficient and constant communication between the entire design team**. Checklists are used by the project manager to track the team's work as the project advances, including the work of our consulting engineers.

We use Revit as our BIM platform and leverage our model(s) at every phase to meet client needs and develop the model over the life of the project, including the construction phase. We have well-developed Revit standards that serve our goals of efficiency, accuracy, and quality assurance in design, documentation, and correlation with written specifications. We are **experienced in utilizing clash detection software** to identify and coordinate the resolution of clashes with our

consultants and their models.

An independent review at the end of each design phase is performed by an experienced third party who is not part of the project team, ensuring **a clear and fresh perspective**, concentrating on major design elements in earlier phases working to final detailing and refinements before plan submittal and bidding.

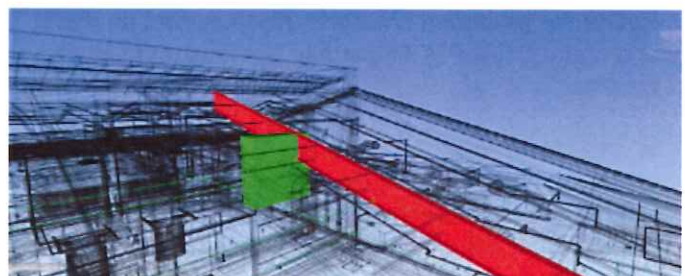
The **Schematic Design Phase review** focuses on general site and floor plan function, building massing, construction type and materials, major systems selection, and code analysis.

The **Design Development Phase review** consists of building fire/life safety and accessibility code compliance, systems integration, structural integration, envelope and fenestration design strategy, vertical circulation, and construction sections.

The **Construction Documents Phase review** includes details for waterproofing, constructibility, and durability. All notation, referencing, schedules, interdisciplinary coordination, and specifications are reviewed thoroughly.

An **Access Compliance review** will be conducted at each milestone. This is not only for regulatory compliance, but also for best practices to mitigate accessibility-related conflicts and problems sometimes resulting from unintended consequences of rote code compliance. Greg Sun, a Partner Emeritus of PBWS and a DSA-designated Certified Access Specialist (CASP) will conduct these reviews.

Taken together, our policy, studio culture, and documentation tools help us achieve our goal of preparing **high quality design and construction documents** with an emphasis on functionality, constructibility, and the careful coordination of building systems. This helps to ensure that our projects result in cost efficiency, economy, with a lifetime of performance and durability.





STUDENT DEMONSTRATION
KITCHEN



STUDENT DEMONSTRATION
KITCHEN



MARGIE AND ROBERT E. PETERSEN STUDENT CENTER

Pasadena, California

Hillsides is a non-profit organization that offers comprehensive mental health treatment for children and adolescents. PBWS Architects has been working steadily with Hillsides since the mid-1990s.

PBWS provided full A/E services to create The Margie and Robert E. Petersen Student Center, a much-needed educational, dining, and recreational space for the children of Hillsides. The 13,000 SF facility offers a rich variety of learning and play experiences. New outdoor amenities include a pool and cabana, multi-use play field, basketball courts, and a playground with swings. A gymnasium with an adjacent room for video gaming and ping pong gives the children the opportunity to engage with others in play and programs offered by the organization.

A key feature of the Student Center is a large dining hall with commercial kitchen. The dining space is used daily to feed the children and serves as the campus' main gathering area for special events. A demonstration kitchen is used to teach the children about cooking and healthy eating habits.

The Student Center includes art and music studios, allowing the children to learn new skills and express their feelings in a constructive way.

The new Student Center has enhanced Hillsides' mission of healing children and young adults, strengthening families, and transforming communities through quality comprehensive services and advocacy.



PROJECT SUMMARY

Year started and completed
2015-2019

Contracting Agency & Dept.
Hillsides

Key Personnel Assigned

Fred Wesley	PIC
Robert Newton	PM
Rob Takei	PA

Contract Value \$1,960,000

Sub-Consultants

Barbara Hall	Civil Engineer
Wheeler & Grey	Structural Egr
Budlong & Associates	MEP Egr
Landshapes	Landscape Arch
Webb Foodservice Design	Kitchen

FLORENCE LIBRARY RENOVATION

Los Angeles, California

PBWS provided architectural, interior design, and overall project management services to convert the 2nd floor of the existing Florence Firestone County Building into a new 9,468 SF public library.

The library includes a large Reading Room, Children’s area, and Teen Zone. In addition, there is a staff workspace, storage, public self-checkout stations, service desks, restrooms, and building storage. With all new furniture and finishes throughout, the project was delivered within a budget of \$3.3 M.

Some of the design elements include:

- Enclosing the quiet study room in glass to provide visibility into the activities taking place inside while also creating acoustic zones that keep noisy and quiet areas separate.
- Interior finishes are modern and timeless with colors that reflect the unique identity of the community.



PROJECT SUMMARY

Year started and completed
2020-2023

Contracting Agency & Dept.
Los Angeles County Public Works

Key Personnel Assigned
Wade Frazier PIC
Pati Ornelas PM/Interior Design
Jennifer Albino Proj. Coord

Contract Value \$522,000

Sub-Consultants
Jennifer Sweeney Library Planner
IMEG Structural Engineer
Turpin & Rattan MEP Engineer
Landshapes Landscape Arch

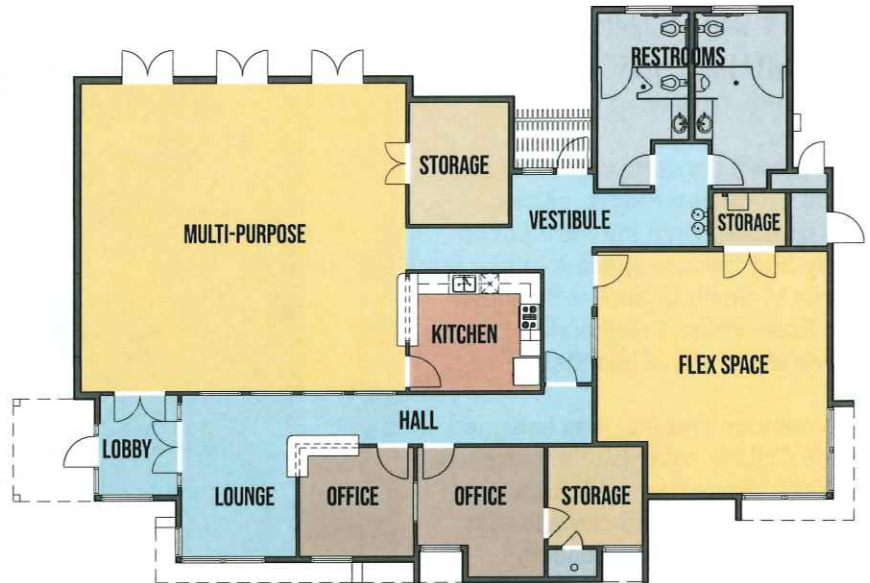
COMMUNITY CENTERS AT RENTAL ASSISTANCE DEMONSTRATION PROPERTIES (RAD)

Fresno County, California

This project engaged residents from 407 public housing units in 3 cities to participate in consensus-building for these HUD-funded projects. Through a series of work sessions, the PBWS team was able to determine residents' priorities to establish the vision for upgrading over 400,000 square feet in 13 separate developments.

The outcome was instrumental in shaping the project's design and assuring it would be well received by the residents. Included in the scope are upgrades to kitchens, bathrooms, laundry rooms, improvements to sewer and water lines, and exterior beautification, including the use of drought-tolerant plants.

The project included the construction or remodel of community centers on 7 sites including multipurpose rooms, management offices, kitchens, flex spaces, computer labs, and study rooms. These community spaces allow agencies and non-profits such as the Boys & Girls Clubs to operate special programs for children and teens in the area.



PROJECT SUMMARY

Year started and completed
2012 - 2015

Contract Value \$ 2,864,000

Contracting Agency & Dept.
Housing Authority of the City and County of Fresno

Sub-Consultants
Yamabe & Hom Civil Engineer
Barcus Structural Eng. Structural
LP Consulting Engineers MEP
DesignLab 252 Landscape Arch

Key Personnel Assigned

Otis Odell	PIC
Barton Anderson	AOR
Kirstyn Bonneau	PM
Rochelle Campomanes	CA



**MARTIN V. SMITH SCHOOL OF BUSINESS
MANZANITA HALL PHASE 3**

Camarillo, California

This project converts approximately 4,300 SF of classrooms, offices, and restrooms into the main public lobby and institute space for the Martin V. Smith School of Business and Economics at California State University Channel Islands.

The campus property was assigned to the CSU to establish the university in 2002. Since then, CSUCI has been building out the campus with a combination of new building construction and re-purposing of the existing Spanish colonial buildings. This project is the final phase of renovation of an existing building for the School of Business offices.

Small group rooms, active learning classrooms, and study lounge provide opportunities for student-to-student and student-to-faculty interaction. The adjacent courtyard (approx. 28,000 SF) as renovated for daily use and for special events such as receptions and graduations.



PROJECT SUMMARY

Year started and completed
2022-2025

Contracting Agency & Dept.
California State University,
Channel Islands
Facilities Planning, Design &
Construction

Key Personnel Assigned
Kirstyn Bonneau PIC
Pati Ornelas PM/Interior Design
Jennifer Albino Proj. Coordinator
Krista Medina CA

Contract Value \$ 242,000

Sub-Consultants
Miyamoto Structural Engineer
Astral Engineers MEP Engr
EPT Design Landscape Arch

EXPERIENCE AND QUALIFICATIONS: SUMMARY OF RELEVANT PROJECTS

SIERRA MADRE MIDDLE SCHOOL

Sierra Madre, California

PBWS designed a new middle school campus for 550 students in grades 6-8. The facility includes a two-story classroom wing, a multipurpose building, a gymnasium, music rooms, science labs, a library/media center, a computer lab, and administrative and counseling offices totaling 76,000 square feet.

The library is a 2-story, 5,100 square foot structure. The lower level includes the stacks, circulation desk, offices, and a stepped seating area for the students. A dedicated computer area and reading mezzanine are located on the upper level.

PROJECT SUMMARY

Year started and completed
2009 - 2015

Contracting Agency & Dept.
Pasadena Unified School District

Key Personnel Assigned

Fred Wesley	PIC
Wade Frazier	AOR
Mark Lansdown	PM

Contract Value \$2,195,500

Sub-Consultants

IMEG	Structural Engineer
IMEG	MEP Engineer
Landshapes	Landscape Arch
McKay Conant Hoover	Acoustical



GROVER CLEVELAND CHARTER HIGH SCHOOL COMPREHENSIVE MODERNIZATION

Reseda, California

Grover Cleveland High School was originally designed for 1,500 students during the post-war building boom that transformed Los Angeles. The high school’s design reflected mid-century sensibilities and is characterized by single-story classroom buildings laid out in a finger-plan united by a central covered walkway/circulation spine.

By 2017 when planning for the expansion began, enrollment had grown to over 3,200 students, resulting in overcrowding that impacted educational outcomes.

The project includes seven new buildings adding over 176,000 GSF (more than doubling the square footage of the existing facilities) for performing arts, general & special education classrooms, science labs, drafting & engineering labs, multi-media classroom, food service and dining, childcare, and campus support services.

The design-build team’s solution focused on four key goals:

- 1) respecting the campus’ mid-century design and site planning;
- 2) creating environments that promote relationship building through serendipitous social interaction, collaboration, and self-directed problem solving;
- 3) employing the tenets of biophilic design to improve cognitive function, psychological and physiological health; and
- 4) emphasizing security, ease of maintenance, durability, and long-term performance.

The project strengthens the implementation of contemporary learning pedagogies in specialized programs such as media arts, drafting, digital humanities, engineering, science, theater, music, and art, that had previously been restricted due to a shortage of space.

The comprehensive modernization of Grover Cleveland Senior High School transforms original the 1961 campus into a 21st century learning environment that respects its mid-century roots while strengthening campus life.





PROJECT SUMMARY

Year started and completed
2017-2024

Contracting Agency & Dept.
Los Angeles Unified School District | Facilities Services Division, Asset Management

Key Personnel Assigned

Barton Anderson	PIC
Wade Frazier	AOR
Kirstyn Bonneau	Project Director
Sean McCarty	PA
Mark Lansdown	PM
Allison Moorman	Proj Controls

Contract Value \$8,602,000

Sub-Consultants

Psomas	Civil Engineer
IMEG	Structural Engineer
IMEG	MEP Engineer
MIG	Landscape Architect
Webb Foodservice Design	Kitchen
Newson Brown	Acoustical

**SIERRA MADRE PUBLIC LIBRARY
SCHEMATIC DESIGN**

Sierra Madre, California

PBWS Architects has a decades-long history of working with the Sierra Madre Public Library, conducting various design studies and building improvements, as well as helping to plan for its future.

In 2019 we were selected to provide schematic design services for a new, 14,500 square foot, two-story public library with a construction budget of \$12.2 million.

The program included such features as:

- Children’s area
- Teen area
- Technology/maker space
- Equipment dispensing machine
- Community meeting room with kitchen
- Foundation bookstore, storage, and work area
- Local history archive space
- ‘Quiet study’ rooms
- Exterior event space
- Exterior reading area

The facility’s design accommodated entry from the front and rear sides on two different levels with the ability to control access for evening functions. It was also important for supervision from limited staff at any one time to all parts of the facility. The new building was located and arranged to preserve existing monumental trees and create a park-like setting in the front, facing the City’s main boulevard. The building design took advantage of diffuse natural daylighting and provided panoramic views of the nearby mountains.

The schematic design was prepared for the purpose of passing a local parcel tax to finance the project. PBWS conducted community workshops to gain input on program and design and to gain community support for the project.



PROJECT SUMMARY

Year started and completed
2019

Contracting Agency & Dept.
Friends of Sierra Madre Library

Key Personnel Assigned
Wade Frazier PIC
Kirstyn Bonneau Project Architect

Contract Value \$120,000

Sub-Consultants
Landshapes Landscape Arch

COUNTY OF LOS ANGELES PUBLIC WORKS

Project Manager

Mr. Jason I. Kim, Senior P.M.
Los Angeles County Public Works
(626) 300-2326 JIKIM@dpw.lacounty.gov

Florence Library Renovation

PBWS provided architectural, interior design, and overall project management services to convert the 2nd floor of the existing Florence Firestone County Building into a new 9,468 SF public library.



COUNTY OF LOS ANGELES PUBLIC WORKS

Project Manager

Mr. Myron Lee, Project Manager
Los Angeles County Public Works
(626) 300-3298 MyLee@dpw.lacounty.gov

Leland Weaver and Maywood Libraries Renovation

PBWS provided the design and construction documents for renovation of two existing libraries to improve efficiency, accessibility, and program functionality. The interior refurbishment includes new signage, finishes, and furnishings.



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

Project Manager

David J Carlson, Dir. of Planning, Design & Construction
(805) 437-8472 David.Carlson@csuci.edu

Manzanita Hall Phase 3

This project converts approximately 4,300 SF of existing classrooms, faculty offices, and restrooms into the main public entry lobby and institute space for the Martin V. Smith School of Business and Economics.



LOS ANGELES UNIFIED SCHOOL DISTRICT

Project Manager

Julio Palacio, North Regional Senior Development Mgr.
(213) 604-1797 julio.palacio@lausd.net

Grover Cleveland Charter High School

As part of a design-build team, PBWS designed seven new buildings (over 176,000 GSF) and a new Quad providing space for a performance venue, exterior classroom, and gathering place.



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EDUCATION

Bachelor of Architecture, cum laude,
2006
University of Southern California

REGISTRATION

Architect, California, #C-36535, 2017

NCARB, #91533, 2018

LEED® Accredited Professional

PROFESSIONAL AFFILIATIONS

American Institute of Architects

KIRSTYN BONNEAU, AIA, NCARB, LEED AP Partner
Partner-in-Charge

Kirstyn Bonneau joined PBWS upon graduation from USC in 2006. She is involved in education, housing, and civic projects. Kirstyn has led teams on many of our large, complex projects, including the comprehensive modernization of Grover Cleveland Charter High School, a 176,000 SF design-build project in Reseda. Kirstyn has extensive experience as a workshop leader and consensus-builder with building user groups and members of the public. This experience has spanned projects ranging from a single church campus, to multiple public housing sites, to a new middle school for the Pasadena Unified School District, to campus visioning for the Pasadena Area Community College District.

RELATED PROJECT EXPERIENCE

SIERRA MADRE PUBLIC LIBRARY REPLACEMENT LIBRARY (SCHEMATIC DESIGN)

Worked with Library staff, city staff, and Friends of the Library to update program and develop schematic design for a replacement library at the site of the current facility for the purpose of passing a local parcel tax to finance the project. Conducted community workshops to gain input on design and to gain community support.

COLLEGE OF THE CANYONS LIBRARY/LEARNING RESOURCE CENTER ADDITION

Served as project manager for a 50,000 square foot addition to the existing library building. Project included space for the Campus Learning Center on the ground floor and expansion of the Library on the second floor. Program included small group study rooms, large group study rooms, classrooms, computer center, testing center, tutoring center, reading room, and library staff support spaces.

PASADENA UNIFIED SCHOOL DISTRICT SIERRA MADRE MIDDLE SCHOOL, NEW CAMPUS

Assisted with design and documentation of a new middle school campus comprising 76,000 square feet of classroom, gymnasium, multi-purpose room, offices, library, and food service space. Led community workshops to gather input on design. Developed BIM model of the project and coordinated documentation with consultants.

CALIFORNIA STATE UNIVERSITY, CHANNEL ISLANDS MANZANITA HALL PHASE 3

Oversaw the design and construction as the partner in charge for the remodel of 4,300 SF for the Martin V. Smith School of Business main lobby and institute space, including small group rooms and study lounge. Project also included the renovation of the adjacent 28,000 SF courtyard for the school's graduation ceremonies as well as everyday use.

CALIFORNIA STATE UNIVERSITY, CHANNEL ISLANDS EARLY CHILDHOOD EDUCATION & CARE CENTER FEASIBILITY STUDY

Led University stakeholders in programming and planning workshops to determine the desired student population and square footage requirements for a new early childhood education center. Program for the center included classrooms for 100 children between 0-5 years old, offices and support for the early childhood program, offices and seminar space for higher education program.

LOS ANGELES UNIFIED SCHOOL DISTRICT GROVER CLEVELAND CHARTER HIGH SCHOOL COMPREHENSIVE MODERNIZATION

Led the design team for a \$160 million design-build project including 9 construction document sets for the phased construction of interim housing of 50 classrooms, restrooms, food service, and lunch shelter; modernization of 2 classroom buildings and gymnasium; construction of 7 new buildings comprising general classrooms, science labs, CAD drafting lab, performing arts classrooms, dean's suite, food services, multi-purpose room, child development center, offices, and maintenance.



WADE FRAZIER Partner
QA/QC Manager

For nearly 30 years, Wade Frazier has been dedicated to the practice of architecture. Wade joined PBWS in 2008 and is Director of Architecture of the firm. He has been involved in the programming, planning, design, and project coordination of a variety of public facilities, including new campuses, additions, renovations, relocations, construction documentation / administration, and coordination with planning agencies.

EDUCATION:

Bachelor of Architecture, 1990,
California State Polytechnic University,
Pomona

REGISTRATIONS:

Architect, California #C-24336, 1993

DSA-trained in Fire & Life Safety Process
and Procedures

LEED® Accredited Professional

PROFESSIONAL AFFILIATIONS

American Institute of Architects Inland
Empire Chapter
Past Board Member

DSA Academy

DSA-trained in Fire & Life Safety Process
and Procedures

Construction Specifications Institute
Member since 2005

International Code Council
Member since 2022

United States Navy Reserve 1998-2009
Civil Engineering Corps Officer with
rank of LCDR (Lieutenant Commander)
serving with various Seabee units
including, CBMU 303, 1ST NCR, Navel
Mobil Command Battalion 18, and SU 2

RELATED PROJECT EXPERIENCE

LOS ANGELES COUNTY PUBLIC WORKS FLORENCE LIBRARY REFURBISHMENT

Principal Architect in Charge during the design and construction for the renovation of an existing two-story County office building to convert it to the Florence Library. Project included interior finishes and furniture specifications for a Children's, Teen, and Adult Area along with staff workspace and public support.

LOS ANGELES COUNTY PUBLIC WORKS LELAND LIBRARY REFURBISHMENT

Principal in Charge during the design and construction for the renovation of the existing library. Project included rearrangement of reading areas including new technology infrastructure, remodel of the children's and teen's areas. Rearrangement of a portion of the staff work areas was included along with the selection of new furniture, signage, and finishes. The exterior was repainted with a new color scheme. Landscape work included New exterior accessible walkway, steps, and seating area with low water landscape, irrigation, and shade trees.

LOS ANGELES COUNTY PUBLIC WORKS MAYWOOD LIBRARY REFURBISHMENT

Principal in Charge during the design and construction for renovation of the existing library. Project included new book shelving, rearrangement of the reading area with technology infrastructure, new reception counter with accent ceiling and lighting over. New furniture, signage, and finishes were selected, and new accessible restrooms were included for staff and visitors.

COLLEGE OF THE CANYONS LIBRARY/LEARNING RESOURCE CENTER ADDITION

Served as project manager for a 50,000 square foot addition to the existing library building. Project included space for the Campus Learning Center on the ground floor and expansion of the Library on the second floor. Program included small group study rooms, large group study rooms, classrooms, computer center, testing center, tutoring center, reading room, and library staff support spaces.

PASADENA UNIFIED SCHOOL DISTRICT SIERRA MADRE MIDDLE SCHOOL NEW CAMPUS

Served as project AOR, worked on programming and planning, design, construction documentation, construction administration, and DSA closeout for 76,000 sq. ft. of new buildings.

PASADENA UNIFIED SCHOOL DISTRICT DON BENITO ELEMENTARY SCHOOL MODERNIZATION/ ADDITION

Served as project AOR. Worked on programming and planning and user group and community outreach for new administration building and library, modernization of existing buildings, and related site improvements.

LOS ANGELES UNIFIED SCHOOL DISTRICT GROVER CLEVELAND CHARTER HIGH SCHOOL COMPREHENSIVE MODERNIZATION

Served as project AOR. Worked directly on planning, design, construction documentation, construction administration, and DSA closeout for all phases of the project. Developed core and shell detailing. Led coordination with project engineers.



EDUCATION:

Bachelor of Architecture, 2001
Pratt Institute School of Architecture

REGISTRATION:

Architect, California, C-39017

Architect, New York, 037856

Architect, Washington DC,
ARC40000036

LEED Green Associate

JOSH TREIBER Project Architect

Josh recently joined PBWS, bringing his varied and expansive project portfolio to the firm. He was trained on the east coast and worked on a number of high visibility projects including the Hudson Yards in New York City. Josh's 20+ years of experience is primarily as project architect leading production teams. Josh brings a solid background of BIM production, construction detailing, and project delivery through all phases of design and construction.

RELATED PROJECT EXPERIENCE

LOS ANGELES UNIFIED SCHOOL DISTRICT PALISADES CHARTER HIGH SCHOOL HVAC REPLACEMENT

Project Architect for the renovation of an existing high school HVAC system

SANDSAR, INC. NEWHALL CHILDCARE FACILITY

Project Architect for the conversion of an existing mixed-use building into a childcare facility.

LOS ANGELES COMMUNITY COLLEGE DISTRICT EAST LA COLLEGE E1 STUDENT SERVICES BUILDING

Architect for the renovation of an entry way and office area.

CAMP BRAVE TRAILS RENOVATION AND NEW CONSTRUCTION

Project architect for the renovation and new construction of a summer camp for LGBTQ children.

MARCO POLO CHILDREN'S SCHOOL NEW FACILITY*

As part of a team, worked on the design documentation of a new facility, which included 3D modeling, updates to plans, elevations, sections, and lead the effort in construction detailing.

GREENLEAF APARTMENTS HOUSING CONVERSION*

Project architect for the conversion of an old motel into 100 units of housing for the homeless

GRANDVIEW APARTMENTS MULTI-FAMILY RESIDENTIAL BUILDING *

Project architect for the design of a new 5-story low-income multi-family residential building.

TCC FAMILY HEALTH MEDICAL CLINIC*

Project architect for the design of a new 18,000 square foot medical clinic.

CITRIS COMMONS OFFICE RENOVATION*

Project architect for the renovation of an existing office building

HUDSON YARDS*

As part of a team, worked on the design documentation and construction administration of 10 Hudson Yards tower, 30 Hudson Yards tower and the Hudson Yards Retail Shopping Center.

* While with another firm

**EDUCATION**

Bachelor of Architecture, 2022,
University of Southern California

JENNIFER ALBINO Project Coordinator

Jennifer Albino joined PBWS upon graduation from USC in 2022. At PBWS, Jennifer supports project teams in drafting and coordination related to the modernization, new construction, and access compliance of civic, educational, and institutional facilities. She assists with the specification of finishes and furnishings including material boards, furniture packages, related construction documents, and reviewing construction submittals. She also develops 3D renderings to facilitate client review of the design.

PROJECT EXPERIENCE:**LOS ANGELES COUNTY PUBLIC WORKS FLORENCE LIBRARY**

Modernized the Library Signage at Library entrances with required information. Developed second floor MechoShade Graphic Layouts for client review. Executed evacuation plans for all floors with appropriate details on routes and existing fire extinguishers.

LOS ANGELES COUNTY PUBLIC WORKS LELAND WEAVER LIBRARY RENOVATION

Surveyed site conditions to validate as-built information, existing program, and to determine slopes of exterior ramp and its compliance to the ADA. Updated floor plans with AutoCAD and calculated grades based off points acquired during site visit. Supported the Project Manager with 3D modeling and renderings to assist the client with visualizing the conceptual sloped walkway to entrance. Developed furniture, fabric, and material studies to assist in presenting designs to clients.

LOS ANGELES COUNTY PUBLIC WORKS MAYWOOD LIBRARY RENOVATION

Updated changes to as-built information and existing furniture in Auto CAD. Determined Open Use Areas, Common and Business Areas to identify the number of plumbing fixtures required by code. Supported the Project Manager with 3D modeling and renderings to assist the client with visualizing the exterior conceptual space and proposed canopy. Developed furniture, fabric, and material studies to assist in presenting designs to clients.

LOS ANGELES COUNTY PUBLIC WORKS MDR NEW PARKING STRUCTURE

Contributed to conceptual design presentation of a new Parking Structure in Marina Del Rey. Supported the Project Manager with 3D modeling and exterior elevations to assist the client with visualizing the finished space.

CALIFORNIA STATE UNIVERSITY, CHANNEL ISLANDS MANZANITA HALL PHASE III

Contributed to schematic design of a student center modernization. Supported the Project Manager with 3D modeling and renderings to assist the client with visualizing the finished space.

MS PROPERTIES FIRST FLOOR TENANT IMPROVEMENTS

Facilitated in acquiring existing utilities including outlets, fire alarms, and lighting fixtures. Surveyed the site to determine paths of travel and there code compliance to the ADA. Scoped the parking lot to note changes in level , access aisles, and accessible parking spots.

WEINGART PROJECT HOMEKEY NORWALK

Assisted in developing FFE Specifications Look-book to finalize finishes for the conversion of a vacant motel into permanent supportive housing. Updated Schedules, Elevations and Floor Plans with oversight from design team.



EDUCATION

Bachelor of Arts, 2002
California State University, Los Angeles

Project Management Program
UCLA Extension

KRISTA MEDINA Construction Administrator

Krista Medina has 15 years of project management assistance experience in educational, commercial, historical, government, industrial, and hospital projects. Krista came to PBWS in 2014 from the construction industry, having worked with a general contractor where she coordinated all aspects of construction projects, including bidding, active construction phase, and close out phase services. Key to her role is keeping logs up to date (RFIs, submittals, bulletins, change order requests, change orders, CCDs, CDs, and closeout-related documents), and facilitating communications between contractor, client and consultants to secure and review RFI responses in a timely manner.

PROJECT EXPERIENCE:

LOS ANGELES COUNTY PUBLIC WORKS EL MONTE CHC MAINTENANCE AND REFURBISHMENT

Performed day to day construction administration related tasks required for the smooth running of the project during construction phase, including coordinating consultant submissions and processing construction documents. Maintained proper record keeping, logs, and filing during construction through closeout phase.

LOS ANGELES COUNTY PUBLIC WORKS MIDI VALLEY CHC TENANT IMPROVEMENTS

Performed day to day construction administration related tasks required for the smooth running of the project during construction phase, including coordinating consultant submissions and processing construction documents. Maintained proper record keeping, logs, and filing during construction through closeout phase.

PASADENA UNIFIED SCHOOL DISTRICT SIERRA MADRE UPPER CAMPUS NEW MIDDLE SCHOOL CAMPUS

Performed day to day construction administration related tasks required for the smooth running of the project during construction phase, including coordinating consultant submissions and processing construction documents. Maintained proper record keeping, logs, and filing during construction through closeout phase.

PASADENA UNIFIED SCHOOL DISTRICT ALTADENA ELEMENTARY SCHOOL MODERNIZATION

Throughout seven construction phases, performed day to day construction administration related tasks required for the smooth running of the project, including coordinating consultant submissions and processing construction documents. Successfully obtained DSA certification.

LOS ANGELES COMMUNITY COLLEGE DISTRICT PIERCE COLLEGE INDUSTRIAL TECHNOLOGY BUILDING

Assisted Architect in a supporting role in daily responsibilities by maintaining & organizing project files/documentation such as: All correspondence, calendars, and daily meeting schedules. Prepared or assisted in the preparation of internal and external communications with consultants and District to meet District needs/standards. Attended all design meetings and executed meeting minutes.

**EDUCATION**

BS, Civil Engineering, 2012
California State Polytechnic University,
Pomona

REGISTRATION

Professional Engineer: CA (C85302)

PROFESSIONAL AFFILIATIONS

American Society of
Civil Engineers

DANIEL MUNSTERMAN, PE, Principal
Principal-in-Charge | Civil Engineering

As a Principal and project manager with the Los Angeles office of KPFF, Danny is responsible for client contact, establishment of fees and schedules, supervision of engineering and drafting personnel, project design and production, overall project coordination and construction administration. Danny has more than 13 years of experience working on land development projects for public and private facilities at KPFF and more than 15 years of previous construction experience. He has extensive experience navigating difficult permitting challenges and providing construction administration in active campus environments.

RELATED PROJECT EXPERIENCE**LACCD LA PIERCE COLLEGE INDUSTRIAL TECHNOLOGY BUILDING**

Project consists of the design and construction of a new industrial technology building. The new LEED Certified building, will be approximately 29,877 ASF and 45,965 GSF. Scope of the project will include connection to the college's central plant, site and building utilities, city utilities, ADA paths of travel, storm water compliance, landscaping, plus much more.

CITY OF LONG BEACH BELMONT BEACH AQUATIC CENTER

Civil engineering support for the new Belmont Beach Aquatic Center will include ADA routes, parking to facility route, grading and horizontal control plan, storm water quality plan, utilities plan, storm water pollution prevention plan, hydrology and hydraulics plan, and a low impact development report.

LOS ANGELES COUNTY WHITTIER AQUATICS CENTER & RECREATIONAL PARK

Project consists of the design and construction of an approximately 10,000 SF pool building with office, showers, locker rooms, classroom, and storage. In addition, to two pools, a parking lot, perimeter fence, spectator bleachers, monument sign, shade structure, electronic scoreboard, and landscaping.

CITY OF SANTA ANA SANTA ANA MEMORIAL PARK & AQUATICS FACILITY

Civil engineering support for the development of the new aquatics facility at Memorial Park. The new facility will include two separate buildings totaling 6,420 SF, as well as a pool deck with a recreational pool with a combined 4,454 SF total. In addition, a 25-meter competition pool and seating areas totaling 6,565 SF.

CITY OF GLENDORA LOUIE POMPEI MEMORIAL SPORTS PARK

The project consisted of design and installation services to provide artificial turf to the Louie Pompei Memorial Sports Park. We provided civil engineering services for 5 multi-use fields which required landscape removal and turf installation with a combined 262,687 SF total.

CITY OF OXNARD SOUTH OXNARD AQUATIC CENTER

Civil engineering support for the development of the new 6.5 AC South Oxnard Aquatic Center which includes a 50-meter Olympic sized pool, instructional pool, interactive play structure and slide, lazy river, picnic areas, cabanas, green spaces, shade structures, locker rooms with showers and bathrooms, vending facilities, meeting rooms, team rooms, reception lobby, additional offices, staff areas, break room, kitchenette, equipment storage facility, surface parking lots, plus much more.

LA COUNTY DEVELOPMENT AUTHORITY WILLOWBROOK WELLNESS CENTER NORTH CAMPUS

The project consists of the transformation of a 12.8 AC campus within the Willowbrook community into a transit-oriented health and wellness campus which will include housing, an office, research and clinic space, community space, athletics and recreation facility, and parking structures.





ALDRIN ORUE, SE, DBIA, Principal
Principal-in-Charge | Structural Engineering

As a Principal of Structural Engineering for KPFF, Aldrin Orue has more than 33 years in the industry. Aldrin enjoys being an integral and collaborative part of design teams. His professional credentials include certifications as a Design-Build Professional (DBIA), a USGBC LEED Accredited Professional, and a licensed engineer in nine states, including California. Aldrin's experience consists of a diverse catalog of projects, including municipal community, park, and recreation projects. His vast level of experience and strong communication skills have contributed to the successful delivery and completion of a wide range of projects throughout his career.

EDUCATION

BS, Civil Engineering, 1992
 California State Polytechnic University,
 Pomona

REGISTRATION

Structural Engineer: CA (S4399)
 Professional Engineer: CA (C54465),
 AZ, FL, MN, NM, OR, TX, WA, WY
 DBIA Design-Build Professional
 Division of the State Architect Structural
 Plan Reviewer

PROFESSIONAL AFFILIATIONS

ACE Mentor Program LA/OC Chapter
 Board Member
 Engineers Without Borders Los Angeles
 Professional Chapter
 American Institute of Steel Construction
 Structural Engineers Association of
 Southern California

RELATED PROJECT EXPERIENCE

CITY OF ANAHEIM MIRALOMA PARK REDEVELOPMENT, FAMILY RESOURCE CENTER & SKATE PLAZA

Renovation and redevelopment of the existing Miraloma Park, including the creation of a new community center through the adaptive reuse, renovation, and seismic retrofit of an existing industrial building. This new Park and Family Resource Center includes multi-purpose rooms, classrooms, counseling offices, a kitchen, a computer center, a lounge, and restrooms. The redevelopment of the existing park included the addition of a skate plaza, solar canopies, a perimeter exercise loop trail, an outdoor classroom plaza, a picnic/BBQ area, an events plaza, a playground, an interactive water feature, play areas, native gardens, and vertical garden wall.

CITY OF PASADENA WASHINGTON PARK COMMUNITY HOUSE & RESTROOM BUILDING

KPFF lead a multi-disciplinary team to create a new 2,000 SF community house and restroom building. KPFF facilitated collaboration between the city, technical design team, and community to make sure the project meets all stakeholders' needs. The community house includes a multipurpose room, space for recreation staff, park storage, and a new restroom to replace the existing facility.

CITY OF COVINA SENIOR & COMMUNITY CENTER

Structural engineering for a new 16,000 SF senior and community center. The center includes a reception area, three multi-purpose rooms, a performance platform/stage, a warming kitchen, a fitness center, and staff offices.

CITY OF CALABASAS SENIOR CENTER

Structural engineering for a 2-story, 10,000 SF senior center that serves as a community hub providing meeting and gathering space. The center includes an entrance lobby, lounge, classroom areas, an assembly area, kitchen, and office/support spaces, along with outdoor seating and a BBQ area.

CITY OF COVINA RECREATION VILLAGE

Structural engineering for the adaptive reuse of a historic industrial site into new recreation and community amenities for the City of Covina. The project includes a 13,596 SF interior sports complex and an 18,196 SF library/fitness center.

ORANGE COUNTY PARKS MILE SQUARE PARK MULTI-SPORT FACILITY

Structural engineering services for a new semi-permanent multi-sport facility; the 9,600 SF facility consists of a pre-engineered membrane structure for use as a sport and recreation facility, including two badminton courts and eight ping pong tables.

CITY OF DOWNEY LIBRARY MODERNIZATION

Structural engineering to modernize the City of Downey Library, including upgrades to various building components, a seismic analysis and strengthening of an existing shear wall, extension of the main entry canopy, new shelving, and signage.





STEPHEN CARROLL, ASLA, LEED AP *Principal*
Principal-in-Charge

Stephen's talent for weaving compelling narratives into his designs is unmistakable in his portfolio of award-winning projects. With a broad spectrum of project types under his belt, including university and healthcare campuses, parks, open spaces, and mixed-use urban developments, his diverse professional background profoundly influences his design philosophy. He firmly grounds his work in local culture, context, and ecology, reflecting a deep commitment to creating sustainable landscapes. As a LEED accredited professional, his designs embrace the challenges of sustainability and incorporate thoughtful solutions. Furthermore, Stephen generously shares his insights and expertise in landscape architecture as an invited design critic at prestigious institutions like USC, UCLA, and Cal Poly. His exceptional work has earned recognition from esteemed organizations such as the AIA, the US Green Building Council, and the ASLA.

EDUCATION

Bachelor of Science Landscape Architecture, 1990
California Polytechnic State University, Pomona, CA

REGISTRATION

Licensed Landscape Architect, State of California #3977

Licensed Landscape Architect, State of Oregon #LA1204

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects (ASLA)

USGBC Los Angeles

RELATED PROJECT EXPERIENCE

THE TRUST FOR PUBLIC LAND RUDOLPH PARK

New two-acre park in the City of Lawndale filled with inspiring places to play, climb, exercise, socialize, and host events.

THE TRUST FOR PUBLIC LAND WATTS SERENITY PARK

This new urban park in Los Angeles features picnic shelters, play structures, a rolling lawn, skate park, jogging path, and fitness zones, providing valuable recreational opportunities for a neighborhood that was in great need of additional open space.

THE TRUST FOR PUBLIC LAND BENITO JUAREZ PARK

A 0.33 acre park that provides community gathering space, creative play, skateboarding, and soccer while honoring local heritage.

CITY OF MONTCLAIR REEDER RANCH PARK

A 1- acre vacant lot adjacent to the historic ranch house and citrus grove is soon to be home to a new public park and community building. Park amenities include a nature inspired playground, picnic shelter, learning garden, outdoor fitness equipment, flexible event lawn and a fitness loop suitable for all ages and abilities.

CITY OF MENIFEE MENIFEE COMMUNITY CENTER

The landscape at Meniffee Community Center celebrates the region's natural beauty with flexible outdoor spaces for year-round use. Shaded groves, looping trails, and playful activity zones support community gatherings, while native planting and swales enhance biodiversity and create a serene setting.

COUNTY OF LOS ANGELES SAN GABRIEL VALLEY AQUATICS CENTER

Transforming a former school site into a dynamic community hub, this new aquatic center features a 50-meter Olympic pool, a practice/recreational pool, shaded bleachers, and top-tier amenities for competitive swimming. Beyond the water, a vibrant one-acre park offers exercise areas, a plaza, an amphitheater, and a pollinator garden.



EPTDESIGN



EDUCATION

Bachelor of Science Landscape Architecture, 2014
California Polytechnic State University, Pomona, CA

PROFESSIONAL AFFILIATIONS

Cal Poly Pomona Landscape Architecture Professional Advisory Board

PAULINA FORGETTE *Associate* Project Manager

Paulina Forgette joined EPTDESIGN shortly after completing her Bachelor of Science degree in Landscape Architecture at California Polytechnic University. With a keen interest in native plants, a strong commitment to sustainability, and a passion for the outdoors, Paulina brings a unique perspective to her work. Her meticulous attention to detail and exceptional research abilities have been instrumental in driving success across various project phases, ranging from schematic design to construction documentation. Paulina's thoughtful approach to design, coupled with her proficient technical skills, positions her as a pivotal member of any design team.

RELATED PROJECT EXPERIENCE

THE TRUST FOR PUBLIC LAND **RUDOLPH PARK**

New two-acre park in the City of Lawndale filled with inspiring places to play, climb, exercise, socialize, and host events.

THE TRUST FOR PUBLIC LAND **BENITO JUAREZ PARK**

A 0.33 acre park that provides community gathering space, creative play, skateboarding, and soccer while honoring local heritage.

CITY OF MENIFEE **MENIFEE COMMUNITY CENTER**

The landscape at Menifee Community Center celebrates the region's natural beauty with flexible outdoor spaces for year-round use. Shaded groves, looping trails, and playful activity zones support community gatherings, while native planting and swales enhance biodiversity and create a serene setting.

COUNTY OF LOS ANGELES **SAN GABRIEL VALLEY AQUATICS CENTER**

Transforming a former school site into a dynamic community hub, this new aquatic center features a 50-meter Olympic pool, a practice/recreational pool, shaded bleachers, and top-tier amenities for competitive swimming. Beyond the water, a vibrant one-acre park offers exercise areas, a plaza, an amphitheater, and a pollinator garden.

COUNTY OF LOS ANGELES **LIBERTY COMMUNITY PLAZA**

The landscape design for unincorporated South Whittier's park and community center meets a variety of program needs including a Veterans' Plaza, an outdoor amphitheater space, a refurbished running track, par course equipment, a children's playground, and demonstration gardens.

COUNTY OF LOS ANGELES **LIBERTY COMMUNITY PLAZA**

The landscape design for unincorporated South Whittier's park and community center meets a variety of program needs including a Veterans' Plaza, an outdoor amphitheater space, a refurbished running track, par course equipment, a children's playground, and demonstration gardens.

LOS ANGELES NEIGHBORHOOD LAND TRUST **CLARA PARK RENOVATION**

EPTDESIGN is leading the revitalization of Clara Park, a 3-acre green space in Cudahy. After over a decade without upgrades, the park will soon feature a new playground, central lawn, picnic areas, soccer field, upgraded courts, and modern irrigation and lighting.



EPTDESIGN



EDUCATION

BS Mechanical Engineering, 2009
Iowa State University

REGISTRATION

Professional Mechanical Engineer
California – M 38688

Professional Fire Protection Engineer
California – FP 1987

LEED Accredited Professional BD+C

PROFESSIONAL AFFILIATIONS

The American Society of Heating,
Refrigeration and Air-Conditioning
Engineers (ASHRAE)

National Fire Protection Association
(NFPA)

Society of American Military Engineers
(SAME)

**ERIC DESPLINTER, PE, FPE, LEED AP BD+C CEO, Principal Engineer
Mechanical Engineer**

Eric is a licensed mechanical and fire protection engineer with 14 years of experience. He has expertise in a wide range of sectors and systems. He has designed and managed projects in the civic, K-12, higher education, non-profit, healthcare, government, and hospitality sectors. His design experience includes central plants, custom AHUs, VRF, steam, packaged HVAC systems, plumbing, fire protection, and smoke control systems. Eric has pre-design experience including assessments and master planning.

RELATED PROJECT EXPERIENCE

SAN BERNARDINO CITY USD SIERRA H.S. WELLNESS CENTER & CLASSROOM BUILDING

New 8,400-sf wellness center and classroom building. The project included therapy rooms, office, reception, restroom, and classroom spaces.

CITY OF SANTA ANA CORBIN COMMUNITY CENTER BUILDING REPLACEMENT

Demolition and replacement of 10,000-sf community center building. The project included multipurpose rooms, offices, breakroom, conference rooms, restrooms, and a warming kitchen.

CLAREMONT USD CLAREMONT H.S. NEW STUDENT CENTER BUILDING

New 2-story, 16,000-sf student center. The project included classrooms, labs, food service, conference rooms, and a large multipurpose room.

CHAFFEY COMMUNITY COLLEGE DISTRICT TV STUDIO TENANT IMPROVEMENT

Conversion of 2,300-sf choreography room into a TV studio including addition of a new control room and new HVAC split system unit.

TOWN OF MAMMOTH LAKES COMMUNITY RECREATION CENTER

New 40,000-sf community recreation center to be used as a multipurpose facility. The project included conference rooms, locker rooms, and a large multipurpose space for varied building uses including ice rink and general assembly



SAN BERNARDINO CITY USD SIERRA H.S. WELLNESS CENTER & CLASSROOM BUILDING



EDUCATION

Associates of Science Degree, 2002
ITT Technical Institute

REGISTRATION

Certified in Plumbing Design
International CPD # 1-73775

PROFESSIONAL AFFILIATIONS

National Fire Protection Association
(NFPA)

American Society of Plumbing Engineers
(ASPE)

RYAN SHAW, CPD Plumbing Engineering Manager Plumbing Engineer

Ryan is a plumbing and fire protection designer with 23 years of experience in the civic, K-12, higher education, non-profit, government, healthcare, and entertainment sectors. His design experience includes water, sanitary waste, sanitary vent, storm, condensate drainage, natural gas/propane gas, medical gas, compressed air, vacuum, wet fire protection, and pre-action fire protection systems. His project sizes range from new campuses to small building modernizations.

RELATED PROJECT EXPERIENCE

SAN BERNARDINO CITY USD SIERRA H.S. WELLNESS CENTER & CLASSROOM BUILDING

New 8,400-sf wellness center and classroom building. The project included therapy rooms, office, reception, restroom, and classroom spaces.

CITY OF SANTA ANA CORBIN COMMUNITY CENTER BUILDING REPLACEMENT

Demolition and replacement of 10,000-sf community center building. The project included multipurpose rooms, offices, breakroom, conference rooms, restrooms, and a warming kitchen.

CHAFFEY COMMUNITY COLLEGE DISTRICT TV STUDIO TENANT IMPROVEMENT

Conversion of 2,300-sf choreography room into a TV studio including addition of a new control room and new HVAC split system unit.

RIVERSIDE COMMUNITY COLLEGE DISTRICT NEW STUDENT ACADEMIC SERVICES BUILDING

New 3-story, 39,000-sf student services building. The building provides space for lectures and for students to gather and study. The project included multipurpose rooms, library, food service, lecture halls, and offices.

TOWN OF MAMMOTH LAKES COMMUNITY RECREATION CENTER

New 40,000-sf community recreation center to be used as a multipurpose facility. The project included conference rooms, locker rooms, and a large multipurpose space for varied building uses including ice rink and general assembly.



TOWN OF MAMMOTH LAKES COMMUNITY RECREATION CENTER

ASTRAL
ENGINEERS

**EDUCATION**

BS Electrical Engineering, 2006
Ohio University

REGISTRATION

Professional Electrical Engineer
California – E 24240

PROFESSIONAL AFFILIATIONS

Electrical Board of Missouri and Illinois
IEEE Member #98401430

JAMES LESSARD, PE **Electrical Engineering Manager**
Electrical Engineer

James is a licensed electrical engineer with 18 years of experience providing engineering consultant services to both public and private sector clients. He has extensive experience preparing lighting, power, communications, fire alarm, systems, and security improvements for a variety of project types and clients throughout the United States. These include civic, K-12, higher education, non-profit, government, healthcare, transportation / infrastructure, among others. James is well versed in the pursuit of energy efficiency and sustainability initiatives, and the pursuit of LEED and similar accreditations.

RELATED PROJECT EXPERIENCE

SAN BERNARDINO CITY USD SIERRA H.S. WELLNESS CENTER & CLASSROOM BUILDING

New 8,400-sf wellness center and classroom building. The project included therapy rooms, office, reception, restroom, and classroom spaces.

CITY OF SANTA ANA CORBIN COMMUNITY CENTER BUILDING REPLACEMENT

Demolition and replacement of 10,000-sf community center building. The project included multipurpose rooms, offices, breakroom, conference rooms, restrooms, and a warming kitchen.

STRIVE LOS ANGELES NEW ACADEMIC & ADMINISTRATIVE BUILDING

Strive is a non-profit helping youth through after school programs. Demolition of existing storage building and replacement with 3-story, 2,800-sf academic tutoring and admin building. The project included classrooms, library, restroom, and elevator.

CITY OF BRENTWOOD COMMUNITY CENTER RENOVATION

Comprehensive modernization of 41,000-sf community recreation center. The project included a multipurpose room, kitchen, ice rink and seating area, locker rooms, and offices.

CHAFFEY COMMUNITY COLLEGE DISTRICT TV STUDIO TENANT IMPROVEMENT

Conversion of 2,300-sf choreography room into a TV studio including addition of a new control room and new HVAC split system unit.

ASTRAL
ENGINEERS



CITY OF SANTA ANA CORBIN COMMUNITY CENTER BUILDING REPLACEMENT

EXPERIENCE AND QUALIFICATIONS: KEY PERSONNEL



EDUCATION

Post Graduate Project Management Program University of Washington

Bachelor of Landscape Architecture Washington State University

REGISTRATION

Qualifying Party for State Contractor's License

AK, AZ, CA, GA, HI, ID, LA, MS, MT, NC, NM, OR, SC, TN, UT, VA, WA, WV

OSHA 30 Certification

MATT FLUEGGE Chief Executive Officer Skatepark Designer

Matt Fluegge has been skateboarding for over 25 years. As Grindline's Chief Executive Officer, Matt leads the overall vision and strategy for Grindline Skateparks. He is responsible for setting project goals, ensuring alignment with company values, and overseeing all design and construction efforts. Matt collaborates closely with clients and stakeholders to create innovative, community-driven skatepark designs while managing resources and budgeting at the company-wide level. His extensive experience spans working with architects, engineers, contractors, and artists, which he leverages to guide the Grindline team in delivering world-class skatepark projects.

RELATED PROJECT EXPERIENCE

CITY OF LAKE ELSINORE **MCVICKER SKATEPARK** Lake Elsinore, CA 2018

CONTACT Johnathan O. Skinner, MPA, Director of Community Services
(951) 674-3124, ext. 266 jkskinner@Lake-Elsinore.org



SAN FRANCISCO PARKS & REC DEPT **HILLTOP SKATEPARK** San Francisco, CA 2014 - 2016

CONTACT J. Marien Coss, Project Manager, Capital Improvement Division
(415) 581-2557 marien.coss@sfgov.org

CITY OF OCEANSIDE **OCEANSIDE SKATEPARK SYSTEM - PRINCE, BISHOP & MLK SKATEPARKS**

Oceanside, CA 2007 - 2009

CONTACT Nathan Mertz, Project Manager
(760) 435-5619



CITY OF ORANGE **GRIJALVA PARK SKATEPARK** Orange, CA 2022

CONTACT Nathan Bluhm, Senior Project Landscape Coordinator
(714) 744-5570 nbluhm@cityoforange.org

CITY OF PETALUMA | PARKS AND RECREATION **PETALUMA SKATEPARK** Petaluma, CA 2023

CONTACT Drew Halter, MPA, Director of Parks and Recreation
(707) 778-4488 DHalter@cityofpetaluma.org

CITY OF DAVIS **DAVIS SKATEPARK** Davis, CA 2025

CONTACT Melody Eldridge, Senior Civil Engineer, Public Works: Engineering & Transportation
530-747-5845 meldridge@cityofdavis.org

GRINDLINE
SKATEPARKS, INC.

PBWS



EDUCATION

Bachelors in Civil Engineering
Washington State University

Pierce College
University of Washington

BRETT JOHNSON Lead Designer

Brett Johnson initially joined the Grindline Team as an intern while in his 3rd year of Washington State University's Voiland College of Engineering and Architecture. With his degree in Civil Engineering and specialty in Structural Engineering, Brett brings highly valuable engineering knowledge to the world of skatepark design. He uses his skateboarding experience, 3D modeling capabilities, and his advanced CAD drafting skills to both produce and display informed, functional, and buildable skatepark terrain. Brett applies his engineering focus on designing safe and economical skateparks for a changing environment and increases the efficiency in the use of skatepark construction materials.

RELATED PROJECT EXPERIENCE

CITY OF LAKE ELSINORE MCVICKER SKATEPARK Lake Elsinore, CA 2018

CONTACT Johnathan O. Skinner, MPA, Director of Community Services
(951) 674-3124, ext. 266 jskinner@Lake-Elsinore.org



SAN FRANCISCO PARKS & REC DEPT HILLTOP SKATEPARK San Francisco, CA 2014 - 2016

CONTACT J. Marien Coss, Project Manager, Capital Improvement Division
(415) 581-2557 marien.coss@sfgov.org

CITY OF ANACORTES BEN ROOT SKATEPARK Anacortes, WA 2023

CONTACT Robert W. Vaux, Assistant Director, Parks & Recreation
360-588-8233 bobv@cityofanacortes.org



CITY OF ORANGE GRIJALVA PARK SKATEPARK Orange, CA 2022

CONTACT Nathan Bluhm, Senior Project Landscape Coordinator
(714) 744-5570 nbluhm@cityoforange.org

CITY OF PETALUMA | PARKS AND RECREATION PETALUMA SKATEPARK Petaluma, CA 2023

CONTACT Drew Halter, MPA, Director of Parks and Recreation
(707) 778-4488 DHalter@cityofpetaluma.org

CITY OF DAVIS DAVIS SKATEPARK Davis, CA 2025

CONTACT Melody Eldridge, Senior Civil Engineer, Public Works: Engineering & Transportation
530-747-5845 meldridge@cityofdavis.org







6.2 Required Forms

6.2.1 Certification of Proposal

RFP #: BN-2507-07

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal.
6. The proposal shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFP and that the proposer has reviewed the following addendums which have been issued:

Addendum: 1 _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their proposal.

Signature of Authorized Representative:

Kirstyn Bonneau

Printed Name and Title:

Kirstyn Bonneau, Partner

City of Lawndale

6.2.2 Non-Collusion Affidavit**RFP #: BN-2507-07**

The undersigned declares states and certifies that:

1. This proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Lawndale or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of Lawndale public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:



Printed Name and Title:

Kirstyn Bonneau, Partner



6.2.3 Compliance with Insurance Requirements

RFP #: BN-2507-07

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFP.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Kirstyn Bonneau

Printed Name and Title:

Kirstyn Bonneau, Partner

City of Lawndale



6.2.4 Acknowledgement of Professional Services Agreement

RFP #: BN-2507-07

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

We would like to discuss the terms contained within section 5 of the agreement.

Signature of Authorized Representative:

Kirstyn Bonneau

Printed Name and Title:

Kirstyn Bonneau, Partner

Contractor Name:



CITY OF LAWDALE
Youth Development Center and Skatepark Design Phase II
RFP No. BN-2507-07

I attest that I have received Addendum #1 for RFP BN-2507-07 for the Youth Development Center and Skatepark Design Phase II.

Proposer's Firm Name: PBWS Architects, LLP

Firm's Address: 100 West Villa Street, Suite 101, Pasadena, California 91103

Proposer's Name: Kirstyn Bonneau

Proposer's Title: Partner

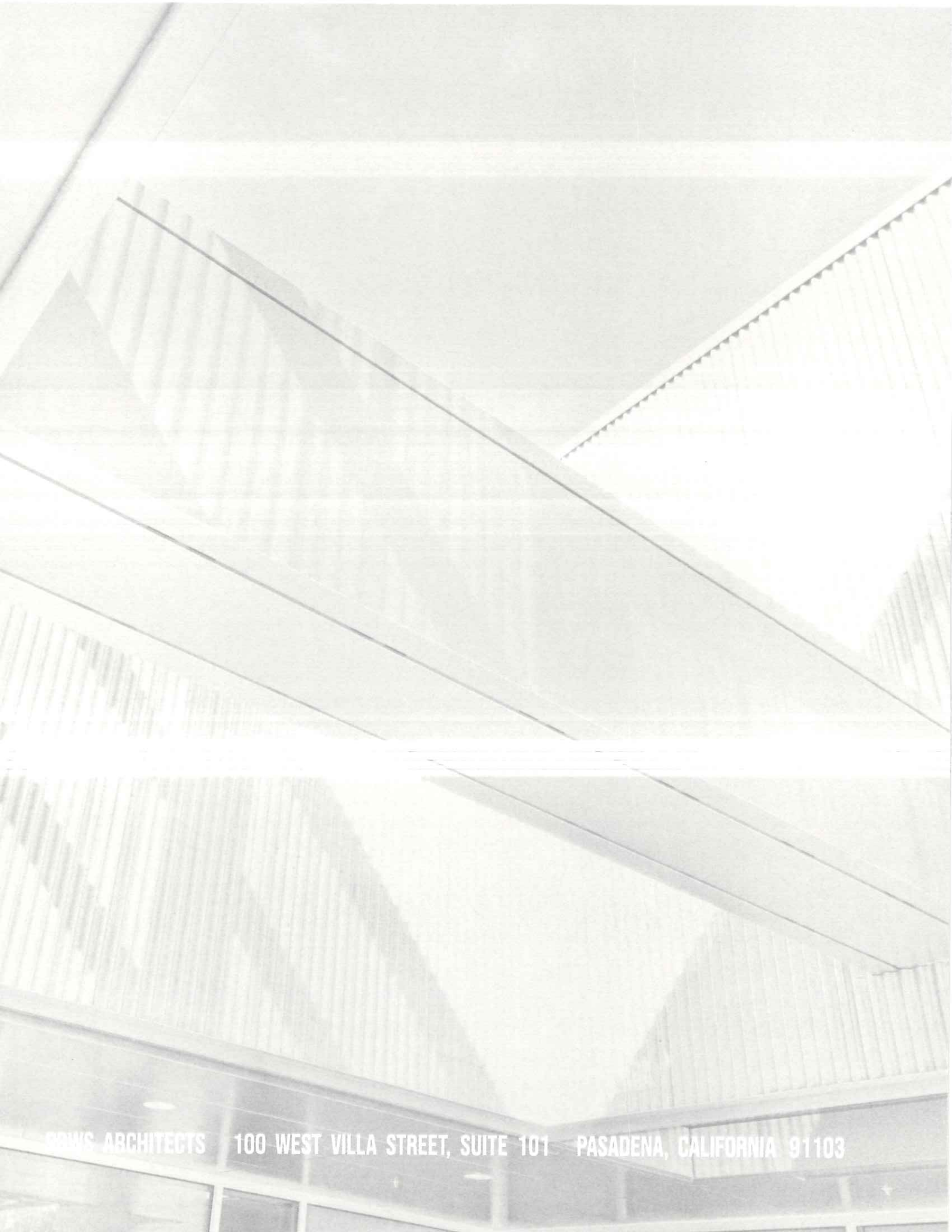
Signature: *Kirstyn Bonneau*

Please submit this acknowledgement with your RFP.

Reminder - the deadline to submit proposals is Wednesday, July 16, 2025, at 2:00 pm.

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BBWS ARCHITECTS 100 WEST VILLA STREET, SUITE 101 PASADENA, CALIFORNIA 91103

10. Traffic engineering.
11. Arborist's report.
12. Hydrology and hydraulic studies.
13. Water quality monitoring.
14. Storm Water Pollution Prevention Plan (SWPPP) preparation, maintenance or monitoring.
15. Design, detailing of erosion control plan(s).
16. Annual Certification as described in the SWRCB General Permit No. CAS000002, Order No. 2009-0009-DWQ or SWPPP site monitoring, inspection, testing, and reporting program implementation (as described in the SWPPP). Maintenance or update of the SWPPP and erosion control plan.
17. Methane gas identification, and/or protection measure and coordination.
18. Utility mapping, load testing, analysis, or studies.
19. Investigation of existing conditions of any "live" or energized equipment that requires the removal of panel or enclosure covers.
20. Assembly, advertisement, and distribution of bid package.
21. Changes to the project program resulting from re-definition by City and/or governing agency policies.
22. Preparation of demolition sequencing and/or demolition process for existing facilities.
23. Design of EV Charging Stations / Infrastructure
24. Special computer investigations (such as dynamic or vibration analysis).
25. Alternative design options and/or value engineering.
26. Life cycle cost analysis.
27. Existing utility capacity studies.
28. Participation in/preparation of LEED design, CHPS design, Savings By Design, Zero By Design, and/or other sustainability certification programs.
29. Building System Commissioning.
30. Acoustical design for LEED Certification, WELL Certification, or CHPS Verification.
31. Acoustical design of interior sound isolation (airborne or impact).
32. Furnishing selection and specification.
33. All other services not identified herein.

ASSUMPTIONS

1. PBWS Architects shall be entitled to rely upon the information provided by the District including, but not limited to: topographic and utility survey, geotechnical report, and record drawings.
2. All work to be wholly contained onsite. No provisions have been made for design for offsite improvements including modifications to existing parking areas shown in the RFP.
3. The scope of services described herein is limited to services included in the Request for Proposals #BN-2507-07 (dated June 18, 2025) and subsequent addendum #1.
4. The Americans with Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility for first occupancy later than January 26, 1993, that does not meet the accessibility and usability requirements of the ADA except where an entity can demonstrate that it is structurally impractical to meet such requirements. The City acknowledges that the requirements of the ADA will be subject to various and possibly contradictory interpretations. PBWS Architects, therefore, will use reasonable professional efforts to interpret applicable ADA requirements and other Federal, State and local laws, rules, codes, ordinances and regulations as they apply to the Project. PBWS Architects, however, cannot and does not warranty or guarantee that the City's project will comply with all interpretations of the ADA requirements.
5. As-built drawings will be provided by the City. Please note that our scope of work does not include verification that the information provided in the existing documentation properly reflects the actual existing conditions.
6. Design of the project using Revit to a level of detail (LOD) 300 which does not include hangers, supports, and bracing locations. The design models may be shared with the construction team upon signing a waiver, but they shall not be used as construction models. The design models are for internal design team coordination only. They are not completely clash-free construction models, nor do they depict every item to be installed in 3D. Civil design and site improvements will be prepared in AutoCAD and imported into the Revit model as 2D elements.
7. Compliance with the National Pollutant Discharge Elimination System (NPDES) general permit for storm water discharges associated with construction and land disturbance activities requires the preparation of documents, including a Storm Water

Pollution Prevention Plan (SWPPP), to be submitted to the State of California Water Resources Control Board (SWRCB) for most projects. We understand that the area of land disturbance is less than one acre and that a SWPPP will not be required. Accordingly, preparation of a SWPPP and the role of the Qualified SWPPP Developer (QSD) are not included in the scope of this proposal.

8. The horizontal and vertical location and size of existing on-site utilities will be determined from available record drawings and/or site surveys. If additional information is determined to be required during the design stage, we recommend that a separate company specializing in locating underground utilities and surveying be retained. The scope of this proposal does not include electronic or pothole utility investigation or survey.
9. Project design and construction will be delivered under one permit application with no phasing or separated schedules.

EXCLUSIONS

Items excluded from Basic Services are (but are not limited to) the following:

1. PBWS Architects shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site.
2. Plan check fees, fees related to permits, and other Government fees/assessments.
3. Geotechnical engineering, geotechnical studies, soils reports, and/or design of paving structural cross sections are excluded from Basic Services and will be provided by the City for reference as needed.
4. Destructive investigation is excluded from Basic Services and will be provided by the City at the City's discretion.
5. Design, engineering services, and permitting of hauling or site grading for placement of project export.
6. Design and engineering for ADA compliance outside the area of work.
7. Review and/or preparation of construction logistics and phasing plan, including staging and site utilization plan.
8. Preparation of three-dimensional renderings and/or animations.
9. Preparation and approval of plans for work within the public right-of-way or new/replacement connections to public utilities.

ASTRAL ENGINEERS	
POSITION	HOURLY BILLING RATE
Principal Engineer	\$260
Engineering Manager	\$235
Senior Engineer	\$215
Project Engineer	\$195
Engineer	\$160
Senior Designer	\$185
Project Designer	\$130
Designer	\$115
BIM Manager	\$120
BIM Modeler	\$95
Administrative Assistant	\$95
Engineering Intern	\$60

KPFF CIVIL ENGINEERING	
POSITION	HOURLY BILLING RATE
PRINCIPAL-IN-CHARGE	\$300
SENIOR CIVIL ENGINEER	\$245
PROJECT MANAGER	\$225
PROJECT ENGINEER	\$190
DESIGN ENGINEER	\$175
CHIEF CAD OPERATOR	\$200
DRAFTER/CAD OPERATOR	\$175
PROJECT COORDINATOR	\$175
ADMINISTRATIVE SUPPORT	\$120

EPTDESIGN	
POSITION	HOURLY BILLING RATE
Principal	\$230
Senior Associate	\$180
Associate	\$160
Project Manager	\$130
Project Captain	\$115
Designer	\$105
Administrative	\$85

GRINDLINE SKATEPARKDESIGN	
POSITION	HOURLY BILLING RATE
PRINCIPAL/LEAD DESIGN	\$205
PROJECT MANAGER	\$185
DESIGN ASSOCIATE	\$125

FEE SCHEDULE

The fee proposal shown here is based on the scope included in the Request For Proposals. We understand that the scope may change and we open to discussing how that might impact our assumptions. We look forward to discussing it with you and answering any questions you may have.

REQUIRED TASKS	LUMP SUM FEE
Task 1 - Concept Validation	\$ 39,100.00
Task 2 - Design and Construction Documents	\$ 654,925.00
Task 3 - Meeting Attendance and Support	\$ 39,100.00
Task 4 - Bidding Phase	\$ 19,550.00
Task 5 - Construction Phase	\$ 224,825.00
TOTAL	\$ 977,500.00

OPTIONAL TASKS

Possible additional services that may be required include additional surveying. We propose an allowance of \$20,000 for these services.

REIMBURSABLE EXPENSES

Reimbursement at cost for the following project-related expenses:

- Pre-approved transportation and authorized out-of-town travel and subsistence;
- Fees paid for securing approval of authorities having jurisdiction over the Project;
- Owner/Agency requested Printing, reproductions, plots, standard form documents; and
- Postage, handling and delivery.

Hourly rates for the Architect/Engineering Team are as follows:

PBWS ARCHITECTS, LLP POSITION	HOURLY BILLING RATE
Partner/Principal Architect	\$260
Senior Project Manager	\$235
Senior Project Architect	\$235
Senior Project Designer	\$235
Project Architect	\$220
Project Manager	\$220
Project Designer	\$220
Job Captain	\$170
CADD Drafter	\$150
Administrative Support	\$150
Construction Administrator	\$150
Staff Access Compliance Specialist	\$220

KPFF STRUCTURAL ENGINEERING POSITION	HOURLY BILLING RATE
PRINCIPAL-IN-CHARGE	\$300
SENIOR PROJECT MANAGER	\$245
SENIOR TECHNICAL SPECIALIST	\$245
PROJECT MANAGER	\$225
TECHNICAL SPECIALIST	\$225
PROJECT ENGINEER	\$190
DESIGN ENGINEER	\$175
CHIEF MODELER	\$215
LEAD MODELER	\$190
MODELER	\$175
ADMINISTRATIVE SUPPORT	\$120







CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Gregory M. Murphy, City Attorney

SUBJECT: **Adoption of Policy 106-25 to Guide and Regulate Mayor and Councilmember Use of Discretionary Funds**

BACKGROUND

The Mayor and City Council annually receive budget allocations under the name “Discretionary Funds” with a budgeted amount going to the Mayor and each Councilmember. The budgeted amount may be used in the fiscal year in which it is received; any amounts remaining at the end of the fiscal year are not rolled over but returned to the general fund. The City Council has asked for a formal policy to guide their use of the Discretionary Funds.

STAFF REVIEW

In order to craft a Discretionary Funds policy, City staff collected examples of past uses of discretionary funds. The City Attorney’s office reviewed the past uses of funds and the California Constitution’s provision against “gifts of public funds” as well as best practices employed by other cities in the use of funds like these.

In the past, Discretionary Funds have been used for literally dozens of community and individual support and recognition items, as well as being used for promotional items when not included in the City’s general budget. In looking at the very exhaustive list put together by City staff, the City Attorney’s office noticed that the expenditures fall into four main categories.

First, donations have been made to groups such as various school Parent Teacher Association organizations, Girls soccer program, Association for Los Angeles Deputy Sheriffs banquet, Lawndale Youth Orchestra, Cub Scouts, Hawthorne Veterans of Foreign War (to post colors at the Memorial Wall), high school teams and musical groups, Baker to Vegas run, summer reading programs at the schools, Special People Program, local church fire relief, Centinela Youth Services, Los Angeles County Fire relief funds, House of Yahweh, Friends of the Library, Cancer Support Community South Bay, Sensory Integration Education and Resource Foundation, Teach 1 Reach 1, the Relay for Life, and similar organizations with either a presence in Lawndale or an effect on Lawndale residents.

Second, individual support has been seen in donations of flowers for the recently deceased, a printer for the City historian, donations in memory of the recently deceased, and similar items. These will dovetail with the City Council’s recent adoption of a policy to allow individual Councilmember recognition of people and groups having an impact in Lawndale.

Third, funds have also been used to support the Mayor and Councilmembers with things like a new laptop (though this was a one-time matter and generally is not done), City-labeled shirts and other clothing, additional business cards, advertisements in event programs, unbudgeted travel expenses for extra attendance at conferences, tickets to attend non-profit events, tickets to attend other agency events, and tickets to attend events held by regional groups like Contract Cities and Independent Cities.

Finally, funds have been used for parade float expenses, Santa's Sleigh support, Angel Tree support, a donation to Experimentally Structured Museum of Art, a donation to a senior apartment complex event, a security deposit for an event at the community center, a donation to the City employee holiday party, and similar items.

The guiding principle for the Discretionary Funds policy is that any use of the funds should be: (1) to support an event in the City of Lawndale or in a nearby jurisdiction that will contribute positively to the lives of Lawndale residents; (2) to recognize a Lawndale resident or group/institution on a special occasion; (3) for sponsorship of or membership in community or relevant governmental groups by individual Councilmembers when not included in the general budget; or for items to support individual Councilmembers when not included in the budget; or (4) for the general betterment of the Lawndale community. The last is a sort of "catch-all" provision to provide flexibility but which in practice will require the Mayor or Councilmember requesting the use of funds to tie what they are doing back to the community.

By grouping the expenditures into these general categories, the City can comply with the "gift of public funds" prohibition while continuing to support the Lawndale community and provide funding for individual Councilmembers to take on additional trainings or participations in regional government-related activities.

The City Council is asked to review the proposed policy and determine what changes, if any, need to be made to make it effective for use by the Mayor and Councilmembers. Once changes have been made, the Council is requested to adopt the policy.

LEGAL REVIEW

The City Attorney's Office has reviewed and approved the staff report and attached resolution as to form.

FISCAL IMPACT

There is no fiscal impact to adoption of the Discretionary Funds policy.

RECOMMENDATION

Staff recommends that the City Council adopt City Council Policy 106-25, Mayor and Councilmember Use of Discretionary Funds, and adopt Resolution No. CC-2509-046 establishing a Use of Discretionary Funds Policy.

Attachments

[CC-2509-046 Discretionary Funds Resolution.pdf](#)

[106-25 Discretionary Funds Policy.pdf](#)

ATTACHMENT A

RESOLUTION NO. CC-2509-046

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA,
APPROVING CITY COUNCIL POLICY 106-25 TO GUIDE AND
REGULATE MAYOR AND COUNCILMEMBER
USE OF DISCRETIONARY FUNDS**

WHEREAS, the City Council of the City of Lawnsdale has established a Council Policy Manual to set forth and identify policies of the City Council which may not otherwise be established in ordinances of the City, or which are restated to further amplify existing City policy; and

WHEREAS, all policies included in the Council Policy Manual are adopted by resolution; and

WHEREAS, the Mayor and City Council annually receive budget allocations under the name "Discretionary Funds," with a budgeted amount designated for the Mayor and each Councilmember; and

WHEREAS, Discretionary Funds may be used within the fiscal year in which they are allocated, and any unspent amounts at year end are returned to the General Fund without rollover; and

WHEREAS, the City Council desires to establish a clear and consistent policy for the use of Discretionary Funds that complies with California law, ensures transparency, and benefits the residents and community of Lawnsdale; and

WHEREAS, the City Attorney's Office has proposed the policy for compliance with the California Constitution's prohibition against "gifts of public funds", as well as best practices employed by other cities in the use of funds like these.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City Council approves Policy No. 106-25, titled "Use of Discretionary Funds Policy", as attached hereto as Exhibit "A", and incorporated herein by this reference, as if fully set forth and directs City staff to maintain said policy in the Council Policy Manual.

SECTION 2. This resolution shall take effect as of the date of its passage and adoption.

SECTION 3. The City Clerk Department is directed to enter Council Policy 106-25 into the Council Policy Manual.

PASSED, APPROVED AND ADOPTED this 15th day of September, 2025.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2509-046 at a regular meeting of said Council held on the 15th day of September, 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Sirley Cuevas					
Francisco M. Talavera					
Bernadette Suarez					

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

EXHIBIT A

COUNCIL POLICY

<u>SUBJECT:</u> Mayor and Councilmember Use of Discretionary Funds	<u>POLICY NO.:</u> 106-25	<u>DATE ADOPTED:</u> 9/15/2025
	<u>AUTHORITY:</u> Resolution No. CC-2509-046	

PURPOSE:

To establish a policy for the usage of budgeted “discretionary funds” by the Mayor and City Council Members, focusing on compliance with California law and the betterment of the Lawndale community.

POLICY:

The City Council will allocate on an annual basis some amount of “discretionary funds” to the Mayor and each Member of the City Council. All five persons will receive the same amount of funds. Funds may be used by each Member in accordance with this policy. All funds not expended by the end of the fiscal year will be returned to the City’s general fund (i.e., funds will not “roll over” to subsequent years).

Funds may be expended for any of the following:

- (1) to support an event in the City of Lawndale or in a nearby jurisdiction that will contribute positively to the lives of Lawndale residents;
- (2) to recognize a Lawndale resident or group/institution on a special occasion or in memorial;
- (3) for sponsorship of or membership in community or relevant governmental groups by individual Council Members; or for items to support individual Council Members in the exercise of their governmental duties; or
- (4) for the general betterment of the Lawndale community.

Expenditures under item #3 above shall be authorized when not otherwise included in a fiscal year’s budget. These may include attendance at unbudgeted conferences, purchase of Lawndale-branded clothing not in the budget, and similar items.

Expenditures under item #4 shall require review by the City Attorney’s office to ensure that the California Constitution’s prohibition against “gifts of public funds” and the legal and regulatory regulation of “gifts” by the Political Reform Act and FPCC Guidelines are not violated. As such, advance notice of such expenditures is requested. The City Council understands that changing interpretations of these laws and changes to the laws themselves may result in changes to the allowable uses.

ATTACHMENT B

COUNCIL POLICY

<u>SUBJECT:</u> Mayor and Council Member Use of Discretionary Funds	<u>POLICY NO.:</u> 106-25	<u>DATE ADOPTED:</u> 09/15/2025
	<u>AUTHORITY:</u> Resolution No. CC-2509-046	

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CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Michael Reyes, Municipal Services Director
SUBJECT: **Good Neighbor Program**

BACKGROUND

At a recent City Council meeting, City Councilmember Suarez spoke about creating a City sponsored program in which residents would volunteer to help their neighbors with property maintenance. Specifically, this program could be used to assist elderly and disabled residents who have difficulty maintaining their property. The Councilmember suggested that this program could be operated by the Lawndale Beautification Committee.

STAFF REVIEW

The City of Lawndale, like all California cities has standards for property maintenance that are enforced by City employees. Both businesses and residential properties are required to maintain their lawns, remove graffiti, keep vehicles on their property operational, and other quality of life standards which are required of all merchants and residents in the City. Typically, when business owners and property owners fail to meet these standards, Code Enforcement officers will issue warning notices followed by administrative citations in order to compel the property owner to maintain their property.

However, staff recognizes that there are some property owners that have difficulty maintaining their property due to their age or physical disabilities, and it would be unfitting to punish these property owners for violations which they are physically unable to correct. For this reason, the Lawndale Beautification Committee is willing to spearhead a program to address those residents in need of assistance. This program would allow the Beautification Committee to identify properties which have property maintenance issues such as overgrown landscaping, trash and debris, graffiti, or decaying paint, etc. and would then schedule clean-ups to assist residents with keeping their properties up to Lawndale standards. The Beautification Committee with assistance from City Staff, would also create a qualifying matrix to determine that property owners with property maintenance issues are truly in need of assistance and not just refusing to meet City standards.

The Lawndale Beautification Committee met on August 14, 2025, and discussed creating a program in which Committee members and volunteers would clean up residential properties to assist elderly and disabled residents with maintaining their yards. Beautification Committee members would mow lawns, dispose of trash, and do touch-up painting to remove graffiti and cracking paint. Public Works staff would also assist with removing trash from the location once Beautification Committee Members had completed the clean-ups.

Some funds would need to be put aside to pay for trash bags, landscaping equipment, and to pay the overtime costs for Public Works staff. The Beautification Committee was adamant that they did not want the name Good Neighbor Program to be used, and instead preferred to use a name that incorporated the Beautification Committee title into the program name. The next Beautification Committee meeting will be held on September 11th, 2025, and this item has been calendared to discuss a new name for the program and to discuss parameters for its operation, potential costs, and goals the Committee hopes to achieve with this program.

LEGAL REVIEW

The City Attorney has reviewed the staff report and has no legal issues.

FISCAL IMPACT

This program will require some funding as Beautification Committee members will need to purchase trash bags, landscaping equipment, painting materials, and set aside funds to pay overtime for Public Works staff. Staff estimates these costs will be approximately \$2,500 per fiscal year.

RECOMMENDATION

Staff recommends that the City Council select one of the following options:

- A. Approve annual funding of \$2,500 to use for cleanup efforts by the Lawndale Beautification Committee and volunteers to assist elderly, disabled and other in need residents with cleaning up properties with property maintenance issues;
- B. Approve a different amount of funding for the Lawndale Beautification Committee to use towards cleaning up properties belonging to the elderly, disabled, and other in need residents; or
- C. Give direction to Staff on another option for staff to consider regarding cleanup programs for the Lawndale Beautification Committee to pursue.



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Vanesa Alvarez, Administrative Assistant
SUBJECT: **Report of Attendance at Meetings**

No supporting documentation was forwarded to the City Clerk Department for this item.



CITY OF LAWDALE

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PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Vanesa Alvarez, Administrative Assistant
SUBJECT: **Conference with Legal Counsel – Existing Litigation**

BACKGROUND

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: September 15, 2025
TO: Honorable Mayor and City Council
FROM: Sean M. Moore, City Manager
PREPARED BY: Vanesa Alvarez, Administrative Assistant
SUBJECT: **Public Employee Performance Evaluation - City Attorney**

BACKGROUND

The City Council will hold a closed session, pursuant to Government Code section 54957(b), to conduct an employee evaluation concerning the City Attorney.