

AMENDMENT NO. 1 TO THE DESIGN SERVICES AGREEMENT BETWEEN  
THE CITY OF MANHATTAN BEACH AND JEFFREY MILLER ARCHITECTURE  
AND DESIGN

This First Amendment (“Amendment No. 1”) to that certain agreement by and between the City of Manhattan Beach, a California municipal corporation (“City”) and Jeffrey Miller Architecture and Design Corporation, a California corporation (“Consultant”), (collectively, the “Parties”), is hereby made effective as of the date of the last authorized representative signature below (“Effective Date”).

RECITALS

A. On May 25, 2023, the City and Consultant entered into an agreement for professional services for the Consultant to provide Professional Design Services for Five City Public Building Facilities Remodel Projects (“Agreement”);

B. The Parties now desire to amend the Agreement to increase the Maximum Compensation, extend the term, and modify the Scope of Services to add additional services.

NOW, THEREFORE, in consideration of the Parties’ performance of the promises, covenants, and conditions stated herein, the Parties hereby agree as follows:

Section 1. Section 2 of the Agreement is hereby revised to extend the term of the Agreement through December 31, 2025, unless sooner terminated as provided in Section 12 of the Agreement.

Section 2. Section 3.A of the Agreement is hereby amended to increase the Maximum Compensation amount by \$273,157.00, for a new Maximum Compensation of \$ 322,157.00

Section 3. Exhibit A “Scope of Services” of the Agreement is hereby amended to include the attached Exhibit A of this Amendment No. 1.

Section 4. Exhibit B “Approved Fee Schedule” of the Agreement is hereby amended to include the attached Exhibit B of this Amendment No. 1.

Section 5. Except as specifically amended by this Amendment No. 1, all other provisions of the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 1 on the day and year of the last authorized representative signature shown below.

City:

Consultant:

City of Manhattan Beach,  
a California municipal corporation

Jeffrey Miller Architecture and Design  
a California corporation

By: \_\_\_\_\_  
Name: Bruce Moe  
Title: City Manager

DocuSigned by:  
By: *Jeffrey A. Miller*  
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Name: Jeffrey A. Miller 7/10/2023  
Title: Principal Architect

ATTEST:

By: *Sally Drum, COO*  
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Name: Sally Drum 7/10/2023  
Title: Chief of Operations

By: \_\_\_\_\_  
Name: Liza Tamura  
Title: City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Name: Quinn M. Barrow  
Title: City Attorney

APPROVED AS TO FISCAL IMPACT:

By: \_\_\_\_\_  
Name: Steve S. Charelian  
Title: Finance Director

APPROVED AS TO CONTENT:

By: \_\_\_\_\_  
Name: Erick Lee  
Title: Public Works Director

## **EXHIBIT A SCOPE OF SERVICES**

Jeffrey Miller Architecture and Design (JM|A+D) will provide architecture and interior design, documentation, and permitting services required for non-structural tenant improvement projects and coordination in the development of construction for the implementation of the following additional projects.

### **Task A – Required**

#### **PUBLIC WORKS WAREHOUSE**

Schedule: July 2023 – February 2024

Modification: 350-700 SF Area

This project reconfigures the ground-level space of an existing warehouse to include the following:

- Subdivision of large admin office into a medium admin office and small coin counting room
- Creation of one (1) enclosed and one (1) open workstation in the storefront area
- Creation of climate-controlled server room for existing and future servers
- Modification of HVAC loads
- Associated disabled access expenditures

This project will be implemented through a more traditional phased approach, but given the de minimis scope may combine the Design Development and Construction Documents phases. The process will be initiated through conversations with stakeholders and occupants to better understand the issues with the existing facility, interpreted through presented concept/schematic diagrams, and plans over two (2) design meetings, which may include finishes, albeit from the photos JM|A+D assume these spaces champion cost-effective functionality over aesthetics.

The approved schematic plans will be distributed through drawing/model backgrounds to the design team to include mechanical, electrical, and plumbing engineering and input from low voltage, data systems, and security consultants or vendors to lead the coordination of or participate in:

- Recurring Project Meetings
- Assessment of B Type occupancy within S Type/Motor Vehicle Related occupancy
- Evaluation and remedial recommendations of building enclosure at Server Room
- Evaluation and remedial details for Disabled Access
- Optimization of existing HVAC system and supplemental new units for Server Room
- Coordination of HVAC equipment with electrical and plumbing (condensate) systems

- Documentation necessary for building permits and submissions necessary for departmental clearances

This should not take more than two (2) months in construction and assume four site observations at the completion of demolition, electrical/data rough-in, enclosure dry-in, and punch list culminating with the issuance of a certificate of substantial completion. JM|A+D has indicated four (4) weeks for permit submission and resubmission, as noted in the RFP.

JM|A+D will participate in the commissioning and close-out procedures as required.

## **CITY HALL IT OFFICE REMODEL**

Schedule: July 2023 – March 2024

Modification: 2,000 SF Area

This project reconfigures the existing IT offices to include the following:

- Physical help desk
- Create an access control point in the balance of the office
- Evaluation of interior acoustical performance and recommendations to mitigate noise
- Evaluate equipment repair area and make recommendations for more efficient workspaces and storage areas
- Modification of back office to accept existing plotter and additional workstation
- Evaluation of overall space to generate recommendations to refresh the area and enhance staff comfort and utility within spaces
- Associated disabled access expenditures

This project will be implemented through a more traditional phased approach initiated through conversations with stakeholders and users to better understand the project goals and how design may alleviate pain points within the existing offices. JM|A+D with TAP Studio will synthesize recommendations through presented concept/schematic diagrams and plans over three (3) schematic design meetings.

- **Meeting 01** will be primarily focused on layout, adjacencies, and evaluation of effectiveness of floor plan/floor plan options in capturing the City Program. Meeting 01 will include a general discussion to establish a project attitude towards finishes and lighting and acoustical mitigation strategies, which may include:
  - Modifications to furniture/equipment
  - Modification of ceiling, wall, and floor finishes for better-performing products
  - Inclusion of sound masking system
  - Inclusion of acoustic wall panels

- Discussion of lack of access to natural light within space and recommendations
- **Meeting 02** will include a presentation of the revised floor plan based on feedback with whitebox interior 3D experiential views and a presentation of three (3) materials palettes. Strategies for MEP implementation, daylighting if possible, or artificial daylighting if not possible to bring natural light in, will be discussed.
- **Meeting 03** will be to present the final Schematic Design package.

The approved schematic plans will be distributed through drawing/model backgrounds to the design team to include mechanical and electrical engineering and input from low-voltage, data systems and security consultants or vendors.

JM|A+D will lead the team in coordination of:

- Recurring Project Meetings
- Occupancy and Egress, Fire Life Safety compliance
- Evaluation and remedial details for Disabled Access
- Furniture, Finish and Power & Data Plans and RCP's
- Drawing and detailing of built-in millwork
- Construction Detailing of finishes and unique conditions
- Documentation necessary for building permits and submissions necessary for departmental clearances

This should take no more than three to four months in construction and assume four six-site observations at the completion of demolition, electrical/data rough-in, furniture installation, and punch list culminating with the issuance of a certificate and close-out procedures as required.

JM|A+D will participate in the commissioning and close-out procedures as required.

## **CITY HALL PUBLIC SERVICE ASSESSMENT**

Schedule: July 2023 – September 2023

Modification: 5,700 SF Area

JM|A+D, together with TAP Studio, will provide architectural and interior design services in the assessment of non-structural tenant improvement projects, reconfiguring the existing Public Services area to better use and support contemporary workflows privileging departmental space within the diminished public access area. The assessment will include the following:

- Space and allocation needs survey, plus necessary site visits and discussions with departments/users to generate remodel Program
- Preparation of a minimum of two (2) concept plans for review in a design meeting
- Preparation of a written report noting conclusions and recommendations to the City Council

- Preparation of probable cost estimate for both concepts and finalized in a report for the preferred scheme
- Inclusion of Community Development special notes and other departmental requirements

### **Task B - Optional**

#### **CITY HALL COUNCIL CHAMBERS REMODEL (OPTIONAL)**

Schedule: July 2023 – October 2023

Modification: 4,500 SF Area

JM|A+D, together with TAP Studio and Lo-Fu Design, will provide architectural and interior design services in the re-envisioning and potential expansion of the existing Council Chambers to elevate the experience, functionality, capacity, accessibility, and visual impact of the space.

The assessment will include:

- Space and allocation needs survey, plus necessary site visits and discussion with departments/users to generate remodel concepts noting impact to building infrastructure for revised occupant loading/configuration and anticipated technology program
- Preparation of a minimum of three (3) concept plans for review in a design meeting, inclusive of experiential 3D interior views/walkthroughs
- Preparation of a written report noting conclusions and recommendations to the City Council
- Preparation of probable cost estimate for both concepts and finalized in a report for the preferred scheme

### **Task C – Additional Design Services**

JM|A+D will provide additional architecture and interior design, documentation, and permitting services for the Five City Public Building Facilities Remodel Projects as necessary throughout the project's. For this task, JM|A+D will prepare Task Proposal for City's approval in writing before any work is initiated. Each Task Proposal shall also contain an estimated cost for the task and a not-to-exceed amount, which shall include all labor costs and expenses.

## EXHIBIT B FEE SCHEDULE

GRAND TOTAL ALL PROJECTS																	
Description	Principal			Consulting Director		PM		Staff Architect		Draftsperson		Direct Costs	TAP STUDIO (INTERIORS)	TY Eng (Structural)	REX (MEP)	Van Wert (AV)	ALL PRJ TOTAL
	Wks	Hourly Rate:	\$225	Hourly Rate:	\$195	Hourly Rate:	\$155	Hourly Rate:	\$145	Hourly Rate:	\$115						
<b>TASK A - REQUIRED WORK</b>																	
Digital Art Wall (Under Contract)																	
Warehouse Reconfiguration	26	11	\$2,475.00	0	\$0.00	13	\$2,015.00	52	\$7,540.00	144	\$16,560.00	\$28,590.00	\$0.00	\$4,000.00	\$22,500.00	\$0.00	\$55,090.00
IT Office Remodel	52	25	\$5,625.00	0	\$0.00	22	\$3,410.00	72	\$10,440.00	164	\$18,860.00	\$38,335.00	\$12,285.00	\$3,750.00	\$16,800.00	\$0.00	\$71,170.00
Public Services Assessment*	16	8	\$1,800.00	5	\$975.00	8	\$1,240.00	32	\$4,640.00	56	\$6,440.00	\$15,095.00	\$14,820.00	\$1,000.00	\$6,162.00	\$0.00	\$37,077.00
<b>Expenses</b>																	
T24 Compliance												\$8,000.00					\$8,000.00
Expenses												\$5,000.00					\$5,000.00
<b>TASK B - OPTIONAL WORK (REQUIRES WRITTEN AUTHORIZATION)</b>																	
Council Chambers Assessment	4	18	\$4,050.00	48	\$9,360.00	12	\$1,860.00	48	\$6,960.00	48	\$5,520.00	\$27,750.00	\$18,720.00	\$0.00	\$10,800.00	\$5,550.00	\$62,820.00
<b>TASK C - ADDITIONAL SERVICES (REQUIRES WRITTEN AUTHORIZATION)</b>																	
Contingency												\$34,000.00					\$34,000.00
<b>Total for Required Work</b>		44	\$9,900.00	5	\$975.00	43	\$6,665.00	156	\$22,620.00	364	\$41,860.00	\$82,020.00	\$27,105.00	\$8,750.00	\$45,462.00	\$0.00	\$163,337.0
<b>Total for Optional Work</b>		18	\$4,050.00	48	\$9,360.00	12	\$1,860.00	48	\$6,960.00	48	\$5,520.00	\$27,750.00	\$18,720.00	\$0.00	\$10,800.00	\$5,550.00	\$62,820.00
<b>Total for Expenses</b>																	\$13,000.00
<b>Total for Contingency</b>																	\$34,000.00
																<b>Total</b>	<b>273,157.00</b>