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June 9, 2021

Greg Butler
Assistant City Manager
City of Temecula
(951) 506-5168
greg.butler@temeculaca.gov

RE: PROPOSAL TO ESTIMATE THE SIZE OF A POLICE HEADQUARTERS AND PATROL STATION FOR THE CITY OF TEMECULA

Dear Mr. Butler:

Pursuant to your request, Citygate Associates, LLC (Citygate) is pleased to present our proposal to assist the City of Temecula (City) in estimating the size and likely parcel assessment needed for a single in-town police facility that could serve the City at its buildout size should the City ever desire to house contracted Sheriff's personnel or its own stand-alone police department.

To size police services space needs, our team will first take the data and findings from our recently completed regional police JPA study. We will estimate the personnel needs for a standalone police department at present, plus a small expansion factor for Temecula's envisioned final size.

Then, our partner firm on police studies, JKA Architecture from San Diego, will convert the personnel needed into police building needs as well as outside spaces. Citygate and JKA have conducted this work together in the past and we understand both police space usage needs as well as regulations for police services and essential facilities under the California Building Standards Codes. The total space needs will then provide gross acreage needs before zoning setbacks and landscaping.

With the space needs information we will be able to assess up to three City-identified sites (assuming vacant or demolished parcels). If a parcel contains an existing building large enough to support the identified space needs, we will then recommend a follow-up study in more detail to assess the cost implications of those required improvements versus the cost of a new building.

Such an existing building reuse study (for an additional fee) would include a full assessment of existing building systems and required design upgrades, along with costs to incorporate required improvements.

For our combined space needs and parcel assessment work we will prepare a summary-level report of the personnel, space, and parcel needs; brief the staff; adjust if needed; and then prepare a final report for the City Council subcommittee or full City Council to review.

Citygate anticipates the duration of this project to be up to three months and is available to initiate the work upon receipt of the City's signed acceptance of this proposal on the final page of this proposal, along with, if necessary, execution of a contract for professional services.

CITYGATE CONSULTANT TEAM

Citygate's Project Team includes the following experienced senior Citygate consultants.

Chief Stewart W. Gary, MPA, Public Safety Principal



Chief Gary is the Public Safety Principal for Citygate Associates and is the retired Fire Chief of the Livermore-Pleasanton Fire Department in Alameda County, California. In 1996 he successfully designed and led the implementation of the Livermore-Pleasanton fire department consolidation, which won a California League of Cities Helen Putnam award. For 14 years, he was the lead instructor and program content developer for the Standards of Coverage process. For many years he annually taught a 40-hour course on this systems approach for fire deployment at the California Fire Academy and he teaches and consults across the United States and Canada on the Standards of Response Coverage process.

Gary Elliott, MS, Police Services Specialist



Gary Elliott has 29 years of experience in law enforcement at all levels of the organization culminating as the second in command of a medium-sized Sheriff's Office in California, with duties and authority across the entire spectrum of the agency. His experience with the Department includes 18 years on the SWAT Team as a tactical operator, team leader, and commander. He also served in the Investigations Bureau for approximately seven years, first as detective, then as detective sergeant (supervisor), and finally as the Investigative Services Commander. He investigated, supervised, and/or managed hundreds of criminal cases ranging from low-level property crimes, such as fraud, to complex homicide investigations. Mr. Elliott also has extensive leadership experience as a commissioned officer in the United States Army Reserve, with 35 years of service holding positions of steadily increasing responsibility culminating with the rank of Colonel.

Jeff Katz Architecture, Public Safety Architectural Specialists

JKA j e f f k a t z ARCHITECTURE Headquartered in San Diego, CA, JKA is a nationally recognized design firm and has

experience ranging from public safety facilities to military to entertainment and parks and recreation. JKA prides itself on repeat clients and encourages the direct contact of past clients to inquire about their experiences with Jeff Katz Architecture.

Jeff Katz, AIA, JKA Principal



Mr. Katz has practiced architecture since 1983, working with a multitude of private-, public-, and government-sector clients. He is currently licensed to practice architecture in the States of California, Texas, Florida, Hawaii, Idaho, Minnesota, Colorado, Washington, Oregon, and Nevada. He has overseen the design and construction of more than 70 public safety facilities. He is currently completing design documents for the San Ramon Public Safety Building, which includes new facilities for the City of San Ramon Police Department, San Ramon Fire Protection District Administrative offices, the Joint Emergency Operations Center and Communications Facility, as well the new Los Altos Police EOC project. He has completed numerous space needs assessments for public safety facilities.

David C. DeRoos, MPA, CMC, Citygate President



Mr. DeRoos has over 30 years of experience as a consultant to local government, preceded by five years as an assistant to the City Administrator. He earned his undergraduate degree in Political Science/Public Service (Phi Beta Kappa) from the University of California, Davis and holds a Master of Public Administration degree from the University of Southern California. Prior to becoming a Principal in Citygate in 1991, he was a Senior Manager in the local government consulting division of Ernst & Young. Mr. DeRoos has provided oversight for all Citygate's public safety engagements. Mr. DeRoos has extensive experience across over 500 projects dealing with complex issues with a diverse set of stakeholders.

STUDY COSTS

Citygate conducts projects such as this on a time-and-materials basis at the rates listed. All work will be conducted under the close direction of the City and with prior approval. All listening and analysis meetings will be done via Zoom teleconferences. The following price includes presenting a Zoom briefing to the City Council *subcommittee*. As an option, we list the cost of an additional Zoom-based briefing to the full City Council.

Our charges are based on *actual time* spent by our consultants at their established billing rates, plus reimbursable expenses incurred in conjunction with travel (if incurred) plus a five percent administrative fee to cover printing, clerical, and support services related to the engagement.

Project Element	Consulting Fees of Project Team	Reimbursable Expenses	Administration (5% of Hourly Fees)	Total Citygate Project Amount
Core Project Scope	\$38,345	\$0	\$1,917	<u>\$40,262</u>
Option – Zoom-based City Council Briefing	\$2,085	\$0	\$104	<u>\$2,189</u>
Total with Option	\$40,430	\$0	\$2,021	<u>\$42,451</u>

Standard Hourly Billing Rates

Classification	Rate	Consultant
Citygate President	\$250 per hour	David DeRoos
Public Safety Principal	\$250 per hour	Stewart Gary
Police Services Specialist	\$195 per hour	Gary Elliott
JKA Principal Architect	\$250 per hour	Jeff Katz
Report Project Administrator	\$135 per hour	Various
Administrative Support	\$95 per hour	Various

This cost proposal reflects our best effort to be responsive to the City’s needs for this study at a reasonable cost. If our proposed scope of work and/or costs are not in alignment with City needs or expectations, we are open to discussing modification of our proposed scope of work and associated costs.

This price quote includes one draft report review cycle to be completed by Citygate and the City within 14 calendar days of delivery of the Draft Report. Additional draft cycles or processing delays requested by the City would be billed in addition to the contracted amount at our time and materials rates. The Draft Report will be considered final if there are no suggested changes within thirty (30) days of the delivery of the Draft Report.

Billing Schedule

We will bill monthly for time, reimbursable expenses incurred at actual costs (travel), plus a five percent (5%) administration charge in lieu of individual charges for copies, phone, etc. Our invoices are payable within thirty (30) days. Citygate’s billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter. Our practice is to send both our monthly status report and invoice electronically. Once we are selected for this project, we will request the email for the appropriate recipients of the electronic documents. Hard copies of these documents will be provided only upon request. We prefer to receive payment by direct deposit, if available.

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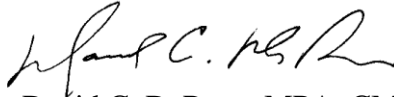
We request that ten percent (10%) of the project cost be advanced at the execution of the contract, to be used to offset our start-up costs. This advance would be credited to our last invoice.

* * *

Citygate's team of specialists would be honored to be of service to the City. If this proposal is acceptable, you can sign acceptance below or forward a standard consultant contract for us to complete.

As President of the firm, I am authorized to execute a binding contract on behalf of Citygate Associates, LLC. Please feel free to contact me at our headquarters office, located in Folsom, California at (916) 458-5100, extension 101 or via e-mail at dderoos@citygateassociates.com if you wish further information.

Sincerely,



David C. DeRoos, MPA, CMC, President

cc: Project Team

Acceptance of Citygate's proposal and terms:

Name Signature

Title Date