

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal
Dept: City Manager
Subject: AGREEMENT WITH GRIFFIN STRUCTURES, INC. TO DEVELOP A PUBLIC SAFETY FACILITIES MASTER PLAN

From: Keith G. Jones
Dept: Public Works
Date: December 8, 2009

OBJECTIVE

To recommend that the City Council award a contract for professional consulting services to Griffin Structures, Inc. for the purpose of developing a Public Safety Facilities Master Plan.

BACKGROUND

In September 2008, the City entered into an agreement with Griffin Structures, Inc. to conduct a needs assessment for the Garden Grove Police Department for \$24,500. The needs assessment identified space requirements for each personnel level and function, as well as space needs for equipment and storage. The assessment concluded that the current Garden Grove Police Station, which was built in 1972, does not have the adequate space to house officers, equipment and evidence files all in one building.

In order to meet all the space requirements identified in the needs assessment, a new Police Department facility is needed. The cost to construct a new Police facility is estimated at \$100 million, which is cost prohibitive. An alternative strategy to accommodate current and projected space requirements for the next 15 years is to relocate the Fire Headquarters and Station 1 into a new building at the City-owned site adjacent to City Hall, previously occupied by Black Angus Restaurant. This would allow the Police Department to expand into the current Fire building. Furthermore, this would provide needed improvements to the Fire Station and enhance fire response capabilities to the area.

ANALYSIS

The relocation and subsequent expansion of the Public Safety buildings will require significant City resources, such as land, funding, and staff time; therefore, a methodical analysis and thorough planning is necessary to ensure that resources are not wasted and that the buildings will be able to accommodate present and future increases in public safety personnel. Staff from Public Works, Police, and Fire has determined that the development of a comprehensive Public Safety Facilities Master Plan is essential for future financial planning, maximizing the use of space, and determining how to address both short-term and long-term space requirements.

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The project will be divided into three phases. The first phase will provide conceptual design services for the construction of a new Fire Headquarters and Station at the City-owned site previously used by the Black Angus restaurant, and the expansion of the Police Department into areas vacated by the Fire Department. The second phase will include schematic design services for a four-bay fire station and administration offices, as well as to establish a cost estimate of construction. The third phase will provide schematic design services and cost estimates for the renovation, reconfiguration, and expansion of the Police Department.

Staff has been involved with numerous discussions with Griffin Structures, Inc. for the past year. As a result, Griffin has obtained considerable data and information regarding the City's public safety operations, specific needs, and other factors that are crucial to developing a Master Plan. Furthermore, Griffin structures, Inc. has significant experience in developing Public Safety Master Plans for many Orange County cities, such as Westminster, Buena Park, Brea, and Irvine.

FINANCIAL IMPACT

The cost to develop the Public Safety Facilities Master Plan is \$263,250. The project will be financed through the Public Safety Fund and Police and Fire Trust Funds. There is no financial impact to the General Fund.

COMMUNITY VISION IMPLEMENTATION

This project is consistent with the community vision for ensuring that the Garden Grove Police and Fire Departments remain efficient, high-quality public safety service providers.

RECOMMENDATION

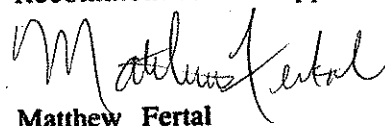
It is recommended that the City Council:

- Award the contract for professional consulting services to Griffin Structures, Inc. to develop the Public Safety Facilities Master Plan in the amount of \$263,250.
- Authorize the City Manager to execute the contract on behalf of the City.

 For
KEITH G. JONES
Public Works Director


By: Ann Eifert
Senior Administrative Analyst

Recommended for Approval


Matthew Fertal
City Manager

Attachment: Agreement with Griffin Structures, Inc.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2009, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **Griffin Structures, Inc.**, referred to as "CONTRACTOR".

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove Council authorization dated _____.
2. CITY desires to utilize the services of CONTRACTOR to Develop the Garden Grove Public Safety Facilities Master Plan as described in Attachment A, which includes three phases:
 - a. Phase 1: Public Safety Master Plan
 - b. Phase 2: Fire Department Facilities Design
 - c. Phase 3: Police Department Facilities Expansion Design
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination.** The term of the agreement shall be for period of **180 days** from full execution of the agreement. This agreement may be terminated by the CITY without cause pursuant to Section 3.2 below. In such event, the CITY will compensate CONTRACTOR for work performed to date in accordance with fee schedule (Attachment "A"). Contractor is required to present evidence to support performed work.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of tasks as set forth in the Proposal. The Proposal is attached as Attachment A, and is incorporated herein by reference. The Proposal and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
 - 3.1 **AMOUNT.** Total Compensation under this agreement shall not exceed (NTE) amount of Two Hundred Sixty Three Thousand Two Hundred Fifty Dollars (\$263,250.00), payable in arrears and in accordance with proposal in Attachment "A".

- 3.2 Payment. For work under this Agreement, payment shall be made per invoice for work completed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on schedule included in Proposal (Attachment A).
- 3.3 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.4 Termination. CITY shall have the right to terminate this agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

4. Insurance Requirements.

- 4.1 COMMENCEMENT OF WORK. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
- 4.2 WORKERS COMPENSATION INSURANCE. For the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
- (a) Commercial general liability in the amount of \$1,000,000 per occurrence; **(claims made and modified occurrence policies are not acceptable)**; Insurance companies must be acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - (b) Automobile liability in the amount of \$1,000,000 combined single limit; **(claims made and modified occurrence policies are not acceptable)**; Insurance companies must be acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - (c) Professional liability in the amount of \$1,000,000 per occurrence; Insurance companies must be acceptable to CITY

and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced by either a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An Additional Insured Endorsement, **ongoing and completed operations**, for the policy under section 4.3 (a) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to city's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for automobiles owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, or volunteers shall by excess of the CONTRACTOR's insurance and shall not contribute with it.

5. **Non-Liability of Officials and Employees of the CITY.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.
6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.

7. **Independent Contractor.** It is agreed to that CONTRACTOR shall act and be an independent contractor and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
 - a. (Contractor)
Griffin Structures, Inc
Attention: Roger N. Torriero, CEO
385 Second Street
Laguna Beach, CA 92651
 - b. (Address of CITY) (with a copy to):
City of Garden Grove Garden Grove City Attorney
11222 Acacia Parkway 11222 Acacia Parkway
Garden Grove, CA 92840 Garden Grove, CA 92840
10. **CONTRACTOR'S PROPOSAL.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.
11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.
12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from CITY.
13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for CITY to enter into this

Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.

15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Indemnification.** To the fullest extent permitted by law, CONTRACTOR defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damages of any nature, including interference with use of property, arising out of, or in any way connected with the negligence, recklessness and/or intentional wrongful conduct of CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless CITY, is due to the negligence, recklessness and/or wrongful conduct of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

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(Agreement Signature Block On Next Page)

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: _____

**"CITY"
CITY OF GARDEN GROVE**

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

**"CONTRACTOR"
Griffin Structures, Inc**

By: _____
Name: Roger Torriero
Title: CEO

Date: November 18, 2009

Tax ID No. 33-0756139

Contractor's License: 793600

Expiration Date: April 30, 2011

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

Omar Dandora for
Garden Grove City Attorney

11-12-09
Date

I. INTRODUCTION AND PROPOSED PROJECT APPROACH

DESCRIPTION OF THE PROJECT

There are several goals for this project. The first objective is to identify a master plan for the major public safety facilities in the City. This plan is to address both short-term and long term-needs. the first step of this plan is the relocation of the existing Fire Department administration and station operations onto the City-owned site previously used by the Black Angus restaurant. The second step is then the expansion of the Police Department operations into the areas vacated by the Fire Department.

This project therefore also has the two further goals of providing Schematic Designs for the new Fire facilities and for the subsequent relocations of the Police Department into the vacated areas.

The project proposed here is therefore divided into three phases:

1. The description of a Public Safety Facilities Master Plan. This plan will include first the construction of new Fire HQ facilities (and station), followed by renovation of the space vacated by the Fire Department into which Police can expand. The plan will also make use of the existing PD land and space resources to the degree possible to achieve the long-term space needs as projected in the recently delivered Police Needs Assessment study.
2. The preparation of Schematic Design drawings, related documentation, budget estimate, and related overall project schedule for the proposed new Fire Department facilities.
3. The preparation of Schematic Design drawings, related documentation, budget estimate, and related overall project schedule for the relocation of Police operations into the space to be vacated by the Fire Department, and the associated improvements of the first floor of the existing police building.

OUR APPROACH

The following work plan identifies the requisite actions and steps needed to achieve the objectives listed above. Although these tasks can run simultaneously, they represent three separate project phases and are identified as such.

Phase I – Public Safety Master Plan

Provide conceptual Master Plan services for a new fire station replacing the station and fire headquarters offices presently located in the Civic Center area, and an expanded police facility to achieve the requirements identified in the Needs Assessment Study recently completed by Griffin Structures. The projected Police Department requirement is approximately 75,000 net sq. ft. (90,000 gross sq. ft.), excluding remote storage for evidence, and a separate firearms training range facility. The fire facilities are intended to be relocated to the site adjacent to city hall and formerly used for a Black Angus restaurant.

I - Project Management, Coordination, And Meetings

- 1.01 Project Meetings: Under this task Griffin and its project Team, shall prepare agendas and attend project meetings. The City of Garden Grove shall nominate its chair to direct all project meetings, held at City offices. The Project Team (Griffin et al) shall participate in the following meetings, at a minimum:

- .01 Kick-off meeting with City Representatives, Architect, and sub-consultants (as necessary) to present the work plan including project schedules, management protocols, and project assumptions.
- .02 Workshop meeting with the Fire Department representatives at which OCFA Fire Station Standards and another prototype as selected by Griffin will be used as a basis in defining the space requirements for the Garden Grove replacement facilities. It is anticipated that this (single) workshop session will result in a definitive space requirements program for the fire station and fire headquarters facilities associated with this project.
- .03 Focus on site feasibility studies for the Fire Department relocation to the “Black Angus” site.
- .04 Focus on site feasibility studies for the Police Department facilities on its current site and site of current adjacent fire station operations.
- .05 Project status/progress meetings with City staff. Appropriate representatives of the Griffin Project Team shall attend all meetings, with appropriate technical staff and City staff in attendance.

2 - Project Management, Coordination, And Meetings

2.01 Project Work Sessions: These sessions will be led by Griffin and will entail discussion and determination of the following aspects. LPA to produce conceptual studies as they pertain to the following:

- .01 Identify the boundary of available land within the civic center to be considered a candidate for the permanent police facility and related uses.
- .02 Study constraints and opportunities for building locations on this land.
- .03 Study access and egress capabilities for building locations on this land.
- .04 Study phasing issues of the options, including working around existing facilities.
- .05 Consider relative rough order-of-magnitude costs these approaches.
- .06 Identify and compare such “intangibles” of each site as:
 - i. Enhancement of the Civic Center
 - ii. Reinforcing the City’s Public Image
 - iii. Opportunities to utilize sustainable design practices
 - iv. Connection to the landscape trails and park system
- .07 Consult with City staff to select project approach for further development

2.02 Existing Facility Survey

- .01 Structural, Mechanical, Plumbing and Electrical engineers to survey existing facility.
- .02 Create report of industry finding and recommendations and including option for renovation.

NOTE: No destructive or invasive research is anticipated at this stage.

2.03 Master Plan Development: Griffin and its Team will develop a Public Safety Facilities Master Plan for the City of Garden Grove, including the following elements:

- .01 Development of a new fire station of 4 bays to the “Black Angus” site. This will be based on relocation of the existing station at 11301 Acacia, and the determined program requirements as noted above.

- .02 The relocation of existing Fire Department administrative office spaces to the “Black Angus” site. This will be based on relocation of the existing station at 11301 Acacia, and the determined program requirements as noted above.
 - .03 Items .01 and .02 above will be the basis for Fire Department Schematic Design services noted below in Phase II of this Proposal.
 - .04 In coordination with this expansion into vacated fire facilities, the programmatic reallocation of block-level space-use by the Police Department on the first floor of the existing police headquarters building. This will be the basis for Police Schematic Design services noted below in Phase III of this Proposal.
 - .05 The development of police facilities on the land identified as noted in item 2.1, above, which meet the programmed long-term facilities requirements derived from the Police Department Master Plan recently completed by Griffin Structures for the City of Garden Grove. This will be presented as part of a final phase in the Public Safety Facilities Master Plan. The plan will show, or will include consideration of:
 - .01 Approximate site dimensions and boundaries
 - .02 Outline shapes of building(s), parking, landscape, and setbacks
 - .03 Allowance for Fire Department access
 - .04 Utility availability (based upon utility information provided by City)
 - .05 Vehicular access/egress
 - .06 Pedestrian access/egress
 - .07 Conceptual Landscape Design including public plaza and related areas
 - .08 Vehicular services elements
 - .09 Ancillary site structures
 - .10 Retained existing facilities (if any)
 - .11 Site security considerations
- 2.04 Master Plan Refinement (optional): If so elected by the city, and for added fee, Griffin and its Team will more fully develop the Master Plan of the selected site, including addressing the following aspects in greater detail:
- .01 Site dimensions and boundaries
 - .02 Building, parking and landscape setbacks
 - .03 Fire Department access paths
 - .04 Utility availability
 - .05 Vehicular access/egress
 - .06 Pedestrian access/egress
 - .07 Conceptual Landscape Design including public plaza and community outreach areas
 - .08 Vehicular services elements
 - .09 Ancillary site structures
 - .10 Existing facilities (if any)
 - .11 Security concerns
 - .12 Major phases and the impact on schedule move-ins
- 2.04 Final presentation to City for approval of Master Plan.

Phase 2 - Fire Department Design Through Schematic Design

Provide Schematic Design services for a four-bay fire station of approximately 12,000 sf, with approximately 8,000 sf of Administration office. Project is to be located on the existing 'Black Angus' site on Euclid Avenue. Scope of Work is to establish verifiable cost estimate based upon a complete schematic design package.

I. - Project Management, Coordination, And Meetings

1.01 Project Meetings: Under this task Griffin and its project Team, shall prepare agendas and attend project meetings. The City of Garden Grove shall nominate its chair to direct all project meetings, held at City offices. The Project Team (Griffin et al) shall participate in the following meetings, at a minimum:

- .01 Kick-off meeting with Fire Department, City Representatives, Architect, and sub-consultants (as necessary) to present the work plan including project schedules, management protocols, and project assumptions.
- .02 Project status/progress meetings with City staff. Appropriate representatives of the Griffin Project Team shall attend all meetings, with appropriate technical staff and City staff in attendance.
- .03 Additional meetings as requested by City during critical work phases.
- .04 Any meetings associated with scoping, public input, or public hearings.
- .05 Meetings with other agencies as requested by City or as determined necessary, including but not limited to the City Council, and coordination with regulatory agencies to determine permit requirements.

2 - Schematic Design Phase

2.01 SD General Requirements

- .01 Secure project planning information including information on underground utilities and site constraints.
- .02 Request any additional data needed from the City.
- .03 Coordinate the project with other City projects.
- .04 Design the facilities in accordance with all applicable codes and standards.
- .05 Obtain concurrence of the schematic design documents from the City's Planning Department, Building & Safety Department, Fire Department, and MIS Department, where applicable.
- .06 Obtain City approval of schematic work in progress prior to presentation to City Council or outside parties.
- .07 Modify or redesign the project, as necessary, to secure approval from the City.
- .08 Request and obtain approval from the City before initiating any work to modify the project documents, which may require performance of extra services.

2.02 City SD Review Submittal Requirements

- .01 A colored 'presentation' site plan, showing the shape and location of adjacent improvements, landscaping, shadows, and paving patterns.
- .02 A plan of each floor.

- .03 All elevations.
- .04 Sections necessary to show basic structural and vertical space organization.
- .05 A colored rendering perspective view - Rendering shall be cast to provide a single overall view of the project typically from eye level.
- .07 Basis of Design Reports.
- .08 Code Analysis Report
- .09 LPA shall adjust and complete the schematic design incorporating comments received from the City. The response to review comments, received from the City review meeting, shall be noted in the final schematic submittal narrative. After all comments have been addressed the Project Team shall make a final 100% schematic submittal to the City for review and approval.

2.03 SD Architectural Requirements

- .01 Depict the overall dimensions of the proposed new building.
- .02 Depict and identify (name) existing structures within a radius of 300 feet of the project site. Indicate the distances from proposed new building to (1) adjacent existing buildings, (2) property lines and setbacks, and (3) roadways.
- .03 Depict major new exterior elements. Show streets, service drives, easements, loading docks, parking areas, paved areas, walks, stairs, ramps, pools, retaining walls, fences, fire hydrants, and equipment.
- .04 Depict the proposed finished elevations of building entrances and major exterior elements.
- .05 Depict existing and proposed contours at one-foot intervals. Indicate method of general site drainage. Provide a written narrative on design grading and retention systems proposed.
- .06 Provide sections through the site as needed to explain changes in levels within the proposed building as related to the site.
- .07 Depict the placement of ramps and other provisions for disabled access to the site and building.
- .08 Depict landscape design.
- .09 Depict site demolition.
- .10 Show locations of existing utilities.
- .11 Provide a site utilities plan indicating both existing utilities and proposed new utilities.
- .12 Document findings and design impacts from initial site investigations.
- .13 Indicate the locations, room names, sizes (in assignable square feet), and space numbers for all programmed spaces and required gross area spaces including entrances, lobbies, corridors, common areas, toilet rooms, janitors' closets, and mechanical/electrical equipment rooms.
- .14 Indicate the overall dimensions of major elements of the building.
- .15 Indicate such building elements as walls, columns, doors, windows, openings, and major built-in equipment.
- .16 Indicate compliance with applicable disabled access codes.

- .17 Provide a demolition plan whenever a project requires the demolition of a building or portions thereof. Indicate existing work to be removed, and existing work to remain in place.
- .18 Show all elevations of the building. Depict floor-to-floor dimensions and the overall building height.
- .19 Include sections as needed to explain the structure and any unusual design features. Depict existing and proposed grades.
- .20 Provide a display board with mounted samples of the actual exterior materials.
- .21 Provide study drawings as needed to analyze various alternative building site locations and building massing schemes.
- .22 Provide a narrative description setting forth the design concept and important features of the Project.

2.04 SD Structural Requirements

- .01 Provide a detailed written description of the recommended structural system and the basis for recommending this system over other approaches.
- .02 Provide a conceptual structural framing plan of a typical floor. Indicate via a dimensioned grid reference system, columns, load-bearing walls, shear walls, footings, and related items.

2.05 SD Plumbing Requirements

- .01 Provide a written analysis of the calculated load demands of proposed new plumbing systems, the design demands of the project, and the capacity of the existing plumbing systems, if any. Show domestic water, sanitary and storm drains, and fire protection sub-systems.
- .02 Provide an analysis of male and female fixture count and location with a comparison to plumbing code minimum requirements.
- .03 Indicate the proposed points of connection to utility systems.

2.06 SD HVAC Requirements

- .01 Provide a written analysis of the calculated loads of proposed new HVAC systems.
- .02 Provide a conceptual single-line mechanical diagram showing major ducts and equipment. Identify the sizes and locations of major equipment items including cooling towers, chillers, pumps, fans, air-handling units, compressors, and related items.
- .03 Determine the capacity of existing systems if any, based on an examination of the facility's record drawings, an inspection of the existing system, and test reports.
- .04 Provide a description of the proposed fume hood ducting and exhaust system.
- .05 Show air intakes and exhausts and demonstrate how air entrainment is avoided.

2.07 SD Electrical & Telecom Requirements

- .01 Provide a site plan showing the proposed method of service for the electrical power, data, telecommunications, and fire alarm systems.
- .02 Provide a single-line diagram showing the following:
 - i. Method of service (City or local utility)
 - ii. Major transformers and transformer substations.
 - iii. Major switchboards, motor control centers, and panel and distribution boards.

- iv. Major components of the emergency power system.
- v. Major components of telecommunications system.
 - a. Building Distribution Facility (BDF)
 - b. Intermediate Distribution Facility (IDF)
 - c. Proposed point of connection to utility
 - d. Narrative on proposed system design, media type conduit routing and access

2.08 SD Outline Specifications

Develop an outline specification that shall include the following:

- .01 A general description of the project's site, architectural design, building, and type of construction.
- .02 Identify the structural system, including materials and systems, a strategy for dealing with special conditions, subsurface conditions, and substructure.
- .03 Describe the mechanical and electrical systems conceptually.
- .04 Identify all special systems including special control systems, energy management systems, and special exhaust systems.
- .05 Identify finishes at a gross level, indicating the type and quality level. Define casework or furniture systems conceptually.
- .06 Include a separate paragraph in the electrical specifications describing proposed new systems for the power, lighting, data, communication, fire alarm, and security systems. Describe the proposed power system voltages including the main points of connection to existing systems.

2.09 SD Area Tabulation

- .01 Provide a summary of floor area allocations. The summary must include the total assignable area, the total gross area, and the resulting percentage efficiency of the design.
- .02 Provide a written explanation of any major deviations from the area allocations in the space needs assessment.

2.10 SD Response to City Comments

- .01 Provide a written response to all City comments.

2.11 SD Engineering Research and Reports

Under this Task, complete any required studies, and prepare and submit necessary regulatory permit and agency approval applications to support preparation of plans for the police station.

- .01 Hydrology/Hydraulic Report: Civil shall conduct, perform, and/or provide a hydrology analysis to ensure that all storm flows are directed properly and provide hydrologic design recommendations necessary for design of the police station.

2.12 Cost Estimation

- .01 Establish the Schematic Design Statement of Estimated Cost.

Phase 3 - Police Department Design Through Schematic Design

Provide Schematic Design services for the expansion of Police Department operations into the 8,000 sf shell building created by the relocation of the fire department. Also design for renovation and re-configuration of the first floor of the existing HQ building. This renovation excludes renovations to the existing jail, or expansion of the jail into existing areas of the first floor area.

NOTE: It is understood that this build-out may be temporary in nature. Therefore, the Project Team shall take great care in balancing the needs for the selected department areas to perform their tasks efficiently and the cost required for this to take place.

I - Project Management, Coordination, And Meetings

1.01 Project Meetings: Under this task Griffin and its project Team, shall prepare agendas and attend project meetings. The City of Garden Grove shall nominate its chair to direct all project meetings, held at City offices. The Project Team (Griffin et al) shall participate in the following meetings, at a minimum:

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- .02 Project status/progress meetings with City staff. Appropriate representatives of the Griffin Project Team shall attend all meetings, with appropriate technical staff and City staff in attendance.
- .03 Additional meetings as requested by City during critical work phases.
- .04 Any meetings associated with scoping, public input, or public hearings.
- .05 Meetings with other agencies as requested by City or as determined necessary, including but not limited to the City Council, and coordination with regulatory agencies to determine permit requirements.

2 - Schematic Design Phase

2.01 SD General Requirements

- .01 Secure project planning information including information on underground utilities and site constraints
- .02 Request any additional data needed from the City
- .03 Design the facilities in accordance with all applicable codes and standards
- .04 Obtain concurrence of the schematic design documents from the City's Planning Department, Building & Safety Department, Fire Department, and MIS Department, where applicable
- .05 Obtain City approval of schematic work in progress prior to presentation to City Council or outside parties
- .06 Modify or redesign the project, as necessary, to secure approval from the City
- .07 Request and obtain approval from the City before initiating any work to modify the project documents, which may require performance of extra services.

2.02 City SD Review Submittal Requirements

- .01 Show all the areas requiring demolition of interior and exterior building elements.
- .02 A plan of each floor
- .03 All elevations
- .04 Sections necessary to show basic structural and vertical space organization
- .05 Basis of Design Reports
- .06 Code Analysis Report
- .07 The Project Team shall adjust and complete the schematic design incorporating comments received from the City. The response to review comments, received from the City review meeting, shall be noted in the final schematic submittal narrative. After all comments have been addressed the Project Team shall make a final 100% schematic submittal to the City for review and approval.

2.03 SD Architectural Requirements

- .01 Depict the proposed finished elevations of building entrances and major exterior elements.
- .02 Depict the placement of ramps and other provisions for disabled access to the site and building.
- .03 Depict landscape design (if any).
- .04 Depict site demolition (if any).
- .05 Show locations of existing utilities.
- .06 Provide a site utilities plan indicating both existing utilities and proposed new utilities.
- .07 Document findings and design impacts from initial site investigations.
- .08 Indicate the locations, room names, sizes (in assignable square feet), and space numbers for all programmed spaces and required gross area spaces including entrances, lobbies, corridors, common areas, toilet rooms, janitors' closets, and mechanical/electrical equipment rooms.
- .09 Indicate the overall dimensions of major elements of the building.
- .10 Indicate such building elements as walls, columns, doors, windows, openings, and major built-in equipment.
- .11 Indicate compliance with applicable disabled access codes.
- .12 Provide a demolition plan whenever a project requires the demolition of a building or portions thereof. Indicate existing work to be removed, and existing work to remain in place.
- .13 Show all elevations affected by the renovation of the building. Depict floor-to-floor dimensions and the overall building height.
- .14 Include sections as needed to explain the structure and any unusual design features.
- .15 Provide a display board with mounted samples of the actual interior materials.

2.04 SD Structural Requirements

- .01 Provide a detailed written description of any required modifications to the existing structural system.

2.05 SD Plumbing Requirements

- .01 Provide an analysis of the calculated load demands of proposed new plumbing systems, the design demands of the project, and the capacity of the existing plumbing systems, if any. Show domestic water, sanitary and storm drains, and fire protection sub-systems.
- .02 Provide an analysis of male and female fixture count and location with a comparison to plumbing code minimum requirements.
- .03 Indicate the proposed points of connection to utility systems.

2.06 SD HVAC Requirements

- .01 Provide an analysis of the calculated loads of the proposed new HVAC systems (if any).

2.07 SD Electrical & Telecom Requirements

- .01 Provide a single-line diagram showing the following:
 - i. Method of service
 - ii. Major switchboards, motor control centers, and panel and distribution boards
 - iii. Major components for attaching to the existing emergency power system
 - iv. Major components to connect to the existing telecommunications system

2.08 SD Outline Specifications

Develop an outline specification that shall include the following:

- .01 A general description of the project's site, architectural design, building, and type of construction.
- .02 Identify the structural system, including materials and systems, a strategy for dealing with special conditions, subsurface conditions, and substructure.
- .03 Describe the mechanical and electrical systems conceptually.
- .04 Identify all special systems including special control systems, energy management systems, and special exhaust systems.
- .05 Identify finishes at a gross level, indicating the type and quality level. Define casework or furniture systems conceptually.
- .06 Include a separate paragraph in the electrical specifications describing proposed new systems for the power, lighting, data, communication, fire alarm, and security systems. Describe the proposed power system voltages including the main points of connection to existing systems.

2.09 SD Area Tabulation

- .01 Provide a summary of floor area allocations. The summary must include the total assignable area, the total gross area, and the resulting percentage efficiency of the design.
- .02 Provide a written explanation of any major deviations from the area allocations in the space needs assessment.

2.10 SD Response to City Comments

- .01 Provide a written response to all City comments.

2.11 SD Engineering Research and Reports

Under this Task, complete any required studies, and prepare and submit necessary regulatory permit and agency approval applications to support preparation of plans for the police station.

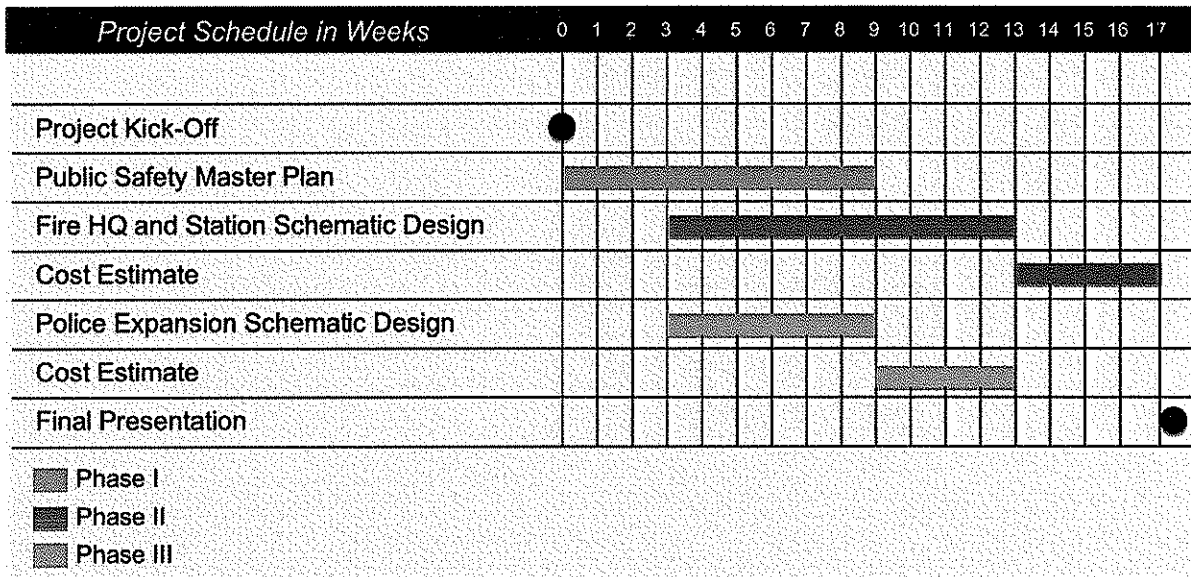
- .01 Floodplain Evaluation Report: The civil shall prepare a floodplain evaluation report, by reviewing the most recent Federal Insurance Rate Maps of each site, and identifying the limits of the base (100-year) floodplain and regulatory floodway as applicable. A flood risk assessment shall be conducted and included in the floodplain evaluation.
- .02 Hydrology/Hydraulic Report: Civil shall conduct, perform, and/or provide a hydrology analysis to ensure that all storm flows are directed properly and provide hydrologic design recommendations necessary for design of the police station.

2.12 Cost Estimation

- .01 Establish the Schematic Design Statement of Estimated Cost

2. SCHEDULE

The following chart illustrates a proposed project schedule for the work described in this submittal. This bar chart shows completion timelines for each section of work as we have organized the proposed work plan.



3. PROJECT TEAM

WE PROPOSE AN INTEGRATED, EXPERIENCED TEAM

Griffin's team members have outstanding technical expertise and capabilities with regard to the scope of work that is required for this project. Griffin Structures and LPA are presently working together in the program management at risk delivery of Police facilities for the cities of Hesperia and Buena Park. Additionally, Griffin Structures is currently providing program management at risk services in the delivery of the Westminster Police Headquarters, Tustin Fire Station, Cathedral City Fire Station and administrative offices, and others. We also have provided Police facility master planning for the Cities of Oceanside, Brea, Burbank, and others. LPA has additionally provided design services for four fire stations in the City of Irvine, a station in the city of Laguna Niguel, and others, including assisting the Orange County Fire Authority in the development of its prototype fire station design standards. They have also designed a number of police facilities, including for the City of Woodland, City of Chino Hills (Sheriff's facility), City of Cotati, and others.



Griffin Structures

Founded in 1981, Griffin Structures, Inc., is a diversified professional services company serving the public sector continuously since 1981. Griffin Structures offers its clients a wide portfolio of services; Griffin Structures' experience is long and significant providing needs assessments, facilities planning, analyses, and feasibility studies to the public sector with an emphasis in police facilities.

Griffin Structures has demonstrated its project management skills in numerous City facility delivery projects, serving as Owner's Representative, Project Manager, Construction Manager, and Program Manager (both for fee and "at Risk") as required for the projects in our professional services portfolio in the course of our 27-year history. Griffin is a strong and proven manager of design services, of cost containment, and of schedule development and adherence. Its scheduling and cost estimating experience is exemplary, and are further proven by our successful history where we have been "at Risk" in the delivery of public safety and other community buildings in California.

The key to our company's success lies in the continuous hands-on involvement of our principals and their insight into the complexities of the planning and delivery of public facilities. Our personalized approach has produced an extensive, award winning portfolio. In the last two years, Griffin has recently completed needs assessments for the Buena Park Police Facility (currently under construction), Hesperia Police Facility (currently under construction), Brea Police Facility, and Oceanside Police Facility. The public safety planning, programming, and analysis portfolio of our staff is extensive, including many projects nationwide and extending over the firm's years of experience.

Griffin Structures has a broader range of services than most program management firms, including planning, needs assessment, programming, financial analysis, construction management, and owner representation. As such, Griffin Structures is not solely a program management firm, but a seasoned group of professionals with a complete array of experience in all aspects of the planning, design, development, and construction processes, from entitlements through construction. We provide our clients with an "every step of the way" full spectrum of proven program management and project delivery services. Each of our principals have many years of individual experience in the design, development, finance, and construction industries, and are licensed professionally in the State of California in both the design fields (Architecture and Civil Engineering) and the construction industry (General Contractor's licenses A and B), bringing a comprehensive approach to the successful management of the construction process. We have experience with a variety of product types and building types (Type I through Type V) in both the public and private sectors; the breadth of this background is considerable, and affects the quality and outcome of all projects.

Griffin Structures' wide experience with both public and private sector development projects allows us to bring the best aspects of each to the other.

Furthermore, Griffin Structures has a long and proven background of acting as their fiduciary, bringing a "hands-on" and direct approach that ensures the successful delivery of the projects we manage.

LPA LPA, Architecture

LPA, Inc. is one of the largest architectural, planning, landscape, and interior design firms in California. Founded in 1965, LPA has a long history of architectural design and project management experience. Experience with Griffin Structures is long and significant using Program Management at Risk delivery on projects such as the Buena Park Police Facility, Hesperia Police Facility, Watsonville Civic Plaza (City Hall, Criminal Courts, Library and Parking Structure), Laguna Beach Community Center, Rancho Santa Margarita Civic Plaza (City Hall, Community Center and Sheriff's Substation), and Hesperia Civic Plaza (City Hall & Library). Moreover, LPA has completed two of the nation's first LEED Certified Police Facilities for the cities of Cotati (2003) and Woodland (2004) with McCarthy (design-build project delivery).

LPA firm provides a full scope of architectural, master planning, facility modernization, landscape architecture, and interior design services from early program development and final design documentation phases, through the completion of construction, and owner occupancy. LPA is divided into six market segments, with its specialty in public architecture: Civic, K-12, Higher Education, Targeted Developer, Housing, and Corporate establishments. Over the years, LPA and its principals have come to be recognized for their leadership in urban planning, facility programming, building design, landscape design, interior design, and graphics.

LPA Structure - LPA's staff of 250 individuals is structured into project teams to accomplish programming and design services. A Principal and Project Manager/Project Architect are involved with each project from its inception through client acceptance. Additional team members, including planners, designers, production staff, specification writers, and construction experts, are assigned as needed, as the program develops. This large staff allows LPA the flexibility to focus manpower at the critical scheduling milestones.

Sustainable Design - A key part of LPA's history, and most importantly its culture, is sustainable design. Sustainability is not new at LPA, and they have been providing their clients with well-designed efficient build-ings both economically and environmentally for more than 20 years. Projects like the Irvine Ranch Water District Headquarters and Tri-Cities Landing received Southern California Edison's Design for Excellence award almost twenty years ago, and are testimony to a career-long commitment to sustainability. LPA believes that every project, regardless of budget or program, can have a sustainable quotient.

INDIVIDUAL TEAM MEMBERS

To best serve the City and its Fire Department and Police Department, Griffin Structures brings a team of seasoned professionals to ensure this project is delivered successfully. The Team members are highly experienced in the scope of work required for this project and has worked together on various assessments for the past ten years. The following chart identifies the proposed team.

Team Member	Project Roles and Responsibilities	Qualifications / Similar Experience
Griffin Structures, Inc.		
Roger Torriero CEO	Roger Torriero will serve as Principal In Charge responsible for overall project oversight with the city.	Needs Assessment Mr. Torriero is the founder and CEO of Griffin Structures, Inc. With 27 years experience, Mr. Torriero brings an extensive background in providing project oversight for all Griffin projects. His relevant experience includes the Westminster Police Department Headquarters, Buena Park Police Facility, Hesperia Police Facility, City of Irvine Police Facilities CIP Needs Analysis, Environmental Nature Center, and Laguna Beach Community / Senior Center.
Gary Chubb Vice President Construction	Gary Chubb will be the primary contact for management of this project, and will be responsible for cost estimating, budgeting, assessment of construction options, and scheduling.	Mr. Chubb has direct and relevant experience in program and construction management of police facilities such as the Westminster Police Department Headquarters, Buena Park Police Facility, City of Irvine Police Facilities CIP Needs Analysis, Irvine Transportation Center Parking Structure, Buena Park Corporate Yard, Environmental Nature Center, Rancho Santa Margarita Civic Plaza and San Dimas City Hall Expansion. His experience is detailed in his resume attached to this Proposal.
Bob Hall Project Manager	Bob Hall will be responsible for architectural programming, and for review of plans for their program compliance.	Mr. Bob Hall brings 30 years experience in pre-architectural needs assessment and programming for City police and other law enforcement facilities. His experience includes police needs assessments and facility programs for the cities of Irvine, Buena Park, Hesperia, Ontario, Beverly Hills, Oceanside, and Burbank.
LPA, Inc.		
Jim Wirick, AIA, LEED AP Principal In Charge	Jim will serve as Principal-in-Charge for LPA and will provide general management and coordination of resources for this project.	Project Architect Mr. Wirick has been the Principal In Charge for a number of successfully completed civic projects such as community centers, libraries, city halls, and police stations. His experience includes the Buena Park Police Facility, Hesperia Police Facility, Mission Viejo Library & Expansion, Watsonville Civic Plaza, Chino Hills Government Center Sheriff's Facility, Library, Fire Department and City Hall and Rancho Santa Margarita Civic Plaza.
Rick D'Amato, AIA, LEED AP Design Principal	Rick will be the primary design architect for the site master plan, and for the police department expansion project. He will have design oversight for the entire project.	Mr. D'Amato, Architect and LEED Accredited professional, has designed a number of successful green public sector projects such as the Buena Park Police Facility, Hesperia Police Facility, Chino Hills Government Center, Redding Library and Long Beach Fleet Maintenance Facility.
Larry Chiu, AIA, LEED AP Associate, Project Manager	Mr. Chiu will be responsible for project administration. Mr. Chiu will assure that the client program requirements, project budget, schedule, and quality control are successfully delivered.	Mr. Chiu has successfully managed a number of civic projects for LPA such as the Buena Park Police Facility, Hesperia Police Facility, Chino Hills Government Center, Mission Viejo Library & Expansion, Watsonville Civic Plaza, and the Chino Hills Government Center Sheriff's Facility, Library, Fire Department and City Hall.
Dave Duff, AIA, LEED AP Architect, Fire Station Specialist	Dave will project manager in the design of the Fire Station and Fire Department HQ facility. He will work closely with the other team members in assessing masterplan options and solutions	Dave Duff joined LPA in 1996. For the past five years, Dave has worked primarily on fire station projects for the Orange County Fire Authority and The Irvine Company. Mr. Duff is considered LPA's leading fire station expert.

TEAM RESUMES

Please refer to individual resumes attached later in this Proposal for more information.

5. FEE

Griffin Structures' cost proposals are being presented in three separate not to exceed amounts. Griffin Structures' cost proposals are based on any and all reasonable costs necessary to provide the scope of services described in our proposed Project Approach. The following is the summary of tasks and their estimated costs:

Part A – Public Safety Master Plan

<u>Task/Deliverable</u>	<u>Estimate</u>
A/E Services	
Project Work Sessions and Meetings with City/Dept. staff	\$12,000
Existing Facility Surveys and Due Diligence Reports	\$ 7,500
Master Plan Development	\$ 5,000
Program Management Services	\$ 8,000
Total Not to Exceed Fee	\$32,500
Not to Exceed Reimbursable Expenses	\$ 1,750

Part B – Fire Department Schematic Design and Cost Estimates

<u>Task/Deliverable</u>	<u>Estimate</u>
A/E Services	
Program Meetings, Site Layouts, Conceptual Design	\$ 20,000
Schematic Design & Outline Specifications	\$105,000
Schematic Design Cost Estimate	\$ 10,000
Program Management Services	\$ 15,000
Total Not to Exceed Fee	\$150,000
Not to Exceed Reimbursable Expenses	\$ 7,000

Part C – Police Department Expansion Schematic Design and Cost Estimates

<u>Task/Deliverable</u>	<u>Estimate</u>
A/E Services	
Facility Surveys, As-Builts, Program Meetings	\$ 15,000
Schematic Design & Outline Specifications	\$ 30,000
Schematic Design Cost Estimate	\$ 10,000
Program Management Services	\$ 15,000
Total Not to Exceed Fee	\$ 70,000
Not to Exceed Reimbursable Expenses	\$ 2,000

Qualifications

1. Above proposal estimates are predicated on assumption that parts A,B,C all commence concurrently and the services are performed on a *continuous* basis to complete per the schedule included in this Proposal.
2. Above proposal represents estimated values to complete individual tasks within each of the major parts of work. Griffin Structures reserves the right to reallocate values between tasks within in each major part in order to complete the work for quoted the not to exceed fee.
3. Griffin Structures will invoice the City of Garden Grove on a lump sum basis based on a percentage complete for each of the tasks as they are completed on a monthly basis.



CERTIFICATE OF LIABILITY INSURANCE

Date (mm/dd/yy)
11/23/2009

Producer

Kimbrell Insurance Agency
950 E Katella Ave Ste 4
Orange, CA 92867

714-538-8723 0619648
www.Kimbrell-Insurance.com

Insured

Griffin Structures, Inc., Etal
385 Second St.
Laguna Beach CA 92651

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A	Great American Assurance Co.	A, XII
INSURER B	RSUI Indemnity Company	A, XII
INSURER C	Lexington Insurance Company	A, XV
INSURER D	Hartford Casualty Insurance	A, XV
INSURER E		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YY	POLICY EXPIRATION DATE MM/DD/YY	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIAB <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGG LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	GLP2267664	3/1/2009	3/1/2010	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 1,000,000
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	72 UEC KR8091	8/7/2009	3/1/2010	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	NHA223344	3/1/2009	3/1/2010	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ \$ \$
	WORKERS' COMPENSATION & EMPLOYERS' LIABILITY				STATUTORY LIMIT OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
C	Professional Liability	042456258	3/1/2009	3/1/2010	\$2,000,000 Per Claim \$4,000,000 Aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Reviewed and approved as to insurance language and/or requirements.
Shauna McDonald
 Risk Management 11/23/09

Garden Grove Public Safety Facilities Master Plan project

CERTIFICATE HOLDER

Garden Grove Public Safety Facilities Master Plan project

City of Garden Grove it officers, officials, employees, agents and volunteers
11222 Acacia Parkway
Garden Grove CA 92840

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL SEND BY MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~BY FAILURE TO MAKE SUCH NOTICE SHALL MAKE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES~~ * 10 Days for Non-Payment of Premium.

AUTHORIZED REPRESENTATIVE
Jon Kimbrell
Jon Kimbrell

CERTIFICATE - ADDENDUM

Named Insured:

Griffin Structures, Inc., Etal
385 Second St.
Laguna Beach CA 92651

Certificate Holder:

Issue Date: 11/16/2009

City of Garden Grove it officers, officials,
employees, agents and volunteers
11222 Acacia Parkway
Garden Grove CA 92840

City of Garden Grove, its officers, officials, employees, agents, and volunteers are named additional insured.

Reviewed and approved as to insurance language
and/or requirements.

Shauna McEnroe 11/23/09
Risk Management

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

QSJLKAA3

DATE (MM/DD/YYYY)
11/17/2009

PRODUCER
LOCKTON COMPANIES, LLC
5847 SAN FELIPE, SUITE 320
HOUSTON, TX 77057

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
GRIFFIN STRUCTURES, INC.
385 SECOND ST
LAGUNA BEACH, CA 92651

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: ACE American Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR (ADD'L LTR)	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	C4539430A	10/01/2009	10/01/2010	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

WAIVER OF SUBROGATION IN FAVOR OF CERTIFICATE HOLDER INCLUDED WHEN REQUIRED BY CONTRACT.
PROJECT: PUBLIC SAFETY FACILITIES. end.

Reviewed and approved as to insurance language and/or requirements.

Shauna McMonaghan
Risk Management 11/23/09

CERTIFICATE HOLDER

CITY OF GARDEN GROVE
ATTN: PURCHASING DIVISION
11222 ACACIA PARKWAY
GARDEN GROVE, CA 92840

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

J. Kelly

Workers' Compensation and Employers' Liability Policy

Named Insured GRIFFIN STRUCTURES, INC. 385 SECOND STREET LAGUNA BEACH CA 92651	Endorsement Number
Policy Period 10-01-2009 TO 10-01-2010	Policy Number Symbol: RSC Number: C4539430A
Effective Date of Endorsement 10-01-2009	
Issued By (Name of Insurance Company) ACE AMERICAN INSURANCE COMPANY	
Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.	

CALIFORNIA WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because California is shown in Item 3.A. of the Information Page.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule, but this waiver applies only with respect to bodily injury arising out of the operations described in the Schedule, where you are required by a written contract to obtain this waiver from us.

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

Schedule

1. (X) Specific Waiver

Name of person or organization:

CITY OF GARDEN GROVE
11222 ACACIA PARKWAY, GARDEN GROVE, CA 92840

() Blanket Waiver

Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

2. Operations:

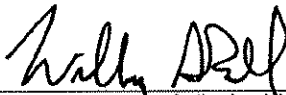
PUBLIC SAFETY FACILITIES

3. Premium:

The premium charge for this endorsement shall be 2.0 percent of the California premium developed on payroll in connection with work performed for the above person(s) or organization(s) arising out of the operations described.

4. Minimum Premium:

\$0



Authorized Agent

Shauna McParsons 11/23/09
Risk Management

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person or organization that the insured is required by written contract to name as an additional insured.

It is further agreed that such insurance as is afforded by this policy for the benefit of the above Additional Insured(s) shall be primary insurance as respects any claim, loss or liability arising out of the Named Insured(s) operations, and any other insurance maintained by the Additional insured(s) shall be excess and non-contributory with insurance provided hereunder

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. **Section II — Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

CG 20 10 10 01

Reviewed and approved as to insurance language
and/or requirements.

Shanna McParade
Risk Management

11/23/09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
City of Garden Grove, its officers, officials, employees, agents, and volunteers.	Various locations as stated in contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

Reviewed and approved as to insurance language and/or requirements.

Shauna LeDarsuey
Risk Management

11/23/09

GLP2267664

3/1/2009

GAC 3650CG
(Ed. 11 06)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY INSURANCE ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM
OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE FORM

This insurance is primary to any other insurance held by third parties with respect to work performed by you under written contractual agreements with such third parties.

Reviewed and approved as to insurance language
and/or requirements.

Shanna McManis
Risk Management

11/23/09

GAC 3650CG (Ed. 11/06) XS

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM
- GARAGE COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM
- TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement effective 11/16/09	
Named Insured Griffin Realty Corp.	Countersigned by <i>Wiem Houser</i> (Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s):

City of Garden Grove, its officers, officials, employees, agents and volunteers.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

Reviewed and approved as to insurance language and/or requirements.

Shauna Helton
Risk Management

11/23/09

POLICY NUMBER: 72 UEC KR8091



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

NAMED PERSON(S) OR ORGANIZATION(S)

COMMERCIAL AUTO COVERAGE PART

CITY OF RANCHO SANTA MARGARITA
30211 AVENIDA DE LAS BANDERAS SUITE 101
RANCHO SANTA MARGARITA, CA 92688

CITY OF SAN JUAN CAPISTRANO
32400 PASEO ADELANTO
SAN JUAN CAPISTRANO, CA 92675
RE: PROJECT FOR THE CIVIC CENTER

CITY OF TUSTIN ITS OFFICIALS AND EMPLOYEES TUSTIN LIBRARY
300 CENTENNIAL WAY
TUSTIN, CA 92780

CITY OF GARDEN GROVE *AS*
PRIMARY WORDING ENDORSEMENT TO THE AUTO POLICY AS RESPECTS THE CITY
OF GARDEN GROVE ITS OFFICERS, OFFICIALS, EMPLOYEES, AGENTS AND
AGENTS AND VOLUNTEERS IS PROVIDED.
PO BOX 3070
GARDEN GROVE CA 92842

08302

*2100072KR80910101



Reviewed and approved as to insurance language
and/or requirements.

Shauna McDonald
Risk Management

11/23/09