

PROFESSIONAL SERVICES CONTRACT BETWEEN  
THE CITY OF HUNTINGTON BEACH AND  
GRIFFIN STRUCTURES, INC.  
FOR  
ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION 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, GRIFFIN STRUCTURES, INC., a hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to perform on-call construction management and inspection 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 Stephanie Burdo 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 , 2025 (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 two (2) 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 Five Hundred Thousand Dollars (\$1,500,000.00).

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.

8. HOLD HARMLESS

A. 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: Director of Public Works  
2000 Main Street  
Huntington Beach, CA 92648

TO CONSULTANT:

Griffin Structures, Inc.  
ATTN: Stephanie Burdo  
1 Technology Drive, Building I, Suite 829  
Irvine, CA 92618

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 Attorney. 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,  
GRIFFIN STRUCTURES, INC.

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

  
Jon Hughes

print name

ITS: (circle one) Chairman President Vice President

AND

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

  
Kelly Boyle

print name

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

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


\_\_\_\_\_  
City Manager

INITIATED AND APPROVED:

\_\_\_\_\_  
Director of Public Works

APPROVED AS TO FORM:



 City Attorney

Date

10/21/2015

RECEIVE AND FILE:

\_\_\_\_\_  
City Clerk

Date \_\_\_\_\_

## **EXHIBIT "A"**

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

Provide On-Call Construction Management and Materials Inspections.

- B. CONSULTANT'S DUTIES AND RESPONSIBILITIES:

**SEE ATTACHED EXHIBIT A**

- C. CITY'S DUTIES AND RESPONSIBILITIES:

- D. WORK PROGRAM/PROJECT SCHEDULE:



# EXHIBIT A



## CITY OF HUNTINGTON BEACH

On-Call Construction Management,  
Materials Testing & Inspection Services

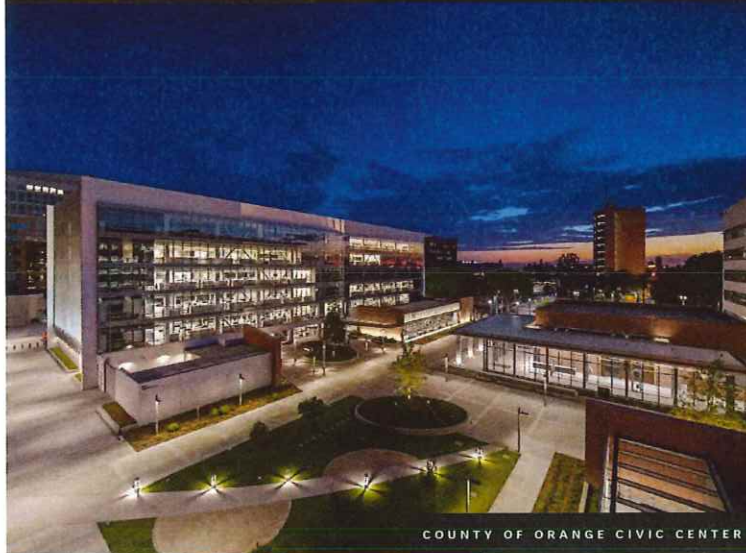
JUNE 13, 2025



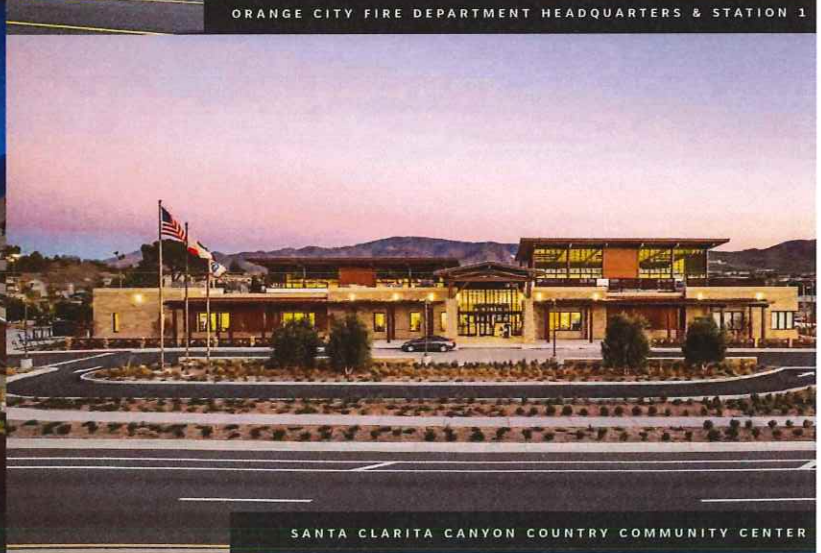
HUNTINGTON BEACH SENIOR CENTER



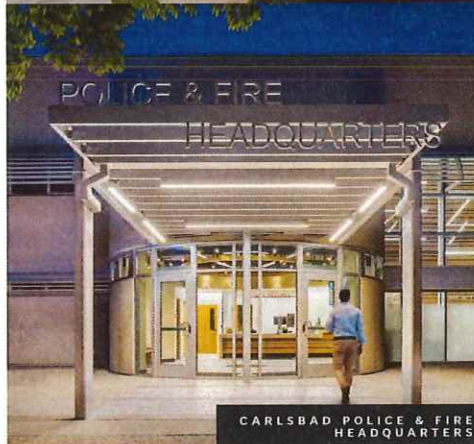
ORANGE CITY FIRE DEPARTMENT HEADQUARTERS & STATION 1



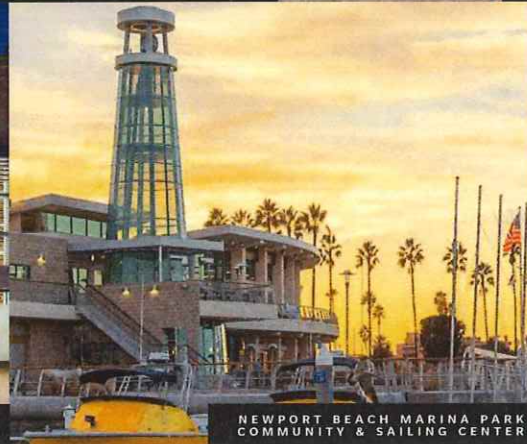
COUNTY OF ORANGE CIVIC CENTER



SANTA CLARITA CANYON COUNTRY COMMUNITY CENTER



CARLSBAD POLICE & FIRE HEADQUARTERS



NEWPORT BEACH MARINA PARK COMMUNITY & SAILING CENTER



EASTVALE CIVIC CENTER



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## Why Our Team?



### Significant experience with:

Huntington Beach & Local City Projects

Public Safety Facilities (Fire, Police, & Other)

Community Centers, Libraries & Administration Bldgs.

Design-Build & Progressive Design-Build

Concept to Keys Delivery



Unparalleled experience within-and-local to Huntington Beach, including the City's Senior Center, and a number of adjacent coastal cities.



Unique founding as a developer offering an enhanced level of service as it pertains to Concept to Keys delivery.



A wealth of subconsultant resources that we are ready to draw upon at any time to support successful project delivery.



### Highlighted Projects:

Huntington Beach Senior Center

County of Orange Civic Center

Orange City Fire Dept Headquarters & Station 1

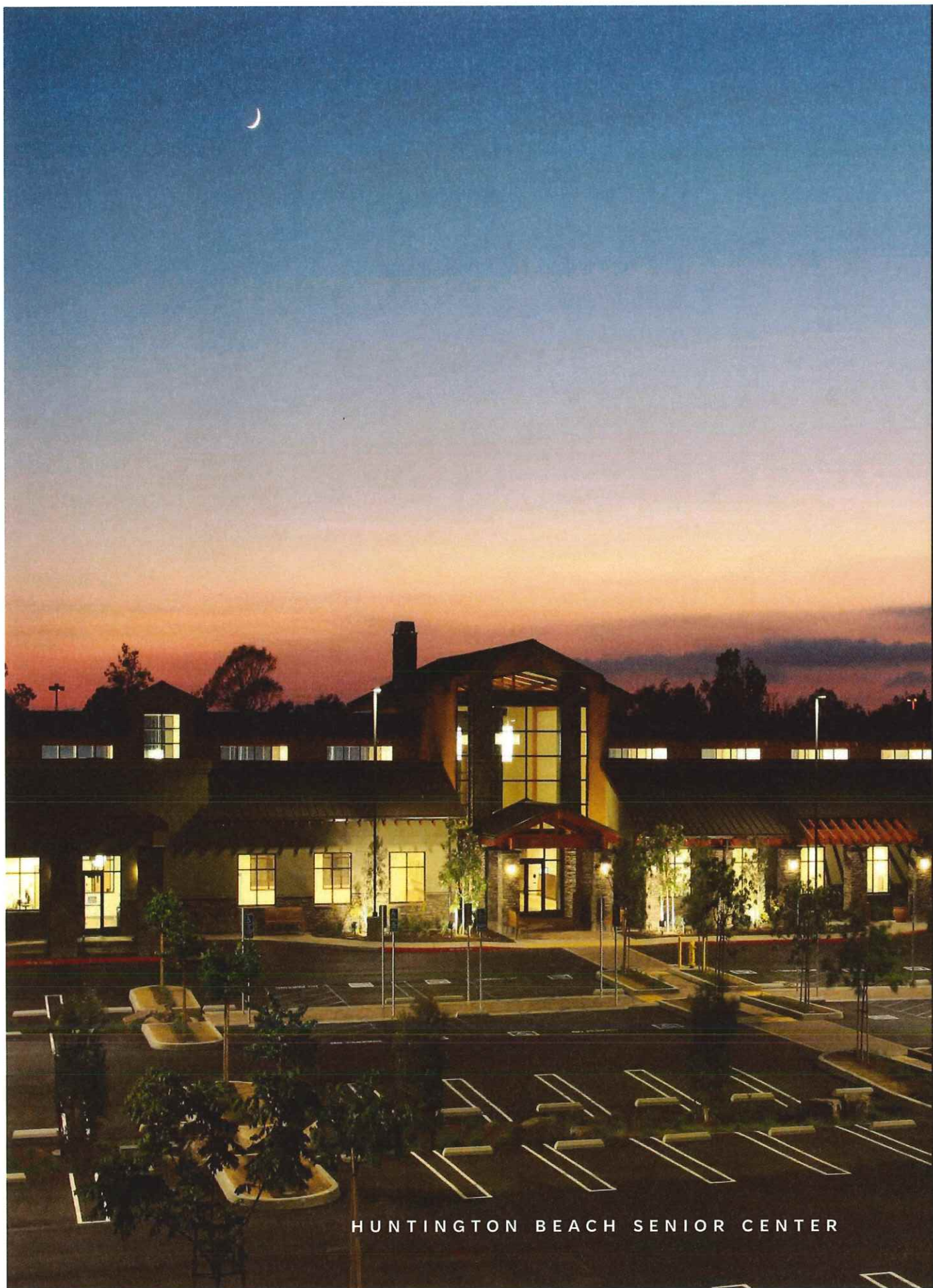
Vorba Linda Library & Cultural Arts Center

Santa Clarita Canyon Country Community Center

**CONFIDENTIAL. DO NOT RELEASE WITHOUT GRIFFIN STRUCTURES' CONSENT & REDACTIONS**

California Civil Code § 3426.1 (d); California Evidence Code section 1040 and 1060; California Government Code section 6254(k); Freedom of Information Act, 5 U.S.C. § 552(b)(4)





HUNTINGTON BEACH SENIOR CENTER



January 13, 2025  
City of Huntington Beach

**RE: Proposal for On-Call Construction Management, Materials Testing & Inspection Services**  
**CATEGORIES: Construction Management & Inspection**

Dear City Evaluation Team,

As Griffin Structures, Inc. celebrates 44 years of Program and Construction Management, we are pleased to submit our proposal to the City to provide the requisite services as noted within the RFP. As you will discover within our proposal, our team is uniquely qualified given our direct and very local experience with all relevant project types included within the City's Capital Improvement Program, a wealth of internal resources we are ready to draw upon at any time, and vast experience within the public sector.

**Griffin Structures is well versed in virtually every project type including:**

|                            |                              |                                 |
|----------------------------|------------------------------|---------------------------------|
| Public Safety + Justice    | Parks + Recreation           | Administrative + Office         |
| Community + Senior Centers | Maintenance + Infrastructure | Affordable + Supportive Housing |
| Library + Cultural         | Civic Centers                | Medical, Education + Other      |

**Unlike our competitors, Griffin Structures was founded as a developer and can offer the following services, including those as listed in the Request for Qualifications:**

|                         |                        |                    |
|-------------------------|------------------------|--------------------|
| Project Management      | Real Estate Consulting | Project Delivery   |
| Construction Management | Development Management | Staff Augmentation |
| Strategic Consulting    | Financial Services     |                    |

**To summarize, we offer the following key benefits:**

- Experience in the successful management of comprehensive Capital Improvement Programs, including the ability to manage multiple ongoing projects simultaneously.
- A team inclusive of Construction Managers certified on behalf of the Construction Management Association of America, Design-Build Associates on behalf of the DBIA, trained as both builders and inspectors, offering daily oversight of all projects for which they serve.
- A team with a dedicated Pre-Development division with the ability to engage in programming and master planning, real estate services, cost / schedule development, and a wealth of additional services.
- A collaborative streamlined delivery process to reduce administrative costs and ensure timely delivery.

Griffin Structures takes great pride in providing both competitive pricing and highly qualified personnel and goes to great measures to ask, "What is our true value-added proposition to the City?". The answer to this question is our people. We bring a higher caliber of Construction Manager to our clients - one that is trained as a builder but thinks like an owner. Our people offer creative delivery options, solutions-based recommendations, and a true perspective of ownership that our competitors do not possess. This is our differentiator, and the meaning behind the Griffin Structures pledge to provide *Excellence in Project Delivery*.

We look forward to the opportunity of working with you,



Jon Hughes, President  
P: 949.444.1615 | E: jhughes@griffinstructures.com

We hereby acknowledge all  
addenda and accept the  
standard agreement.



ORANGE CITY FIRE DEPARTMENT HQ & STATION 1

**REQUEST FOR PROPOSAL****VENDOR APPLICATION FORM**TYPE OF APPLICANT: ☐ NEW ☒ CURRENT VENDORLegal Contractual Name of Corporation: Griffin Structures, Inc.Contact Person for Agreement: Jon Hughes, PresidentCorporate Mailing Address: 1 Technology Drive, Building i, Suite 829City, State and Zip Code: Irvine CA 92618E-Mail Address: jhughes@griffinstructures.comPhone: 949.444.1615 x265 Fax: 949.497.8883Contact Person for Proposals: Stephanie BurdoTitle: Marketing Manager E-Mail Address: sburdo@griffinstructures.comBusiness Telephone: 949.497.9000 Business Fax: 949.497.8883

Is your business: (check one)

☐ NON PROFIT CORPORATION☒ FOR PROFIT CORPORATION

Is your business: (check one)

☒ CORPORATION☐ INDIVIDUAL☐ PARTNERSHIP☐ LIMITED LIABILITY PARTNERSHIP☐ SOLE PROPRIETORSHIP☐ UNINCORPORATED ASSOCIATION

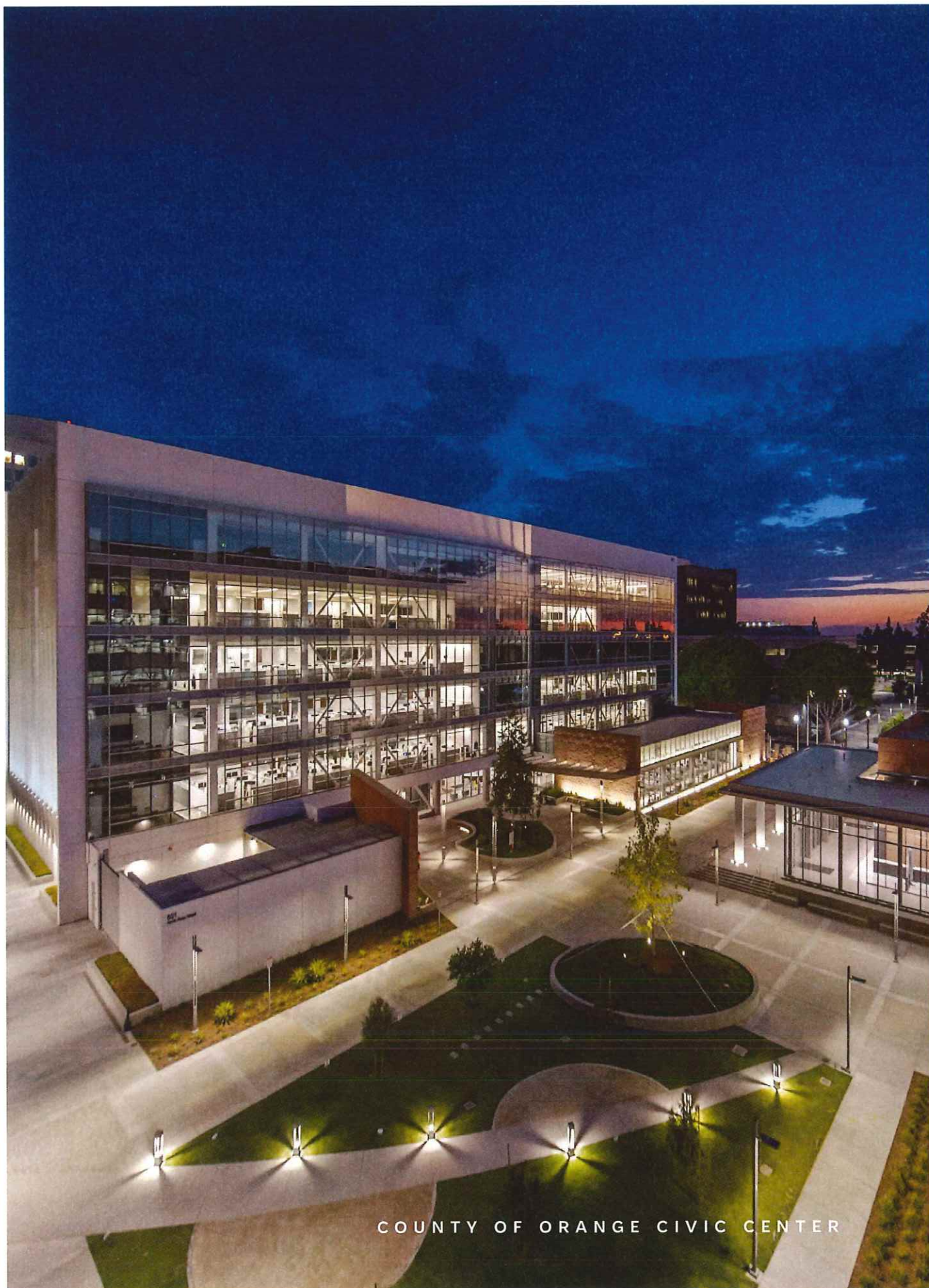
## Names &amp; Titles of Corporate Board Members

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

| Names          | Title                               | Phone             |
|----------------|-------------------------------------|-------------------|
| Roger Torriero | Chief Executive Officer             | 949.497.9000 x210 |
| Jon Hughes     | President                           | 949.497.9000 x208 |
| Mark Hoglund   | Chief Financial & Operating Officer | 949.497.9000 x203 |
| Kelly Boyle    | Executive Vice President            | 949.497.9000 x202 |
| Korin Crawford | Executive Vice President            | 650.823.2302      |
| Dustin Alamo   | Vice President - Strategic Services | 949.497.9000 x263 |
| Robert Godfrey | Vice President - Operations         | 949.497.9000 x211 |
| Deryl Robinson | Vice President                      | 949.497.9000 x267 |

Federal Tax Identification Number: 330756139City of Huntington Beach Business License Number: Applied May 2025, pending final receipt of license number  
(If none, you must obtain a Huntington Beach Business License upon award of contract.)City of Huntington Beach Business License Expiration Date: Applied May 2025, pending final receipt of expiration date





COUNTY OF ORANGE CIVIC CENTER

## PRE-QUALIFICATION FORM

ON-CALL CONSTRUCTION MANAGEMENT and MATERIALS INSPECTION CONSULTING  
SERVICES

| SERVICE CATEGORY           | PROPOSING? Y/N<br>(circle)                                    |
|----------------------------|---|
| A. Construction Management | <input checked="" type="radio"/> Yes <input type="radio"/> No |

JH (Initial) Consultant is willing to execute the Agreement as drafted (See **Appendix B**).

JH (Initial) Consultant is able to provide the insurance as required (See **Appendix C**).

Firm Name: Griffin Structures, Inc.

Firm Address: 1 Technology Drive, Building i, Suite 829, Irvine CA 92618

Signature:  Date: June 13, 2025





SANTA CLARITA CANYON COMMUNITY CENTER





## Firm Introduction

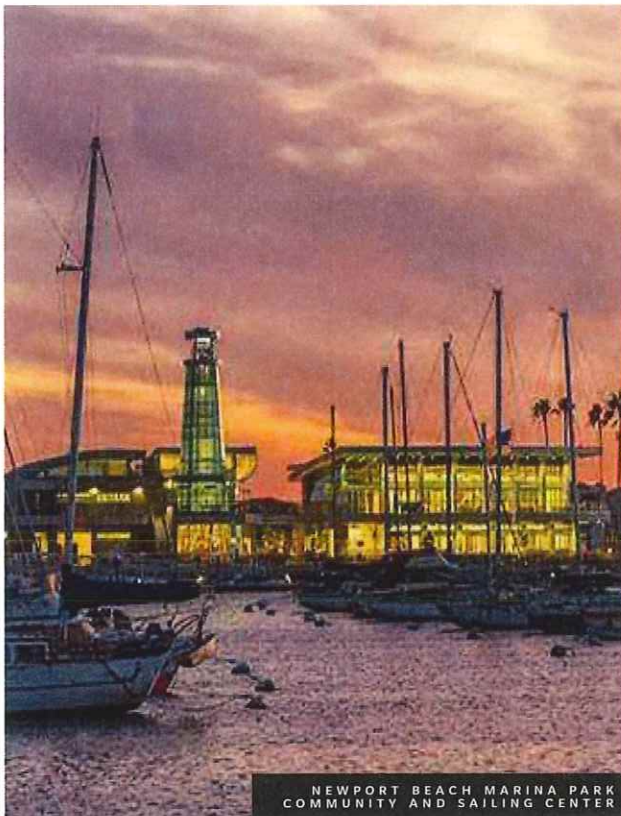
Founded in 1981, Griffin Structures is a diversified Owner's Representative, Program, Project and Construction Management firm serving public, private, non-profit, and institutional sectors.

A unique aspect of our firm rests not only in our unparalleled portfolio inclusive of virtually every project type contained within the City's CIP, but also Design-Build and Progressive Design-Build projects as well.

Griffin Structures maintains over 44 years of leading industry service, maintaining a complete spectrum of supportive resources and expertise in the delivery of "concept to keys" project delivery.



HUNTINGTON BEACH SENIOR CENTER



NEWPORT BEACH MARINA PARK COMMUNITY AND SAILING CENTER

### Local Preference Check

Griffin Structures has in the past held a City business license. We have currently re-applied for a current business license May 2025 and are awaiting our final license number.

Maintaining its headquarters in Irvine, California, Griffin Structures has not only served the City of Huntington Beach for its Senior Center but also nationally recognized Coastal projects including Newport Beach's Marina Park Community and Sailing Center, Lecture Hall, Environmental Nature Center, Laguna Beach Susi-Q Community & Senior Center, and more.

### Project Type Experience

Griffin Structures has played a pivotal role in the successful delivery of virtually every project type within the City's Capital Improvement Program, including public safety facilities, libraries, community centers, city halls, Design-Build, Progressive Design-Build projects and more.





## Orange City Fire Department Headquarters & Station 1

ORANGE, CA

### DESCRIPTION

Griffin Structures oversaw the development of the Orange City Fire Department Headquarters, which services the Old Towne Section of Orange. The new station is substantially larger than the former building. The campus provides firefighters with a more spacious vehicle bay, equipment maintenance and storage areas, training facilities, and Fire Department administrative offices.

Most importantly, the new station provides space and technology for the Orange City Fire Department, offering updated equipment, space flexibility, and administrative offices to continue their mission of providing the citizens of Orange superior service well into the 21st Century.

### VALUE + SIZE

\$25,300,000 | 30,000 SF

### DATE

Start & End Date: Jan 2020 - Oct 2022

### CLIENT + CONTACT

City of Orange  
Frank Sun  
Deputy Director / City Engineer  
(714) 744-5544  
fsun@cityoforange.org

### AWARDS

APWA BEST Project

### PROJECT MANAGER

Lance Solomon





## Carlsbad Police & Fire Headquarters

CARLSBAD, CA

### DESCRIPTION

Griffin provided construction management and inspection services to the 54,575 SF City of Carlsbad Public Safety Center renovation project and home to the city's Police, Fire, and Public Works departments, which require all new mechanical, electrical, and security systems to service the facility for the next 30 years.

Intended to bring the building up to current codes and improve space functionality, renovations include a new main entry to make it more inviting to the public, a new centrally located staff lounge, a forensic laboratory, a remodeled dispatch center, new furnishings throughout, improved compliance with the city's Transportation Demand Management plan to reduce traffic, and even a new solar photovoltaic system to offset increased energy demands.

### VALUE + SIZE

\$14,400,000 | 55,000 SF

### DATE

Start & End Date: Dec. 2021 - May 2024

### CLIENT + CONTACT

City of Carlsbad  
Mickey Williams  
Chief of Police  
(760) 931-2260  
[mickey.williams@carlsbadca.gov](mailto:mickey.williams@carlsbadca.gov)

Steven Stewart  
Facilities Program Manager  
(760) 317-3508  
[steven.stewart@carlsbadca.gov](mailto:steven.stewart@carlsbadca.gov)

### PROJECT MANAGER

Lance Solomon







## Santa Ana Libraries Renovation (Main Library + Three Additional Libraries)

SANTA ANA, CA

### DESCRIPTION

This comprehensive program consists of the renovation of the existing 39,790 SF Main Library, including historical restoration, a new parking lot, and a children's learning area.

The Newhope Library Branch's existing 10,600 SF library will also be modernized, including a new storefront, a new roof, and a media lab.

The program will also incorporate the new construction of a 2,500 SF Delhi Library Branch within the existing community center, including an exterior patio and play area, and a new 1.78-acre Outdoor Library at Jerome Park, including a large book kiosk, multigenerational play/activity areas, and parking lot improvements.

### VALUE + SIZE

\$42,000,000 | 60,000 SF

### DATE

Start & End Date: April 2024 - Ongoing

### CLIENT + CONTACT








City of Santa Ana  
Brian Sternberg  
Library Services Director  
(714) 647-5296  
[bsternberg@santa-ana.org](mailto:bsternberg@santa-ana.org)

### PROJECT MANAGER

David Ruth



## Additional Relevant Experience

| PROJECT NAME  | PROJECT DESCRIPTION   | PROJECT DATA   | REFERENCE  | PROJECT PHOTO   |
|---|---|--|--|---|
| Newport Beach Marina Park Community & Sailing Center<br>Newport Beach, CA | The project involved new construction of a public park; a 24,000 SF Community and Sailing Center building with classroom, office, and meeting space; a 23-slip visitor marina; a restroom building; a playground lighthouse; a playground; an outdoor fitness circuit; open space; and picnic areas. As a result of the integrated and well-coordinated architectural, engineering, and construction efforts, the project was completed four months ahead of schedule and \$4 million under budget. | Value: \$36M<br>Dates: <i>Although this project was completed outside of 7-year window, we felt it pertinent to include.</i><br>PM: Jon Hughes | City of Newport Beach; David Webb; Public Works Director; (949) 689-1324; dawebb@newportbeachca.gov              |    |
| Manhattan Beach Fire Station No.2<br>Manhattan Beach, CA                  | This two-story fire station includes an apparatus bay, six crew dormitories, a dining and exercise room, modern locker space, laundry rooms, and medical storage, as well as associated office space and workshops. A trash enclosure and backup power generator will also be constructed. This project was developed as a result of early Needs Assessment / Pre-Development services conducted by Griffin Structures.   | Value: \$9M<br>Dates: 2021-2024<br>PM: Robert Godfrey  | Jeff Fijalka; Former Principal Civil Engineer, City of Manhattan Beach; (602) 327-1974; jefferyfijalka@gmail.com |    |
| County of Orange Civic Center<br>Santa Ana, CA                            | Griffin served as the developer, Program and Construction Managers for this County of Orange Civic Center, consisting of two 250,000 SF buildings. Griffin Structures was retained once again to assist the County as it embarks on the next iteration of its Facilities Strategic Plan. To be conducted in three phases, each phase will include roughly 250,000 SF with an associated parking structure.  | Value: \$400M<br>Dates: 2017-2022<br>PM: Jon Hughes  | County of Orange; Frank Kim; County Executive Officer (Ret.); (714) 448-0747; fyk@outlook.com                    |   |
| Carlsbad Pine Avenue Community Center & Gardens<br>Carlsbad, CA           | This new two-story project was comprised of an 18,000 SF two-story community center, site improvements, and an ornamental community garden. The multi-purpose gymnasium also features a low climbing wall that spans one side of the gym. The second floor houses activity rooms, a teen center, homework and classrooms, a computer lab, and a covered terrace. Outdoor highlights include an "ornamental" garden with a community plaza, water features, and seating.                             | Value: \$11M<br>Dates: 2018<br>PM: Lance Solomon   | City of Carlsbad; Steven Stewart; Facilities Program Manager; (760) 317-3508; steven.stewart@carlsbadca.gov      |  |
| Santa Clarita Canyon Country Community Center<br>Santa Clarita, CA        | This 27,780 SF community center and outdoor space includes a new community center with four multi-purpose rooms, a gymnasium, classrooms, a demonstration kitchen, a fitness room, and an office. Outdoor improvements also include an outdoor marketplace (mercado) and park features including courts, an event stage, a playground, an events garden, and a perimeter trail. The adjacent Mint Canyon Channel was also redeveloped.  | Value: \$58M<br>Dates: 2019-2021<br>PM: Robert Godfrey   | City of Santa Clarita; Wayne Weber; Retired Parks Planning Manager ; (661) 255-4961; wayneweber2@icloud.com      |  |
| Yorba Linda Library & Cultural Arts Center<br>Yorba Linda, CA             | This two-story 45,000 SF Library and 13,500 SF Cultural Arts Center is centered in the downtown of Yorba Linda. The library features play areas, collections, story time spaces, study and community rooms, classrooms, and a retail store. The Arts Center houses a 250-seat black box theater, art and dance studios, and gallery display space. The campus-like area is connected via a central paseo with outdoor plazas and open space.  | Value: \$52M<br>Dates: 2019-2020<br>PM: Jon Hughes & Griffin Support Team  | City of Yorba Linda; Carrie Lixey; Library Director; (714) 777-2466; carrie.lixey@ylpl.org                       |  |
| Esencia Sports Park, Rancho Mission Viejo Company<br>Mission Viejo, CA    | Esencia Sports Park's lower park site encompasses two baseball fields and one softball field, bullpens, soft toss cages, spectator seating, and batting cages. A multi-use soccer field, children's tot lot, concession/restroom building, and pool are also included. The upper park site houses two tennis courts, two pickleball courts, a swimming pool, a splash pad, and a pool building. This sports park also has associated trails and connections with the adjacent trail network.        | Value: \$20M<br>Dates: 2018-2020<br>PM: Lance Solomon  | Rancho Mission Viejo Company; Bill Sadler; Construction Manager (562) 221-9779; bsadler@ranchomv.com             |  |



## Unique Abilities & Additional Benefits

### SUBMITTAL EXCHANGE

By utilizing Submittal Exchange's cloud-based format, Griffin establishes a single document portal that saves and manages all project documents. This cloud-based system as a single source for document control provides clear and consistent communication to the field, ensuring comprehensive document coordination, protection against claims, and accelerates the construction schedule by streamlining communications and ultimately saving the entire project significant costs by eliminating printing and shipping and improving efficiency. For further information on Submittal Exchange see: [www2.submittalexchange.com/public](http://www2.submittalexchange.com/public)



**ORACLE**  
Primavera  
Submittal Exchange

### OPENSOURCE

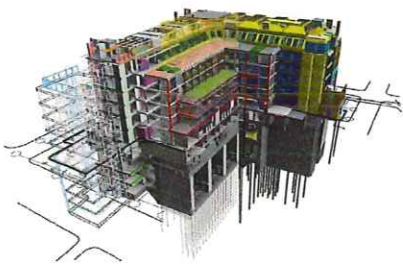
We are ready to team with technology partner OpenSpace to provide the ability to utilize 360-degree video to capture jobsite progress and mapping, which can be shared and integrated with BIM models. OpenSpace provides a virtual tour of your project updated at certain intervals to track construction progress, quality, and accuracy. The software can be shared with anyone to monitor the project from anywhere. OpenSpace additionally allows its user to compare construction progress with BIM models.



 **OPENSOURCE**

### BIM COORDINATION

Griffin Structures is ready to conduct regular interdisciplinary BIM coordination meetings with the project team to identify and resolve potential BIM issues in order to avoid impacts to cost and schedule.



## Design-Build & Progressive Design-Build

### SAN BERNARDINO COUNTY - VALLEY COMMUNICATIONS CENTER



**Owner Type:** San Bernardino County – Project and Facilities Management Division (PFMD)

**Delivery Structure:** Design-Build

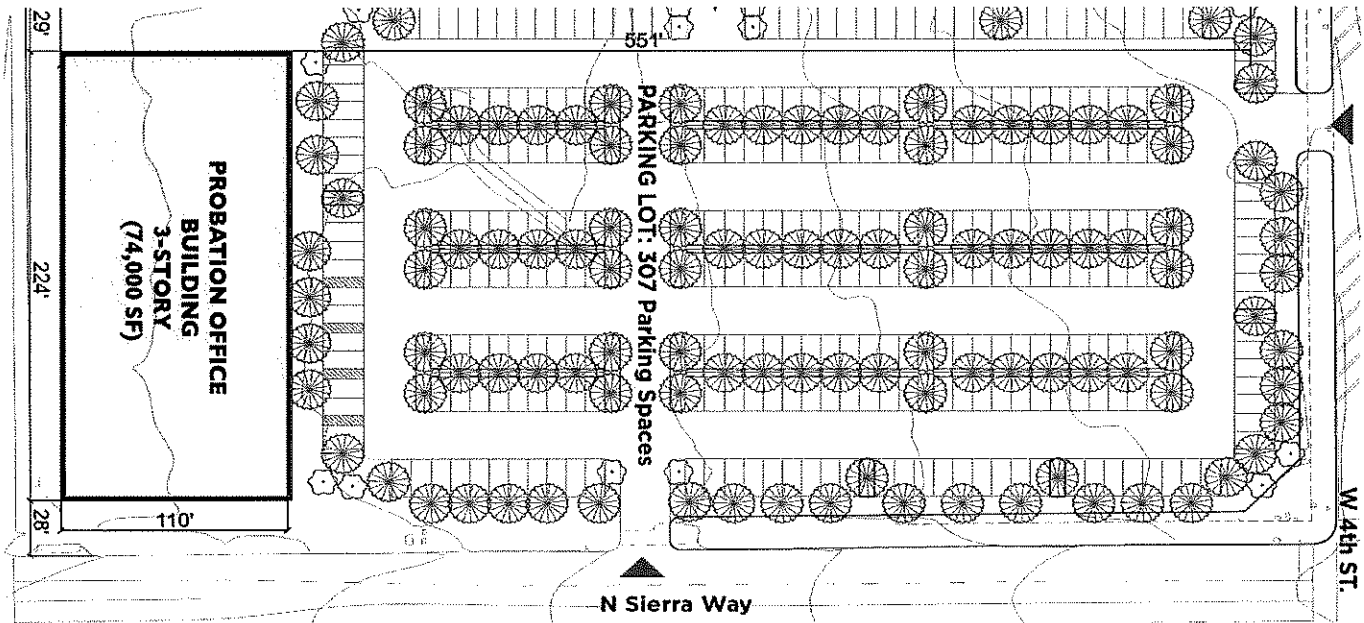
**CM Role:**

Griffin provided total Program and Construction Management including the development of Bridging Documents for solicitation of the Design-Build Entity (DBE). In this role, we managed the development of the Basis of Design (BOD), the generation of 100% Design Development drawings, draft specifications, and managed the solicitation process. Once awarded, our team managed the DBE in their production of Construction Documents and permitting. The project is now under construction, where Griffin is providing Construction Management, and the project is on time and on budget.

**Lessons Learned:**

When developing Bridging Documents for an Essential Facility with multiple stakeholders and future tenants, we discovered that controlling change can be very difficult. This is due to the fact that the County has had significant staff turnover, resulting in new needs, floor plan changes, and challenging shared space coordination. In the future, we would strive to contain the changes by expediting the design duration while simultaneously requiring that the stakeholders sign off on their design and commit to that design regardless of personnel changes.

## SAN BERNARDINO COUNTY PUBLIC WORKS BLDG. & PROBATION BLDG



**Owner Type:** San Bernardino County – Project and Facilities Management Division (PFMD)

**Delivery Structure:** Progressive Design-Build

### CM Role:

Griffin Structures is currently providing total Program and Construction Management for two separate Progressive Design-Build projects that will be managed in tandem. In this role we have been working closely with County Counsel to develop a new Progressive Design-Build procurement approach and solicitation documents. Our team will be managing the successful bidders throughout the design and engineering phases, offering direction on design based on estimates provided at key stages of the project, and ultimately negotiating a comprehensive Guaranteed Maximum Price (GMP) contract at the end of 100% Design Development. Once a contract has been fully executed, our team will oversee the completion of Construction Documents, permitting, and provide comprehensive construction management through to completion.

### Lessons Learned:

We are finding that public agencies experience a myriad of challenges when developing a new procurement strategy, RFQ/P, and form of agreement that is appropriate for a Progressive Design-Build. Our recommendation moving forward will be to utilize the form of solicitation and GMP based on the Design-Build Institute of America's (DBIA's) templates. These documents are vetted, thorough, concise, and structured in a way to maximize the benefits of the Progressive Design-Build form of delivery.



**WESTMINSTER POLICE DEPARTMENT**

**Owner Type:** City of Westminster

**Delivery Structure:** Progressive Design-Build – Program Management At-Risk

**CM Role:**

Griffin Structures delivered this project, serving as the Program Manager At-Risk, which utilizes a Progressive Design-Build delivery. In this role we provided design services and construction services as part of our contract to serve as the Program Manager At-Risk. Once under contract, our team developed all design documents through 100% Design Development (DD) and then negotiated a Guaranteed Maximum Price contract with the City of Westminster to deliver the project as a comprehensive turn-key delivery. In this role, our team carried all the contracts for design and construction, as well as all ancillary services, to deliver a turnkey project utilizing a Progressive Design-Build approach.

**Lessons Learned:**

Having served on both sides of a Progressive Design-Build project delivery, we have found that there are a great deal of risk scenarios that must be included in any GMP contract. This includes damages, definitions of stages, the use of contingencies, the definition of allowances, and defining the level of transparency required of the DBE in the solicitation and selection of trade contractors. Our team has generated a great deal of specialized knowledge in this regard and will offer this wealth of experience to the City of Huntington Beach.



POLICE & FIRE

HEADQUARTERS

CARLSBAD POLICE & FIRE HEADQUARTERS



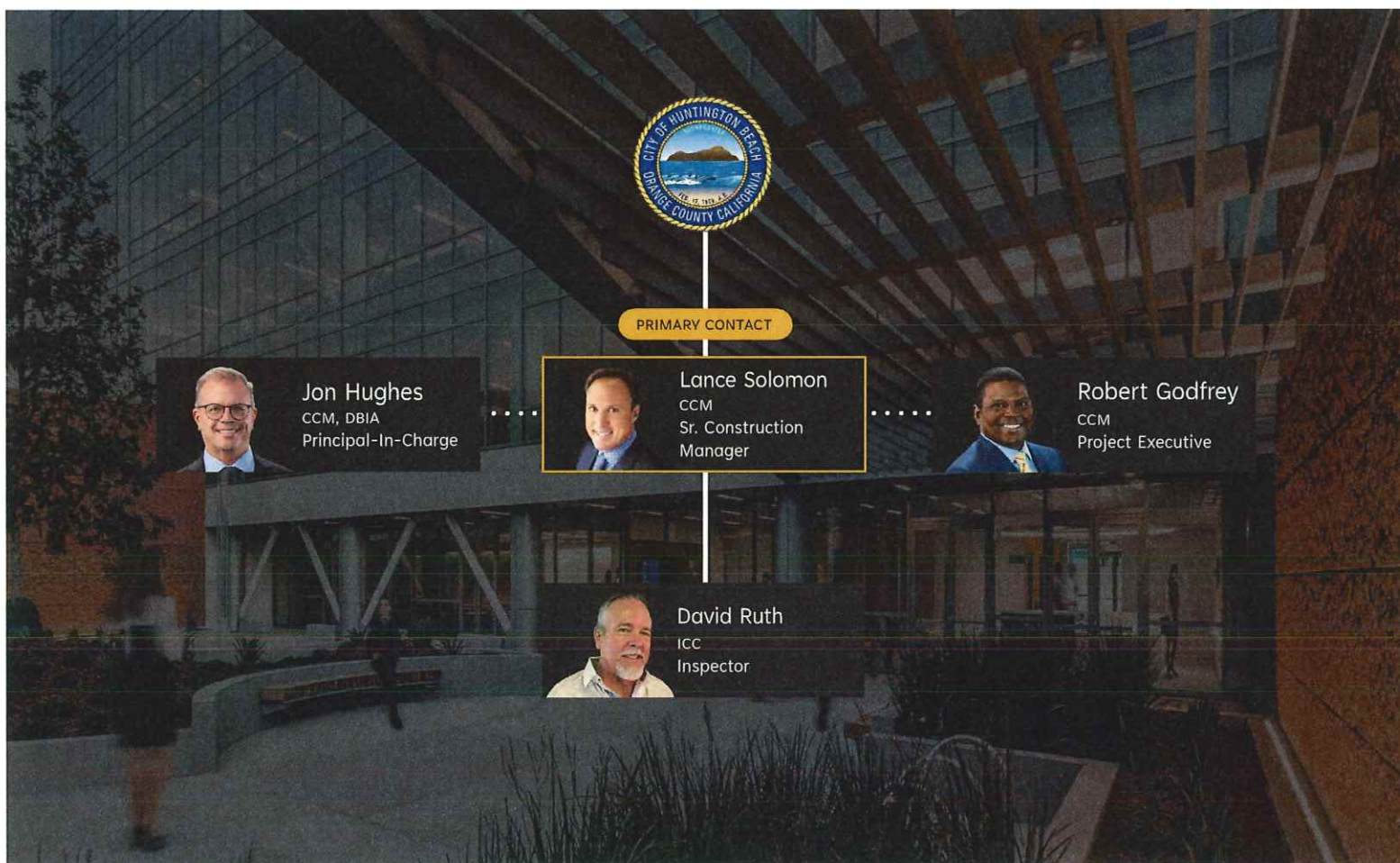
## Organization Chart

In order to offer the highest value to the City, we have included a highly experienced, comprehensive team of individuals to provide specialty services for this project. We hereby confirm all of our proposed team members are able to perform the services as listed in the RFP.

For this project, Lance Solomon will serve as the primary point of contact and will have overall responsibility for the work, providing strategic guidance to the team as we transition into the construction phase. Day-to-day oversight during construction will be led by David Ruth, who will serve as the on-site representative.

In addition to Lance and David, our team includes a roster of experienced preconstruction and construction managers and inspectors available to support any level of project need from the City, ensuring flexibility and scalability throughout the project lifecycle.

*We have included our resumes at the end of our proposal so that they may be excluded from the page count.*



## Certifications

### LANCE SOLOMON, SR. CONSTRUCTION MANAGER

Lance Solomon has maintained a professional CCM license for several years, continuing his education and certification on an annual basis. Currently, his CCM license is set to expire August 23, 2025, as a result of the extension provided below. If selected, the Griffin Structures team is happy to supply proof of said re-certification as necessitated by the City.

#### Lance Solomon, CCM

Company Name: No Employer Selected  
 City: Irvine  
 State: CA  
 Expiration Date: April 25, 2025  
 CMCI Number: 11421

Hello Lance,

I have opened your renewal application so it is now showing.

I can grant an extension until August 23, 2025.

Regards,

Blair Mariano (She/Her)  
 Associate, Credentialing

**CMCI**

(703) 995-7385

[blmariano@cmcanet.org](mailto:blmariano@cmcanet.org)

[www.CMCCertification.org](http://www.CMCCertification.org)

### DAVID RUTH, INSPECTOR

David Ruth is a licensed Inspector on behalf of the International Code Council with 20 years of inspection experience (commercial, industrial, residential) and over 15 years in the public works sector as a public sector Inspector-of-Record (IOR).



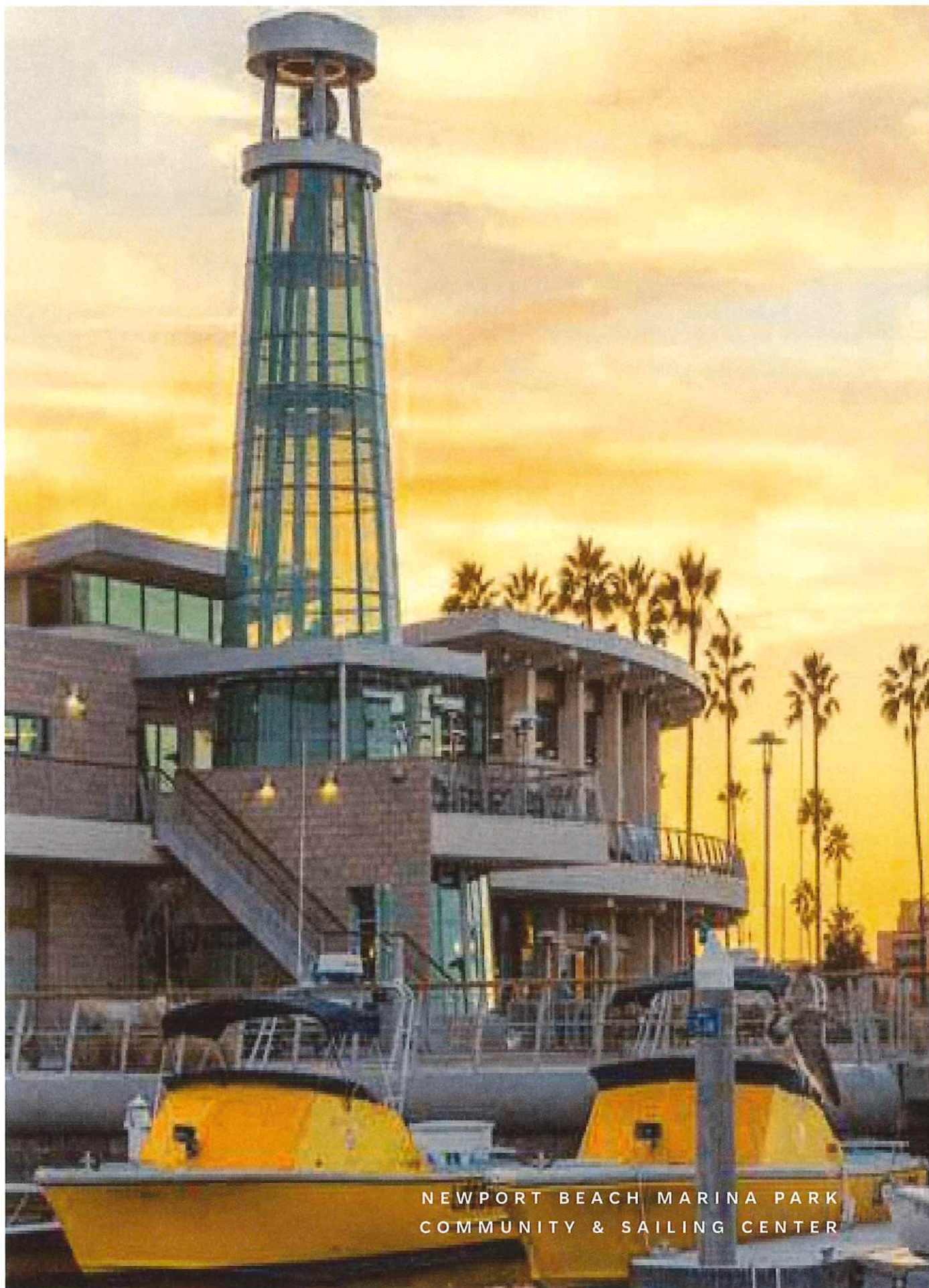
Member Name: Dave Ruth  
 Member ID: 5242655

#### CERTIFICATES

| NAME                                  | CERT # | VALID UNTIL |
|---------------------------------------|--------|-------------|
| Reinforced Concrete Special Inspector | 49     | 02/25/2028  |
| Structural Masonry Special Inspector  | 84     | 02/25/2028  |

Results are updated once per hour [REFRESH](#)





NEWPORT BEACH MARINA PARK  
COMMUNITY & SAILING CENTER



## Project Understanding & Methodology

The City of Huntington Beach is expecting a “steady amount of construction activity in the next 3 years”, which includes renovations of existing facilities and the construction of new facilities. Some of the identified projects include pump and lift stations, City facilities, fire stations, libraries, and community centers. It is also clear that the City wishes to engage with a firm that has both Design-Bid-Build (DBB), Design-Build (DB), and Progressive Design-Build experience (PDB).

We understand the nuances of delivering complex vertical construction projects in the context of a public sector procurement. With this experience, we are able to tailor our services depending on the delivery method. In a DBB delivery, the emphasis is on the strict enforcement of the contract documents, but it does not lend itself well to collaboration and scope adjustments throughout the design process. As a result, our efforts typically involve heavy enforcement and conflict resolution.

In a DB or PDB delivery, a much greater opportunity exists to craft the scope of work in direct alignment with the budget, which makes for a more collaborative team approach. Strict enforcement of the contract is still required, as it is in all forms of delivery, but given that the Design-Build Entity (DBE) is responsible for their own design coordination, there is a much more streamlined approach to construction administration and thus grants a more efficient delivery process.

Specific to Progressive Design-Build, we are experts in this form of delivery, having managed projects within this context for decades. Key to the success of a Progressive Design-Build project is in scoping the first phase of the project. In a PDB, the DBE is selected via best value, focusing on qualifications of the team mixed with firm



proposals for design, preconstruction services, and the negotiation of a Guaranteed Maximum Price (GMP) contract. We also recommend requiring that the bidders provide a fixed percentage for markup of all trades, along with a monthly cost of General Conditions. By using this procurement approach, the City increases its chances of retaining a strong DBE to serve as a partner in the project while also having pricing guardrails in place. The team will then be charged with designing to the stipulated budget and making adjustments to that design based on estimates provided at key stages of the project.

Once the DBE reaches 100% Design Development, they will be required to establish a GMP. To develop the GMP, we will require the DBE to receive a minimum of three bids for every trade, fully disclose those bids to the City, and provide a comprehensive work breakdown of the bids and a reconciliation of those bids to arrive at an “apples to apples” bid recommendation. By using this approach, the City will be assured the project is properly scoped and is paying for the true cost of the project as envisioned in a delivery of this nature. Our team is well versed in all areas of project delivery, as reflected in our motto, “Excellence in Project Delivery.”



## Scope of Work



### PROJECT APPROACH AND SCOPE

Griffin approaches a project with the perspective of an Owner, and the insight of an Architect and Contractor. Like an Owner, we approach each project as if it is our own money, schedule, and facility that is being developed. With several licensed Architects and Contractors within our ranks, we also understand the technical aspects and trade secrets essential to providing quality services from pre-design through to construction completion.

We confirm we will provide all services listed in the RFQ for Construction Management services and have included a brief summary of our all-encompassing approach below.

#### Communication / Document Control

Standardized Communication and Document Management Protocols will be utilized for all project document controls. All RFIs, submittals,

ASIs, CDs, Deltas, daily reports, project photos, SWPPP reports, schedules, and closeout documents will be carefully integrated into the City's third-party web-based Software-as-a-Service (SaaS).

#### Schedule Management

A comprehensive master project schedule will be created to include all aspects of the project, including, but not limited to, design iterations & review times, permitting phases, pre-qualification, bidding, contracts & insurance, construction phasing, city installations, utility connections, IT installations, punch list, commissioning, & contingency.

#### Financial Controls

Effective financial controls depend on change management, timely invoices, claim mitigation & avoidance, commitment to value, clear documentation, and legal comprehension. Our expertise in this category is best-in-class and

includes an estimating team to serve as a reference point in developing project budgets or negotiating change orders.

### **Quality Control Observations**

Inspections, photography/technology such as recordings, photography, Bluebeam Technology to facilitate the communication of challenges in the field for quick resolution & documentation, Building Information Modeling (BIM), and Field Observation Reports will be employed for Quality Control and Assurance.

### **Project Management Scope of Services**

Griffin Structures is well-equipped to support the City with comprehensive project management services for Capital Improvement Projects (CIPs). Our firm brings over 40 years of experience delivering municipal infrastructure projects, and our team is structured to handle complex, multi-phased initiatives from planning through closeout. Below is our specific response to each of the 28 requested service items:

#### **1. Multi-Project Management**

Griffin routinely manages portfolios of concurrent projects across departments and jurisdictions. We employ shared resources, robust digital platforms, and standardized protocols to monitor progress, allocate staff, and coordinate across schedules and scopes to ensure successful outcomes.

#### **2. Define Project Scope, Goals, and Deliverables**

We begin every engagement by working with City leadership to define scope and objectives. This alignment ensures project plans directly support the City's broader goals—whether related to infrastructure modernization, sustainability, or fiscal responsibility.

#### **3. Staffing and Consultant Selection**

Griffin evaluates resource needs early in each project and helps draft scopes, issue solicitations, evaluate proposals, and negotiate contracts for subconsultants and specialists, ensuring high-value expertise is brought to the team when needed.

#### **4. Effective Communication of Project Expectations**

We establish clear communication channels and expectations through kickoff meetings, written protocols, and ongoing coordination. Roles, responsibilities, and reporting structures are defined and reinforced across internal and external project stakeholders.

#### **5. Project Management Checklists and Milestones**

Our project managers utilize milestone-based tracking tools and checklist systems to ensure all project requirements are fulfilled. These tools allow us to identify issues early and maintain accountability throughout all phases.

#### **6. Prepare and Update Project Schedules**

Griffin develops detailed project schedules using CPM tools and real-time dashboards. These schedules include all phases—planning, design, bidding, construction, inspections, and closeout—and are updated regularly to reflect project realities.

#### **7. Track and Monitor Project Milestones**

We monitor progress against established milestones, documenting completion status and sharing regular updates with City staff. Issues impacting milestone achievement are escalated quickly and tracked through resolution.



### 8. Project Budget Management

Griffin implements cost control strategies from day one. We monitor expenditures, evaluate contractor pay apps, and provide real-time budget reporting. Our goal is to maintain budget integrity while maximizing value to the City.

### 9. Permitting and Environmental Compliance

We proactively identify permitting and environmental requirements, coordinate with applicable regulatory agencies, and incorporate compliance milestones into the project schedule to avoid delays.

### 10. Risk Management and Dispute Resolution

A project-specific risk register is maintained for each CIP effort. We identify potential issues early and mitigate them through clear documentation, prompt resolution of scope conflicts, and collaborative problem-solving with contractors and consultants.

### 11. Progress Meetings and Coordination

Griffin leads and documents all project meetings, ensuring action items are tracked and completed. Meeting notes, issue logs, and coordination items are shared with the City for transparency and continuity.

### 12. Cost Estimates and Construction Specifications

Our in-house cost estimating team supports all phases of design and construction budgeting, reviewing construction specifications and developing cost plans grounded in market data and historical benchmarks.

### 13. Quality Control Assurance

We implement multi-layered QA/QC protocols, including inspection checklists, specialty inspections, and reporting tools such as Field Observation Reports, to uphold the quality and conformance of all work performed.

### 14. Project Work Plans and Revisions

Our project managers develop initial work plans aligned with the scope and schedule and revise them as needed to reflect evolving project conditions or City priorities.

### 15. Design Submittal and Constructability Review

We review all design submittals and provide constructability analysis at key milestones to identify issues, reduce risk, and optimize construction efficiency.

### 16. Bidding Phase Participation

Griffin actively supports the bidding process, including bid document preparation, contractor outreach, pre-bid meetings, addenda coordination, and bid reviews, ensuring fair and transparent procurement.

### 17. Site Inspections and Technical Guidance

Our construction management personnel perform regular site visits to assess progress, verify compliance with drawings/specs, and provide on-the-spot technical guidance.





**18. Project Document Management**

We maintain a centralized, cloud-based system (e.g., Submittal Exchange or equivalent) for all project documentation, including RFIs, submittals, meeting notes, schedules, and closeout records, ensuring accuracy and accessibility.

**19. Review of Amendments and Change Orders**

We evaluate all contract changes with technical and financial scrutiny, confirming necessity, scope clarity, cost validity, and schedule impacts before recommending City approval.

**20. Project Reporting**

Griffin provides comprehensive reporting packages tailored to the City's needs, including project dashboards, budget and schedule updates, risk summaries, and narrative progress summaries.

**21. Staff Reports for City Council**

Our team supports the preparation of staff reports for Council consideration, including summaries of key decisions, milestones, financial status, and upcoming actions.

**22. Mentoring and Team Leadership**

We provide hands-on leadership to project teams, including mentoring junior staff, coordinating consultants, and leading with a problem-solving mindset that keeps projects moving forward.

**23. Stakeholder Relationship Management**

Griffin actively cultivates strong working relationships with contractors, designers, utility providers, and community stakeholders—ensuring collaboration and responsiveness throughout.

**24. Project Closeout Documentation**

We prepare complete closeout packages, including as-builts, warranties, final pay requests, release of liens, and certification of substantial and final completion.

**25. Other Project Management Duties**

Griffin remains responsive to additional PM tasks, including assisting with grant compliance, public presentations, or operational planning support where needed.

**26. Other Project Management Duties**

In addition to all defined tasks, Griffin's team is available to provide strategic guidance, emergency response support, or agency coordination to further support the success of the City's capital program.



EASTVALE CIVIC CENTER

## Hourly Rates

### PROGRAM & CONSTRUCTION MANAGEMENT

| TITLE                           | 2025  | 2026  | 2027  | 2028  | 2029  |
|---------------------------------|-------|-------|-------|-------|-------|
| Chief Executive Officer         | \$320 | \$336 | \$353 | \$371 | \$389 |
| Chief Financial Officer         | \$295 | \$310 | \$325 | \$341 | \$359 |
| President                       | \$295 | \$310 | \$325 | \$341 | \$359 |
| Principal-In-Charge             | \$285 | \$299 | \$314 | \$330 | \$346 |
| Project Executive               | \$280 | \$294 | \$309 | \$324 | \$340 |
| Predevelopment Manager          | \$280 | \$294 | \$309 | \$324 | \$340 |
| Sr. Program & Construction Mgr. | \$265 | \$278 | \$292 | \$307 | \$322 |
| Program & Construction Mgr.     | \$260 | \$273 | \$287 | \$301 | \$316 |
| Inspector                       | \$240 | \$252 | \$265 | \$278 | \$292 |
| Sr. Program Analyst             | \$240 | \$252 | \$265 | \$278 | \$292 |
| Estimator                       | \$240 | \$252 | \$265 | \$278 | \$292 |
| Program Analyst                 | \$235 | \$247 | \$259 | \$272 | \$286 |
| Accounting                      | \$230 | \$242 | \$254 | \$266 | \$280 |

*\*Subconsultants will be billed at cost + 10% markup*

*\*\*Escalation is calculated on anticipated CPI based on a blended average of the past 5 years. (5%)*





YORBA LINDA LIBRARY & CULTURAL ARTS CENTER





## Jon Hughes

CCM, DBIA

Principal-In-Charge

### EDUCATION

Bachelor of Science, Westmont College

### CERTIFICATION

Certified Construction Manager (CCM)

Design Build of America Institute (DBIA) Associate

### AFFILIATIONS

NAVFAC and US Army Corps Construction Quality Management (CQM) Program

### YEARS OF EXPERIENCE

32

### QUALIFICATIONS

President, Jon Hughes, offers a wealth of expertise in Program and Construction Management, contributing to the successful completion of many of California's most prestigious properties. His tenure spans virtually every project type, including administrative headquarters, corporate yards/warehouses, community centers, recreational facilities, public safety and healthcare, as well as maintenance and infrastructure projects. Jon's extensive background, coupled with his demonstrated early career experience in the field, further enhances his ability to guide our team in order to provide Excellence in Project Delivery to each client we serve.

### REPRESENTATIVE EXPERIENCE

Orange City Fire Department Headquarters, CA

Carlsbad Police & Fire Headquarters, CA

Santa Ana Main Library Renovation + 3 Additional Libraries, CA

Newport Beach Marina Park Community & Sailing Ctr., CA

Manhattan Beach Fire Station No.2, CA

County of Orange Administration North, Santa Ana, CA

County of Orange Administration South, Santa Ana, CA

Carlsbad Pine Avenue Community Center & Gardens, CA

Santa Clarita Canyon Country Community Center, CA

Lake Forest Sports Park & Recreation Center, CA

Yorba Linda Library & Cultural Arts Center, CA

Esencia Sports Park, Rancho Mission Viejo, CA

Salinas Police Services Headquarters, CA

San Bernardino County, Valley Communication Center, CA

Cathedral City Fire Station No. 411, CA

Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA

Burlingame Community Center, Washington Park & Subterranean Parking Structure, CA

Campbell Police Operations Building, CA

Visalia Civic Center Ph2 Project (Public Safety Office Building, Evidence/Storage Bldg. & Council Chambers), CA



## Robert Godfrey

CCM

Project Executive

### EDUCATION

Bachelor of Science, Management,  
The Georgia Institute of Technology,  
Atlanta

### CERTIFICATIONS

Certified Construction Manager  
(CCM)

### AFFILIATIONS

Construction Management  
Association of America, Member

### YEARS OF EXPERIENCE

24

### QUALIFICATIONS

Robert Godfrey brings more than 20 years of combined experience in construction management and planning. As a construction manager, he has been involved during all phases of development and construction. His responsibilities as a project/construction manager have entailed pre-construction services, public and stakeholder outreach, managing entitlement and plan check processes, obtaining building permits and coordinating inspections, and generating punch lists and overseeing project closeout. Robert has a proven record of project management involving effective communication with design team members, coordinating consultants, vendors and contractors - all to assure the client's goals and objectives are achieved.

### REPRESENTATIVE EXPERIENCE

Santa Ana Main Library Renovation, CA  
Santa Ana Newhope Library Renovation, CA  
Santa Ana Delhi Center Library Branch, CA  
Santa Ana Outdoor Library at Jerome Park, CA  
Manhattan Beach Fire Station No.2, CA  
Santa Clarita Canyon Country Community Center, CA  
La Canada-Flintridge City Hall Renovation, CA  
West Hollywood City Hall Lobby Renovation, CA  
Orange County Transportation Authority (OCTA),  
Headquarters (Stadium Tower II), CA  
Orange County Employees Retirement System (OCERS)  
Headquarters, Santa Ana, CA  
San Jacinto Civic Center, CA  
Half Moon Bay Library, CA  
Jurupa Community Services District Harrel Headquarters  
Renovation, Jurupa Valley, CA  
Pico Rivera Smith Park Aquatic Center Renovation, CA  
Corona City Park Revitalization, CA  
Jurupa Area Recreation & Park District, Vernola Park  
Expansion & Community Center, Jurupa Valley, CA  
Eastvale Civic Center (City Hall, Library, Senior &  
Community Center, Police Station, Fire Station), CA  
Orange County Fire Authority, Multiple Fire Stations, CA





## Lance Solomon

CCM

Sr. Construction Manager

### EDUCATION / CERTIFICATIONS

Certified Construction Manager  
(CCM)

Qualified SWPPP Practitioner

APWA, Public Works Inspection  
Certification

Certified Professional in Erosion &  
Sediment Control (CPESC)

Confined Space Training

Concrete Field Testing Technician

OSHA, Construction Safety & Health

US Army Corps, Construction Quality  
Mgmt

CPR & Basic First Aid, ASHI

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### YEARS OF EXPERIENCE

29

### QUALIFICATIONS

Lance Solomon offers more than 25 years of construction experience that encompasses public works renovations and new construction, educational facilities, sports parks/recreational facilities, underground utilities, demolition, and stormwater. His responsibilities have encompassed preparation of a bid ability review; evaluation of the bids; conduction of the pre-construction conference; and processing control documents such as minutes, progress payments, schedules, change orders, weekly reports, and all federally and state required documents.

### REPRESENTATIVE EXPERIENCE

Huntington Beach Senior Center in Central Park, CA

Orange City Fire Department Headquarters, CA

Carlsbad Police & Fire Headquarters, CA

Carlsbad Pine Avenue Community Center & Gardens, CA

Campbell Police Operations Building Renovation, CA

Esencia Sports Park, Mission Viejo, CA

Lake Forest Sports Park & Recreation Center, CA

East Bay Regional Parks Dist., Aquatic Center, Oakland,  
CA

Campbell Library Renovation, CA

Vista Hermosa Aquatic Center & Sports Park, San  
Clemente, CA

Rialto Frisbie Park Expansion, CA

Dixon Hall Memorial Park, CA

San Juan Capistrano Paseo Adelanto Mixed-Use Housing  
& City Hall, CA

San Bernardino County Govt Center Landscape  
Beautification, CA

San Bernardino County Lake Gregory Dam Rehab., CA

Jurupa Area Recreation & Park District, Vernola Park  
Expansion & Community Center, CA

Carlsbad Orion Center Maintenance Building, CA

Urban Runoff Treatment Facility, San Clemente, CA

Corona City Park Revitalization, CA

Mountain View Rengstorff Park Aquatic Center, CA



## David Ruth

ICC

Inspector

### EDUCATION

Fire Science, Santa Ana College

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### CERTIFICATIONS / LICENSES

ICC Reinforced Concrete & Structural Masonry

ACI Field Testing Technician Grade 1:  
ASTM Testing of Concrete

Masonry Journeyman

Advanced Training Center, Anaheim,  
CA

Orange County ROP Training Center,  
Anaheim, CA

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### AFFILIATIONS

American Concrete Institute,  
California Chapter

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### YEARS OF EXPERIENCE

31

### QUALIFICATIONS

David Ruth has a distinguished background in construction inspection. With beginnings in the field as a Masonry Foreman, David excels in inspection, testing, and quality assurance, bringing a wealth of high-level skills to every project. David has a proven track record of meeting demanding standards and effectively managing teams while fostering professional relationships.

His communication prowess allows him to convey complex information clearly and effectively, and his expertise in creating detailed reports and maintaining precise records to ensure project transparency. David's collaborative approach and commitment to resolving issues with management and stakeholders highlight his dedication to ensuring successful delivery for every project.

### REPRESENTATIVE EXPERIENCE

Santa Ana Main Library Renovation, CA

Santa Ana Newhope Library Renovation, CA

Santa Ana Delhi Center Library Branch, CA

Santa Ana Outdoor Library at Jerome Park, CA

Los Angeles State Historic Park, Parkwide Renovation, CA

WETA Central Bay Operations & Maintenance Facility,  
Alameda Point, CA

Cuyamaca Rancho State Park Water System  
Rehabilitation, Descanso, CA

Mount Diablo State Park Road Improvements, Walnut  
Creek, CA

Malibu Lagoon State Beach, CA

City of San Marcos Creek District, Via Vera Cruz & Bent  
Ave. Bridges, CA

Palm Springs Ariel Tramway, Mountain Station Water  
Treatment Facility, CA





HUNTINGTON BEACH SENIOR CENTER



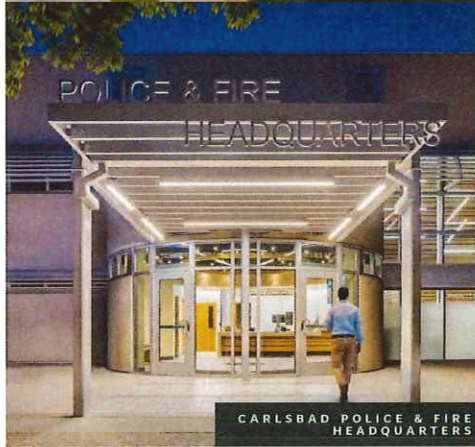
ORANGE CITY FIRE DEPARTMENT HEADQUARTERS & STATION 1



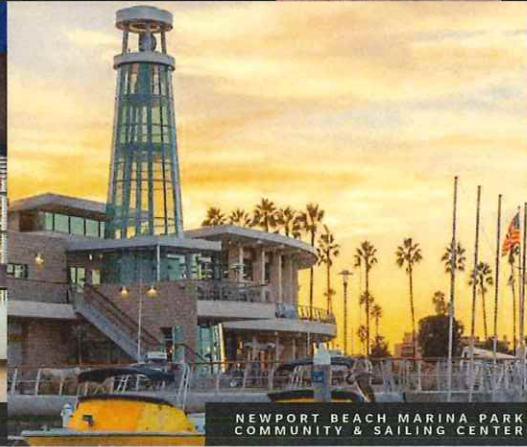
COUNTY OF ORANGE CIVIC CENTER



SANTA CLARITA CANYON COUNTRY COMMUNITY CENTER



CARLSBAD POLICE & FIRE HEADQUARTERS



NEWPORT BEACH MARINA PARK COMMUNITY & SAILING CENTER



EASTVALE CIVIC CENTER

## NORTHERN CALIFORNIA OFFICE

1850 WARBURTON AVENUE  
SUITE 120  
SANTA CLARA, CA 95050  
408 955 0431

## SOUTHERN CALIFORNIA OFFICE

1 TECHNOLOGY DRIVE  
BUILDING I SUITE 829  
IRVINE, CA 92618  
949 497 9000



## **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

D.4. RATE SHEET

GRIFFIN STRUCTURES

## Hourly Rates

### PROGRAM & CONSTRUCTION MANAGEMENT

| TITLE                           | 2025  | 2026  | 2027  | 2028  | 2029  |
|---------------------------------|-------|-------|-------|-------|-------|
| Chief Executive Officer         | \$320 | \$336 | \$353 | \$371 | \$389 |
| Chief Financial Officer         | \$295 | \$310 | \$325 | \$341 | \$359 |
| President                       | \$295 | \$310 | \$325 | \$341 | \$359 |
| Principal-In-Charge             | \$285 | \$299 | \$314 | \$330 | \$346 |
| Project Executive               | \$280 | \$294 | \$309 | \$324 | \$340 |
| Predevelopment Manager          | \$280 | \$294 | \$309 | \$324 | \$340 |
| Sr. Program & Construction Mgr. | \$265 | \$278 | \$292 | \$307 | \$322 |
| Program & Construction Mgr.     | \$260 | \$273 | \$287 | \$301 | \$316 |
| Inspector                       | \$240 | \$252 | \$265 | \$278 | \$292 |
| Sr. Program Analyst             | \$240 | \$252 | \$265 | \$278 | \$292 |
| Estimator                       | \$240 | \$252 | \$265 | \$278 | \$292 |
| Program Analyst                 | \$235 | \$247 | \$259 | \$272 | \$286 |
| Accounting                      | \$230 | \$242 | \$254 | \$266 | \$280 |

*\*Subconsultants will be billed at cost + 10% markup*

*\*\*Escalation is calculated on anticipated CPI based on a blended average of the past 5 years. (5%)*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/27/2025

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).

|   |  |   |
|---|--|---|
| <b>PRODUCER</b><br>AssuredPartners Design Professionals Insurance Services, LLC<br>3697 Mt. Diablo Blvd Suite 230<br>Lafayette CA 94549 | <b>CONTACT NAME:</b> Dani Schulze<br><b>PHONE (A/C, No, Ext):</b> 714-202-0390<br><b>E-MAIL:</b> CertsDesignPro@AssuredPartners.com<br><b>ADDRESS:</b> CertsDesignPro@AssuredPartners.com  | <b>FAX (A/C, No):</b>                             |
| <b>INSURED</b><br>Griffin Structures Inc<br>1 Technology Dr., Building I Ste. 829<br>Irvine CA 92618                                    | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Great American Assurance Company<br><b>INSURER B:</b> ARCH SPECIALTY INSURANCE COMPANY<br><b>INSURER C:</b> United Financial Casualty Company<br><b>INSURER D:</b> Oak River Insurance Company<br><b>INSURER E:</b><br><b>INSURER F:</b> | <b>NAIC #</b><br>26344<br>21199<br>11770<br>34630 |

**COVERAGES****CERTIFICATE NUMBER:** 464445961**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  | ADDL INSD      | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|----------------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Contractual Liab<br><input type="checkbox"/> Included<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | Y              | Y        | GLP5775546    | 12/31/2024              | 12/31/2025              | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 50,000<br>PERSONAL & ADV INJURY \$ Excluded<br>GENERAL AGGREGATE \$ 1,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>Deductible \$ 2,000,000<br>\$ 5,000 |
| C        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   | Y              | Y        | 06409713      | 12/31/2024              | 12/31/2025              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br>DED RETENTION \$  |                |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
| D        | <input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y / N<br>N / A | Y        | GRWC529454    | 12/31/2024              | 12/31/2025              | <input checked="" type="checkbox"/> PER STATUTE<br>OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |
| B        | Professional Liability & Contractors Pollution Liability   |                | Y        | PDCPP0038504  | 12/31/2024              | 12/31/2025              | Per Claim Aggregate Limit Deductible \$2,000,000<br>\$4,000,000<br>\$25,000  |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

AM Bests Rating on all policies above: A/XII or greater.

RE: City of Huntington Beach 2025 On Call Construction Management and Inspection Services

City of Huntington Beach is named as an additional insured as respects general liability and auto liability as required per written contract. Insurance coverage includes waiver of subrogation per the attached endorsement(s).

**CERTIFICATE HOLDER****CANCELLATION 30 Day Notice of Cancellation**City of Huntington Beach  
2000 Main st.  
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

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Policy # GLP5775546

**GAC 3649CG**  
(Ed. 11/06)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY NON-CONTRIBUTORY INSURANCE ENDORSEMENT**

This endorsement modifies insurance provided under the following:

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

This insurance is primary to any other insurance held by third parties with respect to work performed by you under written contractual agreements with such third parties and any other insurance which may be available to such third parties shall be non-contributory.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**A. SECTION II - WHO IS AN INSURED** is amended to include as an Additional Insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an Additional Insured on your policy. Such person or organization is an Additional Insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. your acts or omissions; or
2. the acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the Additional Insured.

A person's or organization's status as an Additional Insured under this endorsement ends when your operations for that Additional Insured are completed.

**B.** With respect to the insurance afforded to these Additional Insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury," "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
  - a. the preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  - b. supervisory, inspection, architectural or engineering activities.
2. "Bodily injury," or "property damage" occurring after:
  - a. all work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the Additional Insured(s) at the location of the covered operations has been completed; or
  - b. that portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**Schedule**

**Name of Person or Organization:**

Any person or organization for whom or on whose behalf "you" are performing operations when "you" and such person or organization have agreed in writing in a contract or agreement to waive any right of recovery "we" may have against such person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to paragraph 8. **Transfer of Rights of Recovery Against Others to Us** of **SECTION IV - CONDITIONS**:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard." This waiver applies only to the person or organization shown in the Schedule above.