

AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF MANHATTAN BEACH AND GILLIS & PANICHAPAN  
ARCHITECTS, INC.

This Second Amendment ("Amendment No. 2") to that certain agreement by and between the City of Manhattan Beach, a California municipal corporation ("City") and Gillis & Panichapan Architects, Inc., a California corporation ("Consultant") (collectively, the "Parties") is hereby entered into as of October 16, 2018 ("Effective Date").

RECITALS

A. On October 5, 2017, the City and Consultant entered into an agreement for professional services for the Consultant to provide design services for the reconfiguration of the Engineering Division Office located at the Corporate Yard ("Original Agreement");

B. On July 15, 2018, the City and Consultant amended the Original Agreement to increase the Maximum Compensation and extend the term of the Agreement ("Amendment No. 1").

C. The Parties now desire to amend the Agreement, as amended by Amendment No. 1, to add additional services, and to increase the Maximum Compensation to pay for the additional services. The Original Agreement, as amended by Amendment No. 1, is referred to herein as the "Agreement."

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 3.A of the Agreement is hereby revised to increase the Maximum Compensation amount by \$24,450.00, for a new Maximum Compensation of \$ 73,375.00.

Section 2. Exhibit A of the Agreement is hereby revised by adding the attached Exhibit A of this Amendment No. 2 to reflect the additional work.

Section 3. Except as specifically amended by this Amendment No. 2, all other provisions of the Agreement shall remain in full force and effect.


IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 2 on the day and year first shown above.

[signatures begin on next page]

CITY OF MANHATTAN BEACH

GILLIS & PANICHAPAN  
ARCHITECTS, INC. (CONSULTANT)

By: \_\_\_\_\_  
Bruce Moe, City Manager

  
By: JACK PANICHAPAN 10-4-18  
Its: PRESIDENT/CEO

ATTEST:

\_\_\_\_\_  
Liza Tamura, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Quinn M. Barrow, City Attorney



April 10, 2018

Prem Kumar  
City Engineer  
City of Manhattan Beach  
3621 Bell Avenue  
Manhattan Beach, CA 90266

Subject: **Manhattan Beach Engineering Division Remodel -Construction Support Services**

Prem,

Thank you for the opportunity to furnish services for the additional services regarding the construction support coordination for the Manhattan Beach Engineering Division Remodel.

**A. SCOPE OF WORK SUMMARY**

A&E team to assist the City in the construction support services for the project during the construction process through the installation of furnishings, fixtures, and equipment (FF&E). We will review Shop Drawings, Product Data, Samples and similar submittals to verify conformity with the information provided by the original contract documents.

Assist with quality assurance and quality control. Periodic onsite review of construction activities:

- Submittal and shop drawing review and input.
- Respond to Requests for Information (RFI).
- Attend Site Visits During Construction:
  - Provide six (6) site visits from architect
  - Provide two (2) site visits from MEP engineer
  - Provide two (2) site visits from Structural engineer
- Assist in any change order/ directives review and negotiations.
- Assist and advise during the installation of FF&E and move in activities.
- Coordinate the production of record (as-built) documents.
- Project Close-Out: Participate in final walk through of the site. Assist in the development of Project punch list.
- Team coordination, administration, and management

**B. CONSULTANTS**

We will plan to utilize the following consultants:

Structural Engineer  
Richard Suzuki  
Dale Christian Structural Engineers (DCSE)  
[RSuzuki@dalechristian.com](mailto:RSuzuki@dalechristian.com)

MEP Engineer  
Monita Verma  
H2S Engineers  
[mverma@h2sengineers.com](mailto:mverma@h2sengineers.com)

**C. COMPENSATION**

We propose to furnish these services not to exceed:

**\$24,450 (Twenty-Four Thousand, Four Hundred and Fifty Dollars)**

Additional services outside the Scope of Work agreed upon shall not be performed without the authorization of the Client and/or Owner. We have tailored our scope and subsequent fee proposal to accommodate the scope of work, realizing that there is latitude in both parameters to be discussed during the contract negotiation.

Sincerely,

A handwritten signature in black ink, appearing to read 'JP' or similar, with a stylized flourish at the end.

Jack Panichapan, AIA, LEED AP, President, CEO  
Gillis + Panichapan Architects, Inc.

# EXHIBIT A

# FEE EXHIBIT



**City of Manhattan Beach**  
**Construction Support Services**  
 4/10/2018

6 Construction Support						
	Principal	Project Dir.	Project Arch	Job Captain	Designer	ARCHITECT
a Submittal and shop drawing review and input.	2	6	8	6	4	\$3,270
b Respond to Requests for Information (RFI).	2	6	8	8	4	\$3,460
c • Attend Site Visits During Construction: o Provide six (6) site visits from architect o Provide two (2) site visits from MEP engineer o Provide two (2) site visits from Structural engineer	4	12	8			\$3,680
d Assist in any change order/ directives review and negotiations.	2	6	6			\$2,110
e Assist and advise during the installation of FF&E and move in activities.		6	6			\$1,740
f Coordinate the production of record (as-built) documents.			6			\$810
g Project Close-Out: Participate in final walk through of the site. Assist in the development of Project punch list.	4	4	8	8		\$3,200
h Project Management-Coordination and administration		1	2	2		\$615
<b>Task 6 Total</b>	<b>14</b>	<b>41</b>	<b>52</b>	<b>22</b>	<b>8</b>	<b>\$18,885</b>
<b>Hours:</b>	<b>14</b>	<b>41</b>	<b>52</b>	<b>22</b>	<b>8</b>	<b>\$18,885</b>
<b>Total Hours</b>	<b>137</b>					<b>SUB-TOTAL</b>
<b>Hourly Rates:</b>	<b>\$185</b>	<b>\$155</b>	<b>\$135</b>	<b>\$95</b>	<b>\$80</b>	

**\$18,885 Architecture**

Reimbursibles **\$500**

**Architecture and Engineering Total \$24,450**

M. Elec. and Plumbing Eng.					MEP
Principal	Sr. Engineer	Engineer	Designer	CAD operator	
	2	2			\$510
	2	2			\$510
	3	3			\$765
					\$0
		2			\$240
					\$0
					\$0
					\$0
					\$0
<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$2,025</b>
<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$2,025</b>
<b>4</b>					<b>SUB-TOTAL</b>
<b>\$155</b>	<b>\$135</b>	<b>\$120</b>	<b>\$105</b>	<b>\$85</b>	

**\$2,025 MEP**

Structural Engineering					Structural Engineering
Principal	Sr. Engineer	Engineer	Designer	CAD operator	
	2	2			\$680
	2	2			\$680
	3	3			\$1,020
					\$0
		2			\$330
		2			\$330
					\$0
					\$0
<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$3,040</b>
<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$3,040</b>
<b>4</b>					<b>SUB-TOTAL</b>
<b>\$190</b>	<b>\$175</b>	<b>\$165</b>	<b>\$105</b>	<b>\$90</b>	

**\$3,040 Structural Engineering**