



# Administrative Report

N.3., File # 26-0098

Meeting Date: 1/20/2026

**To:** **MAYOR AND CITY COUNCIL**  
**From:** LUKE SMUDE, ASSISTANT TO THE CITY MANAGER

**TITLE**

DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF AN AMENDMENT TO THE AGREEMENT FOR PROJECT SERVICES WITH GRIFFIN STRUCTURES, INC. TO SERVE AS THE CITY'S OWNER'S REPRESENTATIVE AND PROGRAM MANAGER THROUGHOUT PHASE 1 OF THE PROGRESSIVE DESIGN BUILD PROCESS ASSOCIATED WITH MEASURE FP IMPLEMENTATION FOR A COST OF \$877,000, AND A NEW NOT TO EXCEED CONTRACT TOTAL AMOUNT OF \$1,027,000, FOR THE TERM JANUARY 20, 2026 TO SEPTEMBER 30, 2027

APPROVE A REQUEST FOR QUALIFICATIONS/PROPOSALS FOR PROGRESSIVE DESIGN BUILD SERVICES TO RECONSTRUCT FIRE STATIONS 1 AND 2

APPROVE A REQUEST FOR QUALIFICATIONS/PROPOSALS FOR PROGRESSIVE DESIGN BUILD SERVICES TO REBUILD THE POLICE DEPARTMENT HEADQUARTERS AND RENOVATE THE POLICE ANNEX FACILITY

**EXECUTIVE SUMMARY**

On December 2, 2025, staff presented the City Council with an overview of the completed Strategic Planning Phase for implementation of Measure FP, the \$93,350,000 general obligation bond measure approved by Redondo Beach voters on November 5, 2024 to replace and rehabilitate the City's Police and Fire facilities. Based on the research, analysis and initial design concepts contemplated during the Strategic Planning Phase, Council directed staff to utilize the progressive design build (PDB) process and further refine the associated documents needed to advance Measure FP.

Council first approved an Agreement for Project Services with Griffin Structures, Inc. (Griffin) on July 15, 2025 to serve as the City's owner's representative and program manager for the Strategic Planning Phase of the Measure FP (Project) implementation. Given the next phase of Project implementation requires a coordinated framework across multiple facilities and stakeholders, a range of technical expertise and disciplines, and extensive procurement support, staff recommends the Council approve an amendment to the Agreement with Griffin that will enable the City to continue to utilize their services to complete Phase 1 of the PDB process.

Additionally, in response to Council's feedback and input at the end of last year, staff has worked with Griffin on refining its scope of work for the next phase, sought outside legal counsel input on the most updated version of the Progressive Design-Build Agreement, and General Conditions of Contract

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between Owner and Design-Builder, and expanded and added greater rigor to the draft Request for Qualifications/Proposals (RFQ/Ps) for PDB services.

## **BACKGROUND**

The next step in the process is soliciting PDB firms with expertise in building public safety facilities. As previously discussed with Council, Phase 1 is where foundational decisions are made regarding design, cost, schedule, operational continuity, and risk management.

The initial Agreement with Griffin only authorized funding to complete strategic planning, and did not cover subsequent phases. Approval of the proposed amendment would provide funding for Griffin to serve as the City's Owner's Representative and Program Manager through Phase 1 of the PDB process, and as such, Griffin would continue to function as the City's advocate and strategic partner, ensuring decisions are informed and validated, and consistent with the City's long-term objectives. Once a PDB firm, or firms, is selected by the City, that firm and the City, with Griffin's expertise, will work together on defining project scope, refining preliminary designs, establishing budgets, identifying risks, and developing a Guaranteed Maximum Price (GMP) proposal for the subsequent construction phase.

According to the project schedule developed in the Strategic Planning Phase, preconstruction and design development are expected to run through June 2027, and the proposed amendment to the Agreement with Griffin would fund their efforts through the end of Phase 1. The amendment would add an additional \$877,000 to the contract, increasing the total not to exceed amount to \$1,027,000, and extend the term through September 30, 2027.

Based on feedback received from Council on December 2, 2025, staff revised the RFQ/Ps for PDB Services to include more detailed evaluation criteria, performance standards, technical specifications, and response/selection procedures. The RFQ/Ps also contain expanded insurance requirements, formalize integrated delivery considerations for potentially awarding both Fire and Police projects to one team, and better tie in the terms and conditions of the proposed PDB Agreement. The changes are intended to provide greater transparency, enhance risk management, and promote operational continuity planning while maintaining the same phased approach and GMP development process.

Staff recommends the Council approve the release of the revised RFQ/P documents, which would take place on January 29, with responses due by March 15, 2026. The release of the RFQ/Ps would also include the draft Progressive Design-Build Agreement and General Conditions of Contact Between Owner and Design-Builder, as well as the Owner's Project Criteria and Scope of Services for both the Fire and Police portions of the Project.

The Progressive Design-Build Agreement and General Conditions of Contract were based in large part on the Design-Build Institute of America (DBIA) Contract Documents No. 355 and 544, along with modifications and adaptations utilized by the cities of Burbank and Fresno, and the Orange County Mosquito and Vector Control District, based on their recent PDB experiences. The final City versions were reviewed by legal counsel from Richards, Watson & Gershon who ensured that the major components of PDB procurement under California Public Contract Code were included.

The updated PDB Agreement further strengthens alignment with the City's priorities by clarifying phased services, ensuring open-book pricing, and enabling realistic GMP development for Phase 2.

Under the terms of the contract documents, ownership of all Work Product is assigned to the City, while enhanced insurance and bonding requirements mitigate financial and operational risks.

Furthermore, structured processes for design review, reliable design decisions, and trend logs as part of all the revised documents provide improved transparency and cost predictability, while robust schedule controls and liquidated damages provisions support timely delivery. It is staff's belief that these refinements collectively provide greater flexibility, legal protection, and assurance of quality and budget control for moving the Project forward.

At this time, staff is requesting Council approve the first amendment to the Agreement with Griffin to provide owner's representative and program management services through Phase 1 of Measure FP Implementation. Council approval of the revised drafts of the RFQ/Ps for Progressive Design-Build Services for the City's Bond Measure FP Project to Reconstruct Fire Stations 1 & 2 and the RFQ/P for Progressive Design-Build (PDB) Services for the City's Bond Measure (FP) Project to Rebuild the Police Department Headquarters and Renovate the Police Annex Facility is also required to initiate the first steps of Phase 1.

## **COORDINATION**

This item was coordinated by the City Manager's Office with the City Treasurer's Office and the Community Development, Financial Services, Fire, Police, and Public Works Departments.

The City Attorney's Office prepared the proposed amendment to the Agreement with Griffin. Additionally, outside legal counsel from Richards, Watson & Gershon reviewed and provided input on the revised Progressive Design-Build Agreement and General Conditions of Contract.

## **FISCAL IMPACT**

As part of the FY 2025-26 Budget adoption process, Council approved \$422,800 in "Measure FP upfront spending" prior to bond issuance, and Council also approved a Reimbursement Resolution on March 18, 2025, which will allow the City to reimburse eligible project expenses incurred prior to the City's bond issuance through future bond proceeds.

Funds necessary to bridge project management work between now and bond issuance will be evaluated as part of the FY 2025-26 mid-year Budget review process and the FY 2026-27 Budget adoption process. All future agreements required to implement Measure FP will be presented to City Council for consideration.

## **APPROVED BY:**

*Mike Witzansky, City Manager*

## **ATTACHMENTS**

- First Amendment to the Project Services Agreement with Griffin Structures
- Revised Draft RFQ/P for Progressive Design-Build (PDB) Services for the City's Bond Measure (FP) Project to Reconstruct Fire Stations 1 & 2
- Revised Draft RFQ/P for Progressive Design-Build (PDB) Services for the City's Bond Measure (FP) Project to Rebuild the Police Department Headquarters and Renovate the Police Annex Facility
- Draft Progressive Design-Build Agreement and General Conditions of Contact Between Owner

and Design-Builder

- Exhibit A: Owner's Project Criteria for Measure FP Project - Fire Stations 1 & 2
- Exhibit A: Owner's Project Criteria for Measure FP Project - Police HQ & Annex
- Exhibit B: Scope of Services for Measure FP Project - Fire Stations 1 & 2
- Exhibit B: Scope of Services for Measure FP Project - Police HQ & Annex