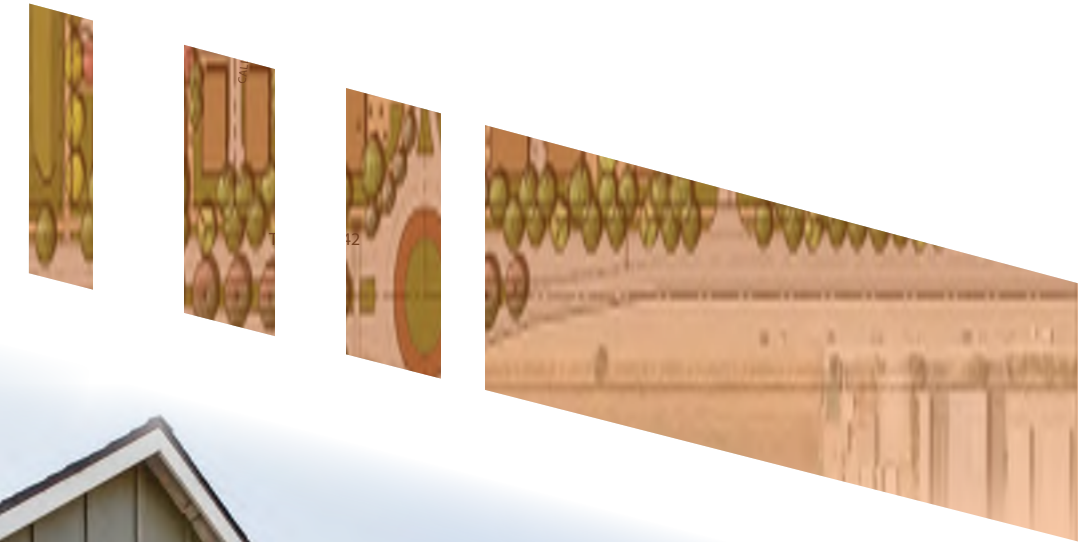




October 24, 2022 | Proposal for the
CITY OF COACHELLA
DESIGN SERVICES FOR
PRE-APPROVED ADU PLANS



SITE PHOTO
Myrtle Street Residence



CREATING
ENVIRONMENTS
PEOPLE
ENJOY.

PROPOSAL FOR CITY OF COACHELLA DESIGN SERVICES FOR PRE-APPROVED ADU PLANS



TABLE OF CONTENTS

Page	Section Name
1	1 Cover Letter
5	2 Proposer Statement of Proposals
29	3 Proposed Method to Accomplish the Work
39	4 Certification of Proposal
43	5 Cost Proposal
47	6 Schedule
51	7 Exceptions To Sample Agreement

GRAPHICS & PHOTOGRAPHS:

This document features images of RRM Design Group and its subconsultant partners' projects, the graphics and photos of which are owned and copyrighted by our respective firms. There are no stock photos or images of any kind used in this proposal.

ABOUT RRM DESIGN GROUP:

32332 Camino Capistrano, Ste. 205 • San Juan Capistrano, CA 92675

p: (949) 361-7950 • f: (949) 361-7955 • w: rrmdesign.com

California corporation • Leonard Grant, Architect C26973 • Robert Camacho, PE 76597 • Steven Webster, LS 7561 • Jeff Ferber, PLA 2844

The written and graphic materials contained in this proposal are the exclusive property of RRM Design Group.

The unauthorized use of any portion of these text or graphic materials without RRM's prior written consent is expressly prohibited.

© 2022 RRM Design Group

RRM PROJECT
Myrtle Street Residence
(Accessory Dwelling Unit Addition)
Arroyo Grande, California



Section

—



COVER LETTER
Proposal for Design Services for Pre-Approved ADU Plans



October 21, 2022

Gabriel Perez
Development Services Dept
City of Coachella
53990 Enterprise Way
Coachella, CA 92236



**CREATING
ENVIRONMENTS
PEOPLE
ENJOY.**

www.rrmdesign.com

32332 Camino
Capistrano, Ste. 205
San Juan Capistrano, CA
92675
p: (949) 361-7950
f: (949) 361-7955

RE: CITY OF COACHELLA DESIGN SERVICES FOR PRE-APPROVED ADU PLANS

Dear Mr. Perez,

The City of Coachella intends to encourage pre-approved Accessory Dwelling Unit (ADU) production to meet local housing needs. This coincides with navigating an evolving landscape of housing policy, such as the Housing Accountability Act, Senate Bill 35 Streamlining, the Housing Crisis Act (Senate Bill 330), and Assembly Bill 2162. The City recognizes that ADUs represent a substantial opportunity to realize its goals by providing diverse housing options to meet the needs of smaller households, young adults, seniors, persons with special needs, extended families, and lower-income households. The City will be using local City funds to support the development of ADUs as a means to provide greater, more streamlined access to the opportunities ADUs can provide for your community. To that end, RRM is submitting a proposal for all sections of the scope within your RFP for pre-approved ADU plans.

THE PROJECT TYPE AND THE COMMUNITY:

For over 45 years, as a multidisciplinary design firm, RRM’s architects, planners, urban designers, landscape architects, civil and structural engineers, and surveyors have worked extensively with public and private sector housing clients. We know what is feasible and understand the realities that can stymie housing production. Our experience on both sides of the counter gives us unique insight into potential barriers to adopting and successfully executing ADU construction documents that yield quality implementable housing. Leveraging our production housing experience, we generate cost-effective solutions while responding to the end-users desire for customization opportunities. RRM has planned and designed hundreds of affordable, ADU, multifamily, and mixed-use housing units in California. This unique combination allows us to create a permit-ready ADU program package that fits your community and has been truth-tested by architects and entitlement experts.

LISTENING AND LOVE OF COLLABORATING:

RRM listens and responds collaboratively, employing various professionals’ skills and experience on each job with the assignment’s demands. We are devoted to community-based planning that engages the public meaningfully and produces a vision that will be embraced. RRM is a team of skilled professionals and creative thinkers who plan and design for implementation and do it with impeccable attention to detail—on time, on budget, and sensitive to political and social issues.

PASSIONATE:

ADU prototypes, affordable housing, multifamily and mixed-use development, the development review process, and collaboration with City staff are the jobs that keep us inspired and excited. RRM enjoys helping craft permit-ready ADU program packages. We understand and are fulfilled by efforts to curb the housing crisis and maintain a community’s integrity and character.

We appreciate the opportunity to help you achieve your goals. If you need more information or definition, please feel free to call me at any time at (805) 903-1227. At RRM, this job matters! We are eager to solve your challenges and ask for your confidence by awarding us this project.

Best Regards,

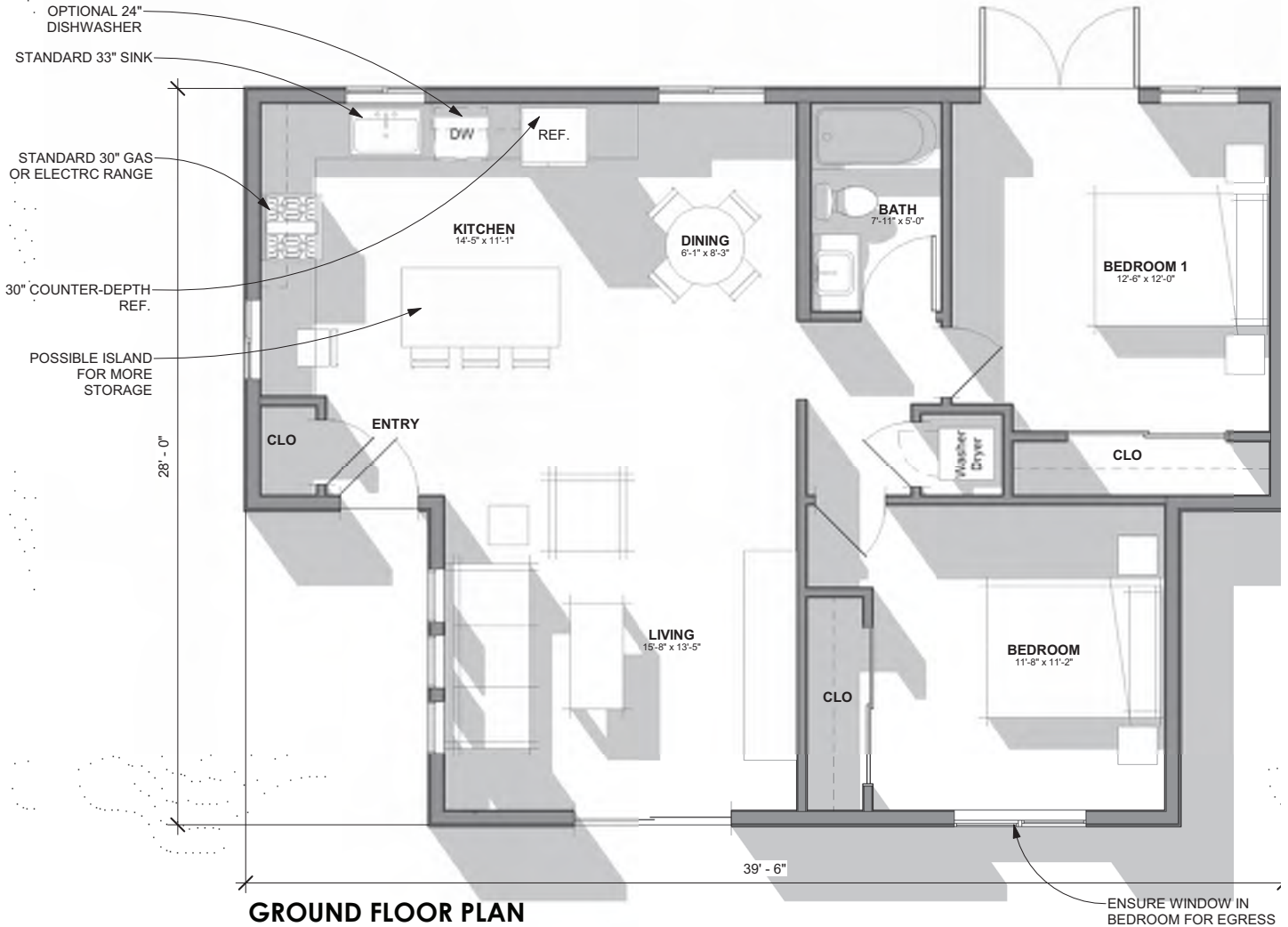
RRM Design Group

Randy Russom, AIA
Project Manager
RWRussom@rrmdesign.com

Scott Martin, AIA, LEED AP, CNU-A
Principal-in-Charge
SAMartin@rrmdesign.com



RRM PROJECT
Dublin Objective Design Standards
Dublin, California

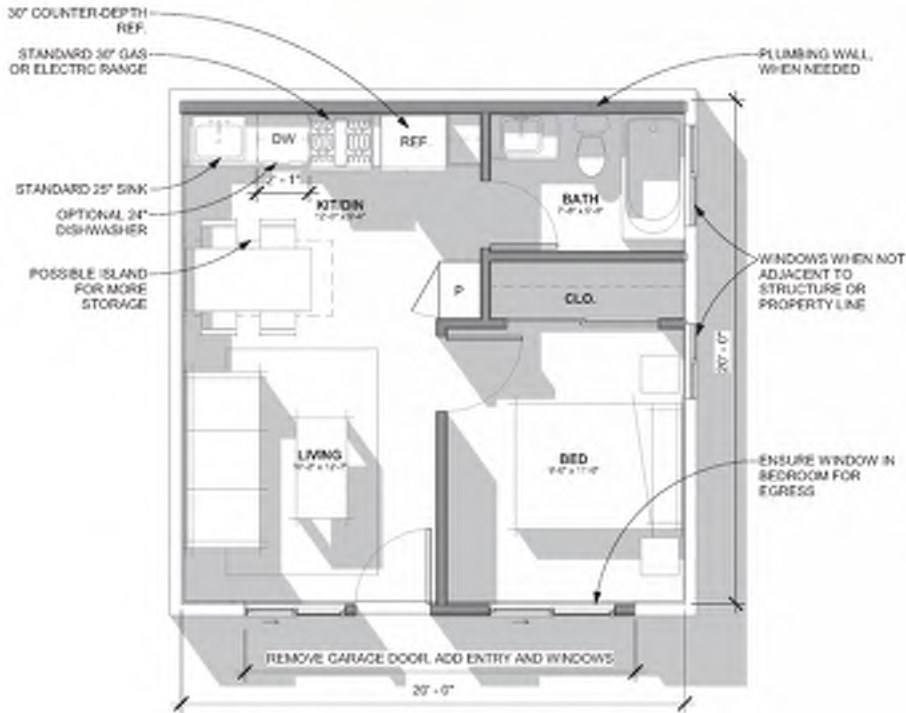
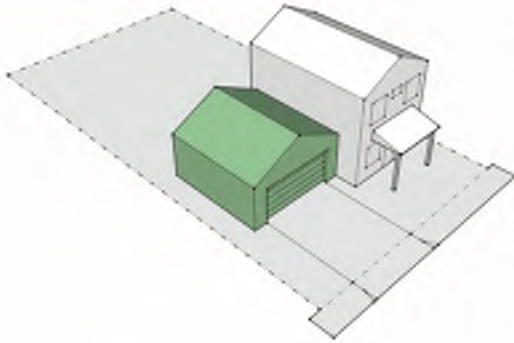


GROUND FLOOR PLAN

ACCESSORY DWELLING UNIT PROTOTYPE DESIGNS

GARAGE CONVERSION

Chapter 1: Where to Start



PROPOSER STATEMENT OF PROPOSALS
Proposal for Design Services for Pre-Approved ADU Plans



ACCESSORY DWELLING UNIT

DESIGN MANUAL



ADMINISTRATIVE DRAFT
MARCH 2021
VERSION 1

DRAFT



EXECUTIVE SUMMARY

RRM Design Group is pleased to present this proposal in response to the City of Coachella's issued Request for Proposals (RFP), for ADU Building Plans. The proposal illustrates our firm's qualifications, key staff, relevant work experience, approach to the scope of services, and a project timeline for each significant task based on our knowledge of the project context and experience with similar projects. This proposal is intended to cover all sections of the RFP proposed scope.

EXPERIENCED PROJECT TEAM

RRM brings a team of professionals with unmatched experience in prototype ADU development throughout California. We have residential design professionals across multiple disciplines and across six offices from San Diego to the Bay Area. We understand design for Southern California and have the experience to meet the City of San Marco's needs. Meet our ADU-focused team and review their resumes on pages 19-24.

COMPREHENSIVE SERVICES

RRM is proposing to provide complete and comprehensive design and permit plan development services for four prototype ADUs including reverse plans, and three alternate elevation styles which address the City of Coachella's prevailing architectural vernacular. RRM provides complete in-house service, including architecture, structural engineering, civil engineering, planning, and landscape architecture. The multidisciplinary team is the most effective way to deliver user-friendly and easily implementable designs efficiently.

PROJECT EXPERIENCE

RRM provides pre-approved ADU designs for jurisdictions all over the state, addressing multiple unique project goals, from 150 sf efficiency units to pre-approved multifamily plans. Over the years of working with our clients, we have demonstrated a level of responsiveness and availability that goes above and beyond. Our references can speak to this, and we encourage you to contact them about our performance. Our clients are some of our best advocates; a sampling of a few references is provided on page 26.

ATTENTION TO DETAIL

RRM has 180 professionals and over 45 years of experience delivering award-winning projects. Decades of project development have come with successfully implemented processes designed to deliver complete and accurate projects on time and on budget. Further discussion of our quality control process can be found on page 38.

COLLABORATIVE APPROACH

RRM has developed a successful delivery approach that has been used with jurisdictions across the state to provide pre-approved ADU designs and informational materials. We have decades of experience working statewide in the service of cities and counties to engage citizens, staff, and other stakeholders to develop responses to design problems tailored to individual communities. Our approach and project understanding is further detailed on pages 30-31.

*Next Up:
Qualifications & Experience*

HOW RRM'S EXPERIENCE, TECHNICAL & PROFESSIONAL SKILLS MEET CITY'S GOALS

RRM worked with the following public agencies in developing ADU plans:

- City of Agoura Hills
- City of Newport Beach
- County of Santa Cruz
- City of Concord
- City of Porterville
- City of Stanford
- City of Dublin
- County of San Luis Obispo
- City of Walnut Creek
- County of Mono
- City of San Ramon

Along with the agencies listed above, RRM has worked with over 20 private clients on developing ADU plans for their residences.

The following link will direct you to RRM's ADU project experience examples (Construction Document Sets, Design Manuals, and Schematic Designs): <https://tinyurl.com/yc2kyfsu>

RRM proposes to work with the City to develop a series of pre-approved prescriptive ADUs and provide for homeowners to streamline the processing of utilizing those plans for their unique and individual needs. RRM will work with City staff to refine the program and scope for the proposed ADUs to provide the best fit for the City of Coachella. Discussions with staff and previous project experience suggest alternate or additional configurations that may better serve the community. RRM's scope of services beginning on page 32 provides for possible alternatives which will be evaluated during the initial tasks of the project. RRM's community-based design will help assure that these plans have elevation options that allow for personal taste and are appropriate to the community's architectural vernacular.

RRM achieves a high project efficiency and coordination level due to the multidisciplinary service structure. We provide implementable solutions due to a single-line in-house responsibility that allows the project manager to coordinate most of the components of a project directly. While most of the primary scope will be provided in-house by RRM Architecture, Planning, and Structural Engineering, there will be times when outside consultants and City coordination will be required. RRM may need to coordinate and meet with City staff, various departments, and interest groups in addition to those specifically outlined in our scope.

*Next Up:
Experience Case Studies*

RRM Design Group's own Scott Martin (Principal-in-Charge) and Randy Russom (Project Architect) live in homes with accessory dwelling units that they designed themselves.

MARTIN RESIDENCE

(ACCESSORY DWELLING UNIT ADDITION)

ATASCADERO, CA

Constructed as a true mother-in-law unit, Scott designed the addition to his house to function for a senior with Multiple Sclerosis. Keeping in mind aging, place, and privacy, the plan created separate living and sleeping spaces, while common dining and gathering space anchors the heart of the home.



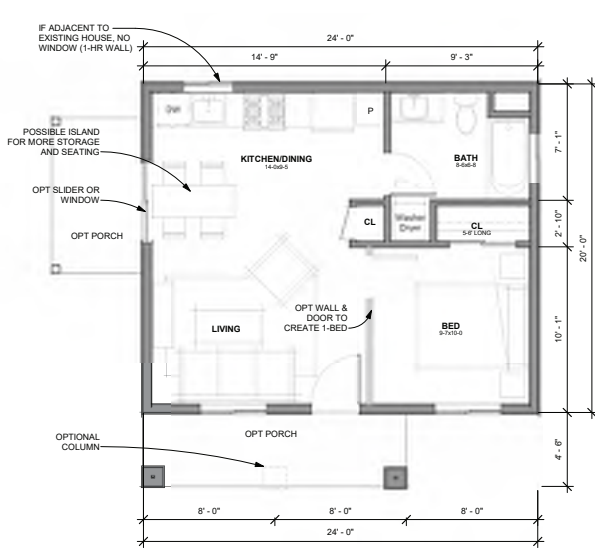
MYRTLE STREET RESIDENCE

(ACCESSORY DWELLING UNIT ADDITION)

ARROYO GRANDE, CA

This one bedroom, 499 sf unit is a second story, over garage ADU in a barn style to respond to the village historic district design guidelines and complement the 140 year old historic stone house on the site. The ADU has a separate exterior entry with separately controlled water, heat, and electrical. The unit features a full efficiency kitchen, large living area, a 3/4 bath, as well as two decks - one on the street and a covered deck to the rear of the unit.





PROPOSED IN SCOPE: 450 SF
SHOWN: 526 SF

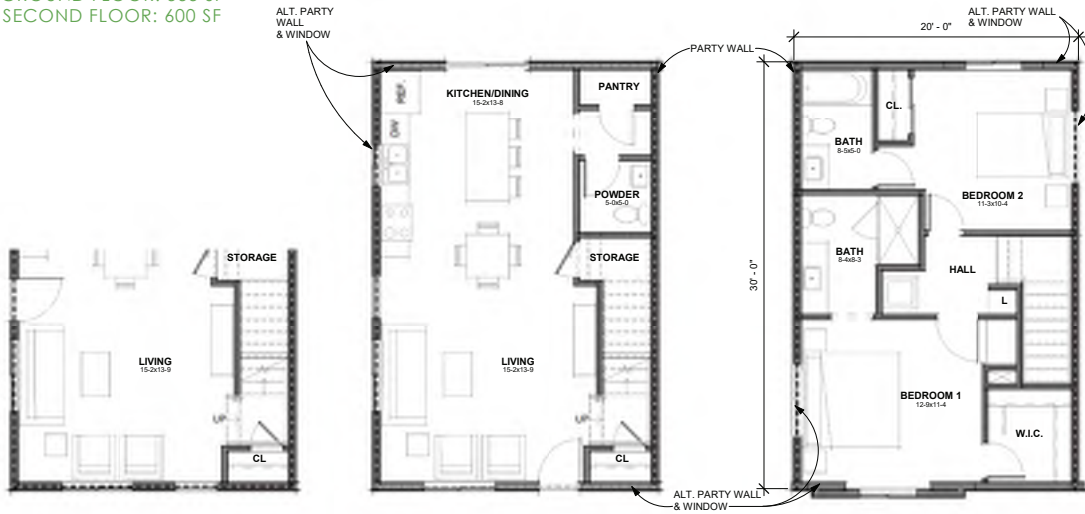


STYLE A: SPANISH COLONIAL REVIVAL



STYLE C: AGRARIAN

GROUND FLOOR: 555 SF
SECOND FLOOR: 600 SF



① LEVEL 1 - ALT ENTRY
3/16" = 1'-0"

② LEVEL 1 - FLOOR PLAN
3/16" = 1'-0"

③ LEVEL 2 - FLOOR PLAN
3/16" = 1'-0"

PORTERVILLE ACCESSORY & MULTIFAMILY DWELLING UNIT PLANS

PORTERVILLE, CA

NOTABLE INFO AND STATS:

Client: City of Porterville
Timeline: 2021-Present

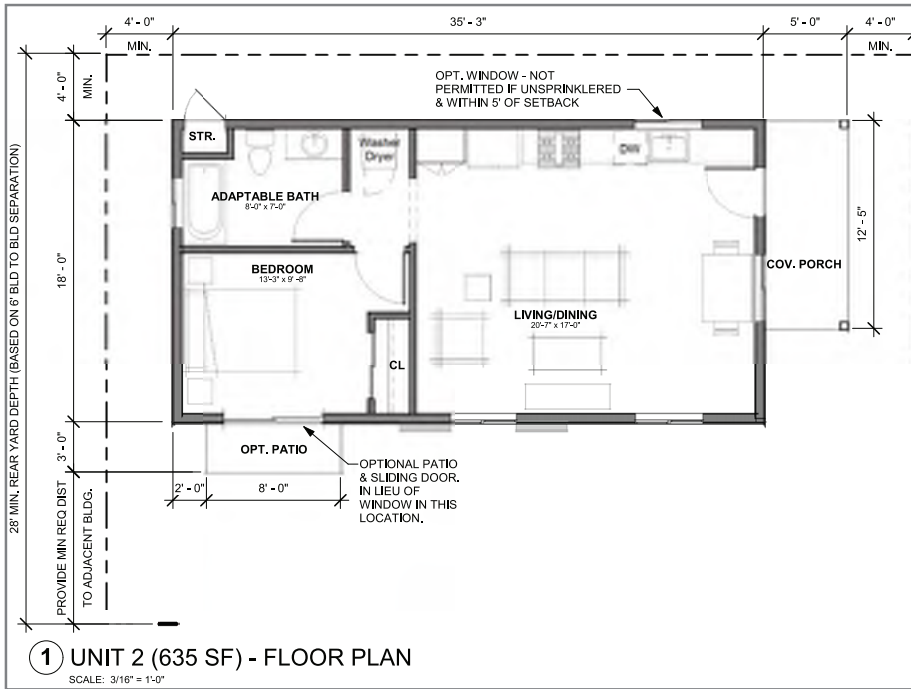


RRM SERVICES PROVIDED:

*Architecture, Planning,
Structural Engineering*



The County of Porterville retained RRM for the purpose of developing designs and plans for three Accessory Dwelling Units (ADUs) and eight multifamily prototype buildings. The ADUs ranged in size from studio to one-bedroom, allowing different lot configurations and places based on homeowners' needs. In addition, the multifamily building prototypes are refined to maximize the number of building typologies that can serve the changing population while maintaining the community character at the core of the work effort.



SAN RAMON

PRE-APPROVED ADU PROGRAM

SAN RAMON, CA

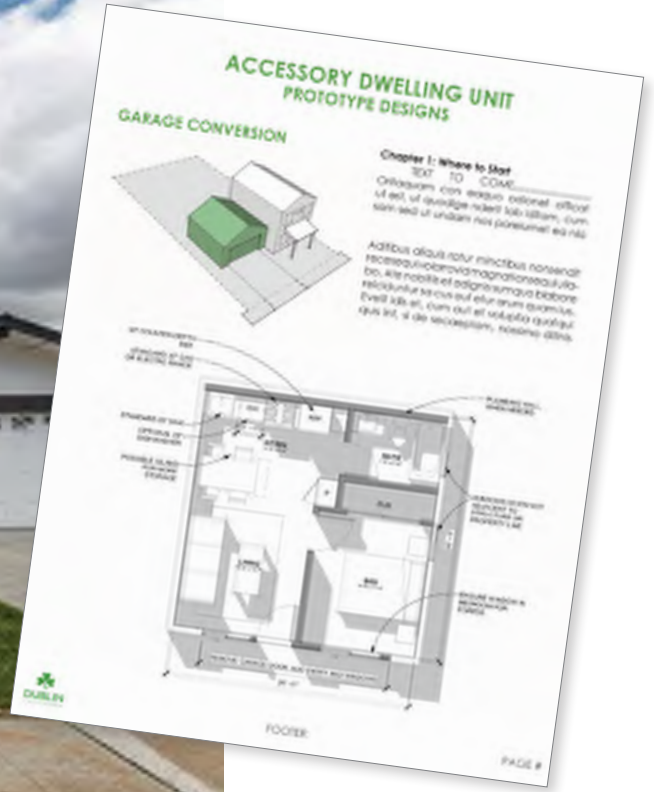
NOTABLE INFO AND STATS:
Client: City of San Ramon
Timeline: 2021-Present



RRM SERVICES PROVIDED:
Architecture, Planning,
Landscape Architecture,
Structural Engineering



The County of San Ramon hired RRM to develop floor plans and elevation designs and Prototype Construction Documents for three one-bedroom Accessory Dwelling Units (ADUs). The ADUs range in size from 560-728 square feet, providing a range of efficiency and unique footprints. The goals of the design process included maintaining County character in elevation design, increasing density and available one-bedroom rentals, and creating cost-conscious designs for the homeowner that are both comfortable and functional.



DUBLIN OBJECTIVE DESIGN STANDARDS AND ADU PROTOTYPES

DUBLIN, CA

NOTABLE INFO AND STATS:

Client: County of Dublin
Timeline: 2019-Present

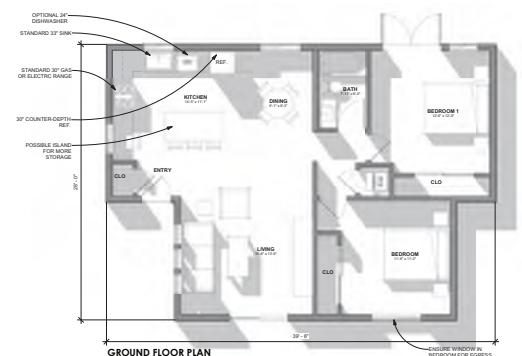


RRM SERVICES PROVIDED:

*Architecture, Planning,
Landscape Architecture,
Structural Engineering*



The County of Dublin hired RRM Design Group to develop clearly defined objective design standards endorsed by the community and decision-makers that can be applied to multifamily and mixed-use residential projects. The intent of the project is to ensure that new residential development is compatible with the surrounding neighborhoods, that quality materials are used, that building form and scale are appropriate to the site, and that development complies with the intent of SB35 laws to facilitate and expedite construction of housing. The final product will include clearly written standards with easy-to-use graphics. Given the lack of large sites for new housing projects, the County is promoting the development of Accessory Dwelling Units (ADUs). To assist in this effort, RRM is developing prototype plans including elevations, floor plans for garage conversion, and building permit plans for ADUs that will save property owners money, expedite the permit process, and help ensure well-designed ADUs are built.



GROUND FLOOR PLAN
CITY OF DUBLIN ADU PROGRAM
STAND-ALONE TWO BEDROOM - 973 S.F.





WEST CREEK
RESIDENTIAL SUBDIVISION
 (INCLUDED MULTI-FAMILY AND
 ACCESSORY DWELLING UNITS)
 SAN LUIS OBISPO, CA

NOTABLE INFO AND STATS:

Client: Robins/Reed
Timeline: 2014-Present



RRM SERVICES PROVIDED:

Architecture, Planning,
Landscape Architecture,
Structural Engineering



West Creek is a residential subdivision covering 18.29 acres in the County of San Luis Obispo that provides 172 residential units in multifamily and single-family homes with Accessory Dwelling Units. The 105 multifamily units include 35 studio units, 63 two-bedroom units, and 7 one-bedroom units with a density of 27.5 units per acre. The 67 single-family units are 3 bed/2 ½ bath homes with attached garages and include 44 “parkway” units with a density of 8.54 units per acre. The project encompasses two large parcels that were combined into a single project resulting in a more complete design solution which allows the project to meet the unit count targeted in the Orcutt Area Specific Plan while providing additional open space and community amenities.



SANTA CRUZ COUNTY

ADU PRE-APPROVED BUILDING PLAN OPTIONS

SANTA CRUZ COUNTY, CA

NOTABLE INFO AND STATS:

Client: County of Santa Cruz

Dates: 2021-Present



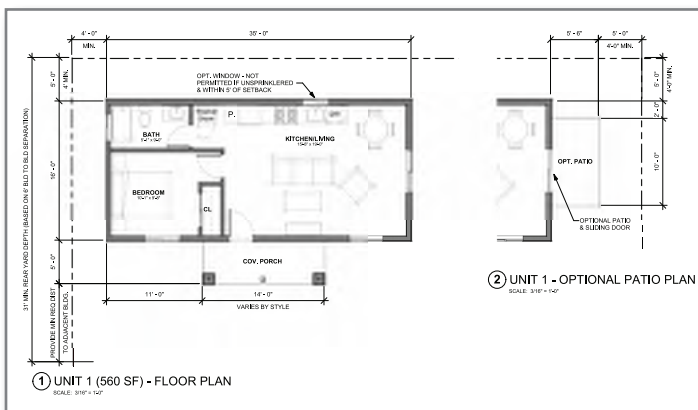
RRM SERVICES PROVIDED:

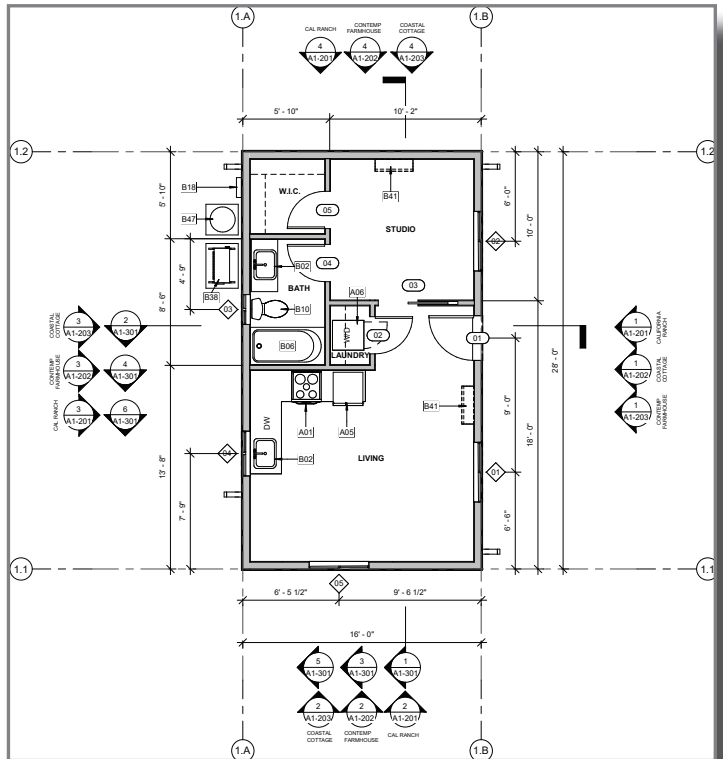
*Architecture, Planning,
Structural Engineering*



The County of Santa Cruz retained RRM to prepare ADU Plans for three sizes of ADU Building Plans that will be “pre-plan checked” and approved by the County for use by members of the public who are interested in constructing an ADU on property located within the unincorporated County of Santa Cruz area.

RRM services include meetings with County staff, meetings with members of the public and stakeholders, definition of the ADU types and alternate design styles created, and production of the ADU plans for plan-checking and for making available on the County’s website for use by the public.





NEWPORT BEACH
PERMIT-READY ADU PLANS &
PUBLIC OUTREACH IMPROVEMENT
 NEWPORT BEACH, CA

NOTABLE INFO AND STATS:

Client: City of Newport Beach

Timeline: 2022-Present



RRM SERVICES PROVIDED:

*Architecture, Planning,
 Structural Engineering*



RRM Design Group was retained to prepare complete building plans for ADUs. The City of Newport Beach intends to purchase the completed building plans and make them available to the public, free of charge, as an incentive to promote the construction of ADU housing that is more affordable, by design, due to the size of the units and preparation of pre-approved building plans. RRM is also preparing and helping to launch a public outreach campaign to inform property owners and the development community of the benefits of ADUs, promote City incentives, such as permit fee waiver program and permit-ready plans, and streamline the development process.



- spanish clay roof tiles
- wrought iron gable detail
- sconce exterior fixture
- double-framed wall bumpout w/ plaster stucco exterior finish
- concrete stoop
- 8" hardie fiber cement siding
- 4x4 shaped wood brace
- wood-look fiber cement trim
- sconce exterior fixture
- double-framed wall bumpout
- shake style fiber cement panels
- concrete stoop



- hardie fiber cement fascia
- 2x4 wood trellis members
- 4x4 wood brace
- double-framed wall bumpout w/ hardie fiber cement siding
- concrete stoop
- 6" hardie fiber cement siding
- 6x outlooker
- hardie fiber cement trim
- sconce exterior fixture
- double-framed wall bumpout
- brick veneer wainscot
- concrete stoop



***FINAL COLOR SELECTION** WILL BE DETERMINED BY EXISTING PRIMARY RESIDENCE COLOR SCHEME, AND MAY VARY FROM THE COLORS SHOWN. THE PROPERTY OWNER MUST PICK THE STYLE MOST SUITED TOWARDS THE STYLE OF THE EXISTING HOME. **MATERIAL SELECTION** IS LIMITED TO THE SPECIFIC MATERIAL TYPES CALLED OUT IN CONSTRUCTION DOCUMENTS, IN ORDER TO COMPLY WITH WUI AND BUILDING CODE REQUIREMENTS.

CONCORD ADUs STANDARD DRAWINGS DEVELOPMENT CONCORD, CA

NOTABLE INFO AND STATS:

Client: City of Concord
Timeline: 2021-Present



RRM SERVICES PROVIDED:

*Architecture, Planning,
Structural Engineering*



RRM Design Group was retained to provide construction drawing sets for detached ADUs for the City of Concord. The City recognized that ADUs represent a substantial opportunity to realize its goals as outlined in its Housing Element by providing diverse housing options to meet the needs of smaller households, young adults, seniors, persons with special needs, extended families, and households with lower incomes. RRM prepared a collection of architectural and building permit-ready plan sets, including structural calculations, for detached ADUs of varying unit types, architectural designs, and sizes.

*Next Up:
Firm Profile & Key Staff*

FIRM PROFILE | *RRM Design Group*

RRM exists because we love creating environments people enjoy. That is what got us into the business **over 47 years ago**, and it is why we continue to thrive today. Our architects and landscape architects, engineers, surveyors, and planners work with our clients and their communities to create the parks our children play in, the roads we drive down on our way to work, the neighborhoods we come home to, and the fire stations that keep our communities safe.

Our work culture emphasizes collaboration, frequent communication, and accessibility. We're a close partner with our clients, helping them understand and navigate through the project lifecycle. Whether your project is public or private, commercial or residential, we listen, we design, and we deliver. On time. On budget. Since 1974.



Randy Russom will serve as project manager for the project.

Contact information:

p: (805) 903-1227 | e: rwrussom@rrmdesign.com



PERSONNEL BY DISCIPLINE

180 professionals on staff at RRM Design Group in **6** core disciplines:

- 35 California Licensed Architects
- 36 Architecture Designers
- 17 California Licensed Civil Engineers
- 3 California Licensed Structural Engineers
- 15 Engineering Designers
- 19 California Licensed Landscape Architects
- 11 Landscape Designers
- 13 Community & Urban Planners
- 1 Licensed Surveyor
- 3 Surveying Technicians
- 30 Administrative Support Staff
- 20 LEED® Accredited Professionals
- 3 Certified Planners (AICP)
- 4 Congress for New Urbanism Accredited Professionals
- 1 Bay-Friendly Qualified Professional
- 1 Envision Sustainable Professional
- 1 Certified Arborist



CREATING ENVIRONMENTS PEOPLE ENJOY®

CHULA VISTA

310 3rd Avenue
Unit C-26 A
Chula Vista, CA 91910

SAN LUIS OBISPO (HQ)

3765 South Higuera St., Ste. 102
San Luis Obispo, CA 93401
p: (805) 543-1794
f: (805) 543-4609

SAN JUAN CAPISTRANO

32332 Camino Capistrano,
Ste. 205
San Juan Capistrano, CA 92675
p: (949) 361-7950
f: (949) 361-7955

SAN LEANDRO

325 Davis St.
San Leandro, CA 94577
p: (510) 751-4910
f: (510) 686-8831

SANTA BARBARA

10 East Figueroa St., Ste. 200
Santa Barbara, CA 93101
p: (805) 963-8283
f: (805) 963-8184

VENTURA

422 East Main St.
Ventura, CA 93001
p: (805) 652-2115
f: (805) 652-1532

WEBSITE

www.rrmdesign.com

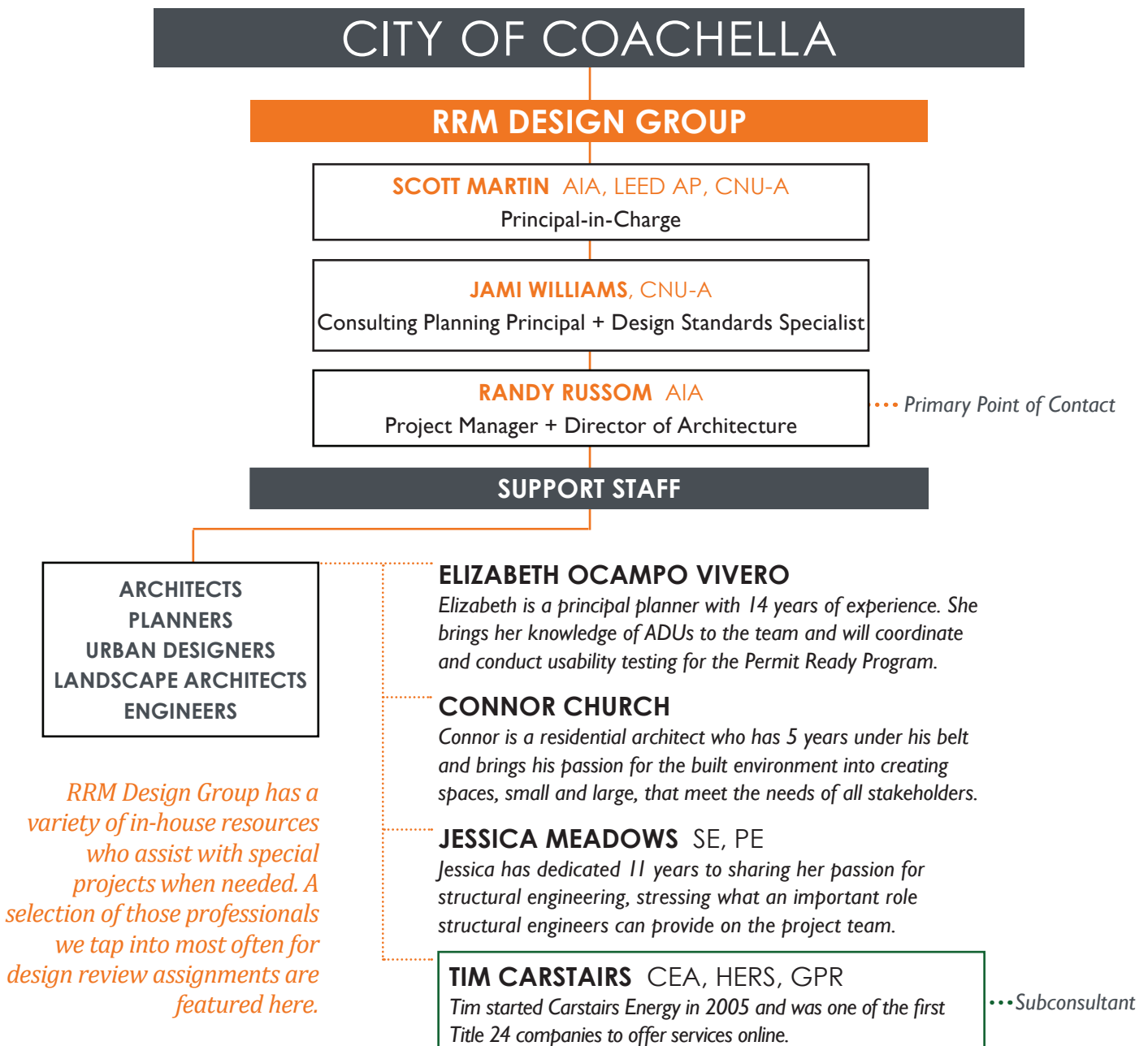
RRM is a California corporation and an employee-owned company, incorporated **November 26, 1974**.

TEAM ORGANIZATIONAL CHART

As project manager, Randy's primary responsibility is delivering the project to you on time and on budget. Working in cooperative partnership with City staff, RRM's project manager will serve as an extension of staff to successfully coordinate the design and create plans for the ADU process. He is responsible for coordinating with all technical design team members to harness the team's horsepower to successfully develop the full potential of the project work products. Randy's responsibilities include the following:

- Project Point of Contact
- Client Coordination and Reporting
- Contract Administration
- Schedule Development and Management
- Budget Supervision
- Quality Control and Assurance
- Resource Allocation
- Staff Forecasting

Randy has selected the following team of RRMers to join him in supporting City of Coachella's needs:



SCOTT MARTIN | AIA, LEED AP, CNU-A

Principal + Residential Architect



Scott is a talented architect with a keen ability to be innovative and sensitive to clients' needs. His project focus and experience are wide-ranging, from illustration, master planning, urban design, needs assessments, and design review to the production and construction of facilities. Scott is a LEED Accredited Professional with a high level of expertise in designing and implementing sustainable solutions. Scott's unique relationship with both public and private clients gives him an understanding of the realities of development and community priorities. He excels in working directly with owner and user groups to set project goals and priorities. With his strong technical skills, Scott blends cohesive design solutions to bring a project's vision to reality.



21 Years of Experience

Education

- Bachelor of Architecture, California Polytechnic State University, San Luis Obispo, CA

Licenses, Accreditations, and Affiliations

- Architect, CA, C32348
- Architect, CO, 00405508
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- Congress for the New Urbanism Accredited (CNU-A)
- American Institute of Architects (AIA), San Luis Obispo Chapter, Member
- San Luis Obispo Chamber of Commerce Economic Development Committee

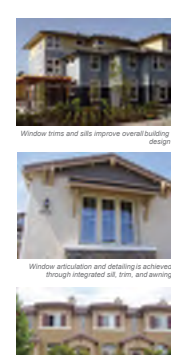
Relevant Projects

- Agoura Hills ADU Plans
- Arcadia Design Guidelines Update
- Brentwood Zoning Ordinance Update
- Buellton Community Design Guidelines
- Calabasas General Plan Update
- Carlsbad Village and Barrio Master Plan
- Capitola Mall Design Peer Review Services
- Cerritos Residential Design Manual
- Cupertino Residential/Mixed-Use Design Standards
- Dublin Citywide Multifamily Design Standards
- Mission Street Studios ADU
- Mono County ADU Design
- Murrieta Affordable Housing Design Development
- Newport Beach Permit Ready ADU Plan and Public Outreach Improvement Services
- Porterville Accessory Dwelling Unit and Multifamily Dwelling Unit Plans
- San Luis Obispo County Pre-Approved ADU Plans
- San Ramon Pre-Approved ADU Program
- Walnut Creek ADU Acceleration
- West Creek Residential Subdivision (Noveno)



Arcadia Design Guidelines Update

- Windows and Doors
 - Window and door types, materials, shapes, proportions, and detailing should be compatible with the architectural style of the building and should have quality molding and framing.
 - Floor plans should be designed to allow proper placement and sizing of windows to complement the chosen architectural style. Windows should be placed with adequate spacing between window/door trim and wall edges/top plates.
 - Garage doors facing the street are highly discouraged.
 - Where appropriate to the architectural style, window detailing such as sills, trim, shutter and/or awnings, should be utilized.
 - Shutters should be proportionate in size to the windows to create the appearance of functionality.
 - Awnings or prominent architectural features over building entrances should be utilized to provide a defined building entry that provides a sheltered area and orients residents and visitors.
 - Where appropriate to the architectural style, windows and doors should be inset from the walls a minimum of two (2) inches to create shadow detailing and visual appeal.
 - Replacement windows should be compatible to the overall building in style and material.
- Preferred window materials include:
 - Wood
 - Composite clad
 - Colored vinyl



JAMI WILLIAMS | CNU-A

Consulting Planning Principal + Design Standards Specialist



Jami possesses the qualities necessary to produce creative, realistic and business-conscious design solutions that will guide future improvements of the City of Coachella. With over 25 years of experience as an urban designer and project manager, Jami's unique perspective enables her to advance projects from the early community outreach and visioning stages to the development of urban design plans and policy documents that are creative yet realistic and implementation-focused. She is well-versed in smart growth, mixed-use and transit-oriented planning principles that maximize quality design, minimize costs, and build on community consensus. She excels in public outreach, identifying public concerns and preferences and translating them into cutting-edge workable designs and policy documents that can be easily understood by community members and implemented by her public agency clients. Further, her strong communication and organization skills consistently ensure she delivers projects on time and on budget, always focusing on client satisfaction.

26 Years of Experience

Education

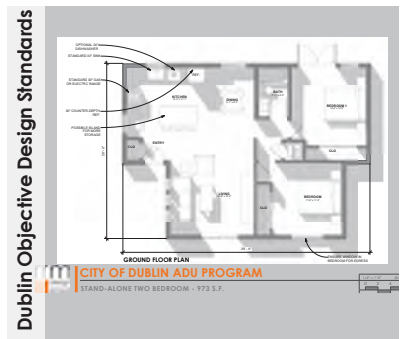
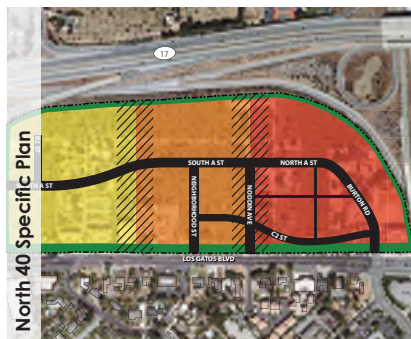
- Master of Business Administration, Architecture Management Track, California Polytechnic State University, San Luis Obispo, CA
- Bachelor of Architecture, California Polytechnic State University, San Luis Obispo, CA
- Semester Design Program, Ecole Des Beaux Art Americaines De Fontainebleau, France
- Associate of Science, Cuyamaca College, San Diego, CA

Licenses, Accreditations, and Affiliations

- Congress for the New Urbanism Accredited (CNU-A)
- American Planning Association (APA), Member
- Urban Land Institute (ULI), Associate Member

Most Relevant Projects

- Agoura Hills Pre-Approved Building Plans for ADUs
- Alhambra New Comprehensive Zoning Code
- Brentwood Zoning Ordinance Update
- Buena Park Housing Element Update
- Carpinteria Downtown Design Overlay Program
- Cerritos Housing Element Update
- Cupertino Residential/Mixed-Use Design Standards
- Dublin Citywide Multifamily Design Standards
- El Cajon Civic Center Pre-Development Planning and Design
- El Corazon Specific Plan
- El Monte Housing Element Update
- Encinitas SB 2 Planning Grant (Objective Design Standards)
- La Puente Housing Element Update
- Merced County Community Plans (Franklin-Beachwood)
- Mission Avenue Housing Strategic Plan
- Rosemead Housing Element Update
- Santa Cruz County ADU Pre-Approved Building Plan Options
- Torrance Housing Corridor Districts Analysis
- Walnut Creek ADU Acceleration



RANDALL RUSSOM | AIA, ASID

Project Manager + Director of Architecture



As an engineering major with an early love of creation and a family of artists, a career in architecture was inevitable for Randy. Now, with over three decades of experience as an architect, Randy is an expert in construction management, hospitality projects, and custom residential work. As the former planning commissioner for the City of Arroyo Grande and a current member of the Board of Directors for the San Luis Obispo Chapter of the American Institute of Architects, Randy brings a collaborative approach to his work, aiming to utilize all the creative intellect his team encompasses. His work with RRM yields award-winning results that satisfy the needs of his clients, his team, and the community.



33 Years of Experience

Education

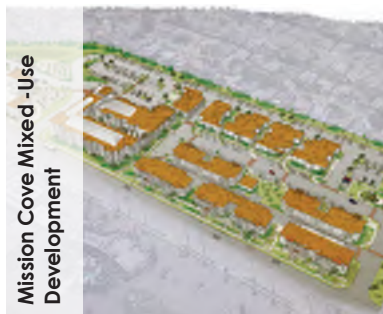
- Bachelor of Architecture, California Polytechnic State University, San Luis Obispo, CA

Licenses, Accreditations, and Affiliations

- Architect, CA, C24410
- American Institute of Architects (AIA)
- American Institute of Architects Central Coast Chapter (AIACCC), San Luis Obispo, President
- City of Arroyo Grande, Planning Commissioner
- City of Arroyo Grande, Bridge Street Replacement Committee

Relevant Projects

- Agoura Hills Pre-Approved Building Plans for ADUs
- Concord Accessory Dwelling Units Standard Drawings Development
- Dublin Citywide Multifamily Design Standards
- Dublin Objective Design Standards and ADU Prototypes
- Fixlini Street ADU, San Luis Obispo
- Los Gatos Architectural Consultant Services
- Madonna Road ADU, San Luis Obispo
- Mission Cove Mixed-Use Development with Affordable Housing, Oceanside
- Mono County ADU Design
- Newport Beach Permit Ready ADU Plan and Public Outreach Improvement Services
- Porterville Accessory and Multifamily Dwelling Unit Plans
- San Luis Obispo County Pre-Approved ADU Plans
- San Ramon Pre-Approved ADU Program
- Santa Cruz County ADU Pre-Approved Building Plan Options
- Serra Meadows Housing Development with ADUs, San Luis Obispo
- Tyler Street Mixed-Use Development, Monterey
- Walnut Creek ADU Acceleration
- West Creek Residential Subdivision (Multifamily & ADUs)



Mission Cove Mixed-Use Development



West Creek Residential Subdivision

ELIZABETH OCAMPO VIVERO

Principal Planner + ADU Specialist



14 Years of Experience

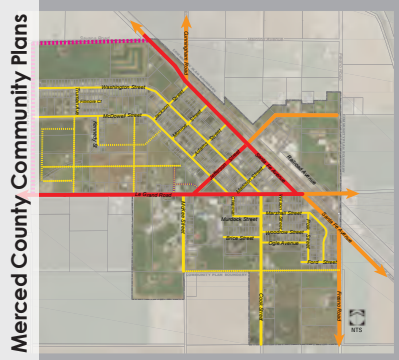
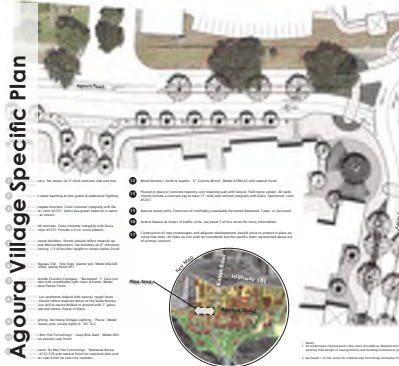
Education

- Master of City Planning, Master of City Planning, San Diego State University
- Bachelor of Science, Architecture, Universidad Autónoma de Baja California

Elizabeth is a passionate urban planner with experience in community planning, land use planning, project management, and urban design. Prior to joining RRM, Elizabeth worked as Director of Planning and Urban Design at MW Steele Group, a planning and architecture firm in San Diego, where she led the planning practice of the firm and managed a series of projects, including multi-family re-development projects, streetscape improvement projects, and specific plan amendments. Elizabeth’s experience includes seven years at the City of San Diego Planning Department, where she participated in multiple phases of the community plan update process for Old Town San Diego, Midway - Pacific Highway, and North Park. While at the City of San Diego, she also managed grant-funded planning efforts. Her experience also includes supporting retail, educational, and healthcare projects and preparing subdivision plans for residential development while working for a structural engineering firm and a land development engineering firm in Mexico.

Relevant Projects

- Agoura Village Specific Plan Implementation Analysis, Agoura Hills
- Carlsbad Objective Design Standards
- Carpinteria Downtown Design Overlay Program
- Dana Point General Plan Outreach
- Dixon Comprehensive Zoning Update
- El Segundo Downtown Specific Plan Update
- Escondido Public Art Master Plan
- Euclid Village Senior Housing - WPH, Upland
- Goleta Objective Design Standards for Multiple Dwelling and Mixed-Use Developments
- Magnolia Villas Affordable Housing - WPH, Upland
- Merced County Community Plans (Franklin-Beachwood)
- San Carlos Downtown Specific Plan
- San Diego Clairemont Community Plan
- Walnut Creek ADU Acceleration



CONNOR CHURCH

Residential Architect



As a young architect, Connor brings enthusiasm and creativity to the project team. With a passion for efficient and sensible design solutions, Connor enjoys working with his team to develop goals in order to realize your comprehensive project. At RRM, Connor has utilized his strengths on public and private projects ranging from one-off ADUs to large K-12 campus projects. Connor has significant experience working on ADU prototypes and other similar projects. With a strong team at his side, Connor has developed prototype plans of various styles and scales for community-focused subdivisions and city pre-approved ADU projects.



CREATING
ENVIRONMENTS
PEOPLE
ENJOY.

5 Years of Experience

Education

- Bachelor of Architecture, California Polytechnic State University, San Luis Obispo, CA

Licenses, Accreditations, and Affiliations

- Architect, CA, 39684

Relevant Projects

- 1138 Madonna Road ADU, San Luis Obispo
- 13th Street Grover Beach Single-Family Residential Subdivision
- 16 Prairie Grass (Chen Residence & ADU), Irvine
- 1728 Lima Drive Residential ADU, San Luis Obispo
- 712 Anapamu Street Accessory Dwelling Units, Santa Barbara
- 770 Buchon Street ADU, San Luis Obispo
- Concord Accessory Dwelling Units Standard Drawings Development
- Grand Oaks Micro Community, Atascadero
- Mono County ADU Design
- Orcutt Key Site 30 Bradley Village Single-Family Residential Development
- Porterville Accessory Dwelling Unit and Multifamily Dwelling Unit Plans
- Rice Ranch Meadows North, Grove West, and Grove East, Orcutt
- San Luis Ranch Single-Family Residential Subdivision, San Luis Obispo
- San Ramon Pre-Approved ADU Program
- Santa Cruz County ADU Pre-Approved Building Plan Options
- Vintage Ranch SFR Subdivision Schematic Design, Orcutt



JESSICA MEADOWS | SE, PE

Structural Engineer



Jessica has spent the last decade dedicated to sharing her passion for structural engineering. Whether it be working with the design team on a residential project, mentoring young professionals, or teaching students at San Luis Obispo’s California Polytechnic State University, she is always sure to stress what an important role structural engineers can provide on the project team. Her experience has a wide variety: single-family, multifamily, mixed-used, new education campuses and buildings, modernizations, pre-check documents, seismic rehabilitation, and accessory structures. Jessica has acted as a project manager to oversee the design process and construction of many successful projects.



CREATING ENVIRONMENTS PEOPLE ENJOY.

11 Years of Experience

Education

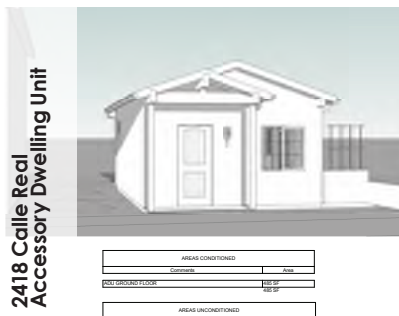
- Bachelor of Science, Architectural Engineering, California Polytechnic State University, San Luis Obispo, CA

Licenses, Accreditations, and Affiliations

- Structural Engineer, CA, S6488
- Professional Engineer, CA, C81987

Relevant Projects











- 1011 Joseph Court ADU, Nipomo
- 102 South Voluntario ADU, Santa Barbara
- 1138 Madonna Road ADU, San Luis Obispo
- 1728 Lima Drive Residential ADU, San Luis Obispo
- 21712 Lane Street ADU, Perris
- 2418 Calle Real ADU Construction Documents, Santa Barbara
- 2995 Beachcomber Drive Remodel and ADU, Morro Bay
- 5700 Portola Road ADU, Atascadero
- 712 Anapamu Street ADU, Santa Barbara
- Agoura Hills Pre-Approved Building Plans for ADUs
- Centennial Square Affordable Housing, Santa Maria
- Concord Accessory Dwelling Units Standard Drawings Development
- Dublin Citywide Multifamily Design Standards
- Mission Street Studios ADU, Santa Barbara
- Mono County ADU Design
- Newport Beach Permit Ready ADU Plan and Public Outreach Improvement Services
- Porterville Accessory Dwelling Unit and Multifamily Dwelling Unit Plans
- San Luis Obispo County Pre-Approved ADU Plans
- San Ramon Pre-Approved ADU Program
- Santa Cruz County ADU Pre-Approved Building Plan Options
- Walnut Creek ADU Acceleration



*Next Up:
Evidence of
California Licensing*

EVIDENCE OF CALIFORNIA LICENSING

The following documentation shows that RRM is properly licensed in the State of California to perform the scope of services per the City's RFP:

	<p>MARTIN, SCOTT A LICENSE NUMBER: C 32348 LICENSE TYPE: ARCHITECT LICENSE STATUS: CURRENT  EXPIRATION DATE: JUNE 30, 2023 SECONDARY STATUS: N/A CITY: ATASCADERO STATE: CALIFORNIA COUNTY: SAN LUIS OBISPO ZIP: 93422</p>
	<p>RUSSOM, RANDALL WILLIAM LICENSE NUMBER: C 24410 LICENSE TYPE: ARCHITECT LICENSE STATUS: CURRENT  EXPIRATION DATE: JANUARY 31, 2023 SECONDARY STATUS: N/A CITY: ARROYO GRANDE STATE: CALIFORNIA COUNTY: SAN LUIS OBISPO ZIP: 93420</p>
	<p>CHURCH, CONNOR AUGUSTUS LICENSE NUMBER: C 39684 LICENSE TYPE: ARCHITECT LICENSE STATUS: CURRENT  EXPIRATION DATE: MARCH 31, 2023 SECONDARY STATUS: N/A CITY: LOS ANGELES STATE: CALIFORNIA COUNTY: LOS ANGELES ZIP: 90029</p>
	<p>MEADOWS, JESSICA MARIE LICENSE NUMBER: 81987 LICENSE TYPE: CIVIL ENGINEER LICENSE STATUS: CLEAR  EXPIRATION DATE: MARCH 31, 2022 SECONDARY STATUS: N/A CITY: ATASCADERO STATE: CALIFORNIA COUNTY: SAN LUIS OBISPO ZIP: 93422</p>
	<p>MEADOWS, JESSICA MARIE LICENSE NUMBER: 6488 LICENSE TYPE: STRUCTURAL ENGINEER LICENSE STATUS: CLEAR  EXPIRATION DATE: MARCH 31, 2022 SECONDARY STATUS: N/A CITY: ATASCADERO STATE: CALIFORNIA COUNTY: SAN LUIS OBISPO ZIP: 93422</p>

*Next Up:
References*

RRM CLIENT REFERENCES

If you check our references, you will find that our clients appreciate our work and the high level of service we provide.

JASON RIDENOUR, *Community Development Director*

City of Porterville

(559) 782-7460 | jridenour@ci.porterville.ca.us

Project: Porterville Accessory & Multifamily Dwelling Unit Plans
(see page 32 for additional project information)

Dates: 2021-Present

LAURA MELLISH, *Senior Building Plans Checker*

County of Santa Cruz

(831) 454-3151 | laura.mellish@santacruzcounty.us

Project: Santa Cruz County ADU Pre-Approved Building Plan Options
(see page 36 for additional project information)

Dates: 2021-Present

JAIME MURILLO, *Project manager*

City of Newport Beach

(949) 644-3328 | jmurillo@newportbeachca.gov

Project: Newport Beach Permit Ready ADU Plan and Public Outreach Improvement Services

(see page 37 for additional project information)

Dates: 2022-Present

MINDY GENTRY, *Planning Manager*

City of Concord

(925) 671-3369 | mindy.gentry@cityofconcord.org

Project: Concord Accessory Dwelling Units Standard Drawings Development
(see page 38 for additional project information)

Dates: 2021-Present

*Next Up:
Subconstracor*

TIMOTHY CARSTAIRS | CEA, HERS, GPR

Title 24 Energy Compliance



19 Years of Experience

Education

- Bachelor of Science, Accounting
University of Phoenix,
Phoenix, AZ

Licenses, Accreditations, and Affiliations

- Cabec Certified Energy Analyst
- CalCerts Certified HERS I and HERS II Rater
- Licensed HVAC Contractor (CSLB#926170)
- Certified Green Point Rater (Build It Green)
- Real Estate Broker (BRE #01855310)

Timothy is the owner of Carstairs Energy, Inc., a full-service energy consulting company based in San Luis Obispo. Carstairs Energy prepares energy compliance reports and works with building departments, architects, engineers, and homeowners to ensure compliance for each project. Timothy Carstairs is a Cabec Certified Energy Analyst and a licensed HERS Rater through CalCerts. He started Carstairs Energy in 2005 and was one of the first title 24 companies to offer services online. Carstairs Energy not only provides Title 24 Residential and Commercial Energy compliance, but they also provide HVAC Design Services including ACCA Manual J, D, S, and Solar Design services throughout California as well as HERS Testing and Green Point Rating local to the San Luis Obispo area.

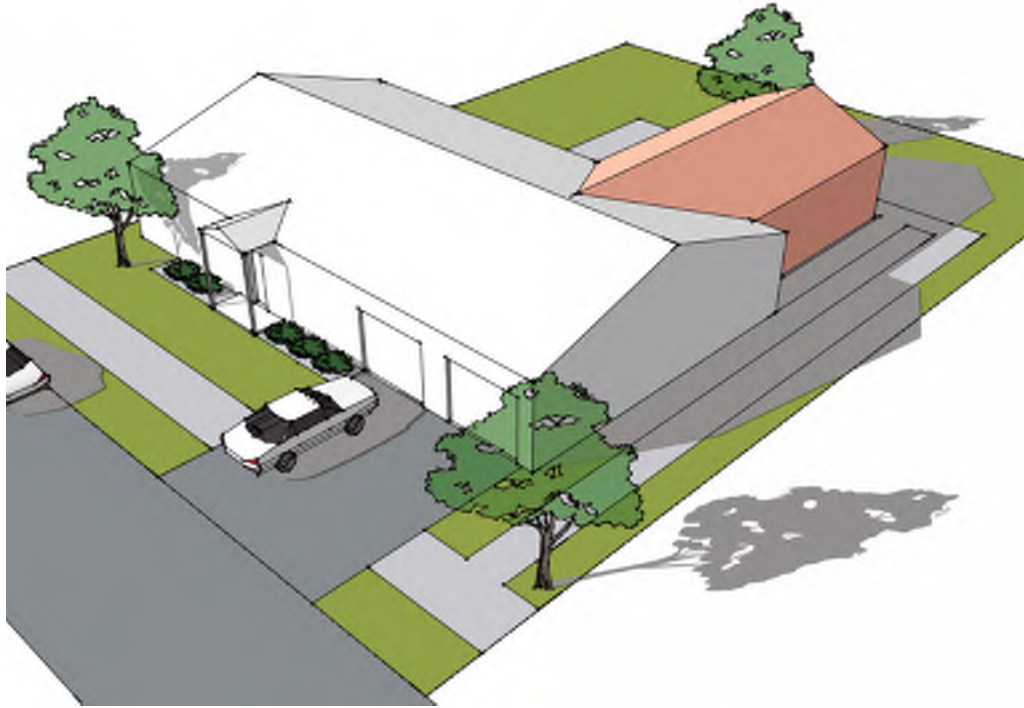
Relevant Projects

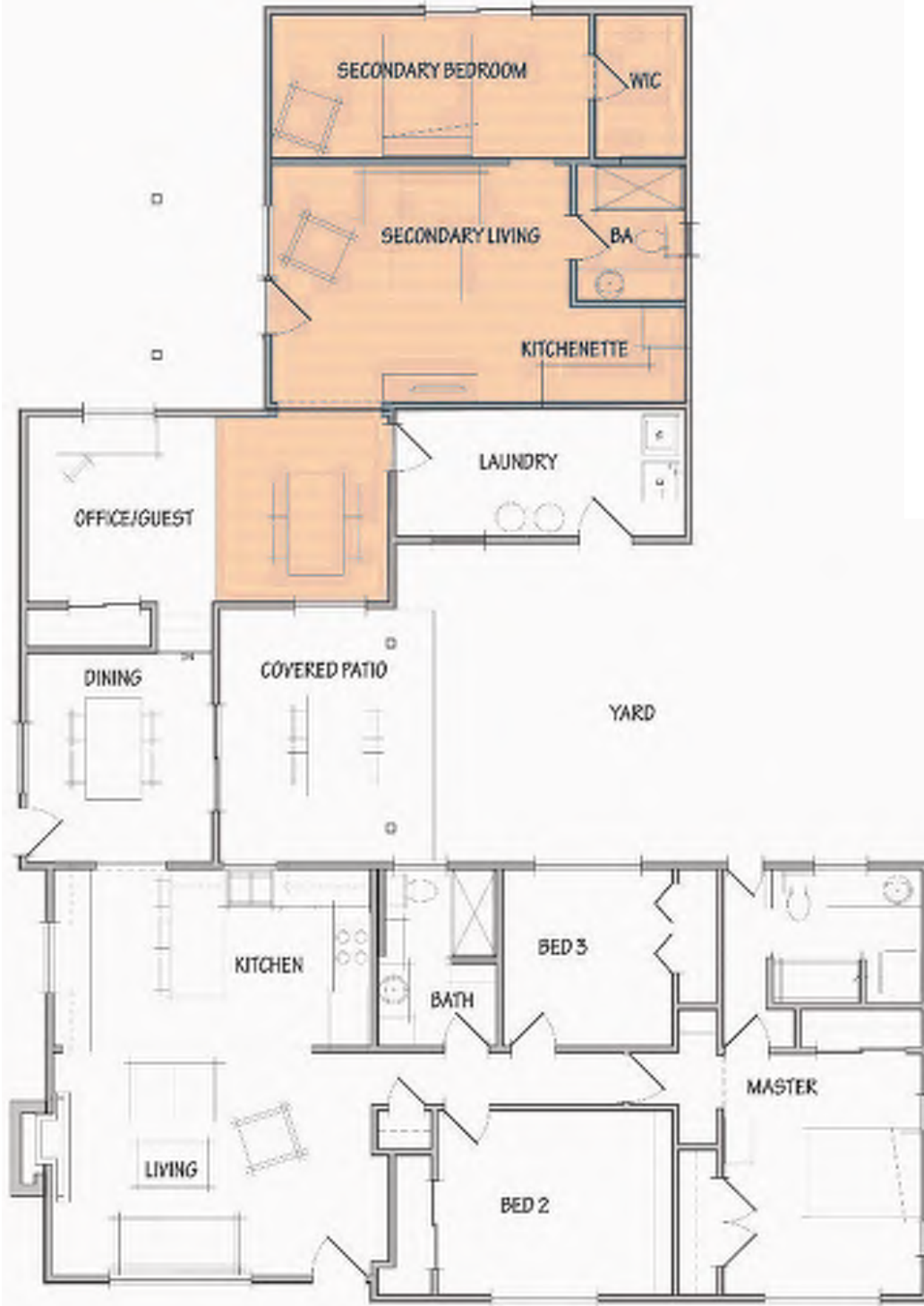
- Agoura Hills Pre-Approved Building Plans
- Coastal Community Builders, The Meadows at Rice Ranch, Orcutt
- Coastal Community Builders, Vineyard Creek, Templeton
- McCarthy Homes Purisima Hills, Coastal Collection, Lompoc

Quotes

- *I've worked with Carstairs for the past 5 years. They have always been very knowledgeable on every project I ask them about. They have always been on time, and ready to answer questions. I would highly recommend them.*
~Gregory Soto, Architect
- *Carstairs Energy, Wow. Our Company, Crizer Construction Inc, has been in business for almost 35 years this year and I have to say that Carstairs Energy, Tim Carstairs, is one of the most attentive professionals we have worked with...The response time, when working with Carstairs Energy, will be as fast as any professional in the business. I highly recommend that you work with Carstairs Energy on your next project.*

RRM PROJECT
Martin Residence • Accessory Dwelling Unit Addition
Atascadero, California





**PROPOSED METHOD TO
ACCOMPLISH THE WORK**
Proposal for Design Services for Pre-Approved ADU Plans



PROJECT UNDERSTANDING & APPROACH

The City of Coachella proposes to encourage ADU production to meet local housing needs by initiating an ADU program. RRM's extensive portfolio and expertise in ADU regulations, visual document production, architectural/construction level permit-ready plan drafting, and community outreach and engagement will provide an excellent foundation for making this vision a reality.

RRM understands the City is looking to develop a series of permit-ready housing units and provide homeowners the ability to streamline the process of using those plans for their unique and individual needs. We also recognize that the City's goal is to maximize the number of plans and options achievable from local funding. RRM's long history in production housing allows us to develop plans with various options, making a single plan far more customizable and functional in multiple situations. RRM will provide for the following designs to be refined during the initial due diligence portion of the design process:

- Two approximately 400-500 sf: Free-standing studio ADUs in compliance with California Residential Code, California Code of Regulations, Title 24, Part 2.5, not exceeding 16' height and designed to conform to a typical flat lot
- Two approximately 700-850 sf: Free-standing one-bedroom, one-bathroom ADUs in compliance with California Residential code, not exceeding 16' in height and designed to conform to a typical flat lot
- Two approximately 1,000-1,200 sf: Free-standing two-bedroom, two-bathroom ADUs in compliance with California Residential code, not exceeding 16' in height and designed to conform to a typical flat lot

Each plan type will be designed to adapt to and include two alternate elevation styles to conform to the City's trending architectural vernacular. Each plan type is to be provided with reverse floor plans.

RRM properly envisions this project as a four-phase project which begins with programming. As with any public project, the City is responsible to its citizens to spend money wisely and effectively. This is the problem that a proper initial due diligence or programming phase can address. We are looking to identify the greatest opportunity to impact housing stock through a permit-ready ADU program for this project. Starting with the kickoff meeting, the City will be a partner in formulating the best solution to address the goals unique to your area. The success of this program will not come from the plan set product but will be founded on crafting context-appropriate designs and then facilitating implementation. RRM's community-based design will help assure that these plans have elevation options that allow for personal taste and are appropriate to the community's identified architectural vernacular. Identifying the correct designs for the City of Coachella will come through RRM's collaboration with City staff. Coupled with an inventory of appropriate prevalent styles in the community, these outcomes will inform the second phase's building block: design. We understand that residential design can be one of the purest manifestations of community character; accordingly, many people are passionate about homes. This is where our collaborative approach to design results in successful outcomes. From RRM's production housing experience, we will develop designs with options to help provide the greatest variety of plans founded on the base project program. RRM will collaborate with the staff and building departments in the early phase to create efficient implementable designs that fit the pre-approval process's goals.

Following a public design review, RRM will work with City staff and building officials to generate complete permit-ready plan prototypes. These plans may vary in size from less than 400 sf up to approximately 1200 sf feet, providing a wide variety of options for each homeowner to implement on their unique site. RRM will work with designated staff to resolve a design that is not only stylistically appropriate but implementable. Before implementation, we see the permit-ready ADU plans as the phase where our multidisciplinary practice provides the most significant impact. In-house structural engineering allows us to focus on design development with an eye toward efficient, low-cost construction, which will be of fundamental value to the end user. RRM has extensive experience in affordable and production housing, which helps us focus on efficient implementable solutions.

This leads us to the final component of the project: implementation. Getting the plans off the shelf and into the community is truly the end goal for a project like this. RRM's experience on both sides of the counter will provide a solid basis for presenting information and how that information is perceived and used by private citizens.

We embrace a collaborative approach to the design process. RRM is looking forward to working with staff to define and develop this process so that by the time the plans are ready for the public, all parties should know what to expect.

While our experience has shown this approach as being the most effective way we can serve a city in providing pre-approved ADUs, it does require more investment in time. A more expedited approach that limits staff engagement in the design process would result in a faster delivery schedule, more in keeping with the stated time frames of the RFP.

*Next Up:
Scope of Services*

SCOPE OF SERVICES

ESTABLISH A STRONG FOUNDATION

In this project's initial phase, the team will engage in a due diligence process designed to inform the team and key City staff on the primary issues to be addressed and gather and review relevant data and background information.

TASK A.1: INITIATION MEETING

Following the review of existing data, the project team will meet with City staff to establish a mutual understanding of the key issues, further define the scope, project schedule, expectations, layout of significant project milestones, meeting times, deliverable targets, and review pertinent data. Based on evolving COVID restrictions, a digital meeting or Google field trip may be necessary.

Deliverables:

- One (1) meeting with City staff
- One (1) meeting minutes

TASK A.2: DATA GATHERING AND DOCUMENT RESEARCH

As a first step in the process, the team will collect and review all data relevant from design guidelines, the general plan, the development code, specific plans, the local jurisdiction's unique requirements, and other planning efforts that have a bearing on the communities. RRM will work with staff to compile a preliminary survey of existing City lots to identify the typical prevalent sizes and configurations. Next, RRM, in coordination with City staff, will review identified opportunities for implementation to further inform the final design solutions. Finally, RRM will prepare a program memo to document the project goals and alternatives the City wishes to achieve with the final designs.

Deliverables:

- ADU due diligence memo
- One (1) meeting with City staff

ADU DESIGN

The baseline generic prototypes, which could be utilized as ADUs, or standalone single-family dwellings designed to fit on generic flat lots, include the following:

- Two approximately 400-500 sq ft: free-standing studio ADUs in compliance with California Residential Code, California Code of Regulations, Title 24, Part 2.5, not exceeding 16' in height and designed to conform to a typical flat lot
- Two approximately 700-850 sq ft: free-standing one-bedroom, one-bathroom ADU in compliance with California Residential code, not exceeding 16' in height and designed to conform to a typical flat lot
- Two approximately 1,200 sq ft: free-standing two-bedroom, two-bathroom ADU in compliance with California Residential code, not exceeding 16' in height and designed to conform to a typical flat lot

Each plan type will be designed to adapt to and include two alternate elevation styles to conform to the City's trending architectural vernacular, including incorporating styles and details identified in the City's Pueblo Veijo District Plan. The final permit documents will provide each plan type with reverse floor plans.

Each of the six base plans may be provided with interior design options, including ADA adaptable and fully accessible options, storage options, additional bedroom or flex space options, and multiple entry locations to allow personalization and site flexibility. This approach allows for the three base plans to serve as many times as the number of designs.

TASK A.3 CONCEPTUAL ADU PLAN DEVELOPMENT

RRM will compile the relevant data and goals from the research and City meetings to establish a straightforward program with identified constraints and opportunities to be used as the basis for the preliminary design. Based on the initial description, RRM will provide design concept options for the final plan direction through staff review.

Deliverables:

- PDF format submittal
- One (1) meeting with the City staff; a preliminary plan option review
- Preliminary site/floor plans for three (3) unit prototypes

Schedule:

- Three (3) weeks included staff review meetings

Meeting:

- One (1) concept design review meeting

TASK A.4: PRELIMINARY (30%) ADU DESIGN

RRM recognizes that residential design can be one of the purest manifestations of community character, and many people are passionate about homes. Therefore, RRM encourages a collaborative approach to working with staff to deliver designs that respond to the community's unique character. Following the initial staff collaboration in Task A.3 above, RRM will design a series of preliminary site plans/floor plans, sections, and elevations for the unit prototypes. We will review the designs with staff for comment and approval at approximately the 30% completion stage. The designs will include typical front elevation style options. Plans will be based on generic sites as directed by staff.

Deliverables:

- PDF format submittal
- One (1) meeting with the City staff; a preliminary plan, massing, and elevation review meeting (currently expected to be conducted remotely on the platform of City's choice)
- Preliminary site/floor plans for six (6) unit prototypes

- Preliminary sections for six (6) unit prototypes, as needed
- Preliminary style options for front elevation of two (2) options per plan for a total of twelve (12) front elevations

Schedule:

- Four (4) weeks included staff review meetings

Meeting:

- One (1) preliminary design (30% set) review meeting prior to the development of the final schematic design package for review and approval to proceed

TASK A.5: SCHEMATIC (65%) ADU DESIGN

Based on staff feedback on the preliminary design, RRM will refine the schematic design to an approximately 65% completion level for review by staff and any public outreach efforts. The submittal will be architecture-specific and for a non-specific generic site; no civil engineering or landscape architecture will be provided for review. It is assumed that City staff will coordinate all submittals, applications, and notices associated with any public hearings if desired. Attendance and presentation documented for any public outreach or hearings are addressed in Task A.7 below.

Deliverables:

- PDF format 65% plan set
- Floor plans for six (6) ADU prototypes with design options
- Sections for six (6) ADU prototypes
- Elevations for six (6) ADU prototypes; four (4) sides for each unit
- Two (2) style options of the front elevations of each of the six (6) ADU base unit prototypes;
- Color and material boards; one (1) for each elevation style as printed images
- Twelve (12) 3D color-rendered front views suitable for publication

Schedule:

- Four (4) weeks included staff review meetings

Meeting:

- One (1) staff review meetings

ADU CONSTRUCTION DOCUMENTS

TASK A.6: DOCUMENT PREPARATION AND PLAN REVIEW

Our experience providing simple, cost-effective designs and plans complying with California Residential Code conventional construction requirements provides a strong base for further modification. A fully construction-ready plan of conditions meets code requirements. Our proposed scope provides for a fully designed building based on CRC conventional construction. It utilizes a complying braced wall system that allows for significant customization within the pre-approved standard, reducing time and costs to the end user. All unit elevations are customizable to allow for variations in exterior materials and door and window fenestration to express individual owners' tastes and community character. This will be achieved by stating the minimum shear wall panel requirements for each exterior wall. Most interior walls will not be used for bearing, allowing further flexibility for the end user. For construction cost, speed, and simplicity, designs are anticipated to utilize truss roof framing.

Our goal would be to express the design intent with a structural system that considers the most material and cost-efficient approach to provide a more implementable, affordable housing solution. This detailed review is typically only achievable with an in-house structural design team where all parties share a mutual goal.

Title 24 energy compliance will be four orientation designs, allowing full implementation across sites. No mechanical and electrical engineering design is anticipated beyond typical line diagrams. Again, design efficiency will be a key parameter for mechanical and electrical design. RRM is a leader in efficient, sustainable design. We anticipate only one round of plan check revisions and resubmittal. RRM anticipates a single-City coordinated review for all departments. The City will be responsible for the coordination of plan reviews.

As part of the construction document scope, an ADU application submission template will be developed to allow individual lot-specific submissions and alternate design submissions. The submission template will be developed to be submitted using the City's standard submittal process.

Plans to be produced to the following criteria:

1. All designs shall fully comply with the 2022 California Residential Code, California Code of Regulations, Title 24, and Part 2.5.
2. All designs shall comply with the 2022 California Building Code (CBC), California Code of Regulations, Title 24, and Part 2 for structure(s) or element(s) exceeding the design limitations in the CRC or specifically directed by the CRC to use the CBC.
3. Minimum Energy Compliance Design Criteria: State Title 24 Energy Compliance documentation in all four primary orientations (north-, south-, east-, and west-facing).
 - a. Climate Zone: 15
 - b. Exterior Wall Insulation: R-15
 - c. Attic Insulation: R-30
 - d. Designed for both heating and cooling: 92 AFUE (Heating); 15 SEER (cooling)
4. Foundation Design Criteria:

The foundation design is generally site-specific, although the building code does allow for code minimums and the waiving of site-specific soils geotechnical investigations. The foundation design is provided for building sites that do not exceed a slope of one vertical to three horizontal units. The design does not assume unstable soil or expansive clay soil:

 - a. Soil Bearing Pressure: 1,500 PSF (without Geotechnical Report)
 - b. Lateral Bearing Pressure: 100 PCF
 - c. Foundation Depth Below Ground Surface: 18 inches min.

5. Front porch options shall be provided on at least one elevation style of each plan type. Porch detailing shall include at a minimum:
 - a. Ledger and attachment details
 - b. Porch framing member size, spacing and connection details
 - c. Column size and isolated footing design, including connection details
 - d. Any soffit and finish trim details required to fulfill the design intent
6. Fire Resistive Construction Details:
 - a. The proposed detached units should be anticipated to be located within four feet of a real or assumed property line on the rear or side elevation
 - b. Therefore, for each of the proposed plan elevations, the rear and side elevations will be designed with options to comply with CRC Table R332.1 (I) Fire Resistance Protection/Rating of exterior Wall elements
7. The following minimum fire protection details shall be included within the plans:
 - a. One- (1-) hour fire-rated wall construction detail for each architectural style that would comply with ASTM e119 or ul 263 testing
 - b. One- (1-) hour fire-rated projection details on the underside of the projection for each architectural plan style and assume a two-foot minimum fire separation distance
 - c. Design elevation where the opening on the exterior firewalls shall not exceed 25% of the wall area
 - d. Specifications and details of roofing material and roof sheathing that would comply with a two- (2-) foot minimum fire separation distance

Deliverables:

EACH OF THE SIX (6) PLAN SETS WILL INCLUDE:

- PDF format plan set
- Jurisdictional-specific cover sheet
- Generic site plan with fillable information; no grading, stormwater, or utilities information five (5) feet beyond unit

- Floor plan
- Reverse floor plan
- Foundation plans – slab on grade only
- Floor framing plans
- Roof plan
- Roof framing plan/truss plan and profiles
- Sections; as necessary, maximum of two (2) per unit
- External elevations; one (1) front, two (2) sides and one (1) rear as plan typical elevations
- Front exterior elevation options; two (2) optional front elevations per plan, with associated details
- Renderings of exterior; one (1) exterior elevation rendering per style for marketing publication provided as individual graphic files
- Recommended external and internal materials
- Architectural and structural details
- Mechanical, electrical, and plumbing plans; limited to line diagram electrical and mechanical, gas isometric only
- T24 Energy calculations (compliant for all building orientations)
- No fire sprinklers plans are to be provided other than designating the requirement for fire sprinklers as applicable
- CALGreen (Title 24/Part 11) requirements sheet
- One (1) plan review cycle is anticipated

Final Delivery Documents:

- 24 x 36 PDF file
- 11 x 17 PDF file (non-scalable)
- Color exterior renderings suitable for marketing and publication
- Illustrative floor plan for marketing and publication

Schedule:

- Eight (8) weeks of production time till initial submittal

Meeting:

- One (1) pre-submittal 90% set review meeting

MANAGE THE PROJECT

TASK A.7: PROJECT MANAGEMENT/ COORDINATION

The foundation of RRM's practice relies on expert and proactive project management. Successfully accomplishing each unique assignment within the needed timeframe and allocated budget is essential. RRM focuses on capturing a clear direction on final deliverables and end products at the beginning of a project, establishing a shared understanding of the project with the City and all team members. This provides an essential project "road map," RRM develops a critical path schedule, monitoring and updating it regularly throughout the process.

We make it a practice to provide regular status reports of project progress and closely coordinate with the City's project manager and key consultant team members. RRM views close project team collaboration as a key mechanism to ensure issues are well-vetted and fully addressed because better projects result from multiple perspectives. In addition, all product deliverables are reviewed internally for quality control purposes before the City submittal.

We have found it helpful to establish mutually agreeable, timely turnaround review times in managing a schedule. One helpful approach can be for the City to provide one redlined, marked-up version of comments from its staff so that all comments are reconciled and expedite the revision process. Early consultation with affected agencies and stakeholders is vital for a smooth and efficient process. These approaches reduce potential surprises that can add costs, cause delays, and dilute consensus. In addition, the performance of project managers is evaluated in several ways:

- Monthly review of compliance with project budgets by task by RRM management and principals. Our Deltek Vision project Management and accounting software also allow project managers and principals to track daily time entries and task budgets

- Ongoing oversight by the principal-in-charge regarding contract and schedule adherence as well as overall project progress
- Periodically, report cards are provided to clients to solicit feedback on the project manager and overall project performance
- Annually, project managers are evaluated on the quality of their performance
- Throughout the project process, client feedback is sought for both RRM project managers and contract personnel to ensure satisfaction and provide the opportunity for adjustment if needed

We take project management seriously and are committed to delivering on time and on budget.

RRM may need to coordinate and meet with City staff, various departments, and interest groups in addition to those specifically outlined in this scope. This will include information teleconferences, meetings, research correspondence, status reports, record keeping, project coordination, electronic file management, preparation for meetings, and all other coordination during the project.

Deliverables:

- *PDFs, project administration, and coordination as needed*
- *Conference calls and emails as needed*
- *Print sets for plan check submittal and resubmittal*

WORK PROGRAM ASSUMPTIONS

- Meeting notices. The City is responsible for printing and distributing physical meeting notices when needed. If requested, the costs of providing printing and/or distribution of meeting notices would be on a time and materials basis
- Meeting attendance. The project budget includes attendance at public meetings identified in the work program. The costs of additional meeting attendance would be on a time and materials basis if requested. In addition, meetings are assumed to be conducted using a virtual format
- Draft documents. A draft of each document will be provided to staff and revised based on a single set of consolidated comments providing clear direction
- Printing. This budget assumes the City will be responsible for printing and distributing documents
- Environmental review. The scope of work requested does not include environmental documentation or clearance pursuant to the California Environmental Quality Act. As such, environmental documentation and technical studies are not included in this work program. However, such documentation would be provided on a time and materials basis if requested
- All permit-ready ADU designs will be developed to use the 2022 CRC conventional construction code
- Any design revisions exceeding this assumption's constraints may require additional engineering and fee
- This proposal assumes the City will own and maintain the approved architect or engineer stamped originals, issue users unstamped copies, and require a hold harmless agreement to be signed by the end-user. The wording suggested similar to "By using these permit ready accessory dwelling unit construction documents, the user agrees to release, hold harmless, and indemnify the City, its elected officials and employees, and the architect or engineer who prepared these construction documents from any and all claims, liabilities, suits and demands on account of any injury, damage or loss to persons or property, including injury or death, or economic losses, arising out of the use of these construction documents"



QUALITY CONTROL

Efficient, On Time, and Within Budget

RRM has 180 professionals, and together with our subconsultant, we can bring the horsepower to meet deadlines and expedite the process. Randy Russom, our project manager, has over 40 years of residential construction and design experience. He brings the expertise and understanding of how to efficiently manage our team, proactively steer the project through a city departmental engagement process, and a particular fondness for creating ADUs.

Commitment to Completion

The foundation of RRM Design Group’s practice relies on expert and proactive project management. Successfully accomplishing each unique assignment within the needed timeframe and allocated budget is essential. At the beginning of a project, RRM focuses on capturing a clear direction on final deliverables and end products, establishing a shared understanding of the project with the City and all team members. This provides an important project “road map,” RRM develops a critical path schedule, monitoring and updating it regularly throughout the process. We make it a practice to provide regular status reports of project progress and closely coordinate with the City’s project manager and key consultant team members. RRM views close project team collaboration as a key mechanism to ensure issues are well-vetted and fully addressed because better projects result from multiple perspectives. In addition, all product deliverables are reviewed internally for quality control purposes before City submittal.

We have found it helpful to establish mutually agreeable, timely turnaround review times in managing a schedule. One helpful approach can be for the City to provide one redlined, marked-up version of comments from its staff so that all comments are reconciled, and the revision process is expedited. Early consultation with affected agencies and stakeholders is vital for a smooth and efficient process. These approaches reduce potential surprises that can add costs, cause delays, and dilute consensus. In addition, the performance of project managers is evaluated in several ways:

- Monthly review of compliance with project budgets by task by RRM management and principals. Our Deltak Vision project management and accounting software also allow project managers and principals to track daily time entries and task budgets
- Ongoing oversight by the principal-in-charge regarding contract and schedule adherence as well as overall project progress
- Periodically, report cards are provided to clients to solicit feedback on the project manager and overall project performance
- Annually, project managers are evaluated on the quality of their performance
- Throughout the project process, client feedback is sought for both RRM project managers and contract personnel to ensure satisfaction and provide the opportunity for adjustment if needed

We take project management seriously. We are committed to quality work, delivering on time and within budget!

RRM PROJECT
West Creek Residential Subdivision (Noveno)
Plan with an Accessory Dwelling Unit
San Luis Obispo, California



Section

4

CERTIFICATION OF PROPOSAL
Proposal for Design Services for Pre-Approved ADU Plans



Photo Credit: Greater Coachella Valley Chamber

CERTIFICATION OF PROPOSAL

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Qualifications (RFP), and to be bound by the terms and conditions of the RFP.



RRM PROJECT
Madonna Road ADU
San Luis Obispo, California

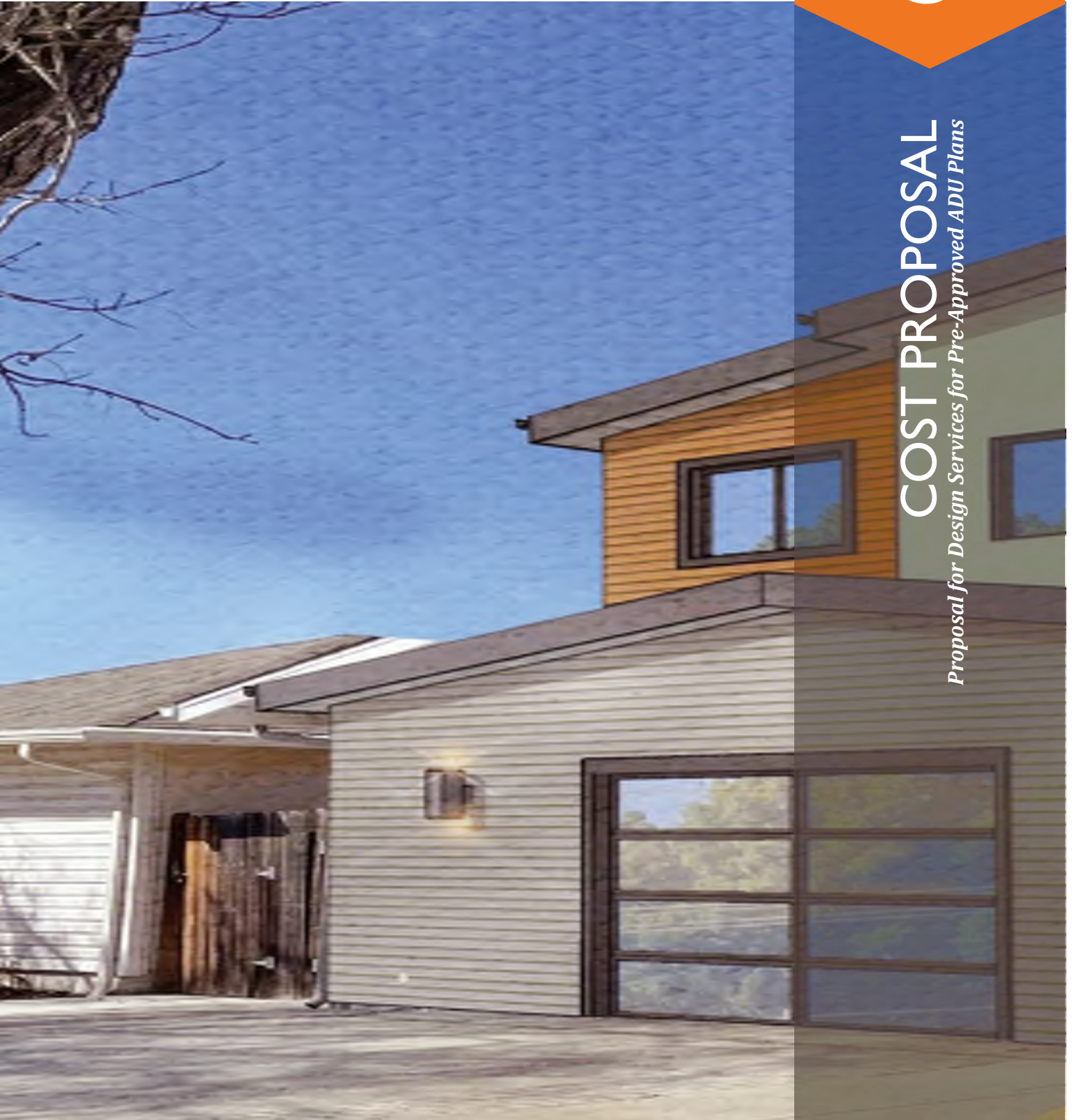


Section

5

COST PROPOSAL

Proposal for Design Services for Pre-Approved ADU Plans





COST PROPOSAL

RRM	SCOTT MARTIN	RRM	JAMI WILLIAMS	RRM	RANDY RUSSOM	RRM	JESSICA MEADOWS	RRM	CONNOR CHURCH	RRM	PLANNING STAFF	RRM	ARCH STAFF	RRM	ENG STAFF
	Principal/Design Director		Consulting Planning Principal		Architect / Project Manager		Structural Engineer		Project Architect		Plannign Production Staff		Architectural Production Staff		Engineering Production Staff
	220 \$ per hour		235 \$ per hour		220 \$ per hour		175 \$ per hour		145 \$ per hour		130 \$ per hour		120 \$ per hour		130 \$ per hour

ESTABLISH A STRONG FOUNDATION		FEE TYPE	ESTIMATED FEE
A.1	Project Initiation	NTE	\$ 1,200
A.2	Data Gathering and Document Reasearch	NTE	\$ 3,420
Total:			\$ 4,620

2	\$440	0	\$0	2	\$440	1	\$175	1	\$145		\$0	0	\$0	0	\$0
1	\$220	2	\$470	2	\$440	0	\$0	2	\$290	8	\$1,040	8	\$960	0	\$0

ADU DESIGN		FEE TYPE	ESTIMATED FEE
A.3	Conceptual Plan Development	NTE	\$ 5,720
A.4	Preliminary Design (35%)	NTE	\$ 9,760
A.5	Schematic Design (60%)	NTE	\$ 14,920
Value:			\$ 30,400

4	\$880	0	\$0	8	\$1,760		\$0	8	\$1,160	0	\$0	16	\$1,920	0	\$0
4	\$880	0	\$0	8	\$1,760	0	\$0	16	\$2,320	0	\$0	40	\$4,800	0	\$0
6	\$1,320	2	\$470	12	\$2,640	6	\$1,050	32	\$4,640	0	\$0	40	\$4,800	0	\$0

ADU CONSTRUCTION DOCUMENTS		FEE TYPE	ESTIMATED FEE
A.6	Document Preparation and Plan Review	NTE	\$ 64,560
Value:			\$ 64,560

2	\$440	0	\$0	20	\$4,400	60	\$10,500	60	\$8,700	4	\$520	160	\$19,200	160	\$20,800
---	-------	---	-----	----	---------	----	----------	----	---------	---	-------	-----	----------	-----	----------

MANAGE THE PROJECT		FEE TYPE	ESTIMATED FEE
A.7	Project Management/Coordination	T&M	\$ 8,570
Value:			\$ 8,570

2	\$440	2	\$470	20	\$4,400	12	\$2,100	8	\$1,160	0	\$0	0	\$0	0	\$0
---	-------	---	-------	----	---------	----	---------	---	---------	---	-----	---	-----	---	-----

Subtotal			\$ 108,150
Reimbursable Expenses			\$ 1,500
Estimated Project Total			\$ 109,650

Fee Footnote

Estimated fees for tasks shown as "Time and Materials" (T&M) are provided for informational purposes. Amounts billed for these tasks, which will reflect actual hours worked, may be more or less than the estimate given.

Reimbursable Expenses

Incidental expenses incurred by RRM Design Group or any subconsultant it may hire to perform services for this project are reimbursed by the client at actual cost plus 10% to cover its overhead and administrative expenses.

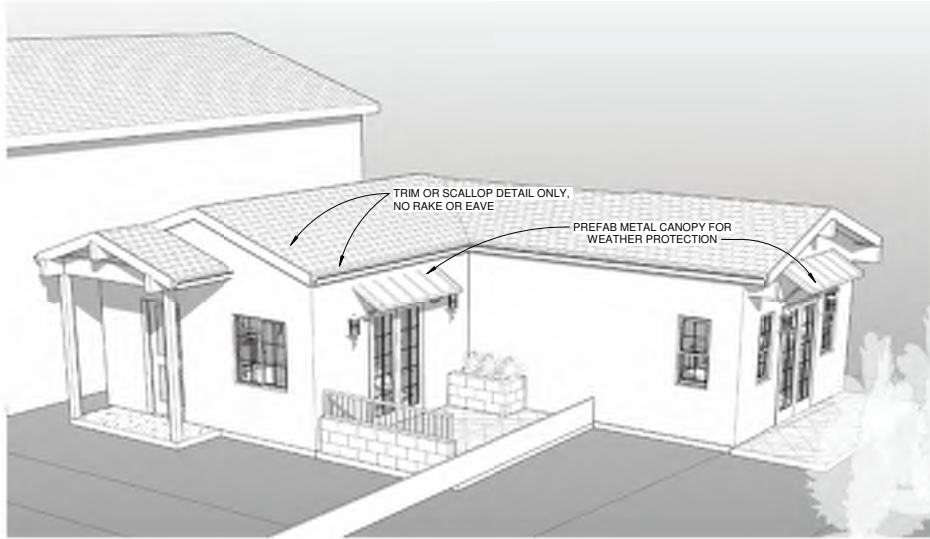
Adjustment to Hourly Billing Rates

RRM reserves the right to adjust hourly rates on an annual basis.

RRM PROJECT
 2418 Calle Real Accessory Dwelling Unit
 Santa Barbara, California

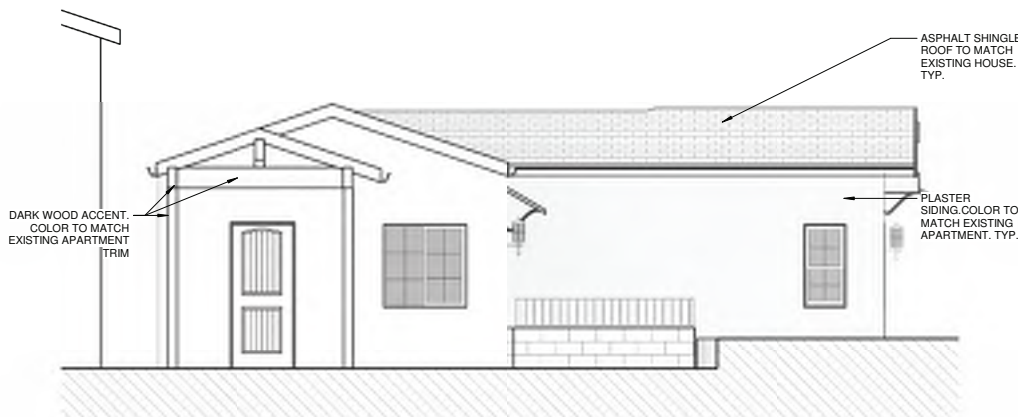
Section

6



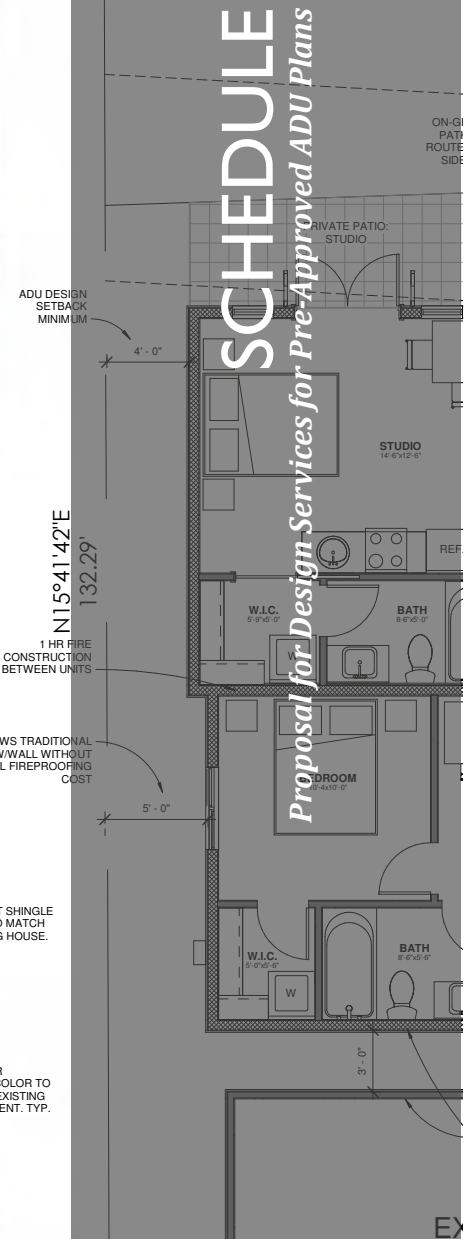
VIEW FROM HILLSIDE

AREAS CONDITIONED	
Comments	Area
1-BEDROOM GROUND FLOOR	488 SF
STUDIO GROUND FLOOR	291 SF
	779 SF
AREAS UNCONDITIONED	
FRONT PORCH	31 SF
PRIVATE PATIO : 1-BEDROOM	128 SF
PRIVATE PATIO : STUDIO	86 SF



FRONT ELEVATION SCHEMATIC

1/4" = 1'-0"



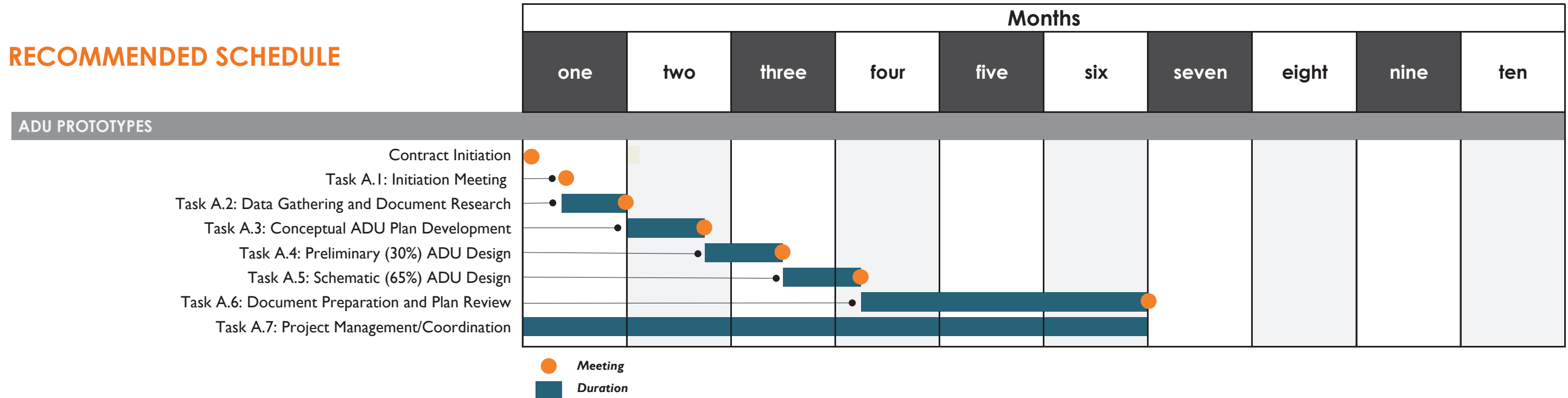
GROUND FLOOR PLAN - SCHEDULE 6

1/4" = 1'-0"

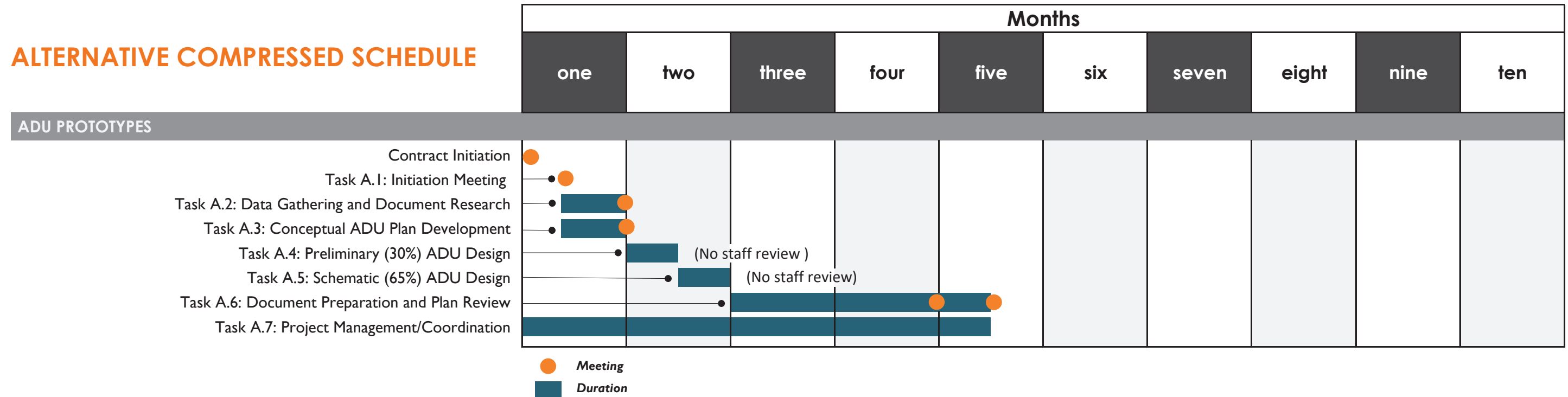


PROJECT SCHEDULE

RECOMMENDED SCHEDULE



ALTERNATIVE COMPRESSED SCHEDULE



RRM DESIGN GROUP
Headquarters
San Luis Obispo, California

Section

7



EXCEPTIONS TO SAMPLE AGREEMENT
Proposal for Design Services for Pre-Approved ADU Plans

EXCEPTIONS TO SAMPLE AGREEMENT

RRM Design Group is in substantial agreement with the City's proposed Scope of Services, requirements of the RFP, and Draft Professional Services Agreement; however we feel it would be of mutual benefit to discuss. Please read below for a detailed explanation for the proposed changes.

3.3.8 Standard of Care; Performance of Employees.

Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California (hereinafter "standard of care"). Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant ~~warrants~~ ~~represents~~ that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them.

3.3.9.4 Laws and Regulations; Employee/Labor Certification. Compliance with Laws. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable ~~for all~~ ~~to the extent found to be caused by Consultant's~~ negligent violations of such laws and regulations in connection with the Services and this Agreement.

3.3.9.7 Air Quality. ~~Consultant shall indemnify City against any fines or penalties imposed by SCAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Consultant, its subconsultants, or others for whom Consultant is responsible under its indemnity obligations provided for in this Agreement. Note: RRM has been advised that this is uninsurable.~~

3.3.10.2 Types of Insurance Required. (A) (1) limiting coverage for contractual liability ~~applicable to an "insured contract";~~ (2) excluding coverage for claims or suits by one insured against another (cross-liability); (3) products/completed operations liability; ~~or (4) containing any other exclusion(s) contrary to the terms or purposes of this Agreement. Note: This is overly broad; uninsurable. Copy of RRM's policy provided for review.~~

(D) Professional Liability (Errors & Omissions):

Professional Liability insurance or Errors & Omissions insurance appropriate to Consultant's profession with limits of not less than \$1,000,000. Covered professional services shall ~~specifically~~ include ~~coverage for Consultant's negligent acts, errors or omissions in arising from~~ all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.).

(E) Commercial General Liability: ~~(4) contain any other exclusions contrary to the terms or purposes of this Agreement.~~ For all policies of Commercial General Liability insurance, Consultant shall provide endorsements in the form of ISO CG 20 10 10 01 and 20 37 10 01 (or endorsements providing the exact same coverage) to effectuate this requirement. *Note: This is overly broad; uninsurable.* Consultant shall provide thirty (30) days written notice to City prior to implementation of a reduction of limits or material change of insurance coverage as specified herein.

(F) Automobile Liability. (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium. ~~Consultant shall provide thirty (30) days written notice to City prior to implementation of a reduction of limits or material change of insurance coverage as specified herein.~~

(G) Professional Liability (Errors & Omissions):

(2) Contractual Liability Exclusion Deleted: ~~This insurance shall include contractual liability applicable to this Agreement. Note: Not possible; professional service agreements are not considered an "insured contract"~~ The policy must "pay on behalf of" the insured and include a provision establishing the insurer's duty to defend ~~the Named Insured.~~

3.6 Indemnification. **3.6.1** To the fullest extent permitted by law, Consultant shall ~~defend (with counsel of City's choosing)~~, indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all ~~claims, demands, causes of action~~, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, ~~in any manner to the extent found to be~~ arising out of, pertaining to, or incident to any ~~negligent~~ acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and ~~reimbursement of reasonable~~ attorney's fees and other related costs and expenses ~~tied directly to Consultant's determined percentage of fault as set forth in California Civil Code 2782.8 as it is written as of the date of this Agreement~~ except such loss or damage caused by the ~~sole~~ negligence or willful misconduct of the City.

3.6.2 If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to ~~claims liability or damages to the extent that are found to~~ arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

3.7.4.4 Indemnification. Consultant shall ~~defend~~, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any ~~alleged~~ infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by City of the Documents & Data, including any method, process, product, or concept specified or depicted.

3.7.4.5 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created

by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City. ~~Notwithstanding any provision to the contrary in this Agreement, Consultant shall not be restricted from disclosing any information that is reasonably necessary for Consultant to disclose:~~ (1) to Consultant's employees, subconsultants and the General Contractor and subcontractors, if appropriate, or information in whatever form that is in the public domain; or (2) as part of the permitting and public entity approval process; or (3) if required as required by law or complying with an order to provide information or data when such an order is issued by a court, administrative agency or other legitimate authority; or (4) if reasonably necessary for Consultant to defend itself from any legal action or claim.

3.7.7 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and ~~all costs of such action as part of prevailing party's total damages as determined by a court of competent jurisdiction.~~





 THANK YOU

