



OPEN MEETING

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, December 6, 2022, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

ADDENDUM TO THE AGENDA

The attached document was updated after the agenda packet was printed for distribution. Please replace the agenda item in your open packet with this updated version:

12c. Entertain a Motion to Authorize Staff to Issue a Request for Proposal (RFP) for Building E Space Utilization Study and Suspend the Procurement Process for Community Center Tenant Improvements

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ENDORSEMENT (to board)

Building E Space Utilization Study Request for Proposal (RFP)

Manuel Gomez, Maintenance & Construction Director, presented the RFP and answered questions from the committee.

A motion was made and unanimously approved to recommend that the GRF Board of Directors authorize staff to release the Request for Proposal (RFP) for the Building E Space Utilization Study with revisions as noted on the attached RFP Exhibit A, page 14 of 18.

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STAFF REPORT

DATE: December 6, 2022
FOR: Board of Directors
SUBJECT: Building E Space Utilization Study Request for Proposals

RECOMMENDATION

Authorize staff to release the Request for Proposals for the Building E Space Utilization Study and suspend the procurement process for Community Center Tenant Improvements.

BACKGROUND

Building E is located at the Maintenance Service Center and is experiencing movement and settlement that has resulted in severe cracking in walls, displacement of door and window alignments, and water damage caused by moisture intrusion from the roof and exterior walls. Funding to address the deteriorating conditions has been included in prior year's capital plans since 2017.

In January 2022, the GRF Board approved an architectural consulting contract that included an assessment of options to construct a new building. The results of this assessment (Building E Feasibility Study) were presented to the M&C Committee in June 2002 and staff was directed to prepare a work space optimization plan for the staff expected to occupy the proposed new building.

In September 2022, the GRF Board presented a plan for the replacement of Building E at a Special Open Corporate Members meeting. The corporate members, by a weighted vote of 2,994 yes to 5,108 no, voted to deny the GRF board recommendation.

In October 2022, the GRF Board scheduled a Special Closed Corporate Members meeting to discuss contractual matters. The Corporate Members voted to reschedule the meeting to a future date as an open meeting.

On December 1, 2022, staff will present the subject Request for Proposals to the GRF Maintenance & Construction Committee for its review and input. The results of the M&C Committee review will be presented verbally by staff at the December 6 GRF board meeting.

DISCUSSION

Subsequent to the October 2022 Corporate Members meeting, GRF Board President Carpenter, in consultation with the Third and United Mutual board presidents, requested that staff prepare a scope of work for a Space Utilization Study for review by the GRF M&C Committee. The attached Request for Proposals and accompanying Scope of Work will be presented to the board at the December 6, 2022 open meeting.

If approved by the GRF Board of Directors, the Request for Proposals will be used to procure the services of a space planning consultant to conduct a space utilization study to assist the GRF Board of Directors in developing a strategic cost-effective plan for the relocation of staff currently occupying Building E. The selected consultant will analyze a select number of existing GRF facilities and develop recommendations for optimizing usable space and assist in determining cost effective

solutions for staff workspaces. The study will focus on identifying optimal workspace for the administrative support staff in the Laguna Woods Village security department as well as administrative support staff in the maintenance and landscape departments currently occupying offices in Building D and E. The study will also analyze the current uses in selected GRF facilities and provide recommendations to optimize usable space. The following GRF facilities are proposed to be included in the study: Community Center, Maintenance Service Center (Buildings A, B, D and E), and Clubhouse 1, 4, and 7.

Separate from the deliberations for the Building E project, in April 2022 the GRF board approved a contract for preparation of construction plans for tenant improvements for the 2nd and 3rd floors of the Village Community Center. If the board approves the RFP for the Space Utilization Study, staff recommends the board also direct that the procurement process for the Community Center tenant improvements be suspended.

FINANCIAL ANALYSIS

The 2023 Business Plan includes an allocation of \$750,000 for engineering services for the Building E capital project. This funding is available from the GRF Capital Reserves Facility Fund and may be used to procure the recommended consultant services.

Prepared By: Manuel Gomez, Maintenance and Construction Director

Reviewed By: Siobhan Foster, CEO/General Manager

ATTACHMENT 1: Request for Proposals for Building E Space Utilization Study

December 6, 2022

REQUEST FOR PROPOSAL
FACILITY SPACE UTILIZATION STUDY

1. **Objective**

The Golden Rain Foundation of Laguna Woods, a California non-profit mutual benefit corporation, as Trustee for the Golden Rain Foundation (GRF or Corporation) is seeking proposals from Consultants for the Laguna Woods Village Facility Space Utilization Study.

2. **Background Information**

Laguna Woods Village is a community of approximately 18,600 senior adults residing in 12,736 residential units on 2,095 acres. The community contains 2,572 buildings with over 130 different building types ranging from single family dwelling units to a fourteen story high rise structures.

3. **General Information**

The Corporation is responsible for the issuance of this RFP and awarding a contract. This process will be facilitated by Corporation's Agent, Village Management Services, Inc. (VMS). The representative for the Agent in this matter is Dan Hoxie. Any questions regarding the RFP should be submitted in writing to Dan Hoxie at daniel.hoxie@vmsinc.org, no later than 5:00 PM on December 29, 2022.

4. **Mandatory Pre-Bid Meeting**

A mandatory pre-bid meeting will be held at 10:30 AM on January 11, 2023 at the Village Community Center, Board Room. The address for this meeting is 24351 El Toro Road, Laguna Woods, CA 92637. Attendance at this meeting will be required for firms seeking to submit a proposal. All questions submitted regarding the purpose and the scope of this RFP will be answered at this meeting. No further questions may be submitted following the conclusion of the mandatory meeting.

5. **Acceptance of Proposals**

Proposals are being solicited from a number of Consultants. Proposals must be submitted by email to daniel.hoxie@vmsinc.org. All proposals must be received no later than 1:00 PM on January 25, 2023 to be accepted for review and evaluation. The Corporation reserves the right to accept or reject any and all bids, to make exceptions for these RFP specifications, and to waive any formalities.

6. **Proposal Content**

Provide general company information, which includes:

1. Firm overview
2. History of company
3. Number of years in business
4. Description of divisions or area offices. Firm must have a service office within 25 miles of the project site.

5. A list of similar, recent projects, which your firm has completed within the last five (5) years. Information should include project description, agency or client name along with the person to contact and the telephone number(s), year completed, and project cost.
6. Key personal experience
7. Anticipated Project Team and Resumes with experience.
8. Fee Schedule (Exhibit B)
9. Current and projected workloads

7. **Documents Incorporated by Reference and made a Part of this Bid Proposal are the following:**

- a. Professional Services Agreement
- b. Exhibit A: Specification of Work
- c. Exhibit B: Fee Schedule
- d. Exhibit C: GRF Facility Descriptions
- e. Exhibit D: Building E Feasibility Study by rengel+co architects, 6/29/2022

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this XX th day of MONTH, YEAR ("Effective Date"), by and between the Golden Rain Foundation of Laguna Woods, Inc. as acting Trustee of the Golden Rain Foundation Trust, established March 2, 1964 as amended, (hereinafter, Corporation) and Consultant NAME, a sole proprietorship ("Consultant").

WITNESSETH

WHEREAS, Corporation proposes to utilize the services of Consultant as an independent contractor to provide a Facility Space Utilization Study, as more fully described herein; and

WHEREAS, the oversight of the project process will be facilitated by Corporation's Agent, Village Management Services, Inc. (VMS)

WHEREAS, Consultant holds all necessary licenses to practice and perform the services herein contemplated; and

WHEREAS, Corporation and Consultant desire to contract for the services described in Exhibit "A" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

WHEREAS, no official or employee of VMS has a financial interest in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the services described in the VMS's Specification of Work, attached hereto as Exhibit A, incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise VMS of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of VMS. Consultant agrees to perform all the work to the complete satisfaction of VMS and within the hereinafter specified. Evaluations of the work will be done by VMS. If the quality of work is not satisfactory, VMS in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless Corporation and VMS from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against Corporation or VMS for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that Corporation may enter into agreements with other consultants for services similar to the services or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of Corporation. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of VMS. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by Corporation. Corporation shall grant such authorization if disclosure is required by law. All Corporation data shall be returned to Corporation upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

1.9. All designs and specifications shall comply with the most recent applicable editions of the California Building Code, California Electric Code, California Plumbing and Mechanical Code, Fire Code, all local codes, state codes and ordinances and ADA requirements as adopted by the City of Laguna Woods.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "B," attached hereto and made a part of this Agreement by this reference (the "Fee Schedule"). Consultant's annual compensation shall not exceed **Enter Dollars and Cents (\$ amount in figures)**.

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless VMS, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to VMS for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultants' services which have been completed to VMS's sole satisfaction. Corporation shall pay Consultant's invoice within forty-five (45) days from the date VMS receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to VMS or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be completed pursuant to mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither Corporation nor Consultant shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue through **Month Day, Year** ("Initial Term"), unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. VMS reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by VMS.

4.3. Compensation. In the event of termination, Corporation shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of VMS's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the VMS or in the possession of the Consultant.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the VMS within ten (10) days of delivery of termination notice to Consultant, at no cost to Corporation. Any use of uncompleted documents without specific written authorization from Consultant shall be at Corporation's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A-," Class XII, or better in the most recent Best's Key Insurance Rating Guide, and approved by VMS:

- (a) **Commercial General Liability** insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate per project. Coverage must include premises and operations, products and completed operations, independent Consultants, personal and advertising injury, contractual liability, broad form property damage, and explosion, collapse, and underground hazards. The policy shall name Corporation, Agent, their officers, directors, agents, employees and members as additional insureds for all operations performed by or on behalf of Consultant, and shall contain a provision that Consultant's insurance is primary, and that the coverage of any insurance of Corporation or Agent is excess and non-contributing. Consultant's insurance shall also contain a waiver of subrogation in favor of Corporation and Agent.

- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than Three Hundred Thousand Dollars (\$300,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against Corporation, its officers, agents, and volunteers, and VMS employees arising from work performed by Consultant for Corporation and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.
- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "Corporation and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with Corporation; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to VMS."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the Corporation, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the Corporation shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the Corporation, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by Corporation. No policy of insurance issued as to which Corporation is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to Corporation certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by VMS, prior to performing any services under this Agreement.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property, except as defined by SB496 Civil Code 2782.8 effective January 1, 2018.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire understanding between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. VMS shall be the representative of Corporation for purposes of this Agreement and may issue all consents, approvals, directives, renewals and/or extensions, and agreements on behalf of Corporation, called for by this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. VMS shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with VMS during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by VMS.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; and b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

Consultant Name

Consultant's address

Consultant's City

Tel: Consultant's telephone number

Attn: Consultant's project manager

IF TO CORPORATION:

Village Management Services, Inc.

PO Box 2220

Laguna Hills, CA 92654

Physical Address:

24351 El Toro Road

Laguna Woods, CA 92654

Attn: Manuel Gomez, M&C Director

Tel: (949) 268-2380

6.5. Drug-free Workplace Policy. Consultant shall provide a drug-free workplace by complying with all provisions set forth in VMS's Policy incorporated herein by reference. Consultant's failure to conform to the requirements set forth in VMS Policy shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by the Corporation.

6.6. Attorneys' Fees and Costs. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees and costs, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without Corporation's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of Corporation's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. To the fullest extent permitted by law, Consultant agrees to indemnify and hold harmless Corporation, Agent, and all officers, directors, agents, employees and members (collectively "Indemnified Parties"), from and against any and all claims, (including, without limitation and not limited to, claims for bodily injury, death or damage to property) demands, obligations, actions, causes of action, damages, suits, losses, judgments, fines, penalties, liabilities, losses, costs and expenses (including without limitation and not limited to, reasonable attorneys' fees, disbursements, court costs and all other professional, expert or Contractors' fees, costs and expenses) of every kind and nature whatsoever (individually, a "Claim"; collectively "Claims"), which may arise from negligent acts, errors and omissions of Consultant's, or anyone for whom Consultant is legally responsible, in performance of this agreement, however, only to the extent caused by, and on a percentage basis of fault as ultimately determined by a court of competent jurisdiction.

Consultant's indemnification obligation hereunder shall survive the expiration or termination of this Contract until such time as action against the Indemnified Parties for such matter indemnified is fully and finally barred by the applicable statute of limitations. Under no circumstances shall the insurance requirements and limits set forth in this Contract be construed to limit Consultant's indemnification obligation or other liability hereunder

6.10. Immigration Reform and Control Act. Consultant must remain in full compliance with the Immigration Reform and Control Act of 1986 and subsequent amendments, as legislated, for the duration of this Contract. Consultant has verified employment eligibility of all Consultant's employees and guarantees that all of Consultant's employees have a legal right to work in the United States.

6.11. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of Corporation. Consultant shall have no power to incur any debt, obligation, or liability on behalf of Corporation or otherwise act on behalf of Corporation as an agent. Neither Corporation nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of VMS. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold Corporation harmless from any and all taxes, assessments, penalties, and interest asserted against Corporation by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold Corporation harmless from any failure of Consultant to comply with the applicable worker's compensation laws. Corporation shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Corporation from Consultant as a result of Consultant's failure to promptly pay to Corporation any reimbursement or indemnification arising under this paragraph.

6.12. Cooperation. In the event any claim or action is brought against Corporation relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which Corporation might require.

6.13. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of Corporation. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of Corporation. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of Corporation and without liability or legal exposure to Consultant. Corporation shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from Corporation's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to Corporation any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by Corporation or its authorized representative, at no additional cost to the Corporation.

6.14. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to Corporation may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs Corporation of such trade secret. Corporation will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. Corporation shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and sub consultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement. During the term of this Agreement, Consultant and its officers, employees, associates and sub consultants shall not, without the prior written approval of Corporation's Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or sub consultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the Corporation's representative, regarding any services rendered under this Agreement at no additional cost to Corporation. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to Corporation, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of Corporation and to participate in any meeting required with regard to the correction.

6.17. Prohibited Employment. Consultant will not employ any regular employee of VMS while this Agreement is in effect.

6.18. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.19. Arbitration. Any controversy arising between the parties regarding the consulting, interpretation, application, or otherwise of this contract, and/or any claim arising from a breach of this Contract shall be submitted to binding arbitration before a mutually acceptable retired judge at either Judicate West or Judicial Arbitration and Mediation Service in Orange County, California upon the written request of one party after service of the same on the other party. The signing parties agree that the arbitrators shall not have the power to commit errors of law or legal reasoning, and that the award may be vacated and/or corrected upon petition to a California court of competent jurisdiction for any such error. Each side shall pay one half the cost of the arbitration subject to reallocation by the arbiter. In the event that arbitration or any other legal proceeding is necessary to enforce any of the terms, provisions, conditions or rights arising out of this Contract, the prevailing party shall be entitled to recover its costs and reasonable attorney fees.

6.20. Costs. Each Party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.21. No Third-Party Beneficiary Rights. This Agreement is entered into for the sole benefit of Corporation and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.22. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.23. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring either Party by virtue of the authorship of any of the provisions of this Agreement.

6.24. Amendments and Modifications. Only writing executed by the parties hereto, or their respective successors and assigns, may amend this Agreement.

6.25. Waiver. The delay or failure of either Party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.26. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then parties agree to substitute such provision(s) through good faith negotiations.

6.27. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.28. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

FOR THE CORPORATION:

By: _____ Date: ____/____/____
Golden Rain Foundation

Print Name and Title

FOR THE CORPORATION:

By: _____ Date: ____/____/____
Golden Rain Foundation

Print Name and Title

FOR THE CONSULTANT:

By: _____ Date: ____/____/____

Print Name and Title

EXHIBIT A

SPECIFICATION OF WORK

BACKGROUND

The Golden Rain Foundation of Laguna Woods (GRF), through its Agent, Village Management Services, Inc. (VMS), is responsible for oversight and management of all community facilities in Laguna Wood Village. GRF is considering the relocation of approximately 40 administrative support staff currently located at the Maintenance Service Center to ~~an new location or existing~~ GRF facility ~~ies~~ adequately suited to meet the long-term needs to support its day-to-day operations. In January 2022, GRF contracted with an architectural consultant to prepare a feasibility study to evaluate options to construct a new building at an adjacent location next to the existing Building E. The consultant study (Exhibit D) included an analysis for utilizing modular buildings compared to conventional construction methods, demolition of the existing building and construction of a new parking lot area.

GRF is now seeking proposals from Consultants to prepare a Space Utilization Study to analyze a select number of existing GRF facilities and develop recommendations for optimizing usable space and assist in determining cost effective solutions for staff workspaces. The study will focus on identifying optimal workspace for the administrative support staff in the Laguna Woods Village security department as well as administrative support staff in the maintenance and landscape departments currently occupying offices in Building E at the Maintenance Service Center. The information gained for the Space Utilization Study will be used by GRF in its deliberations on the need for a new building.

SUMMARY

- 1.1. Consultant shall provide a Space Utilization Study to determine the most economical and operational efficient option(s) to relocate personnel currently occupying Building E to ~~either an new location and/or~~ existing GRF facility adequately suited to meet the long-term needs to support its day-to-day operations.
- 1.2. Consultant will review, analyze and provide recommendations to optimize usable space at the following GRF facilities:

Community Center
24351 El Toro Road
Laguna Woods, CA 92637

Maintenance Service Center (Buildings A, B, D and E)
23081 Via Campo Verde
Laguna Woods, CA 92637

Clubhouse 1
24232 Calle Argon
Laguna Woods, CA 92637

Clubhouse 4
23501 Via Mariposa
Laguna Woods, CA 92637

Clubhouse 7
24111 Moulton Parkway
Laguna Woods, CA 92637

Refer to Exhibit C for facility descriptions.

BIDDER QUALIFICATIONS

- 1.3. Consultant shall possess the following qualifications:
- a. Accredited bachelor's degree; Engineer or Architect registration/license.
 - b. Workspace design/space planning experience.
 - c. Highly skilled professional to prepare and provide all necessary documentation outlined in this request for proposal.

DESCRIPTION OF WORK

- 1.4. Consultant shall provide a Space Utilization Study including:
- a. Analysis and summary report of each building including, building statistics (age, type, size, current uses, annual maintenance costs, replacement cost).
 - b. Summary of meeting(s) with GRF/VMS personnel to confirm staff workspace assumptions.
 - c. For each building:
 1. Prepare current floor plan and space use diagram.
 2. Identify space utilization constraints and opportunities.
 3. Provide recommendations for potential consolidated, shared-use facility solutions.
 4. Identify opportunities for or most efficient, cost-effective use of space.
 - d. Develop a preliminary architectural program depicting the minimal workspace requirements for personnel and non-personnel supportive space needs. Also provide preliminary architectural program(s) for any recommended user group relocation options.
 - e. Based on the analysis of the selected GRF facilities listed in Section 1.2, provide recommendations for optimizing space and determine staff workspace/user groups relocation options (including modular facilities where appropriate).
 - f. Prepare an updated Order of Magnitude Cost Estimate for the recommended options.

Attachment 1

- g. Prepare a draft Request for Proposal which GRF can use to solicit architectural services to produce refined conceptual, and eventually, final design solutions.
 - h. Present feasibility report and recommendations at the following:
 - 1. One (1) GRF Maintenance and Construction Committee Meeting.
 - 2. One (1) GRF Board meeting.
 - i. Attend a minimum of 4 virtual or on-site planning progress meetings as requested by Corporation.
- 1.5 All services, designs, specifications, and materials shall comply with the most recent applicable editions of the California Building Code, California Electrical Code, California Plumbing and Mechanical Codes, California Green Building Code, California Fire Codes, OSHA and CAL-OSHA, EPA Lead Paint Rules and all local, state, and federal codes or ordinances as adopted by the City of Laguna Woods and other authorities having jurisdiction.

EXHIBIT B**FEE SCHEDULE**

Consultant: _____ Date: ____/____/____

Contact: _____ Phone: (____) ____-____

Item #	Description	Unit	<u>Amount</u>
1	Feasibility Study as outlined in the RFP description of work.	LS	\$
Hourly Rate for extra work			
2	Principal	HR	\$
3	Architect	HR	\$
4	Draftsman	HR	\$
5	Office Staff	HR	\$

Project duration is expected to take _____ weeks. *

*** GRF has an interest in having the consultant complete its work within 90 calendar days from execution of a contract and Notice to Proceed.**

All additional services must have written quotes pre-approved by Agent's representative.

EXHIBIT C

GRF FACILITY DESCRIPTIONS

Community Center (24351 El Toro Road)

66,220 s.f. three-story building; wood frame/stucco/tile roof

Current uses:

1st floor: Board Meeting Room, Resident Services, Recreation/Special Events, M&C Manor Alterations, Community Meeting Rooms, Community Fitness Center.

2nd floor: M&C Department, Financial Services, CEO/ Corporate Secretary, Information Services, Media and Communications, Human Resources

3rd floor: Media TV Studio, Security Compliance, Community Meeting/Classrooms, Table Tennis Room.

Maintenance Service Center Buildings A, B, D and E. (23081 Via Campo Verde)

Building A: 10,650 s.f. one-story reinforced concrete block

Current uses: General services staff, vehicle maintenance

Building B: 4,500 s.f. one-story reinforced concrete block

Current uses: Broadband services staff and equipment

Building D: 29,500 s.f. one-story wood frame/metal sheet warehouse/office

Current uses: Purchasing warehouse, landscape equipment storage, M&C maintenance

Building E: 5,500 s.f. one-story wood frame

Current uses: Security department, Landscape and M&C department administrative staff

Clubhouse 1 (24232 Calle Argon)

41,220 s.f. two-story campus; wood frame/stucco/brick/tile roof

Current uses: Various community amenities including, gym, pool, fitness center, main lounge, kitchen/dining rooms, club meetings/classes, archery, shuffle board.

Clubhouse 4 (23501 Via Mariposa)

35,260 s.f. one-story building; stucco/tile roof

Current uses: pool, arts & craft meeting rooms

Clubhouse 7 (24111 Moulton Parkway)

18,565 s.f. one-story building; stucco/tile roof

Current uses: Golf Pro Shop, Bridge Club, Reception/Meeting venue



Building E Feasibility Study
by
rengel+co architects

6/29/2022

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- 1. CONTRACT DESCRIPTION OF WORK**
- 2. FEASIBILITY STUDY**
 - A. SCOPE OF WORK**
 - B. DESIGN AND CONSTRUCTABILITY FEASIBILITY**
 - C. COST FEASIBILITY: CONVENTIONAL CONSTRUCTION**
 - D. COST FEASIBILITY: MODULAR CONSTRUCTION**
 - E. TIMELINE/SCHEDULE**
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 - J. MODULAR BUILDING CONSTRUCTION COST ESTIMATE**
- 4. DOCUMENTS**
 - A. LAGUNA WOODS VILLAGE SUPPLIED AS-BUILT REFERENCE
DOCUMENTATION**
 - B. CITY: 1975 CUP, USE PERMIT PROCESSING FORMS, FEE SCHEDULE**

DESCRIPTION OF WORK

- 1.4. Consultant shall provide feasibility study including:
 - a. Cost analysis to construct new building at an adjacent location next to the existing building location, relocate staff to the new building, demo the existing building and construct new parking.
 - b. Cost analysis to erect a modular building at an adjacent location next to the existing building location, relocate staff to the new modular building, demo the existing building and construct new parking.
 - c. Cost comparison and recommendation for most economical option for a new building.
 - d. Space planning for existing operations and proposed enhancements.
 - e. Utility requirements for recommended building option.
 - f. Comprehensive pre-construction and construction schedule.
 - g. Preliminary building and site sketches for building options.
 - h. Present feasibility report and recommendations at the following:
 1. Two (2) Maintenance and Construction Committee Meetings.
 2. One (1) Board meeting.
 - i. Attend a total of 4 virtual or on-site meetings as requested by Corporation.
- 1.5 All services, designs, specifications, and materials shall comply with the most recent applicable editions of the California Building Code, California Electrical Code, California Plumbing and Mechanical Codes, California Green Building Code, California Fire Codes, OSHA and CAL-OSHA, EPA Lead Paint Rules and all local, state, and federal codes or ordinances as adopted by the City of Laguna Woods and other authorities having jurisdiction.



Laguna Woods Village®

Golden Rain Foundation

Feasibility Study
Maintenance Center Building E

May 25, 2022



333 El Camino Real, Tustin, California 92780
714.832.3333 www.rengelarch.com

FEASIBILITY STUDY: BUILDING E

SCOPE OF WORK

DESIGN AND CONSTRUCTABILITY FEASIBILITY

COST FEASIBILITY: CONVENTIONAL CONSTRUCTION

COST FEASIBILITY: MODULAR CONSTRUCTION

TIMELINE/SCHEDULE

CONTACTS and REFERENCES

APPENDICES

- A. SPACE PROGRAM
- B. FLOOR PLAN
- C. SITE PLAN
- D. ELEVATION, FRAMING PLAN
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- F. REFLECTED CEILING PLAN
- G. OUTLINE SPECIFICATIONS
- H. MODULAR SHELL LAYOUT
- I. CONSTRUCTION COST ESTIMATE
- J. MODULAR BUILDING CONSTRUCTION COST ESTIMATE

DOCUMENTS

1. Laguna Woods Village supplied AS-BUILT REFERENCE DOCUMENTATION
2. CITY: 1975 CUP, Use Permit Processing forms, Fee Schedule

SCOPE OF WORK

Rengel+Company, Architects (RCA) was contracted to provide a Feasibility Study for the construction of a new building to house the current and future needs of the Security, Construction, Maintenance and Landscape departments of Laguna Woods Village (LWV).

The scope included:

- Space Planning for existing operations and proposed enhancements
- Preliminary building and site sketches for building options
- Utility requirements for recommended building options
- Cost analysis for a new building, staff relocation and demolition of the existing building
- Cost analysis for a new modular building, staff relocation and demolition of the existing building

DESIGN PHASE

This included a review of the current operations of all the departments, meeting to discuss current and future requirements, and a tour of the current facilities, which occurred in March of 2022. From this information, a Space Program spreadsheet (see Appendix A) was developed, presented and reviewed by LWV. Revisions were made to project future growth and eventually a decision that approximately 10,000 square feet would accommodate the employees and common areas in the new structure and an efficient building size.

Following the finalization of the square footage, a schematic floor plan was developed (see Appendix B) to match the space program spreadsheet. The floor plan was kept to a simple one-story rectangular form to accommodate basic construction methods or prefabricated modular structure. The schematic floor plan was discussed and reviewed with LWV until a finalized floor plan, for the purposes of the Feasibility Study, allowed RCA to proceed to develop a schematic Site Plan. Three schemes were developed:

1. Demolish the existing Building E and construct a new 10,000 square foot building in the same location.
2. Construct a new 10,000 square foot building directly to the north of the existing building.
3. Construct a new 10,000 square foot building north and east of the existing building.

Each scheme had its advantages and dis-advantages. Although the overall site is large, the possible locations of the 10,000 sq.ft. building were limited due to site vehicle circulation, gas tanks, existing garage repair facilities, warehouses and other miscellaneous structures. LWV decided to eliminate scheme 1. Scheme 2, after analysis, was determined to require an excessive relocation of existing underground utilities. Scheme 3 (see Appendix C) was considered the best option.

CITY REVIEW

After resolving the location of the building on the site, the exterior elevation was designed (see Appendix D) and a meeting set with the City of Laguna Woods Planning Department and Building Department to review the proposed plan for compliance or issues with local ordinances or design

restrictions. RCA met with Rebecca Pennington (Planning) and Elizabeth and Bill Hayes (Building) in April.

Planning's primary concern was parking and any restrictions withing the current Conditional Use Permit. Rebecca found the original CUP (see Document #2) and, in general, and administrative review of the CUP would be necessary, but not a full review. Parking for the site would actually increase by two parking stalls, since the new location created a more efficient parking layout.

Building's primary concern was the inclusion of a commercially-rated fire sprinkler system in the new building and the design/implementation of Water Quality Management Plan (WQMP). An allowance has been provided in the feasibility for the WQMP and SWPP.

The City provided a Fee Schedule in order to estimate fees for the project, however stipulated that these fees are estimated and the plan reviews are performed hourly, not always with a set fee. Allowances for City fees within the Study are the best estimate from the conversations at the City. Both alternate studies (Modular vs. Shell) use the same fee budget.

COST FEASIBILITY: CONVENTIONAL CONSTRUCTOIN

Following review by the City, the plans were further developed for to allow for accurate cost estimation and a rough framing plan and roof plan were developed (see Appendix E). In addition, a set of Outline Specifications was created (see Appendix G). In a discussion with LWV, it was determined that the building was to be simple construction and interiors. RCA used our conventional tenant improvement for basic office and kept the shell construction as concrete slab-on-grade with single-story wood framing, TJI roof structure, stucco plaster finish and storefront glass window system. Building heights and framing spans were designed to be cost-effective with minimal waste. The final building floor plan may have slight adjustments to maintain the framing assumptions but will not have an overall effect on the space plan.

In May, RCA met with the estimator, Mark Thorpe of Thorpe Construction in Anaheim. Sitework was unusually complicated due to the required relocation of the existing Storm Drain and the Gas/Water lines which were underground at the proposed site location. In addition, the Fire water line needs to be routed to the proposed location of the new fire sprinkler riser.

Total Construction cost for a new shell building would be \$4,271,000. An estimated A&E budget would be \$588,000. Miscellaneous other Owner cost and City permit fees are estimated at \$180,500. Contingency for unforeseen costs is 10%.

The total estimated construction cost for a new shell building is: \$5,543,000

The Bid Breakdown in included in Appendix I.

COST FEASIBILITY: MODULAR CONSTRUCTION

An overlay of the floor plan for modular shell building (see Appendix H) was created for the alternate construction of a modular shell building. RCA met with Modular Building Concepts, Willscot, and Vesta Modular and provided the estimating package for their review and estimate of the modular shell system. Thorpe Construction's estimations remain for the sitework and tenant improvements, however the foundation was simplified for a raised foundation to accommodate the modular shell building.

Total Construction cost for the project using a modular shell building is, surprisingly higher: \$5,303,400. This is most likely due to the simplicity and efficiency of construction of the proposed shell building option. An estimated A&E budget would be \$521,000, with some savings on the engineering of the shell building and less processing time through the City (modular buildings are reviewed by HUD at their Riverside office). Miscellaneous other Owner cost and City permit fees are estimated at \$180,500. Contingency for unforeseen costs is 10%.

The total estimated construction cost for a modular building option is: \$6,605,400

The Bid Breakdown is included in Appendix J.

TIMELINE/SCHEDULE

Timeline for the Shell construction is broken down into multiple phases:

1. LWV request for proposal from design firm, evaluation and contract
2. Design process
3. City Review and Processing
4. Bidding and Negotiation with general contractors
5. Construction of new building
6. Relocation of staff to the new building
7. Demolition of old building, sitework and repaving.

The graphic schedule is as follows:

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Attachment 1

Timeline for the Modular construction is also broken down into multiple phases:

1. LWV request for proposal from design firm, evaluation and contract
2. Design process
3. City Review and Processing
4. Bidding and Negotiation with modular building suppliers
5. Order modular building (assumes 8-month lead time)
6. Bidding and Negotiation with general contractors for sitework and tenant improvements
7. Start sitework and foundation construction
8. Install modular building
9. Start tenant improvements, set HVAC, complete sitework
10. Relocation of staff to the new building
11. Demolition of old building, sitework and repaving.

The graphic schedule is as follows:

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Respectfully submitted,



Richard J. Rengel, AIA
CA Architect C144199
CA Contractor B 480056



CONTACTS and REFERENCES

Construction Estimating

Mark Thorpe, Thorpe Construction
4563 Eisenhower Circle, Anaheim, CA 92807
714-777-3811 mark@thorpeconstruction.com

Modular Building

Ken Kerper, President
Modular Building Concepts
12580 Stotler Court, Poway, CA 92064
858-679-1185 x107 ken@mbconcepts.com

Mason Perryman, Regional Sales
Willscot
562-445-9046 Mason.Perryman@Willscot.com

Josh Dean
Vesta Modular
817-MODULAR x153 JDean@VestaModular.com

City of Laguna Woods

24264 El Toro Road, Laguna Woods, CA 92637

Rebecca Pennington, Development Programs Analyst
949-639-0561 rpennington@cityoflagunawoods.org

Bill Hayes, Chief Building Official
949-639-0521 buildingofficial@cityoflagunawoods.org

APPENDICIES

- A. SPACE PROGRAM
- B. FLOOR PLAN
- C. SITE PLAN
- D. ELEVATION, FRAMING PLAN
- E. ROOF PLAN
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Laguna Woods Village

PERSONNEL REQUIREMENTS - Security/Landscape/Maintenance

MARCH 2022

2022	2024	2024	2026	2026	2028	2028	2030	2030	2032	2032	Space
Emp	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	per ws

SUMMARY											
1	1	1	690	1	690	1	690	1	690	1	690
2	6	9	1,350	9	1,350	9	1,350	9	1,350	9	1,350
3	6	20	1,438	20	1,438	20	1,438	20	1,438	20	1,438
4	11	11	4,100	11	4,100	11	4,100	11	4,100	11	4,100
6	-	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138
7	-	-	300	-	300	-	300	-	300	-	300
SUMMARY Total:		24	41	9,990	41	10,015	41	10,015	41	10,015	10,015
Existing facility:		24		5,400							

Floor Plan

Main Lobby

interface with residents, need larger wait area, possible receptionist

1.01	Main Entry/Vestibule	-	-	200	-	200	-	200	-	200	200
1.02	Receptionist	1	1	100	1	100	1	100	1	100	100
1.03	Main Conference	-	-	300		300		300		300	300 seats 14-16
Subtotal		1	1	600	1	600	1	600	1	600	
Circulation		-	-	90	-	90	-	90	-	90	
Main Lobby Total		1	1	690	1	690	1	690	1	690	690

Landscape

7 offices mentioned? Possible direct access to parking for crew meetings

1.04	Landscape Manager	2	2	360	2	360	2	360	2	360	180 Bob, Angel
1.05	Landscape Coordinator	1	1	120	1	120	1	120	1	120	120 Maribel
1.06	Landscape Supervisor	3	5	600	5	600	5	600	5	600	120 Jay, Luis, Jose
1.07	Analyst	-	1	Field	1	Field	1	Field	1	Field	Field
1.08	Landscape crew										Field
Subtotal		6	9	1,080	9	1,080	9	1,080	9	1,080	
Circulation		-	-	270	-	270	-	270	-	270	
Landscape Total		6	9	1,350	9	1,350	9	1,350	9	1,350	1,350

Maintenance & Construction

10 employees

1.09	Assistant Director Maint	1	1	180	1	180	1	180	1	180	180 Ian
1.10	Operation Specialists	3	5	650	5	650	5	650	5	650	130
1.11	Manager/Supervisor	1	3	130	3	130	3	130	3	130	130
1.12	Admin Specialist	1	11	130	11	130	11	130	11	130	130
1.13	Work/Copy Area	-	-	60	-	60	-	60	-	60	60
Subtotal		6	20	1,150	20	1,150	20	1,150	20	1,150	
Circulation		-	-	288	-	288	-	288	-	288	
Maintenance & Construction Total		6	20	1,438	20	1,438	20	1,438	20	1,438	1,438

Attachment 1

Laguna Woods Village

PERSONNEL REQUIREMENTS - Security/Landscape/Maintenance

MARCH 2022

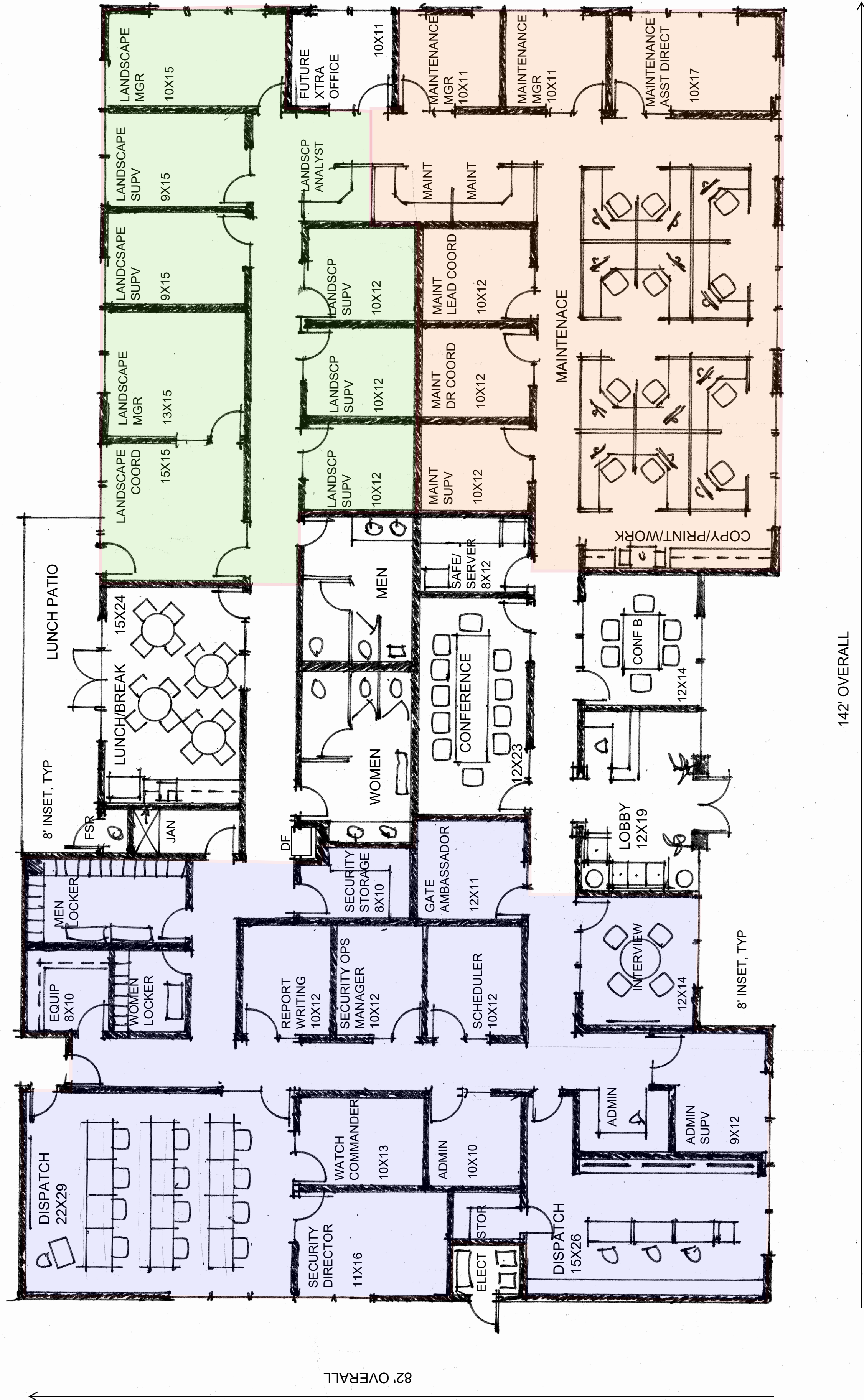
Security																								
possible Security dedicated entrance																								
	2022	2024	2024	2024	2026	2026	2028	2028	2030	2030	2032	2032	2032	2032	2032	2032	2032	2032	2032	2032	2032	2032	Space per ws	
	Emp	Emp	Sq. Ft.	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.	Emp	Sq. Ft.		
1.14	1	1	200	1	200	1	200	1	200	1	200	1	200	1	200	1	200	1	200	1	200	1	200	200 Carlos
1.15	1	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	150 Tom
1.16	1	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	180 24/7 operation
1.17	3	3	975	3	975	3	975	3	975	3	975	3	975	3	975	3	975	3	975	3	975	3	975	325 24/7 operation
1.18	1	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	130 Dan
1.19	2	2	260	2	260	2	260	2	260	2	260	2	260	2	260	2	260	2	260	2	260	2	260	130 Jayanna
1.20	1	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	130 Vanessa
1.21	1	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	1	130	130 Ivette
1.22	-	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	180 4 report desks
1.23	-	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	300 classroom for 8-10
1.24	-	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	80 mail, walkie-talkies, cuffs, etc
1.25	-	-	225	-	225	-	225	-	225	-	225	-	225	-	225	-	225	-	225	-	225	-	225	225 wardrobe closet (currently located in
1.26	-	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	180 Enough for 3 people and a big screen
1.27	-	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	80
1.28	-	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	80
Subtotal	11	11	3,280	11	3,280	11	3,280	11	3,280	11	3,280	11	3,280	11	3,280	11	3,280	11	3,280	11	3,280	11	3,280	3,280
Circulation	-	-	820	-	820	-	820	-	820	-	820	-	820	-	820	-	820	-	820	-	820	-	820	820
Security Total	11	11	4,100	11	4,100	11	4,100	11	4,100	11	4,100	11	4,100	11	4,100	11	4,100	11	4,100	11	4,100	11	4,100	4,100

Employee Area/Auxiliary

1.29	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	180 security, landscape
1.30	-	550	-	550	-	550	-	550	-	550	-	550	-	550	-	550	-	550	-	550	-	550	550
1.31	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	-	180	180 4 person
1.32	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	100 safe, recorder,MRE,freeze
1.33	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	300
1.34	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	-	80	100 w/telecom, storage
1.35	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	100
1.36	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	100 Disaster relief, currently offsite
1.37	-	1,690	-	1,690	-	1,710	-	1,710	-	1,710	-	1,710	-	1,710	-	1,710	-	1,710	-	1,710	-	1,710	100 water, office supplies
Subtotal	-	423	-	423	-	428	-	428	-	428	-	428	-	428	-	428	-	428	-	428	-	428	428
Circulation	-	2,113	-	2,113	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	2,138
Employee Area/Auxiliary Total	-	2,113	-	2,113	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	-	2,138	2,138

Building Core

1.38	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	100
1.39	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	50
1.40	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	50
1.41	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	50
Subtotal	-	250	-	250	-	250	-	250	-	250	-	250	-	250	-	250	-	250	-	250	-	250	250
Circulation	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	50
Building Core Total	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	-	300	300



APPENDIX A



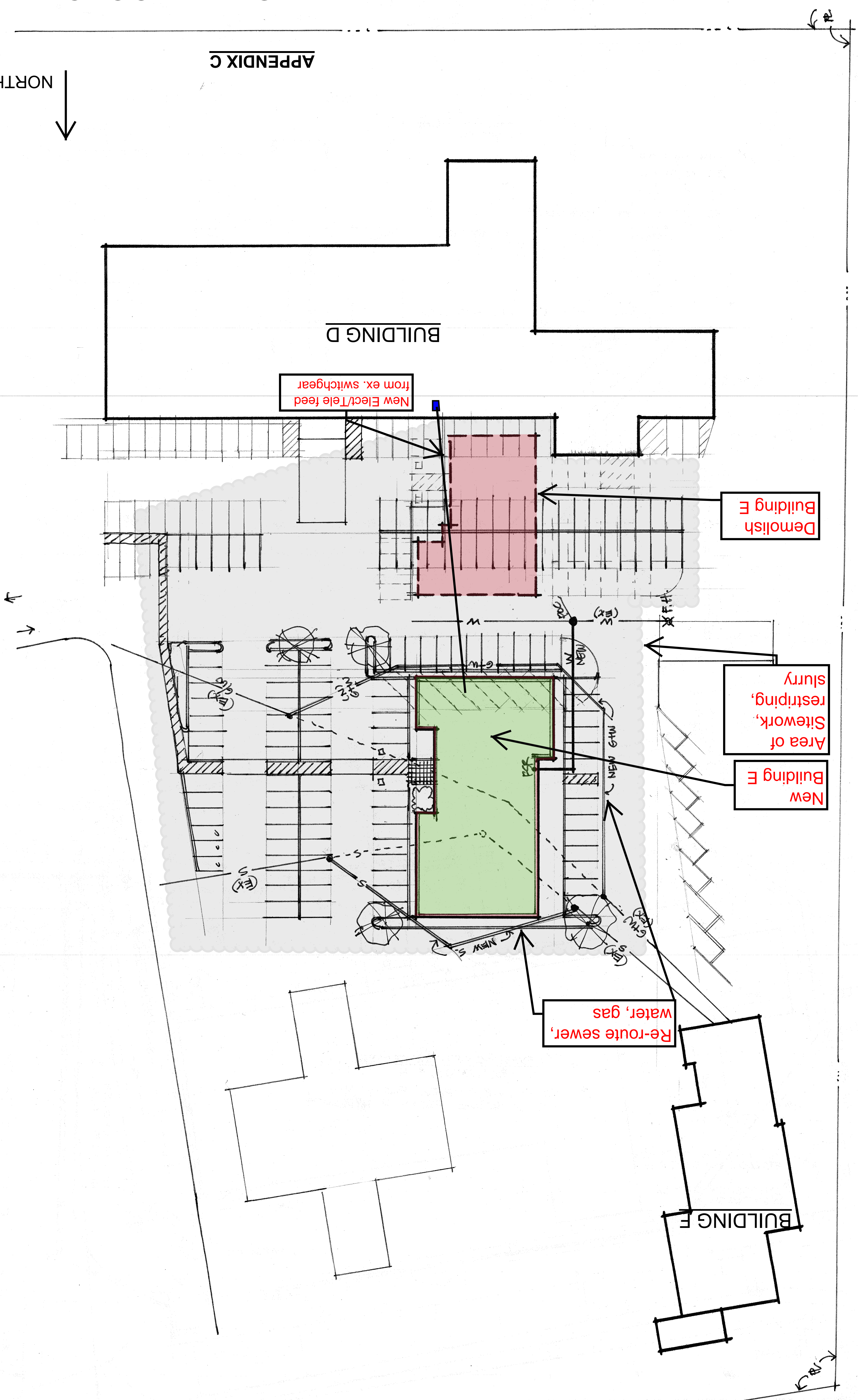
Laguna Woods Village
Building E

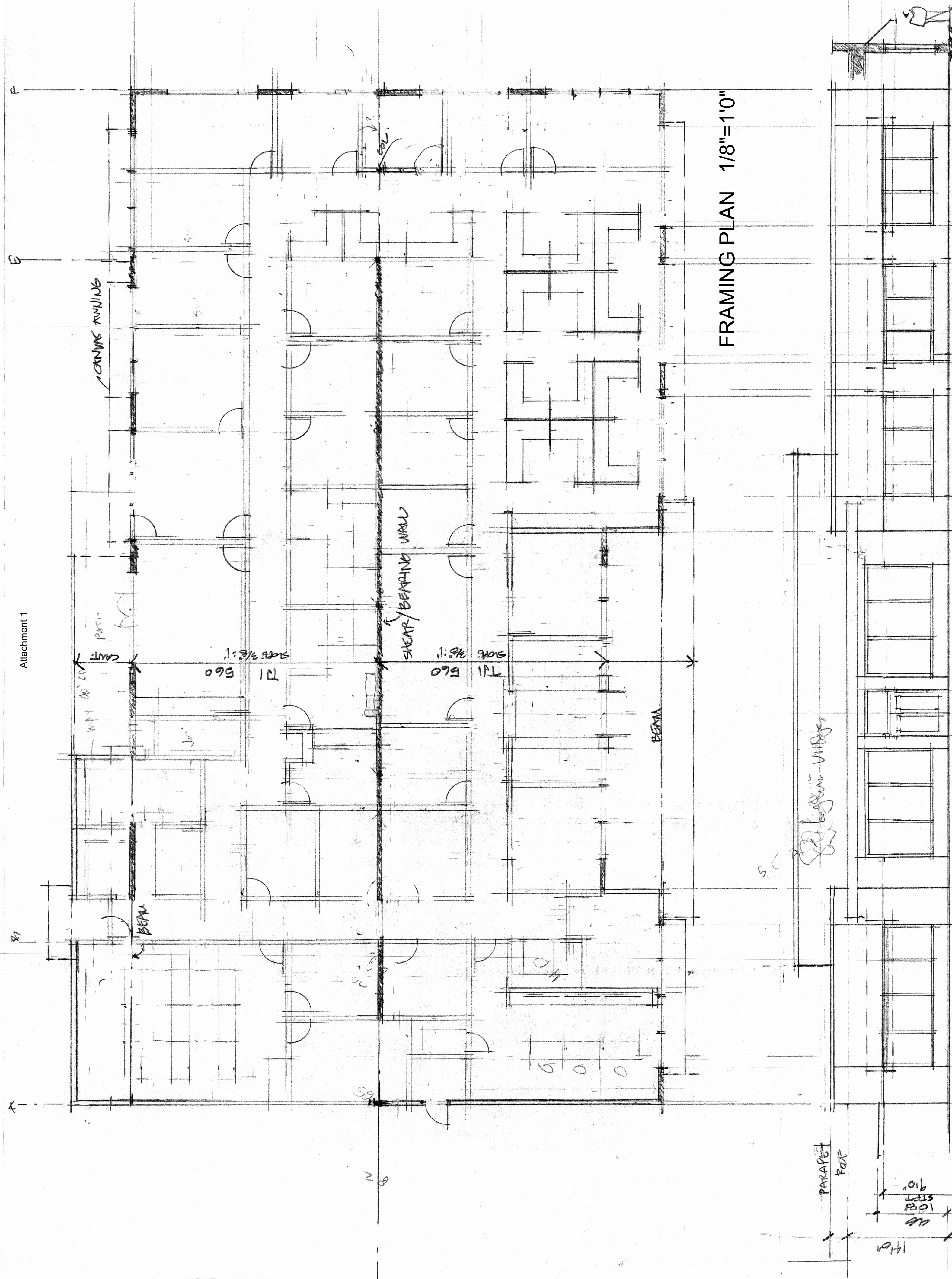
10,000 sq.ft. 1/8"=1'0"



APPENDIX C
NORTH

Attachment 1



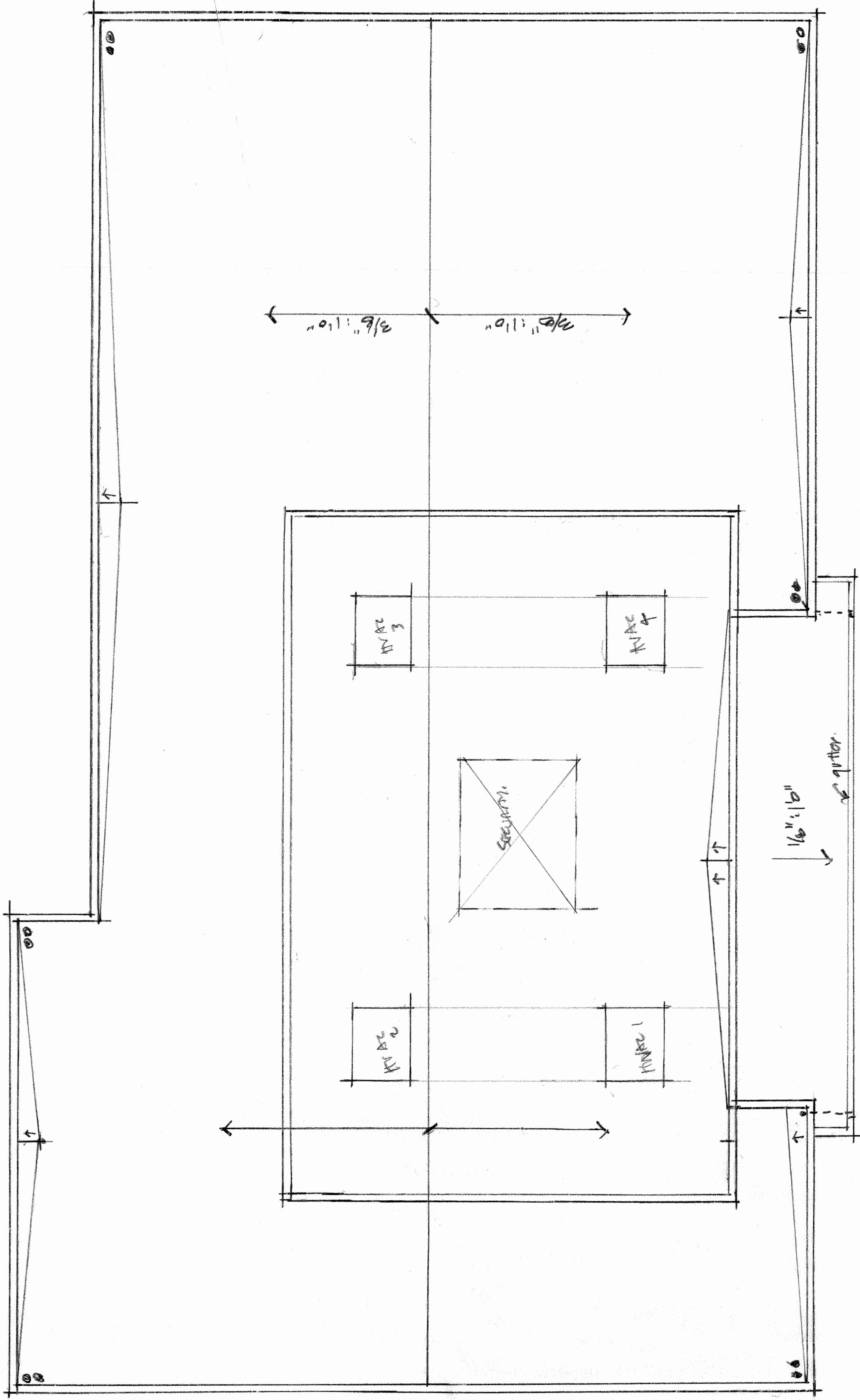


FRAMING PLAN 1/8"=1'0"

APPENDIX D

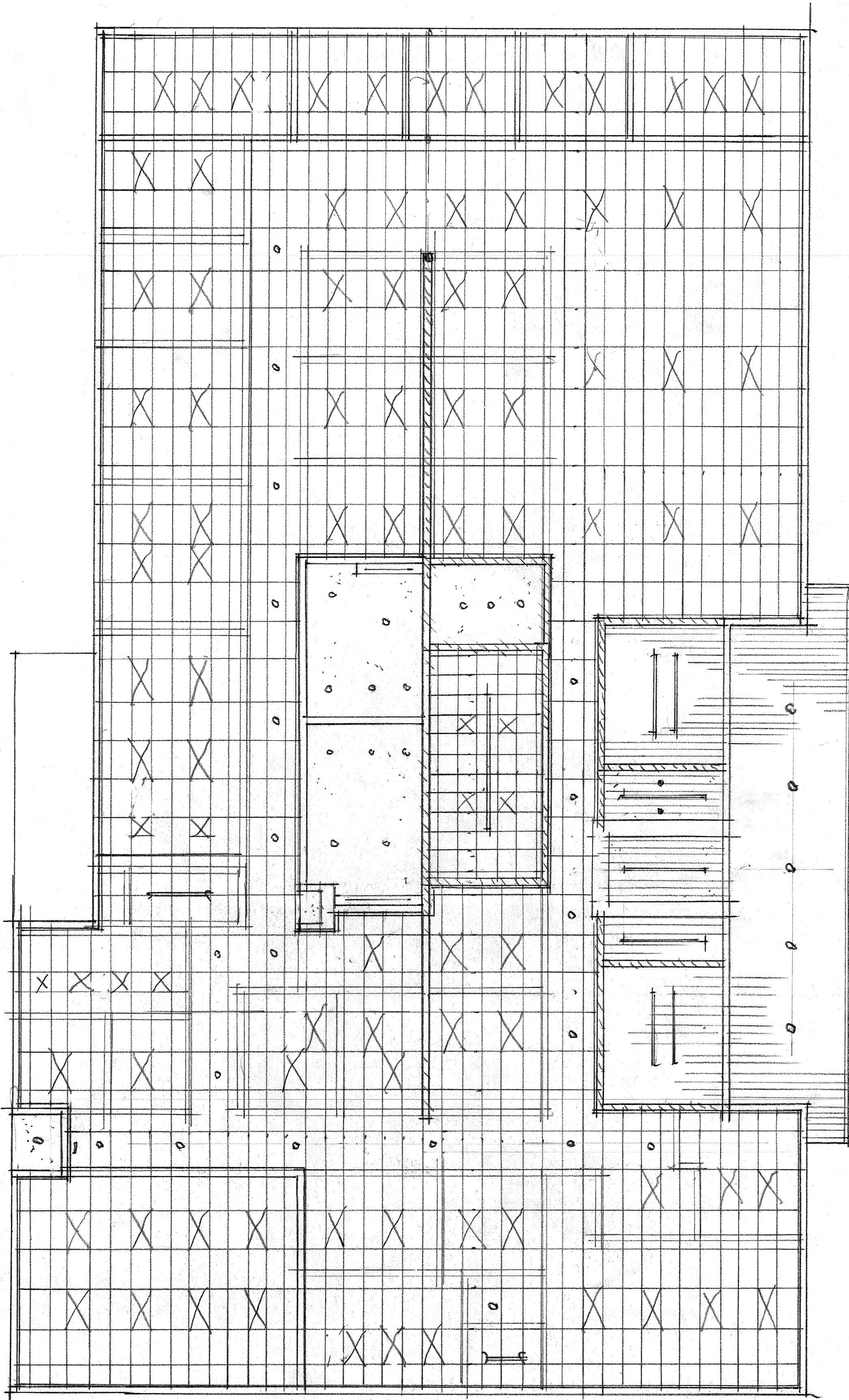
LAGUNA VILLAGE BUILDING E

ENTRY ELEVATION (typical) 1/8"=1'0"



APPENDIX E

LAGUNA VILLAGE BUILDING E
ROOF PLAN
1/8"=1'0"



APPENDIX F

LAGUNA VILLAGE BUILDING E
REFLECTED CEILING 1/8"=1'0"

Laguna Woods Village Building E

April 26, 2022

23081 Campo Verde, Laguna Woods, CA

OUTLINE SPECIFICATIONS:

General Scope of Work: The Project for Laguna Woods Village is the demolition of the existing 7,500 square foot building and replace with a new 10,500 square foot building. Refer to the Floor Plan for additional detail and specifications.

Shell Construction:

- A. **DEMOLITION:** Completely demolish the existing one-story, 7,500 square foot Building E, located at 23081 Via Campo Verde, Laguna Woods. Cap existing utilities and locate for future connection to the new building
- B. **FIRE SPRINKLERS:** Provide new fire sprinkler line to building from existing hydrant to FSR (see plan). *Assumes current water flow capacity meets OCFD requirements.
- C. **GRADING:** From a 2-location soil boring, the existing soil condition was labeled "sandy fat clay" with an expansion potential of "high" and an assumed soil bearing pressure of 1500 psi. Existing foundations were noted to have uplift and cracking. Assume grading an engineered fill pad and remove 36" native soil or 12" below footings, whichever is greater and over-excavate 5'0" around the perimeter. The exposed surface should be scarified 12", moisture conditioned and compacted to 90%. Process over-excavated material as engineered fill.
- D. **SITE:** provide 2 van accessible parking stalls at building entry and truncated domes at 3 exits.
- E. **FOUNDATIONS:**
 - Footings: 24" wide x 36" deep with #4 rebar top, bottom, middle
 - Slab: 8" concrete slab with #4 rebar, each way, 24" on center over 12" course gravel base with sealed moisture vapor barrier
- F. **FRAMING/INSULATION:**
 - Wall: 2x6 at 16" on-center wood frame walls, 12'0" to underside of roof (optional metal stud framing at contractor's discretion) structure, 42" parapet walls. Window header openings 9'0"AFF. R19 faced insulation batts exterior walls, all interior walls R11 unfaced batts.
 - Roof: 560 TJIs at 16" on-center, maximum 40' span, framing support at HVAC units. Slope at 1/2" per 1'0". Rigid roof insulation, two layers, staggered joints. R19 above all ceiling at all attic spaces. 3-1/2" un-faced acoustical batt insulation above restrooms, lunch room and conference/interview rooms.
- G. **ELECTRICAL:** Provide new 400 amp switchgear.
- H. **HVAC:** Electric (4) 10-ton roof-mounted HVAC units, self-flashing, leveled, factory curb. Digital thermostat. Smoke detector, keyed reset switch located in ceiling. All Conditioned Areas shall have a 2x2 white baked enamel with perforated face, flush mounted supply register and a ducted return register. No transfer grills at restrooms. Supply air 4-way distribution. Filters located at HVAC unit, NOT at return register.

- I. PLUMBING: Provide Sewer/Water from existing capped lines during demolition to new Bar counter, M/W restrooms, janitor sink, and drinking fountain locations. Provide (4) downspouts at each building corner and condensate drains at each HVAC unit. All domestic water, overflow or condensate pipe to be copper, no below-slab piping. Provide access doors for all water and fire valves. All underground sewer Schedule 40 PVC or ABS, above slab cast-iron.
- J. ROOFING: Single-ply 80 mil PVC by Sarnafil. Cant strip all corners, extend up parapet wall and cap with GI metal flashing.
- K. Exterior Finish: Smooth cast plaster finish with Fry Reglet field joints. 1x8 plastered foam trim along parapet. Exterior acrylic paint, Sherwin Williams.
- L. GLAZING: Kawaneer TriFab 451T 2"x4.5" Thermally Broken flush glazing system. Concealed fasteners, Class II clear anodized. PPG Commercial 1" low-E insulating glass "Sungate 100 Low-E glass Atlantica."
- M. Asphalt Paving: sawcut and remove areas for new construction and haul-away. New pavement with stabilized Class 6 road base, match existing depth. Install in 2 separate lifts, finish to be smooth and without loose material or honeycombing. Install rubberized crack sealant (Crafco 532) and building junction. Slope minimum 1.5% away from building at entrances and 2-5% at perimeter.
Tack coat material to adjacent paving surfaces and/or structures to which the new asphalt paving comes in contact. Stripe or re-stripe in accordance with the site plan scheme, 2 coats, striping to match existing.
- N. CANVAS AWNING: Provide allowance for (7) 42"x42"x 16' canvas awnings over storefront glass.

Interior Improvements:

- 1. Reception/Conference B/Interview: Reception counter with desk: 42" high pony wall with wood panel face and 16" wide solid surface countertop with 1" bullnose. Cabinetry: (see standard millwork spec below) Ceiling: Drywall with soffits, (3) 1" linear LED cable-hung 8' lights (Architectural Lighting Works Moonring 1" or equal), prefinished folded metal attached to underside of TJIs. Pendant lights (2x\$200) over reception counter. Flooring: porcelain tile, brick pattern. 2 walls with plaster finish to match exterior plaster, no color. Provide additional \$20,000 allowance for tenant interior features at Lobby.
- 2. Restrooms: Multi Occupancy (see finish specifications)
Flooring: Porcelain Tile, stack pattern, Schluter dilex metal cove base.
Walls: All walls: Porcelain Tile up wall to 48", Carnegie Torrent 7294A vinyl wallcovering above to ceiling.
Countertops: Solid surface with 4" face, 4" backsplash
Toilet Partitions: Global floor anchored stainless steel, textured finish.
Ceiling: Gyp Board ceiling, continuous light soffit along wet wall, downlights.
Floor drain, minimal slope to drain.
Lavatory: counter-mounted sink and deck faucet, 1/4" thick plate glass mirrors, two coats silver and electroplated copper backing, wiped edges at lavatories, from top of splash to bottom of light soffit.
Tie occupancy sensor to fan and lighting

Accessories:

Napkin Disposal: [Bobrick B-270 sanitary napkin disposals](#) in each woman's toilet stall unless otherwise noted.
Paper Towel Dispenser: [Bobrick B-3944](#) recessed paper towel dispenser with a waste receptacle unless otherwise noted.
Electric Hand Dryer: [Bobrick Trimline No. B-7128](#).
Seat Cover Dispenser: [Bobrick B-221](#) seat cover dispenser each stall.
Toilet Paper Holder: [Bobrick B-686](#) double toilet paper holder.
Grab Bars: [Bobrick B-6897](#), 42"x52" x 1-1/2" diameter, with [Bobrick B-2583](#) concealed anchor plates.
Waste Receptacle: [Bobrick B-3644](#).
Framed Mirror: [Bobrick B165-2436](#).

Contractor is responsible for all blocking and framing requirements, as well as any additional requirements for powered accessories

3. Work areas: Printer/fax/copy area, solid surface work counter with plastic laminate cabinets below and cabinets above, LED task light at all upper cabinets.
4. Break/Lunch Room:
 - Flooring: LVT, see finish specifications.
 - Wallcovering: allowance for vinyl wallcovering, all walls
 - Lighting: Allowance for 6 pendant lights (\$250 each), 10 downlights, dimmable, fluorescent task light at all upper cabinets.
 - Cabinetry: countertop: Krion Nature Series solid surface White Nature 0101-G3 with 4" face, 4" backsplash. Cabinetry: plastic laminate flush overlay fronts, melamine interiors.
 - Sink: 24"x24" with garbage disposer, apron front for knee clearance.
 - Appliances: 18" dishwasher, garbage disposer. Dedicated outlets and space for 36" refrigerator, microwave, coffee maker. Water outlet to refrigerator. Appliances (vending/refrigerator/icemaker/microwave) by tenant.
5. Private Office Standard: Walls: eggshell finish paint, accent color one wall. Standard carpet: plank carpet tiles, rubber base, see finishes specification.
6. Server/Computer room: (3) 20amp dedicated electrical outlets, VCT static dissipative tile, dedicated 24-hour HVAC split system.
7. Open Office area: Walls: eggshell finish paint, accent color one wall. Standard carpet: plank carpet tiles, rubber base, see finishes specification.
8. Conference Room A:
 - Flooring: standard plank carpet tiles, rubber base
 - Ceiling: standard ceiling with Focal Point "Seem 1 Acoustic" cable-hung fixture, gray finish and (4) 2x2 standard LED
 - Walls: all full-height sound walls, polyolefin wallcovering, 2 walls
 - Floor outlet below conference table

Attachment 1

Building Standard Specifications, typical unless noted otherwise in above specifications or Schematic floor plan:

1. Interior Doors: 3'x8'x1-3/4" solid core, oak, stained, prefinished Mahogany color. Timely pre-finished "Alumitone." Typical hardware: US 630 satin stainless steel finish, lever-type to comply with accessibility code. 1-1/2 pairs of butt hinges. Full mortise McKinney, Passage Latch Yale AU 5401LN, Yale 4400 closer (restrooms, locker rooms), Rockwood door stop and silencers. All offices and computer room to have 7-pin locking hardware. Norton closers at restroom, lunchroom.
2. Walls: 5/8" gypsum board, minimum level 4 drywall finish, taped and sanded smooth finish, over 3-5/8" metal or wood studs and unfaced R13 batt insulation, painted with drywall primer and 2 coats eggshell finish Sherwin Williams paint. Level 4 finish.
3. Carpet: Carpet tiles Bentley plank carpet tiles, Suitable 4UVT4 Legit 411450 18x36 field plank ashlar pattern. Tarkett rubber base coved 2-1/2".
4. Heating/Ventilating/Air Conditioning: Existing system, allowable cooling ratio of approximately 1 ton per 300 square feet of office area. Thermostat to be located away from architectural features and not centered in walls.
5. Ceiling tiles: Armstrong Cortga #769 non-directional fissured, class A fire rating, berc-2 clips as required by code. Ceiling grid: Class A 15/16" exposed T grid system with 1-1.2" main tee, 1-1/2" cross tee, 7/8" x 7/8" wall mold by Donn, factory white finish at 10'0" elevation.
6. Windows coverings: non-motorized Mecho/5 standard bracket regular roll with fascia, Soho 1600 Series, 3% open cloth in Sullivan color. Surface mounted. (no shades at storefront doors)
7. Fire Sprinklers: heads to be chrome, fully-recessed with white escutcheons, center on ceiling tile. Schedule 10 pipe (6" or larger), schedule 7 Dyna-flow 'lined pipe' branch lines less than 6". No schedule 5 pipe permitted.
8. Fire Accessories: Semi-recessed extinguisher enclosure, estimated 8 enclosures.
9. Lighting:
 - See lighting notes for specific areas listed above
 - Standard: Cooper Light Solutions Metalux Cruze ST 24CZ2 (2'x4') or 22CZ2 (2'x2') LED Spec grade troffer recessed light fixture.
 - Undercabinet "Thinlight" fluorescent lights at all overhead cabinetry.
 - Corridors areas: Recessed 'can' lights Rayon Lighting 6" diameter LED.
 - Exit signs: (10) w/90-minute battery backup
 - Emergency Lighting: battery-backed emergency lighting in selected 2x4 fluorescent lights.
 - Exterior lighting: (10) wall-mounted exterior pendant lights, allow \$150/fixture cost

10. Power:

Occupancy sensors at all rooms. Offices (3) 110v outlets and one data 'ring and string' each office. GFI outlet each restroom.

Computer Room: provide 3 GFI dedicated 20 amp 110v outlets

Branch wiring #2 and smaller to be copper. All conduit to be EMT and run parallel/perpendicular to building lines. Concealed conduit metal-clad. No conduit on roof or below slab.

Standard electrical decora duplex outlets, 3 per office, average one outlet every 12', fourplex at desk location.

Data box and ceiling conduit for voice/data provided at each office and workstation.

Switches: standard decora

CATV at lunch room, Board Room, Briefing and Dispatch

Desk/work counters: ½ outlets at countertops above counter, ½ outlets grommet thru countertops to outlets below desk/counter height.

11. Interior required signage: Exit/ADA , Exit/electric Selected plastic color and contrasting lettering from standard color palette. \$1000 allowance for Lobby sign.

12. Millwork:

Base Cabinets 34" high, 24" deep, accessible toe kick where required, minimum one row of drawers over doors. Upper cabinets 36" high, 14" deep. Cabinet finishes: plastic laminate on all exposed horizontal and vertical surfaces, ¾" melamine box carcass with ¼" melamine backs installed on French cleat system. All doors 11/16" laminate on the exterior side and white liner on the interior side. Hardware: European style concealed self-closing Blum hinges or equal, 120 degree at standard cabinets, 170 degree at Accessible cabinet doors, drawer slides Grass 6036 Zargen System or equal. Drawer boxes ½" melamine with full extension 100 lb ball bearing slides, soft close. Pulls; 4" wire US26D, adjustable shelf hardware. Countertops: solid surface in areas with sinks, laminate without sinks, 4" splash, typical.

13. Plumbing Fixtures

Lavatories: Lavatory faucets should have maximum 0.5 GPM flow rate.

Lavatory for Vanity: American Standard, "Aqualyn", model #0476.028, white, self-rimming or equal. Sloan Model #EAF200-LT CP Optima Hardwired-Powered Deck-Mounted Mid Body Faucet. Furnish and install a Handy-Shield Drain Cover #3011 White by Plumberex Specialty Products under each lavatory.

Watercloset: American Standard 'Cadet' elongated pressure-assisted toilet for non-handicapped applications: Model #2333.100 or approved equal (white), Olsonite #64 SSTL toilet seat (white). American Standard 'Cadet' Right Height Elongated pressure-assisted toilet for ADA applications: Model #2377.100 (white), Olsonite Model #64 SSTL toilet seat (white).

Attachment 1

Urinal: American Standard, Model #6540.017, or approved equal, white, Sloan Model #180-1.5 flush valve.

Coffee Bar/Lunch Room Sink: **Elkay Model PSR-1918; stainless steel**, Delta Model #100 faucet (Sink faucets should have maximum 1.5 GPM flow rate). Furnish and install a Handy-Shield Drain Cover #3011 White by Plumberex Specialty

Products under each sink: Garbage Disposal: Emerson Model #BGR 5 Badger 5 ½ HP Garbage Disposal.

Tankless Water Heater: 1) *Eemax Spec Advantage* model, or equivalent, including cabinet accessories, sized to meet the demand. Under Sink On-Demand Tankless Water Heater: *Eemax Series One Non-Thermostatic*, or equivalent, with single lavatory/sink.

All plumbing connections shall be made with dielectric unions.

Water Cooler/Drinking Fountain: *Elkay Model #LZODS* for the high-low drink fountain.

Janitor's Mop Service Basin: *Mustee Model # 62M 24" x 24" x 8 ¼"*. *Mustee Service Faucet Part No. 63.600A* chrome plated brass service sink faucet, ½" pipe eccentric inlets on 8" centers, or equal. Install white FRP on wet walls to 8' AFF.

Condensate Drains: Furnish and install copper condensate drainage lines with proper venting for all

HVAC equipment plumbing, as allowed by code, insulated per code requirements. The lines shall be no smaller than ¾" diameter and shall be located under the roof unless prohibited by code. Drains shall tie into nearest hub drain or dry well or where allowed by code.

Shut-off Valve: Furnish and install a main water line shut-off valve for the restrooms in the handicapped stall in the men's restroom, not above the ceiling. Provide 8" x 8" stainless steel access panel. Provide a typed label "Main Water Valve" on the access panel.

Exterior frost-free hose bibs, with vacuum breaker and isolation valve for freeze protection, shall be provided as follows: At roof HVAC equipment as required by code. At roof, above office nodes.

Exclusions:

1. Furnishings, fixtures, open office systems furniture
2. Computer, copier, and audio/video equipment
3. Security alarm systems
4. Data, Cable and Telephone systems and system wiring. Data conduit to ceiling and junction boxes provided.
5. Equipment and installation of Security Department radio, uplink, satellite, etc. specialty systems
6. Exterior building signage
7. ADA and Accessibility at existing interior, common area, or exterior site features have not been addressed in these specifications. Any code enforcement at existing features shall be borne by the Owner.

Attachments: Floor Plan, Site Plan, front typical elevation, reflected ceiling plan, roof plan.

Finishes

Pewter Spice

LVT



5

QUARTZ



6

PLASTIC LAMINATE



7

PAIN



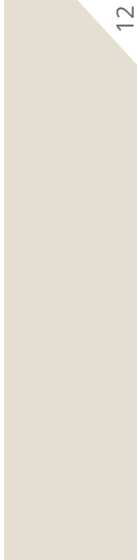
9



10



11



12



CARPET TILE



1

RUBBER BASE



2

VCT



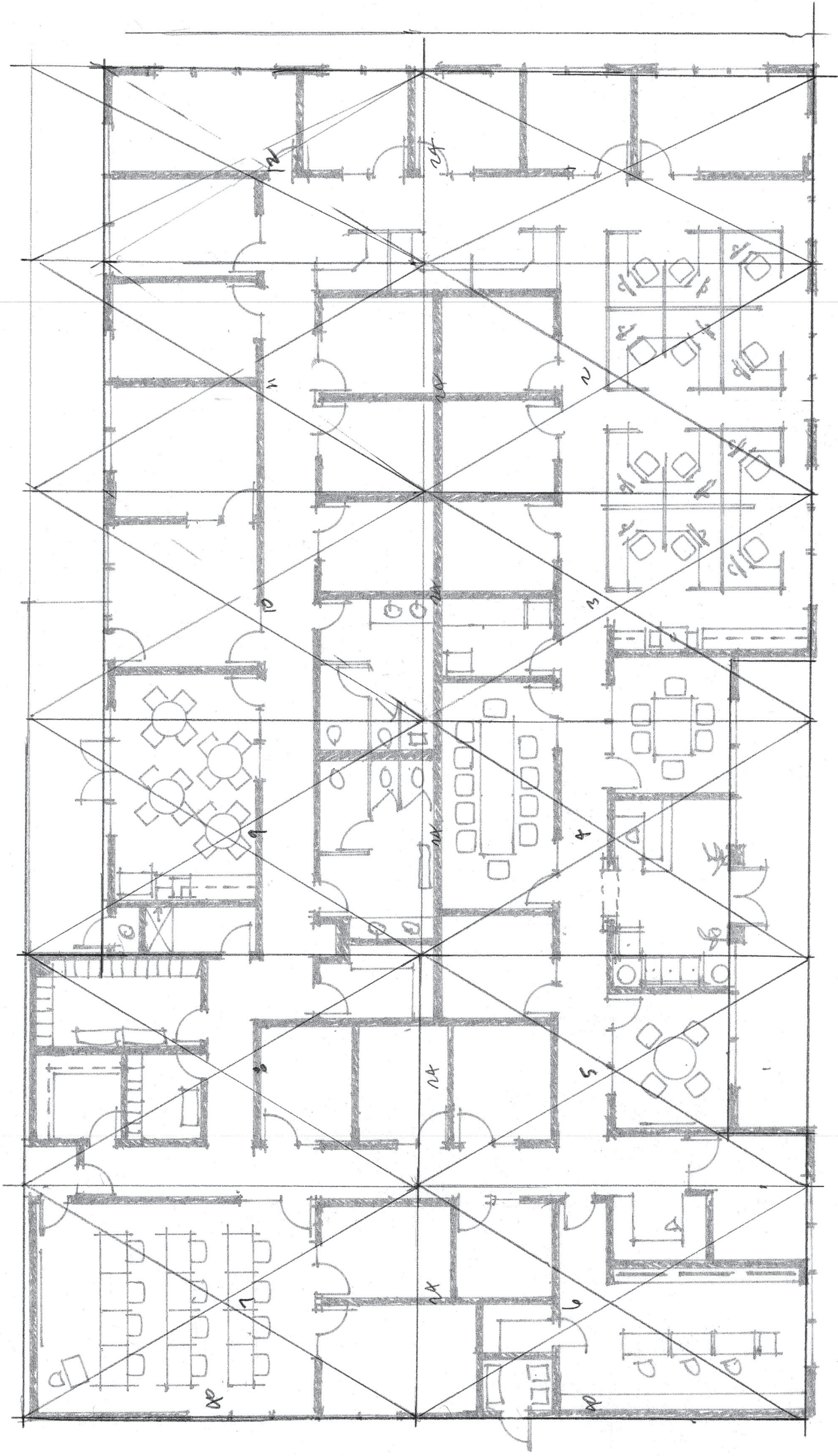
3



4

- 1. Patcraft**
24"x24"
Pewter Spice
801G5
Modern
00550
- 2. Patcraft**
Smokey
00760
S042V
- 3. Armstrong**
Imperial Smokey
Brown
51868
- 4. Armstrong**
Imperial Taupe
51901
- 5. Patcraft**
Platinum LVP
I431V
Nickel
00550
- 6. Cambria**
Berwyn
- 7. Wilsonart**
5th Ave Elm
7966K-12
*to be used as cabinets
- 8. Wilsonart**
Grey Mesh
4877-38
*to be used as countertops
- 9. Sherwin Williams**
Antiquity
SW6402
- 10. Sherwin Williams**
Taupe Tone
SW7633
- 11. Sherwin Williams**
Steely Gray
SW7664
- 12. Sherwin Williams**
White Duck
SW7010

Porcelain Tile
(6"x36") Walk in the Park P238V, Oat 200



APPENDIX H



LAGUNA WOODS VILLAGE
MODULAR SYSTEMS LAYOUT 1/8"=1'0"

Estimate breakdown: Building E

APPENDIX I

Line Item Bid:		Remarks:
Demolition	194,750	site demolition for new building, demolish old Building E
Site Grading	231,800	water meter, grading, import/export allowance, SWPP survey, erosion control
Site Survey	20,000	staking and boundaries
Site Utilities	175,000	Fire service/DCDA, water/gas joint trench, backflows, sewer service, storm drain
Asphalt Paving/Striping	249,992	4" asphalt over 6" base, patch back utility trenches, slurry coat 72,500SF, striping/bumpers
Landscaping	41,400	irrigation, controls, plant materials
Drainage	-	included in grading and asphalt
Temp construction fencing	27,000	
Retaining Walls	-	no retaining walls anticipated
Structural Steel	-	no structural steel anticipated
Concrete Flatwork	57,685	site walkway, drainage swales, entry/lunch patio
Concrete Footings	315,000	
Masonry	-	no masonry anticipated
Rough Carpentry	233,940	
Wood trusses/TJIs/beams	130,000	
Insulation	36,000	R19 ext walls, R11 all interior walls, R11 ceilings, R11 t-bar
Roofing	380,585	80mil single ply, tapered insulation, roof hatch, walk pads
Sheet Metal/Flashing/waterproof	76,100	Parapet cap, misc sheet metal flashing, roof ladder, equipment screen
Caulk/Sealants	5,000	
Skylights	-	no skylights anticipated
Stucco/lath/plaster	171,045	exterior lath and plaster w/reveals, foam parapet
Millwork	99,000	110FL base cabs, 9021LF upper cabs, 400SF countertop
Finish Carpentry		
Doors/Frames/Hardware	85,000	see Outline Specifications
Framing and Drywall	111,570	
Glass/Glazing	105,912	ext storefront metal/glass, ext storefront doors, interior sidelites
Fire Supression/Sprinklers	60,700	sprinklers and extinguisher cabinets
Ceramic Tile/Stone	42,300	Lobby flooring and restrooms
Acoustic Ceiling	97,150	see Outline Specifications
Painting/Wallcoverings	55,530	exterior/interior, sound fabric at conference rooms, FRP jan closet
Flooring	56,532	carpet tiles, VCT, moisture testing, base
Toilet Accessories	15,410	toilet partitions

Attachment 1

Plumbing	90,513	Underground, rough-in, fixtures, HVAC condensates
HVAC	180,368	(4)10 ton electric HVAC units, (2) exhaust fans, distribution, registers, grilles and air balance
Electrical	442,834	temp power, cap ex bldg E, fixtures, power distribution, HVAC power, site electrical/new building feed, fire alarm conduits
Window Treatments	21,767	see Outline Specifications
Specialty Equipment		
Required accessible signage	750	exit signage, restroom signage
(26) Security Dept lockers	36,400	
(7) canvas ext awnings	17,500	
Fire flow monitoring device	7,900	
kitchen dishwasher	1,575	
Site final cleanup/detail	2,310	
Allowances:		
features at public lobby/conference	21,000	ceiling upgrade, lobby sign, light fixtures
exterior sign	15,000	
Excluded:		
ADA/site accessibility repairs or nonconformance at existing site and buildings		
New furnishings, fixtures or equipment		
Construction SubTotal:	\$ 3,912,318	
General Conditions: 1.5%	51,360	toilets, trash, temp power/tele, misc labor
Superintendant	75,600	
Overhead+Profit: 5%	191,260	
Insurance:	40,200	
Bond:	-	Not included, advise if Owner requires a bond
Total estimated construction:	\$ 4,270,738	
Architecure/Engineering		
Soils Report	25,000	
Civil Engineering	185,000	
Use Permit Processing	48,000	application, notices, WQMP
Architect/MEP/Structural Engineering	300,000	
Landscape Architect	10,000	
Misc Reimbursables allowance	20,000	
Total Estimated Arch/Eng:	\$ 588,000	

Attachment 1

Additional anticipated Owner costs:		
City Use Permit fees	7,500	application, public notice
City Permits, fees, plan check	15,000	shell+interiors+grading
Special Inspections	15,000	
Security Department equipment	40,000	satellite systems
Data/Telephone/alarm cabling	45,000	
Moving cost	58,000	relocate from existing building to new building.
Total Owner Additional Costs:	\$ 180,500	
Subtotal:	\$ 5,039,238	
Contingency allowance: 10%	503,924	
Total:	\$ 5,543,162	

APPENDIX I

Laguna Woods Bldg. E- ROM Construction Budget				
Description	Qty	Unit	Cost/Unit	Total
Civil Engineering-Const. staking	1	ls	\$20,000.00	\$20,000.00
Architectural & Engineering			Total	\$20,000.00
Superintendent	36	wk	\$2,100.00	\$75,600.00
Project Offices 8x20 6 months	9	mo	\$235.00	\$2,115.00
Delivery and pickup	1	ea	\$200.00	\$200.00
Temporary toilets (2ea)	9	mo	\$400.00	\$3,600.00
Pick up & delivery of toilets	1	ea	\$85.00	\$85.00
Temporary wash station	9	mo	\$175.00	\$1,575.00
P & D charges for wash station	1	ea	\$85.00	\$85.00
Telephone and Internet service	9	mo	\$300.00	\$2,700.00
Dumpster/trash	20	ea	\$900.00	\$18,000.00
Course of constructions labor	560	hrs	\$40.00	\$22,400.00
General Requirements			Total	\$126,360.00
Detail clean bldg. upon completion	10500	sf	\$0.22	\$2,310.00
Final Clean			Total	\$2,310.00
Water meter rental	1	ls	\$2,000.00	\$2,000.00
Grading	1	ls	\$139,800.00	\$139,800.00
Import / Export Allowance	1000	yd	\$60.00	\$60,000.00
SWPP Survey	1	ls	\$10,000.00	\$10,000.00
Erosion Control	1	ls	\$20,000.00	\$20,000.00
Site Grading			Total	\$231,800.00
Bldg. demo & tree removal	1	ls	\$82,500.00	\$82,500.00
Site demo	1	ls	\$112,250.00	\$112,250.00
Demolition			Total	\$194,750.00

(714) 777-3811
 Thorpe Construction, Inc.
 4563 Eisenhower Circle, Anaheim, Ca 92807
 Fax (714) 777-2188

Description	Qty	Unit	Cost/Unit	Total
New 4" asphalt over 6" base	40281	sf	\$5.23	\$210,670.00
Solid depth patch back at utility trenches	1362	lf	\$13.43	\$18,292.00
Slurry (2) coat	72417	sf	\$0.26	\$18,828.00
Lines, bumpers and signage (Excludes stenciling & #s)	1	ls	\$2,202.00	\$2,202.00
Asphalt Paving			Total	\$249,992.00
Fire service & DCDA	1	ls	\$88,000.00	\$88,000.00
Water & Gas (joint trench) service	1	ls	\$28,000.00	\$28,000.00
Domestic & Landscaping backflows	2	ea	\$5,500.00	\$11,000.00
Sewer service	1	ls	\$18,000.00	\$18,000.00
Storm Drain	1	ls	\$30,000.00	\$30,000.00
Site Utilities			Total	\$175,000.00
Temporary Construction fence w/ privacy cloth	1500	lf	\$18.00	\$27,000.00
Fences and Gates			Total	\$27,000.00
Irrigation, controls and plants for planters	1800	sf	\$23.00	\$41,400.00
Landscaping			Total	\$41,400.00
Building footings and slab	10500	sf	\$30.00	\$315,000.00
4" thick sidewalk around bldg.	3500	sf	\$9.71	\$33,985.00
6" "A" curb	1000	lf	\$18.70	\$18,700.00
Misc concrete patch (v-gutter & curbs)	1	ls	\$5,000.00	\$5,000.00
Concrete			Total	\$372,685.00
Exterior walls, shear wall and roof framing	10500	sf	\$22.28	\$233,940.00
Truss and beam allowance	1	allow	\$130,000.00	\$130,000.00
Rough Carpentry			Total	\$363,940.00
P-lam base cabinet	110	lf	\$175.00	\$19,250.00
P-lam upper cabinets	90	lf	\$175.00	\$15,750.00
Solid surface countertop at base cabinet & RR	400	sf	\$160.00	\$64,000.00
Millwork			Total	\$99,000.00

(714) 777-3811
 Thorpe Construction, Inc.
 4563 Eisenhower Circle, Anaheim, Ca 92807
 Fax (714) 777-2188

Description	Qty	Unit	Cost/Unit	Total
R-19 at exterior walls	1	ls	\$11,800.00	\$11,800.00
R-11 at interior partitions	1	ls	\$10,000.00	\$10,000.00
R-11 at ceilings	1	ls	\$2,700.00	\$2,700.00
R-19 at T-bar	1	ls	\$11,500.00	\$11,500.00
Insulation			Total	\$36,000.00
80mil single ply	12600	sf	\$26.00	\$327,600.00
Taperd insulation	10500	sf	\$4.50	\$47,250.00
Roof hatch	1	ea	\$735.00	\$735.00
Walk pads at HVAC	1	ls	\$5,000.00	\$5,000.00
Roofing			Total	\$380,585.00
Parapet cap	700	lf	\$18.00	\$12,600.00
Misc sheet metal flashing	1	ls	\$15,000.00	\$15,000.00
Roof ladder	1	ea	\$2,500.00	\$2,500.00
Equipment screen	230	lf	\$200.00	\$46,000.00
Miscellaneous Metals			Total	\$76,100.00
Doors, frames and hardware	43	ea	\$1,976.74	\$85,000.00
Door, Frames & Hardware			Total	\$85,000.00
Exterior s/f frames and glass	1590	sf	\$52.00	\$82,680.00
Exterior s/f doors (2) 6080 and (1) 3080	5	ea	\$2,650.00	\$13,250.00
(31) 2070 1/4" clear tempered sidelights	434	sf	\$23.00	\$9,982.00
Glazing			Total	\$105,912.00
Lath and plaster w/ reveals and foam at parapet	10500	sf	\$16.29	\$171,045.00
Lath and Plaster			Total	\$171,045.00

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Description	Qty	Unit	Cost/Unit	Total
Layout	10500	sf	\$0.15	\$1,575.00
Full ht. walls	50	lf	\$91.63	\$4,582.00
Interior partitions	883	lf	\$67.74	\$59,814.00
Perimeter bath walls	103	lf	\$72.35	\$7,452.00
Plumbing walls	13	lf	\$94.13	\$1,224.00
Low wall	13	lf	\$84.03	\$1,092.00
Column furring	12	lf	\$81.45	\$977.00
Drywall at wood framing	732	lf	\$22.48	\$16,455.00
XP Drywall at wood framing	36	lf	\$24.00	\$864.00
Metal	882	lf	\$5.13	\$4,525.00
Drywall ceilings	512	sf	\$7.92	\$4,055.00
Soffits in baths	40	lf	\$69.12	\$2,765.00
Soffits in Lobby	37	lf	\$99.71	\$3,689.00
Misc patch in Bldg D	1	ls	\$2,500.00	\$2,500.00
Framing & Drywall			Total	\$111,569.00
RR & Lobby Floor tile	925	sf	\$30.00	\$27,750.00
RR Wall Tile to 4' aff	485	sf	\$30.00	\$14,550.00
Tile			Total	\$42,300.00
Armstrong Cortega 769 and Prelude XL 15/16" grid	8880	sf	\$5.49	\$48,751.00
Alcan ceiling at Lobby, Interview Rm and Conf "B" and Entry	1210	sf	\$40.00	\$48,400.00
Acoustical Ceilings			Total	\$97,151.00
Bently Carpet tiles	1011	sy	\$41.97	\$42,432.00
LVT at Breakroom	406	sf	\$7.99	\$3,244.00
Static Dissipative tile at Server Rm	96	sf	\$20.01	\$1,921.00
VCT at Janitor's closet	995	sy	\$2.49	\$2,478.00
2.5" Rubber base	2466	lf	\$1.99	\$4,907.00
Moisture tests	11	ea	\$140.91	\$1,550.00
Floor Covering			Total	\$56,532.00

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Description	Qty	Unit	Cost/Unit	Total
Roof hatch & access ladder	1	ls	\$200.00	\$200.00
Flashing	708	lf	\$3.05	\$2,159.00
Soffits plaster	762	sf	\$0.87	\$663.00
Wall plaster	10802	sf	\$0.60	\$6,481.00
HM door & frames	4	ea	\$200.00	\$800.00
Drywall ceilings	1325	sf	\$0.87	\$1,153.00
Soffits	85	lf	\$3.00	\$255.00
Interior partitions	26962	sf	\$0.48	\$12,942.00
Accent color	1	ls	\$1,450.00	\$1,450.00
Sound fabric at Conf Rm "A" and wall covering at RR	1	ls	\$25,426.00	\$25,426.00
Equipement rental	1	ls	\$2,650.00	\$2,650.00
Painting and Wallcovering			Total	\$54,179.00
FRP at Janitor's closet	1	ls	\$1,350.00	\$1,350.00
Fiberglass Reinforced Paneling			Total	\$1,350.00
Tactile signage	1	ls	\$750.00	\$750.00
Signage			Total	\$750.00
Partitions and accessories	1	ls	\$15,409.00	\$15,409.00
Lockers	26	ea	\$1,400.00	\$36,400.00
Toilet Accessories			Total	\$51,809.00
Non-motorized Mecho Sades 6' x 6'	42	ea	\$475.32	\$19,963.00
Non-motorized Mecho Sades 4' x 9'	4	ea	\$451.12	\$1,804.00
Window Blinds			Total	\$21,767.00
Fire Sprinkler System	10500	sf	\$5.53	\$58,065.00
Semi-recessed FE cabinet with FE	8	ea	\$330.00	\$2,640.00
Fire Protection			Total	\$60,705.00
Underground, rough in, fixtures and HVAC condensates	1	ls	\$90,512.62	\$90,513.00
Plumbing			Total	\$90,513.00
(4) 10 ton electric HVAC units, (2) exhaust fans, distirbution, registers, grilles and air balance	1	ls	\$180,368.00	\$180,368.00
H.V.A.C.			Total	\$180,368.00

(714) 777-3811

Thorpe Construction, Inc.

4563 Eisenhower Circle, Anaheim, Ca 92807

Fax (714) 777-2188



Description	Qty	Unit	Cost/Unit	Total
Temp Power	1	ls	\$10,000.00	\$10,000.00
Safe off existing building	1	ls	\$10,000.00	\$10,000.00
Light fixtures and controls	1	ls	\$200,415.00	\$200,415.00
Office power and data stubs	1	ls	\$72,116.85	\$72,117.00
HVAC power	1	ls	\$19,100.61	\$19,101.00
Electrical service and distribution	1	ls	\$52,950.92	\$52,951.00
Site electrical & new bldg feed	1	ls	\$74,750.00	\$74,750.00
Conduits for fire alarm	1	ls	\$3,500.00	\$3,500.00
Electrical			Total	\$442,834.00
(7) Canvas awnings 42" x 42" x 16'	7	ea	\$2,500.00	\$17,500.00
Awnings			Total	\$17,500.00
Monitoring device for fire sprinkler flow	1	ls	\$7,900.00	\$7,900.00
Fire Alarm			Total	\$7,900.00
Allowance for tenant interior features at Lobby	1	allow	\$20,000.00	\$20,000.00
Allowance for Lobby sign	1	allow	\$1,000.00	\$1,000.00
Allowance for 18" dishwasher	1	allow	\$1,575.00	\$1,575.00
Allowances			Total	\$22,575.00
Sub Total				\$ 4,018,681.00
Liability Insurance				\$40,187.00
Contractors Fee				\$191,256.00
LAGUNA WOODS-BUILDING "E"				
TOTAL ROM CONSTRUCTION BUDGET				\$ 4,250,124.00

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Estimate breakdown: Building E MODULAR option

APPENDIX J

Line Item Bid:		Remarks:
Demolition	194,750	site demolition for new building, demolish old Building E
Site Grading	210,000	water meter, grading, import/export allowance, SWPP survey, erosion control
Site Survey	20,000	staking and boundaries
Site Utilities	175,000	Fire service/DCDA, water/gas joint trench, backflows, sewer service, storm drain
Asphalt Paving/Striping	249,992	4" asphalt over 6" base, patch back utility trenches, slurry coat 72,500SF, striping/bumpers
Landscaping	41,400	irrigation, controls, plant materials
Drainage	-	included in grading and asphalt
Temp construction fencing	27,000	
Retaining Walls	-	no retaining walls anticipated
Structural Steel	-	no structural steel anticipated
Concrete Flatwork	57,685	site walkway, drainage swales, entry/lunch patio
Concrete Footings	185,000	perimeter stem footing, piers
Masonry	-	no masonry anticipated
Modular Building	2,300,000	modular building, delivery and install on owner's foundations
Insulation	36,000	R19 ext walls, R11 all interior walls, R11 ceilings, R11 t-bar
Roofing	-	in Modular cost
Sheet Metal/Flashing/waterproof	62,000	misc sheet metal flashing, roof ladder, equipment screen
Caulk/Sealants	-	by modular installer
Skylights	-	no skylights anticipated
Stucco/lath/plaster		standard modular FRP finish
Millwork	99,000	110FL base cabs, 9021LF upper cabs, 400SF countertop
Finish Carpentry		
Doors/Frames/Hardware	85,000	interior, see Outline Specifications
Framing and Drywall	111,570	interior, see Outline Specifications
Glass/Glazing	10,000	interior sidelites
Fire Supression/Sprinklers	60,700	sprinklers and extinguisher cabinets
Ceramic Tile/Stone	42,300	Lobby flooring and restrooms
Acoustic Ceiling	97,150	see Outline Specifications
Painting/Wallcoverings	55,530	exterior/interior, sound fabric at conference rooms, FRP jan closet
Flooring	56,532	carpet tiles, VCT, moisture testing, base
Toilet Accessories	15,410	toilet partitions
Plumbing	90,513	Underground, rough-in, fixtures, HVAC condensates
HVAC	180,368	(4)10 ton electric HVAC units, (2) exhaust fans, distribution, registers, grilles and air balance

Attachment 1

Electrical	442,834	temp power, cap ex bldg E, fixtures, power distribution, HVAC power, site electrical/new building feed, fire alarm conduits
Window Treatments	21,767	see Outline Specifications
Specialty Equipment		
Required accessible signage	750	exit signage, restroom signage
(26) Security Dept lockers	36,400	
(7) canvas ext awnings	17,500	
Fire flow monitoring device	7,900	
kitchen dishwasher	1,575	
Site final cleanup/detail	2,310	
Allowances:		
features at public lobby/conference	21,000	ceiling upgrade, lobby sign, light fixtures
exterior sign	15,000	
Excluded:		
ADA/site accessibility repairs or nonconformance at existing site and buildings		
New furnishings, fixtures or equipment		
Construction SubTotal:	\$ 5,029,936	
General Conditions: %	42,000	toilets, trash, temp power/tele, misc labor
Superintendant	60,000	
Overhead+Profit: %	136,497	
Insurance:	35,000	
Bond:	-	Not included, advise if Owner requires a bond
Total estimated construction:	\$ 5,303,433	
Architecure/Engineering		
Soils Report	25,000	
Civil Engineering	185,000	
Use Permit Processing	56,000	
Architect/MEP/Structural Engineering	225,000	
Landscape Architect	10,000	
Misc Reimbursables allowance	20,000	
Total Estimated Arch/Eng:	\$ 521,000	
Additional anticipated Owner costs:		
City Use Permit fees	7,500	

Attachment 1

City Permits, fees, plan check	15,000	
Special Inspections	15,000	
Security Department equipment	40,000	satellite systems
Data/Telephone/alarm cabling	45,000	
Moving cost	58,000	relocate from existing building to new building.
Total Owner Additional Costs:	\$ 180,500	
Subtotal:	\$ 6,004,933	
Contingency allowance: 10%	600,493	
Total:	\$ 6,605,426	



Modular Building Concepts, Inc.
 12580 Stotler Court Poway, CA 92064
 (858) 679-1185 -- Fax: (858) 679-6804
 www.mbconcepts.com

Attachment 1

Quote Date: 5/12/2022
 Quote/Agreement #: 19921
 Quote Expires: 6/11/22
 Acct Rep Kerper

ESTIMATE

Purchaser

Rengel + Co. Architects
 C/O Richard Rengel

Delivery Location

Project: Laguna Woods
 Address: Laguna Niguel

Building

Prevailing Wage: No

Qty	Description	Size	Unit ID	Serial #	Price	Estimated Tax**	Total Price
1	Modular building	10,500 sf	New	TBD	\$ 2,119,293.00	\$ 164,245.00	\$ 2,283,538.00

Delivery and Set-Up

Qty	Description	Each	Total	Estimated Tax**	Total Price
	Delivery to Laguna Niguel			Included	Included
	Installation on client provided concrete foundation			Included	Included
	Crane rental			Included	Included

Options

Qty	Description	Each	Total	Estimated Tax**	Total Price
	None				

**** Estimate Only, some items may not be subject to tax. Payment terms and deposits subject to change based on final credit approval from Modular Building Concepts, Inc. 25% Deposit required prior to ordering buildings. Quotation is subject to Terms and conditions. Pricing is based on NON-PREVAILING WAGE unless otherwise stated. Pilot cars and/or transportation permits (if required) will be an additional charge and billed to client. Tax amount subject to change based on rates in effect when billed. On Armed Forces Bases where "Rapid Gate" is required, the total cost will be billed to customer. By signing this document, customer accepts attached Terms and Conditions. (Attached 2 pages)**

Sales Tax Rate Applied** 0.00%

Purchaser Signature: _____ Date Signed: _____ Title: _____

APPENDIX J

Agenda Item #12c

Page 68 of 98



Modular Building Concepts, Inc.

12580 Stotler Court Poway, CA 92064
(858) 679-1185 - Fax: (858)679-679-6804

Certified CA Small Business #8480

www.mbconcepts.com

Quote Date: 5/12/2022

Quote #: 19921

Acct Rep: Kerper

EXCLUSIONS AND CLARIFICATIONS

Primary Exclusions

Furniture
Cubicles
Ramps, decks, steps
Site work
Permits
Utility connections
Construction or design of concrete foundation
Prevailing wages

Primary Clarifications

This is an estimate only for building E. MBC has not solicited prices from any suppliers or vendors for this project.

Installation estimate includes labor and crane rental to lift 15 modules onto client provided foundation and weld down.

Estimate based roughly on the attached AIA floor plan with revisions to make the structure transportable and modular

With steady price increases in the prior months and more expected we suggest adding a buffer for future price increases.

Modular Building Concepts, Inc. Terms & Conditions - Sale

Attachment 1

TERMS:

"MBC" - Modular Building Concepts Inc.

"DOH" - California Department of Housing

"Floor" A single unit, single wide or "module"

"Unit" - Commercial coach, modular building or trailer

1. CONSTRUCTION STANDARDS

Proposal based on a California Department of Housing approved Type V, non-rated, B-2 occupancy, Title 25 commercial coach and MBC standard construction finishes and colors unless otherwise stated. Each structure will bear the California D.O.H. insignia certifying State compliance. Design and construction will be in accordance with typical industry standards and the most recent version of the Uniform Building Code (U.B.C.), Uniform Mechanical Code (U.M.C.), Uniform Plumbing Code (UPC) and the National Electric Code (N.E.C.) as adopted by D.O.H. Specifications, floor plan, method of installation, and pricing, subject to change according to D.O.H. and local Building Department requirements. Sprinkler systems (if required) not included. Fire protection systems (when requested) will be in conformance with D.O.H. standards only.

2. CODES and CODE COMPLIANCE

MBC is not responsible for code compliance with any regulatory agency other than the California Department of Housing. Compliance with special codes or requirements due to occupancy or use of unit will not be the responsibility of MBC without prior knowledge in writing. If unit must comply with any other code(s), client shall provide MBC complete information or specifications in writing prior to submitting a proposal. Compliance with local Fire Marshal shall be the client's responsibility. Building is not Title 24 compliant.

3. PERMITS

MBC does not provide building permits or permits for electrical, sewer or water system. Requirements resulting from permits shall be the client's responsibility. MBC highly recommends that client consult with building department prior to ordering unit to determine local requirements. Client assumes all responsibility for obtaining and paying for any permits, onsite inspection fees by the DOH or licenses that may be required by law to possess or occupy unit. MBC shall be responsible for obtaining State of California approval to manufacturer unit only. Fees for transportation permits and pilot cars (if required) will be billed to client.

4. MBC RESPONSIBILITY

MBC shall provide and install a State of California DOH approved unit on a steel pier and wood pad "foundation" only, unless otherwise noted.

5. CLIENT RESPONSIBILITY

Client shall be solely responsible for: providing flat, level, accessible, and stable pad for unit, make all utility connections, determine local building, zoning, fire and health department requirements, and any other requirements affecting the use or construction of unit; secure building permits and pay all permit fees or any other fees associated with acquiring unit. Pad shall be minimum 1000 PSF with minimum 90% compaction.

6. DRAWINGS

Standard drawings will be provided with each new unit if required. Additional drawings, "wet stamped" drawings or engineering for unit will be extra. Drawings or engineering for ramps, decks, steps, foundation, or tie downs will be an additional charge.

7. SITE PREPARATION

Client assumes all responsibility for preparing site. Site must be flat and level within 3" in all directions, accessible by truck and unit without special handling, free from all obstructions (i.e. buildings, cars, trees, fences, etc.) and capable of adequately supporting unit without settling. Additional equipment or labor to install unit due to non-standard or unlevelled site conditions will be billed to client. Minimum soil compaction is 1000 PSF. Settling of unit is not covered under warranty. Finished grade must be sloped to prevent "standing water" under unit. Client responsible for

8. INSTALLATION/FOUNDATION

Installation includes placing the unit on a "temporary" steel pier and pressure treated wood pad "foundation" system. Piers shall be placed under frame approximately 6'-8' apart and without "tie downs". Seismic tie downs are strongly recommended and available from MBC at an additional charge. Unless otherwise requested, foundation is not DOH approved or engineer approved. Installations requiring DOH or engineer approval must be known prior to installation and will be billed to client. Client is responsible for determining building department requirements, local ordinances and "set-back" requirements. Exclusions: Skirting, tie downs, concrete foundation, jacking unit into position, use of forklift or crane, removal of tires, wheels, axles or hitch, raising or lowering of unit, setting unit below grade, prevailing wages, stand-by time, on site inspection fees, state approved foundation, returning tires, wheels, axles, or hitch to MBC, overtime, weekend or holiday work. Maximum floor height above grade is typically 34"-36". Minimum floor height above grade is typically 28"-30". Installations exceeding 36" or less than 28" may be an additional charge. NOTE: If local building department requires a change from MBC standard installation, costs will be based on scope of work and billed to client. Engineered foundation plans are an additional charge. Settling of unit is not covered under MBC warranty.

9. SEISMIC TIE DOWNS

Unless otherwise noted, tie downs are not included. If tie downs are required, prices shall be based on installation in dirt with acceptable subterranean conditions (no rocks or excessively hard soil). Exclusions - engineered plans, or calculations, pull out tests, soils tests, removal of tie downs or patching of asphalt or concrete after removal. Client is responsible to determine location and depth of all underground utilities. MBC highly recommends contacting "Dig Alert" at least 3 days prior to tie down installation to determine existence of underground gas, water, electric, phone, data or irrigation lines. MBC or their contractor will not be responsible for any damages to or liability from hitting utility lines. Quantity of tie downs based on manufacturer recommendation and local building code. Installation in concrete or asphalt will be extra.

10. ADDITIONAL CHARGES FOR INSTALLATION

Determining additional installation in advance due to "non standard" conditions is impractical. Therefore, all quotes are based on "normal" conditions where site is flat and level within 3" in all directions, and accessible by truck. The following minimum estimated charges might be used as guidelines: Actual costs will be based on scope of work and time and materials. Remove or install tire: \$25 ea., Remove or install axle: \$75 ea., Remove or install hitch: \$75 ea., Lower or raise unit (single wide) 6"-18": \$125 per "floor", Lower or raise unit (complex) 6"-18": \$200 per "floor". Jack and/or roll unit into position (driver only): \$100-\$200 per hour per "floor", Jack and/or roll unit into position (driver and crew): \$100-\$200 per hour per "floor". Rental of forklift and operator: \$350-450/day, Downtime on site \$100 per hour per "floor", Install seismic tie downs: \$80 ea. Pilot car: \$2.50/mile ea. vehicle (Min. \$200), Transportation permit: \$75-\$305 per "floor". Engineer approved "wet stamped" foundation plans utilizing steel piers, wood pads & seismic tie downs: \$250 ea., DOH approved plans for new units: \$500 ea. Building installations outside San Diego County subject to per diem.

11. UTILITIES

PLUMBING - Connection of sewer and water lines excluded. All lines stubbed below floor only. Client is responsible for labor and materials to manifold and connect to source on site. Incorrect service, improper connection or excessive pressure may damage plumbing or fixtures. Client is responsible for damages and repairs.

ELECTRICAL - Connection of electrical sub-panels to source excluded. Multi-unit structures require interconnecting of sub-panels by client. Sub-panels by MBC, main panels by client. Incorrect service, "power surge", use of faulty generator or improper connection to panel may damage HVAC, lighting or electrical system. The use of a generator may void certain electrical or HVAC component warranties as per the manufacturer. Client is responsible for all damages and repairs.

Determining location of unit on site

Initials: _____

Modular Building Concepts, Inc. Terms & Conditions (Continued) - Sale

Attachment 1

WATER PRESSURE – Client responsible for maintaining appropriate water pressure to unit. Damages or service calls resulting from water pressure exceeding the unit's normal operating range is not covered by MBC warranty.

Client is responsible for all damages and repairs.

HOLDING TANKS – Water damage resulting from the use of a holding tank is not covered under MBC warranty. Tanks that "back up" for any reason (i.e. debris in the lines, fixtures that are left on or continue to run) thereby flooding unit are the client's responsibility. All costs associated with repairs including service calls, water extraction, cleaning, removal or replacement of water-damaged materials are client's responsibility.

SPRINKLER SYSTEM - Not included. If sprinkler system is provided by MBC, the price shall be based on a "light duty" system only. MBC recommends client meet with local fire department to determine specific requirements and provide MBC with written specifications prior to constructing unit. Unit sprinkled above and below ceiling only with piping stubbed out at end wall on each unit. Exclusions: connecting sprinkler stub outs to water source on site, manifold stub outs, permits, risers, hydraulic calculations, on site testing, underground piping, below floor sprinkler, smoke detectors or fire alarm system.

12. STEPS / RAMPS

STEPS – Not included on purchase transactions unless otherwise noted. NOTE: Standard MBC steps are available in one size only and are not OSHA approved. Client is responsible for meeting all ADA, OSHA and local building requirements for entrance/exits. If site is unlevel and MBC steps are too high, too low or unstable, client must provide safe access to unit. MBC cannot guarantee steps will meet all codes. If after delivery of unit steps must be returned or exchanged due to site conditions, there will be a minimum \$75 pick up or delivery fee (San Diego County only). Client shall not attach step to unit or paint step.

RAMPS – Not included. If ramps are requested, costs will be determined after unit is in place and site is inspected. Any prices quoted prior to delivery of unit are estimates only.

13. TAX and LICENSE FEES

Client agrees to pay for all City, County, State or Federal sales and use tax and license fees where applicable. Rental agreements are subject to California sales tax.

14. DELIVERY (New Units Only)

Quoted delivery dates on new units is an estimate only and subject to change. Actual delivery will be based on manufacturers production level at time of plan approval. MBC will not be responsible for any liability or liquidated damages caused by circumstances beyond their control including weather delays, material shortages or production scheduling.

15. WARRANTY

NEW PURCHASED UNIT - MBC shall warrant unit against manufacturer's defects in workmanship for one year. Warranty period begins 10 days from completion of unit at the factory, or installation on site, whichever occurs first.

USED SOLD UNITS - Used units sold "as is where is" with no warranty expressed or implied.

Settling of unit not covered under warranty.

16. PURCHASE CANCELLATION

NEW UNIT - If client cancels and the unit has not been manufactured, MBC shall be reimbursed for all expenses incurred prior to cancellation. If client cancels and the unit has already been built, the full purchase price is due within 10 days of completion of the unit.

17. LEGAL USE OF UNIT / HOLD HARMLESS

Client agrees to comply with all State, Federal, and local laws and regulations, and to indemnify and hold harmless MBC from any and all fines, penalties or liabilities that may arise from violation of such law or regulation. Client further agrees to indemnify and save harmless MBC from any claims, liens, demands or liability whatsoever arising from any work done by client or their designated party.

Client will indemnify and save MBC harmless from any loss, cost or expense from liability to any person on account of damages to person or property arising out of failure of client to comply with the requirements and provisions of the Rental.

18. PRICE INCREASES

NEW UNITS - Prices effective for 30 days from date of quotation. Due to possible labor and material cost increases, MBC reserves the right to increase prices if; 1) Signed agreement is received later than 30 days from date of quotation 2) Production of unit does not proceed within 60 days of receiving signed agreement.

19. TERMS

PURCHASE - 25% on order, balance within 10 days of "beneficial occupancy" or completion of unit at factory, whichever occurs first. Punch list items, if any, will be remedied under warranty. Under no circumstances shall client withhold payment for warranty items or retention. If a building permit is being secured for installation of the modular unit, MBC must receive a copy of the permit before factory construction can be authorized.

20. WILDLIFE URBAN INTERFACE (WUI) COMPLIANCE

Certain areas of California are subject to "WUI" standards for fire resistant materials on buildings and structures. Unless otherwise requested and agreed upon in writing, MBC cannot guarantee that the unit being rented or purchased meets this standard. MBC highly recommends that client consult with their local building department prior to ordering unit to determine their requirements. Meeting all necessary WUI standards are the client's responsibility.

21. MISCELLANEOUS

A) MBC shall have the right to place upon unit their name and phone number and inspect unit unless requested in writing (prior to ordering).

B) MBC is a licensed dealer of DOH approved commercial coaches

C) Each person signing this agreement warrants and declares under penalty of perjury that they have the authority to make this transaction on behalf of their respective corporations or companies.

22. PENDING CODE CHANGE

The California Department of Housing and Community Development (HCD) has modified existing regulations governing the design and construction of Commercial Modulares and Special Purpose Commercial Modulares for units manufactured ON or AFTER March 31, 2012. The changes primarily involve measures to improve energy efficiency of mobile and modular structures. Any quotes, sales agreements, purchase orders or contracts of any kind currently signed or outstanding for new equipment (lease or sale) are now subject to this requirement and any pricing previously provided is subject to change as well.

23. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between client and MBC. No other agreements, representations or understandings shall bind MBC unless agreed upon in writing by an authorized MBC official. The provisions of this agreement may hereafter be changed only in writing and signed by both parties.

Agreement # #REF!

DOCUMENTS

LAGUNA WOODS VILLAGE SUPPLIED

CITY OF LAGUNA WOODS HISTORICAL CUP

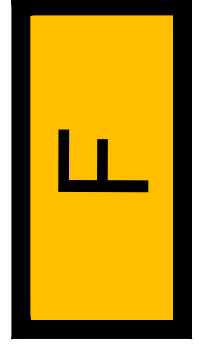
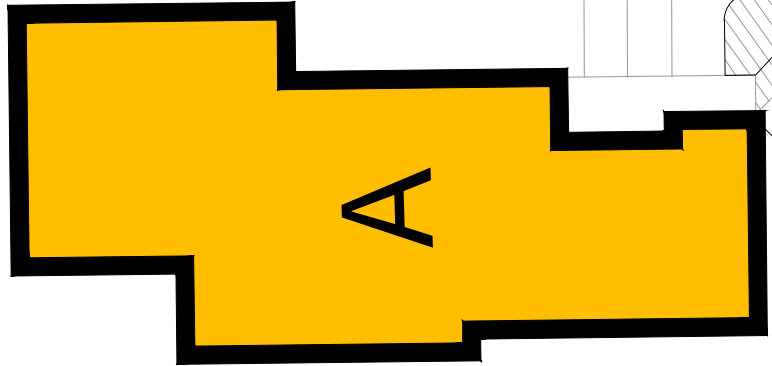
CITY OF LAGUNA WOODS CUP PROCESSING INFORMATION

PARCEL 5

Attachment 1

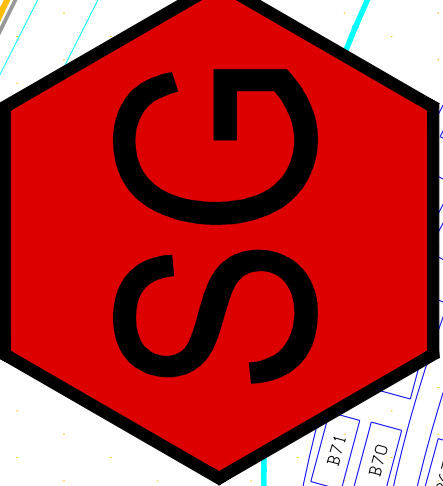
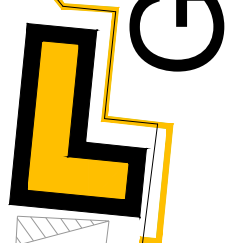
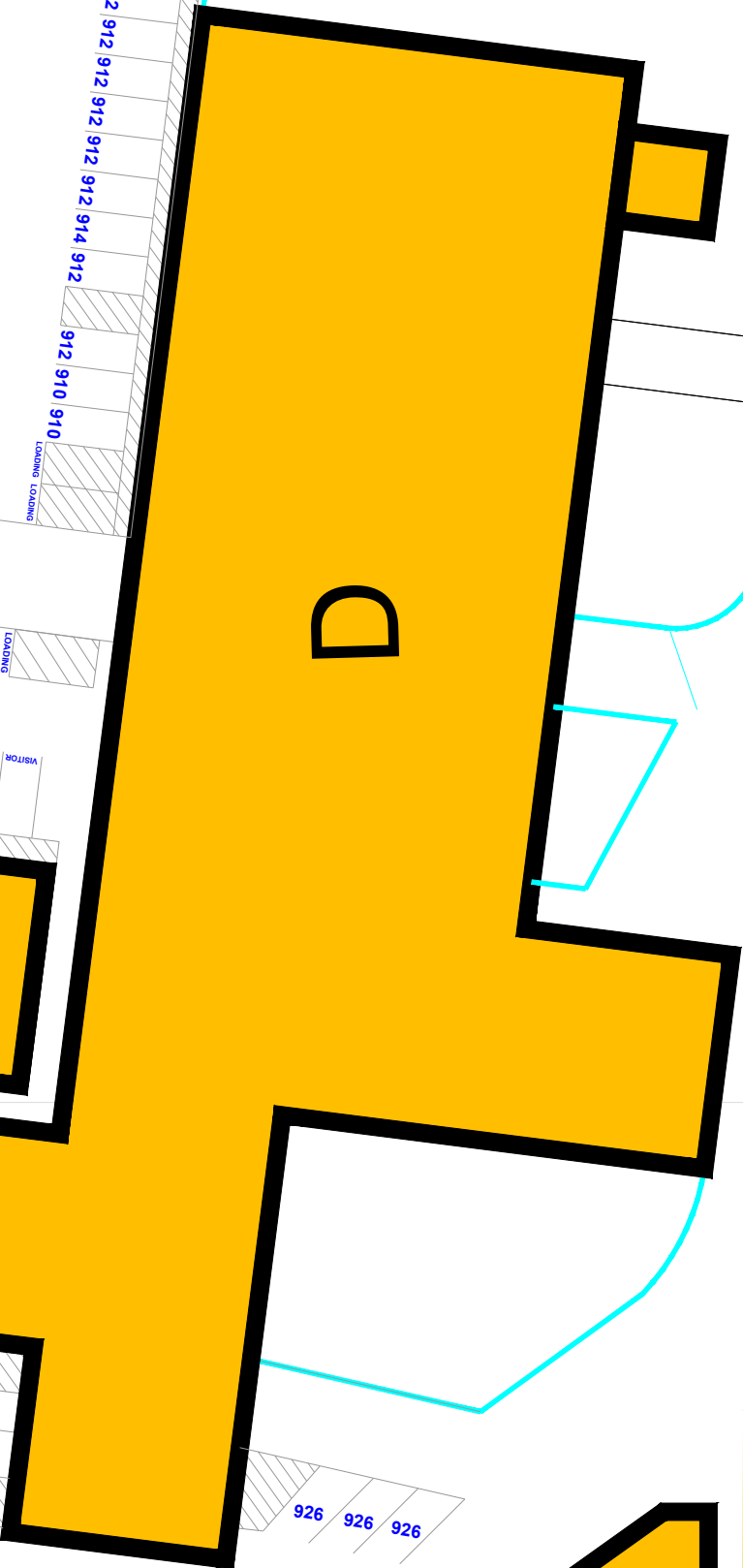
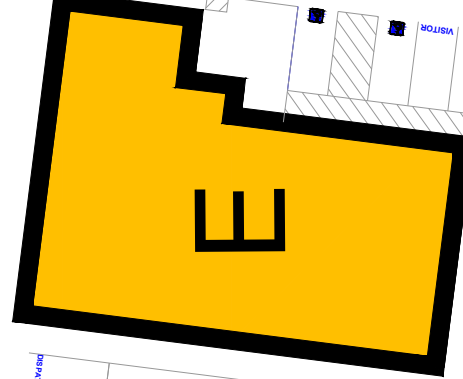
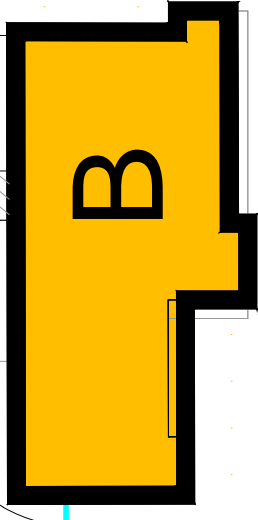
MAINTENANCE WAY

RV LOT B



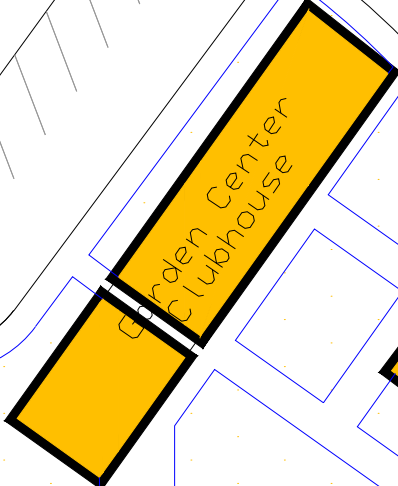
PARCEL 7

ONLY TURN LEFT

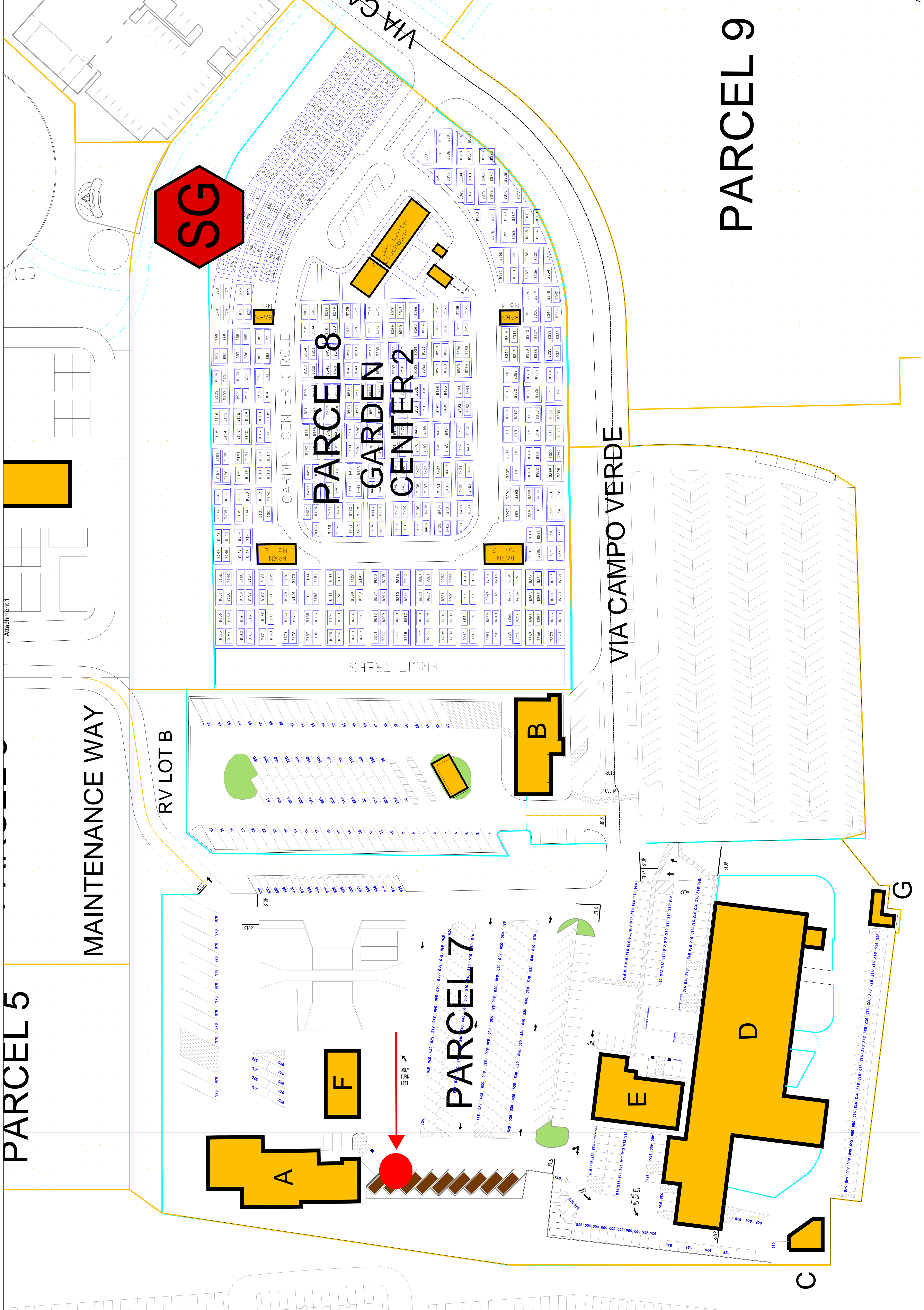


PARCEL 8

GARDEN CENTER 2



PARCEL 9

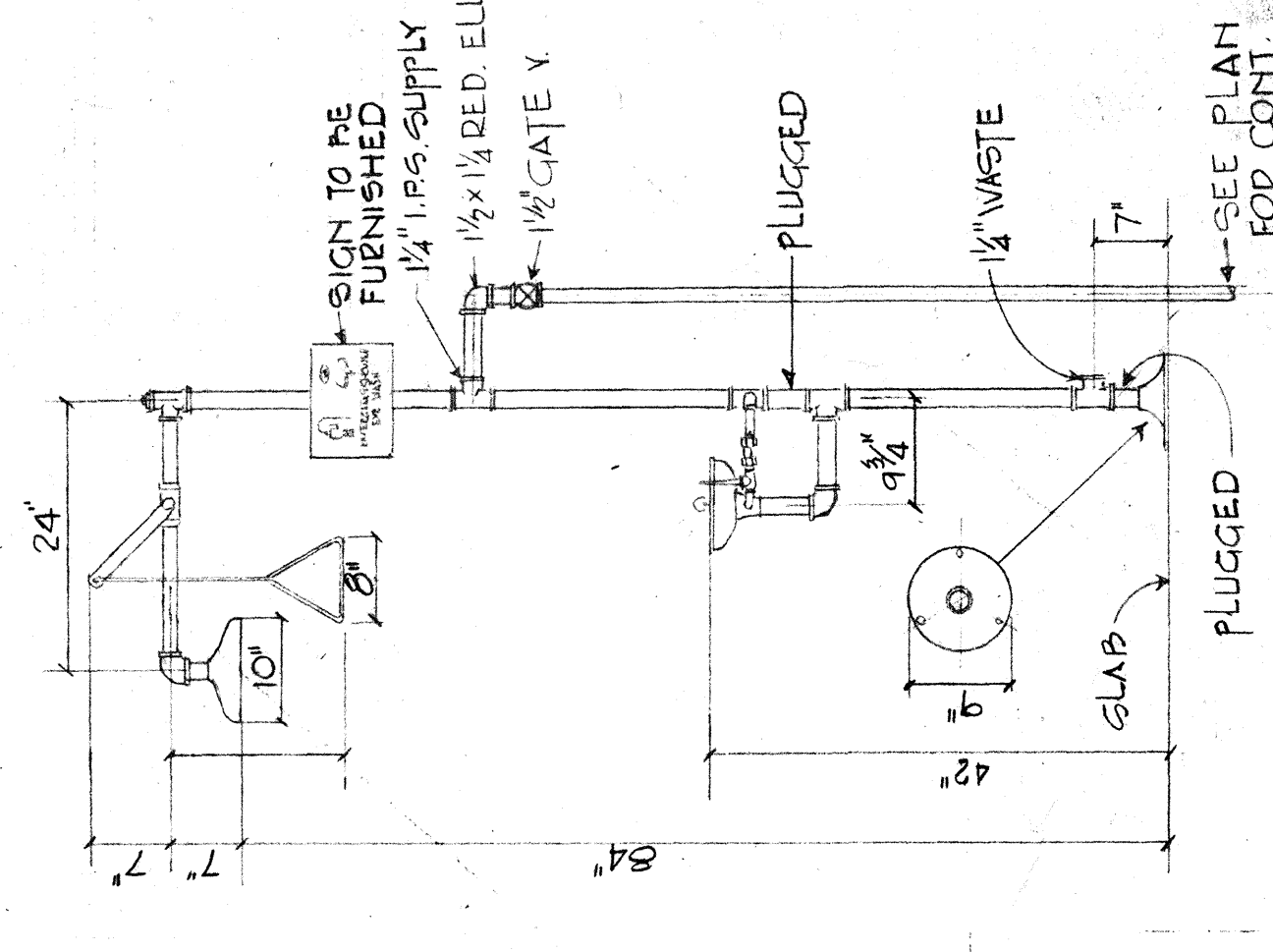
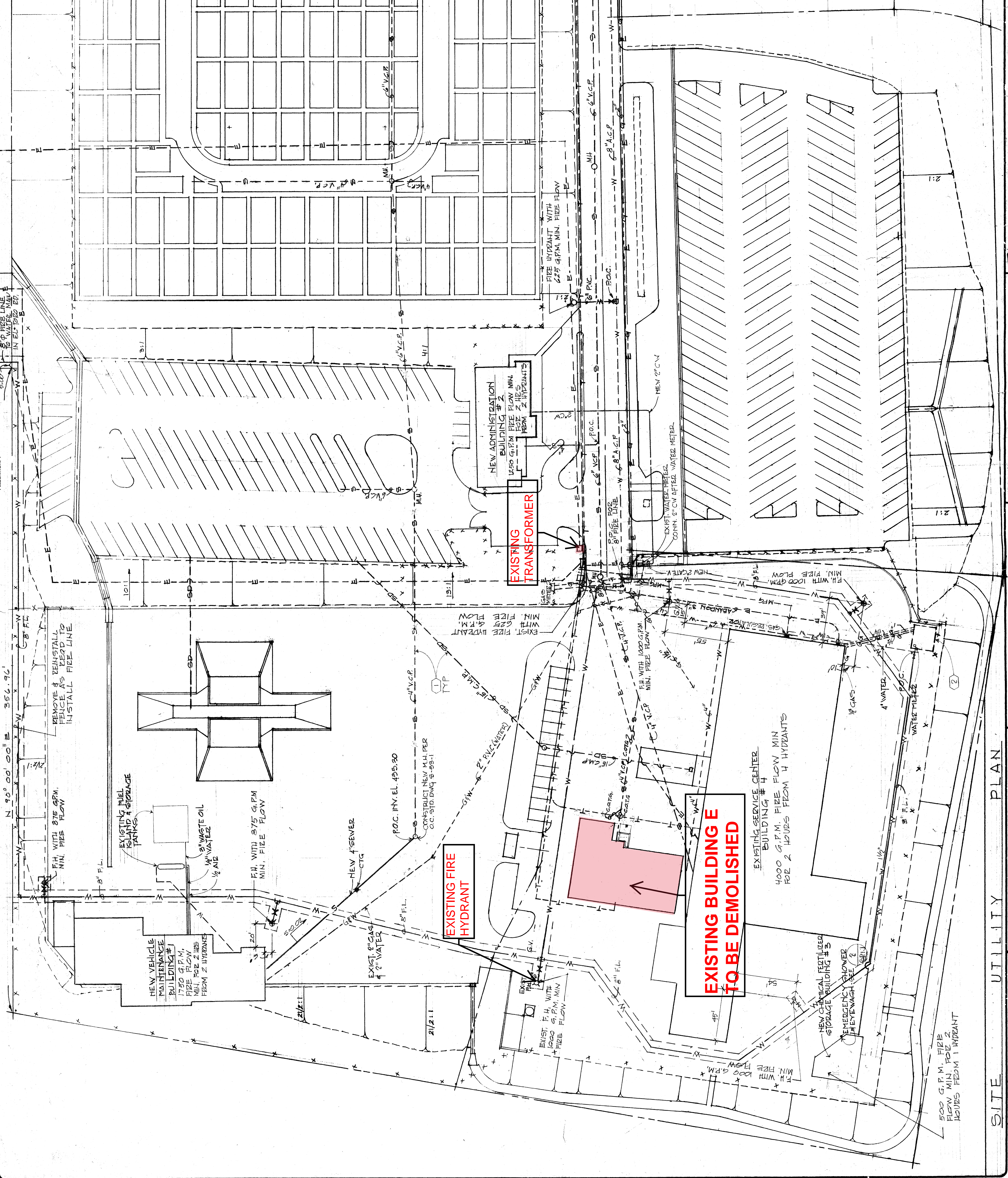


PREPARED BY:
CYRUS NASSER
07 / 06 / 19

MAINTENANCE CENTER YARD
23081 VIA CAMPO VERDE, LAGUNA WOODS, CA
GOLDEN RAIN FOUNDATION



NOTES: 1. ALL SERVICES SHOWN DOTTED ON THIS SHEET ARE EXISTING. 2. THIS BUILDING TO BE REMOVED. 3. FIRE LINE LOOP REQUIRES 4000 GPM MIN. FIRE FLOW FOR 2 HOURS FROM 4 HYDRANTS AT BLDG. #4 REQUIRING 1000 GPM MIN. EACH. 4. 6" FIRE HYDRANT LATERAL W/ 6" GATE VALVE, VALVE BOX, & HYDRANT PER EL TOBOS WATER DISTRICT STANDARDS



MINUTES

ORANGE COUNTY PLANNING COMMISSION MEETING - JUNE 8, 1976

P.C. TAPE NO. 68 , RECORDING INDEX: 0093; TIME: 3:20 P.M.

ITEM 7 - PUBLIC HEARING - CONDITIONAL PERMIT No. CP-1545 of the Golden Rain Foundation of Laguna Hills, in the Rossmoor Leisure World/Laguna Hills area - District 5. To permit the alteration of an existing maintenance facility building in the Rossmoor Leisure World Planned Community District.

ACTION: 0330: 4:00 P.M.: The motion of Cranston, seconded by Grindle, to approve CP-1545, subject to the 4 findings and 6 conditions as revised, as follows:

FINDINGS:

- I. That the proposed use is compatible with the objectives, policies, general land uses and programs specified in the General Plan adopted pursuant to the State Planning and Zoning Law; and
- II. That the requirements of the California Environmental Quality Act of 1970 have been satisfied; and
- III. That the proposed land use will not create unusual noise, traffic, or other conditions or situations that may be objectionable, detrimental, or incompatible with other permitted uses in the District; and
- IV. That the integrity and character of the District, the utility and value of the adjacent property, and the general welfare of the neighborhood will be maintained if the permit is granted,

CONDITIONS:

1. Approval of this Use Permit application constitutes approval of the proposed project to the extent of compliance with the applicable zoning regulations, but does not include any action or finding as to compliance or approval of the project regarding any other applicable ordinance, regulation, or requirement;
2. Prior to the issuance of this Use Permit, a plot plan revised as necessary to comply with the following conditions shall be submitted to and approved by the Director, EMA;
3. This development shall comply with all applicable building and mechanical codes as enforced by the Director of Building and Safety;
4. Prior to the issuance of building permits, an accredited expert in the field of acoustics shall certify to the Assistant Director, EMA, Regulation that the noise level within the furnished structure of the addition shall be attenuated to a maximum peak intrusion of 65 db(A);
5. There shall be no more than 25 permanent employees within the entire maintenance facility including this addition;
6. Employees of the maintenance facility shall use provided off-street parking whenever possible;

was carried by the following vote:

AYES: Cranston, Grindle, and Wooden.
 NOES: None.
 ABSENT: Stedman.

AP# 621-131-06,07
CEQA Status:
Categorically Exempt, Class 2

Attachment 1

OK

APPLICATION FOR **CONDITIONAL PERMIT**

UNDER ORDINANCE NO.351, AS AMENDED,
COUNTY of ORANGE, CALIFORNIA

NO. **CP** 1545
SUPERVISORIAL DISTRICT: 5
FILING DATE: 5/11/76
HEARING DATE: 6/8/76 3:00 p.m.
TECHNICIAN: FWS:dg
S.D.M. NO. 33-6-8
REFERRED TO: Thorpe,
SACC,
MCAS El Toro,
Airport Comm.,
Airport L.U. Comm.

Golden Rain Foundation of Laguna Hills phone no.
applicant mailing address
Robert Borders/Architect 12062 Valley View St. Garden Grove, Ca. 92645 714-894-1317
agent mailing address phone no.

TO PERMIT the alteration of an existing maintenance facility building in the Rossmoor Leisure World PC "Planned Community" District and within the (3.2/5.4) Light Industrial and Other Open Space Land Use Category of the General Plan.

Subject "existing maintenance facility" includes (1) a warehouse, shop and office building of 37,500 sq. ft. (2) a commercial coach used for offices of 800 sq. ft. (3) 46 off street employee and guest parking spaces (4) 10 maintenance vehicle parking spaces and approximately one acre of paved fenced yard area.

Subject alteration consists of (1) removal of the commercial coach/office (2) razing of the 5,000 sq. ft. north wing and (3) construction of a 5,809 sq. ft. modern office structure with sound reduction standards for health protection.

Previous applications:

C-1523 was approved Nov. 4, 1974 to rebuild in a similar manner but no construction was started.

UP-3344, UP-3196, CP-1429, UP-2098 were approved for various uses within the maintenance facility area.

LEGAL DESCRIPTION of SUBJECT PROPERTY: Lot 9, Tract 6157

Location of property: At the end of a private (36') road easement approximately 1300' westerly of Moulton Pkwy. Entrance to subject easement is approximately 750' southeasterly of El Toro Rd. in the Rossmoor Leisure World/Laguna Hills area.
Present use of property: Maintenance facility

Adjoining property owned or leased by applicant: Acreage to north

GRANTED
WITH
CONDITIONS
Planning Commission action
BY ACTION OF THE
ORANGE COUNTY
PLANNING COMMISSION
5 JUL 76
73

Robert Borders
signature of applicant or his agent

Letter of consent by Robert L. Price,
signature of property owner or his agent
Administrator, Golden Rain Foundation

APPROVED
APPROVED
APPROVED

REVISIONS
 BY DATE

SITE PLAN, LOCATION & VICINITY MAPS

APPROVED
 APPROVED
 APPROVED



LEGAL DESCRIPTION:
 LOT 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 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1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155

Richard Rengel

From: Rebecca Pennington <RPennington@cityoflagunawoods.org> on behalf of Rebecca Pennington
Sent: Monday, May 23, 2022 11:32 AM
To: Richard Rengel
Subject: RE: Laguna Woods Village Maintenance Yard Building E
Attachments: Land Use Application.pdf; Project Information Supplement - Non-Residential.pdf; Cost Recovery Agreement.pdf; Public Notice Package.pdf; Public Notice Affidavit.pdf; WQMP Checklist.pdf; 2022-03-16 Building, Planning, Encroachment, and Grading Permit Fee Schedule - Effective May 16, 2022.pdf

Good morning Richard,

I apologize for the delay, it's been an interesting few days. Anyhow, we will be processing the project under a Site Development Permit (administrative application). However, we will have the City Council review the project since it's a new building. Attached please find the land use application and associated material for a Site Development Permit, which include:

- Land Use Application;
- Project Information Supplement form;
- Cost Recovery Agreement;
- Public Notice Package and Affidavit (This will only be required if CEQA is triggered);
- Water Quality Management Plan (WQMP) form;
- Current Fee Schedule (informational item);
 - As for the cost, a Site Development Permit is considered a deposit-based fee service and has an initial deposit of \$4,000. Please refer to page six of the attached fee schedule, line item 26.
- The application material will need to be accompanied with the following:
 - Title Report – For the project property, current to within six months of the date that the application is submitted;
 - Site Plan, Floor Plan, Elevations – Size: Fold to 8 ½" x 11". One set of reduced plans suitable for reproduction sized 8 ½" x 11". Digital copy of the plans will also be required. Please note that the site plan shall identify the total number of off-street parking spaces;
 - Detail project narrative (i.e. proposed days and hours of operation, total number of employees and vehicles, services within the building, etc.).
- Please note that additional documents may be required during the application and review process.

Please let me know if you have any questions or need additional information.

Best regards,

Rebecca M. Pennington
Development Programs Analyst
City of Laguna Woods
(949) 639-0561

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

Fee Description		[a] Fee Assuming Full or Targeted Cost Recovery	Notes
1	New or Existing Water Heater Change Out	\$101	
2	Water Heater Relocation	\$177	
3	Tub to Tub Insert Only	\$190	
4	Tub to Tub Tile Back Only	\$258	
5	Shower to Shower Insert Only	\$190	
6	Shower to Shower Tile Only	\$326	
7	Tub to Shower Only	\$326	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$101	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$258	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$109	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$68	
12	Plumbing Repipe	\$244	
13	New HVAC / HVAC Change in Type - Residential	\$190	
14	Ventilation Modifications	\$210	
15	Electrical - New Fixtures/Receptacles	\$109	
16	Electrical Panel Modification	\$338	
17	Electrical Panel Change Out	\$181	
18	New Washer/Dryer Hook Up	\$134	
19	Electrical Wheelchair Lift	\$530	
20	Temporary Power Pole	\$141	
21	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$168	
22	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$33	[b]
23	Re-Roof (All Other) - First 1,000 SF	\$204	
24	Re-Roof (All Other) - Each Add'l 5,000 SF	\$33	[b]
25	Fenestration - Skylights/Solartubes - Fire-Rated	\$190	
26	Fenestration - Skylights/Solartubes - Non-Rated	\$143	
27	Fenestration - Window Retrofit	\$156	
28	Fenestration - Doors/Windows (One New - Framed)	\$224	[c]
29	Structural, Drywall	\$149	
30	Structural, Insulation, Drywall	\$217	
31	Lath	\$236	
32	Structural, Insulation, Lath	\$353	
33	Structural, Insulation, Shear, Lath	\$584	
34	Fire Sprinkler Plans - New	\$217	
35	Fire Sprinkler Plans - Modified	\$136	
36	Fire Assessment Review	\$196	
37	Framing/Structural - 1 inspection	\$312	[d]
38	Framing/Structural - 2 inspections	\$380	[d]
39	Framing/Structural - 3 inspections	\$448	[d]

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

Fee Description		[a] Fee Assuming Full or Targeted Cost Recovery	Notes
40	Framing/Structural - More than 3 inspections		
	a) Base Fee (covers up to 3 inspections)	\$448	[d]
	b) Each additional inspection	\$68	[d]
41	Temporary Shade Structure (Commercial)	\$312	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$217	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$326	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$550	
45	Patio Conversion	\$1,087	
46	Atrium Conversion	\$1,087	
47	Garage Conversion/Alteration	\$951	
48	Alteration - Residential (Res.) Kitchen	\$421	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$489	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$557	[e]
51	Alteration - Res. Kitchen, plus 1 Bath	\$489	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$557	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$557	[e]
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$625	[e]
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$625	[e]
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$693	[e]
57	Alteration/Remodel - Res. 1 Bath	\$285	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$421	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$489	[e]
60	Room Addition	\$978	
61	Alteration/Remodel w/ Room Addition	\$1,386	
62	Sign (Wall) - First	\$190	
63	Sign (Wall) - Each Add'l	\$14	
64	Sign (Monument) - First	\$312	
65	Sign (Monument) - Each Add'l	\$27	
66	Antenna - Telecommunications	\$598	
67	Antenna - Equipment Shelter	\$285	
68	Solar - Residential Systems (Expedited Process)	\$272	[f]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$450	[f]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	[g]
71	Demolition - Residential	\$190	
72	Demolition - Non-Residential	\$408	
73	Certificate of Occupancy - Temporary	\$101	
74	Certificate of Occupancy	\$304	
75	Sleeping Room Covenant - Recording Fee	\$122	
76	Miscellaneous/All Other - First Inspection	\$101	
77	Miscellaneous/All Other - Each Add'l Inspection	\$68	
78	Miscellaneous/All Other - Plan Check (Per Hr)	\$163	

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

Fee Description		[a] Fee Assuming Full or Targeted Cost Recovery	Notes
79	Plan Revision - Non-Structural - (Per Hr)	\$163	
80	Plan Revision - Structural - (Per Hr)	\$163	
81	Work Without Permit - Non-Destructive Inspection Required	\$217	
82	Work Without Permit - Destructive Inspection Required	\$380	
83	Re-Inspection - Missed Appointment	\$68	
84	Inspection Outside of Normal Business Hours (Per Hr)	\$204	
85	Expedited Plan Review of Residential Remodels	125% of standard fee	
86	Additional Inspections	\$101	
87	Replacement Job Card	\$33	
88	Permit Extension	\$82	
89	Change of Contractor, Architect, Owner Processing	\$82	
90	Expired Permit	\$163	
91	Cancelled Permit Refund Processing Fee	\$82	
92	Copy and Printing Charge	\$14	
93	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
94	Building and Safety Appeal Application	\$163	
95	Alternate Materials Method Review (Per Hr)	\$163	

Notes

[a] The City uses specialized service providers to process certain building permitting activities. These specialized services include, but are not limited to, Building Official, permit counter, inspection, and plan review services. The modified fees are intended to reflect the estimated costs of all typical services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

[c] For Installation of multiple doors or windows see Framing/Structural fees.

[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] Other may include items such as water-heater change-out or water heater relocation, and/or minor hook-ups associated with the alteration or remodel.

[f] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

*** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods

Schedule of Building Fees - New Construction and Non-Residential Tenant Improvements

			Plan Check [a]		Permit [a]		Total [a]	
Description		Project Size Threshold	Assuming Full or Targeted Cost Recovery	Fee Per Add'l 100 SF	Assuming Full or Targeted Cost Recovery	Fee Per Add'l 100 SF	Assuming Full or Targeted Cost Recovery	Fee Per Add'l 100 SF
1	Shell Building New Construction	500	\$1,223	\$28.53	\$1,223	\$52.98	\$2,445	\$81.50
		2,000	\$1,650	\$18.34	\$2,017	\$22.41	\$3,668	\$40.75
		5,000	\$2,201	\$11.00	\$2,690	\$13.45	\$4,890	\$24.45
		10,000	\$2,751	\$5.09	\$3,362	\$15.28	\$6,113	\$20.38
		20,000	\$3,260	varies	\$4,890	varies	\$8,150	varies
		> 20,000	varies		varies		varies	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$285	\$95.08	\$530	\$176.58	\$815	\$271.67
		250	\$428	\$57.05	\$795	\$105.95	\$1,223	\$163.00
		500	\$571	\$28.53	\$1,060	\$52.98	\$1,630	\$81.50
		1,000	\$713	\$13.31	\$1,324	\$24.72	\$2,038	\$38.03
		2,500	\$913	varies	\$1,695	varies	\$2,608	varies
		> 2,500	varies		varies		varies	
3	All Other New Construction	500	\$1,956	\$45.64	\$1,956	\$84.76	\$3,912	\$130.40
		2,000	\$2,641	\$29.34	\$3,227	\$35.86	\$5,868	\$65.20
		5,000	\$3,521	\$17.60	\$4,303	\$21.52	\$7,824	\$39.12
		10,000	\$4,401	\$8.15	\$5,379	\$24.45	\$9,780	\$32.60
		20,000	\$5,216	varies	\$7,824	varies	\$13,040	varies
		> 20,000	varies		varies		varies	
4	Tenant Improvements New Construction	250	\$228	\$45.64	\$424	\$84.76	\$652	\$130.40
		500	\$342	\$22.82	\$636	\$42.38	\$978	\$65.20
		1,000	\$456	\$7.61	\$848	\$14.13	\$1,304	\$21.73
		2,500	\$571	\$7.42	\$1,060	\$13.77	\$1,630	\$21.19
		5,000	\$756	varies	\$1,404	varies	\$2,160	varies
		> 5,000	varies		varies		varies	

[a] The City uses specialized service providers to process certain building permitting activities. These specialized services include, but are not limited to, Building Official, permit counter, inspection, and plan review services. The modified fees are intended to reflect the estimated costs of all typical services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

*** The City Manager may waive building permit fees for activities associated with City projects or contracts.

Attachment 1

City of Laguna Woods

Schedule of Building Fees

Fee Description		Fee *	Notes
	Strong Motion Instrumentation Program (SMIP)		[a]
	Fee Calculation		
1	Residential (1-3 Story)	\$0.50 or valuation x 0.00013	
2	Commercial or Residential (4+ Story)	\$0.50 or valuation x 0.00028	
	Building Standards Administration Special Revolving Fund (SB 1473) Fee Calculation		[b]
3	Valuation:		
	a) \$1 - \$25,000	\$1	
	b) \$25,001 - \$50,000	\$2	
	c) \$50,001 - \$75,000	\$3	
	d) \$75,001 - \$100,000	\$4	
	e) Every \$25,000 or fraction thereof above \$100,000	Add \$1	

Notes

[a] Source: California Public Resources Code Section 2705

[b] Source: California Health and Safety Code Section 18931.6

* Project valuation shall be determined by project amount submitted by permit applicant, or most current International Code Council (ICC) published Building Valuation Table as published in the Building Safety Journal, or by RS Means Square Foot Costs Manual, where ICC data is not available.

City of Laguna Woods

Schedule of Planning Fees

Fee Description		Fee Assuming Full or Targeted Cost Recovery	Notes
Fixed Fee Services			
1	Film Permit	\$636	[a]
2	Address Establishment/Change	\$398	
3	Notice of Exemption	\$318	[b]
4	Outdoor Seating Permit	\$398	
5	Sign Permit - Part of Sign Program	\$119	
6	Sign Permit - Permanent	\$318	
7	Sign Permit - Temporary	\$80	
8	Sign Permit - Community Facilities/Open Space Annual	\$80	
9	Special Event Permit	\$318	
10	Temporary Use Permit	\$636	
11	Tree Removal Permit	\$239	
12	Wireless Use Permit Filing Fee	\$1,829	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,352	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$318	
15	Zoning Confirmation Letter	\$199	
16	Bingo Permit	\$50	[d]
17	Appeal (City Council)	\$750	
Fee Description		Initial Deposit [d]	Notes
Deposit-Based Fee Services			[e]
18	Change Plan	\$2,000	
19	Conditional Use Permit	\$4,000	
20	Development Agreement	\$10,000	
21	Environmental Impact Report	\$10,000	
22	General Plan Amendment	\$10,000	
23	Zoning Code Amendment	\$10,000	
24	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	
25	Sign Program	\$2,500	
26	Site Development Permit	\$4,000	
27	Lot Line Adjustment	\$2,000	
28	Specific Plan	\$10,000	
29	Variance	\$3,500	
30	Zone Change	\$10,000	
31	Other Services Not Identified	varies	

Notes

[a] Film permit fee applies for major filming (production).

[b] A pass-through of any filing fees will also be collected from the applicant.

[c] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).

[d] Fee limited by California Penal Code Section 326.5.

[e] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.

* The City Manager may waive planning fees for activities associated with City projects or contracts.

** Deposit-based fee services include processing of the principal application and, when applicable, required landscape documentation packages and/or water quality management plans.

Attachment 1

City of Laguna Woods

Schedule of Encroachment Permit and Grading Permit Fees

Fee Description		Fee Assuming Full Cost Recovery	Unit	Notes
Encroachment Permits				
Minor Projects				
1	Landscape Maintenance	\$275	flat	
2	Temporary Staging	\$275	flat	
3	Traffic Control Only	\$370	flat	
4	Utilities Structure Inspection	\$460	flat	
5	Pole Replacement	\$460	flat	
Major Projects				
6	Major Project			[a]
	a) First Day	\$740	flat	
	b) Each Additional Day	\$275	per day	
7	Projects Greater Than Two Weeks in Duration	\$3,000	deposit	

Fee Description		Fee Assuming Full Cost Recovery	Unit	Notes
Grading Permits				
1	Grading Plan Check and Inspection	\$2,500	deposit	

For service requests, which have no fees listed in this Master Fee Schedule, the City Manager or his/her designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

Fee Description		Fee	Unit	Notes
1	City Engineer	\$185	per hour	
2	Other Staff/Outside Service Providers	100%	of actual costs, plus indirect cost rate	

Notes

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment and grading permit fees for activities associated with City projects or contracts.



LAND USE PERMIT APPLICATION

City of Laguna Woods
 Planning & Environmental Services Department
 24264 El Toro Road, Laguna Woods, CA 92637
 Ph: (949) 639-0500 Fax: (949) 639-0591
www.lagunawoodscity.org

Complete application electronically in PDF or legibly in ink. Please submit applications to the Planning & Environmental Services Department during business hours: M-F from 8:00 a.m. to 5:00 p.m.

I. TYPE OF PERMIT (SELECT ALL THAT APPLY)

- | | | |
|--|--|---|
| <input type="checkbox"/> Change Plan | <input type="checkbox"/> Specific Plan/Amendment | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> General Plan Text Amendment | <input type="checkbox"/> Final Parcel Map |
| <input type="checkbox"/> Site Development Permit | <input type="checkbox"/> Land Use Map Change | <input type="checkbox"/> Final Tract Map |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Zoning Code Text Amendment | <input type="checkbox"/> Wireless Use Permit |
| <input type="checkbox"/> Sign Program | <input type="checkbox"/> Zoning Map Change | <input type="checkbox"/> Eligible Facility Request Permit |
| <input type="checkbox"/> Outdoor Seating Permit | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Other: _____ |

II. PROJECT INFORMATION

Project Name: _____
 Project Address: _____ Assessor Parcel Number (APN): _____
 Zoning Designation: _____ Land Use Designation: _____
 Project Description: _____

III. CONTACT INFORMATION

☐ Applicant/ ☐ Architect/ ☐ Engineer

Name: _____ Phone Number: _____

Mailing Address: _____

Signature: _____ Date: _____

Property Owner (Required)

Name: _____ Phone Number: _____

Mailing Address: _____

I hereby certify that I am the owner of record of the subject property described on this application and that I approve of the action requested herein.

Signature: _____ Date: _____

(Please note if there are additional property owners please use back side of this application)

OFFICE USE ONLY

Deposit/Fee Amount: _____

Received By: _____

Receipt Number: _____

Date Received: _____

III. ADDITIONAL PROPERTY OWNERS

Assessor's Parcel Number _____

Name: _____ Phone Number: _____

Mailing Address: _____

I hereby certify that I am the owner of record of the subject property described on this application and that I approve of the action requested herein.

Signature: _____ Date: _____

Assessor's Parcel Number _____

Name: _____ Phone Number: _____

Mailing Address: _____

I hereby certify that I am the owner of record of the subject property described on this application and that I approve of the action requested herein.

Signature: _____ Date: _____

Assessor's Parcel Number _____

Name: _____ Phone Number: _____

Mailing Address: _____

I hereby certify that I am the owner of record of the subject property described on this application and that I approve of the action requested herein.

Signature: _____ Date: _____

Assessor's Parcel Number _____

Name: _____ Phone Number: _____

Mailing Address: _____

I hereby certify that I am the owner of record of the subject property described on this application and that I approve of the action requested herein.

Signature: _____ Date: _____

IF ADDITIONAL PERSONS OR CORPORATIONS OWN PROPERTY COVERED BY THIS APPLICATION, PLEASE ATTACH ADDITIONAL PAGES.



PROJECT INFORMATION SUPPLEMENT – NON-RESIDENTIAL

City of Laguna Woods
Planning & Environmental Services Department
24264 El Toro Road, Laguna Woods, CA 92637
Ph: (949) 639-0500 Fax: (949) 639-0591

www.lagunawoodscity.org

Complete application electronically in PDF or legibly in ink. Please submit applications to the Planning & Environmental Services Department during business hours: M-F from 8:00 a.m. to 5:00 p.m.

I. PERMIT INFORMATION

Permit Number (*Filled out by City Staff*):

Related Permits/Applications (List all that apply):

PROJECT DESCRIPTION

1. Proposed use of site:

2. Project phasing and anticipated time schedules (including phasing map):

EXISTING CONDITIONS

1. Adjacent zoning and land uses:

North: _____

South: _____

East: _____

West: _____

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2. Describe any special characteristics of the soil, topography, native trees, wildlife habitats, historic or aesthetic aspects of the site: (Attach separate sheet if necessary.)
- _____
- _____
- _____
3. Does the site include more than one existing parcel? If so, how many? _____

ADDITIONAL INFORMATION

1. Types of business activities or use to be accommodated: _____
- _____
- _____
2. Hours of operation: _____
3. Estimated number of employees per shift and number of shifts: _____
- Total number of employees: _____
4. Number of off-street (on-site) parking spaces to be provided: _____
5. Proposed occupant load (e.g., customers, employees) and type of building occupancy: _____
- _____
- Loading facilities to be provided: _____
6. Provide the following information on a separate sheet of paper:
- a. List all raw materials and products used, stored, transported or otherwise handled on site, including waste, hazardous materials, solvents, catalysts, hazardous waste products and other byproducts.
- b. Describe the method of delivery, handling and disposal of raw materials, finished projects, wastes and hazardous wastes.

ENVIRONMENTAL INFORMATION QUESTIONS

Do any of the following items pertaining to land use or land form applicable to the project?
Please elaborate on any items checked "Yes" (Attach separate sheets to explain answers.)

Yes No

1. ☐ ☐ Will there be change in existing features of any streams, hills, or substantial alteration of ground contours?

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- | | Yes | No | (Continued - Environmental Impact Questions) |
|-----|--------------------------|--------------------------|--|
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Will there be any change in scenic views or vistas from any existing residential areas, public land or roads? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Will there be any change to circulation, scale, or character of the general vicinity? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Will the project create of significant amount of solid waste or litter? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Will the project create of dust, ash, smoke, fumes or odors in the vicinity? |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Will there be any change in lake, stream or ground water quality or quantity, or alteration of existing drainage patterns? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Will there be any substantial change in noise or vibration levels in the vicinity? |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Is the site on filled land, or on a slope of 10% or more? |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Will there be any use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Will there be a substantial change in demand for municipal services (police, fire, water, sewage, etc.)? |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Will the project require substantial quantities of fossil fuel consumption (electricity, oil, natural gas, etc.)? |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Is there a relationship to a larger project or series of projects? |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Will the project add substantial amounts of impervious surfaces? |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Could the proposed project result in increased erosion downstream? |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Is the proposed project in proximity to 303(d) water bodies? This can be viewed at http://www.waterboards.ca.gov/water_issues/programs/tmdl/integrated2010.shtml |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Is the project tributary to other environmentally sensitive areas? If so, can it exacerbate already existing sensitive conditions? |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Will this project create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems? |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Will this project create substantial additional sources of polluted runoff or otherwise substantially degrade water quality? |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Will it place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map? |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Will it place within a 100-year flood hazard area structures which would impede or redirect flood flows? |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Does the project qualify as one of the Priority Project Categories listed in Figure A-7.2 , regardless of project size? |

Figure A-7.2. Checklist for Categorizing Development and Significant Redevelopment¹ Projects as Priority or Non-Priority

Proposed Project Includes:	Yes	No
<p>1. <i>Both Permit Areas</i> –New development projects that create 10,000 square feet or more of impervious surface (collectively over the entire project site). This category includes commercial, industrial, residential, mixed-use, and public projects on private, or public, property that falls under the planning and building authority of the Permittees.</p> <p><i>San Diego Region only</i> – All pollutant generating development or redevelopment projects that result in the disturbance of one acre or more of land will be considered Priority Projects starting December 16, 2012.</p>		
2. Automotive repair shops. This applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.		
<p>3. <i>Both Permit Areas</i> – Restaurants where the land area of development is 5,000 square feet or more including parking area. This category is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812), where the land area for development is greater than 5,000 square feet.</p> <p><i>San Diego Region only</i> – Restaurants where land development is less than 5,000 square feet shall meet all WQMP requirements except for structural treatment control BMP/LID, and hydromodification.</p>		
4. Hillside development that creates greater than 5,000 square feet of impervious surface. Hillside development is defined as any development which is located in an area with known erosive soil conditions or where the development will grade on any natural slope that is twenty-five (25) percent or greater.		
<p>5. <i>Both Permit Areas</i> – Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly into receiving waters within Environmentally Sensitive Areas.</p> <p><i>San Diego Region only</i> – or a project with an increase in impervious area by 10% or more of its naturally occurring condition located within, directly adjacent to (within 200 feet), or discharging directly to receiving waters within Environmentally Sensitive Areas.</p>		
<p>6. <i>Both Permit Areas</i> – Parking lots 5,000 square feet or more including associated drive aisle, and potentially exposed to urban stormwater runoff. A parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.</p> <p><i>San Diego Region only</i> – or parking lots with 15 parking spaces or more and potentially exposed to runoff.</p>		
7. <i>Streets, roads, highways, and freeways</i> - This category includes any paved surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles.		
8. <i>Significant Redevelopment. See definitions below.</i>		
9. <i>Retail Gasoline Outlets (RGOs)</i> - This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.		

Definitions of “Significant Redevelopment”

Santa Ana Region definition of “Significant Redevelopment” (Model WQMP, Section 7.11-1.2):

All significant redevelopment projects, where significant redevelopment is defined as the addition or replacement of 5,000 or more square feet of impervious surface on an already developed site. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity required to protect public health and safety. If the redevelopment results in the addition or replacement of less than 50 percent of the impervious area on-site and the existing development was not subject to WQMP requirement, the numeric sizing criteria (see Section 7.II-2.0 of Model WQMP) only applies to the addition or replacement area. If the addition or replacement accounts for 50 percent or more of the impervious area, the Project WQMP requirements apply to the entire development.

San Diego Region definition of “Significant Redevelopment” (Order No. R9-2009-0002, Section F.1d):

Those redevelopment projects that create, add, or replace at least 5,000 square feet of impervious surface on an already developed site and the existing development and/or the project falls under the project categories or locations listed in the table above. Where redevelopment results in an increase of less than fifty percent of the impervious surfaces of a previously existing development, and the existing development was not subject to WQMP requirements, the numeric sizing criteria (see Section 7.II-2.0 of Model WQMP) applies only to the addition or replacement, and not the entire development. Where redevelopment results in an increase of more than fifty percent of the impervious surfaces of a previously existing development, the numeric sizing criteria applies to the entire development.

Definition of Redevelopment (Order No. R9-2009-0002, Attachment C, Definitions):

The creation, addition, and or replacement of impervious surface on an already developed site. Examples include the expansion of a building footprint, road widening, the addition to or replacement of a structure, and creation or addition of impervious surfaces. Replacement of impervious surfaces includes any activity that is not part of a routine maintenance activity where impervious material(s) are removed, exposing underlying soil during construction. Redevelopment does not include trenching and resurfacing associated with utility work; resurfacing existing roadways; new sidewalk construction, pedestrian ramps, or bike lane on existing roads; and routine replacement of damaged pavement, such as pothole repair.

Priority Project: Any question answered “YES.”

Non-Priority Project: All questions are answered “NO.”

CERTIFICATION

I hereby certify that the statements furnished in this document, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge.

Date

Signature



PUBLIC NOTICE PACKAGE REQUIREMENTS

RADIUS MAP

A copy of the Assessor's Parcel Map or equivalent (GIS based radius map) that identifies the subject parcel(s) and the appropriate radius (300', etc.) from the subject parcel(s) is required.

MAILING LABELS

Mailing Labels are required for all projects that require a public hearing or notification of adjacent property owners. The applicant must submit the necessary information to allow the City to mail the public notices. If the City conducts the public hearing six months or more after the project application is filed, a new property owners list, mailing labels and affidavit will be required from the applicant. Planning & Environmental Services staff will notify you if this happens.

The information must come from the latest County of Orange Assessor's roll, available at County of Orange Assessor's Office, 500 S. Main Street, (2nd Floor) Orange, CA 92868 (714) 834-2727

The mailing labels must include:

1. All property owners and their corresponding assessor's parcel numbers within a 300-foot radius of the property boundaries. *(Please note some application types may require a larger noticing radius, make sure to contact the Planning & Environmental Services Department to verify your public noticing requirement)*
2. The applicant and any other persons the applicant wishes to receive notices of public hearings.
3. Several blank labels for additional names (e.g. neighborhood councils).

The mailing labels must be typed as follows, in all capital letters:

ASSESSORS NUMBER
FULL NAME(S)
ADDRESS ST #APT
CITY STATE ZIP

Sample Label (1" x 2 ¾")

*The Postal Service asks that street suffixes and states be abbreviated (e.g. ST, PL, BL, CA) and that periods and commas not be used.

Type the mailing addresses on **1" X 2 5/8" labels** on 3-column 8 ½ x 11" sheets of mailing labels (available in stationery stores). Avery Stock No. 5160 (self-address labels for plain paper copiers) is the most common brand of these labels. **Other label formats are not acceptable.**

Use separate page for each set of labels.

PROPERTY OWNERS

A list of all property owners notified must be provided which must include their addresses and their assessor's parcel numbers within a 300-foot radius of the boundaries of the property. This list is generally provided in the form of a photocopy of the labels described above.

PUBLIC NOTICE AFFIDAVIT

This affidavit is a signed statement from the applicant or applicant's agent stating the list of property owners is accurate and complete.

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CITY OF LAGUNA WOODS



Checklist for Categorizing Development and Significant
Redevelopment Projects as "Priority" or "Non-Priority" for Water
Quality Management Plan (WQMP) Purposes

Project Name <i>(MUST MATCH NAME ON LAND USE PERMIT APPLICATION):</i>		
Project Address:		
Project Assessor's Parcel Number (APN):		
State Water Quality Control Board Region in which the Project is Located:		
Name of Person Who Completed Checklist:		
Title and Affiliation of Person Who Completed Checklist:		
Telephone Number of Person Who Completed Checklist:		
Email Address of Person Who Completed Checklist:		
Date Checklist Completed:		
PRIORITY PROJECT CATEGORIES <i>(CHECK ONLY ONE PER LINE, AS APPLICABLE)</i> <i>(ANY "YES" INDICATES PRIORITY CATEGORIZATION)</i>		
	Yes	No
1. <i>Both Regions</i> – New development projects that create 10,000 square feet or more of impervious surface (collectively over the entire project site). This category includes commercial, industrial, residential, mixed-use, and public projects on private, or public, property that falls under the planning and building authority of the City. <i>San Diego Region only</i> – All pollutant generating development or redevelopment projects that result in the disturbance of one acre or more of land.		
2. <i>Both Regions</i> – Automotive repair shops. This category applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.		
3. <i>Both Regions</i> – Restaurants where the land area of development is 5,000 square feet or more including parking area. This category is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812), where the land area for development is greater than 5,000 square feet. <i>San Diego Region only</i> – Restaurants where land development is less than 5,000 square feet shall meet all Water Quality Management Plan (WQMP) requirements except for structural treatment control Best Management Practices (BMPs)/Low Impact Development (LID), and hydromodification.		
4. <i>Both Regions</i> – Hillside development that creates greater than 5,000 square feet of impervious surface. Hillside development is defined as any development which is located in an area with known erosive soil conditions or where the development will grade on any natural slope that is twenty-five (25) percent or greater.		

PRIORITY PROJECT CATEGORIES <i>(CHECK ONLY ONE PER LINE, AS APPLICABLE)</i> <i>(ANY "YES" INDICATES PRIORITY CATEGORIZATION)</i>				
			Yes	No
5.	<i>Both Regions</i> – Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly into receiving waters within Environmentally Sensitive Areas.			
6.	<i>Both Regions</i> – New development projects that create 10,000 square feet or more of impervious surface (collectively over the entire project site). This category includes commercial, industrial, residential, mixed-use, and public projects on private, or public, property that falls under the planning and building authority of the City. <i>San Diego Region only</i> – All pollutant generating development or redevelopment projects that result in the disturbance of one acre or more of land.			
7.	<i>Both Regions</i> – Automotive repair shops. This category applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.			
8.	<i>Both Regions</i> – Restaurants where the land area of development is 5,000 square feet or more including parking area. This category is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812), where the land area for development is greater than 5,000 square feet. <i>San Diego Region only</i> – Restaurants where land development is less than 5,000 square feet shall meet all Water Quality Management Plan (WQMP) requirements except for structural treatment control Best Management Practices (BMPs)/Low Impact Development (LID), and hydromodification.			
9.	<i>Both Regions</i> – Hillside development that creates greater than 5,000 square feet of impervious surface. Hillside development is defined as any development which is located in an area with known erosive soil conditions or where the development will grade on any natural slope that is twenty-five (25) percent or greater.			
10.	<i>Both Regions</i> – Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly into receiving waters within Environmentally Sensitive Areas. <i>San Diego Region only</i> – or a project with an increase in impervious area by 10% or more of its naturally occurring condition located within, directly adjacent to (within 200 feet), or discharging directly to receiving waters within Environmentally Sensitive Areas.			
11.	<i>Both Regions</i> – Parking lots 5,000 square feet or more including associated drive aisle, and potentially exposed to urban stormwater runoff. A parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce. <i>San Diego Region only</i> – or parking lots with 15 parking spaces or more and potentially exposed to runoff.			
12.	<i>Both Regions</i> – Streets, roads, highways, and freeways. This category includes any paved surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles.			
13.	<i>Significant Redevelopment.</i> See definitions below.			
14.	<i>Both Regions</i> – Retail gasoline outlets that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.			

13. Definitions of "Significant Redevelopment"

SANTA ANA REGION definition of "Significant Redevelopment" (Model WQMP, Section 7.11-1.2):

All significant redevelopment projects, where significant redevelopment is defined as the addition or replacement of 5,000 or more square feet of impervious surface on an already developed site. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity required to protect public health and safety. If the redevelopment results in the addition or replacement of less than 50 percent of the impervious area on-site and

Attachment 1

the existing development was not subject to WQMP requirement, the numeric sizing criteria (see Section 7.II-2.0 of Model WQMP) only applies to the addition or replacement area. If the addition or replacement accounts for 50 percent or more of the impervious area, the Project WQMP requirements apply to the entire development.

SAN DIEGO REGION definition of “Significant Redevelopment” (Order No. R9-2013-0001, Section E.3.b.(1)(b)-(f), and E.3.b.(2)):

Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land. New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses:

- (i) Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812).*
- (ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater.*
- (iii) Parking lots. This category is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.*
- (iv) Streets, roads, highways, freeways, and driveways. This category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles.*

New or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharging directly to an Environmentally Sensitive Area (ESA). “Discharging directly to” includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands). New development projects, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses:

- (i) Automotive repair shops. This category is defined as a facility that is categorized in any one of the following Standard Industrial Classification (SIC) codes: 5013, 5014, 5541, 7532-7534, or 7536-7539.*
- (ii) Retail gasoline outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.*
- (iii) New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction.*

Special Considerations for Redevelopment Projects

The structural BMP performance requirements of Provision E.3.c are applicable to redevelopment Priority Development Projects, as defined in E.3.b.(1), as follows:

- (a) Where redevelopment results in the creation or replacement of impervious surface in an amount of less than fifty percent of the surface area of the previously existing development, then the structural BMP performance requirements of Provision E.3.c apply only to the creation or replacement of impervious surface, and not the entire development; or*
- (b) Where redevelopment results in the creation or replacement of impervious surface in an amount of more than fifty percent of the surface area of the previously existing development, then the structural BMP performance requirements of Provision E.3.c apply to the entire development.*

SAN DIEGO REGION definition of “Redevelopment” (Order No. R9-2009-0002, Attachment C, Definitions):

The creation, and/or replacement of impervious surface on an already developed site. Examples include the expansion of a building footprint, road widening, the addition to or replacement of a structure. Replacement of impervious surfaces includes any activity where impervious material(s) are removed, exposing underlying soil during construction. Redevelopment does not include routine maintenance activities, such as trenching and resurfacing associated with utility work; pavement grinding; resurfacing existing roadways, sidewalks, pedestrian ramps, or bike lanes on existing roads; and routine replacement of damaged pavement, such as pothole repair.