



## **Board of Directors Agenda Report**

MEETING DATE: SEPTEMBER 26, 2019 ITEM NUMBER: 9A

**SUBJECT:** Committee / Ad Hoc Committee / Liaison Reports

**DATE:** September 20, 2019

**FROM:** Robert Ruiz, Board Chair

**PRESENTATION BY:** Robert Ruiz, Board Chair

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### **RECOMMENDATION**

Information item only.

### **BACKGROUND**

To assure compliance with the Bagley-Keene Act, Committee reports are only for the purpose of the Committee chair, Ad Hoc Committee members or Liaison to provide a verbal update. Should the Board want to discuss any Committee work item not already on the agenda; those would need to be agendaized for a future Board meeting.

- i. Heroes Hall Veterans Foundation Board (Director La Belle, Chair; Vice Chair Cervantes)
- ii. Centennial Farm Foundation (Vice Chair Cervantes, Committee Chair)
- iii. Financial Monitoring Committee (Director Pham, Committee Chair)
- iv. Legislative Monitoring Committee (Director Aitken; Committee Chair; Chair Ruiz)
- v. Tenant Liaison Committee (Director Pham, Committee Chair; Vice Chair Cervantes)
- vi. Board of Directors Governing Policy Manual Review Ad Hoc Committee (Director Meyer, Committee Chair; Director Bagneris)
- vii. Safety & Security Committee (Chair Ruiz, Committee Chair; Vice Chair Cervantes)
- viii. Master Site Plan Ad Hoc Committee (Director Aitken, Committee Chair; Director Rubalcava-Garcia)
- ix. Buildings and Maintenance Committee (Director Aitken, Committee Chair; Director Rubalcava-Garcia)
- x. Audit Ad Hoc Committee (Director Rubalcava-Garcia, Committee Chair; Meyer Director)



## **Board of Directors Agenda Report**

MEETING DATE: SEPTEMBER 26, 2019 ITEM NUMBER: 9B

**SUBJECT:** 2019 OC Fair Wrap-Up Presentation

**DATE:** September 20, 2019

**FROM:** Kathy Kramer, CEO

**PRESENTATION BY:** Michele Richards, VP Business Development

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### **RECOMMENDATION**

Information item only.

### **BACKGROUND**

Staff will present highlights of the 2019 OC Fair.



## **Board of Directors Agenda Report**

MEETING DATE: SEPTEMBER 26, 2019 ITEM NUMBER: 9C

**SUBJECT:** City of Costa Mesa July 3rd Independence Day Celebration Wrap-up Report and Accounting

**DATE:** September 20, 2019

**FROM:** Kathy Kramer, CEO

**PRESENTATION BY:** Kathy Kramer, CEO

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### **RECOMMENDATION**

Information item only.

### **BACKGROUND**

At the April 25, 2019 Board of Directors meeting the Board approved to provide event space and related event expenses, at no charge, to the City of Costa Mesa for their 2019 Independence Day Celebration on July 3, 2019. The Board also requested a post-event report and accounting of the event. The Board authorized an amount not to exceed \$20,000.00 allocated for staff to work with the City of Costa Mesa to co-sponsor the event and provide the following services:

#### **Breakdown of OCFEC services provided for co-sponsorship of the City of Costa Mesa July 3<sup>rd</sup> Independence Day Celebration:**

**\$ 1,100 Event Space** – Use of Hussong’s in the OC Market Place footprint and surrounding parking lot for entertainment and vendors.

**\$ 6,750 Parking** - Parking provided at no charge to guests

**\$ 8,549 Staffing and Equipment** - Provide all staffing and equipment necessary for set-up, event day and event tear-down.

- Staffing \$4,936
- Equipment \$3,613

**\$16,399 Total OCFEC Cost for Event**

Attachments (3): City of Costa Mesa Event Recap / Correspondence from Mayor Pro- Tem, John Stephens / Event Profit and Loss Summary



# **CITY MANAGER'S OFFICE**

## **MEMORANDUM**

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**DATE:** SEPTEMBER 19,2019

**SUBJECT:** CITY OF COSTA MESA JULY 3RD INDEPENDENCE DAY CELEBRATION  
EVENT RECAP

**TO:** ORANGE COUNTY FAIR AND EVENT CENTER

**FROM:** THE CITY OF COSTA MESA

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On July 3, 2019, the City of Costa Mesa successfully partnered with the OC Fair & Event Center, Travel Costa Mesa, and The Triangle to host a Community Independence Day Celebration at the Orange County Fairgrounds.

Mayor Pro-Tem John Stephens, who championed this event from the start, also raised private donations to help with the costs.

By all accounts, the event, which ran from 5 p.m. to 11 p.m., was a huge success. Families enjoyed musical artists Moxy Anne and the Tijuana Dogs, as well as rib and burrito eating contests, bounce houses, live and interactive art exhibits, a cornhole and hat decorating contest and a dunk tank that featured local elected leaders ready to take a splash.

The dunk tank provided more than just family entertainment and the chance to soak a city council member. It raised approximately \$365 for the local non-profit Save Our Youth (SOY).

A special visitor to the event was Congressman Harley Rouda, who read an excerpt from the Declaration of Independence.

The event also included representation from the LA Chargers, City and private sponsor giveaways, food and goods sold by numerous OC Marketplace vendors, and featured a 20-minute pyrotechnic show.

Heroes Hall and Centennial Farm was also opened to the public during a portion of the event time.

City staff estimated the crowd size to be about 3,000 people, many of them families, and there were no incidents to report.

It is Mayor Pro Stephens' hope that this event will become an annual city-sponsored celebration for the Costa Mesa community to enjoy for years to come during the Independence Day holiday.





# CITY OF COSTA MESA

77 Fair Drive | P.O. Box 1200, Costa Mesa | California 92628-1200  
Phone 714.754.5285 | Fax 714.754.5330 | [www.costamesaca.gov](http://www.costamesaca.gov)

*From the Office of the City Council*

July 26, 2019

Kathy Kramer, CVE, CFEE, CMP  
Chief Executive Officer  
OC Fair & Event Center  
88 Fair Drive,  
Costa Mesa, CA 92626

Dear Kathy:

On behalf of the City of Costa Mesa, I want to personally thank the OC Fair & Events Center for its valuable partnership on our 2019 Independence Day Celebration. The OC Fair staff was professional and effective throughout the planning and execution of the event. We could never have pulled off such a successful event without this support.

Between three and four thousand people attended the event. Everyone had a great time listening to the Tijuana Dogs, watching burrito and rib eating contests, dunking the Mayor and Councilmembers in our "dunk tank," and watching the pyrotechnic display. We also were honored to have Rep. Harley Rouda read an excerpt from the Declaration of Independence as a reminder of what we were celebrating. The event was pure community fun. I look forward to making this an annual event.

Thank you again for your valuable partnership. It means a lot to me and the community.

Sincerely,

John Stephens  
Mayor Pro Tem

| <b>CITY OF COSTA MESA</b>                     |               |
|---|---------------|
| <b>Summary of July 3rd, 2019 Celebration</b>  |               |
|   |               |
| <b><u>MONETARY DONATIONS:</u></b>             | \$ 66,000     |
| <b><u>CITY SPONSORSHIP:</u></b>               | \$10,000      |
|   | \$76,000*     |
|   |               |
| <b><u>EXPENSES:</u></b>                       |               |
| Bands   | 7,000         |
| Chalk Artist                                  | 300           |
| Inflatables                                   | 1,500         |
| Signs and Banners                             | 1,802         |
| Stage and Lighting                            | 2,750         |
| Supplies                                      | 2,778         |
| Venue (Pyrotechnics and Sound)                | 46,211        |
| Staffing:                                     |               |
| Pre-event Planning                            | 6,913         |
| Event Day Personnel                           | 6,408         |
|   | 75,662        |
|   |               |
| <b>Contributions less Expenses</b>            | <b>\$ 338</b> |
| * Does not include OC FEC trade participation |               |



## **Board of Directors Agenda Report**

MEETING DATE: SEPTEMBER 26, 2019 ITEM NUMBER: 9D

**SUBJECT:** Consideration of and Vote on Awarding the Infrastructure Grounds and Facility Audit Consulting Services Request for Proposal Winning Bid

**DATE:** September 20, 2019

**FROM:** Ken Karns, Vice President - Operations

**PRESENTATION BY:** Board of Directors, Building and Maintenance Committee: Chair, Director Aitken and Director Rubalcava-Garcia

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### **RECOMMENDATION**

The Board of Directors, Building and Maintenance Committee recommend the Board of Directors approves awarding the infrastructure grounds and facility audit consulting contract to EMG.

### **BACKGROUND**

During the 2019 budgeting process the Board of Directors approved up to \$500,000.00 in the Capital Budget to carry out an infrastructure grounds and facility audit. The purpose of the infrastructure, grounds and facility audit is to assess the current structures and services on the grounds and to identify need for future improvements. The audit is to be conducted before the implementation of a master site plan. This is the first time the District has undertaken an audit of this nature in recent history.

The District retained the services of California Construction Authority (CCA) to assist in the development and issuing of a Request for Proposal (RFP) for an infrastructure grounds and facility audit. The Building and Maintenance Committee reviewed the RFP in detail as the team worked through the development process and on June 12, 2019 CCA released the RFP. The purpose of the audit was thoroughly reviewed by the committee and is detailed in the RFP, pages 4 through 8.

The expected outcome is to have a detailed report that will act as a guide to assist in the development of annual capital budgets. The audit findings will further guide the Board of Directors in the master site planning process.

Three proposals were received, and all three proposals were deemed responsive. CCA contacted the three firms to acknowledge receipt of the proposals and to communicate the timing of the Committee review and the ultimate decision and timing of the full Board of Directors.

The Building and Maintenance Committee, along with CCA and District staff, scored the three qualifying proposals. The scoring committee was comprised of the two members of the Buildings and Maintenance Committee, Director Aitken and Director Rubalcava-Garcia along with Vice President - Operations, Ken Karns and CCA staff Sean Slay and Jeff Fields. The scores of each person on the evaluation committee were calculated and EMG was identified as the winning bidder. All members of the evaluation committee concurred in the selection of EMG.

It was also noted, in awarding this bid to EMG at the base price of \$175,655.63 gives the committee room within the budget to carry out additional work related to the audit if deemed necessary.

The current estimate of the budget is;

|   |                     |
|---|---------------------|
| 1 – LOU #1 with CCA for the RFP development and bid - | \$ 7100.00          |
| 2 – EMG fee -   | \$175,655.63        |
| 3 – Pending LOU #2 with CCA for the audit -           | <u>\$ 37,097.61</u> |
| Total =   | \$219,853.24        |

Enclosed with this report are: 1. the three qualifying proposals that were submitted and scored by the evaluation committee, 2. the scoring sheets of the members of the evaluation committee and 3. the scoring average totals.

| Scorer              | EMG | IDS | M/O | Scorer<br>Average |
|---------------------|-----|-----|-----|-------------------|
| A                   | 94  | 82  | 77  | 84                |
| B                   | 82  | 81  | 66  | 76                |
| C                   | 98  | 94  | 61  | 84                |
| D                   | 93  | 86  | 75  | 85                |
| E                   | 98  | 95  | 73  | 89                |
| Proposal<br>Average | 93  | 88  | 70  |                   |

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: EMG

| Item | Description   | Points Assigned | Points Earned |
|------|---|-----------------|---------------|
| 1    | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2    | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3    | Demonstrated ability to work within budgets/meet time schedules   | 15              | 15            |
| 4    | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5    | Reliability and continuity of the firm  | 5               | 5             |
| 6    | Geographical coverage. Area where majority of projects completed  | 5               | 5             |
| 7    | Small Business and/or DVBE status per Appendices C & D  | 5               | 4             |
| 8    | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9    | Fee Schedule  | 10              | 10            |
| 10   | Other considerations deemed relevant  | 5               | —             |
|      |   | <b>Totals:</b>  | <b>100</b>    |
|      |   |                 | 94            |

Designated Scorer: (A) B C D E F G  
 Please circle one

Date: 8/8/19

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: IDS

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 13            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 10            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 8             |
| 5              | Reliability and continuity of the firm  | 5               | 5             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 5             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 5             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9              | Fee Schedule  | 10              | 6             |
| 10             | Other considerations deemed relevant  | 5               | —             |
| <b>Totals:</b> |   | <b>100</b>      | <b>82</b>     |

Designated Scorer: A B C D E F G  
 Please circle one

Date: 8/8/19

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT

32nd DAA OC Fair & Event Center

RFP Selection Criteria & Scoring Sheet

Firm Name:

Max Okubo

| Item | Description   | Points Assigned | Points Earned |
|------|---|-----------------|---------------|
| 1    | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2    | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3    | Demonstrated ability to work within budgets/meet time schedules   | 15              | 10            |
| 4    | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 8             |
| 5    | Reliability and continuity of the firm  | 5               | 5             |
| 6    | Geographical coverage. Area where majority of projects completed  | 5               | 3             |
| 7    | Small Business and/or DVBE status per Appendices C & D  | 5               | 0             |
| 8    | List of professional references, min. of 3 references w/contact info  | 5               | 3             |
| 9    | Fee Schedule  | 10              | 8             |
| 10   | Other considerations deemed relevant  | 5               | —             |
|      |   | <b>Totals:</b>  | <b>100</b>    |
|      |   |                 | <b>77</b>     |

Designated Scorer:

A B C D E F G

Please circle one

Date:

8/8/19



INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: EMG

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 20            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 13            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5              | Reliability and continuity of the firm  | 5               | 4             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 2             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 3             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 3             |
| 9              | Fee Schedule  | 10              | 10            |
| 10             | Other considerations deemed relevant  | 5               | 2             |
| <b>Totals:</b> |   | <b>100</b>      | <b>82</b>     |

Designated Scorer: A (B) C D E F G  
 Please circle one

Date: 8/8/19

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT

32nd DAA OC Fair & Event Center

RFP Selection Criteria & Scoring Sheet

Firm Name: IDS Group

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 20            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 13            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5              | Reliability and continuity of the firm  | 5               | 3             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 2             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 3             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9              | Fee Schedule  | 10              | 8             |
| 10             | Other considerations deemed relevant  | 5               | 2             |
| <b>Totals:</b> |   | <b>100</b>      | <b>81</b>     |

Designated Scorer: A B C D E F G  
 Please circle one

Date: 8/8/19

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: Marx.. Okobo

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 20            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 13            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 12            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 2             |
| 5              | Reliability and continuity of the firm  | 5               | 4             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 4             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 0             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 2             |
| 9              | Fee Schedule  | 10              | 6             |
| 10             | Other considerations deemed relevant  | 5               | 3             |
| <b>Totals:</b> |   | <b>100</b>      | <b>66</b>     |

Designated Scorer: A (B) C D E F G  
 Please circle one

Date: 8/8/2019

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: EMCA

| Item | Description   | Points Assigned | Points Earned |
|------|---|-----------------|---------------|
| 1    | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2    | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3    | Demonstrated ability to work within budgets/meet time schedules   | 15              | 15            |
| 4    | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5    | Reliability and continuity of the firm  | 5               | 5             |
| 6    | Geographical coverage. Area where majority of projects completed  | 5               | 5             |
| 7    | Small Business and/or DVBE status per Appendices C & D  | 5               | 3             |
| 8    | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9    | Fee Schedule  | 10              | 10            |
| 10   | Other considerations deemed relevant  | 5               | 5             |
|      |   | Totals:         | 100           |
|      |   |                 | 98            |

Designated Scorer: A B C D E F G  
 Please circle one

Date: 8/8/19

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: IOS Group

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 15            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5              | Reliability and continuity of the firm  | 5               | 4             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 4             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 5             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9              | Fee Schedule  | 10              | 6             |
| 10             | Other considerations deemed relevant  | 5               | 5             |
| <b>Totals:</b> |   | <b>100</b>      | <b>94</b>     |

Designated Scorer: A B **C** D E F G  
 Please circle one

Date: 8/8/19

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: MMSEX/OKUBO

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 20            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 10            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 10            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 6             |
| 5              | Reliability and continuity of the firm  | 5               | 5             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 4             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 6             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 2             |
| 9              | Fee Schedule  | 10              | 8             |
| 10             | Other considerations deemed relevant  | 5               | 2             |
| <b>Totals:</b> |   | <b>100</b>      | <b>61</b>     |

Designated Scorer: A B **C** D E F G  
 Please circle one

Date: 8/8/19

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: EMG

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 12            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5              | Reliability and continuity of the firm  | 5               | 3             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 5             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 3             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9              | Fee Schedule  | 10              | 10            |
| 10             | Other considerations deemed relevant  | 5               | 5             |
| <b>Totals:</b> |   | <b>100</b>      | <b>93</b>     |

Designated Scorer: A B C **D** E F G  
 Please circle one

Date: 8/8/2019

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: IDS

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 7             |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5              | Reliability and continuity of the firm  | 5               | 3             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 5             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 3             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9              | Fee Schedule  | 10              | 8             |
| 10             | Other considerations deemed relevant  | 5               | 5             |
| <b>Totals:</b> |   | <b>100</b>      | <b>86</b>     |

Designated Scorer: A B C **D** E F G  
 Please circle one

Date: 8/8/2019



INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: Mark Okubo

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 5             |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 5             |
| 5              | Reliability and continuity of the firm  | 5               | 5             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 5             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 0             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9              | Fee Schedule  | 10              | 5             |
| 10             | Other considerations deemed relevant  | 5               | 5             |
| <b>Totals:</b> |   | <b>100</b>      | <b>75</b>     |

Designated Scorer: A B C **D** E F G  
 Please circle one

Date: 8/8/2019

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: EMG

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 15            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5              | Reliability and continuity of the firm  | 5               | 5             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 5             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 3             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9              | Fee Schedule  | 10              | 10            |
| 10             | Other considerations deemed relevant  | 5               | 5             |
| <b>Totals:</b> |   | <b>100</b>      | <b>98</b>     |

Designated Scorer:  A B C D **E** F G   
 Please circle one

Date: 8/8/2019

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: IDS

| Item           | Description   | Points Assigned | Points Earned |
|----------------|---|-----------------|---------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | 25            |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | 15            |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | 15            |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | 10            |
| 5              | Reliability and continuity of the firm  | 5               | 5             |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | 5             |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | 3             |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | 5             |
| 9              | Fee Schedule  | 10              | 7             |
| 10             | Other considerations deemed relevant  | 5               | 5             |
| <b>Totals:</b> |   | <b>100</b>      | <b>95</b>     |

Designated Scorer: A B C D **E** F G  
 Please circle one

Date: 8/8/2019

INFRASTRUCTURE, GROUNDS, AND FACILITY AUDIT  
 32nd DAA OC Fair & Event Center  
 RFP Selection Criteria & Scoring Sheet

Firm Name: Mark Okubo

| Item           | Description   | Points Assigned | Points Earned                   |
|----------------|---|-----------------|---------------------------------|
| 1              | Professional Experience, knowledge of applicable codes/regulations  | 25              | <input type="text" value="25"/> |
| 2              | Staffing/resource capabilities, Identify team members/key personnel, experience with Facility Audit projects in Southern California, specifically Orange County | 15              | <input type="text" value="15"/> |
| 3              | Demonstrated ability to work within budgets/meet time schedules   | 15              | <input type="text" value="5"/>  |
| 4              | Nature/quality of projects completed within last 3 years, min of 5 examples   | 10              | <input type="text" value="10"/> |
| 5              | Reliability and continuity of the firm  | 5               | <input type="text" value="5"/>  |
| 6              | Geographical coverage. Area where majority of projects completed  | 5               | <input type="text" value="5"/>  |
| 7              | Small Business and/or DVBE status per Appendices C & D  | 5               | <input type="text" value="0"/>  |
| 8              | List of professional references, min. of 3 references w/contact info  | 5               | <input type="text" value="5"/>  |
| 9              | Fee Schedule  | 10              | <input type="text" value="3"/>  |
| 10             | Other considerations deemed relevant  | 5               | <input type="text" value="0"/>  |
| <b>Totals:</b> |   | <b>100</b>      | <input type="text" value="73"/> |

Designated Scorer:   A  B  C  D  **E**  F  G    
 Please circle one

Date: 8/8/2019



# Infrastructure Grounds and Facility Audit 32nd District Agricultural Association, OC Fair & Event Center (OCFEC)

July 5, 2019



A Bureau Veritas Group Company



BUREAU  
VERITAS

## SUMMARY SHEET

Submitting Firm Name: EMG

Contact Name: Erik Piller

Mailing Address: 10461 Mill Run Circle, Suite 1100

Owings Mills, MD 21117

Telephone Number: 800-733-0660 x2704

Fax Number: 410-785-6220

Email Address: epiller@emgcorp.com

# APPENDIX C

## CALIFORNIA CONSTRUCTION AUTHORITY (CCA) PARTICIPATION GOALS FOR SMALL BUSINESS ENTERPRISES (SBE)

### PROGRAM STATEMENT

1. It is the policy of the CCA to encourage the participation of Small Business Enterprises (SBEs) in all aspects of contracting to the maximum extent feasible. This policy constitutes a commitment to increase the utilization of SBEs.

CCA has established participation goals of TWENTY FIVE PERCENT (25%) for SBE. In awarding any contracts, the Authority will consider the efforts of a consultant to meet these goals. Therefore, each selected firm must meet these goals or must make a "good faith effort" to meet these goals. Failure to meet these goals, or to make a good faith effort, may form the basis upon which CCA determines that the consultant is non-responsive, making the consultant ineligible for awards under the contract. The CCA reserves the right to exempt certain contracts from the participation goals, as it is the Authority's policy to attempt to achieve these participation goals on an annual basis.

2. The consulting firm, and its vendors, suppliers, and their subcontractors who feel they may qualify as a SBE are encouraged to complete a bidder's application SBE certification form which is available at:

Department of General Services  
Office of Small Business and DVBE Services  
707 Third Street  
West Sacramento, CA 95605  
(916) 375-4940

3. Please indicate whether or not the submitting consultant/firm is a SBE.

A. Yes [ ] No [x]

Certification No. \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_

- B. Percentage of contract responsibility to be performed by responding firm: 87

- C. If certified SBE subcontractor's suppliers and/or third parties will be used to perform any or all of the contract, please state name of firm, service or commodity to be provided, and the percentage of contract responsibility.

| NAME OF FIRM  | SBE # | SERVICE OR COMMODITY | % OF RESPONSIBILITY |
|---|-------|----------------------|---------------------|
| TBD - EMG has worked with many SBEs and will make every effort to include a SBE firm on our team upon award |       | FCA                  | 10                  |
|   |       |                      |                     |
|   |       |                      |                     |

4. All submitting Firms must select the appropriate certification, date and sign.

Firm *listing* SBE participation:

I hereby certify that I have made a diligent effort to ascertain facts with regard to the representations made herein, to the best of my knowledge and belief, each firm set forth in this bid as a SBE is such an enterprise.

Firm *not* meeting the Authority's participation goals:

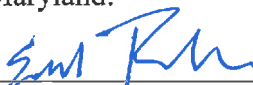
I hereby certify that I have made a "good faith effort," as defined by section, to meet the SBE participation goals for this contract.

Firm *not* using outside services:

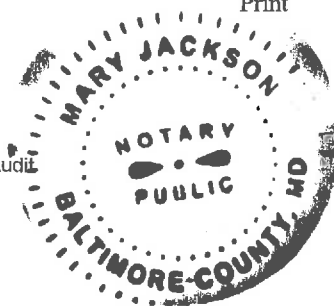
I hereby certify that no work or material is to be supplied by an outside source and therefore are unable to meet SBE participation goals.

Bidders

This declaration is executed on this 10 day of July, 2019 in Owings Mills Maryland.

  
Signature

Erik Piller  
Print



*Mary Jackson*  
Notary  
My Commission Expires  
8/12/2021



## APPENDIX D

### DISABLED VETERAN OWNED BUSINESS ENTERPRISES (DVBE)

#### CALIFORNIA CONSTRUCTION AUTHORITY (CCA) PARTICIPATION GOALS FOR DISABLED VETERAN OWNED BUSINESS ENTERPRISES (DVBE)

##### PROGRAM STATEMENT

1. It is the policy of the CCA to encourage the participation of Disabled Veteran Owned Business Enterprises (DVBEs) in all aspects of contracting to the maximum extent feasible. This policy constitutes a commitment to increase the utilization of DVBEs.

Pursuant to State law, the CCA has established participation goals of THREE PERCENT (3%) for DVBE. In awarding any contracts, the Authority will consider the efforts of a consultant to meet these goals. Therefore, each Bidder must meet these goals or must make a "good faith effort," as defined by Section 10115 et seq. of the Public Contract Code, to meet these goals. Failure to meet these goals, or to make a good faith effort, may form the basis upon which Authority determines that the consultant is non-responsive, making the consultant ineligible for awards under the contract. The CCA reserves the right to exempt certain contracts from the participation goals, as it is the Authority's policy to attempt to achieve these participation goals on an annual basis.

2. The consulting firm, and its vendors, suppliers, and their subcontractors who feel they may qualify as a DVBE are encouraged to complete a bidder's application DVBE certification form which is available at:

Department of General Services  
Office of Small Business and DVBE Services  
707 Third Street  
West Sacramento, CA 95605  
(916) 375-4940

3. Please indicate whether or not the submitting consultant/firm is a DVBE.

A. Yes [ ] No [x]

Certification No. \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_



July 5, 2019

California Construction Authority (CCA)  
1776 Tribute Road, Suite 220  
Sacramento, California 95815  
Attn: Sean Slay



RE: RFP Infrastructure Grounds and Facility Audit

Dear Mr. Slay:

EMG is pleased to provide the California Construction Authority with the enclosed proposal in response to the RFP for Infrastructure Grounds and Facility Audit.

**Proven Experience |** Facility Condition Assessments are one of the core services of EMG. We have completed thousands of municipal projects with more than 700 million square feet of space in the last five (5) years for State and Local Government, Educational, and Parks and Recreation clients. EMG has completed more than 15,955 assessment and project management projects in California.

**Highly Qualified Team |** EMG is an architecture and engineering firm focused solely on building lifecycle and capital planning studies, with more than 700 building professionals nationwide including 60 California-based professionals. Our Assessment teams have performed similar services nationwide, including:

- Texas State Fairgrounds, TX
- Texas A&M University, TX
- University of Nevada, Reno, NV
- City of Poway
- City of Laguna Niguel
- City of Brea
- City of Huntington Beach
- City of Orange
- City of Garden Grove
- Orange County Parks
- City of Riverside
- City of El Segundo
- Los Angeles Department of Water and Power
- Metropolitan Water District of Southern California
- Orange County Transportation Authority (OCTA)
- State of California DGS (17MM SF) - Statewide
- State of California CDCR – 12 Prison FCAs – Statewide
- City of Fullerton
- State of California JCC - 213 Courthouses - Statewide
- State of California CalVet - Yountville Veterans
- School Districts: Simi Valley, Ocean View, Palos Verdes, Palm Springs, Manhattan Beach, Conejo Valley, CA

**Relevant Experience |** Our experience includes hundreds of stadiums, arenas, convention centers, and other event venues throughout the nation.

The following pages detail our history, similar project experience, our key personnel and team, and our approach to your unique project. This proposal will be valid for ninety (90) days. We appreciate the opportunity to present our qualifications for this project and look forward to working with the California Construction Authority. I am available at 800.733.0660, ext. 2704 or epiller@emgcorp.com to further discuss our qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'Erik Piller', is written over a white background.

Erik Piller, Senior Vice President

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## 1. FIRM BACKGROUND

### COMPANY HISTORY

Founded in 1986, Clampett Industries, LLC d/b/a EMG (EMG) is an Architectural, Engineering, and Environmental consulting services firm employing 700 professionals nationwide. EMG is licensed to do business in the State of California and has a qualified team ready and available to complete the requested services for the California Construction Authority.

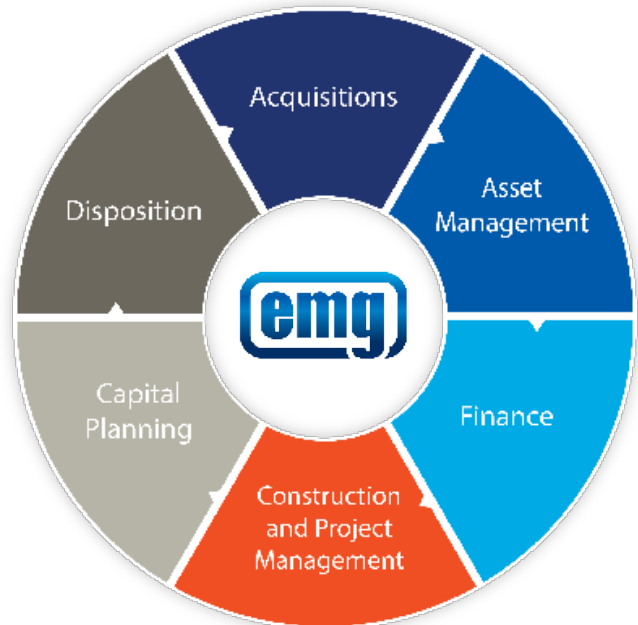
Annually, EMG assesses thousands of properties for clients similar to the California Construction Authority and has developed a proven and efficient methodology for our assessments and data collection, considering knowledge of property conditions, federal and ASHRAE regulations, local codes, and client objectives, while conducting services and making recommendations.

EMG is financially sound with average revenues of \$85M average over the past five years – more than \$100M last year alone. With the depth and resources to complete this project, EMG is committed to providing quality services to the CCA's satisfaction.

### SERVICES

- Facility Condition Assessments
- Preventive Maintenance
- Inventory, Barcoding and Tagging
- Energy Studies
- Capital Planning
- Feasibility Studies
- Project Management
- ADA Accessibility Compliance
- Construction Monitoring
- Plan and Document Review
- Capital Planning Software
- AssetCALC™ Capital Planning Software

### WHAT WE DO



### COMPANY INFORMATION

|                  |  |
|------------------|--|
| Name of Company: | EMG  |
| Year Founded:    | 1986   |
| Address:         | 1940 E. Deere Avenue<br>Suite 210<br>Santa Ana, CA 92705 |
| Primary Contact: | <b>Erik Piller, Senior VP</b>                            |
| Telephone:       | <b>(800) 733-0660, x 2704</b>                            |
| Fax:             | (410) 785-6220   |
| Email:           | <b>EPiller@emgcorp.com</b>                               |
| Website:         | www.emgcorp.com  |



## 2. PROFESSIONAL EXPERIENCE AND REFERENCES

EMG has completed projects similar to the scope that California Construction Authority is requiring for the infrastructure grounds and facility audit. Our experience includes condition assessments, energy audits, facility master planning, capital needs consulting, and capital improvement planning.

Please refer to the following list of similar projects where EMG has conducted Facility Condition Assessment Services with similar scope and complexity to the CCA's RFP:

| PROJECT                                     | STATE     | SERVICES   | COMPLETION  | BUILDING / VENUE TYPE | CAPACITY / ATTENDANCE         |
|---|-----------|------------|-------------|-----------------------|-------------------------------|
| <b>Sumter County Florida - Fairgrounds</b>  | <b>FL</b> | <b>FCA</b> | <b>2016</b> | <b>Fairground</b>     | <b>30,000 over 9 days</b>     |
| <b>City of Dallas - Texas State Fair</b>    | <b>TX</b> | <b>FCA</b> | <b>2007</b> | <b>Fairground</b>     | <b>2,200,000 over 24 days</b> |
| University of Nevada, Reno - Mackay Stadium | NV        | ADA        | 2019        | Athletic Stadium      | 29,993                        |
| St. Louis Cardinals - Busch Stadium         | MO        | ADA        | 2019        | Athletic Stadium      | 45,000                        |
| Georgia Aquarium                            | GA        | FCA        | 2018        | Aquarium              | 2,400,000 annually            |
| Oregon Coast Aquarium                       | OR        | FCA        | 2018        | Aquarium              | 450,000 annually              |
| City of Santa Clara - Convention Center     | CA        | FCA        | 2017        | Convention Center     | 20,000                        |
| Zoological Society of Philadelphia          | PA        | FCA        | 2017        | Zoo                   | 1,200,000 annually            |
| North Carolina Zoo                          | NC        | FCA        | 2017        | Zoo                   | 860,000 annually              |
| Norfolk Zoo                                 | VA        | FCA        | 2017        | Zoo                   | 500,000 annually              |
| Cincinnati Zoo & Botanical Gardens          | OH        | FCA        | 2016        | Zoo                   | 1,200,000 annually            |
| St. Louis Zoo                               | MO        | FCA        | 2016        | Zoo                   | 3,000,000 annually            |
| Houston Zoo                                 | TX        | FCA        | 2016        | Zoo                   | 1,200,000 annually            |
| Texas A&M University - Kyle Field           | TX        | FCA        | 2015        | Athletic Stadium      | 102,733                       |
| City of Fresno - Selland Arena              | CA        | FCA        | 2015        | Convention Center     | 9,000                         |
| City of Monterey - Wharf                    | CA        | FCA        | 2015        | Public Wharf          | 1,000,000 annually            |
| Boise Stadium                               | ID        | PCA        | 2005        | Athletic Stadium      | 36,000                        |



# State of California DGS

## FACILITY CONDITION ASSESSMENTS



### LOCATION

Statewide, CA

### SIZE

54 Buildings; 17.7 MM SF

### REFERENCE

Pella McCormick, Project Director  
State of California Department of General Services  
(916) 375-1694; [pella.mccormick@dgs.ca.gov](mailto:pella.mccormick@dgs.ca.gov)

EMG partnered with HOK Architects to provide professional architectural and engineering services for a portfolio of over 17 million GSF of state-owned general purpose office space. Twenty-four of these state owned buildings were 30 years old or older with the majority being in need of major renovation or replacement.

Our services included immediate and long term facility needs planning; infrastructure and facility analysis; development of project priority and sequencing plans; existing condition review; systems life cycle analysis; infrastructure cost modeling; and development recommendations for improvement/replacement of building systems. EMG created teams of a mechanical engineer and an Architect to review each building. The properties were assessed and the documentation was organized by Region to allow for capital planning by region as well as by building or State Department.

# City of Monterey Wharf

## FACILITY CONDITION ASSESSMENT



### LOCATION

Monterey, CA

### SIZE

17 Buildings; 445,861 SF

### REFERENCE

Janna Aldrete, Property Manager  
City of Monterey  
(831) 646-1743; [Aldrete@monterey.org](mailto:Aldrete@monterey.org)

EMG was contracted to perform a facility condition assessment and equipment inventory for 445,861 square feet of facilities, including community centers, parking structures and public wharfs. The facilities were assessed to the building system and component levels for condition, remaining life cycle, cost to replace, and evaluation of repair versus replace options.

The property assessments included complete visual inspections of facility components (exterior systems, interior finishes, fire/life systems, accessibility issues, MEP systems). EMG established a database to include square footage delineations, immediate/short-term repairs and 10-year capital estimates, and digital full color photographs of each property. The database provides a property description and improvements and comments on observed conditions. The project came in on time and within budget.

# University of Nevada, Reno

## ADA ASSESSMENTS



### LOCATION

Reno, NV

### SIZE

15 Buildings; 570,000 SF

### REFERENCE

John Walsh, Senior Project Manager  
University of Nevada, Reno  
(775) 682-7190; [walshj@unr.edu](mailto:walshj@unr.edu)

EMG completed an ADA self-evaluation and transition plan of existing physical barriers of UNR facilities, services, and programs. The assessment included publicly accessed athletic complexes: Mackay Stadium, Lawlor Events Center, Peccole Field, Wolf Pack Athletics East (Hixson Softball Field, outdoor tennis courts, track & field facilities); Valley Road research facilities (three single story structures); Stead NTF / Terawatt Facility, and Student Housing.

EMG reviewed the University's main campus site and associated facilities to identify accessible pathways, deficiencies in those pathways, and recommendations to improve wayfinding of those pathways. EMG conducted a public outreach meeting to discuss the transition plan with the community and its implementation plan.

### 3. STAFFING

#### Erik Piller | Project Executive

Mr. Piller will oversee all contractual aspects of the project and will be available to meet with the California Construction Authority for the duration of the project on an as-needed basis. He will be responsible for defining the scope of engagement, and will meet regularly with EMG's Project Manager and Assessment Team to assure the CCA's needs are met, and that the project is adequately staffed, running smoothly, and on schedule. Mr. Piller will serve as the lead person who can respond to the CCA's questions.

#### Mark Surdam, RA | Program Manager

Mr. Surdam will manage the Assessment Team and will meet with the California Construction Authority on an agreed-upon basis to ensure project success. Mr. Surdam will be accountable for the overall EMG Team performance be responsible for delivering the assessment results, and for working with the CCA to develop the implementation plan based on the results. He will have full responsibility for the delivery of the overall project.

#### Matthew Anderson, RA | Quality Assurance Manager

Mr. Anderson will provide general oversight of this project, assuring technical, process, and content quality; and provide quick and effective implementation of quality assurance measures both at inception and throughout the duration of the project. The Quality Assurance Manager conducts spot checks and random report reviews by selecting a sample of assets in each phase of the process, including the assessment / fieldwork stages, report preparations stages, review stages, and data validation (software) stages. He is responsible for technical review of deliverables.

#### Assessment Team

The Assessment Team will observe, measure, record, and describe the deficiencies observed through the process; interview staff; and formulate recommendations to remedy the deficiencies. They will coordinate the logistics and document collection for each assessment, as well as develop the assessment reports. Team experience is included below. Full resumes are included in the appendix section.

| EMG Team Member            | Role                            | Years Exp | Stadium Exp | Event Venue Exp |
|----------------------------|---------------------------------|-----------|-------------|-----------------|
| Erik Piller                | Project Executive               | 16        | ●           | ●               |
| Mark Surdam, RA            | Program Manager                 | 30+       | ●           | ●               |
| Matthew Anderson, RA       | QA / QC Manager                 | 30+       | ●           | ●               |
| Shannon Vogt               | Cost Estimator / Data Developer | 25        | ●           | ●               |
| Bhaskar Ale, PE, LEED, CEM | Assessment Team                 | 11        | ●           | ●               |
| Kay Van der Have, RA       | Assessment Team                 | 30+       | ●           | ●               |
| Eric Fewson, PE            | Assessment Team                 | 14        | ●           | ●               |
| John Che, PE, QSD, QSP     | Assessment Team                 | 23        | ●           | ●               |
| Michael Middleton, PE      | Assessment Team                 |           | ●           | ●               |

#### DVBE

EMG is committed to partnership with business enterprises consisting of minority, female, and disabled ownership. EMG routinely incorporates MBE/WBE/DBE/DVBE subcontractors as part of our standard business process on Public Housing and Municipal government contracts.

For the purposes of this project, EMG welcomes Leland Saylor Associates to the team as a DVBE. Leland Saylor is a certified DVBE based in California with over 30 years experience in cost analysis and construction management. Leland Saylor will provide assistance with cost estimating for this project.



## 4. PROJECT APPROACH

### PROJECT UNDERSTANDING

EMG understands that the Facility Condition Assessment for the California Construction Authority ("CCA") will:

- Include a comprehensive assessment of the OC Fair & Event Center.
- The FCA will follow applicable guides from the ASTM E2018-15 Standard Guide for Property Condition Assessments.
- Determine the present condition and estimated life expectancy of various building systems and components.
- Identify and document present condition of all physical assets including grounds, facilities, and infrastructure.
- Recommend corrections for all deficiencies and provide cost estimates for corrections.
- Prioritize and categorize deficient conditions, associated corrective actions, and information concerning building systems and deficiency categories.
- Establish anticipated renewal and replacement costs for the various systems and components.
- Result in strategic plan for capital repairs, lifecycle component replacement, and building modernization.
- Calculate the Current Replacement Value (CRV) and Facility Condition Index (FCI) for each facility and site.
- Integration of existing Civil reports into FCA.

### TECHNICAL APPROACH

Prior to assessments beginning, EMG will conduct a **Kickoff** session to review requirements and to consolidate exhibits such as drawings and prior completed reports.

During the term of the project, EMG will conduct regular **Progress Meetings** to maintain open communication with the entire project team and the CCA. In these meetings, EMG will lead with an agenda that includes a focus on work plan, schedule, and project needs. This will permit the opportunity to proactively address challenges encountered, so that course adjustments may be made. Each meeting will conclude with task assignments, schedules, and goals to be met. EMG will provide the CCA with a regular written status report that tracks and monitors the progress of the assessments against the schedule submitted. EMG has allocated the following meetings: Kick Off Meeting and a Final Findings Presentation meeting. Any additional in-person meetings will be on a time and expense basis.

### FIELD ASSESSMENTS

The assessment team will conduct a walk-through survey of the facility and site in order to observe systems and components, identify physical deficiencies and formulate recommendations to remedy the physical deficiencies.

- As a part of the walk-through survey, the assessment team will survey 100% of each facility. In addition, EMG will survey the exterior and grounds, including the

building exterior, roofs, sidewalk/ pavement, and other areas as applicable.

- The assessment team will interview the building maintenance staff about the subject property's historical repairs and replacements and their costs, level of preventive maintenance exercised, pending repairs and improvements, and frequency of repairs and replacements.
- The assessment team will develop opinions based on their site assessment, interviews with the CCA's building maintenance staff, and interviews with relevant maintenance contractors, municipal authorities, and experience gained on similar properties previously evaluated. The assessment team may also question others who are knowledgeable of the subject property's physical condition and operation or knowledgeable of similar systems to gain comparative information to use in evaluation of the subject property.
- The assessment team will review documents and information provided by the CCA's maintenance staff that could also aid the knowledge of the subject property physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions.

The facility condition assessment will focus on the following prime building system components:

#### Site + Infrastructure

- **Topography:** Observe the general topography and note any unusual or problematic features or conditions observed or reported.
- **Paving, Curbing, and Parking:** Identify the material types of paving and curbing systems at the subject property.
- **Flatwork:** Identify the material flatwork at the subject property (sidewalks, plazas, patios, etc.).
- **Landscaping and Appurtenances:** Identify the material landscaping features, material types of landscaping (fences, retaining walls, etc.), and site appurtenances (irrigation systems, fountains, lighting, signage, ponds, etc.).
- **Utilities:** Identify the type and provider of the material utilities provided to the property (water, electricity, natural gas, etc.). EMG will assess condition, physical deficiencies, life cycle repair, and replacement issues.
- **Infrastructure:** Our general FCA scope includes visual assessment of water and sewer systems, but does not include calculations and plan review. Without access to as-builts for in-depth analysis of Water systems (flow testing and future capacity) and Sewer systems (capacity), we cannot provide a lump sum fee and have included our hourly rates for further infrastructure assessments.

#### Structural Frame + Building Envelope

#### Wall Evaluation

## **Curtain Wall – As Required**

### **Roofing (Non-Invasive Visual)**

- Identify the material roof systems including roof type, reported age, slope, drainage, etc. Also identify any unusual roofing conditions or rooftop equipment.
- Observe the general conditions of the roof system such as membranes, attachment methods, flashings, counter flashings, pitch pans, gravel stops, parapets, miscellaneous appurtenances, insulation, etc.
- Observe for evidence of material repairs, significant ponding, or evidence of material roof leaks. Note if a roof warranty is in effect. Note any physical deficiencies identified or any unusual items observed or reported.
- Identify the material rooftop equipment or accessories including antennas, lightning protection, HVAC equipment, solar equipment, etc. Include any material problems reported.

### **Plumbing**

- Identify the material plumbing systems at the subject property including domestic water supply, domestic hot water production, sanitary sewer, or any special or unusual plumbing systems (such as water features, grease traps, fuel systems, gas systems, etc.).
- Identify the type and condition of restroom fixtures, drinking fountains and/or other miscellaneous plumbing equipment.

### **Sewer and Water Line Scoping**

- Once we determine that there are Sewer or Water issues – we would order CCTV of Sewer and Storm Drain Lines.
- The Assessment will consist of videotaping, using specially made fiber optic cameras which allow for a visual inspection of underground sewer lines and water supply piping to determine the condition of the inside of the pipe. A flexible rod with a high-resolution video camera on its tip is inserted into the pipe for inspection. Video images are transmitted to the camera operator and can be saved to a jump drive or burned to a disc for a permanent record. Radio transmitters on the camera record the depth and physical location from the surface so that defects and obstructions can be corrected cost effectively.
- Without access to the as-builts, we can only suggest a budget. It is recommended to establish an approximate budget for line scoping (\$650-750 per line). We would budget for \$10,000 for scoping at a minimum (included in fee).

### **Heating**

- Identify the material heat generating systems at the subject property.
- Observe the general conditions, identify the reported age of the equipment, note past material component replacements/ upgrades, note the apparent level of maintenance, and identify if a maintenance contract is

in place. If heating equipment is not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible.

- Identify and observe any special or unusual heating systems or equipment present (such as fireplaces, solar heat, etc.) and note any reported material problems or inadequacies.

### **Air-Conditioning + Ventilation**

- Identify the material air-conditioning and ventilation systems at the subject property. Include material equipment such as cooling towers, chillers (include type of refrigerant used), package units, split systems, air handlers, thermal storage equipment, etc.
- Identify the material distribution systems (supply and return, make-up air, exhaust, etc.) at the subject property.
- Observe the general conditions, identify the reported age of the equipment, note past material component upgrades/ replacements, note the apparent level of maintenance, and identify if a maintenance contract is in place (and the name of the contractor). If air-conditioning and ventilation systems are not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible.
- Identify and observe any special or unusual air-conditioning and ventilation systems or equipment (cold storage systems, special computer cooling equipment, etc.) and note any material reported problems or system inadequacies.

### **Electrical**

- Identify the electrical service provided and distribution system at the subject property. Include material switchgear disconnects, circuit breakers, transformers, meters, emergency generators, general lighting systems, and other such equipment or systems.
- Observe general electrical items such as distribution panels, type of wiring, energy management systems, emergency power, lightning protection, etc.

### **Expanded Electrical Infrared Thermographic Survey**

- Provide infrared inspection service for equipment, wiring, and controls to identify potentially faulty overload protection devices or poor connections. Specific attention should be given to main electrical panels, transformers, disconnects, and HVAC equipment rated at 600 volts or less.
- The report will document all equipment tested and include photos of infrared tests and areas of excess heating, damage, or missing equipment in question. The report will also show temperatures of areas of concern, possible causes, and suggestions for repair to the equipment in question.

*EMG can provide pricing per request.*

### **Security Systems / Telcom / IT**

- Identify the low voltage systems the subject property

including security, access control, and IT functions (in the support of IP-based security systems).

- Observe general security systems such as motion detectors, card key access, alarms, and CCTVs.
- Observe extent and availability of wireless communications (WiFi, etc), hardwiring, room connectivity, and public address systems.
- Observe the general conditions and note any physical deficiencies identified or any unusual items or conditions observed.

## Elevators + Vertical Transportation

## Life Safety + Fire Protection

## Interior Elements

## Special Systems and Equipment

- Include all special systems and equipment, such as Emergency Medical Systems (EMC), chillers, radio towers, equipment lifts, chair lifts, control gates, payment kiosks, storage tanks, dumbwaiters, vaults, public address systems, and telephone systems.

## Accessibility Compliance - Visual Survey

- Provide a general statement of the subject building's compliance to the Americans with Disabilities Act to help identify whether Client may be exposed to issues and whether there is the need for further review.

## Suspected Fungal Growth

## Environmental Features

## Lead-based Paint

## Asbestos

## Energy Conservation Analysis

- As part of the analysis of all evaluated systems mentioned above, EMG will consider energy conservation savings when making repair or replace recommendations and include these projects in the project prioritization.
- EMG can provide as additional services an Energy Audit (ASHRAE Level I, II, or III) or Benchmarking (EnergyStar) services.

## RANKING AND CLASSIFICATION

Based upon our observations, research and judgment, along with consulting commonly accepted empirical Expected Useful Life (EUL) tables; EMG will render our opinion as to when a system or component will most probably necessitate replacement.

Accurate historical replacement records provided by the facility manager are typically the best source for this data. Exposure to the weather elements, initial system quality and installation, extent of use, the quality and amount of preventive maintenance exercised are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual age. The Remaining

Useful Life (RUL) of a component or system equals the EUL less its effective age. The analysis will include all cost observations ranked by Priority Classes. The five classes are typical but can be altered to meet the CCA's needs.

**Priority 1: Currently Critical (Immediate):** Requiring immediate action including a cited safety hazard and areas of accelerated deterioration, returning a building component to normal operation.

**Priority 2: Potentially Critical (Year 1-2):** Requiring action in the next year including components experiencing intermittent operations, potential life safety issues, and rapid deterioration, returning a building component to normal operation.

**Priority 3: Necessary – Not Yet Critical (Years 3-5):** Requiring appropriate attention to preclude predictable deterioration, potential downtime, additional damage, and higher costs to remediation if deferred further.

**Priority 4: Recommended (Years 5, 10, 15):** Representing a sensible improvement to the existing conditions (not required for the most basic function of the facility; however, will improve overall usability and/or reduce long-term maintenance costs).

**Priority 5: Does Not Meet Current Code but "Grandfathered":** No Action required at this time but should substantial work be undertaken correction would be required.

The deficiencies will be classified into categories such as the Unifomat System.

- Site
- Architectural
- Exterior Systems
- Exterior Finishes
- Life Safety Systems
- Heating, Ventilation and Air Conditioning Systems
- Plumbing Systems
- Electrical and Service Distribution Systems
- Special Electrical Systems
- Fire Suppression Systems
- Special Construction
- Interior Systems
- Interior Finishes
- Vertical Transportation
- Telephone infrastructure and systems
- Data Infrastructure and server rooms

## Equipment Inventory

During the assessment, each field team will be responsible for collection and storing the inventory and condition assessment data in an electronic format that is readily transferable to a standardized CMMS/IWMS system.

EMG will collect information on the major pieces of facility equipment.

## COST ESTIMATING

EMG's cost estimating database is comprised of both Whitestone Research and RS Means data, and further customized with proprietary cost tables developed by EMG, based on historical and localized actual costs. EMG maintains and updates our cost estimating system with information received from the field. Through construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This data allows us to calculate costs based on local conditions to maintain a cost database that is typically more current than Whitestone Research and RS Means' models.

Each report will include a Capital Needs Analysis including an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The report will provide options for repair of the deficiency, and the capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item.

A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair, but may at Client's option, also include project management costs, construction fees, and design fees. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects. After determining these costs, we will confirm these costs with your staff.

## REPORT DELIVERABLES

EMG will provide a report including a description of each of the building components and systems as described in the approach sections above. Each report is organized by building system and will include digital photos of major systems and components and of all deficiencies identified. Reports will include discussion of current and anticipated repairs and deficiencies, and applicable options for repair or maintenance of building components.

The Capital Needs analysis will include a cost database sorted by building system and ranked by priority for repair. The format of the database will allow for the customization of reporting by building, by system, or by priority for repair, and a year-by-year analysis of capital needs.

### Facility Condition Index

A Facility Condition Index (FCI) will be calculated for each building. This index will be a function of required repairs compared to building replacement costs. The Facility Condition Index will be generated from the data collection/capital planning database and will be updated as components age or are replaced.

### Capital Plan

Reports will reflect a 5-10-or 20 year capital plan based on EMG's 20-year building system evaluation. The analysis will include a cost table sorted by building and system and ranked by priority for repair. Tables will allow for the customization of reporting and a year-by-year capital needs analysis. The report will include:

- A 5-10-or 20 Year Capital Plan with an Executive Summary with graphic presentation of results to provide a quick, user-friendly summary of the property's observed condition and estimated costs assigned by category. These estimated costs shall be cross-referenced to report sections where an elaboration of cost issues will be presented
- Components observed that are exhibiting deferred maintenance issues and provide estimates for immediate and capital repair costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last five-year periods, or currently under contract. EMG shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- Recommended schedule for replacement or repairs (schedule of priorities).
- Digital photographs for the buildings including photos of deficiencies.
- General description of the property and improvements and comment generally on observed conditions.
- Critical repairs and life safety issues separately from repairs anticipated over the term of the analysis.
- Facility Condition Index (FCI) number for the building.

EMG will submit draft reports electronically via PDF format and once approved and finalized, a program summary report is provided to include a roll-up of all prioritized capital needs across all facilities. EMG can deliver bound hard copy final reports (per the contract requirements) and provide flash drives loaded with the completed reports. All electronic copies of the report will include all text, deficiency tables, digital photos, and supporting documentation and report appendices.



## 5. FEES AND SCHEDULE

Our fee is included below. These fees include all costs associated with travel, lodging, car rental, food, tools, equipment, and all other miscellaneous expenses applicable to the work related to this project.

| Service                              | Fees                |
|--------------------------------------|---------------------|
| <b>Facility Condition Assessment</b> | <b>\$175,655.63</b> |

*The pricing stated herein is fixed price for the scope detailed herein. EMG will invoice monthly for work completed in prior month. EMG will invoice 95% of allocated fees for submittal of draft report and 5% balance upon submittal of final reports. This is done as a convenience to client and does not reflect any reduction in total fee in event client does not pursue final reports. An invoice for the 5% balance will be submitted upon submittal of final reports or 60 days from submittal of draft reports whichever is sooner. All invoices will be payable within 30 days or upon the closing of the transaction, whichever comes first.*

### EMG HOURLY RATES

| Role                      | Hourly Rate |
|---------------------------|-------------|
| Project Executive         | \$175.00    |
| Program Manager           | \$135.00    |
| Quality Assurance Manager | \$125.00    |
| Assessment Team (PE/RA)   | \$115.00    |
| Technical Report Reviewer | \$105.00    |
| Administrative            | \$60.00     |

### BV HOURLY RATES (INFRASTRUCTURE STUDIES)

| Role                   | Hourly Rate |
|------------------------|-------------|
| Project Manager        | \$165.00    |
| Senior Engineer        | \$195.00    |
| Engineer               | \$165.00    |
| Engineering Technician | \$100.00    |

### CAPACITY

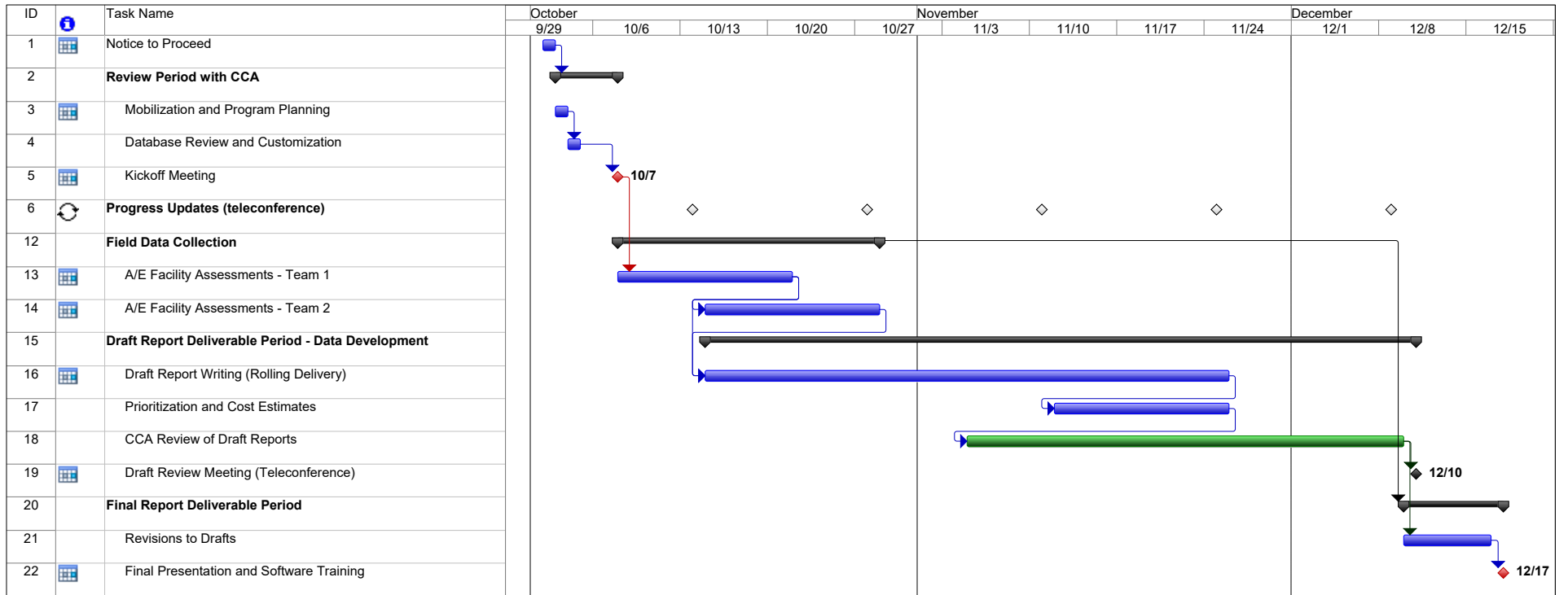
EMG has the required resources to perform the project in a timely manner. We pride ourselves on the scheduling, logistics, and mobilization of our staff to provide services at multiple sites across the country on a compressed schedule. With project managers nationwide, we can assemble a qualified team in the area without delay. Our team is familiar with all codes governing this contract and is sensitive to the unique requirements of your community. A locally based project staff gives EMG and the CCA the benefit of direct client contact with our personnel performing and managing this project.

We are accustomed to completing large projects and have built-in measures as a part of our assessment and quality assurance methodology to ensure we complete programs to our client's satisfaction. We consider meetings, communication, scheduling, management, budget, and quality control crucial elements of each engagement.

EMG has the capability to perform the full scope as listed in the RFP. EMG has technical professionals that can be dispatched to the project area with experience performing accessibility studies. These professionals are also qualified to perform any add-on services that may be requested.

EMG has the capability and experience to comply with set schedules. We will have a dedicated Program Manager, Mr. Mark Surdam, serve as the direct point of contact for the CCA during the entire project. Mr. Surdam will manage the kick-off, coordination of the field teams during the on-site assessments, and reporting process. The CCA will also have access to Project Executive, Erik Piller, and Quality Assurance Manager, Matthew Anderson, as needed, as well as the entire Assessment Team throughout the duration of the project.

EMG has a proven track record in exceeding client expectations for meeting deadlines and project schedules and is committed to the timeliness and efficiency of report deliveries. EMG has the ability to meet the CCA's schedule for the project. Our proposed schedule, open to negotiation between EMG and the CCA, is included on the following page.



|  |                 |  |                    |  |                       |  |                    |  |                    |
|--|-----------------|--|--------------------|--|-----------------------|--|--------------------|--|--------------------|
| Project: CCA_Proposed_Schedule_v1<br>Date: Wed 7/10/19 | Task            |  | External Tasks     |  | Duration-only         |  | External Tasks     |  | External Milestone |
|  | Split           |  | External Milestone |  | Manual Summary Rollup |  | External Milestone |  |                    |
|  | Milestone       |  | Inactive Milestone |  | Manual Summary        |  | Progress           |  |                    |
|  | Summary         |  | Inactive Summary   |  | Start-only            |  | Deadline           |  |                    |
|  | Project Summary |  | Manual Task        |  | Finish-only           |  |                    |  |                    |

# Erik Piller

PROJECT EXECUTIVE



## About Erik

Mr. Piller has 16 years of experience in client coordination of assessment, architectural-engineering, energy consulting, and construction phase services for Government and Private Sector clients. He has been involved with projects of similar scope for other municipal clients.

As a Senior Vice President of EMG and Project Executive to this project, Mr. Piller is responsible for overseeing all contractual aspects of the project and will be available to meet with the client for the duration of the project on an as-needed basis. He will have primary responsibility for defining the scope of engagement, and will meet regularly with EMG's Program Manager and Assessment Team to assure that the client's needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

**16** years of experience in the Architectural/Engineering field      **5** years with EMG

## SELECTED EXPERIENCE



### City of Monterey, CA

Facility Condition Assessment; 17 Facilities, 445,861 SF

### University of Nevada, Reno, NV

ADA Assessment; 15 Facilities, 570,757 SF

### City of Poway, CA

Facility Condition Assessment; 43 sites, 284,546 SF

### City of Huntington Beach, CA

Facility Condition Assessment; 30 Buildings, 550,000 SF

### City of Brea, CA

Facility Condition Assessment; 8 Parks - 48 acres, 1 MM SF

### City of Laguna Hills, CA

Facility Condition Assessment / Reserve Study ; 3 Buildings, 100,000 SF

### City of Fresno Fire Stations, CA

Facility Condition Assessment; 19 Facilities, 160,000 SF



## Industry Experience

Government

K-12 Education

Multi-family Housing

Higher Education

Industrial

Office

Retail

Hospitality

# Mark Surdam, RA

## PROGRAM MANAGER



## About Mark

Mark Surdam is a licensed architect, with EMG since 2014. Mr. Surdam supervises teams of architects and engineers conducting Building Inspections, Property Condition Assessments, Cost Estimating, and Government programs. He brings to EMG a proven record of project management and the ability to provide clients with a wide array of services. As Program Manager, he is responsible for the schedule and technical content of EMG's work. He is the main point of contact for the Client throughout the project.

**30+** years of experience in the Architectural/Engineering field **4** years with EMG

## SELECTED EXPERIENCE



### State of California Judicial Council, CA

Facility Condition Assessment; 218 Facilities, 22.8 MM SF

### University of Nevada, Reno, NV

ADA Assessment; 15 Facilities, 570,757 SF

### City of Brea, CA

Facility Condition Assessment; 8 Parks, 48 acres, 1 MM SF

### City of Orange, CA

Facility Condition Assessment, ADA Transition Plan - 40 Facilities

### City of Huntington Beach, CA

Facility Condition Assessment; 30 Buildings, 550,000 SF

### City of Laguna Hills, CA

Facility Condition Assessment / Reserve Study; 3 Buildings, 100,000 SF

### State of California DGS, CA

Facility Condition Assessment; 54 Locations, 17.7 MM SF

### City of El Segundo, CA

Facility Condition Assessments; 31 Buildings, 262,000 SF



## Education

**Bachelor of Architecture, Architecture,**  
University of Southern California

## License

**Registered Architect,** California (#26835)



# Matthew Anderson, RA

QA / QC MANAGER



## About Matt

Matthew Anderson is a licensed architect with experience in the design of commercial, office, and residential projects in addition to construction management processes and procedures. He joined EMG in 1998 and supervises teams of architects and engineers conducting property condition assessments. He also specializes in cost estimating, government programs, and an array of other services. Matt will assist the program manager by providing QA/QC review on the data collection and reports.

**30+** years of experience in the Architectural/Engineering field    **19** years with EMG

## SELECTED EXPERIENCE



### Texas A&M University, TX

Facility Condition Assessment; 14 Stadium Facilities, 640,000 SF

### University of Nevada, Reno, NV

ADA Assessment; 15 Facilities, 570,757 SF

### City of Monterey, CA

Facility Condition Assessment; 17 Facilities, 445,861 SF

### State of California Judicial Council, CA

Facility Condition Assessment; 218 Facilities, 22.8 MM SF



### City of Ambrose Parks District, CA

Facility Condition Assessment / ADA; 10 Parks

### Truckee / Donner Parks and Recreation, CA

Facility Condition Assess / Energy Audit; 30 Buildings, 550,000 SF

### County of Solano, CA

Facility Condition Assessment; 2,064,323 SF, 59 Facilities

### California Department of Corrections, CA

Facility Condition Assessment; 12 Facilities, 13.2 MM SF

## Education

**Bachelor of Architecture, Architecture,**  
California Polytechnic State University

## License

**Registered Architect,** California (#C15753)

# Shannon Vogt COST ESTIMATOR / DATA DEVELOPER



25 years of experience in the Architectural/Engineering field

15 years with EMG

## SELECTED EXPERIENCE

### State of California Judicial Council, CA

Facility Condition Assessment; 218 Facilities, 22.8 MM SF

### Texas A&M University, TX

Facility Condition Assessment; 14 Stadium Facilities, 640,000 SF

### City of Monterey, CA

Facility Condition Assessment; 17 Facilities, 445,861 SF



## Education

**Master of Science and Management**, University of California

**Bachelor of Science, Mechanical Engineering**, Penn State University

# Bhaskar Ale, PE, CEM, LEED AP

## ASSESSMENT TEAM



11 years of experience in the Architectural/Engineering field 4 years with EMG

## SELECTED EXPERIENCE



### State of California Judicial Council, CA

Facility Condition Assessment; 218 Facilities, 22.8 MM SF

### City of Brea, CA

Facility Condition Assessment; 8 Parks, 48 acres, 1MM SF

### City of Fresno Fire Stations, CA

Facility Condition Assessment; 19 Facilities, 160,000 SF

## Education

**Master of Science**, Mechanical Engineering,  
University of Rhode Island

**Bachelor of Science**, Mechanical Engineering,  
Institute of Engineering, Nepal

## Licenses

**Professional Engineer #M39228**

**Certified Energy Manager #1088**

**LEED Accredited Professional #10690855**

# Kay van der Have, RA ASSESSMENT TEAM



30+ years of experience in the Architectural/Engineering field 8 years with EMG

## SELECTED EXPERIENCE

### State of California Judicial Council, CA

Facility Condition Assessment; 218 Facilities, 22.8 MM SF

### City of Brea, CA

Facility Condition Assessment; 8 Parks, 48 acres, 1MM SF

### University of Nevada, Reno, NV

ADA Assessment; 15 Facilities, 570,757 SF



## Education

**Bachelor of Architecture, Architecture,**  
University of Minnesota

## License

**Registered Architect,** California (#C23054)

# Eric Fewson, PE ASSESSMENT TEAM



14 years of experience in the Architectural/Engineering field 1 year with EMG

## SELECTED EXPERIENCE



### State of California Judicial Council, CA

Facility Condition Assessment; 218 Facilities, 22.8 MM SF

### Los Angeles Community College District, CA

Facility Condition Assessment; 1 Facility, 160,000 SF

### Mt. Diablo Unified School District

Facility Condition Assessment; 55 Facilities, 3.4 MM SF

## Education

**Bachelor of Science, Electrical Engineering,**  
Milwaukee School of Engineering  
**MBA,** University of Mary

## License

**Professional Engineer,** IA #P25169, MN #56758,  
ND #PE-8771, SD #14165



## John Che, P.E., Q.S.D., Q.S.P., Civil Engineer

### Education

B.S., Civil Engineering

### Registrations/Certifications

Registered Professional Engineer:

CA, #51393

California Stormwater Quality Association (CASQA) Certified:

Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)

Qualified Storm Water Pollution Prevention Plan Developer (QSD)

#24550

### Total Years of Experience

23+

John has 23+ years of experience in the field of civil and construction management. He is experienced with permit submittals, grading, drainage design, specifications and estimates, retaining wall design, street improvement designs, Environment Impact Report and Environmental Impact Statement document preparation, traffic design, construction management, and other related work including right-of-way acquisition, construction staging, and demolition planning. John is responsible for supporting the Municipal Permit Compliance Program for various public agencies and has an in-depth understanding of working with city staff and public works field staff in developing programs to comply with the Municipal Permit reporting requirements. He is skilled in the use of a multitude of hydrology and hydraulics programs including Microstation StormCAD, TR-55 Peak Storm Runoff Calculations, the Hydrologic Engineering Center's River Analysis System, Water Surface Pressure Gradient analysis, and HydroFlow.

### Select Project Experience

#### Civil Plan Review Engineer

*Bureau Veritas North America, Inc.*

*2013 - Present*

Provides plan review services for jurisdictions throughout California including projects such as residential, commercial, industrial, infrastructure, development, grading, etc.

#### Civil Plan Review Engineer

*10th Street Gap Widening*

*City of Lancaster*

Responsible for preparing final Plan, Specification, and Estimate approvals as well as the hydrology and hydraulic report for a roadway improvement project for City of Lancaster. Prepared hydrology and hydraulic report and drainage layout design. Project experience included design services for 10th Street update.

#### Bear Valley Parkway

*County of San Diego*

Responsible for preparing final Plan, Specification, and Estimate approvals as well as the hydrology and hydraulic report for a roadway improvement project for county of San Diego.



## **John Che, P.E., Q.S.D., Q.S.P.**

### **Photovoltaic Plan Review**

#### *City of Corona*

Completed plan check review for residential and commercial photovoltaic plan submittals for the City of Corona. Verified that plans and attachments were in code compliance per California Electrical and California Building Code. Reviewed structural and electrical calculations. Verified component models and specifications, including determination that design complied with City and fire department regulations.

### **National Pollutant Discharge Elimination System (NPDES) Inspection**

#### *Laguna Hills, CA*

Managed quality assurance and quality control inspections. Met with Home Owners Association board members, business owners, and Property managers to discuss best management practices and resolve violations found during inspections. Followed up with City engineers. Performed citywide inspections per city's Implementation Plan for commercial facilities and Home Owners Association properties for storm water quality program.

### **Military Housing for AFB**

#### *Various locations, U.S.*

Completed plan check reviews for civil plans, Water Quality Management Plan reports, Storm Water Pollution Prevention Plan and specifications, Hydrology/Hydraulic reports, of new development and/or renovation projects for military housing projects for US Air Force Bases (AFB) at various locations within the United States. Project plans are reviewed for Cannon AFB, Ellsworth AFB, Minot AFB, Grand Forks AFB, Minot AFB, and Cavalier AFB, are some of project locations. Review included verification of code compliance per International Building Code standards, Americans with Disabilities Act standards, Unified Facilities Criteria, and Federal Energy Independence and Security Act.

### **Privatized Army Lodging Projects**

#### *Various locations, U.S.*

Completed plan check review of civil plans, Water Quality Management Plan reports, Storm Water Pollution Prevention Plan and specifications of new development and renovation projects within US Army forts at various locations within the United States. Projects included Fort Drum, NY; Fort Belvoir, VA; Fort Leonard Wood, MO; and Fort Gordon, GA. Review included verification of code compliance per latest American with Disabilities Act standards, Unified Facilities Criteria, and Federal Energy Independence and Security Act.

### **Ivanpah Solar Electric Generating Facility**

#### *Mojave Desert, CA*

Completed plan check review of grading plans, erosion controls, hydrology reports and other civil engineering related documents. Ivanpah solar project is currently the largest solar thermal power plan in the world. Review included checking for various standards and guidelines including CalTrans, San Bernardino County Public Works.

### **Margarita Ranch Tract 2428**

#### *San Luis Obispo, CA*

Completed plan check review of grading and drain plans, construction specifications, tentative tract map, sign plan, pavement report, Water Quality Management Plan report, Storm Water Pollution Prevention Plan, hydrology report of a new residential land development projects in San Luis Obispo. Review included verification of City's conditional codes, Americans with Disabilities Act codes, American public Works Association guidelines, American Association of State Highway and Transportation Officials guidelines, California Manual on Uniform traffic Control Devices regulations, and CalTrans Highway Design Manual guidelines.





## Michael Middleton, P.E., Civil Engineer

### Education

B.S., Civil Engineering

### Registrations/Certifications

Registered Professional Engineer:

CA, #29485

WA, #21342

HI, #7194

### Professional Affiliations

American Public Works  
Association (APWA)

California Land Surveyor's  
Association

### Total Years of Experience

25+

Michael has 25+ years of professional engineering experience. He has technical expertise in commercial and residential land development, municipal capital improvement projects, municipal review and staff services, as well as marine engineering and waterfront development.

### Select Project Experience

#### Building Permit / Improvement Plan Review Services

*Bureau Veritas North America, Inc.*

*2004 - Present*

Provides civil review services for both public works and building permits for jurisdictions throughout California. Services include review for conformance to the California Building Code (CBC), National Pollutant Discharge Elimination System (NPDES), and Clean Water Act requirements. Assignments include:

- City Surveyor / Map Review Services

Reviews subdivision maps for conformance with the California Subdivision Map Act, Land Surveyor's Act, and local ordinances throughout California. Presently serves as City surveyor for the Cities of Menlo Park, East Palo Alto, Soledad, and Fairfield.

- Building Review, City of Menlo Park

Provided civil building permit review for compliance with California building code, the City's Water Efficient Landscape Ordinance, and NPDES clean water requirements. Both residential and commercial project reviews included the 57 acre, 1 million square foot Facebook East Campus, and the new 22 acre Facebook West Campus with a 500,000 square foot office building featuring underground parking and a green roof. Projects included:

- Live Oak Avenue parcel map
- North Lemon Avenue parcel map
- Willow Road: grading plans and landscape plans
- Middlefield Road: grading plans and landscape plans
- 4085 Campbell Avenue: grading, drainage, and landscape plans
- El Camino Real

- East Palo Alto

Third party review - University Plaza lot line adjustment

- City of Williams

On-site civil review of new senior apartment complex

- Schlumberger Technology Corporation

Provided review of chemistry center

- City of Pittsburg

Reviewed Loverridge Road capital improvement



## Michael Middleton, P.E.

- **Development Review, City of Soledad**

Provided development process evaluation and review services. Processed 238 acres for the Miravale development project, which included 862 single family and 68 multi-family units. Project required close coordination with Local Agency Formation Commission (LAFCO) for necessary annexations as well as the Monterey County Water Resources Agency for related drainage issues. Prepared an Environmental Impact Report (EIR) mitigation measure in advance of the recording the next unit in the development. Projects included:

  - Miravale II Unit II final map
  - Miravale II Unit II final improvements
  - Miravale II Unit III Orchard Lane
  - Orchard Lane phasing study
  - Monterey County water resource
  - Storm drain impact fee analysis
  - Miravale II unit II: document review collection and field verification
  - Report and recommendations
  - Miravale II unit III: mitigation measures and assess compliance status
- **Bellevue Ranch Development, Merced, CA**

Provided development review services to the City of Merced for this 1365 acre mixed use project. Project consisted of 35 major subdivisions with over 3,000 residences. Services included review for compliance with the master development plan, the conditions of approval, the project guiding principles, and all required environmental mitigation measures.
- **Mission Bay Development, San Francisco, CA**

Prepared the master grading and storm drainage plans for this \$3 billion, 216 acre development in San Francisco. Reviewed all development plan submittals within the Mission Bay project area for conformance with the master plan.
- **East Dublin Drainage Area, Dublin, CA**

Reviewed all development submittals for eastern Dublin, including Hacienda Park, for compliance with City's master drainage plan and applicable ordinances.
- **Citywide Landscape and Lighting Assessment Districts, Cities of Danville, Dublin, and Concord**

Served as district engineer for three citywide 1972 Act districts. Annual responsibilities included preparation of the engineer's report and assessment roll, and presentation to the respective City councils. The districts contained a combined total of over 60,000 parcels.
- **Civic Center Complex, City of Pittsburg**

Designed infrastructure for the City of Pittsburg's \$23 million civic center complex, including grading, drainage, utilities connections, and a 165 space circular parking lot.
- **Genetics and Plant Biology Complex, UC Berkeley**

As consultant to HOK Architecture, provided comprehensive infrastructure design services for this \$85 million addition to the UC Berkeley campus. Of particular importance was the routing of a complex array of piped and wired utilities within constricted areas by use of utility tunnels.
- **Iron Horse Bridge, Walnut Creek, CA**

Managed the design of steel arched pedestrian bridge spanning 120 feet over Ygnacio Valley Blvd. Provided value engineering services which reduced the capital cost of the bridge over \$300,000 in order to maintain the project budget of \$1.1 million.

# California Construction Authority (CCA)



# Proposal

Infrastructure Grounds & Facility Audit for the 32nd District  
Agricultural Association, OC Fair & Event Center (OCFEC)

CCA Project # 032-19-001

07/12/2019



1 Peters Canyon Road, Suite 130  
Irvine, California 92606

T: 949.387-8500 | F: 949.387.0800  
[www.isdgi.com](http://www.isdgi.com)





## Summary Sheet

## Letter of Interest

|  |   |
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| Selection Criteria .....                                 | 1 |
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## Required Forms

## Enclosures

- Brochures



# SUMMARY SHEET

Submitting Firm Name: IDS Group, Inc.

Contact Name: John Silber, AIA

Mailing Address: 1 Peters Canyon Road, Ste. 130

Irvine, CA 92606

Telephone Number: 949.387.8500

Fax Number: 949.387.0800

Email Address: john.silber@idsgi.com



July 12, 2019

Mr. Sean Slay  
Project Manager  
California Construction Authority  
1776 Tribute Road, Suite 220,  
Sacramento, California 95815

**SUBJECT: Letter-of-Interest to Provide an Infrastructure Grounds and Facility Audit for the 32nd District  
Agricultural Association, OC Fair & Event Center  
CCA Project #032-19-001**

Mr. Slay:

It is with great enthusiasm that we submit this Letter-of-Interest as well as our accompanying qualifications and fee schedule proposal in response to the California Construction Authority (CAA) Request for Proposals (RFP) to provide an Infrastructure Grounds and Facility Audit for the 32nd District Agricultural Association, OC Fair & Event Center (OCFEC).

Incorporated in 1998, IDS Group, Inc. (IDS) offers a range of Architectural and Engineering Services, including Structural, Mechanical, Electrical, Plumbing and Civil Engineering as well as Architectural Design, Code Compliance and Cost Estimating.

IDS' team has successfully completed numerous condition assessments of public venues. Condition assessments for clients with facilities routinely serving 30,000 or more visitors such as John Wayne Airport, UCI, USD, County of Orange Civic Center, Orange Coast College, Cerritos College, County of Los Angeles, and County of San Diego, and the 2,000-acers arrowhead resort in San Bernardino, to name a few.

*Our comprehensive solution proposed herein provides an efficient and cost-effective means to obtain complete building deficiency evaluations, propose corrective actions and prepare budget estimates for corrective work for each building on the OCFEC Campus*

To thoroughly, expediently and successfully complete this facility audit, we've assembled a high-performance team bringing the necessary depth of in-house resources required deliver superior results on time and within budget. In addition, IDS has subcontracted with Kitchell to streamline data management and data capture utilizing Fulcrum software. IDS and Kitchell bring an exceptional working relationship to CCA and OCFEC management having recently worked together in similar fashion to successfully complete a facility condition program of scope and magnitude comparable to the anticipated OCFEC infrastructure and facility audit.

**Differentiators that IDS brings:**

- **Project Management Comprised of Seasoned Professionals:** Project Principal **John Silber, AIA** and Project Manager **Jim Hoppe, MBA, RA** will be responsible for resource utilization, delivery of services, final work product and ultimate client satisfaction. Both are Registered Architects and collectively bring over 60 years of professional experience and an in-depth knowledge of codes and regulations affecting public building design, construction and operations. **Heather Brown, MBA, PE, LEED AP**, on behalf of Kitchell, brings extensive experience managing comprehensive property condition assessment programs for public agencies with a particular emphasis on adhering to ASTM E2018-15. **Said Hilmy, PhD, PE, SE, LEED AP**, a senior principal with IDS with over 30 years of experience will ensure the necessary resources will be available to the Project Manager.

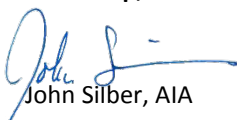
- **Recent and Relevant Experience of the Project Team:** IDS and Kitchell have teamed up recently to assess conditions of 57 buildings and facilities at multiple Capistrano Unified School District (CUSD) campus sites serving over 47,000 students in South Orange County, CA. Similar to the **CCA OCFEC Infrastructure Grounds and Facility Audit** objective, the CUSD building condition assessment provided a base-line to identify deficiencies and prioritize improvements to factor into the District's facilities masterplan. We have maintained a great working relationship with the State of California as one of our primary clients. We currently have on call services contracts with the State of California DGS and with other departments.
- **Entertainment Venue Expertise:** our project experience includes assessing and improving entertainment facilities without disrupting operations, pedestrian flow in high traffic areas or diminishing the guest experience. City of Murrieta Town Square Park Amphitheater , Aliso Viejo Town Center/ Amphitheater, Fox Theater, Fender Museum of Music and the Arts and Nixon Library are among our portfolio of unique public access properties.
- **Utilization of In-House Staff:** IDS will rely solely on in-house IDS, Kitchell and subcontractor staff for on-site inspections, technical analysis, data management, cost estimating and reporting. Our teams bring tenure working together to successfully deliver similar programs. Lines of communication are already established within our proposed team and mutual learning curves will be flat.
- **Proximity and Familiarity with the OC Fairgrounds and Event Center:** We are a few miles away from the OC fairground. Our familiarity with the OCFEC site is based on previous proposal efforts supporting OCFEC's initiate replace select mechanical systems. We have since toured the Pacific Amphitheater, equestrian facilities, The Hanger building, kitchens and other potentially sensitive facilities. We have also thoroughly reviewed the building analysis worksheet as well as site maps, survey and topographic data.
- **Cost Effectiveness and Efficiency:** to ensure an appropriate level of effort is applied to each building, our reconnaissance and analytical teams will utilize standardized property condition data collection methodologies and asset management software. Inspection teams will be complemented, when necessary, with senior-level architectural and engineering analysis when warranted based on building size, age and complexity of building systems.
- **SBE/DVBE Inclusion:** IDS is a Small Business Enterprise certificated the State of California. Our project team includes DVBE participation throughout the duration of this contract.

We look forward to meeting with you to personally introduce our project team and qualifications in greater detail as well as and answer any questions you may have regarding our technical approach and capacity to deliver a highly successful and value-added facility audit program.

IDS' Principal, Mr. Said Hilmy, PE, SE, LEED AP, will contractually bind the firm regarding matters pertaining to this proposal. Our Principal Architect, Mr. John Silber, AIA, will CCA's Point-of-Contact. Please do not hesitate to call John at 949.387-8500 ext. 154 or by email at john.silber@idsgi.com should you have any questions. IDS hereby acknowledges that we have reviewed and are in receipt of Addendum No. 1, dated July 10, 2019.

Sincerely

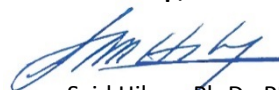
**IDS Group, Inc.**



John Silber, AIA

*Principal Architect - License #C 15573*

**IDS Group, Inc.**



Said Hilmy, Ph.D., PE, SE, LEED AP

*Principal*

## 1. Professional Experience

IDS Group, Inc. (IDS) is a leading architectural and engineering consulting firm with strong capabilities in performing investigation, assessment and forensic architecture and engineering services. Building assessments are a core service of IDS, having completed numerous projects and millions of square feet of space for State and local governments and institutions as well as private industries.

Our proposal demonstrates that as your Architecture and Engineering Assessment team, we are committed to adding value as follows:

- Providing expert resources in both human capital and technology to optimize management of communication, construction costs, schedules, scopes, lessons learned and budgets in the field and the office;
- Providing expertise for best repair and remediation practices to effectively reduce associated costs; and
- Providing an available team with relevant experience and ability in working on facilities condition and needs assessment projects.

IDS will utilize ASTM Designation E2018-15, Standard Guide for Property Condition Assessments. IDS also uses the Uniformat system, Whitestone Research, and the RS Means models for cost estimating. IDS maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published RS Means' and Whitestone Research models.

Having this balanced team approach with architecture and engineering in-house, our firm's differentiator is our depth of resources and our mastery of the delivery process. The benefit to the California Construction Authority (CCA) is a well-coordinated process providing a consistent and comprehensive approach.

### Key Subconsultants

IDS Group maintains good working relationships with many prominent sub-consultants throughout Southern California. For this project we will perform most services with our own staff. Our team includes two subconsultants; (1) Kitchell to provide scanning and data collection and (2) Exante360 for information technology, Firm profiles are shown below:

**Kitchell:** Kitchell's EAS Department has provided facility assessments for over twenty-five years and have completed similar services on millions of square feet of public space in that time. As a result we have a proven methodology that is easily adapted based on your specific needs. We have provided similar services for the Cities of Berkeley, Brisbane, Davis, San Diego, Santa Clara and Stockton, for the Counties of Monterey, San Diego and Solano, and for numerous





state agencies.

**Exante360:** Exante360 is a leading Information and Communications Technology (low voltage systems) consulting and design firm. We plan, budget, design, procure, integrate, and program manage the technology systems in new and remodeled facilities.



We specialize in communication technologies, information systems infrastructure, security, audio-visual systems, and data centers. Our services include strategic planning, systems design, complex technology program management, commissioning, and technology integration. Exante360’s means and methods have proved successful over many years and hundreds of projects.

Exante360 LLC is an independent consultant that has no financial connections with manufacturers or contractors. Our recommendations are objective and tailored to meet the unique needs of each client.

## 2. Staffing and Resource Capabilities

### Staff Resources

The technical expertise needed to perform a qualified assessment on many facilities can pose as a serious undertaking that can tax the temporal and material resources of CCA. Various disciplines are necessary to provide the proper assessment that is both applicable and comprehensive, and to provide the proper benchmark of the current performance of the building and prioritizes projects for maintenance, repair, and/or renewal.



Our team has completed more than 4,200 assessment and over 250 million square feet of public space including over 400 projects in Southern California. As a result we have a proven methodology that is easily adapted based on your specific needs. Our experience provides us with a benchmark of assessment production in gross square feet a single team can assess per day. This gives us the basis for a very detailed plan for manpower and experience necessary for success.

With over 95 in-house personnel combined with our subconsultants, IDS, along with our consultants, have the resources needed to permit lateral replacement of a project team member. Our project team also has the depth of experience to also vertical staffing adjustments as noted in the chart below:

| No. of Personnel | Disciplines                     | No. of Personnel | Disciplines                      |
|------------------|---------------------------------|------------------|----------------------------------|
| 18               | Architects                      | 8                | Civil Engineers                  |
| 28               | Structural Engineers            | 3                | Fire Protection/Safety Engineers |
| 18               | Mechanical / Plumbing Engineers | 8                | Building Forensics               |
| 15               | Electrical Engineers            | 6                | Acoustical Engineers             |
| 4                | Cost Estimating                 | 10               | IT Engineers                     |

## Principal / Key Personnel Resumes



### John Silber, AIA

Principal Architect | IDS Group

John Silber, AIA, has more than three decades of extensive experience with a diverse portfolio within both the public and private sectors. John specializes in assessing project feasibility through property analysis and building assessments including the implementation of principles of ecological and sustainable design. He develops projects from programming and master planning stages through design development, working drawing production, and administration of the construction contract.

#### Education

Masters of Architecture,  
Southern California  
Institute of Architecture  
(SCI-ARC)

#### Licenses | Certifications

Professional Architect  
#15573, CA

#### Relevant Experience

- City of Rialto City-Wide Park Facilities Assessment, Rialto, CA
- Veteran's Memorial Park Recreational Center Assessment, Commerce, CA
- Fox Theatre and Firestone Building Assessment, Fullerton, CA
- County of Orange DPW Anita Drive Property Condition Assessment
- West Basin Water District, Donald Dear Building Assessment, Carson, CA
- City of Rancho Santa Margarita City Hall & BTRCC Building Assessment
- Kings Park Road Community Center Assessment, West Hollywood, CA
- Facilities Condition Assessment, State of California, Department of General Services (DGS), Real Estate Services Division, Southern California
- Costa Mesa Fire Station #4 Expansion, Costa Mesa, CA
- City of Fullerton: Historical Hillcrest Park Facilities
- Vista Community Clinic at Libby lake Community Center, Oceanside, CA



### James Hoppe, MBA, RA

Project Manager | IDS Group

Mr. Hoppe is a well-seasoned Architect and has over 30 years of professional experience and over 16 years of senior level / executive management experience in both the public and private sectors. As the "Architect of Record" for the planning, design and structural integrity for over 180 building projects throughout California, James holds a tremendous amount of knowledge and experience related to building design, construction and development. This includes an advanced understanding of local, state and federal laws, codes and regulations as applied and interpreted, with enriched fluency of the California Environmental Quality Act (CEQA); the California Coastal Act; the California Building Code (CBC); and the American's with Disabilities Act (ADA).

#### Education

Master of Business  
Administration, UC Irvine  
Bachelor of Architecture,  
Woodbury University

#### Licenses | Certifications

Professional Architect  
#29405, CA

#### Relevant Experience

- Bishop Conaty - Our Lady of Loretto Girls Catholic High School, Los Angeles, CA

## James Hoppe, MBA, RA

*continued*

- St. Martin of Tours School Modernization, Brentwood, CA
- UC Irvine, Facilities Management Division, Middle Earth Housing, Irvine, CA
- UC Irvine, Facilities Management Division, Arroyo Vista Housing, Irvine, CA
- UC Irvine, Transportation Division, Lot 70 at Bison and California, Irvine, CA
- El Capitan Theatre Historic Interior Renovation, Hollywood, CA
- Fishing Food Processors, Los Angeles, CA
- 1994 Northridge Earthquake, Forensic Analysis/Investigation into the Northridge Meadows Apartment Complex Collapse, Northridge, CA



## Heather Brown, MBA, PE, LEED AP

Principal-in-Charge | Kitchell

Heather, with more than 20 years of experience in the construction industry, has worked on a wide variety of public, higher education and commercial facilities. Heather is a LEED Accredited Professional. Her experience includes project management, mechanical and plumbing design, assessing and renovating both HVAC and plumbing systems, preparing calculations and AutoCAD drawings. Heather is responsible for the management of engineers and architects working with code, access compliance, design and constructability reviews, life cycle studies, value engineering sessions, energy studies, specifications development, needs assessments, master planning studies, facility assessments, and construction inspections.

### Relevant Experience

- Marin County, Marin Center Campus & Buildings/Fairgrounds, Electrical Assessment, San Rafael, CA
- San Diego County, Facility Condition Assessment Services, San Diego, CA
- Orange County, Fruit Street Feasibility Study, Santa Ana, CA
- City of Sacramento, Memorial Auditorium Improvements, Sacramento, CA
- Capistrano Unified School District, Facilities Condition Assessment, Various, CA

### Education

MBA, Finance, California  
State University,  
Sacramento

BS, Mechanical Engineering,  
University of Portland

### Licenses | Certifications

Mechanical Engineer  
#M31667, CA

LEED Accredited  
Professional

In addition to the Principal/Key Personnel resumes, we have included additional team member resumes - within our brochure labeled "*Facilities Assessment Additional Team Members*", which demonstrates our wealth of experience providing the requested services as well as our history of team collaboration.

## 3. Demonstrated Ability

Our team has completed more than 4,200 assessment and over 250 million square feet of public space including over 400 projects in Southern California. As a result we have a proven methodology that is easily adapted based on your specific needs.

### Work Plan / Time Line

This project will involve a carefully coordinated effort to meet the significant level of investigation and analysis required by CCA. IDS' team has extensive experience in completing complex projects for multiple building programs. Specific tasks are itemized below showing the time-tested and proven process we follow.

| <b>ASSESSMENT - INVENTORY</b><br><b>4 Weeks</b>   | <b>DATA COLLECTION</b><br><b>4 Weeks</b>  | <b>REPORTS</b><br><b>4 Weeks</b>  |
|---|---|---|
| <ol style="list-style-type: none"> <li><b>1. Pre-Assessment</b> <ul style="list-style-type: none"> <li>▪ Site Survey</li> <li>▪ Review available documentation</li> </ul> </li> <li><b>2. Field Assessment</b> <ul style="list-style-type: none"> <li>▪ Teams to perform field assessments for:                             <ul style="list-style-type: none"> <li>– Site</li> <li>– ADA Compliance</li> <li>– Structural Systems</li> <li>– Roof Systems</li> <li>– Exterior Envelope</li> <li>– Interior System /Finishes</li> <li>– MEP/HVAC</li> <li>– Non-destructive Inspection</li> <li>– Potential hazardous material</li> <li>– Energy and Water Conservation Measures</li> <li>– Specialized Equipment, and Systems (IT)</li> <li>– Fire and Life Safety</li> <li>– Sustainability/ Title 24 compliance</li> <li>– Utility Locating / Video Inspection</li> </ul> </li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li><b>1. Data Collection</b> <ul style="list-style-type: none"> <li>▪ Site Assessment to be organized into a Facility Assessment Database (Fulcrum Software)</li> <li>▪ Deficiencies will include:                             <ul style="list-style-type: none"> <li>– Recommendations</li> <li>– Cost Estimations</li> <li>– Current Replacement Value (CRV)</li> <li>– Facility Condition Index (FCI)</li> </ul> </li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li><b>1. Pilot Report</b> <ul style="list-style-type: none"> <li>▪ Will be submitted for review and comments</li> <li>▪ Upon receiving CCA's comments, IDS' team will:                             <ul style="list-style-type: none"> <li>– Make any necessary adjustments</li> <li>– Develop a final field evaluation report</li> </ul> </li> </ul> </li> <li><b>2. Project Summary Report</b> <ul style="list-style-type: none"> <li>▪ Roll-up of all Prioritized needs</li> <li>▪ Reports will reflect a 5-year budget cycle based on the Facility Evaluation Team's building system evaluation</li> <li>▪ Cost table sorted by building and system</li> <li>▪ Ranked by priority</li> </ul> </li> <li><b>3. Budget Needs Analysis</b> <ul style="list-style-type: none"> <li>▪ Cost database sorted by building systems and ranked by priority</li> <li>▪ Customized of report by building, by systems or by year-by-year analysis</li> </ul> </li> </ol> |

## MAINTENANCE PLAN DETAILS

3 Weeks

### 1. Research

- Our In-house Maintenance Plan detail Specialists will research the manufacture's maintenance requirements utilizing ASHRE
- Maintenance plans are catalogued and identified
- Plans could include:
  - Preventive maintenance cost schedule forecast with anticipated timing of various maintenance and replacement tasks
  - Life-cycle cost modeling for the facilities
  - Deferred maintenance costs
  - Range of assumptions, including the inflation assumption, which can be modified after consultation

## REPLACEMENT & MAINTENANCE PRICING

3 Weeks

### 1. Fiscal Year Planning and Budgeting

- Estimated cost for each system or component repair or replacement anticipated during the evaluation term
- Options for:
  - Repair of the deficiency, and the capital needs analysis
  - Description of each component
  - Age and estimated remaining useful life
  - The anticipated year of repair or replacement, quantity, unit cost (CRV)
  - Total cost for the repair of each line item (FCI)
- Prepare a consolidated Capital Needs Analysis

### 2. Cost Estimates for the Deficiencies

- Based on the estimate for maintenance and repair and will include:
  - Project management costs
  - Construction fees
  - Design fees
- Project management costs, construction fees, and design fees shall be derived using actual costs from previous projects
- IDS will utilize ASTM Designation E2018-15, Standard Guide for Property Condition Assessments

## QA/QC REVIEW

2 Weeks

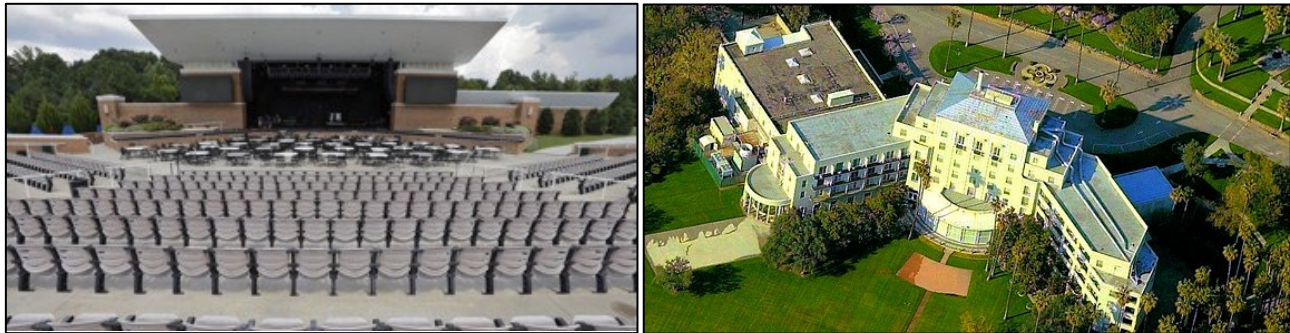
### 1. Final Deliverable(s)

- Our team's in-house QA/QC Team is tasked with reviewing each building's asset detail for accuracy and completeness
- Our experience and experience ensures' that all data and reports provided are accurate and reliable
- Our QA/QC Team consists of seasoned FCA professionals who dig into the detail and are trained to look at the reports through the CAA lens'
- Once each report is completed and the QA/QC Manager will reviewed and approve

*Note: majority of the tasks will be performed in tandem with the expected completion time frame of 16 weeks.*



## 4. Nature and Quality of Completed Projects



**Town Square Park Phase 1, 2, and 3 Site Analysis, Murrieta, CA:** Murrieta Town Square Park is envisioned to be a vibrant mixed-use civic core with a 1,000-seat amphitheater, tree-lined walking paths, open lawn, and gardens, designed to capture the spirit of the city's heritage. IDS' team conducted a site analysis for the incorporation of various elements including the clamshell amphitheater, amphitheater stage, implement a technology plan, sound equipment, replacement and upgrades the existing light fixtures.

**Fox Theatre and Firestone Building Assessment, Fullerton, CA:** The Fox Theater Complex is considered a one-story, single building under the CA building code. The building contains three (3) distinct functional areas: Theater Area, Tea Room Area, and Firestone Area which are classified as an Assembly Occupancy Group. Theater Area functions as a performing arts theater; Tea Room Area functions as a restaurant and multi-purpose event space; Firestone Area functions as two (2) separate restaurant tenants. IDS' team completed a "Project Snapshot in Time" Review and Assessment. The completion of the assessment allowed the ability to obtain a rough-order of magnitude construction estimate necessary to improve any building deficiencies to obtain occupant permits.

**Arrowhead Springs Resort Assessment, San Bernardino, CA:** IDS Group was retained by Campus Crusade for Christ International to perform asset assessment study for selected facilities of the Arrowhead Springs Resort in San Bernardino, California. The objective of this assessment was to determine the improvements required to allow the resort to operate as a full-service hotel with an operational village facility. The 1,916-acre resort is surrounded on three sides by the San Bernardino National Forest, with spectacular views of the City of San Bernardino to the south. With a history dating back to the 1800s, this unique site was developed over time first as a health spa and later a resort community with the centerpiece hotel located near natural hot springs and other amenities such as the pool, amphitheatre, Hill Auditorium and Village facilities supporting multi-day vacation and special events uses.

**ARTIC/Angels Stadium Path of Travel (POT), Anaheim, CA:** The path of travel (POT) between ARTIC and Angels Stadium did not comply with the Americans with Disabilities (ADA) Act. In addition, the Angel Stadium termination of the public sidewalk on the southerly side of Douglass Rd. IDS was acquired to perform an assessment of the existing conditions to identified POT deficiency areas. IDS documented the deficiencies and prepared a set of preliminary design options for the long-term remedy of POT deficiencies. The Final Plans depicted the demolition and construction of various infrastructure components such as curb, gutter, sidewalk, access ramps, truncated domes, striping, signage, and asphalt pavement.

**City-wide Park Assessment - City of Rialto, Rialto, CA:** The City selected IDS' team to provide a comprehensive assessment and design of ADA access for multiple park buildings including restrooms, concessions, storage, press stands, and grandstand seating areas. Investigations and cost estimates were provided on a park-by-park basis with services for each park completed concurrently.

**Marin County, Marin Center Campus & Buildings/Fairgrounds, Electrical Assessment, San Rafael, CA:** Our team was recently selected to perform a comprehensive electrical assessment and Arc Flash study for the Marin Center

Campus and Fairgrounds. The purpose of this project is to perform a detailed assessment of the electrical systems and equipment and to aid the County in planning for and prioritizing future electrical improvements.

**Capistrano USD, Facilities Condition Assessment, Various, CA:** IDS' team conducted a facilities condition assessment for Capistrano Unified School District. The District serves approximately 54,000 students at 63 campuses and encompasses 195 square miles in seven cities and a portion of the unincorporated area of Orange County. The assessment consisted of 53 District's campuses. The purpose of the facilities needs assessment was to obtain complete building and property evaluations, corrective maintenance recommendations, and budget estimates for the corrective work for each campus. The building components assessed include roofing, exterior finishes, interior finishes, plumbing systems, HVAC systems and electrical systems. Buildings were reviewed for conformance with fire/life/safety regulations and access compliance for further analysis. Site/grounds components assessed include pedestrian paving, gutters and sidewalks; grading and drainage, and recreational facilities and play fields. A cost estimate was developed for each identified item requiring repairs and remediation and assigned a prioritization category that was defined by the District.

## 5. Reliability and Continuity of the Firm

IDS Group is a reputable and well-established company with a proven and consistent backlog that assures continuity of the operation for the foreseen future. A large portion of our work is from repeated clients, familiar with our combined staff and services.

## 6. Geographical Coverage

IDS Group is headquartered in Irvine, California. All services related to the scope-of-work requested will be provided by professional staff located in our Irvine office.

## 7. Small Business and/or Disabled Veteran Business Enterprise status

IDS is a certified Small Business Enterprise with the Department of General Services, Certificate No.: 28443. In addition, JR Conkey & Associates, Inc. has join our teamfor cost estimating. JR Conkey is a certified DVBE with the Department of General Services, Certificate No.: 180.

## 8. References

### **Veteran's Memorial Park Recreational Center Assessment**

City of Commerce  
Ms. Maryam Babaki, P.E., Director  
of Public Works & Development  
Services Department  
323.722.4805 Ext. 2337

### **City-wide Park Assessment**

City of Rialto  
Mr. Ted Rigoni, PE, PMP  
909.820.2651

### **City of Rancho Santa Margarita City Hall & BTRCC Building Assessment**

City of Yorba Linda  
E. (Max) Maximous, PE, City Engineer  
(formerly Public Works Director/City Engineer  
with the City of Rancho Santa Margarita)  
714.961.7170

## 9. Fee Schedule

IDS' Fee Schedule is located on the following page.

## 10. Additional Information

IDS Group hereby acknowledges that we have reviewed the Indemnification requirements, as set forth in Exhibit B, Contract Standard Terms and Conditions and note that *"this should not contradict with any current state laws for indemnification of professional A/E consultants."*

IDS had enclosed the following brochures: Facilities Assessment and Additional Team Members.

# Required Forms

Appendix C: Small Business Enterprise (SBE)

Appendix D: Disabled Veteran Owned Business Enterprises (DBVE)





# APPENDIX C

## CALIFORNIA CONSTRUCTION AUTHORITY (CCA) PARTICIPATION GOALS FOR SMALL BUSINESS ENTERPRISES (SBE)

### PROGRAM STATEMENT

1. It is the policy of the CCA to encourage the participation of Small Business Enterprises (SBEs) in all aspects of contracting to the maximum extent feasible. This policy constitutes a commitment to increase the utilization of SBEs.

CCA has established participation goals of TWENTY FIVE PERCENT (25%) for SBE. In awarding any contracts, the Authority will consider the efforts of a consultant to meet these goals. Therefore, each selected firm must meet these goals or must make a "good faith effort" to meet these goals. Failure to meet these goals, or to make a good faith effort, may form the basis upon which CCA determines that the consultant is non-responsive, making the consultant ineligible for awards under the contract. The CCA reserves the right to exempt certain contracts from the participation goals, as it is the Authority's policy to attempt to achieve these participation goals on an annual basis.

2. The consulting firm, and its vendors, suppliers, and their subcontractors who feel they may qualify as a SBE are encouraged to complete a bidder's application SBE certification form which is available at:

Department of General Services  
Office of Small Business and DVBE Services  
707 Third Street  
West Sacramento, CA 95605  
(916) 375-4940

3. Please indicate whether or not the submitting consultant/firm is a SBE.

A. Yes  No

Certification No. 28443

Certified By: California Department of General Services

Expiration Date: 06/30/2021

B. Percentage of contract responsibility to be performed by responding firm: 75%

- C. If certified SBE subcontractor's suppliers and/or third parties will be used to perform any or all of the contract, please state name of firm, service or commodity to be provided, and the percentage of contract responsibility.

| NAME OF FIRM   | SBE # | SERVICE OR COMMODITY | % OF RESPONSIBILITY |
|----------------|-------|----------------------|---------------------|
| Not Applicable |       |                      |                     |
|                |       |                      |                     |
|                |       |                      |                     |
|                |       |                      |                     |

4. All submitting Firms must select the appropriate certification, date and sign.

Firm **listing** SBE participation:

I hereby certify that I have made a diligent effort to ascertain facts with regard to the representations made herein, to the best of my knowledge and belief, each firm set forth in this bid as a SBE is such an enterprise.

Firm **not** meeting the Authority's participation goals:

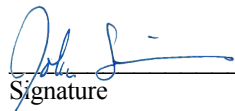
I hereby certify that I have made a "good faith effort," as defined by section, to meet the SBE participation goals for this contract.

Firm **not** using outside services:

I hereby certify that no work or material is to be supplied by an outside source and therefore are unable to meet SBE participation goals.

Bidders

This declaration is executed on this 10<sup>th</sup> day of July, 2019, in Irvine California.

  
Signature

John Silber, AIA

Print

Printed on: 6/20/2019 9:01:06 AM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>

## Office of Small Business & DVBE Services

**Certification ID:** 28443

**Legal Business Name:**  
IDS Group, Inc.

**Doing Business As (DBA) Name 1:**  
IDS Group, Inc.

**Doing Business As (DBA) Name 2:**  
IDS Group, Inc.

**Address:**  
1 Peters Canyon Road  
Suite 130  
Irvine  
CA 92606

**Email Address:**  
[said.hilmy@idsgi.com](mailto:said.hilmy@idsgi.com)

**Business Web Page:**

**Business Phone Number:**  
949/387-8500

**Business Fax Number:**

**Business Types:**  
Service

| Certification Type | Status   | From       | To         |
|--------------------|----------|------------|------------|
| SB                 | Approved | 06/18/2019 | 06/30/2021 |

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!  
-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: [OSDSHELP@DGS.CA.GOV](mailto:OSDSHELP@DGS.CA.GOV)

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605



## APPENDIX D

### DISABLED VETERAN OWNED BUSINESS ENTERPRISES (DVBE)

#### CALIFORNIA CONSTRUCTION AUTHORITY (CCA) PARTICIPATION GOALS FOR DISABLED VETERAN OWNED BUSINESS ENTERPRISES (DVBE)

##### PROGRAM STATEMENT

1. It is the policy of the CCA to encourage the participation of Disabled Veteran Owned Business Enterprises (DVBEs) in all aspects of contracting to the maximum extent feasible. This policy constitutes a commitment to increase the utilization of DVBEs.

Pursuant to State law, the CCA has established participation goals of THREE PERCENT (3%) for DVBE. In awarding any contracts, the Authority will consider the efforts of a consultant to meet these goals. Therefore, each Bidder must meet these goals or must make a "good faith effort," as defined by Section 10115 et seq. of the Public Contract Code, to meet these goals. Failure to meet these goals, or to make a good faith effort, may form the basis upon which Authority determines that the consultant is non-responsive, making the consultant ineligible for awards under the contract. The CCA reserves the right to exempt certain contracts from the participation goals, as it is the Authority's policy to attempt to achieve these participation goals on an annual basis.

2. The consulting firm, and its vendors, suppliers, and their subcontractors who feel they may qualify as a DVBE are encouraged to complete a bidder's application DVBE certification form which is available at:

Department of General Services  
Office of Small Business and DVBE Services  
707 Third Street  
West Sacramento, CA 95605  
(916) 375-4940

3. Please indicate whether or not the submitting consultant/firm is a DVBE.

A. Yes [ ] No [x]

Certification No. \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_

B. Percentage of contract responsibility to be performed by responding firm: 75%

C. If certified DVBE subcontractor's suppliers and/or third parties will be used to perform any or all of the contract, please state name of firm, service or commodity to be provided, and the percentage of contract responsibility.

| <u>NAME OF FIRM</u>          | <u>DVBE #</u> | <u>SERVICE OR COMMODITY</u> | <u>% OF RESPONSIBILITY</u> |
|------------------------------|---------------|-----------------------------|----------------------------|
| JR Conkey & Associates, Inc. | 180           | Cost Estimating             | 3%                         |
| _____                        | _____         | _____                       | _____                      |
| _____                        | _____         | _____                       | _____                      |
| _____                        | _____         | _____                       | _____                      |
| _____                        | _____         | _____                       | _____                      |

4. All submitting Firms must select the appropriate certification, date and sign.

Firm **listing** DVBE participation:

I hereby certify that I have made a diligent effort to ascertain facts with regard to the representations made herein, to the best of my knowledge and belief, each firm set forth in this bid as a DVBE is such an enterprise as defined in section 10115.1 of the State Public Contract Code.

Firm **not** meeting the Authority's participation goals:


I hereby certify under penalty of perjury under the laws of the State of California that I have made a "good faith effort," as defined by section 10115.2 of the State Public Contract Code, to meet the DVBE participation goals for this contract.

Firm **not** using outside services:

I hereby certify that no work or material is to be supplied by an outside source and therefore are unable to meet DVBE participation goals.

Bidders

This declaration is executed on this 10th day of July, 2019, in Irvine, CA California.

  
\_\_\_\_\_  
Signature

John Silber, AIA  
\_\_\_\_\_  
Print

Printed on: 8/14/2018 3:20:11 PM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>

## Office of Small Business & DVBE Services

**Certification ID:** 180**Legal Business Name:**

J R CONKEY &amp; ASSOCIATES INC

**Doing Business As (DBA) Name 1:**

SOLAR POWER INTEGRATORS

**Doing Business As (DBA) Name 2:****Address:**

735 SUNRISE AVE STE 200

ROSEVILLE

CA 95661-4568

**Email Address:**

lkretner@jrconkey.com

**Business Web Page:**<http://www.jrconkey.com>**Business Phone Number:**

916/783-3277

**Business Fax Number:**

916/783-8820

**Business Types:**

Construction , Non-Manufacturer , Service

| Certification Type | Status   | From       | To         |
|--------------------|----------|------------|------------|
| DVBE               | Approved | 06/08/2018 | 03/31/2021 |

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!

-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: [OSDSHELP@DGS.CA.GOV](mailto:OSDSHELP@DGS.CA.GOV)

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605



ARCHITECTURE  
ENGINEERING  
CONSTRUCTION  
CONSULTANTS

Response to  
32nd District Agricultural Association, OC Fair &  
Event Center (OCFEC) RFP



MARX | OKUBO

# SUMMARY SHEET

Submitting Firm Name: Marx|Okubo Associates, Inc.

Contact Name: Chris Geier, P.E.

Mailing Address: 4 Hutton Centre, Suite 950

Santa Ana, CA 92707

Telephone Number: 949.660.8908

Fax Number: N/A

Email Address: chris\_geier@marxokubo.com

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## COVER LETTER

Sean Slay  
California Construction Authority (CCA)

July 12, 2019

Dear Mr. Slay:

We wish to express our gratitude for having the opportunity for Marx|Okubo to present a response to your Request for Proposal to California Construction Authority (CCA).

Marx|Okubo works on behalf of owners and managers of real estate to bring valuable, realistic solutions to the complexities within each variable real estate asset. Our multidisciplinary regional teams include experienced licensed architects and engineers who leverage core architecture, engineering and construction expertise and collaborate with top-tier industry consultants to deliver a comprehensive, highly qualified service set.

More specifically, Marx|Okubo has performed over 2,000 Property Condition Assessment projects over the past five years alone. Property Condition Assessments are not a small side business for us. At Marx|Okubo, condition assessment work is a *core service*. It is what we do every day. As a national pioneer in building facility assessments, risk management, construction monitoring, and due diligence services with an extensive project portfolio, Marx|Okubo knows what it takes to get the job done while maintaining a commitment to constant learning and evolution.

Marx|Okubo has completed assessments on many portfolios of properties. Within the past three years, we have completed assessments on a portfolio of high-rise office buildings that total on the order of 5,000,000 square feet, industrial portfolios that total over 10,000,000 square feet, and hotel portfolios that exceeded 5,000 rooms.

Thank you again for your consideration on this potential assignment. We welcome your feedback and questions and look forward to discussing the project further in face-to-face meetings.

Sincerely,

MARX|OKUBO ASSOCIATES, INC.



## PROFESSIONAL EXPERIENCE

Marx|Okubo Associates, Inc. (Marx|Okubo) has been an industry leader, providing condition assessment services on buildings of all types to the public and private sectors since 1982. Beginning as a two-person operation with a simple mission—use pragmatic expertise to solve complex issues in the built environment—the company has grown to a dedicated group of over 190 employees with over 80 licensed architects and engineers. Marx|Okubo first established a presence in Orange County in the late 1980's, and it has grown to house over 35 people at present.

At Marx|Okubo, property condition assessment work is a core service. It is what we do every day. From the assemblage of the proposal through the staffing of the work, the collection of data and on to the quality control process, we are the industry leader in work of this type. Marx|Okubo as a typical practice follows ASTM 2018-15 when performing assessments on existing buildings; additionally, Marx|Okubo personnel were involved with the ASTM committee that developed ASTM E2018. Marx|Okubo provides condition assessment services using full time employees who are all owners of the company through our Employee Stock Ownership Plan (ESOP), which provides an employee approach and dedication that is unique in the industry.

Marx|Okubo approaches each project with specific project tailored assessment teams with architects, engineers, disabled accessibility experts, quantity surveyors, and support team members experienced in the practice of facility assessment. Our firm structure provides for an integrated design and technical team that can perform, simultaneously, building diagnostics/forensics, facility condition assessments, renovation/repair design and project management. We have the expertise and resources to develop custom protocols and specific solutions to meet challenges that may arise as a project evolves. As we continually evaluate projects and focus both on the immediate purpose and future objectives, we collaborate with our clients to identify their needs so we can target and deliver appropriate products. Our goal is always to provide our clients with value and minimize risk. This foundation has earned Marx|Okubo a solid reputation in the industry with repeat clientele throughout the North America.

Our past experiences have included entities such as Rancho Santiago Community College District, The State of California, Orange County Diocese, City of Long Beach/Queen Mary Madison Square Garden (The Forum), State Board of Florida, TCSG, State Teachers Retirement System of Ohio, CalSTRS, CalPERS, and Boeing Realty Corporation, and King County (in Washington state).

The vast majority of Marx|Okubo's work is completed on a fixed fee and fixed schedule basis. As an example, a common scenario would be that a client has a fixed number of days to get our evaluations in their possession, in order to complete a real estate transaction (such as a purchase, sale, or refinance). These dates are non-negotiable once established by client, and it is critical for Marx|Okubo to meet these defined timeframes. Also, it is a standard of practice for such situations to be priced with a fixed fee for the services requested. Marx|Okubo's Southern California offices complete on the order of 25 such assignments every month.

We believe in developing long-term partnerships with our clients. Once an assessment is completed, we often assist clients in determining and completing the next steps. These steps range from prioritizing capital projects, based upon available funding or severity of need, if required, to organizing and conducting more in-depth investigations of specific areas of concern, to defining scopes of work to competitively bid and construction management and administration.

We strive to be THE building resource for our clients. For Marx|Okubo, a holistic perspective related to building assessments and analysis is paramount. As such, we have extensive experience evaluating the lifecycle of building systems and components, and we provide advice tailored specifically to property ownership objectives. We can provide cost estimates for immediate repairs and deferred maintenance issues, as well as the replacement of components approaching the end of their expected useful life. We are experienced in creating capital budgets and use a combination of internal knowledge, comparative building experience, and local market experts as a means of developing costs.

## STAFFING AND RESOURCE CAPABILITIES

Marx|Okubo will define Chris Geier, P.E. as the point of contact for Client. Mr. Geier can receive requests for services as a result of this RFP. Mr. Geier will be fully versed in the requirements of the services defined in the RFP and will be able to perform the responsibilities listed above. In addition, Mr. Mark Hulme, AIA, CASp, can serve as a backup to Mr. Geier.

Marx|Okubo's staffing of this project utilizes a multidisciplinary approach, which arrives at an informed solution combining the expertise of in-house specialists in architectural, structural, mechanical, electrical, plumbing, accessibility, fire protection, and other disciplines and systems. Our proposed structure allows for multiple fully staffed teams which will speed field work and allow for quality assessments. Resumes of key personnel are included as Exhibit A to this RFP response.

### Proposed Team Members

The following Marx|Okubo staff are proposed to be included in this assignment:

| Name                                | Position       | Brief Bio   |
|-------------------------------------|----------------|---|
| Chris Geier, P.E.                   | Civil Engineer | Licensed civil engineer in the states of California, Nevada, Oregon, and Washington; broad range of services, including design and constructability reviews, property condition assessments, owner's representation, detailed cost analysis, periodic construction observation services and seismic risk assessments.   |
| Mark Hulme, AIA, CASp, LEED AP BD+C | Architect      | Since 1995, he has been involved in diverse construction and architectural projects, including retail, office and interiors, as well as community college and K-12 educational facilities. As a Certified Access Specialist (CASp), Mark has conducted CASp and other disabled accessibility reviews of office, shopping center, hotel, and multi-family properties.            |
| Linda Fu, AIA                       | Architect      | Experience in both Northern and Southern California includes design, construction and project management in retail, office, multifamily residential, restaurant and hospitality projects. Linda's recent work has ranged from owner's representation work for a high-rise office to residential adaptive reuse conversion and renovation projects for non-profit organizations. |



| Name                               | Position  | Brief Bio   |
|------------------------------------|-----------|---|
| Rich Milstead, AIA, NCARB          | Architect | Over 35 years of experience in architecture, working on design, construction documentation and construction administration for large and small firms.   |
| Patrick Kane, AIA, NCARB, LEED, GA | Architect | Over 30 years of experience in design, construction and project management of new and remodeled restaurants for fast-food chains; specialty play systems; grocery store chains; public facility buildings such as schools, hospitals and law enforcement centers; and light industrial buildings.   |
| Jason Morris, AIA                  | Architect | Performs architectural consulting, property condition assessments, pre-construction project reviews, periodic construction observation and owner's representation-related services. With a strong background in project management and architectural detailing, he draws upon his experience in both the commercial and residential markets to find creative solutions to complex problems.   |
| Christine Bemis                    | Architect | Leads teams on property condition assessments and pre-construction plan reviews, and provides both construction loan monitoring and owner's representation services at hotels and multi-family housing in the Los Angeles area.   |
| Samantha Gragg, AIA                | Architect | Experience in performing on-site observations on diverse construction projects to evaluate funding recommendations, and provides pre-construction project review for quality control and budget analysis. Additional experience includes property condition assessments for retail, office, hospitality and housing projects, as well as construction and architectural projects, including retail, commercial, mixed-use residential, and community college and K-12 educational facilities. |
| Babak Nassirpour, AIA              | Architect | Has performed property condition assessments and monitored construction projects ranging from multifamily complexes and large-scale high-rises to casino resorts, hospitality complexes, industrial parks and campuses. He has also worked on several prominent and nationally recognized developments in Las Vegas and California.   |
| Courtney Wladyka, AIA, LEED GA     | Architect | Assists in providing clients with design and constructability reviews, property condition assessments, project management, sustainability reviews, accessibility reviews, construction observation services, and owner's representation services. Since she joined the firm, she has been involved in several tenant improvement projects, performed resilience reviews, existing and new building cost evaluations, and assisted in architectural repair documents for existing buildings.   |

| Name                     | Position             | Brief Bio   |
|--------------------------|----------------------|---|
| Jim Detweiler, MBA, P.M. | Construction Manager | Approximately 30 years of project management experience, his construction background includes large ground-up, multi-tenant retail shopping centers (over 70 acres), large and small retail tenant improvement projects and office renovations.   |
| Steve Chenot, P.E.       | Structural Engineer  | Has 35 years of experience in structural analysis, design, construction and field observation for a variety of project types, including schools, hospitals and multifamily residences, as well as commercial, institutional and industrial facilities. Having performed interdisciplinary coordination and code reviews for various institutions and state agencies over the last 20 years, he also has a comprehensive understanding of design standards and codes.                  |
| Simon Yavari, P.E.       | Structural Engineer  | His structural engineering experience includes analysis, design and construction observation for residential, commercial and industrial projects. Prior to joining Marx Okubo, Simon was an associate and project manager at Englekirk Structural Engineers, where he managed and performed analysis and design of several new mid- and high-rise multifamily and office buildings, as well as multiple structural repair projects in Southern California.                            |
| Jon Haviland, P.E.       | Mechanical           | Has 30 years of experience in facility engineering and management, including industrial, institutional and commercial facilities. A valuable resource and mentor for the firm's mechanical division, he has led Marx Okubo's mechanical efforts on hundreds of projects, including property condition assessments and pre-construction project reviews for commercial and multifamily properties throughout the U.S.  |
| Dan Healey, P.E.         | Mechanical           | Brings Marx Okubo years of experience in facility engineering and information technology management, with specialties in tenant improvements, plant relocations and building construction. His experience also extends to manufacturing reengineering, business process design, information-technology infrastructure design and software deployment. In these industries, he held roles in engineering, project management and operations management for several national companies. |



| Name                    | Position                    | Brief Bio   |
|-------------------------|-----------------------------|---|
| Michael Spassoff, P.E.  | Mechanical                  | Works primarily on property condition assessments, owner's representation, detailed cost analysis, periodic construction observation services and LEED commissioning. Prior to joining Marx Okubo, he executed hundreds of facility condition assessments for commercial buildings, hospitals and hotels throughout the western U.S. Michael also performed LEED Fundamental Commissioning on mechanical and plumbing systems for the new 1.5-million-square-foot Tom Bradley International Terminal West Expansion at Los Angeles International Airport (LAX).   |
| Justina Jones, P.E.     | Mechanical                  | Responsible for a broad range of services, including property condition assessments, pre-construction project reviews, and construction observation services. She has provided mechanical assessments on many projects, such as property condition assessments and pre-construction project reviews for commercial and multifamily projects throughout the southwest.   |
| Stephen Schneider, P.E. | Fire Protection/Life Safety | Steve has extensive experience in property risk management and life safety. He began his engineering career working with the Department of Energy laboratories in South Carolina and New York where he assessed building code conformance and developed facility-specific fire protection and life safety programs. Most recently, Steve was a Highly Protected Risk (HPR) Property Underwriter for Allianz Global Corporate & Specialty where he was responsible for analyzing hazards to real property and business interruption from an insurance perspective. |

Our professional team is assisted and supported by other technical and administrative team members that work to coordinate, analyze, and present the information developed during our review.

All of the above Marx|Okubo personnel, with the exception of Mr. Schneider, are located in either our Santa Ana or Pasadena offices. For all of these individuals, over 90% of their work has been completed within the Southern California area. Mr. Schneider, who is located in our San Francisco, California office, regularly supports workload in Southern California, and has completes multiple assignments monthly in the Southern California area.

We will retain a specialty IT consultant to address the IT review requested in the RFP, and we will retain a specialty firm to conduct video inspection of accessible utility lines within the property.

The specific team to be assigned to this assessment will be determined upon receipt of the project schedule.

Geographical Coverage

With a staff of 37 in Southern California, with the ability to call on the remaining 150 people with Marx|Okubo to assist as needed, we are confident that we have more than sufficient resources to complete the scope of work requested.

We've worked on approximately 394 Property Condition and Facility Condition Assessments within the Southern California area, of which approximately 96 were within Orange County, California.

## PROJECT EXAMPLES AND CLIENT REFERENCES

| Project Name/Client  | Description of Services  |
|--|--|
| <p><b>ORANGE COUNTY DIOCESE</b><br/>Orange County, California</p> <p><u>Client:</u> Roman Catholic Diocese of Orange</p>   | <p>Marx Okubo completed a master Opinion of Probable Cost table on approximately 64 parishes within Orange County. Full Property Condition Assessments were provided on 27 of these properties, which consisted of one non-invasive site observation that included accessible areas of the site, building exterior walls, roofs, common areas, and interior areas of each facility.</p>  |
| <p><b>SAFECO FIELD (T-Mobile Park)</b><br/>Seattle, Washington<br/>47,929 seating capacity</p> <p><u>Client:</u> Washington State Major League Baseball Stadium Public Facilities District</p>   | <p>Marx Okubo continues to be engaged by the Washington State Major League Baseball Stadium Public Facilities District (PFD) to complete annual evaluations of the condition of Safeco Field, including key operating systems and the operating and maintenance program provided by the Seattle Mariners. The purpose of this assignment is to report to what extent the Mariners are maintaining the stadium in accordance with the lease of the facility. As part of this ongoing program, Marx Okubo has had to evaluate several Major League Baseball (MLB) stadiums to establish a benchmark for maintenance of stadia to allow comparison to Safeco Field.</p> |
| <p><b>THE FORUM</b><br/>Inglewood, California<br/>17,505 seating capacity</p> <p><u>Client:</u> Madison Square Garden</p>  | <p>Marx Okubo completed a Property Condition Assessment consisting of one non-invasive site observation that included accessible areas of the site, building exterior walls, roofs, common areas, and interior areas of the facility.</p>  |
| <p><b>FORT VALLEY STATE UNIVERSITY WILDCAT STADIUM</b><br/>Fort Valley, Georgia<br/>10,000 seating capacity</p> <p><u>Client:</u> USG Real Estate Foundation III, LLC<br/>c/o The Board of Regents of the University System of Georgia</p> | <p>Marx Okubo Associates, Inc. (Marx Okubo) completed Facility Condition Assessment and Report of Wildcat Stadium at Fort Valley State University, (FVSU) in Fort Valley Georgia. This survey consists of a review of the physical conditions; architectural, structural, mechanical, and electrical components accessible or visible during the site visit; and the quality of construction.</p>  |



| Project Name/Client  | Description of Services   |
|--|---|
| <b>PARK PLACE</b><br>Irvine, California<br><br><u>Client:</u> Principal Real Estate Investors, LLC | Marx Okubo completed a Property Condition Assessment of the Park Place Retail, located in Irvine, California. The survey consisted of a review of the physical conditions; architectural, structural, mechanical, and electrical components accessible or visible during the site visit; and the quality of construction. |

Marx|Okubo meets the needs of a wide range of private and public clients with architectural- and engineering-based project management, due diligence, and owner's and lender's representation services. Our clients include intelligent, insightful firms all over the world. Below is a small list of representative clients.

| Client Name/Contact   | Address/Phone/Email  |
|---|--|
| Roman Catholic Diocese<br>Mr. Sandy Hull, Real Estate Manager   | 13280 Chapman Avenue<br>Garden Grove, CA 92840<br>Phone: 714.282.3109<br>shull@rcbo.org  |
| Bank Ozk<br>Mr. Jay Gyer  | 5949 Sherry Lane, Suite 1075<br>Dallas, TX 75225<br>Phone: 214.750.4800<br>jay.gyer@ozk.com  |
| Goodman<br>Mr. Alan Tuntland, SVP Entitlements and Construction | 18201 Von Karman Avenue, Suite 1170<br>Irvine, CA 92612<br>Direct: 949.407.0137<br>Mobile: 949.500.1072<br>Alan.Tuntland@goodman.com |

## WORK PLAN

### **Project Scoping**

The first step in the development of our approach will be the definition of scope for each of the assets to be reviewed. The process will be collaborative with CCA staff to ensure the most appropriate, thorough, and cost-efficient review is achieved.

### **Quality Control**

All projects are performed utilizing a robust and fully developed quality control system that ensures accurate and reliable information. The system starts with job staffing. We only start assignments with staff that are qualified to participate. We do not believe in "on the job training" on our client's dollar. Specific reviews are performed on our findings, recommendations, cost estimates and supporting elements.

Each report will be reviewed by both a senior technical staff member and project administrator as well as the project manager to ensure solid data and findings. Our services are delivered using time-proven techniques that result in **accurate and efficient reviews**.

### **Project Management**

Marx|Okubo has assigned a senior licensed professional to act as Project Manager for the assignment. The project manager will be responsible for overall coordination of schedule, document collection, fieldwork, quality control reviews and communications with the Client.

Marx|Okubo's project manager and supporting staff will develop a formal schedule for the site visit work and a plan of action. This will be published to the client, allowing for a clear understanding of the timing and responsibilities for each step of the process. Marx|Okubo's project manager staff will monitor progress against this schedule and will coordinate as necessary with subconsultants and the County to ensure smooth and disruption free access throughout the process. The status of the inspection and report generation will be communicated to the client in regularly schedule conference calls and through published meeting minutes.

### **Project Kick Off Meeting**

Immediately after the contract award and before the start of any data collection or field work, Marx|Okubo will initiate a kick-off meeting to introduce all team members, confirm responsibilities, and present our proposed schedule and work plan. It is assumed that during this meeting the County will provide any constraints or necessary adjustments to the work plan and schedule to facilitate the project going forward. Minutes from a meeting will be created by and distributed to all project team members by Marx|Okubo's project manager.

### **Data Collection and Review**

Prior to the start of any field work, Marx|Okubo will issue to the County a document request checklist which indicates key pieces of information necessary to complete the review. Marx|Okubo will work with the County to locate alternate information or in other ways, fill in any gaps that are detected. While it is our assumption that many of the documents will be available, it is our experience that information gaps can exist relative to any structure and these will not impede our overall assessment and reporting work.

### **Field Assessment**

Marx|Okubo's staff will conduct a site assessment of the various facilities on a schedule published to and approved by the County. Marx|Okubo's professional assessment teams will be developed using licensed architects, engineers, and trained staff specializing in the following disciplines: site systems; building structure; building envelope; mechanical, electrical, plumbing; HVAC systems; fire protection systems; interior finishes; disabled accessibility; vertical transportation and support systems.

Marx|Okubo's team approach to the site assessment, data collection, and review work is designed to ensure that systems and building components are evaluated by individuals with extensive experience in that area. We do not believe that a "generalist" or a team of "generalists" who cover all aspects of an individual building can provide the necessary depth to analyze and effectively solve problems noted in the facilities. Our approach honed through 35 years of corporate history has allowed for a highly efficient service rendered more quickly than possible utilizing a single provider/"generalist" approach.



**Opinion of Costs**

Marx|Okubo's staff performing the field evaluations is trained in the gathering of quantities and other data which affect the ultimate repair estimates. Marx|Okubo's repair and replacement costing systems utilize data gathered over many thousands of condition assessments performed each year, interactions with subcontractors, material suppliers, vendors, and national published data sources, such as RS Means, Marshall & Swift, and others. The cost estimate data included in the reports provides necessary detail such as units, unit costs and quantities to allow for quality control checks and client feedback.

Prior to the publishing of any cost estimates, the findings are cross checked by all key team members and Marx|Okubo management staff assigned to this specific role. Prior to the issuance of a final report, Marx|Okubo discusses findings with the Client to finalize prioritization, based on the County's goals, risk thresholds, and available resources.

**Final Written Report**

Marx|Okubo proposes to provide a written report summarizing the description of each major facility, relative inspection and observation data, materials available for review, and a summary of findings and recommendations relative to all systems. The reports will provide specific data tied to each individual building or site component. The report will contain supporting photographs, site plans, or any other diagrams necessary to support and illustrate the findings. Reports are issued to the Client in draft form to allow for review and comment prior to the issuance of the final document.

Marx|Okubo proposes to provide a master spreadsheet which will tie up the prioritized capital expense reserve recommendations for all components and buildings in the entire scope of work.

**Proposed Timeline and Schedule**

We can commit to completing the assignment within eight (8) weeks of once a consulting contract has been executed by both parties.

The above schedule is contingent upon CCA being able to provide access to the Fairgrounds and personnel available for interviews within the timeframes noted above.

## HOURLY RATE SCHEDULE AND FEES/DELIVERABLES

▶ Our proposed fee for the services outlined in the RFP is the lump sum of \$377,300.

**Hourly Rates**

|                             |            |
|-----------------------------|------------|
| Executive Vice President    | \$350/hour |
| Vice President              | \$300/hour |
| Assistant Vice President    | \$275/hour |
| Senior Associate            | \$250/hour |
| Disabled Accessibility/CASp | \$250/hour |
| Associate                   | \$200/hour |
| Project Coordinator         | \$180/hour |
| Project Administrator       | \$130/hour |

## Exhibit A Leadership and Key Personnel Resumes

# Leadership

NAME **Chris Geier, PE**

LOCATION Orange County, California

POSITION Vice President

Chris Geier, Vice President and Regional Manager for Southern California, is responsible for a broad range of services, including design and constructability reviews, property condition assessments, owner's representation, detailed cost analysis, periodic construction observation services and seismic risk assessments.

Chris draws upon engineering experience, as well as extensive diligence evaluation work on commercial, retail and multi-family residential properties, to identify potential building deficiencies to commercial real estate clients, in turn allowing them to make informed decisions about real estate transactions.

His projects with Marx|Okubo have included property condition assessments on a 2.1-million-square-foot shopping center in Torrance, California; a 74-story, 1.4-million-square-foot office building with a six-story off-site parking structure in Los Angeles; and a mixed-use facility in San Francisco, which consisted of a 320-unit high-rise apartment complex, five-story and six-story office buildings and two-level subterranean parking garage.

Chris holds a bachelor's and master's degree in civil engineering from the University of California - Los Angeles and is a licensed civil engineer in California, Nevada, Oregon and Washington State.

[chris\\_geier@marxokubo.com](mailto:chris_geier@marxokubo.com)





# Leadership

NAME **Mark J. Hulme, AIA, CASp, LEED AP BD+C**

LOCATION Pasadena, California

POSITION Assistant Vice President

Mark Hulme, Assistant Vice President in the Pasadena office, performs architectural consulting, sustainability reviews, property condition assessments, owner's representation-related services and disabled accessibility reviews across California.

Since 1995, he has been involved in diverse construction and architectural projects, including retail, office and interiors, as well as community college and K-12 educational facilities. As a Certified Access Specialist (CASp), Mark has conducted CASp and other disabled accessibility reviews of office, shopping center, hotel and multifamily properties.

Prior to joining Marx|Okubo, he served as a project architect for a Los Angeles-based architectural firm, where he worked on construction document preparation, project management, specifications writing, governmental plan processing and construction administration.



A licensed architect in California, Mark holds bachelor's degrees in architecture and communications and a master's degree in building sciences, with a focus on environmental controls systems, both from the University of Southern California. He also completed an executive education program on accessibility and universal design at the Harvard University Graduate School of Design. Mark is a Certified Access Specialist in California, LEED Accredited Professional with the BD+C specialty and a member of the American Institute of Architects and Certified Access Specialist Institute.

[mark\\_hulme@marxokubo.com](mailto:mark_hulme@marxokubo.com)



# Team Members

NAME **Linda Fu, RA, LEED AP**

LOCATION Orange County, California

POSITION Associate

Linda Fu, Associate in the Orange County office, assists in providing clients with pre-construction peer reviews, review of construction draws, construction observations services, property condition assessments, owner's representation services, preparation of construction documents and project management services.

Her experience in both Northern and Southern California includes design, construction and project management in retail, office, multifamily residential, restaurant and hospitality projects. Linda's recent work has ranged from owner's representation work for a high-rise office to residential adaptive reuse conversion and renovation projects for non-profit organizations.

She holds a bachelor's degree in architecture from the University of California - Berkeley and a master's degree in architecture from the University of California - Los Angeles. Linda is also a licensed architect in California and LEED Accredited Professional.



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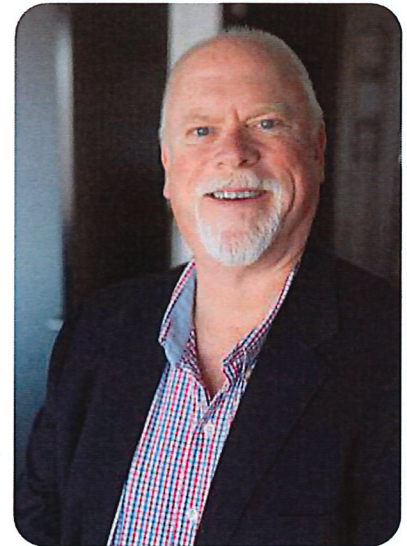
# Team Members

|          |  |
|----------|--|
| NAME     | <b>Richard P. Milstead, AIA, NCARB</b> |
| LOCATION | Orange County, California              |
| POSITION | Senior Associate                       |

Richard Milstead, Senior Associate in the Orange County office, performs property condition assessments, sustainability reviews and owner's representation-related services. He is currently working on retail projects, office buildings, warehouse buildings and multi-residential facilities.

Rich has over 35 years of experience in architecture, working on design, construction documentation and construction administration for large and small firms. His project experience has ranged from small residential developments to resort hotels, as well as retail and restaurants, office parks, tenant improvements and sports facilities including an 8,000-seat tennis stadium and several golf club houses.

Rich holds a bachelor's degree in architecture from California State Polytechnic University - San Luis Obispo. He is a licensed architect in California and North Dakota, and is certified with the National Council of Architectural Registration Boards.



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# Team Members

|          |  |
|----------|--|
| NAME     | <b>Patrick M. Kane, AIA, NCARB, LEED, GA</b> |
| LOCATION | Orange County, California                    |
| POSITION | Senior Associate                             |

Patrick Kane, Senior Associate in the Orange County office, works on condition assessments for existing properties and reviews on new development projects, including apartments, office buildings, retail centers and large-scale warehouses, as well as specialty projects such as marinas and casinos.

He has over 30 years of experience in design, construction and project management of new and remodeled restaurants for fast-food chains; specialty play systems; grocery store chains; public facility buildings such as schools, hospitals and law enforcement centers; and light industrial buildings.

Involved with all aspects of the building and construction industry throughout the Midwest and Southwest, Patrick previously held diverse roles in design, marketing, contract administration, owner's representation, on-site design/build construction administration and project engineering.



A licensed architect in Wisconsin, he holds a bachelor's degree in architecture from Iowa State University. Patrick is a LEED Green Associate, certified with the National Council of Architectural Registration Boards, a member of the American Institute of Architects and an Iowa real estate broker.

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# Team Members

NAME **Jason E. Morris, AIA**

LOCATION Pasadena, California

POSITION Associate

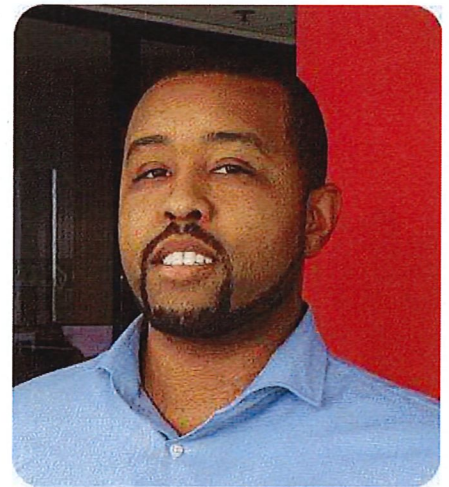
Jason Morris, Associate in Marx|Okubo's Pasadena office, performs architectural consulting, property condition assessments, pre-construction project reviews, periodic construction observation and owner's representation-related services.

With a strong background in project management and architectural detailing, Jason draws upon his experience in both the commercial and residential markets to find creative solutions to complex problems.

Prior to joining Marx|Okubo, Jason worked as a project architect at a Los Angeles-based architecture firm, where he focused on managing large-scale luxury retail projects for well-known international brands. In his leading role, he was responsible for managing due diligence, technical documentation, and construction administration as well as overall project scheduling, project budgeting and bid coordination. He has additional experience working with high-end residential, commercial office, and tilt-up concrete industrial projects.

Jason holds a bachelor's degree in architecture from California Polytechnic State University, Pomona. He is a licensed architect in California and a member of the American Institute of Architects. In addition, he currently serves as a Director on the Board of Directors for the Los Angeles chapter of the AIA.

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# Team Members

NAME **Christine Bemis, NCARB**

LOCATION Orange County, California

POSITION Associate

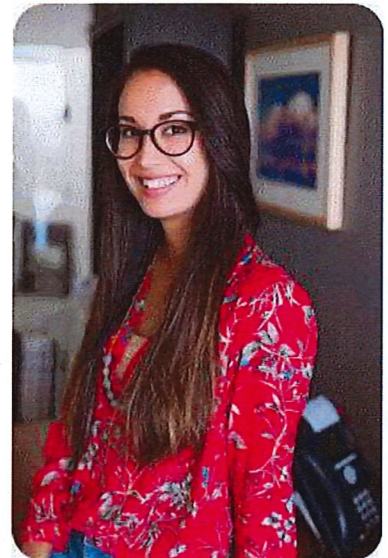
Christine Bemis, Associate in Marx|Okubo's Orange County office, leads teams on property condition assessments and pre-construction plan reviews, and provides both construction loan monitoring and owner's representation services at hotels and multi-family housing in the L.A. area.

Christine began with the company as a project coordinator, becoming an associate at the beginning of 2019. She is currently working with a nonprofit organization in the renovation of an 8-plex housing development in Costa Mesa for homeless families. She is also the office PlanGrid champion, helping to facilitate the office's transition to the new software for project use and company database development.

Prior to joining Marx|Okubo, Christine worked for 4 years at a design-build firm designing custom homes in southern California. In this capacity she gained field experience working directly with designers, engineers, contractors and subcontractors - experience she brings to her work with Marx|Okubo.

Christine holds a bachelor's degree in architecture from California Polytechnic State University, San Luis Obispo. In addition, she is certified with the National Council of Architectural Registration Boards.

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# Team Members

|          |                                     |
|----------|-------------------------------------|
| NAME     | <b>Samantha Gragg, AIA, LEED AP</b> |
| LOCATION | Pasadena, California                |
| POSITION | Senior Associate                    |

Samantha Gragg, Senior Associate in the Pasadena office, performs architectural consulting, property condition assessments, owner's representation services and disabled accessibility reviews across California.

She also performs on-site observations on diverse construction projects to evaluate funding recommendations, and provides pre-construction project review for quality control and budget analysis. Additional experience includes property condition assessments for retail, office, hospitality and housing projects, as well as construction and architectural projects, including retail, commercial, mixed-use residential, and community college and K-12 educational facilities.

Prior to joining Marx|Okubo, Samantha served as a project architect for a Los Angeles-based architectural firm, where she provided project management of design and construction document preparation, specifications writing, governmental plan processing, and conducted construction administration services.

She holds a bachelor's degree in architecture from Woodbury University. Samantha is a licensed architect in California, a LEED Accredited Professional and a member of the American Institute of Architects.



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# Team Members

NAME **Babak Nassirpour, AIA**

LOCATION Pasadena, California

POSITION Senior Associate

Babak Nassirpour, Senior Associate in the Pasadena office, is responsible for performing architectural consulting, construction management and owner's representation services. He brings to Marx|Okubo a unique blend of experience in commercial lending and due diligence work with an architectural design/build practice.

Babak has performed property condition assessments and monitored construction projects ranging from multifamily complexes and large-scale high-rises to casino resorts, hospitality complexes, industrial parks and campuses. He has also worked on several prominent and nationally recognized developments in Las Vegas and California.

Prior to joining Marx|Okubo, Babak worked as a general contractor and architect, designing and building residential and commercial projects, as well as gaining experience in the construction, project management and architectural fields. He also brings expertise in property condition assessments, construction management and real estate consultation for the commercial mortgage banking industry, private investors and developers.

A licensed general contractor, architect and real estate broker in California, Babak holds a bachelor's degree in architecture from California State Polytechnic University - Ponomo. He is also a member of the American Institute of Architects, RCI, Incorporated and California Association of Realtors.

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# Team Members

NAME **Courtney Wladyka, AIA, LEED GA**

LOCATION Orange County, California

POSITION Project Coordinator

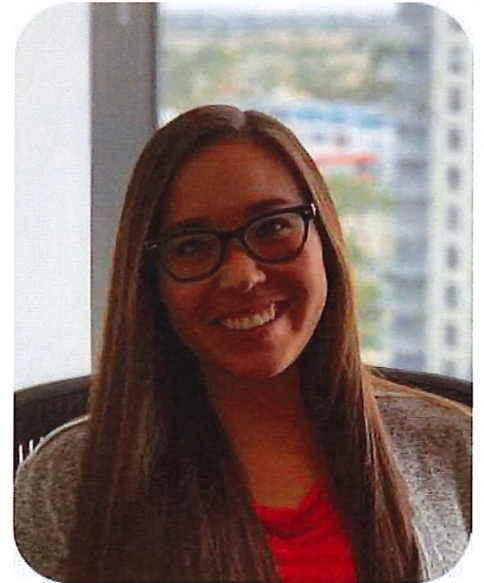
Courtney Wladyka, Project Coordinator in Marx|Okubo's Orange County office, assists in providing clients with design and constructibility reviews, property condition assessments, project management, sustainability reviews, accessibility reviews, construction observation services, and owner's representation services.

Since Courtney joined the firm, she has been involved in several tenant improvement projects, performed resilience reviews, existing and new building cost evaluations, and assisted in architectural repair documents for existing buildings.

Courtney has been engaged in the fields of architecture and construction for over 10 years, including architectural design work in Orange County, San Diego and Los Angeles, where her responsibilities included design development, construction documentation, construction administration services, and building information modeling (BIM) involving multi-family residential, retail, commercial and Department of Defense projects.

Courtney holds a bachelor's degree in architecture from California State Polytechnic University - Pomona. She is a licensed architect in California, as well as a LEED Green Associate, a member of the United States Green Building Council and a member of the American Institute of Architects.

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# Team Members

NAME **Jim Detweiler, MBA, PM**

LOCATION Pasadena, California

POSITION Associate

Jim Detweiler, Associate in the Pasadena office of Marx|Okubo, performs architectural consulting, property condition assessments and owner's representation services.

With almost 30 years of project management experience, his construction background includes large ground-up, multi-tenant retail shopping centers (over 70 acres), large and small retail tenant improvement projects and office renovations. His experience also encompasses extensive due diligence evaluation work on commercial, retail and mixed-use projects to identify potential building deficiencies so that a comprehensive project plan can be prepared for ownership to make informed decisions on new and existing assets.

Prior to joining Marx|Okubo, Jim served as a project manager for a Los Angeles-based architectural/engineering firm, where he was an account manager with over 60 active projects for a major retailer. In this role he was responsible for all aspects of project management including creating and maintaining project schedules, lease reviews and recommendations, performing a building survey Building Investigation Report (BIR) and Site Investigation Report (SIR), creating project budget and scope reports, coordination of clients/vendors, managing the bidding process, performing weekly construction visits, coordinating project punch walks with the market manager and preparing project closeout documentation.

He holds a bachelor's degree in computer information systems from California State University - Los Angeles and a master's degree in business administration, with a project management concentration, from the University of Phoenix.

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# Team Members

NAME **Stephen Chenot, PE, SE**

LOCATION Orange County, California

POSITION Senior Associate

Stephen Chenot, Senior Associate in the Orange County office of Marx|Okubo, analyzes structural and seismic issues required for property condition assessments, seismic risk assessments and owner's representation services.

He brings to Marx|Okubo 35 years of experience in structural analysis, design, construction and field observation for a variety of project types, including schools, hospitals and multifamily residences, as well as commercial, institutional and industrial facilities. Having performed interdisciplinary coordination and code reviews for various institutions and state agencies over the last 20 years, Stephen also has a comprehensive understanding of design standards and codes.

Prior to joining Marx|Okubo, he acted as a senior vice president, shareholder, chief structural engineer and structural code specialist for an engineering consulting firm. Stephen has also worked as a structural specialist for the Orange County Fire Authority, FEMA/OES, Urban Search & Rescue team and California Task Force Five. In addition, he was deployed for work on Hurricane Iniki in Hawaii, Typhoon Brian in Guam, Oklahoma City Bombing, Northridge Earthquake in California and Hurricane Katrina in Louisiana.

A registered professional civil/structural engineer in California, Nevada, Arizona and New York, he holds a bachelor's degree in architectural engineering from California Polytechnic State University - San Luis Obispo. Stephen is also a member of the American Society of Civil Engineers, American Society of Testing and Materials, American Institute of Steel Construction, American Concrete Institute, Structural Engineers Association of Southern California (code committee member) and International Code Council.

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# Team Members

NAME **Simon Yavari, PhD, PE, SE**

LOCATION Orange County, California

POSITION Associate

Simon Yavari, Associate in the Orange County office, performs structural and seismic evaluations involved with property condition assessments, seismic risk assessments, pre-construction structural drawings reviews and owner's representation services.

His structural engineering experience includes analysis, design and construction observation for residential, commercial and industrial projects. Prior to joining Marx|Okubo, Simon was an associate and project manager at Englekirk Structural Engineers, where he managed and performed analysis and design of several new mid- and high-rise multifamily and office buildings, as well as multiple structural repair projects in Southern California.

As part of his doctoral research, Simon conducted experimental and analytical studies on seismic performance of existing non-ductile concrete moment frames with participants from U.S., Canada and Taiwan.

He holds a bachelor's degree in Civil Engineering from BIHE University, a master's degree in civil engineering from Carleton University in Canada, and a doctorate in civil engineering from the University of British Columbia. Simon is a registered civil engineer in California and is a member of the American Society of Civil Engineers, Earthquake Engineering Research Institute and American Concrete Institute.

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# Team Members

NAME **Jon R. Haviland, PE**

LOCATION Orange County, California

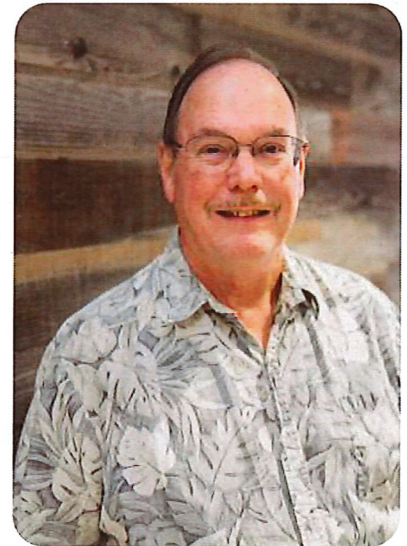
POSITION Senior Associate

Jon Haviland, Senior Associate in the Orange County office, brings to the firm more than 30 years of experience in facility engineering and management, including industrial, institutional and commercial facilities.

A valuable resource and mentor for the firm's mechanical division, he has led Marx|Okubo's mechanical efforts on hundreds of projects, including property condition assessments and pre-construction project reviews for commercial and multifamily properties throughout the U.S.

Prior to joining Marx|Okubo, Jon was president of an engineering firm that provided consulting services for mechanical systems, control systems, and energy-efficiency studies for commercial and industrial facilities. He has also held director positions for several large national firms.

Jon earned a bachelor's degree in mechanical engineering at the California Institute of Technology and an MBA from California State University - Long Beach. He is a licensed engineer in Pennsylvania and California. Jon is a Charter Life Member and Past President of the Association of Energy Engineers and has presented seminars on mechanical systems and energy efficiency.



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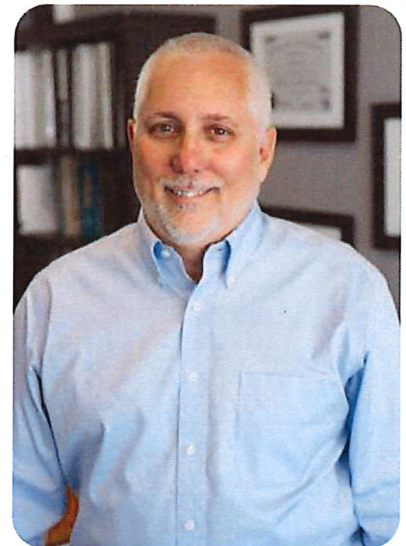
# Team Members

|          |                                 |
|----------|---------------------------------|
| NAME     | <b>Dan Healey, PE, CEM, PMP</b> |
| LOCATION | Orange County, California       |
| POSITION | Senior Associate                |

Dan Healey, Senior Associate in the Orange County office, brings the firm years of experience in facility engineering and information technology management, with specialties in tenant improvements, plant relocations and building construction.

His experience also extends to manufacturing reengineering, business process design, information-technology infrastructure design and software deployment. In these industries, Dan held roles in engineering, project management and operations management for several national companies.

Prior to joining Marx|Okubo, he was a senior engineer and project manager for an engineering and consulting firm that provided services including facilities condition assessments, energy efficiency evaluations, and facility lifecycle analysis for a wide variety of industrial and government clients.



A registered professional engineer in California, Dan holds a bachelor's degree in mechanical engineering from California State Polytechnic University - Pomona and an MBA from National University - San Diego. He is also a Project Management Professional with the Project Management Institute (PMI), Certified Energy Manager (CEM) through the Association of Energy Engineers (AEE), a fellow with the Orange County Chapter of PMI and a teacher of project management courses.

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# Team Members

NAME **Michael Spassoff, PE, CBCP**

LOCATION Orange County, California

POSITION Associate

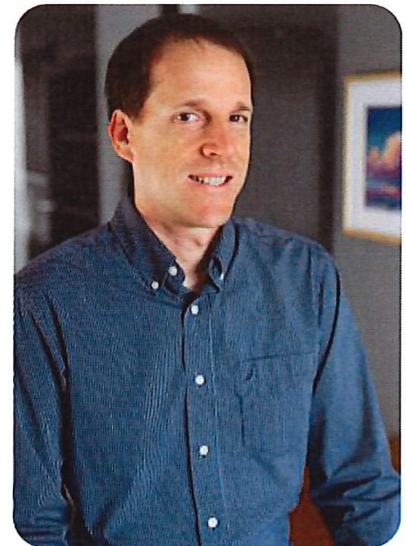
Michael Spassoff, Associate in the Orange County office, works primarily on property condition assessments, owner's representation, detailed cost analysis, periodic construction observation services and LEED commissioning.

Prior to joining Marx|Okubo, he executed hundreds of facility condition assessments for commercial buildings, hospitals and hotels throughout the western U.S. Michael also performed LEED Fundamental Commissioning on mechanical and plumbing systems for the new 1.5-million-square-foot Tom Bradley International Terminal West Expansion at Los Angeles International Airport (LAX). Since joining Marx|Okubo, he has assessed hundreds of buildings, including high-rise and low-rise office buildings, hotels, multifamily properties and retail centers.

He began his engineering career designing HVAC systems for several consulting engineering firms before focusing on property condition assessments, LEED commissioning and project management.

Michael holds a bachelor's degree in mechanical engineering from California State University - Long Beach.

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# Team Members

NAME **Justina Jones, PE, LEED GA**

LOCATION Orange County, California

POSITION Project Coordinator

Justina Jones, Project Coordinator in the Orange County office, is responsible for a broad range of services, including property condition assessments, pre-construction project reviews, and construction observation services.

She has provided mechanical assessments on many projects, such as property condition assessments and pre-construction project reviews for commercial and multifamily projects throughout the southwest. She has also been a valuable resource on multifamily owner's representation projects, including a two-month daily observation of plumbing installations.

Prior to joining Marx|Okubo, Justina assisted engineers on property condition assessments for educational and retail buildings in Southern California. She performed building load calculations for mechanical systems and energy modeling of mechanical, lighting and building systems, as well as completed LEED documentation and commissioning reports.

A registered professional engineer in California, Justina holds a bachelor's degree in architectural engineering from the University of Kansas and mathematics for engineers from Grand Canyon University. She is also a LEED Green Associate.



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# Team Members

NAME **Steve Schneider, PE**

LOCATION San Francisco, California

POSITION Senior Associate

Steve Schneider, Senior Associate, contributes his expertise as a fire protection and life safety engineer to a wide range of professional services. He is based in the San Francisco office and interfaces with all Marx|Okubo offices nationwide.

Steve has extensive experience in property risk management and life safety. He began his engineering career working with the Department of Energy laboratories in South Carolina and New York where he assessed building code conformance and developed facility-specific fire protection and life safety programs. Most recently, Steve was a Highly Protected Risk (HPR) Property Underwriter for Allianz Global Corporate & Specialty where he was responsible for analyzing hazards to real property and business interruption from an insurance perspective.

Steve has a bachelor's degree in fire protection engineering from the University of Maryland and a master's degree in engineering and management systems from Union College – New York. He is a licensed fire protection engineer in California, New York, Colorado and Washington and a principal on the National Fire Protection Association (NFPA) Technical Committee for Building Construction (BLD-BLC).



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## **Board of Directors Agenda Report**

MEETING DATE: SEPTEMBER 26, 2019 ITEM NUMBER: 9E

**SUBJECT:** Consideration of and Vote on Concluding Phase I (Discovery) of Branding Project and Approval to Move to Phase II (Recommendations and Concept Development)

**DATE:** September 20, 2019

**FROM:** Kathy Kramer, CEO

**PRESENTATION BY:** Michele Richards, VP Business Development

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### **RECOMMENDATION**

Approve the conclusion of Phase I (Discovery) of the branding project and move to Phase II (Recommendations and Concept Development)

### **BACKGROUND**

At the May 23, 2019 meeting of the Board of Directors, staff and IMW Agency presented initial findings from Phase I (Discovery) of the branding project. IMW is the agency contracted with the District to guide the assessment and recommendations of the District's multiple brands.

Peter Bretschger, President of IMW Agency, presented to the Board the agency's brand assessment research results which included qualitative opinion research and data gathering through interviews with internal and external audiences between October, 2018 and February, 2019.

A request was made by the Board that before concluding Phase I and moving on to Phase II (Recommendations and Concept Development) of the project, staff should gather additional feedback from members of the general public throughout Orange County. Staff moved forward with this recommendation and requested feedback through an online County-wide outreach to members of the public in the District's customer database. Staff was able to capture feedback from 102 additional members of the general public, bringing the total number of individuals participating in Phase I to 255.

Working with IMW Agency, staff assessed the findings from the additional members of the public and determined that overall the feedback supports IMW's initial findings and

recommendations, and correlates with the opinions gathered through the original interviews with internal and external audiences.

A summary of the collective research includes:

- 255 individuals participated in Phase I opinion research and data gathering through in-person interviews and online surveys.
- Key points of the collective feedback includes:
  - Every single group cited OCFEC's versatility, location and accessibility as top assets.
  - Survey results repeatedly noted that OCFEC is safe and family oriented.
  - The community nature of OCFEC is considered one of its most special attributes.
  - The events are more dynamic and diverse, reflecting the changing interests and demographics of the community.
  - Some community members shared concerns about the increased number/scale of events, saying that traffic and parking issues are impacting the neighborhood.
  - While the Equestrian Center does not currently have its own logo/branding, there was robust discussion about the venue at several meetings. Many would like to increase EQC's visibility through branding and expanded content/integration.

Key Takeaways regarding the OCFEC brand include:

- The OCFEC brand is resonating well with the community, employees, visitors and event promoters.
- The "orange" graphic in the logo is a great, identifiable icon that is strongly associated with the fair and the fairgrounds in a positive way.
- The "Event Center" part of the logo may not adequately reflect the community spirit of the property, yet it does speak to the needs of event planners and promoters.
- While mostly seen as favorable, Centennial Farm and Imaginology logos did not receive as high of brand equity scores by respondents as other property logos.
- There is currently no tagline to help strengthen the brand's position as a fun, educational place for the community to gather and explore diverse interests.
- The property's individual brands lack of a sense of connection or cohesiveness to each other. They do not communicate that they are part of a "family" of brands all located on one property.

**NEXT STEPS IN PHASE II (RECOMMENDATIONS/CONCEPT DEVELOPMENT)**

Based on above public and stakeholder feedback, IMW will:

1. Explore potential alternatives to "Event Center" for consideration
2. Recommend a possible tagline to reinforce the community/educational spirit of the property
3. Develop options for a shared element/message to tie all the individual brands together
4. Present options for Centennial Farm and Imaginology logo design refresh
5. Recommend the addition of an Equestrian Center identifier to the property brand



## **Board of Directors Agenda Report**

MEETING DATE: SEPTEMBER 26, 2019 ITEM NUMBER: 9F

**SUBJECT:** Consideration of and Vote on Future OC FEC Storage and Parking Initiatives

**DATE:** September 20, 2019

**FROM:** Kathy Kramer, CEO

**PRESENTATION BY:** Director, LaBelle

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### **RECOMMENDATION**

At the Board of Directors' discretion.

### **BACKGROUND**

Over the past several years it has been increasingly difficult to find adequate off-site storage and parking needed to produce the annual OC Fair. The back of the house infrastructure needed to support the annual fair operations is extensive. As an example, just one carnival ride "LaGrande Wheel" requires 22 tractor trailers to transport this ride and after the ride is assembled these trailers need to be stored offsite.

The 2019 OC Fair was no exception. Staff spent extensive time identifying storage and parking spaces of any size in Orange County. Because we could not find adequate spaces to support all the fair operations this year, we ultimately housed some of this infrastructure on grounds, reducing our number of on-site parking spaces which impacted our parking for customers and revenues.

Large properties around the fairgrounds that were once available to support fair operations and parking needs are being developed all around us – including Ganahl Lumber and Orange Coast College.

To support annual OC Fair operations and off-site storage and parking needs, we need to identify properties to purchase or lease with long-term specific leases for annual fair dates. Staff is looking for direction from the Board of Directors to help find storage and parking solutions to ensure the annual OC Fair will not be impacted in the future. Staff has attempted to contact and work with personnel of state and federal properties in Orange County, i.e. Fairview Hospital and the Reserve Base, to no avail. Staff believes viable solutions could be available with partnerships with both state and private organizations.





## **Board of Directors Agenda Report**

MEETING DATE: SEPTEMBER 26, 2019 ITEM NUMBER: 9G

**SUBJECT:** Consideration of and Vote on Creating an Interim Policy on Sponsorship Agreements with Organizations That Do Not Follow California Non-Discrimination Laws

**DATE:** September 20, 2019

**FROM:** Director Meyer

**PRESENTATION BY:** Director Meyer

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### **RECOMMENDATION**

At the Board of Directors' discretion.

### **BACKGROUND**

The Board of Directors Governing Policy Manual Review Ad Hoc Committee will be reviewing all of the District's policies, including policies on contracting and nondiscrimination. However, until those policies are adopted, the Board is being asked to consider an interim policy restricting the District from entering into agreements with organizations that do not abide by our institutional values of nondiscrimination and inclusion. Below is a draft for the Board to consider.

#### **Draft Interim Policy on Nondiscrimination**

(1) It is the policy of the 32<sup>nd</sup> District Agricultural Association (the "District") that the District not enter into any agreement or contract of any kind, including but not limited to any sponsorship agreement, unless it contains or incorporates a nondiscrimination provision substantially in the following form:

Contractor and its subcontractors shall not discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status (each a "Protected Characteristic"), nor shall they discriminate unlawfully against any employee or applicant for employment

because of a Protected Characteristic. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the 32nd District Agricultural Association ("District") upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or District shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

(2) No employee of the District shall execute any agreement or contract that does not include the foregoing provision without the express prior approval of the District's Board of Directors.

(3) The District shall not provide a sponsorship, grant, award, or similar payment to any organization that does not provide a written representation to the District that it follows and enforces a policy prohibiting discrimination on the basis of all Protected Characteristics. An organization that agrees in writing to abide by the model nondiscrimination provision set forth in this policy shall be deemed to have provided adequate representation.



## **Board of Directors Agenda Report**

**MEETING DATE:** SEPTEMBER 26, 2019 **ITEM NUMBER:** 9H

**SUBJECT:** **Consideration of and Vote on Board Governance Review Process Proposed Work Plan**

**DATE:** September 20, 2019

**FROM:** Board of Directors Governing Policy Manual Review Ad Hoc Committee (Director Meyer, Committee Chair; Director Bagneris)

**PRESENTATION BY:** Board of Directors Governing Policy Manual Review Ad Hoc Committee (Director Meyer, Committee Chair; Director Bagneris); Mark Steranka of Moss Adams

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### **RECOMMENDATION**

At the Board of Directors' discretion.

### **BACKGROUND**

The Board of Directors Governing Policy Manual Review Ad Hoc Committee ("Governance Committee") recommends that the Board approve the attached Policy Development Process. The Governance Committee, in collaboration with consultants from Moss Adams, proposes to follow this process in preparing new policies for the Board to consider.

Moss Adams is at work on the preparation of a schedule of policy topics to be addressed during this process. As source material, they are consulting the District's current Bylaws, Board Governing Policy Manual, and Employee Handbook, as well the set of model policies promulgated by CDFA, best practices, and input from the Governance Committee. Below is a list of priority policy topics that the Governance Committee provided to Moss Adams:

- Contracting Process, including Signature Authority Limits
- Budget Development and Review Process
- Agency Responses to Acts of Hate and Discrimination
- Recommended Board Committees



- Community Sponsorships
- CEO Evaluation Process
- Selection Criteria for Board Officers
- Travel and Expense Policy

At the Board meeting, the Governance Committee will be pleased to introduce Mark Steranka, partner with Moss Adams. His bio is also attached.

# Policy Development Process

**First Draft**

Moss Adams solicits input from Board members & executive management on policies.

Moss Adams prepares first draft of policies incorporating input and best practices.

Governance Committee reviews first drafts and provides feedback.

Moss Adams revise policies per feedback..

**First Public Draft**

Governance Committee presents revised policies at public meeting for public comment.

Governance Committee and Moss Adams revise policies as appropriate.

**Final Draft**

Governance Committee sends to Legal Counsel and CDFA for review.

Governance Committee and Moss Adams revise policies as appropriate.

Governance Committee presents final draft to Board for review and discussion.

Board approves policies during a publicly noticed Board meeting.



### **Professional Experience**

Mark offers over 30 years of organizational assessment, strategic planning, and internal and performance audit experience. He has worked extensively with state and local governments throughout the United States to evaluate operational economy, efficiency, and effectiveness and compliance with requirements. He has managed engagements ranging in size from \$25,000 to \$1 million and has addressed compliance, finance, fraud, governance, management, operations, organization, policies, procedures, and processes. Mark has directed relevant services for clients such as:

- **States:** Alaska, California, Idaho, Oregon, Washington
- **Special Purpose Districts:** Community Transit, Lake Stevens Sewer District, North Perry Water District, Poway School District, Richland School District; Santa Clara Valley Water District, Snohomish County PUD No. 1, Sound Transit, Tacoma Department of Public Utilities
- **Cities:** Abilene, Anacortes, Burien, Carson City, Culver City, Edmonds, Lynnwood, Issaquah, Modesto, Portland, Redondo Beach, San Jose, Santa Monica, Santa Rosa, Stockton, West Richland
- **Counties:** King, Pierce, San Juan, Snohomish, Sonoma

Mark is experienced reporting to boards, commissions, committees, councils, and executive management and working with citizen committees and stakeholder groups. He's also well versed in designing and facilitating meetings, focus groups, and customer surveys.

### **Professional Affiliations**

- Member, Institute of Internal Auditors
- Member, American Society of Public Administration

### **Education**

- Executive Management Program, University of Washington
- BS, mechanical engineering, University of Notre Dame



## **Board of Directors Agenda Report**

MEETING DATE: SEPTEMBER 26, 2019 ITEM NUMBER: 9I

**SUBJECT:** Board Chair and Vice Chair Nominating Committee

**DATE:** September 20, 2019

**FROM:** Robert Ruiz, Board Chair

**PRESENTATION BY:** Robert Ruiz, Board Chair

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### **RECOMMENDATION**

Information item only.

### **BACKGROUND**

The Board Chair will appoint a two person task force to deliberate and make a recommendation for Officers of the Board for the upcoming year.

The Nominating Task Force will present their nominations at the October 24, 2019 meeting of the OCFAIR Board of Directors.