



# City of Del Mar Staff Report



TO: Honorable City Council Members

FROM: Kathleen Garcia, Planning and Community Development Director  
Via Scott W. Huth, City Manager

DATE: April 18, 2016

SUBJECT: Authorization for Specialty Professional Services Contracts for the City Hall/Town Hall Project

## REQUESTED ACTION/RECOMMENDATION:

Authorize the City Manager to negotiate and execute Professional Services Agreements with specialty design consultants for the provision of Audio Visual services, Systems Furniture Design, Kitchen Design, Structured Cabling/Server Room Design and Security & Access Control for the new City Hall/Town Hall Project.

## DISCUSSION/ANALYSIS:

The design of the City Hall and Town Hall requires owner-provided specialty consultation in the areas of 1) Audio/Visual Services, 2) Systems Furnishings, 3) Kitchen Design, and 4) Structured Cabling/Server Room Design and Security & Access Control. These services are typically outside the scope of work of the architectural team and are necessary to provide the appropriate technical and specialty consultation for the owner-provided Furniture, Fixtures and Equipment (FF&E).

Staff solicited professional services quotations from three firms for each of the four specialties (Attachment A). Staff reviewed the proposals for cost efficiencies, responsiveness, ability to perform the services, and prior experience with local government agencies.

From this review, staff is recommending that the City enter into negotiations and subsequent Professional Services Agreements with the following firms, who were the lowest responsive bidders:

1. Audio Visual Services: Western Audio Visual, with a bid amount of \$5,750.00
2. Contract Furnishing Design: BKM Design, with a bid amount of \$5,850.00
3. Kitchen Design: Rick Allyn Design, with a bid amount of \$4,000.00

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City Council Action:

4. Structured Cabling/Server Room/Security & Access Control: Vector USA, with a bid amount of \$13,829.97

Staff is requesting authorization for the City Manager to enter into not-to-exceed contracts for the four specialties in the amount of the bid plus a 10% contingency.

The City Hall/Town Hall budget, adopted by the City Council on November 16, 2015 by Resolution 2015-79, identified the budget allocation of \$3,301,548.00 for Design, Engineering, Permits, CEQA, FF&E, and Signage. These professional fees would fall under this budget category. At this time, this budget is approximately 25% expended with current architectural and CEQA services.

FISCAL IMPACT:

The City Hall project efforts to date, including design and EIR, are funded in the adopted FY 2015 - 2016 and 2016 – 2017 Operating and Capital Budget.

ENVIRONMENTAL IMPACT:

The permitting of building signage is not a project per the definition of the California Environmental Quality Act (CEQA).

PRIOR CITY COUNCIL REVIEW:

The City Council adopted the budget for the City Hall/Town Hall project at their November 16, 2015 City Council meeting.

ATTACHMENTS:

Attachment A – Professional Services Proposals/Bids from Specialty Consultants

## **City Hall Town Hall Specialty Consulting Services Proposals**

Represents the Lowest Responsive Three Quotes in Each Specialty

(Additional proposals were received from firms who chose to not provide the full scope of services or their quotes were greater fees than the top three responsive bidders.)

### **Audio Visual Services:**

- ★ Western Audio Visual: Recommended Firm
- Hancock Video Engineering Services
- iDiBRi

### **Contract Furnishing Design:**

- ★ BKM Design: Recommended Firm
- Systems Source, Inc.
- GMBI

### **Kitchen Design:**

- ★ Rick Allyn Design: Recommended Firm
- Food Services Design Group
- Orness Design Group, Inc.

### **Structured Cabling/Server Room/Security & Access Control:**

- ★ Vector USA, Recommended Firm
- iDiBRi
- TekWorks, Inc.



April 8, 2016

Tom Howard  
Special Projects Manager  
City of Del Mar  
1050 Camino Del Mar  
Del Mar, CA 92014

Re: City of Del Mar A/V Systems Design Consulting Proposal for the Council Chamber, Broadcast Control Room, Overflow, and specified Conference Rooms

Mr. Howard,

Per our discussion regarding the above referenced project, I have put together the following list of Deliverables included in our cost proposal submitted:

Phase I: Schematic Design – SD

- Customer Interviews
  - includes a total of (1) meetings
- Space Determination
- Deliverables
  - Schematic Design Report: Narrative of Space Determination
  - (1) Revision

Phase II: Design Development – DD

- Infrastructure Drawings
  - Conduit Requirements
  - Power Requirements
- Includes a total of (1) meeting with Architect, Electrical Engineer, etc.
- (1) Revision

Phase III: Construction Documents – CD

- AV Functionals
- Wall Elevations
- Rack Elevations
- Panel Layouts
- Equipment List
- Audiovisual Systems Specifications for Bidding Purposes



Phase IV: Construction Administration

- Confirmation of Infrastructure
- Integrator Management
- Submittal Review
- Performance Testing and System Verification with Integrator

**PROPOSAL TOTAL: \$5,750.00**

NOTES:

This consulting proposal shall not exclude us, Western A/V, from bidding on the integration and installation portion of this project. In addition, this fee (\$5,750.00) will be deducted if we, Western A/V, are also chosen as the integrator.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Western  
Audio Visual

# Hancock Video Engineering Services

2674 Chatham St.  
 El Cajon, California 92020  
 (619) 463-0560 (voice)  
 (619) 825-6424 (fax)

# QUOTE

Date	QUOTE #
3/28/2016	5942
PROJECT	
New City Hall	

Name / Address
City of Del Mar 1050 Camino del Mar Del Mar, California 92014

Terms
Net 20

Description	Qty	Cost	Total
Quote to provide audio visual consulting services for the Del Mar TV studio and operations center, all meeting rooms requiring audio visual support, and audio visual design of the new Town Hall meeting center. This will include AV design of these areas, equipment list of AV items, engineering signal drawings for all AV systems, and specifications for all AV equipment as it relates to other trade's requirements (electrical, mechanical, etc.) Labor for television engineering consulting:  Payable: At signing of order - \$4,000.00 September 1, 2016 - \$4,000.00 March 1, 2017 - \$4,000.00	1	12,000.00	12,000.00

This quote is good for 60 days.	<b>Subtotal</b>	\$12,000.00
	<b>Sales Tax (8.0%)</b>	\$0.00
	<b>Total</b>	\$12,000.00



**iD!BRi**<sup>TM</sup>

TECHNOLOGY CONSULTING  
**PROPOSAL**

Del Mar City Council  
Del Mar, CA  
3.17.2016

SUBMITTED TO  
**City of Del Mar, CA**  
Tom Howard  
Special Projects Manager  
T | 858.375.9526  
E | [thoward@delmar.ca.us](mailto:thoward@delmar.ca.us)

Dynamic experiences. Idibri design.

[idibri.com](http://idibri.com) | [idibri.co.uk](http://idibri.co.uk)

## INTRO

Dear Tom,

It was a pleasure speaking with you on the phone. Idibri is very interested in becoming part of your design team for this project.

The following pages include our proposal for the work as we discussed. This proposal includes the suggested scope of work and fee.

We are delighted with this opportunity, and look forward to the possibility of working with you.

Best Regards,

A handwritten signature in black ink, appearing to read 'Vance Breshears'.

Vance Breshears, LEED AP  
Director  
Idibri, Inc. General Partner of Idibri, LP

D | 619.569.2027  
E | vbreshears@idibri.com

## PROJECT TEAM

Specialists in technology, acoustics and theatre consulting.

At Idibri, we seek people who know how to collaborate. They often have eclectic interests and backgrounds because we have found that people with exposure to a variety of contexts make for more creative problem-solvers. In fact, we assign all of our teams to multiple markets because the cross-pollination makes us better designers. Our teams are highly integrated across disciplines and geographies.



### Vance Breshears, LEED AP

#### PRINCIPAL IN CHARGE AND DESIGN LEAD

Vance Breshears has provided principal design direction for over 1000 projects worldwide in entertainment, sports, hospitality, arts and worship. Author and featured speaker covering the topics of acoustical design, multi-channel sound system design and using technology to support connection in large-scale venues, he is sought out as an advisor and consultant for manufacturers for new product development. Vance leads our San Diego office with an enthusiasm that drives innovative thinking.

**Education** | BS in Physics, University of Southern California

**Joined Idibri** | 1991

#### REPRESENTATIVE PROJECTS

- Poway City Council Chambers
- Vallecitos Water District Boardroom
- El Cajon, City Council Chambers
- Moonlight Amphitheatre
- National Museum of the Marine Corps
- Padre Dam Water District Boardroom
- Peterson Gym—SDSU
- Rimalc Arena—UCSD
- Padre Dam Water District Boardroom
- Otay Water District Boardroom
- San Diego County Operations Conference Center
- San Diego County Operations Center (approx. 70 conference and training rooms)
- SD County Water Authority Boardroom
- Santee City Council Chambers



## Jeff Miller, LEED AP, CTS-D

### SENIOR CONSULTANT - AUDIO VISUAL & COMMUNICATIONS SYSTEMS

Jeff Miller is exceptional at seeing the big-picture plan for each project he serves. With a gift for integration of varied technologies, Jeff is able to bring technical solutions within big picture context making him a valuable asset to the architectural design teams on which he serves. His own passion for music and theatre give Jeff an acute understanding for all the details that go into designing a great space. He is a member of the American Guild of Organists and enjoys keeping up on his own musical talent. Jeff joined the team in 2000.

**Education** | BS in Music, Biola University

**Joined Idibri** | 2000

### REPRESENTATIVE PROJECTS

- Deep Space—Epic Systems—Madison, WI
- Devore Stadium—Southwestern College—Chula Vista, CA
- El Cajon High School—Production Studio—El Cajon, CA
- Greenfield Middle School—El Cajon, CA USA
- Illumina Corporation—Amphitheatre—San Diego, CA
- LA Mission College—Student Union—Los Angeles, CA
- Moonlight Amphitheatre—Vista, CA
- Padre Dam Municipal Water District—Santee, CA
- Point Loma Presbyterian Church—Point Loma, CA
- Skyline Church—La Mesa, CA USA
- Southwestern College —Administration—Chula Vista, CA
- Temecula Valley High School—Theatre—Temecula, CA



## Rick Lavin, LEED AP

### SENIOR DESIGNER - AUDIO VISUAL & COMMUNICATIONS SYSTEMS

Rick Lavin's attention to detail and eye for precision make him a key designer for the complex infrastructure needed in facilities where audio, video and data converge. His years spent working onsite as a project manager for a national A/V contractor balance his theoretical physics background with an appreciation for the practical realities of construction. Rick joined Idibri in 2002 and serves as a Senior Designer in our Dallas office.

**Education** | BS in Physics, State University of New York at Fredonia

**Joined Idibri** | 2002

### REPRESENTATIVE PROJECTS

- American River College, Sacramento, CA, USA
- Amon Carter Stadium, Texas Christian University, TX, USA
- Columbus Museum of Art, Columbus, OH, USA
- Compton Family Ice Arena, University of Notre Dame, IN
- DeVos Fieldhouse, Hope College, Holland, MI, USA
- Pizza Hut Headquarters, Plano, TX, USA
- San Diego County Operations Center, San Diego, CA, USA
- Stanley Theatre, Utica, NY, USA
- TRT Holdings, Dallas, TX, USA

# EXPERIENCE



## FIRM PROFILE

### Dynamic experiences. Idibri design.

We are technology designers, theatre consultants and acousticians who craft forward-thinking spaces.

We are a diverse and knowledgeable team in Dallas, San Diego and the United Kingdom—who previously operated under the name Acoustic Dimensions. Over time, we found this name was simply too small to express all we do.

As a result, we became Idibri, the place where bright ideas live. Bright ideas about design, technology, culture, and communal spaces.

Our team has been involved in several similar projects in the region including:

- San Diego County Conference Center
- San Diego County Operations Center (approx. 70 conference and training rooms)
- Padre Dam Water District Boardroom
- Otay Water District Boardroom
- Poway City Council Chambers
- San Diego County Water Authority Boardroom
- El Cajon, City Council Chambers
- Santee City Council Chambers
- Vallecitos Water District Boardroom

## SERVICES

Acoustics  
 Audio  
 Data/IT  
 Lighting  
 Security  
 Theatre Consulting  
 Theatrical Equipment  
 Video

## TEAM FORMED

1991

## OFFICES

San Diego  
 Dallas  
 United Kingdom

## SUSTAINABILITY

Over 70% of our design team is LEED AP.

# SCOPE

This matrix outlines our scope of work for the project by space:

	COUNCIL CHAMBER	3 CONFERENCE ROOMS	TV STUDIO	FACILITY-WIDE
<b>ACOUSTICS</b> Room shaping and finish recommendations, sound isolation recommendations, mechanical noise review and recommendations	●	●	●	
<b>AUDIO</b> Sound reinforcement and audio playback systems. Includes audio feed for the hearing impaired and overflow system.	●			
<b>PRESENTATION AV</b> Audio, video, and control systems to support lectures and presentations in meeting and conference rooms. Includes AV sources, control, routing and displays and EOC functions	●	●		
<b>VIDEOCONFERENCING SYSTEMS</b> Systems for videoconferencing and/or web conferencing.	●			
<b>DEL MAR TV INFRASTRUCTURE ACCOMMODATION</b> Accommodation for production video systems including junction boxes, conduit, camera positions and infrastructure for Del Mar TV Studios. Production video systems design not included (assumed re-use of existing production video systems)	●		●	
<b>LIGHTING SYSTEM FOR VIDEO</b> Basic lighting fixture recommendations for video recording of council meetings (fixture location and specification only, no electrical design), coordination with electrical engineer for lighting circuit and control requirements	●			
<b>SECURITY AND CARD ACCESS</b> Performance specification for design/build contract for security camera systems and card access				●



### Programming Meeting

We will meet with the client, design team and other end users to collaborate on and confirm the elements in our scope. Discussion will include project parameters, possible approaches, client needs, current technologies and available budgets.

### Technical Systems Design Workshop

We will conduct an on-site collaborative design workshop. During this workshop, we will work through design concepts and coordination issues as needed.

This workshop will include:

- Input from users and staff members.
- We will utilize collaborative decision making techniques and work towards unanimous decisions for all critical technical design solutions and budgets.
- Develop the technical systems design through schematic, design development and as far into the construction document phase as possible.
- We will input for structural requirements, electrical requirements, cooling requirements, mechanical noise control, space requirements, etc. as appropriate.
- We anticipate the workshop sessions running 2 days. At the conclusion of our session, we will summarize our design concepts, budget and documentation to the team for final approval.

#### WORKSHOP DELIVERABLES

Technical Systems Design  
Information and Conceptual  
Drawings

Preliminary Systems Budgets

Updated Facility Input

- Architectural Accommodations
- Electrical Requirements
- Mechanical Requirements
- Structural requirements

## Design & Documentation

We will generate contract documents for the systems in our scope that will enable contractors to offer competitive bids. These contract documents will include:

- Written specifications
- Single-line functional block diagrams showing the interconnection of all major system components
- Details or elevations showing technical panel layouts and equipment racks
- Board member equipment layouts
- Equipment room and rack layouts
- Camera locations
- Hearing assistance systems
- Control system programming requirements.
- Acoustical recommendations

### DOCUMENTATION DELIVERABLES

- Review of final contract documents
- Bid documents for the systems in our scope
- Performance specification for security and card access
- List of prequalified bidders

### CA DELIVERABLES

- Prequalification of contractors
- Review of bids
- Responses to RFI's
- Site visit reports
- System commissioning

## Bidding & Construction Administration

We will participate in the bidding and negotiation process including pre-bid conference. We will be available to answer questions from your systems bidding contractors. We will review bids received and make recommendations with respect to contract award.

After the system contracts have been awarded, we will review submittals and shop drawings for adherence to contract documents.

During construction, we will be available to answer questions and will visit the site to review construction and to answer site construction questions.

At the end of the project we will make a site visit to commission the systems in our scope. During this time we will test to confirm that all equipment is installed correctly, functioning properly and adjusted for optimal performance. We will provide a punch list reporting any discrepancies of the installation from the specified design to the client.

## FEES

PHASE / TASK	FEE
Acoustics	\$8,500
Audio	\$8,500
Presentation AV	\$9,500
Videoconferencing	\$2,500
Video Infrastructure	\$2,500
Lighting Recommendations	\$2,500
Security and Card Access	\$3,500
<b>TOTAL FEE</b>	<b>\$ 37,500</b>

### Notes

Fees are based on all scope being performed on the same timeline. We only bill for work performed and professional fees are invoiced monthly based on percentage of completion due within 30 days of invoice date. Fees include a total of 8 trips to the site for design meetings, construction site visits and commissioning. Additional trips will be billed at a fixed fee or hourly rate.

Travel expenses are included in our fees. We will provide electronic deliverables for all documentation. Printing and plotting services costs are not included in our fees.

### Additional Services

If additional services are desired, we will submit a proposal for such services for approval prior to beginning the work. Additional services not in this proposal may include:

- Providing services related to spaces or systems not outlined in the scope of work.
- Redesign or revisions due to changes in programming criteria or budgets when such revisions are inconsistent with instructions previously given by Owner or Architect.
- Attendance at meetings or site visits additional to those allocated within this proposal.
- Providing services made necessary by the default of the Contractor or providing services for any work damaged by an event of Force Majeure.
- Understanding there is a time value to money; our proposal is based on the schedule provided. If the project extends beyond this time frame by six months, our fees will increase by 5% per annum (outstanding fees only) to cover cost escalation. If the project goes on hold (work stops), we will charge a reactivation fee of 2% of our total contract to cover costs involved in remobilizing our team.

To authorize Idibri Consulting, L.P. (Idibri, Inc., its general partner) to begin the work described above for the City of Del Mar, simply sign this page and return via mail or e-mail:

AUTHORIZATION

-----  
SIGNATURE

-----  
PRINTED NAME

-----  
DATE



PROPOSED DESIGN BILLINGS

project:  
**Del Mar Civic Center**  
1050 Camino Del Mar  
Del Mar, CA

ATTN: Mr. Tom Howard, Special Projects Manager

Project: Del Mar Civic Center

Date: 2016, April 08

Project Scope: Furniture for Town Hall Room, 1847 SF of open office furniture, 11 enclosed offices, 3 conference rooms, 1 lunch room, 1 lobby, 1 public breezeway

**PHASE 1: Programming and Preliminary Furniture Space plan** **38 hrs**

This phase of design seeks to identify budget & furniture requirements (example: storage needs, acoustical concerns, electrical implications, aesthetics, and space allocation). This phase includes meetings and communications required to collect & document these requirements. A preliminary space plan, conceptual renderings, and budget are to be presented at the end of this phase.

**PHASE 2: Design Refinement & Finish Selections** **18 hrs**

Client feedback on the preliminary design is collected and the design is fine-tuned. Finishes are selected. Detailed plans & 3D visuals are generated to aid in the refinement of the design and understanding of the space. Two minor revisions to the furniture plan and/or budget is assumed, & factored into budgeted hours provided. A final design solution, presented in the form of a Furniture Validation Package (FVP), is presented for sign off at the end of this phase.

**PHASE 3: Specification & Audit** **14 hrs**

Phase 3 is triggered by the approval of the FVP & consists of compiling the detailed product specifications needed to generate a final order. This phase is inclusive of our internal "Specification Check Process", in which the product specifications & plans are double checked by an in-house "3<sup>rd</sup>-party" designer to ensure accuracy of product specs and application, prior to the final order. This phase results in an order-ready specification, presented in the form of a quote to the client.


**PHASE 4: Installation Plans & Trade Coordination** **8 hrs**

Once an order has been placed, Installation drawings are generated and handed to the Project Manager and installation team. While typically an ongoing function throughout the project cycle, collaboration with other trades (electrician, architect and GCs) ramps up in this phase, as the furniture plans become "final" and electrical (floor core) plans are requested.

**TOTAL ESTIMATED HOURS FOR ALL PHASES = 78 @ \$75/hr = \$5,850** waived if awarded furniture

*Please note that this is an estimate of the design hours you will incur on your project. A change in project scope and/or additional revisions could result in the accumulation of additional design hours. Design services are charged as an hourly rate of \$75.00 and will be "billed actual" with the furniture order. Your signature below indicates that you have reviewed this proposal and understand that you will be charged for this service.*

**We appreciate the opportunity to offer this proposal for your project!**

X   
\_\_\_\_\_  
Jennifer Evans  
bkm Design Director

X  
\_\_\_\_\_  
person responsible for project budget & billings

CITY OF DEL MAR  
SYSTEMS SOURCE  
DEALER SERVICES AGREEMENT TWO -REVISED

Agreement as of the 12<sup>th</sup> day of April, 2016, between The City of Del Mar located at 1050 Camino Del Mar, Del Mar, CA 92104 (hereinafter referred to as the "Client") and Systems Source, Inc. located at 530 B Street, San Diego, CA 92101 (hereinafter referred to as the "Dealer") with respect to furniture services for a new City of Del Mar City Hall (hereinafter referred to as the "Project").

Whereas, Dealer is a professional interior products and solutions firm of good standing;

Whereas, Client wishes the Dealer to provide furniture product solutions and services for the Project described more fully herein; and,

Whereas, Dealer wishes to provide furniture product solutions and furniture services for this Project.

Now, therefore, in consideration of the foregoing premises and the mutual covenants hereinafter set forth and other valuable considerations, the parties hereto agree as follows:

**1. Description.** The Dealer agrees to provide specific services for the Project in accordance with the following plan.

Project plan from Mill Hull Architects dated 3/25/16, including identification of areas, square footage, and likely number of occupants:

New Facility 1050 Camino Del Mar, Del Mar CA 92104  
Consisting of square footage from Administrative area of approximately 8,800 Sq. Ft. and Town Hall area of approximately 3,200 Sq. Ft., for a total of approximately 12,000 square feet. Approximately 30 full-time occupants.

Scope of work to be performed by Dealer

Understand client's needs in regard to overall aesthetic, functionality, durability, ergonomics and budget, present furniture solutions from the range of appropriate products meeting identified criteria, create a cohesive furniture design for the space for private offices, workstations, wellness room, town hall, break room, lobby, conference and board room plus public spaces where needed; select furniture products from pre-negotiated cooperative furniture contracts or available municipal piggy-back contracts to provide the deepest discounts, educate Client as to specific structure(s) and benefits of available contracts and assist in the approval application process where necessary; create furniture specifications and provide budget pricing with contingency for changes of scope or manufacturer's price book increases that can occur between date of this agreement and actual order date.

Building completion is two years from date of agreement. Dealer commencement date and timetable to be determined with client and attached as addendum to this agreement.

Dealer's scope of work set forth in project phases

**Programming**

- Attend initial meeting to confirm project scope, including overall timeframe
- Verify Architect's floor plan noting partitions, door units, millwork, and electrical/voice/data outlets, etc.
- Identify and review furniture, fixtures, equipment and existing artwork/memorabilia

**Schematic Design**

- Generate a detailed furniture, fixture, equipment and artwork/memorabilia inventory list (identifying the quantity, style, finish, dimensions and location)
- Gain Client release of floor plan in AutoCAD; reference dimensions.
- Review Architect's preliminary block plan showing the scale and relation of proposed spaces to one another.
- Develop a preliminary finish scheme for furniture based on Architect's building finish scheme
- Attend a client meeting to review revised block plan and finish scheme
- Revise the block plan and/or finish scheme one time and receive client approval

**Design Development**

- Produce a detailed floor plan, based on the client approved block plan, identifying any issues. Gain Client approval
- Create a furniture plan, identifying all products to be used
- Produce a list of furniture components needed to complete the layout
- Develop a plan to display existing artwork/memorabilia
- Attend a client meeting to review plans and furnishings allocated to project

- Revise the comprehensive plans three times and receive client approval. Note: If additional comprehensive plans are

CITY OF DEL MAR  
SYSTEMS SOURCE  
DEALER SERVICES AGREEMENT TWO -REVISED

- needed, additional labor will be required with written notification from Dealer for approval by Client.
- Identify electrical/voice/data outlets from Architect's electrical plan; highlight any to be relocated, or added based on approved furniture plan
- Provide a dimensioned furniture installation drawing, identifying new and existing components
- Create wall elevations to locate existing or new artwork/memorabilia mounting dimensions

**Construction Documentation**

- Not in contract (provided by Architect)

**Procurement and Contract Administration**

- Prepare furniture plan for signature and BOM of approved products
- Provide unit and extended pricing based on bona fide pre-negotiated cooperative pricing contracts, exposing both dealer and client discounts for total transparency
- Negotiate installation prices to obtain the best price to the Client at rates consistent to the quantity of, complexity of and type of product purchased for such work.
- Order product to meet occupancy requirements
- Provide Project Management Services (see attached Addendum A for specific details)

As the work is in progress, the Dealer shall conduct conference calls with the Client once a week to discuss the status of the work with the Client and be available to consult in person with the Client as needed. After order, the Dealer's Project Manager will take the lead and perform as outlined in Addendum A. However, the quality and supervision of construction shall be the responsibility of the Client's other suppliers or contractors.

- 1. Schedule.** The Dealer agrees to make its presentation within seven (7) business days after the later of the signing of this Agreement. After approval of the presentation, the Dealer shall make reasonable efforts to progress the Project per schedule. Documentation relating to the Project shall be provided on a date to be determined.

The Client understands that delays on the part of the Client or other suppliers may delay performance of the Dealer's duties, and Dealer's time to perform shall be extended if such delays occur. In addition, if either party hereto is unable to perform any of its obligations hereunder by reason of fire or other casualty, strike, act or order of a public authority, act of God, or other cause beyond the control of such party, then such party shall be excused from such performance during the pendency of such cause.

**2. Purchases shall be handled in the following manner:**

Client shall pay for purchases of merchandise according to Dealer's Terms and Conditions (Addendum B) unless otherwise negotiated and approved by both parties. The Dealer shall prepare purchase orders for approved purchases of merchandise and shall advise Client as to acceptability, but shall have no liability for the lateness, malfeasance, negligence, or failure of Client's other suppliers or contractors to perform their responsibilities and duties. In the event that, after Client's approval for purchases of merchandise due to changed circumstances beyond Dealer control may cause an increase in price or other change with respect to any such purchases of merchandise. The Dealer shall notify Client in writing, but shall bear no liability with respect to the changed circumstances by others, and Client shall be fully responsible with respect to the purchases of merchandise or construction. The Dealer makes no warranties or guarantees as to merchandise or construction, including but not limited to fading, wear, or latent defects, but will assign to Client any rights and warranties Dealer may have against suppliers or contractors, and Client may pursue claims against such suppliers or contractors at its own expense.

- 3. Approvals by Client.** On Dealer's request, the Client shall approve plans, drawings, renderings, purchase orders, and similar documents by returning a signed copy of each such document or a signed authorization referencing such documents to the Dealer.

- 4. Client Responsibilities.** The Client shall cooperate throughout the Project by promptly providing Dealer with necessary information; arranging any interviews that may be needed; making access available to the project site; giving prompt attention to documents to review and requested approvals; facilitating communications between the Dealer and other professionals, such as architects and engineers whom the Client has retained; and, if necessary, designating one contact to act as liaison with the Dealer. If the Client is to provide specifications, floor plans, surveys, drawings, or related information, this shall be at the Client's expense, and the Dealer shall be held harmless for relying on the accuracy of what the Client has provided. If at any time the Client has knowledge of a deviation from specifications or other problem with the Project, the Client shall promptly give notice in writing to the Dealer. The Client shall be responsible for receiving, inspecting, and storing all deliveries.

CITY OF DEL MAR  
SYSTEMS SOURCE  
DEALER SERVICES AGREEMENT TWO -REVISED

**5. Remuneration.** Client agrees to pay the Dealer on the following basis:

This development of the furniture specification package as above and assistance with identification of and assistance of purchase of said furniture through various cooperative purchasing entities for the project. Furniture Bill of Materials, furniture floor plans and pricing for order entry will also be included.

As outlined by the scope above, the design work is estimated to take **100** hours to complete. The Dealer's hourly rate as defined by the US Communities contract is **\$87.55**, for a total fee of **\$8,755.00**. This total breaks down as follows: Develop furniture specification (Programming, Schematic Design, and Design Development) not to exceed **100 hours or \$8,755.00**. Additional labor for procurement services will require up to **20** hours and are not to exceed **\$1,750.00**.

**The Client agrees to pay the above-mentioned fees 15 days after receipt of a monthly pro-rata invoice of fees to the Dealer. If at any time the Client awards the Dealer the procurement of all of the furniture required for this project as minimally defined in the Architect's plan as in #1 above or greater, the Dealer agrees to credit the Client any fees given the Dealer up to that time for future purchase of furniture and to waive any remaining portion of the total of any aforementioned fees and will perform any and all work attributable to the remaining hours at no cost to the client.**

**6. Revisions.** During the development of the Project, the Dealer shall make three revisions requested by the Client without additional charge, but if the revisions are requested after approvals by the Client, an additional fee shall be charged as follows: The Designer shall bill its discounted hourly rate of **\$87.55**

**7. Expenses.** Dealer will absorb any reasonable expenses associated with the development of the furniture package such as blue prints and postage. If there are any requests for the provision of items having expenses greater than what is considered normal (i.e. Models, high freight to obtain demos) Dealer and Client agree to discuss such expenses to seek mutual agreement as to handle.

**8. Payment.** Client agrees to pay the Dealer within 30 days of receipt of Dealer's billings for purchases. This does not apply to furniture, remuneration, or unusual expenses. Dealer may request a deposit from the Client depending on overall scope of final furniture purchase, use of one-off "specials," and/or credit disposition.

**9. Term and Termination.** This Agreement shall have a term that expires on 6/1/2017. In addition, this Agreement may be terminated at any time for cause by either party notifying the other party in writing of that party's breach of the Agreement and giving ten (10) business days for a cure, after which the notifying party may terminate if there has been no cure of the breach.

Causes for termination shall include, but not be limited to, failure to perform any duty pursuant to this Agreement in a timely manner and postponements of the Project for more than 30 business days in total. While reserving all other rights under this Agreement, in the event that the Project is terminated, the Dealer shall have the right to be paid by the Client through the date of termination for the Dealer's work, for any purchases by the Dealer of merchandise pursuant to purchase orders approved by the Client, and for the Dealer's expenses.

Due to the custom nature of the work provided by Dealer, Client acknowledges that PO's once issued to vendors for Products and Services are valid obligations of the Client whether installed or not. Dealer may be subject to restocking fees by the manufacturers which Contractor has selected. As is standard practice in our industry, Dealer will pass along all restocking fees which may be as high as 100% of purchase price to Client if charged by Vendors in connection with any Termination or Change Order. Restocking fees shall be negotiated in good faith with Vendors and are due at the time of any cancellation or termination of the Purchase Order.

**10. Ownership of Design.** The Dealer shall retain ownership of the design, including any drawings, renderings, sketches, samples, or other materials prepared by Dealer during the course of the Project. The Dealer's ownership shall include any copyrights, trademarks, patents, or other proprietary rights existing in the design. The Client shall not use the design for additions to this Project or for any other project without the permission of the Dealer and appropriate compensation.

CITY OF DEL MAR  
SYSTEMS SOURCE  
DEALER SERVICES AGREEMENT TWO -REVISED

- 11. Consultants.** If outside consultants, including but not limited to architects, structural engineers, mechanical engineers, acoustical engineers, and lighting designers, are needed for the Project, they shall be retained and paid for by the Client, and the Dealer shall cooperate fully with these consultants. Such consultants shall be responsible for code compliance in the various areas of their expertise.
- 12. Publicity.** The Dealer shall have the right to document the Project in progress and when completed, by photography or other means, which the Dealer may use for portfolio, brochure, public display, and similar publicity purposes. The name of the Client and location of the Project may be used in connection with the documentation, unless specified to the contrary. If the Dealer chooses to document the Project, the Dealer shall pay the costs of documentation. In addition, if the Client documents the Project, the Dealer shall be given credit as the Dealer for the Project if the Client's documentation is released to the public.
- 13. Relationship of Parties.** Both parties agree that the Dealer is an independent contractor. This Agreement is not an employment agreement, nor does it constitute a joint venture or partnership between the Dealer and Client. Nothing contained herein shall be construed to be inconsistent with this independent contractor relationship.
- 14. Assignment.** This Agreement may not be assigned by either party without the written consent of the other party hereto, except that the Designer may assign payments due hereunder to other parties.
- 15. Miscellaneous.** This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, and personal representatives. This Agreement constitutes the entire understanding between the parties. Its terms can be modified only by an instrument in writing signed by both parties. Notices shall be sent by certified mail or traceable overnight delivery to the parties at the addresses shown herein, and notification of any change of address shall be given prior to that change of address taking effect. A waiver of a breach of any of the provisions of this Agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This Agreement shall be governed by the laws of the State of California.

In Witness Whereof, the parties hereto have signed this Agreement as of the date first set forth above.

Dealer: Systems Source, Inc.

By \_\_\_\_\_

Authorized Signatory, Title

Date: 4/12/16

Client: The City of Del Mar

By \_\_\_\_\_

Authorized Signatory, Title

Date:



<b>Project ID / Who &amp; Where</b>	<b>Date:</b>	<b>Quotation</b>
NEW CITY HALL	4/12/2016	<b>115343</b>

<b>BILL TO:</b>	P4905	<b>SHIP TO:</b>	
CITY OF DEL MAR 1050 CAMINO DEL MAR		CITY OF DEL MAR 1050 CAMINO DEL MAR	
DEL MAR CA 92014		DEL MAR CA 92014	
TOM HOWARD Phone: (858)375-9526 Fax:		TOM HOWARD Phone: (858)375-9526 Fax:	

<b>Product Counts:</b>	Systems	<b>22</b>	Desk Units	<b>9</b>	Tables	<b>0</b>	Files	<b>0</b>	Chairs	<b>100</b>	Storage	<b>0</b>	Ancillary	<b>0</b>
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**Product Summary / Scope of Work**

QUOTE FOR : G/M FURNITURE PLANNING SERVICES

FOR: CITY OF DEL MAR - NEW CITY HALL

SCOPE OF WORK:

G/M TO MEET WITH CUSTOMER TO EVALUATE REQUESTED FURNITURE CONFIGURATIONS FOR OPTIMUM BENEFIT UTILIZING EXISTING AND NEW "IF REQUIRED"

- 1) FIELD MEASURE- CREATE DRAWING FILE: FIELD MEASURE BUILDING INCLUDING POWER/ DATA LOCATIONS, WINDOWS, ETC. VERIFY BUILDING SHELL WITH FIELD MEASUREMENTS.
- 2) CREATE A PRELIMINARY DESIGN: IDENTIFY AND ANALYZE THE CURRENT ACTIVITIES THAT EXIST WITHIN THE INDIVIDUAL DEPARTMENTS/SPACES WITHIN THE ORGANIZATION. CREATE PRELIMINARY SPACE PLAN & TYPICALS WITH DELIVERABLES TO PRESENT FOR FEEDBACK. PRESENT PRELIMINARY DESIGN. (The process of identifying the range of furniture options first starts with our design and programming process. Our design team will discover and understand how your teams work as individuals and how they work together. We will then develop a space plan that supports the unique way your organization works. Once we have a space plan we will identify a range of product and a range of price points that will work with this specific space plan. We will present the furniture solution options and help guide you in that decision. We represent over 400 manufacturers, the options are very extensive, therefore, we like to start with identifying the function and understanding how your teams and space ideally should function...doing that up front will eliminate manufacturers and products that are not in your best interest. We will provide a concise range of options that are relevant and supportive to how you actually work.)
- 3) EMERGENT DESIGN: REFINE SPACE PLAN & TYPICALS BASED OFF CLIENT FEEDBACK. SELECT ANCILLARY FURNITURE, CREATE DELIVERABLES TO PRESENT FOR FINAL PACKAGE. PROVIDE GOOD, BETTER, BEST FURNITURE OPTIONS AND BUDGET. EMERGENT DESIGN PRESENTATION. (Is really the process of elimination and refinement, once you select the products from the range presented we will tweak designs per feedback, select finishes, and have open communication to ensure all details are captured, such as tech integration, ergonomics and aesthetics)
- 4) CONCLUDING DESIGN: FINAL REVISIONS. CREATE FINAL DRAWING PACKAGE AND FINAL FINISHES TO BE

Account Executive: Cheryl LaLetta ( <a href="mailto:claletta@gmbi.net">claletta@gmbi.net</a> )	Project PAS:
AMA: Brisa Viveros ( <a href="mailto:bviveros@gmbi.net">bviveros@gmbi.net</a> )	Page: 1 of 3

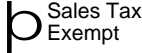
PRICED BY AMA. (Using a purchasing agreement is part of our standard operating procedure. All options presented will be priced out and discounted per your purchasing contract. As part of the concluding design step we will create final drawings, 3d visual aids and the final quote that you will be able to generate a purchase order from.)

5) SUSTAINABILITY: WE WILL ENSURE ALL PRODUCT SELECTIONS MEET CAL GREEN TIER 1 (OR HIGHER) AND WILL PROVIDE PAPERWORK TO SUPPORT THE REQUIREMENT.

5) PROVIDE PRICING: PRICING FOR ALL FURNITURE COMPONENTS & GM INTERNAL DESIGN REVIEW CHECK FOR ACCURACY.

6) PROVIDE RENDERINGS, ETC.

7) IF THE CITY OF DEL MAR MAKES THE COMMITMENT TO PURCHASE FURNITURE AND DELIVERY/INSTALLATION SERVICES FROM GMBI, A CREDIT WOULD BE ISSUED FOR THE ASSOCIATED DESIGN FEES.

G/M				Quotation # 115343			
BOM A		Product Block					
Manufacturer	Model #	Delivery Method	List	List Ext	Sell	Sell Ext	
LOT 1	G/M DESIGN SVCS		.00	.00	10,979.87	10,979.87	
Description:		Hot Rush Date	Non-Tax Install	Taxable Install	Freight	Design Fee	
G/M DESIGN SERVICES			.00	.00	.00	.00	
BOM: See Attached Bill of Materials Piece Count:							

Account Executive: Cheryl LaLetta ( <a href="mailto:claletta@gmbi.net">claletta@gmbi.net</a> )	Project PAS:
AMA: Brisa Viveros ( <a href="mailto:bviveros@gmbi.net">bviveros@gmbi.net</a> )	Page: 2 of 3

800-686-6583 619-236-0500 Fax: 619-236-0550  
 G/M Business Interiors  
 110 W. A Street, Suite 140, San Diego CA, 92101  
<http://www.gmbi.net>



**Mirra 2**  
Now Orderable



**Entire Quotation Valid for 60 Days**

<b>Product Subtotal:</b>	<b>\$10,979.87</b>
<b>Services (Taxable)</b>	<b>\$0.00</b>
<b>Freight (Taxable)</b>	<b>\$0.00</b>
<b>Services (Non-Taxable)</b>	<b>\$0.00</b>
<b>Project App. Spec. (Non-Taxable)</b>	<b>\$0.00</b>
<b>Taxable Subtotal:</b>	<b>\$10,979.87</b>
<b>Non-Taxable Subtotal:</b>	<b>\$0.00</b>
<b>Sales Tax (8.000%)</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$10,979.87</b>

**Terms:**

**Check/CC Due On Delivery 100% \$10,979.87**

I have reviewed the quote, the bill of materials, the drawings (if applicable), the color cards (if applicable), and other associated exhibits for my order.

- I approve the colors, fabrics, and finishes as previously selected and correct as shown on the attached exhibit.
- I am satisfied that the product I have selected is the correct size and is suitable and will perform for its intended purpose.
- I am aware this product is manufactured to order and is not returnable to G/M or to the manufacturer.
- I understand that legal title to the product will transfer upon delivery to my commercial or residential location and all associated labor is taxable until title transfers.
- I am aware additional costs charged for inside delivery, staging, setting in place, assembly, leveling, cleaning, polishing, recycling of waste materials are separately stated and are elected as an additional contract option.
- I am aware of the grand total price of this contract as shown on this quote.

**Approved by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

Account Executive: Cheryl LaLetta ([claletta@gmbi.net](mailto:claletta@gmbi.net))

Project PAS:

AMA: Brisa Viveros ([bviveros@gmbi.net](mailto:bviveros@gmbi.net))

Page: 3 of 3

800-686-6583 619-236-0500 Fax: 619-236-0550

G/M Business Interiors

110 W. A Street, Suite 140, San Diego CA, 92101

<http://www.gmbi.net>

# RICK ALLYN DESIGN

---

## *Richard Allyn, CFSP, Food Service Consultant*

3025 Quimby Street, San Diego, CA 92106

April 13, 2016

**Tom Howard**  
**Special Projects Manager**  
**City of Del Mar**

**Project: Del Mar Civic Center Kitchen**

### **Food Service Design Fee Proposal:**

Rick Allyn, CFSP, proposes the following as conditions of agreement for the planning, programming, design and specifications of a kitchen space, prep area, warewashing, janitorial, and employee lunch area.

On approval of the proposal, Mr. Allyn will integrate into all related user meetings. All plans will integrate with the interior design and architectural documents. Construction Documents will include food service drawings and equipment data per our Scope of Services.

### **Scope of Services**

- ❖ **Planning**
- ❖ **Space Allocation, Floor Plan**
- ❖ **Equipment Selection and Schedule**
- ❖ **Electrical Rough-in Plan**
- ❖ **Plumbing Rough-in Plan**
- ❖ **Hoods (Exhaust and Supply Data)**
- ❖ **Walk-in coolers**
- ❖ **Foodservice Equipment Elevations**
- ❖ **Construction Details**
- ❖ **Finish Schedule**
- ❖ **Required Health Department Notes**
- ❖ **Submittals to FEWD and Health Department**
- ❖ **Construction Administration**
  - Job meetings
  - Submittal review
  - Response to Request for Information
  - Review of Change Order requests
  - Jobsite visits
  - Final punch list

Food Service Design Fee

Total Fee: Planning, Programming, Design, Specification &  
Construction Administration (Four Thousand Dollars) \$4000.00

- \$1000.00 Due upon Retention
- \$1000.00 Due upon completion of Schematic Design
- \$1000.00 Due upon completion of Design Development
- \$1000.00 Due upon completion of Construction Documents

All other design, sign design, interior design or structural design are not part of this fee. Standard reimbursables (plotting and delivery) are additional and shall be billed at cost plus 10% handling fee. Health Department fees are the responsibility of the client.

Any revisions requested after final approval of the design development phase will require an additional fee or may be billed at an hourly rate for all work required to bring the project back to the point where the change was requested.

These plans are intended for submittal to and approval by local Health Department agencies and are not intended to provide requirements for local Building Department approval. Revisions required by local Health Department agencies are included in this agreement.

Thank you for the opportunity to be of service.

Richard G. Allyn, CFSP  
Food Service Design Consultant

*Accepted:*

..... Printed Name & Signature

..... Date



March 23, 2016

**City of Del Mar**

1050 Camino Del Mar

Del Mar, CA 92014

**Attn: Tom Howard**

Phone: 858-375-9526

Email: toward@delmar.ca.us

**Project Name: Del Mar City Hall****Project Location: 1050 Camino Del Mar, Del Mar, CA 92014**

Dear Mr. Howard,

Food Service Design Group is pleased to submit this agreement outlining our services to provide food service design for the above project. Our area of responsibility would consist of a food service design for the employee kitchen for the new City of Del Mar City Hall.

Food Service Design Group understands the scope of work to be:

- The kitchen space is 241 sf.
- The kitchen will primarily serve as an employee lunch room but also have the ability to be used for catering purposes.
- The kitchen will be designed to meet County Health Dept codes; however plans may not need to be submitted to the Health Dept. due to planned kitchen operations.
- Exhaust hood design will be required.
- Grease interceptor will be required.
- Drawings will be submitted to architectural team in PDF and DWG formats.
- Submission fees will be in addition to this contract and paid for by the Client.

**I SCHEMATIC DESIGN**

1. Develop floor plans for the cooking equipment based on the approved program and the architect's preliminary plans.
2. Upon approval of floor plan design, prepare 1/4"-1'-0" scale itemized preliminary equipment floor plans and coordinate plans with the Architect, the design team, and the interior designer.

**II DESIGN DEVELOPMENT**

1. Prepare a list of all food service equipment in accordance with above plans.
2. Prepare catalog cut-sheets showing all standard manufactured equipment.
3. Prepare itemized budget estimates for food service equipment.
4. Revise the plans, cut-sheets and budgets as required.
5. Prepare itemized schedule of preliminary utility requirements for each item of food service equipment. The engineers will utilize this information and the catalog cut-books during the preparation of their design development documents.

**III CONSTRUCTION DOCUMENTS**

1. Upon approval of above work prepare the following drawings in 1/4"-1'-0".
  - a. Final itemized food service equipment plans
  - b. Plumbing rough-in plans showing all compressed air, steam, water, waste, and gas requirements for the equipment for use by the engineers.
  - c. Electrical rough-in plans showing all electrical requirements for equipment for use by the engineers.

Client's Initials: \_\_\_\_\_



- d. Ventilation plans showing product cooking equipment exhaust requirements and equipment ventilation requirements for use by the engineers.
- 2. Construction Documents Submittal
  - a. Prepare written specifications, elevations, and details as required.
    - i. Standard Equipment - food service items selected from available manufactures.
    - ii. Custom Equipment – food service items specially developed fir this project
    - iii. Specifications will be provided in a format that suits the Architect and Owner
  - b. Submittal to San Diego County Department of Environmental Health (DEH)
  - c. Review DEH comments and revise plans if required
  - d. Obtain DEH approval

**IV BID AND AWARD**

- 1. Review of specifications submitted by kitchen equipment contractors.

**V CONSTRUCTION ADMINISTRATION**

- 1. Review shop drawings of contractors, correct if necessary and process through agreed upon channels.
- 2. Review and response to any RFIs regarding the food service area
- 3. Review complete work and prepare punch lists noting differences from plans, details and specifications and corrections required.

**Our fee for the above services will be.....\$6,000.00 (dollars)**

*\*The design fee includes three (3) sets of drawings to be submitted to the Health Department.*

*\*\*This fee does not include Health Department plan check fees. Plan check fee to be determined at time of submittal to Health Department. An additional plan check resubmittal fee of \$255.00 to the Health Department may be required. All Health Department plan check fees are to be paid for by the Client.*

*\*\*\*Any additional printing will be charged at \$6.00 per sheet.*

**Payable as follows:**

- 25% Upon completion of Schematic Design
- 25% Upon completion of Design Development
- 25% Upon completion of Construction Documents
- 15% Upon completion of Bid and Award
- 10% Upon completion of Construction Administration / Close-Out
- 100% TOTAL**

If additional design services are requested, the client will be billed at a rate of:

- Project Design Manager: \$ 170.00 per hour*
- Foodservice Designer: \$ 130.00 per hour*

Client's Initial: \_\_\_\_\_



1202 MARKET STREET  
SAN DIEGO, CA 92101  
TEL: (619) 239-8156  
FAX: (619) 239-2686

WWW.FSDESIGNGROUP.COM

INNOVATIVE FOOD SERVICE DESIGN

If you desire Food Service Design Group to render services not specified in this contract, a written agreement shall be made. **Services of a licensed architect or engineer are not included.** Should these be required it will be the client's responsibility to obtain and pay for such services. Further, this proposal is for Foodservice Design only as it relates to the requirements of the County of San Diego Department of Environmental Health (D.E.H.). All other municipalities or agency's requirements are excluded.

Preliminary floor plan must be approved and signed by customer before construction documents can be produced. If the customer desires any design changes after approval of preliminary floor plan, there will be an additional charge. The scope of this agreement shall include a maximum of (3) three preliminary floor plans and (1) one final design.

In the event that the equipment layout changes from what County of San Diego D.E.H. approved in comparison to the facility's equipment layout, a health department inspector may require a plan check re-submittal to County of San Diego D.E.H. When this occurs, an additional design fee and plan check submittal fee will be required.

Termination: This agreement may be terminated by the client with three (3) days written notice if and only if client loses or does not consummate occupancy of premises for which these plans are intended. Client shall compensate Food Service Design Group for services through the period of notice, and thereafter. There will be no refund of deposits in the event that the deposit amount exceeds the amount of services performed upon termination of this design agreement. All services shall be provided within one year of agreement. Projects not completed within this period due to client default or abandonment shall be void and full balance due immediately.

Keith Leo  
Project Manager

Accepted by \_\_\_\_\_

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

For (Firm) \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_

Food Service Design Group

Tod Firotto

President

**ACCEPTANCE OF THIS PROPOSAL IS MADE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**  
THIS PROPOSAL IS FOR ACCEPTANCE WITHIN 10 DAYS AND IS SUBJECT TO CONFIRMING PURCHASE ORDER AND/OR CONTRACT.  
THIS PROPOSAL IS MADE SUBJECT TO THE ARRANGEMENT OF TERMS OF PAYMENT. THERE ARE NO PROMISES, AGREEMENTS OR UNDERSTANDING NOT EXPRESSED



March 28, 2016

Tom Howard  
Special Projects Manager  
City of Del Mar

**RE:** Kitchen design for New City Hall, Del Mar City

Dear Sir:

It is our pleasure to provide City of Del Mar with the following foodservice design proposal. We have developed our proposal based on the following scope of services:

between: **ORNESS DESIGN GROUP, INC.**  
5955 Mira Mesa Blvd. Suite H  
San Diego, CA 92121  
(hereinafter referred to as "Foodservice Designer")

and: **CITY OF DEL MAR**

for: **DEL MAR CIVIC CENTER**  
Del Mar, CA

Services authorized by this Agreement are for services I through IV inclusive and are subject to the following conditions:

**ASSUMPTIONS:**

1. Kitchen will be used primarily by City employees, essentially as lunch room
2. Kitchen will be used few times a year to caterer nonprofit events.
3. Kitchen to be designed to health standard, and be submitted to DEH for approval.
4. Kitchen to have some cooking capability.
5. All equipment to be commercial grade with s/s counters, s/s wall shelves/or overhead cabinets.

**BASIC SERVICES:**

**I. SCHEMATIC DESIGN**

1. Program verification.
2. Determine level and style of service.
3. Prepare schematic plan.

Client's Initial \_\_\_\_\_

5955 Mira Mesa Blvd. Suite H San Diego, CA 92121  
Tel: 858.457.5955 Fax: 858.457.5950

**II. DESIGN DEVELOPMENT**

- 1. Further develop the design concept for owners review and comment through the use of study drawings.
- 2. Determine specific needs and functions of each area.
- 3. The designer shall review code requirements.
- 4. Coordinate foodservice drawings with architectural design.
- 5. Develop floor plans for each area.
- 6. Develop equipment schedule.
- 7. Meeting for review and any necessary modifications or final plan approval.
- 8. Cost Estimating.

**III. CONSTRUCTION DOCUMENTS**

- 1. Title sheet with notes.
- 2. Detailed equipment floor plans.
- 3. Equipment and mechanical schedules.
- 4. Dimensioned electrical rough-in plan.
- 5. Dimensioned plumbing rough-in plan.
- 6. Exhaust hood plan and calculations.
- 7. Equipment elevations and details.
- 8. Finish schedule.
- 9. Written specifications and catalog cut sheets.
- 10. Coordination with Consultants. (HVAC, Plumbing and Electric)
- 11. Submittal to County Health Department.
- 12. Obtain Health Department approval of plans.

**IV. CONSTRUCTION ADMINISTRATION**

- 1. Review submittals.
- 2. Respond to RFIs.
- 3. Monitor KEC compliance with bid documents.
- 4. On-site meetings for clarification of any kitchen related issues.
- 5. Inspection of completed project to insure compliance with construction documents.

A processing fee of \$500.00 is added to include three sets of blueprints, time and travel to health department. Processing fee does not include Health Department plan check fees. Plan check fees to be paid by separate check from customer. Additional sets of plans are available at \$3.00 per sheet.

**Our fee for the above services will be ..... \$8,500.00  
(Eighty Five Hundred Dollars)**

Payable as follows:

- \$ 1,850.00 Schematic Design
- \$ 1,850.00 Design Development
- \$ 3,500.00 Construction Documents
- \$ 500.00 Health Department processing fee
- \$ 800.00 Construction Administration
- \$ 8,500.00 Total Fees

Client's Initial \_\_\_\_\_

In addition to the fee the customer will be billed for all out-of-pocket expenses including, but not limited to travel, room and board, and auto expenses if applicable. Any other out-of-pocket expenses will be billed as reimbursable expenses, along with the standard carrying fee (1.10 x reimbursable expense maximum).

If you desire Orness Design Group to render services not specified in this contract, a written agreement shall be made. The following is the hourly rate schedule for additional work.

**Hourly Rate Schedule**

Project Design Manager: \$ 200.00 per hour  
Foodservice Designer: \$ 125.00 per hour  
Foodservice Design Assistant: \$ 85.00 per hour


**Services of a licensed architect or engineer are not included.** Should these be required it will be the client's responsibility to obtain and pay for such services.

Termination: Either of us can terminate this agreement at any time, with or without cause, with three (3) days written notice. Upon termination, we will bill for fees and costs incurred up through the date of termination. In the event of a dispute over our fees, you have the right to require non-binding arbitration.

Prices are based on payment with cash or check only.

Thank you for giving us this opportunity to submit this proposal to you.

Sincerely,



George Orness  
Foodservice Design Consultant

Accepted (date): \_\_\_\_\_

By: \_\_\_\_\_

Print name: \_\_\_\_\_

# Proposal

## City of Del Mar

---

## Technology Infrastructure Consulting Services

Attention:

**Emily Bernardo**

**Del Mar**  
**1050 Camino Del Mar**  
**Del Mar, CA 92014**

Contact: Christie Lange  
Account Executive, VectorUSA  
9808 Waples Street  
San Diego, CA 92121  
(858) 875-5711

[ajones@vectorusa.com](mailto:ajones@vectorusa.com)

April 5, 2016

April 6, 2016

Emily Bernardo  
Del Mar  
1050 Camino Del Mar  
Del Mar, CA 92014

Dear Emily,

VectorUSA is grateful for the opportunity to provide this Proposal to help City of Del Mar (“Del Mar”) develop the technology infrastructure for your new campus. Our proposed services begin with consulting services to perform a comprehensive review of common technologies with Del Mar’s leadership team. VectorUSA will coordinate with Del Mar to incorporate the findings from the review into a set of design standards that may be used by Del Mar’s team to develop a Technology Infrastructure Request For Proposal (RFP) for the new site.

All services in our Proposal are provided on a Time and Materials basis to allow Del Mar flexible use of our services to meet your needs. We have also included client references within our proposal that clearly demonstrate the breadth of our experience assisting clients with similar needs as it relates to system design, procurement and implementation.

Please review this proposal at your convenience and call me with any questions or concerns you may have. We look forward to working with you on this project. On behalf of VectorUSA, thank you for your consideration.

Sincerely,

Christie Lange  
VectorUSA

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VECTOR USA AND THE VECTOR USA WORDMARK ARE REGISTERED TRADEMARKS OF VECTOR RESOURCES, INC.

Version 2.0A Edited 4/1/2016

**CONFIDENTIAL**

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## 1.0 Executive Summary

VectorUSA proposes to provide technology consulting services on a Time and Materials basis to develop technology infrastructure design standards for the new campus of City of Del Mar (“Del Mar”). VectorUSA will then review the design standards with the architect(s) and/or developers of the new campus facility, and review multiple iterations of the design to assure that the new campus will meet all of Del Mar’s technology requirements.

## 2.0 About VectorUSA

VectorUSA’s corporate vision is to “become the unsurpassed standard in ‘Connecting People to Information’.” We build our business one customer at a time through our family of dedicated employees by providing reliable, high-quality communications solutions that exceed our customer’s expectations.

As a leader in core network technologies, VectorUSA’s vision of information services is IP centric. Our fundamental approach begins with developing a deep understanding of the underlying flow of information across our customer’s technology infrastructure. We then design our systems and services to assure that information flow is designed and managed to optimize efficiency, availability, security and cost effectiveness.

VectorUSA has an extensive background serving customers in a wide variety of industries. Our expertise includes technology infrastructure consulting, facility upgrades, implementation of voice/data communication solutions and ongoing support and managed services for a wide variety of technology-based systems. Our diverse customer base includes many city and government agencies, major hospitals and medical research centers, multinational shipping and logistics companies, schools and universities, movie and television studios, and commercial enterprises.

Headquartered in Torrance, California, we also have an office in San Diego and several other office locations nationwide. Our team consists of over 400 employees including, but not limited to consultants, network and systems engineers, technical personnel, business development and customer service agents. Some of our business partners include Cisco<sup>1</sup>, Fortinet, HP Enterprise, Microsoft, VMWare, and other strategic technology vendors that specialize in a diverse array of technologies. These partnerships allow us to serve as a full-service solution provider for our clients’ needs.

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<sup>1</sup> VectorUSA is a Cisco Gold Partner.

### 3.0 Scope of Work

VectorUSA will provide professional consulting services on a Time and Materials to develop design standards for the technology infrastructure at the new site, and coordinate with the architect(s) and/or site development team to assure the design standards are incorporated into the new facility. When design is completed, VectorUSA will provide a documentation package to Del Mar that they will use to develop RFPs for major technology systems. Services will be provided in phases, as follows:

- Phase One: Project Planning and Initiation
- Phase Two: Technology Design Plan
- Phase Three: Plan Presentation and Review

A description of the work VectorUSA will perform during each step is provided below.

#### Phase One: Project Planning and Initiation

VectorUSA will coordinate a project kickoff meeting to review Del Mar's overall goals for the engagement, affirm assessment roles and responsibilities, and establish a mutually-agreeable schedule. Following the project kickoff meeting, VectorUSA will document and deliver a project schedule that outlines all required tasks, responsibilities and due dates.

VectorUSA's technology consultant will review common options for implementing key technology infrastructure systems with Del Mar's leadership team. Technology infrastructure components to be reviewed include, but are not limited to:

- Structured Cabling System (horizontal cable, backbone (fiber/copper), etc.)
- Technology endpoints (workstations, tablets, laptops, etc.)
- Network technologies (routers, switches, firewalls, telecommunications circuits, wireless access, etc.)
- Voice technologies (public address systems, voice systems)
- Security technologies (surveillance, access control)
- Audio Visual technologies (conference room technology, sound systems, etc.)

The technology consultant will explain common options implemented by different cities for each technology. Following the review, VectorUSA will document business and technical objectives for each system.

Deliverables Schedule	
Deliverable 1	Project Schedule
Deliverable 2	Business and Technical Objectives for Major Technology Components
Assumptions: <ul style="list-style-type: none"> <li>The project kickoff meeting will be held onsite at a location in Los Angeles County chosen by Del Mar. The review of technology infrastructure components will occur immediately after the meeting.</li> <li>All other work for this phase shall occur remotely from VectorUSA offices.</li> </ul>	

**Phase Two: Technology Design Plan**

Once Del Mar has reviewed and accepted the objectives, VectorUSA will review the objectives and develop preliminary design standards for the site’s development/architecture team to assure that the site is constructed in a manner that will enable implementation of Del Mar’s technology preferences. The design standards will include, but are not limited to:

- Pathway and spaces (conduit, cable path, communication rooms)
  - Conduit and cable path
  - Communication rooms
    - Layout
    - Power requirements
    - HVAC requirements
- Core network services (routers, switches, firewalls, etc.)
- Wireless network services (controllers, APs, antennas, clients)
- Voice over IP (VoIP) systems
- Servers Storage
- Logical network services (DHCP, DNS, Layer 2 segmentation, Layer 3 routing, etc.)
- Audio Visual technologies (conference room technology, sound systems, etc.)

Deliverables Schedule	
Deliverable 3	Technology Infrastructure Design Standards (Preliminary)
Assumptions: <ul style="list-style-type: none"> <li>All other work for this phase shall occur remotely from VectorUSA offices.</li> </ul>	

**Phase Three: Plan Presentation and Review**

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VectorUSA’s technology consultant(s) will meet with Del Mar’s site development/architect teams and review the design standards. As required, VectorUSA will modify the design standards based upon input from the development/architect teams. VectorUSA will then finalize the design standards.

Once the design standards have been accepted by the site developer/architect, VectorUSA will review the design drawings for the technology infrastructure as they are developed by the architect. VectorUSA will review up to three (3) sets of drawings, which are typically provided to the client at 50%, 75% and 90% completion. Following each review, VectorUSA will provide documented notes, suggestions and concerns to the developer/architect for incorporation into the final design.

Deliverables Schedule	
Deliverable 4	Final Design Standards
Deliverable 5	Drawing Review Notes
Assumptions:	
<ul style="list-style-type: none"> <li>All other work for this phase shall occur remotely from VectorUSA offices.</li> </ul>	

At Del Mar’s request, VectorUSA will perform site visits during site construction to assure design standards are adhered to.

**Additional Services**

VectorUSA will provide additional services at the request of Del Mar on a Time and Materials basis at rates provided in the pricing section below.

### 4.0 Pricing

VectorUSA proposes to provide all deliverables in the Scope of Work on a Time and Materials basis at the following rates:

Resource Pricing (Time and Materials)	
Resource Type	Price (Per Hour)
Technology Consultant	\$185.67
Project Manager	\$155.37
Project Administrator	\$119.02
Technical Engineer	\$99.02
Computer Aided Design Specialist	\$71.41

Services will be invoiced monthly; invoices are payable NET 30. All visits onsite to a Del Mar location will incur a minimum service increment of three (3) hours.

### Resource Estimate

Estimated resource requirements for all services in this proposal are provided in the table below.

Resource Estimates		
Task Name	Work	Cost
<b>Project Kickoff</b>		
<i>Technology Consultant</i>	4 hrs	\$742.68
<i>Project Manager</i>	4 hrs	\$621.48
<b>Deliverable 1: Project Schedule</b>		
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74
<b>Deliverable 2: Business/Technical Objectives</b>		
<i>Technology Consultant</i>	4 hrs	\$742.68
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74
<b>Deliverable 3: Technology Infrastructure Design Standards</b>		
<i>Technology Consultant</i>	24 hrs	\$4,456.08
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74

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Resource Estimates		
Task Name	Work	Cost
<b>Deliverable 4: Final Design Standards</b>		
<i>Technology Consultant</i>	8 hrs	\$1,485.36
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74
<b>Deliverable 4: Drawing Review Notes</b>		
<i>Technology Consultant</i>	16 hrs	\$2,970.72
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74
TOTAL ESTIMATED PRICE		
TOTAL ESTIMATED BASE PRICE		\$12,572.70
CONTINGENCY (10%)		\$1,257.27
TOTAL PRICE (ESTIMATED)		\$13,829.97

## 5.0 Schedule

VectorUSA and Del Mar will develop a mutually-agreeable assessment schedule during the kickoff meeting.

## 6.0 References

VectorUSA has extensive experience providing professional technical services to K-12 schools throughout California. References include:

<b>Client Name</b>	San Bernardino City Unified School District
<b>Client Location</b>	San Bernardino, CA
<b>Client Contact</b>	Joseph Paulino, Chief of Police
<b>Phone Number / Email Address (Current)</b>	<a href="mailto:joseph.paulino@sbcusd.com">joseph.paulino@sbcusd.com</a> +1 (909) 388-6030
<b>Reference Project(s)</b>	
VectorUSA designed and implemented comprehensive surveillance systems at a number of San Bernardino schools, and continues to support San Bernardino’s systems.	

<b>Client Name</b>	Nuview Union School District
<b>Client Location</b>	Nuevo, CA
<b>Client Contact</b>	Robert “Bob” Beglau Director of Technology
<b>Phone Number / Email Address (Current)</b>	rbeglau@nuview.k12.ca.us (951) 928-1302 X-1805
<b>Reference Project(s)</b>	
VectorUSA developed a comprehensive strategic plan for the Nuview Union School District to guide future spending on Information Technology infrastructure and services for three to five years into the future. Development of the plan included a current-state assessment of District’s technology and support services, and culminated with a prioritized list of capital projects including budgets and impact to District instructional and business operations.	

<b>Client Name</b>	Yucaipa-Calimesa Joint Unified School District
<b>Client Location</b>	Yucaipa, CA
<b>Client Contact</b>	Sue Gott, Director of Assessment and Technology
<b>Phone Number / Email Address</b>	San Bernardino County Office of Education
<b>Reference Project(s)</b>	
<p>VectorUSA’s consulting team provides ongoing strategic planning for our client’s information security program. VectorUSA services include reviewing District’s information technology policies, programs and procedures, and benchmarking their current services against relevant public standards and management frameworks. VectorUSA also provides strategic guidance on relevant projects, including timeframes and budgets, to improve their information security posture on a continuing basis.</p> <p>Sue Gott is now the Chief Technology Officer of the San Bernardino County Office of Education, and can be contacted by calling (909) 386-2414.</p>	

Additional references gladly provided upon request.

## 7.0 Terms and Conditions

In order to assure that both VectorUSA and Del Mar have a complete understanding of risks and requirements associated with the Scope of Work in this Proposal, VectorUSA's terms and conditions for fulfillment of the Scope of Work are below.

Limited Warranty: VectorUSA warrants to Del Mar that the material, analysis, data, programs and services to be delivered or rendered hereunder will be of the kind and quality designated and will be performed by qualified personnel. VECTOR USA MAKES NO OTHER WARRANTIES, WHETHER WRITTEN, ORAL, OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Limitation of Liability: Del Mar agrees that VectorUSA will not be liable for any special, incidental, indirect, or consequential damages hereunder, including but not limited to the loss of profit, or liability to third parties, however caused, whether by the act or negligence of VectorUSA or otherwise.

VectorUSA's liability on any claim of loss or liability, arising out of or connected with this Proposal (including, but not limited to, loss or liability arising from VectorUSA's breach of contract of any alleged act or negligence of VectorUSA) shall in no case exceed the total purchase price of services covered under this Proposal.

In no event shall either VectorUSA or Del Mar be liable to the other for any indirect, special, punitive, exemplary, incidental or consequential damages (including, but not limited to: lost profits, lost business opportunities, or loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to any portion of this Proposal, regardless of the legal theory under which such damages are sought, and even if VectorUSA has been advised on the possibility of such damages or loss.

Excusable Delays: VectorUSA shall not be liable for any failure or delay in furnishing proposed services resulting from fire, explosion, flood, storm, Act of God, governmental acts, orders or regulations, hostilities, civil disturbances, strikes, labor difficulties, difficulty in obtaining parts, supplies, or shipping facilities, inability to obtain or delays in obtaining suitable material or facilities required for performance, temporary unavailability of qualified personnel, failure by Del Mar to provide appropriate access to equipment or personnel, or other causes beyond VectorUSA's reasonable control.

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Confidentiality, Publication and Non-Compete: VectorUSA and Del Mar agree that any and all information identified by the other as "Confidential" and/or "Proprietary", or which, under all of the circumstances, ought reasonably to be treated as Confidential and/or Proprietary, will not be disclosed to any third person without the express written consent of the other party. Confidential Information does not include any information or development: (i) which is or subsequently becomes available to the general public other than through a breach by the receiving party; (ii) which is already known to the receiving party before disclosure by the disclosing party; (iii) which is developed through the independent efforts of the receiving party; or (iv) which the receiving party rightfully receives from third parties without restriction as to use.

Upon the expiration of the term of this Proposal, VectorUSA shall, and shall instruct its agents to whom Confidential Information was disclosed pursuant hereto, continue to treat as confidential and preserve the confidentiality of all Confidential Information received from Del Mar.

Neither VectorUSA nor Del Mar shall, directly or indirectly, solicit, recruit or hire any Del Mar or VectorUSA personnel, whether or not such personnel performed work for Del Mar, during the term of this Proposal and for a period of one (1) year after the termination of this Proposal.

The provisions of this Section shall survive the completion, termination or expiration of the services provided under this Proposal.

Applicable Law: This Proposal and subsequent Agreement shall be governed by the laws of the State of California.

Scope of Proposal: If the scope of any of the provisions of the Proposal is too broad in any respect whatsoever to permit enforcement to its full extent, then such provisions shall be enforced to the maximum extent permitted by law, and both Del Mar and VectorUSA hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of this Proposal shall not hereby fail, but that the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

Assignment: This Proposal and associated services may not be assigned by either Del Mar or VectorUSA without the prior written consent of the other party. Except for the prohibition on assignment contained in the preceding sentence, this Proposal shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto.

### 8.0 Agreement

By signing below, both Del Mar and VectorUSA acknowledge that they have read, understood and agree to be bound by the terms and conditions provided in this Proposal, and that the persons signing are duly authorized to do so. Del Mar authorizes VectorUSA to perform the Scope of Work described in this Proposal.

Accepted and Approved for:

VectorUSA  
9808 Waples Street  
San Diego, CA 92121

Del Mar  
1050 Camino Del Mar  
Del Mar, CA 92014

By:

By:

Tim Schaefer

Strategic Development

\_\_\_\_\_  
(Printed Name)

April 6, 2016

\_\_\_\_\_  
(Printed Title)

\_\_\_\_\_  
(Printed Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)



## Design Proposal

### San Diego

13000 Gregg Street  
Poway, CA 92064

**Phone:** 858-668-1705  
**Fax:** 858-668-3561

Date: 04/08/2016  
Customer Name: City of Del Mar  
Project Name: Technology Design  
  
Job Number: 35705  
TekWorks Estimate ID: 11337

### Customer

Emily Bernardo  
1050 Camino Del Mar  
Del Mar CA, 92014

**Phone** 858-704-3638  
**Fax:**  
**Cell:**

### Project Address:

City of Del Mar  
1050 Camino Del Mar  
Del Mar CA, 92014

### TekWorks Contacts:

**Sales Contact:**  
Heidi Boger  
**Phone** 858-668-1705  
**Fax:** 858-668-3561

**Estimator Contact:**  
Kevin Parker  
**Phone** 858-668-1705  
**Fax:** 858-668-3561



## Project Scope Price Overview

1) Structured Cabling & Server Room Design	\$10,952.78
2) Audio Visual Design	\$10,952.78
3) TV Studio Design	\$6,750.00
4) Intrusion & Access Control System Design	\$7,952.78
5) Video Surveillance	\$7,952.78
6) Multi-Scope Discount	\$(-8,000.00)

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Material Total	\$(-8,000.00)
Labor Total	\$44,561.11
<b>Contract Total</b>	<b>\$36,561.11</b>

## Project Scope Details

### INSTALLATION AND MATERIAL FOR THIS SCOPE OF WORK

#### Structured Cabling & Server Room Design

This scope includes the Structured Cabling , Infrastructure Design and Server Room

Design criteria will include:

1. Determine and define the owner/operator requirements for the desired low voltage systems



2. Review construction drawings and provide feedback to maintain design intent including, such as cabling and network infrastructure space requirements, Audio Visual space requirements and low voltage power requirements and conduit capacity/placement
3. Collaborate with the existing design team (Architect, Electrical Engineer, Mechanical Engineer and Interior Designer) to reduce conflicts between the following drawing packages:
  - a. Architectural for room layouts
  - b. Civil Site Utility
  - c. Electrical
  - d. Furniture / Interior Design
  - e. Low Voltage
  - f. Mechanical
  - g. Reflected Ceiling Plan
  - h. Structural
4. Create a low voltage set of plans & performance specifications tailored to fit each area, that details system requirements that supports the design/operational intent to include the following:
  - a. Backbone Fiber / Copper
  - b. MPOE / MDF / IDF / Server Room Design
  - c. Network Infrastructure Equipment & Systems
5. Assist Owner/Operator in selection of final contractor and performing (2) site walks during construction to quality check the installation.

**Total for this scope of work**

**\$ 10,952.78**

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INSTALLATION AND MATERIAL FOR THIS SCOPE OF WORK

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**Audio Visual Design**

This scope includes the Audio Visual for conference rooms

Design criteria will include:

1. Determine and define the owner/operator requirements for the desired Audio Visual systems
2. Review construction drawings and provide feedback to maintain design intent including, such as cabling and network infrastructure space requirements, Audio Visual space requirements and low voltage power requirements and conduit capacity/placement
3. Collaborate with the existing design team (Architect, Electrical Engineer, Mechanical Engineer and Interior Designer) to reduce conflicts between the following drawing packages:
  - a. Architectural for room layouts
  - b. Civil Site Utility
  - c. Electrical
  - d. Furniture / Interior Design
  - e. Low Voltage
  - f. Mechanical
  - g. Reflected Ceiling Plan
  - h. Structural
4. Create a Audio Visual set of plans & performance specifications tailored to fit each Room, that details system requirements that supports the design/operational intent to include the following:



- a. Digital Presentations
  - b. Sound Reproduction
  - c. LEED Certifications
5. Assist Owner/Operator select a particular manufacturer and system design for any/each of the following systems:
- a. Displays
  - b. Control Systems
  - c. Speakers
  - d. Microphones
  - e. Video Conferencing
6. Assist Owner/Operator in selection of final contractor and performing (2) site walks during construction to quality check the installation.

**Total for this scope of work** **\$ 10,952.78**

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INSTALLATION AND MATERIAL FOR THIS SCOPE OF WORK

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**TV Studio Design**

TekWorks will evaluate the existing TV Studio layout and equipment and determine if all or any of the equipment can be reused in the new TV Studio. After the the review process has been completed TekWorks will work with the customer to design the new TV Studio Area. TekWorks will provide Drawings and Single Line Drawings showing control, video and audio connections for the new system.

**Total for this scope of work** **\$ 6,750.00**

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INSTALLATION AND MATERIAL FOR THIS SCOPE OF WORK

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**Intrusion & Access Control System Design**

This scope includes the Intrusion & Access Control System

Design criteria will include:

1. Determine and define the owner/operator requirements for the desired Access Control systems
2. Review construction drawings and provide feedback to maintain design intent including, such as cabling and network infrastructure space requirements, Audio Visual space requirements and low voltage power requirements and conduit capacity/placement
3. Collaborate with the existing design team (Architect, Electrical Engineer, Mechanical Engineer and Interior Designer) to reduce conflicts between the following drawing packages:
  - a. Architectural for room layouts
  - b. Civil Site Utility
  - c. Electrical
  - d. Furniture / Interior Design
  - e. Low Voltage
  - f. Mechanical
  - g. Reflected Ceiling Plan
  - h. Structural



4. Create a Security set of plans & performance specifications tailored to fit each Buildings and Parking Garage, that details system requirements that supports the design/operational intent to include the following:

- a. Access Control
- b. Intrusion System
- c. Equipping Room Layouts

5. Assist Owner/Operator select a particular manufacturer and system design for any/each of the following systems:

- a. Card Readers
- b. Control Systems
- c. Access Gates
- d. Access Cards

6. Assist Owner/Operator in selection of final contractor and performing (2) site walks during construction to quality check the installation.

**Total for this scope of work** **\$ 7,952.78**

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INSTALLATION AND MATERIAL FOR THIS SCOPE OF WORK

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**Video Surveillance**

This scope includes the Video Surveillance

Design criteria will include:

- 1. Determine and define the owner/operator requirements for the desired Surveillance systems
- 2. Review construction drawings and provide feedback to maintain design intent including, such as cabling and network infrastructure space requirements, Audio Visual space requirements and low voltage power requirements and conduit capacity/placement
- 3. Collaborate with the existing design team (Architect, Electrical Engineer, Mechanical Engineer and Interior Designer) to reduce conflicts between the following drawing packages:
  - a. Architectural for room layouts
  - b. Civil Site Utility
  - c. Electrical
  - d. Furniture / Interior Design
  - e. Low Voltage
  - f. Mechanical
  - g. Reflected Ceiling Plan
  - h. Structural
- 4. Create a Security set of plans & performance specifications tailored to fit each Room, that details system requirements that supports the design/operational intent to include the following:
  - a. Camera Locations
  - b. Camera Field of Views
  - c. Mounting Details
  - d. Head-end Equipment Layouts
- 5. Assist Owner/Operator select a particular manufacturer and system design for any/each of the following systems:



- a. Cameras
- b. Mounts
- c. Video Management Software
- d. Monitoring Displays

6. Assist Owner/Operator in selection of final contractor and performing (2) site walks during construction to quality check the installation.

**Total for this scope of work** **\$ 7,952.78**

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INSTALLATION AND MATERIAL FOR THIS SCOPE OF WORK

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**Multi-Scope Discount**

If TekWorks is contracted to Design all scope listed in this proposal, TekWorks will apply a Multi-Scope Discount to the Customer.

**Total for this scope of work** **-\$ 8,000.00**

**Terms & Conditions**

Certain standard terms and conditions will govern all work performed under "Scope of Work" referenced above. These terms and conditions are as follows:

**Additional Terms & Conditions**

- 1) One Complete set of unmarked plans and specifications are to be provided to TekWorks. Upon approval of this project, TekWorks requires the most recent autocad files for this project at time of contract award by customer. If project 'As-Built' Drawings are required upon completion of the project, Autocad formatted files are to be provided by the customer. If Autocad files are not received, additional charges shall apply.
- 2) This proposal includes all applicable sales tax.
- 3) TekWorks shall not be liable for failure to meet such dates nor for delays in delivery or performance nor for failure to manufacture, install or deliver due to accidents of any cause beyond its reasonable control or acts of God, acts of terrorism, acts of Customer Personnel or owners, acts of the General Contractor, acts of civil, governmental or military authority, priorities, fires, strikes, or other labor disturbances, floods, epidemics, wars, riots, delays in transportation, or vehicle shortages, or inability on account of cause beyond its reasonable control to obtain necessary labor, material, components or manufacturing facilities. In the event of any such delays, the date of delivery or of performance shall be extended for a period equal to the time lost by reason of the delay.



**Contract Total**

**\$ 36,561.11**

**Thirty-Six Thousand, Five Hundred Sixty-One Dollars and Eleven Cents**

The Parties, having read the terms of this agreement and intending to be legally bound hereby, do hereby execute this agreement.

**City of Del Mar**

Authorized

By: \_\_\_\_\_  
Authorized Signature Title Date

Name: \_\_\_\_\_  
Print

**TekWorks Inc.**

Authorized

By: \_\_\_\_\_  
Authorized Signature Title Date

Name: \_\_\_\_\_  
Print