

June 11, 2014



REQUEST FOR PROPOSALS For Leisure World Bathroom Accessibility Program

Thank you for considering the attached Request for Proposal (RFP). If you are interested in submitting a Proposal, please follow these instructions for submissions:

Due Date and Time: July 2, 2014 by 4:00p.m.

Submit Proposal to:

Civic**Stone**, Inc.
4195 Chino Hills Pkwy #267
Chino Hills, CA 91709

ALL PROPOSALS MUST BE RECEIVED AT THE CIVICSTONE OFFICE NO LATER THAN 4:00P.M. ON July 2, 2014. NO LATE PROPOSALS WILL BE ACCEPTED.

Any requests for clarification or other questions concerning this RFP must be submitted in writing and sent via e-mail to Monique Eliason, Project Manager no later than June 26, 2014 at 4:00p.m.

Monique Eliason, Civic**Stone** Project Manager
(909) 364-9000
monique@civicstone.com

The City of Seal Beach reserves the right to reject any or all Proposals, to waive any informality in any Proposal, and to select the Proposal that best meets the City's needs.



REQUEST FOR PROPOSALS FOR Leisure World Bathroom Accessibility Program

Dear Proposers:

The City of Seal Beach (hereinafter referred to as the "the City") is requesting proposals to establish a contract for the Leisure World Bathroom Accessibility Program with work to commence on or about August 1, 2014 and be completed on June 1, 2015. The City reserves the right to extend the contract for up to two (2) additional one (1) year periods.

Proposals must be submitted to Civic**Stone** , Inc. no later than the date and time stated on this RFP cover sheet. Proposals shall be reviewed and rated on the basis of qualifications, specific experience, references, familiarity with the services and pricing. The City will then determine which proposal best meets the City's requirements.

Proposals shall be submitted in sealed envelopes marked outside, "Bathroom Accessibilities in Leisure World." (Please see cover sheet for additional submittal information.)

LATE PROPOSALS WILL NOT BE ACCEPTED

OVERVIEW AND SCOPE OF WORK

This Request for Proposals is for bathroom accessibility in Leisure World as set forth in Attachments 1-5.

TERMS AND CONDITIONS

The City's standard Agreement for Contract Services is included as Attachment 1. Upon the award of the Contract, it is expected that the successful proposer will accept the Agreement terms and conditions "as is" without modification.

At the discretion of the City, any or all parts of the respondent's proposal shall be made a binding part of the selected firm's Contract.

ORGANIZATION OF PROPOSAL

The proposal will be evaluated by the City and shall include, at a minimum, the following information:

- **PERSONNEL**

This section shall define the experience of the key personnel assigned to the services. The proposal shall also identify the contact person for the project.

- **REFERENCES**

Provide references for similar work that your firm has provided within the last three (3) years. Include a detailed description of the services, name of entity, contact names and phone numbers, before and after photos, and dates of services performed.

- **COST SUMMARY**

This section shall define the fee schedule for the services.

Pricing shall remain firm for the entire one (1) year Agreement term. Thereafter, any proposed pricing adjustment for renewal periods shall be submitted to the City Representative in writing at least thirty (30) days prior to the new Agreement term.

- **SIGNATURE**

The Proposal shall be signed by an official authorized to bind the firm, and shall contain a statement to the effect that the proposal is valid for ninety (90) days.

SELECTION PROCESS

The Contract award will be made after selection of one (1) respondent's proposal from among all respondents with implementation of services to follow. However, this RFP does not indicate a commitment by the City to award a contract to any successful respondent. An award of contract is estimated to occur within approximately fifteen (15) calendar days after receipt of proposals. The City intends to evaluate the proposed services based upon the data presented in response to the RFP. The proposals will then be reviewed based on qualifications, specific experience, references, familiarity with the services and pricing, and

then rated according to which company best meets the City's requirements. The City reserves the right to negotiate final pricing with the most qualified proposer.

GENERAL INFORMATION

The City will make payments after each project completion, approval and acceptance of the work.

Any costs incurred in the preparation of a proposal, presentation to the City, travel in conjunction with such presentations, or samples of items shall be the responsibility of the respondent. The City assumes no responsibility and no liability for costs incurred by respondents prior to issuance of a Contract or purchase order.

The proposer shall furnish the City with such additional information as the City may reasonably require. The City reserves the right to conduct pre-contract negotiations with any or all potential proposers.

Any questions or requests for clarification must be submitted in writing and sent via email to Monique Eliason, Project Manager at monique@civicstone.com. No questions will be accepted later than June 26, 2014 at 4:00p.m.

All data, documents and other products used or developed during performances of the services will remain the property of the City upon completion of the services.

One (1) original and (1) copy of the completed proposal must be enclosed in a sealed envelope and addressed as stated on the cover sheet. The original proposal must be unbound. Sealed envelopes must be marked with "Bathroom Accessibility in Leisure World."

ATTACHEMENT 1

City's standard Agreement for Contract Services

See below

PROFESSIONAL SERVICES AGREEMENT

Between



City of Seal Beach
211 - 8th Street
Seal Beach, CA 90740

&

[Consultant's Name]
[Consultant's Address]
[Consultant's Phone Number]

This Professional Service Agreement ("the Agreement") is made as of _____, 2014 (the "Effective Date"), by and between _____ ("Consultant"), a _____, and the City of Seal Beach ("City"), a California charter city, (collectively, "the Parties").

RECITALS

- A. City desires certain professional services.
- B. Consultant represents that it is qualified and able to provide City with such services.

NOW THEREFORE, in consideration of the Parties' performance of the promises, covenants, and conditions stated herein, the Parties hereto agree as follows.

AGREEMENT

1.0 Scope of Services

1.1. Consultant shall provide those services ("Services") set forth in the attached Exhibit A, which is hereby incorporated by this reference. To the extent that there is any conflict between Exhibit A and this Agreement, this Agreement shall control.

1.2. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

1.3. In performing this Agreement, Consultant shall comply with all applicable provisions of federal, state, and local law.

1.4. Consultant will not be compensated for any work performed not specified in the Scope of Services unless the City authorizes such work in advance and in writing. The City Manger may authorize extra work to fund unforeseen conditions up to the amount approved at the time of award by the City Council. Payment for additional work in excess of this amount requires prior City Council authorization.

2.0 Term

This term of this Agreement shall commence as of the Effective Date and shall continue for a term of ___ years unless previously terminated as provided by this Agreement.

3.0 Consultant's Compensation

City will pay Consultant in accordance with the hourly rates shown on the fee schedule set forth in Exhibit ___ for Services but in no event will the City pay more than \$_____. Any additional work authorized by the City pursuant to Section 1.4 will be compensated in accordance with the fee schedule set forth in Exhibit ___.

4.0 Method of Payment

4.1. Consultant shall submit to City monthly invoices for all services rendered pursuant to this Agreement. Such invoices shall be submitted within 15 days of the end of the month during which the services were rendered and shall describe in detail the services rendered during the period, the days worked, number of hours worked, the hourly rates charged, and the services performed for each day in the period. City will pay Consultant within 30 days of receiving Consultant's invoice. City will not withhold any applicable federal or state payroll and other required taxes, or other authorized deductions from payments made to Consultant.

4.2. Upon 24-hour notice from City, Consultant shall allow City or City's agents or representatives to inspect at Consultant's offices during reasonable business hours all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement. City's rights under this Section 4.2 shall survive for two years following the termination of this Agreement.

5.0 Termination

5.1. This Agreement may be terminated by City, without cause, or by Consultant based on reasonable cause, upon giving the other party written notice thereof not less than 30 days prior to the date of termination.

5.2. This Agreement may be terminated by City upon 10 days' notice to Consultant if Consultant fails to provide satisfactory evidence of renewal or replacement of comprehensive general liability insurance as required by this Agreement at least 20 days before the expiration date of the previous policy.

6.0 Party Representatives

6.1. The City Manager is the City's representative for purposes of this Agreement.

6.2. _____ is the Consultant's primary representative for purposes of this Agreement.

7.0 Notices

7.1. All notices permitted or required under this Agreement shall be deemed made when personally delivered or when mailed 48 hours after deposit in the United States Mail, first class postage prepaid and addressed to the party at the following addresses:

To City: City of Seal Beach
211-8th Street
Seal Beach, California 90740
Attn: City Manager

To Consultant: _____

Attn: _____

7.2. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

8.0 Independent Contractor

8.1. Consultant is an independent contractor and not an employee of the City. All services provided pursuant to this Agreement shall be performed by Consultant or under its supervision. Consultant will determine the means, methods, and details of performing the services. Any additional personnel performing services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant’s exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers’ compensation insurance.

8.2. Consultant shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from Consultant’s personnel practices. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant’s failure to promptly pay to City any reimbursement or indemnification arising under this Section.

9.0 Subcontractors

No portion of this Agreement shall be subcontracted without the prior written approval of the City. Consultant is fully responsible to City for the performance of any and all subcontractors.

10.0 Assignment

Consultant shall not assign or transfer any interest in this Agreement whether by assignment or novation, without the prior written consent of City. Any purported assignment without such consent shall be void and without effect.

11.0 Insurance

11.1. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the City that Consultant has secured all insurance required under this Section. Consultant shall furnish City with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. All certificates and endorsements shall be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

11.2. Consultant shall, at its expense, procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of this Agreement. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the City. Coverage shall be at least as broad as the latest version of the following: (1) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) Automobile Liability: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and, if required by the City, (3) Professional Liability. Consultant shall maintain limits no less than: (1) General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage and if Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage; and (3) Professional Liability: \$1,000,000 per claim/aggregate.

11.3. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the City to state: (1) coverage shall not be suspended, voided, reduced or canceled except after 30 days prior written notice by certified mail, return receipt requested, has been given to the City; (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its directors, officials, officers, (3) coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of

the Consultant's scheduled underlying coverage and that any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it; (4) for general liability insurance, that the City, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the services or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (5) for automobile liability, that the City, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible.

11.4. All insurance required by this Section shall contain standard separation of insureds provisions and shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents, and volunteers.

11.5. Any deductibles or self-insured retentions shall be declared to and approved by the City. Consultant guarantees that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents, and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

12.0 Indemnification, Hold Harmless, and Duty to Defend

Consultant shall defend, indemnify, and hold the City, its officials, officers, employees, volunteers and agents serving as independent contractors in the role of city officials (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any acts or omissions of Consultant, its employees, or its agents in connection with the performance of this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses, except for such loss or damage arising from the sole negligence or willful misconduct of the City. With respect to any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against Indemnitees, Consultant shall defend Indemnitees, at Consultant's own cost, expense, and risk, and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Consultant shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to

insurance proceeds, if any, received by Consultant, the City, its directors, officials, officers, employees, agents or volunteers. All duties of Consultant under this Section shall survive termination of this Agreement.

13.0 Equal Opportunity

Consultant affirmatively represents that it is an equal opportunity employer. Consultant shall not discriminate against any subcontractor, employee, or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, sexual orientation, or age. Such non-discrimination includes, but is not limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, or termination.

14.0 Labor Certification

By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code that require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

15.0 Entire Agreement

This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, or agreements. This Agreement may only be modified by a writing signed by both parties.

16.0 Severability

The invalidity in whole or in part of any provisions of this Agreement shall not void or affect the validity of the other provisions of this Agreement.

17.0 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

18.0 No Third Party Rights

No third party shall be deemed to have any rights hereunder against either party as a result of this Agreement.

19.0 Waiver

No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

20.0 Prohibited Interests; Conflict of Interest

20.1. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the Services, or which would conflict in any manner with the performance of the Services. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest, which would conflict in any manner with the performance of the Services. Consultant shall not accept any employment or representation during the term of this Agreement which is or may likely make Consultant “financially interested” (as provided in California Government Code §§1090 and 87100) in any decision made by City on any matter in connection with which Consultant has been retained.

20.2. Consultant further warrants and maintains that it has not employed or retained any person or entity, other than a bona fide employee working exclusively for Consultant, to solicit or obtain this Agreement. Nor has Consultant paid or agreed to pay any person or entity, other than a bona fide employee working exclusively for Consultant, any fee, commission, gift, percentage, or any other consideration contingent upon the execution of this Agreement. Upon any breach or violation of this warranty, City shall have the right, at its sole and absolute discretion, to terminate this Agreement without further liability, or to deduct from any sums payable to Consultant hereunder the full amount or value of any such fee, commission, percentage or gift.

20.3. Consultant warrants and maintains that it has no knowledge that any officer or employee of City has any interest, whether contractual, non-contractual, financial, proprietary, or otherwise, in this transaction or in the business of Consultant, and that if any such interest comes to the knowledge of Consultant at any time during the term of this Agreement, Consultant shall immediately make a complete, written disclosure of such interest to City, even if such interest would not be deemed a prohibited “conflict of interest” under applicable laws as described in this subsection.

21.0 Attorneys’ Fees

If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the

losing party all of its attorneys' fees and other costs incurred in connection therewith.

22.0 Exhibits

All exhibits referenced in this Agreement are hereby incorporated into the Agreement as if set forth in full herein. In the event of any material discrepancy between the terms of any exhibit so incorporated and the terms of this Agreement, the terms of this Agreement shall control.

23.0 Corporate Authority

The person executing this Agreement on behalf of Consultant warrants that he or she is duly authorized to execute this Agreement on behalf of said Party and that by his or her execution, the Consultant is formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto, through their respective authorized representatives have executed this Agreement as of the date and year first above written.

CITY OF SEAL BEACH

CONSULTANT

By: _____
Jill R. Ingram, City Manager

By: _____

Name: _____

Attest:

Its: _____

By: _____
Linda Devine, City Clerk

By: _____

Name: _____

Approved as to Form:

Its: _____

By: _____
Quinn Barrow, City Attorney

ATTACHEMENT 2

Leisure World Contractor Requirements

See below

CONTRACTOR REQUIREMENTS

(CONTRACTORS EARNING \$5,000 OR MORE FOR ANY SINGLE PROJECT)

Contractor shall submit (and keep current) the following documentation to the Physical Property Department:

1. Business card
2. Photocopy of Contractor's License (wallet size)
3. Photocopy of City of Seal Beach Business License (May be obtained when pulling 1st City Permit)
4. Federal Tax ID Number: _____
5. Certificate of Insurance noting a thirty (30) day Notice of Cancellation.

A) **Insurance Carrier Rating**

Insurance Carriers shall be "A RATED or BETTER" by AM Best Insurance Rating standards

B) **General Liability Insurance**

\$1,000,000 combined single limits
Bodily injury & Property Damage

Inclusive of:

Premises/Operations
Owners & Contractors Protective
Products/Completed Operations
Personal Injury

C) **Additional Insured Endorsement(s)**

Separate endorsement(s) shall name both entities listed below as **Additional Insured**. Additional Insured status coverage shall include **Ongoing and Completed Operations**.

**Golden Rain Foundation
Seal Beach Mutuals 1 - 17**

D) **Workers Compensation Insurance**

Statutory (Employers Liability) - \$1,000,000 minimum limits, or as required by the State of California

E) **Workers' Compensation Waiver of Subrogation Endorsement**

A separate endorsement waiving subrogation against Golden Rain Foundation and Mutuals 1-17 for losses arising from work performed by or on behalf of the named insured.

F) **Auto Liability Insurance**

\$1,000,000 combined single limits, Bodily injury & Property Damage
Inclusive of: Scheduled and/or, non-owned/hired Auto's (minimally)

6. EPA Lead Renovation, Repair and Painting Certificate
7. An Orientation Meeting must be scheduled with the Physical Property Supervisor prior to final approval.
8. Are Sub contractors going to be utilized? Yes No

If yes, contractor hereby confirms that all sub-contractor(s) utilized by said contractor shall comply with the insurance requirements set herein prior to commencement of work. Contractor shall be responsible to ensure that its authorized representatives, employees, agents and any parties doing work on contractor's behalf, are in compliance with listed requirements.

9. Confirmation of acceptance of terms:

I hereby agree to comply with and maintain all requirements as stated above.

Company _____

Signature _____ Date _____

Contractor

Signature _____ Date _____

GRR Representative

The Certificate of Insurance shall be mailed, e-mailed and/or faxed to:

Golden Rain Foundation
Physical Property Department
P.O. Box 2069
Seal Beach, CA 90740-4344

Sam Mooney
562-431-6586, Ext. 353
562-431-5316-Fax
samm@lwsb.com

**IF YOUR INSURANCE BROKER/CARRIER REQUIRES CLARIFICATION OF THESE REQUIREMENTS, PLEASE
HAVE THEM CONTACT LISA LANCASTER, DLD INSURANCE AT 949-553-5670**

ATTACHEMENT 3

Scope of Services Replacing Existing Toilet With a High-Boy Toilet

1. Coordinate appointment with shareholder, allow shareholder to choose color of new High-Boy toilet (Bone or White)
2. Remove existing toilet and dispose of it.
3. Install new High-Boy toilet, including new wax ring.
4. Clean up work area
5. Use the toilet specifications below or one of comparable quality

TOTO®

CST744EL

Eco Drake® Close Coupled Toilet, ADA, 1.28GPF

FEATURES

- E-Max® flushing system, low consumption (1.28GPF/4.8LPP)
- Universal Height
- Two-piece design with high-profile tank
- Elongated front bowl and tank set, less seat
- Chrome trip lever
- 12" Rough-in, less supply
- ADA compliant

MODELS

- CST744EL
Elongated bowl, 12" rough-in, less seat
- CST744ELR*
Same as CST744EL with right hand trip lever (special order)
- CST744ELRB*
Same as CST744EL with right hand trip lever and bolt-down tank lid (special order) (#01 Cotton only)

COMPONENTS

- C744EL - Elongated Front Bowl
- ST743E - Tank and Cover only - Left-hand trip lever
- ST743ER - Tank and Cover only - Right-hand trip lever
- ST743ERB - Tank and Cover only - Right-hand trip lever and bolt-down tank lid (#01 Cotton only)
- SS114 SoftClose® seat (sold separately)
- SS204 SoftClose® seat (sold separately)
- SC134 commercial seat (sold separately)
- SC534 commercial seat (sold separately)

COLORS/FINISHES

- #01 Cotton
- #03 Bone
- #11 Colonial White
- #12 Sedona Beige
- #51 Ebony

PRODUCT SPECIFICATION

The two-piece E-Max flushing system toilet shall be 1.28GPF/4.8LPP. Toilet shall be universal height and ADA compliant. Toilet shall have high-profile tank, elongated front bowl and chrome trip lever. Toilet shall be TOTO Model CST744EL_____.



E-MAX™
FLUSHING SYSTEM BY TOTO

CODES/STANDARDS

- Meets and exceeds ASME A112.19.2/CSA B45.1
- Certifications: IAPMO(cUPC), EPA Watersense, State of Massachusetts, City of Los Angeles, and others
- Code compliance: UPC, IPC, NSPC, NPC Canada, and others
- Legislative Compliance: California AB715, California Green Building Code, City of Los Angeles Water Efficiency Ordinance
- ADA compliant (when installed with trip lever located on the approach side)



ATTACHEMENT 4

Scope of Services Bathroom Accessibility Shower Cut-down

- 1) Evaluate job site
 - a) Take "before" photo
 - b) Prepare a scope of work.
 - c) Schedule work to be completed (coordinate with resident and shower door company)
 - d) Acquire signatures from the resident(s) for the Rehabilitation Contract.
 - e) Pick-up Golden Rain permit and get signature(s) of resident. After all these are signed and returned, get a City Building Permit.
- 2) 24 Hours prior to work commencing; notify all adjacent neighbors of the work to be performed and any and all potential fumes
- 3) Use bathroom air exhaust system to continuously pull air from the bathroom, filter air, and exhaust outside the apartment.
 - a) Bathroom exhaust system must be cleaned upon project completion to ensure continued function of the unit
- 4) When work is started:
 - a) Employees remove any furniture, wall decorations, etc. from the bathroom
 - b) Cover the entire bathroom mirror, countertop area, and floor completely with plastic. (Including creating a plastic floor path to entry door)
 - c) Remove existing shower enclosure and fixtures
 - d) Strip finish of entire fiberglass shower
 - e) Cut out tub front wall approximately (30" x 9" with an approximate 4" dam wall remaining)
 - f) Fill Cavity with wood and water proof plastic filler
 - g) Complete repair with hand laid fiberglass and resin
- 5) Have all cut-out work completed for Shower Door Contractor to measure within ____ days
 - a) Coordinate measure and installation with Shower Door Contractor
- 6) Sand and Fill (sand until smooth enough for refinishing)
- 7) Fill Formica Seams in back and side walls with polyester putty and sand smooth
- 8) Fill any ceiling holes or scratches with latex filler
- 9) Mask entire unit with paper and tape
- 10) Reglaze entire unit and ceiling completely
- 11) Install non skid finish
- 12) Remove and dispose of masking paper and plastic from jobsite
- 13) Return to unit the following day to reinstall hardware

- 14) Replace all screws with stainless steel screws
- 15) Touch up any areas that require attention
- 16) Clean entire bathroom (including, but not limited to, dusting walls)
- 17) Instruct resident about care and cleaning of new shower surface and doors
- 18) Have resident sign a Notice of Completion (NOC) form and mail it with invoice to **CivicStone** (invoice will not be paid without accompanying NOC)
- 19) Upon completion of installation of shower enclosure, arrange for City Inspection and Golden Rain Inspection; be sure to coordinate with the residents. City Inspectors will NOT inspect without the resident being home.
- 20) Collect all signed permits and forward to **CivicStone** within 7 days of project completion.

In addition:

- Notify Mutual of any damage related to the shower unit in writing and schedule any related repair work with Mutual's repair contractor
- You will be paid by the City of Seal Beach through **CivicStone**
- The contract provided by **CivicStone** is between the Contractor and the Resident.
- All employees are to wear protective masks during entire job
- All contracts, invoices, waivers, NOC's, etc should be sent to **CivicStone** , Inc at:
4195 Chino Hills Pkwy #267, Chino Hills, CA 91709

ATTACHEMENT 5

Scope of Services Bathroom Accessibility Shower Enclosure

- 1) Coordinate project with Refinishing Contractor and the resident of the unit
- 2) Measure tub after cut down has been completed, and prior to refinishing
- 3) Pick-up all metal and glass at jobsite from old enclosure
 - a) Disassemble all doors and panels and recycle materials if possible
- 4) Match new enclosure to existing enclosure as closely as possible with regards to style and configuration.
- 5) New enclosure to have fixed panel, with a continuous hinge; a fixed panel to the ceiling on the return wall; a full width hinged door with a towel bar included; and an approximate 2 ½ filler of metal at the strike jamb of the door.
- 6) Provide Brite Clear Anodized or Brite Gold Anodized as standard finishes
- 7) Provide Obscure P516 tempered glass or clear tempered glass
- 8) Install new shower enclosure within seven calendar days from the beginning of tub cut-down (this will require coordination with refinishing contractor)
- 9) Use LOW Odor (non-acidic cure) mildew resistant clear silicone
- 10) Have resident sign a Notice of Completion (NOC) form and mail it with invoice to **CivicStone** (invoice will not be paid without accompanying NOC)