



REQUEST FOR QUALIFICATIONS

Architectural Consulting Services

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ATTACHMENTS:

ATTACHMENT 1 – ADMINISTRATIVE BUILDING PLANS

ATTACHMENT 2 – SAMPLE MASTER SERVICES AGREEMENT AND SAMPLE TASK ORDER

ATTACHMENT 3 – STRUCTURAL ANALYSIS OF ADMIN. BUILDING (HOLMES)



1 INTRODUCTION

The Mammoth Community Water District (District) provides domestic water, recycled water, and sanitary sewer services to the Town of Mammoth Lakes (TOML). The District is seeking a long-term partner to enter into a master services agreement (MSA) to provide as-needed architectural consulting services. The type of projects anticipated include:

- Evaluation of structural assessments prepared by District engineering consultants and preparation of complimentary architectural detailing for retrofit designs.
- Title 24 calculations (Energy Audit) and evaluation of potential retrofit design alternatives to improve energy efficiency including insulation, glazing, and heating systems.
- Analysis of public-facing buildings for compliance with the Americans with Disabilities Act (ADA) and associated building code requirements.
- Preparation of preliminary retrofit/remodel alternatives complete with cost estimates and scheduling for continued operations during construction.
- Preparation of complete building plans and specifications for construction.
- Assistance with obtaining building permits and responding to plan review comments and corrections.
- Assistance with responding to contractor RFIs and construction changes.
- Additional tasks as identified.

This RFQ invites qualified architectural firms to submit Statements of Qualifications (SOQs). The District intends to engage the selected consultant for this defined scope, and potentially other projects not listed.

- **Key Submission Dates:**
- **Submission Deadline:** Digital SOQ submissions are due by **5:00 PM, Monday, January 26, 2026**
- **Interviews (if applicable):** The following week after submission.

The District reserves the right to reject all SOQs. The District may conduct interviews following the initial SOQ review to determine the most qualified consultants. The District will negotiate a master services agreement with the selected consultant and one or more initial task orders.

Dated: _____

Mammoth Community Water District

By: _____

Nolan Ferguson Staff Engineer



2 SCOPE OF SERVICES

The District is seeking to establish a professional services agreement with a qualified architectural consultant to provide building assessment, planning, and design services for District structures. The District expects the first task order will include a preliminary analysis of the administration building. The selected consultant will work collaboratively with the District and its existing consultants to evaluate current conditions, identify risks and deficiencies, and develop feasible, phased improvements. The specific scope of work of future task orders will evolve over time; however, the District's current vision includes the tasks described below.

1. Administrative Building Assessment

The Administration Building was constructed in 1971 using masonry and glazing materials common in southern California during that period. See the original construction plans in Attachment 1. Holmes Engineering recently completed a preliminary structural assessment of the Admin Building and identified the need for seismic improvements. See Attachment 3. Task Order #1 will build upon this work and evaluate the building for energy efficiency, and accessibility. Retrofit/remodel alternatives will be developed and evaluated to address these deficiencies. Potential services include those listed in the introduction above. After being selected and entering into a Master Services Agreement, the selected Consultant will work with the District to refine the scope for Task Order #1 and provide a proposal.

Following District approval of findings, recommendations, and funding, the Consultant may be issued additional task orders to prepare construction-ready documents for selected improvements.

3 RFQ REQUIREMENTS

To be considered, a consultant responding to this Request for Qualifications (RFQ) must provide the following items and/or information in its SOQ:

- **Cover Letter:** Provide the name, title, address, email addresses, and telephone numbers of individuals with the authority to negotiate and contractually bind the Consultant. Specify which service(s) the Consultant is submitting qualifications for.
- **Statement of Qualifications:** Include brief biographical profiles of the company and key personnel who will be assigned to work on the project. Identify any relevant licenses, certifications, or education.
- **Relevant Projects:** List relevant projects with dates and references that demonstrate the Consultant's ability to carry out the tasks listed in Section 2 for each specific service the Consultant is submitting qualifications for.
- **Standard Fee Schedule:** Provide a standard fee schedule with fees listed for all labor expected to be involved in projects, laboratory fees, equipment fees, travel and per-diem fees, etc.
- **Sub-consultants:** If needed, list sub-consultants, their potential roles, and qualifications.
- **Insurance Requirements:** Provide a general statement on the ability to meet the minimum insurance requirements described in the sample MSA (Attachment 2).
- **Additional Information:** Any additional information demonstrating the Consultant's capabilities as related to the selection criteria listed below.



4 SELECTION CRITERIA & PROCESS

All RFQ materials, any amendments, and questions/answers will be posted on the District’s website at [District Website](#). SOQs must be submitted in accordance with the requirements below.

The District’s selection committee will evaluate SOQs based on the following weighted criteria:

Item	Selection Criteria	Value
1	Qualifications of key staff and personnel.	35 pts
2	Relevant project experience and references.	35 pts
3	Fee schedule and cost effectiveness.	30 pts

The evaluation committee may select a consultant based on the above criteria and/or may conduct interviews of the top-ranking consultants. In the event interviews are conducted, the final selection will be based on the outcome of such interviews.

The consultant selected to provide the services will be expected to enter into Master Services Agreements with the District to govern the provisions of these services (see Attachment 2 for sample MSA). Consultants must disclose any proposed exceptions to substantive terms only with their SOQ so those exceptions can be evaluated as part of the scoring and award process. Upon a written request by the District, Consultant shall prepare a specific scope of work, budget, and schedule for each task order. Upon written approval by the District to proceed, the Consultant shall proceed with completion of the work under the applicable task order.

5 SUBMITTAL INSTRUCTIONS

- **Deadline:** To be considered, a digital copy of the Consultant’s response to this RFQ must be submitted via email by **5:00 PM, Monday, January 26, 2026**.
 - Email Qualifications to Nolan Ferguson at: nferguson@mcwd.dst.ca.us
- **Modification or Withdrawal of Submittals:** Any SOQ received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the contractor prior to the submittal deadline.
- **Property Rights:** SOQs received become the property of the District and all rights to the contents therein become those of the District.
- **Confidentiality:** Before award of the contract, all submittals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all submittals), all responses will be regarded as public records and will be subject to review by the public.



- **Amendments to Request for Qualifications:** The District reserves the right to amend this RFQ by addendum before the final submittal date. Any amendments will be posted online at <https://mcwd.dst.ca.us/>.

Please contact Nolan Ferguson, Staff Engineer, at (951) 345-3509 or by email at nferguson@mcwd.dst.ca.us, should you have any questions or comments regarding this request.

ARCHITECTURAL SERVICES

JANUARY 8, 2026

REQUEST FOR QUALIFICATIONS

ATTACHMENT 1– ADMINISTRATIVE BUILDING PLANS



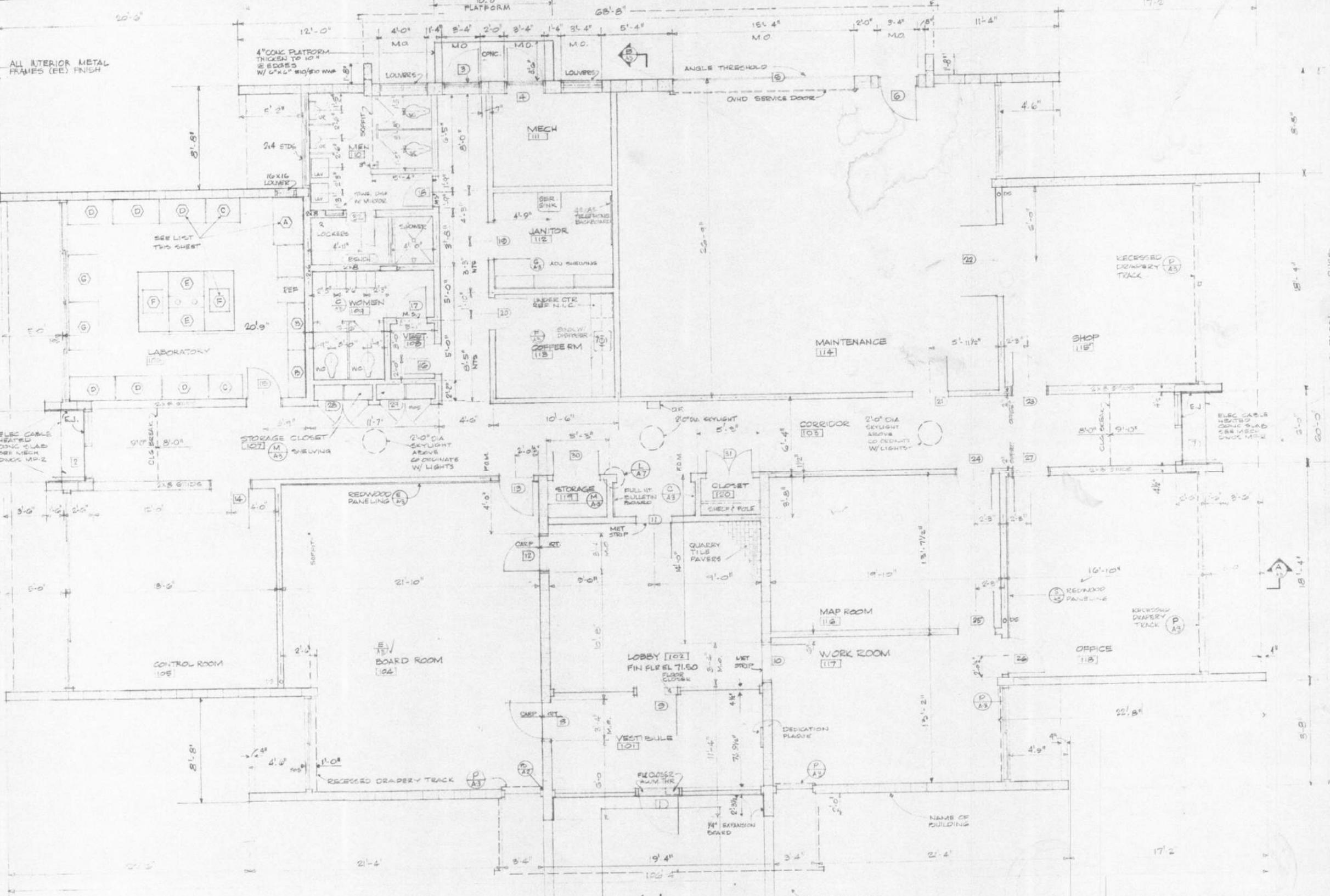
INTERIOR FINISH SCHEDULE

BLND	ROOM NAME	FLOOR	FACE	WALLS	CEILING	REMARKS
101	VESTIBULE	RT		BLK (WR)	ACP	
102	LOBBY	RT	K	BL (HFO) SMP (FE)	ACP	* AT PLAS WALLS ONLY
103	CORRIDOR	SV	K	SMP (FE)	ACP	
104	BOARD ROOM	CARP	R	BLK (WR) SMP (FE) RM (S) BLK (WR) SMP (S)	ACP	CASEWORK 2 1/2" EXT. INT.
105	CONTROL ROOM	SV	R	SMP (S)	ACP	
106	LABORATORY	SV	SV	BLK (WR) SMP (FE)	SMP	
107	STORAGE CLOSET	SV	K	SMP (EE)	SMP	SEAL WOOD SHELVING
108	VESTIBULE	SV	R	SMP (EE)	SMP	
109	WOMEN	CT		SMP (EE)	7" OAK DRIPING DRUMS 8" TYP. COMPARTMENT	
110	MEN	CT		SMP (EE)	7" OAK DRIPING DRUMS 8" TYP. COMPARTMENT	
111	MECHANICAL	SMC		BLK (WR) SMP (FE)	SMP	
112	JANITOR	SV	R	SMP (EE)	SMP	SEAL WOOD SHELVING
113	COFFEE ROOM	SV	SV	SMP (FE)	ACP	SHL EXTERIOR AND INTERIOR
114	MAINTENANCE	SMC	R	BLK (WR) SMP (FE)	SMP	
115	SHOP	SMC	R	BLK (WR) SMP (FE)	ACP	
116	MAP ROOM	SV	R	BLK (WR) SMP (FE)	ACP	
117	WORK ROOM	SV	R	BLK (WR) SMP (FE)	ACP	
118	OFFICE	CARP	R	BLK (WR) SMP (FE)	ACP	
119	STORAGE	SV	R	SMP (EE)	SMP	SEAL WOOD SHELVING
120	CLOSET	SV	R	BLK (EE) SMP (FE)	SMP	SEAL WOOD SHELVING

DOOR SCHEDULE



SR. NO.	DOOR SIZE	TYPE	MATERIAL	REMARKS
1	3'-0" x 8'-0"	I	ALUM	ALUM THRES.
2	3'-0" x 8'-0"	I	ALUM	ALUM THRES.
3	3'-0" x 8'-0"	II	GLASS	GLASS LITE
4	3'-0" x 8'-0"	II	GLASS	GLASS LITE
5	15'-4" x 6'-0"	*	GLASS	GLASS LITE
6	3'-0" x 8'-0"	II	GLASS	GLASS LITE
7	3'-0" x 8'-0"	II	GLASS	GLASS LITE
8	3'-0" x 7'-0"	II	WOOD	WOOD
9	3'-0" x 8'-0"	II	WOOD	WOOD
10	3'-0" x 7'-0"	II	WOOD	WOOD
11	3'-0" x 7'-0"	II	WOOD	WOOD
12	3'-0" x 7'-0"	II	WOOD	WOOD
13	3'-0" x 7'-0"	II	WOOD	WOOD
14	3'-0" x 7'-0"	II	WOOD	WOOD
15	3'-0" x 7'-0"	II	WOOD	WOOD
16	3'-0" x 7'-0"	II	WOOD	SIGN "WOMEN"
17	3'-0" x 7'-0"	II	WOOD	SIGN "MEN"
18	3'-0" x 7'-0"	II	WOOD	WOOD
19	3'-0" x 7'-0"	II	WOOD	WOOD
20	3'-0" x 7'-0"	II	WOOD	WOOD
21	3'-0" x 7'-0"	II	WOOD	WOOD
22	3'-0" x 7'-0"	II	WOOD	WOOD
23	3'-0" x 7'-0"	II	WOOD	WOOD
24	3'-0" x 7'-0"	II	WOOD	WOOD
25	3'-0" x 7'-0"	II	WOOD	WOOD
26	3'-0" x 7'-0"	II	WOOD	WOOD
27	3'-0" x 7'-0"	II	WOOD	WOOD
28	3'-0" x 7'-0"	II	WOOD	WOOD
29	3'-0" x 7'-0"	II	WOOD	WOOD
30	3'-0" x 7'-0"	II	WOOD	WOOD
31	3'-0" x 7'-0"	II	WOOD	WOOD
32	3'-0" x 7'-0"	II	WOOD	WOOD



FLOOR PLAN SCALE 1/4" = 1'-0"

GROUT ALL CELLS SOLID
ADD 2-#5 AT ALL WALL ENDS AND AT EDGES
OF ALL OPENINGS. EXTEND REINF 2'-6" BEYOND OPENING

LABORATORY EQUIPMENT LIST

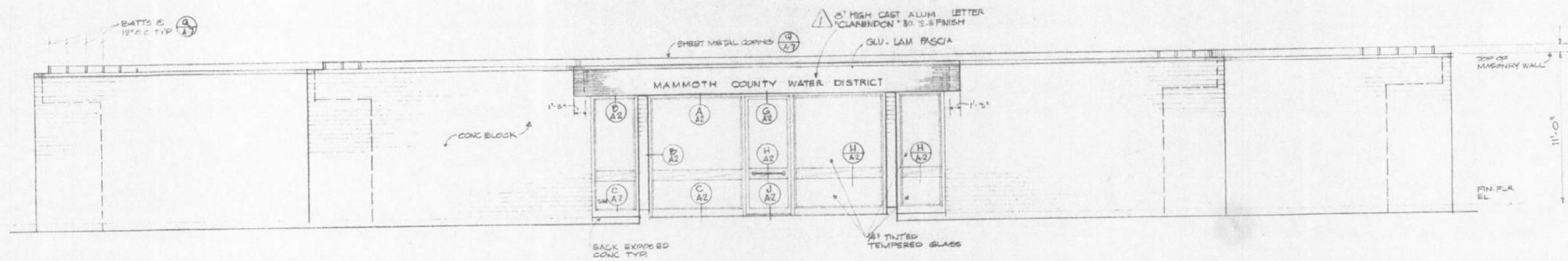
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D	CABINET UNIT	AD-3651 S24
E	CABINET UNIT	AD-3651 S24
F	SINK UNIT	AD-7591 S24
G	TAP-E	AD-5426 S24
-	ACCESSORIES	110, 111, 119, & 125

John Bartlett Associates, Architects
MOLINA engineering consultants, inc.
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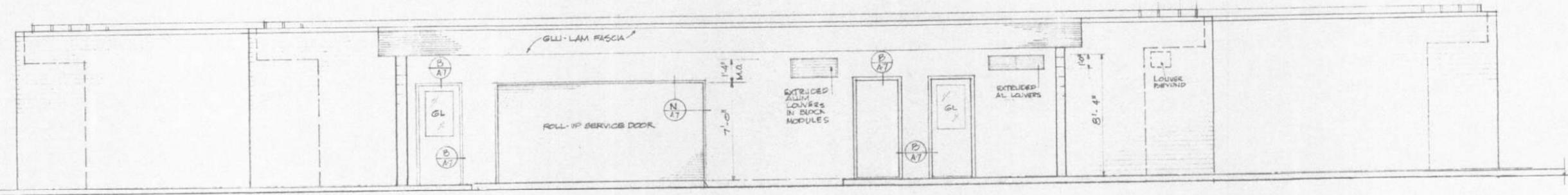
MAMMOTH COUNTY WATER DISTRICT
CONTROL BUILDING - FLOOR PLAN & SCHEDULES
SHEET A-1 OF

REVISIONS

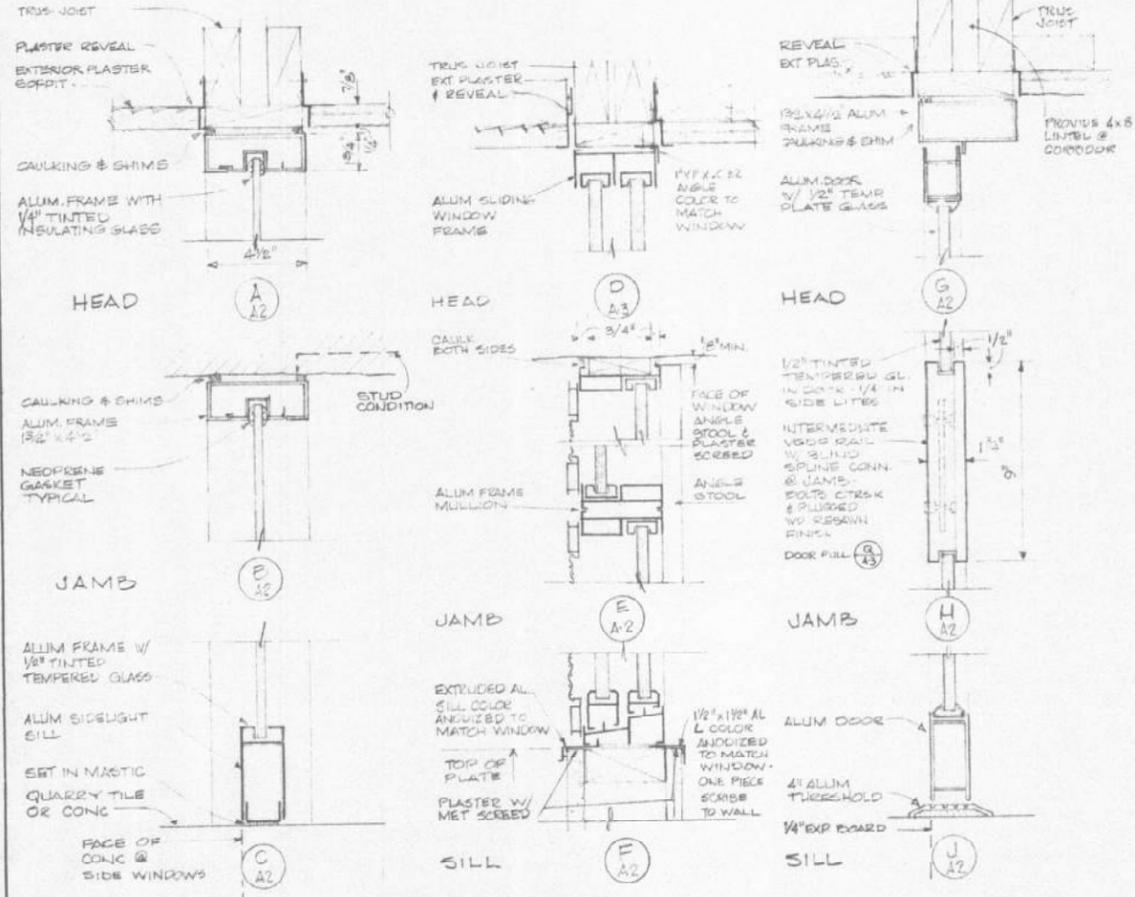
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2	11/19/71	ISSUED FOR PERMITS	BE



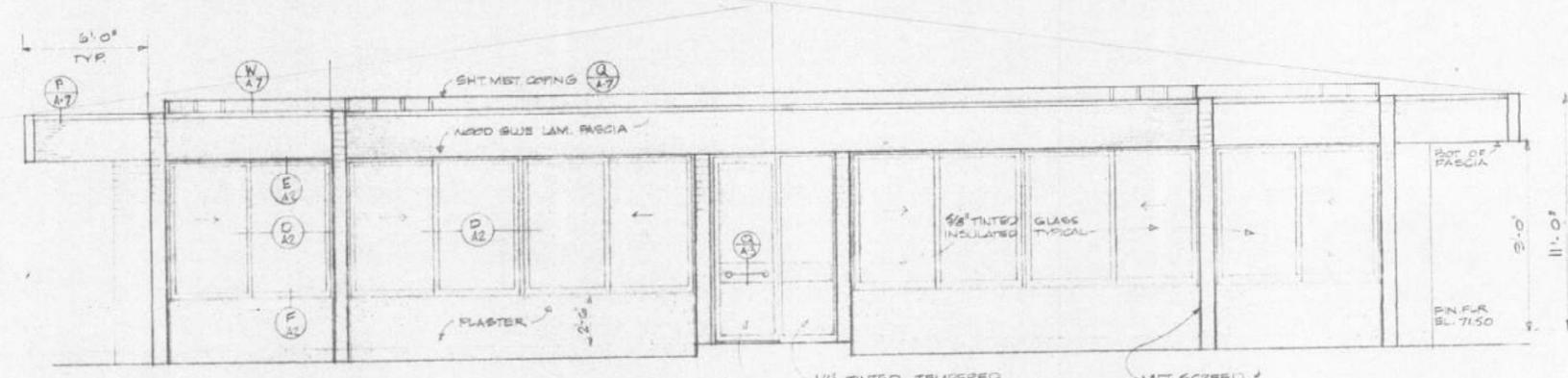
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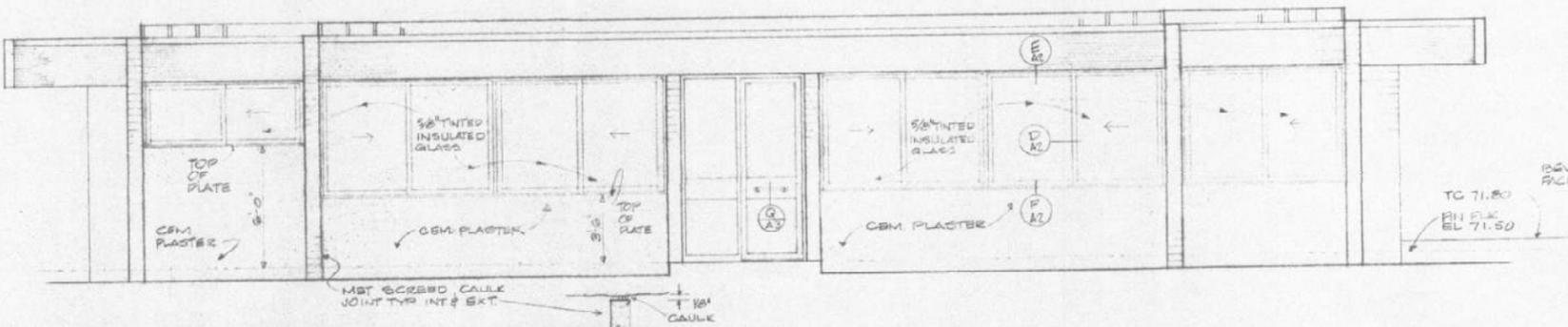
SOUTH ELEVATION 1/4" = 1'-0"



ALUMINUM DOOR & WINDOW DETAILS
SCALE: 3/8" = 1'-0"



WEST ELEVATION 1/2" = 1'-0"



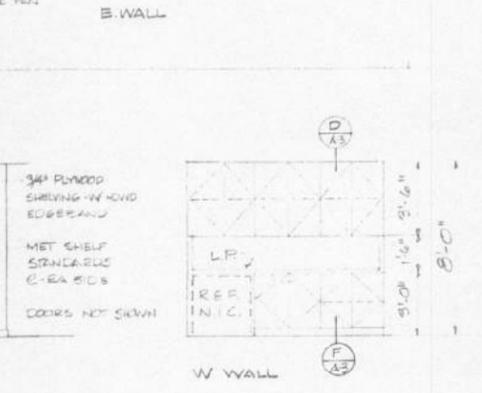
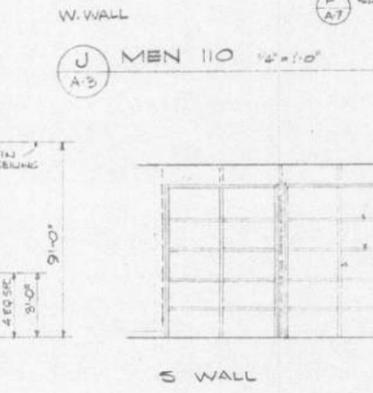
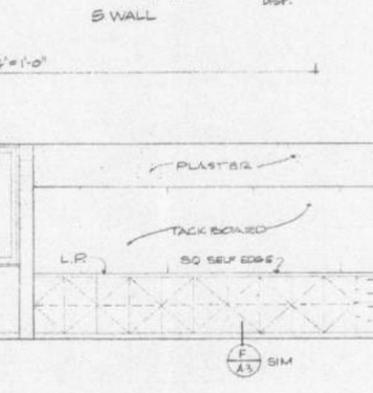
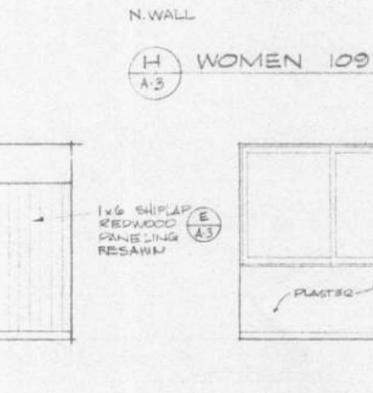
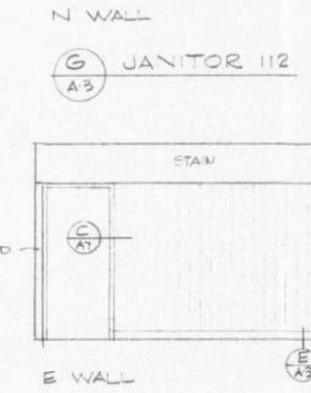
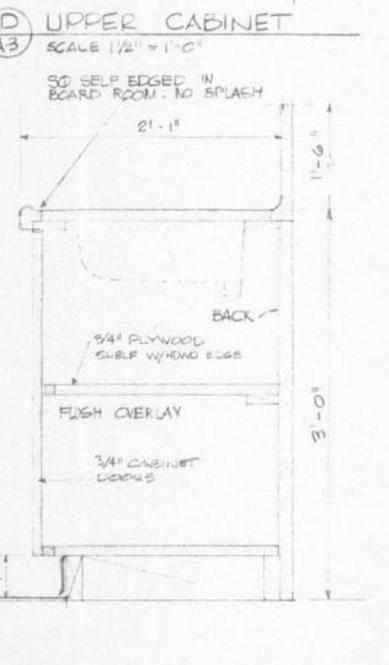
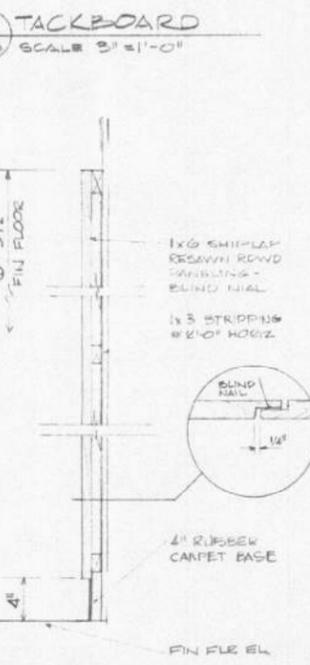
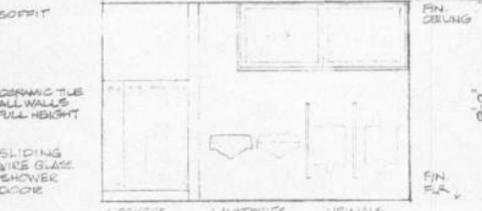
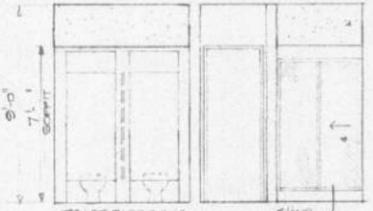
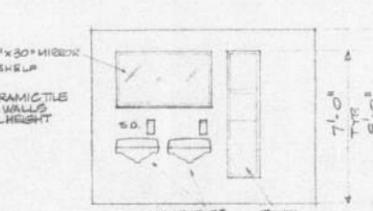
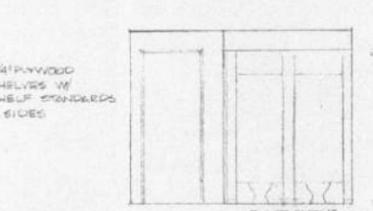
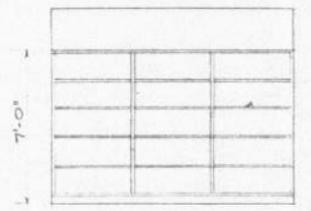
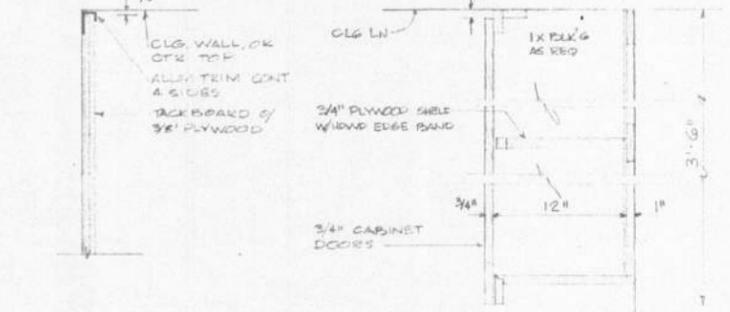
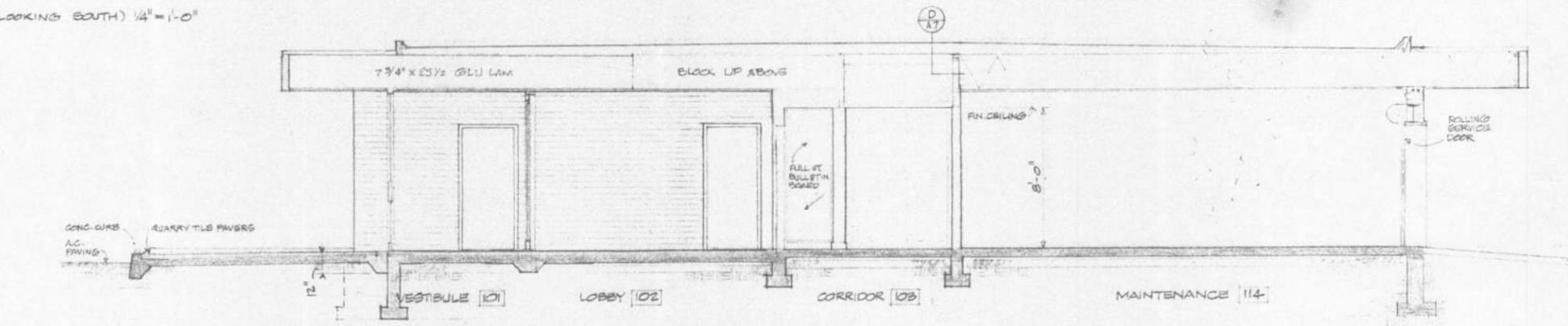
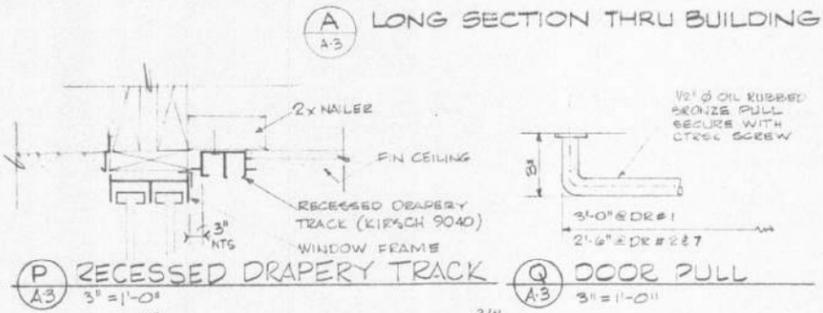
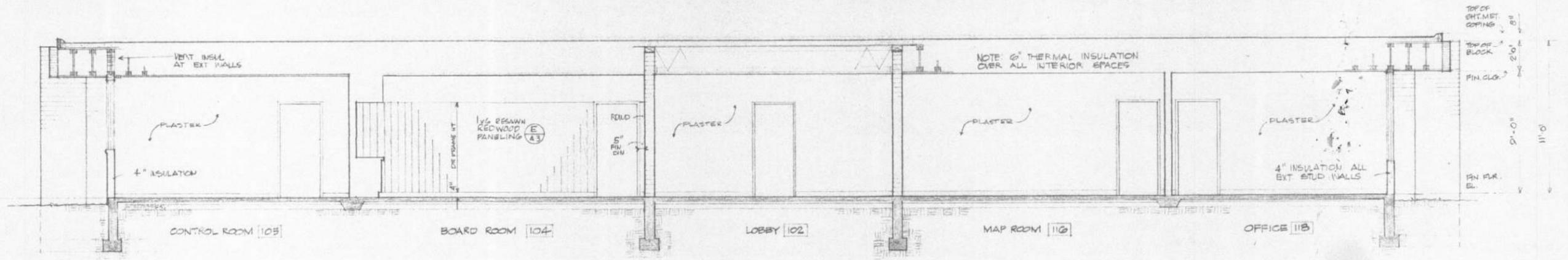
EAST ELEVATION 1/4" = 1'-0"

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MAMMOTH COUNTY WATER DISTRICT
CONTROL BUILDING - ELEVATIONS & DETAILS

REVISIONS			JOB NO.	
No.	Date	Description	By	Date
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REVISIONS			Approved	Date
REVISIONS			Chk'd	Date

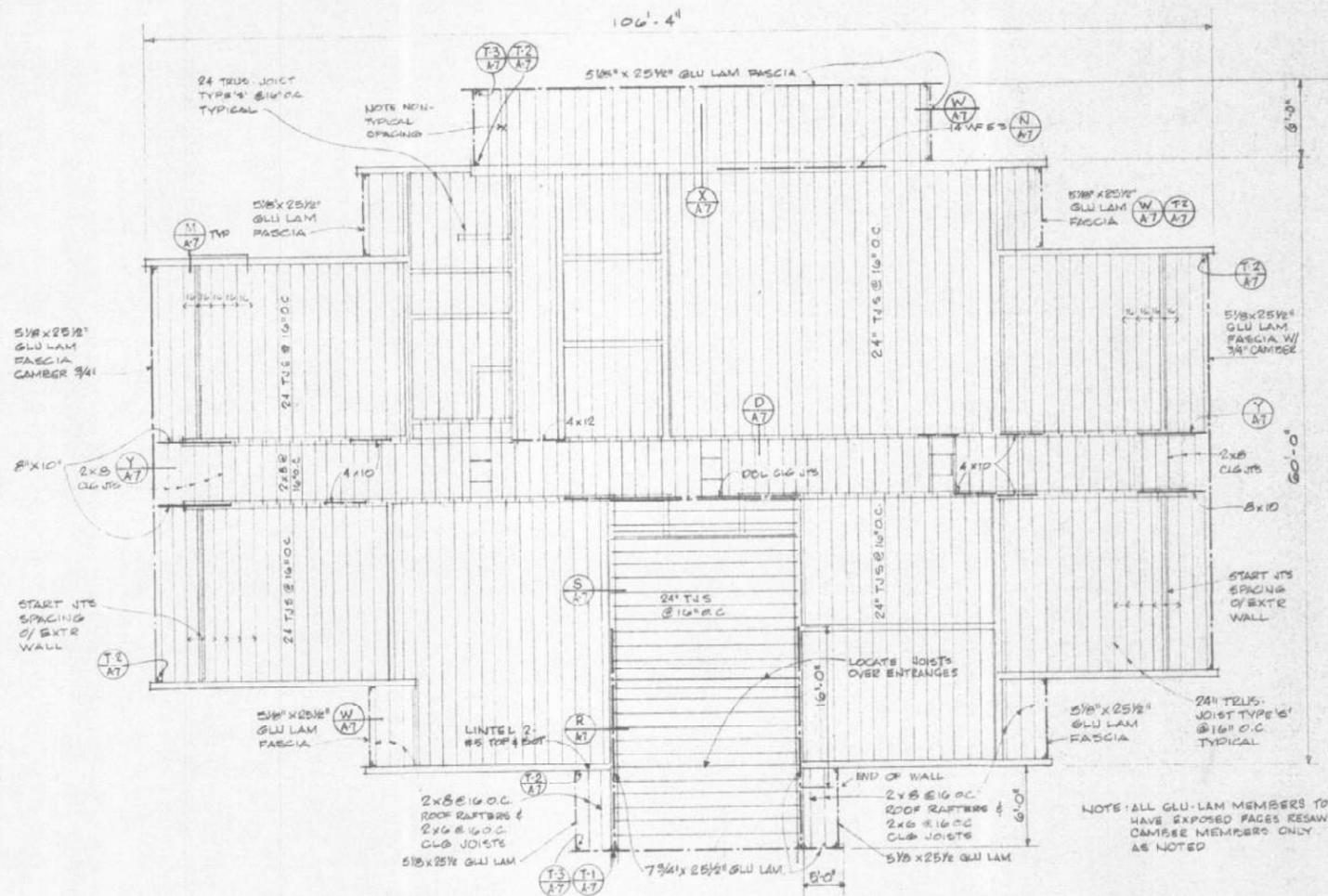


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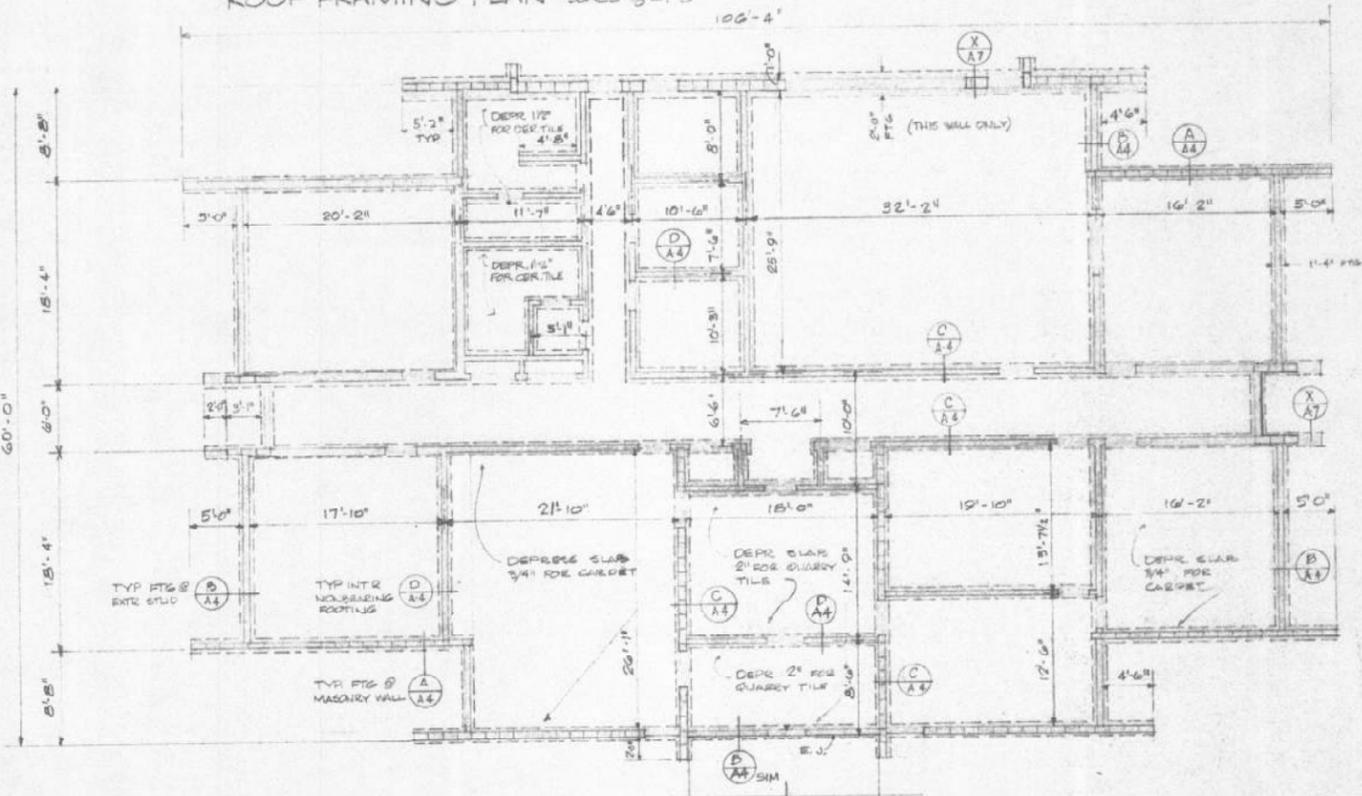
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MAMMOTH COUNTY WATER DISTRICT
CONTROL BUILDING - SECTIONS, INTERIOR ELEVATIONS & DETAILS

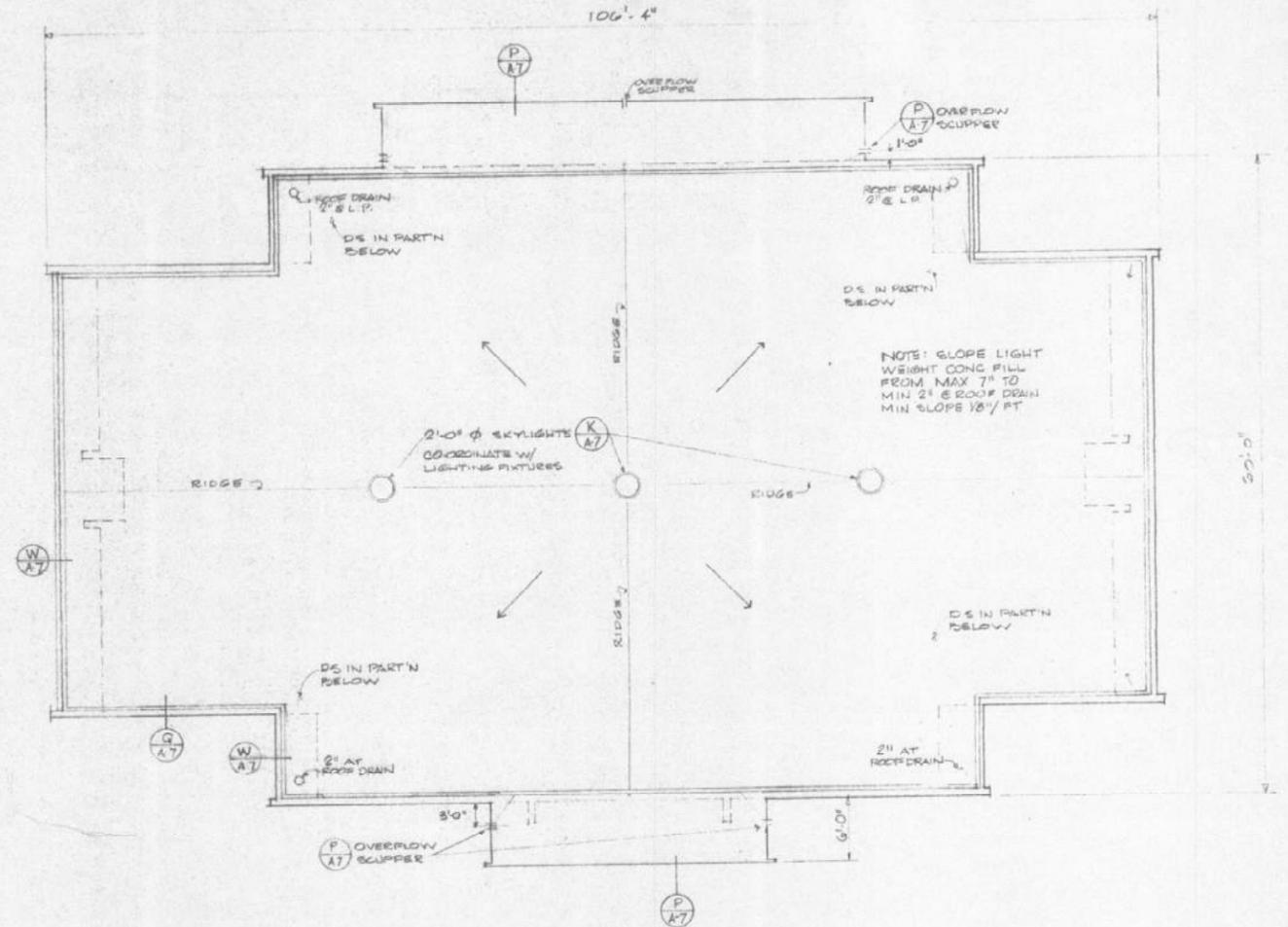
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No.	Date	Description	By	Drawn	Date



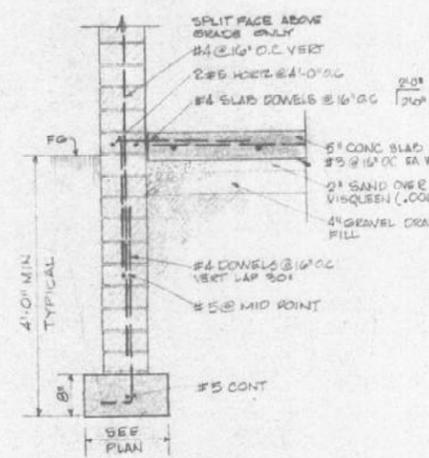
ROOF FRAMING PLAN SCALE 1/8" = 1'-0"



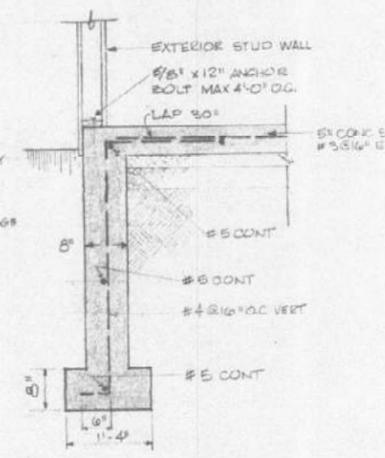
FOUNDATION PLAN SCALE 1/8" = 1'-0"



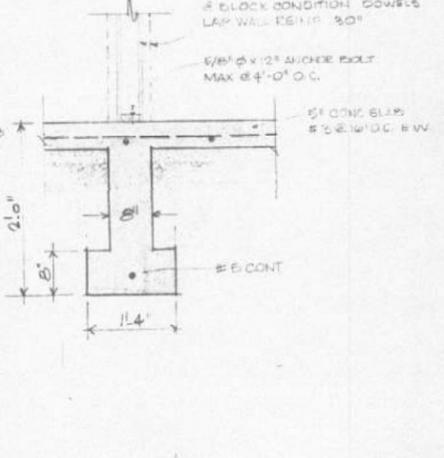
ROOF PLAN SCALE 1/8" = 1'-0"



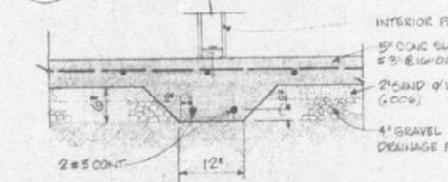
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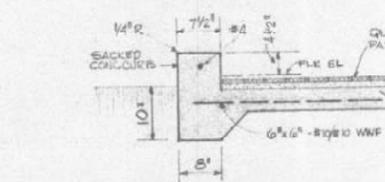
B FOUNDATION @ STUD WALL 3/4" = 1'-0"



C FOUNDATION @ INTERIOR WALL 3/4" = 1'-0"



D NON-BEARING FOOTING 3/4" = 1'-0"



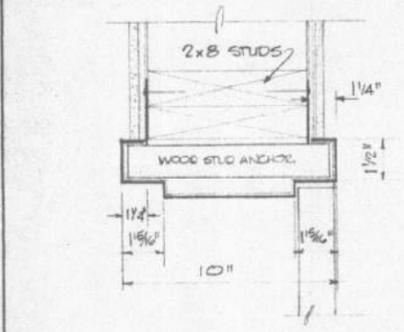
E ENTRANCE WALK 3/4" = 1'-0"

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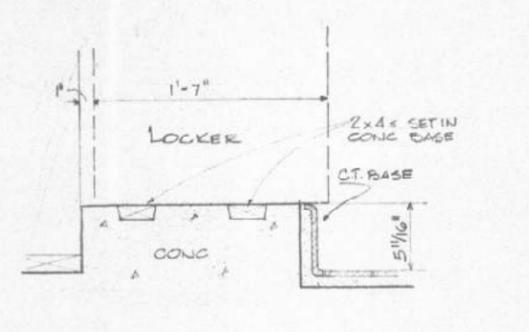
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MAMMOTH COUNTY WATER DISTRICT
CONTROL BUILDING - ROOF, ROOF FRAMING & FOUNDATION PLAN & DETAILS

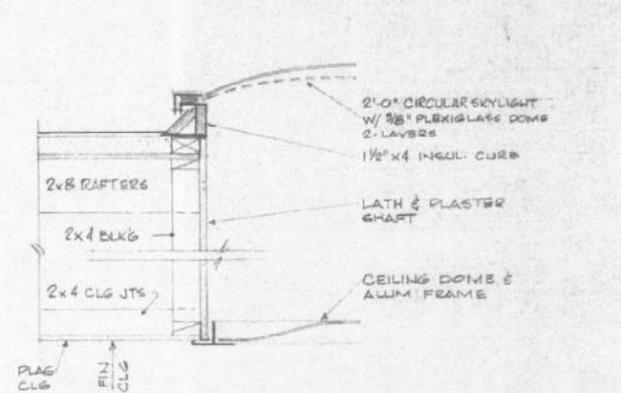
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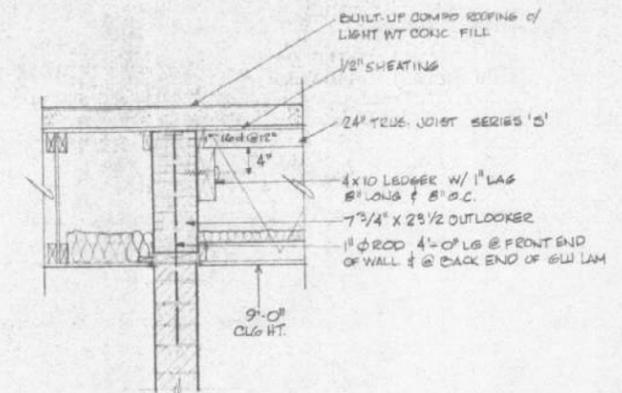
A H.M. FRAME @ 2x8 STUD WALL
SCALE 3" = 1'-0"



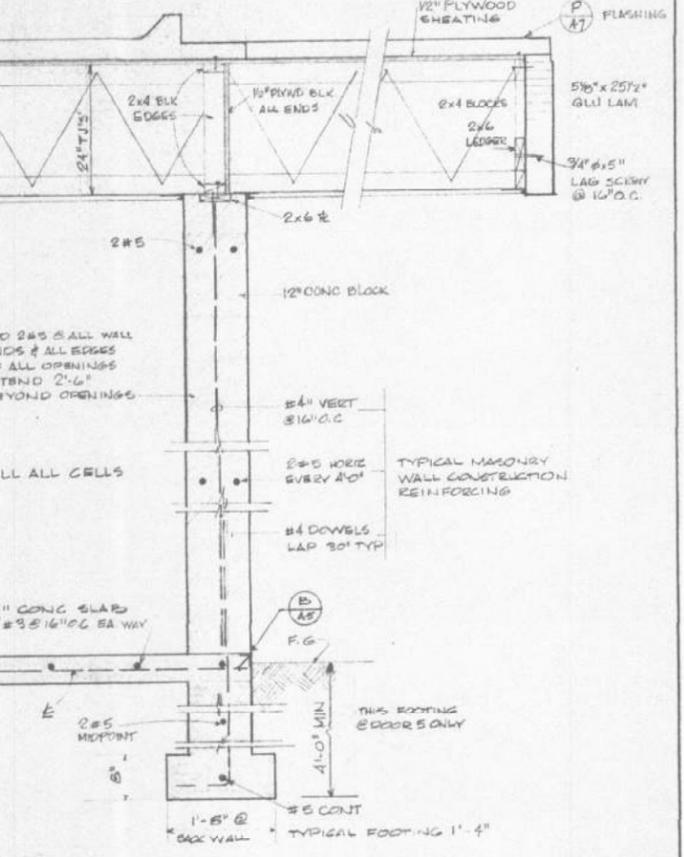
E LOCKER BASE
SCALE 1 1/2" = 1'-0"



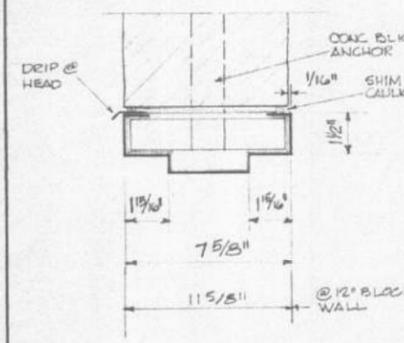
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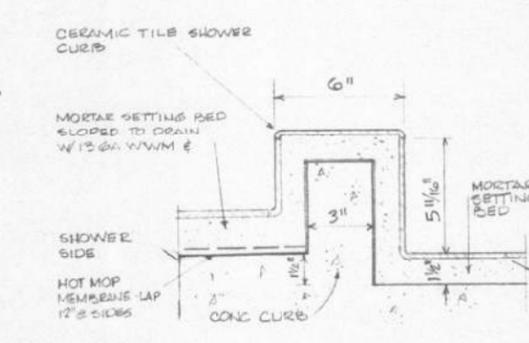
R WALL SECTION
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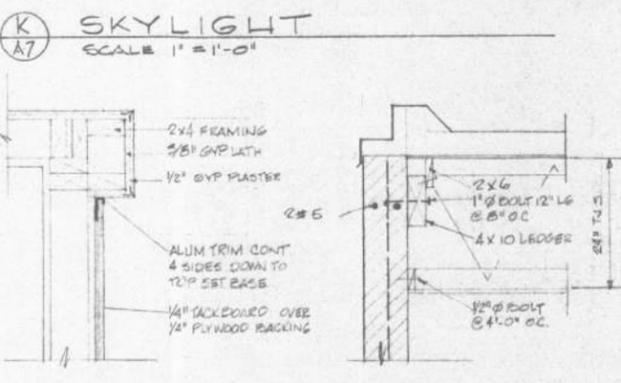
X WALL SECTION
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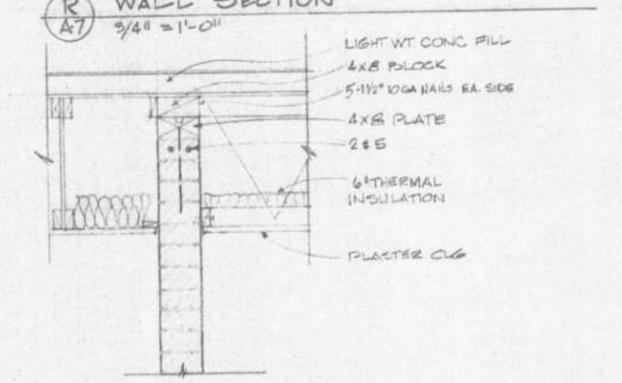
B H.M. FRAME @ MASONRY WALL
SCALE 3" = 1'-0"



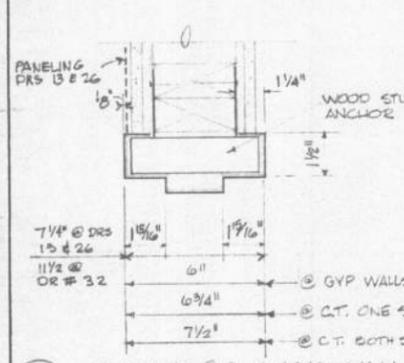
F SHOWER CURB
SCALE 3" = 1'-0"



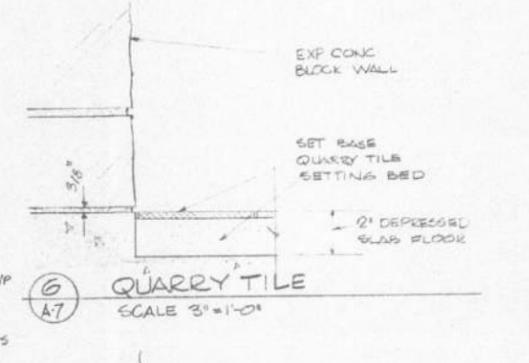
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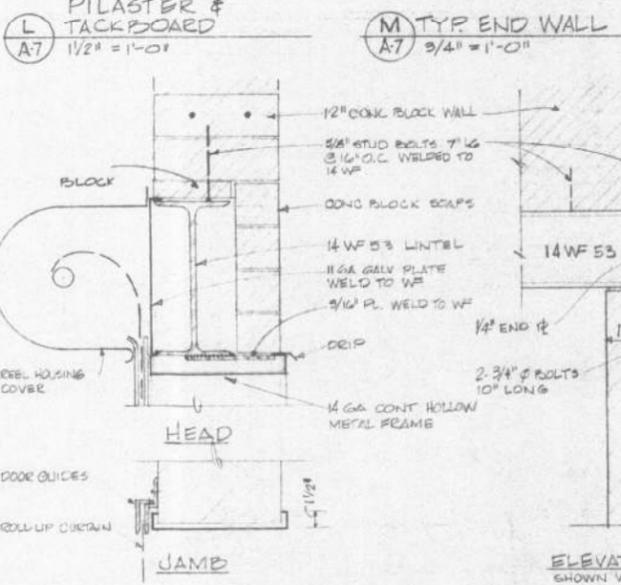
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SCALE 3/4" = 1'-0"



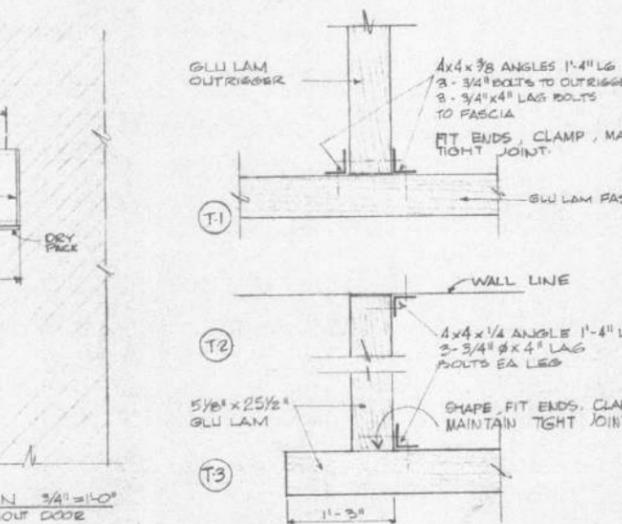
C H.M. FRAME @ 2x4 STUD WALL
SCALE 3" = 1'-0"



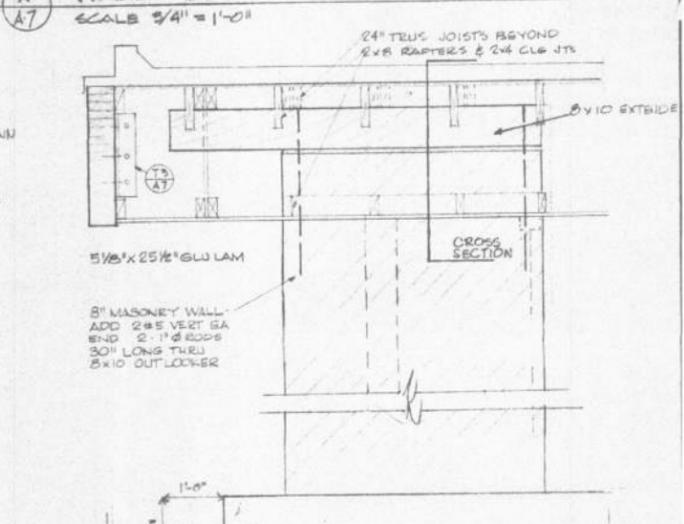
G QUARRY TILE
SCALE 3" = 1'-0"



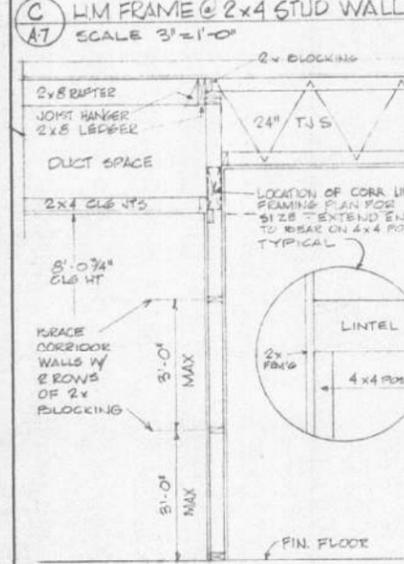
M TYP. END WALL
SCALE 3/4" = 1'-0"



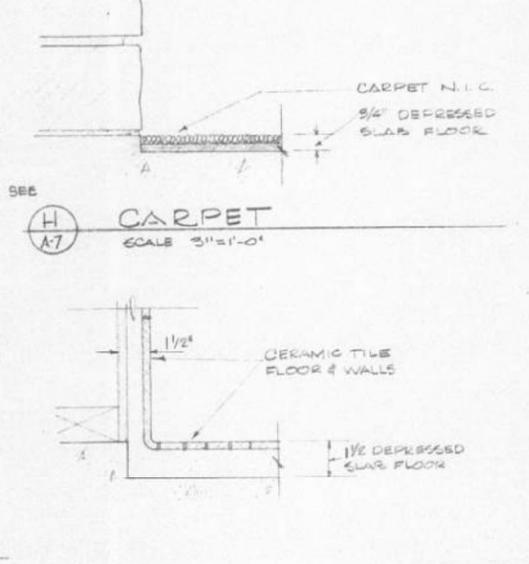
T GLU LAM JOINTS
SCALE 3/4" = 1'-0"



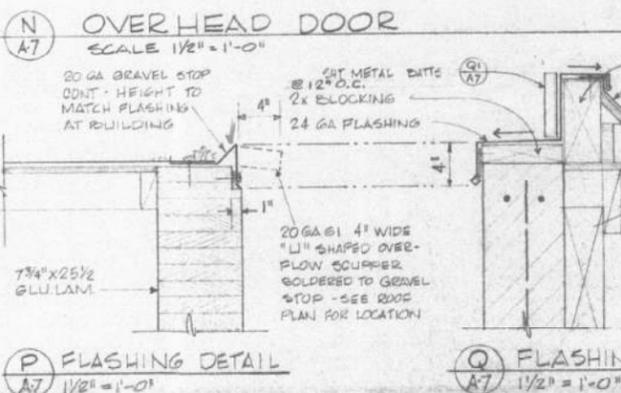
Y CORRIDOR ENDS
SCALE 3/4" = 1'-0"



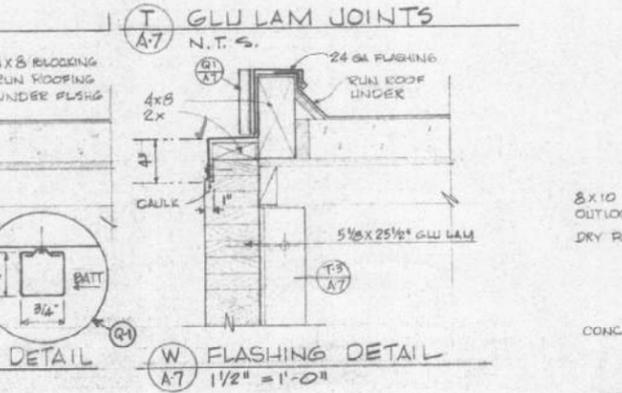
D CORRIDOR FRAMING
SCALE 1/2" = 1'-0"



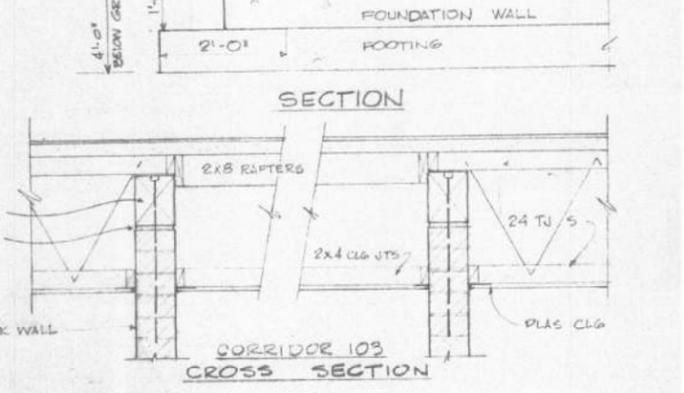
J CERAMIC TILE
SCALE 3" = 1'-0"



N OVER HEAD DOOR
SCALE 1 1/2" = 1'-0"



Q FLASHING DETAIL
SCALE 1 1/2" = 1'-0"



W FLASHING DETAIL
SCALE 1 1/2" = 1'-0"

John Bartlett Associates, Architects
731 SOUTH GARFIELD AVENUE ALHAMBRA, CALIFORNIA 91801 PHONE (213) 283-6571

MOLINA engineering consultants, inc.
PLANNING • ENVIRONMENTAL SYSTEMS • RESEARCH

MAMMOTH COUNTY WATER DISTRICT
CONTROL BUILDING MISCELLANEOUS DETAILS

REVISIONS				JOB NO.	
No.	Date	Description	By	Drawn	Date

Approved: *[Signature]* C-177E

ARCHITECTURAL SERVICES

JANUARY 8, 2026

REQUEST FOR QUALIFICATIONS

ATTACHMENT 2 – SAMPLE MASTER SERVICES AGREEMENT



**AGREEMENT BETWEEN
MAMMOTH COMMUNITY WATER DISTRICT
AND _____, A _____ CORPORATION, D/B/A _____ FOR AS-NEEDED
_____ SERVICES**

This Agreement is entered into as of the date last signed and dated below by and between Mammoth Community Water District, a local government agency (“District”), and _____, a _____ Corporation, d/b/a _____ (“Consultant”), who agree as follows:

1 Scope of Work

The work requested of the Consultant by the District shall be performed on a task order basis. Upon receiving a written request by the District, Consultant shall prepare a specific scope of work, budget, and schedule for each task order. Each task order shall include exhibits setting forth the scope of work, cost, and schedule. Upon written approval by the District to proceed, the Consultant shall proceed with completion of the work under the applicable task order. Each task order shall state that it is subject to the Agreement and each of its terms, which shall be incorporated by reference into the task order.

Consultant shall perform the work and render the services described in each task order (the “Work”). Consultant shall provide all labor, services, equipment, tools, materials, and supplies required or necessary to properly, competently, and completely perform the Work. Consultant shall determine the method, details, and means of doing the Work.

2 Payment

2.1 The total cost of the work described in each task order shall be specified in the task order, and shall not exceed the approved cost unless amended by the District in writing. Compensation shall be on a fee arrangement described in each task order. Each task order shall be identified as an “Attachment” to this Agreement.

2.2 There shall be no compensation for extra or additional work or services by Consultant added to or outside of a signed task order unless approved in advance in writing by District. Consultant’s fee includes all of Consultant’s costs and expenses related to the Work.

2.3 At the end of each month, Consultant shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

3 Term

3.1 The term of this Agreement shall be from _____, 2024, to _____, 2025, at which time it shall automatically renew for up to four (4) subsequent one-year terms, unless either party gives written notice of non-renewal to the other party prior to _____ of the then-current term, or unless sooner terminated as provided below.

3.2 Time is of the essence in this Agreement. If a task order includes a Work schedule or deadline, then Consultant must complete the Work in accordance with the specified schedule or deadline, which may be extended by District for good cause shown by Consultant. If the task order does not include a Work schedule or deadline, then Consultant must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.3 This Agreement may be terminated at any time by District upon 10 days advance written notice to Consultant. In the event of such termination, Consultant shall be fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Consultant's claimed benefit of the bargain.

4 Professional Ability of Consultant

4.1 Consultant represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Consultant's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Consultant shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Consultant's field.

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: _____ **(Principal)**, _____ **(Project Manager)**, _____ **(Authorized Signatory)**. Consultant agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Consultant shall immediately notify District and shall, subject to District's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by District to evaluate the proposed substitution. District shall evaluate Consultant's request and District shall promptly notify Consultant of its decision in writing.

5 Conflict of Interest

5.1 Consultant (including principals, associates, and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in

any manner or degree by the performance of Consultant's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Consultant is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Consultant will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Consultant possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation, or counsel.

5.2 Consultant's duties and services under this Agreement shall not include preparing or assisting District with any portion of District's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with District. District shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of the work contemplated herein. Consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with District to ensure that all bidders for a subsequent contract on any subsequent phase, if any, of work contemplated herein have access to the same information, including all conceptual, preliminary, or initial plans or specifications, if any, prepared by Consultant pursuant to this Agreement.

6 Consultant Records

6.1 Consultant shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Consultant under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Consultant under this Agreement and provided to District ("Work Product") shall be the property of District, and District shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Consultant or any other party. Consultant may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Consultant shall not provide any Work Product to any third party without District's prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Consultant may copyright the same, except that, as to any Work Product that is copyrighted by Consultant, District reserves a royalty-free, nonexclusive and

irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold Consultant harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, at expiration or termination of this Agreement), Consultant agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

8 Confidentiality of Information

8.1 Consultant shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Consultant in connection with the performance of the Work under this Agreement (the "Confidential Material"). Consultant shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Consultant also shall not disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Consultant, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Consultant, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter. Consultant, and its officers, employees, agents, and subcontractors shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and best industry security practices and standards.

8.3 If any person or entity, other than District or Consultant, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Consultant must destroy all Confidential Materials (written, printed and/or

electronic) and shall provide a written statement to the District that such materials have been destroyed.

9 Compliance with Laws

9.1 General. Consultant shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Consultant shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Consultant shall comply with all federal, state and local air pollution control laws and regulations applicable to the Consultant and its Work (as required by California Code of Regulations title 13, section 2022.1). Consultant shall be responsible for the safety of its workers and Consultant shall comply with applicable federal and state worker safety-related laws and regulations.

9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any District facility, plant, building, structure, utility system or other property (“District Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any District Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on District machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Consultant shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Consultant also shall comply with Labor Code sections 1775 and 1813, including provisions that require Consultant to (a) forfeit as a penalty to District up to \$200 for each calendar day or portion thereof for each worker

(whether employed by Consultant or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to District the sum of \$25 for each worker (whether employed by Consultant or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Consultant under section 2 of this Agreement exceeds \$25,000, Consultant must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Consultant's Public Works Contractor Registration Number: _____

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$15,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Consultant's Public Works Contractor Registration Number: _____

9.3 Intentionally omitted

10 Indemnification.

10.1 Consultant shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents ("Indemnitees") from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Consultant fees, and litigation costs) (collectively a "Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Consultant's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Consultant is a "design professional" as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Consultant's total costs incurred pursuant to its duty to defend Indemnitees exceed Consultant's proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

11 Insurance

Types & Limits. Consultant at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers' compensation	Statutory limits	
Employers' liability	\$1,000,000 per accident	
Professional liability	\$2,000,000 per claim	

11.1 Entitlement to Broader Coverage. If Consultant maintains broader coverage and/or higher limits than the minimums shown above, District requires and shall be entitled to the broader coverage and/or higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum of insurance and coverage shall be available to District. Furthermore, the above minimum insurance coverage limits can be met through provision of umbrella or excess policy insurance coverage consistent with the provisions of this section 11.

11.2 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Consultant's general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, shall be excess and shall not contribute with Consultant's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Consultant agrees to waive subrogation that any insurer may acquire from Consultant by virtue of the payment of any loss relating to the Work. Consultant agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Consultant.

11.3 **Proof of Insurance.** Upon request, Consultant shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

12 **General Provisions**

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Contractor.** Consultant's relationship to District is that of an independent contractor. All persons hired by Consultant and performing the Work shall be Consultant's employees or agents. Consultant and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Consultant shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Consultant's employees. Consultant shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Consultant's independent contractor status or employment-related liability.

12.3 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Consultant without District's prior written approval. Consultant shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.

12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Consultant shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

12.6 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

12.7 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.8 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Mammoth Community Water District
Attn: Garrett Higerd
Mammoth Community Water District
P.O. Box 597
1315 Meridian Boulevard
Mammoth Lakes, CA 93546
E-mail: ghigerd@mcwd.dst.ca.us

Consultant:

NAME
Attn:
ADDRESS

E-mail:

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.9 **Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Mammoth Community Water District:

Dated: _____

By: _____

Mark Busby
General Manager

_____, a _____ Corporation, d/b/a _____:

Dated: _____

By: _____

AUTHORIZED SIGNATORY

Name: _____

Title: _____

SAMPLE

ARCHITECTURAL SERVICES

JANUARY 8, 2026

REQUEST FOR QUALIFICATIONS

ATTACHMENT 3 – HOLMES INITIAL BUILDING ANALYSIS



HIGH RISK

Building Name & No. ADMIN

Address/Coordinates _____

Building Dimensions 7

Building Materials BLOCK WALLS, INT. WOOD WALL
WOOD ROOF.

Roof Materials MEMBRANE

Lateral System

Longitudinal: BLOCK SHEAR WALL

Transverse: 4 - -

Evaluation Results:

C = Compliant
NC = Non Compliant
N/A = Not Applicable
U = Unknown

Evaluation Types:

Calc = Calculated
Obs = Observation
(visual or drawings)

Generic Seismic Screening items

Item description	Evaluation Result	Evaluation Type	Evaluator Notes
Load Path	OK N.G.	DWGS.	TRANSV. WALLS MISSING DRAG.
Adjacent buildings	OK	OBS.	
Weak and/or Soft Story	N/A.	-	
Other Vertical Irregularities	N/A.	-	
Geometry	± OK	DWGS	IRREGULAR PLAN
Mass	OK.	DWGS	
Torsion	*	DWGS.	TRANSV. DIRECTION CANTILEVERING
Overtuning	OK	DWGS	
Foundation Ties	OK	DWGS	

Additional Screening Items for Reinforced Masonry Buildings

Item description	Evaluation Result	Evaluation Type	Evaluator Notes
Shear stress check TRD.	NG	OBS	Transverse direction
OOP Wall Bending	OK.	OBS	
Wall Anchorage	N.G.	DWGS	NO O-O-P ANCHORS
Diaphragm opening at shear walls	OK	DWGS	

PROBLEM. ANCHORS
 RETROFIT CONCEPTS - ADD O-O-P & CONT. TIE.
 - ADD PLYWD SHEAR WALLS IN TRANSV.
 - ADD DRAG BEAMS & TRANSV. BLOCK WALL

Completed by: SRP
 Date: 09/23/24

Priorities: L=Low, M=Medium, H=Height

Systems: 1=Processes
 2=Hazardous Materials
 3=Fire Protection

4=Emergency Power
 5=Mech/Elect.
 6=Communications

7=Computer
 8=Architectural
 9=Other

Item #	Building or Process #	Building or Process Name	Room or Area Designation	Item Description	Observation	Recommended action	System	Priority	
1	01	ADMIN	Kitchen	Mail box	unanchored	attach to wall eg screws/ bracket		M	
2	01	↓	PSD office	Desk Hutch & shelves	unanchored	attach to wall		M	
3	01		PSD office	File cabinets	unanchored	attach together and/or bracket to wall		M	
4			Utility	Tall Shelves	unanchored	attach to wall		M	
5	01		Utility	Misc. items near switchboard	items may damage switchboard in EQ	remove or secure loose items	5	L	
6			women's toilet	lockers	unanchored	attach to wall		M	
7			lobby	large windows	glass is safety + tempered	NONE			
7			records room	4x 4ft tall file cabinets	unanchored	attach to wall eg screws/ bracket		M	
8			rechocks room	bookshelf	unanchored	↓		↓	
9			general manager office	2x bookshelves	unanchored				
10			finance manager office	Desk hutch	unanchored				
11			finance	2x Desk hutches	unanchored				
12			electrical room	misc. items near electrical equip.	items could damage	remove or secure loose items	5	M	
13			vault	shelves	unanchored	attach to wall eg screws/ bracket		M	
14			finance	tall bookshelf	unanchored	↓		M	

Building Name & No. ADMIN

Address/Coordinates _____

Roof Shape generally flat

Eaves? _____

Roof slope min slope 1/8" / ft

Roof Structure

Year Constructed 1971

Diaphragm 1/2" ply

Beams/Trusses 24" TJS typ

Spacing 16" o.c.

Joists/Purlins _____

Spacing _____

Design ground snow load (if known) _____

Observations About Current Condition

new roof membrane
short vents out of bathrooms
weathering in glu lams (architectural beams)

Observations About Snow Loading (e.g., wind conditions, snow drift, nearby trees)

no tall trees near by
not shovelled
Does rob have any observations about roof condition (Trusses, LWC, ply?) from the re-roof?

Other Notes/Sketches

- Roof capacity TBD

10/31/24 - Roof capacity calcs complete. See facilities and structures table.

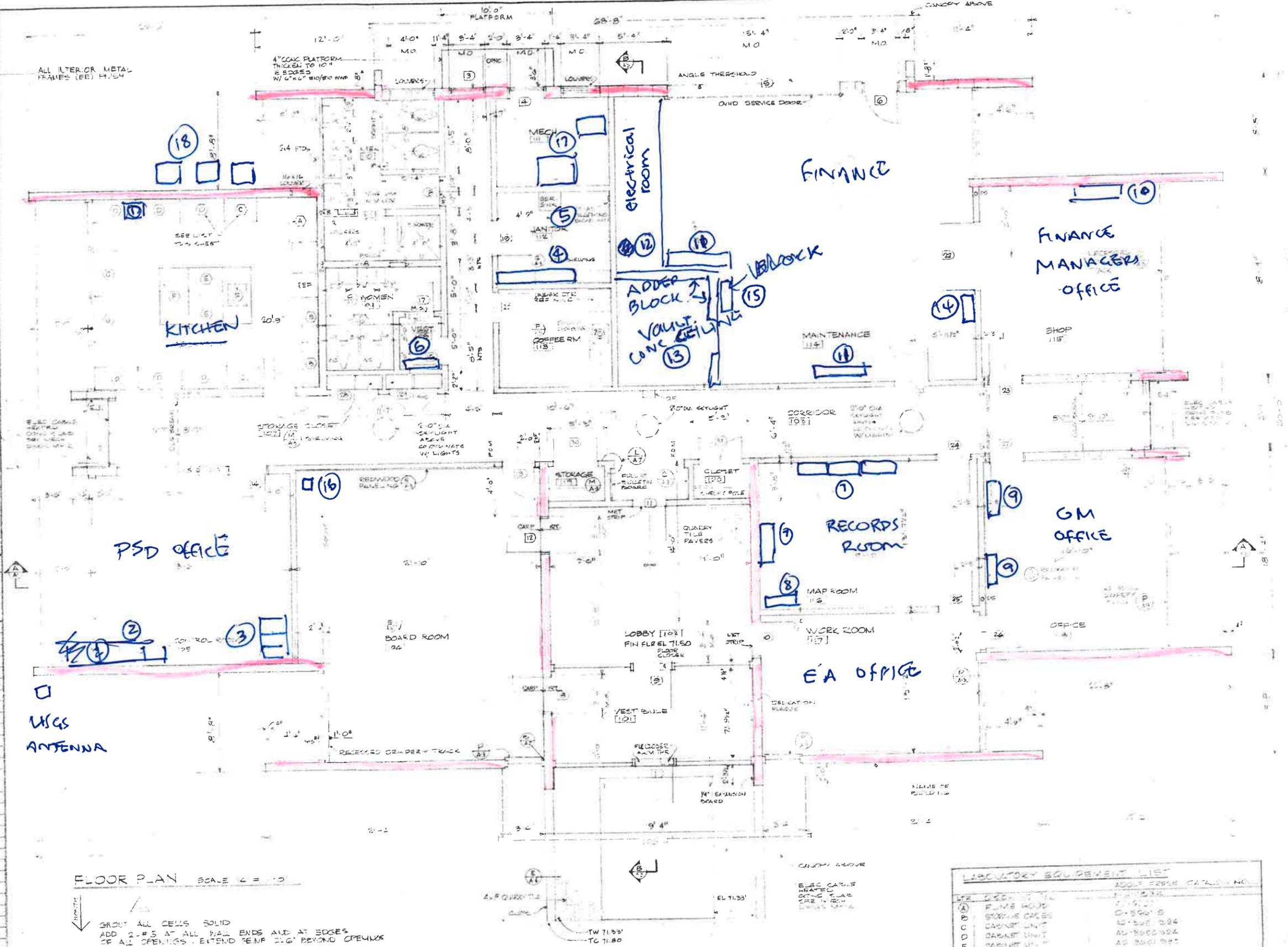
INTERIOR FINISH SCHEDULE

ACF - ACQUITAL PLASTER WITH INTEGRAL COLOR	BLK - BLOCK
CARP - CARPET, NOTH CONTRACT	OMP - 1/2" OMPH PLASTER
CT - CERAMIC TILE	FE - 1/2" FAY FLAME
QT - QUARRY TILE	EE - EGGS SHELL ENAMEL
R - RUBBER TYPSET BASE	NR - WATER REPELLENT
RB - RUBBER CARPET BASE	S - STAIN
SMC - SMOOTH CEMENT	SV - SHEET VINYL
	SAL - STAIN & LACQUER

ROOM NAME	FLOOR	FACE	WALLS	CEILING	REMARKS
101 VESTIBULE	2-7		BLK (WR)	ACP	9'0"
102 LOBBY	2-7	R	BL (FR) OMP (FE)	OMP	1' AT FLAS WALLS ONLY
103 BOARD ROOM	2-7	R	BLK (WR) SMP (FE) REV (S)	ACP	CASEWORK DELIV 2 INT
104 BOARD ROOM	2-7	R	BLK (WR) SMP (FE) REV (S)	ACP	
105 CONTROL ROOM	2-7	R	BLK (WR) SMP (FE)	ACP	
106 LABORATORY	2-7	R	BLK (WR) SMP (FE)	OMP	
107 STORAGE CLOSET	2-7	R	BLK (WR) SMP (FE)	OMP	
108 VESTIBULE	2-7	R	BLK (WR) SMP (FE)	OMP	
109 WOMEN	2-7	R	BLK (WR) SMP (FE)	OMP	
110 MEN	2-7	R	BLK (WR) SMP (FE)	OMP	
111 MECHANICAL	2-7	R	BLK (WR) SMP (FE)	OMP	
112 JANITORY	2-7	R	BLK (WR) SMP (FE)	OMP	
113 COFFEE ROOM	2-7	R	BLK (WR) SMP (FE)	OMP	
114 MAINTENANCE	2-7	R	BLK (WR) SMP (FE)	OMP	
115 SHOP	2-7	R	BLK (WR) SMP (FE)	OMP	
116 MAP ROOM	2-7	R	BLK (WR) SMP (FE)	OMP	
117 WORK ROOM	2-7	R	BLK (WR) SMP (FE)	OMP	
118 OFFICE	2-7	R	BLK (WR) SMP (FE)	OMP	
119 STORAGE	2-7	R	BLK (WR) SMP (FE)	OMP	
120 CLOSET	2-7	R	BLK (WR) SMP (FE)	OMP	

DOOR SCHEDULE

DOOR NO.	DOOR SIZE	DOOR TYPE	REMARKS
1	3'-0" x 8'-0"	I	ALUM. TRIPLE
2	3'-0" x 8'-0"	I	ALUM. TRIPLE
3	3'-0" x 8'-0"	I	ALUM. TRIPLE
4	3'-0" x 8'-0"	I	ALUM. TRIPLE
5	3'-0" x 8'-0"	I	ALUM. TRIPLE
6	3'-0" x 8'-0"	I	ALUM. TRIPLE
7	3'-0" x 8'-0"	I	ALUM. TRIPLE
8	3'-0" x 8'-0"	I	ALUM. TRIPLE
9	3'-0" x 8'-0"	I	ALUM. TRIPLE
10	3'-0" x 8'-0"	I	ALUM. TRIPLE
11	3'-0" x 8'-0"	I	ALUM. TRIPLE
12	3'-0" x 8'-0"	I	ALUM. TRIPLE
13	3'-0" x 8'-0"	I	ALUM. TRIPLE
14	3'-0" x 8'-0"	I	ALUM. TRIPLE
15	3'-0" x 8'-0"	I	ALUM. TRIPLE
16	3'-0" x 8'-0"	I	ALUM. TRIPLE
17	3'-0" x 8'-0"	I	ALUM. TRIPLE
18	3'-0" x 8'-0"	I	ALUM. TRIPLE
19	3'-0" x 8'-0"	I	ALUM. TRIPLE
20	3'-0" x 8'-0"	I	ALUM. TRIPLE
21	3'-0" x 8'-0"	I	ALUM. TRIPLE
22	3'-0" x 8'-0"	I	ALUM. TRIPLE
23	3'-0" x 8'-0"	I	ALUM. TRIPLE
24	3'-0" x 8'-0"	I	ALUM. TRIPLE
25	3'-0" x 8'-0"	I	ALUM. TRIPLE
26	3'-0" x 8'-0"	I	ALUM. TRIPLE
27	3'-0" x 8'-0"	I	ALUM. TRIPLE
28	3'-0" x 8'-0"	I	ALUM. TRIPLE
29	3'-0" x 8'-0"	I	ALUM. TRIPLE
30	3'-0" x 8'-0"	I	ALUM. TRIPLE
31	3'-0" x 8'-0"	I	ALUM. TRIPLE
32	3'-0" x 8'-0"	I	ALUM. TRIPLE



FLOOR PLAN SCALE 1/8" = 1'-0"

GROUT ALL CELLS SOLID
ADD 2" x 5" AT ALL WALL ENDS AND AT EDGES
OF ALL OPENINGS. EXTEND REIN 2'-0" BEYOND OPENINGS

LABORATORY EQUIPMENT LIST

ITEM	DESCRIPTION	QUANTITY	APPROX. COST	APPROX. CAT. NO.
1	FUME HOOD	1	10,000.00	10-1000
2	STORAGE CABINETS	10	10,000.00	10-2000
3	CABINET UNIT	10	10,000.00	10-3000
4	CABINET UNIT	10	10,000.00	10-4000
5	SINK UNIT	10	10,000.00	10-5000
6	TABLE	10	10,000.00	10-6000
7	APPROX. TOTAL		100,000.00	

John Bartlett Associates, Architects
MOLINA engineering consultants, inc.
PLANNING • ENVIRONMENTAL SYSTEMS • RESEARCH

MAN MOUTH COUNTY WATER DISTRICT
CONTROL BUILDING - FLOOR PLAN 1-80
SHEET A-1 OF 7

