

# RFP F-24-1009

## POLICE STATION LOCKER ROOM RENOVATION

**CITY OF SAN BERNARDINO**  
201 N. E STREET, 2ND FLOOR  
SAN BERNARDINO, CA 92401  
ATTN: PURCHASING DIVISION



**TR DESIGN GROUP, ARCHITECTURE**  
2900 ADAMS STREET, STUDIO A-400, RIVERSIDE, CA 92504  
(951) 742-7179





# EXECUTIVE SUMMARY

July 18, 2024

Eddie Mendez, Principal Engineer  
**City of San Bernardino**  
**Public Works Department Engineering Division**  
201 N. E Street, 2nd Flr, San Bernardino, CA 92401  
P: (909) 384-5140 ext. 3608  
[mendez\\_ra@sbcity.org](mailto:mendez_ra@sbcity.org)

Thomas Riggle, President  
**TR Design Group, Inc.**  
2900 Adams St., Studio A-400, Riverside, CA 92504  
p: (951) 742-7179  
[thomas@trdesigngroup.com](mailto:thomas@trdesigngroup.com)

Main Contact  
(Legal Name)

**RE: RFP F-24-1009 POLICE STATION LOCKER ROOM RENOVATION**

Dear Eddie,

## WE'VE DONE THIS BEFORE

Thank you for this opportunity. We are a seasoned architectural team with a track record of over two decades in the industry, led by a team of experienced Architects with a collective background spanning over a hundred years.

We are currently just completing construction on the Fountain Valley Police Dept. locker room, restrooms, gym and forensics lab project. This is very similar to your project in that it is within the secured area of the building and is also on the second floor, creating some additional challenges.

We were also the architects for the Aviation Division Headquarters for the San Bernardino County Sheriff. The project included 12,500 SF of locker and shower facilities, similar to your project.

## BROAD PUBLIC AGENCY EXPERIENCE

Approximately 50% of our work annually is public / agency work. As such, we are familiar with Code and Accessibility requirements as well as public bidding, grant, and Prevailing Wage issues.

We also have a California Certified Access Specialist (CASp) on-staff. Additionally, we've completed a number of Public Safety projects including police facilities, fire stations, and gym facilities.

## QUALITY PROJECTS : ON-TIME DELIVERY

It is what we are about and how we approach each project. We work to develop strong Client-Architect relationships based on trust and integrity.

We are ready to go!

With your approval, we can get started right away.

Sincerely,

A blue ink handwritten signature, likely of Thomas Riggle, consisting of a large, stylized 'T' and 'R' followed by a flourish.

**Thomas Riggle, Architect, NCARB, AIA** (authorized to submit this proposal)  
President





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TR Design Group, Inc. is an award-winning, full-service, quality architecture and design firm. Beginning in 1999 with the now-president, Thomas Riggle, the firm is a California S-Corporation incorporated in 2005. Our legal name is TR Design Group, Inc. dba as TR Design Group, Architecture.

**Contact and Company address:**

Thomas Riggle, President  
2900 Adams Street, Studio A-400  
Riverside, CA 92504  
(951) 742-7179

[www.trdesigngroup.com](http://www.trdesigngroup.com)

CA Business Lic# 2779304

DIR# PW-LR-1000755224 / Small Bus. #58922

We have experience and history throughout Southern California. Our firm has a staff of 10 employees. Your main contacts will be licensed architects with significant depth and maturity. Our experience includes various Public Safety projects for these agencies / divisions:

Riverside County Sheriff	Riverside County DA
Riv. Co. SWJC Juv. Court	City of Fountain Valley PD
City of Hemet Fire	City of Temecula Fire
City of Menifee Fire	City of Riverside
SCCC Fire District	City of Moreno Valley PD
Riv. Co. Larry D. Smith Correctional Facility	
SBIAA - Sheriff's Aviation Division	

We are very familiar with public bidding, prevailing wage requirements and agency driven projects. Additionally, many of our agency projects were/are grant funded projects requiring deadline adherence to maintain funding. We met all critical initial deadlines to maintain their funding.

We have extensive public project experience, spanning over 20 years, which will provide the City of San Bernardino with a strong Architectural resource on your Police Station Locker Room Renovation project.

## FIRM IDENTIFICATION







## STAFFING RESOURCES

### *Firm Staffing & Key Personnel a.*

Our team of 11 has tremendous depth and strength. From design, to detailing and into construction, your project will be lead by experienced Architects. Our team also includes a Certified Access Specialist (CASp).

Following is an overview of our key staff.

#### **Thomas Riggle, AIA**

Skills and responsibilities:

Relevant experience:

#### **President, Architect of Record, Design & Direction / Contact during Contracts**

Design and direction; contract negotiations; presentations; leadership

With 35 years' of experience, Thomas has successfully led numerous significant projects through Program, Design and into Construction.

#### **Xavier Adrian**

Skills and responsibilities:

Relevant experience:

#### **Senior Project Manager**

Project Management, Construction Administration, Permitting

Xavier has over 30 years' experience in Architecture. He has lead his own design firm and been actively involved in construction projects of various scales including a recent \$ 39M private project. Additionally, he has completed projects for the City Halls at Glendale, Santa Monica and Commerce.

#### **James Horecka, AIA, CASp**

Skills and responsibilities:

Relevant experience:

#### **Production Manager / Senior Architect / QA & Accessibility Review**

Drawings Production, QA/QC review at each phase, Code Research, constructibility and accessibility reviews.

James has over 40 years' experience in Architecture. Past projects include public venues, accessibility compliance projects, commercial and institutional projects. He is currently working on several accessibility-related projects for the County of Riverside.

#### **Richard Jaeger, AIA**

Skills and responsibilities:

Relevant experience:

#### **Senior Architect**

Design, BIM, construction documents, code analysis, consultant coordination, and project flow

Rick has over 35 years' experience in Architecture. Past projects include City Halls, libraries, community centers, educational environments, and office projects. Related projects: Temecula Fire Sta. No. 73 renovation, SBIAA Sheriff's Aviation Facility, SCCCFD Fire Sta.'s Los Altos, Los Gatos & Seven Springs



**Thomas Riggle**  
President, Architect  
AIA, NCARB, USGBC-IE

TR Design Group, Inc.'s founder has over 34 years of experience in agency, civic, cultural and educational projects. He is responsible for all projects' visioning, design and direction as well as overall management of the firm. He founded TR Design Group in 1999.

## EDUCATION

Bachelor of Arts in Architecture  
Iowa State University 1987

## REGISTRATION

Licensed California Architect, #C24877  
NCARB Certified 2018



## Experience

### Police and Fire Experience

- **SBIAA**  
Sheriff's Aviation Division EOC and Offices, SBIAA  
San Bernardino
- **City of Fountain Valley**  
Fountain Valley Police Dept., Locker/Rest Rooms,  
Training Room / Gym, CSI Laboratory
- **City of Moreno Valley**  
Sunnymead Ranch Fire Station No. 48 Remodel  
and Expansion  
Sheriff's Department Traffic Division Offices  
Sheriff's Department Ballistic Glass / Lobby TI
- **City of Menifee**  
Fire Station No. 68 Remodel and Expansion
- **County of Riverside**  
Sheriff's Department Offices, Banning  
Larry D. Smith Warehouse, Banning  
District Attorney's Offices, Banning  
District Attorney's Offices, Riverside  
Southwest Justice Center Juvenile /Dependency  
Court
- **City of Hemet**  
Fire Station No. 1 - Remodel  
Fire Station No. 2 - Remodel  
Fire Station No. 3 - Remodel
- **Santa Clara County Central Fire Protection District**  
Los Gatos Fire Station - Remodel  
Cupertino Fire Station - Remodel  
Los Altos Fire Station - Remodel

### Other Public Agency Projects

- City of Riverside  
311 Call Center







**Xavier Adrian**

Senior Project Manager

Xavier has over 30 years' experience in Architecture. He has worked with municipalities in the greater LA area, City of Anaheim, City of Avalon, City of Commerce, City of Glendale, City of Hermosa Beach, City of Pasadena, City of Santa Monica, Town of Apple Valley, and the County of San Bernardino. He joined the TR Design team in March.

## EDUCATION

Bachelor of Arts in Architecture

Sci-ARC

## REGISTRATION

USGBC-IE, Government Affairs AIA-IE,

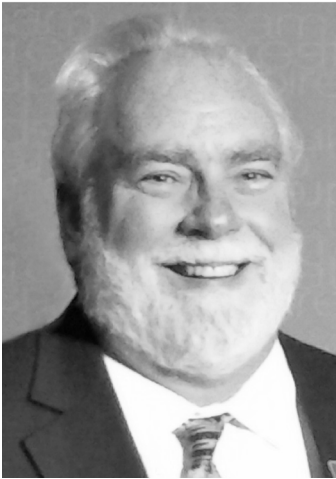
Member American Library Association



## Experience

- **County of Beaumont**  
City Hall Addition
- **County of San Bernardino**  
New Corporate Yard, Apple Valley
- **City of Glendale**  
Community Redevelopment Building  
Police Museum  
City Hall & Council Chambers Renovations  
Park Restrooms  
Glendale Civic Auditorium Renovation
- **County of Commerce**  
Central Library Major Renovation  
Council Chambers Renovations
- **City of Santa Monica**  
City Hall Offices Renovation  
Public Park Restrooms  
Beach Restrooms
- **City of Hermosa Beach**  
Park Restrooms  
Public Works Yard  
Beach Restrooms  
Community Center Renovations
- **Sunrise Peace Center**  
New Church, Rialto
- **LSSSC**  
A new Community Wellness Campus
- **Real Jouries Academies**  
Entrepreneur High School, Fontana  
New Vision Middle School





**James Horecka**

Senior Architect, AIA, CASp  
QA / QC

James has over 40 years' experience and a subject matter expert in the following: Disabled access compliance, means of egress, architectural building codes, Cal-OSHA, specialty roofing and constructibility. James' will provide technical direction during construction drawings as well as QC Reviews.

## EDUCATION

Bachelor of Arts in Architecture  
California Polytechnic State University SLO 1983

## REGISTRATION

Licensed California Architect, #C23689  
Certified Access Specialist Cert. #CASp-951



## Experience

### ▪ Lutheran Social Services

Community Wellness Campus for Homeless,  
San Bernardino

### ▪ County of San Bernardino

Lucerne Valley Community Center Renovation

### ▪ County of Riverside

First 5 Tenant Improvements / Expansion  
2nd Floor District Attorney's Office TI  
4th Floor CAC Restrooms TI

### ▪ City of Temecula

Ronald Reagan Sports Park Accessibility  
Upgrades

### ▪ Disneyland

Park-wide Accessibility and Compliance  
Fantasyland & Hyperion Theaters, Toontown  
Walt's Apartment, Star Wars Galaxy's Edge  
Specialized Fall Protection and OSHA  
Production Shops and Storage

### ▪ CASp / Peer Review Experience:

Rancho Bernardo Public Library  
Park-wide Accessibility, Disneyland  
Restroom Assessments, Disneyland  
Golden Triangle Medical, Murrieta

### ▪ Private

Doctor's Medical Park Buildings, Temecula  
Plaza Rio Vista Medical Offices, Temecula  
Print Shop Building, Romoland  
Multi-Tenant Office Buildings  
Industrial Buildings, Murrieta  
Nemax Industrial Park, Murrieta  
Autopia, Murrieta





# resume



**Richard Jaeger**  
Project Architect, AIA,  
ICC - B3

Rick is a quality designer as well as an experienced technical Architect who will coordinate all phases of the construction drawings. His calm demeanor and methodical approach are valuable traits for preparing clear and thorough construction drawing packages. He joined TR Design Group in 2007.

## EDUCATION

Bachelor of Arts in Architecture  
Cal State Long Beach 2013

## REGISTRATION

Licensed California Architect, #C34066  
ICC - B3 Certified Building Plans Examiner



## Experience

- **City of Fountain Valley**  
Police Station Locker Rooms & Restrooms,  
Training Room / Gym, CSI Laboratory
- **County of Riverside**  
Banning DA Office Renovation  
Parks Dept. HQ Renovation and Expansion  
Woodcrest Library Expansion  
RCIC 1st Floor Tenant Improvements  
RCIC 4th Floor Tenant Improvements  
EDA Health Lab
- **City of Riverside**  
Bourns Youth Innovation Center  
Ysamel Villegas Community Center  
Dales Sr. Center Renovation
- **City of Temecula**  
Fire Station 73 Gym and Apparatus Bay
- **City of Meniffee**  
Fire Station 68 Renovation and Expansion
- **Santa Clara County**  
Los Gatos Fire Station Kitchen Remodel  
Seven Springs Fire Station Kitchen Remodel  
Los Altos Fire Station Kitchen Remodel
- **City of Moreno Valley**  
New Marquee Sign  
Iris Brnach Library
- **City of Hemet**  
Fire Stations 1, 2 & 3 Kitchen Renovations
- **Riverside-Corona Resource Conservation District**  
New Agricultural Field Office
- **County of San Bernardino**  
Trona Library Renovation





## Subcontractors b.

### MECHANICAL, ELECTRICAL, PLUMBING ENGINEERING

#### Design West Engineers

412 E. Vanderbilt Way, San Bernardino, CA 92408

Contact: Steven Johnson, Dir. of Mechanical / P.E.

(909) 890-3700



### STRUCTURAL ENGINEERING

#### DCSE Associates, Inc.

1744 W. Katella Ave., Ste. 107, Orange, CA 92687

Contact: Winnie Sullivan

(714) 997-1145



### COST ESTIMATING

#### RWCC - Richard Warsinger Construction Consulting

3456 Guido Street, Oakland, CA 94602

Contact: Richard Warsinger

(510) 530-5921



### SPECIFICATIONS

#### HALL | AEC

1239 Belgrave Place, Charlotte, NC 28203

Contact: Walter Scarborough, FCSI

(704) 334-2101



### PHOTO DOCUMENTATION

#### OC View, LLC - Multivista

1730 East Holly Ave., Ste. 730, El Segundo, CA 90245

Contact: Jeff Dalglish

(310) 963-6061







# FISCAL STABILITY

## Profit and Loss Statement



TR Design Group  
Basis: Accrual

12/31/2023

Thursday, March 28, 2024  
Page 1

	<u>YTD Balance</u>
<b>INCOME</b>	
Professional Services Billed	2,868,667
<b>TOTAL INCOME</b>	<b>2,868,667</b>
<b>COST OF SALES</b>	
<b>BILLABLE COST</b>	
Direct Labor	771,028
Billable Cost of Services	439,354
<b>TOTAL BILLABLE COST</b>	<b>1,210,382</b>
<b>NONBILLABLE COST</b>	
Nonbillable Cost of Services	572
<b>TOTAL NONBILLABLE COST</b>	<b>572</b>
<b>TOTAL COST OF SALES</b>	<b>1,210,954</b>
<b>GROSS MARGIN</b>	<b>1,657,713</b>
<b>EXPENSES</b>	
Indirect Labor Cost	280,999
Bonuses & Incentives	32,000
Payroll Related Expense/Fringe	219,767
Facilities	32,350
General Office	66,887
Business Insurance & Taxes	50,096
Professional Services	49,510
Marketing & Business Development	10,466
Outside Services	32,936
Travel & Entertainment	1,281
Other Expenses	107,203
<b>TOTAL EXPENSES</b>	<b>883,496</b>
<b>NET OPERATING INCOME</b>	<b>774,217</b>
<b>OTHER INCOME</b>	
Other Income	6,886
<b>TOTAL OTHER INCOME</b>	<b>6,886</b>
<b>NET INCOME (LOSS)</b>	<b>781,103</b>

TR Design Group requested but has not yet received our Dun and Bradstreet Credit Report. Additionally, we do not have audited financials. These financials are what was used for our 2023 taxes and we hope they are sufficient to demonstrate our financial stability. We've been in business and profitable consistently since 2003.



# FISCAL STABILITY

## Balance Sheet



TR Design Group  
Basis: Accrual

12/31/2023

Thursday, March 28, 2024

### Assets

#### CURRENT ASSET

##### Cash

1010 Bank Account - Checking	37,391.26
1020 Bank Account - Savings	150,053.94

##### Total Cash

187,445.20

##### Receivables

1200 Accounts Receivable	469,725.48
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##### Total Receivables

469,725.48

##### Other Current Assets

1240 Security Deposits	2,934.51
1410 Prepaid Expenses	147.15

##### Total Other Current Assets

3,081.66

1310 Work In Progress- Labor	985.50
1320 Work In Progress - Expenses	-19.50
1330 Work In Progress - Consultants	-966.00

##### Total Work In Progress

.00

#### TOTAL CURRENT ASSET

660,252.34

#### NON-CURRENT ASSET

##### Equipment & Fixed Assets

1610 Fixed Assets	12,293.45
1611 Furniture & Fixtures	14,253.60
1612 Computer Hardware	123,241.97
1613 Computer Software	96,324.59
1615 Accumulated Depreciation - PPE	-203,447.29

##### Total Equipment & Fixed Assets

42,666.32

#### TOTAL NON-CURRENT ASSET

42,666.32

#### TOTAL ASSETS

\$ 702,918.66

### Liabilities and Equity

#### CURRENT LIABILITY

##### Other Current Liabilities

2300 Client - Prepaid Retainer	153,072.24
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##### Total Other Current Liabilities

153,072.24

##### Current Payables

2000 Accounts Payable	128,855.62
2021 Chase Ink 5630	1,403.00

##### Total Current Payables

130,258.62

##### Payroll Payables

2002 Salaries Payable	18,588.16
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##### Total Payroll Payables

18,588.16

#### TOTAL CURRENT LIABILITY

301,919.02

#### EQUITY

##### Capital

3100 Profit Distributions	-2,178,690.54
3800 Paid-in-Capital	127,065.68

##### Total Capital

-2,051,624.86

#### TOTAL EQUITY

-2,051,624.86

#### RETAINED EARNINGS

##### Capital

3900 Retained Earnings	1,671,521.42
Net Income	781,103.08

##### Total Capital

2,452,624.50

#### TOTAL RETAINED EARNINGS

2,452,624.50

#### TOTAL LIABILITIES AND EQUITY

\$ 702,918.66



# EXPERIENCE AND TECHNICAL COMPETENCE

*Experience a.*

(i) TR Design Group has all the staff and skills necessary to meet the goals of the City and fulfill the functions to successfully complete this project. Below are various related projects that show our experience and technical competence for both Police and Fire Departments, along with a University Sports Facility.

(ii)

## City of Menifee:

- Fire Station 68 Renovation and Expansion

## City of Fountain Valley

- Police Locker Rooms & Restrooms
- Fire Sta. No. 2 Apparatus Bay\*\* Included Project Management

## City of Moreno Valley:

- Fire Station No. 48 Renovation and Expansion
- Police Traffic Division & Ballistic Glass Public Counter

## San Bernardino International Airport:

- New Sheriff's Aviation Facility

## City of Temecula:

- Fire Sta 73 Generator Pad, Gym & Apparatus Bay

## Santa Clara County Central Fire Protection District

- 3 Fire Station Kitchen Remodels

## City of Hemet:

- 3 Fire Station Kitchen Remodels

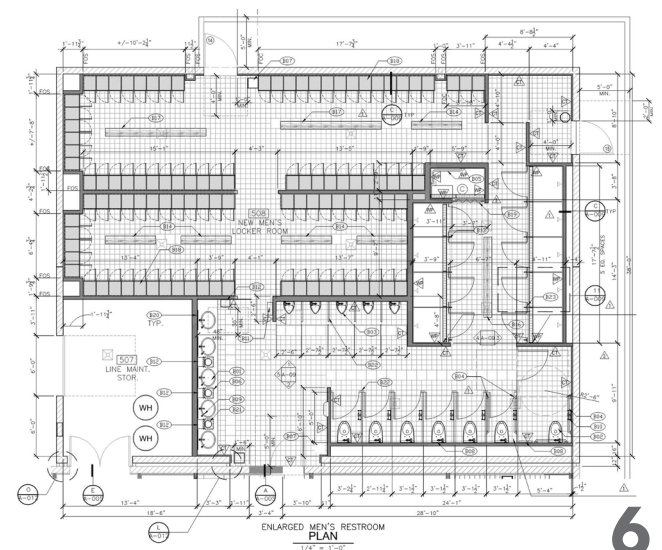
## California Baptist University

- Baseball and Softball Facility

(iii) TR Design Group - 1999 / Incorporated in 2005

(iv) see next page

(v) TR Design Group is currently working with the City of San Bernardino on a \$28M project for a new Homeless Campus for Lutheran Social Services.







**Fountain Valley Police Dept., Fountain Valley** - Major renovation to the Police Department Headquarters including Locker and Restrooms, crime lab, gym, offices, MEP systems, and ADA improvements.

**Reference:** Temo Galvez (714) 593-4517 [Temo.Galvez@fountainvalley.org](mailto:Temo.Galvez@fountainvalley.org)



**SBIAA - Sheriff's Aviation** - A new 55,000 SF maintenance and storage hangars for the rotary and fixed-wing aircraft as well as a 12,500 SF EOC operations facility. New offices, lockers, situation and community rooms for emergency and search and rescue operations. **Reference:** Mark Gibbs (909) 382-4100 [mgibbs@sbdairport.com](mailto:mgibbs@sbdairport.com)



**County of Riverside - Banning District Attorney Offices TI** - This 11,500 s.f. remodel included a complete gut and renovation of the existing 1960's facility. The project was completed record time from initial design to move-in in just under 5 months. **Reference:** Blanca Limon Project Manager III [blimon3@gmail.com](mailto:blimon3@gmail.com)



## *Project Specific Experience b. i.*

### **FOUNTAIN VALLEY POLICE DEPARTMENT**

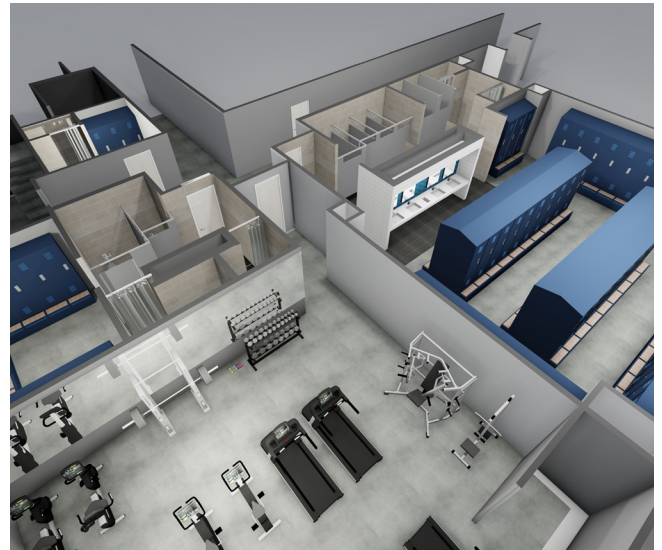
This renovation project came back from bidding with a 0.3% variance in the top 3 bidders and is currently in construction. It involves new locker rooms, restrooms, CSI Lab and workout room for the Department. Their current force is over 90 personnel with 62 officers. renovation Project involved Architectural, Accessibility, Mechanical, Plumbing, Electrical and Structural upgrades along with temporary conditions during construction.

Bid: \$ 3.4M A&E Fee: \$ 307, 258

Project dates: June 2019 - Currently in construction

Contact: Temo Galvez - Deputy Dir. of Public Works  
City of Fountain Valley (714) 593-4517

Email: temo.galvez@fountainvalley.org



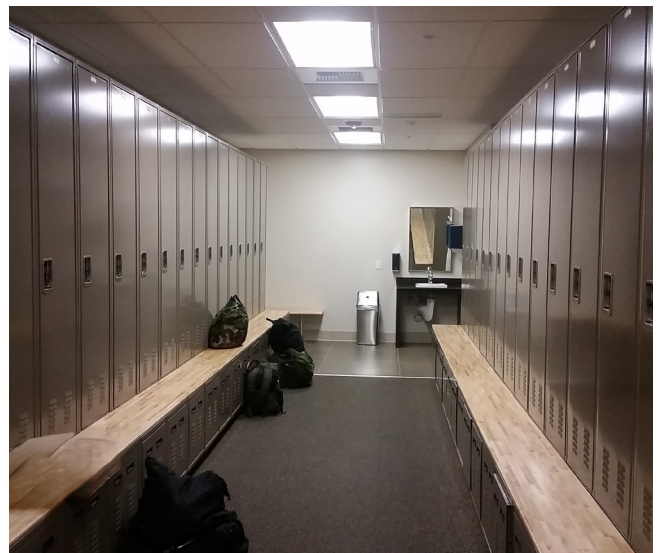
### **SAN BERNARDINO INTL. AIRPORT AUTHORITY SHERIFF'S AVIATION DIVISION**

Project included a new 27,500 s.f. maintenance hangar, a 22,500 s.f. storage hangar and 11,500 s.f. of offices for the new Sheriff's Aviation Operations Facility. This includes situation and community rooms for emergency operations and search and rescue operations. The Sheriff's operations offices include emergency communications systems, lockers and weapons storage.

Bid: \$10.4M A&E Fee: \$ 835,600

Project dates: September 2013 - September 2016

Contact: Mark Gibbs, Director of Aviation  
SBIAA (909) 382-410 mgibbs@sbdairport.com



### **CALIFORNIA BAPTIST UNIVERSITY BASEBALL AND SOFTBALL FACILITY**

A new approximately 15,000 - 20,000 s.f. field house athletic building for the University's Baseball and Softball teams. It includes extensive lockers, showers and restroom facilities on both levels.

Bid: \$ 15.9 M A&E Fee: \$ 1.2M

Project dates: April 2022 - Currently in construction

Contact: Mark Howe - VP of Finance & Administration  
California Baptist University (951) 343-4211

Email: mhowe@calbaptist.edu







*b. ii.*

TR Design Group, Inc. has NOT:

- (a) Had a failure to enter into a contract or professional services agreement once selected.
- (b) Withdrew a proposal as a result of an error.
- (c) Terminated or failed to complete a contract.
- (d) Been debarred by any municipal, county, state, federal or local agency.
- (e) Been involved in litigation, arbitration or mediation. As a firm or it's principals been convicted for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance. Knowingly concealed any deficiency in the performance of a prior contract.
- (f) Falsified information or a submission of deceptive or fraudulent statements in connection with a contract.
- (g) Had willful disregard for applicable rules, laws or regulations.

### *Technical Competence c.*



Teamwork of our multi-disciplinary staff and an integrated effort by our entire architecture and engineering consulting team help us to produce quality sets of drawings, resulting in fewer change orders and an overall lower project cost.

Regarding Technical Competence, we use several technologies to assist in the delivery of projects. Newforma is an integrated project management platform that provides our office with increased communication and organization workflows as well as a databased project history. It also integrates with Procore. Delttek Ajera provides us with up-to-the-minute project status and progress reports for managing deadlines. We use Revit (BIM) for most projects and Bluebeam Studio, which allows for markup and collaboration between teams in real time.



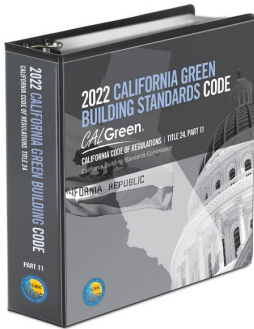


# APPROACH

Your Police Locker room project is fairly straightforward, in that the objectives for it are clear. Renovate the restrooms, update the lockers, finishes and materials, provide as many lockers as possible, and rework the restrooms and showers to meet accessibility requirements. Of note, our past experience with projects like this, tell us that both “non-gender” facilities may create a “third” restroom/locker room. And, it will be important to discuss temporary facilities, as this is key to keeping the department operational while the facility is under construction. We have thoughts for that but will need to review key objectives with you as to security, other facilities within the building, and potentially off-site facilities.

Thankfully, we are well qualified and have completed other projects very similar in scope. We know the steps and can take the ball and run with it. We will develop and deliver a comprehensive project in cooperation with you.

SPACE		DETAIL	REQU	IT	UNIT	AREA	FLOOR	THIRD	TOTAL LINE
TOTAL SF BY FLOOR							10,254	6,569	16,823
BUILDING SF BY FLOOR W/ NON ASSIGNABLE DOUBLE HEIGHT SPACE							10,254	6,569	16,823
INTAKE STAFF							1,413	2,281	3,694
	Reception	Space for 2 staff	2	64	128				128
	Waiting room	W/ access for their property	12	30	360				360
	Group Room	8 person	1	100	200				200
	Hand Clean Process Space - Distribution		2	48	192				192
	Staff Opened Laundry (dry)		1	120	120				120
	Offices (restroom area)		1	120	120				120
	Offices (restroom area)		1	118	118				118
	Interview space		4	65	260				260
	Break Room		1	880	340				340
	Conference Room	14 person	1	385	385				385
	Copier & Storage Room		1	180	180				180
	Staff Office		2	140	280				280
	Copier Worker Office		2	140	280				280
	Queue Office Area		10	10	650				650
	Security		1	100	100				100
OPERATIONS							1,205		1,205
	IT Computer Storage Room		1	120	120				120
	IT Office		3	120	360				360
	Facilities Office		2	120	240				240
	Surveillance Room	1 station	1	100	100				100
	Break Room		1	100	100				100
	Staff Restroom		1	100	100				100
	Cubicles		3	75	225				225
KITCHEN / DINING							6,300		6,300
	Conference (2 Phase Volume)	180 Class (50% space)	180	1	2,000	2,000			2,000
	Kitchen & Prep	(40% of Total Space)	5,000	1	2,000	2,000			2,000
	Staff Restroom		2	100	200				200
	Storage		1	1,000	1,000				1,000
LAUNDRY SERVICES (CAMPU)							1,000		1,000
	Laundry (Main Rm)		1	100	100				100



## PHASE 01 – PLANNING PHASE / EX. DRAWINGS / CODE REVIEW

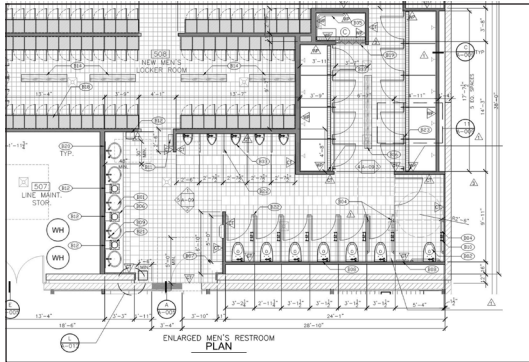
Your existing site and building plans are a great place to start. There are important site studies and investigations that need to take place prior to starting Schematic drawings. Additionally, we need to review the Program with you as this will determine what “success” looks like later in the project. We will first meet with you for the kick-off meeting, and to introduce the team. First, we want to meet with and establish a relationship with your team and your Project Manager. Our goal will be to clarify communications, distribution lists and “who to call when”. We will create a Project Team list and distribute contact information for our team to all appropriate members, including our President, Thomas Riggles cell phone number. We will make ourselves available to you and have multiple possible contacts so you can reach one of our team members when it’s urgent. We will analyze the existing conditions, your current design plans, and the related supporting information. Our MEP engineers are in San Bernardino and will meet with us at the site to begin determining Points of Connection and existing services.

We will also then review those drawings and files for constructibility, code and other issues. This will help us to finalize the design. We will have a photo documentation company photo doc the Area of Work. This will reduce the number of trips needed for information gathering and will be a reference for future work.

## PHASE 02 - SCHEMATIC DRAWINGS

Then, with your input and code issues in hand, we will prepare concept drawings that illustrate the potential new layouts and how to improve the locker rooms and restrooms. We will solve the problems and present ideas to you. We will work with you to refine the concepts. After the City approves the conceptual floor plan, we will then select materials and finishes and design the spaces. The materials will be provided to you in physical form as well as 3D renderings of the spaces to better illustrate the designs and receive your approval.





## PHASE 04 CONSTRUCTION DOCUMENTS

From the Schematic Design approval, we will prepare the Construction Documents (drawings and specifications) for bid, permit and construction. Detailed drawings and schedules will be prepared for Architectural, Structural (very limited), Mechanical, Plumbing and Electrical systems.

Our engineers are right in San Bernardino so site access and driving over to see field conditions is not a concern. We will work with our consultants for inter-disciplinary coordination. At this point we will need final selections for all equipment, furniture and items to be included in the building and/or the General Contractor's Scope of Work. Green Code requirements, and other Code Requirements will be incorporated into the plans to demonstrate Code Compliance to the AHJ.



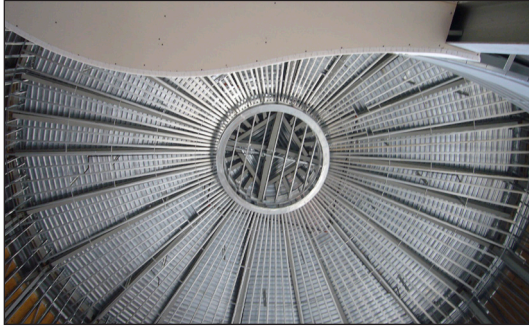
## QUALITY PLANS

We thoroughly review every set of drawings through our rigorous QAQC. As part of our team, James Horecka will do this review. He has done QAQC reviews for 40+ years. He is also a Certified Access Specialist, which means he is consistently involved throughout the development of our plans to confirm clearances and accessibility, and carefully reviewing plans for compliance. We are committed to quality and will review the documents for coordination, accessibility and constructibility issues prior to bid with the goal of reducing issues in the field and Change Orders during construction.

Permit Type	Agency	1st Submittal	1st Recd
Conditional Use Permit	Riverside Co.	9/12/2005	1/6/06
Soils Review	Riverside Co.	1/24/2006	
Prelim. Grading Plan	Riverside Co.	9/12/2005	1/6/06
Precise Grading (on-site)	Riverside Co.	10/4/2006	
SWPPP	Riverside Co.		
Conceptual Landscape	Riverside Co.	9/12/2005	1/6/06
Habitat Assessment	Riverside Co.	10/31/2005	
Transportation Department	Riverside Co.	9/12/2005	1/6/06
Traffic Study	Riverside Co.	3/15/2006	
WQMP	Riverside Co.	9/12/2005	1/6/06
Drainage Study	Riverside Co.	9/12/2005	1/6/06
Off-Site Street Improvements	Riverside Co.	10/13/2006	
Prelim. Photometric Study	Riverside Co.	9/12/2005	1/6/06
Assessment Districts	N/A		
Cultural I - Archeological	Riverside Co.		
Offer of Dedication	Riverside Co.	8/29/2006	
Street Vacation (Crape St)	Riverside Co.	8/29/2006	

## PHASE 08 PLAN CHECK SUBMITTAL

We have extensive experience in securing agency approvals and permits and work closely with many agencies. We will start early, meet with Building and Safety, Fire and Public Works and determine their requirements to facilitate a smooth permitting process. We anticipate these plans will be checked by Jim Rossman at the County's Facilities and not through TLMA. TR Design Group can assist the County in issuing plans for bid, although this was not requested and not currently in the contract. If Project Management is selected this can be included. Typically the County prepares their front-end and we support that with drawings and specs. Additionally, most agencies post and advertise projects for bid through the bid boards. We will assist during bid for RFI's and Addenda, if any.



#### **PHASE 05 CONSTRUCTION BID SUPPORT**

We will assist you in issuing the plans for public bid. We will attend the Pre-Bid meeting and be available for RFI's and Addenda, if needed.

#### **PHASE 06 CONSTRUCTION SUPPORT**

We can provide Construction Support up to the hours included in our proposal, including the review of shop drawings and submittals, confirm that products and equipment meet specified requirements. TR Design Group can review (and challenge) any changes in products and materials for equivalency. Regular site visits and meetings will be attended to review progress and expedite information for the GC. We can also then assist with the punch-list review. We regularly assist agencies with Construction Administration.



#### **PHASE 07 POST CONSTRUCTION SERVICES**

We will receive and distribute the as0built drawings from the GC. From those clear, organized and legible as-builts, we will revise our drawings for the record sets. Any information received from the GC will be provided to the City for your records. Typically the warranty and manuals go direct to the agency.



#### **PHOTO DOCUMENTATION (OPTIONAL AND ADDITIONAL)**

As part of the service for your project, we have a third-party photo documentation company that will photo doc during construction. This service will include regular on-site GPS enabled location-specific photos and system specific milestone measurable photos. We have included this service for the beginning of the project to document the existing conditions and an optional regular / static photo doc during construction. Clients who have used this service have found it to very be valuable to "see inside" the building after construction is complete.





# FEE PROPOSAL

## FEE AND PHASING/ FUNDING SCHEDULE B.

### EXHIBIT B FEE AND PHASING/FUNDING SCHEDULES

#### 1. FEE SCHEDULE.

Designer will invoice City on a monthly cycle based on the following fee schedule. Designer will include with each invoice a detailed progress report that indicates the amount of budget spent on each phase and the total amount spent against the Total Compensation. Designer will inform City regarding any out-of-scope work being performed by Designer for which Designer intends to seek compensation from City.

#### 2. PHASING/FUNDING SCHEDULE.

Progress payments towards Total Compensation shall never exceed the following percentages of Total Compensation as of the phase indicated:

Initial Planning Phase:	_____ percent (% <u>8.0</u> )
Schematic Plan Phase:	_____ percent (% <u>15.0</u> )
Design Development Phase:	<u>N/A</u> percent (% _____)
Final Working Drawings & Specifications Phase:	_____ percent (% <u>55.5</u> )
<del>Construction Contract Documents Phase:</del> PLAN CHECK	_____ percent (% <u>1.0</u> )
Bid Phase:	_____ percent (% <u>2.5</u> )
Construction Phase:	_____ percent (% <u>16.5</u> )
As-Built Drawings Phase:	_____ percent (% <u>1.5</u> )
Warranty Period Phase:	<u>N/A</u> percent (% _____)



## COMPENSATION RATES AND REIMBURSABLE EXPENSES C.

Principal / Principal Designer	\$275
Project Architect / Senior Project Manager	\$225
Architect / Project Manager	\$195
Permit Specialist / Project Coordinator	\$180
Job Captain / Senior Draftsman	\$155
Draftsman	\$135
Clerical	\$ 75

### ANNUAL INCREASE

An increase of not more than 5% shall be included for multi-year contracts and shall initiate at the beginning of each calendar year.

**SUB-CONSULTANT COSTS:** All Consultants (if engaged as part of the Scope) including, but not limited to, civil, landscape, structural, mechanical, plumbing and electrical engineering shall be a multiple of one and one and fifteen one-hundredths (1.15) times the amounts billed to the Architect for such services.

### REIMBURSABLE EXPENSES

FOR REIMBURSABLE EXPENSES, a multiple of one and fifteen one hundredths (1.15) times the expenses incurred by the architect, the architect's employees and consultants in the interest of the project. Reimbursable expenses include expenses incurred by the architect in the interest of the project for:

Expense of transportation and living expenses in connection with out-of-town travel authorized by the owner. Mileage will be billed at the current federal government rate at the time of the expense; conference-call charges for our service at a rate of \$25/hour; postage and handling of drawings, specifications and/or documents; fees paid for securing approval of authorities having jurisdiction over the project; reproductions/blueprint/copies: Cost + 15%. Per-item costs: In-house color copy, 8.5 x 11: \$1; in-house color copy, 11x17: \$2. Plotting -- full sheet, \$5; half sheet, \$1; CD, \$2; DVD, \$5; high-resolution aerial photos, \$50. Expense of overtime work requiring higher-than-regular rates, as authorized. Renderings and models requested by the owner.

### ADDITIONAL SERVICES

None

### ADDITIONAL CONSULTANTS

None



# INSURANCE



TRDESIG-01

SGONZALEZ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/21/2023

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

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

PRODUCER License # 0757776 HUB International Insurance Services Inc. PO Box 5345 Riverside, CA 92517	CONTACT NAME: Kristie Koehrer PHONE (A/C, No, Ext): (951) 779-8558 FAX (A/C, No): (951) 231-2572 E-MAIL ADDRESS: cal.cpu@hubinternational.com
INSURED  TR Design Group, Inc. 2900 Adams St., Ste. A400 Riverside, CA 92504	INSURER(S) AFFORDING COVERAGE INSURER A : Ohio Security Insurance Company 24082 INSURER B : Hartford Casualty Insurance Company 29424 INSURER C : U.S. Specialty Insurance Company 29599 INSURER D : INSURER E : INSURER F :

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BZS(24)56414195	11/22/2023	11/22/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BZS(24)56414195	11/22/2023	11/22/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	72 WEC EV4335	11/22/2023	11/22/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab.			USS 23 34275	11/22/2023	11/22/2024	Ded \$25K/EAClaim Lmt \$ 1,000,000
C	Professional Liab.			USS 23 34275	11/22/2023	11/22/2024	Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
For Informational Purposes Only.

CERTIFICATE HOLDER	CANCELLATION
*For Insured's Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03)

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## LITIGATION

TR Design Group has no litigation for any claims filed by our firm or against our firm related to the provision of Services in the last five (5) years.



**b. COMMUNITY INVOLVEMENT**

Community Involvement is not anticipated to be needed for this project, but we have included the meetings as requested with the City and / or departments.

**c. PREVIOUS INVOLVEMENT WITH THE CITY**

TR Design Group currently has two active projects in the city of San Bernardino, one of which is a grant funded project where the City of San Bernardino is a partner to our client on the project.

**d. STATEMENT**

TR Design Group has no conflicts of interest in connection with providing the Services in this RFP.





## CERTIFICATION OF PROPOSAL

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.

Sincerely,

**Thomas Riggle, Architect, NCARB, AIA**  
President

**3.15.3 Commercial General Liability (b):** “Coverage for Commercial General Liability insurance shall be at least as broad as the following: Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent”. **TR Design currently maintains Commercial General Liability insurance with Insurance Services Office BusinessOwners Coverage Form BP 0003 07/13 which may or may not be considered equivalent by the City.**

**3.15.3 Commercial General Liability (c):** “The policy shall contain no endorsements or provisions limiting coverage....or (4) contain any other exclusion contrary to the Agreement. “ **There are a number endorsements included in each policy. A complete list of forms and endorsements for each policy is available for review at your request.**

**3.15.3 Commercial General Liability (d):** “The policy shall give City, the City Council and each member of the City Council, its officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.” **TR Design currently maintains general liability insurance with Blanket Additional Insured coverage included in form BP 79 96 09 16 BusinessOwners Liability Extension Endorsement for ongoing operations (i.e CG2010) only. Completed Operations (i.e. CG2037) additional insured coverage may be available for an additional premium subject to carrier approval. We can obtain an insurance quote for completed ops additional insured status at your request.**

**3.15.4 Automobile Liability (a):** “At all times during the performance of the work under this Agreement, the Designer shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.” **TR Design currently maintains Hired Auto and Non-Owned Auto Liability coverage. TR Design does not currently have “Owned” auto coverage. If TR Designs, Inc. owns any vehicles, we can obtain an insurance quote to add this coverage at your request.**

**3.15.4 Automobile Liability (b):** “Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).” **TR Design currently maintains Auto Liability insurance with Insurance Services Office Coverage Hired Auto (Symbol 8) and Non-Owned Auto Liability (Symbol 9) Form BP 0686 05/17 which may or may not be considered “at least as broad” by the City. TR Design does not currently have owned autos so “any auto” and/or “owned auto” coverage is not available. If TR Designs, Inc. owns any vehicles, we can obtain an insurance quote to add this coverage.**





**3.15.6 Professional Liability (Errors and Omissions):** "...This insurance shall be endorsed to include contractual liability applicable to this Agreement..." **TR Design currently maintains Professional Liability coverage with the following exclusion verbiage "Liability of Others Assumed by Contract. The liability of others assumed by any Insured under any contract or agreement unless such liability arises as a result of a Breach of Professional Duty and would have existed absent such contract or agreement."**

**3.15.7 Privacy/Network Security (Cyber) (a):** " At all times during the performance of work under this Agreement, the Designer shall maintain privacy/network security insurance, in a form and with insurance companies acceptable to the City, for: (1) privacy breaches, (2) system breaches, (3) denial or loss of service, and (4) the introduction, implantation or spread of malicious software code." **TR Design does not currently maintain separate Cyber Liability coverage to meet these requirements. We can obtain an insurance quote for this coverage at your request.**

**3.15.8 Aviation and/or Drone Liability (a):** "At all times during the performance of the work under this Agreement, the Designer shall maintain Aviation and/or Drone Liability insurance for bodily injury and property damage, in a form and with insurance companies acceptable to the City." **TR Design does not currently have Aviation or Drone Liability coverage. If TR Designs, Inc. owns any aircraft/drones, we can obtain an insurance quote to for this coverage.**

**3.15.11 Policy Provisions Required (a):** "Designer shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Designer shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium." **30 Day Notice of Cancellation is not available on the Business Owners (Auto) policy. We are able to provide HUB approved 30 Day Notice of Cancellation wording with 10 Days for Non-Payment to the Certificate of Insurance.**



# DIVERSITY QUESTIONNAIRE AND GOALS FORM

Agreement Title/Number: RFP F-24-1009

## CITY OF SAN BERNARDINO DBE QUESTIONNAIRE AND GOALS FORM

1. Agreement Information: \_\_\_\_\_  
Agreement No: RFP F-24-1009 POLICE STATION LOCKER ROOM RENOVATION  
Term: \_\_\_\_\_  
Brief Description of Contract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Contact information of person(s) responsible for Contractor's monthly DBE reporting:  
Name: \_\_\_\_\_

Contractor's DBE Goal:		
Description	Dollar Value	Per Year/Lump Sum, Etc.
Total Dollar Value of Work/Agreement:	\$	
<b>Total Dollar and Percentage of Work Planned with DBEs* (Contracting and Subcontracting)</b>		
	\$	%
<b>Estimated Percentage Breakdown</b>		
MBEs (minorities, male and female)	\$	%
WBEs (non-minority female)	\$	%
SDVBEs (service-disabled veteran)	\$	%
LGBTQ (Lesbian, gay, bisexual, transgender)	\$	%
<b>*NOTE:</b> The estimated total dollars will be adjusted using the above percentages for any change in Agreement value.		

### By Signing below, Contractor/Vendor/Consultant represents and warrants that:

- a) Contractor/Vendor/Consultant shall maintain all necessary documents and records to demonstrate efforts to achieve the above DBE goals
- b) Contractor/Vendor/Consultant is responsible for identifying, soliciting, and qualifying appropriate certified DBE subcontractors to the extent necessary to meet Contractor's/Vendor's/Consultant's DBE goal
- c) The above information is true and correct to the best of its knowledge

Signature: \_\_\_\_\_

Name and Title: THOMAS RIGGLE, PRESIDENT

Contractor Entity Name: TR DESIGN GROUP, INC.

Contact Info. (email/phone number): thomas@trdesigngroup.com / 951-742-7179

Date: 7/18/24