



STAFF REPORT

DATE: 06/18/2025
TO: Honorable Mayor and City Council Members
FROM: Public Works Department

2025-247

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

PROFESSIONAL SERVICES AGREEMENT WITH GRIFFIN STRUCTURES, INC. FOR PROFESSIONAL BUILDING COMMISSIONING SERVICES FOR THE COMMUNITY CENTER BUILDING IN THE CITY PARK REVITALIZATION, CAPITAL IMPROVEMENT PROJECT NO. FC-2024-07, IN THE AMOUNT OF \$98,762

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve the contract with Griffin Structures, Inc., for City Park Revitalization, Capital Improvement Project No. FC-2024-07. The Professional Service Agreement involves building commissioning services for the new 70,000-square-foot City Park Community Center, which is required by Title 24 of the California Code of Regulations for new non-residential buildings 10,000 square feet or larger to ensure energy efficiency and performance goals are met.

RECOMMENDED ACTION:

That the City Council:

- a. Award informal proposal to Griffin Structures, Inc. for building commissioning services for the Community Center in the City Park Revitalization Project, FC-2024-07.

- b. Approve the Professional Services Agreement with Griffin Structures, Inc. for building commissioning services for a term of three years, in the amount of \$98,762, and waive any minor irregularities in the proposal.
- c. Authorize the City Manager, or his designee, to execute the Professional Services Agreement with Griffin Structures, Inc. in the amount of \$98,762, including any non-substantive extensions, change orders, purchase orders, and amendments up to the amount authorized in Corona Municipal Code Section [3.08.070\(l\)](#), which is equivalent to \$9,876 or 10%.

BACKGROUND & HISTORY:

On July 19, 2023, the City Council adopted the City Park Master Plan, which set forth a vision for a new, full-service, purpose-built Community Center as the centerpiece of the park's revitalization. The plan also included an aquatic center, splashpad, playgrounds, sports amenities, and public event spaces. The revitalized Community Center will serve as a civic anchor, enhance the connection to Downtown, and provide a sustainable, flexible space for generations to come. On November 11, 2023, the City entered into a professional services agreement with Rios, Inc. for architectural and engineering design. Design of the Project continues with an expected construction bid date in late 2025.

The City Park Community Center advances several goals of the City of Corona's 2021-2026 Strategic Plan and the Parks and Recreation Master Plan, including:

- **Sound Infrastructure:** The Strategic Plan calls for the enhancement of parks and recreation facilities, specifically naming the redevelopment of City Park and the construction of a new, full-service community center as a key objective. This is intended to provide a unified vision for the expansion, maintenance, and improvement of public spaces.
- **Sense of Place:** The Community Center is designed to foster community identity, celebrate local culture and history, and provide spaces for arts, recreation, and civic engagement. The project supports the goal of building community through accessible, high-quality public spaces and events.
- **Safe Community and Accessibility:** The facility is planned to be inclusive and accessible, supporting health, wellness, and social engagement for all ages and abilities. This aligns with the City's commitment to equity and community well-being.

Commissioning is a quality assurance process that verifies that a building and its systems are planned, designed, installed, operated, and maintained as the owner intended and that the building's staff is prepared to operate and maintain the building's systems and equipment. These tasks include design review and documentation, which is required for newly constructed nonresidential buildings with at least 10,000 square feet of conditioned space. Commissioning is required by Title 24 of the California Code of Regulations.

The commissioning consultant takes part in the pre-construction phase (design phase) of a project. Their role is to make sure the building's systems, especially mechanical, electrical, and plumbing (MEP), are designed and installed to meet the City's project goals and the energy performance standards required by the California Energy Commission. This task is particularly important when the project enters the latest phase of design, when technical specifications are determined.

During design, the commissioning consultant helps the team define and document the Owner's Project Requirements (OPR), which outlines how the building is expected to perform—things like energy efficiency, indoor air quality, and system controllability. They review the Basis of Design (BOD) and construction documents to ensure the specified systems and equipment meet the design goals.

They also contribute to writing technical specifications related to testing, balancing, controls integration, and even staff training requirements. This early input helps avoid miscommunication between the design and construction teams and ensures the systems are designed with commissioning and long-term operations in mind.

ANALYSIS:

On March 17, 2025, staff solicited three (3) informal proposals for Building Commissioning Services, in accordance with Corona Municipal Code Section 3.08.070(B)-(C), which authorizes the use of the informal bid process for professional services contracts up to \$100,000.

The following is a summary of the bid results:

No.	Contractor	Location	Total
1	Griffin Structures, Inc.	Irvine, CA	\$98,762
2	Sindoni Consulting & Management Services, Inc.	Costa Mesa, CA	\$127,220
3	Advanced Professional Engineering Consultants, Inc.	Corona, CA	\$246,100

Staff reviewed all the proposals received and recommends awarding the professional services agreement to Griffin Structures, Inc., as the lowest responsive, responsible proposer based on the submitted bid for a total contract amount of \$98,762. City staff has reviewed and verified all licenses and references for Griffin Construction, Inc., and all other documentation is in order.

FINANCIAL IMPACT:

The recommended actions are funded in the City Park Revitalization Capital Improvement Project No. FC-2024-07 within Measure X Fund 120. The current balance available in this funding source is \$373,021.

The estimated project costs are outlined as follows:

Consultant	\$98,762
Contingency	(10%)
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	\$9,876
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Total	
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	\$108,638

ENVIRONMENTAL ANALYSIS:

These actions are exempt from the California Environmental Quality Action (CEQA), as the actions are not a “project” as defined by CEQA (PRC Section 21065 and CEQA Guidelines Section 15378), guidelines which define a “project” as the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or reasonable foreseeable indirect physical change in the environment, and that is an activity directly undertaken by any public agency including public works construction and related activities. These actions involve the approval of a professional services agreement. Therefore, no environmental analysis is required at this time. After approval of the recommended actions herein, staff will proceed with the building commissioning phase of this project. Any applicable documentation will be prepared and filed at that time.

PREPARED BY: RACHEL MCLURE, CIP SUPERVISOR

REVIEWED BY: SAVAT KHAMPHOU, PUBLIC WORKS DIRECTOR

ATTACHMENTS:

1. Exhibit 1 – Location Map
2. Exhibit 2 – Professional Services Agreement
3. Exhibit 3 - Design Review and Commissioning Fact Sheet