



Marin City Community Services District MODERNIZATION OF THE MARIN CSD FACILITIES

Proposal | 04 April 2024



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04 April 2024

Marin City Community Services District
c/o Juanita Edwards
640 Drake Avenue
Marin City, CA 94965
Via Email

Re: RFP for Modernization of the Marin City Community Services District Facilities

Dear Ms. Edwards and members of the selection committee:

Group 4 Architecture, Research + Planning, Inc., is pleased to submit our proposed scope of work and fees for this important next step towards modernizing the Marin City Community Services District’s (CSD) facilities. We are excited to bring our existing knowledge and understanding of the Marin City community from our 2014-2017 planning and design work to update the Rough Order of Magnitude (ROM) cost models for the CSD campus and facilities.

“**The Center for Community Life**” as the project was previously titled, carries in its name the importance of the CSD facilities to the wellbeing of Marin City residents. The Vision Plan, developed through an extensive community engagement process, describes a vibrant campus of seven buildings including the Marguerita C. Johnson Senior Center, Main Recreation Building, Manzanita Building, Harriet Tubman House, a new Early Childhood Education Center an Aquatics Center, plus roadway, landscape, and related infrastructure that anchor vital social, recreational, and education services for all ages. Now, it is time to re-visit and update existing materials and cost estimates to position the project for future success.

Group 4 is a full-service architecture, planning, and interior design firm dedicated to social and environmental justice through design. We are celebrating 50 years of award-winning designs that reflect and celebrate community values. We are equally proud that our work has helped our clients raise over \$3 billion in new funding. Our experience is ideally aligned to help the District renew the effort to raise funds for quality facilities to last generations.

Our proposed key personnel for this project include both **David Schnee** and **Dawn Merkes** who led the earlier CSD project phases. Since that time, each have expanded their planning experience and designed similar state of the art multi-service facilities and campuses like Santa Rosa’s Hearn Community Hub, Elk Grove’s District56 campus, and San Bruno’s Recreation Aquatic and Community complex.

We are pleased to bring back **mack5** who were the cost planners on the previous CSD project with Group 4, who are uniquely qualified to update costs efficiently and accurately. Their construction management experience will contribute to identifying a range of project phases that will give the CSD maximum flexibility in seeking diverse funding opportunities.





While the current project scope is primarily **technical** in nature, we believe it is essential to spend time to build **trust** with a broad range of project stakeholders. This includes a three-step engagement process with CSD Board, multiple meetings with staff and District partners, and the convening of a Community Advisory Committee. **Transparency** and acknowledgement of past **traumas** the community has experienced will be critical to this process. In our proposed scope and fee, we have included an allowance to bring in a Community Liaison and we will work with the District to identify who should serve in that role. **Jonathan Logan**, former Marin Community Foundation VP of Community Engagement, or **Quinlin Messenger** from JUST Design, is available to serve in this capacity but we look forward to engaging with CSD on the right scope and consultant for this work.

As optional resources we have reassembled the previous team of **engineering, landscape, and specialty consultants** with whom we worked on the Marin City Center for Community Life and other projects. This will provide the enable the District to be agile and quickly bring on needed resources as project opportunities arise.

The Group 4 team has capacity and availability for this project and is eager to see this critical initial step for Marin City be successful. Please do not hesitate to contact us with questions about any aspect of our qualifications, experience, approach, or commitment to our long-term partnership with Marin City. We look forward to hearing from you.

Sincerely,
GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

David Schnee
AIAA LEED Principal
dschnee@g4arch.com

Dawn Merkes
AIA LEED Principal
dmerkes@g4arch.com



PROJECT TEAM STRUCTURE



Community Center

850



GROUP 4 INTRODUCTION

Group 4 Architecture, Research + Planning, Inc., is a full-service architecture firm composed of talented individuals inspired to create places for communities to gather, imagine, and grow. For more than four decades our staff has provided quality services to public clients and the cities, counties, and districts they serve. Our distinctly inclusive design process engages diverse user, staff, and stakeholder groups in shaping the future of their communities.

We strive to design facilities that exceed client expectations and realize community dreams. More than half of our business is for repeat clients — a testament to the success of our projects and commitment to excellent client service. Group 4's unique blend of excellence in planning, programming, and design results in many long-term relationships with local governments and other clients.

Our staff includes planners, architects, interior designers, and technical and construction support specialists. Most of our professional staff are LEED-accredited. We are active in professional associations, including USGBC, the American Institute of Architects, and the Environmental Design Research Association.

Group 4's main office is located in South San Francisco, within one hour of Marin City. We have completed successful projects in Marin County and throughout the Bay Area. Our client references will attest to our responsiveness.



Group 4 Architecture, Research + Planning, Inc.

California C Corporation

211 Linden Avenue

South San Francisco, CA 94080

T: (650) 871-0709

Satellite: San Diego, Seattle, Philadelphia, Lexington (KY)

Year established: 1974

Year of CA incorporation: 1976

J U S T I M A G I N E

MARIN CITY'S COMMUNITY CENTER

<p>JUNE 19 Community Open House #1 @ Manzanita Recreation Center 2:00 PM - 4:00 PM Open House</p> <p>JUNE 21 Community Kiosk @ Manzanita Recreation Center 11:00 AM - 2:00 PM Community Kiosk</p>	<p>JULY 1 Community Meeting #2 @ Marguerita C. Johnson Senior Center 6:00 PM - 8:00 PM Community Meeting</p> <p>AUG. 28 Community Meeting #2 @ Marguerita C. Johnson Senior Center 6:00 PM - 8:00 PM Community Meeting</p>
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For more information: www.marincitygov.org Participate in our online survey: www.surveymonkey.com/s/imagineMCCC



- **Round 1 Community Meeting Content**
 - Project Background, Work Plan and Facility Assessments
 - Programs and Services Need Assessment
 - Building/Site Strategies and Development Options

<p>PARKS & COMMUNITY</p> <ul style="list-style-type: none"> Mill Valley Community Center and Marin YMCA Marin City Library Senior Center and Manzanita Recreation Center Community Gardens @ MLK & Golden Gate Village MLK Jr. Park <p>ARTS PROGRAMS</p> <ul style="list-style-type: none"> The Hannah Gallery Performing Stars of Marin 	<p>CHURCHES</p> <ul style="list-style-type: none"> Village Baptist Church Cornerstone Community Church First Missionary Baptist Church St. Andrew Presbyterian Church <p>SCHOOLS K-12</p> <ul style="list-style-type: none"> Tompkins High School & Pool Marin Learning Center MLK Academy Willow Creek Academy
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PROJECT TEAM

GROUP 4

Group 4 brings to this effort a team that is distinguished in providing leadership during the scoping and planning stages for projects of similar scope and from previous work for Marin City CSD. Principal-in-Charge David Schnee was the G4 project lead during the Marin City Center for Community Life (MCCFL) Master Plan Application and Schematic Design Phase efforts, and deeply understands challenges and opportunities for the CSD facilities.

Consulting Principal Dawn Merkes is a renowned recreation and community facility leader including new indoor and outdoor aquatic facilities. She was the MCCFL project lead during the programming and visioning phase. Dawn recently led successful master plan through implementation projects resulting in the Zero Net Energy Burlingame Community Center and award-winning Center at District56 in Elk Grove.

In addition to previous work for Marin City MCCSD, Group 4 has completed planning work for Strawberry Recreation District, San Rafael, Marin County Free Library and other projects in Marin and across the Bay Area.

Marin City

Center for Community Life Master Plan Application

RESUBMITTAL: February 2, 2017



Figure 3: Existing site aerial



Figure 4: Existing Main Building – Manzanita Recreation Center

Figure 5: Existing Harriet Tubman House

MACK5 - COST CONSULTING

Noted project manager and cost consultants mack5 provided overall project management and cost estimating services on previous iterations of the Marin City MCCSD facilities projects. They have a deep familiarity with the project components and can leverage the previously prepared cost estimates. This means they can hit the ground running and provide to the District a more detailed estimate at lower cost to the District. mack5 is active in comparable projects around the Bay Area and understand the market conditions as well as cost implications of various project delivery methods (such as design-bid-build/CMAR/design-build).

Group 4 has worked on many public projects with mack5, which is particularly valuable at this early stage of the project where estimates have to anticipate costs for work not yet designed.

COMMUNITY LIAISON

Included in **Task 3. Stakeholder Engagement** of our approach and fee proposal is a \$13,000 allowance for the professional services of a community planning / engagement specialist. In the past, the CSD has provided the services of a local project manager who was dedicated to bridging between the lead consultants and CSD staff, plus identifying participants in the Community Action Committee project connections to community stakeholders and partners.

We have included past collaborators and dynamic leaders, Jonathan Logan (former CSD General Manager) and Quinlin Messenger from JUST Design as potential options for this Community Liaison role, and have included their qualifications in the Key Personnel section of this proposal.

ORGANIZATIONAL CHART

MARIN CITY COMMUNITY





PROJECT APPROACH



PROPOSED CAMPUS



PROJECT APPROACH

TIME, TRANSPARENCY, TRAUMA, TRUST

Our approach to this project can be summarized as following the four "T"s.

- Time:** First – is to spend adequate quality time with project stakeholders and the community. Even though this is only a project update, renewing and refining project parameters and updating community needs will be essential moving forward.
- Transparency:** Second – is to have transparency about what the purpose and scope of this effort is. Understand its limitations, and acknowledge the limitations of this effort. It is important to manage expectations.
- Trauma:** Third - is to recognize the community trauma that has been experienced, including institutional racism + inequalities and a local history of projects that did not deliver upon promised or understood.
- Trust:** Finally – only through time, transparency, and centering past trauma can we hope to build trust. This requires a collaborative effort between the consultant and the project stakeholders throughout the project.



Engagement & Proposed Campus from the previous Marin City Center for Community Life Project

CORE PRINCIPLE	SUPPORTING FAMILY	PREPARING YOUNG PEOPLE FOR SUCCESS	ENHANCING HEALTH & WELLNESS: CLINICAL	RECREATIONAL	ECONOMIC WELL-BEING	ENRICH ALL LIFE STAGES	CELEBRATE CULTURE & DIVERSITY
SERVICES	Current: <ul style="list-style-type: none"> Preschool & daycare services Counseling Future: <ul style="list-style-type: none"> Infant care Parenting classes 	Current: <ul style="list-style-type: none"> After school and recreation programming Tutoring and mentoring Arts and cultural programming Future: <ul style="list-style-type: none"> Expanded youth services 	Current: <ul style="list-style-type: none"> Physical health services Mental health services Future: <ul style="list-style-type: none"> Expanded physical, mental, and clinical services 	Current: <ul style="list-style-type: none"> Recreational programming: <ul style="list-style-type: none"> Boxing Basketball Indoor Soccer Cardio/weights Future: <ul style="list-style-type: none"> Additional recreation & wellness programs (yoga, zumba, etc.) 	Current: <ul style="list-style-type: none"> Computer classes Employment and adult education (CDC) Future: <ul style="list-style-type: none"> Adult and young adult job training and readiness Entrepreneurship support 	Current: <ul style="list-style-type: none"> Preschool and daycare services Adult programming Senior programming Future: <ul style="list-style-type: none"> Additional program offerings for adults, young adults, and seniors 	Current: <ul style="list-style-type: none"> Community gathering/event space Arts and cultural programming Future: <ul style="list-style-type: none"> Heritage/history museum Gallery Expanded art & musical programming
PARTNERS	<ul style="list-style-type: none"> Community Action Marin Head Start Marin First Five Marin Southern Marin Intern Program YMCA (Potential future partner) 	<ul style="list-style-type: none"> Sausalito Marin City School District Boys & Girls Club Bridge the Gap Marin City Network Women Helping All People The Hannah Project WISE Choices for Girls Performing Stars of Marin YMCA (Potential future partner) 	<ul style="list-style-type: none"> Marin City Health & Wellness Center CX3 Project Southern Marin Intern Program 	<ul style="list-style-type: none"> CYO Basketball Indoor Soccer League YMCA (Potential future partner) 	<ul style="list-style-type: none"> Marin City Community Development Corporation Tam Adult School Women Helping All People 	<ul style="list-style-type: none"> Community Action Marin Head Start Marin First Five Marin SF Marin Food Bank Pantry Good Earth Foods YMCA (Potential future partner) 	<ul style="list-style-type: none"> The Hannah Gallery Performing Stars of Marin MLK Academy
SPACE NEEDS	<ul style="list-style-type: none"> Classrooms Multipurpose room Group study & meeting rooms Storage 	<ul style="list-style-type: none"> Technology lab Classrooms Multipurpose space Physical activity spaces (gym, exercise, etc.) Group study or meeting rooms Storage 	<ul style="list-style-type: none"> Classrooms Small meeting rooms Medical examination rooms Office and support space Kitchen Storage 	<ul style="list-style-type: none"> Physical activity spaces Gym Dance studio Boxing Cardio/weight room Storage Outdoor activity space 	<ul style="list-style-type: none"> Technology lab Classrooms Multipurpose space Maker space Arts & craft space Kitchen Group study or meeting rooms Storage 	<ul style="list-style-type: none"> Technology lab Classrooms Multipurpose space Small meeting rooms Physical activity spaces (gym, exercise, etc.) Informal gathering spaces Kitchen Storage 	<ul style="list-style-type: none"> Classrooms Multipurpose & performance space Gallery Arts and crafts space Maker space Informal gathering spaces Kitchen Storage

Classrooms: Additional classrooms located at MLK Academy & Cornerstone Community Church (limited community use)
 Multipurpose room: Existing multipurpose room located at MLK Academy
 Technology Lab: Additional technology lab (16 workstations) at Women Helping All People facility

Gallery = Gallery located at Hannah Gallery
 COLORED TEXT = Services currently operating at Manzanita Recreation Center

Services, Partners, Space Needs Matrix from previous MCCSD planning

AN ENGAGING PROCESS

Group 4 is proposing a collaborative and interactive approach for this project that we have used successfully on other similar projects. Almost all project funding options require three things:

- 1. A realistic project scope and budget**
- 2. A compelling statement of need**
- 3. Demonstrated community support**

Demonstrating the importance of building community support, just over half of the services proposed are dedicated to stakeholder engagement.

Goals

We will revisit, confirm, and refine how the core principles and activities through which the CSD and its partners can support community vitality in each of these areas:

- Supporting Families
- Preparing Young People for Success
- Enhancing Wellness through Recreation
- Economic Well Being
- Enrich All Life Stages
- Celebrate Culture and Diversity



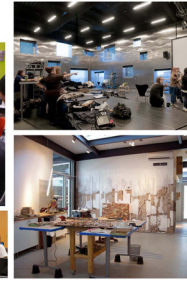
INFANT/CHILD CARE



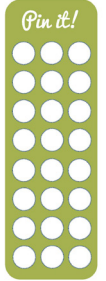
Pin it!



MAKER SPACE



Pin it!



PASSIVE OUTDOOR ACTIVITIES



Pin it!



3-Step Engagement Process

Task 1: Identification of Options

Task 2: Cost Model Updates

Task 3: Stakeholder Engagement

Specific tasks are identified in the graphic schedule and fee proposal found in this proposal.

Our proposed approach for this project includes engagement of the following groups:

- The Project Management Team (PMT)** will include the CSD project manager, key City + CSD staff representatives, and G4's core project team. Additional City or CSD representatives may also be invited to participate in specific PMT meetings depending on the agenda topics. Group 4 will meet with the PMT at key intervals throughout the project to review progress and ensure efficient decision-making. Meetings may be held on site in Marin City or via web conference.
- The Marin City CSD Board** will be key partners in reviewing previous work and confirming goals for the future of the project, as well as communicating the overall vision of the district to the community. Group 4 is proposing two workshops with the board in addition to the final presentation of the updated package. Group 4 has collaborated with public agency and district boards for decades to set the stage for implementable plans and projects.



- **Community Advisory Committee (CAC).** The Marin City community and the needs for current + future generations are at the heart of updating the existing cost model and package. In previous Group 4 projects, a CAC has acted as a vital conduit between both the client and architectural team and the community, proving key in building trust and support. For the Marin City CSD community advisory committee, we are proposing bringing in community members, 10 to 20 total usually is ideal, ranging from teens to seniors and who represent the diverse users of CSD facilities, for two meetings to ensure the vision of the project is aligning with community needs. We have budgeted for food and stipends for participation in these events, and the proposed Community Liaison can be a resource in forming the CAC, as directed by the District.



- **Staff / Partner Engagement.** The people and organizations that are the primary users of the facilities will be key drivers for the Marin City CSD project. We propose to hold up to two meetings (in-person or virtual) where we will review earlier designs and confirm/adjust program needs. With recreation staff and partners, we will identify current or desired program needs in the following areas:

Recreation

- Fitness
- Boxing
- Dance / Aerobics
- Basketball
- Volleyball
- Indoor Soccer

We will also discuss vision for aquatics program:

- Introductory swimming and water safety
- Recreation
- Lap swim
- Outdoor and indoor options

Community and Social

- Teen Activities and Programs
- Community Events

Educational

- Early Childhood Education
- Life-long learning
- Technology access

Senior Services

- Programming
- Social gathering
- Meals

Administration and Support

- CSD General Manager and Staff
- Support spaces
- Partner spaces

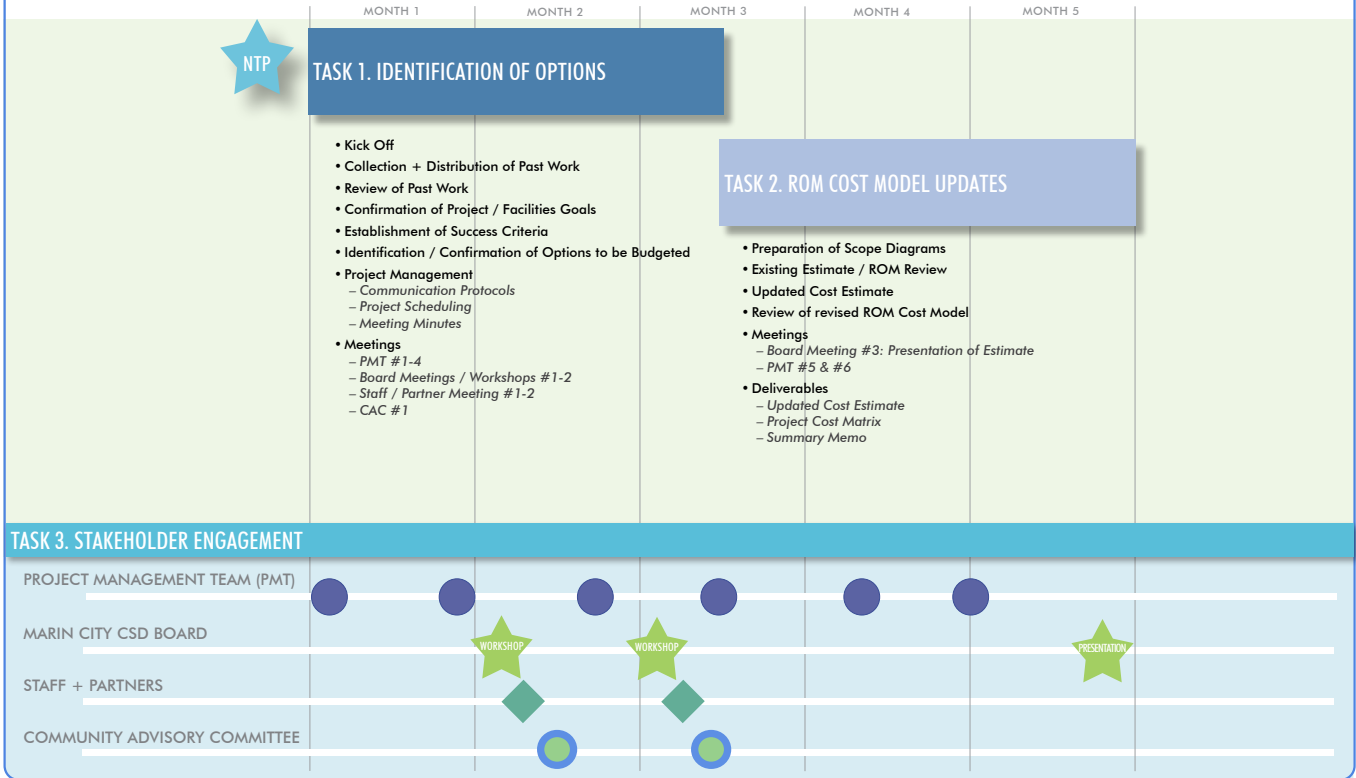


MARIN CITY CSD - MODERNIZATION OF THE MARIN CITY CSD FACILITIES



DRAFT WORK PLAN

2024



PROJECT SCHEDULE

The technical aspects of this work will take approximately two to three months to complete – but the project schedule will be dictated by the CSD Board schedule. From our experience in similar projects that are inclusive of this level of stakeholder engagement, we anticipate this project can be completed within 5 months of notice to proceed.





PROJECT PERSONNEL



MEET OUR TEAM

We are pleased to present a project team led by Group 4 principals, each bringing decades of experience working on public architectural projects and on-call contracts. Each member will be available for the duration of the contract.

ARCHITECTURAL

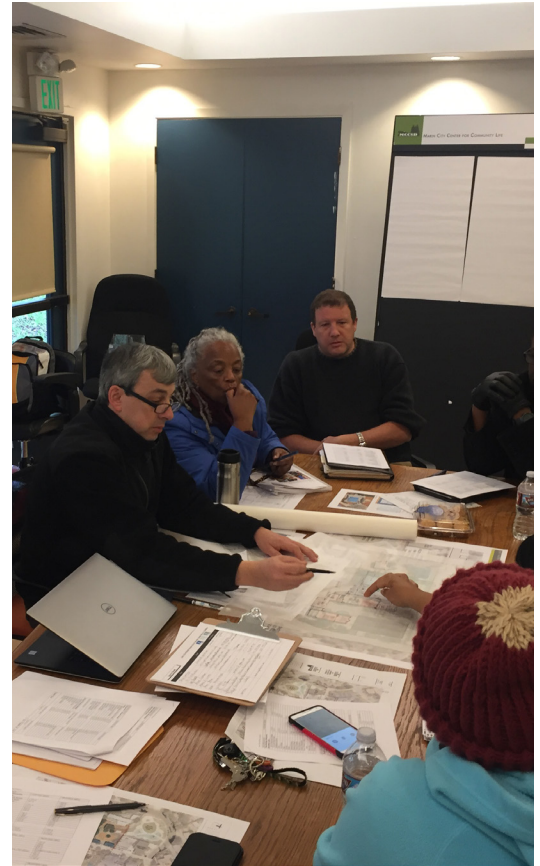
- **David Schnee** AIA AICP LEED is a leader in the design of master plans and public architecture. His recent work includes design of a new library and cultural arts center in Yorba Linda; programming and design for the new College of Marin Learning Resources Center; and leading a visioning process for a new multi-modal transit center in Santa Cruz. David is a Marin County resident and invested in the future of the Marin City CSD Facilities, having previously led the master plan application and schematic design for a re-invented CSD campus.
- Principal **Dawn Merkes** AIA LEED is recognized for her work developing engagement strategies in the public planning and design process, from one-room community meetings to broad initiatives meeting thousands across multiple, multi-lingual platforms. She is highly skilled at helping clients envision, develop, and implement successful projects, including complex, multi-facility civic campuses. Dawn previously supported outreach for Group 4's work with Marin City CSD and planning, fundraising + public outreach for ballot support, and the design of 21st century libraries for the City of Palo Alto.

COST

- **Cynthia Madrid** from **mack5** holds over 35 years experience in cost consulting, including years of collaborating with Group 4 on a variety of public projects. Cynthia worked closely with CSD in previous iterations of facility-related projects.

COMMUNITY LIAISON

- **Jonathan Logan**, former Marin Community Foundation VP of Community Engagement and Marin City CSD General Manager, and **Quinlin Messenger** of **JUST Design** are two excellent options available to work on this project.
 - *Optional: To be selected with CSD input to utilize included allowance (see Fee Proposal)*





David Schnee

DAVID SCHNEE AIA LEED^{BD+C}
PRINCIPAL-IN-CHARGE

David Schnee is a recognized leader in the planning and design of innovative, technology-oriented, sustainable, and beautiful public architecture. His designs are as diverse as the clients he serves, as each project reflects and celebrates unique qualities of site, program, and community. In each he artistically combines space and light with a keen sensitivity to how people use and experience their environments. David 30 years of experience working with recreation districts and other public agencies on complex, high-profile planning projects involving extensive staff, stakeholder, and community engagement.

David's approach to planning and architectural projects is highly collaborative, creative, and solution-oriented, earning him honors for community facilitation – including recently leading conference sessions for PLA and NEXT Library.

EDUCATION AND REGISTRATION

Master of Architecture, University of California, Berkeley
Master of City Planning, University of California, Berkeley
Bachelor of Architecture, Cornell University
 Registered Architect, State of California, C27893
 LEED accredited professional

REPRESENTATIVE PROJECTS

- *Marin City Center for Community Life*
- *Marin County Free Library Master Plan*
- *Marin County Free Library Lobbies*
- *San Rafael Pickleweed Community Center*
- *Strawberry Recreation District Master Plan*
- *Palo Alto Mitchell Park Center (LEED Platinum)*
- *The Center at District56 (Elk Grove Community Center)*
- *San Jose Roosevelt Community/Teen Center (LEED Gold)*
- *San Jose Berryessa Branch Library (LEED Silver)*
- *Santa Rosa Hearn Community Hub*
- *Yorba Linda Library + Cultural Arts Center*
- *City of Santa Cruz On-Call Services*
 - *Mixed Use Garage/Library/Senior Housing Study*
 - *Downtown Library Site Visioning Study*
 - *Farmers Market Site Feasibility Study*
 - *Warriors Arena Feasibility/Budget Study*
 - *Civic Auditorium Study*
- *Santa Cruz METRO Pacific Station Visioning*
- *Oakland 81st Avenue Branch Library (LEED Gold)*
- *Walnut Creek Library (LEED Gold)*



Marin City Center for Community Life



The Center at District56, Elk Grove

DAWN MERKES AIA LEED^{BD+C}
PRINCIPAL

Award-winning architect Dawn Merkes has excellent experience planning and designing a wide range of public projects, including being a leader in the Bay Area in the planning, design, and implementation of transformative community and recreation facilities. The foundation for the success of Dawn's projects is her commitment to active communication with client project management at every project phase. She is highly skilled at helping clients build the foundation for successful projects through pre-design services including initial assessments, feasibility studies, master planning, comprehensive project budgeting, implementation planning, and funding strategies.

EDUCATION AND REGISTRATION

Bachelor of Architecture, Montana State University, Bozeman
Registered Architect, State of California, C24206
LEED Accredited Professional bd+c

REPRESENTATIVE PROJECTS

- *Marin City Center for Community Life*
- *San Rafael Essential Facilities Modernization Plan*
- *San Rafael Pickleweed Community Center*
- *Strawberry Recreation District Master Plan*
- *San Jose Roosevelt Community/Teen Center (LEED Gold)*
- *San Jose Environmental Innovation Center (LEED Platinum)*
- *San Jose Berryessa Branch Library (LEED Silver)*
- *Santa Clara County Fairgrounds Vision Plan*
- *South San Francisco A/E Services On-Call Contract*
 - *Community, Library, and Public Safety Facilities Visioning*
 - *Civic Center Modernization Projects*
- *Burlingame Community Center (Net Zero Energy)*
- *The Center at District56 (Elk Grove Community Center)*
- *Elk Grove Library Adaptive Reuse*
- *Palo Alto Mitchell Park Center (LEED Platinum)*
- *San Leandro Senior Center/EOC (LEED Gold)*
- *Menlo Park City Hall and Police Station*



Dawn Merkes



Burlingame Community Center



San Jose Roosevelt Community Center

education

Cynthia Madrid, CPE

Senior Cost Manager

B.S. Civil Engineering, Adamson University, Philippines
 B.S. Sanitary Engineering, National University, Philippines

certifications/affiliations

Certified Professional Estimator
 American Society of Professional Estimators - member



Ms. Madrid has 35 years of experience in the building profession providing cost consulting. Her extensive experience includes cost planning/estimating, value engineering, sustainability issues, cost reconciliation with contractors & third-party consultants, evaluation of change orders, and peer review of cost estimates prepared by third-party consultants.

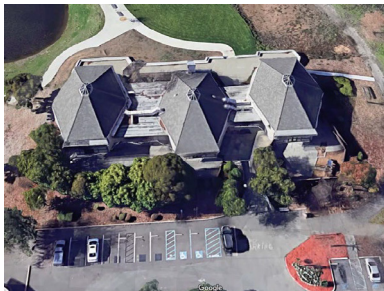
She has in-depth expertise with recreational and public agency facilities, including retrofits/remodels/renovations, additions, new construction, assessments/feasibility and program-level cost plans and estimates. She provides estimates for all phases of design, independent review of construction estimates, assists with value engineering and provides change order pricing review during construction.

Ms. Madrid has worked with Group 4 Architecture providing cost planning/estimating services to for the past 9 years.

select project experience



marin city center for community life (2017)



san lorenzo community center



mayfair community center

Marin City Center for Community Life (2017) –

Marin City Community Services District (with Group 4 Architecture)

Gene Friend Recreation Center Needs Assessment –

San Francisco Recreation and Parks Department/Trust for Public Land

Corte Madera Park & Recreation Facility Assessments – Town of Corte Madera**San Jose History Park Building Assessments –** City of San Jose**San Lorenzo Community Center Renovation (San Lorenzo Community Park Ph 3) –** Hayward Area Recreation and Park District**Bidwell Park Community Center Renovation/Expansion (Hayward) –** Hayward Area Recreation and Park District**Jewish Community Center Renovation –** Jewish Community Center of San Francisco**Union City Teen Center Renovation/Expansion –** City of Union City**Frances Albrier Community Center Renovation –** City of Berkeley**Live Oak Recreation Center Renovation –** City of Berkeley**East Oakland Senior Center Renovation –** City of Oakland**North, South, and West Berkeley Senior Center Renovations –** City of Berkeley**Downtown Event Center & Plaza (Civic Center Phase I) –** City of Fremont**Cherryland Community Center (Hayward) –** Alameda County GSA**Belle Haven Community Center –** City of Menlo Park**Northside Community Center –** City of San Jose**Mayfair Community Center –** City of San Jose**Southwest Santa Rosa Community Center & Library –** City of Santa Rosa**San Leandro Senior Community Center –** San Leandro, CA**Elk Grove Senior Community Center –** City of Elk Grove**Parkmoor Youth Center –** Santa Clara County (with Group 4 Architecture)**San Pablo Library –** City of San Pablo (with Group 4 Architecture)**Alameda County Library Master Plan –** Alameda County (with Group 4 Architecture)**San Mateo County Library Admin Building –** San Mateo County (with Group 4 Architecture)

JONATHAN LOGAN

FOUNDER & MANAGER, JDL STRATEGIES, LLC.

Jonatahn Logan is an accomplished, well respected, and trusted leader with more than 17 years of executive level experience in philanthropy and local government. He holds substantive expertise and experience include in visioning and strategic planning, board management, real estate development, community and economic development, government relations, policy development and implementation, and community engagement.

- *President for Community Engagement, Marin Community Foundation (2016-2024)*
- *General Manager, Marin City CSD (2004-08, 2009-16)*

EDUCATION AND REGISTRATION

MPA, City University of New York, New York, NY
BS in Business Management, Oral Roberts University, Tulsa, OK
National Urban Fellow, New York, NY



Jonathan Logan

QUINLIN MESSENGER

FOUNDER & DIRECTOR, JUST DESIGN

As a design justice & equity steward, Quinlin's leadership and creative identity is rooted in his African American, Native American and Jewish heritage; he channels and honors these legacies through design justice, an awareness and healing modality that is at the core of his practice - engaging communities and projects with a sensitivity and focus towards healthy living, social and environmental empowerment, and legacy cultivation.

With over 15 years of experience working with underserved communities, Quinlin believes design is a tool for social and environmental transformation, and that systems can be and should be just for all. Understanding the historical, current, and future contexts of projects is integral to Quinlin's process and approach, integrating co-creative and eco-centered practices to address the deepest challenges our communities and ecosystems face.

EDUCATION

Bachelor of Architecture, Minor Sociology
Focus Environmental Studies, University of Oregon



Quinlin Messenger

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PROJECT EXPERIENCE



PROJECT EXPERIENCE

Group 4 has successfully managed pre-design, planning, conceptual design, renovation, and new construction projects for recreation and community agencies across California for decades. Exceeding our clients' expectations is a key reason behind the success of our projects and the fact that more than half of our business is for repeat clients.

Examples of Group 4's work include:

Community + Recreation Architecture

- *Marin City Center for Community Life Conceptual Design*
- *San Rafael Pickleweed Community Center*
- *Burlingame Community Center (ZNE)*
- *The Center at District56, Elk Grove (LEED Gold)*
- *San Jose Roosevelt Community Center (LEED Gold)*
- *Palo Alto Mitchell Park Library and Community Center (LEED Platinum)*
- *San Bruno Recreation + Aquatic Center*
- *Boulevard Recreation Center, Dublin CA*
- *West Sacramento Community Center (LEED Gold)*
- *Foster City Recreation Center*
- *Gonzales Community Center*
- *Santa Rosa Hearn Community Hub*
- *Millbrae Community Center*

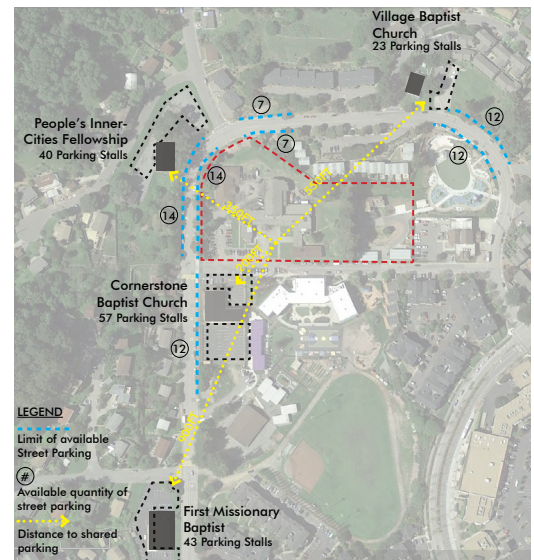
Community + Recreation Planning

- *Strawberry Recreation District Master Plan*
- *Elk Grove City Facilities Master Plan*
- *Elk Grove Civic Center District Master Plan*
- *East Palo Alto City Facilities Master Plan*
- *Newark Civic Center Master Plan*
- *Solano County Library Facilities Master Plan*
- *South San Francisco Civic & Community Facilities Plan*
- *Salinas Parks, Recreation & Library Master Plan*
- *San Mateo Recreation Facilities Master Plan*
- *Campbell Civic Center Master Plan*
- *Belmont Civic Center Master Plan*
- *Foster City Civic Master Plan*
- *Menlo Park Civic Center Master Plan*

Senior Centers

- *San Leandro Senior Center (LEED Gold)*
- *Placentia Senior/Community Center*
- *Pinole Senior Center*
- *Concord Senior Citizens Senior*
- *Pittsburg Senior Center*
- *Merced Senior Center*

The projects on the following pages reflect Group 4's abilities to successfully manage projects from planning through construction, and the methods we utilize to ensure project implementation is on time and on budget.



PROJECT DEVELOPMENT PROCESS – DRAFT

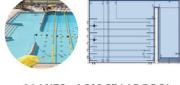





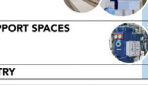


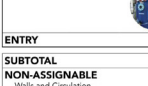
	Master Plan	Funding	Program & Concept	Design	Construction
Phases	<ul style="list-style-type: none"> Need Vision General Program Site Options Parking Strategy Design Values Cost Planning 	<ul style="list-style-type: none"> Funding Analysis Capital Campaign Assessment Grants Assessment Funding Strategy Ballot Measure CEQA process started Entitlements (CEQA) requirements 	<ul style="list-style-type: none"> Building Program Conceptual Design CEQA process completed 	<ul style="list-style-type: none"> Schematic Design Design Development Construction Documents Building Permit 	<ul style="list-style-type: none"> Bidding and Award Construction Commissioning Opening!!
Stakeholders	<ul style="list-style-type: none"> CSD Board Steering Committee Focus Groups Community Mtgs. Online Surveys Commissions 	<ul style="list-style-type: none"> CSD Board Steering Committee Voter Surveys Foundations Other 	<ul style="list-style-type: none"> CSD Board Commissions Advisory Committee Focus Groups User Surveys Community Mtgs. 	<ul style="list-style-type: none"> CSD Board Commissions Advisory Committee Community Mtgs. 	<ul style="list-style-type: none"> CSD Board
Time	6-9 Months	6-11 Months	6-9 Months	9-12 Months	12-15 Months

input process & duration of future phases to be determined by Board.

Engagement, parking analysis, and project development process graphic from Marin City Center for Community Life Conceptual Design



SANTA ROSA HEARN COMMUNITY HUB

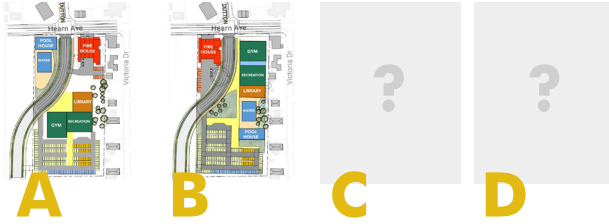
AQUATIC PROGRAM	
HEARN HUB AQUATIC	SOUTHWEST PARK AQUATIC
TOTAL ~27,500 SF	TOTAL ~40,500 SF
 6 LANES ~4,300 SF LAP POOL RECREATION ~3,000 SF POOL	 8 LANES ~4,850 SF LAP POOL RECREATION ~4,250 SF POOL
 10,000 SF	 18,000 SF
 7,300 SF	 9,100 SF
 3,200 SF	 3,800 SF
 1,900 SF	 2,450 SF
ENTRY 600 SF	ENTRY 650 SF
SUBTOTAL 23,000 SF	SUBTOTAL 34,000 SF
NON-ASSIGNABLE Walls and Circulation 4,500 SF	NON-ASSIGNABLE Walls and Circulation 6,500 SF

Following Group 4's 2022 long-range vision and plan for libraries county-wide, the Sonoma County Library commissioned our team to perform a focused needs assessment for library services and space in southwest Santa Rosa. The project leveraged previous studies and community engagement by the City of Santa Rosa with new outreach as well as close collaboration with Library leadership and staff. The needs assessment confirmed the need for a destination library for learning, culture, collaboration, and civic engagement in the Roseland community. The study helped position the City of Santa Rosa to move forward with developing the "Hearn Community Hub" with new community recreation, aquatic, and fire station facilities as well as a new Roseland Library on a six acre site in the heart of the Roseland community.

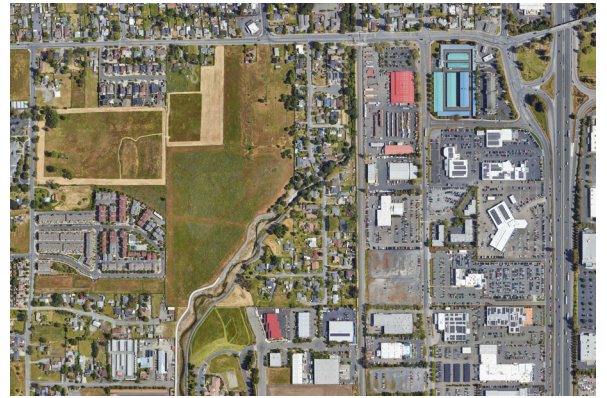
Group 4 led the programming, conceptual design, and design criteria for the new \$100 million campus. Phase 1 for Fire, Library, and Site Infrastructure is underway, beginning with selection for a design-build entity for delivery.

HEARN COMMUNITY HUB SITE OPTIONS & CRITERIA

SAMPLE
EVALUATION



OPERATIONS		A	B	C	D
FIRE	+	○	+		
AQ	-	○	+		
LIB	+	○	+		
REC	+	○	+		
PARKING					
FIRE	+	+	+		
AQ	-	+	+		
LIB	+	+	+		
REC	+	+	+		
PUBLIC SPACE					
FIRE	+	○	+		
AQ	-	○	+		
LIB	+	○	+		
REC	+	○	+		
SYNERGY					
FIRE	+	+	+		
AQ	-	+	+		
LIB	+	+	+		
REC	+	+	+		
COST					
FIRE	+	+	+		
AQ	-	+	+		
LIB	+	+	+		
REC	+	+	+		
VISIBILITY					
FIRE	+	○	+		
AQ	○	○	+		
LIB	○	○	+		
REC	○	○	+		





PALO ALTO MITCHELL PARK LIBRARY & COMMUNITY CENTER

Palo Alto's library and community center in Mitchell Park were two aging, mid-century facilities nestled in one of the city's largest parks. Despite the verdant setting, the library's inward-facing orientation and narrow windows engendered a sense of placelessness to patrons. Meanwhile, a growing number of community needs in the digital era could not be met by the spaces the library provided. Similarly, the community center lacked a diversity of spaces for serving each community user group.

Located in the heart of an active community and bordered by schools and playfields, the Mitchell Park Center is today a vibrant destination for civic, cultural, social, educational, and recreational activities. The building carefully balances its library and community center programming to meet community needs, optimize flexibility, and maximize revenue opportunities. Mitchell Park Center utilizes several innovations to maximize use and efficiency:

- *The joint use center replaced two outdated facilities on the same site. While significantly larger than the facilities it replaces, the project achieves highly efficient operations without needing a proportionate increase in staffing.*
- *Project design worked with park functions to reduce overall parking requirements, preserve park space, and introduce site sustainability features such as bioswales and permeable paving.*
- *The project achieved LEED Platinum certification through a range of ecologically sensitive strategies, from recycled-content materials and a high-performance envelope to educational components located throughout the site.*

Group 4 worked closely with the City of Palo Alto on the original master plan and conceptual design for the new library and community center, which was used in an initial ballot measure and re-visited in 2008, ultimately leading to successful funding and project implementation.





SAN RAFAEL PICKLEWEED COMMUNITY CENTER



The Albert J. Boro Park Pickleweed Community Center sits in the heart of San Rafael's diverse and densely-populated Canal neighborhood. The neighborhood's only recreation and green space was provided in a 1980s-era facility that was not only too small to meet the community's needs, but also prematurely deteriorating due to shortcuts taken during its original construction.

The process of renovating and expanding the community center was highly participatory. Group 4 worked with the City of San Rafael as well as the Albert J. Boro Advisory Board, consisting of nine Canal district residents and businesspeople, to facilitate a series of public meetings and a written survey to determine the community's needs. Group 4 developed a conceptual design for an expanded facility with a gym, an arts and crafts room, an expanded library, a teen center, and a computer lab.

Group 4 helped the City prepare a successful application to the California State Library for construction grant funds, and also provided support for the City's private fundraising efforts. The project was successfully bid in February 2005, within the City's budget and the final construction cost estimate. As the project was state-funded, Group 4 worked with the California Office of the State Architect.



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REFERENCES



REFERENCES

Jovan Grogan
City Manager, City of Santa Clara (formerly City Manager for the City of San Bruno)
Projects: San Bruno Recreation + Aquatic Center
p: (408) 615-2210
e: manager@santaclaraca.gov

Dr. Jonathan Eldridge
Assistant Superintendent/ VP of Student Learning & Success,
College of Marin
Projects: College of Marin Learning Resources Center
p: (415) 485-9618
e: jeldridge@marin.edu

Jonathan Logan
Former Marin City CSD General Manager
Projects: Marin City CSD Center for Community Life
p: (707) 816-9347
e: johnloganjr@gmail.com

RuthAnn Garcia
Library Services Manager, Palo Alto City Library
Projects: Mitchell Park Library and Community Center, Rinconada Library, Palo Alto Downtown Library
p: (650) 329-2562
e: ruthann.garcia@cityofpaloalto.org

Margaret Glomstad
Parks and Recreation Director, City of Burlingame
Projects: Burlingame Community Center
p: (650) 558-7307
e: mglomstad@burlingame.org

Jason Behrmann
City Manager, City of Elk Grove
Projects: The Center at District56, Elk Grove Library
p: (916) 627-3423
e: jbehrmann@elkgrovecity.org



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FEE PROPOSAL



MCCSD Facility Planning Update - Group 4 Fee Breakdown	Total	Group 4	mack5	Community Liaison	Reimbursables
1. Identification of Options	\$ 12,500	\$ 11,500	\$ -	\$ -	\$ 1,000
Collection and Distribution of Past Work Review of Past work Facility Goals / Success Criteria Review of Funding Options Identification / Confirmation of Options to be Budgeted					
2. Cost Model Updates	\$ 38,230	\$ 27,430	\$ 9,800	\$ -	\$ 1,000
Preparation of Scope Diagrams Budget Model Review Estimate Updates					
3. Stakeholder Engagement	\$ 63,930	\$ 43,830	\$ 4,500	\$ 13,000	\$ 2,600
Project Management Team meetings (Qty = 6) MCCSD Staff / Partner meetings (Qty = 2) MCCSD Board Meetings (Qty = 3) Community Advisory Committee Meetings (Qty = 2)					
Total	\$ 114,660	\$ 82,760	\$ 14,300	\$ 13,000	\$ 4,600

FEE PROPOSAL

Group 4 proposes the following proposed fees for the basic services outlined in the work plan and graphic schedule. We welcome the opportunity to review our proposed fees in detail with Marin City CSD and make adjustments to scope, approach, or fee to optimally align with your needs and budget.

SCOPE/FEE NOTES

1. Community Liaison is an Allowance that can be used for an individual or firm to be selected in consultation with the CSD. If not used this can be used as additional service allowance.
2. This is a proposed Lump Sum Fee to be billed monthly on a percent complete basis.
3. Ordinary and customary reimbursable expenses will be folded into each Task total. This includes a \$2,100 allowance for stipends and meals for the Community Advisory Committee under Task 3.

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INSURANCE





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/7/2024

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 AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549	CONTACT NAME: Helen Jang PHONE (A/C. No. Ext): 626-696-1892 FAX (A/C. No): E-MAIL ADDRESS: CertsDesignPro@AssuredPartners.com
	INSURER(S) AFFORDING COVERAGE
License#: 6003745 GROUP4ARC	INSURER A: XL Specialty Insurance Company INSURER B: Travelers Property Casualty Company of America INSURER C: The Travelers Indemnity Company of Connecticut INSURER D: INSURER E: INSURER F:
INSURED Group 4 Architecture Research + Planning, Inc. 211 Linden Avenue South San Francisco CA 94080	NAIC # 37885 25674 25682

COVERAGES **CERTIFICATE NUMBER:** 80958301 **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 NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	6803J225448	7/18/2023	7/18/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
C	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> NoOwned Auto	Y	Y	BA9R464848	7/18/2023	7/18/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	CUP9G286032	7/18/2023	7/18/2024	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made Form			DPR5016254	7/22/2023	7/22/2024	\$2,000,000 per Claim \$2,000,000 Annl Ag

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Insured owns no company vehicles; therefore, hired/non-owned auto is the maximum coverage that applies. The Excess-Umbrella Liability is Follow Form to its underlying Policies: General Liability and Automobile Liability.
 Re: All Operations of the Named Insured.
 Marin City Community Services District is named as an additional insured as respects general liability and auto liability as required per written contract.

CERTIFICATE HOLDER Marin City Community Services District c/o Juanita Edwards 640 Drake Avenue Marin City CA 94965	CANCELLATION 30 Day Notice will be sent to holder 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 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Names of Additional Insured Person(s) or Organization(s):

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part, provided that such written contract was signed by you before, and is in effect when, the "bodily injury" or "property damage" occurs or the "personal injury" or "advertising injury" offense is committed.

Location of Covered Operations:

Any project to which a written contract with the Additional Insured Person(s) or Organization(s) in the Schedule applies.

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring, or "personal injury" or "advertising injury" arising out of an offense committed, after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

CG D3 61 03 05

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ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part for "bodily injury" or "property damage" included in the products-completed operations hazard, provided that such contract was signed by you before, and is in effect when, the "bodily injury or "property damage" occurs.

Location And Description Of Completed Operations

Any project to which a written contract with the Additional Insured Person(s) or Organization(s) in the Schedule applies.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the

location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

COMMERCIAL GENERAL LIABILITY

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

d. Primary And Non-Contributory Insurance If Required By Written Contract

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

5. Premium Audit

- a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.
- b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.
- c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. Representations

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

7. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

8. Transfer Of Rights Of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

9. When We Do Not Renew

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION V – DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:
 - a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
 - b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.

occupational therapist or occupational therapy assistant, physical therapist or speech-language pathologist; or

- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.
3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE**:
- For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".
4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:
- Sale Of Pharmaceuticals**
- "Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of the insured.
5. The following is added to the **DEFINITIONS** Section:
- "Incidental medical services" means:
- Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
 - The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.
6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:
- This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis,

that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

K. MEDICAL PAYMENTS – INCREASED LIMIT

The following replaces Paragraph 7. of **SECTION III – LIMITS OF INSURANCE**:

7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:
- \$10,000; or
 - The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

L. AMENDMENT OF EXCESS INSURANCE CONDITION – PROFESSIONAL LIABILITY

The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis, that is Professional Liability or similar coverage, to the extent the loss is not subject to the professional services exclusion of Coverage A or Coverage B.

M. BLANKET WAIVER OF SUBROGATION – WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a written contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- "Bodily injury" or "property damage" that occurs; or
- "Personal and advertising injury" caused by an offense that is committed; subsequent to the signing of that contract or agreement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

SCHEDULE

Name Of Person(s) Or Organization(s):

ANY PERSON OR ORGANIZATION THAT
 YOU ARE REQUIRED TO INCLUDE AS
 ADDITIONAL INSURED ON THE COVERAGE
 FORM IN A WRITTEN CONTRACT OR
 AGREEMENT THAT IS SIGNED AND
 EXECUTED BY YOU BEFORE THE BODILY
 INJURY OR PROPERTY DAMAGE
 OCCURS AND THAT IS IN EFFECT
 DURING THE POLICY PERIOD.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Cov-

ered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

The following replaces Paragraph **A.5., Transfer of Rights Of Recovery Against Others To Us**, of the **CONDITIONS** Section:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent

required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.



G R O U P 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE
SO. SAN FRANCISCO
CA 94080 USA

T: 650-871-0709

F: 650-871-7911

www.g4arch.com

06/09/2023

Assured Partners Design Professionals Ins. Svcs, LLC
3697 Mt. Diablo Blvd, #230
Lafayette, CA 94549

Re: Insurance Compliance – Scheduled Autos

To Whom it May Concern:

Group 4 Architecture Research + Planning, Inc. owns no company vehicles; therefore, hired/non-owned auto is the maximum coverage that applies (as shown on the Certificate of Insurance). Should this information change by acquiring a company owned auto, we will inform you by sending a revised certificate of insurance.

Sincerely,

Dawn Merkes
Architect, Principal
Group 4 Architecture, Research + Planning, Inc

J I L L E Y R E S
A R C H I T E C T

A N D R E A G I F F O R D
A R C H I T E C T

J O N A T H A N H A R T M A N
A R C H I T E C T

D A W N E . M E R K E S
A R C H I T E C T

D A V I D S C H N E E
A R C H I T E C T

C A R O L Y N C A R L B E R G
A R C H I T E C T

G A R Y C H I N G
A R C H I T E C T

H A R D I N G D O W E L L
A R C H I T E C T

D A N I E L L A R O S S A
A R C H I T E C T

W I L L I A M L I M
A R C H I T E C T

T E R E S A R O M
A R C H I T E C T

Workers' Compensation and Employers' Liability Policy

Named Insured GROUP 4 ARCHITECTURE RESEARCH PLANNING 211 LINDEN AVE SOUTH SAN FRANCISCO, CA 94080-3710	Endorsement Number Policy Number Symbol: RWC Number: C55977306
Policy Period 10/1/2023 TO 10/1/2024	Effective Date of Endorsement 10/1/2023
Issued By (Name of Insurance Company) Indemnity Insurance Co. of North America	
Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy. This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.	

NOTICE TO OTHERS ENDORSEMENT - SPECIFIC PARTIES

- A.** If we cancel this Policy prior to its expiration date by notice to you or the first Named insured for any reason other than nonpayment of premium, we will endeavor, as set out below, to send written notice of cancellation, via such electronic or other form of notification as we determine, to the persons or organizations listed in the schedule set out below {the "Schedule"). You or your representative must provide us with both the physical and e-mail address of such persons or organizations, and we will utilize such e-mail address or physical address that you or your representative provided to us on such Schedule.
- B.** We will endeavor to send or deliver such notice to the e-mail address or physical address corresponding to each person or organization indicated in the Schedule at least 30 days prior to the cancellation date applicable to the Policy.
- C.** The notice referenced in this endorsement is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). Our failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule shall impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- D.** We are not responsible for verifying any information provided to us in any Schedule, nor are we responsible for any incorrect information that you or your representative provide to us. If you or your representative does not provide us with the information necessary to complete the Schedule, we have no responsibility for taking any action under this endorsement. In addition, if neither you nor your representative provides us with e-mail and physical address information with respect to a particular person or organization, then we shall have no responsibility for taking action with regard to such person or entity under this endorsement.
- E.** We may arrange with your representative to send such notice in the event of any such cancellation.
- F.** You will cooperate with us in providing, or in causing your representative to provide, the e-mail address and physical address of the persons or organizations listed in the Schedule.
- G.** This endorsement does not apply in the event that you cancel the Policy.

SCHEDULE

Name of Certificate Holder	E-Mail Address	Physical Address
Marin City Community Services District		640 Drake Avenue Marin City, CA 94965

All other terms and conditions of this Policy remain unchanged.

This endorsement is not applicable in the states of AZ, FL, ID, ME, NC, NJ, NM, TX and WI.


 Authorized Representative

Workers' Compensation and Employers' Liability Policy

Named Insured GROUP 4 ARCHITECTURE RESEARCH PLANNING 211 LINDEN AVE SOUTH SAN FRANCISCO, CA 94080-3710	Endorsement Number
	Policy Number Symbol: RWC Number: C55977306
Policy Period 10/1/2023 TO 10/1/2024	Effective Date of Endorsement 10/1/2023
Issued By (Name of Insurance Company) Indemnity Insurance Co. of North America	
Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy. This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.	

CALIFORNIA WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because California is shown in Item 3.A. of the Information Page.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule, but this waiver applies only with respect to bodily injury arising out of the operations described in the Schedule, where you are required by a written contract to obtain this waiver from us.

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

Schedule

1. (X) Specific Waiver
Name of person or organization:
Marin City Community Services District
640 Drake Avenue
Marin City, CA 94965

() Blanket Waiver
Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.
2. Operations:
RFP for MCCSD - All Ops
WAIVER OF SUBROGATION IN FAVOR OF Marin City Community Services District WHEN REQUIRED BY WRITTEN CONTRACT.
3. Premium:
The premium charge for this endorsement shall be INCLUDED percent of the California premium developed on payroll in connection with work performed for the above person(s) or organization(s) arising out of the operations described.
4. Minimum Premium: INCLUDED

Authorized Agent





G R O U P 4

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