

FORM APPROVED COUNTY COUNSEL
 BY: *H. S. K...* 7/8/10
 DATE: MARSHAL VICTOR

631



**SUBMITTAL TO THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FROM: Redevelopment Agency

SUBMITTAL DATE:
 July 15, 2010

SUBJECT: Architectural and Design Services – North Shore Fire Station (replacement)

RECOMMENDED MOTION: That the Board of Directors:

1. Approve and authorize the Chairman to execute the attached Agreement between the Redevelopment Agency and Holt Architects, Inc., for Architectural and Design Services for the North Shore Fire Station Project; and
2. Authorize the Executive Director, or designee, of the Redevelopment Agency to administer the Agreement in accordance with the Public Contract Code.

BACKGROUND: (Commences on Page 2)

Robert Field

Robert Field
 Executive Director
 By Lisa Brandl, Deputy Executive Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 352,758	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/11

COMPANION ITEM ON BOARD OF SUPERVISORS AGENDA: No

SOURCE OF FUNDS: RDA Desert Communities Project Area Funding	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE
Jennifer L. Sargent
 BY: Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY

On motion of Supervisor Ashley, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley
 Nays: None
 Absent: Tavaglione
 Date: July 27, 2010
 xc: RDA, CIP

Kecia Harper-Ihem
 Clerk of the Board
 By: *Kecia Harper-Ihem*
 Deputy

Departmental Concurrence
 Reviewed by
 CIP TEAM
 DEAN DEBING

Dep't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

BACKGROUND:

The North Shore Community Sub-Area, within the Desert Communities Project Area, is located on Highway 111 along the north edge of the Salton Sea and consists of approximately 54 acres of underutilized land with deteriorated facilities. Revitalization activities will focus in the area around the marina, which is also the location of the North Shore Fire Station.

The current North Shore Fire Station facility is deteriorated and inadequate for its operations. The facility is located at 99-065 Corvina Drive (Assessor's Parcel No. 723-222-013). The site is owned by Riverside County as are three additional adjoining parcels (723-211-004, 723-222-001, 723-222-002). Each parcel is approximately .33 acres in size; altogether 1.28 acres. The acquisition of these parcels were approved by Board of Supervisors (Board) action in March 2008, December 2006, and November 2006. At that time, the Redevelopment Agency made the appropriate findings for a redevelopment project which were accepted by the Board.

Prior to the construction of the proposed fire station, it is necessary to obtain comprehensive and detailed architectural and design services. Through a Request for Qualifications process, proposals from qualified firms were received for these services. Holt Architects, Inc., submitted the most responsive proposal and was selected to provide the following general range of services:

- Phase 1 - Preliminary design services
- Phase 2 - Final design services
- Phase 3 - Construction services

An Initial Study, required by the California Environmental Quality Act, will be completed and submitted once the full scope of the proposed project has been defined.

Staff recommends the approval of the design contract for the North Shore Fire Station.

Attachments: Agreement for Architectural and Design Services

North Shore Fire Station



Selected parcel(s):

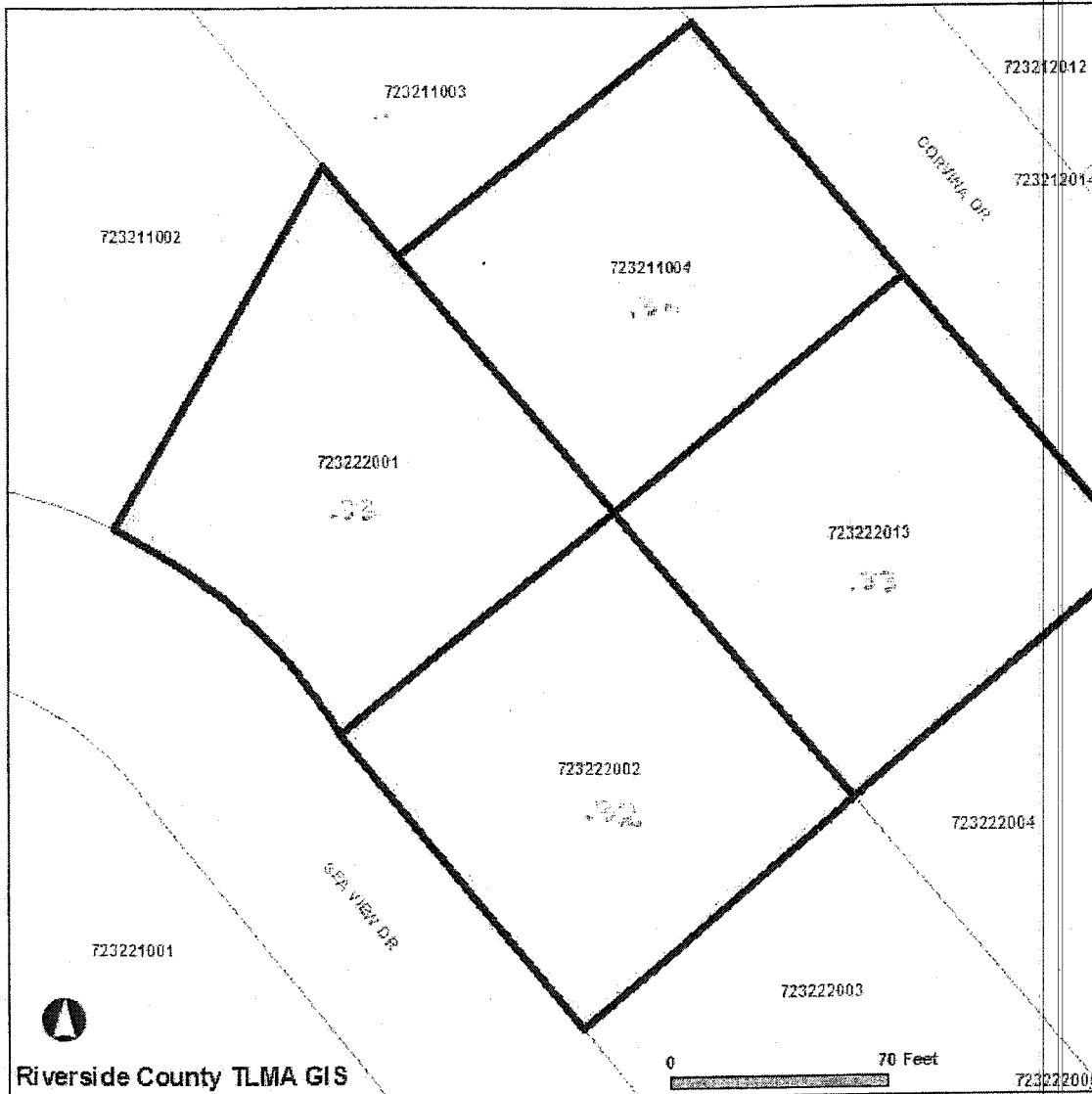
723-211-004 723-222-001 723-222-002 723-222-013

IMPORTANT

Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.

REPORT PRINTED ON...Thu Apr 22 11:17:09 2010

RIVERSIDE COUNTY GIS



Riverside County TLMA GIS

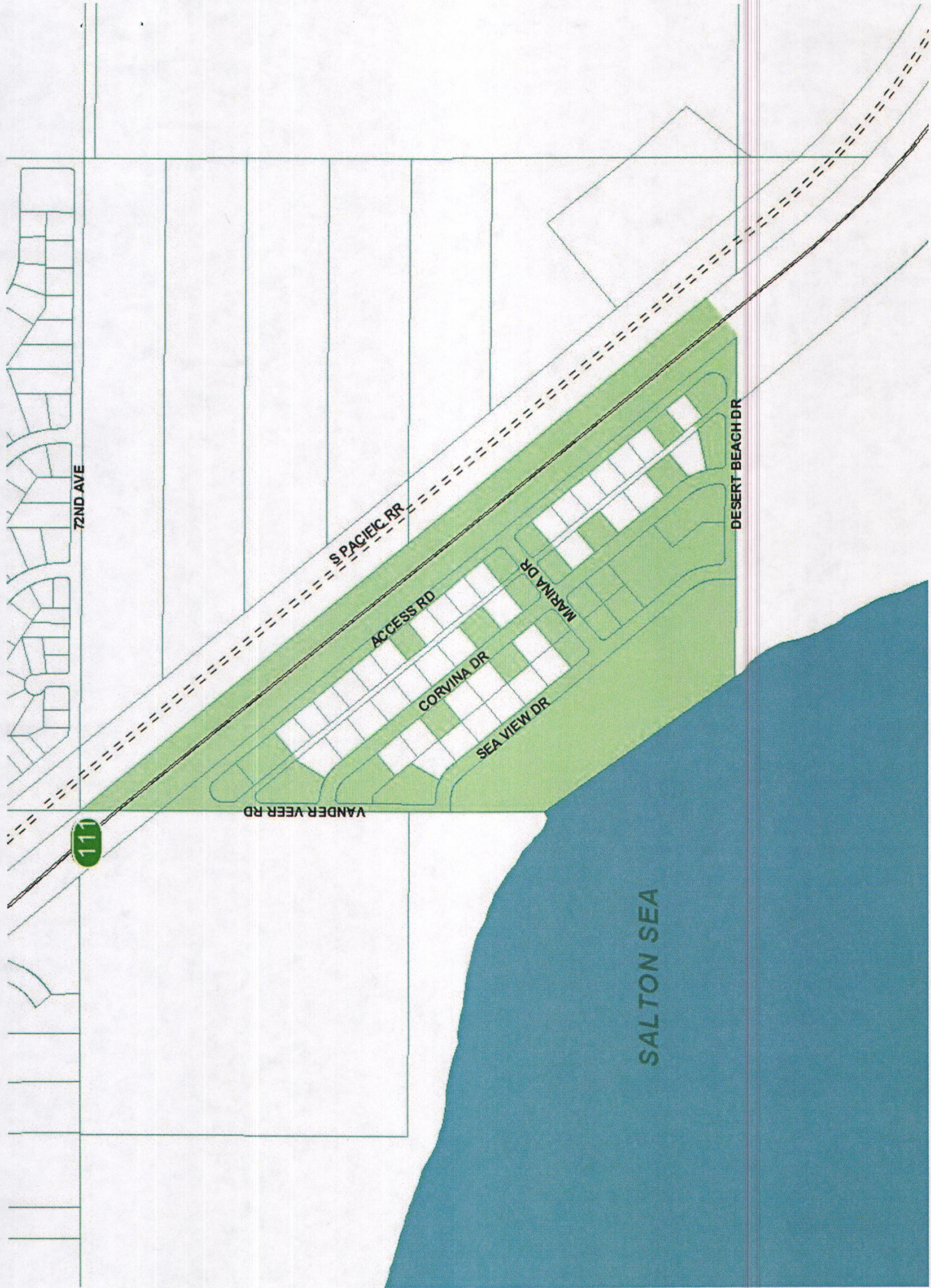
99-065 CORVINA DR.
NORTH SHORE, CA. 92254

Selected parcel(s):
723-211-004 723-222-001 723-222-002 723-222-013

TLMA: 1228 AC.

IMPORTANT
Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.

REPORT PRINTED ON...Tue Dec 22 16:49:09 2009



North Shore Redevelopment Sub Area

**AGREEMENT FOR ARCHITECTURAL AND DESIGN SERVICES
BY AND BETWEEN
THE REDEVELOPMENT AGENCY FOR THE COUNTY OF RIVERSIDE
AND HOLT ARCHITECTS
FOR THE NORTH SHORE FIRE STATION PROJECT**

THIS AGREEMENT, is made and entered into this 27th day of July, 2010 by and between the REDEVELOPMENT AGENCY FOR THE COUNTY OF RIVERSIDE, a public body corporate politic in the State of California, herein referred to as the "Agency", and HOLT ARCHITECTS, duly licensed as an Architect and/or Architectural Professional Corporation under the laws of the State of California, herein called "Architect", mutually agree as follows:

RECITALS

WHEREAS, Agency is a redevelopment agency duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the provisions of the Community Redevelopment Law which is Part 1 of Division 24 of the California Health and Safety Code (commencing with Section 33000 et seq.);

WHEREAS, Agency has adopted by Ordinance No. 638, on December 22, 1986 a redevelopment plan for the Desert Communities Project Area, which is composed of several non-contiguous subareas, including the North Shore Sub-area (hereinafter "PROJECT AREA");

WHEREAS, the Redevelopment Plan for the Desert Communities Project Area (hereinafter "PLAN") was adopted in order to eliminate blight and revitalize the substandard physical and economic conditions that exist within the PROJECT AREA;

WHEREAS, pursuant to Section 33125 of the Health and Safety Code, the Agency is authorized to make and execute contracts and other instruments necessary or convenient to the exercise of its powers;

WHEREAS, pursuant to Section 33445 of the California Health and Safety Code stipulates that a redevelopment agency may assist in the construction of buildings, facilities, structures, or other improvements that are of benefit to the project area or the immediate neighborhood in which the project is located;

WHEREAS, pursuant to CRL 33020(a) of the California Community Redevelopment Law "redevelopment" means to conduct planning, development, and replanning of all or part of a survey area as may be appropriate and necessary in the interest of general welfare, including recreational and other facilities incidental or appurtenant to them;

WHEREAS, the planned North Shore Fire Station will benefit the Project Area by eliminating certain conditions of blight stemming from the need for adequate public facilities which impeded economic development and redevelopment within said Project Area;

WHEREAS, the AGENCY has selected CONSULTANT to provide services based on their qualifications following an extensive Request For Qualifications (RFQ), formal design interview, and reference check; and

WHEREAS, CONSULTANT has agreed to provide such services to AGENCY.

NOW, THEREFORE, in consideration of mutual promises contained herein, the parties hereto do hereby agree as follows:

- I. **DESCRIPTION**. The Architect shall render architectural and engineering services to the Agency for all identified phases of the project for which the Agency shall pay the Architect, all as hereinafter provided, with relation to the design and construction of the building and improvements, herein called "Project", described and generally located as follows: Design of a replacement North Shore Fire Station with square footage from 6,500 to 8,500 on a 1.28 acre site owned by the County of Riverside. The site located at 99-065 Corvina Drive in North Shore consists of four assessor parcels (723222001, -002 and 723211004, 723222013). The overall project includes relocation of current operations to a temporary site, set up of temporary site, demolition of existing station, design/construction of new station. Design in a streamlined and modern style similar to the Ship of the Desert in Palm Springs. Design will include all on-site improvements, circulation areas, parking areas, and landscaping.
- II. **SCOPE OF WORK**. The Architect shall perform all services and other activities necessary to design, prepare construction documents ready to advertise and receive bids for the project, provide bid assistance, provide construction administration including project close out in accordance with the terms of this Agreement and as outlined in the attached Exhibit "A", incorporated herein and by this reference made part hereof.
- III. **ARCHITECT'S SERVICES**. The Architect shall render the following services and related services as stipulated in Exhibit "A" and "B".
 - A. **ARCHITECTURAL PROGRAMMING/ PROGRAMMING VERIFICATION**: Including developing from provided information a list of space allocations and room/outdoor area(s) space data sheets. This activity requires 30 days to complete.
 - B. **SCHEMATIC DESIGN**: Consult with representatives of the Agency, examine site and surroundings, ascertain presently proposed and probable future functions and requirements of the project; prepare schematic design studies incorporating the program requirements including site plans, floor plans, elevations, sections and other drawings necessary to describe the project. Prepare an itemized preliminary budget for the project, including a construction cost estimate, estimates for essential or optional fixtures and

improvements recommended for separate purchase or installation, including but not limited to such items as floor coverings, window equipment, and all items of cost necessary to the completion but not to be covered by construction contract. Prepare outline specifications in sufficient detail to permit an analysis of the proposed construction, building systems and methods of construction specified and a tabulation of both gross and assignable floor areas with a comparison to the initial program requirements. Submit schematic drawings and an estimated construction cost; make necessary revisions as required to meet the financial limitations and other needs of the Agency; submit a preliminary schedule for completion of the subsequent phases. Design studies shall accommodate Agency's space standards and systems furniture needs as required. This activity requires 30 days to complete.

- C. DESIGN DEVELOPMENT: Develop from the schematic analysis, as approved, and submit to the Agency preliminary site plans, floor plans, elevations, cross-sections and other necessary drawings and specifications, to fix and illustrate the size and character of the project, including applicable essentials as to kind and quality of materials, type of structure, mechanical, electrical and sanitary systems, interior design and other fundamental information; present for the approval of the Agency a construction cost estimate, a revised schedule for completion of subsequent phases, apply for and obtain any necessary, preliminary approvals of public agencies. This activity requires 60 days to complete.
- D. CONSTRUCTION CONTRACT DOCUMENTS: Prepare detailed construction contract drawings, all related specifications and construction cost estimate; prepare other necessary contract documents, using forms provided by the Agency, to include general conditions and supplementary general conditions, instructions to bidders, form of proposal, agreement, bonds, and notice inviting bids. Apply for and obtain to the extent within the Architects control required approvals from public agencies. Complete final contract documents and submit them for approval, ready to invite bids, including any recommended alternate bid provisions and period for construction, accompanied in writing with any recommended adjustments in estimated contract price and other budget items and schedule for completion of subsequent phases; recommend time until receipt of bids, and for completion. This activity requires 90 days to complete.
- E. BIDDING: Solicit bids by direct communication with contractors, by means of usual trade publications and through construction bid plan rooms. Reproduce and issue drawings, specifications and other contract documents for bidding purposes; prepare and issue to all prospective bidders any necessary addenda not later than a reasonable period before the time fixed to receive bids, and submit the same for approval of the Agency before award of the contract; consult with and make specific recommendations to

Agency concerning responsibility of bidders and proposed subcontractors and concerning acceptance or rejection of bids and alternate bids; thereafter give timely notice to Agency to issue the "Notice to Proceed" to the contractor to commence construction; promptly investigate requests of contractor for substitution of "equals" and make reports and recommendations to Agency. This activity requires 30 days to complete.

- F. CONSTRUCTION: Make periodic visits to the project and provide construction administration services and observation of the work to assist securing completion for conformity with the contract documents including drawings and specifications; without guaranteeing performance by contractors, observe compliance with contract requirements by contractors, and promptly notify Agency of uncorrected noncompliance, substantial delays and observed deviations from requirements of the contract; perform functions required of the Architect by the terms of this Agreement for Architectural Services; give technical direction to the Clerk of the Works or inspector provided by the Agency; interpret drawings and specifications; review and act on reports of results of materials and systems testing arranged for and paid by the Agency or contractor as provided in the contract documents; review and accept (or reject) all submittals by the contractor required by the contract documents including shop drawings, products, and data samples for conformance with design concept and contract documents; prepare a color and finish schedule and all revisions thereof; approve material samples for color and finish; recognize the need for, negotiate, prepare and seek timely approval of change orders, specifying therein what, if any, additional time for completion is to be allowed on account thereof; review contractor's applications for payment and recommend certificates for payment, with full or partial withholding where circumstances so indicate; at completion stage make thorough and complete visual observations of exposed "to" view elements, report observed deficiencies and ascertain substantial compliance; thereupon, and not before, promptly report to Agency the fact of completion accompanied by notice of completion prepared for execution of Agency on form supplied by or acceptable to Agency's legal adviser; prepare and make all reports as required for local, state and federal agencies and obtain necessary approvals or other clearances thereon; file with Agency any required written warranties submitted by the contractor; based on Architect's observations during construction, review and report opinion of accuracy and completeness of record drawings and file with Agency the record drawings, and specifications prepared by the contractor and for which the contractor assumes sole responsibility for the accuracy and completeness thereof. The Architect shall not have the authority to stop the construction work for any reason. This activity requires 195 days to complete.

- G. GUARANTY PERIOD: Consult with Agency's representatives and assist Agency in negotiations with contractors and subcontractors with reference to remedying defects of construction or unsatisfactory operation of the complete project or any of its parts, for a period of one year after acceptance of the project.
- H. EXTRA WORK: Extra work shall be performed only when requested or approved by the Agency in writing, after written notice from the Architect as to the estimated cost thereof. Extra work shall include, but not be limited to:
1. Preparation of planning surveys and special analyses of the Agency's needs, In addition to the base requirements of the contract, to clarify requirements of the project when requested by the Agency.
 2. Preparation of measured drawings of existing construction when required for planning additions or alterations thereto.
 3. Revision of previously approved drawings or specifications to accomplish changes ordered by the Agency.
 4. Consultation concerning replacement of any work damaged by fire or other cause during construction and furnishing professional services as may be required in connection with the replacement of such work.
 5. Arranging for the work to proceed should the contractor default due to delinquency or insolvency.
 6. Providing contract administration and observation of construction should the original construction contract time be exceeded by 60 days through no fault of the Architect.
 7. Conducting an observation of the project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contract, if requested by the owner.
 8. Preparing drawings and/or specifications for correction of defects of construction discovered after completion, or letting contracts or observation of construction thereunder, preparing for or participating in litigation arising out of the construction contract or defects of construction, whether before or after completion, or the enforcement of guarantees or warranties.

IV. ARCHITECT'S COMPENSATION.

A. Determination of Amount

1. For the services hereinabove required the Agency shall pay to the Architect, in the manner hereinafter provided, a fee of THREE HUNDRED AND FIFTY TWO THOUSAND, SEVEN HUNDRED AND FIFTY EIGHT (\$352,758) dollars, and shall be paid as provided in paragraph IV.C. Payment.
2. The Construction Contract Budget (which includes trade contracts and general conditions has been determined by the Owner and until revised by the Agency shall be deemed to be Two Million, Nine Hundred and Forty Five Thousand Dollars (\$2,945,000). The Architect's compensation in Section IV, A, 1 above, shall include design services necessary for the joint development of the information technology (IT) systems with the Agency's Information Technology Department.
3. If the accepted bid amount is higher or lower than the construction cost stipulated above, the Architect's fee will not be changed, except for increases in scope of work which will be compensated per terms outlined below in IV.B. Additional Services.
4. Authorized reimbursable expenses shall be paid at consultant's cost. Authorized reimbursable expenses are as follows, and shall not exceed: \$6,000.
 - a. Expenses for travel outside the Riverside County area, provided however, that such travel is authorized in advance by the Agency.
 - b. Expenses for postage of drawings and specifications.
 - c. Direct cost of models, renderings, prints, photographs or other reproduction authorized by the Agency.

B. Additional Services

1. Payments for additional services authorized by the Board shall be made upon acceptance of said services by the Executive Director and in accordance with one of the following as determined by the Executive Director:
 - a. By negotiation between Agency and Architect.

- b. Two and one-half (2-1/2) times direct payroll costs (time of principals, consultants and Architect technical personnel) incurred by the Architect directly engaged in performing additional services.

The term "direct payroll costs" is defined as gross wages, including legally required applicable taxes (federal, state, social security, unemployment insurance premiums) vacation, sick leave, and health insurance premiums, but shall not include employer contributions to fringe benefits, other insurance premiums, bonus or incentive payments or other employee expenses.

- c. The Architect shall not be entitled to additional fee for deductive change orders nor shall architect's fee be reduced due to deductive change orders.
2. The compensation herein provided shall be full payment to the Architect for all services rendered by architect and all persons engaged or employed by architect in the performance of this agreement, and no additional payment or reimbursement shall be made therefore or for any travel or other expenses incurred by the Architect or such persons, except as may be specifically provided in writing between the parties.
 3. No deduction from the Architect's compensation shall be made on account of any sum withheld from a contractor.

C. Payment.

1. The Agency shall pay the Architect, upon submittal of an itemized statement (with backup documentation upon request), for completed and approved services under this agreement in the various phases. (See Exhibit "A".)
 - a. Architectural Program-----\$8,393.25
 - b. Program Verification -----\$11,191.00
 - c. Schematic Design -----\$41,966.25
 - d. Design Development-----\$42,057.00
 - e. Construction Documents 50% ----- \$58,157.25
 - f. Construction Documents 100% ----- \$58,157.25

- g. Bidding Assistance-----\$ 8,393.25
- h. Construction Administration-----\$60,752.75
Invoiced in equal monthly installments from the start of construction.
- i. Close out and Record drawings-----\$ 2,790.00
Invoiced upon acceptance and approval of the following:

Punch list development and monitoring of completion of punch list items; collection of warranties; collection of operation and maintenance manuals; equipment commissioning; operations and security walk through; staff instructions/training (if desired); and preparation of record drawings (As-Builts).
- j. Reimbursable Expenses-----\$ 6,000.00
- k. LEED Certification-----\$ 54,900.00
- l. For extra work authorized by the Agency, the compensation shall be payable during the month following that in which the work was performed and approved by the Agency unless other specific methods of payment have been agreed upon between the parties.

- 2. Agency agrees that timely payment is a material part of the consideration of this agreement. The Agency shall review submitted invoices and within 14 calendar days of receipt notify Architect in writing of questions or disputed amounts. Within 30 calendar days from the day the Agency receives an invoice, the Agency shall make payment of all amounts due, which have not been previously identified as a disputed amount and remain unresolved.

V. DUTIES OF ARCHITECT

- A. Upon execution hereof, the Architect shall proceed with the work in accordance with Exhibit "A", each phase shall be approved in writing by the Agency and a Notice to Proceed issued prior to commencing subsequent phases.
- B. The Architect's work on each phase shall be performed in such manner and form as will to the extent within the control of the Architect receive approval of any local, state or federal agency having jurisdiction to approve the same, and he shall furnish all architectural

and engineering information and data necessary to meet the requirements of such agency or agencies in order to secure approval to construct the project or for financial aid in connection therewith, if requested to do so by the Agency. However, the Architect shall not be required to sign any documents, no matter by whom requested, that would result in the Architect having to certify, guarantee or warrant the existence of conditions whose existence the Architect cannot ascertain.

- C. If the lowest responsible construction bid for the project exceeds the adjusted estimated cost of construction by 10%, the Architect shall, upon request from the Agency, revise the construction documents, without cost to the Agency, so as to bring the cost of the project within said adjusted cost estimate without program alteration, and shall prepare the necessary documents to invite further bids, and in a like manner shall furnish revised construction documents in the same manner initially required herein. However, if the Agency elects to award a construction contract even though the responsible low bid exceeds the adjusted estimated cost of construction, the Architect's fee shall not be increased.
- D. The Architect shall obtain employ or engage all engineers, consultants or other individuals or firm necessary to enable him to perform the services under this agreement through all phases of the project, and shall be responsible for their compensation, including but not limited to structural engineers, mechanical engineers, electrical engineers, civil engineers, landscape architects, and interior design consultants.
- E. The Architect shall obtain and maintain during the term of performance of this agreement such workmen's compensation insurance as may be necessary to protect himself from claims under workmen's compensation laws and to relieve the Agency from any responsibility thereunder.
- F. The Architect shall deal directly with the duly appointed Project Manager from Agency in all matters pertaining to the project construction.
- G. The Architect shall contract with an engineer for the Construction Staking required for the project development.

VI. DUTIES OF THE OWNER.

- A. The Agency shall make available to the Architect all information which may be requested in order to perform the services required of him under this agreement, including space requirements, space

standards, functions and uses proposed for all proposed occupancies. The Architect may rely upon the accuracy and completeness of all information provided by the Agency including, but not limited to surveys, tests, and reports. The Architect shall advise the Agency of any known errors, inconsistencies, or problems they may observe in such information.

- B. The Agency shall furnish the Architect with an engineering site survey of the property upon which the project is to be constructed. Such survey shall be prepared by a licensed surveyor or registered civil engineer and shall indicate existing structures, land features, improvements, public utility and public service installations, elevations, boundary dimensions, easements and other matters usual to such surveys, and such other items as may be requested by the Architect. The survey shall be provided as soon as possible after award of the contract.
- C. The Agency shall pay all fees required by any state or federal agency for filing and checking any of the work of the Architect or Architect's consultants. The Agency shall also pay such fees as shall be necessary to secure building and related permits for the work from governmental agencies.
- D. During such portion of the construction period as the Agency deems necessary, the Agency shall provide and compensate the Clerk of the Works or other building inspectors, who shall provide code interpretation and compliance with the construction documents inspection.
- E. The Agency shall promptly consider and act upon such written requests or recommendations of the Architect as may be necessary to proceed with the progress of construction.
- F. The Architect shall provide plans for systems furniture when the furniture is included in the project. The Agency shall engage a systems furniture consultant to work directly with the Architect to develop floor plans, including requirements for electric power, lighting and communication systems in the project.
- G. The Agency agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the agreement between the Agency and the General Contractor. The Agency also agrees that the Agency, Architect and Architect's consultants shall be indemnified and named as additional insured under the General Contractor's General Liability Insurance Policy.

VII. DOCUMENTS.

- A. The Agency acknowledges that the Architect's reports, drawings, specifications, field data, field notes, laboratory test data, calculations, estimates and other similar documents are instruments of professional service, not products. Although ownership of such documents normally is retained by the Architect they nonetheless shall in this instance become upon their creation the property of the Agency whether the Project is constructed or not. The Agency may use the design documents and the designs depicted in them, without the Architect's consent, in connection with the Project or other Agency projects, including, without limitation, future additions, alterations, connections, repairs, information, reference, use or occupancy of the Project(s). Any reuse of the documents by Agency without the written consent of the Architect shall be at Agency's sole risk and without liability or legal exposure to the Architect, and Agency shall indemnify and hold the Architect harmless from any claims or losses arising out of such use of the design documents by the Agency.
- B. Upon completion of each of the Phases described in Exhibit "A", the Architect shall furnish to the Agency four (6) copies of all documents for that phase. Upon approval thereof by the Agency, the Architect shall furnish one reproducible set along with a CD in AutoCAD of construction documents.

VIII. INSURANCE – Without limiting or diminishing Architect's obligation to indemnify and hold the Agency harmless, Architect shall procure and maintain, or cause to be maintained at its sole cost and expense, the following insurance coverage during the term of this Agreement:

a. **Workers' Compensation:**

If Architect has employees as defined by the State of California, Architect shall maintain Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. Policy shall be endorsed to waive subrogation in favor of the Agency and, if applicable, provide a Borrowed Servant/Alternate Employer Endorsement.

b. **Commercial General Liability:**

Commercial General Liability insurance coverage, including but not

limited to, premises liability, contractual liability, products/completed operations if applicable, personal and advertising injury covering claims that arise from or out of Architect's operations, use and management of the premises, or the performance of its obligations hereunder. Policy shall name, by Policy Endorsement, the Agency, and the County of Riverside--its Directors, Officers, Special Districts, Board of Supervisors, employees, agents or representatives as Additional Insured. Policy limits shall not be less than \$2,000,000 per occurrence combined single limits. If Policy contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall also contain coverage for \$5,000 Medical Payments per accident, per person, and Fire Legal Liability in an amount not less than \$50,000.

c. **Vehicle Liability:**

If Architect uses, or causes to be used, any vehicle or mobile equipment in the performance of its obligations under this Agreement, Architect shall maintain liability insurance for all owned, non-owned and hired vehicles in an amount not less than \$1,000,000 per occurrence combined single limit. If Policy contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall be Endorsed to name the Agency as Additional Insured.

d. **Property (Physical Damage):**

All-Risk personal property insurance coverage for the full replacement value of all Architect's equipment, systems, structures and improvements/alterations if any (Care, Custody, and Control of Architect) used on Agency or County premises, or used in any way connected with the accomplishment of the work or performance of services under this Agreement.

e. **Professional Liability:**

Architect shall maintain Professional Liability Insurance providing coverage for performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Architect's Professional Liability Insurance is written on a claims-made basis (Project Specific) rather than an occurrence basis, such insurance shall continue through the term of this Agreement. Upon termination of this Agreement, or the expiration or cancellation of the claims made insurance policy, Architect shall purchase at its sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage), or 2) Prior

Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement, or 3) demonstrate through Certificates of Insurance that Architect has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue for a period of five (5) years beyond the termination of this Agreement.

f. **General Insurance Provisions - All lines:**

- (1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California unless waived, in writing, by the County Risk Manager. Carrier(s) shall have an A.M. BEST rating of not less than an A:VIII. Insurance deductibles or self-insured retentions must be declared by the carrier(s), and such deductibles and retentions shall have the prior written consent from the County Risk Manager. At the election of the Risk Manager, carriers shall provide written notification, and shall either 1) reduce or eliminate such deductibles or self-insured retentions, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses. If no written notice is received from the County Risk Manager within ten (10) days of the acceptance of agreement, then such deductibles or self-insured retentions shall be deemed acceptable.

- (2) Cause its insurance carrier(s) to furnish the Agency with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Except on professional liability policy, the Redevelopment Agency for the County of Riverside, its Directors and Officers, Special Districts, Board of Supervisors, elected officials, employees, agents or representatives are named as Additional Insured. Further, said Certificates(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the Agency prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration or reduction in coverage, this lease shall terminate forthwith, unless the Agency receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage set forth herein and the insurance required herein is in full force and effect. **Architect shall not take commence operations under this**

Agreement until the Agency has been furnished original Certificate(s) of Insurance and certified original copies of Endorsements or Policies of insurance including all endorsements and any and all other attachments as required in this Section. The original Endorsements for each policy and the Certificate of Insurance shall be signed by an individual authorized by the insurance carrier to do so on its behalf.

- (3) It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall, except on professional liability policy, be construed as primary, and the Agency's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.

The Agency Reserved Rights Insurance. The Agency reserves the right to adjust the monetary limits of insurance coverage during the term of this agreement or any extension thereof if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the Architect becomes inadequate.

- (4) Architect shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

IX. INDEMNITY AND HOLD HARMLESS: The Architect agrees to and shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Departments and Special Districts, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (hereinafter individually and collectively referred to as "Indemnitees") from all liability, including, but not limited to loss, suits, claims, demands, actions, or proceedings to the extent caused by any alleged or actual negligence, recklessness, willful misconduct, error or omission of Architect, its directors, officers, partners, employees, agents or representatives or any person or organization for whom Architect is responsible, arising out of or from the performance of services under this Agreement.

As respects each and every indemnification herein Architect shall defend and pay, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, and defense and settlements or wards against the Indemnitees.

With respect to any action or claim subject to indemnification herein by Architect, Architect shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provide, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes

Architect's indemnification to Indemnitees as set forth herein.

Architect's obligation hereunder shall be satisfied when Architect has provided to Indemnitees the appropriate form of dismissal relieving Indemnitees from any liability for the action or claim involved.

The specified insurance limits required in this Agreement shall in no way limit or circumscribe Architect's obligations to indemnify and hold harmless Indemnitees from third party claims.

In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the Architect from indemnifying the County to the fullest extent allowed by law.

X. TERMINATION.

- A. The Agency shall have the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days prior written notice. Upon receipt of notice, the Architect shall immediately discontinue work and cancel all outstanding commitments for material, equipment or subcontractors that may be cancelled without undue cost. Architect shall notify Agency of commitments that cannot be cancelled without undue cost and Agency shall have the right to determine the best course of action. Subject to compliance with the foregoing and all other provisions of this Agreement, Agency shall pay to Architect reasonable and proper termination charges which shall not include anticipated profit. Agency shall be entitled to all material specifically accumulated for the work and included in the above costs. The Agency shall further compensate Architect for actual services performed in accordance with this Agreement, through the date of termination. Architect shall provide documentation deemed adequate by Agency to show the services actually completed and cost incurred by Architect.

- B. This Agreement may be terminated by either the Architect or the Agency upon written notice to the other party in the event of substantial failure of performance by the other party. Agency may terminate with or without cause, or upon election to abandon or indefinitely postpone the project, upon thirty (30) days written notice. In the event the Agency terminates without cause, or elects to abandon or indefinitely postpone the project and gives notice of termination, the Agency shall make a lump sum payment for all services performed to date of written notice a total amount which bears the same ratio to the total maximum fee otherwise payable under this Agreement as the services actually performed bear to the total services necessary for performance of this Agreement.

- C. Notwithstanding any of the provisions of this Agreement, the Architect's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon the Architect's bankruptcy, or in the event of fraud, dishonesty, or willful or material breach of this Agreement by the Architect or at Agency's election, in the event of the Architect's unwillingness or inability for any reason whatsoever to perform the duties hereunder. In such event, the Architect shall be entitled to no further compensation under this agreement except for services actually rendered, it being the intent that the Architect shall be paid as specified only during such period that the Architect shall, in fact, perform the duties hereunder.

XI. MISCELLANEOUS PROVISIONS.

- A. The term of this Agreement shall be two (2) years from the date of execution. This Agreement may be terminated by AGENCY for any reason (with or without cause) upon giving thirty (30) days written notice to CONSULTANT.
- B. Unless otherwise required by the Agency prior to commencement of the work in, the construction documents shall be prepared so that all of the work on the project will be executed under a single construction contract, but the Agency may request the Architect to provide for one or more alternate proposals whereby a reasonably severable portion or portions of the project may be bid as additive alternates in the event the Agency requests that any portion of the work be bid as additive alternates. The Architect shall not be entitled to any extra compensation for such work. If the additive alternates are let as separate construction contracts, The Agency and the Architect shall agree on the nature and extent thereof and additional services, if any, will be authorized the Architect in connection therewith.
- C. Unless otherwise specified by the Agency, soil and materials testing, usual and necessary for the proper performance of the Architect's work or the adequate construction of the project, shall be obtained by the Agency. Architect shall assist Agency with procurement of these services by providing a scope of services for the performance of this work.
- D. The Architect shall consult with the Agency's legal adviser on legal matters affecting the Agency in relation to the drawings, specifications and contract documents and the relationship between Agency and contractor when requested by the Agency. The Architect shall submit for the Agency's legal advisers review, and correction if required, for approval as to legality or form, the contract documents and specifications (but not the drawings in the absence of a request therefor or of any specific legal problem therein), addenda (other than for correction of minor errors or minor omissions in the drawings or specifications), change orders and other documents which may have legal implications or legal consequences to the Agency. Such

documents shall be submitted in time reasonably to permit their review and advice to the Agency before the Agency shall act thereon, and in sufficient quantity to permit said legal adviser to retain one copy thereof if he so desires.

- E. The Agency's Executive Director or a designated assistant, shall represent the Agency initially in any informal discussions or conferences with the Architect preliminary to or not requiring the action of the Agency's governing body, unless the Agency shall designate some other person or persons for that purpose. A written summary of conclusions reached at any such conference will be required of the Architect by the Agency.
- F. This agreement shall not be assignable by the Architect as to any rights or duties thereunder without the prior written consent of the Agency, and any assignment attempted in violation of this provision, or any involuntary assignment, shall give the Agency cause to terminate and cancel this agreement the same as for a breach thereof. In other respects this agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties.
- G. Any notice or communication under this agreement shall be transmitted to the Agency's Executive Director or a designated representative and to the Architect at the following address:

AGENCY

Leah Rodriguez, Project Manager
Redevelopment Agency
for the County of Riverside
44-199 Monroe, Suite B
Indio, CA 92201.
(760) 863-2552 voice
(760) 863-2551 fax

CONSULTANT

Timothy M. Holt, Architect, AIA
Holt Architects, Inc.
70225 Highway 111,
Suite D
Rancho Mirage, CA 92270
(760) 328-5280 voice
(760) 328-5281 fax

- H. Release of Information to the Public: The Architect shall consider all information regarding the Project as confidential information. Any request for information from others shall be directed to the Agency.
- I. The following shall apply to all construction change orders:
 - 1. Work performed by the Architect or his consultants to clarify or explain a detail or condition in the drawing and/or specifications, the work will be considered an element of Architect's services and no payment for extra services will be made.
 - 2. For other change orders required by the Agency, the Architect shall

be paid in accordance with the provisions of section for Extra Work for the cost for the services performed, regardless of an additive or deductive price for the change order.

J. Construction Period Site Visits/Communication:

It is the intention of the Agency to schedule weekly job-site visits. There may be occasions when fewer will suffice. There may be occasions where more will be required. The Architect agrees either to be in attendance at these meetings, or alternatively to have the architectural consultant and/or those other consultants considered to be appropriate in attendance.

The Architect shall be allowed the option of providing on-site services in lieu of in-office services for the express purpose of expediting the interpretation of drawings, processing of shop drawings and processing of clarification requests. The additional on-site time shall not be interpreted by the parties as any increased responsibility for actual construction observation.

K. Jurisdiction/Venue/Attorneys Fees:

The laws of the State of California will govern the validity of this Agreement, its interpretation and performance. Litigation arising from this Agreement shall be brought in Riverside County, California Courts. The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses.

L. Hazardous Materials:

It is acknowledged by both parties that the Architect's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event the Architect or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at the Architect's option and without liability for consequential or any other damages, suspend performance of services on the project until the Agency retains appropriate specialist consultants or contractors to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

IN WITNESS HEREOF, the parties hereto have executed this agreement on
JUL 27 2010
(to be filled in by Clerk of the Board)

REDEVELOPMENT AGENCY
FOR THE COUNTY OF
RIVERSIDE

ATTEST:
Kecia Harper-Ihem
Clerk of the Board

Marion Ashley
Chairman, Board of Directors
MARION ASHLEY

By [Signature]
deputy

ARCHITECT - HOLT ARCHITECTS, INC.

Dated JUL 27 2010

By _____

Title _____

(SEAL)

FORM APPROVED COUNTY COUNSEL
BY: M. Victor 7/8/10
MARSHAL VICTOR DATE

shall be brought in Riverside County, California Courts. The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses.

L. Hazardous Materials:

It is acknowledged by both parties that the Architect's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event the Architect or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at the Architect's option and without liability for consequential or any other damages, suspend performance of services on the project until the Agency retains appropriate specialist consultants or contractors to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

IN WITNESS HEREOF, the parties hereto have executed this agreement on _____
(to be filled in by Clerk of the Board)

REDEVELOPMENT AGENCY
FOR THE COUNTY OF
RIVERSIDE

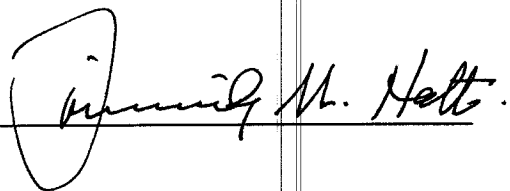
ATTEST:
Kecia Harper-Ihem
Clerk of the Board

Chairman, Board of Directors

By _____

ARCHITECT – HOLT ARCHITECTS, INC.

Dated _____

By 
Title PRESIDENT

(SEAL)

**AGREEMENT FOR ARCHITECTURAL AND DESIGN SERVICES
BY AND BETWEEN THE REDEVELOPMENT AGENCY
FOR THE COUNTY OF RIVERSIDE AND HOLT ARCHITECTS
FOR THE NORTH SHORE FIRE STATION PROJECT**

Exhibit "A"

Architectural/Engineering Services for a new fire station on a 1.28 acre site at 99-065 Corvina Drive, North Shore, CA. The building shall be a prototype design for use on multiple future sites as well as the North Shore location. The building shall be designed in accordance with the "Fire Station Building Program Standard" as provided by the Riverside County Fire Department.

The scope of service will include: Architectural Programming, Program Verification, Schematic Design, Design Development (preliminary plans to illustrate design alternatives; refine to final preliminary drawings), Construction Documents / Plans & Specifications for site work, Bidding assistance, Construction Administration (including periodic on-site meetings with Contractor and County Representatives, submittal review, progress payment review, and schedule monitoring), Close-out and Record drawings, Consultants (Structural, Mechanical, Electrical, Plumbing, LEED Certification), Landscape Architecture, Civil Engineering, Particulate Matter-10 Plan, Notice of Intent, Storm Water Pollution Prevention Plan / Municipal Facility Pollution Prevention Plan, Air Quality Management Plan as well as required Hydrology Calculations.

Excluded: Off-site work that may be required is not known at this time and therefore is not included.

Architectural Program	8,393.25
Program Verification	11,191.00
Schematic Design	41,966.25
Design Development	42,057.00
Construction Documents 50%	58,157.25
Construction Documents 100%	58,157.25
Bidding Assistance	8,393.25
Construction Administration	60,752.75
Invoiced in equal monthly installments from the start of construction	
Close out and Record drawings	2,790.00
Invoiced upon acceptance/approval of: Punch list development and monitoring of completion of punch list items; collection of warranties; collection of operation and maintenance manuals; equipment commissioning; operations and security walk through; staff instructions/training (if desired); and preparation of record drawings (As-Builts)	
Reimbursable Expenses	6,000.00
LEED Certification	<u>54,900.00</u>
 TOTAL FIXED PRICE COMPENSATION	 \$352,758.00

Following three pages incorporated herein: Holt Architects Proposal dated February 2, 2010 and Revised March 29, 2010 and signed by Timothy M. Holt A.I.A. President.



HOLT ARCHITECTS

ARCHITECTURE AND PLANNING

TIMOTHY M. HOLT, A.I.A. ■ JOHN E. HOLT, A.I.A. ■ THOMAS C. HOWELL, A.I.A.

February 2, 2010
Revised March 29, 2010
Revised June 29, 2010

Joaquin Tijerina, Development Specialist
County of Riverside
Economic Development Agency
44-199 Monroe Street
Suite B
Indio, CA 92201

RE: COUNTY OF RIVERSIDE
FIRE STATION AT NORTH SHORE, CALIFORNIA

Dear Mr. Tijerina:

Holt Architects, Inc. is pleased to provide you with this proposal for Architectural/Engineering Services for a new fire station on a 1.28 acre site (see attached Riverside County TLMA GIS map) at 99-065 Corvina Drive, North Shore, California. The building shall be a prototype design for use on multiple future sites as well as the North Shore location. The building shall be designed consistent with the "Fire Station Building Program Standard" as provided by the Fire Department.

SCOPE OF SERVICES:

Our Scope will include the customary Architectural Service Phases of:

- Architectural Programming
- Program Verification
- Schematic Design
- Design Development (preliminary plans to illustrate Design alternatives; refine to Final Preliminary Drawings)
- Construction Documents; Plans & Specifications for site work
- Bidding Assistance
- Construction Administration (including periodic on-site meetings with Contractor and County Representatives, submittal review, progress payment review, and schedule monitoring.)
- Close-out and Record Drawings

70-225 HIGHWAY 111 ■ SUITE D
RANCHO MIRAGE, CA 92270
PH (760) 328-5280 ■ FAX (760) 328-5281
E-mail: info@holtarchitects.net

Joaquin Tijerina
County of Riverside
 Fire Station at North Shore, California
 June 29, 2010 – Page 2 of 3

Our Proposal includes the consulting services of Structural, Mechanical, Electrical and Plumbing Engineers. Geotechnical Engineering and LEED Certification consultant are listed as "Optional Services" for your consideration. Landscape Architecture and Civil Engineering are included for all on-site development. The proposal also includes a PM-10 Plan, NOI, SWPPP/ MFPPP, AQMP as well as the required Hydrology Calculations. Off-site work that may be required is not known at this time and therefore is not included in this fee proposal.

A Construction Budget of \$2,945,000 should be anticipated to accomplish the above project scope.

COMPENSATION:

Our proposed compensation is on a Fixed Fee basis, not to exceed the amounts per phase, as follows:

Basic Professional Services		
▪ Architectural Programming	8,393.25	
▪ Program Verification	11,191.00	
▪ Schematic Design Phase	41,966.25	
▪ Design Development Phase	42,057.00	
▪ Construction Documents Phase (50%)	58,157.25	
▪ Construction Documents Phase (100%)	58,157.25	
▪ Bidding Assistance	8,393.25	
▪ Construction Administration Phase	60,752.75	
▪ Close Out & Record Drawings	2,790.00	
▪ Reimbursable Expenses	<u>6,000.00</u>	
Total Basic Services		\$297,858.00
Optional Professional Services		
A. Geotechnical Report	\$5,175.00	
B. Leed Certification Consultant	\$54,900.00	

Please advise if you would prefer either or both of these Optional Services.

Reimbursable expenses will accompany the monthly invoices per the attached 2010 Hourly Rate & Expense Schedule. If the Scope of Work (in terms of affected building area or site area) increases by more than 10%, the Architect's compensation shall be adjusted accordingly.

Joaquin Tijerina
County of Riverside
Fire Station at North Shore, California
June 29, 2010 – Page 3 of 3

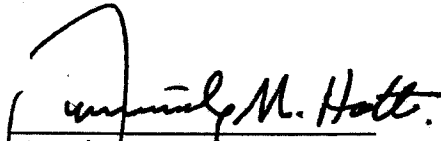
TIME FOR COMPLETION

Architectural Programming	15 Days
Program Verification	15 Days
Schematic Design Phase	30 Days
Design Development Phase	60 Days
Construction Documents	90 Days
Bidding Assistance	30 Days
Construction Administration Phase	180 Days
Close Out and Record Drawings	15 Days

We appreciate the opportunity to be of service to you. Please contact me with any questions regarding this proposal.

Very truly yours,

HOLT ARCHITECTS, INC.



Timothy M. Holt, A.I.A.
President

Attachment: 2010 Hourly Rate Schedule
Riverside County TLMA GIS Map

TMH/kmd

**AGREEMENT FOR ARCHITECTURAL AND DESIGN SERVICES
BY AND BETWEEN THE REDEVELOPMENT AGENCY
FOR THE COUNTY OF RIVERSIDE AND HOLT ARCHITECTS
FOR THE NORTH SHORE FIRE STATION PROJECT
Exhibit "B"**

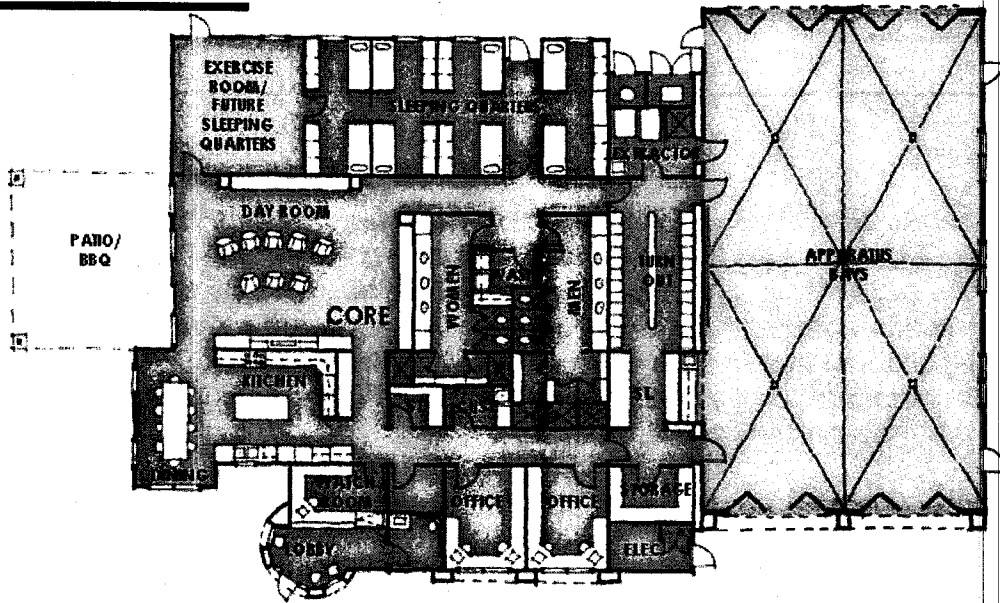
"Fire Station Building Program Standard"

as provided by

the Riverside County Fire Department

Riverside County Fire Department

Riverside County Fire Department Strategic Planning Bureau



Fire Station Building Program Standard

1/5/2010

Riverside County Fire Department

Riverside County Fire Department Strategic Planning Bureau

Overview:

The following Fire Station Building Program Standard has been prepared by the Riverside County Fire Department Strategic Planning Bureau. These requirements are set forth as a minimum standard for new Fire Station design based on community needs commensurate with the Fire Department's mission. Riverside County Fire Department operates a unique style of Fire Station based on land use zones, crew accommodations and equipment requirements. Specialty stations will require additional features and requirements.

Special consideration should be given to constructing this facility in accordance with Riverside County Sustainable Building Policy H-29, LEED Certification. The design concept must also be aesthetically integrated with the community and designed for a minimum fifty-year functional life span. The requirements will be reviewed at initial design meetings and continue throughout design development.

All information within this program is intended to provide a basic overview of the Riverside County Fire Department requirements and no information within shall be considered a construction document, but rather a tool to establish basic planning and design criteria. The Building Program Standard is an aid to designers not familiar with Riverside County Fire Department station designs and includes items that are often overlooked or for items that architects frequently have questions.

Fire Station Building Program Standard



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

Index

100	GENERAL INFORMATION
101	Station Size
102	Crew Size
103	Fire Apparatus Vehicles
104	Security
105	Communications and Paging System
200	FIRE STATION INTERIOR
201	Lighting
202	Doors and Windows
203	Floor and Window Coverings
204	Walls and Ceiling Surfaces
205	Air Conditioning and Forced Air Heating
206	Detection Systems
207	Cable TV Wiring/Conduit
300	FIRE STATION EXTERIOR
301	Private Vehicle Parking Area
302	Outside Lighting
303	Landscaping
304	Signage
305	Flagpole
306	Mailbox
307	Fuel Dispensing System
400	APPARATUS ROOM
401	Size Requirements
402	Ventilation
403	Doors
404	Walls
405	Exhaust Extraction System
406	Electrical Requirements



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

500 FIRE STATION LIVING AREA

- 501 Watch Room / Reception
- 502 Radio Room
- 503 Day Room
- 504 Kitchen and Dining Room
- 505 Cabinets and Storage Space
- 506 Walls and Floor Surfaces
- 507 Refrigerators
- 508 Range and Oven
- 509 Range Hood
- 510 Sleeping Areas
- 511 Restrooms
- 512 Exercise / Physical Training Room
- 513 Storage Rooms
- 514 Patio

600 COMMON ROOMS / AREAS

- 601 Wash Room
- 602 Water Rooms
- 603 Utility Room / Storage Out Building
- 604 Emergency Generator
- 605 Offices
- 606 Training Room
- 607 Locker Room / Mud Room

700 GENERAL UTILITY REQUIREMENTS

- 701 General Plumbing
- 702 General Electric
- 703 General Gas
- 704 Communications / I.T. Room
- 705 Trash Enclosure



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

EXHIBIT and ATTACHMENT SECTION

- E1 – Plot Plan Example**
- E2 – PSEC Equipment Requirements**
- E3 – Fire Station Dedication Plaque Details Example**
- E4 - Fire Station Monument Sign Details Example**
- A1 – Station Prototype Floor Plan Example**
- A2 - Utility-Storage Outbuilding Example**
- A3 – Watch Room-Lobby Layout Example**
- A4 - Public Restroom Layout Example**
- A5 – Men Restroom Layout Example**
- A6 - Women Restroom Layout Example**
- A7 – Office Layout Example**
- A8 - Kitchen Layout Example**
- A9 – Medic Storage Room Layout Example**
- A10 – Locker Room Layout Example**
- A11.1- Barracks Layout – Option 1 Example**
- A11.2- Barracks Layout – Option 2 Example**
- A11.3- Barracks Layout – Option 3 Example**
- A11.4- Barracks Layout – Option 4 Example**
- A11.5- Barracks Layout – Option 5 Example**
- A12 – Station Plug-In Module Floor Plan Example**
- A13.1- Barracks Plug-In Module Layout – Option 1 Example**
- A13.2- Barracks Plug-In Module Layout – Option 2 Example**
- A13.3- Barracks Plug-In Module Layout – Option 3 Example**
- A14 - Physical Fitness Plug-In Module Layout Example**

- A15 - Furniture, Fixtures, Equipment Checklist**
- A16 - Energy Action Plan Checklist**



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

100 GENERAL INFORMATION

The following information has been prepared for Fire Station design requirements for the Riverside County Fire Department. These requirements are set forth as the minimum standards for new Fire Station design. Specialty stations may require additional requirements. The requirements will be reviewed at initial design meetings and continue throughout design development.

Plans shall be prepared showing all details and notes required to provide the contractor with sufficient clarification and information to construct the project to the intended design allowing for expandability.

Any items specified in this outline shall be confirmed to be the most current available products for the need.

101 Station Area: Fire Station Name _____ Fire Station # _____

Fire Station, Located at (_____), shall be a _____ bay Fire Station providing amenities for the crew staffing listed below.

102 Crew Size: The Fire Station will accommodate a crew of _____ personnel, including the following as required.

- A. Battalion Chiefs _____
- B. Fire Captains _____
- C. Fire Apparatus Engineers _____
- D. Firefighters _____
- E. Paramedic Firefighters _____



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

103 Fire Apparatus Vehicles:

The following fire apparatus/vehicles could be typically assigned to a Fire Station.

A. Triple Combination Pumper

Length: 30.5 ft.
Width: 10.0 ft.
Turning Radius: 52.0 ft Inside Radius
Weight: 40,000 Pounds

B. Aerial Ladder Truck

Length: 54.0 ft.
Width: 10.0 ft.
Turning Radius: Varies, up to 65 ft. Inside Radius
Weight: 70,000 Pounds

C. Two miscellaneous vehicles(e.g., Hazardous Materials Unit, Heavy Rescue Unit, Paramedic Ambulance, Water Tender, Breathing Support, pick-up)

D. Approaches and Driveways shall not exceed 5% grade.

E. Setback minimum from street front, street corners and controlled intersections are depicted in Diagram Section – Exhibit 1.

F. On Site Fire Hydrant shall be provided in rear approach area and shall conform to all Fire Department requirements.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

104 Security:

- A. The facility will have security fencing/wall designed to provide security for fire personnel and an electronically operated rolling gate at a minimum of 6' above grade. The wall shall be reinforced masonry.
- B. All rolling gates will be electronically operated with a key pad and remote switch capability in station using Delta III™ controller-receiver and have metal guiding track, mounted in concrete that will guide the gate to its predetermined closure points every operation and safety loop.
(Optional; Radio Mic Frequency Activated Automatic Gate Opener)
- C. The key pad will also have a KNOX key receiver switch for KNOX access.
- D. KNOX™ Box/Vault shall be recessed in exterior wall near front public entrance mounted 6 feet above finished grade.
- E. (Optional) Dual lock KNOX™ Box/vault shall be recessed in wall at Paramedic Storage/Supply Room mounted five feet from floor.

105 Communications and Paging System:

- A. Provide two surface mount type paging speakers located on both sides of Apparatus Floor with volume controls.
- B. Provide surface mount speakers in all rooms, restrooms and showers. Volume controls in each room.
- C. Provide flush mounted exterior speakers per Communications Division requirements.
- D. An In-House telephone paging system will be installed to meet the requirements of the Communications and Electrical Division.
- E. (Optional) Provide a quick dial 9-1-1 phone to be used for emergencies only! Phone to be housed in an ADA approved and positioned red weather box, with "EMERGENCY 9-1-1" signage noted on the exterior of the box. This shall be located on the exterior of the station near the public entrance.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

200 FIRE STATION INTERIOR

201. Lighting:

- A. General illumination, energy efficient office type lighting will be provided. Energy efficient fluorescent fixtures with electronic ballast system, cool white bulbs or new generation energy efficient systems approved by the Fire Department.
- B. Natural lighting (including windows, skylights and solar tubes) will be provided whenever possible.
- C. Energy efficient lighting systems will be designed according to location and use, such as Apparatus Room, Kitchen and Sleeping Areas.
- D. Provide night lighting system in hallways, Restrooms and Apparatus Room.
- E. Provide emergency lighting system in case of power failure.

202. Doors and Windows:

- A. All exterior windows shall be high quality, noise-reducing, dual glaze, temperature efficient designs and UV protected. Windows shall be operable.
- B. All exterior doors shall be 3' x 7' metal and hang on metal frames.
- C. All interior doors shall be Solid Wood or Metal 3' x 7' such as Steelcraft Grain-Tech Series, and swing in the direction of the Apparatus floor area, except all doors entering the hall will open in.
- D. Panic hardware is required on exit doors.
- E. Locks and Latch sets are NOT to be utilized on interior doors that lead to sleeping areas except for those that may be required by code.
- F. Lock sets will be and shall have 5 (five) pin cores on all locking doors. Yale hardware is preferred.
- G. Hinges shall be of commercial grade 3.0 mm/0.13" Thickness 4" minimum.
- H. Doors leading to the Restrooms and Apparatus Room shall have panic or push doors.
- I. Stainless Steel push plates and kick plates will be installed on all doors.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

203 Floor and Window Coverings:

- A. The preferred flooring shall consist of stained/polished/sealed colored concrete with 1/8" x 4" rubber base cove. Ceramic Tile, VCT, Carpet and/or rubberized flooring are an option approved by the Fire Department. Flooring color selection determined by Fire Department in consultation with architect. Base cove is not required in Apparatus Bay.
- B. Restrooms shall be stained/polished/sealed colored concrete, 8" x 8" Ceramic Tile w/epoxy grout or *Terrazzo Flooring (Optional)*. Color selection determined by Fire Department in consultation with architect.
- C. Central Floor Drains shall be provided in Kitchen, Restrooms, Locker Room, Laundry Room, Decon, Extractor and Apparatus Room areas.
- D. Exterior windows will be provided with window coverings such as vertical blinds or mini blinds. Black Out Shades shall be considered in Barracks. Color selection and type to be determined by Fire Department in consultation with architect.

204. Walls and Ceiling Surfaces:

- A. All walls shall be light orange peel textured drywall. All walls shall be painted with semi-gloss interior paint, Navajo White or equivalent approved by Fire Department in consultation with architect.
- B. Hard lid ceilings are to be smooth textured drywall painted with the guidelines above. Other areas will have 48" x 24" suspended acoustical tile with suspended T-bar.
- C. Apparatus Room walls shall have non-penetrating drywall with waterproof wainscot paneling installed from drywall bottom to 96" up wall. Edges, seams and corners must be molded and sealed.
- D. Restroom walls shall incorporate a 48" wainscot from floor with either ceramic tile or Terrazzo depending on which item is selected.
- E. All interior drywall 90* to be bullnosed finished with plastic corner guards installed. Stainless steel in Apparatus Room.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

205. Central Air Conditioning/Forced Air Heating:

Central air conditioning and forced air heating (ground mounted) shall be provided in living areas as required to maintain 68-72 degrees.

The "Locker Room/Mud Room" shall have an independent air handling system and work off a negative pressure concept to support separation from environmental conditions and contaminants.

206. Fire, Smoke, Carbon Dioxide Detectors and Sprinkler System:

- A. Fire, smoke, and carbon dioxide detectors shall be installed as required by the Uniform Building Code for Group B occupancies.
- B. The building shall be provided with a complete automatic fire sprinkler system per existing code. A dedicated 5' x 5' minimum Fire Control Room/Closet shall be provided with direct exterior access to Fire Riser and FACP with Electronic Monitoring capabilities.
- C. Sprinkler alarm shall be connected to a central third party monitoring station. Monitoring company to be determined by Fire Department.
- D. On Site Fire Hydrant with bollards positioned in Rear Approach Area.
- E. FDC and PIV shall be positioned in building front and meet all current code requirements regarding spacing, clearances and distance.
- F. Fire Hydrant spacing shall conform to all current code requirements for fire protection building coverage.

207. Cable TV Wiring / Conduit:

Conduit will be provided for Cable TV in Personnel Dorm Rooms, Weight Room and Kitchen. Cable TV Outlets will be wired in the Day Room to accommodate 32" flat panel wall mounted TV and in Training Room if room is provided.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

300 FIRE STATION – EXTERIOR

- A. Provide a 3' wide concrete mow strip around exterior of the Fire Station. No landscaping shall be placed closer than the 3' strip. Positive drainage shall be provided away from the station.
- B. Exterior doors shall be 3' x 7' metal with metal frames, except front entry door, which may be storefront type or patio doors if approved by Fire Department.
- C. Lock sets shall be Best with 5 (five) pin removable cores.
- D. Doorbells that ring in Day Room, Dormitory, Hallway, and Apparatus Rooms are to be installed on both front and rear exterior doors, with different tones for each.
- E. The exterior shall be finished in stucco, with expansion joints and reveals to meet or exceed code and detailed on drawings. The stucco finish shall not have a heavy texture. After color coat, the building is to receive a fog coat in insure uniform color and finish. After proper curing, the building is to receive a stucco sealer.
- F. Flat roofs are NOT acceptable.
- G. Sloped roofs can be standing metal seam systems, or concrete tile and be designed to allow for minimal penetrations.
- H. Rain gutters will be a separate unit and independent of the other roof systems. Rain gutters must be able to be removed and replaced without compromising the integrity of the roofing, flash, or building finishes. Gutters shall be designed, sized, and installed in manner to catch watershed.
- I. Hose bibs shall be provided at each side of the Apparatus Room, the Patio, and at each corner of the building as needed, at 75' intervals.
- J. Provide a hose drying ramp, 6' x 50' sloped at ¼" per foot. The ramp shall be surrounded on all side with a 3' walk. The hose bib water supply shall be one inch (1") to the hose wash rack.
- K. Provide an exterior ladder guard to the rear of Apparatus Bay utilizing 1.5" Galvanized Pipe, mounted to structural member for training purposes.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

301. Private Vehicle Parking Areas Driveways, and Security Fencing:

- A. A private parking area shall accommodate enough parking spaces for full or anticipated crew. *Covered Parking (Optional)*
- B. An unfenced visitor parking area shall be provided for two visitor spaces and one ADA compliant space near the front lobby door.
- C. All drivable paved areas shall be of 8 inch, 4,000 psi concrete, with steel at 24" on center, 95% compaction, designed to accommodate heavy equipment. All concrete shall be positively sloped for drainage and catch basins.
- D. *(Optional)* Photovoltaic Systems should be considered if Covered Parking is provided enhancing LEED Certification.

302. Outside Lighting:

- A. Outside lighting, with a timer or photocell shall be provided as needed to illuminate the general surrounding area of the Fire Station.
- B. The crew parking area shall be illuminated with energy efficient fixtures, with cost-effective replacement bulbs, controlled by photocell in series with a switching ability.
- C. Working lights shall be provided at the front and rear of the Apparatus Room. These fixtures will be controlled with individual switches.
 - I) A light shall be located near the entrance of the Fire Station. The light will be controlled with a photocell.
 - II) Two lights shall be located to illuminate the flagpole. These shall be controlled by a photocell, in series with a switch.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

303. Landscaping:

- A. Provide a 3' wide concrete mow strip around exterior of the Fire Station. No landscaping shall be placed closer than the 3' strip. Positive drainage shall be provided away from the station.
- B. Riverside County Board of Supervisor Policy #H-25 for Water Efficiency shall be adhered to providing low maintenance, fire resistive and drought-tolerant landscaping using state-of-the-art irrigation technology enhancing water conservancy and minimizing waste. Refer to Policy #H-25 for the specific requirements.
- C. Separate irrigation metering is required.
- D. The landscaped areas shall have good drainage away from the building and off the lot.

304. Fire Station Signs:

- A. The Fire Station monument sign shall be approved by the Fire Department and be illuminated. Refer to Exhibit 4 attached for design requirements.
- B. Address characters shall be a minimum of 12" high, visible from the street and illuminated, controlled by a photocell, in series with a switch.
- C. Dedication Plaque shall be provided and installed inside lobby area. Plaque shall be brushed aluminum with raised lettering depicting historical data and information. See Exhibit 3 for design requirements.

305. Flagpole: Provide a 30' ground-mounted aluminum flagpole, capable of accommodating three 5' x 8' flags, illuminated, controlled by a photocell, in series with a switch.

306. Mailbox: Provide a mailbox in accordance with Postal Service requirements. When a mail slot is provided in a door or through an exterior wall, the access door cover must cover the entire mail slot opening and open outwardly. This will prevent weather and water damage to interior of the station. If require by Postal Service to be located on the street, box shall be lockable and watertight.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

307. Fuel Dispensing System:

- A. Above ground 1,000 gallon fuel tank and pump shall be provided and shall comply with current Federal, State and County requirements and placarding. *Additional Fueling capacity may be required for specialty stations. (Optional)*
- B. The fuel dispenser shall be located in a place with minimum visibility and access to the public.
- C. Provide a 20' retractable hose, which connects from the nozzle to the fuel dispenser. The Nozzle shall have an automatic shut off feature.
- D. Provide an emergency shutoff switch in an approved location, clearly visible from the refueling area per CFC and local ordinance.
- E. Outside lighting shall be provided in the refueling area operated by a switch.
- F. Fuel Log Box and portable Fire Extinguisher shall be positioned near dispenser and be approved by Fire Department.
- G. Shade cover canopy shall be installed over fuel pump station. *(Optional)*

400. APPARATUS ROOM

- 401. Size:** The apparatus room shall have drive-through stalls and shall provide enough bays as required by size of crews. Bay configuration may be two, three or four bay dependant upon Station requirements, and will be defined in design development. Bays shall be a minimum 72' in length unless otherwise approved and include Floor Drains with Water/Oil Separator and provide for Natural Lighting where available.

The Apparatus area shall be capable of housing 2-6 vehicles, including any combination of the following:

- (2) Triple Combination Pumpers (1 for front line, 1 second line)
- (1) Aerial Ladder Truck, Heavy Rescue Unit or Hazardous Materials Team
- (1) Brush Unit
- (1) Ambulance
- (1) Battalion Vehicle and/or Utility Vehicle

The apparatus room shall be constructed **without** columns in the open space area. The apparatus floor area will remain natural in color, may be polished and sealed, or have a light broom finish. Each apparatus stall will have a floor drain associated with it.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

402. **Ventilation:** The apparatus room shall be provided with passive ventilation. *(Optional) Heating Units and/or Swamp Cooler Systems shall be installed in facilities deemed appropriate by Fire Department.*
403. **Doors:** Overhead doors shall be provided at the front and at the rear of the Apparatus area for each bay.
- A. Doors are to be individual for each Apparatus – One single large door is **NOT** to be used.
 - B. The Apparatus door dimensions are as follows: 14' H x 14" W. *Door size may need to increase for Specialized Stations (ARFF 16' x 16' or 18' x 18') (Optional)*
 - C. Apparatus Doors and Equipment shall be Proven Series 422 Vision Master and/or Econo-Therm with High Cycle Springs, Liftmaster GH5011 Gearhead Operator with Brake (1/2 HP) and Liftmaster Nema 4 Photo-Eye Sensors or approved Fire Department equivalent. *(Optional) Bi-Folding Doors or Barn Style Doors.*
 - D. Doors are to be able to be operated with push buttons located by each door, and radio-controlled with a controller receiver on or about the door.
 - E. Buttons shall have open, stop, and close positions.
 - F. All doors shall be wired to the emergency electrical circuit to facilitate continuous operation. Both a RED and GREEN Operation light will be designed into door system providing illuminated lighting during door operation. Light will remain RED until door is fully opened. GREEN light will then illuminate.
 - G. Doors are to be factory finished, with powder coating.
 - H. Apparatus door shall have the ability to have a manual override, enabling the door to be opened manually in 1.5 minutes.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

404. Apparatus Area Wall/Wall Space:

- A. Non-Penetrating Dry Wall shall be used.
- B. Apparatus Walls shall have waterproof wainscot paneling installed at bottom of dry wall to 96" up wall(s) ensuring waterproofing of seams, corners and edges.
- C. A 10' x 10' wall surface shall be provided for a district map. Two 4' in line fluorescent light fixtures with two tubes shall be provided over the map area, and switched next to the map.

405. Exhaust Extraction System:

- A. Adequate separation between the Apparatus Room and the living area shall be provided to prevent the transmission of Apparatus exhaust from the Apparatus area to the living areas of the station.
- B. Mechanical ventilation shall be provided for the Apparatus area with source capture exhaust removal systems capable of attaching to the Apparatus exhaust pipe venting engine exhaust to the outside of the station. Exhaust fans to the outside are **NOT** acceptable unless bay design is separated and approved by Fire Department.
- C. The ventilation system shall be automatically actuated and have the ability to provide drive through or back in operation.
- D. System shall be PlymoVent™ type system or Fire Department approved equal.
- E. Air Compressor for Extraction System will be utilized for Station Air supply also. Air connections will be on each end of the bay, inside and out (4) and at each workbench location.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

406. Apparatus Bay Electrical:

- A. Lighting shall be provided between each stall with some remaining on at all times, and have the ability to have the remaining lights to be switched on or automatically come on when the paging alert system comes on.
- B. Shore Power, drop cords shall be provided on the driver's side of each vehicle. Each drop is to be on its own 30 amp circuit. 10 gauge reel cord shall be used. (Optional) 50 amp and/or 100 amp circuit requirement. 50 foot length is preferred.
- C. Provide electrical outlets along all walls spaced at 13' intervals, and on the wall between apparatus doors.

500 FIRE STATION LIVING AREA

501. Watch Room/Radio Room/Reception Area:

- A. The Watch Room shall be approximately 10' x 12', large enough to provide for the following:
- B. Main Entry Door: The main entry door and entry area shall be located next to the Watch Room/Office and have an ADA Restroom adjacent to this area.
- C. Provide hard surfaced counter top for public near front entry. Laminate counter is not acceptable. Cabinetry and counter to be hardwood, custom grade with hard surface Polymer covering such as Corian or Fire Department approved equivalent.
- D. Counter space for a computer terminal 23" W x 15" D, a printer 4.7"H x 15 1/2" W x 12"D, and a facsimile machine 12" x 18".
- E. Space for ergonomic work stations and two legal size 5-drawer lateral file cabinets, provided by the Fire Department. *(Optional)*



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

502. Radio/Control Area:

- A. Provide electrical outlets for PSEC Equipment described in Exhibit 2 attached with 2" conduit to support equipment and antenna's.
- B. Provide a 1" conduits for a minimum of four (4) phone/data lines; Phone, Computer, FAX and Fire Alarm Monitoring. Additional lines may be needed for BC Plug-In.
- C. Casework to be installed using hard wood with hard surface counter top. Radio Cabinet must remain well ventilated using louvers or screens for adequate cooling. Cut sheets and layout will be provided by the Fire Department Communications Section.

Cabinet to be minimum 20" x 20" x 20". See Exhibit 2 for PSEC Equipment Requirements.

503. Day Room:

- A. The Day Room shall be large enough to house the number of crew assigned to the station, in large recliner chairs. If the Day Room is to be used for training it is to be separate from the Kitchen and Dining area.
- B. Provide a wall mounted dry-erase board, 4' x 8", with a bottom shelf, this can also be used as a projection screen. *(Optional)*
- C. Provide a wall mounted bulletin board 3' x 6'.
- D. Provide built-in cabinet space and shelving for a Video Equipment/ DVD Player and a Cable/Satellite TV receiver with access to a double duplex outlet and coaxial cable outlet. This unit may be designed with the book shelving.
- E. Provide wall space near component cabinet to mount a 32" minimum Flat Screen Television to be provided by Fire Department.
- F. Provide sound barrier wall between Day Room and any Bedroom.
- G. *(Optional)* Provide a built-in bookcase approximately 4' x 6', shelves are to have 1 1/4" edge facing on the front and be adjustable.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

504. Kitchen (Dining Area) Separate

- A. The Kitchen and Dining Rooms may be designed together but considered separate.

The area of the dining area shall be 15'-20' x 20-25' and the Kitchen shall be 14'-16' x 16'- 20'. If the two are to be open to each other, sufficient wall space will be considered to allow adequate cabinets for storage. A center island will be placed in the kitchen area.

505. Cabinet Space/Storage Space/Counter Tops

- A. All cabinets shall be custom grade wood cabinets. Shelves shall be $\frac{3}{4}$ " exterior rated ply covered on both sides with laminate, edge faced with $1 \frac{1}{4}$ " banding and be adjustable. **No** particleboard with melamine.
- B. Doors are to be installed with SS Rockford TM Process Control Hinges, 851 Overlay brushed stainless steel. Pulls are to be stainless steel wire pull type.
- C. Countertops shall be hard surfaced Polymer type such as Corian or seamless Stainless Steel.
- D. Provide a Pantry. Pantry should be sufficient size to accommodate storage of assigned or projected crew size. Area must be well ventilated.
- E. Provide cabinets over the Kitchen counter to assure adequate storage space for dishes and food. Depth of upper cabinets shall be 14" in the clear. Provide a section to house a commercial grade residential hood in the uppers with electrical and ventilation.
- F. Base cabinets counter tops shall be 37 $\frac{1}{2}$ " high, with drawers, on heavy-duty glides. Cabinet space shall be maximized to provide adequate storage for utensils, pots and pans, and food.
- G. Each of the double sinks is to be 18" x 18" and 10" deep; sink is to have 3-holes for faucet, plus two holes for spray accessory and filtered water spigot. Stainless Steel shall be used.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

- H. Provide electrical outlets with stainless steel cover plates.
- I. Provide a heavy duty (minimum $\frac{3}{4}$ horsepower) stainless steel garbage disposal.
- J. Provide electrical and water line for dishwasher.
- K. Provide electrical and water line for refrigerator(s).
- L. Provide electrical and water line for Coffee Maker.
- M. Provide electrical, water and drain for Ice Maker.

506. Wall and Floor Surfaces:

- A. Walls shall be light orange peel textured drywall.
- B. Walls shall be painted with 100% acrylic paint, with a semi-gloss surface.
- C. A stainless steel wall surface is required adjacent to the range cooking surface, including the sides of the cabinets. Use 22-gauge type 304 brushed stainless steel.
- D. Floors shall be covered with Stained/Polished/Sealed Colored Concrete, Ceramic Tile, VCT or rubberized flooring. Color shall be determined by Fire Department in consultation with the architect.

507. Refrigerators: Provide space, water supply, and electrical outlets and ventilation for two or three Commercial Grade Residential Refrigerators. 36" is standard. (42" and 48" *Optional*)

508. Gas Range and Oven: Provide space to accommodate a Commercial Grade Residential 36" (48" and 60" *Optional*) wide heavy duty gas range and oven. The adjacent cabinet siding and rear wall shall be covered in Stainless Steel.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

509. Range Hood:

- A. Install a stainless steel commercial grade residential hood. Size to be compatible with Gas Range/Oven and it's BTU output.
- B. Range hood shall include two (2) lights; a two-speed, roof-mounted exhaust fan with a $\frac{3}{4}$ hp motor capable of proper DFM; and removable washable stainless steel filter screens. It shall conform to Health Code, UBC, UMC, and NEC as adopted by the City and County. (Note) Ventilation ducting requirements may differ with sizes.
- C. Provide a cabinet space and electrical outlet for a 1.5 cubic foot microwave oven (*Optional*) *Two microwave ovens.*

510. Sleeping Areas:

- A. Each Dorm Room/Area shall be sized to accommodate on duty staff utilizing a free standing XL Twin single bed with metal frame.
- B. Casework - Three Lockers with hanging and drawer capabilities are to be provided in each staff Dorm Room/Area per bed minimum.
- C. Lighting:
 - II) Provide energy efficient wall-mounted lighting above each bed. Lighting shall be provided as reading light and individually controlled with dimmer switch.
 - II) The overhead lighting fixture is to be individually controlled from within each room.
 - III) Provide exterior window (when possible) to provide natural light. Windows shall have Black Out Shades in addition to Mini or Vertical Blinds.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

511. Restrooms:

- A. Bathrooms will be provided that will accommodate separate male and female occupancy. A Uni-Sex Public bathroom with ADA compliancy will be located near the front public entrance. High Efficiency, manual flush valve toilets and urinals are preferred.
- B. Women's Bathroom: Room size shall be no less than 14' x 14' and contain a minimum of two (2) lavatories, two (2) high efficiency commodes and two (2) showers. *NET*
- C. Men's Bathroom: Room size shall be no less than 20' x 14' and contain a minimum of three (3) lavatories, three (3) high efficiency commodes, two (2) high efficiency urinals and three (3) showers.
- D. Uni-Sex Public Bath: Room size shall be fully accessible and no less than 8' x 7' containing one (1) lavatory, one (1) high efficiency ADA compliant commode.
- E. The showers shall be 36" x 36" minimum with safety glass shower doors and recessed soap dispenser. Individual drying area which will be with their respective showers will have a folding seat and stainless steel frame and a 24" towel bar. Showers are to be tiled full height with 4" x 4" ceramic tile or full height Terrazzo. Shower pans shall be lathed and hot mopped.
- F. Lavatory sinks are to be mounted on 37 1/2" Custom Wood Grade Cabinets. Counter top will be hard surfaced Polymer type or Ceramic Tile. Tile shall be epoxy grouted on sealed wonder board or equal. The mirror will be constructed with a Stainless Steel frame, callout varies with size, minimum 2' x 2'. A soap dispenser, a 24" Stainless Steel towel bar and a Stainless Steel toiletry shelf will be provided for each sink.
- G. Floors are to have central floor drains and be finished in stained/polished/sealed colored concrete, 8" x 8" ceramic tile or *Terrazzo (Optional)*. The walls are to have tile wainscot to 4' using 4" x 4" ceramic tile or *Terrazzo (Optional)*. A recessed mounted Paper Towel Dispenser/Waste Receptacle will be provided. Dual Stainless Steel Tissue Dispenser shall be used in commode area.
- H. All tile areas shall be epoxy grouted color coordinated with tile.
- I. Sufficient lighting, a large exhaust fan over commodes and a minimum of two (2) G.F.C.I. electrical receptacles shall be included in bathrooms.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

512. **Exercise / Physical Training Room:** *(Optional Plug-In)* An Exercise Room or Physical Conditioning Room shall be provided in the Fire Station. This room shall be a minimum of 18' x 30" and be provided with a window (if possible), and have HVAC. The floors shall be stained/polished/sealed colored concrete and be topped with a 3/4" rolled rubber matting. The ceiling shall be no less than ten (10) feet in height and pre-wired for ceiling fans.
513. **Storage Rooms:**
- A. Provide a minimum of two (2) storage rooms, both are to be 5' x 7' minimum for household and janitorial supplies.
 - B. An minimum 8' x 8' Medical Supply Storage Room shall be provided with a lock fitted door. Exterior mount KNOX® Box. *(Optional)*
 - C. *(Optional)* Medical Oxygen Room: Room shall be 8' x 8' minimum, climate controlled, well ventilated and protected by Automatic Fire Sprinkler System.
514. **Patio:** Provide a private patio with a gas outlet and electrical outlet for a barbeque. Foundation shall slope away from building to allow proper drainage or floor drains may be incorporated for controlled run off.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

600 COMMON ROOMS/AREAS:

601. Wash Rooms/Laundry Room:

- A. Wash Room shall be provided, containing a washer and dryer, deep utility sink, Ice Maker and hose bib. *Extractor System (Optional)*.
- B. The Wash Room floor shall be stained/polished/sealed colored Concrete or Ceramic Tile with a central floor drain.
- C. The walls shall be of non-penetrating drywall and covered with either Waterproof wainscot or Ceramic Tile with Epoxy Grout.
- D. A Decon area shall be provided and include a sink with both Hot and Cold water capability. Decon Shower with lathed, hot mopped shower pan *(Optional)*.
- E. Provide area to accommodate Washer/Extractor and Dryer with a drain for Extractor. The dryer areas shall be capable of being gas or electric and be vented to the exterior. *Extractor System (Optional)*.
See Cut Sheets for specifications and mounting/service requirements.

602. Water Room(s): Provide a separate area for water heater system(s), commercial quality. Tank less water heaters are preferred.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

- 603. Utility Room /Storage Out Building:** A separate Utility Building shall be utilized to accommodate utilities and an emergency generator. Utilities from this building shall run underground to operational area of Fire Station. The building shall be located in a manner that would allow access by utility companies. The building shall be 32' x 16' and placed adjacent to the rear drive area away from barracks. *(Optional) 32' x 32'*
- A. Two excess 2" conduits shall be supplied to building for future use.
 - B. A 30" x 8' work bench constructed with a solid, 1 1/2" hardwood top shall be provided. A storage base cabinet and drawers on heavy duty glides shall be provided below the work bench. Upper cabinets shall be provided. A space shall be allowed for mounting a vise on work bench top.
 - C. Electric power to this building with plugs every 4 feet.
 - D. 10' x 7' roll-up door facing driveway and a walk thru 3' x 7' door to side will be placed on Storage side.
 - E. A 3' x 7' walk thru door shall be placed on Utility side allowing access for utility companies.
- 604. Emergency Generator :**
- A. A Diesel fueled (*Propane/Gas Optional*) standby generator shall be provided for continuous 72 hour standby service and rated to carry essential loads accepted by the Fire Department. Fire Department requests that emergency generation be below 49 hp (if applicable) for permitting issues. *Additional load requirements of 100% + may be deemed necessary for specialty stations. (Optional).*
 - B. Fuel tank shall be integrated with the generator and have remote fill capability. Tank will be sized to provide 72 hours of operating run time and shall meet all applicable codes and regulations.
 - C. A trickle charge shall be installed to maintain proper charge of generator batteries.
 - D. The generator and its engine shall meet the most current Federal, State, County, and Local laws, regulations, standards, and code. The engine shall be certified, and meet all State and Local EPA standards.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

- 605. Offices:** Office areas shall be designed to accommodate modular ergonomic furniture and be minimum 12' x 12' in size.
- (1) Station staff
 - (1) Fire Captain
 - (1) Battalion Chief (*Optional Plug-In*)
- 606. Training Room:** (*Optional Plug-In*) Training Room/Meeting Room shall be provided and include the following.
- A. 18' W x 30'L
 - B. 8' x 8' Projection Wall.
 - C. Provide a wall mounted dry-erase board, 4' x 8", with a bottom shelf, this can also be used as a projection screen.
 - D. Provide a wall mounted bulletin board 3' x 6'.
 - E. Pre-Wired CATV, Phone and Internet
- 607. Lockers Room / Mud Room:**
- A. Turn out lockers shall be provided. The required number of lockers for the crew size are _____.
 - B. The Lockers shall be affixed to the wall per manufacturer specifications.
 - C. The lockers shall be heavy duty, non-rusting, ventilated metal lockers, 20" x 20" x 74.5"; Heavy Duty 1 1/4" Tube Frame, High Strength 1/4" wire back, sides and grid. Heavy Duty Secure Door with padlock attachment and space for name tag. The lockers shall have two shelves and three (3) each paired hooks, one on each side and one on the back. Gear Grid TM Wall Mount Lockers or equivalent approved by Fire Department.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

- D. A bench seat shall be mounted in the center of Locker Room / Mud Room.
- E. A central floor drain is to be provided.
- F. The "Locker Room/Mud Room" shall have an independent air handling system and work off a negative pressure concept to support separation from environmental conditions and contaminants.

700 GENERAL UTILITY REQUIREMENTS:

701. General Plumbing:

- A. Toilets and Urinals shall be high efficiency floor mounted, with water saving flush valves.
- B. The Kitchen, Restrooms and Laundry Rooms shall have floor drains with trap primers. Primers are to be solid brass or bronze, no plastic parts, and are accessed via inspection panels.
- C. Hose bibs on the building shall be installed with box housing and by key controlled type.
- D. Plumbing walls should have 2" x 6" studs.
- E. All hot water pipes are to be insulated.
- F. Shower valves are to be Moen™; posi-temp, Model L2382 and showerheads are to be Moen™ adjustable spray head or approved equivalent.
- G. Kitchen faucet is to be Chicago™, hot and cold single wing handles, swing spout with hose and spray, Model 1102, or approved equal.
- H. Lavatory faucets are to be single handle, Moen™ L4721 or equivalent.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

702. General Electric:

- A. All exterior lights shall be energy conserving and either photo cell or time clock controlled.
- B. Cost of replacement bulbs will be considered in selection of fixtures.
- C. Flexible conduit should only be used to connect motors and for layout of fixtures.
- D. All receptacles as switch boxes shall be 4" x 4" x 1 1/2" mud rings.
- E. Telephone systems; computer systems; radio communications; and cable television systems; shall be designed in the building using 1" conduit minimum. Circuitry shall be adequately ventilated and cooled.
- F. Computer Systems shall be on dedicated circuits.
- G. Use stranded conductors for all feeders and branch circuits.
- H. All wall switches and receptacles shall be commercial grade, heavy duty.
- I. Wall plates shall be non-breakable nylon or stainless steel.
- J. Use energy efficient fluorescent light systems wherever possible. No incandescent lamps.
- K. Provide a wire marker on each connector in the pull panel, pull boxes, and junction boxes. Label the inside of all cover plates and the junction boxes with the circuit number.
- L. Connect all wiring device grounding terminals to an outlet box with bonding jumper.
- M. Provide source protector (surge protection) for power entering the building.
- N. Pre-Wired Ceiling Fans shall be placed in Offices, Day Room, Barracks, PT/Training Rooms and Dining Room areas.

703. General Gas:

- A. Gas main shall be equipped with seismic shut off valve.



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

- 704. Communication / I.T. Room:** A dedicated room/closet 8' x 3' minimum shall be provided and be accessible for technicians. The room/closet shall be vented and space conditioned to enhance cooling of components with an 8' minimum ceiling height allowing attic access.

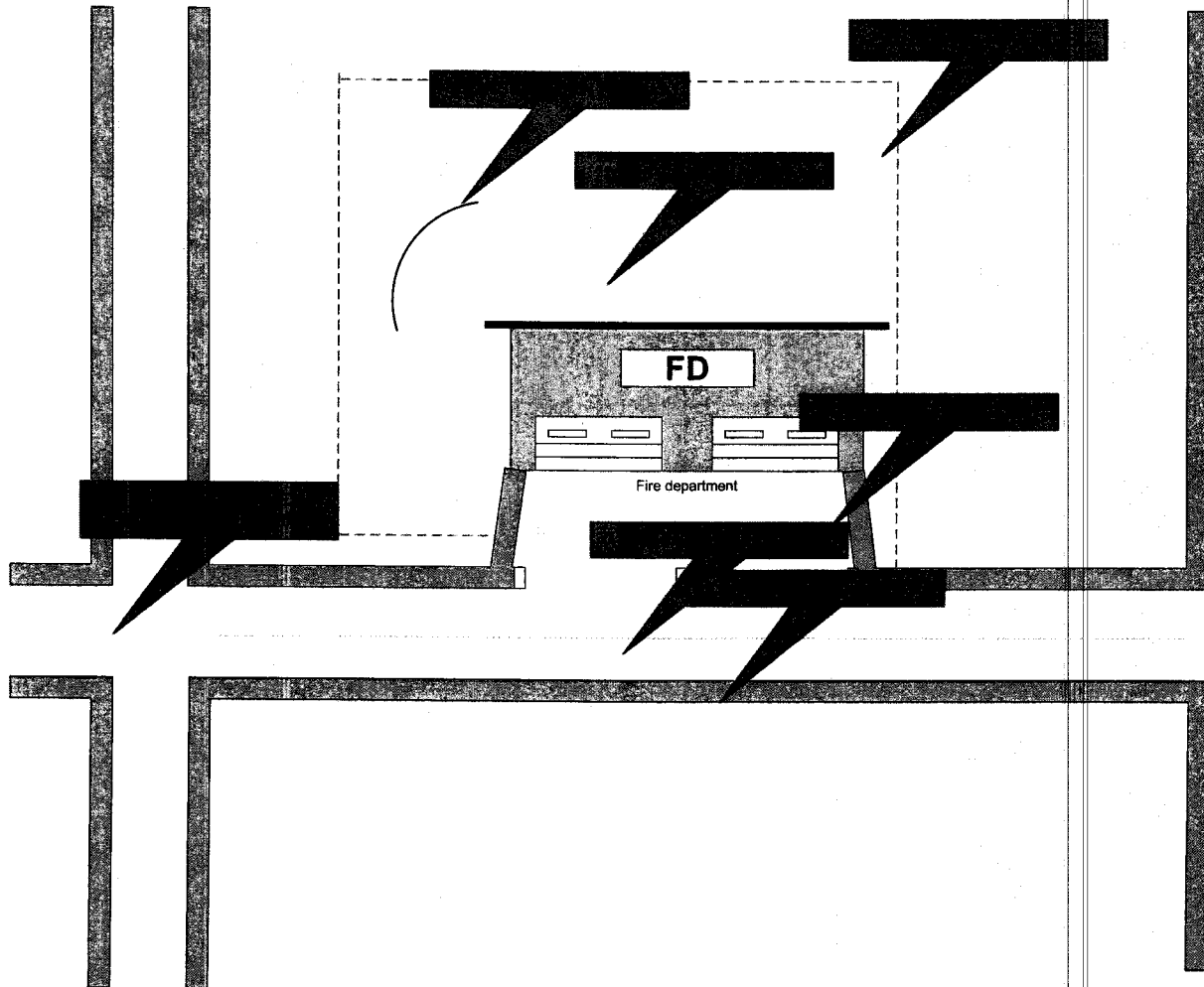
I.T. conduits shall be 3" to Minimum Point of Entry and either one 4" or two 2" for cable routing.

Riverside County I.T. Division (RCIT) shall review and approve all Engineering and design based on layout, power and equipment details.

- 705. Trash Enclosure:** Adequate enclosed space shall be provided for trash and garbage containers outside of secured parameter. A locking person gate with walk way shall be established from secured area to unsecured area for refuse disposal. The enclosure must be of adequate size to accommodate two (2) dumpsters. One for refuse and one for recyclables. *Subterranean enclosure (Optional).*



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**



E1



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

PSEC Equipment Requirements

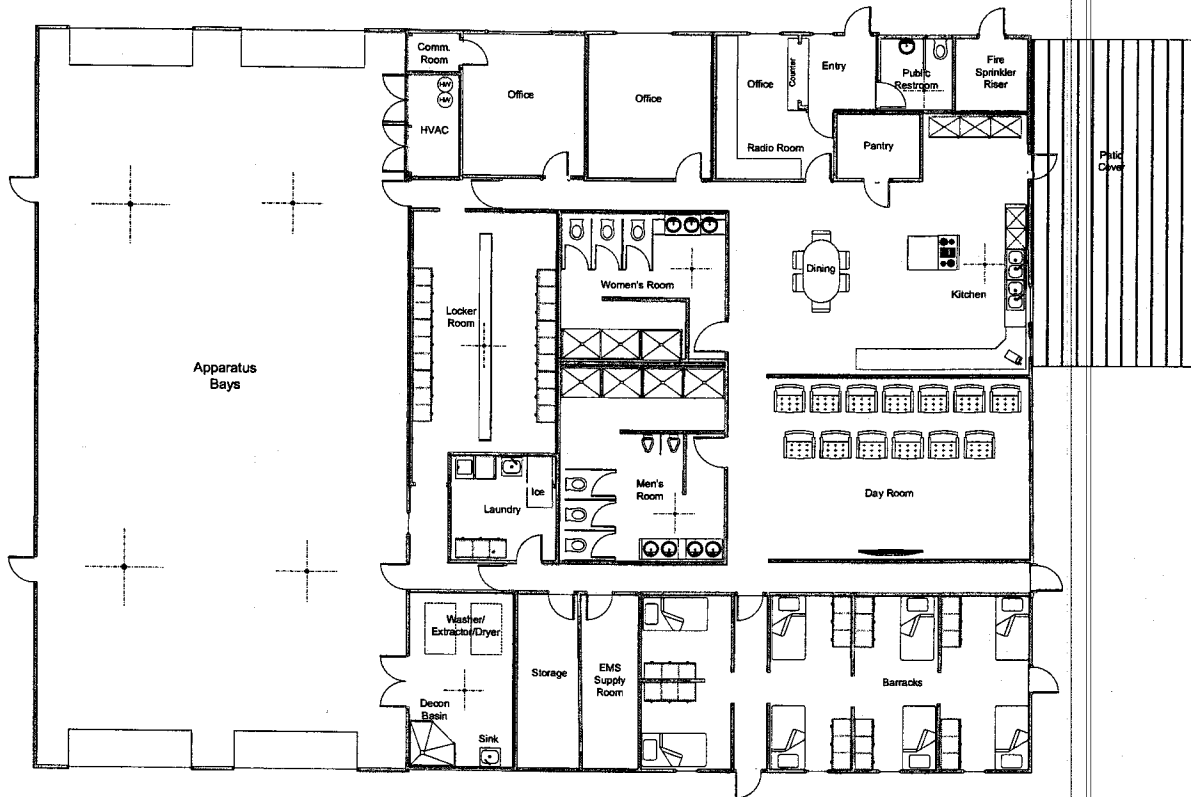
(PSEC Cabinet 20" x 20" x 20" Minimum)

Description				Power Type	Power Consumption(W)
	H	W	D		
T1/Ethernet Converter Zhone TNE1500-S	1.25	5.5	4.5	120VAC	120
Cisco switch Catalyst 2960 WS-C2960-24TT-L	1.73	17.5	9.3	120VAC	30
FSA Workstation	2.8	7.4	9.4	12 VDC	
MotoMesh IAP	7	8	10	120VAC	30
CoE-8I	2.75	8	6.25	120VAC	72
CoE-8O	2.75	8	6.25	120VAC	72
HPD Modem	2.4	9.5	14.3	12 VDC	
DC Power Supply (HPN4001B)	3.375	4.625	10.25	120VAC	200

E2



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**



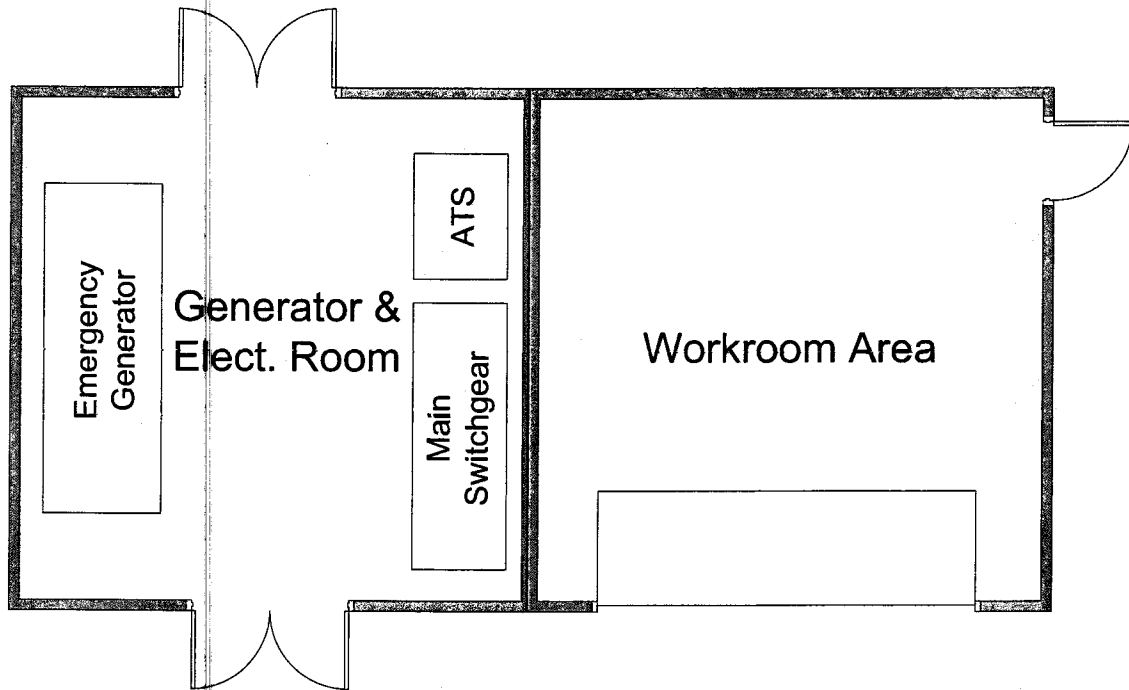
**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Prototype**

7000 Sq. Ft.

A -1

Utilities/Storage Building

32' x 16'



1. Accommodations for Emergency Generator, Main Switchgear Panels, and Automatic Transfer Switch
2. Located as an Out Building to the Station
3. Located away from Living Quarters

A-2



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**




**COUNTY OF RIVERSIDE
CABAZON
FIRE STATION 24**
(Date)

BOARD OF SUPERVISORS
Marion Ashley, District 5
Bob Buster, District 1
John F. Tavaglione, District 2
Jeff Stone, District 3
Roy Wilson, District 4

John R. Hawkins
Fire Chief

WLC Architects, Incorporated
Architect

Howard C. Edmiston Construction, Inc.
Contractor

CAST ALUMINUM
PLAQUE 18' X 18'
WITH PAINTED
BACKGROUND

(LOCATION/TITLE)
3/4" HIGH LETTERS
UPPER CASE TYPE
HELVETICA FONT

(DATE) 1/2" HIGH
LETTERS, UPPER
AND LOWER CASE

(BOS) ASSIGNED
SUPERVISOR DISTRICT
ON TOP LINE THEN
NUMERICALLY ORDERED
3/8" HIGH LETTERS,
UPPER AND LOWER
CASE

3/8" HIGH LETTERS
UPPER AND LOWER
CASE TYPE

FIRE
DEPARTMENT
LOGO

COUNTY
OF
RIVERSIDE
LOGO

FACILITIES
MANAGEMENT
OR
ECONOMIC
DEVELOPEMENT
AGENCY
LOGO

***Dedication Plaque
shall be mounted
inside Lobby Area
of Fire Station facility.***

***Sign Outlay & Design Approved
by Director of Riv. Co. Facilities
Management on 7/1/2008***

E-3



**Riverside County Fire Department
Strategic Planning Bureau
Fire Station Building Program Standard**

Fire Station Monument Sign

10' L x (3' – 5') H x (1' – 2') W

The Monument Sign Details are listed below. Architectural features will be based individually based on area requirements and adhering to County Standards within TLMA Guidelines for Monument Signage. See TLMA Exhibit B for reference.
http://www.tlma.co.riverside.ca.us/planning/content/devproc/guidelines/dsign_guideline/appendixa.html#exhibitb

8" Arial Bold Font

6" Arial Bold
Station Name

10" Arial Bold
Numeric



12" Diameter Fire Logo & County Logo Seal

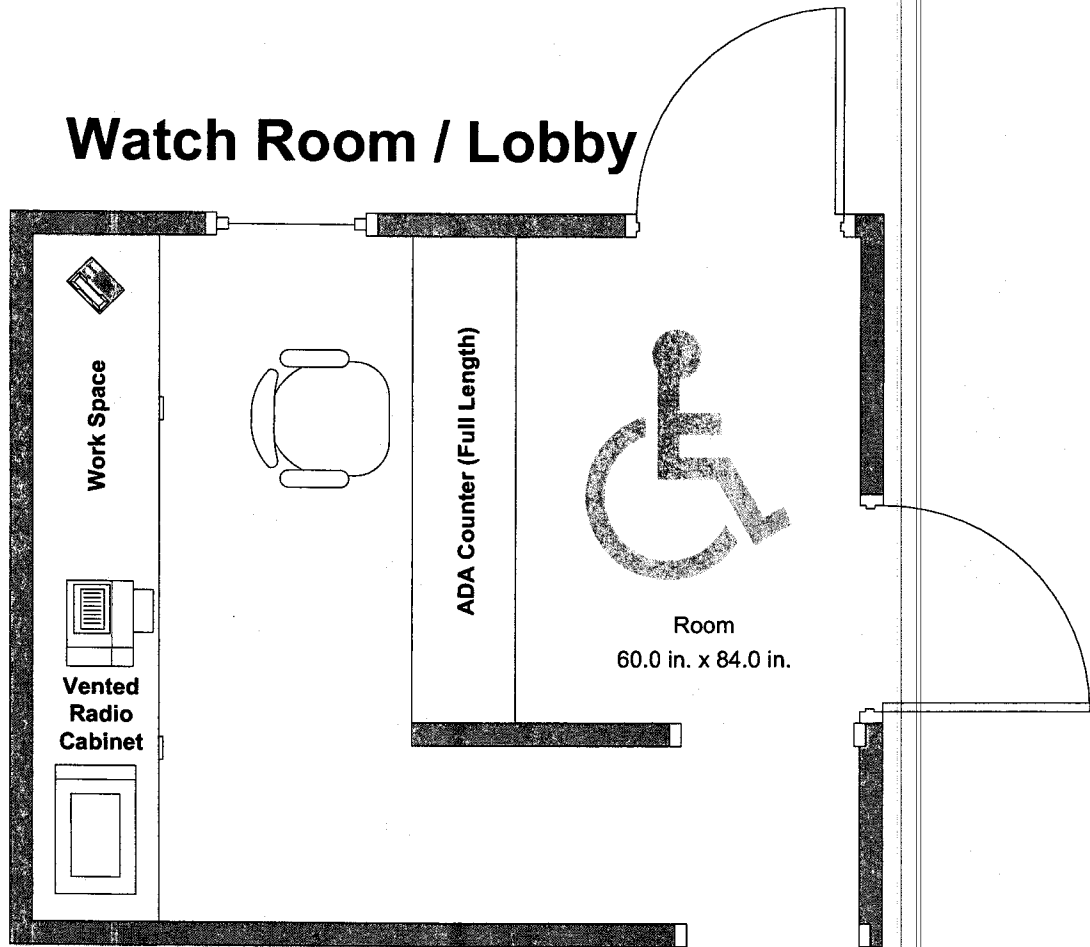
Architecture Design shall coincide with Riverside County Planning Department Design Guidelines for Monument Signage as depicted in Exhibit B.

Sign shall be Concrete, Engraved with Epoxy Filling.

Color of Concrete, Epoxy to be determined with Architecture Design Guidelines.

E-4

Watch Room / Lobby

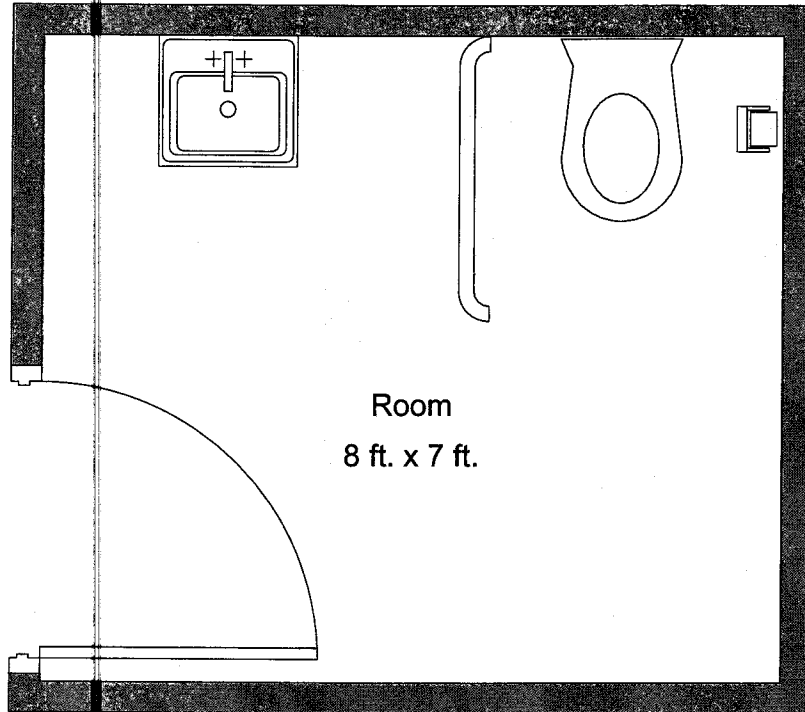


12 ft. x 10 ft.

A-3



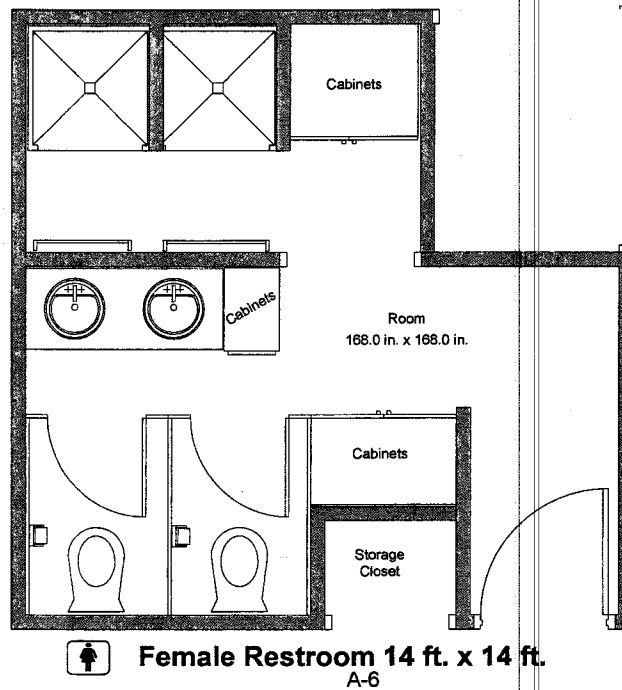
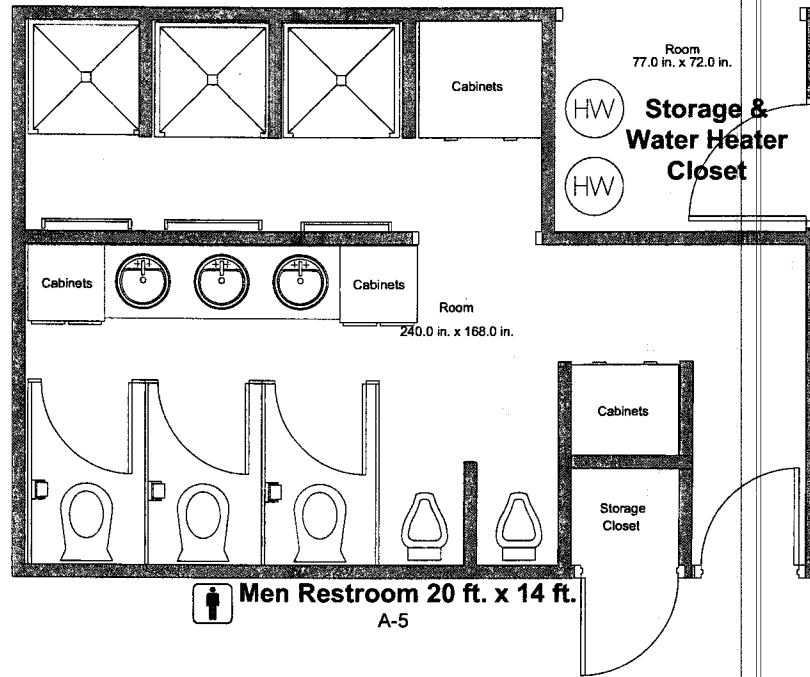
Public Restroom



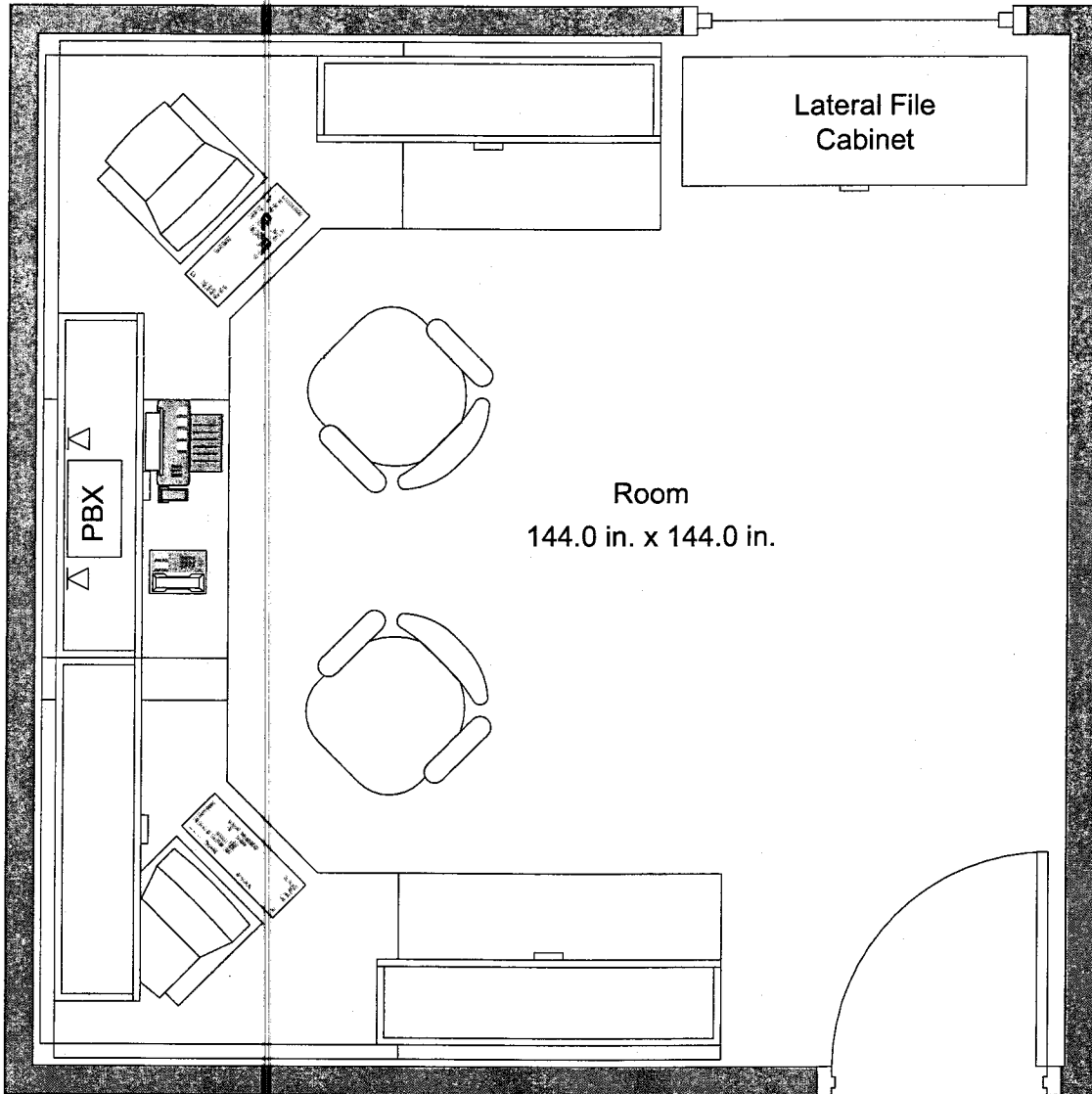
8 ft. x 7 ft.

A-4

Male / Female Restrooms



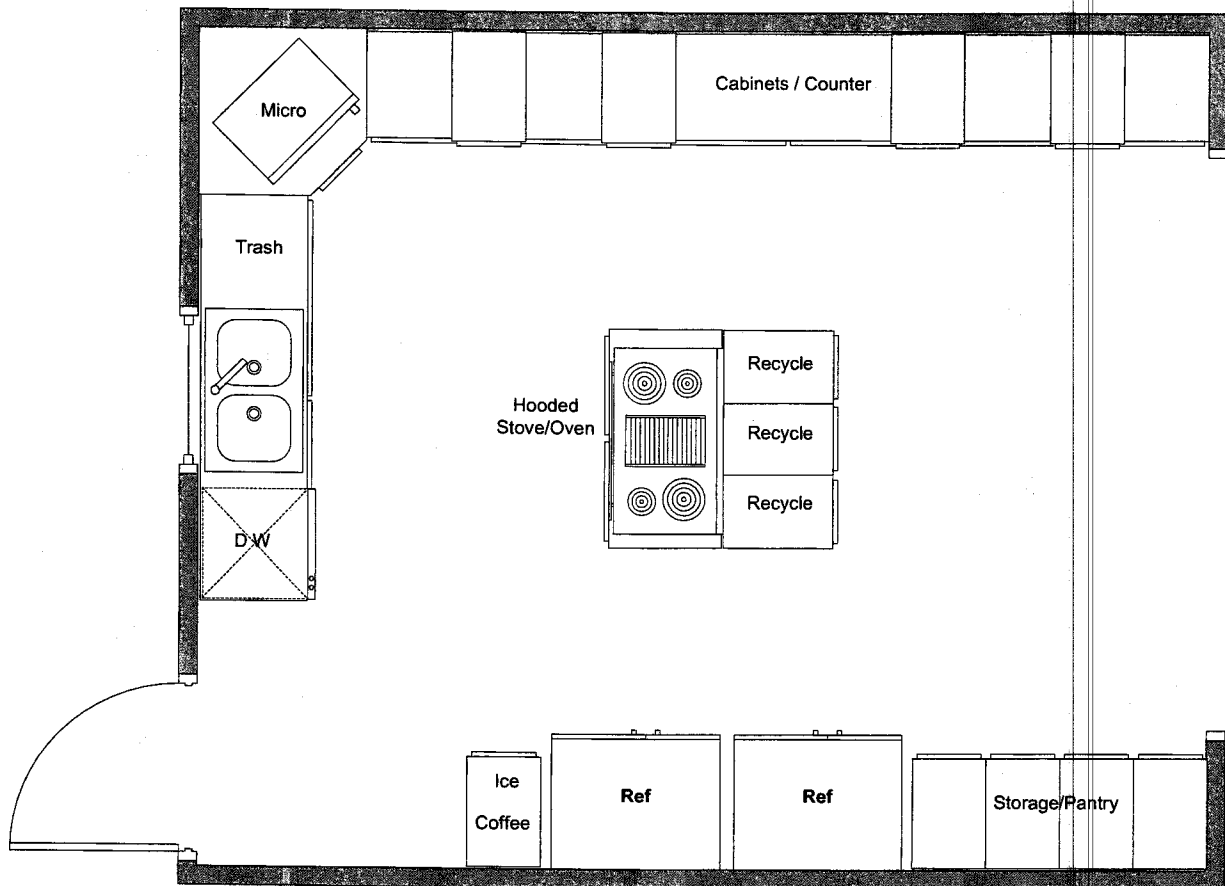
Office



12 ft. x 12 ft.

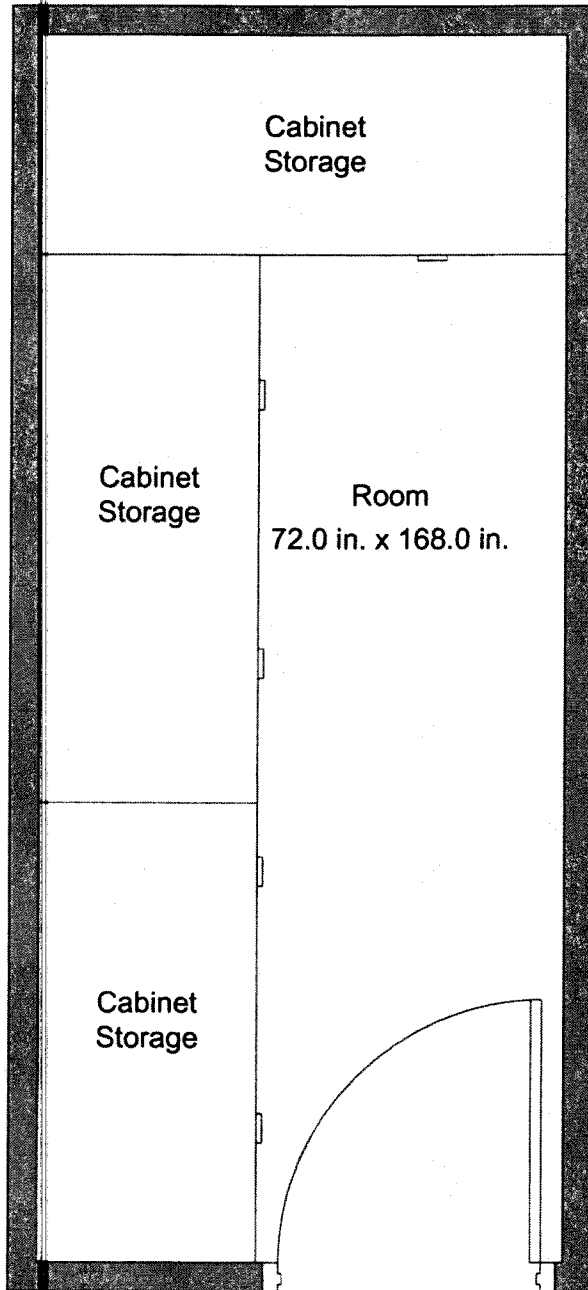
A-7

Kitchen 15 ft. x 18 ft. (14-16 ft. x 16-20 ft.)

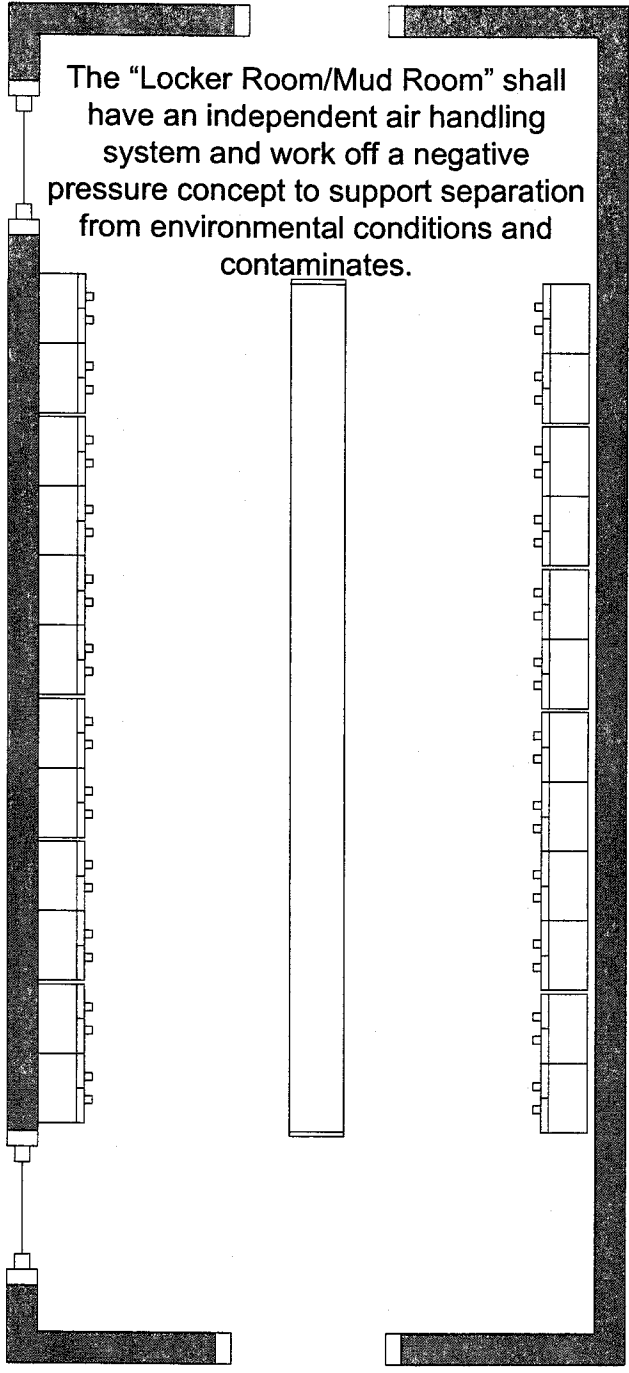


A-8

Medic Storage 8 ft. x 8 ft. min



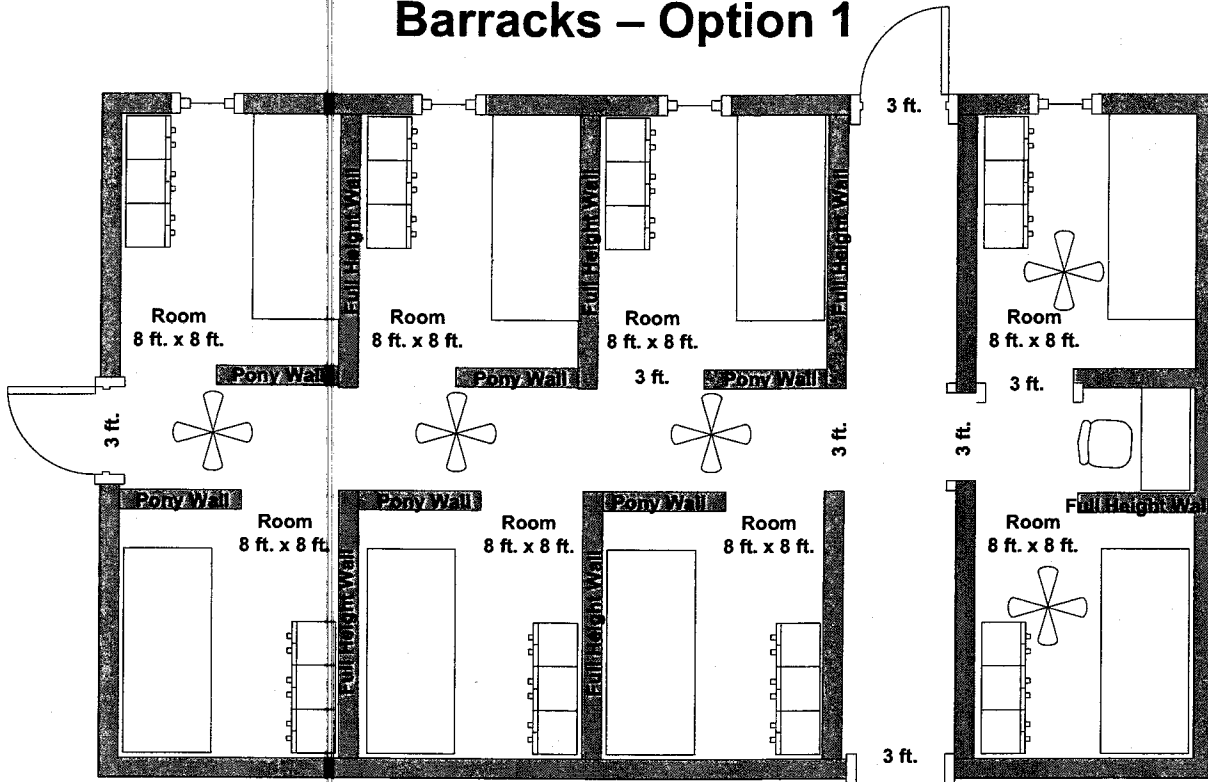
A-9



The "Locker Room/Mud Room" shall have an independent air handling system and work off a negative pressure concept to support separation from environmental conditions and contaminants.

Locker Room 12 ft. x 28 ft.
A-10

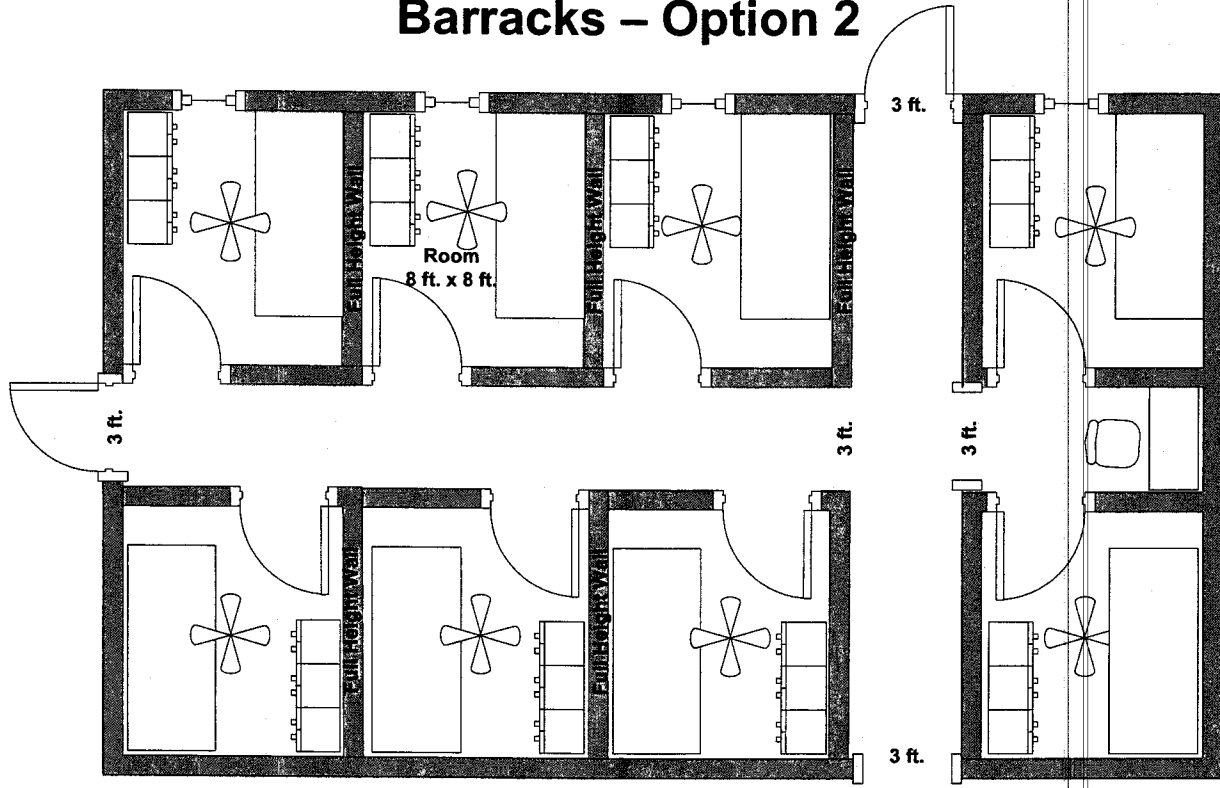
Barracks – Option 1



38 ft. x 22 ft.

A-11.1

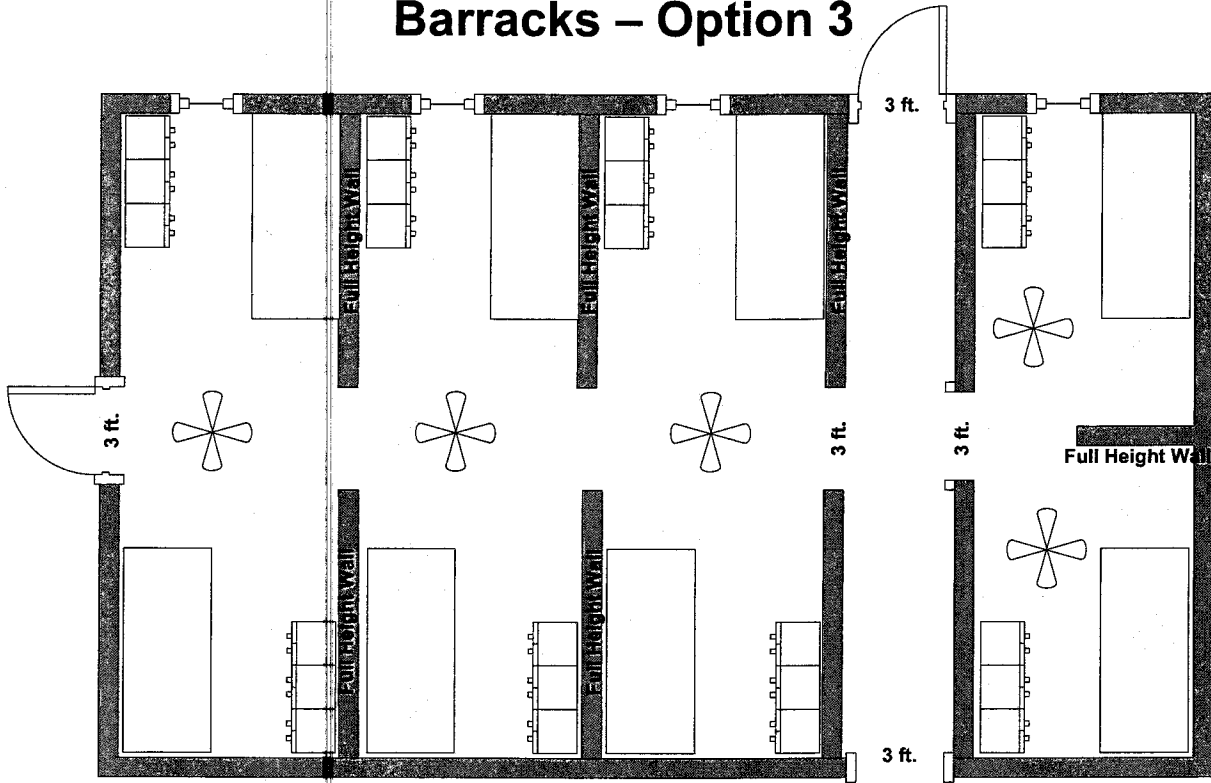
Barracks – Option 2



38 ft. x 22 ft.

A-11.2

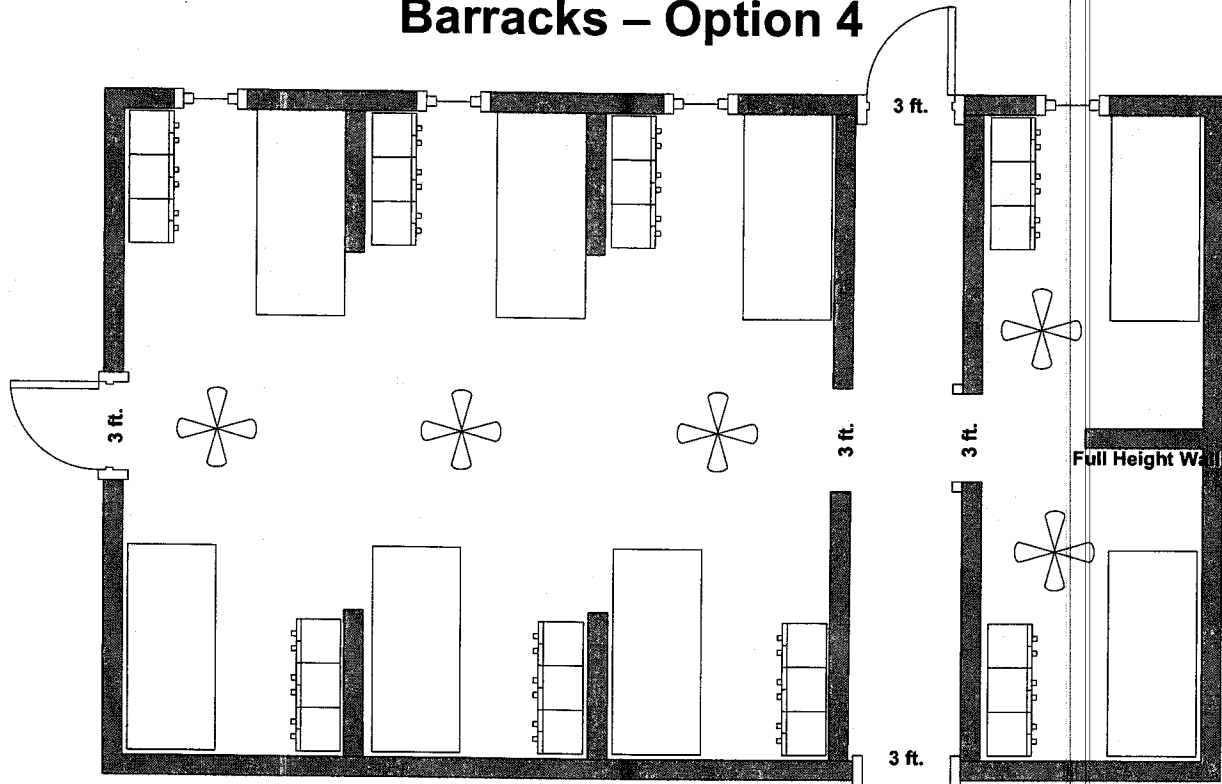
Barracks – Option 3



38 ft. x 22 ft.

A-11.3

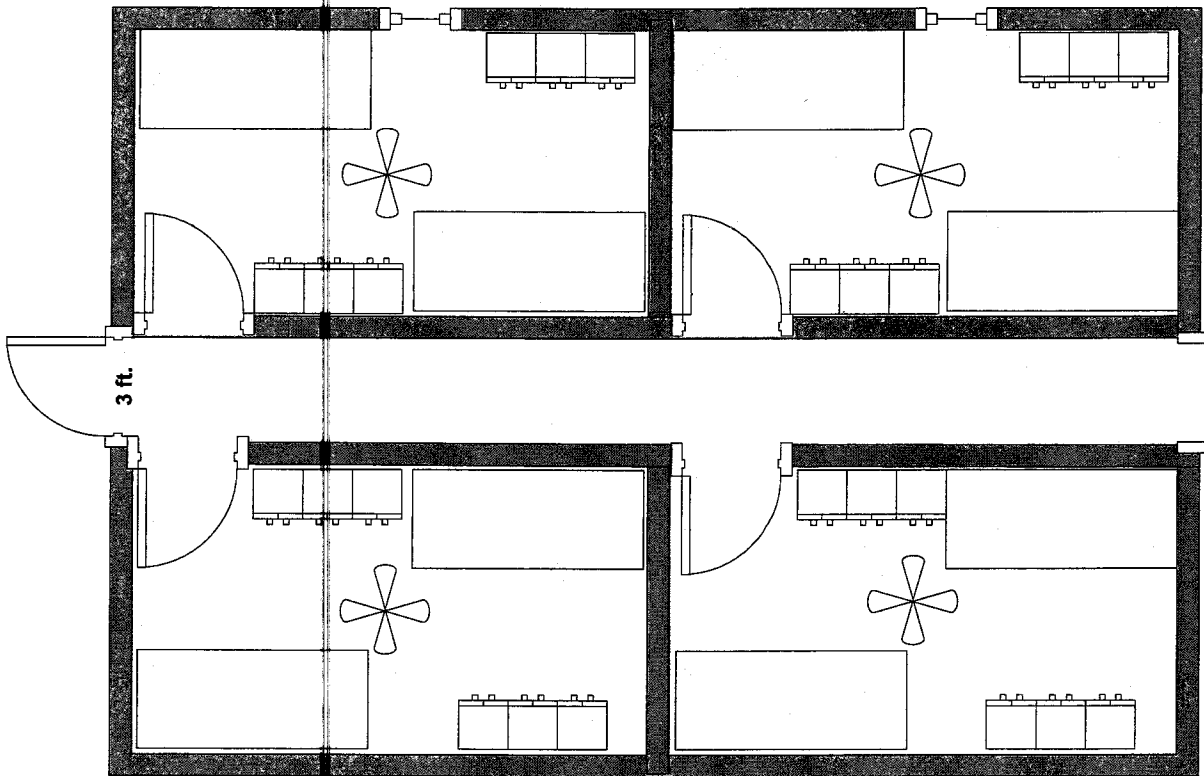
Barracks – Option 4



38 ft. x 22 ft.

A-11.4

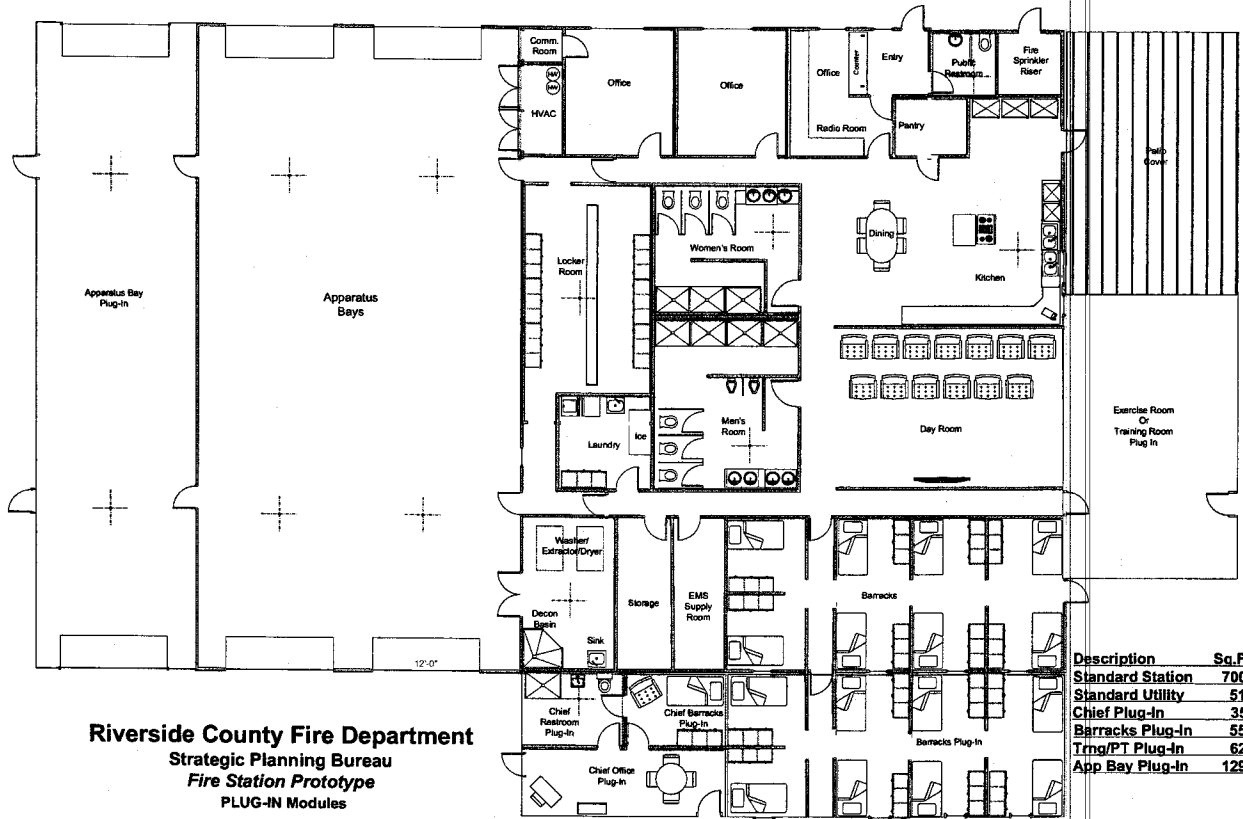
Barracks – Option 5



32 ft. X 22 ft.

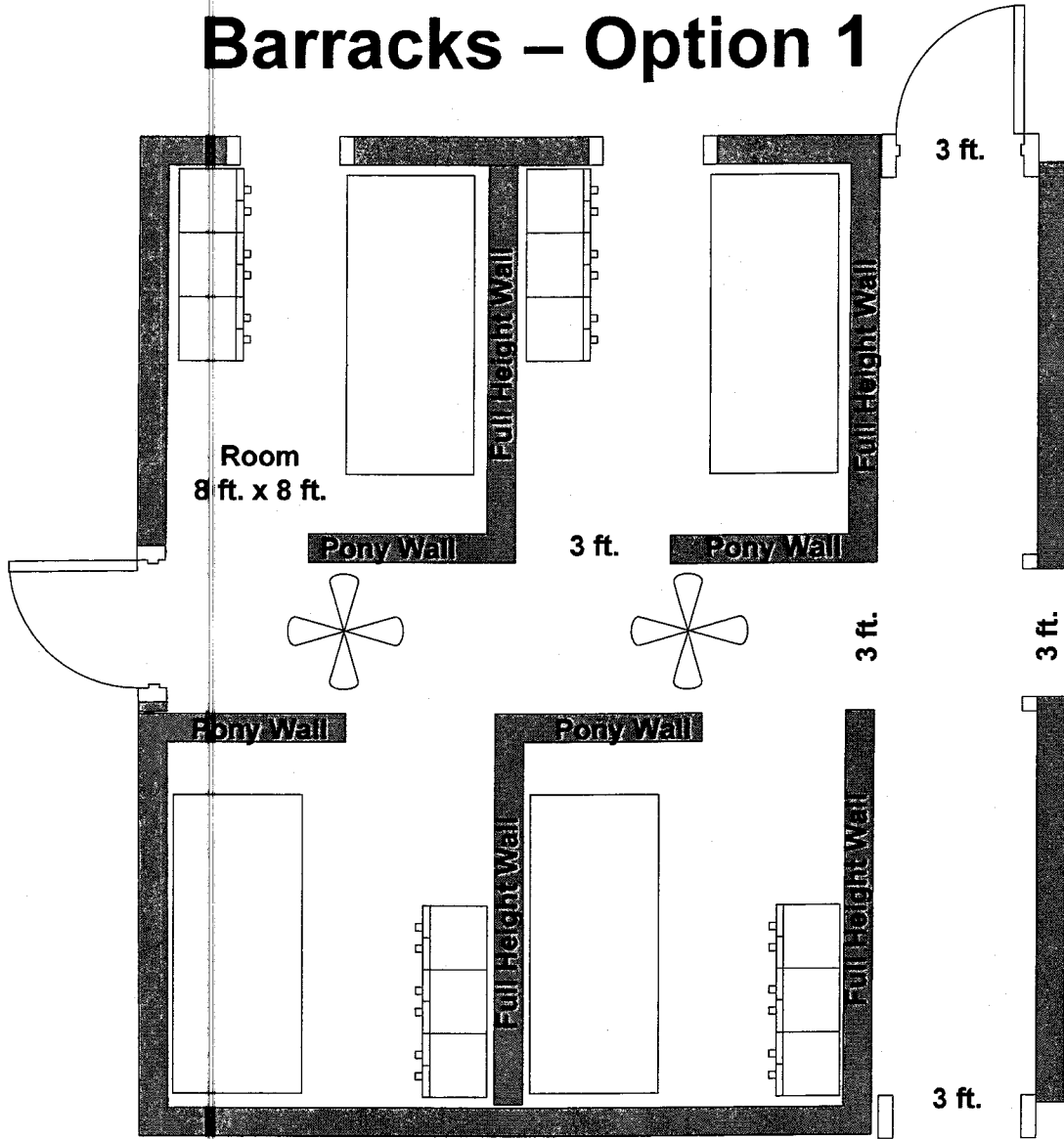
A-11.5

Plug-In Modules



Barracks – Option 1

(Plug-In Module)

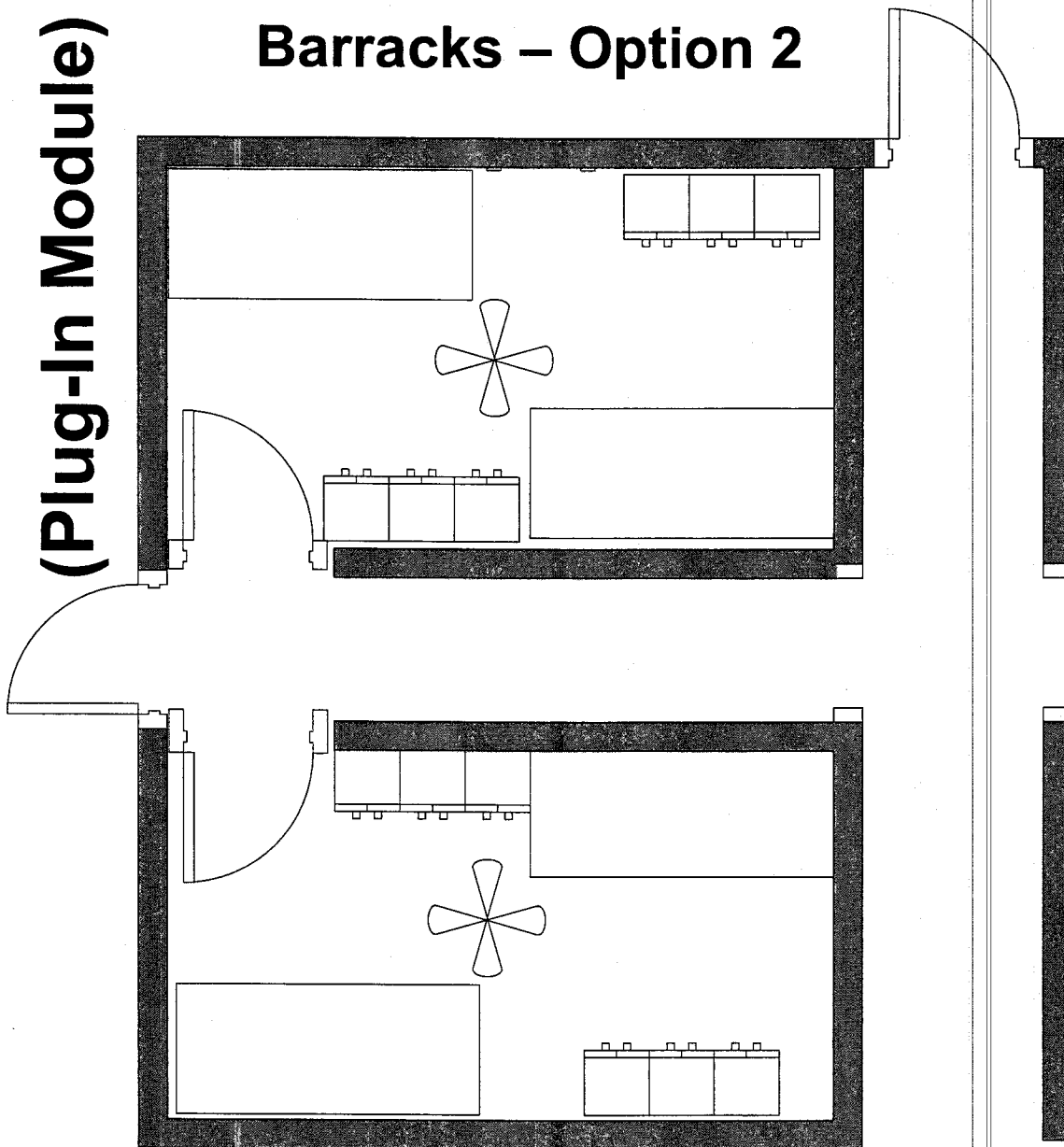


20 ft. x 22 ft.

A-13.1

(Plug-In Module)

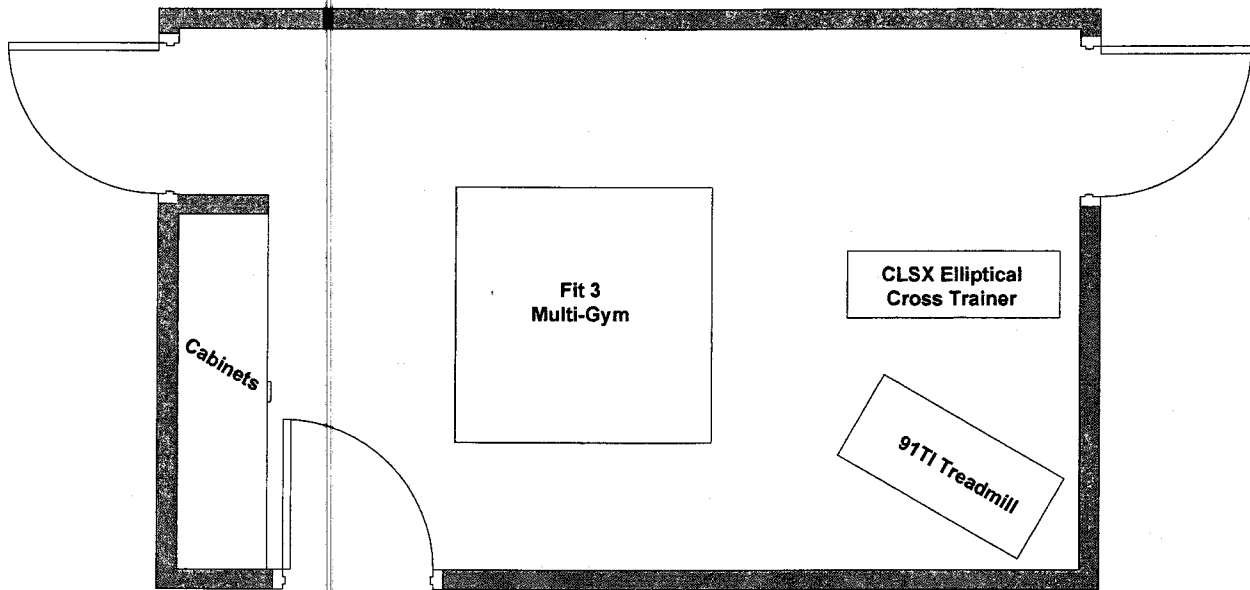
Barracks – Option 2



20 ft. X 22 ft.

A-13.2

Physical Training Room (Plug-In)



30 ft. X 18 ft. min.

A-14

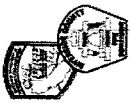


FURNITURE, FIXTURES, EQUIPMENT LISTING (FFE)

For

FIRE STATION DESIGN GUIDELINES

- EMERGENCY GENERATOR
- AIR COMPRESSOR W/ STUB OUTS
- 36" REFRIGERATOR
- 42" REFRIGERATOR (OPTIONAL)
- 48" REFRIGERATOR (OPTIONAL)
- DISHWASHER
- DISHWASHER #2 (OPTIONAL)
- ICE MAKER (PLUMBED & DRAIN)
- SINK ERATOR (KITCHEN INSTALLATION)
- 36" STOVE / OVEN
- 48" STOVE / OVEN (OPTIONAL)
- 36" COOKTOP (OPTIONAL)
- 48" COOKTOP (OPTIONAL)
- 36" EXHAUST FAN/HOOD
- 48" EXHAUST FAN/HOOD (OPTIONAL)
- MICROWAVE OVEN (CASEWORK)
- MICROWAVE OVEN #2 (OPTIONAL)
- WINDOW COVERINGS (VERTICAL)
- FLOOR COVERINGS (CARPET, RUBBERIZED)
- CEILING FANS 52" (HARDWIRE - W/O LIGHTS) _____
- NIGHT STANDS (CASEWORK) _____
- NIGHT STAND LIGHTING (VARIABLE INTENSITY)
- SHOWER BENCH (FIXED)
- DRY ERASE BOARD (TRAINING)
- BOOK CASES (CASEWORK)
- ENTERTAINMENT CENTER (CASEWORK)
- STORAGE LOCKERS (CASEWORK)
- GEAR LOCKERS (GEAR GRID W/ RACK) _____
- LOCKER ROOM BENCH (FIXED)
- WORK BENCH (CASEWORK)
- WORK BENCH VISE (AFFIXED)
- HOSE STORAGE RACKS
- UTILITY SINK (DEEP WELL) _____
- DECON SHOWER W/ HANDHELD SPRAYER
- FLOOR DRAINS
- FIRE EXTINGUISHERS (CODE REQUIREMENT)
- STORAGE RACKS (CASEWORK)
- LAUNDRY WASHER
- LAUNDRY DRYER
- LAUNDRY SINK (DEEP WELL)
- LAUNDRY CABINETS (CASEWORK)
- OFFICE WORK STATIONS W/ CHAIRS (ERGONOMIC)
- MEDICAL SUPPLY LOCKERS (CASEWORK)
- TELEVISION 32" FLAT PANEL (HARDWIRE)
- FLAT PANEL TV WALL MOUNT
- WALL CLOCKS (HARDWIRE)
- SMOKE DETECTORS (HARDWIRE)
- SPRINKLER MONITORING SERVICE (3RD PARTY)
- APP. BAY HEATERS (AREA SPECIFIC)
- APP. BAY COOLERS (AREA SPECIFIC)
- APP. BAY CORD REELS (50' - 10G - 30 AMP)
- EXHAUST EXTRACTION (SOURCE CAPTURE)
- BARBEQUE / GAS (PLUMBED)
- COFFEE MAKER (PLUMBED)
- BULLETIN BOARD 3' x 6' MIN. (MANDATE POSTINGS)
- DINING TABLE
- DINING CHAIRS (QUANTITY) _____
- RECLINERS (QUANTITY) _____
- COUCH (QUANTITY) _____
- END TABLES (QUANTITY) _____
- COFFEE TABLE (QUANTITY) _____
- XL TWIN BED COMPLETE (QUANTITY) _____
- EXERCISE EQUIPMENT (STRENGTH, CARDIO) _____
- FUTURE CONDUIT (S)
- COMMERCIAL WASHER/EXTRACTOR
- COMMERCIAL LAUNDRY DRYER
- LARGE AMPERAGE HOOK UP 50 AMP 100 AMP



**ENERGY ACTION PLAN CHECK LIST (LEED)
For
FIRE STATION DESIGN GUIDELINES**

- COMPACT FLORESCENT LAMPS / LED LAMPS
- T-8 FLORESCENT BULBS
- DAYLIGHT HARVESTERS / OCCUPANCY SENSORS
- LED EXIT LIGHTING
- APPARATUS BAY DOOR WINDOWS
- SKYLIGHTS & SOLAR LIGHT TUBES
- SOLAR TECHNOLOGY (PHOTOVOLTAIC)

- SOLAR WATER HEATING SYSTEM

- HIGH EFFICIENCY TOILETS (1.28G)
- HIGH EFFICIENCY URINALS (.25 G)
- LOW VOLUME SHOWER HEADS
- FAUCET AERATORS
- TANKLESS WATER HEATERS
- GRAY WATER RECOVERY / DISTRIBUTION SYSTEM

- THERMAL WINDOWS
- WINDOW TINTING
- BLACKOUT SHADES & BLINDS
- INSULATED DOORS
- INSULATED APPARATUS BAY DOORS
- SEALED OPENINGS / WEATHERSTRIPPING / CAULK

- HI-EFFICIENCY HVAC SYSTEMS (ENERGY LABEL)
- EVAPORATIVE COOLING SYSTEM
- HI-EFFICIENCY APPLIANCES (ENERGY LABEL)
- CEILING FANS

- SUSTAINABLE LANDSCAPE / XERISCAPE (ROCK, D.G.)
- DROUGHT TOLERANT / FIRE RESISTIVE PLANTINGS
- HIGH EFFICIENCY DRIP IRRIGATION SYSTEM

**** INVOLVE ENERGY CONSULTANT EARLY IN PROJECT DESIGN FOR SUSTAINABILITY**