

PROFESSIONAL SERVICES CONTRACT BETWEEN
THE CITY OF HUNTINGTON BEACH AND
GILLIS & PANICHAPAN ARCHITECTS, INC.
FOR
ON-CALL ARCHITECTURAL ENGINEERING, LANDSCAPE
ARCHITECTURAL ENGINEERING AND PROFESSIONAL
CONSULTING SERVICES

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY," and GILLIS & PANICHAPAN ARCHITECTS, INC., a California Corporation hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to provide on-call architectural engineering, landscape architectural engineering and professional consulting services; and

Pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

CONSULTANT has been selected to perform these services,

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A,"** which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Jack Panichapan who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on _____, 20____ (the "Commencement Date"). This Agreement shall automatically terminate three (3) years from the Commencement Date, unless extended or sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than three (3) years from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT on a time and materials basis at the rates specified in **Exhibit "B,"** which is attached hereto and incorporated by reference into this Agreement, a fee, including all costs and expenses, not to exceed One Million Dollars (\$1,000,000.00).

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A,"** CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B."**

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, both field and office notices, calculations, computer code, language, data or programs, maps, memoranda, letters and other documents, shall belong to CITY, and CONSULTANT shall turn these materials over to CITY upon expiration or termination of this Agreement or upon PROJECT completion, whichever shall occur first. These materials may be used by CITY as it sees fit, provided that any such use not within the purposes intended, by the Agreement shall be at City's sole risk.

8. HOLD HARMLESS

A. To the extent allowed by Civil Code Section 2782.8, CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent (or alleged negligent) performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

B. To the extent that CONSULTANT performs "Design Professional Services" within the meaning of Civil Code Section 2782.8, then the following Hold Harmless provision applies in place of subsection A above:

"CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY and its officers, elected or appointed officials, employees, agents and volunteers, from and against any and all claims, damages, losses, expenses, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) to the extent that the claims against CONSULTANT arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT. In no event shall the cost to defend charged to CONSULTANT exceed CONSULTANT's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more other defendants to the claims and/or litigation is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, CONSULTANT shall meet and confer with CITY and other defendants regarding unpaid defense costs. The duty to indemnify, including the duty and the cost to defend, is limited as provided in California Civil Code Section 2782.8.

C. Regardless of whether subparagraph A or B applies, CITY shall be reimbursed by CONSULTANT for all costs and attorney's fees incurred by CITY in enforcing this obligation. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide coverage for CONSULTANT's professional liability in an amount not less than One Million Dollars

(\$1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention without the express written consent of CITY; however an insurance policy "deductible" of Ten Thousand Dollars (\$10,000.00) or less is permitted. A claims-made policy shall be acceptable if the policy further provides that:

- A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

If CONSULTANT fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the CITY with required proof that insurance has been procured and is in force and paid for, the CITY shall have the right, at the CITY's election, to forthwith terminate this Agreement. Such termination shall not effect Consultant's right to be paid for its time and materials expended prior to notification of termination. CONSULTANT waives the right to receive compensation and agrees to indemnify the CITY for any work performed prior to approval of insurance by the CITY.

10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

- A. provide the name and policy number of each carrier and policy;
- B. state that the policy is currently in force; and
- C. shall promise that such policy shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice; however, ten (10) days' prior written notice in the event of cancellation for nonpayment of premium.

CONSULTANT shall maintain the foregoing insurance coverage in force until the work under this Agreement is fully completed and accepted by CITY.

The requirement for carrying the foregoing insurance coverage shall not derogate from CONSULTANT's defense, hold harmless and indemnification obligations as set forth in this Agreement. CITY or its representative shall at all times have the right to demand the original or a copy of the policy of insurance. CONSULTANT shall pay, in a prompt and timely manner, the premiums on the insurance hereinabove required.

11. INDEPENDENT CONTRACTOR

CONSULTANT is, and shall be, acting at all times in the performance of this Agreement as an independent contractor herein and not as an employee of CITY. CONSULTANT shall secure at its own cost and expense, and be responsible for any and all payment of all taxes, social security, state disability insurance compensation, unemployment compensation and other payroll deductions for CONSULTANT and its officers, agents and employees and all business licenses, if any, in connection with the PROJECT and/or the services to be performed hereunder.

12. TERMINATION OF AGREEMENT

All work required hereunder shall be performed in a good and workmanlike manner. CITY may terminate CONSULTANT's services hereunder at any time with or without cause, and whether or not the PROJECT is fully complete. Any termination of this Agreement by CITY shall

be made in writing, notice of which shall be delivered to CONSULTANT as provided herein. In the event of termination, all finished and unfinished documents, exhibits, report, and evidence shall, at the option of CITY, become its property and shall be promptly delivered to it by CONSULTANT.

13. ASSIGNMENT AND DELEGATION

This Agreement is a personal service contract and the work hereunder shall not be assigned, delegated or subcontracted by CONSULTANT to any other person or entity without the prior express written consent of CITY. If an assignment, delegation or subcontract is approved, all approved assignees, delegates and subconsultants must satisfy the insurance requirements as set forth in Sections 9 and 10 hereinabove.

14. COPYRIGHTS/PATENTS

CITY shall own all rights to any patent or copyright on any work, item or material produced as a result of this Agreement.

15. CITY EMPLOYEES AND OFFICIALS

CONSULTANT shall employ no CITY official nor any regular CITY employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of the applicable provisions of the California Government Code.

16. NOTICES

Any notices, certificates, or other communications hereunder shall be given either by personal delivery to CONSULTANT's agent (as designated in Section 1 hereinabove) or to CITY as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, to the addresses specified below. CITY and CONSULTANT may designate different addresses to which subsequent notices, certificates or

other communications will be sent by notifying the other party via personal delivery, a reputable overnight carrier or U. S. certified mail-return receipt requested:

TO CITY:

City of Huntington Beach
ATTN: Dir. Comm. & Library Services
2000 Main Street
Huntington Beach, CA 92648

TO CONSULTANT:

Gillis & Panichapan Architects, Inc.
ATTN: Jack Panichapan
1101 Quail Street
Newport Beach, CA 92660

17. CONSENT

When CITY's consent/approval is required under this Agreement, its consent/approval for one transaction or event shall not be deemed to be a consent/approval to any subsequent occurrence of the same or any other transaction or event.

18. MODIFICATION

No waiver or modification of any language in this Agreement shall be valid unless in writing and duly executed by both parties.

19. SECTION HEADINGS

The titles, captions, section, paragraph and subject headings, and descriptive phrases at the beginning of the various sections in this Agreement are merely descriptive and are included solely for convenience of reference only and are not representative of matters included or excluded from such provisions, and do not interpret, define, limit or describe, or construe the intent of the parties or affect the construction or interpretation of any provision of this Agreement.

20. INTERPRETATION OF THIS AGREEMENT

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be unenforceable, void, illegal or invalid, such holding shall not invalidate or affect the remaining

covenants and provisions of this Agreement. No covenant or provision shall be deemed dependent upon any other unless so expressly provided here. As used in this Agreement, the masculine or neuter gender and singular or plural number shall be deemed to include the other whenever the context so indicates or requires. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no right to contract, then the latter shall prevail, and the provision of this Agreement which is hereby affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

21. DUPLICATE ORIGINAL

The original of this Agreement and one or more copies hereto have been prepared and signed in counterparts as duplicate originals, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original. Each duplicate original shall be deemed an original instrument as against any party who has signed it.

22. IMMIGRATION

CONSULTANT shall be responsible for full compliance with the immigration and naturalization laws of the United States and shall, in particular, comply with the provisions of the United States Code regarding employment verification.

23. LEGAL SERVICES SUBCONTRACTING PROHIBITED

CONSULTANT and CITY agree that CITY is not liable for payment of any subcontractor work involving legal services, and that such legal services are expressly outside the scope of services contemplated hereunder. CONSULTANT understands that pursuant to *Huntington Beach City Charter* Section 309, the City Attorney is the exclusive legal counsel for

CITY; and CITY shall not be liable for payment of any legal services expenses incurred by CONSULTANT.

24. ATTORNEY'S FEES

In the event suit is brought by either party to construe, interpret and/or enforce the terms and/or provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney's fees, such that the prevailing party shall not be entitled to recover its attorney's fees from the nonprevailing party.

25. SURVIVAL

Terms and conditions of this Agreement, which by their sense and context survive the expiration or termination of this Agreement, shall so survive.

26. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

27. SIGNATORIES

Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

28. ENTIRETY

The parties acknowledge and agree that they are entering into this Agreement freely and voluntarily following extensive arm's length negotiation, and that each has had the opportunity to consult with legal counsel prior to executing this Agreement. The parties also acknowledge and agree that no representations, inducements, promises, agreements or warranties, oral or otherwise, have been made by that party or anyone acting on that party's behalf, which are not embodied in this

Agreement, and that that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

29. EFFECTIVE DATE


This Agreement shall be effective on the date of its approval by the City Council.

This Agreement shall expire when terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their authorized officers.

CONSULTANT,
GILLIS & PANICHAPAN ARCHITECTS,
INC.

CITY OF HUNTINGTON BEACH, a
municipal corporation of the State of
California

By: 

Longkavach "Jack" Panichapan
print name

ITS: (circle one) Chairman President Vice President

Mayor

City Clerk

AND
By: 

Linda Panichapan
print name

ITS: (circle one) Secretary Chief Financial Officer/Asst.
Secretary - Treasurer

INITIATED AND APPROVED:

Director of Community & Library Services

REVIEWED AND APPROVED:

City Manager

APPROVED AS TO FORM:



City Attorney

Agreement, and that that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

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City Clerk

AND

By: 

Linda Panichapan

print name

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Secretary - Treasurer

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Director of Community & Library Services

REVIEWED AND APPROVED:

City Manager

APPROVED AS TO FORM:



City Attorney

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INC.

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municipal corporation of the State of
California

By: _____

print name

ITS: (circle one) Chairman/President/Vice President

Mayor

City Clerk

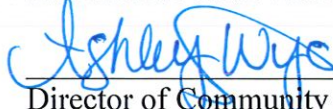
AND

By: _____

print name

ITS: (circle one) Secretary/Chief Financial Officer/Asst.
Secretary - Treasurer

INITIATED AND APPROVED:

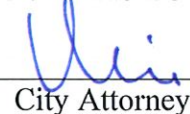


Director of Community & Library Services

REVIEWED AND APPROVED:

City Manager

APPROVED AS TO FORM:



City Attorney

EXHIBIT A



City of Huntington Beach

REQUEST FOR QUALIFICATIONS

for On-Call Architectural/Landscape Engineering
& Professional Consulting Services

April 29, 2025

**JACK PANICHAPAN, AIA, LEED AP
PRINCIPAL/CEO**

Gillis + Panichapan Architects, Inc.
1101 Quail St.,
Newport Beach, 92660

jack@gparchitects.org
Tel. 714.668.4260



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6 Fee Proposal	See Separate File

REQUEST FOR PROPOSAL
VENDOR APPLICATION FORM

TYPE OF APPLICANT: ☒ NEW ☐ CURRENT VENDOR

Legal Contractual Name of Corporation: Gillis + Panichapan Architects, Inc.

Contact Person for Agreement: Jack Panichapan

Corporate Mailing Address: 1101 Quail Street

City, State and Zip Code: Newport Beach, CA 92660

E-Mail Address: jack@gparchitects.org

Phone: 714-668-4260 Fax: _____

Contact Person for Proposals: Jack Panichapan

Title: Principal CEO E-Mail Address: jack@gparchitects.org

Business Telephone: 714-668-4260 Business Fax: _____

Year Business was Established: 1989

Is your business: (check one)

☐ NON PROFIT CORPORATION ☒ FOR PROFIT CORPORATION

Is your business: (check one)

<input checked="" type="checkbox"/> CORPORATION	<input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> SOLE PROPRIETORSHIP
<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> UNINCORPORATED ASSOCIATION

Names & Titles of Corporate Board Members

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

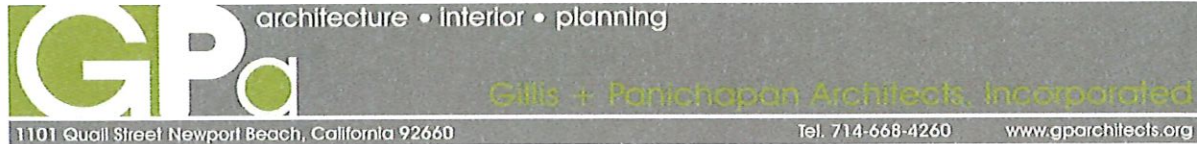
Names	Title	Phone
Jack Panichapan	Principal CEO	714-668-4260
Linda Panichapan	Secretary	714-668-4260

Federal Tax Identification Number: 33-0951611City of Huntington Beach Business License Number: N/A
(If none, you must obtain a Huntington Beach Business License upon award of contract.)City of Huntington Beach Business License Expiration Date: N/A

References of Work Performed Form

(List 5 Local References)

Comany Name: Gillis + Panichapan Architects, Inc.1. Name of Reference: Southern California EdisonAddress: 2244 Walnut Grove, Rosemead, CA 91770Contact Name: Martha Macpherson Phone Number: 626-676-4100Email: martha.macpherson@sce.comDates of Business: 2017-Current2. Name of Reference: UCI HealthAddress: 4000 MacArthur Blvd. Suite 110, Newport Beach, CA 92660Contact Name: Ellen Khoudari Phone Number: 949-374-8446Email: ekhoudari@uci.eduDates of Business: 2019-20223. Name of Reference: City of IrvineAddress: 1 Civic Center Plaza, Irvine, CA 92606Contact Name: Sean Crumby Phone Number: 949-724-6070Email: scrumby@cityofirvine.orgDates of Business: 2020-20244. Name of Reference: WRD GRIP Advancement TreatmentAddress: 4320 San Gabriel River Pkwy, Pico Rivera 90660Contact Name: Charlene King Phone Number: 949-809-5153Email: cking@wrd.orgDates of Business: 2015-20225. Name of Reference: Yucca Valley LibraryAddress: 57098 Twentynine Palm Hwy, Yucca Valley, CA 92284Contact Name: Shane R. Stueckle Phone Number: 760-369-1265Email: sstueckle@yucca-valley.orgDates of Business: 2019-2020



April 29, 2025

City of Huntington Beach
Community & Library Services Department

Re: Statement of Qualifications – On-Call Architectural Design Services

Dear Community & Library Services Department,

Gillis + Panichapan Architects, Inc. (GPa) is pleased to submit our Statement of Qualifications for On-Call Architectural Design and Landscape Architecture Services for the City of Huntington Beach. As a full-service Architecture, Planning, and Interior Design firm with over 30 years of experience, we offer a depth of knowledge and municipal expertise ideally suited for the City's on-call needs. Our team is based at 1101 Quail Street, Newport Beach, CA 92660, conveniently located near Huntington Beach. The project will be managed from this office, with Vic Nguyen as your primary point of contact at (714) 668-4260 or vnguyen@gparchitects.org.

GPa has long served as a trusted partner to municipalities and public agencies throughout Southern California. We specialize in the design of civic centers, community facilities, park improvements, and essential infrastructure, delivering sustainable, functional, and community-centered solutions. Our proven ability to manage projects from conceptual planning through construction support allows us to seamlessly integrate into your team's workflow and respond effectively to on-call assignments of varying scopes.

We offer the following core capabilities to support the City's objectives:

- **Comprehensive Design Services:** Including site analysis, field verification, conceptual alternatives, interior space planning, construction documentation, and cost estimating.
- **Project Support:** Assisting with permitting, agency coordination, community outreach, bidding, and construction phase support including plan interpretation, submittal review, and as-builts.
- **Collaborative Teaming:** Through long-standing partnerships with DCSE Structural Engineers, Cummings Curley and Associates, Inc. and H2S Engineers Inc. (MEP), we ensure cohesive and technically sound solutions across disciplines.

We understand that the City anticipates a variety of project types, including tenant improvements, ADA upgrades, and park renovations. Our experience with these project types and our proactive, responsive approach will allow us to deliver creative, code-compliant, and cost-effective results.

This proposal shall remain valid for a period of 180 days from the submission date.

Thank you for your consideration of GPa as a partner in shaping the built environment of Huntington Beach. We look forward to the opportunity to contribute to your vision for accessible, vibrant, and resilient public spaces.

Warm regards,

A handwritten signature in black ink, appearing to read 'JP', is placed above the typed name of the signatory.

Jack Panichapan, AIA, LEED AP, President, CEO
Jack@gparchitects.org
714-668-4260

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City of Huntington Beach
Request for Proposals for
On-Call Architectural
Design Services

BACKGROUND & PROJECT SUMMARY



The City of Huntington Beach is a well-established coastal community known for its vibrant civic life, diverse public amenities, and dedication to maintaining a high standard of infrastructure, parks, and community facilities. As a built-out city, its current focus is on improving and modernizing existing assets through a wide range of small-to medium-scale capital improvement and rehabilitation projects. These may include ADA upgrades, tenant improvements, facility enhancements, and landscape redesigns—often under tight timelines and requiring seamless collaboration with City staff and departments.

Gillis + Panichapan Architects, Inc. (GPa) understands the nature of on-call assignments and the need for a responsive, experienced team that can adapt to evolving priorities, meet regulatory and permitting requirements, and consistently deliver thoughtful, community-centered design solutions. As a full-service architecture, planning, and interior design firm with over 30 years of experience serving public agencies, GPa brings the technical capacity, municipal insight, and collaborative approach needed to support the City across all project phases—from early planning through construction.

Our proposed methodology ensures efficiency, quality, and accountability across each task order:

Task 1: Inventory and Analysis

- Conduct site visits and assess existing conditions.
- Review City-provided documentation and gather relevant data.
- Create accurate base plans and identify accessibility and compliance issues.
- Deliver verified record drawings in AutoCAD and PDF formats.

Task 2: Conceptual Design

- Develop design concepts tailored to each project's goals and constraints.
- Incorporate sustainability, accessibility, and functional performance from the outset.
- Provide renderings, materials boards, and visuals to communicate design intent.
- Present concepts to City staff for input and refinement.

Task 3: Design Development

- Advance approved concepts into fully coordinated design plans.
- Collaborate with our trusted engineering consultants—DCSE (Structural) and H2S Engineers Inc. (MEP)—to ensure system integration.
- Provide detailed drawings, elevations, cost estimates, and milestone review packages at 30%, 60%, and 90% completion.

Task 4: Construction Documentation

- Produce 70% and 100% bid-ready construction documents per City and code standards.
 - Coordinate plan check responses and assist with securing required permits.
 - Prepare specifications in MS Word format aligned with City standards.
 - Finalize documents for public bidding and construction.
-

Task 5: Bidding and Construction Support

- Assist with RFIs, bid addenda, and contractor questions.
- Attend pre-bid meetings and job walks as needed.
- Support construction administration through site visits, submittal reviews, and field clarifications.
- Conduct punch walks and provide closeout documentation, including final as-builts in AutoCAD/Revit and PDF.

Our team is well-versed in delivering work that aligns with municipal priorities—balancing aesthetics, function, durability, and cost-efficiency. With our office located nearby at 1101 Quail Street, Newport Beach, CA, we are ideally positioned to provide timely, in-person support and to build a close working relationship with the City of Huntington Beach throughout the term of this contract.

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City of Huntington Beach
Request for Proposals for
On-Call Architectural
Design Services

METHODOLOGY



Methodology / Work Plan

Gillis + Panichapan Architects, Inc. (GPa) employs a client-centered, detail-oriented methodology to ensure projects are delivered efficiently, accurately, and in alignment with City objectives. Our process emphasizes clear communication, proactive project controls, multidisciplinary coordination, and responsiveness throughout every project phase. The following section outlines our implementation strategy, stakeholder engagement, quality assurance, and a representative work plan to support the City of Huntington Beach on an on-call basis.

1) Implementation Plan

Project Management Controls:

GPa assigns a dedicated project manager to oversee all aspects of each task order from initiation to closeout. This individual ensures scope, schedule, and budget alignment through milestone tracking, regular progress meetings, and clear delegation of responsibilities across all consultants and disciplines. Tools such as internal QA/QC checklists, cost control worksheets, and submittal logs support consistency and accountability throughout project delivery.

Stakeholder Communication and Engagement:

We will work closely with internal departments and external agencies by leading or participating in kickoff meetings, community outreach events, and progress workshops. Feedback loops are embedded into our process at critical design milestones (30%, 60%, 90%) to ensure community needs and agency requirements are fully captured and reflected. All input will be documented via meeting minutes, matrix tracking tools, and plan revisions.

Implementation Techniques and Strategy:

Our proactive approach minimizes surprises through early field investigations, jurisdictional coordination, and constructability review. We leverage our longstanding relationships with subconsultants—including DCSE Structural Engineers, Cummings Curley and Associates, Inc. and H2S Engineers Inc.—to deliver seamless, multi-disciplinary support. Our team is experienced in navigating permitting processes, meeting CEQA/environmental obligations, and coordinating with the Community Development Department for expedited approvals.

2) Client Satisfaction and Responsiveness to Scope of Work

Our top priority is delivering solutions that are practical, buildable, and community-responsive. We achieve this by:

- Developing site-specific design alternatives and recommending the most advantageous options based on technical, financial, and public factors.
- Incorporating sustainable, ADA-compliant, and cost-conscious design strategies from the outset.
- Maintaining flexibility for on-call needs—whether a project involves preparing full construction documents or supporting technical studies or entitlement processes.
- Proactively communicating with City staff to provide progress updates, decision-making support, and timely deliverables.
- Coordinating subconsultant input so that MEP, civil, landscape, and structural systems are aligned with architectural intent and municipal requirements.

3) Sample Approach to Project Schedule, Tasks, and Deliverables

Below is our representative Work Plan that outlines how we typically manage architectural design projects in alignment with the City's requested scope. This process is scalable based on project complexity and tailored for each task order.

Task 1: Inventory and Analysis

- Conduct comprehensive site visits to assess existing conditions and gather field data.
- Review City-provided documentation and relevant background materials.
- Develop accurate base plans reflecting current site and facility conditions.
- Identify accessibility barriers and compliance requirements.
- Deliver verified record drawings in AutoCAD and PDF formats for City review.

Task 2: Conceptual Design

- Develop conceptual design solutions tailored to project needs.
- Incorporate sustainability, accessibility, and functional efficiency into initial concepts.
- Provide visual exhibits, including renderings and material boards.
- Present concepts to City staff and incorporate feedback into refinements.

Task 3: Design Development

- Advance approved concepts into detailed design development plans.
- Coordinate with MEP and structural consultants for system integration.
- Develop floor plans, elevations, and sections, with cost estimates.
- Conduct milestone reviews (e.g., 30%, 60%, 90%) with City representatives.
- Deliver updated plans in digital and hardcopy formats.

Task 4: Construction Documentation

- Prepare construction drawings and specifications at 70% and 100% milestones.
- Ensure compliance with ADA standards, California Building Code, and other applicable regulations.
- Coordinate with permitting agencies and respond to plan check comments.
- Finalize construction documents for bidding and implementation.

Task 5: Bid and Construction Support

- Assist the City during the bidding process by responding to RFIs and providing clarifications.
- Support construction efforts by attending pre-construction meetings, reviewing submittals, and conducting site visits.
- Monitor construction progress to ensure alignment with design intent and project goals.
- Conduct substantial completion reviews, prepare punch lists, and oversee project closeout.
- Provide final as-built drawings in AutoCAD and PDF formats.

4) Roles and Responsibilities of City and Consultant

GPa will lead all architectural design, coordination, documentation, and construction support services. We anticipate needing the following assistance from City staff:

City's Role:

- Provide access to existing as-builts, survey data, or facility reports (if available).
- Assign a project manager or point of contact for each task order.
- Coordinate interdepartmental feedback and facilitate internal review meetings.
- Manage community engagement processes when applicable.

GPa's Role:

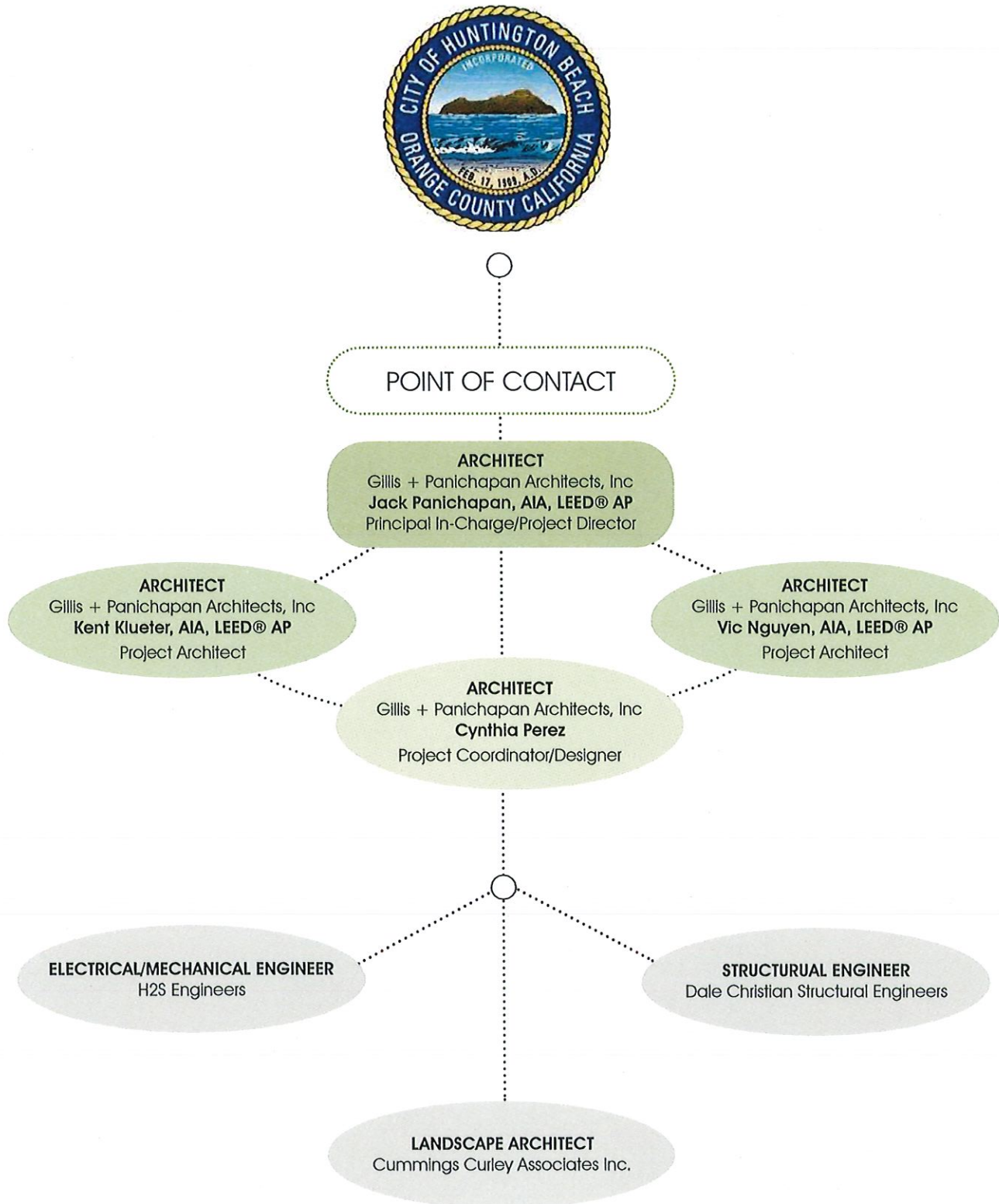
- Serve as project lead and point of coordination between City departments and all subconsultants.
- Prepare and submit all required deliverables, including drawings, specifications, and cost estimates.
- Manage subconsultant work and deliverables to ensure alignment with City goals.
- Conduct presentations and provide technical guidance as needed during design and construction.

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City of Huntington Beach
Request for Proposals for
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STAFFING







Experience:

- » Years of Experience: 30
- » Years with GPa: 20

Registration:

Professional Architect

- » CA, 29344
- » IL, 001-018109
- » LEED Accredited Professional
- » CA DSW Volunteer, #89402 Cal OES-Safety Assessment Program

Education:

- » M. Arch, 1997, Architecture, Iowa State University
- » B. Arch, 1996, Architecture, Iowa State University

Professional Affiliations:

- » American Institute of Architects
- » National Council of Architecture Registration Board

Jack Panichapan, AIA, NCARB, LEED® AP

CEO/Principal

BIOGRAPHY

Jack Panichapan has over thirty years of experience, ranging from interior design, brand new buildings, and the renovation of existing buildings to complete master planning of city campuses. He has extensive experience attested throughout his career with assembling the need's assessment, site survey, and ADA analysis in all types of civic and public facilities. This includes but isn't limited to: schools, municipal, water district, corporate yard, and health care facilities.

RELEVANT EXPERIENCE

• San Gabriel Corporate Yard Facility | San Gabriel, CA

Located on a 3.5-acre narrow sloping parcel of land bordering a wash on one side and homes on another, the new Maintenance Facility for the city of San Gabriel had programmatic challenges with vehicular circulation, and noise mitigation that GPa was able to resolve architecturally on a narrow, challenging site. The facility exhibits sustainable design features such as window shading strategies, recycled materials, and north-south fenestration orientation.

As the Lead Design Principal, Jack oversaw the programming development and schematic design through construction administrative efforts for the new facility.

• Water Replenishment District (WRD) ARC Advanced Water Treatment Facility | Pico Rivera, CA

The new 5-acre garden campus of Albert Robles Center (ARC), is a Water Treatment Facility that contains two main buildings among its variety of structures: A 45,000sf water treatment process building, and a 24,000sf Visitors Learning Center topped with a roof garden. The facility provides delivery of purified recycled water to replenish aquifers creating a sustainable water supply while serving as an immersive learning environment for the community. It provides a tribute to the San Gabriel River's presence and purpose in the region. This facility achieved LEED Platinum certification.

As the Lead Design Principal, Jack oversaw the schematic design and community outreach efforts through construction administrative efforts for the new facility.

• Westminster Corporate Yard and Police Training Facility | Westminster, CA

The existing facility built in the early 1960s, was overcrowded, inefficient, and no longer sufficient enough to implement the city's needs as a maintenance facility. GPa was deployed to update and expand the current facility. The new corporate yard has a canopy, fuel station, new administration building, and warehouse facilities. The renovation and other additional programs take place within the existing site of the city's current municipal facility along with an adjacent site the city has obtained for a police training facility with a Firing Range that GPa also designed. One of the challenges of this project was that the facility was required to be operational during the course of renovation. The new building has many notable sustainable features and reflect the scale of the surrounding residential neighborhood.

As the Lead Design Principal, Jack worked with the city for a phasing plan to relocate staff and keep it operational during the construction phase.

Vic Nguyen, AIA, LEED® AP

Design Director/Project Manager

BIOGRAPHY

Vic Nguyen has over twenty years of experience, ranging from development of complex mixed use, civic, and transportation-oriented projects, to highly detailed interiors of residential, retail, health care, and office environments. He has a wealth of experience working with cities and the community directly to attain consensus for project design and development.

RELEVANT EXPERIENCE**Experience:**

- » Years of Experience: 24
- » Years with GPa: 14

Registration:

- » Registered Architect CA, C-30250
- » LEED Accredited Professional

Education:

- » B. Arch. 2000 Architecture, University of Arizona

Professional Affiliations:

- » American Institute of Architects
- » National Council of Architecture Registration Board
- » USGBC Orange County

- **Ehlers Community Center | Buena Park, CA**

The existing 30,000 square foot facility is composed of a campus of Community Buildings, Senior Citizens' Center, and Banquet Facilities that is currently a major community gathering place. Built in the 1960s, the facility had a great deal of deterioration including dry rot along with deferred maintenance that was in need of updating. It also had issues of security and homeless accessing private courtyard areas of the facility. Many of the mid-century modern exposed wood details needed to be repaired and protected.

GPa was selected to provide a strategic design to enhance security while also giving the facility a restoration and architectural update. Details were developed to repair and prevent future dry rot and deterioration. As the Design Director, Vic lead the development of design schemes and renderings as a part of an interactive process to design the Facility with the City and the Community's input and collaboration while staying on a restrictive budget.

- **Orange County Public Works Administrative Office Renovation | Santa Ana, CA**

The project scope required consolidating 8 distinct County Departments with over 100 employees spread among various floors of a midrise building into a single 14,000sf floor that was continuously occupied during the process. We provided full space planning as well as architectural services. We also developed a phasing plan for the move. During the process, we found many opportunities for shared optimized spaces among the various departments leading to less space requirements than when the Departments were separated. By understanding specific function and layouts required specifically for each department, it helped to standardize work stations and offer an optimum work layout for everyone while utilizing space much more efficiently and effectively.

Vic was the Design Director and Project Architect in charge of the design, phasing, entitlements, construction documents, and construction administration for the project which also included move phasing for the stakeholders.

- **San Gabriel Corporate Yard Facility | San Gabriel, CA**

Located on a 3.5-acre narrow sloping parcel of land bordering a wash on one side and homes on another, the new Maintenance Facility for the city of San Gabriel had programmatic challenges with vehicular circulation, and noise mitigation that GPa was able to resolve architecturally on a narrow challenging site. The facility maximizes sustainable design features such as window shading strategies, recycled materials, and north-south fenestration orientation. As Design Director, Vic led the overall Master Planning and Design Guideline effort for City entitlements and future development opportunities.



Experience:

- » Years of Experience: 35
- » Years with GPA: 29

Registration:

- » Professional Architect CA, 25189
- » LEED Accredited Professional

Education:

- » B. Arch, 1990, Architecture, California Polytechnic State University, San Luis Obispo

Professional Affiliations:

- » American Institute of Architects
- » National Council of Architecture Registration Board

Kent Klueter, AIA, LEED® AP

Project Architect

ROLE IN THE PROJECT

Mr. Klueter is experienced in project coordination and management including developing working drawings, coordinating with engineering consultants, coordinating production of construction documents and building department, administration of the bidding process, ADA compliance, building code requirement, specification, and construction administration.

EXPERIENCE WITH THE REQUIREMENT AND TASKS

With 35 years of experiences, and 29 years with GPA, Mr. Klueter has been working with varies types of project, such as municipal, water district, police facility, corporate yard, pump station, maintenance facility, civic facilities and training center (dispatch centers and essential facilities).

RELEVANT EXPERIENCE

- **Mojave Water Agency** | Need Assessment, New Agency Headquarters Facility
- **Mojave Water Agency** | Need Assessment, Central Operation Facility
- **Moulton Niguel Water District** | Need Assessment on Administration Building
- **University of California, Irvine, Health** | On-Call A/E Services
- **Southern California Edison** | On-Call A/E Services
- **City of Long Beach** | On-Call A/E Services
- **Inland Empire Utilities Agency** | On-Call A/E Services
- **Water Replenishment District of Southern California** | Administration Needs Assessment and Tenant Improvement
- **City of Long Beach** | Municipal Urban Stormwater Treatment Facility
- **Southern California Edison** | GO-1 Tenant Improvement
- **Water Replenishment District of Southern California** | Administration Needs Assessment and Tenant Improvement
- **Water Replenishment District of Southern California** | Advanced Water Treatment Facility- GRIP
- **Bellflower Somerset Mutual Water Company** | Leahy Avenue Water Well Facility
- **City of Anaheim** | Linda Vista Reservoir and Pump Station
- **City of Riverside** | Pyrite Canyon Water Treatment Facility



Cynthia Perez

Project Coordinator/Designer

ROLE IN THE PROJECT

Ms. Perez works closely with the Project Architect and Principal with the coordination of team members. She handles product research, color/material for furniture selection, and 3-D renderings. In addition, she is also involved in coordinating construction administration, production of construction documents, and administration of the bidding process.

EXPERIENCE WITH THE REQUIREMENT AND TASKS

Ms. Perez has experience working through all project stage processes. Moreover, she worked on many types of projects, such as municipal, administration office, pump station, maintenance facility, firing range, training facility, and corporate yard.

RELEVANT EXPERIENCE

- **Mojave Water Agency** | Need Assessment, New Agency Headquarters Facility, and Central Operation Center
- **Marine Corporation Community Services** | Indoor Firing Range
- **Yorba Linda Water District** | New Administration Facility
- **Moulton Niguel Water District** | Need Assessment on Administration Building
- **City of San Gabriel** | Maintenance Facility Yard
- **City of Riverside** | Pyrite Canyon Water Treatment Facility
- **City of Westminster** | Corporate Yard, Maintenance Facilities, Police Department, and Boy and Girl Club
- **City of Fullerton** | Public Facility and CNG Station
- **City of Stanton** | Municipal Corporate Facility Yard
- **City of Barstow** | Needs Assessment & Conceptual Design for City Hall Campus
- **Palmdale Water District** | Master Plan & CMU Wall for District Headquarters Facility
- **Water Replenishment District of Southern California** | Administration Needs Assessment and Tenant Improvement, Long Beach, CA
- **University of California, Irvine, Health** | On-Call A/E Services
- **University of California, Irvine, Health** | Gottschalk Exterior Façade Renovation
- **City of Burbank** | Master Plan for Corporate Yard

Experience:

- » Years of Experience: 16
- » Years with GPA: 16

Education:

- » B. Arch., 2006, Architecture, University of California, Berkeley



Richard Suzuki, P.E., S.E.

Director of Engineering, Structural Engineer, DCSE

ROLE IN THE PROJECT.....

Director of Engineering (previously Staff Engineer then Senior Engineer) 1991 to present
DCSE Associates, Inc. – Structural Engineers

- Responsible for day-to-day supervision and management of 7 engineers, CAD operator
- Responsible for all phases of structural engineering (design, analysis, client meetings, submissions, contractor, etc.) for industrial/commercial buildings, civil infrastructure, retail buildings, police and fire stations, office buildings, and automobile dealerships.
- Responsible for job scheduling (including assignments to engineers), site visits, plan checks, quality control, client relationships, etc.

EXPERIENCE WITH THE REQUIREMENT AND TASKS.....

Mr. Suzuki is experienced in all phases of structural engineering and design analysis for different types of structures including mixed-use multi story facilities, retail buildings, tilt-up industrial buildings, restaurants, police and fire stations, steel office building, and subterranean parking structures. He is involved with the projects from the conceptual design phase all the way through the construction phase. He also performs site visits during construction as well as the review of various structural submittals.

RELEVANT EXPERIENCE.....

- **Municipal Maintenance Yard Complex, City of San Gabriel** | New administration, vehicle repair garage, storage buildings, in team with Gillis-Panichapan Architects
- **Municipal Maintenance Yard Complex, City of Stanton** | New administration, vehicle repair garage, storage buildings, in team with Gillis-Panichapan Architects
- **Yorba Linda Water District, Yorba Linda, CA** | New administration building, approx. 20,000 sq. ft., in team with Gillis-Panichapan Architects
- **Mojave Water Agency** | New Agency Headquarters Facility–LEED Gold
- **Water Replenishment District of Southern California** | Administration Needs Assessment and Tenant Improvement
- **South Coast Water District** | Operations Center Facility
- **Yorba Linda Water District** | New Administration Facility
- **Bridgepark Plaza** | Wood Framed Retail, Ladera Ranch, CA
- **City of Santa Ana** | Santa Ana, California (Multiple projects including Fire Station and Community Center Remodel)

Experience:

- » Years of Experience: 33

Registration:

- » 2006, Structural Engineering Certification, CA, S4971
- » 1992, Registered Professional Engineer CA, CE-49775

Education:

- » B.S. Civil Engineering, May, 1987
University of California, Irvine
- » M.S. Structural Engineering, December 2004 Irvine
Institute of Technology

References:

- » Timothy Bundy
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1120 Bristol St. #120
Costa Mesa, CA 92626
(714)850-7575
tbundy@
bundyfinkelarchitects.
com
- » Brandon Waernli
KTGY
17911 Von Karman
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Suite 200 Irvine, CA
92614
(949)797-8366
bwaernli@ktgy.com
- » Alex Catala
DLR Group
700 Soth Flower St.
22nd Floor Los Angeles,
CA 90017
(213)373-6935
acatala@dlrgroup.
com

**Hiten Sheth P.E., LEED® AP**

Principal Mechanical Engineer, H2S Engineers Inc.

ROLE IN THE PROJECT

As the Principal/Mechanical Engineer, he is committed to managing projects as MEP leader with hands on design work, in-house quality control and coordination between various trades to ensure accuracy in the delivery of every project personally for every client.

EXPERIENCE WITH THE REQUIREMENT AND TASKS

Hiten Sheth is a seasoned mechanical engineer and the Founder and President of H2S Engineers. With over 20 years of experience in mechanical engineering for the construction industry, he has built a reputation for excellence, predominantly serving the Southern California and Nevada regions.

Hiten's core expertise lies in HVAC system design and engineering. Over his career, he has designed HVAC systems for more than 600 projects, ranging from simple packaged systems to complex central plants and steam system retrofits. His portfolio includes collaborations with prominent clients such as UCLA, UCI, LAUSD, Dignity Health, and various counties, where he has developed infrastructure designs for both new and remodeled HVAC systems.

His approach emphasizes sustainable upgrades to existing building systems, resulting in long-lasting designs with reduced maintenance and energy costs. He also has significant experience in value engineering and retrofitting HVAC systems for buildings of all sizes. Beyond HVAC, Hiten oversees plumbing design, medical gas design, and specialty plumbing systems, including compressed air, vacuum, fuel oil, and lab waste systems.

Since founding H2S Engineers in 2013, Hiten has played a pivotal role in developing the company's robust engineering capabilities and delivering high-quality solutions. His leadership has driven sustainable growth and client retention, ensuring repeat business through excellence in service and design.

RELEVANT EXPERIENCE

- **Terminal HVAC design for** | Sky Harbor International, LAX and JWA.
- **Classrooms, Labs, Libraries, HVAC retrofits and offices for** | UCLA Westwood campus buildings, UCI, WCU (West Coast University), ACC (American Career College).
- **City Hall, Admin Buildings, Indoor Activity Centers and Sport Centers, and Community Center Remodels for** | City of Irvine, City of Redondo Beach, City of Irvine, City of Temecula, City of Moreno Valley, Los Angeles County, City of Paris, City of Yucca Valley, City of San Marino, Eastern Municipal Water District (EMWD), Inland Empire Utility Agency (IEUA), City of Buttonwillow, East Orange County Water District (EOCWD)
- **Fire Station Remodel for** | Orange County, City of Temecula, City of Fullerton.

Experience:

- » Years of Experience: 20

Registration:

- » Professional Engineer CA, M35789
- » LEED Accredited Professional

Education:

- » M.S. Mechanical Engineering, University of Bridgeport (CT), 2006
- » B.E. Mechanical Engineering, Sardar Patel University (India), 2002

Professional Affiliations:

- » ASHRAE Associate Member since 2006



Robert L. Curley

Principal Landscape Architect, CCA Inc.

ROLE IN THE PROJECT.....

Cummings Curley and Associates, Inc. was organized to provide professional services in landscape architecture and land planning. Their approach employs involvement from basic project analysis, design concept and comprehensive preparation to observation of final construction. This method of design implementation enables us to provide design services to our clients on a variety of unique and challenging assignments.

Cummings Curley and Associates Inc. was established in 1970 and has completed a wide variety of impressive residential and ranch estate projects across fourteen states, Mexico and Brazil as well as commercial, residential development and recreational projects. They have extensive experience in design, cost estimation and preparation of working drawings for all phases of landscape development including construction plans and details, grading and drainage plans, planting plans and lighting plans.

Cummings Curley and Associates Inc. is insured and fully licensed in California, Arizona and Nevada. The firm provides personal principal participation on each project from preliminary design through construction observation. They have served as consultant to architectural and engineering firms in plan coordination and contract administration.

EXPERIENCE WITH THE REQUIREMENT AND TASKS

Extensive experience in design, cost estimating, and preparation of working drawings for all phases of landscape architectural construction including entitlement packages, construction plans and details, site grading and drainage plans, site irrigation, specifications and lighting plans. Experience participating in city hearings, presentations to city councils, workshops with neighborhood interest groups and serving as a Design Review Commissioner and Chair. Projects include developments ranging in size from half acre residential projects to 150 acre commercial and government developments to 200+ acre recreational projects. Consultant to architects, engineering firms and public agencies in plan coordination and preparation, installation observation and contract administration. Principal of Cummings Curley and Associates for thirty-two years. Robert is currently managing projects in California, Texas, Utah, Washington, Missouri, Ohio and Arizona.

Experience:

- » Years of Experience: 30

Registration:

- » Licensed Landscape Architect -
CA 3583
AZ 30100
NV 578
UT 377204
CO 1159
WA 1069
OR 11120
OH 2201613
MO 2022036503
TX 3337

Education:

- » Bachelor of Science, Landscape Architecture
California State Polytechnic University, Pomona

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QUALIFICATIONS



COMPANY BACKGROUND

Our work encompasses a large range and scale of project types and project diversity. Beyond entire building and campus designs from ground up, we also carry expertise on renovation and retrofits of existing buildings. Our portfolio includes projects for the University of California, Irvine, the City of Long Beach, Southern California Edison (SCE), and Orange County Public Works.

Our office provides full service and encompasses both Architecture and Interior Design. In each and every project, we are involved in space planning and furniture procurement. We can be involved from early stages of programming all the way to the move-in coordination up to opening day. Within the project process even in early stages, we hold interactive workshops showcasing progress to help our clients obtain a clear sense of the direction development of the design is going, at every step.

GPa's PHILOSOPHY

We have completed a large breadth and variety of projects for Public Agencies all over California, with each one being uniquely different based on the respective needs of the client and regional context. Even though building and project types may be similar, each project is distinctly unique to our Clients. We believe the foundation for the project starts with the goals and visions of our Client.

We guide our Clients into making small decisions at a "step by step" basis with a number of simple strategic questions that can move a project forward rather than overwhelm. Our strategy of collaboration can provide an overall sense of ownership and pride for our Clients in the direction and outcome of a project. The Client's involvement at every step of the process allows an open door to communication and flexibility while the direction and goals of the overall project are kept under control and the budget kept in check.

Jack Panichapan leads an architecture studio composed of an experienced team of professional architects and interior designers. Jack is directly hands-on, working one-on-one with the Client throughout every stage of the project from the start of the needs assessment stage to move-in day.

MANAGING PROJECT DESIGN SERVICE

During the process of documentation, organized workshops will be provided to share our findings and the project's development coordinating with the Client's team. The project progress will be presented for input and guidance for iterative refinements. These workshops would involve meetings with the Client staff to discuss design ideas and operational needs, and it will be a chance to showcase progress and gauge reaction. Through these interactive meetings we would have drawings, exhibits, and renderings are used optimally and effectively to communicate ideas and bring the Client's vision to life, be it conceptual, entitlement, or construction stages.

BUDGET MANAGEMENT

Our team has worked on a comprehensive range of Public Works projects throughout California and is accustomed with fluctuations and impacts on costs that influence the construction of Public Works facilities, in particular.

As the project develops, our team can provide and update detailed cost estimates for the project. Knowing the cost estimates early allows us to make necessary adjustments to bring the project under budget with minor concessions. We use in-house as well as professional cost estimating services to effectively control the project cost during design. More importantly, all major project decisions are evaluated in terms of cost impact on the project. We inform our Clients of the cost impact on the project to assist with the decision-making process.

During the course of the project design, we will have scheduled opportunities to present our client with a statement of probable cost based on the current stage as a way to keep budget in check. Each stage of design will be accompanied by a general cost statement to keep the city knowledgeable every step of the way on the general cost of the noted improvements.

GPa FIRM DESCRIPTION

Gillis + Panichapan Architects, Inc. (GPa) is a full-service Architecture, Planning, and Interior Design Firm that has been in practice for well over 30 years. We are locally based in Newport Beach. Our firm has distinguished itself by providing excellence in architecture, space programming, master planning, and interior design services. With extensive architectural experience in civic and public work, our knowledge encompasses public facilities ranging from municipal offices, community centers, city maintenance facilities, fire and police facilities, educational facilities, and more.

Our portfolio encompasses a large range and scale of project types in a diversity of public and civic building categories. Beyond ground up building and campus master planning, we carry expertise on renovation and retrofits of existing buildings. We have successfully completed and are currently completing new buildings as well as renovations for projects throughout California.

We believe sustainability is a major cornerstone of our practice. We commit to sustainable practices in every project whether or not a project seeks formal sustainable certification. Every architect here at GPa is LEED accredited and well qualified to guide project towards practical sustainable design solutions or formal LEED certification. We have achieved LEED certification up to the Platinum level in a number of our projects. Considering cost and schedule, we endeavor to maximize sustainable features within the project. Our design philosophy encourages passive building conditioning strategies that are a reflection of local climate, site orientation, and environment. We trust that sustainability is an optimal approach for cost savings, lower long-term maintenance, and minimizes impact on the site, and the environment overall.

While creating a more sustainable built environment, our core values are based on connection to community and by making a difference with enhancing the places people work and visit. We have the experience and expertise for municipal and civic design, and planning to exceed objectives in a timely and cost-effective manner. It would be an honor to work with the City, which exemplifies our commitment to sustainability with a healthy balanced lifestyle seamlessly connected with the outdoors.

CERTIFICATIONS

- Disadvantaged Business Enterprise (DBE), California Unified Certification Program
- Small Business Enterprise (SBE), DGS California Department of General Services
- Minority Business Entity (MBE), The Supplier Clearinghouse

SERVICES

INTERIOR DESIGN, INCLUDING SELECTION AND/OR DESIGN OF FURNITURE, FIXTURES AND EQUIPMENT

GPa can provide design and/or recommend selection of furniture, fixture and equipment. We have extensive experience and expertise in office planning and interior design and can provide these services. We foresee the coordination of workstations, and general equipment and furniture that correlate to interior design.

- Furniture Evaluation, Selection and Implementation
- Define selection criteria and guideline specifications
- Define panel, electrical and component requirements
- Develop Detailed Office and Workstation Plans
- Oversee Development of Final Furniture Shop Drawings
- Oversee the Final Purchase Order Requirement
- Prepare Furniture Installation Punch List

MOVE MANAGEMENT SERVICES

Our team has a lot of experience in regards to move management services. Many of our projects involve construction during occupancy where we have assisted the client temporarily relocate from one area to another.

SERVICES

PROGRAMMING & REVIEW OF PREVIOUSLY DEVELOPED ARCHITECTURAL PROGRAMS

We help the client to review and assess previous studies of their existing facilities and develop a solid program that initiates the physical building design process.

SITE ANALYSIS AND FEASIBILITY STUDIES

Our site studies regard the community, codes, zoning, ease of circulation, department infrastructure, urban infrastructure, and transportation. They are often aligned with maximizing passive sustainable strategies. Our in-depth site analysis regards the community context, codes, zoning, ease of circulation, department infrastructure, urban infrastructure and transportation, and are often aligned with maximizing passive sustainable strategies for Urban Design and Master Planning.

SPACE PLANNING

Stemming from our expertise and experience with office planning, we would develop design schemes for workstation layouts needed for optimal function of the client within a given space.

CONCEPTUAL/SCHEMATIC STUDIES

We work closely with the client developing ideas and the program to ensure that the design from beginning to end is an expression of the client's needs and budget while having the design enhance connectivity within the surrounding community.

3-D MODELING AND RENDERING SERVICES

We render buildings and spaces to convey to our clients the surrounding community through vivid 3-dimensional characteristics of the proposed design from schematic design to design development.

SCHEMATIC DESIGN; NEW LAYOUT, EXISTING PLANS, RENOVATION AND RESTORATION PLANS, AND DEMOLITION PLANS

We work closely with the City developing ideas and the program to ensure that the design from beginning to end is an expression of the client's needs and budget while having the design enhance function and safety of the facility while maintaining connectivity within the surrounding community.

DESIGN DEVELOPMENT OF FACILITIES AND PARKS, INCLUDING ELECTRICAL, PLUMBING, HEATING AND AIR CONDITIONING (HVAC) PLANS

Above and Beyond working to develop Mechanical, Electrical and Plumbing systems for Facilities and Parks, we work with many additional disciplines as well including Structural Engineering, Landscape Architects and Civil Engineer.

PROJECT ADMINISTRATION & MANAGEMENT SERVICES

We have a wealth of experience in orchestrating consultants and the team to ensure integrity remains in the function and intent of design throughout the process.

ENTITLEMENT PROCESSING

We have experience with CEQA and California Coastal Commission procedures, as well as local city planning and plan check procedures throughout California. In every step of the way we are there to communicate solutions to community sensitivities and facilitate an expedient entitlement.

SERVICES

SITE DEVELOPMENT PLANNING

Our experience ranges from designing master plans for complex city yard facilities, campuses for water districts, to smaller urban infill projects and projects that involve challenging topological conditions.

HISTORIC PRESERVATION PLANNING, REVIEW, AND DESIGN

Restoring historic city buildings (including the Irving Gill designed Oceanside City Hall), members on our team have had a rich experience with work on renovation of sensitive historical landmark buildings, and working with historical landmarks preservation committees.

ADA COMPLIANCE REVIEW PLANNING AND RETROFITS

Many of our projects have involved older existing buildings often with tight and complex conditions in which we resolve and retrofit for ADA compliance.

SCHEDULE DEVELOPING

We have a wealth of experience scheduling and phasing projects for design and construction, including for existing facilities, many which allow for continuous occupancy during construction.

CONSTRUCTION DOCUMENT DEVELOPMENT, SPECIFICATION WRITING

Our office provides precise construction document work, often leading to minimal change orders resulting in projects that have a high likelihood of on time and on budget.

COST ESTIMATING SERVICES

We can provide the client with good conceptual cost estimates based on our experience and history with working on a large range and variety of municipal project types. For in-depth cost analysis during design development, we work with an experienced team of cost estimators that can give specific construction costs to help us meet the budget during design.

CONSTRUCTION MANAGEMENT INCLUDING INSPECTIONS

We work closely with Griffin Structures- A construction management company that has decades of experience in the construction of Civic projects. We also have an abundant experience in orchestrating consultants and the team to ensure integrity remains in the function and intent of design throughout the process.

CONTRACT BIDDING AND/OR NEGOTIATIONS SERVICES, I.E. CHANGE ORDERS, ETC.

During construction, there could be added value in spotting solutions that can improve the building and save costs which results in change orders during construction. We would be there to rectify the situation and clarify this with the client and the team to ensure the project remains on schedule and on budget.

CONSTRUCTION CONTRACT ADMINISTRATION

In order to ensure quality, we recommend being retained for construction administration. We are there to verify that the building meets the design intent, quality, as well as code and energy issues as depicted on the construction documents.

DESIGN QUALITY CONTROL

Regardless of whether the drawings pertain to retrofits or ground up new facilities, GPa will work very closely with the City and its stakeholders to define and understand how to meet the City's objectives. This includes selecting the appropriate team members for the design, using resources effectively, preparing a design schedule with clear and feasible milestones and deadlines, and offering a fair and competitive design budget. GPa proposes the following design quality control approach to achieve these objectives.

Our design quality control processes include:

1. Design Criteria and Programming Validation – GPa, with significant input from the City, will develop clear parameters for what City space needs are and minimum criteria for City's operational functionality and aesthetic preferences (e.g. space needs, departmental adjacencies, minimum square footages as needed, IT, security, sustainability, broader architecture context or civic design standards, etc). GPa will develop the criteria prior to completion of the Schematic Design documents and track and communicate changes through the design phase. GPa recommends scheduling interactive design workshops with the City early in the Conceptual Design development process to discuss design ideas and operational needs and solicit real-time feedback. Drawings, exhibits, reference designs, and renderings are used optimally and effectively to communicate ideas.

2. Design Reviews with City – GPa will prepare Design Control Documents during the design phase for the City and other relevant stakeholders to review for both conformance to the Design Criteria as well as to promote dialogue and input on the design at critical design milestones. Comments from all stakeholders will be collected in a standardized comment form and review periods will have fixed deadlines to meet the proposed schedule. At a minimum, Design Reviews will take place at Conceptual Design (CD), Schematic Design (SD), 65% Construction Documents and 95% Construction Documents design milestones. It is expected that the CD and SD sets will be complete prior to release of the Design-Builder RFQ such that critical Design Criteria are set prior to engaging the Design-Builder community.

3. Design Review Comment Resolution – GPa will compile all stakeholder comments to the Design Control Documents in a Design Management Log. The log will identify which party initiated each comment and require the same party to agree to close the comment when it has been addressed. Following completion of each Design Review period, GPa will meet with the City and other review stakeholders to page-turn through the comments and ensure that GPa clearly understands the intent of each comment or request. Where possible, comments will be resolved in real-time during the meeting. The then-current Design Management Log will be submitted with each set of Design Control Documents to track the progress and close-out of design comments. Note that it is common for many comments from the CD and SD Design Reviews to be deferred to a future Design Review as many aspects of the design are detailed and evidenced during the construction documents phase.

4. Internal QA/QC – In between the formal review packages, GPa will perform internal reviews on the design development so as to track and/or correct variances to the Design Criteria and coordinate design output among the various design disciplines. This is accomplished by electronic file sharing, face-to-face coordination meetings, and in-house QC reviews prior to submitting each Design Control Document set. GPa also has BIM software to effectively highlight items of needed coordination and refinement.

5. Design Deviations – There may be deviations to the Design Criteria that arise throughout the design phase, whether due to comments initiated by the City during the Design Reviews or due to internal design coordination and progression. GPa will track such deviations on the Design Management Log to flag them for review and acceptance by City, and other relevant stakeholders. It is imperative for all parties to provide timely feedback and approval to maintain the design schedule.

6. Submittal Reviews – We would perform shop drawing and other contractor submittal reviews to confirm compliance to the Design Control Documents and Design Criteria during construction.

UCI HEALTH

Schematic Design/Orange, CA

This was a phased renovation of Chapman Pavilion, spanning the 7th, 6th, 3rd, and 2nd floors, was driven by the critical need for lease relocation due to the expiration of leases at city tower. Each floor encompassed approximately 20,000 sf. This comprehensive build out project supported the transition of various departments into newly designed spaces across multiple floors. Each floor's design is tailored to meet the specific needs of its occupants while maintaining a cohesive approach to functionality and efficiency. The renovations include

the creation of new restrooms, shared and private office spaces, conference rooms, break area and enhanced HVAC infrastructure to ensure a modern and sustainable working environment.

The 2nd floor renovation at Chapman Pavilion involves the design and build out of office spaces tailored for medical staff, admin, pediatrics, GME, marketing, patient experience, and clinical affairs departments.

COMPLETION DATE:

2023

PROJECT SIZE:

20,000 sf EACH FLOOR

CLIENT REFERENCE:

ELLEN KHOUDARI

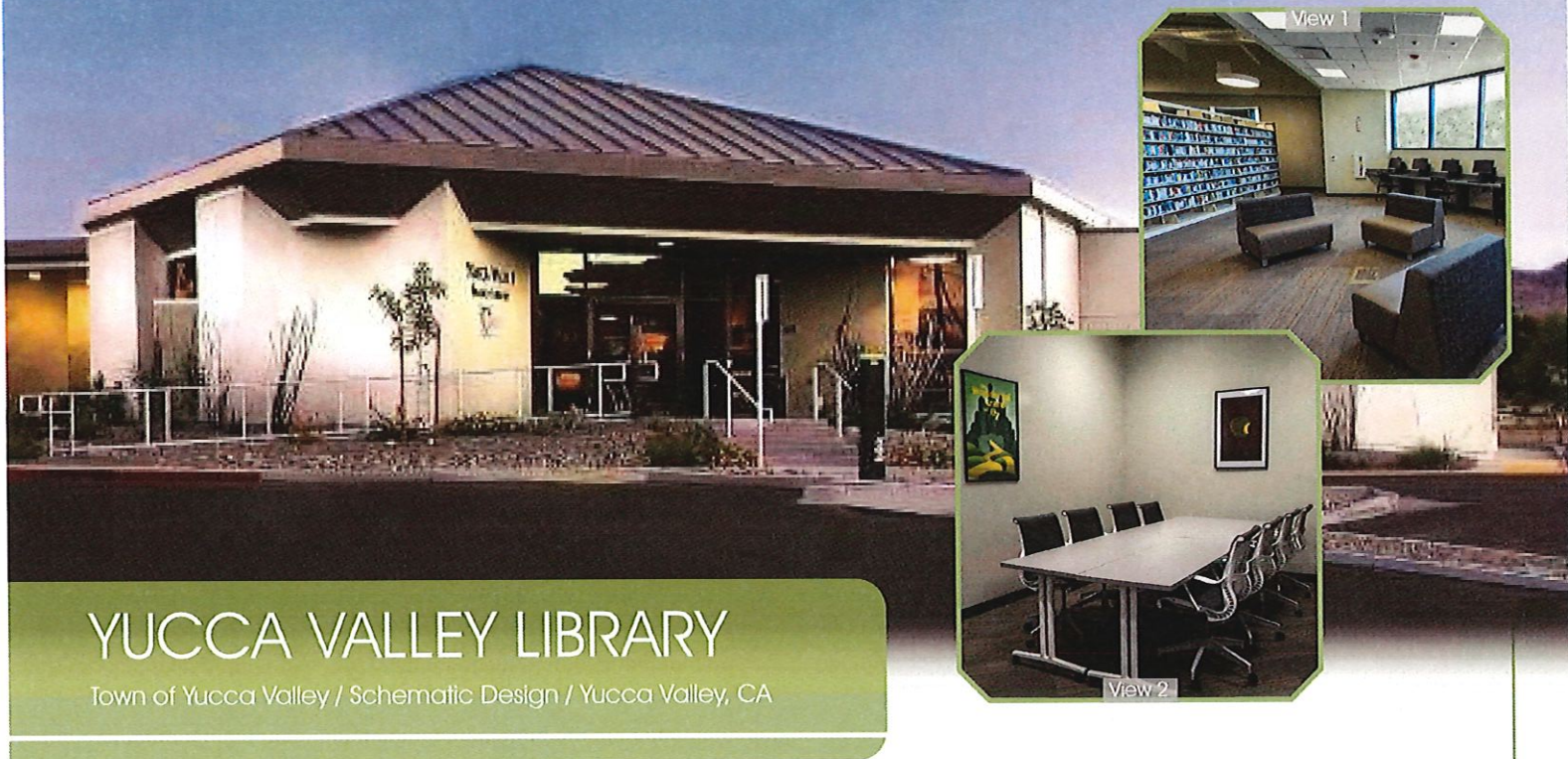
UCI Health Project Manager
Planning Administration
(949)374-8446
ekhoudari@uci.edu

KEY PERSONNEL:

JACK PANICHAPAN – Mr. Panichapan acted as the Principal in Charge and was responsible for the design of this project for the exterior and interior including furnishing.

VIC NGUYEN – Mr. Nguyen was the Project Architect and was in charge of the PDR, design, rendering, entitlements, construction documents and construction administration for the project which also included coordinating documents between all the disciplines.





COMPLETION DATE:

2020

PROJECT SIZE:

7,140 sf

CLIENT REFERENCE:

SHANE R. STUECKLE

Deputy Town Manager
Town of Yucca Valley
(760) 369-1265 ext. 305
sstueckle@yucca-valley.org

KEY PERSONNEL:

The Town of Yucca Valley was required to re-assess and revise organizational and infrastructural changes to its master plan study, as the last needs assessment was completed approximately ten years ago.

GPa had proposed a plan and developed a report determining a compatible new program to occupy the infrastructure of the existing mid-20th century bank facility located at 57271 Twenty-nine Palms Highway, Yucca Valley, CA.

The report provided programming and architectural/ engineering assessments of the existing building.

GPa presented three separate schemes: a community library, a combination of a hi-desert museum along with a California welcome center, and a hi-desert museum.

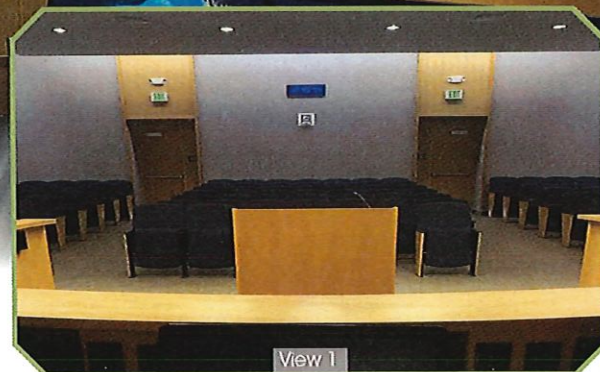
The community library program was determined as the most optimal fit. A conceptual plan of renovations of the bank were developed to depict its library use as one of three schemes. GPa then proceeded with schematic design through construction administration for the Architectural and Engineering for the renovation of the former Bank Building to the County Library.

JACK PANICHAPAN – Mr. Panichapan acted as the Principal in Charge and was responsible for the design of this project for the exterior and interior including furnishing.

KENT KLUETER – Mr. Klueter was the Project Architect and was in charge of the construction documents and construction administration for the project which also included coordinating documents between all disciplines.

REDONDO BEACH CITY COUNCIL CHAMBERS

City of Redondo Beach / Schematic Design / Redondo Beach, CA



TOTAL COST OF COMPLETED PROJECT:

\$610K

COMPLETION DATE:

2020

PROJECT SIZE:

2,900 sf

CLIENT REFERENCE:

ANDREW WINJE

Engineering Services Division
(310) 318-0661 x 2431
andrew.winje@redondo.org

KEY PERSONNEL:

Built in the 1960s, the pre-existing facility composed of the city council chambers, lobby, and restroom area, which needed a significant amount of work to meet current ADA/ accessible requirements. This was achieved through modifying the floor, ramps, stairs, doors, seating, and toilet rooms for improved accessibility.

GPa completed the conceptual design stage, providing the City of Redondo Beach with a CASp Report, conceptual design, and statement of probable cost for review and approval.

The next steps involved taking the established conceptual design scheme into further design development to the Construction Document through Construction Administration services.

GPa provided a strategic design to meet ADA / accessible requirements, alongside an overall aesthetic architectural update. We provided design schemes and renderings as a part of an interactive process with the City's input and collaboration, while staying on a restrictive budget as noted on our original PDR early in the project development.

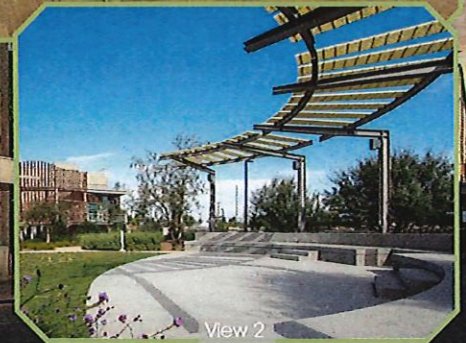
JACK PANICHAPAN – Mr. Panichapan acted as the Principal in Charge and was responsible for the design of this project for the exterior and interior including furnishing.

VIC NGUYEN – Mr. Nguyen was the Project Architect and was in charge of the PDR, design, rendering, entitlements, construction documents and construction administration for the project which also included coordinating documents between all the disciplines.



WRD - GRIP ADVANCEMENT TREATMENT

Water Replenishment District / Schematic Design / Pico Rivera, CA



WRD is developing an advanced reclaimed water treatment campus (\$100 million construction cost) that includes an approximately 45,000 sf treatment plant process building and an approx. 24,150 sf two story Administration and Visitors Building. During the course of development, GPa developed the general architectural aesthetic of the buildings and site landscape concepts and theme through several phases of public outreach input with the surrounding community. The goal was to have a building and a campus that facilitated a welcome connection to the community.

The design was developed through stages of Design-Build with an architectural philosophy which is consistent with the theme and character that has been established by WRD in terms of outdoor connections, views, and transparency. We worked interactively with WRD in order to ensure that the implementation of the final design aligns with the established budget, needs, and goals for the architecture of new facility. Throughout the development of the project this can be implemented with workshops. This project achieved USGB LEED Platinum in 2020.

COMPLETION DATE:

2019

PROJECT SIZE:

69,150 sf

CLIENT REFERENCE:

STEVE TEDESCO

Senior Vice President
Tetra Tech
(949) 809-5153
steve.tedesco@
tetrattech.com

KEY PERSONNEL:

JACK PANICHAPAN – Mr. Panichapan acted as the Principal in Charge and was responsible for the design of this project for the exterior and interior including furnishing.

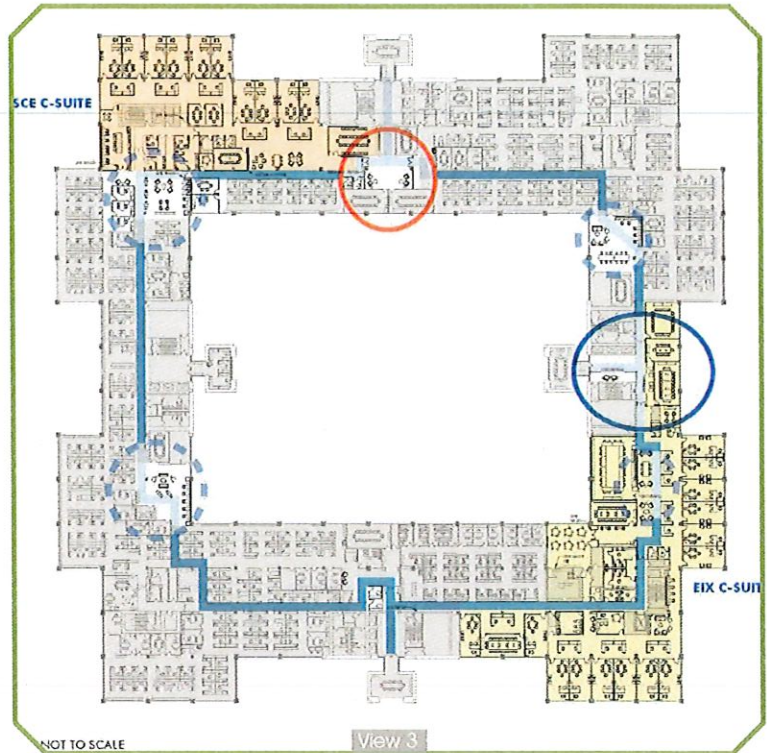
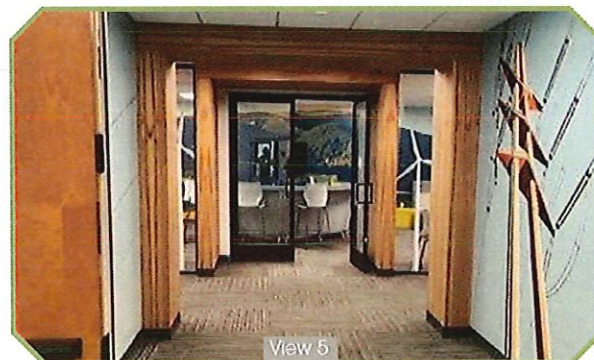
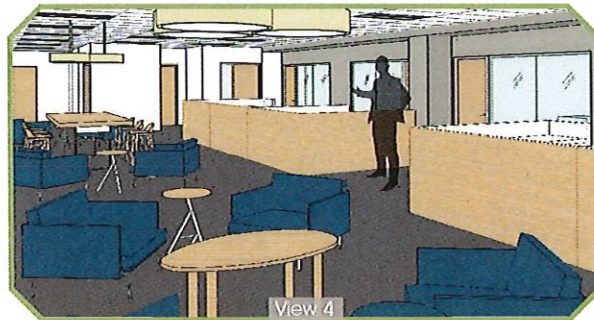
KENT KLUETER – Mr. Klueter was the Project Architect and was in charge of the construction documents and construction administration for the project which also included coordinating documents between all disciplines.



Request for Statement of Qualifications for On-Call Architectural Design Services

www.gparchitects.org

SOUTHERN CALIFORNIA EDISON / OFFICE



SCE HEADQUARTERS

SCE / Retrofit & Renovation / Rosemead, CA

This project involves the seismic retrofit and interior renovation of the five-story 700,000 sf executive headquarters for Southern California Edison (SCE) called GO-1. The project scope involves space planning and interior design for a complete refresh of their corporate offices. This project is being done through phases floor by floor, with the last phase being the 4th floor executive office suite.

General Scope of GO-1 renovation:

- Remove and replace existing ceiling.
- Remove and replace lighting and controls
- Remove and replace HVAC ductwork, registers, diffusers and VAV's back to main duct and install new ductwork, registers, diffusers and VAV's.
- Remove and replace systems furniture with SCE standard. (Space Planning)
- Interior Design for Cafe Central and Executive Offices
- Design of Collaboration Spaces

COMPLETION DATE:

UNDER CONSTRUCTION

PROJECT SIZE:

700,000 sf

CLIENT REFERENCE:

MARTHA MACPHERSON

Project Manager

(626) 676-4100

martha.macpherson@SCE.



Request for Statement of Qualifications for On-Call Architectural Design Services

www.gparchitects.org

EXHIBIT "B"

Payment Schedule (Hourly Payment)

A. Hourly Rate

CONSULTANT'S fees for such services shall be based upon the following hourly rate and cost schedule:

SEE ATTACHED EXHIBIT B

B. Travel Charges for time during travel are not reimbursable.

C. Billing

1. All billing shall be done monthly in fifteen (15) minute increments and matched to an appropriate breakdown of the time that was taken to perform that work and who performed it.
2. Each month's bill should include a total to date. That total should provide, at a glance, the total fees and costs incurred to date for the project.
3. A copy of memoranda, letters, reports, calculations and other documentation prepared by CONSULTANT may be required to be submitted to CITY to demonstrate progress toward completion of tasks. In the event CITY rejects or has comments on any such product, CITY shall identify specific requirements for satisfactory completion.
4. CONSULTANT shall submit to CITY an invoice for each monthly payment due. Such invoice shall:
 - A) Reference this Agreement;
 - B) Describe the services performed;
 - C) Show the total amount of the payment due;
 - D) Include a certification by a principal member of CONSULTANT's firm that the work has been performed in accordance with the provisions of this Agreement; and
 - E) For all payments include an estimate of the percentage of work completed.

Upon submission of any such invoice, if CITY is satisfied that CONSULTANT is making satisfactory progress toward completion of tasks in accordance with this Agreement, CITY shall approve the invoice, in which event payment shall be made within thirty (30) days of receipt of the invoice by CITY. Such approval shall not be unreasonably withheld. If CITY does not approve an invoice, CITY shall notify CONSULTANT in writing of the reasons for non-approval and the schedule of performance set forth in **Exhibit "A"** may at the option of CITY be suspended until the parties agree that past performance by CONSULTANT is in, or has been brought into compliance, or until this Agreement has expired or is terminated as provided herein.

5. Any billings for extra work or additional services authorized in advance and in writing by CITY shall be invoiced separately to CITY. Such invoice shall contain all of the information required above, and in addition shall list the hours expended and hourly rate charged for such time. Such invoices shall be approved by CITY if the work performed is in accordance with the extra work or additional services requested, and if CITY is satisfied that the statement of hours worked and costs incurred is accurate. Such approval shall not be unreasonably withheld. Any dispute between the parties concerning payment of such an invoice shall be treated as separate and apart from the ongoing performance of the remainder of this Agreement.

EXHIBIT B



architecture • interior • planning

Gillis + Panichapan Architects, Incorporated

1101 Quail Street Newport Beach, California 92660

Tel. 714-668-4260

www.gparchitects.org

We propose to furnish the services based on the hourly billing rates listed below for the services associated with this project. Often, we propose an "hourly not to exceed" contract at the beginning of our process. Below is a schedule of hourly billing rates.

We tailor our scope and subsequent fee proposals to accommodate the scope of work realizing that there is latitude in both parameters to be discussed during the contract negotiation. These rates we propose will be valid for the contract duration.

SCHEDULE OF HOURLY BILLING RATES

Principal	210
Project Director	185
Project Architect	165
Job Captain	115
Designer/ CAD Tech	100
Clerical	80

CONSULTANTS

When additional consultants are needed, we will be the primary point of contact and the team leader. Our contract will include and convey all consultant fees and contracts as a subcategory of our fee and services. Consultant fees will be charged with an additional 15% management and coordination fee.

STRUCTURAL ENGINEER SCHEDULE OF HOURLY BILLING RATES

Principal	250
Sr. Engineer V.P.	200
Sr. Assoc. Engineer	185
Project Engineer	165
Draft person	105
Clerical	95

MEP ENGINEER SCHEDULE OF HOURLY BILLING RATES

Principal Engineer	225
Project Engineer	200
Sr. Mechanical Engineer	195
Sr. Electrical Engineer	195
Sr. Plumbing Engineer	185
Mechanical Designer	150
Electrical Designer	150
Draft Person	100
BIM/CAD Tech	150
Admin	120
Secretary	80

LANDSCAPE ARCHITECT SCHEDULE OF HOURLY BILLING RATES

Principal	185
Project Landscape Architect	200
CAD Operator/ Tech	95
Clerical	75

REIMBURSABLES

In our contract we often have a reimbursable allowance. This reimbursable allowance covers fees beyond general B&W printing fees on standard ledger or tabloid size paper. Government fees, delivery costs (such as United Parcel Service charges), and the costs of special sized prints/ reproductions are not included in our fee. These items are "reimbursable" items and will be shown separately on our invoice.

MILEAGE

GPa bases our standard mileage rates for the use of a vehicle such as a car, van SUV or pickup will be: 67 cents per mile for business miles based on State of California Employers Association 2024 and the IRS standard rates Mileage Reimbursement Rates Effective January 1, 2025.



GILL&PA-01

MCCOWANA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0E67768 IOA Insurance Services 3636 Nobel Drive Suite 410 San Diego, CA 92122	CONTACT NAME: Lea Coleman PHONE (A/C, No, Ext): (619) 400-1996 E-MAIL ADDRESS: lea.coleman@ioausa.com FAX (A/C, No):	
INSURED Gillis & Panichapan Architects, Incorporated 1101 Quail Street Newport Beach, CA 92660	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: RLI Insurance Company	13056
	INSURER B: Hudson Insurance Company	25054
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Cont liab/Sev Int GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	PSB0001119	9/1/2024	11/8/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Ded \$ 0
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY Comp.: \$1,000 Coll.: \$1,000	X	X	PSA0001116	9/1/2024	11/8/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			PSE0001038	9/1/2024	11/8/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	PSW0001177	9/1/2024	11/8/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Prof Liab/Cls Made			PRB0619119734	11/8/2024	11/8/2025	Per Claim 2,000,000
B	Ded.: \$5k Per Claim			PRB0619119734	11/8/2024	11/8/2025	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: City of Huntington Beach Architectural Services

APPROVED AS TO FORM

City of Huntington Beach its officers, elected or appointed officials, employees, agents and volunteers are Additional Insured with respect to General and Auto Liability per the attached endorsements as required by written contract. Insurance is Primary and Non-Contributory. Waiver of Subrogation applies to General Liability, Auto Liability and Workers' Compensation.

BY: MICHAEL J. VIGLIOTTA

CITY ATTORNEY

30 Days Notice of Cancellation with 10 Days Notice for Non-Payment of Premium in accordance with the policy provisions.
CITY OF HUNTINGTON BEACH

CERTIFICATE HOLDER	CANCELLATION
City of Huntington Beach 2000 Main Street Huntington Beach, CA 92648	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE T. Kelly Howell

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

RLIPack® FOR PROFESSIONALS BLANKET ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM - SECTION II – LIABILITY

1. **C. WHO IS AN INSURED** is amended to include as an additional insured any person or organization that you agree in a contract or agreement requiring insurance to include as an additional insured on this policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part by you or those acting on your behalf:

- a. In the performance of your ongoing operations;
- b. In connection with premises owned by or rented to you; or
- c. In connection with "your work" and included within the "product-completed operations hazard".

2. The insurance provided to the additional insured by this endorsement is limited as follows:

- a. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this policy.
- b. This insurance does not apply to the rendering of or failure to render any "professional services".
- c. This endorsement does not increase any of the limits of insurance stated in **D. Liability And Medical Expenses Limits of Insurance**.

3. The following is added to **SECTION III H.2. Other Insurance – COMMON POLICY CONDITIONS (BUT APPLICABLE ONLY TO SECTION II – LIABILITY)**

However, if you specifically agree in a contract or agreement that the insurance provided to an

additional insured under this policy must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:

- a. The "bodily injury" or "property damage" for which coverage is sought occurs after you have entered into that contract or agreement; or
- b. The "personal and advertising injury" for which coverage is sought arises out of an offense committed after you have entered into that contract or agreement.

4. The following is added to **SECTION III K. 2. Transfer of Rights of Recovery Against Others to Us – COMMON POLICY CONDITIONS (BUT APPLICABLE TO ONLY TO SECTION II – LIABILITY)**

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" performed by you, or on your behalf, under a contract or agreement with that person or organization. We waive these rights only where you have agreed to do so as part of a contract or agreement with such person or organization entered into by you before the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Policy Number: PSA0001116
Named Insured: Gillis + Panichapan Architects, Inc.

RLI Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

RLIPack® BUSINESS AUTO ENHANCEMENT

SCHEDULE OF COVERAGES ADDRESSED BY THIS ENDORSEMENT

- A. Broad Form Named Insured
- B. Employees As Insureds
- C. Blanket Additional Insured
- D. Blanket Waiver Of Subrogation
- E. Employee Hired Autos
- F. Fellow Employee Coverage
- G. Auto Loan Lease Gap Coverage
- H. Glass Repair – Waiver Of Deductible
- I. Personal Effects Coverage
- J. Hired Auto Physical Damage Coverage
- K. Hired Auto Physical Damage – Loss Of Use
- L. Hired Car – Worldwide Coverage
- M. Temporary Transportation Expenses
- N. Amended Bodily Injury Definition – Mental Anguish
- O. Airbag Coverage
- P. Amended Insured Contract Definition – Railroad Easement
- Q. Coverage Extensions – Audio, Visual And Data Electronic Equipment Not Designed Solely For The Production Of Sound
- R. Notice Of And Knowledge Of Occurrence
- S. Unintentional Errors Or Omissions
- T. Towing Coverage

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

A. Broad Form Named Insured

The following is added to the **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, Paragraph A.1. Who Is An Insured Provision:

Any business entity newly acquired or formed by you during the policy period, provided you own fifty percent (50%) or more of the business entity and the business entity is not separately insured for Business Auto Coverage. Coverage is extended up to a maximum of one hundred eighty (180) days following the acquisition or formation of the business entity.

This provision does not apply to any person or organization for which coverage is excluded by endorsement.

B. Employees As Insureds

The following is added to the **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, Paragraph A.1. Who Is An Insured Provision:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

C. Blanket Additional Insured

The following is added to the **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, Paragraph A.1. Who Is An Insured Provision:

Any person or organization that you are required to include as an additional insured on this coverage form in a contract or agreement that is executed by you before the "bodily injury" or "property damage" occurs is an "insured" for liability coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in **SECTION II – COVERED AUTOS LIABILITY COVERAGE**.

The insurance provided to the additional insured will be on a primary and non-contributory basis to the additional insured's own business auto coverage if you are required to do so in a contract or agreement that is executed by you before the "bodily injury" or "property damage" occurs.

D. Blanket Waiver Of Subrogation

The following is added to the **SECTION IV – BUSINESS AUTO CONDITIONS**, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us:

We waive any right of recovery we may have against any person or organization to the extent required of you by a contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out

of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

E. Employee Hired Autos

1. The following is added to the **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, Paragraph A.1. Who Is An Insured Provision:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. Changes In General Conditions:

Paragraph 5.b. of the **Other Insurance Condition** in the **BUSINESS AUTO CONDITIONS** is deleted and replaced with the following:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

(1) Any covered "auto" you lease, hire, rent or borrow; and

(2) Any covered "auto" hired or rented by your "employee" under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business. However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

F. Fellow Employee Coverage

SECTION II – COVERED AUTOS LIABILITY COVERAGE, Exclusion B.5. does not apply if you have workers compensation insurance in-force covering all of your employees.

G. Auto Loan Lease Gap Coverage

SECTION III – PHYSICAL DAMAGE COVERAGE, C. Limit Of Insurance, is amended by the addition of the following:

In the event of a total "loss" to a covered "auto" shown in the Schedule of Declarations, we will pay any unpaid amount due on the lease or loan for a covered "auto", less:

1. The amount paid under the **PHYSICAL DAMAGE COVERAGE** section of the policy; and

2. Any:

a. Overdue lease/loan payments at the time of the "loss";

- b. Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage.
- c. Security deposits not returned by the lessor;
- d. Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
- e. Carry-over balances from previous loans or leases.

H. Glass Repair – Waiver Of Deductible

SECTION III – PHYSICAL DAMAGE COVERAGE,

D. Deductible is amended by adding the following:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

I. Personal Effects Coverage

The following is added to **SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions:**

c. Personal Effects Coverage

In the event of a total theft loss of your covered "auto" we will pay up to \$400 for "loss" to wearing apparel and other personal effects which are:

- (1) Owned by an "insured"; and
- (2) In or on your covered "auto";

No deductible applies to Personal Effects Coverage.

J. Hired Auto Physical Damage Coverage

The following is added to **SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions:**

d. Hired Auto Physical Damage Coverage

If hired "autos" are covered "autos" for Liability Coverage and this policy also provides Physical Damage Coverage for an owned "auto", then the Physical Damage Coverage is extended to "autos" that you hire, rent or borrow subject to the following:

- (1) The most we will pay for "loss" in any one "accident" to a hired, rented or borrowed "auto" is the lesser of:
 - (a) \$60,000
 - (b) The actual cash value of the damaged or stolen property as of the time of the "loss"; or
 - (c) The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality.

(2) An adjustment for depreciation and physical condition will be made in the event of a total "loss".

(3) If a repair or replacement results in better than like kind or quality, we will not pay for the betterment.

(4) A deductible equal to the highest Physical Damage deductible applicable to any owned auto will apply.

(5) This Coverage Extension will not apply to:

- (a) Any "auto" that is hired, rented or borrowed with a driver; or
- (b) Any "auto" that is hired, rented or borrowed from your "employee".

K. Hired Auto Physical Damage – Loss Of Use

The following is added to **SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions:**

e. We will pay sums which you legally must pay to the lessor of a covered "auto" which you have leased without a driver for thirty (30) days or less for the lessor's loss of use of the covered "auto", provided:

- (1) This insurance provides comprehensive, specified causes of loss or collision covered on the covered "auto";
- (2) The loss of use results from the covered "auto" being damaged in an "accident" while you are leasing it.

We will pay up to a maximum limit of \$1,500 for this covered extension.

L. Hired Car – Worldwide Coverage

The following is added to **SECTION II – COVERED AUTOS LIABILITY COVERAGE, A.2. Coverage Extensions:**

f. Hired Car – Worldwide Coverage

(1) We will pay all sums an "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, caused by an "accident" which occurs outside of the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada resulting from the maintenance, or use of any covered "auto" of the private passenger type you lease, hire, rent or borrow without a driver for thirty (30) days or less.

(2) With respect to any claim made or "suit" instituted outside the United States of America, the territories and possessions of the United States of America, Puerto Rico, and Canada:

- (a) You shall undertake the investigation, settlement and defense of such claims and "suits" and keep us advised of all proceedings and actions.
- (b) You will not make any settlement without our consent.
- (c) We will reimburse you:
 - (i) For the amount of damages because of liability imposed upon you by law on account of "bodily injury" or "property damage" to which this insurance applies, and
 - (ii) For all reasonable expenses incurred with our consent in connection with the investigation, settlement or defense of such claims or "suits". Reimbursement for expenses will be part of the Limit of Insurance for liability coverage shown in the Business Auto Coverage Declarations, and not in addition to such limits.
- (3) The limit of Insurance for Liability Coverage shown in the Business Auto Coverage Declarations is the most we will reimburse you for the sum of all damages imposed on you, as set forth in paragraph 2.c. above, and all expenses incurred by you arising out of any single "accident" or "loss".
- (4) You must maintain the greater of the following primary auto liability insurance limits:
 - (a) Compulsory admitted insurance with limits required to be in force to satisfy the legal requirements of the jurisdiction where the accident occurs; or
 - (b) Insurance limits required by law and issued by a government entity or by an insurer licensed or permitted by law to do business in the jurisdiction where the "accident" occurs; or
 - (c) Auto liability insurance limits of at least \$300,000 combined single limit or \$100,000 per person/\$300,000 per accident Bodily Injury, \$100,000 Property Damage.

If you fail to comply with the above, this insurance is not invalidated. However, in the event of a "loss", we will pay only to the extent that we would have been liable had you so complied.

- (5) The insurance provided by this coverage extension is excess over any other collectible insurance available to you whether on a primary, excess contingent or any other basis.

M. Temporary Transportation Expenses

SECTION III – PHYSICAL DAMAGE COVERAGE, A.4. Coverage Extensions, subparagraph a. **Transportation Expenses** is deleted and replaced by the following:

a. Transportation Expenses

- (1) We will pay up to a maximum of \$1,500 for temporary transportation expense incurred by you because of Physical Damage to a covered "auto".
- (2) We will pay only for those covered "autos" for which you carry Comprehensive, Collision or Specified Case of Loss Coverage.
- (3) We will pay only for those expenses incurred by you during the period of time that begins twenty-four (24) hours after the covered "loss" and ends at the time when the covered "auto" can be reasonably repaired or replaced.
- (4) This coverage does not apply while there are spare or reserve "autos" available to you for your operations.

N. Amended Bodily Injury Definition – Mental Anguish

The following is added to **SECTION V – DEFINITIONS, Definition C.:**

"Bodily Injury" also includes mental anguish, but only when the mental anguish arises from other bodily injury, sickness or disease.

O. Airbag Coverage

The following is added to **SECTION III – PHYSICAL DAMAGE COVERAGE B. Exclusions 3.a.:**

However, this exclusion will not apply to accidental discharge of an airbag due to mechanical or electrical breakdown.

P. Amended Insured Contract Definition – Railroad Easement

SECTION V – DEFINITIONS paragraph H. "Insured contact" is modified as follows:

- 1. Paragraph H.3. is replaced by the following:
 - 3. Any easement or license agreement.
- 2. Paragraph H.6.a. is deleted.

Q. Coverage Extensions – Audio, Visual And Data Electronic Equipment Not Designed Solely For The Production Of Sound

SECTION III – PHYSICAL DAMAGE COVERAGE B. Exclusions, exception paragraph a. to exclusion 4.c. and 4.d. is deleted and replaced with the following:

- a. Equipment and accessories used with such equipment, except for tapes, records, discs or other electronic media device, provided such equipment is permanently installed in the covered "auto" at the time of the "loss" or is removable from the housing unit which is permanently installed in the covered "auto" at the time of the "loss", and such equipment is designed to be solely operated by use of the power from the "autos" electrical system, in or upon the covered "autos"; or

R. Notice Of And Knowledge Of Occurrence

SECTION IV – BUSINESS AUTO CONDITIONS, A.2. Duties In The Event Of Accident, Claim Suit Or Loss, subparagraph a. is deleted and replaced with the following:

- a. In the event of "accident", claim, "suit" or "loss", you must give us or our authorized representative prompt notice of the "accident" or "loss" including:

- (1) How, when and where the "accident" or "loss" occurred;
- (2) The "Insured's" name and address; and
- (3) To the extent possible, the names and addresses of any injured person and witnesses.

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (1) You, if you are an individual;

- (2) A partner if you are a partnership; or

- (3) An executive officer or insurance manager, if you are a corporation.

S. Unintentional Errors Or Omissions

SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions; 2. Concealment Misrepresentation Or Fraud is amended by adding the following:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this Insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or nonrenewal.

T. Towing Coverage

SECTION III – PHYSICAL DAMAGE COVERAGE, A.2. Towing, is deleted and replaced by the following:

- 2. We will pay up to \$750 for towing and labor costs incurred each time a covered "auto" is disabled due to a covered cause of loss. However:
 - a. All labor must be performed at the place of disablement; and
 - b. If the covered auto is a private passenger type no deductible applies; and
 - c. If the covered auto is not of the private passenger type our obligation to pay will be reduced by a \$250 deductible per disablement.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Named Insured: Gillis & Panichapan Architects, Incorporated

Policy Number: PSW0001177

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 04 03 06

(Ed. 04-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

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

The additional premium for this endorsement shall be _____% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

All persons or organizations that are party to a contract that requires you to obtain this agreement, provided you executed the contract before the loss

Jobs performed for an person or organization that you have agreed with in a written contract to provide this agreement

EXHIBIT "A"

A. STATEMENT OF WORK: (Narrative of work to be performed)

Consultant to provide on-call architectural engineering, landscape architectural engineering and professional consulting services

B. CONSULTANT'S DUTIES AND RESPONSIBILITIES:

SEE ATTACHED EXHIBIT A

C. CITY'S DUTIES AND RESPONSIBILITIES:

D. WORK PROGRAM/PROJECT SCHEDULE: