



STAFF REPORT

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10/14/2025

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**AGENDA ITEM**

**TO: HONORABLE MAYOR  
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO  
CITY MANAGER**

**BY: THOMAS BEKELE  
PUBLIC WORKS DIRECTOR/CITY ENGINEER**

**SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH KITCHELL/CEM,  
INCORPORATED TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR  
THE CITY OF SIGNAL HILL AMPHITHEATER PROJECT**

**Summary:**

The City Council adopted the Civic Center Master Plan on August 27, 2024, which designates the Signal Hill Amphitheater as Phase I of the Amphitheater Project implementation plan. On November 12, 2024, the City Council awarded a design contract to SVA Architects, Incorporated for the preparation of architectural and engineering plans and specifications for the Signal Hill Amphitheater Project. SVA Architects has now substantially completed the design work in close coordination with City staff and stakeholders. The Amphitheater project is ready to move forward to the bidding and construction phase.

The City Council will consider entering into a Professional Consultant Services Agreement with Kitchell/CEM, Incorporated for construction management services in the amount of \$429,454 for the Signal Hill Amphitheater Project. The City selected Kitchell/CEM, Incorporated through a competitive Request for Proposals process based on its proven expertise in managing similar public works and community facility projects. Approval of this agreement would allow pre-construction activities and project control processes to begin promptly, ensuring effective oversight of schedule, budget, and quality control through the end of the project.

**Strategic Plan Goal(s):**

Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.

Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment,

retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

1. Authorize the City Manager to enter into a Professional Consultant Services Agreement with Kitchell/CEM, Incorporated to provide Construction Management Services for the Signal Hill Amphitheater Project, for a term of one year and a not-to-exceed contract amount of \$429,454, in a form approved by the City Attorney.
2. Authorize the City Manager, or his designee, to utilize a project contingency of up to 10% (\$42,945.40) and approve up to a 180-calendar day term extension to accommodate any unforeseen project conditions. The proposed contingency would bring the total contract agreement budget to \$472,399.40.

Fiscal Impact:

The proposed Professional Consultant Services Agreement with Kitchell/CEM, Incorporated for construction management consultant services for the City of Signal Hill Amphitheater Project is set at a one-year term, for a not-to-exceed contract amount of \$429,454, and a 10% contingency (\$42,945), if authorized by the City Manager, or his designee, for a total contractual budget of \$472,399.40.

The City's adopted Fiscal Year 2025-2026 Capital Improvement Program Budget allocates sufficient funding for this agreement under Project No. 90.24013, line account 400-40-5896.

Background:

In March 2022, City staff submitted a funding request through Senator Lena Gonzalez's office under the 2022-23 Senate District 33 Budget Request, which was included in the 2022-23 Budget Act. Subsequently, Governor Gavin Newsom signed Assembly Bill 179 on September 6, 2022, allocating \$5,000,000 to the Signal Hill Amphitheater Project. The California Arts Council (CAC) is the administering agency assigned to oversee the grant, as outlined in Section 19.56 of the Budget Act. On March 28, 2023, the City Council adopted a resolution formally accepting the grant, which established a project timeline in alignment with the funding requirements. Since then, the City has made substantial progress, including the adoption of a comprehensive Civic Center Master Plan (CCMP), which features the amphitheater as a central Phase I component.

The future Signal Hill Amphitheater will serve as an acoustically enhanced outdoor venue, designed to support a wide range of performing arts and cultural programming. On July 25, 2023, the City Council approved a contract with John Kaliski Architects, Inc. (JKA), to develop the CCMP and ensure seamless integration with the existing Civic Center facilities and future development plans. The CCMP aims to establish a phased, long-term vision to transform the Civic Center into a vibrant hub for community life. Over the course of a year, JKA collaborated with City staff and the community through outreach and plan development. On August 27, 2024, the City Council adopted the final CCMP, which outlines the three-phase conceptual design prioritizing meaningful improvements with minimal disruption to existing infrastructure. The plan places the amphitheater at the forefront of Phase I implementation.

Phase I of the CCMP includes the construction of the amphitheater, associated site enhancements such as seating, landscaping, and an expanded 21st Street parking lot to support event parking and loading. The amphitheater's location within the Civic Center footprint allows construction to proceed without disrupting operations at the Community Center, Signal Hill Library, or City Hall.

On November 12, 2024, the City Council awarded a design services agreement to SVA Architects, Incorporated (SVA), to prepare the architectural and engineering design for the Signal Hill Amphitheater Project. SVA has submitted a complete set of drawings and specifications, which are currently under final review by Los Angeles County Fire Department and City of Signal Hill Building Department. During design development, staff worked closely with SVA to ensure the plans aligned with current and future community needs.

The final design incorporates the following features and amenities:

- Seating accommodating up to 280 attendees, with additional flexible lawn seating designed for clear sightlines and audience comfort.
- A 1,000-sf stage and back-of-house facilities, including a green room, storage, public restrooms, and a café.
- A robust audiovisual infrastructure package including essential systems and a multi-functional LED screen, with provisions for future upgrades.
- ADA-compliant pathways, connecting to park amenities and nearby new parking lot on 21<sup>st</sup> street.
- Sustainable design elements, including energy-efficient power systems, environmentally conscious materials, and storm water treatment and infiltration systems.

The final design of the Amphitheater advances the vision of the CCMP while supporting various programming activities, including concerts, theatrical and dance performances, speaker series, fitness classes, movie nights, and special events.

#### Analysis:

On July 22, 2025, staff issued a Request for Proposal (RFP) to secure construction management services for the delivery of the project. The City posted the RFP at the following locations:

- PlanetBids via the City's online portal
- City Website
- Public notice locations as identified in Signal Hill Municipal Code Section 1.08.010

Staff sent notifications to prospective proposers through the City's electronic bidding system; 59 prospective proposers downloaded the contract documents. The proposals were due to the City on August 15, 2025, at 12:00 pm.

#### Proposal Opening

In response to the RFP, the City received 16 proposals from the following firms:

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<b>RFP Respondents</b>	<b>Proposal Fee (\$)</b>
Knowland Construction Services	364,000.00
FCG Consultants	407,205.60
Kane Construction	426,400.00
Kitchell/CEM, Inc.	429,454.00
APSI Construction Management	440,790.00
TELACU Construction Management	442,080.00
TynanGroup	445,787.00
TKE Engineering, Inc.	447,026.00
CUMMING GROUP	447,720.00
Willdan Engineering	449,030.00
Psomas	449,610.00
Azimuth Zero	450,000.00
Transtech Engineers, Inc.	455,200.00
Ledesma & Meyer Construction Co., Inc.	547,100.00
Sunbeam Consulting	659,680.00
Maestro Development, LLC	718,050.00

The Public Works Contract Manager, Associate Engineer, and Deputy Public Works Director reviewed and evaluated each proposal for completeness and compliance with City requirements and confirmed that all firms submitted the necessary certification forms. To avoid the appearance of conflict of interest, the Public Works Director/City Engineer recused himself from the review, evaluation, and selection process because, prior to joining the City of Signal Hill, he worked for or with firms that submitted proposals. His participation was limited to a final scope review of the selected consultant, and a review of the staff report to the City Council.

One of the firms, Knowland Construction Services, was unable to submit their bid through the portal due to a minor irregularity in the online bidding portal with the issuance of the final addendum and submitted a protest letter requesting that its proposal be considered for evaluation. Staff and the City Attorney reviewed the request and determined that the proposal could be considered for evaluation. The vendor later withdrew the protest letter, in writing, to the City Clerk's office.

### **Evaluation Process and Consultant Selection**

Staff reviewed the submitted proposals based on the City requirements and the following criteria:

- **Phase 1: Initial Evaluation**

#### Relevant Experience and Qualifications (50%)

The relevant experience and qualifications of the firm, designated project management staff, key personnel, and sub-consultants, if applicable. This criteria includes the firm's past work on similar projects, particularly amphitheaters or similar venues, and the experience of the project manager and key team members.

### Methodology/Project Approach/Responsiveness (20%)

The proposed approach and methodology for performing the services required, including how the firm plans to meet the project's objectives, address potential challenges, and ensure efficient use of resources. The firm's responsiveness to the specific requirements and instructions outlined in the RFP, including the completeness and clarity of the proposal.

- **Phase 2: Interviews**

#### Interviews with Highest-Rated Firms (Additive Weighting of 20%)

The City reserved the right to conduct interviews with the highest-rated firms. The interviews were intended to further assess each firm's understanding of the project, the qualifications of key personnel, and the proposed methodology.

- **Phase 3: Reference Checks**

#### Reference Checks (Additive Weighting of 10%)

The City retained the right to conduct reference checks for similar work completed within the last three (3) years by the highest-rated firms.

Following a comprehensive review, staff identified proposals from Kitchell/CEM, Incorporated; FCG Consultants; Willdan Engineering; Cumming Group; and TKE Engineering, Incorporated; as the five highest rated firms and invited these firms to interview. The City's Selection Committee (consisting of three public works staff members: Deputy Public Works Director, Contracts Manager, and Associate Engineer) interviewed the five highest ranked firms to further evaluate their management experience, skills, and project approach.

### Consultant Selection

Based on the technical proposal evaluations and interviews, staff determined that Kitchell/CEM, Incorporated (Kitchell) ranked the highest among the interviewed firms as this company met all the evaluation criteria, conveyed a clear methodology, and demonstrated the qualifications and competence necessary for the project. Kitchell's approach to the project scope, along with its outlined plan to manage each component of the work, such as contract administration, change management, and cost control, demonstrated the team's expertise in construction management. During the interview process, Kitchell's designated project team provided clear and accurate responses to each multi-part question and navigated each posed construction conflict scenario effectively. Additionally, Kitchell's recent work on the City of Clovis' Loma Vista Village Green Amphitheater, the Music and Drama Complex for Fullerton College, and the Crafton Hills Performing Arts Center for the San Bernardino Community College District, highlighted the firm's strength in performing arts and event space construction, as well as an extensive experience managing community and park space projects as outlined in the project experience section in Kitchell's proposal.

Unlike the Request for Bid process, which is based on the lowest responsive bid, the Request for Proposals process is based on the overall qualification criteria established in the Request for

Proposal documents and quality of professional services that will meet the City's needs. Staff evaluated the proposed fee and negotiated adjustments with the consultant to ensure the completeness of the scope of services, and the reasonableness and competitiveness of the fees. Kitchell included final commissioning services of the project's systems (audio/visual equipment, electrical, lighting, and heating-ventilation-air conditioning) within the task proposal without increasing the overall cost. Staff deemed the total not-to-exceed fee proposal reasonable based on the agreed-upon construction management scope of work and determined the fee is supported by the project budget.

### Next Steps

The Public Works Department is preparing the final bid-ready contract document package for project construction, which will be advertised in early October and estimated to open bids at the end of October 2025. The Public Works Department is tentatively scheduling the request for the construction contract award on November 13, 2025. The construction management firm will begin managing the day-to-day activities and obligations of the contractor and administering the Public Works contract during construction phase of the Signal Hill Amphitheater project upon issuance of a notice to proceed. The construction management services will serve to support quality and timely project delivery in accordance with the project plans and specifications, minimize impact to the surrounding sensitive properties and building, and to ensure the City fulfills all requirements of the grant funding.

### Recommendation

Staff recommends the City Council award the professional consultant services agreement to Kitchell/CEM, Incorporated for construction management services on the City of Signal Hill Amphitheater Project for a not-to-exceed contract amount of \$429,454. If approved by the City Council, staff would issue a Notice to Proceed to commence services in October 2025 and anticipate a contract completion in October 2026, contingent upon the completion of the construction work.

Reviewed for Fiscal Impact:

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### Attachment:

A. Professional Services Agreement