



# CITY OF CAPITOLA

REQUEST FOR STATEMENT OF QUALIFICATIONS  
PROJECT MANAGEMENT SERVICES  
CAPITOLA LIBRARY CONSTRUCTION

JULY 8, 2016

**NOVA PARTNERS**  
INCORPORATED

July 8, 2016

Steven Jesberg  
Public Works Director  
City of Capitola  
420 Capitola Avenue  
Capitola, CA 95010

Subject: RFQ to Provide Project Management Services for the Capitola Library

Dear Mr. Jesberg,

Thank you for the opportunity to provide our qualifications for the subject RFQ. As you may recall, we spoke about this RFQ as a follow up to my 6/20/16 email to you.

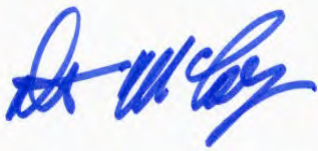
We believe that our firm has the right qualifications, relevant experience and passion for success necessary to ensure successful outcomes to the Capitola's upcoming Library project. In reviewing our submittal, you will see that we have managed a large variety of libraries, as well as other significant civic projects across the Bay Area.

Our experience with clients such as the Santa Clara County Library District, City of Cupertino, City of Gilroy, City of Palo Alto, City of Morgan Hill, and County of Marin will be directly attributable to your project to help assure its success. On the projects we have managed for these clients, we were responsible for the entire spectrum of project management including budget development and management, schedule development and maintenance, RFP development and vendor engagement, construction cost control and tracking, quality assurance reviews, close out and facility training processes, and move management (including furniture/fixture/equipment procurement, tracking, delivery and fit up).

For the Capitola Library, we are confident that we can be your experienced, focused and driven partner that will help your team deliver the project on budget, on schedule, and at the quality level that allows the building to perform efficiently for years to come.

Please feel free to call me directly at 650/324-5304 or at [dennis@novapartners.com](mailto:dennis@novapartners.com) with any questions you may have. Again, thank you for this opportunity.

Sincerely,



Dennis McCoy  
Vice President  
Nova Partners, Inc.  
[www.novapartners.com](http://www.novapartners.com)





Nova Partners has been providing Construction Project Management services for over 20 years in the Bay Area, as you will see in subsequent project examples.

Overall, we view our role as being the project steward. We drive the project team to complete their tasks and remain responsible to their roles in order to put the project in the best possible position to be successful.

To achieve this, we provide a broad range of services to our clients. Our first step in managing projects is to develop and maintain a clear communication chain, including a comprehensible document control process. At Nova Partners, we believe that a large part of the success of a project is determined by how well it is set up. Our approach is to hit the ground running with a very specific **Project Work Plan** that will get the project team organized, establish the project goals and start the project down the road to success. The key elements of our Project Work Plan are as follows:

**Lead a Project Team kick-off meeting.** At the meeting we will:

- Review and establish the project goals
- Define the project stakeholders
- Establish project expectations
- Define team roles and responsibilities
- Establish the outline for the project procedures manual
- Establish project reporting format and procedures
- Review the detailed Work Plan

**Prepare the Project Budget.** The steps will include:

- Defining the overall project budget goals
- Establishing individual detailed budgets for each project
- Establishing overall project budget detail
- Validating all individual budget cost line items
- Confirming funding source and constraints
- Defining and evaluating project budget risks
- See Project Budget details below

**Establish the Project Schedule.** The process will include:

- Defining the project timeline goals
- Establishing and understanding any and all time constraints
- Establishing project milestone dates

- Defining and evaluating the project schedule risks
- See Project Schedule details below

**Confirm the Program and the Design Process.**

This will include:

- Establishing the design phase process and milestones by project
- Establishing the budget control process including value engineering methodology
- Establishing the City approval process and corresponding milestones

**Establish the Project Reporting and Approvals Process.** This will include:

- Establishing project reporting requirements, format and milestones
- Establish project approval requirements, format and milestones



*Morgan Hill Recreation Center*

The above are all very specific and measurable steps. But, those steps alone do not fully define our management approach. There is also an intangible component to managing projects effectively. In that regard, our management approach is simple: we become part of your team. We become immersed in your culture and understand your processes and requirements completely. We are not an appendage that is awkwardly “attached” to your group, used only in specific situations. Rather, we integrate completely with the City to become a single team.



Nova's team will review all relevant material, make recommendations and then carry out your directions at every step of the process in a timely fashion. The initial goal of our engagement is to quickly bring our team up to speed on every aspect of the project so that we can establish proven procedures and control systems to ensure the effective implementation of all on-going project activities.

### **Communication**

To implement our Project Work Plan, we must communicate clearly and effectively. As such, we believe communication is fundamental to the success of any construction project. To be clear, "communication" is the exchange of information between team members with verification of understanding. On our projects, to ensure *effective communication*, we not only exchange information and verify understanding, but we *validate* the incorporation of the information into the project, accurately and completely.

Throughout the duration of the project, assuring effective communication will be among the most important tasks for Nova. We will keep project team members updated through reports in electronic and written format for ease of distribution. We have also found construction newsletters to be an effective means of keeping adjacent occupants informed of the upcoming activities of the project. Ensuring that everyone is informed of upcoming shutdowns and activities in a timely manner is essential to the success of the project. For example, should a project entail working in or near an occupied building, we will make sure all parties clearly understand the sensitivities of the users affected by the work. Therefore, at all times during the course of the project, we will take a proactive approach to minimizing disturbances, not a reactive one. We feel strongly this it is our role to help all team members be successful on this project and we will take the lead to assure that the flow of communication is ongoing and effective.

### **Interacting with other Stakeholders**

We view that our role also includes the responsibility of being a Project Liaison between the project team and the larger City community who are also stakeholders in the project. It will be our job to assure that the communication between and among the stakeholders is consistent, efficient and effective. Our team's experience will allow us to reach out to them to assure they understand the drawings, the schedule, the input we need from them, and the overall design and construction

process.

With the experience this team brings, the City can rely on us to represent you professionally with all of the project stakeholders. Our team is proficient in working with a variety of project participants on large and complicated jobs. Through all of the communication that will be required, we will make sure that your interests are well represented during the course of the project.

### **Details:**

*Project Budget:* As noted above, Nova will develop and maintain the overall project budget, which typically includes the following categories: property acquisition, legal, permitting, design, construction, FF&E (furniture, fixtures & equipment) and contingencies. We track spending against all of these categories and update them at the frequency requested by the client (typically monthly).

*Project Schedule:* Again, as noted above, Nova will produce the overall project schedule. It will include detailed activities within the major components of design team engagement, programming, incremental design phases, client approvals, estimating, permitting, bidding, long-lead material procurement, construction, FF&E procurement and installation, user move-in, facilities training, and contract close out.

*RFP's:* We will be responsible for developing the RFP's and managing the selection process of the design team and other owner-direct consultants such as Testing and Inspection.



*Gilroy City Hall*

*Design Management:* Once design starts, we chair design meetings to facilitate interaction with the client and the



**City of Capitola**  
Capitola Library  
Project Management Services RFQ

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architect as the programming and space planning efforts are pursued. In these meetings we coordinate our construction cost estimating efforts with the design phases to confirm that program, scope, and cost are aligned with the client's expectations. Should there be an estimated cost overrun, we manage the Value Engineering process in order to develop material, equipment and assembly alternatives to be considered in order to achieve cost savings without compromising the functionality or aesthetic of the space.

Cost Estimating: As noted above, Nova is very experienced in developing detailed construction cost estimates using our historical data, and our every-day experience on the multitude of projects we touch every day.

As you know, the drawings are at a very early stage of design. Thus, it is essential that the estimate include costs for elements of the design that are anticipated, but not yet shown in the drawings or specifications. Our experience allows us to forecast these undefined elements to assure a complete estimate. This minimizes surprises in cost estimate values, and adds a level of reliability that the design team and City need in order to make decisions and meet the project budget. Should the City require this service, we will be ready to provide it.



Cupertino Civic Center

Bidding: We also manage the bidding process for procuring the general contractor. We work with the client to develop and place bidding advertisements in the most effective publications to create the maximum exposure for the project. We also assemble and manage the pertinent bid documents throughout the bidding

period including bidding procedures and instructions, drawings, specifications, addenda, reports, and pre-bid RFI's. Finally, we attend pre- and post-bid meetings, administer the bid opening process, and tally bid results.

Construction Management: As construction gets underway, we traditionally chair weekly Owner/Architect/Contractor (OAC) meetings. This is the formal project meeting during which we address the status of the overall project schedule, the status of submittals and RFIs, quality control, and we review open project items. We assure that assignments and due dates for resolution of these items are made to the responsible parties on the team.

During the course of the project, we also review design team and contractor invoices, and provide recommendations on payment. Similarly, we review additional service requests and contractor change orders, and provide our input regarding entitlement, completeness, and fairness.

As construction proceeds, we walk the project to review the quality of the work being put in place. We log installations that are out of tolerance/spec and address them with the contractor and architect at the OAC meetings to ensure closure.

Furniture Procurement: Nova has deep experience in working with clients to understand their furniture needs. We are very skilled at assisting the owner in developing the Furniture RFP, managing the RFP process, and providing input in selecting the appropriate vendor. Once on board, we typically manage the vendor-architect relationship to help assure the appropriate quantity, size, and styles are selected, all within the owner's budget requirements. As the furniture is selected and ordered, we track the deliveries and coordinate those dates with the construction activity to help assure trucking and offloading access, and building access is coordinated with day-to-day construction activities. The RFQ did not mention this scope, but should the City require this service, we will be ready to provide it.

FF&E Coordination: The infrastructure to support the owner's FF&E requires close coordination with the design team. And, the installation of that infrastructure needs to be inspected during installation to be assured it is coordinated with the equipment it will support. We can take on both of these tasks to help assure a smooth fit-up process.

Move Management: Nova Partners typically manages the move of the user groups from their current location(s)



to the newly completed facility. We work with the end users to develop a Move Management strategy for the project. This includes defining the least disruptive move dates and the quantity of move dates (which is driven by the group's size).

The move process typically entails us engaging with the client to define and track the delivery of furniture, fixtures and equipment to assure they are ordered on schedule to allow proper delivery and installation durations.

Working with the client, we also manage the IT move (phones, computers, monitors, routers/switches). Nova does this to confirm that each office, workstation, and conference room has functional IT componentry on the users first day in the new space.

The RFQ did not mention this scope of work, but should the City require this service, we are ready to provide it.

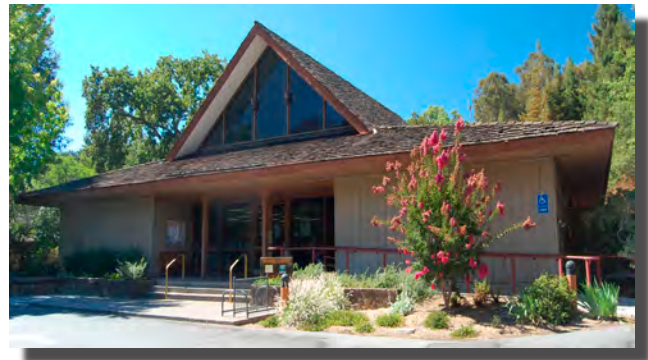
Project Close Out: During the Close Out phase of the project we will provide the following services:

- Coordinating and logging a comprehensive punch list for each project that includes input from the City, the architect and key stakeholders and monitoring its completion including updates to the team.
- Coordinating the final inspection of the projects with the architect and the City once work is ready for final inspection.
- Obtaining and reviewing all project closeout documents for conformance with contract documents and transmit them to the City. Documents include: guaranties, warranties, keys, Operating & Maintenance manuals, maintenance schedules, attic stock, as-built drawings, certificates of substantial completion, certificates of occupancy, signed off final permit cards, etc.
- Schedule and coordinate training sessions of Facilities personnel for new equipment. Training sessions will include demonstrations and instructions for operating and maintaining new building equipment.
- Advising and providing recommendations to the City regarding Final Payment to the general contractor.

*Woodside Library*

Monthly Reporting: Finally, to communicate the status of the project to team members who may not be involved at a day-to-day level, we traditionally provide a monthly report that summarizes:

- Budget status: spending to date, cost remaining to complete, percentage complete, contingency status.
- Schedule status: overall status vs. baseline, upcoming major tasks, areas of concern/risk, areas of improvement.
- Required decisions: List of upcoming questions that the client will need to address to allow the schedule to proceed without impact. The goal here is to make the client aware of their responsibilities to the schedule and eliminate action or inaction by them as a cause for schedule impacts.
- QA/QC status: Discussion of overall quality status and specific issues the project may be facing.
- Project photos.



*Woodside Library*

# CITY OF GILROY LIBRARY



**CITY OF GILROY PUBLIC LIBRARY**  
GILROY, CA

The City of Gilroy passed local bond measure F in 2010 to fund the construction of a new library and provide temporary facilities for the community library during construction. Nova Partners, Inc. provided construction management to build the 56,000 SF two story cast-in place building.

This LEED Gold building features exaggerated building mass to offset heating and cooling costs, grey water irrigation, automated natural ventilation system controlled by the central BMS using a weather station, 60 KW of solar power generation and a state of the art Daiken VRV mechanical system.

## PROJECT FACTS

Architect:	HED
Contractor:	Devcon
Size:	56,000 SF
Cost:	\$21,000,000

During the initial budget development, Nova was asked to guide the City through decision models for a variety of new parking options and scope additions for renovation of adjacent park areas. Nova Partners identified potential savings in the base project so that the City of Gilroy could engage in the design and construction of a two-level parking garage.





# RINCONADA LIBRARY



**CITY OF PALO ALTO**  
PALO ALTO, CA

The Rinconada Library in Palo Alto was the final library of five scheduled for renovation by the city of Palo Alto Public Works Department. The project consisted of structural and seismic upgrades to a 1957 historical building designed by Edwards Durell Stone. Complete mechanical and electrical system upgrades were performed and a geothermal heating system was installed using 48 boreholes installed to 360 feet below the existing parking areas.

Historical features such as the exterior terracotta walls, concrete planters and existing steel window frames and glass were protected during construction. Luminous ceiling panels and redwood ceilings were cleaned and restored to their original condition. Non-historical skylights in the cathedral ceiling were removed and the existing chandeliers were re-lamped with energy efficient LED lighting

Extensive site renovations and upgrades to the adjacent Art Center and Community Garden area into the library site provided a campus-like setting. A 5,000 SF Program Room was added with a broadcast media system to allow for public meetings. Restroom upgrades, a new cedar shake roof, and newly paved parking areas completed the restoration project. Upon completion, the City installed new bookshelves and an RFID book sorting system.

## PROJECT FACTS

Architect: Group 4 Architecture + Planning, Inc.  
Contractor: S.J. Amoroso Construction  
Size: 25,000 SF + 5000 SF addition  
Cost: \$18,000,000





# COLLEGE TERRACE LIBRARY



**CITY OF PALO ALTO, COLLEGE TERRACE LIBRARY**  
PALO ALTO, CA

The College Terrace Library project was to renovate and seismically upgrade this historic structure originally built in 1936. The existing one story 4,800 SF wood-frame and stucco building is a Spanish Eclectic Revival style building. The library is in a City park and the exterior has prominent arches, covered porches, arched windows and red clay tile roofing. The interior has vaulted wood ceilings with exposed wood beams, built-in book shelves and decorative ironwork.

A key project challenge was to maintain the historical features while upgrading the structure seismically. The upgrade of the landscape to native-California plantings and trees ties the entire structure to the park setting, along with site improvements to the adjacent Mayfield Park. The project also included renovations to the existing Child Care facility. Nova worked closely with the Palo Alto Community Child Care services to move into temporary spaces, coordinate all improvements and help to obtain their State certification.

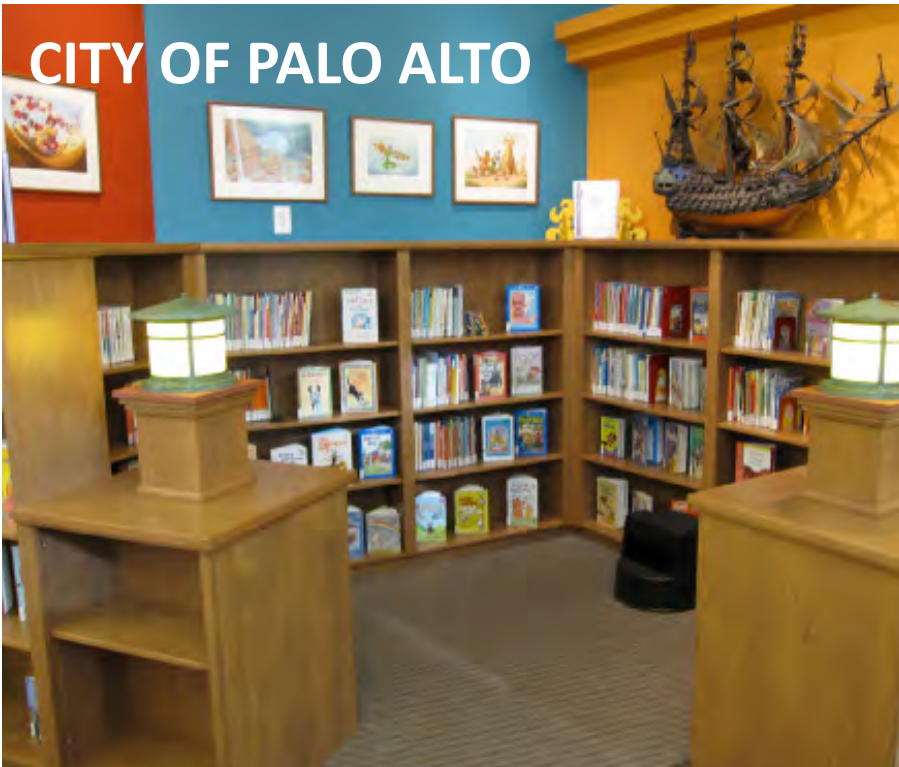
Nova Partners was engaged to provide project management services during the preconstruction and construction phases. Nova worked directly with the City of Palo Alto Department of Public Works, Architect and General Contractor to ensure that the facility maintained the historical integrity and character. The overall project was completed within the budget and timeframes established at the onset of the project.

## PROJECT FACTS

Architect:	The KPA Group
Contractor:	Barry Swenson Builder
Size:	4,800 SF
Project Cost:	\$3,000,000



# CITY OF PALO ALTO



## CITY OF PALO ALTO, CHILDREN'S LIBRARY PALO ALTO, CA

The City of Palo Alto's Children's Library, originally designed by noted local architect Birge Clark, was first opened to the public in 1940. The single-story, historic structure encompassed 3,400 SF. The renovation and expansion project maintained the historic qualities of the building, while adding approximately 2,900 SF of additional space for reading areas, book shelving, and children's activities.

Nova Partners provided pre-construction services, construction management, and project close-out services to the City of Palo Alto Public Works Department.

The existing structure underwent a seismic upgrade, replacement of heating, plumbing, and lighting systems, addition of air conditioning, and the repair of the historic tiled roof. The new HVAC system features an underground geothermal loop heat exchange system that utilizes the constant temperature of the earth, with piping running through 20 400'-deep bore holes, to heat and cool the building. The Secret Garden behind the library that is shared with the Children's Theater, was also renovated with new landscaping, including a new lawn, irrigation system, and a rebuilt brick wall.

### PROJECT FACTS

Architect:	Architectural Resources Group
Contractor:	BRCO Constructors
Size:	6,300 SF
Project Cost:	\$3,700,000





# WOODSIDE LIBRARY



**WOODSIDE LIBRARY**  
WOODSIDE, CA

The existing Woodside Library building is a single level wood structure approximately 5000 sf built in the mid 1960's. The project scope of work included interior, exterior renovations, and site work. The improvements included new window wall systems, new storefront windows and doors, expanded storage, roof replacement, gutters and downspouts, seismic retrofit of foundation and framing, new restrooms, new signage, built-in bookshelves, employee break-room, new electrical and lighting systems, new HVAC mechanical systems, new interior wall and floor finishes, a fire alarm system and the addition of an automatic fire sprinkler system.

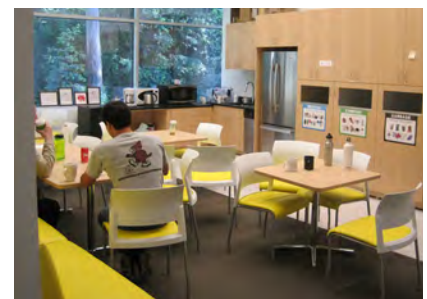
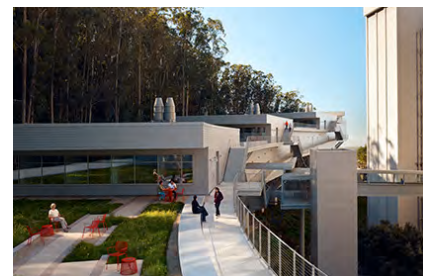
Site improvements include upgrades to the storm water system, demolition to the septic tank and the installation of a new sanitation sewer line hook up to sewer services, installation of new domestic water backflow devices, new sidewalks and ADA ramps and slurry sealing the parking lot.

Nova Partners was engaged as the Construction Manager for the project providing complete project oversight during the Preconstruction and Construction phases of the project including but not limited to the following: Estimating services, Design procurement and management, budget tracking and reconciliation, schedule preparation and monitoring, along with complete overall project management.

During the construction phase, the Nova team was responsible for all aspects of the project, including scheduling and budget management and document control. The project is on schedule, for completion Spring 2016.

## PROJECT FACTS

Architect:	Group 4
Contractor:	Sausal Corporation
Size:	5,000 SF
Value:	\$2,850,000



# COMMUNITY FOUNDATION OF SANTA CRUZ COUNTY



**HEADQUARTERS**  
APTOS, CA

The Community Foundation of Santa Cruz County is an independent public charity that facilitates philanthropic efforts throughout the California central coast. Serving a diverse, geographically large County, the Foundation selected a site centrally located in Aptos to construct a new, permanent headquarters as they outgrow their existing leased office space.

The project consists of a new, two-story, 10,000 square foot office building to house the Foundation's administrative, development, program, and education operations. The building consists of two major structures linked with a bridge and surrounding a courtyard on a challenging, partially subgrade site. In addition to new office space, the project includes conference space to support the Foundation's efforts, as well as community meeting rooms and an outdoor rooftop function space.

This new building seeks a minimum LEED NC Silver certification and includes primarily natural ventilation, low water and energy usage fixtures, significant daylighting and views, and rooftop photovoltaic panels. The space will prove efficient, sustainable, and comfortable for employees and visitors alike.

Nova Partners was retained as the project manager and managed all aspects of the budgeting, schedule, design, permitting, and bidding of the project. Nova also provided complete construction management services as well as management of the furniture, audiovisual, and telecommunications integration to ensure the Foundation had a seamless transition into their exciting and highly functional new space.

## PROJECT FACTS

Architect: Mark Cavagnero Associates

Contractor: Devcon Construction

Size: 10,000 sf

Value: \$9,000,000



**LEED SILVER**

Our Portfolio



# CITY OF MORGAN HILL



## CENTENNIAL RECREATION CENTER MORGAN HILL, CA

On the heels of successfully completing the Aquatics Complex for the City of Morgan Hill, Nova Partners was engaged as the construction project manager on this ground-up recreation and fitness facility.

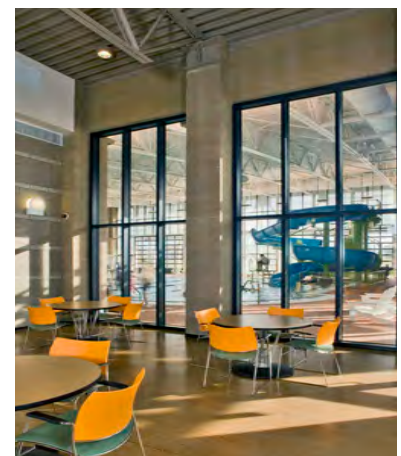
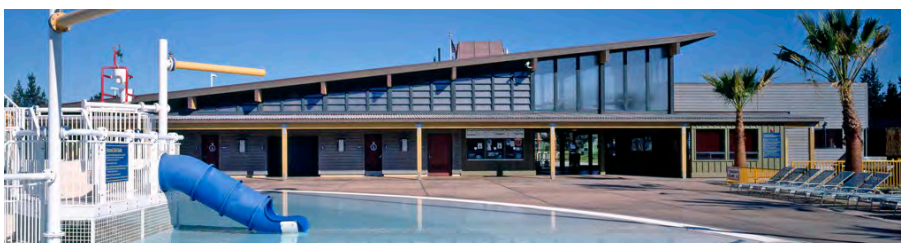
The project included an 8-acre site with improvements. The 52,000 SF building contains a full two-court gymnasium, fitness and aerobics areas, an indoor lap pool and play pool with slide, community use areas with senior and youth lounges, and multi-purpose facilities with a full-service kitchen. The building also has staff/support areas.

Using the traditional design/bid/build approach, the project was designed to be efficient and environmentally friendly, featuring such innovative elements as specially insulated masonry block and opaque clerestory windows for natural lighting.

Nova provided complete project and construction management services, including budgeting check estimates on the design, coordination of the bidding process, including pre-qualifying bidders, and managing the project to a successful completion on-time and on-budget.

### PROJECT FACTS

Architect: Noll & Tam Architects  
 Contractor: West Coast Contractors  
 Size: 8-acre site, 52,000 SF  
 Project Cost: \$27,600,000





# CITY OF MORGAN HILL



**MORGAN HILL OUTDOOR SPORTS CENTER**  
MORGAN HILL, CA

The City of Morgan Hill engaged Nova Partners to be the construction project manager of the new Outdoor Sports Center after successful completion of several other recreational facilities.

This new ground up project consisted of improving an 8-acre site with synthetic turf fields totaling approximately 182,000 SF, permanent and portable bleacher sections for both fields, site drainage and hardscape modifications, a new 324 space parking lot, and widening of the major intersections of the adjacent streets to accommodate the increased traffic. The project included a 2,000 sf CMU structure housing restroom and concession facilities containing a full-service kitchen.

Due to the favorable bidding climate the City had substantial savings to upgrade the site and facilities beyond the original scope of work. This produced several scope increases and schedule challenges. By efficiently handling these changes, Nova delivered on the original scheduled completion date.

Nova provided complete construction and project management services, including budgeting, estimating, managing the bidding process and coordinating schedules and associated project activities to deliver a successful quality project on time and on budget.

## PROJECT FACTS

Architect:	Bellinger Foster Steinmetz Landscape Architecture/ Paul Davis Partnership
Contractor:	Interstate Grading & Paving
Size:	8-acre site, 2 synthetic turf fields Concession/ Restroom Facility
Project Cost:	\$9,800,000





# CITY OF SAN JOSE



## MSA PROJECT MANAGEMENT SAN JOSE, CA

The City of San Jose competitively selected Nova Partners for a 3-year contract to provide various on-call project management services under a Master Services Agreement from June 2011 to June 2014. The scope of work was to provide project management services to supplement the staff for a series of projects. These projects were the San Jose Convention Center Expansion and Renovation, San Jose Fire Station 21, City Hall below-grade water intrusion garage repairs, and the lease with the US Patent and Trademark Office.

Our project management services included preparing project schedules, RFP input, lease work letter input for the PTO project, “wish list” and contingency analysis for the Convention Center expansion, addressing noise issues with an acoustical engineer for Fire Station 21, engaging a waterproofing consultant to help define repair and remediations needed for the parking garage beneath City Hall.

Nova’s team of over 25 project managers was able to provide technical project management services when the City staff needed resources to manage these challenging and varied projects.

### PROJECT FACTS

Design/Build Team:	Hunt/Populous
Engineer:	SGH & Salter Associates
Size:	\$100k to \$130M



# MORGAN HILL AQUATICS CENTER



**CITY OF MORGAN HILL**  
MORGAN HILL, CA

The City of Morgan Hill engaged Nova Partners as their construction project manager on this ground up Aquatics Complex after an extensive selection process.

The project elements include 5 acres of site improvements and a 50 meter x 25 yard competition swimming pool, a 6 lane 25 yard instructional pool, a 4000 SF recreational pool with play structure, a 1000 SF pool with slide and 800 SF play/spray ground. The competition pool includes two one-meter and two three-meter diving boards. Also, the project includes two building totalling 10,000 SF which include locker rooms and concession stand with showers, along with two event rooms and a picnic areas with a shade structure.

The Nova role included complete design management for the Aquatics Complex, and compliance with multiple jurisdictions (City Building Department and Health Department.) Nova was charged with the role to manage the project from start to finish and to see that the project was delivered on time, on budget, at the desired level of quality.

This project was delivered using the traditional design/bid/build approach. The project includes "green" design elements such as vegetative shading, daylighting, grey water retrieval system, rainwater collection system, and 25% use of recycled construction materials.

## PROJECT FACTS

Architect:	ELS
Contractor:	Gonsalves & Stronck
Size:	5 acre site, 8000 SF of pools
Cost:	\$8,500,000





# MARIN EOF



## MARIN EMERGENCY OPERATIONS FACILITY & SHERIFF'S OFFICE SAN RAFAEL, CA

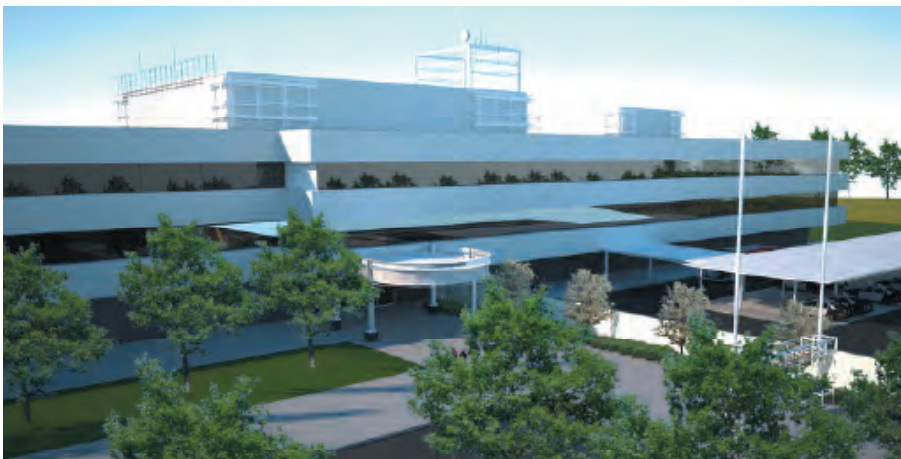
Nova Partners was selected as the project manager to complete structural upgrades and interior renovations to an existing 328,000 SF commercial office building to house the new Marin Emergency Operations Facility and Sheriff's Office in San Rafael.

The project consists of a complete remodel of the building's north wing of approximately 120,000 square feet of interior space to house the Sheriff Department, including Command, Patrol, Investigative and various supporting work groups. The project also includes completing the critical 24 hour, 7 day a week 911/Communication Center for the entire County of Marin, the Office of Emergency Services command center, County Information Services and Technology (IST), a new data center for the entire County of Marin, and an antenna array and equipment space for connection to the Marin Emergency Radio Authority (MERA).

The project incorporated site work including adding secondary redundant utilities, data, telephone, electrical power and water into the building, adding covered parking and fencing to secure county and Sheriff vehicles, making improvements to irrigation and landscaping for sustainability and providing ADA compliant accessibility.

### PROJECT FACTS

Architects:	HMC Architects
Contractor:	DPR Construction
Size:	328,000 SF
Cost:	\$80,000,000



# CITY OF CUPERTINO



## CUPERTINO CIVIC CENTER & CITY CENTER PARK CUPERTINO, CA

The Cupertino Civic Center project consisted of multiple components, including a new, state-of-the-art 55,000 SF library, a 6,300 SF community hall facility with new council chambers, a new 42,000 SF civic plaza, and a parking area.

Nova Partners was engaged as construction manager for the project. During the preconstruction and design phases, Nova provided cost estimating services, budget reconciliation, scheduling preparation, and overall project management oversight. Nova also led the team managing the bidding qualification process.

During the construction phase, the Nova team was responsible for all aspects of the project, including schedule and budget management, document control, and managing mechanical, electrical, and plumbing coordination. Nova also provided contract administration and cost tracking services along with overall project management.

Located on a major artery in the heart of Cupertino, the City Center Park features high-profile site work improvements, such as a number of water elements, intricate trellis structures, and high-end hardscape/landscape upgrades. Sustainable design concepts were used throughout the project.




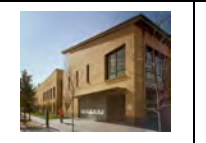


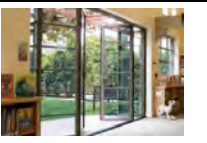


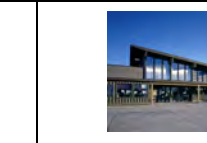
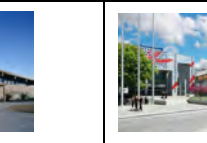
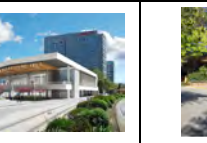

### PROJECT FACTS

Architect:	SMWM
Contractor:	Swinerton Builders
Size:	100,000 SF
Project Cost:	\$37,000,000



PROJECT EXPERIENCE



	<b>Gilroy Library</b>	<b>Cupertino Library &amp; Civic Center Plaza</b>	<b>Palo Alto Rinconada Library</b>	<b>Palo Alto College Terrace Library</b>	<b>Palo Alto Children's Library</b>	<b>Morgan Hill Centennial Recreation Center</b>	<b>Morgan Hill Athletic Complex</b>	<b>Morgan Hill Aquatics Center</b>	<b>On-Call Services for City of San Jose</b>	<b>Woodside Library</b>	<b>Marin Emergency Operations and Facility and Sheriff's Office</b>
<b>Client</b>											
	City of Gilroy	City of Cupertino	City of Palo Alto	City of Palo Alto	City of Palo Alto	City of Morgan Hill	City of Morgan Hill	City of Morgan Hill	City of San Jose	Town of Woodside	Marin County
<b>Project Size</b>	53,000 sf	100,000 sf	30,000 sf	4,800 sf	6,300 sf	8-acre, 52,000 sf	8-acre site, 2 fields, concession/restroom facility	5-acre site, 8000 sf of pools	3-year contract Master Services Agreement	5,000 sf	328,000 sf
<b>Completed</b>	2012	2004	2014	2010	2008	2006	2007	2004	Current	2016	2015
<b>Project Description</b>	Demolition of existing library and construction of new 53,000 sf Public Library – LEED Platinum.	Demolition of existing library and construction of new library and council chambers.	Historic renovation of existing 25,000 sf library building with new addition of 5,000 sf. LEED Certified.	Renovate and seismically upgrade the historic structure originally built in 1936	Renovation of 3,400 sf and addition of 2,900 sf of reading and stack space.	8-acre site and 52,000 sf ground up recreation and fitness facility.	Ground up project of improving 8-acre site with 2 synthetic turf fields and concession building.	Ground up aquatics facility on a 5-acre site with 3 pools, a water recreation play structure, and 10,000 sf locker room and concession building.	Included San Jose Convention Center expansion, San Jose Fire Station 21, City Hall below-grade water intrusion garage repairs, and the lease with the US Patent and Trademark Office.	Interior and exterior renovations, site work and seismic retrofit of foundation.	Structural upgrades and interior renovations to an existing space to house the Emergency Operations Facility and Sheriff's Office
<b>Project Cost</b>	\$34M	\$37M	\$18M	\$3M	\$3.7M	\$27M	\$9.8M	\$8.5M	\$100K to \$130M	\$2.8M	\$80M
<b>Services Provided</b>	Project and Construction Management Services	Project and Construction Manager for Pre-construction and construction phase	Project Management Services for Pre-construction, Bidding and Construction	Project and Construction Management Services	Project and Construction Management Services	Project and Construction Management Services	Project and Construction Management Services	Project and Construction Management Services	On-call construction management services	Project and Construction Management Services	Project and Construction Management Services
<b>Client Contact Information</b>	Rick Smelser City Engineer / DPW City of Gilroy 7351 Rosanna Street Gilroy, CA 95020 408.846.0260	Terry Greene Senior Architect City of Cupertino 10300 Torre Ave Cupertino, CA 95014 650.799.1837	Brad Eggleston Assistant Director of PW City of Palo Alto 250 Hamilton Avenue Palo Alto, CA 94301 650.329.2636	Young Tran Project Engineer City of Palo Alto 250 Hamilton Avenue Palo Alto, CA 94301 650.329.2160	Mike Sartor Public Works Director City of Palo Alto 250 Hamilton Avenue Palo Alto, CA 94301 650.329.2271	Glenn Ritter Sr. Project Manager, DPW City of Morgan Hill 17575 Peak Ave. Morgan Hill, CA 95037 831.801.3948	Glenn Ritter Sr. Project Manager, DPW City of Morgan Hill 17575 Peak Ave. Morgan Hill, CA 95037 831.801.3948	Glenn Ritter Sr. Project Manager, DPW City of Morgan Hill 17575 Peak Ave. Morgan Hill, CA 95037 831.801.3948	Dale Burrious Associate Architect, DPW City of San Jose 200 East Santa Clara St. 6th Floor San Jose, CA 95113 408.535.8392	Dong Nguyen Acting Public Works Director Town of Woodside 2955 Woodside Rd. Woodside, CA 94062 650.851.6790	Jeanne Miche Project Manager, DPW Marin County 3501 Civic Center Drive #209 San Rafael, CA 94913 415.507.2604



## Organization

Our firm has a long history of providing exceptional project management services to a wide variety of clients.

Nova is made up of 33 employees: 25 Project Managers, 1 Senior Move Manager, 2 Administrative personnel, our CFO, and 4 Partners. We believe we occupy a unique niche in the Project Management world; because of our size, we maintain a nimble nature, which allows us to quickly react to changed project conditions or market conditions, unlike the larger companies with which we compete. In many cases, these larger companies have multiple layers of management, and personnel deposited across a vast geography. This arrangement makes quick decision-making and team adjustments very bulky and time-consuming. Conversely, we are certainly larger than one and two person shops. As such, we can quickly provide the level of resources that our clients and projects need, thereby allowing us to scale with our projects as they change over time. This ability to scale is very difficult for our smaller competitors.

Each Partner is deeply engaged in their projects, and is directly responsible to the client (and the other Partners) for its success. Furthermore, Partner interaction is not limited to the beginning of the project. Rather, Partners are engaged and present throughout the course of the project, interacting with our clients, and guiding our teams.

The Partners work together to build our internal teams to match our people's strengths with the needs of the projects at hand. Those teams report directly to one of the Partners. Therefore, there are not multiple layers of management on our Project Management teams. We keep it simple, understandable, and direct.

We believe our size, our structure, and our constant Partner interaction is unique in this business and a key asset to how we can help the City successfully deliver projects.

## Project Team

Following is a description of the specific role each member will fulfill, and their associated responsibilities. Resumes of each team member are also attached.

**Dennis McCoy - Principal:** Dennis will be the Principal in Charge of this project. He has over 25 years of design and building experience in the Bay Area and is a Partner at Nova. Dennis will guide the Nova team

throughout the project(s) and provide strategic oversight to meet the City's project goals. Dennis has managed many large and well known Bay Area projects including the Ray and Dagmar Dolby Regeneration Medicine Building at UCSF, Stanford Linear Accelerator Center, various projects at ValleyCare Health System, the Dolby World Headquarters, Clorox Headquarters, Oracle, and the Stanford Center for Clinical Sciences Research among others. He is adept and experienced at understanding and resolving the complexities involved in delivering high-profile projects.

**David Marks: Project Executive:** David has a broad experience in civic projects and has been involved in many of Nova's public works projects within our portfolio. David will bring his experience and expertise related to design and construction team engagement, the public bidding and award process, and overall project management processes utilized throughout the project.



*Gilroy Library*

**Marc Slocum – Sr. Project Manager:** Marc is a seasoned Project Manager and has managed a wide variety of Nova's public projects. He is currently working on several projects for the City of Gilroy, where he has formed a great working relationship with their Capital Projects team. Previous to this, Marc managed the Santa Clara City Library Administration Building renovation project in Campbell. He has also managed multiple projects for the University of California, Santa Cruz. On these projects, Marc has been responsible for budget development and maintenance, schedule development and maintenance, day-to-day management of the project including cost control, invoice review, quality reviews, and, of course, reporting to various levels of the client's management team. Marc has a formed strong relationships with the owners for whom he has work due to his willingness to deeply understand





the details of a project, and the way in which a project fits in the overall fabric of the client's broad real estate goals.

**Saul Flores – Project Engineer:** Should the project require additional management effort, we would propose Saul Flores. Saul is a highly-organized and efficient Project Engineer. Saul was responsible for a variety of document control procedures at Stanford Linear Accelerator Center (SLAC) during the construction of 4 buildings on their campus. He was also responsible for engaging SLAC's Subject Matter Experts (SME) on a variety of project document reviews to make sure the design team had the benefit of their input. A major component of his role was to organize the SME's comments (which were voluminous!) and get them to the design team such that they could be methodically reviewed and captured in the project documents as appropriate. He also worked with SLAC's Permitting group, SLAC Fire Department, and SLAC EH&S to ensure their comments were understood and captured in the project documents prior to bidding. Finally, Saul logged and reviewed incoming submittals and RFI's prior to sending them to the appropriate team members at SLAC. He then tracked these through to resolution and return to the general contractor.

**Lee Ann Depew – Furniture Coordinator & Move Manager:**

Should the City require this service, Lee Ann would manage and coordinate all elements of the furniture procurement and installation, as well as the equipment and personnel moves on the project. She has been with Nova for 16 years and managed furniture procurement and moves for clients such as Marin City, UCSF on the Ray and Dagmar Dolby Regeneration Medicine Building, State Compensation Insurance Fund, and ValleyCare Hospital. Lee Ann employs an extremely detailed process to define, procure, and manage all equipment, material and people that need to be included in moves. This could include existing equipment and materials that will relocate, new equipment and materials that will be purchased, personnel from various sites that will be relocated, and the timing for all installations and moves. Lee Ann closely coordinates all of this effort with the user, the general contractor, the furniture vendors, and the moving company for a seamless and successful relocation experience.

**Dennis Coonan – Financial Services:**

Dennis, our Chief Financial Officer, is a Certified Public Accountant and will provide the budget reporting and cost tracking function to the project. He will track each

expenditure as it occurs on the project and assign it to the appropriate budget item. Dennis is very experienced in creating and maintaining these documents over the breadth of our client base. He also is very skilled at addressing the needs of the variety of users who typically receive these documents, and customizing them to ensure the reports maximize the user's experience.



Cupertino Library



*Dennis has worked with some of the most prestigious clients in the Bay Area and has extensive experience on a wide variety of projects, from small-scale interior improvements to major ground-up corporate campuses. Dennis has experience with hospitals and healthcare facilities, corporate headquarters, sophisticated lab spaces, auditoria, and cafeterias.*

**DENNIS McCOY**  
PRINCIPAL

**LEED Gold Certified** **Dolby World Headquarters, San Francisco, CA.** This 16 story, 390,000 SF world headquarters building included a complete interior demolition and reconstruction, including 114 sound labs, high-end demonstration rooms, a cafeteria, conference center, open and closed workspaces, breakrooms, and a fitness center. Also included the removal of various existing floor plates within the building to create the optimal dimensions for crucial lab functionality. Cost \$175M.

**LEED Gold Certified** **UCSF Institute for Regeneration Medicine, San Francisco, CA.** Senior Project Manager for construction of the new headquarters for UCSF's stem cell program on the Parnassus Campus. This 68,000 SF, base-isolated building houses 96 lab benches, typical gasses, autoclaves, fume hoods, procedure rooms, tissue culture rooms, cold rooms, a small vivarium, office and conference areas and a 200 seat auditorium. The building touts extensive "green" elements and achieved LEED Gold certification. Cost \$123M.

**LEED Gold Certified** **Stanford Linear Accelerator Center (SLAC), Menlo Park, CA.** Design and construction of 4 campus buildings: 1.) 20,000 SF renovation of an existing warehouse into office and conference space included removing and replacing the existing building envelope and HVAC system. The new space provides offices, conference spaces, break rooms, showers and lockers. Achieved LEED Gold. 2.) The new 60,000 SF RSB Building which houses the Accelerator Directorate and includes a 3 story atrium, open and closed offices, conference space, breakrooms, and showers and lockers. Achieved LEED Gold. 3.) A 49,000 SF renovation of an existing building that has 90% private office space. The new space will house the CFO and EH&S, among other groups. Included a complete interior demolition and reconstruction including a new HVAC system. 4.) The new 65,000 SF Science and User Support Building which houses the Lab Director and multiple science departments. The space includes a variety of conference spaces, opened and closed office space, an exhibit area, a 350 seat below-grade auditorium, and extensive green roof and outdoor interaction spaces. Cost \$155M.

**LEED Platinum Certified** **Clorox Corporation, Oakland, CA.** Design and construction management of multiple projects at Clorox's 24 story corporate headquarters. Scope included four floor renovations, fire alarm upgrades, a Cisco Telepresence Room, new roof, trolley system around the perimeter of the roof for new window washing equipment, plaza waterproofing renovations over 37,000 SF including rigorous coordination with tenants and BART who were both affected by the work, new signage design and installation, installation of new exterior escalators, as well as lab renovations and new roofing at multiple buildings at Clorox's Lab facility in Pleasanton. Cost \$30M.

**ValleyCare Health System, Pleasanton, CA.** Multiple projects including a 3-story, 58,100 SF hospital expansion project, OR suite renovations, ED expansion and renovations, new clinical lab building, imaging department expansion and renovation, Maternal/Child Department renovation, Neonatal ICU renovation. Role included developing the project budget, schedule, engaging the design team and contractor, managing the OSHPD permitting, managing the construction, equipment fit up, and personnel move-in. Cost \$42M.

**Center for Clinical Sciences Research (CCSR), Stanford, CA.** 225,000 SF of lab and support facilities which included 97,000 SF of life sciences labs for multiple disciplines including molecular pharmacology, immunology, genetics, oncology, anatomy, dermatology, bone marrow transplantation, pathology, surgery, radiation and oncology. To facilitate the researchers in this facility, the building houses 489 lab benches, 12 seminar rooms, 6 conference rooms and two 50 seat auditoria, as well as faculty offices and a full basement. Cost \$85M.



UCSF Institute for Regeneration Medicine



ValleyCare Health System



Stanford Linear Accelerator Center (SLAC)

**EDUCATION & CERTIFICATIONS**

Bachelor of Science,  
Construction Management,  
Cal Poly, San Luis Obispo





*David offers a diversity of construction project management experience, ranging from micro electronic, manufacturing, corporate headquarter and institutional facilities to seismic upgrade and historical renovations. He has been responsible for some of the largest and most challenging projects in both the private and public sectors. David managed pre-construction and overall jobsite management of the following projects:*

**DAVID MARKS**  
PRINCIPAL

**Belmont Library and Belameda Park Project, City of Belmont, CA.** Project manager for the construction of new 20,400 SF library, including demolition, abatement, site work improvements and new park. Responsible for bidding and contractor qualification, schedule preparation and management, budget management, document control and daily construction management services. Cost \$15.7M.

**Cupertino Public Library, Community Hall and Civic Center Project, Cupertino, CA.** Construction of a new 53,000 SF library, 6,500 SF community Hall/Council Chambers facility, and 90,000 SF of site improvements. Responsible for bidding and contractor qualification, cost estimating and reconciliation, establish overall project budget and budget management through completion of project, schedule preparation and management, document control and on-site construction management. Cost \$25M.

**Stanford University Green Library West, Stanford, CA.** Historical renovation and seismic retrofit of 175,000 sf library space originally built in 1919. Responsible for fit-up and activation of library space. Cost \$52M.

**LEED**  
**Gold**  
Certified

**UCSF Institute for Regeneration Medicine, San Francisco, CA.** Senior Project Manager for construction of the new headquarters for UCSF's stem cell program on the Parnassus Campus. This 68,000 SF, base-isolated building houses 96 lab benches, typical gasses, autoclaves, fume hoods, procedure rooms, tissue culture rooms, cold rooms, a small vivarium, office and conference areas and a 200 seat auditorium. The building touts extensive "green" elements and achieved LEED Gold certification. Cost \$90M.

**LEED**  
**Gold**  
Certified

**Marin Emergency Operations Facility, San Rafael CA.** Managed the design and construction of a seismic and interior build out of a 328,000 SF office building to be used as the new Marin Emergency Operations Facility. The building houses the Sheriff Department, Patrol, Investigative and supporting work groups. The facility also included the critical 24/7 operated 911 Communication Center, and the Office of Emergency Services command center, Information Services and Technology, new data center, and an antenna array and equipment space for connection to the Marin Emergency Radio Authority. Scope included site work adding redundant utilities, data, telephone, electrical power and water into the building, covered and secure parking, landscaping upgrades for sustainability and providing ADA compliant accessibility. Cost \$80M.

**University of California, Santa Cruz, Dormitory Renovations.** Project Executive for major maintenance, repair and renovation work to 8 buildings at Stevenson College, 6 Buildings at Oakes College and 8 buildings at Kresge College. Projects included annual renovations to all mechanical and electrical systems, building interior and exterior improvements, seismic and ADA upgrades, site work infrastructure improvements, kitchen remodel, and furniture procurement. Complete preconstruction and construction services including building condition assessments, system mock-ups, preparation of budget and schedule, procurement of all architectural and engineering services, including RFP's and contracts. Managed site logistical issues as many of the buildings were occupied during construction. Cost \$12M.



Belmont Library



Stanford University Green Library West

**EDUCATION & CERTIFICATIONS**

B.S. - Construction Engineering  
Arizona State University



*Marc has been responsible for preconstruction services including estimating, bidding, and scheduling, as well as for the complete construction process, including budget and schedule management. Projects Marc has worked on include:*

**EDUCATION & CERTIFICATIONS**

A.S. in Administration of Justice, College of San Mateo

LEED Accredited Professional

**MARC SLOCUM, LEED AP**  
PROJECT MANAGER

**Woodside Library – Woodside, CA.** Project Manager for a single level wood structure approximately 5000 sf built in the mid 1960’s. The project scope of work included interior, exterior renovations, and site work. The improvements included new window wall systems, new storefront windows and doors, expanded storage, roof replacement, gutters and downspouts, seismic retrofit of foundation and framing, new restrooms, new signage, built-in bookshelves, employee break-room, new electrical and lighting systems, new HVAC mechanical systems, new interior wall and floor finishes, a fire alarm system and the addition of an automatic fire sprinkler system. Cost: \$2.85M.



Woodside Library

**Santa Clara County Library Administration Building – Campbell CA.** Project Manager for new interiors for a 25,000 SF office building. The project featured renovating a 40 year old concrete tilt-up building with completely new MEP systems including photovoltaics, relocation of power transformers and all new utility services. Marc’s role included managing the overall budget and schedule, procurement of all architectural, engineering services and furniture fit up including all contract administration, from start to finish.



UC Santa Cruz, Stevenson College

**LEED**  
**Silver**  
**Certified**

**Eden Township Healthcare District – New Medical Office Building Castro Valley CA.** Project Manager for new 25,000 SF building. The project featured innovated design features in MEP and Indoor Environmental Quality as well as other areas that earned the project a LEED Silver Certification. The project also included sitework improvements and working with environmental groups to insure the safety of the San Lorenzo Creek which traverses the property. Provided complete preconstruction services including preparation of overall budget and schedule, procurement of all architectural and engineering services including RFI and administration of contracts. Provide complete project oversight from onset to completion.



UC Santa Cruz, Cowell College

**St. Matthew Catholic School, New Gymnasium, San Mateo, CA** A ground up single story 11,400 sf building and site improvements throughout the site. The building provides 7700 sf multiuse space for a state of the art basketball and volleyball courts that includes bleachers, a snack bar, a 940 sf ‘Casa’ kindergarten classroom / afterschool activities center, (2) administrative offices, storage rooms, and a boys and girls bathroom. Cost \$7.6M.

**University of California, Cardiff Terrace Faculty Housing, Santa Cruz, CA.** Project manager for interior improvements to a series of condominium units on the UC Santa Cruz campus. Included seismic retrofit, interior improvements including ADA upgrades and site work upgrades. \$658K.

**University of California, Stevenson Summer Maintenance Program, Santa Cruz, CA.** Project Manager for major summer maintenance and repair work to 8 buildings at Stevenson College. Projects included annual residential renovations to all mechanical and electrical systems, building interior and exterior improvements, seismic and ADA upgrades, site work improvements and furniture procurement. Provided complete preconstruction services including building condition assessments, system mock-ups, preparation of budget and schedule, procurement of all architectural and engineering services including RFP’s and administration of contracts.



Eden Medical Center





*With experience in construction management, Saul brings a high level of expertise to each project. Saul has worked on executive office buildings, government office buildings, universities, casinos, restaurants, and tenant improvements. Saul uses his experience in quality control, coordination, scheduling, and contract management to deliver high quality facilities.*

**SAUL FLORES**  
SENIOR PROJECT ENGINEER

**LEED Gold Certified** **Dolby World Headquarters, San Francisco, CA.** This 16 story, 390,000 SF world headquarters building included a complete interior demolition and reconstruction, including 114 sound labs, high-end demonstration rooms, a cafeteria, conference center, open and closed workspaces, breakrooms, and a fitness center. Also included the removal of various existing floor plates within the building to create the optimal dimensions for crucial lab functionality. Cost \$190M.

**LEED Gold Equivalent** **SLAC Research Support Building 041, Menlo Park, CA.** Senior Project Engineer for the design and construction of a 48,500 SF existing concrete building. The renovation project included the redesign and construction of all the interior spaces to incorporate a more open working environment. In addition, the exterior were windows upgraded and new landscaping was added to the courtyard. The interior renovation included a new elevator, open and hard-walled office areas, conference spaces, huddle rooms, break areas, and a plan room. The renovated building will accommodate SLAC's Environmental, Safety and Health Department, Human Resources, and the Financial Office. Cost \$15.3M.

**LEED Gold Certified** **Cengage Learning, San Francisco, CA.** Senior Project Engineer for this project that consisted of a complete interior remodel, new open and private offices, video conference rooms, employee areas as well as a raised floor throughout. Installation of Knoll furniture, room reservation devices, and idea paint was included in the scope. Cost \$13.1M.

**LEED Gold Certified** **SLAC Research Support Building 052, Menlo Park, CA.** Project Engineer for the design and construction of a 65,580 SF office building for the U.S. Department of Energy. This 3 story building houses the entire SLAC Accelerator Directorate which includes Operations, Engineering, Particle Physics, Astrophysics, and the 2 beam groups (Synchrotron and Linac). The building will include open and hard-walled office areas, conference spaces, break areas, and provisions for a future campus Main Control Center. Services included review of monthly billings, change order review, and analysis of the general contractor's schedule. Cost \$31.3M.

**LEED Gold Certified** **SLAC Research Support Building 028, Menlo Park, CA.** Project Engineer on a renovation of a 20,000 SF existing structure built in the early 1970's. The building originally served as a warehouse with a small office area. The renovation project includes revising the building siding from metal panel to stucco, adding perimeter windows, and a new roof. The interior was demolished and renovated into an office and conference room environment became the new home of SLAC's Medical Department, Document Control, and the Radiation Protection Department. Cost \$5.8M.

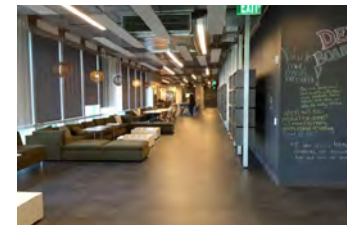
**LEED Gold Equivalent** **Arizona State University, Interdisciplinary Science and Technology Building 4 (ISTB 4), Tempe, AZ.** Project Engineer on a 294,000 SF; seven-story building that brings three major functions of the university together. There is an office component with collaboration rooms, meeting rooms and offices for faculty and administrators, while the center of the building is an inviting public space - similar to a museum - with classrooms, a 245-seat auditorium, and a meteorite gallery. The third component is the laboratory space, which contain 166 lab modules with both wet and dry labs and a rooftop laboratory. Cost \$106M.



Dolby World Headquarters



Stanford Linear Accelerator Center



Cengage Learning, San Francisco

**EDUCATION & CERTIFICATIONS**

B.S. Construction Management,  
Arizona State University

LEED Green Associate



*Lee Ann has developed a multi-talented skill set to provide furniture coordination, equipment coordination and move management services that support our clients and their projects. She has managed existing furniture reconfigures, coordinated new furniture design and procurement, managed moves of offices, biological labs, healthcare facilities and technical labs, as well as coordinated building decommissioning services. Lee Ann has provided these services to a wide variety of clients including, HGST, Dolby Laboratories, UCSF Regeneration Medical Building, UOP Dugoni School of Dentistry, Allianz, with multiple projects for State Compensation Insurance Fund and County of Marin.*

**LEE ANN DEPEW**  
PROJECT COORDINATOR & MOVE MANAGER

**HGST – South Bay Initiative Phase One**

HGST’s SBI Phase One included the relocation of HGST’s Research Department from Yerba Buena to the South San Jose Campus. The Research Department consisted of five functional groups with lab facilities that included a semi-conductor class 1000 cleanroom, e-beam, wet labs, dry labs and optics labs. Lee Ann coordinated the HGST’s facilities, EH&S and workplace services department, as well as with two dozen lab managers and HGST’s procurement department, to manage the move of 2200 pieces of equipment (with a couple dozen OEMs) and lab casework from the Yerba Buena campus to three different buildings in South San Jose. Cost: \$30M.



HGST

**LEED**  
**Gold**  
Targeted

**University of the Pacific Dugoni School of Dentistry, San Francisco, CA.** Move Manager for LEED Gold renovation of a 350,000 SF, 7-story building plus below grade parking structure in downtown San Francisco. Services included management of furniture procurement as well as move of approximately 250 personnel and associated classroom, dental clinic, and research lab equipment from their existing Pacific Heights campus to the new 5th & Mission building. Cost \$80M.



UCSF Institute for Regeneration Med.

**University of California, San Francisco, Institute for Regeneration Medicine, San Francisco, CA.** Move Manager for the new 61,000 SF \$90M Stem Cell Research facility for UCSF. Responsibilities included move management, furniture coordination and equipment space planning all of which required working closely with scientists, lab personnel, and multiple specialty vendors.

**Dolby World Headquarters, San Francisco, CA.** Move Manager for 16 story, 390,000 SF world headquarters building, included a complete interior demolition and reconstruction, 114 sound labs, high-end certified demonstration rooms, a cafeteria, conference center, open and closed workspaces, breakrooms, and a fitness center. Move included over 750 employees from two older buildings. Cost \$190M.



Dolby World Headquarters

**State Compensation Insurance Fund, San Francisco, Redding, Vacaville, Sacramento, Pleasanton, Fresno, Riverside, Santa Ana, CA.** Move Manager for furniture design and reconfiguration of new and existing systems furniture for eight sites throughout the state as part of their consolidation projects. Existing floor plans and furniture layouts were reviewed and redesigned to maximize efficiency and increase seating capacities to close multiple buildings within the State Fund portfolio. Work was completed on a fast-tracked schedule and coordinated to accommodate statewide employee moves. Provided furniture coordination services including developing the RFP to select vendors for the procurement program for the Fund's \$3M SF of space, and then coordinated the purchase for multiple sites in these locations.

**LEED**  
**Gold**  
Certified

**Marin County Health and Wellness Campus, San Rafael, CA.** Move Manager for Marin County's new 74,000 SF Health and Wellness \$62M campus. Responsible for the move of 11 Health & Human Services programs to a new 5-building campus integrating the various services.

**EDUCATION & CERTIFICATIONS**

B.S. - San Jose State University





*Dennis has a strong financial background in the construction having worked in the industry for many years. He provides financial services to Nova's clients including establishing and maintaining detailed project budgets, project cost tracking and budget variance analysis, creating and updating cash flow projections, assisting with funding issues, and performing financial analysis.*

**EDUCATION & CERTIFICATIONS**

B.S. - Business, Santa Clara University

Certified Public Accountant

**DENNIS COONAN**  
ACCOUNTANT, CPA

**LEED**  
**Platinum**  
Certified

**Dolby World Headquarters, San Francisco, CA.** Provide budget, cost tracking management, contingency analyses and monthly financial reporting for the new corporate headquarters for Dolby Laboratories, the industry leader in sound production and processing for theatrical, broadcast, mobile, and on-line media. The 16 story, 390,000 SF project costs \$175M and includes a complete interior demolition and reconstruction, 114 sound labs, high-end demonstration rooms, a cafeteria, a conference center, open and closed workspaces, breakrooms, and a fitness center.

**LEED**  
**Platinum**  
Certified

**Intuit, Mountain View, CA.** Provide budget, cost tracking management, contingency analyses and financial reporting for multiple projects for Intuit. The scope includes the entitlement, design and construction of two ground-up 180,000 SF LEED Platinum office buildings and parking structures for Intuit to own and occupy. The costs of the two buildings are \$140M and \$130M. Project features included working on a ground water contaminated site, full food service, all-hands meeting spaces, under-floor air, and photovoltaics.

**Adobe Systems, San Jose, CA.** Provided financial analysis for 3 mW fuel cell project including cash flow, incentive calculations, depreciation, IRR, NPV, and simple payback for numerous iterations in order to obtain project approvals, and support the project team. Cost \$75M.

**Juniper Networks, Parcel 8 Phase 3 & 4 Project, Sunnyvale, CA.** Provided budget, cost management and financial reporting for the two new ground-up, eight-story buildings, totaling 636,000 SF and a 231,000 SF four-story parking garage. Other responsibilities included monthly spending reports on both a cash and accrual basis and fixed asset capitalization assistance. The project features open offices, café, software & hardware labs totaling 600 racks at 7.5 kW per rack per building, campus landscaping with water features and a loading dock area. Cost \$310M.

**Marin County, Emergency Operations Facility, San Rafael, CA.** Provided accounting services for a new 110,000 SF emergency operations facility. The project was constructed in a portion of an existing building while the remaining sections of the building remain occupied. The current building was brought up to essential facility standards along with the addition of a new 911 dispatch radio and microwave antenna necessary to support County and State wide communications. Responsibilities included monthly management of \$49M budget and cost tracking.

**LEED**  
Certified

**UCSF Institute for Regeneration Medicine, San Francisco, CA.** Responsible for budget for construction of the new headquarters for their stem cell program on the UCSF Parnassus Campus. This 68,000 sf, base-isolated building will house 96 lab benches, typical gasses, autoclaves, fume hoods, procedure rooms, tissue culture rooms, cold rooms, a small vivarium, office and conference areas and 200 seat auditorium. The building will tout "green" elements to achieve LEED certification. Cost \$130M.

**The Meadow Club, Fairfax, CA.** Historic renovation and seismic retrofit of existing 15,000 SF clubhouse, 6,000 SF golf house, and a new pool complex. Responsible for monthly management of \$17M budget, cost tracking, debt service projections, and cash flow projections. The financial package included reports for the total project and the three separate components. Cost \$18.5M.



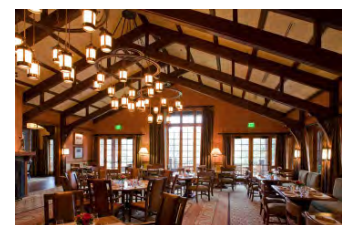
Adobe, San Jose



State Compensation Insurance Fund, Vacaville



Juniper Networks, Sunnyvale



The Meadow Club, Fairfax



REFERENCES FOR DENNIS McCOY
<p><b>University of California, San Francisco</b> 654 Minnesota Street, 2nd floor San Francisco CA <i>Michael Bade</i> Associate Vice Chancellor 415/502-6460 <a href="mailto:michael.bade@ucsf.edu">michael.bade@ucsf.edu</a></p>
<p><b>Dolby Laboratories</b> 1275 Market Street San Francisco, CA <i>John Riordan</i> Vice President – Global Workspace Solutions 415/645-5051 <a href="mailto:jrior@dolby.com">jrior@dolby.com</a></p>
<p><b>Stanford Linear Accelerator (SLAC)</b> 2575 Sand Hill Road Menlo Park, CA <i>Shane Wells</i> Projects Division, Construction Management Lead 650/926-3840 <a href="mailto:rwells@slac.stanford.edu">rwells@slac.stanford.edu</a></p>

REFERENCES FOR DAVID MARKS
<p><b>County of Marin</b> 3501 Civic Center Drive, #304 San Rafael, CA <i>Jeanne Miche</i> Project Manager, Public Works 415/507-2604 <a href="mailto:jmiche@co.marin.ca.us">jmiche@co.marin.ca.us</a></p>
<p><b>City of Gilroy</b> 7351 Rosanna St. Gilroy, CA <i>Rick Smelser</i> City Engineer 408/846-0260 <a href="mailto:dsmelser@cityofgilroy.org">dsmelser@cityofgilroy.org</a></p>
<p><b>Eden Health District</b> 20400 Lake Chabot Road, #104 Castro Valley, CA <i>Dev Mahadevan</i> Chief Executive Officer 510/538-2031 <a href="mailto:dmahadevan@ethd.org">dmahadevan@ethd.org</a></p>

REFERENCES FOR SAUL FLORES
<p><b>Dolby Laboratories</b> 1275 Market Street San Francisco, CA <i>Rachel Fuller</i> Manager – Global Workspace Solutions 415/645-5749 <a href="mailto:rachel.fuller@dolby.com">rachel.fuller@dolby.com</a></p>
<p><b>University of California, Santa Cruz</b> 1156 High St. Santa Cruz, CA <i>Graham Bice</i> Asst. Director, UCSC Real Estate 831/566-9569 <a href="mailto:bice@ucsc.edu">bice@ucsc.edu</a></p>
<p><b>Stanford Linear Accelerator (SLAC)</b> 2575 Sand Hill Road Menlo Park, CA <i>Shane Wells</i> Projects Division, Construction Management Lead 650/926-3840 <a href="mailto:rwells@slac.stanford.edu">rwells@slac.stanford.edu</a></p>

REFERENCES FOR LEE ANN DEPEW
<p><b>County of Marin</b> 3501 Civic Center Drive, #304 San Rafael, CA <i>Jeanne Miche</i> Project Manager, Public Works 415/507-2604 <a href="mailto:jmiche@co.marin.ca.us">jmiche@co.marin.ca.us</a></p>
<p><b>Dolby Laboratories</b> 1275 Market Street San Francisco, CA <i>Rachel Fuller</i> Manager – Global Workspace Solutions 415/645-5749 <a href="mailto:rachel.fuller@dolby.com">rachel.fuller@dolby.com</a></p>
<p><b>State Compensation Insurance Fund</b> 333 Bush St. #8 San Francisco, CA 94104 <i>Denise Burian</i> Real Property Manager 888-782-8338 <a href="mailto:Dmburian@scif.com">Dmburian@scif.com</a></p>

REFERENCES FOR MARC SLOCUM
<p><b>County of Santa Clara Library District</b> 14600 Winchester Blvd. Los Gatos, CA <i>Chuck Griffen</i> Financial &amp; Administrative Services Manager 408/293-2326 x 3003 <a href="mailto:cgriffen@sccl.org">cgriffen@sccl.org</a></p>
<p><b>City of Gilroy</b> 7351 Rosanna St. Gilroy, CA <i>Rick Smelser</i> City Engineer 408/846-0260 <a href="mailto:dsmelser@cityofgilroy.org">dsmelser@cityofgilroy.org</a></p>
<p><b>Eden Health District</b> 20400 Lake Chabot Road, #104 Castro Valley, CA <i>Dev Mahadevan</i> Chief Executive Officer 510/538-2031 <a href="mailto:dmahadevan@ethd.org">dmahadevan@ethd.org</a></p>

REFERENCES FOR DENNIS COONAN
<p><b>The Redwoods (Assisted Living Center)</b> 40 Camino Alto Mill Valley, CA <i>Lynette Clark</i> Controller 415/383-2741 x 231 <a href="mailto:dsmelser@cityofgilroy.org">dsmelser@cityofgilroy.org</a></p>
<p><b>County of Marin</b> 3501 Civic Center Drive, #304 San Rafael, CA <i>Jeanne Miche</i> Project Manager, Public Works 415/507-2604 <a href="mailto:jmiche@co.marin.ca.us">jmiche@co.marin.ca.us</a></p>
<p><b>University of the Pacific</b> 3601 Pacific Ave. Stockton, CA <i>Patty Metzger</i> Fiscal Services Manager 209/946-2401 <a href="mailto:pmetzger@pacific.edu">pmetzger@pacific.edu</a></p>





## Case Study

The Palo Alto Main Library was the renovation of a 25,000 sf Historic Building plus the addition of a 5,000 sf new building to the Historic Building.

We performed a rigorous Constructability Review of the design drawings to check for completeness as well as coordination among design disciplines. During this review, we discovered that a significant amount of detailing was lacking in the description of how the two buildings would actually come together. Details and sections to address items such as structural tie-ins, exterior cladding tie-ins, roofing tie-ins, and waterproofing were absent.

With these findings, we held workshops with the design team to make the drawings and specifications more robust to capture the deficient elements noted above. Structural details related to the wall framing, roof framing, and foundations were developed to clearly show how the two buildings would be connected. Roofing and waterproofing details and sections were created to better show the requirements of how the Historic cedar shake roof needed to meet and coordinate with the new TPO roof of the 5,000 sf addition.

The result of our effort was a much more complete set of bid documents. With this information, Palo Alto received competitive bids on the above scope that was previously missing from the documents, rather than paying for that same scope of work via the change order process.

In addition, through our efforts, the above scope of work was clearly shown in the drawings, which then made its way to the project schedule. Had the work not been added to the bid documents via our workshop, the effort to install it would have not been included in the contractor's construction schedule. As such, the city would have certainly received a schedule delay claim once the true sense of the work was discovered in the field.



*Palo Alto Rinconada Library*



### **Proposed Project Schedule**

Per our email to Steven Jesberg on 6/20/16 and our subsequent phone discussion, this RFQ did not include a project schedule other than to note that construction must start before June, 2019. This leaves a lot of room for variety of interpretations on the schedule, which has a direct impact on the fee estimate that was also requested. We believe our concerns were understood.

Still, we have included our understanding of the project schedule, as requested. Of course this topic requires for more discussion to allow us to understand the factors of the project to which we do not have visibility.

### **Estimated Fee**

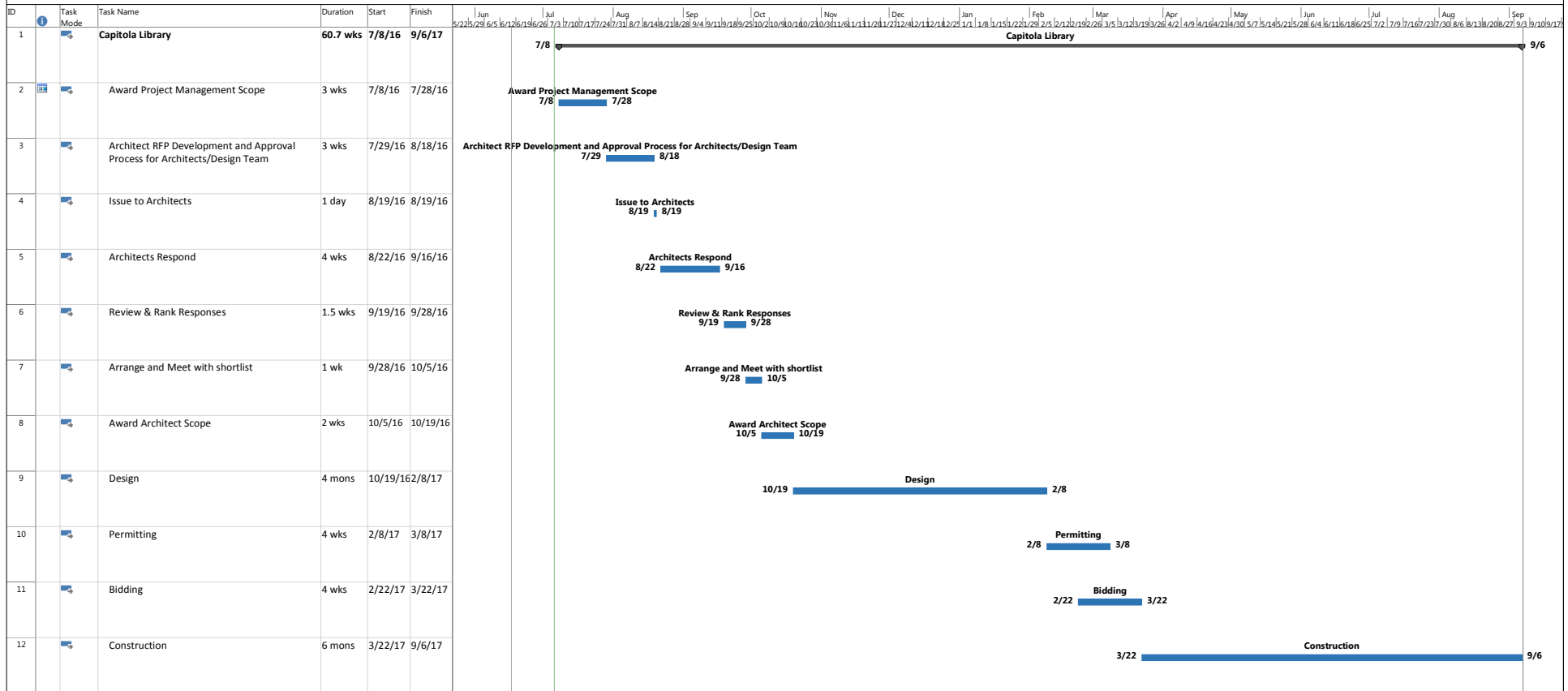
Again, there is a wide range of assumptions that can be made relative to the schedule. Those assumptions (valid or not) have a direct impact on the requested fee estimate. Thus, we expect that the City will receive a broad array of estimates. As such, we trust the City will recognize this inevitable variation and make their selection based on factors that go beyond only the fee estimate.

Based on the above schedule assumptions and the scope as we understand it, we would expect our fee to be in the range of \$200,000 - \$250,000.

Rates: Project Principal: \$225 - \$250/hr.  
Sr. Project Manager: \$175 - \$185/hr.  
Project Manager: \$160 - \$170/hr.  
Project Engineer: \$145 - \$155/hr.  
Financial Support: \$130 - \$140/hr.  
Move Management: \$155 - \$165/hr.  
Admin Support: \$130/hr.



**DRAFT Project Schedule  
Capitola Library  
7/6/16**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/23/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. LIC #0726293 1255 Battery Street, Suite 450 San Francisco CA 94111	<b>CONTACT NAME:</b> Certificate Department <b>PHONE (A/C, No, Ext):</b> 415-391-1500 <b>E-MAIL ADDRESS:</b> CertRequests@ajg.com	<b>FAX (A/C, No):</b> 415-391-1882
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Nova Partners, Inc. 855 El Camino Real #307 Palo Alto, CA 94301	<b>INSURER A:</b> James River Insurance Company	<b>NAIC #</b> 12203
	<b>INSURER B:</b> National Union Fire Ins Co Pittsbur	<b>NAIC #</b> 19445
	<b>INSURER C:</b> Republic Indemnity Company of Ameri	<b>NAIC #</b> 22179
	<b>INSURER D:</b> Underwriters at Lloyd's London	<b>NAIC #</b> 15792
	<b>INSURER E:</b> <b>INSURER F:</b>	

### COVERAGES

CERTIFICATE NUMBER: 499052544

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

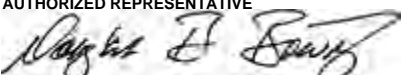
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	000242448	5/16/2015	5/16/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	000242448	5/16/2015	5/16/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			BE066695191	5/16/2015	5/16/2016	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	16649911	8/1/2015	8/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liab.			PGIARK0323702	9/24/2015	9/24/2016	Ea. Claim 2,000,000 Ea. Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Evidence of Coverage

### CERTIFICATE HOLDER

### CANCELLATION

Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY		NAMED INSURED	
POLICY NUMBER			
CARRIER	NAIC CODE		
		EFFECTIVE DATE:	

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: \_\_\_\_\_ FORM TITLE: \_\_\_\_\_

**GENERAL LIABILITY:**

\*Additional Insured when required by written contract per Form: AP2009US0410

\*Coverage is Primary and Non-contributory per Form: AP5031US0410

\*Waiver of Subrogation as required by written contract per Form: CG24040509

**AUTOMOBILE LIABILITY:**

\*Additional Insured where required by written contract per Form: AP2126US0108

\*Additional Insured where required by written contract per Form: AP2127US0812

\*Waiver of Subrogation as required by written contract per Form: AP5004US1106

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT**

This endorsement modifies insurance provided under the following:

### **ALL COVERAGE PARTS**

**SECTION II – Who Is An Insured** is amended to include any person or organization you are required to include as an additional insured on this policy by written contract or written agreement in effect during this policy period and executed prior to the “occurrence” of the “bodily injury” or “property damage.”

The insurance provided to the Additional Insured under this endorsement is limited as follows:

1. The person or organization is only an additional insured with respect to liability arising solely out of “your work” or “your product” which is imputed to the Additional Insured.
2. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance stated in the Declarations.
3. This insurance does not apply to “bodily injury” or “property damage” arising out of “your work” or “your product” included in the “products – completed operations hazard” unless you are required to provide such coverage by written contract or written agreement but only for the period of time required by the written contract or written agreement and only for “bodily injury” or “property damage” that occurs during the policy period arising out of “your work” or “your product”.
4. Any coverage provided by this endorsement to an Additional Insured shall be excess over any other valid and collectible insurance available to the Additional Insured whether primary, excess, contingent or on any other basis.
5. Where no coverage under this policy shall apply for the Named Insured, no coverage or defense shall be afforded to the Additional Insured.
6. This insurance does not apply to “bodily injury” or “property damage” arising out of the sole negligence of the Additional Insured.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.**



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **PRIMARY AND NON CONTRIBUTORY ENDORSEMENT**

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>
Where required by written contract or written agreement
If no entry appears above, this endorsement applies to all Additional Insureds covered under this policy.

Any coverage provided to an Additional Insured under this policy shall be excess over any other valid and collectible insurance available to such Additional Insured whether primary, excess, contingent or on any other basis unless a written contract or written agreement specifically requires that this insurance apply on a primary and noncontributory basis.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.**

## WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

<p><b>Name Of Person Or Organization:</b> Where required by written contract or written agreement</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## HIRED AUTO LIABILITY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

### SCHEDULE

Coverage		Limit of Insurance		Additional Premium
Hired Auto Liability	\$	\$1,000,000	\$	Included

The insurance provided under **SECTION I, - COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, applies to "bodily injury" or "property damage" arising out of the maintenance or use of a "hired auto" by you or your "employees" in the course of your business. The Limit of Insurance shown in the Schedule above is the most we will pay for those sums that the insured becomes legally obligated to pay as damages because of "bodily injury" or "property damage" arising out of the use of a "hired auto" by you or your "employees" in the course of your business. The Limits of Insurance shown in the Schedule above are included within and are not in addition to the Limits of Insurance shown in the Declarations. Nothing in this endorsement shall increase the Limits of Insurance shown in the Declarations.

**A. Solely with respect to HIRED AUTO LIABILITY:**

**SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions**, is amended by adding the following exclusions:

This insurance does not apply to:

"Bodily injury" or "property damage" arising out of any:

- (1) Uninsured or Underinsured Motorist law; or
- (2) No Fault Law or similar act or law.

"Property damage" to:

- (1) Property owned or being transported by, or rented or loaned to the insured; or
- (2) Property in the care, custody or control of the insured.

**B. Solely with respect to HIRED AUTO LIABILITY:**

**SECTION II – WHO IS AN INSURED**, is replaced by the following:

Each of the following is an insured under this endorsement to the extent set forth below:

- a. You;
- b. Any other person using a "hired auto" with your permission; and
- c. Any other person or organization, but only for their liability because of acts or omissions of an insured under **a.** or **b.** above.

None of the following is an insured:

- (1) Any person engaged in the business of his or her employer for "bodily injury" to any co-"employee" of such person injured in the course of employment, or to the spouse, child, parent, brother or sister of that co-"employee" as a consequence of such "bodily injury", or for any obligation to share damages with or repay someone else who must pay damages because of the injury;
- (2) Any partner or "executive officer" for any "auto" owned by such partner or officer or a member of his or her household;
- (3) Any person while employed in or otherwise engaged in duties in connection with an "auto business", other than an "auto business" you operate;

- (4) The owner or lessee (of whom you are a sub lessee) of a "hired auto" or any agent or "employee" of any such owner or lessee;
- (5) Any person or organization for the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations.

C. Solely with respect to **HIRED AUTO LIABILITY**:

**SECTION V – DEFINITIONS** is amended by adding the following:

1. "Auto Business" means the business or occupation of selling, repairing, servicing, storing or parking "autos".
2. "Hired Auto" means any "auto" you lease, hire or borrow. This does not include any "auto" you lease, hire or borrow from any of your "employees" or members of their households, or from any partner or "executive officer" of yours.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.**



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## NON-OWNED AUTO LIABILITY – EXCLUDING LOADING AND UNLOADING

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

### SCHEDULE

Coverage	Limits of Insurance	Additional Premium
Non-Owned Auto Liability	\$ 1,000,000	\$ Included

The insurance provided under SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, applies to “bodily injury” or “property damage” arising out of the use of a “non-owned auto” by any person other than you in the course of your business. Use does not include “loading or unloading”, nor does it include the handling and placing of persons by an insured into, onto or from a “non-owned auto”.

The Limit of Insurance shown in the Schedule above is the most we will pay for those sums that the insured becomes legally obligated to pay as damages because of “bodily injury” or “property damage” arising out of the use of a “non-owned auto” by any person other than you in the course of your business. The Limits of Insurance shown in the Schedule above are included within and are not in addition to the Limits of Insurance shown in the Declarations. Nothing in this endorsement shall increase the Limits of Insurance shown in the Declarations.

**A. Solely with respect to NON-OWNED AUTO LIABILITY:**

**SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions,** is amended by adding the following exclusions:

This insurance does not apply to:

“Bodily injury” or “property damage” arising out of any:

- (1) Uninsured or Underinsured Motorist law; or
- (2) No Fault Law or similar act or law.

“Property damage” to:

- (1) Property owned or being transported by, or rented or loaned to the insured; or
- (2) Property in the care, custody or control of the insured.

**B. Solely with respect to NON-OWNED AUTO LIABILITY:**

**SECTION II – WHO IS AN INSURED,** is replaced by the following:

Each of the following is an insured under this endorsement to the extent set forth below:

- a. You;
- b. For a “non-owned auto”, any partner or “executive officer” of yours, but only while such “non-owned auto” is being used in your business; and
- c. Any other person or organization, but only for their liability because of acts or omissions of an insured under a. or b. above.

None of the following is an insured:

- (1) Any person engaged in the business of his or her employer for "bodily injury" to any co-"employee" of such person injured in the course of employment, or to the spouse, child, parent, brother or sister of that co-"employee" as a consequence of such "bodily injury", or for any obligation to share damages with or repay someone else who must pay damages because of the injury;
- (2) Any partner or "executive officer" for any "auto" owned by such partner or officer or a member of his or her household;
- (3) Any person while employed in or otherwise engaged in duties in connection with an "auto business", other than an "auto business" you operate;
- (4) The owner of a "non-owned auto" or any agent or "employee" of any such owner;
- (5) Any person or organization for the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations.

C. Solely with respect to **NON-OWNED AUTO LIABILITY**:

**SECTION V – DEFINITIONS** is amended by adding the following:

1. "Auto Business" means the business or occupation of selling, repairing, servicing, storing or parking "autos".
2. "Non-Owned Auto" means any "auto" you do not own, lease, hire or borrow which is used in connection with your business. However, if you are a partnership, a "non-owned auto" does not include any "auto" owned by any partner.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CARFEULLY.**

## **WAIVER OF SUBROGATION AS REQUIRED BY CONTRACT**

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS

The Company agrees to waive any right of recovery against any person or organization, as required by written contract, because of payments we make for injury or damage which is limited to liability directly caused by "your work" which is imputed to such person or organization.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.**