

**REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, August 12, 2020 - 9:30 a.m.
Virtual On Line Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

NOTICE AND AGENDA

This Meeting May be Recorded

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for June 10, 2020
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Department Head Update

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

8. Project Log

Items for Discussion:

9. Scope of Work for the Employee Parking Lot Lighting Consultant
10. Design Analysis for the PAC HVAC Replacement and an ROI for the Proposed Split System
11. Design Analysis for the Broadband Building HVAC Replacement
12. ADA, Fire, Life Safety Requirements at the PAC
13. Stage Curtains and Rigging Replacement at the PAC
14. Lobby and Dining Room Upgrades at the PAC
15. Remaining Scope of Work on SVA Contract
16. Pilot Program for one Solar LED Light

Items for Future Agendas:

- Lighting Controller Replacements at GRF Facilities
- High Rise & Dual Flush Toilet Replacements at Clubhouses

Concluding Business:

17. Committee Member Comments
18. Date of Next Meeting: October 14, 2020
19. Adjournment

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Wednesday, June 10, 2020 – 9:30 A.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road

MEMBERS PRESENT: Egon Garthoffner - Chair, Bert Moldow (in for Joe Fitzekam), Judith Troutman (in for Jim Matson), John Frankel, Cush Bhada, Carl Randazzo, Reza Bastani, Inesa Nord-Leth, Advisor Dick Palmer

MEMBERS ABSENT: Jim Matson, Joe Fitzekam

OTHERS PRESENT: Bunny Carpenter

STAFF PRESENT: Ernesto Munoz – Staff Officer, Guy West, Ian Barnette, Laurie Chavarria

1. Call to Order

Chair Garthoffner called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Chair Garthoffner noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for February 12, 2020

Director Randazzo requested that his statement under Committee Member Comments on the February 12, 2020 meeting report be revised to accurately reflect the project he was referring to. The meeting report for February 12, 2020, was approved as amended.

5. Chair's Remarks

Chair Garthoffner remarked that this is his first meeting as Chair.

6. Member Comments (Items Not on the Agenda)

Prior to the reading of the member comments, Chair Garthoffner made the following statement:

“The comments of directors, staff, consultants, and other guests during the Committee meetings are not the comments of the Golden Rain Foundation, and are only the speakers’ opinions. The opinions of GRF are expressed in motions and resolutions, which are adopted by the Board of Directors.”

- Jim Hopkins (966-N) commented on the barbed wire and short wall behind Building 966 and the impending installation of Shepherd’s Crook.
- Bert Moldow (3503-A) commented on renovation option three from the Clubhouse 1 assessment report.
- Dick Rader (270-D) asked for an update on the Energy Management Software.

Staff Officer Ernesto Munoz and various Committee members responded to the member comments. Mr. Hopkins’ comment should have been directed to the Third M&C Committee instead of GRF.

7. Department Head Update

Staff Officer Ernesto Munoz had no update.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

8. Project Log

The Project Log was pulled for discussion. Staff Officer Ernesto Munoz reviewed the changes to the following projects and answered questions from the Committee.

1. PAC Maintenance Improvements – The contract was approved then placed on hold until a Corporate Members meeting could be held.
2. Community Center First Floor Renovation – Funding was reduced by the Board and the remaining balance will be used to reconfigure the kitchenette and the resident services area.
3. Service Center Radiant Heat Installation – This project has been completed.
4. Service Center Generator – An RFP for electrical design and replacement will be advertised in July.
5. Clubhouse 1 – Committee met on June 1. A scheduled tour of the facility is pending.
6. Welding Shop – This project is on hold as it requires additional funding which will be requested through 2021 capital plan.

7. Gate 16 Driving Range Improvements – Staff is preparing a construction RFP. Bid documents will be brought to the Committee for review. Once the contract is awarded by the Board, construction will be scheduled to coincide with the 2021 planting season.
8. Tennis Center Renovation – Phase 1 for the interior renovation has begun.
9. Truck Wash – The contract was awarded by the Board and a preconstruction meeting will be held in July.
10. GRF Paving, Seal Coat & Concrete Parkway – These programs have not been impacted by the pandemic. The work will begin as scheduled, later in the year.
11. LED Walkway Lighting for Clubhouses 1 through 5 – This project has been completed and a PowerPoint presentation of the projects progression will be shown during this meeting.
12. Shepherd Crook – Funding was reduced by the Board and the project is complete for the year, with 300 linear feet installed.
13. EV Charging station – This project has been completed and a PowerPoint presentation of the projects progression will be shown during this meeting.
14. Energy Consultant – This supplemental funding for the company was expended on Task 1 (perform assessment of community's current electrical infrastructure) and Task 2 (investigate the feasibility of a Microgrid and alternative energy systems for electrical generation). No further work will be completed this year.

Reports:

9. Statement of Need for the Employee Parking lot Lighting Project

Staff Officer Ernesto Munoz summarized the statement of need and answered questions from the Committee.

Discussion ensued regarding a pilot using solar powered lighting fixtures; the solar powered camera used by Security; whether a lighting consultant should be used to limit any liability issues related to inadequate lighting levels; photometric lighting study; the amount of lighting needed to safely illuminate the employee parking lot; lighting levels similar to the parking lots at Stater Bro's, Home Depot, Aldi's, etc.; and the area of the parking lot that needs to be lighted.

A motion was made for staff to create a scope of work for a lighting consultant; advertise for proposals and bring back a recommendation to the next Committee meeting. By a vote of 6/2/0 (Directors Moldow and Nord-Leth opposed), the motion passes.

By consensus, staff was directed to email the scope of work to the Committee Chair for review, prior to the RFP being advertised for proposals.

10. Maintenance Service Center & RV Lot Gate Installation (PPT)

Staff Officer Ernesto Munoz reviewed the PowerPoint presentation with the Committee, for the project completion of the Maintenance Service Center & RV Lot Gate Installation.

Discussion ensued regarding the times that the gates will remain open.

11. EV Charging Station PPT

Staff Officer Ernesto Munoz reviewed the PowerPoint presentation with the Committee, for the project completion of the EV Charging Stations installed at the Service Center.

12. LED Walkway Lighting clubhouse PPT

Staff Officer Ernesto Munoz reviewed the PowerPoint presentation with the Committee, for the project completion for the LED Walkway Lighting at Clubhouses 1, 2, 3, 4 & 5.

Discussion ensued regarding like for like installations of the walkway lights and the contingency funding amount included as part of the total project cost.

Items for Future Agendas:

- Lighting Controller Replacements at GRF Facilities
- High Rise & Dual Flush Toilet Replacement in Clubhouses

Concluding Business:

Committee Member Comments

- Director Moldow commented on the legal level of photometric lighting levels
- Director Randazzo complemented Chair Garthoffner on a great first meeting.

Date of Next Meeting: August 12, 2020

Adjournment:

The meeting was recessed at 11:35 am.

DRAFT

Egon Garthoffner, Chair

GRF Project Log (July 2020)

#	Type	Name	Description	Status	Estimated Completion	Budget
1	920 Projects	PAC Renovation Maintenance Upgrades	Funding for this project is allocated for the maintenance and safety upgrades at the Performing Arts Center.	On June 22nd the Corporate Members voted against completing the PAC maintenance improvements. On July 13th the Ad-Hoc Committee directed staff to find a new mechanical engineer to analyze the HVAC system; provide a cost analysis to replace the system in kind; and provide an ROI on a split system with 8 zones. In addition they deferred several maintenance improvements to the M&C Committee.	December 2020	Budget: \$5,322,621 Exp: \$626,781 Balance: \$4,695,840
2	920 Projects	Community Center First Floor Renovation Project	Funding for this project is allocated for the reconfiguration of Resident Services located in the Community Center.	Plans are being prepared for permit issuance. Contractor bids are scheduled to be advertised in August.	December 2020	Revised Budget: \$150,000 Exp: \$0 Balance: \$150,000
3	920 Projects	Service Center Generator	This will provide back up power for the Transportation Division and fueling services, and enable the provision of critical services in an emergency. The current generator is at the end of its useful life.	An RFP for electrical design and replacement is scheduled to be advertised this month.	2020	Budget: \$150,000 Exp: \$0 Balance: \$150,000
4	920 Projects	Clubhouse 1 HVAC Replacement Project	Funding for this project is allocated to maintain/replace the HVAC system at Clubhouse 1 at the end of its serviceable life. This project will be designed after the building assessment has been completed.	On February 12th, the building assessment findings were presented to the GRF M&C Committee. The Board authorized the formation of an Ad Hoc Committee for the renovation of Clubhouse 1 and meetings will be announced accordingly.	2020	Budget: \$350,000 Exp: \$0 Balance: \$350,000
5	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to upgrade and improve the appearance and functionality of the golf driving range and practice area.	The design from the contractor is complete and staff is preparing a construction RFP for bidding. Once the contract is awarded by the Board, construction will be scheduled to coincide with the 2021 planting season.	July 2021	Budget: \$138,000 Budget: \$500,000 Exp: \$52,023 Balance: \$585,977
6	920 Projects	Replace Welding Shop	Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.	The design phase of the project is completed and final plans are approved by the City. The construction phase of this project will be funded in the 2021 budget.	August 2021	Budget: \$100,000 Exp: \$23,815 Balance: \$76,185

7	920 Projects	Tennis Center Building Improvements	Funding for this project is allocated for the interior/exterior improvements as well as HVAC installation at the Tennis Center Building at Clubhouse 7.	Construction for the Tennis Center Building Improvements began the week of June 8th. The contractor is scheduled to continue the site work through the month of July.	October 2020	Budget: \$75,000 Supplemental: \$72,638 Exp: \$665 Balance: \$146,973
8	920 Projects	Truck Wash Out Facility CUP-1394	Per City requirements to meet the State Water Regulations (NPDES) Laguna Woods Village has planned to construct a single stall truck wash out facility to be used to power wash landscaping vehicles and street sweepers.	A pre-construction meeting was held on June 24 and construction started on June 25. This project is scheduled to be completed by the end of September.	September 2020	Budget: \$100,000 Supplemental: \$174,837 Exp: \$78,696 Balance: \$196,141
9	920 Projects	GRF Paving & Sealcoat Programs and Concrete Repairs	Funding for this project is allocated to asphalt paving overlay, sealcoat work and concrete repairs adjacent to the overlay work on selected GRF streets and/or parking lot areas.	The 2020 paving program will take place on sections of the following streets totaling 249,367 SF: Calle Cadiz, Calle Sonora, Duverney, Via Buena Vista and Via Carrizo. Sealcoat work includes 1,111,161 SF of street and parking lot pavements. Damaged concrete (curbs, gutters and swales) on the street areas scheduled to be repaved will also be replaced. The concrete work is scheduled to begin in July, sealcoat work is scheduled to begin in August, and asphalt paving overlay work is scheduled to begin in September.	October 2020	Budget: \$1,011,700 Exp: \$2,500 Balance: \$1,009,200
10	920 Projects	Maintenance Service Center Parking Lot Lighting	Funding for this project is allocated to install permanent lights in the Maintenance Service center parking lot for staff safety.	A "statement of need" for this project was presented at the June 10th M&C Committee meeting. Staff provided a proposed scope of work to the Committee Chair via email, as requested.	November 2020	Budget: \$250,000 Exp: \$0 Balance: \$250,000
11	920 Projects	Transfer Switches for Clubhouses 4 and 6	Funding for this project is allocated for the installation of new transfer switches in order to accept future emergency generators that will power the clubhouses in the event of a disaster.	An RFP for electrical engineering is scheduled to be advertised this month.	December 2020	Budget: \$100,000 Exp: \$0 Balance: \$100,000

12	920 Projects	Gymnasium Wall Padding	Funding for this project is allocated to replace existing gymnasium wall padding and to install additional wall padding to increase the safety during game play.	On July 7th the GRF Board deferred this project until a decision has been made about the renovation of Clubhouse 1.	November 2020	Budget: \$45,000 Exp: \$0 Balance: \$45,000
13	920 Projects	Community Center Stucco Flashing	Funding for this project is allocated to replace the Community Center stucco and flashing. The stucco and flashing replacement is necessitated by continual rain leaks, which can be attributed to faulty flashing or a failing stucco system.	A consultant specializing in leak detection for window and stucco systems has completed the initial water testing at designated areas of the facility and provided a report identifying the sources of the leaks along with repair recommendations. The consultant implemented recommended repairs at the two test locations and a second water test was performed. The windows have been sealed and a solution was recommended for the door repairs. Bidding is in progress for glazing contractors to complete the recommended repairs.	2020	Budget: \$120,000 Exp: \$10,200 Balance: \$109,800
14	904 Maint Svc	CH 1 Pool & Spa Plastering	This project is intended to replace the spa plaster at Clubhouse 1, due to deterioration and cracking. The plaster was replaced in 2005 and has reached the end of its useful life.	Staff determined that re-plastering of the pool is not needed at this time. As soon as the contract is executed, the repairs will be coordinated with the Recreation Department.	TBD	Budget: \$30,000 Exp: \$0 Balance: \$30,000
15	920 Projects	Gate 11 Security & Technology	Funding for this project is allocated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	Construction of Gate 11 began on June 1. Contractor is scheduled to continue with the gate equipment installation through July.	September 2020	Supplemental Funding: Renovation: \$110,000 Invoiced: \$362 Balance: \$109,638
		Clubhouse 1 Renovation Assessment	Funding for this project is allocated to assess the existing buildings at Clubhouse 1, which will guide the development of future improvement plans. The assessment will include determining required building code compliant upgrades, identifying the presence of hazardous materials, improve ADA accessibility, and survey the condition of structural, mechanical, electrical, and plumbing elements.	COMPLETED	February 2020	Budget: \$80,000 Exp: \$75,821 Balance: \$4,179

	920 Projects	Gate Replacements - Main Service Gate Center	Funding for this project is allocated to provide additional security measures to the Maintenance Service Center.	COMPLETED	February 2020	Budget: \$92,000 Exp: \$82,955 Balance: \$9,045
	920 Projects	Gate Replacements - RV Lot B	Funding for this project is allocated to provide additional security measures to RV Lot B.	COMPLETED	February 2020	Budget: \$92,000 Exp: \$82,765 Balance: \$9,235
	920 Projects	Energy Consultant Services	GRF retained the services of an Energy Consultant to be engaged as needed in order to advance GRF's and the Community's future energy initiatives. The consultant presented the results of Task 1 (perform assessment of community's current electrical infrastructure) and Task 2 (investigate the feasibility of a Microgrid and alternative energy systems for electrical generation). No additional direction was provided to the consultant from the Board.	COMPLETED	N/A	Supplemental: Budget: \$50,000 Invoiced: \$49,868 Balance: \$132
	920 Projects	Service Center Radiant Heater and Ventilation Fan Replacements	This project will repair or replace existing heaters that are not working, replace existing exhaust fans and install new exhaust fans required for adequate ventilation at the service center.	COMPLETED	June 2020	Budget: \$50,000 Supplemental: \$25,932 Exp: \$0 Balance: \$75,932
	920 Projects	LED Walkway Lighting at Clubhouses 1, 2, 3, 4 & 5	Funding for this project is allocated to replace the existing walkway lighting and concrete pads to create consistent lighting levels for optimal illumination along the pathways to and around the Clubhouses.	COMPLETED	May 2020	Budget: \$200,000 Exp: \$52,416 Balance: \$147,584
	920 Projects	Shepherd's Crook at Gate 3	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach.	COMPLETED	July 2020	Budget: 240,000 Funding Reduction: (\$207,000) Exp: \$24,600 Balance: \$8,400
	920 Projects	EV Charging Stations at the Maintenance Service Center	Funding for this project is allocated to purchase and install Level II dual port EV stations for charging work vehicles at the service center.	COMPLETED	May 2020	Budget: \$75,000 Exp: \$49,907 Balance: \$25,093

Scope of Work for the Employee Parking Lot Lighting Consultant

SPECIFICATIONS FOR MATERIAL AND WORK

SUMMARY

- 1.1. Consultant to provide all labor, materials, equipment, supervision and transportation necessary to provide the Services outlined in this Contract. All Services to be scheduled as detailed in this Contract or with Corporation representative.
- 1.2. Consultant will provide a photometric analysis, conceptual lighting plan in accordance with applicable codes, and a rough order magnitude estimate for the designated areas (Project).

PROJECT LOCATION

- 1.3. Consultant will carry out all Services at the following location within Laguna Woods Village, Laguna Woods, CA 92637:

Employee Parking Lot
23081 Via Campo Verde

PROJECT DOCUMENTS

- 1.4. Prior to commencing design work, Consultant shall research and develop a solar power feasibility report including, but not limited to, the pros and cons associated with installing solar powered fixtures in lieu of standard electrically powered light fixtures. Additionally, Consultant shall include light emitting diode (LED) type fixtures as a potential option in place of solar and traditional light fixtures. Consultant shall attend one (1) meeting with Corporation and present solar power and LED feasibility report.
- 1.5. After review of the solar feasibility and LED option analysis, Corporation will select the type of power and light fixture to be used for the parking lot lighting design.
- 1.6. Consultant shall provide a photometric analysis, conceptual lighting plans, and rough order magnitude estimate for corporation representative approval prior to commencing design documents. Once the construction of the project is completed, the Consultant shall provide a photometric survey noting all light levels throughout the parking and path of travel areas.
- 1.7. Consultant shall prepare demolition, architectural, structural, and electrical drawings, specifications, load calculations and any other construction documents for the installation of new parking lot lighting. Consultant shall prepare the plans with sufficient details to obtain permits from the City of Laguna Woods, and any other regulatory agencies as required, and enable contractors to bid and construct the project.
- 1.8. Consultant shall design the facility improvements including but not limited to the followings:

- a. Site evaluation of existing light conditions and deficiencies analysis of all parking and travel areas within the parking lot area. Lighting improvements are limited to the parking areas and paths of travel within the parking lot.
 - b. Inspect and evaluate existing electrical panels, conduits and other electrical components to accommodate required loads for all new lighting.
 - c. Demolition plan noting poles, concrete, conduits, wires, panels, asphalt, junction boxes, pull boxes, timers, photo-cells, and all other required materials.
 - d. Structural engineering for all light standards.
 - e. Architectural design for all lights.
 - f. Specify light fixture including pole type, color, and height.
 - g. Detail for fixture schedule including the light head, bulb, and lens.
 - h. Trenching and routing details for electrical runs including required wire sizes, conduit type, junction boxes, and points of connection.
 - i. Specify all repair, backfill, and resurfacing details where trenching and demolition occurs.
 - j. All lighting shall be designed to project light in a downward direction and avoid light being cast into neighboring buildings.
 - k. Consultant shall attempt to utilize existing planters, lawn areas, islands, and spaces between parking stalls for placement of new light poles.
 - l. Lighting shall be controlled by time clocks or similar devices and illuminate during evening hours of operation.
 - m. Light standards placed in parking lot areas shall have a concrete base approximately 30 inches above finish surface or protected by traffic rated bollards.
 - n. Lighting specifications shall be the most energy efficient as possible and still provide adequate and uniform lighting to meet or exceed the requirements by the City of Laguna Woods.
- 1.9. Consultant shall prepare for and attend one (1) design review meeting at 50% design complete for approval by the Corporation representative.
- 1.10. Consultant shall prepare for and attend one (1) design review meeting at 90% design complete for Corporation representative approval prior to submitting the plans to the City of Laguna Woods for permit processing.
- 1.11. Consultant's final design drawings shall be incorporated into a complete set of construction documents and specifications. Consultant's construction documents shall include structural, electrical, plumbing, demolition, detail, sections, requirements for

materials to be used, and all other information needed to construct the approved design, and to acquire any necessary permits and approvals from the City of Laguna Woods.

- 1.12. Consultant shall submit an application along with all necessary documents to the City of Laguna Woods and any other agencies for permit acquaintance. All the related fees shall be paid by the Consultant, but will be reimbursed by the Corporation after submittal of the receipt.
- 1.13. Consultant shall be responsible for the design through the final plan check with the City of Laguna Woods. Any changes required by the City of Laguna Woods during the plan check review will be carried out by the Consultant at no additional charge to the Corporation including, but not limited to, drawing revisions, all engineering services, plan check resubmittals, and copies of revised drawings.
- 1.14. Consultant shall be responsible for the design integrity and compliance with local codes and ordinance pertaining to design installation. All designs and specifications shall be in compliance with the latest applicable edition of 2019 California Building code, 2019 California Electrical Code, 2019 Title 24, and local and state fire authority regulations.
- 1.15. Corporation has limited as-built drawings of the existing facilities that can be made available to the Consultant upon request. Drawings can serve as an aid but cannot guarantee the accuracy of existing conditions.
- 1.16. During the construction work and bid process, Consultant shall respond to Contractor's questions and RFIs in writing as approved by the Corporation representative. During construction, Consultant shall be available to address on the issues if any. On-site visits will be billed at the Consultant's contracted hourly rates.
- 1.17. All designs will become the property of the Corporation upon completion of the contract and final payment to Consultant. Consultant will provide electronic copies and DWG files of all final design and CAD drawings. In the event that another design professional is retained to revise or replace the original work performed by the Consultant, the Corporation shall indemnify and hold harmless the Consultant from any claims, losses or expenses, including attorney fees, arising out of the Corporation negligent acts, errors or omissions in the performance of this contract.
- 1.18. Consultant shall submit to the Corporation a cost estimate in form of a bid sheet for the project construction cost.
- 1.19. No additional services or work will be authorized or approved unless the Corporation representative specifically requests in writing that additional work will be added to the services.
- 1.20. Consultant shall field verify all the existing conditions prior to commence the work.
- 1.21. Consultant's personnel and Sub-consultants' personnel shall extend and exhibit a courteous demeanor to residents and Corporation staff at all time.

- 1.22. Consultant hereby warrants and guarantees to Corporation that all work will be performed in a professional manner and free of any defects, and agrees to promptly correct any unsatisfactory workmanship.
- 1.23. Consultant's hours of work within Laguna Woods Village are 7:00 AM to 5:00 PM weekdays only, unless approved by Corporation representative. Consultant shall keep areas that residents and Corporation staff have access to, clear and accessible at all times.
- 1.24. Consultant shall cordon off and properly secure the work area.
- 1.25. Any damage to the building or surrounding areas such as streets, sidewalks, landscaping, as a result of the inspection is the responsibility of the Consultant. Repair of the damaged areas shall be made to match the existing finishes of the building and damaged area at the Consultant's expense.
- 1.26. Consultant shall clean up the work area at the end of each working day, and at completion of the work.

WORK STANDARDS

- 1.27. All services, designs, specifications, and materials shall comply with the most recent applicable editions of the 2019 California Building Code, 2019 California Electrical Code, 2019 California Plumbing and Mechanical Codes, 2019 California Green Building Code, 2019 California Fire Codes, OSHA and/or CAL-OSHA, EPA Lead Paint Rules and all local, state, and federal codes or ordinances as adopted by the City of Laguna Woods and/or other authorities having jurisdiction.

PROJECT GENERAL CONDITIONS

- 1.28. No change orders will be authorized or approved unless the Corporation representative specifically requests the scope covered by the change order be added to the Services. Change orders must be documented to Corporation representative no later than 2 days after discovery. All change orders not meeting the timeline shall be considered a no cost change to the Contract unless Corporation's consultant has caused the Consultant to miss the timeline. Special circumstances approved by Corporation representative in writing may extend the 2 day limit.
- 1.29. Consultant shall confirm any Project questions through the Corporation representative using a request for information (RFI) procedure.
- 1.30. Prior to ordering equipment or materials, Consultant shall provide required material and/or shop drawing submittals to Corporation representative for approval.
- 1.31. Consultant must field verify site conditions and dimensions prior to ordering materials.
- 1.32. Application for, and obtaining permits shall be the responsibility of the Contactor. Fees shall be paid by Consultant but will be reimbursed by Corporation after submittal of receipt. Consultant shall:

- a. Fill out the City of Laguna Woods permit documents.
 - b. Post permit(s) on job site.
 - c. Deliver signed permit to Corporation representative at completion.
- 1.33. Consultant shall provide Corporation representative status of permit issuance. Any change to the plans required by any agency prior to permit issuance will be communicated to the Corporation representative.
 - 1.34. Consultant shall submit to Corporation representative for approval a construction schedule at least ten (10) working days in advance of commencement of Services. Any changes to the schedule must be pre-approved by the Corporation representative.
 - 1.35. After commencement of Services, Consultant will keep the crew working continuously until the construction is complete and inspected by the Corporation representative.
 - 1.36. Consultant's personnel and Sub-Consultants shall, at all times, extend and exhibit a courteous demeanor to residents, refrain from using profanity, abusive or loud language, wear shirts and will not play loud audio devices.
 - 1.37. Consultant has included sufficient funds to allow Consultant to comply with all applicable local, state, and federal laws or regulations governing the Services to be provided.
 - 1.38. Consultant must supply lien releases from Consultant, all Sub-Consultants and all suppliers for every invoice.
 - 1.39. All invoices must be submitted 15 days prior to the payment date. All invoices for property improvements must be accompanied by lien releases for Consultant, and all the Consultant's Sub-Consultants and suppliers. Joint checks will be issued and are subject to a 10% retention, payable thirty days after final completion and acceptance. Progress payments or payment for equipment or material not in place on the property shall not be considered acceptance of any Services performed, the Services subject to final inspection and approval by Corporation representative.
 - 1.40. Consultant's hours of Services within Laguna Woods Village are 7:00 a.m. to 5:00 p.m. weekdays only, unless approved by Corporation representative. Consultant is responsible to clean up materials, equipment, debris and rubbish and safely secure the Project area each night before leaving the Community. When possible, Consultant will keep areas that residents have access to, clear and accessible and use Corporation approved barricades and delineators when necessary.
 - 1.41. Consultant shall protect in place all surrounding areas including but not limited to the existing landscaping, cart paths, existing utilities, and trees and buildings. Damage to surrounding areas during construction shall be repaired at the Consultant's expense. Any existing damage must be documented or photographed and shown to the Corporation representative during pre-construction walk-through.
 - 1.42. Consultant hereby warrants and guarantees to Corporation that all Services will be performed in a professional and workmanlike manner and free of and defects.

Consultant agrees to promptly correct any defective materials and/or unsatisfactory workmanship. Consultant guarantees their Services (labor, equipment and materials) for a minimum of one year from date of final permit sign-off by the City of Laguna Woods inspector.

BID SHEET

1.43. Consultant's shall complete the bid sheets below:

Item	
Lighting Feasibility Report	\$ _____
Photometric Analysis; Conceptual Lighting Plans; and rough order magnitude estimate	\$ _____
Lighting Improvement Plans and Specifications	\$ _____
Sub-Total	\$ _____
General Conditions (indicate percentage ____)	\$ _____
Profit & Overhead (indicate percentage ____)	\$ _____
Total	\$ _____

Project duration is expected to take _____ weeks.

FEE SCHEDULE

Hourly Rates

Principal	\$ _____
Professional Engineer	\$ _____
Support Staff	\$ _____
Project Manager.....	\$ _____
Meetings	\$ _____

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

- 1.1. All Consultants' change orders may include a fixed percentage(s) for general conditions, insurance, profit and overhead as shown. No additional Consultant's mark-up or mark-up on sub-consultant's invoices will be approved.
- 1.2. Consultant may insert sub-line items within each phase, however shall subtotal by phase. Should Consultant include any options or items not requested in the RFP or Specifications, those items should be detailed separately below.