

CITY HALL REMODEL DESIGN SERVICES

REQUEST FOR PROPOSAL (RFP)

TO PROVIDE CONCEPTUAL DESIGN, DESIGN DEVELOPMENT, AND  
CONSTRUCTION DOCUMENTS AND SPECIFICATIONS  
FOR THE REMODEL OF CITY HALL



Issued on: August 5, 2024

Proposal responses due: September 13, 2024

City of Rocklin—City Hall

Attention: Gabrielle de Farcy, Associate Management Analyst

Office of the City Manager

[gabrielle.defarcy@rocklin.ca.us](mailto:gabrielle.defarcy@rocklin.ca.us)

3970 Rocklin Road, Rocklin, CA 95677

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# REQUEST FOR PROPOSALS FOR THE CITY OF ROCKLIN

## CITY HALL REMODEL DESIGN SERVICES

### 1 SECTION I – OVERVIEW OF PROCESS

#### 1.1 BACKGROUND

The Office of the City Manager, in collaboration with the Public Works Department, invites proposals from qualified firms for professional Architectural and Engineering Services for the design of a City Hall remodel.

#### 1.2 CITY OVERVIEW

The City of Rocklin is an incorporated city with a population of more than 73,000 residents, located in Placer County off of Interstate 80, approximately 22 miles northeast of Sacramento, California. The City of Rocklin is a General Law city operating under the City Council/City Manager form of government.

#### 1.3 CITY HALL OVERVIEW

The City of Rocklin City Hall building was opened at 3970 Rocklin Road in 1991 and is comprised of approximately 17,500 gross square feet including Council Chambers on the second floor. The building is currently resident to the following City departments:

- First Floor: Office of the City Manager, Office of the City Attorney, and Community Development Department (Building, Planning, and Engineering Divisions)
- Second Floor: Office of the City Clerk, Administrative Services (divisions of Human Resources, Finance, and a portion of IT)

On numerous occasions over the last 33 years, adjustments have been made to cubicle and office configurations, including the addition of interior walls, as well as reformatting of the public counters on both the first and second floors. In 2020, a small office addition was completed on the first floor in preexisting deck space.

A combination of growth in staffing, changes in service delivery models, and the need to implement modern elements have proven a need for more staff work space. Optimizing the currently unused space and standardizing what is currently being used to maximize capacity on both the first and second floors is desired. Minor space additions, if feasible, are optional. Department locations are fluid and the City will entertain department relocations if recommended for flow and public access.

Project elements will be finalized through the design process; however, it is anticipated that the City Hall remodel should include:

- Design of new standardized workstations and furniture, and standardized space allocations, and an increase in the number of workspaces when compared to the current configuration
  - Minimum of one additional office and four additional workstations
  - If feasible, a total of six to ten total additional offices/workstations desired in order to accommodate anticipated staffing levels at build-out
- New first floor break room comparable in size and appliance capacity as the existing break room located on the second floor



- New wallcoverings and paint
- New carpet and resilient flooring
- New mechanical plan to reflect any applicable changes to the HVAC system as a result of the remodel
- Accessibility upgrades and addition of fixtures in existing restrooms
- Optional security upgrades including electronic keying at exterior doors
- Maintain accessible public counters with secure gates
- Maximize exposure to natural light as much as possible in workspaces and offices

The City previously completed a Space Allocation Plan of City Hall. The Space Allocation Plan is provided for reference in Section 5.2. It should be noted that the Space Allocation Plan reflects an inflated estimate of additional personnel. As noted above, it is anticipated that a total of six to ten additional offices/workstations would be necessary in order to accommodate actual anticipated staffing levels at build-out.

Key to this design process is the development of a budget estimate to include a phasing plan, construction plans and technical specifications for both physical modifications and fixtures, furniture and equipment, and construction costs.

#### 1.4 INSTRUCTIONS

This RFP includes a description of the scope of services, proposal requirements, and instructions for submitting your proposal. Failure to follow these instructions may result in rejection of your proposal.

No oral representations or interpretations will be made to any proposer as to the meaning of this RFP.

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any amendment to this RFP is valid only if it is in writing and issued by the City department issuing the RFP. No oral interpretations or answers shall bind the City unless confirmed by the City in writing.

#### 1.5 PURPOSE OF THE RFP

The City seeks a professional architectural firm to provide conceptual design, design development, construction documents and specifications for a future remodel of City Hall. Each proposer is required to utilize their expertise to advise and make recommendations in their proposals, including any omission in these specifications which may adversely affect the requirements of the City.

#### 1.6 RFP SCHEDULE

RFP Released by the City.....	August 5, 2024
Deadline for Final Questions.....	August 23, 2024
City Responses to Written Questions.....	September 6, 2024
Proposal Submission Deadline.....	September 13, 2024 at 4:00 pm
Interviews as needed*.....	Week of September 30, 2024
Contract Negotiations*.....	Week of October 7, 2024
Council meeting to award contract*.....	November 12, 2024

\*Dates may be adjusted as necessary

## 1.7 SELECTION CRITERIA

The ideal firm will have extensive experience working with California government agencies and designing interior remodels. Greater detail about the selection process is in Section 3 of this RFP.

## 1.8 PROJECT BUDGET

The estimated budget for this project is between \$50,000 and \$150,000 based on comparable projects in the region. Interested firms may suggest an alternate budget based on industry standard design service costs. The cost proposal (Section 2.1.4) will not be a determining factor in the identification of a preferred proposer. A preferred proposer will be identified based on factors that are discussed in Section 3 of this RFP. A proposer's cost proposal will be used only during contract negotiations.

## 1.9 SCOPE OF SERVICES

The selected firm will provide design services and construction drawings. This will require regular meetings with City staff. Should the project move forward, a construction team will be selected through a closed bid process, but the selected architectural firm will be expected to participate in the bid process by being available to respond to questions from bidders.

A full Scope of Services can be found in Section 5.1.

## 1.10 DELIVERABLES

The selected firm will be required to provide a conceptual design, design development, and construction documents and specifications. Deliverables can be found in the Scope of Services, Section 5.1.

## 1.11 PROJECT SCHEDULE

The City desires a thorough but efficient project timeframe. Responses to this RFP should include a proposed comprehensive project schedule.

## 1.12 LETTER OF INTENT TO RESPOND

All interested firms are encouraged to submit a Letter of Intent to Respond. The deadline to submit the letter is August 23, 2024. Submitting a letter does not guarantee or replace the formal proposal process, nor does the failure to submit a letter prevent an interested firm in submitting a proposal.

All written questions received about the RFP will be distributed in writing to all firms that submitted a Letter of Intent to Respond. Letters can be sent via mail or email to: [gabrielle.defarcy@rocklin.ca.us](mailto:gabrielle.defarcy@rocklin.ca.us).

## 1.13 QUESTIONS AND INQUIRIES

All questions and inquiries must be submitted via email to Gabrielle de Farcy at [gabrielle.defarcy@rocklin.ca.us](mailto:gabrielle.defarcy@rocklin.ca.us). The deadline to submit questions is August 23, 2024. One comprehensive response to all submitted questions will be distributed to all firms that submitted a Letter of Intent to Respond.

Do not contact other individuals or City departments in this regard. Information provided by anyone other than the above contact may be invalid and proposals which are submitted in accordance with such information may be declared non-responsive.

## 2 SECTION II – SUBMITTAL REQUIREMENTS

### 2.1 PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the information specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Any additional information that a proposing firm wishes to include that is not specifically requested should be included in an appendix to the proposal.

Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Unauthorized conditions, omissions, limitations, or provisions attached to a proposal will render the proposal non-responsive and may cause its rejection.

The following items are required in the Proposal:

#### 2.1.1 Cover Letter

The Cover Letter must include the following information:

- Title of this RFP
- Name and Mailing Address of Firm (include physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, and Email Address
- A statement that the submitting Firm will perform the services and adhere to the requirements described in this RFP, including any addenda (reference the addenda by date and/or number).

#### 2.1.2 Proposer's Certification

The attached Proposer's Certification (Section 5.3) shall be executed by an official(s) legally authorized to bind the Firm which states that the proposal is valid for ninety (90) days. Note: This is ninety (90) days following the closing date for the receipt of all proposals.

Proposals submitted on behalf of a Partnership shall be signed in the firm name by a partner or the Attorney-in-Fact. If signed by the Attorney-in-Fact, there shall be attached to the proposal a Power-of-Attorney evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm.

Proposals submitted on behalf of a Corporation shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer.

Proposals submitted on behalf of a Limited Liability Company ("LLC") shall be signed by the person or persons authorized to bind the LLC under the LLC's articles of organization.

Proposals submitted by an Individual Doing Business under a firm name ("dba") shall be signed in the name of the individual doing business under the proper firm name and style.

### 2.1.3 Proposal

**SECTION A: Firm's Qualifications** – Describe your experience and provide a statement of your firm's qualifications for performing the requested services. Provide a brief summary of the role, qualifications and experience of each team member and designated project manager/lead assigned to these services, including length of service with the firm and the qualifications/experience of any sub-contractor staff on your project team.

**SECTION B: Experience and References** – Provide a summary of your firm's experience in providing these or similar services. Provide a minimum of three (3) references for projects or services similar in nature and scope that your firm's team members have completed in the last seven (7) years. Include brief descriptions of the projects, dates, client names and contact persons' names, email addresses and telephone numbers. Include the contract amount, final cost, time to completion, and identify if the contract is active. Describe any other facets of the firm's experience that are relevant to this proposal that warrants consideration.

**SECTION C: Services Understanding** – Based on the available information and experience with similar services, provide a narrative describing your understanding of the services requested in this RFP, your general approach and any major challenges to achieving the City's stated goals. Include any issues that you believe will require special consideration. Also identify any unique approaches or strengths that your firm may have related to the services proposed. City staff will assess your understanding of all aspects of the services based on your narrative.

**SECTION D: Project Timeline and Work Plan** – Provide a timeline of project completion, including meetings, major milestones, and deliverable dates. Describe the firm's process to provide design services and construction drawings for a remodel project with particular attention to your firm's approach in managing different stakeholders. Include a description of the firm's ability to meet the services requested in the Scope of Services Section 5.1. Provide a specific methodology that recommends and justifies the level of detail to be included in the proposal in response to the scope of services.

**SECTION E: Required Statements/Documents** – Include statements of assurance regarding the following requirements in the proposal:

- The absence of a conflict of interest. Firms submitting a proposal must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm relative to the services to be provided under the agreement. Firm must disclose any real or apparent conflict of interest associated with this project or with working for the City of Rocklin. If a Firm has no conflicts of interest, a statement to that effect shall be included in the proposal.
- Indicate your ability and agreement to fulfill the indemnification and insurance requirements contained in the sample contract. (Please note that actual certificates of insurance are not required as part of your submittal.)
- A statement that nothing contained in the submitted proposal will be proprietary.

**SECTION F: Exceptions** – Describe any and all proposed exceptions, alterations or amendments to the Scope of Services or other requirements of this RFP, including the Sample Contract, Section 4.1.

**SECTION G: Competency of Proposers** – The City wants to ensure that the successful firm has the necessary facilities, ability, experience, and financial resources to provide the services specified herein in

a satisfactory and timely manner. Please list and explain any pending bankruptcies, liens, stop payment notices, judgments, lawsuits, arbitrations, mediations, foreclosures, and any similar actions filed or resolved in the past seven (7) years. Please indicate whether a client has ever terminated a contract with your firm for breach, and if so, please explain.

#### 2.1.4 Cost Proposal

**The cost proposal shall be submitted in a separate sealed envelope identified by the name of the firm and “Cost Proposal”.**

Provide a comprehensive cost proposal and hourly rate schedule, including any applicable prevailing wage rates, broken down by tasks, for all proposed services to be provided to the City, set forth by the position/title of the person performing the services. Describe costs to provide any optional services, if any, and identify these optional services. Define any reimbursable expenses requested to be paid by the City.

The cost proposal will remain sealed. Only when a firm has been selected will that firm’s cost proposal be opened. The cost proposal will be used as a basis of negotiation for a professional services agreement with the highest ranked firm. The cost proposal may be used by the City to adjust its project budget prior to executing a professional services agreement. If an agreement is not completed with a firm, the next highest ranked firm will be given the opportunity to negotiate an agreement.

## 2.2 SUBMITTAL INSTRUCTIONS

Your submittal package shall include the following:

- One (1) electronic copy of your proposal, not including the cost proposal, in PDF format on flash drive or other electronic media
- One (1) cost proposal that shall be submitted in a separate sealed envelope identified by the name of the firm and “Cost Proposal”

Proposals shall be submitted no later than the time and date indicated on the cover page of this RFP. All submittals shall be submitted in a sealed envelope or container and clearly marked with the RFP title on the outside of the parcel.

Proposals shall be submitted ONLY to:

City of Rocklin—City Hall

Attention: Gabrielle de Farcy, Associate Management Analyst

Office of the City Manager

3970 Rocklin Road, Rocklin, CA 95677

Faxed and/or emailed proposals will not be accepted.

The City shall not be responsible for proposals delivered to a person or location other than that specified herein. Postmarks will not be accepted and proposals received after the deadline date and time will not be accepted or considered. No exceptions. The City reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of the materiality of any such defect or irregularity. All costs associated with proposal preparation shall be borne by the proposer.

### 3 SECTION III – EVALUATION OF RESPONSES

#### 3.1 SELECTION PROCESS

Award of the RFP shall be made to the responsible proposer(s) whose proposal is determined, through a formal evaluation panel process, to be the most advantageous to the City after the evaluation panel has taken into consideration the evaluation factors set forth in the RFP. Proposals shall be scored according to the criteria stated in the RFP Section 3.2 Examination of Proposal Documents. Selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Price may be considered after making a determination based upon professional qualifications.

Proposals submitted will be reviewed by a selection committee. Firms that have submitted the best and most complete proposals may be invited to an interview. The number of firms that may be invited to an interview may vary depending upon the number of proposals submitted.

Should the City elect to conduct interviews with any proposers, the following criteria shall be considered and each proposer ranked by the evaluation panel during the interview process: a) Communication Style, b) Experience/ Quality, and c) Ability to meet the City's required services.

A contract will be negotiated with the firm considered best meeting the City's need for this project. In the event a mutually satisfactory contract cannot be negotiated with one of the City's choices, negotiations may be terminated.

The selected firm will be required to execute a City prepared contract as provided in Section 4.1 Sample Contract. The contract may further refine the scope of services and will provide for the terms and conditions of employment.

The award of any contract is expressly contingent upon City approval and the availability of funds. City approval refers to City Council action or approval by the City Manager, if the cost does not exceed the City Manager's authority. City staff may not legally bind the City to a contract.

The City reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals.

The City reserves the right to seek clarification on any or all proposal submittals to ensure the RFP specifications are met. Proposals may be rejected from any proposer who does not comply with the City's request for clarification.

Once a decision has been made to award the contract, then a formal notice of the intent to award to the recommended proposer(s) shall be made by the Department.

A City of Rocklin business license as well as all applicable permits, licenses and certifications required by local, state or federal law are required before the award of contract.

### 3.2 EXAMINATION OF PROPOSAL DOCUMENTS

The following evaluation criteria and rating schedule will be used to determine the most highly qualified firm(s):

Evaluation Criteria	Weight
Experience and qualifications of firm (per Section 2.1.3, A & B)	50%
Understanding of the Services Proposed – Proposed Services Plan (per Section 2.1.3, C & D)	35%
Completeness of proposal and any supporting documents	15%

Each candidate submitting a response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the City and all presentations, related costs and travel expenses are at the candidate's sole expense. In addition, each firm acknowledges and agrees that all documentation and/or materials submitted in response to this request shall remain the property of the City.

The City also reserves the right to waive any informality in any proposal and to delete certain items listed in the proposal as set forth therein. The selection committee will make a recommendation to the approving authority.

## 4 SECTION IV – LIST OF ATTACHMENTS

### 4.1 SAMPLE CONTRACT

#### CONTRACT FOR SERVICES

THIS CONTRACT is made on \_\_\_\_\_, by and between the CITY OF ROCKLIN a municipal corporation (“City”), and [ ] “Contractor,” who mutually agree as follows:

#### 1. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to the City the services described in the Scope of Work, Exhibit A. Contractor shall provide the services at the time, place and in the manner specified in Exhibits A and/or B. Contractor shall not be compensated for services outside the scope of Exhibit A unless prior to the commencement of the services: (a) Contractor notifies the City and City agrees the services are outside the scope of Exhibit A; (b) Contractor estimates the additional compensation required for these additional services; and (c) City after notice, approves in writing a supplemental agreement specifying the additional services and the amount of compensation therefore. City shall have no obligation whatsoever under this Agreement or any supplemental agreement, unless and until the agreement or supplemental agreement is approved by the City Manager, the City Manager’s authorized designee, or by the Rocklin City Council, as required by the Rocklin Municipal Code or other local law or policy.

#### 2. COMPENSATION

A. The City shall pay Contractor for the services rendered pursuant to this Agreement at the times and in the manner set forth in the Scope of Work, Exhibit A, the Schedule of Performance, Exhibit B, and in accordance with the Schedule of Fees in Exhibit C, but in no event shall the total compensation exceed the **total sum of \$[ ]**. The payments specified in Exhibits A and/or B shall be the only payments to be made to Contractor for the services rendered pursuant to this Agreement unless pursuant to Section 1, above, City approves additional compensation for additional services.

B. Contractor shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. Reimbursable expenses shall be limited to actual expenditures of Contractor for expenses that are necessary for the proper completion of the services and shall only be payable if specifically authorized in advance by City.

C. Contractor shall submit all billings/invoices for services to City in the manner specified in Exhibit B. Contractor’s fees shall be as specified in the Scope of Work, Exhibit A or the Schedule of Fees as set forth in Exhibit C. All invoices submitted by Contractor shall contain the following information:

- i. Job/project name or description;
- ii. City’s current purchase order and/or work order number (if applicable);
- iii. Contractor’s invoice number;



- iv. Date of invoice issuance;
- v. Description of services billed under invoice, including the description of tasks performed and the corresponding rate charged for the completion of that task;
- vi. Amount of invoice, itemizing all authorized reimbursable expenses; and
- vii. Total billed to date under agreement.

D. City shall make payment to Contractor net 30 days from receipt of an acceptable invoice. If Contractor's performance is not in conformity with the Scope of Work, Exhibit A, or the Schedule of Performance, Exhibit B, or the provisions set forth above, payments may be delayed or denied, unless the Contractor's failure to perform is a documented result of the City's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 4. City shall not be responsible for delays in payment to Contractor resulting from Contractor's failure to comply with the invoice format described above, or as set forth in the Schedule of Performance.

E. During performance of the agreement and for a period of three (3) years after completing all services, Contractor shall maintain all accounting and financial records related to this Agreement, including but not limited to records of Contractor's costs for all services performed under this Agreement and records of Contractor's reimbursable expenses, in accordance with generally accepted accounting practices, and shall keep and make the records available for inspection and audit by representatives of the City upon reasonable written notice.

F. Contractor shall pay when and as due, any and all taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide City with proof of payment upon request. Contractor hereby agrees to indemnify City for any claims, losses, costs, fees, liabilities, damages or injuries suffered by City arising out of Contractor's breach of this section.

### **3. FACILITIES AND EQUIPMENT**

Contractor shall at its sole cost and expense, furnish all facilities and equipment that may be required for Contractor to perform services pursuant to this Agreement. City shall furnish to Contractor, only the facilities and equipment listed in Exhibit A (if any) according to any terms and conditions set forth in Exhibit A.

### **4. TERM OF CONTRACT**

A. This Agreement shall become effective on the date that it is approved by both parties, set forth on the first page of the agreement and shall continue in effect until [ ] unless sooner terminated as provided herein.

B. The services of Contractor are to commence upon execution of this Contract and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit B**.

### **5. SUSPENSION/TERMINATION**

A. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving written notice of suspension to Contractor. If City gives such notice, Contractor shall immediately suspend its activities under this Agreement.

B. This Contract may be terminated by either party, provided that the other party is given not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. If the agreement is terminated by the City:

- i. Contractor shall immediately cease rendering services pursuant to this Agreement;
- ii. Contractor shall, not later than five days after such notice of termination, deliver to City copies of all information prepared pursuant to this Agreement;
- iii. City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination; provided however, City shall not in any manner be liable for lost profits that might have been made by Contractor had the agreement not been terminated or had Contractor completed the services required by this Agreement. Contractor shall furnish to City such financial information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy that city may have in law or equity.

C. Notwithstanding any provisions of this Contract, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Contractor, and the City may withhold any payments due to Contractor until such time as the exact amount of damages, if any, due the City from Contractor is determined.

## **6. INDEPENDENT CONTRACTOR**

Contractor enters into this Contract as an independent contractor and not as an employee or agent of the City. Contractor shall have no power or authority by this Contract to act on behalf of City in any capacity whatsoever as an agent, or to bind the City in any respect or to any obligations whatsoever. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.

## **7. AMENDMENTS, CHANGES OR MODIFICATIONS**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

## **8. EXTENSIONS OF TIME**

Contractor may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 7.

## **9. PROPERTY OF CITY**

It is mutually agreed that all materials prepared by the Contractor under this Contract shall become the property of the City, and the Contractor shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Contractor shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Contractor in performing this Contract which is not Contractor's privileged information, as defined by law, or Contractor's personnel information, along with all other property belonging exclusively to the City which is in the Contractor's possession.

## **10. COMPLIANCE WITH ALL LAWS**

Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, all applicable laws, ordinances, and codes of federal, State and local governments, which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

For all leases and purchases of materials, equipment, supplies or other tangible personal property used to perform the agreement and shipped from outside California, the Contractor and any subcontractors leasing or purchasing such materials, equipment, supplies or other tangible personal property shall obtain a Use Tax Direct Payment Permit or Seller's Permit from the California State Board of Equalization, in accordance with the applicable SBE criteria and requirements. This provision applies in all instances unless prohibited by the funding source for the agreement.

If any work or services required by this agreement constitutes "public works" pursuant to Labor Code section 1720 or is otherwise subject to State or Federal prevailing wage requirements, Firm agrees to comply with all applicable prevailing wage laws and applicable reporting, payroll, registration, monitoring, and compliance requirements, including but not limited to payment of prevailing wages pursuant to Labor Code section 1770, et seq. should such laws apply.

## **11. WARRANTIES AND RESPONSIBILITIES - CONTRACTOR**

A. Contractor agrees and represents that it is qualified to properly provide the services set forth in Exhibit A in a manner which is consistent with the generally accepted standards of Contractor's profession.

B. Contractor is duly licensed, qualified and experienced to perform the services set forth in the Scope of Services, Exhibit A. Contractor represents and warrants that Contractor has all licenses, permits, qualifications and approvals of whatsoever nature that are legally required for Contractor to practice its profession or provide any services under this Agreement. Contractor represents and warrants that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits and approvals that are legally required for Contractor to practice its profession or provide such services. If Contractor is an out of state corporation, Contractor further warrants and represents that it possesses a valid certification of qualification to transact business in the State of California issued by the California Secretary of State.

C. Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's profession in California. Contractor shall devote such time and effort to the performance of services pursuant to this Agreement as is necessary for the satisfactory and timely performance of Contractor's obligations under this Agreement. Neither party shall be considered in default of this Agreement to the extent that party's performance is prevented or delayed by any cause that is beyond the reasonable control of that party.

D. All products of whatsoever nature that Contractor delivers to City pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Contractor's profession, and shall be provided in accordance with any scope of services or schedule of performance specified in Exhibits A or B.

E. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. Contractor shall designate a project manager who at all times shall represent the Contractor before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Contractor, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld. Contractor shall notify City in writing, of any other changes in Contractor's staff assigned to perform the services required under this Agreement, prior to any such performance. In the event the City desires the removal of any person assigned by Contractor to perform services pursuant to this Agreement, because the City in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Contractor shall remove such person immediately upon receiving notice from the City of the desire for the removal of such person.

F. Contractor agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.

G. Contractor shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Contractor in writing within sixty (60) days of discovery. Should Contractor fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Contractor agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research. Contractor shall be liable for any expenses thereby incurred.

## **12. SUBCONTRACTING**

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Contractor shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

## **13. ASSIGNABILITY**

Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City. The City has a strong interest in the

qualifications and capability of the persons and entities that will fulfill the obligations imposed on Contractor under this Agreement. However, claims for money due or to become due Contractor from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

#### **14. INTEREST IN CONTRACT**

Contractor covenants that neither it, nor any of its employees, agents, contractors, or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Contractor in writing that Contractor's duties under this Contract warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

#### **15. MATERIALS CONFIDENTIAL**

To the extent permitted by law, all of the materials prepared or assembled by Contractor pursuant to performance of this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

#### **16. LIABILITY OF CONTRACTOR-NEGLIGENCE**

Contractor shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Contractor's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Contractor or its employees, agents, contractors or subcontractors.

#### **17. INDEMNITY AND LITIGATION, COSTS**

To the fullest extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify the City, its officers, officials, agents, employees and volunteers against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from all acts or omissions of Contractor, or its officers, agents or employees in rendering services under this Agreement; excluding however, such liability, claims, losses, damages or expenses arising from the City's sole negligence, or willful acts. The provisions of this paragraph shall survive termination or suspension of this Contract. These Indemnification provisions are independent of and shall not in any way be limited by the Insurance requirements of this Agreement. City approval of the Insurance required by this Agreement does not in any way relieve the Contractor from liability under this section.

#### **18. CONTRACTOR TO PROVIDE INSURANCE**

Contractor agrees to have and maintain the policies set forth below, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

**A. Minimum Scope and Limit of Insurance**

i. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability:** Insurance Services Office Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

iii. **Workers' Compensation** as required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. If Contractor has no employees, Contractor must notify City if an employee is hired, verify proof of coverage for any subcontractors, and agrees to hold City harmless and defend City from claims arising from failure to provide workers' compensation benefits.

iv. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Professional liability coverage shall extend for at least five years after completion of the Contractor's services under this Agreement.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

**B. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

i. **Additional Insured Status.** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

ii. **Primary Coverage.** For any claims related to this Contract, the Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Umbrella or Excess Policy.** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this Agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess Policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

iv. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to the City, with ten days' for notice of cancellation due to non-payment.

v. **Waiver of Subrogation.** Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

vi. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

vii. **Acceptability of Insurers.** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

viii. **Claims Made Policies.** If any of the required policies for professional liability insurance provide claims-made coverage:

- a. The Retroactive Date must be shown and must be before the date of the Contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract

effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.

ix. **Verification of Coverage.** Contractor shall furnish the City with original Certificate of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

x. **Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

xi. **Special Risks or Circumstances.** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## 19. GENERAL/MISCELLANEOUS PROVISIONS

A. **Contract Documents.** This Agreement and its exhibits shall be known as the “Contract Documents.” Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract. In the event of any conflict between the terms or conditions of this written Agreement and any terms or conditions of any document prepared or provided by Contractor and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the written terms of this document shall control over those terms or conditions.

B. **Non-Discrimination in Employment and Equal Employment Opportunity.** Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person’s race, color, ancestry, national origin, religious creed, sex (including pregnancy, childbirth breastfeeding or related medical condition), sexual orientation, gender, gender identity, gender expression and age (over 40), disability (mental and physical), medical condition, marital status, citizenship, and military and veteran status.

C. **Inspection of Records.** Contractor shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Contractor.

D. **Entire Agreement.** This Contract constitutes the entire agreement between the parties relative to the services specified herein and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. No alteration or



modification of this Agreement shall be valid or effective unless and until such modification is evidenced by a writing signed by both parties to this Contract, by persons authorized to act on behalf of the parties. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. **Severability.** If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

F. **Waiver.** Neither City's acceptance of, or payment for, any service performed by Contractor, nor any waiver by either party of any default, breach, or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

G. **Notice.** All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: City of Rocklin  
City of Rocklin  
Office of the City Attorney  
3970 Rocklin Road  
Rocklin, CA 95677

Contractor:

H. **Enforcement of Agreement.** This Contract shall be interpreted, governed and enforced in accordance with the laws of the State of California. Venue of any action arising out of this Contract shall be brought and maintained in Placer County California, regardless of where else venue may lie. The parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such courts.

I. **Attorney's Fees.** In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

J. **Power and Authority to Enter into Agreement.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Contractor hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which Contractor is obligated, which breach would have a material effect hereon.

K. **Counterparts; Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument. The words "execution," "signed," "signature," and words of like import in this Agreement or in any other certificate, agreement or document related to this Agreement, shall include digital electronic signatures (DocuSign). The use of digital electronic signatures and electronic records (including, without limitation, any contract or other record created, generated, sent, communicated, received, or stored by electronic means) shall be of the same legal effect, validity and enforceability as a manually executed signature or use of a paper-based record-keeping system to the fullest extent permitted by applicable law.

L. **Exhibits.** All exhibits referred to herein and attached hereto, are by this reference incorporated as if set forth fully herein.

CONTRACTOR

By: \_\_\_\_\_  
[Name, Title]

By: \_\_\_\_\_  
[Name, Title]

CITY OF ROCKLIN

By: \_\_\_\_\_  
Aly Zimmermann, City Manager

ATTEST:

By: \_\_\_\_\_  
Avinta Singh, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Matthew McOmber, City Attorney

**EXHIBIT A**  
**Scope of Work**

SAMPLE

**EXHIBIT B**

**Schedule of Performance**

SAMPLE

**EXHIBIT C**  
**Schedule of Fees**

SAMPLE

**EXHIBIT \_\_**

**CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700  
[Labor Code § 1861]**

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

CONTRACTOR

By: \_\_\_\_\_  
[Name, Title]

SAMPLE

## 5 SECTION IV – LIST OF EXHIBITS

### 5.1 SCOPE OF SERVICES

The selected Firm will provide design services, design development, and construction drawings. This will require regular meetings with City staff and the construction team. The following is a generic task outline for the City Hall Remodel Design Services Project. The Firm may use this as a baseline but is expected to develop their own Scope of Services based on project understanding and experience.

#### 5.1.1 Project Management

1. Firm shall coordinate all activities with a City Project Manager, and/or designee.
2. Firm shall attend project meetings with or on behalf of City staff. A project kick-off meeting will review the project scope, goals and objectives and the project schedule. During progress meetings, the Firm will organize and facilitate by preparing agendas, minutes and informing the City of progress and discuss any issues.
3. Firm shall monitor the project budget and deliverables schedule.
4. Progress reports detailing work completed to be billed for each invoice will be provided monthly.
5. Firm will develop a project schedule based on work tasks, noting responsible party, and start and completion dates. Updated schedule to be provided for each monthly progress meeting.
6. Firm shall perform Quality Assurance/Quality Control (QA/QC) activities per standard industry practice.

*Deliverables: Monthly invoices, monthly progress reports including schedule updates, meeting agendas and meeting minutes.*

#### 5.1.2 Project Programming

1. The programming must describe a project that promotes the City's goals and objectives as related to the reorganization of City Hall.
2. Provide advice and assistance to City in determining the feasibility of the Project, analysis of the type and quality of materials and construction to be selected, and other initial planning matters.
3. The Firm shall develop the programming with input from other disciplines as required, including architectural, structural, mechanical, electrical, information technology (IT), security and cost estimating. Liaisons from the various relevant departments currently occupying the building will provide input regarding their requirements and needs.
4. Firm shall be responsible for data collection, furniture/equipment inventory, and staff counts as necessary for the programming effort. Firm shall review record plans, background data and documents provided by the City.
5. The Firm shall conduct a detailed field survey to review and record existing conditions in the project area to identify any unusual or special conditions that may affect the design or construction.

- a. The field survey shall include an inventory of the facility.
  - b. Circulation and exiting.
  - c. Firm shall coordinate with staff to document any potential construction issues.
6. Record Research
  - a. The Firm shall review existing records, plans, and data including but not limited to project records, as-built drawings, studies, reports, maps and any other documents relevant to the limits and scope of this project.
  - b. The Firm shall walk the entire project limits to view existing site conditions.
  - c. The Firm shall conduct any other required investigations as needed.
7. The programming must include conceptual diagrams, departmental adjacencies, which can be expressed in bubble diagrams or conceptual blocking diagrams. It should include new recommendations on stacking based on the detailed programming analysis and provide stacking options. It should include individual, detailed room data sheets that provide space definition requirements in square feet, finishes, HVAC, lighting, power, water, sewer, IT, AV, and other specialty requirements.
8. The programming shall consider flexibility for long-term interior space reconfiguration, easy incorporation of new technologies and for growth and shrinkage of staff and groups in the building.
9. The programming shall consider the ease of long-term maintenance, the ease of the replacement of components as they reach the end of their useful life span, and the accessibility of elements that require regular maintenance and servicing.
10. A comprehensive programming report must be prepared by the Firm and include an executive summary with the programming tables and diagrams included. Appendices can be used to deliver all supporting documents including user surveys, interim work products, cubicle and space configuration options, construction cost estimates, and related materials.

*Deliverables: A Comprehensive Programming Report including an executive summary, conceptual plans, and cost estimates.*

### 5.1.3 Schematic Plan Phase

Firm shall do all of the following, as well as any incidental services thereto:

1. Firm shall provide a site plan and all other Project-related information necessary and required for an application by City to any federal, state, regional, or local agencies for funds to finance the construction Project.
2. In cooperation with City, Firm shall prepare preliminary plans and studies, schematic drawings, site utilization plans, and phasing plans showing the scale and relationship of the components of the Project. Firm shall incorporate the functional requirements of City into the Schematic Plans. The Schematic Plans shall meet all laws, rules and regulations of the State of California. The Schematic Plans shall show all rooms in the building in single-line drawings, and shall include all revisions required by City or by any federal, state, regional or local agency having jurisdiction over the Project. All design drawings for the Project shall be in a form suitable for reproduction.
  - a. Provide design alternatives as needed until an acceptable scheme is approved by the City.



- b. Attend meetings as necessary with the City team until the Schematic Design is final and approved.
3. Firm shall use its own expertise and experience with the Project to establish a preliminary project budget or allowance in a format required by City. The purpose of the Firm's Preliminary Project Budget is to show the probable Project cost in relation to the construction standards. If Firm perceives site considerations which render the Project expensive or cost prohibitive, Firm shall disclose such conditions in writing to City immediately. As discussed herein, if the lowest responsive and responsible bid for the Project exceeds the budget by more than the stated amount, Firm may be required to make the necessary changes in the drawings and specifications, at its sole cost and expense, to bring the bids within the required budget. Firm shall provide a preliminary written time schedule for the performance of all construction work on the Project.
4. Firm shall provide a complete set of the Schematic Plans described herein for City's review and approval. Additionally, Firm shall provide such documents as may be required by any federal, state, regional or local agencies concerned with the Project. Any additional copies required by City shall be provided at actual cost to City.

*Deliverables: Preliminary Plans and Studies, Schematic Plans, Phasing Plans, and Preliminary Project Budget.*

#### 5.1.4 Design Development Phase

1. Once City provides Firm with specific written approval of the Schematic Plans described herein, Firm shall prepare design development documents consisting of: (1) site and floor plans; (2) elevations; and (3) any other drawings and documents sufficient to fix and describe the types and makeup of materials, as well as the size and character of the Project's structural, mechanical, and electrical systems, and to outline the Project specifications.
2. Firm shall provide a complete set of the Design Development Documents described herein for City's review and approval. Additionally, at City's expense, Firm shall provide such documents as may be required by any federal, state, regional or local agencies concerned with the Project. Any additional copies required by City shall be provided at actual cost to City.
3. Firm shall use its Preliminary Project Budget, expertise, and experience with the Project to establish an updated estimate of probable construction costs, containing details consistent with the Design Development Documents and containing a breakdown based on types of materials and specifications.
4. Firm shall provide a written timetable for full and adequate completion of the Project to City.
5. Firm shall assist City in applying for and obtaining required approvals from all federal, state, regional or local agencies concerned with the Project. Firm shall furnish and process all design and engineering information required to prepare and process applications to applicable utilities in order to secure priorities and materials, to aid in the construction of the Project and to obtain final Project approval and acceptance by any of the above agencies as may be required.
6. Firm shall provide, for City's review and approval, a preliminary schedule of all color materials and selections of textures, finishes and other matters involving an aesthetic decision about the Project.

*Deliverables: Design Development Documents including site and floor plans, elevations, any other drawings and documents. Updated Project Budget, and Preliminary Color and Materials Schedule.*

#### 5.1.5 Final Working Drawings and Specifications

Firm shall do all of the following, as well as any incidental services thereto:

1. Once City provides Firm with specific written approval of the Design Development Documents, Firm shall prepare such complete working drawings and specifications as are necessary for developing complete bids and for properly executing the Project work in an efficient and thorough manner. Such Final Working Drawings and Specifications shall be developed from the Schematic Plans and Design Development Documents approved by City. The Final Working Drawings and Specifications shall set forth in detail the Project construction work to be done and the materials, workmanship, finishes, and equipment required for the architectural, structural, mechanical, and electrical systems.
2. The Final Working Drawings and Specifications must be in such form as will enable Firm and City to secure the required permits and approvals from all federal, state, regional or local agencies concerned with the Project. In addition, the Final Working Drawings and Specifications must be in such form as will enable City to obtain, by competitive bidding, a responsible and responsive bid within the applicable budgetary limitations and cost standards. The Final Working Drawings and Specifications shall be clear and legible so that uniform copies may be on standard architectural size paper, properly indexed and numbered, and shall be capable of being clearly copied and assembled in a professional manner by Firm.
3. City shall review, study, and check the Final Working Drawings and Specifications presented to it by Firm, and request any necessary revisions or obtain any necessary approvals by the City Council, subject to the approval of all federal, state, regional or local agencies concerned with the Project. Firm shall make all City-requested changes, additions, deletions, and corrections in the Final Working Drawings and Specifications which may result from any constructability review, at no additional cost to the City, so long as they are not in conflict with the requirements of public agencies having jurisdiction or prior approval, or inconsistent with earlier City direction or Firm's professional judgment. Firm shall bring any such conflicts and/or inconsistencies to the attention of City. The parties agree that Firm, and not the City, possesses the requisite expertise to determine the constructability of the Final Working Drawings and Specifications. However, the City reserves the right to conduct one or more constructability review processes with the Final Working Drawings and Specifications, and to hire an independent or other Firm to perform such reviews. Any such independent constructability review shall be at City's expense. If such changes, additions, deletions or corrections are inconsistent with prior City direction, Firm shall make such alterations and be compensated therefore pursuant to the Additional Services provision of this Agreement.
4. It is understood by Firm that should the Final Working Drawings and Specifications be ordered by City, City shall specify the sum of money set aside to cover the total cost of construction of the work, exclusive of Firm's fees. Should it become evident that the total construction cost will

exceed the specified sum, Firm shall at once present a statement in writing to the City's Representative setting forth this fact and giving a full statement of the cost estimates on which the conclusion is based.

5. Firm, at its own expense, shall provide a complete set of the Final Working Drawings and Specifications described herein for City's review and approval. Additionally, at City's expense, Firm shall provide such documents as may be required by any federal, state, regional or local agencies concerned with the Project. Any additional copies required by City shall be provided at actual cost to City.

*Deliverables: Final Working Drawings and Specifications.*

#### 5.1.6 Construction Contract Documents

Firm shall do all of the following, as well as any incidental services thereto:

1. If so required by City, Firm shall assist City in the completion of all bid and construction documents, including but not limited to, the Notice Inviting Bids, Instructions to Bidders, Contract Bid Forms (including Alternate Bids as requested by City), Contract, General Conditions, Supplementary General Conditions, Special Conditions, DVBE and other applicable affirmative action documents, Performance Bond, Payment Bond, Escrow Agreement for Security Deposits, and any other certifications and documents required by federal, state and local laws, rules and regulations which may be reasonably required in order to obtain bids responsive to the specifications and drawings. All such documents shall be subject to the approval of City and City's legal counsel.

*Deliverables: Bid and construction documents.*

#### 5.1.7 Phasing Plan

1. Project Firm shall develop a Project Construction Phasing Plan for the temporary relocation and/or consolidation of employee work stations and facilities for the duration of the Project in order to minimize disruptions. The Phasing Plan should detail each stage of the Project.

*Deliverables: Phasing Plan.*

#### 5.1.8 Cost Estimate

1. At the time of delivery of these bid and construction documents, which shall include the Final Working Drawings and Specifications, Firm shall provide City with its final estimate of probable construction cost, including a Construction Phasing Plan.

*Deliverables: Firm's Final Estimate.*

## 5.2 SPACE ALLOCATION PLAN

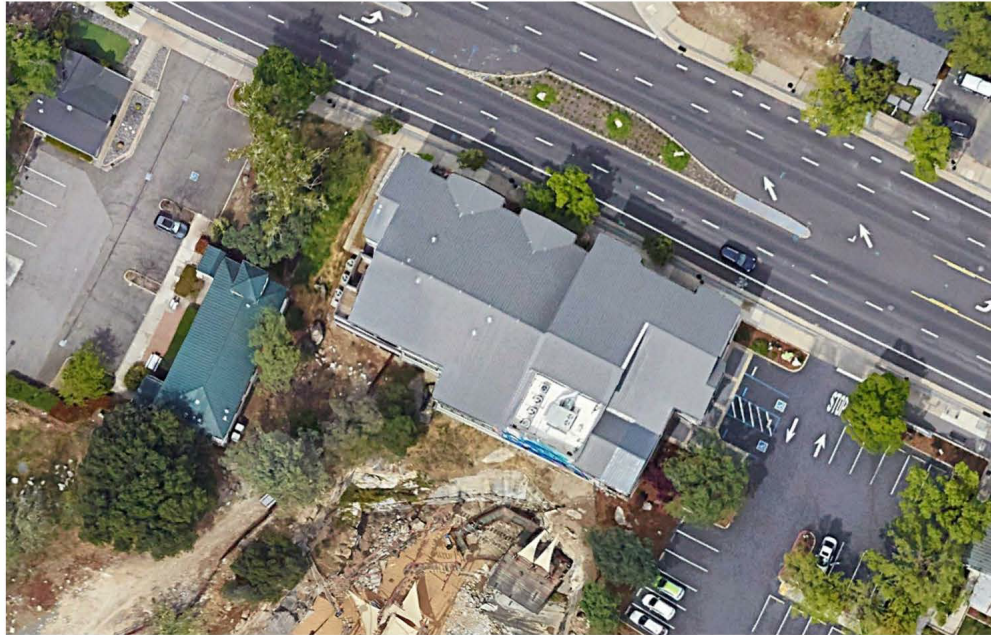


City of Rocklin  
City Hall Facility  
Administrative Services, City Clerk,  
Community Development, Finance,  
Human Resources

## **Detailed Space Requirements**

 Calpo Horn & Dong Architects, Sacramento  
July 20, 2023





## INTRODUCTION

This report provides the City of Rocklin, and the City Administrative Services, City Clerk, Community Development, Finance, and Human Resources Departments, with programming findings and conclusions upon which planning, design, and construction decisions can be made regarding improvement and expansion plans currently needed for the Rocklin City Hall Facility, in Rocklin, California.

The Rocklin City Hall is an existing facility, completed and dedicated in 1991, and is a two-story wood frame structure, housing the City Departments of Administrative Services, City Attorney, City Clerk, City Manager, Community Development, Finance, and Human Resources, and the City Council Chambers. After over thirty years of use and change, City Hall is in need of improvement and/or expansion, in order to keep pace with the needs of the City and community it serves. This Report deals with not all, but certain areas within the facility - Administrative Services, City Clerk, Community Development, Finance, and Human Resources - that are in most need of improvement and expansion.

In addition to changes due to time and society, lessons taught and learned from the COVID-19 pandemic, are still engrained in differing philosophies of work and work relations.

Each element of this report provides analysis and findings which are critical to subsequent sections. This report is flexible to allow for planners to react to variances from the assumptions about the space requirements reflected in the analysis.

## **REPORT METHODOLOGY**

Questionnaires were sent to the Departments for distribution, and followed up with interviews with Department Personnel, discussing current and projected staffing levels, inter-department adjacencies, and current and projected space requirements.

To develop staffing level projections, each User Group within the City Department was asked about their projected staffing needs and estimates, for the present and the foreseeable future, based on workload indicators, and assumptions regarding growth. These estimates were then discussed and reviewed, along with the City's organization charts for each Department, and adjusted accordingly, to interpolate the City's and Department's needs through a 25-year projection.

Please Note: Staffing level projections were developed solely for identifying facility requirements, and should not be construed as a staffing plan, per se.

## **SPACE REQUIREMENTS PROJECTIONS**

Upon development of the Staffing level projections, Space Projections were developed by:

1. Applying space standards to staff projections for workspace needs. Typical "industry" space standards were used for this study.
2. Determining through interviews, requirements for special equipment and storage spaces.
3. Determining through interviews, requirements for public and shared spaces, including conference / training rooms, waiting/reception areas, break rooms, locker/restroom areas, etc.

These space projection numbers are then combined to form each department's space requirements, taking into consideration the fact that certain areas (training rooms, break rooms) will be shared with other departments within the Facility.

## **EXISTING FACILITY ANALYSIS**

Whereas the space requirements projections provide insight pertaining to the ideal working area, an existing building sets hard physical constraints as to how those projections can (or cannot) be met, whether alternate directions may be necessary.

Existing buildings need to be reviewed initially for overall building areas, fixed / structural components, internal circulation patterns, expansion capabilities, both horizontally and vertically, and aesthetics. As the integration grows between space projections and actual building conditions, additional and more thorough review of building systems - structural, mechanical, plumbing, electrical - need to occur.

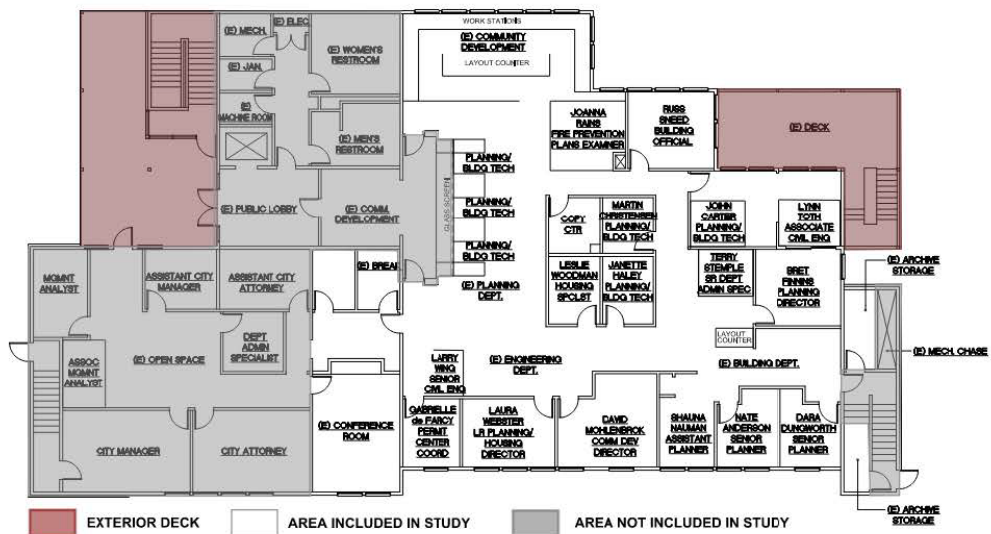
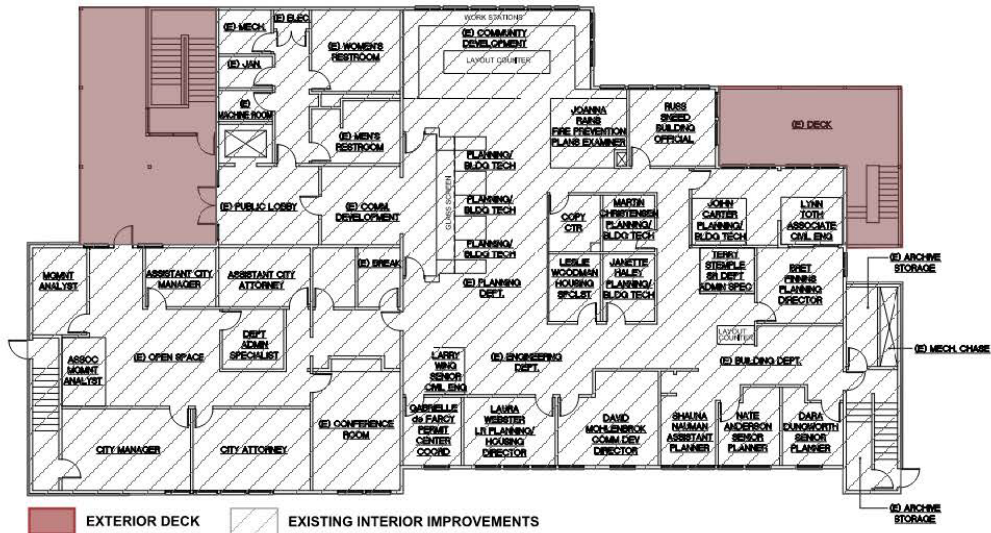
This report shall include initial review of existing building areas in regards to space projections, to determine if there is a "fit" or whether additional space - expansion of existing building, or acquisition of new space - may be required.

The report shall start with the existing building analysis, followed by the space requirements projections. The report will then conclude with recommendations.

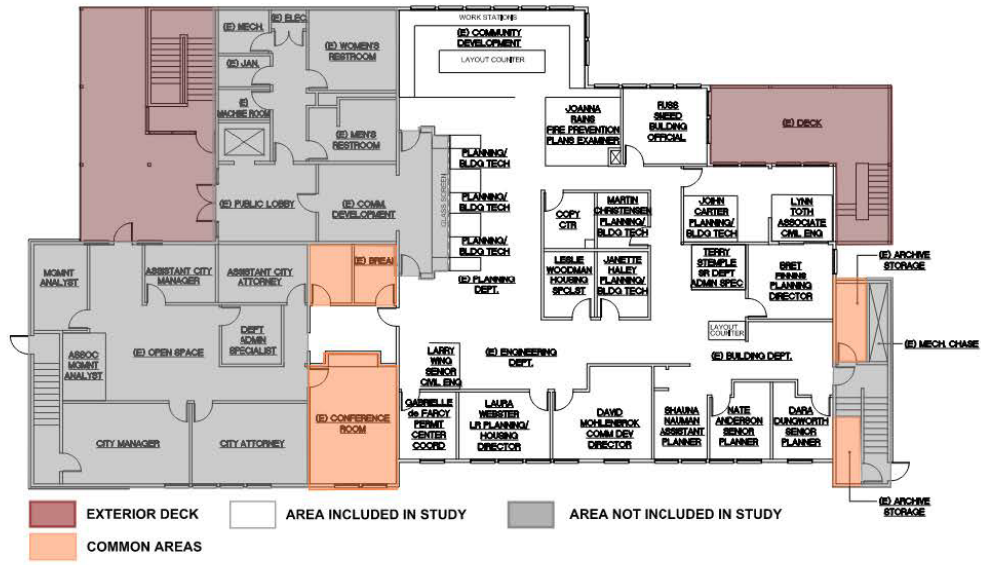
# Floor Plan Analysis

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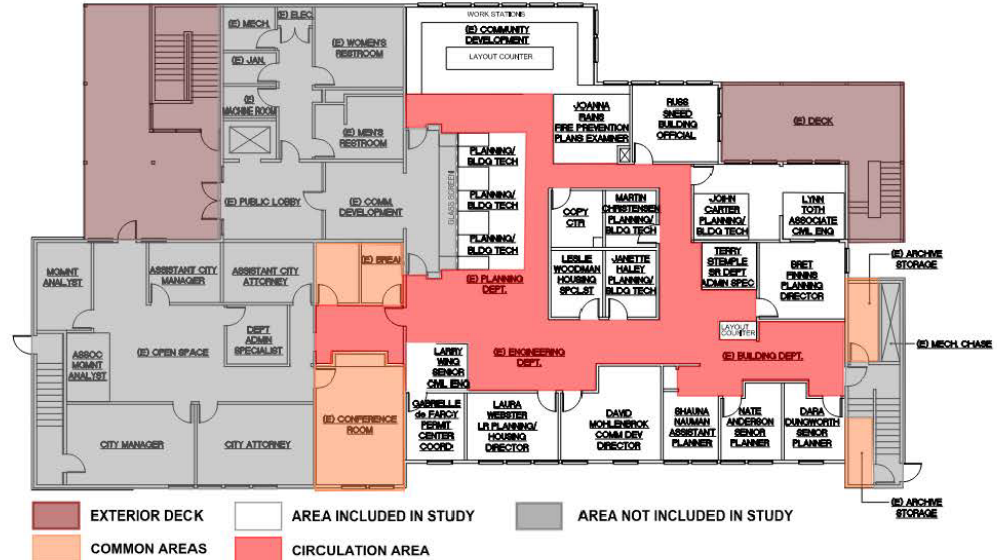
# ROCKLIN CITY HALL - FIRST FLOOR





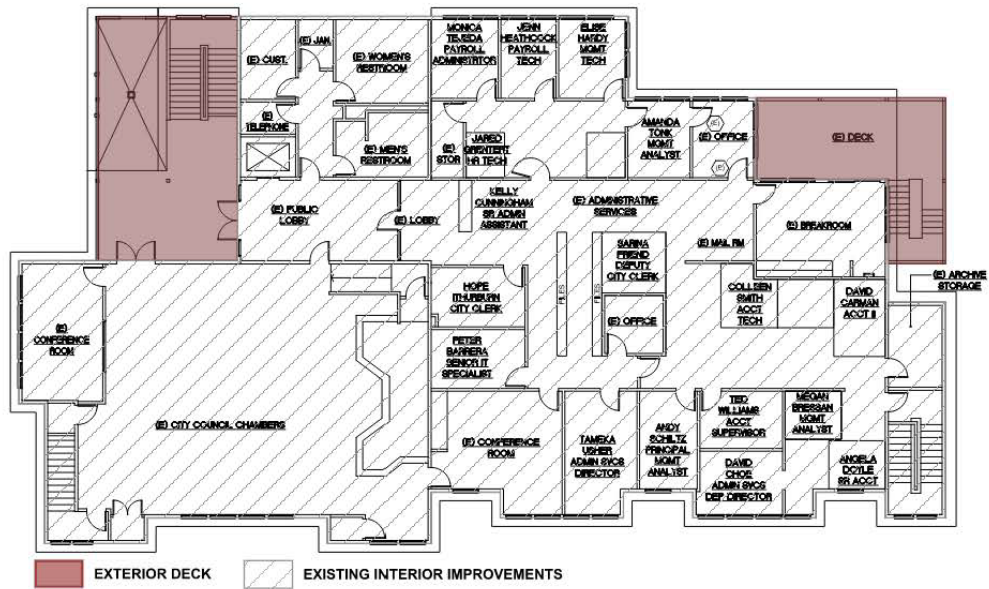


**COMMON AREAS : +/- 535 SF**  
**CONFERENCE ROOM, BREAK ROOM, STORAGE ROOMS**

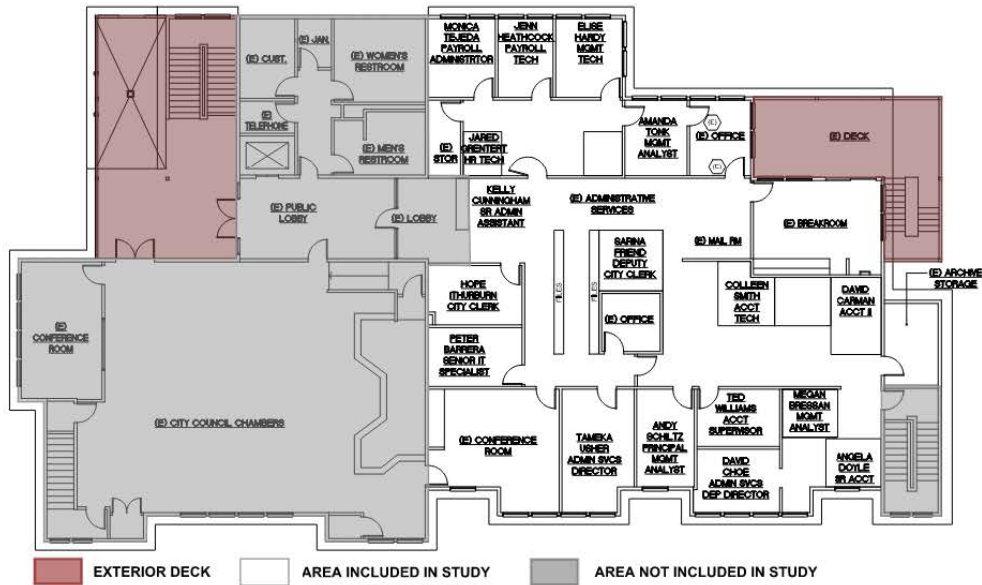


**CIRCULATION AREA : +/- 1,426 SF**  
**NET AREA OF EXISTING IMPROVEMENTS : +/- 2,913 SF**

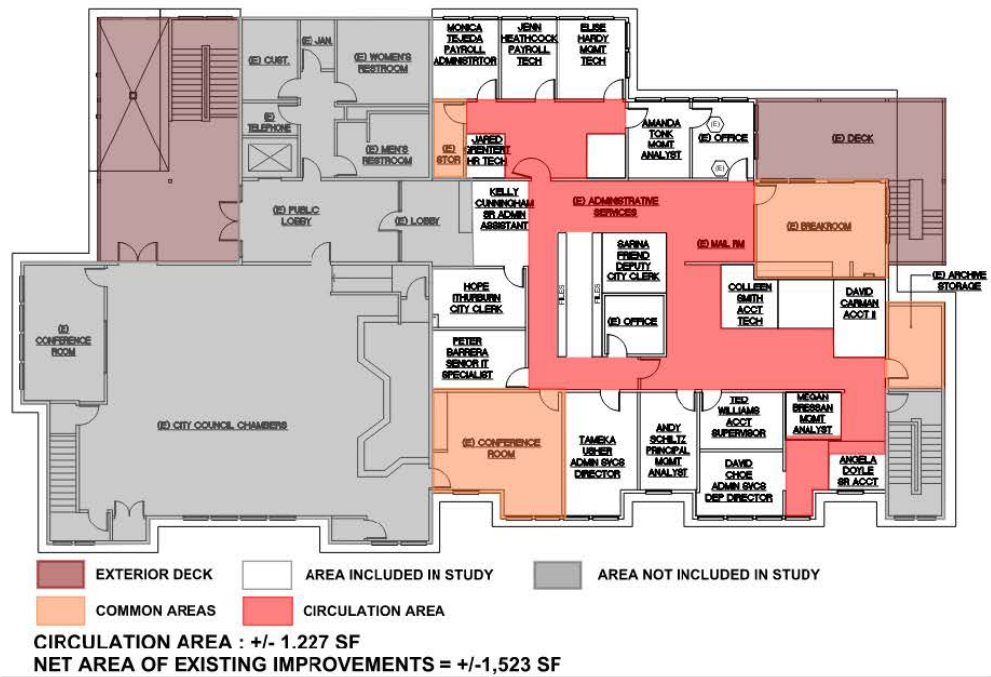
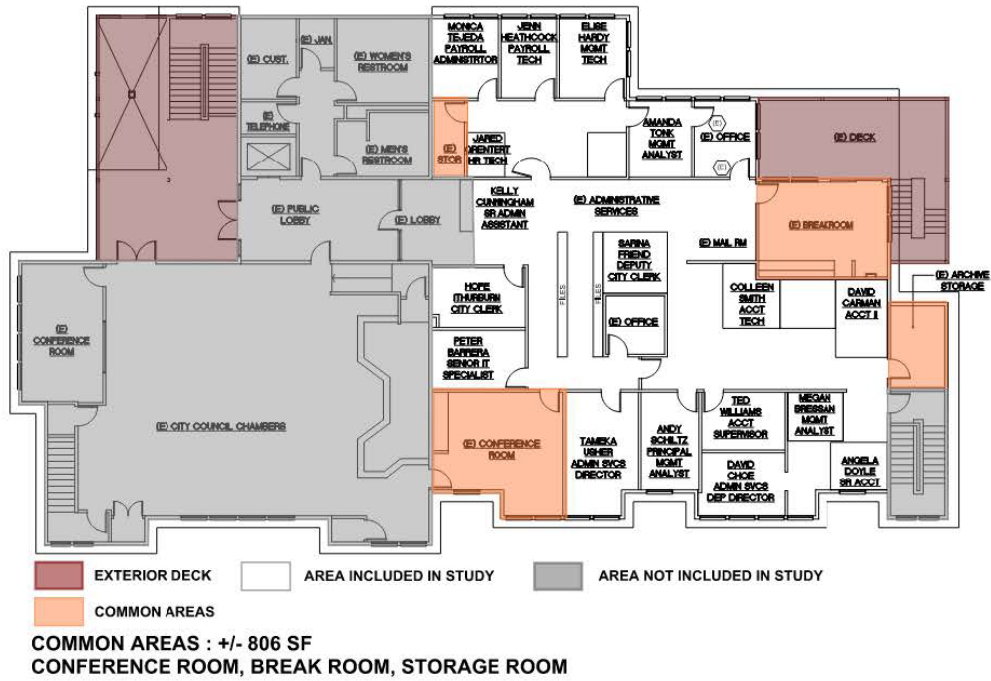
## ROCKLIN CITY HALL - SECOND FLOOR



EXISTING FLOOR PLAN : +/- 8,702 GSF  
 COUNCIL CHAMBERS, ADMINISTRATIVE SERVICES, CITY CLERK, FINANCE, HUMAN RESOURCES



AREA OF PROPOSED IMPROVEMENTS : +/- 4,556 SF  
 ADMINISTRATIVE SERVICES, CITY CLERK, FINANCE, HUMAN RESOURCES



# Department Spreadsheets

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City of Rocklin: City Hall Space Needs Assessment - March, 2023

**DEPARTMENT : ADMINISTRATIVE SERVICES**  
**DIVISION : ADMINISTRATION - 2nd FLOOR**  
**UNIT: CITY OF ROCKLIN**

WORKSTATIONS Position/Title/Function	Space Standard	Projected Personnel					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Director	210	1	1	1	1	1	210	210	210	210	210
Deputy Director	130	1	2	2	2	2	130	260	260	260	260
Sr. Administrative Assistant	75	1	1	1	1	1	75	75	75	75	75
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Projected Personnel		3	4	4	4	4	415	545	545	545	545
Circulation Allowance	35%						145	191	191	191	191
<b>TOTAL NET SQUARE FEET</b>							<b>560</b>	<b>736</b>	<b>736</b>	<b>736</b>	<b>736</b>

SUPPORT SPACES Equipment/Special Areas	Space Standard	Projected Quantities					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Meeting Room	150	0	1	1	1	1	0	150	150	150	150
Conference Room *	346	1	1	1	1	1	346	346	346	346	346
Break Room	294	1	0.5	0.5	0.5	0.5	294	147	147	147	147
Staff Restroom **	140	0	1	1	1	1	0	140	140	140	140
* Conference Rm shared with Council Chambers							0	0	0	0	0
** currently shared RR with Public							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Equipment/Special Areas							640	783	783	783	783
Circulation Allowance	25%						160	196	196	196	196
<b>TOTAL NET SQUARE FEET</b>							<b>800</b>	<b>979</b>	<b>979</b>	<b>979</b>	<b>979</b>

<b>GRAND TOTAL NET SQUARE FEET</b>		<b>1,360</b>	<b>1,715</b>	<b>1,715</b>	<b>1,715</b>	<b>1,715</b>
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City of Rocklin: City Hall Space Needs Assessment - March, 2023

DEPARTMENT : ADMINISTRATIVE SERVICES  
 DIVISION : FINANCE - 2nd FLOOR  
 UNIT: CITY OF ROCKLIN

WORKSTATIONS Position/Title/Function	Space Standard	Projected Personnel					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Principal Mgmt Analyst	135	1	1	1	1	1	135	135	135	135	135
Sr Payroll Administrator	130	1	1	1	1	1	130	130	130	130	130
Payroll Technician I	110	1	1	1	1	1	110	110	110	110	110
Payroll Technician II	110	0	0	1	1	1	0	0	110	110	110
Financial Analyst	100	0	0	1	1	1	0	0	100	100	100
Accountant Supervisor	110	1	1	1	1	1	110	110	110	110	110
Senior Accountant	100	1	1	1	1	1	100	100	100	100	100
Accounting Technician I	75	1	1	1	1	1	75	75	75	75	75
Accounting Technician II	75	0	0	1	1	1	0	0	75	75	75
Accountant I	100	0	0	1	1	1	0	0	100	100	100
Accountant II	100	1	1	1	1	1	100	100	100	100	100
Management Analyst	75	1	1	1	1	1	75	75	75	75	75
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Projected Personnel		8	8	12	12	12	835	835	1,220	1,220	1,220
Circulation Allowance	35%						292	292	427	427	427
<b>TOTAL NET SQUARE FEET</b>							<b>1,127</b>	<b>1,127</b>	<b>1,647</b>	<b>1,647</b>	<b>1,647</b>

SUPPORT SPACES Equipment/Special Areas	Space Standard	Projected Quantities					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
File Room *	100	0	1	1	1	1	0	100	100	100	100
Meeting Room	150	0	1	1	1	1	0	150	150	150	150
Copier	60	0	1	1	1	1	0	60	60	60	60
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
* Alt: room for locking File							0	0	0	0	0
Cabinets in offices/cubicles							0	0	0	0	0
Subtotal - Equipment/Special Areas							0	310	310	310	310
Circulation Allowance	25%						0	78	78	78	78
<b>TOTAL NET SQUARE FEET</b>							<b>0</b>	<b>388</b>	<b>388</b>	<b>388</b>	<b>388</b>

<b>GRAND TOTAL NET SQUARE FEET</b>							<b>1,127</b>	<b>1,515</b>	<b>2,035</b>	<b>2,035</b>	<b>2,035</b>
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City of Rocklin: City Hall Space Needs Assessment - March, 2023

DEPARTMENT : ADMINISTRATIVE SERVICES  
 DIVISION : HUMAN RESOURCES - 2nd FLOOR  
 UNIT: CITY OF ROCKLIN

WORKSTATIONS Position/Title/Function	Space Standard	Projected Personnel					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Sr Administrative Assistant	125	1	1	1	1	1	125	125	125	125	125
HR Analyst II	125	1	1	1	1	1	125	125	125	125	125
HR Analyst II	125	1	1	1	1	1	125	125	125	125	125
HR Technician I	42	1	1	1	1	1	42	42	42	42	42
HR Technician II	42	0	1	1	1	1	0	42	42	42	42
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Projected Personnel		4	5	5	5	5	417	459	459	459	459
Circulation Allowance		35%					146	161	161	161	161
<b>TOTAL NET SQUARE FEET</b>							563	620	620	620	620

SUPPORT SPACES Equipment/Special Areas	Space Standard	Projected Quantities					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
File Room *	100	0	1	1	1	1	0	100	100	100	100
Meeting Room	150	0	1	1	1	1	0	150	150	150	150
Copier	60	0	1	1	1	1	0	60	60	60	60
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
* Alt: room for locking File							0	0	0	0	0
Cabinets in offices/cubicles							0	0	0	0	0
Subtotal - Equipment/Special Areas							0	310	310	310	310
Circulation Allowance		25%					0	78	78	78	78
<b>TOTAL NET SQUARE FEET</b>							0	388	388	388	388

<b>GRAND TOTAL NET SQUARE FEET</b>							563	1,007	1,007	1,007	1,007
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City of Rocklin: City Hall Space Needs Assessment - March, 2023

DEPARTMENT : ADMINISTRATIVE SERVICES  
 DIVISION : INFORMATION TECHNOLOGY - 2nd FLOOR  
 UNIT: CITY OF ROCKLIN

WORKSTATIONS	Space	Projected Personnel					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Senior IT Specialist	150	1	1	1	1	1	150	150	150	150	150
IT Tech	125	0	0	1	1	1	0	0	125	125	125
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
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							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
<b>Subtotal - Projected Personnel</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>150</b>	<b>150</b>	<b>275</b>	<b>275</b>	<b>275</b>
Circulation Allowance	35%						53	53	96	96	96
<b>TOTAL NET SQUARE FEET</b>							<b>203</b>	<b>203</b>	<b>371</b>	<b>371</b>	<b>371</b>

SUPPORT SPACES	Space	Projected Quantities					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Equipment Storage Room	150	0	1	1	1	1	0	150	150	150	150
Work Bench	100	0	0	1	1	1	0	0	100	100	100
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
<b>* Alt: room for locking File Cabinets in offices/cubicles</b>							0	0	0	0	0
<b>Subtotal - Equipment/Special Areas</b>							<b>0</b>	<b>150</b>	<b>250</b>	<b>250</b>	<b>250</b>
Circulation Allowance	25%						0	38	63	63	63
<b>TOTAL NET SQUARE FEET</b>							<b>0</b>	<b>188</b>	<b>313</b>	<b>313</b>	<b>313</b>

<b>GRAND TOTAL NET SQUARE FEET</b>							<b>203</b>	<b>390</b>	<b>684</b>	<b>684</b>	<b>684</b>
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City of Rocklin: City Hall Space Needs Assessment - March, 2023											
DEPARTMENT : CITY CLERK											
DIVISION : CITY CLERK - 2nd FLOOR											
UNIT: CITY OF ROCKLIN											
WORKSTATIONS Position/Title/Function	Space	Projected Personnel					Net Square Feet				
	Standard	2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
City Clerk	135	1	1	1	1	1	135	135	135	135	135
Deputy City Clerk	100	1	1	1	1	1	100	100	100	100	100
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
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							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
<b>Subtotal - Projected Personnel</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>235</b>	<b>235</b>	<b>235</b>	<b>235</b>	<b>235</b>
Circulation Allowance	35%						82	82	82	82	82
<b>TOTAL NET SQUARE FEET</b>							<b>317</b>	<b>317</b>	<b>317</b>	<b>317</b>	<b>317</b>
SUPPORT SPACES Equipment/Special Areas	Space	Projected Quantities					Net Square Feet				
	Standard	2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Storage Room	40	0	1	1	1	1	0	40	40	40	40
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
<b>Subtotal - Equipment/Special Areas</b>							<b>0</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>
Circulation Allowance	25%						0	10	10	10	10
<b>TOTAL NET SQUARE FEET</b>							<b>0</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>GRAND TOTAL NET SQUARE FEET</b>							<b>317</b>	<b>367</b>	<b>367</b>	<b>367</b>	<b>367</b>

City of Rocklin: City Hall Space Needs Assessment - March, 2023											
DEPARTMENT : COMMUNITY DEVELOPMENT											
DIVISION : ADMINISTRATION - 1st FLOOR											
UNIT: CITY OF ROCKLIN											
WORKSTATIONS	Space	Projected Personnel					Net Square Feet				
Position/Title/Function	Standard	2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Director	215	1	1	1	1	1	215	215	215	215	215
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
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							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Projected Personnel		1	1	1	1	1	215	215	215	215	215
Circulation Allowance	35%						75	75	75	75	75
<b>TOTAL NET SQUARE FEET</b>							290	290	290	290	290
SUPPORT SPACES	Space	Projected Quantities					Net Square Feet				
Equipment/Special Areas	Standard	2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Conference Room *	282	1	1	1	1	1	282	282	282	282	282
Break Room **	66	1	2	2	2	2	66	132	132	132	132
Staff Restroom ***	140	0	1	1	1	1	0	140	140	140	140
							0	0	0	0	0
* Conference Rm shared							0	0	0	0	0
City Mgr / City Attorney							0	0	0	0	0
** current Break Rm too small							0	0	0	0	0
*** currently shared RR with Public							0	0	0	0	0
							0	0	0	0	0
rm shared							348	554	554	554	554
Circulation Allowance	25%						87	139	139	139	139
<b>TOTAL NET SQUARE FEET</b>							435	693	693	693	693
<b>GRAND TOTAL NET SQUARE FEET</b>							725	983	983	983	983

City of Rocklin: City Hall Space Needs Assessment - March, 2023												
DEPARTMENT : COMMUNITY DEVELOPMENT												
DIVISION : BUILDING - 1st FLOOR												
UNIT: CITY OF ROCKLIN												
WORKSTATIONS	Space	Projected Personnel					Net Square Feet					
Position/Title/Function	Standard	2023	2025	2030	2035	2040	2023	2025	2030	2035	2040	
Building Official	170	1	1	1	1	1	170	170	170	170	170	
Building Inspectors	75	3	4	4	4	4	225	300	300	300	300	
Planning/Building Tech	75	1	2	3	4	4	75	150	225	300	300	
Permit Tech	75	1	2	3	4	4	75	150	225	300	300	
Office Tech	42	2	2	2	2	2	84	84	84	84	84	
Fire Examiner *	125	1	1	1	1	1	125	125	125	125	125	
Contract Employees	75	0	1	2	3	3	0	75	150	225	225	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
							0	0	0	0	0	
*works with Building Dept officially with Fire Dept							0	0	0	0	0	
Subtotal - Projected Personnel		9	13	16	19	19	754	1,054	1,279	1,504	1,504	
Circulation Allowance	35%						264	369	448	526	526	
<b>TOTAL NET SQUARE FEET</b>							<b>1,018</b>	<b>1,423</b>	<b>1,727</b>	<b>2,030</b>	<b>2,030</b>	
SUPPORT SPACES	Space	Projected Quantities					Net Square Feet					
Equipment/Special Areas	Standard	2023	2025	2030	2035	2040	2023	2025	2030	2035	2040	
Public Front Counter *	64	0	1	1	1	1	0	64	64	64	64	
Plan Review Layout Counte	100	1	1	1	1	1	100	100	100	100	100	
Plan Storage**	120	0.5	1	1	1	1	60	120	120	120	120	
							0	0	0	0	0	
							0	0	0	0	0	
* compromised by glass protection shield							0	0	0	0	0	
* * may be replaced by electronic plan review							0	0	0	0	0	
Subtotal - Equipment/Special Areas							160	284	284	284	284	
Circulation Allowance	25%						40	71	71	71	71	
<b>TOTAL NET SQUARE FEET</b>							<b>200</b>	<b>355</b>	<b>355</b>	<b>355</b>	<b>355</b>	
<b>GRAND TOTAL NET SQUARE FEET</b>							<b>1,218</b>	<b>1,778</b>	<b>2,082</b>	<b>2,385</b>	<b>2,385</b>	

DEPARTMENT : COMMUNITY DEVELOPMENT
DIVISION : PLANNING - 1st FLOOR
UNIT: CITY OF ROCKLIN

WORKSTATIONS Position/Title/Function	Space Standard	Projected Personnel					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Planning Services Manager	170	1	1	1	1	1	170	170	170	170	170
Senior Planner	110	2	2	2	2	2	220	220	220	220	220
Assistant Planner	100	1	2	2	2	2	100	200	200	200	200
Planning/Building Tech	75	2	2	2	2	2	150	150	150	150	150
Dept Admin Specialist	75	1	1	1	1	1	75	75	75	75	75
Contract Employees	75	0	1	2	3	3	0	75	150	225	225
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Projected Personnel		7	9	10	11	11	715	890	965	1,040	1,040
Circulation Allowance	35%						250	312	338	364	364
<b>TOTAL NET SQUARE FEET</b>							<b>965</b>	<b>1,202</b>	<b>1,303</b>	<b>1,404</b>	<b>1,404</b>

SUPPORT SPACES Equipment/Special Areas	Space Standard	Projected Quantities					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Public Front Counter *	64	0	1	1	1	1	0	64	64	64	64
Plan Review Layout Cntr	100	0.5	1	1	1	1	50	100	100	100	100
Presentation Board Stor **	120	0.5	1	1	1	1	60	120	120	120	120
							0	0	0	0	0
							0	0	0	0	0
* compromised by glass protection shield							0	0	0	0	0
** may be replaced by electronic plan review							0	0	0	0	0
Subtotal - Equipment/Special Areas							110	284	284	284	284
Circulation Allowance	25%						28	71	71	71	71
<b>TOTAL NET SQUARE FEET</b>							<b>138</b>	<b>355</b>	<b>355</b>	<b>355</b>	<b>355</b>

<b>GRAND TOTAL NET SQUARE FEET</b>							<b>1,103</b>	<b>1,557</b>	<b>1,658</b>	<b>1,759</b>	<b>1,759</b>
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City of Rocklin: City Hall Space Needs Assessment - March, 2023

DEPARTMENT : COMMUNITY DEVELOPMENT  
 DIVISION : ENGINEERING - 1st FLOOR  
 UNIT: CITY OF ROCKLIN

WORKSTATIONS Position/Title/Function	Space Standard	Projected Personnel					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Associate Civil Engineer	120	1	1	1	1	1	120	120	120	120	120
Sr Engineer/ City Surveyor	100	1	1	1	1	1	100	100	100	100	100
Building / Planning Tech	75	1	1	1	1	1	75	75	75	75	75
Contract Employees *	75	0	1	2	2	2	0	75	150	150	150
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
*City Engineering Services contracted with outside firm							0	0	0	0	0
							0	0	0	0	0
Subtotal - Projected Personnel		3	4	5	5	5	295	370	445	445	445
Circulation Allowance	35%						103	130	156	156	156
<b>TOTAL NET SQUARE FEET</b>							<b>398</b>	<b>500</b>	<b>601</b>	<b>601</b>	<b>601</b>

SUPPORT SPACES Equipment/Special Areas	Space Standard	Projected Quantities					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Plan Review Layout Counte	100	0	1	1	1	1	0	100	100	100	100
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Equipment/Special Areas							0	100	100	100	100
Circulation Allowance	25%						0	25	25	25	25
<b>TOTAL NET SQUARE FEET</b>							<b>0</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>

<b>GRAND TOTAL NET SQUARE FEET</b>							<b>398</b>	<b>625</b>	<b>726</b>	<b>726</b>	<b>726</b>
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DEPARTMENT : COMMUNITY DEVELOPMENT
DIVISION : PERMIT CENTER - 1st FLOOR
UNIT: CITY OF ROCKLIN

WORKSTATIONS Position/Title/Function	Space Standard	Projected Personnel					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Permit Center Supervisor	150	0.5	1	1	1	1	75	150	150	150	150
Planning / Bldg Tech	75	0	1	1	1	1	0	75	75	75	75
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Projected Personnel		0.5	2	2	2	2	75	225	225	225	225
Circulation Allowance	35%						26	79	79	79	79
<b>TOTAL NET SQUARE FEET</b>							101	304	304	304	304

SUPPORT SPACES Equipment/Special Areas	Space Standard	Projected Quantities					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Form Printer Counter	20	0	1	1	1	1	0	20	20	20	20
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
Subtotal - Equipment/Special Areas							0	20	20	20	20
Circulation Allowance	25%						0	5	5	5	5
<b>TOTAL NET SQUARE FEET</b>							0	25	25	25	25

<b>GRAND TOTAL NET SQUARE FEET</b>							101	329	329	329	329
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DEPARTMENT : COMMUNITY DEVELOPMENT  
 DIVISION : CODE ENFORCEMENT - 1st FLOOR  
 UNIT : CITY OF ROCKLIN

WORKSTATIONS Position/Title/Function	Space Standard	Projected Personnel					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Code Enf Program Manager	120	1	1	1	1	1	120	120	120	120	120
Code Enforcement Officer	100	1	2	2	2	2	100	200	200	200	200
Code Enforcemet Tech	75	1	2	2	2	2	75	150	150	150	150
Sr Code Enf Field Officer	100	0	1	1	1	1	0	100	100	100	100
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
<b>Subtotal - Projected Personnel</b>		3	6	6	6	6	295	570	570	570	570
Circulation Allowance	35%						103	200	200	200	200
<b>TOTAL NET SQUARE FEET</b>							398	770	770	770	770
SUPPORT SPACES Equipment/Special Areas	Space Standard	Projected Quantities					Net Square Feet				
		2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
Secure Work Area	100	0	1	1	1	1	0	100	100	100	100
Secure Locker / Shower	100	0	1	1	1	1	0	100	100	100	100
Secure Room *	50	0	1	1	1	1	0	50	50	50	50
Secure Lobby / Counter	0	0	1	1	1	1	0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
* access to Secure Room not through Secure Work Areas							0	0	0	0	0
							0	0	0	0	0
<b>Subtotal - Equipment/Special Areas</b>							0	250	250	250	250
Circulation Allowance	25%						0	63	63	63	63
<b>TOTAL NET SQUARE FEET</b>							0	313	313	313	313
<b>GRAND TOTAL NET SQUARE FEET</b>							398	1,082	1,082	1,082	1,082



**CITY OF ROCKLIN**  
**DEPARTMENT : ADMINISTRATIVE SERVICES, CITY CLERK, COMMUNITY DEVELOPMENT**  
**SPACE NEEDS PROJECTION OVERALL SUMMARY**

PROJECTED SUMMARY	Projected Personnel					Net Square Feet				
	2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
AS Administration	3	4	4	4	4	560	736	736	736	736
AS Finance	8	8	12	12	12	1,127	1,127	1,647	1,647	1,647
AS Human Resources	4	5	5	5	5	417	459	459	459	459
AS Information Technology	1	1	2	3	2	203	203	371	371	371
CC City Clerk	2	2	2	2	2	317	317	317	317	317
CD Administration	1	1	1	1	1	290	290	290	290	290
CD Building	9	13	16	19	19	1,018	1,423	1,727	2,030	2,030
CD Planning	7	9	10	11	11	965	1,202	1,303	1,404	1,404
CD Engineering	3	4	5	5	5	398	500	601	601	601
CD Housing	1	2	3	3	3	216	317	419	419	419
CD Permit Center	0.5	2	2	2	2	101	304	304	304	304
CD Code Enforcement	3	6	6	6	6	398	770	770	770	770
						0	0	0	0	0
						0	0	0	0	0
						0	0	0	0	0
						0	0	0	0	0
						0	0	0	0	0
Subtotal - Projected Person	42.5	57	68	73	72	6,010	7,648	8,944	9,348	9,348
<b>TOTAL NET SQUARE FEET</b>						6,010	7,648	8,944	9,348	9,348
<b>SUPPORT SPACES</b>	<b>Projected Quantities</b>					<b>Net Square Feet</b>				
Equipment/Special Areas	2023	2025	2030	2035	2040	2023	2025	2030	2035	2040
AS Administration						800	979	979	979	979
AS Finance						0	388	388	388	388
AS Human Resources						0	388	388	388	388
AS Information Technology						0	188	313	313	313
CC City Clerk						0	50	50	50	50
CD Administration						435	693	693	693	693
CD Building						200	355	355	355	355
CD Planning						138	355	355	355	355
CD Engineering						0	125	125	125	125
CD Housing						0	0	0	0	0
CD Permit Center						0	25	25	25	25
CD Code Enforcement						0	313	313	313	313
						0	0	0	0	0
Subtotal - Equipment/Special Areas						1,573	3,859	3,984	3,984	3,984
<b>TOTAL NET SQUARE FEET</b>						1,573	3,859	3,984	3,984	3,984
<b>GRAND TOTAL NET SQUARE FEET</b>						7,583	11,507	12,928	13,332	13,332

# **Recommendations and Conclusions**

## **RECOMMENDATIONS AND CONCLUSIONS**

As mentioned in the Introduction to this report, the Rocklin City Hall, constructed in 1991, has served the City of Rocklin for over 30 years. Now, however, based on the report's Building Analysis and Space Program requirements, the City has seemed to have outgrown the physical capacities of City Hall, in regards to housing all of it's current functions and users.

City Hall, due to property lines and adjacent topography, is not able to expand horizontally, and would be hard-pressed to expand vertically. Accordingly, as the City needs more room, either an Annex Building will need to be leased or constructed, or a new City Hall facility constructed altogether.

## **CONSIDERATIONS**

### **Electronic Documentation and Storage**

Rocklin appears to be lagging behind other cities and jurisdictions in switching over to full electronic documentation and storage. As a result, much valuable floor space is given to filing cabinets to store paper copies. Rocklin has not converted to electronic plan review; electronic conversion could reduce or eliminate the need for paper plan layout counters and racks for permit plan storage.

### **COVID-19 Effects**

COVID-19 brought on the installment of tempered glass screens to protect the staff and public from each other; however, it hampers the ability to review paper plans with staff at the front counter.

### **Remote Working**

Currently, Rocklin does not allow staff to remote work, or work from home. If allowed, this could help reduce the number of physical workstations needed.

### **Code Enforcement**

The Code Enforcement Group has stated very necessary security requirements to shield their work files and correspondence from both staff and the public. Code Enforcement is currently located in the Historic City Hall, and not in City Hall. Their current space requirements would make it difficult to fit them into City Hall.

### **City Clerk**

The City Clerk was recently relocated from the first floor to the second floor, due to room restrictions on the first floor. Unfortunately, this removes the City Clerk away from the City Manager and City Attorney, where the City Clerk traditionally is located.

### **Staff Restrooms**

City Hall was designed with two sets of restrooms - male and female - on each floor. These restrooms are shared between staff and the public. The plumbing fixture count appears to still be in compliance with the California Plumbing Code; however, the addition of staff restrooms in the staff area would help to alleviate any potential issues between staff and the public, as well as help out at well-attended City Council meetings.

**RECOMMENDATIONS**

In order to accommodate the space program requirements noted in this report, there are three basic recommendations to help resolve the issues.

**RECOMMENDATION ONE : MAINTAIN EXISTING FLOOR PLAN LAYOUTS**

This would be the least disruptive, but a temporary fix at best. Leaving the existing walls and offices as they stand, there are areas of floor space that can be converted into workstations; this would include the rows of file cabinets on the second floor; the oversized break room on the second floor; the excessive hallway widths on the first floor; the outdoor decks on both floors.

Potential expansion areas:



1<sup>ST</sup> FLR : 71+105+74+74+311 = +/-635 SF

2<sup>ND</sup> FLR : 42+135+211+121+311 = +/- 820 SF

Expansion areas include closing in the exterior Staff Deck on both floors.

First Floor would accommodate 5-6 additional workstations.

Second Floor would accommodate 7-8 additional workstations.

**RECOMMENDATION TWO : RE-DESIGN THE EXISTING FLOOR PLAN LAYOUTS**

When City Hall was initially constructed, it was primarily an open office plan with the intent of efficiently laid-out workstations. Over the years, offices were added, along with the necessary hallways, leaving a most likely less efficient layout. Recommendation two would be to redesign the floor plan layout to maximize the number of workstations. This would cause disruption, and potential relocation of staff while the work is being done, as well as modifications necessary for mechanical and electrical systems. It will not necessarily gain all the workstations that will be needed.

To be efficient, most framed offices would need to be replaced with cubicles. Cubicle size will need to be determined, either based on employee position, or all the same and simply what best fits the space.

First Floor:

Existing space : 8,332 sf + optional 311 sf Deck = +/- 8,643 sf

Circulation @ 35% = [3,025 sf]

Support Areas @ 25% = [2,161 sf]

Available occupant space : 8,643 – [3,025] – [2,161] = 3,457 sf

Occupants : 30 – 46, depending on number of offices vs cubicles

Current number of Occupants : 24-27; 2040 projected need : 49

Second Floor:

Existing space : 8,702 sf + optional 311 sf Deck = +/- 9,013 sf

Circulation @ 35% = [3,155 sf]

Support Areas @ 25% = [2,254 sf]

Available occupant space : 9,013– [3,155] – [2,254] = 3,604 sf

Occupants : 35 – 48, depending on number of offices vs cubicles

Current number of Occupants : 18-20; 2040 projected need : 23

### **RECOMMENDATION THREE : DIVIDE THE STAFF AND RELOCATE TO AN ANNEX**

This would provide two facilities - City Hall and City Hall Annex - where the departments would be able to set up properly and allow room for expansion, It could resolve issues of Code Enforcement relocation and City Clerk relocation. It can be disruptive to staff depending on construction schedules and relocations. It most likely would be the most cost, but also provide the most flexibility and future expansion capabilities for the City.

Of the three Departments involved in this study – Administrative Services, Community Development, City Clerk – the most likely candidate would be Community Development, given it's size, operations and lesser need to be situated within City Hall.

2040 projection for Community Development is 5,818 sf.

Allowance for Circulation @ 35% = 2,036 sf

Allowance for Support Areas @ 35% = 2,036 sf

Total Building Area needed : 5,818 + 2,036 + 2,036 = 9,890 sf.

### **CONCLUSIONS**

Rocklin City Hall has well-served the City for over 30 years, and will continue to do so into the future. But the needs of the City have outgrown City Hall, in the mission to serve the community.

This report has identified future growth requirements for the City Administrative Services, City Clerk, Community Development, Finance, and Human Resources Departments, and possibilities of how to address these requirements.

We will now leave this in the City's hands for review and consideration.

### 5.3 PROPOSER'S CERTIFICATION

#### PROPOSER'S CERTIFICATION

I hereby propose to furnish the services specified in the Request for Proposals (RFP). I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the City of Rocklin (City) adequate time to evaluate the qualifications submitted.

I have carefully examined the Request for Proposals and any other documents accompanying or made a part of this RFP. The information contained in this proposal is true and correct to the best of my knowledge and is signed under penalty of perjury under the laws of the State of California. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its authorized agent and that the firm is ready, willing and able to perform if awarded the contract.

I further certify that this proposal is made without prior understanding, agreement, connection, discussion, or conspiracy with any other person, firm or corporation submitting a proposal for the same product or service; that this proposal is fair and made without outside control, collusion, fraud or illegal action; that no officer, employee or agent of the City or any other proposer is financially interested in said proposal; that no undue influence or pressure was used against or in concert with any officer, employee or agent of the City in connection with the award or terms of the contract that will be executed as a result of this RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

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NAME OF BUSINESS

---

SIGNATURE

---

NAME & TITLE, TYPED OR PRINTED

---

MAILING ADDRESS

---

TELEPHONE NUMBER

---

EMAIL

Type of Organization:

\_\_\_\_\_ Sole Proprietorship    \_\_\_\_\_ Corporation    \_\_\_\_\_ State of Incorporation

\_\_\_\_\_ Partnership    \_\_\_\_\_ Limited Liability Company