



San Luis Obispo County Integrated Waste Management Authority

EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA

Wednesday, August 19, 2026, 2:00 PM

Location of In-Person Meeting:

555 Chorro Street, Suite D2, San Luis Obispo, CA 93405

Mission Statement:

The Mission of the IWMA is to provide coordinated efforts to follow state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support.

EXECUTIVE COMMITTEE MEMBERS:

President, Navid Fardanesh, Special Districts

Vice President, Scott Newton, City of Pismo Beach

Past President, James Guthrie, City of Arroyo Grande

Public Comment:

Person(s) who wish to submit written Public Comment regarding an agenda item may send it to Janet Weldon, Clerk of the Board, at clerk@iwma.com. All correspondence submitted by 9:00 AM on the day of the meeting will be distributed to each board or committee member and will become part of the official record of the meeting. IWMA staff may upload written correspondence onto the agency's website. The agenda and public meeting materials are available for inspection during regular business hours at the IWMA office at 555 Chorro Street, Suite D2, San Luis Obispo, CA 93405.

Members of the public attending the meeting will have the opportunity to address the Executive Committee concerning any item on the agenda below before consideration of that item.

Americans with Disabilities Act Compliance:

In compliance with the Americans with Disabilities Act (ADA), the IWMA is committed to including the disabled in all its services, programs, and activities. If you need special aid to participate in this meeting, please get in touch with Janet Weldon, Clerk of the Board, at least 72 hours before the meeting to enable the IWMA to make reasonable arrangements to ensure accessibility to the meeting. The IWMA Clerk of the Board can be reached at (805) 781-2191 and through email at clerk@iwma.com.

- 1. Call To Order**
- 2. Roll Call**
- 3. Pledge Of Allegiance**

General Public Comment Period

Members of the public may address the Executive Committee on any items of interest within the jurisdiction of the Committee, including items not scheduled on this agenda. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda but may set items for future agendas.

REGULAR AGENDA

4. Approve Agreement for Architectural Services with Ten Over Studio, Inc. – IWMA Administrative Office Remodeling Project

Recommendation: Approve agreement with Ten Over Studio, inc. for architectural services to support the IWMA Administrative Office Remodeling Construction Project and authorize the Executive Director to sign the agreement.

5. Executive Committee Member Communications

Provide Executive Committee members with an opportunity to make an announcement and briefly report on their activities directly related to agency business.

ADJOURNMENT

Upcoming Meetings and Events			
Board of Directors	September 9, 2026	November 12, 2026	January 13, 2027
Executive Committee	October 14, 2026	December 9, 2026	February 10, 2027

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Coby Skye, Executive Director

RE: Approve Agreement for Architectural Services with Ten Over Studio, Inc.
– IWMA Administrative Office Remodeling Project

BACKGROUND:

In 2024, the IWMA purchased new office space at 555 Chorro Street, Suite D, in San Luis Obispo to accommodate expanded staffing necessitated by new state recycling mandates and regulations, in particular Senate Bill 1383. The new office provides sufficient space for the current IWMA staff, however a number of important improvements to the office have been deferred that would make the space more cost-effective, functional, and responsive to our customers. On July 15, 2026, the Executive Committee authorized moving forward with a request for design proposals for services related to the proposed remodeling project for the IWMA Administrative Office. Immediately following the meeting, a request for design proposals was prepared and advertised.

At its meeting on August 12, 2026, the Executive Committee reviewed and approved a proposal from Ten Over Studio from four design proposals received by the August 7, 2026 deadline. Following this action, the Agreement for services with Ten Over Studio, Inc. was provided and reviewed by the Executive Director, legal counsel and thereafter finalized for execution with the inclusion of Addendum #1. This agreement is now presented for approval by the Executive Committee, with authorization of the Executive Director to sign in order to begin the process for this remodeling project.

RECOMMENDATION:

Approve Agreement for Architectural Services with Ten Over Studio, Inc. - IWMA Administrative Office Remodeling Project and authorize the Executive Director to sign the agreement.

FISCAL IMPACT:

The design will be completed for a total not to exceed budget of \$18,000. A separate budget will be identified for the construction activities and presented to the Board for consideration.

ATTACHMENT:

- A. Agreement for Architectural Services with Ten Over Studio, Inc.



TEN OVER STUDIO

RESPONSE TO REQUEST FOR PROPOSALS: ADMINISTRATIVE OFFICE REMODELING PROJECT

PREPARED FOR: SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY
AUGUST 7, 2026



**TEN OVER STUDIO
PRIMARY CONTACT**

DANA LOSSING

PROJECT MANAGER, INTERIOR
DESIGNER

DANAL@TENOVERSTUDIO.COM

PHONE: 805.329.7528

**TEN OVER STUDIO
AUTHORIZED REPRESENTATIVE**

JIM DUFFY

PRESIDENT

JIMD@TENOVERSTUDIO.COM

MOBILE: 805.540.8896

TEN OVER STUDIO, Inc.

San Luis Obispo Office

539 Marsh St.

San Luis Obispo, CA 93401

Bay Area Office

333 West San Carlos St, Suite 500

San Jose, CA 95110

Bend Office

856 NW Bond St #200

Bend, OR 97703

541.648.1010

tenoverstudio.com

1. COVER LETTER

August 7, 2026

Coby Skye, Executive Director
SLO County Integrated Waste Management Authority
555 Chorro Street, Suite D2
San Luis Obispo, CA 93405

Re: Proposal for Administrative Office Remodeling Project - Architectural Services

Dear Coby Skye and Members of the Evaluation Committee,

This project is an opportunity for IWMA to transform a hardworking but constrained office into a space that truly supports your team and the mission you carry out for the County. We're glad for the chance to help make that happen.

We appreciated the chance to walk the site last week with you, Coby, and to do so previously last year as well. We've followed the project's development closely and understand the goals well: better flow between workspaces, a functional and private new configuration for Workspace "B," a meeting space that can comfortably host 15 people, and a durable, low-maintenance finish palette that will serve IWMA for years to come.

We also understand this project runs on a tight budget, and we've built our approach and our fee around getting you a fully functional, code-compliant office without unnecessary cost.

As a San Luis Obispo-based firm with deep experience in occupied public-building renovations, we're confident we can move quickly, navigate permitting smoothly, and deliver a design that's straightforward to bid and build.

We appreciate your consideration and look forward to the opportunity to work with IWMA.

Sincerely,

TEN OVER STUDIO, Inc.

Jim Duffy, NCARB, AIA, LEED AP
President

ABOUT TEN OVER STUDIO



PUBLIC ARCHITECTURE AND SERVICE —
ROOTED IN SAN LUIS OBISPO

Founded in San Luis Obispo in 2014, TEN OVER STUDIO is an architecture, interior design, and landscape architecture firm with decades of collective experience delivering public sector projects throughout California. Our team specializes in renovating occupied civic buildings, so we know how to keep costs down and operations running smoothly while the work gets done.

Headquartered in San Luis Obispo, and just minutes away from IWMA’s Chorro Street offices, we are local design experts who bring national experience to your project. Our team members live and work in this county, serve on local committees, and are deeply invested in the built environment that shapes daily life here.

Our local roots translate directly into responsiveness, local code familiarity, and a genuine understanding of what San Luis Obispo County agencies need from their facilities.

TEN OVER IS A STATE OF MIND

TEN OVER reflects our firm’s philosophy: we give 110% in everything we do. We strive to lead by example, go the extra mile, and take responsibility, even when no one is looking. We are collaborators by nature and believe in “we before me.” We know that working as a true partner to our clients improves every outcome. Listening, humility, and empathy are among our greatest tools.

WHAT SETS TEN OVER STUDIO APART

110% Always.

Our name TEN OVER reflects our philosophy to go above and beyond expectations every time.

50% Licensed Architects on our design staff, ensuring technical rigor and buildable, code-compliant designs.

Over 50% Female Staff on our creative and inclusive team, bringing unique perspectives and a collaborative approach.

In-house landscape architecture, interior design, and visualization services that create cohesive indoor–outdoor environments.

300+ Completed Public Projects in California, including over 50 completed on-call projects.

PROPOSED PROJECT TEAM



YEARS OF EXPERIENCE | 35
WITH CURRENT FIRM | 11

EDUCATION

Master of Arts, Architecture,
University of Oregon

Bachelor of Arts, Environmental
Studies/Urban Planning, UCSB

REGISTRATIONS

Architect, State of California C-30770

LEED AP

NCARB No. 88561

JIM DUFFY, PRESIDENT, AIA, NCARB, LEED AP PRINCIPAL-IN-CHARGE

Jim is an accomplished designer, architect, and construction administrator, skilled at coordinating the efforts of both the design and construction teams to ensure that original design intents are followed through to project completion. As a LEED accredited professional, he draws upon his knowledge of and commitment to sustainable design to guide the team in considering the most environmentally friendly options through all project phases.

RELEVANT EXPERIENCE

Paso Robles City Hall Renovation, Paso
Robles, CA

SRAM Headquarters Tenant Improvements,
San Luis Obispo, CA

Above Grade Engineering Office Remodel
& Renovation, San Luis Obispo, CA

Carmel-by-the-Sea Harrison Memorial
Library Upgrades, Carmel, CA

Monterey Peninsula Regional Park Dist
Maintenance Bldg Renovations, Carmel, CA

Cal Poly Mustang Village Leasing Center
Renovation, San Luis Obispo, CA

Octagon Barn Center, San Luis Obispo, CA

Old Mission School Annex, San Luis
Obispo, CA

City of San Luis Obispo, CA

Facilities Master Plan

Museum of Art Remodel & Renovation

City Hall Tenant Improvements

IT Department Space Planning

Mechanical Replacement Projects



YEARS OF EXPERIENCE | 9
WITH CURRENT FIRM | 7

EDUCATION

Bachelor of Arts, Dance, University
of California, San Diego, CA

APPOINTMENTS

Leadership SLO

SLO LIFE Magazine, Interior Design
Contributing Writer

SLO Chamber of Commerce
Ambassador, 2019

DANA LOSSING

PROJECT MANAGER, INTERIOR DESIGNER

Dana brings value to public projects by assisting in researching, developing, and sourcing materials while prioritizing her main objectives: improving the aesthetics, function, and representing the client's community identity. Sustainability is always important in Dana's designs. A detail-oriented people person, Dana plans and oversees all project phases to meet deadlines, budget, and project scope.

RELEVANT EXPERIENCE

Paso Robles City Hall Renovation, Paso
Robles, CA

Carmel-by-the-Sea Harrison Memorial
Library Upgrades, Sunset Center
Renovations, Carmel, CA

Palo Alto City Hall Finance Department
Tenant Improvements, Palo Alto, CA

San Jose Essential Facilities On-Call
Architectural Services

City of San Luis Obispo, CA

Facilities Master Plan

City Hall Tenant Improvements

Finance Department Space Planning

IT Department Space Planning

San Jose Fire Training Facility and
Emergency Operations Center, San Jose, CA

Monterey Peninsula Regional Park Dist
Maintenance Bldg Renovations, Carmel, CA



YEARS OF EXPERIENCE | 21
WITH CURRENT FIRM | 6

EDUCATION

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

REGISTRATIONS

Architect, State of California C-37604

JESSE PEREIRA, AIA, NCARB

SENIOR PROJECT ARCHITECT

Jesse has two decades of experience focused on designing public projects that serve communities. He is committed to delivering thoughtful, functional solutions that respond to real-world challenges. Jesse has developed specialized experience in civic projects that prioritize community use, accessibility, and long-term functionality. He thrives in combining technical expertise with user-focused design thinking. His portfolio includes community-centered projects that reflect his commitment to people-first architecture.

RELEVANT EXPERIENCE

City of San Luis Obispo, CA

Finance Department Space Planning
IT Department Space Planning
Senior Center Upgrades*

Carmel-by-the-Sea Harrison Memorial
Library Upgrades, Carmel, CA

Hearst Bus Maintenance Renovation and
Expansion, San Simeon, CA

Cal Poly Water Reclamation Facility, San
Luis Obispo, CA

Hearn Community HUB – Fire Station No.
8, Santa Rosa, CA

Newark Facilities Master Plan, Newark, CA

San Jose Police Dept. Training Facility and
Recruit Academy, San Jose, CA

**completed prior to joining TEN OVER*



YEARS OF EXPERIENCE | 10
WITH CURRENT FIRM | 5

EDUCATION

Bachelor of Architecture, University
of Miami

Associate of Arts, Art and
Architecture, Indian River State
College

TECHNICAL TRAINING

AutoCAD Certification, Autodesk,
2012

ALYSSA ATKINSON

SENIOR DESIGNER

Alyssa is a skilled designer who brings a rare combination of creative instinct and technical precision to every project. Their meticulous approach to documentation means their drawing sets consistently come out clean and well-coordinated, even on complex municipal projects. Alyssa's design approach focuses on integrating local materials with timeless styles. They are currently pursuing their Architectural License and LEED Accreditation.

RELEVANT EXPERIENCE

Paso Robles City Hall Renovation, Paso
Robles, CA

Carmel-by-the-Sea Harrison Memorial
Library Upgrades, Carmel, CA

Vandenberg SY Peak Mobile Optics Facility,
Santa Barbara, CA

Vandenberg B9005 Gymnasium Remodel,
Santa Barbara, CA

Vandenberg B8173 Secure Classroom
Expansion, Santa Barbara, CA

San Jose Life Cycle Cost Analysis –
Museum of Art, San Jose, CA

San Jose Life Cycle Cost Analysis –
Southside Police Substation, San Jose, CA

San Jose Park Neighborhood Recreation
Services – CSY Building G exhibit Builder
Shop Improvements, San Jose, CA

San Jose Police Department Academy
Renovation, San Jose, CA | Tracking LEED
Silver certification

EXPERIENCE WITH SIMILAR PROJECTS

TEN OVER STUDIO has spent over a decade delivering public-sector projects for California municipalities, with direct experience in occupied building renovations, civic facilities, and community-serving institutions. Our portfolio includes more than 300 completed public projects, among them over 50 on-call renovation assignments where working around active operations was critical. The following is a brief listing of our local renovation projects:

- Paso Robles City Hall Renovation
- CAPSLO Central Administration Building Renovation
- SLO Downtown Association Tenant Improvements
- San Luis Obispo City Hall Tenant Improvements
- San Luis Obispo IT & Finance Dept. Tenant Improvements
- Cal Poly SLO Center for Innovation and Entrepreneurship Tenant Improvement
- Cal Poly SLO Mustang Shop Tenant Improvement
- Cal Poly SLO Vista Grande Dining Complex
- Cal Poly SLO Mustang Village Leasing Renovation
- Palo Alto City Hall Finance Department Tenant Improvements

Remodeled Workspaces: We have experience designing open workspace layouts bordered by private offices and meeting rooms, along with the sound dampening and storage solutions needed to let multiple activities coexist comfortably in a compact footprint.

Maximizing Budget: We also bring a practiced eye for stretching public-agency budgets. On projects like the Paso Robles City Hall renovation, our team matched new finishes and furnishings to existing pieces still in good condition, extending the useful life of what was already on hand rather than replacing it outright. This translates directly into cost savings: reusing quality furnishings and workstations wherever possible, while focusing new investment on the flooring, finishes, and layout changes that will have the greatest impact.

Clarity in Design: We aim to create layouts and specifications that are easy for contractors to price accurately and easy for ownership to understand at a glance, helping keep both the design phase and the construction bids on schedule and within budget.



3. SIMILAR PROJECTS

PASO ROBLES CITY HALL RENOVATION

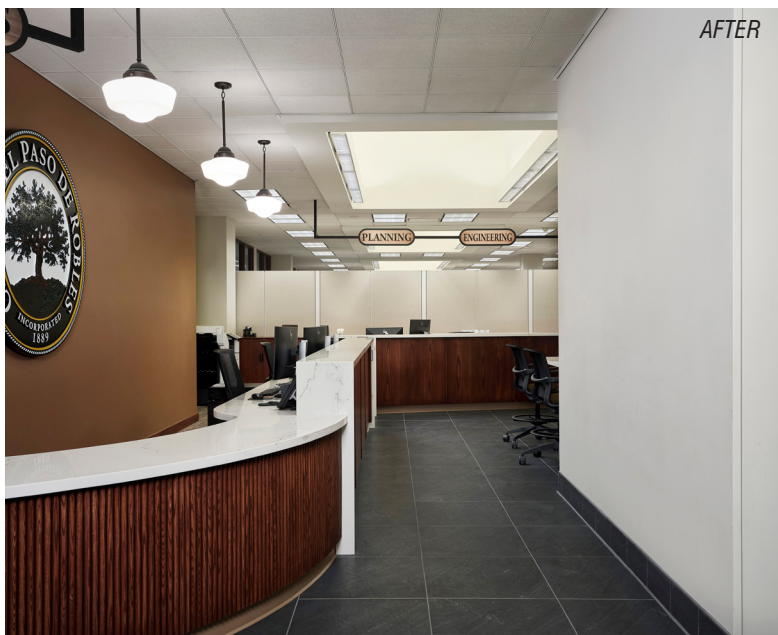
SIZE: 9,880 SF

LOCATION: PASO ROBLES, CA

SCOPE: ARCHITECTURE, INTERIORS

COMPLETION: JAN 2026

CONSTRUCTION AMOUNT: \$1.22M



Thirty years after opening, the City of Paso Robles set out to renovate City Hall and breathe new life into the workplace environment for several municipal departments.

TEN OVER STUDIO led the renovation of the second-floor offices, located directly above the City's library. The design challenge was to find functional and creative improvements with direct impact on staff and the community, within the constraints of an existing building and an expedited design, permitting, and construction schedule. The team met those timeframes through proactive communication and close coordination with the City and permitting agencies throughout. Throughout construction, the library on the first floor remained open and in continuous public use.

Work included a new front counter to improve the public's first point of contact, new flooring, wall coverings, and paint throughout, and a new public conference room giving residents more opportunities to meet directly with staff. Updated signage improves wayfinding. Security upgrades brought access control and protection systems up to current standards. New finishes and furniture were carefully matched to existing pieces so the City could reuse furnishings still in good condition and stretch the available budget.

3. SIMILAR PROJECTS

CANOE CLUB CO-WORKING SPACE

SIZE: 6,478 SF

LOCATION: SISTERS, OR

SCOPE: ARCHITECTURE, INTERIORS

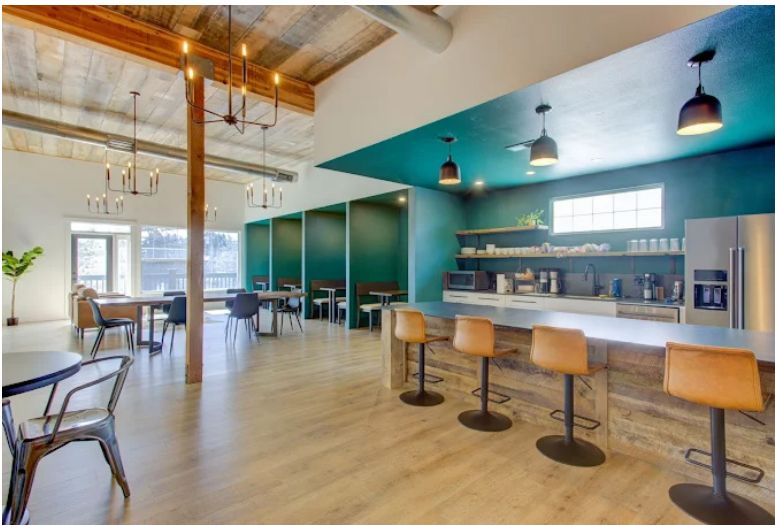
COMPLETION: 2024

CONSTRUCTION AMOUNT: \$500,000

The project consisted of an interior tenant improvement to an existing commercial building of approximately 6,400 square feet. The developer client needed a cost-effective, amenity-focused workspace that could serve a variety of users and work styles within a single shared building.

New demising walls were added in key locations to divide the floor plan into a mix of open collaborative work areas alongside small, medium, and large private offices along with a break area, lounge, and other shared amenities. This layout balanced the openness needed for collaboration with the privacy and acoustic separation required for focused work and meetings to happen side-by-side.

The interior design draws on the surrounding outdoor environment and aims to create a warm and casual yet functional shared workspace.



3. SIMILAR PROJECTS

SRAM HEADQUARTERS

SIZE: 20,500 SF

LOCATION: SAN LUIS OBISPO, CA

SCOPE: ARCHITECTURE, INTERIORS, LANDSCAPE

COMPLETION: 2016

CONSTRUCTION AMOUNT: \$2.2M (TI)

With offices worldwide, this distinguished international bicycle component company had outgrown its existing 6,000 SF Development Center and needed a large structure that could comfortably fit at least 60 staff with plenty of room to host meetings with international clients, and training for worldwide staff.

TEN OVER STUDIO was hired to design 20,500 SF of shell building with tenant improvements. The combined space includes open floor offices, enclosed conference rooms, a training room, a kitchen and cafe, shop space and testing rooms, gym and locker rooms, and outdoor areas.



ADDITIONAL EXPERIENCE



SLO CITY HALL TENANT IMPROVEMENT | *SAN LUIS OBISPO, CA*

The project included interior improvements to two upper-floor spaces at City Hall. The Council Hearing Room received new cabinetry, updated LED lighting with dimming controls, replacement acoustic ceiling and flooring, and reworked electrical, A/V, and communications connections. The Break Room was refreshed with new upper and lower cabinetry, counter tops, appliances, fixtures, and updated electrical and plumbing.

Size: 500 SF | **Scope:** Interior Design | **Completion:** March 2023 | **Construction Amount:** \$100,000



CAL POLY MUSTANG VILLAGE RENOVATION | *SAN LUIS OBISPO, CA*

TEN OVER STUDIO was hired for the renovation of the leasing office and dwelling units at Mustang Village, a well-known student housing complex for Cal Poly University. The leasing office welcomes residents with a new reception area, student lounge, and a separate study lounge, as well as three offices and a break room for staff. The entire renovation was completed while staff and students occupied the complex.

Size: 7,900 SF | **Scope:** Architecture, Interiors | **Completion:** 2018 | **Construction Amount:** \$3.6M



HARRISON MEMORIAL LIBRARY RENOVATION | *CARMEL-BY-THE-SEA, CA*

TEN OVER STUDIO was hired by Carmel-by-the-Sea for a 5-year Master Agreement to perform work on existing City facilities and address deferred maintenance items. The Harrison Library project included interior and exterior improvements and renovation to the existing building and facilities.

Size: 20,000 SF | **Scope:** Architecture, Interiors | **Completion:** April 2024 | **Construction Amount:** \$195,000

PROJECT UNDERSTANDING

For the IWMA Administrative Office Remodel (PROJECT), our team will develop concepts and provide sufficient detailing to obtain a permit for the following objectives as outlined in the CLIENT's request for proposal::

- Improve connectivity and flow between workspaces in the office
- Support safety and security for IWMA personnel and visitors – integrate workstation in existing “Atrium” space to greet visitors.
- Create a meeting space that can accommodate at least 15 participants at one time
- Create 2 separate workspaces, with walls and separate entrances, from area currently labeled Workspace “B” on Exhibit “1” provided by the CLIENT's RFP.
- Improve sound dampening throughout all workspaces, to allow for concurrent meetings to occur in adjacent spaces
- Provide for sufficient storage and space for 5 years of historical physical file storage, office supplies, printer/copier station, and routine supply storage, roughly estimated at 200 c.f. TEN OVER shall propose a minimum number or cubic feet of total space in the context of the submitted Design
- Create an employee break room with room for storage, meal preparation and consumption, retaining the existing sink
- Recommend replacement flooring throughout the office, using durable, easy-to-maintain materials
- Identify recommended sustainability and energy efficiency improvements throughout the office to reduce long-term utility (e.g. electricity, water, gas, trash) costs, including updates to the HVAC system
- Propose a location for a “Mother's Room”

The CLIENT has identified a project budget of \$150,000. A project timeline has not yet been established. A high-level cost estimate by the CLIENT's contractor is recommended at the conclusion of the Schematic Design task to confirm that the proposed project scope and design align with the CLIENT's budget. Cost estimation is not included in the design scope of work and shall be performed by the CLIENT's contractor or cost estimator.

It is assumed that mechanical, electrical, and plumbing systems (for example modifications to lighting fixture locations, plumbing fixture locations, and/or HVAC system) will be coordinated through a “design-build” approach, and are not assumed to be part of the scope of work or permit documentation

The scope of work assumes that no planning department review and/or approval will be required. In order to obtain a permit, the city will require 20% of the project budget be spent on ADA upgrades. At this time, we assume the upgrades will be limited to the new break room and appropriate accessible signage. Restroom and site upgrades are not included at this time, but may become required depending on project budget and/or city's interpretation of the building code.

The scope of services will be divided into tasks as laid out on the next pages.

SCOPE OF SERVICES

01 // SCHEMATIC DESIGN

The objective of this task is to develop the initial design that conveys the general project concept and satisfies the project program.

TIMELINE: 4-6 weeks

PROCEDURE

- TEN OVER STUDIO will research building code requirements and meet with the building department staff as required.
- TEN OVER STUDIO will develop drawings to communicate the initial design concept.
- TEN OVER STUDIO will meet with the CLIENT to review drawings, receive feedback, and refine the design as required. This phase assumes one round of refinements to the plans.
- The CLIENT will work with their Contractor as they develop an initial project budget.

- TEN OVER STUDIO will collaborate with the CLIENT'S Contractor to evaluate project program and overall budget alignment.

MEETINGS

- One (1) initial design presentation
- One (1) final presentation

DELIVERABLES

- Project program including needs, goals & priorities
- Initial Building Code Analysis
- Schematic floor plan and furnishing plan
- Schematic 3D interior massing views of key spaces (2 assumed)
- Schematic material and fixture concepts
- Precedent images of design concepts
- High-level cost estimate by the CLIENT's Contractor or Cost Estimator

02 // PERMIT DOCUMENTS

The objective of this task is to create a set of documents suitable for initial plan check permit submittal. Prior to this phase, the design decisions have been made, agreed upon and approved by the CLIENT.

TIMELINE: 12 weeks

PROCEDURE

- Based on the approved Schematic Design drawings, TEN OVER STUDIO will further refine the drawings and add code required detailing and annotations. These drawings and specifications will set forth the code requirements for permitting.
- TEN OVER STUDIO will develop the architectural details required for construction and will collaborate with the CLIENT to help in the selection of interior finishes, fixtures and equipment.

MEETINGS

- One (1) Permit Document progress meeting
- One (1) final Permit Document review meeting

DELIVERABLES

- Architectural permit drawings
- Code required details
- Outline specifications
- Interior furnishings plan
- Interior finish plan, elevations, and schedule

03 // PERMITTING

The objective of this task is to obtain building permit approval from the Building Department.

TIMELINE: 12 weeks estimated (Determined by reviewing agency)

PROCEDURE

- TEN OVER STUDIO will coordinate the building permit submittal with the CLIENT'S Consultants and will follow up with the building department until the permit is ready for issuance. This task includes the following:
 - TEN OVER STUDIO shall prepare, compile, print and submit all required plans applications and supplemental documents for initial submission
 - TEN OVER STUDIO shall review and distribute all comments issued by the reviewing body to the necessary parties
 - TEN OVER STUDIO shall provide formal comment responses, additional documentation (if required),

coordinate information on plans with all design consultants (if required), and revise plans accordingly in order to satisfy the reviewing body

- TEN OVER STUDIO will re submit to the Building Department and repeat this procedure until a building permit has been obtained.

MEETINGS

- Meetings with jurisdictional staff and/or sub-consultants as required.

DELIVERABLES

- Plan check responses as required
- Building permit (from the Agency having Jurisdiction)

04 // CONSTRUCTION OBSERVATION

TEN OVER STUDIO will assist the CLIENT and the Contractor during the construction phase with plan clarifications, supplemental information, general coordination and modifications. TEN OVER STUDIO will visit the site during construction as requested to observe and advise the CLIENT on the construction process, quality and conformance with the Construction Documents.

TIMELINE: As determined by the CLIENT's contractor

PROCEDURE

- Construction observation as defined herein
- Site visits and meetings as defined herein to review the work prior to occupancy

RECOMMENDED MEETINGS

- Four (4) OAC meetings during construction
- Initial punch list site walk
- Final punch list site walk

DELIVERABLES

- Construction document clarifications / modifications as requested
- Review and response to Contractor requests for information
- Review and approval of Contractor submittal

FEE PROPOSAL

TEN OVER STUDIO'S FEES

TASK 1	SCHEMATIC DESIGN	Fixed Fee	\$5,000
TASK 2	PERMIT DOCUMENTS	Fixed Fee	\$9,500
TASK 3	PERMITTING	Hourly	\$3,000
TASK 4	CONSTRUCTION OBSERVATION	Hourly if Requested	TBD
TASK 5	REIMBURSABLE EXPENSES	Not to Exceed	\$500

TEN OVER STUDIO HOURLY RATES

Unless otherwise agreed in advance, the fees for professional services performed by TEN OVER STUDIO shall be performed on a time and materials basis at TEN OVER STUDIO'S then-current rates for such work. These hourly rates are effective until December 2026. TEN OVER STUDIO reserves the right to adjust hourly rates on an annual basis.

PRINCIPAL	\$200-275
PROJECT MANAGER	\$175-250
ARCHITECT	\$125-215
LANDSCAPE ARCHITECT	\$115-\$175
INTERIOR DESIGNER	\$115-175
SENIOR DESIGNER	\$125-215
DESIGNER/DRAFTER	\$100-135
ADMINISTRATIVE	\$90

REIMBURSABLE EXPENSES

The CLIENT shall reimburse TEN OVER STUDIO for incidental expenses incurred by TEN OVER STUDIO, or any sub-consultant it may hire to perform services for the Project, at actual cost plus 20% to cover its overhead and administrative expenses. Reimbursable expenses shall include, but are not limited to, reproduction costs, postage, shipping and handling of drawings and documents, long distance communications, fees paid to authorities having jurisdiction over the Project, the expense of any additional insurance requested by the CLIENT in excess of that normally carried by TEN OVER STUDIO or its sub consultants, travel expenses (transportation / automobile / lodging / meals), renderings, and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate.

IN-HOUSE PRINTING & REPRODUCTIONS

In house printing and photocopies for direct use towards the project shall be charged at a rate of \$.20 per B&W and \$.65 per color.

ASSUMPTIONS & EXCLUSIONS

CLIENT'S RESPONSIBILITIES

The CLIENT shall provide, and TEN OVER STUDIO shall be entitled to rely on the accuracy of the following:

- Project program
- Recent title report
- Geotechnical report as required for structures, site improvements & percolation calculations.
- Project site survey in ACAD format including existing topography, structures, utilities, easements, vegetation, and property boundaries.
- Utility information and/or will-serve letters
- As-built drawings in hardcopy and ACAD format

SUB-CONSULTANTS

Any required sub-consultants are not included in this contract for services. It is the CLIENT'S responsibility to solicit and negotiate any sub-consultant's services should they be required. TEN OVER STUDIO can be authorized to solicit and negotiate consultant proposals at an additional hourly cost.

EXCLUSIONS

Unless noted otherwise, the following services are not included in the above Scope of Work or Fee Proposal. Many of them are available upon request as additional services.

- Comprehensive book specifications
- Measurement / verification and drafting of as-built drawings
- Site Plan
- Restroom design (existing layout and finishes to remain)
- Engineering services unless specifically noted
- Mechanical, electrical, and plumbing system design and coordination - for example modifications to lighting fixture locations, plumbing fixture locations, and/or HVAC system (assumed to be design-build)
- Fire sprinkler / alarm design / security /audio visual/ communications systems (assumed to be design-build)
- Construction or project cost estimates
- Energy Modeling or Building Commissioning
- Solar hot water or Photovoltaic design
- Soils analysis for landscape planting amendments
- Permits or utility and applications and/or fees
- Post Construction Record or As-built Drawings
- Value engineering services
- Renderings for marketing
- Preparation of Construction Documents for multiple bid packages
- Casework, cabinet, and millwork details and/or shop drawings
- Floodproofing certification
- Design, Specification, and/or purchasing of furnishings and specialty equipment



TEN OVER STUDIO

**539 MARSH STREET
SAN LUIS OBISPO, CA 93401**

**333 WEST SAN CARLOS ST. STE 600
SAN JOSE, CA 95113**

**856 NW BOND STREET, SUITE 200
BEND, OR 97703**

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@TEN-OVER-STUDIO



@TENOVERSTUDIO

TERMS AND CONDITIONS

This Attachment entitled Terms and Conditions, together with the Agreement for Architectural Services, and any other attachments (if any) shall constitute the CONTRACT between the CLIENT and TEN OVER STUDIO. The CONTRACT represents the entire agreement between the CLIENT and TEN OVER STUDIO and supersedes all prior negotiations, representations or agreements, either written or oral. The CONTRACT may be amended only by written instrument signed by both the CLIENT and TEN OVER STUDIO.

TEN OVER STUDIO'S RESPONSIBILITIES

TEN OVER STUDIO shall provide services as outlined in the SCOPE OF WORK in the Agreement shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the profession currently practicing under similar circumstances. TEN OVER STUDIO does not offer a guarantee or warranty of their services either expressly or implied.

CONSTRUCTION COST ESTIMATES

Cost estimating is not in TEN OVER STUDIO'S scope of work. If indicated, they will coordinate with the CLIENT'S independent cost estimator but is not responsible for the cost estimate itself. It must be recognized that TEN OVER STUDIO has no control over the cost of labor and materials, or over the competitive bidding procedures in marketing conditions, so TEN OVER STUDIO cannot guarantee that the proposals, bids or the project construction costs will not vary from these estimates.

CONSTRUCTION OBSERVATION

Unless otherwise agreed in writing by both parties, TEN OVER STUDIO shall visit the site at intervals appropriate to the stage of construction or as otherwise agreed to in writing by CLIENT and TEN OVER STUDIO in order to observe the progress and quality of construction per the contract documents (the Work). Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's Work but rather are to allow TEN OVER STUDIO to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, TEN OVER STUDIO shall keep the CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. If the CLIENT elects to proceed with construction without TEN OVER STUDIO'S assistance or oversight, the CLIENT assumes all risk with regard to construction scope, quality or conformance to the construction documents.

MEANS AND METHODS OF CONSTRUCTION

TEN OVER STUDIO will not supervise, direct, or have control over the Contractor's Work. TEN OVER STUDIO shall not be responsible for the Contractor's means, methods, procedures, techniques, or sequences of construction, nor for safety programs or procedures employed by the Contractor on the job site. TEN OVER STUDIO shall not be responsible for the Contractor's failure to conduct work in accordance with the Contract Documents. Review of submittals by TEN OVER STUDIO shall be for general conformance with the information given and design concept expressed in the Contract Documents and shall not be considered certification of submittals accuracy.

USE OF TEN OVER STUDIO'S DOCUMENTS

The Drawings, Specifications, Renderings, Video, and other documents, including all documents on electronic media, prepared by TEN OVER STUDIO as instruments of service for this project shall remain the property of TEN OVER STUDIO. The CLIENT shall be permitted to retain copies, including reproducible copies of the Drawings, Specifications and other documents for information and reference in connection with the CLIENT'S use and occupancy of the PROJECT. The CLIENT shall not reuse or permit the reuse of TEN OVER STUDIO'S Documents except by mutual agreement in writing. Renderings and/or Video of the PROJECT made available to the public shall include credit to TEN OVER STUDIO as follows: "Rendering (or Video) by TEN OVER STUDIO".

DISPUTE RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the PROJECT or following the completion of the project, the CLIENT and TEN OVER STUDIO agree that all disputes between them arising out of or relating to this Contract shall be first submitted to formal mediation under the mediation rules of the American Arbitration Association, unless the parties mutually agree otherwise in writing. If mediation is not successful, the parties agree to binding arbitration as a final solution for disputes less than \$50,000 and litigation for disputes greater than \$50,000.

LIMITATIONS OF LIABILITY

In recognition of the relative risks and benefits of the project to both the CLIENT and TEN OVER STUDIO, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of TEN OVER STUDIO and TEN OVER STUDIO'S consultants to the CLIENT and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of TEN OVER STUDIO and TEN OVER STUDIO'S consultants to all those named shall not exceed \$1,000.00, or TEN OVER STUDIO'S total fee for services rendered on this project, whichever is greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty. The CLIENT and TEN OVER STUDIO agree that liability is limited to direct damages and waive the right to claim consequential damages against each other arising out of this contract.

INDEMNIFICATION

In addition, and notwithstanding any other provisions of this Agreement, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless TEN OVER STUDIO, his or her officers, directors, employees, agents, and sub-consultants from and against all damage, liability or cost, including reasonable attorney's fees and defense cost, arising out of or in any way connected with this project or the performance by any of the parties above named of the service under this Agreement, excepting only those damages, liabilities or costs attributing to the sole negligence or willful misconduct of TEN OVER STUDIO.

In addition, and notwithstanding any other provisions of this Agreement, TEN OVER STUDIO agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, his or her officers, directors, employees, agents, and sub-consultants from and against all damage, liability or cost, including reasonable attorney's fees and defense cost, arising out of or in any way connected with this project or the performance by any of the parties above named of the service under this Agreement, excepting only those damages, liabilities or costs attributing to the sole negligence or willful misconduct of the CLIENT.

MISCELLANNEOUS PROVISIONS

1. This Contract shall be governed by the laws of the State of California. In the event of mediation or other legal action the venue shall be San Luis Obispo County.
2. The terms conditions and provisions of the Contract shall bind and benefit the CLIENT and TEN OVER STUDIO and their respective successors, assigns and legal representatives. Neither the CLIENT nor TEN OVER STUDIO shall assign or transfer an interest in this Contract without the written consent of the other.
3. In the event any provisions of this Contract shall be held to be invalid or unenforceable, all remaining provisions shall continue in full force and effect.
4. TEN OVER STUDIO and their consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site.
5. TEN OVER STUDIO shall not be required to sign any documents, no matter by whom requested, that would result in TEN OVER STUDIO'S having to certify, guarantee or warrant the existence of conditions whose existence TEN OVER STUDIO cannot ascertain.
6. Only drawings specifically titled CONSTRUCTION DOCUMENTS with TEN OVER STUDIO'S signed stamp are intended for construction. Construction based on any other drawings is at CLIENTS risk.
7. TEN OVER STUDIO reserves the right to photograph the project at all phases for marketing purposes.
8. TEN OVER STUDIO reserves the right to install a job site sign on the CLIENTS project property during design and construction of the project.
9. Services, including services for Permitting, are limited to the Scope of Services described herein. Any services requested outside of this scope shall be considered additional services and will be subject to additional fees.

BILLING AND PAYMENTS

Invoices will be submitted monthly and are due upon receipt. Amounts unpaid 30 days after the invoice date will bear a service charge of 1.5% per month (18% per annum) or the maximum rate permitted by law. Consultant may suspend services upon 7 days' written notice if payment is not received within 45 days of the invoice date. Client shall be responsible for all costs of collection, including reasonable attorney's fees.

The CLIENT agrees that the periodic billing from TEN OVER STUDIO to the CLIENT are correct, conclusive, and binding on the CLIENT unless, the CLIENT within ten (10) days from the date of receipt of such billing, notifies TEN OVER STUDIO in writing of alleged inaccuracies, or discrepancies, or errors in the billing.

TEN OVER STUDIO will not submit documents for approval by any public agency until all fees have been paid to date. In addition, end of PHASE deliverables will require payment in full. Reimbursable receipts will not be provided with invoices but will be available upon request.

TEN OVER STUDIO shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension caused by any breach of this Contract by the CLIENT. If the CLIENT fails to make payment to TEN OVER STUDIO in accordance with the payment terms herein, this shall constitute a material breach of this Contract and shall be cause for termination by TEN OVER STUDIO. In the event legal action is necessary to enforce the payment provisions of the Contract, TEN OVER STUDIO shall be entitled to collect from the CLIENT costs of collection, including reasonable attorneys' fees.

SIGNATURE

TEN OVER STUDIO (Jim Duffy)

CLIENT (Coby Skye)



DATE: August 14, 2026

DATE:

License No. C-30770 (JIM)

Our relationship for the purposes of this project and our responsibilities to each other are more fully set forth in Our Terms and Conditions which are an attachment to and a part of this Proposal. This Agreement expires in 60 days if not executed by all parties.

**ADDENDUM NO. 1 TO AGREEMENT FOR ARCHITECTURAL SERVICES
(Administrative Office Remodeling Project)**

This Addendum No. 1 (“Addendum”) is entered into as of _____, 2026, by and between the **San Luis Obispo County Integrated Waste Management Authority** a California joint powers authority (“CLIENT” or “IWMA”) and **TEN OVER STUDIO, Inc., a California corporation** (“TEN OVER STUDIO” or “Architect”).

A. CLIENT and TEN OVER STUDIO are parties to that certain proposal and Terms and Conditions for architectural services for the IWMA Administrative Office Remodeling Project, dated the same date as this Addendum (the “Agreement”).

B. The parties desire to modify certain provisions of the Agreement as set forth herein without otherwise altering the remaining terms and conditions.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Precedence; Remaining Terms. In the event of any conflict between the terms of this Addendum and the terms of the Agreement (including the Terms and Conditions attached thereto), the terms of this Addendum shall control. Except as expressly modified by this Addendum, all other terms, conditions, and provisions of the Agreement remain in full force and effect and are hereby ratified and confirmed.

2. Ownership and Use of Documents. Section entitled “USE OF TEN OVER STUDIO’S DOCUMENTS” in the Agreement is hereby deleted in its entirety and replaced with the following:

Upon full payment of all sums due under this Agreement, all Drawings, Specifications, Renderings, electronic files (including CAD and BIM files), and other instruments of service prepared by TEN OVER STUDIO or its consultants for the Project shall become the property of the CLIENT. TEN OVER STUDIO retains the right to retain copies for its records and portfolio purposes and retains copyright in any standard details or design elements that are not Project-specific.

The CLIENT (and its successors, assigns, contractors, and consultants) is hereby granted an irrevocable, non-exclusive, royalty-free, perpetual license to use, reproduce, modify, adapt, and reuse the instruments of service solely for the Project, related IWMA facilities, maintenance, alterations, additions, and future renovations, without further payment to or consent from TEN OVER STUDIO.

If the CLIENT reuses the instruments of service without retaining TEN OVER STUDIO for related services, the CLIENT shall indemnify, defend, and hold harmless TEN OVER STUDIO from and against any claims, damages, or liabilities arising solely from such reuse, except to the extent caused by the negligence or willful misconduct of TEN OVER STUDIO. Any public

renderings or videos of the Project shall include credit to TEN OVER STUDIO in substantially the following form: 'Rendering (or Video) by TEN OVER STUDIO.

3. Funding and Fees and Expenses Exceeding Quoted Amount. The following provisions shall be added to the Agreement.

Funding Contingency. The services contemplated hereby have been budgeted and approved by the IWMA Executive Committee. However, if for any reason sufficient funds are not appropriated or become unavailable for any reason, the CLIENT may terminate this Agreement effective immediately upon written notice, without liability for damages, paying only for services satisfactorily performed and reimbursable expenses properly incurred through the effective date of termination. TEN OVER STUDIO shall have no claim for anticipated profits, unperformed work, or consequential damages arising from such termination.

Fees and Expenses Exceeding Quoted Amounts. Any fees, hourly charges, reimbursable expenses, or other costs that would cause the total compensation under the Agreement to exceed the fixed fees or not-to-exceed amounts set forth in the Fee Proposal (currently \$5,000 for Schematic Design, \$9,500 for Permit Documents, \$3,000 not-to-exceed for Permitting, \$500 not-to-exceed for reimbursable expenses, and any amounts later authorized for Construction Observation) shall require the prior written approval of the CLIENT. TEN OVER STUDIO shall not proceed with, and the CLIENT shall have no obligation to pay for, any work or expenses that exceed the approved amounts unless and until such written approval is obtained. Any request for additional compensation shall include a detailed description of the additional services or expenses and the reason they are necessary.

4. Limitation of Liability. The section entitled "LIMITATIONS OF LIABILITY" is modified as follows:

The aggregate liability of TEN OVER STUDIO and its consultants to the CLIENT arising out of or related to this Agreement shall not exceed the greater of (a) the total fees paid to TEN OVER STUDIO under this Agreement or (b) the limits of TEN OVER STUDIO's professional liability insurance then in force (minimum recommended coverage of \$1,000,000 per claim/\$2,000,000 aggregate). This limitation shall not apply to claims arising from TEN OVER STUDIO's gross negligence, willful misconduct, or violation of applicable law. Both parties waive claims for consequential damages to the extent permitted by law, except for damages arising from the other party's gross negligence or willful misconduct.

5. Indemnification Clarification. The existing mutual indemnification provisions are clarified by the addition of the following sentence at the end of each party's indemnity obligation:

Notwithstanding the foregoing, nothing in this Agreement shall require either party to indemnify the other for the indemnified party's active negligence or willful misconduct to the extent prohibited by California Civil Code section 2782 or other applicable law.

6. Electronic Signatures. The parties agree that this Addendum and the underlying Agreement may be executed by electronic signature (including DocuSign, Adobe Sign, or similar platforms). Electronic signatures shall have the same legal effect, validity, and enforceability as manual (wet-ink) signatures under the California Uniform Electronic Transactions Act (Civil Code §§ 1633.1 et seq.) and any other applicable law. Delivery of an executed counterpart of this Addendum by electronic transmission shall be equally as effective as delivery of an original executed counterpart.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date first written above.

IWMA

By: _____
Name: _____
Title: _____
Date: _____

TEN OVER STUDIO, Inc.

By: _____
Name: _____
Title: _____
Date: _____

Approved as To Form:

IWMA Legal Counsel

By: _____
Name: _____
Date: _____