



City Council Staff Report

DATE: December 7, 2016 UNFINISHED BUSINESS

SUBJECT: APPROVAL OF PLANS, SPECIFICATIONS AND ESTIMATE (PS&E) AND AUTHORIZATION TO BID FOR THE POLICE DEPARTMENT REMODEL, CITY PROJECT NO 15-05

FROM: David H. Ready, City Manager

BY: Engineering Services Department

SUMMARY

The City Council previously appropriated funding in the amount of \$450,000 from the Measure J Capital Project Fund for a capital project to remodel the Police Department Lobby and Records area, Detective Bureau room, and Police Training Center. Additional architectural design services to remodel the Men's and Women's Locker rooms as well as Report Writing Room and Dispatch Center have been included into this project. The construction documents (Plans, Specifications and Estimate) are completed and, in accordance with 7.03.040 of the Procurement and Contracting Code the Council is required to approve and adopt plans, specifications and working details, and authorize the bid request for all public projects in excess of \$100,000.

RECOMMENDATION:

- 1) Approve the plans, specifications, and estimate and authorize staff to advertise and solicit bids for the Police Department Remodel, City Project No. 15-05; and
- 2) Approve Amendment No. 5 in the amount of \$5,025 to the Consulting Services Agreement (A6465) with Urrutia Architects for a revised total contract amount of \$198,455 for the Police Department Remodel, City Project No. 15-15.

STAFF ANALYSIS:

As part of the Fiscal Year 2013/14 budget, the City Council appropriated \$450,000 as budget through Measure J Capital Project Funds for the Police Department Remodel, City Project No. 15-05 (the "Project").

ITEM NO. 4A

✓

On December 18, 2013, the City Council approved a Professional Services Agreement (A6465), with Urrutia Architects, (the "Urrutia Agreement") for the preparation of remodeling plans at the Police Department Lobby and Records area, Detective Bureau room and Police Training Center.

On April 16, 2014, the City Council approved Amendment No. 1 to the Urrutia Agreement to include additional architectural design services for the remodel of the Men's and Women's Locker rooms.

On October 15, 2014, City Council approved Amendment No. 2 to the Urrutia Agreement to include additional architectural design services for the remodel the Report Writing Room, Dispatch Center and other miscellaneous items at the Police Station.

On November 4, 2015, the City Council approved the plans, specifications and estimate, and authorized to bid the Project. However, prior to releasing bids, at a November 6, 2015, Measure J Commission field meeting held at the Police Department to review and discuss the scope of the Project, the Measure J Commission recommended the Project include the following additional scopes of work:

- Upgrading existing public restrooms in the Police Department lobby to comply with ADA standards
- Raising the low ceiling and soffit in the Detective Bureau to improve ambient lighting from the existing high windows
- Upgrading existing public restrooms at the Police Department Training Center to comply with ADA standards
- Adding utility sinks into each of the separate Training Center rooms
- Improving and remodeling the existing men's and women's sleeping rooms in the Police Department basement

On February 3, 2016, the City Council reviewed the Measure J Commission's recommended list of additional work, agreed the Project should include this work, and approved Amendment No. 3 to the Urrutia Agreement to include upgrading of public restrooms to meet ADA standards not included in the original scope of the project, as well as to update the audio/visual construction documents.

On June 1, 2016, the City Council approved Amendment No. 4 to include a new fire line service to the existing Police Department Training Center building required by the City's Fire Department as a result of its Fire Code review of the final construction plans.

Construction of the Project will require challenging logistics, as the area of work involves secured areas, requiring relocation of existing employees, work stations, and confidential files. Given these logistics, staff coordinated with the Police Department and Urrutia Architects regarding the requirement to maintain daily operations at the Police Department during its remodeling.

On October 27, 2016, a first of three meetings was held with the Police Department, Urrutia Architects and staff to discuss the details of continuing operations of the Police Department during the estimated 8-month construction schedule. Key issues were discussed, including a temporary staging area, temporary staff relocation, and the disposition of existing furniture. A summary of each of these key logistical issues is summarized.

Planned Staging Area

It has been agreed that a temporary staging area for the City's contractor will be identified at the existing visitor's parking lot, to provide direct access to the main entrance as well as direct access to the Training Center building. A temporary construction fence will be installed for the entire duration of the Project and temporary visitor parking will be redirected to on-street parking on S. Civic Drive.

Temporary Staff Relocation

Several areas within the Police Department building will be affected during the Project construction. It was agreed to phase the construction of the Project in a manner such that the Contractor will be directed to complete certain areas of the building first. A defined maximum number of working days will be provided to the Contractor for each working area. The Police Department agreed with this approach as it allows staff to return to a fully furnished work area while the Project is still undergoing construction in other areas. Below is the construction phasing plan as agreed to by the Police Department:

Phase 1: Men's and Women's Locker Room (2 Month Duration)

This area is located within the Police Department basement. The scope of work planned for the Men's and Women's Locker Room include the removal of existing wood benches, carpet, wall and floor tile, restroom equipment, and shower fixtures. Installation of new benches, carpet, tile, restroom, showers, sauna, sleep rooms, and repainted lockers are included as part of the Project. As the entire Locker Room will be closed, temporary accommodations will be provided via portable trailers with lockers, showers, and toilets to be located behind the Training Center for a period of approximately 2-months while remodeling of the Lock Room is completed.

Phase 2: Detective Bureau (2 Month Duration)

The Detective Bureau is located along the southeasterly side of the building. The scope of work proposed for this area includes the removal of existing carpet, vertical window coverings, office furniture, filing cabinets, and recessed lighting. Installation of new carpet, window treatments, individual work stations and office furniture, rotating file cabinets, and new lighting will be incorporated. Detectives will temporarily be relocated to the basement for a period of approximately 2-months while remodeling of the

Detective Bureau is completed.

Phase 3: Records and Lobby (2 Month Duration)

This area is located at the main entrance of the Police Department building. The scope of work planned for the Records and Lobby includes the removal of existing glass store front doors, tiling flooring, public restrooms, carpet, office furniture, printers and copiers, filing cabinets, and recessed lighting. Installation of new glass store front doors, Police Department seal, tile flooring, carpet, individual work stations and office furniture, high-density storage system, and new lighting are included as part of the Project. Employees will temporarily be relocated to an available conference room within the Detective Bureau area, and a temporary waiting room will be constructed outside the Police Department building.

Phase 4: Training Center (2 Month Duration)

The Training Center is located to the north and detached from the Police Department building. The scope of work proposed for this area includes the removal of existing doors and hardware, carpet, wall partitions, tables and chairs, restrooms, and lighting fixtures. Installation of new carpet tiles, acoustical folding doors and wall panels, audio/visual equipment, tables and chairs, new public ADA restrooms, and lighting fixtures will be incorporated.

Disposition of Existing Furniture

Existing furniture located within the improved areas will be removed and disposed of by the Contractor, however, the bid documents will require the Contractor to identify a salvage value and credit due to the City for the resale value of the existing furnishings and equipment to be removed by the Contractor.

Summary

A general overview of the scope of the improvements included with the Project is included in **Attachment 1**. This presentation provides a brief overview of the proposed improvements for the Police Department which comprises of renderings, exhibits and construction drawing layouts. A complete set of plans is available for review in the Engineering Services Department.

The construction drawings prepared by Urrutia Architects have been reviewed and approved by the City's Building Department for compliance with required Building Codes. The construction drawings are on file with the Engineer Services Department. Staff recommends that the City Council approve the plans and authorize staff to formally solicit construction bids for the Project.

With the City Council's approval, staff will advertise the project in the *Desert Sun*, submit the Notice Inviting Bids to plan rooms, and provide the bid documents available free of charge to prospective bidders. A copy of the construction drawings and contract specifications for the Project are on file with the Department of Engineering Services. The following *tentative* schedule has been identified for the bid process:

Notice Inviting Bids posted and issued:	December 8, 2016
Deadline for receipt of bids:	3:00 PM, February 9, 2017*
Contract awarded by City Council:	March 1, 2017

*Note, an extended bid period is being scheduled due to requirements for a mandatory pre-bid meeting, and bidding during the holidays.

Approval of Amendment No. 5 to Urrutia Agreement

A final revision to the remodeling of the Records Division has been requested by the Police Department to revise the Records Supervisor Office and separate the existing large office into two separate offices to accommodate additional staff in the Records Division. It is also necessary to prepare an electrical plan for power to the temporary trailers to be provided as replacement Locker Rooms during remodeling of the existing Locker Rooms. Staff requested and received from Urrutia Architects a proposal for the additional scope of work in the amount of \$5,025 to incorporate these final changes to the plans. Staff has prepared Amendment No. 5 to the Urrutia Agreement increasing the total compensation by \$5,025 to a maximum of \$198,455; a copy of Amendment No. 5 is included as **Attachment 2**.

ENVIRONMENTAL IMPACT:

Section 21084 of the California Public Resources Code requires Guidelines for Implementation of the California Environmental Quality Act ("CEQA"). The Guidelines are required to include a list of classes of projects which have been determined not to have a significant effect on the environment and which are exempt from the provisions of CEQA. In response to that mandate, the Secretary for Resources identified classes of projects that do not have a significant effect on the environment, and are declared to be categorically exempt from the requirement for the preparation of environmental documents. In accordance with Section 15301 "Existing Facilities," Class 1 projects consist of interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances; therefore, the Police Department Remodel, City Project. No. 15-05, is considered categorically exempt from CEQA, and a Notice of Exemption has been prepared and filed with the Riverside County Clerk.

FISCAL IMPACT:

A total of \$450,000 was previously budgeted for the design phase of the Project through the Measure J Capital Project Fund (Fund 260). In the 2016/2017 Fiscal Year budget, the City Council appropriated an initial budget of \$1,250,000 representing 50% of the

previously estimated construction cost of \$2,500,000; the remaining 50% of the construction budget is anticipated to be funded as part of the 2017/2018 Fiscal Year budget from the Measure J Capital Fund.

The current construction estimate for the Project prepared by Urrutia Architects has increased to \$2,963,551 as shown in **Attachment 3**. The increased cost is attributed to the various additional scopes of work to be included as part of the Project previously approved by the City Council.

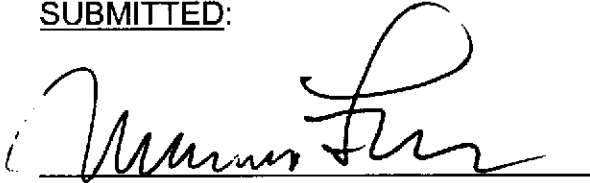
The estimated Project budget and incurred expenditures are identified in Table 1.

Table of Project Costs	Amount
Measure J Fund (Prior FY)	\$450,000
Measure J Fund (FY 16/17)	\$1,250,000
Measure J Fund (FY 17/18)	\$1,250,000
Design Services	(\$198,455)
Project Administration (through 11/30/16)	(\$12,775)
Project Administration (Estimated)	(\$10,000)
Construction Support (Estimated)	(\$225,000)
Construction Contract (Estimated)	(\$3,000,000)
Construction Contingency	(\$300,000)
Additional Budget Required	\$796,230

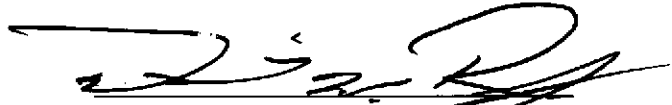
Table 2

As identified in Table 1, after including the future Measure J appropriation of \$1,250,000 anticipated in Fiscal Year 2017/2018 for the Project, an additional budget of approximately \$800,000 will be required to fully fund the estimated cost of the Project. Award of a construction contract will tentatively occur in March 2017, and will require that the City Council consider advancing an internal loan from the General Fund to the Measure J Fund to allow award of a construction contract to occur within the current fiscal year. Following bidding of the Project, staff will revise and identify the final additional budget required, with the additional budget to be repaid by the Measure J Fund over a period of time to be determined by the City Council.

SUBMITTED:



Marcus L. Fuller, MPA, P.E., P.L.S.
Assistant City Manager/City Engineer



David H. Ready, Esq., Ph.D.
City Manager

Attachments:

1. Power Point Presentation
2. Amendment No. 5
3. Construction Estimate

ATTACHMENT 1

City of Palm Springs Police Department Remodel

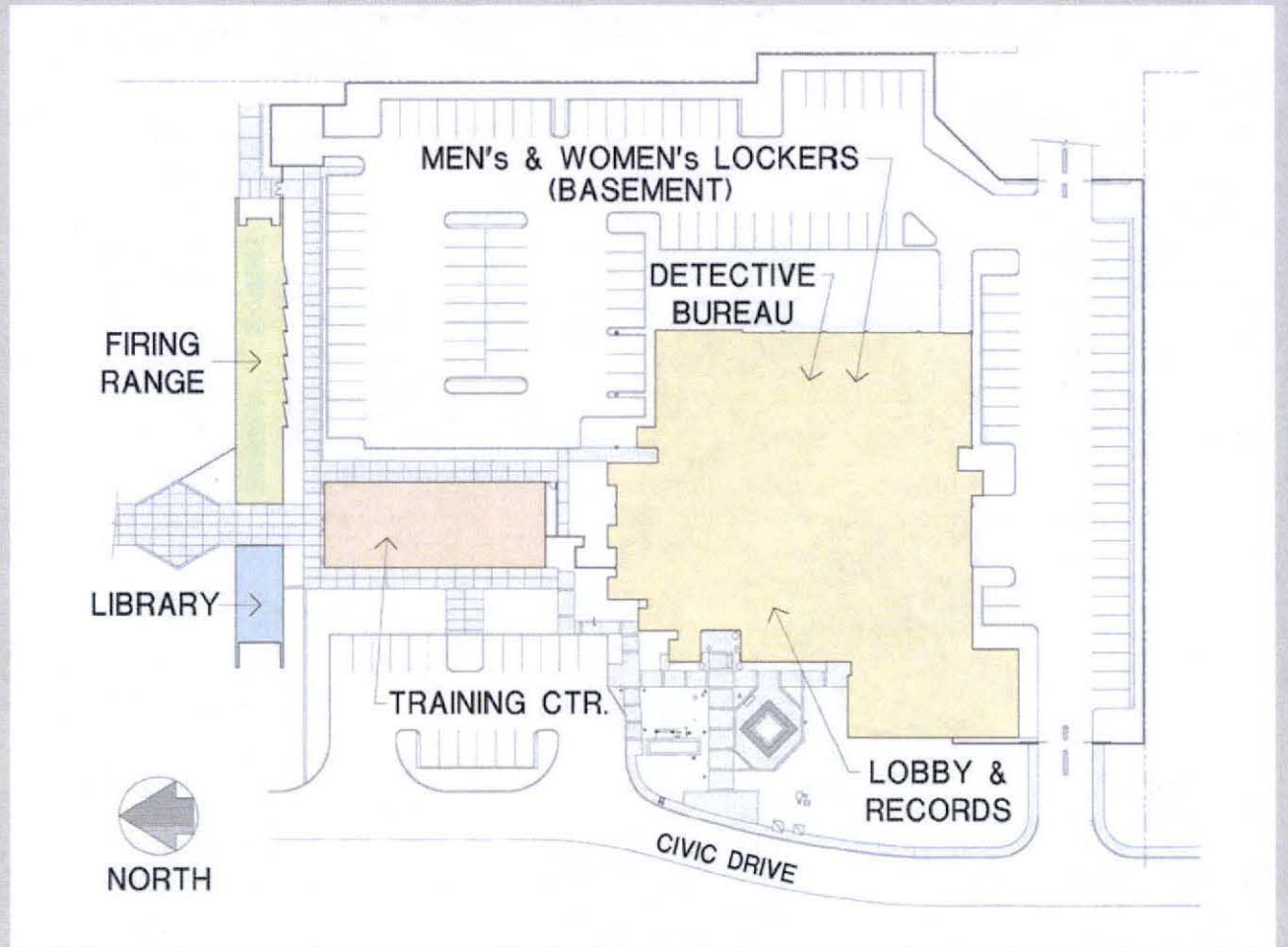
PROJECT 100 – TRAINING CENTER

PROJECT 200 – LOBBY & RECORDS

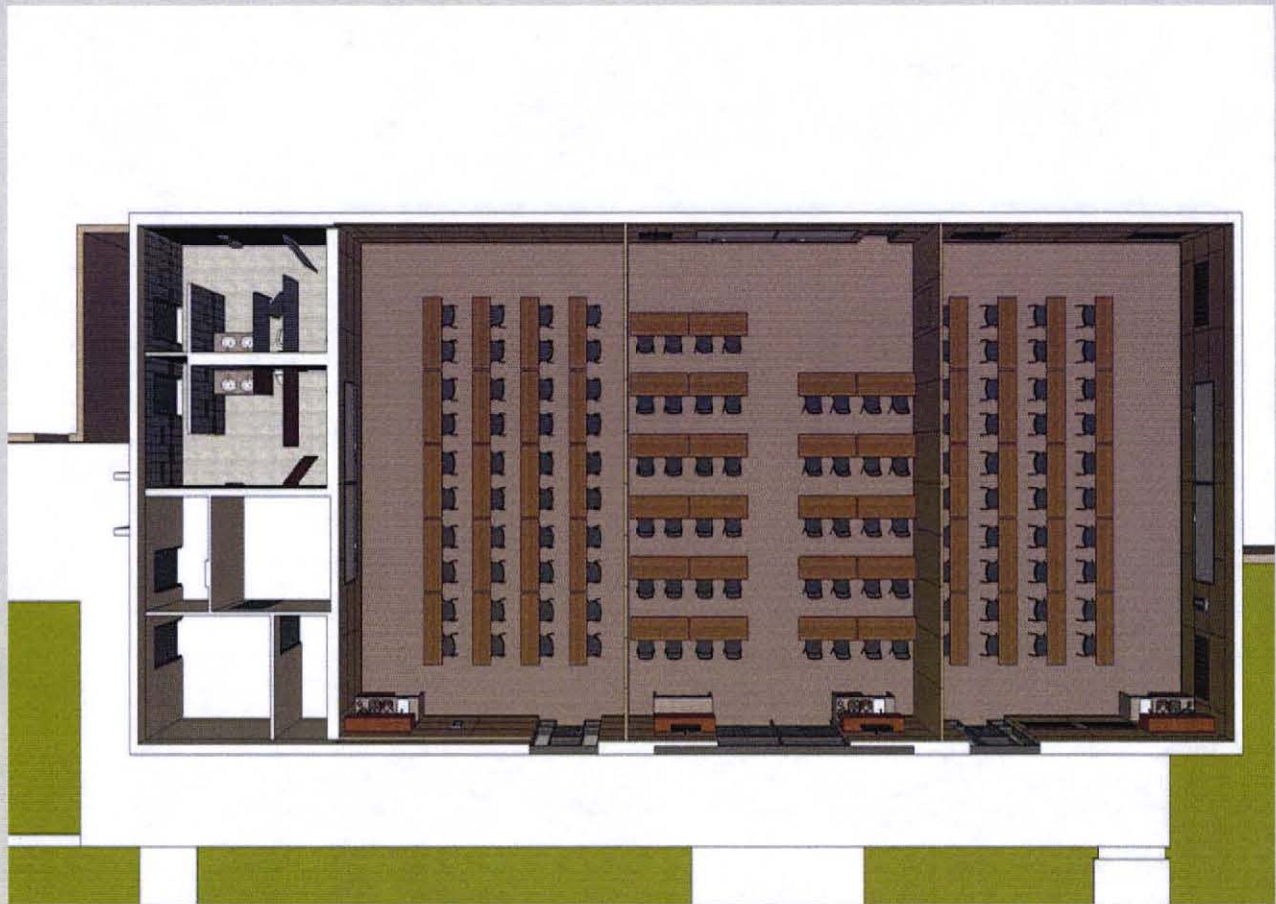
PROJECT 300 – DETECTIVE BUREAU

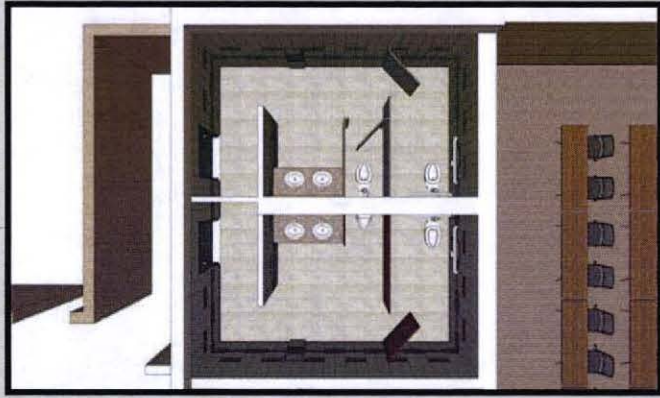
PROJECT 400 – MEN'S & WOMEN'S LOCKER ROOMS

Overall Site Plan

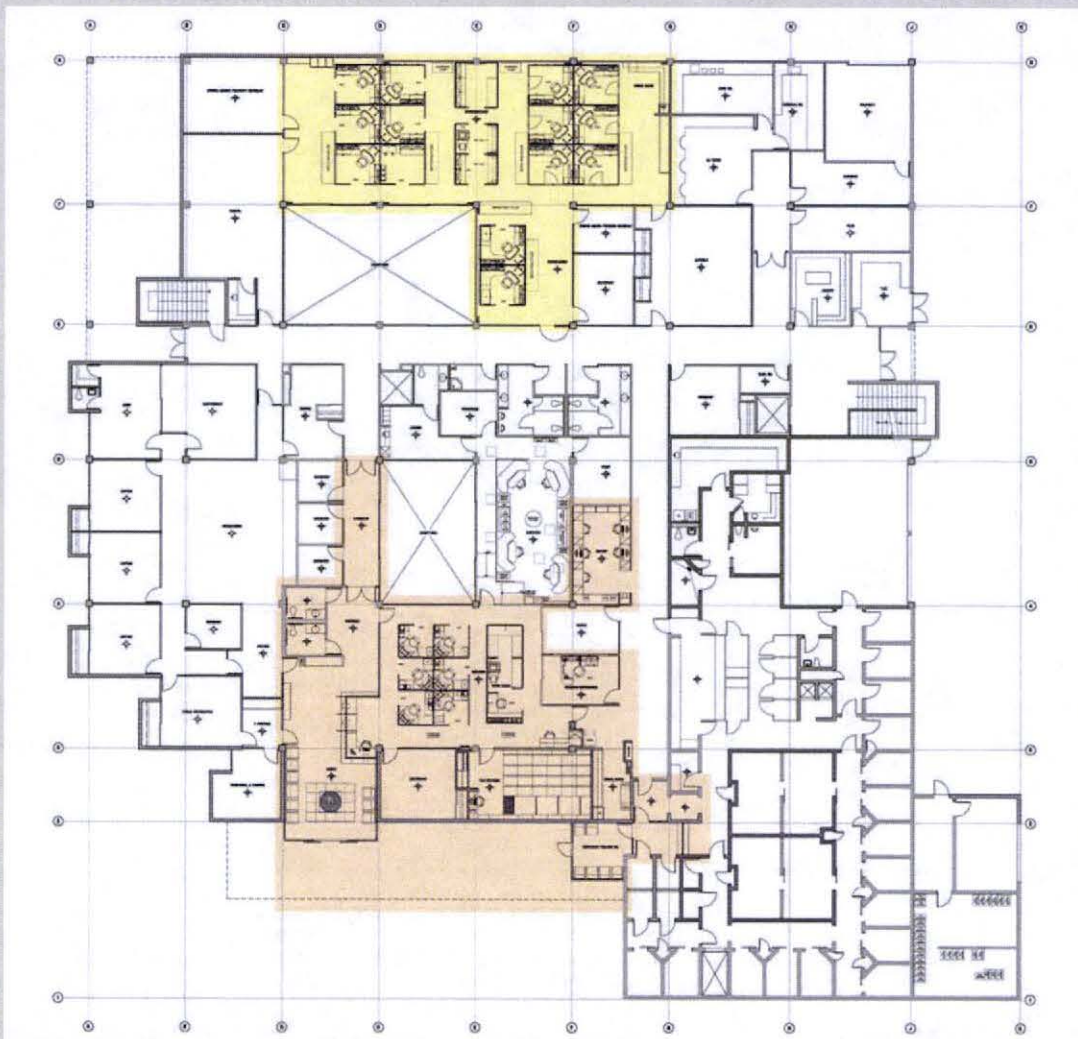


Project 100 –
Training Center

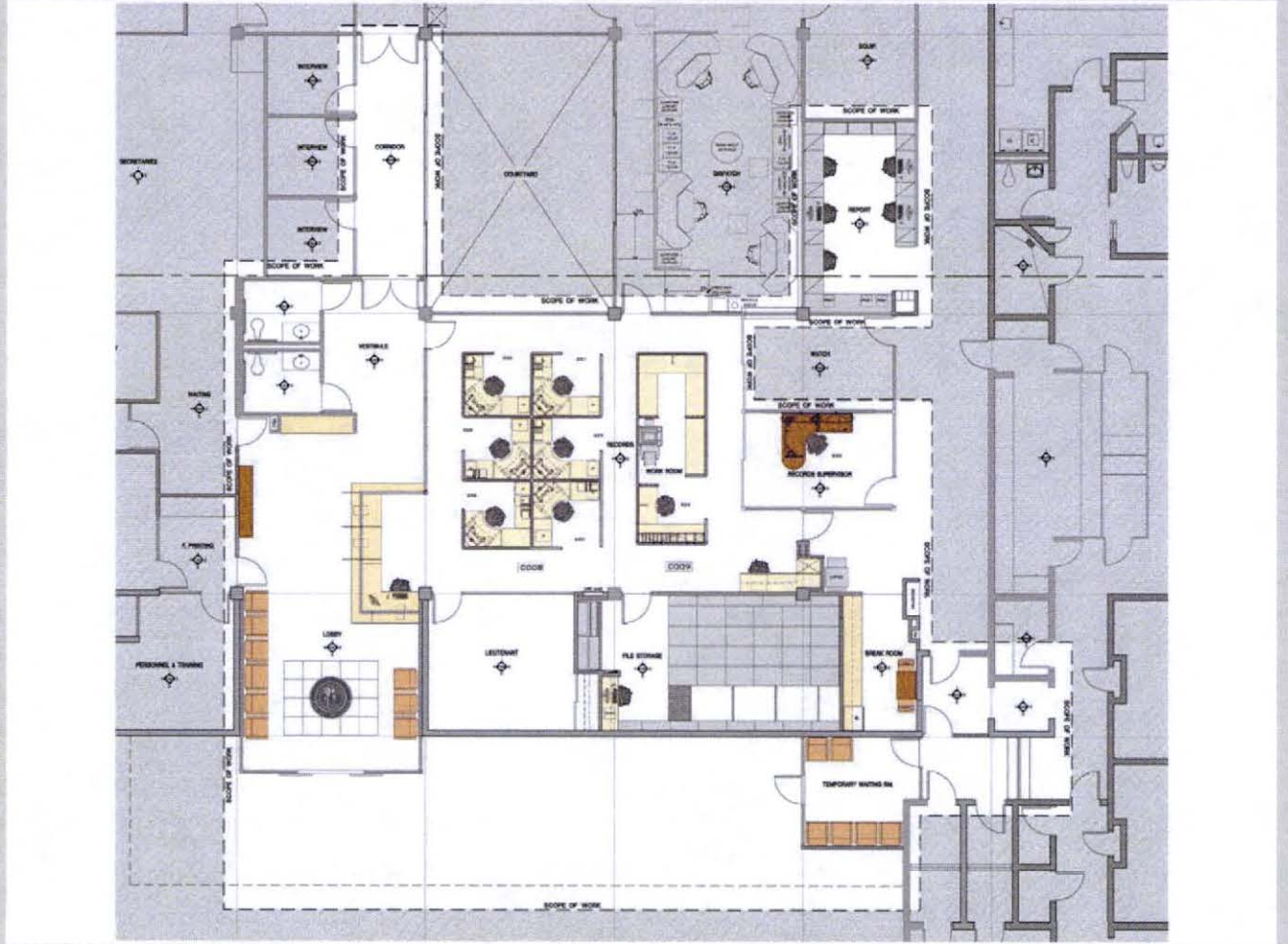


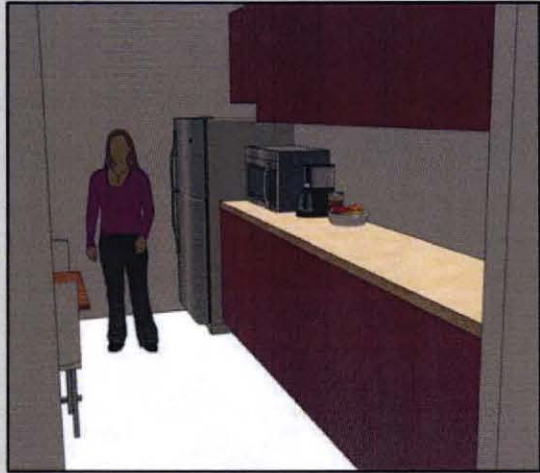
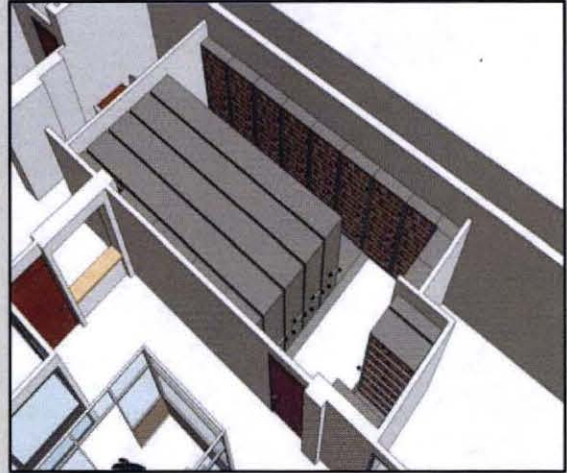
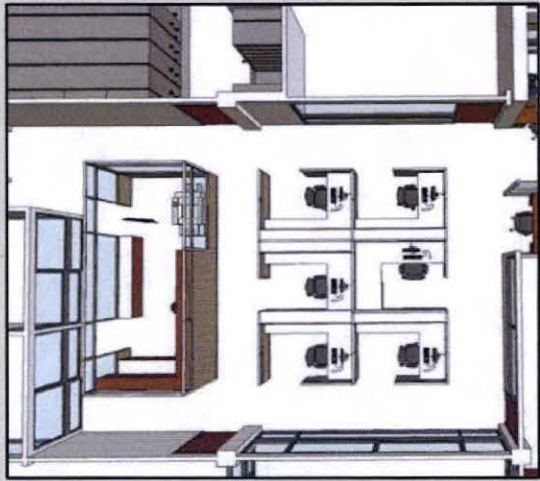


Ground Floor – Overall Floor Plan

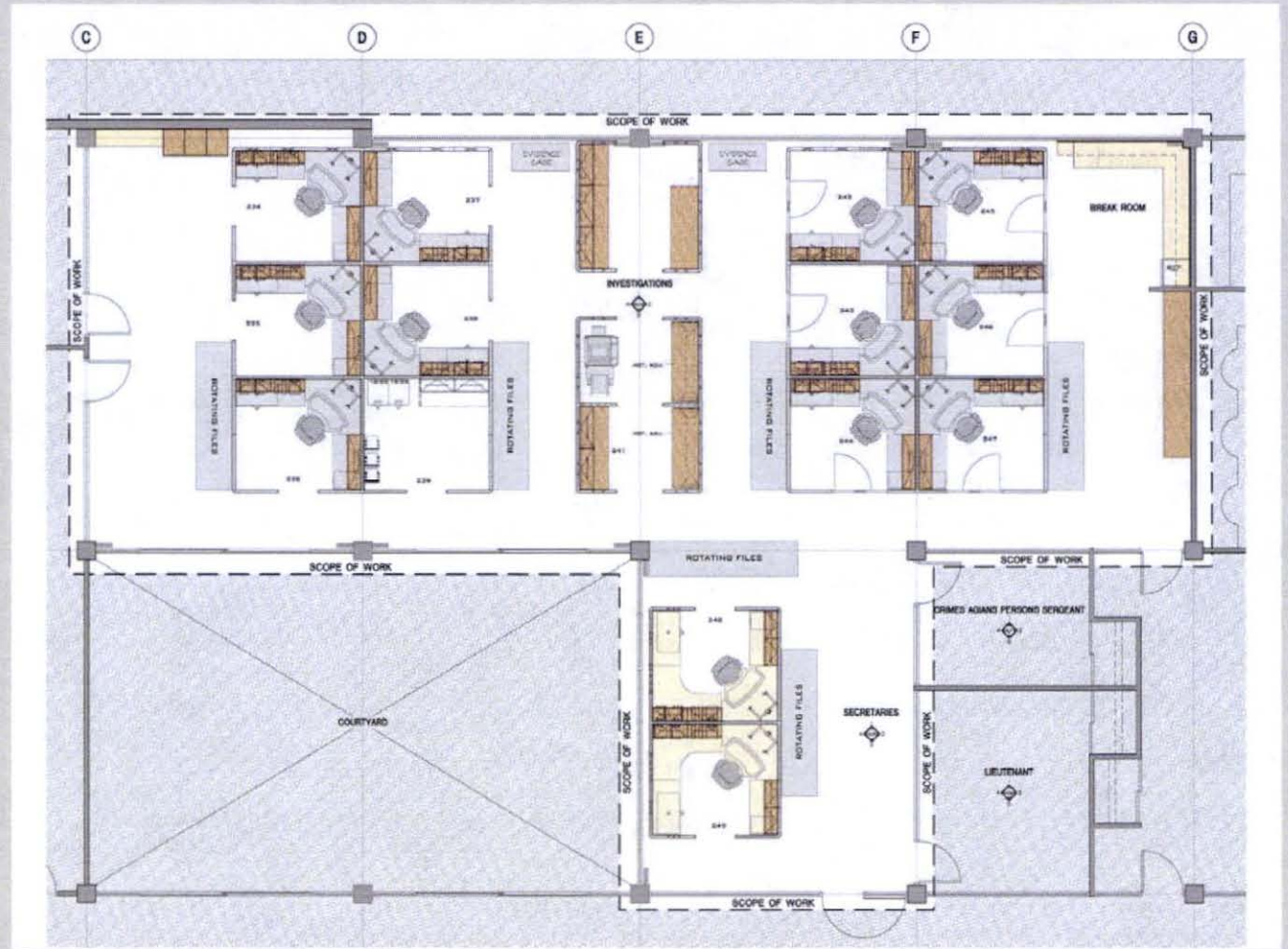


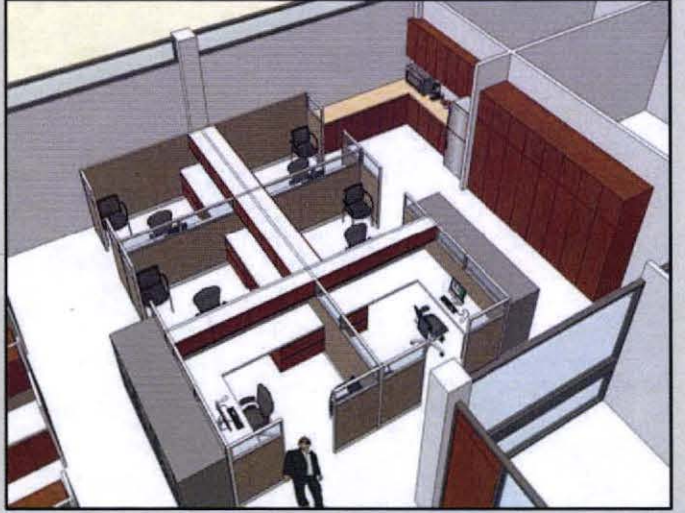
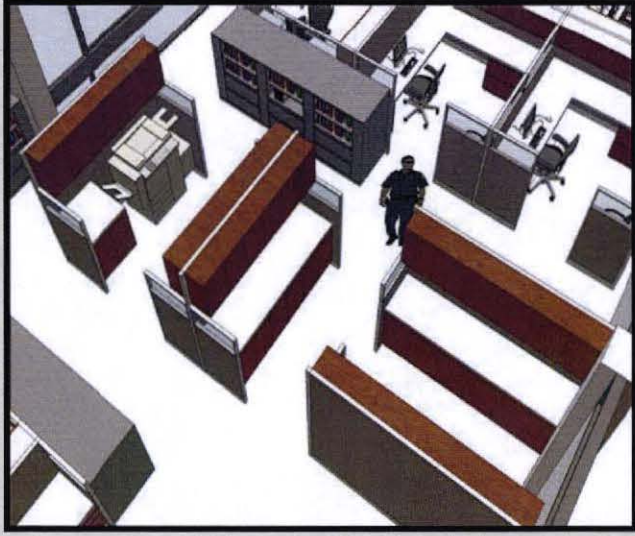
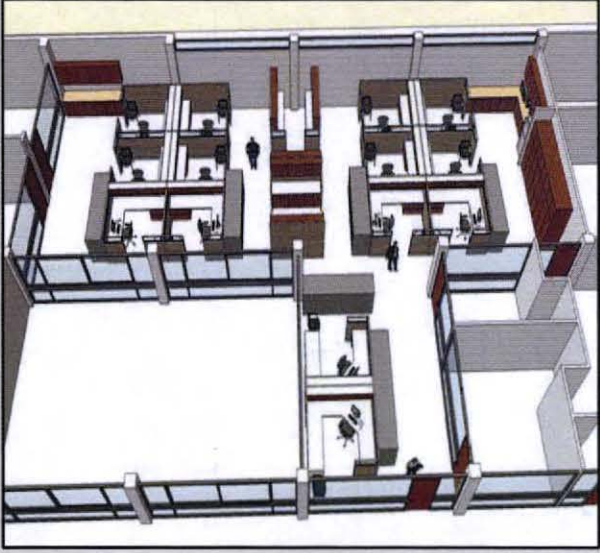
Project 200 – Lobby & Records



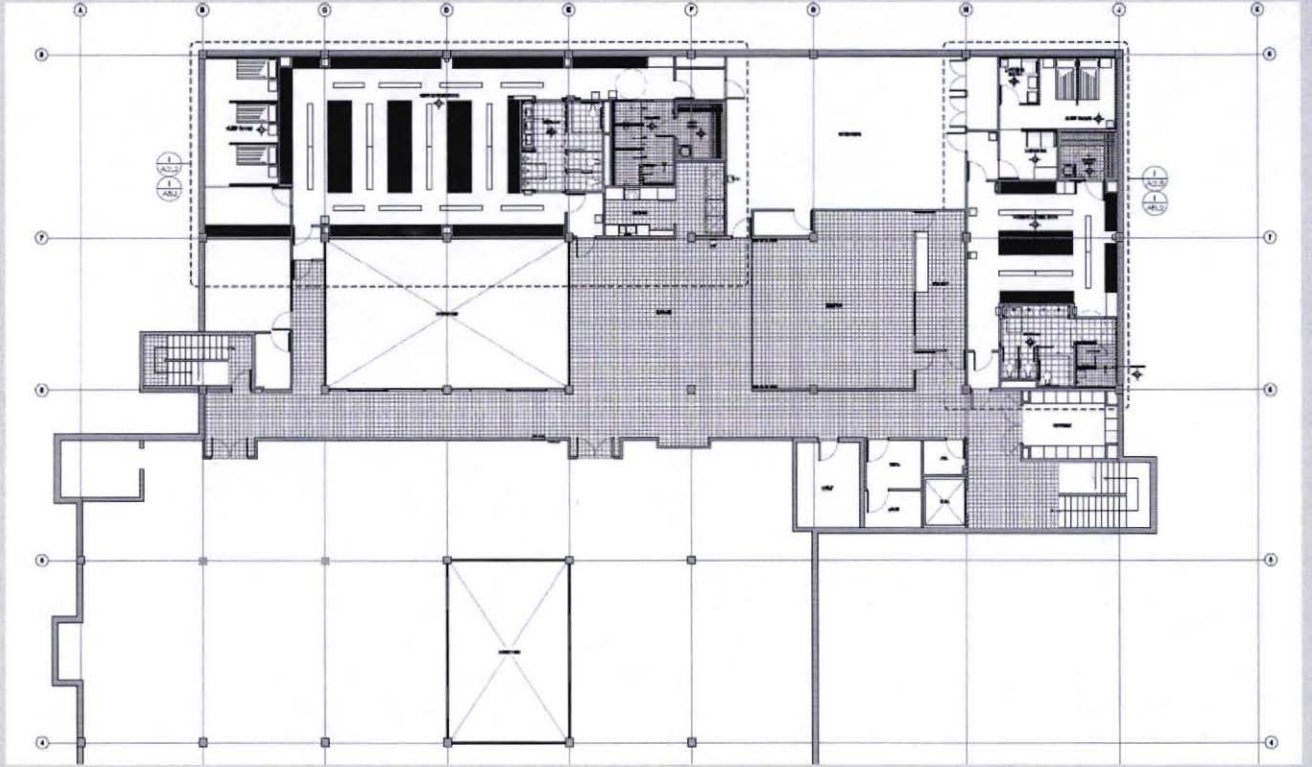


Project 300 – Detective Bureau

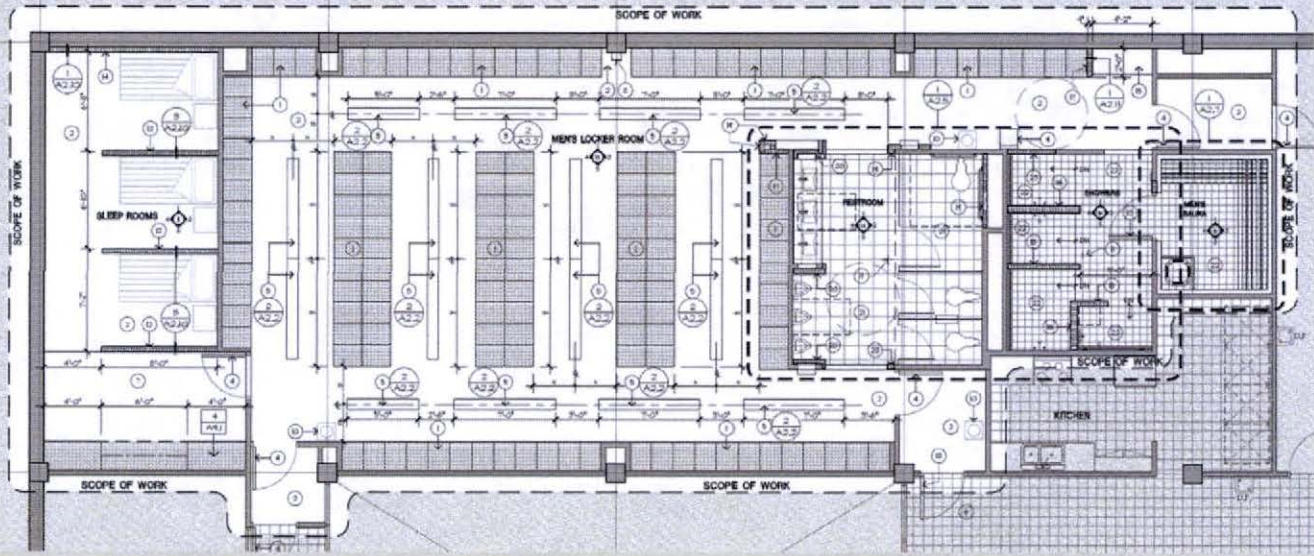




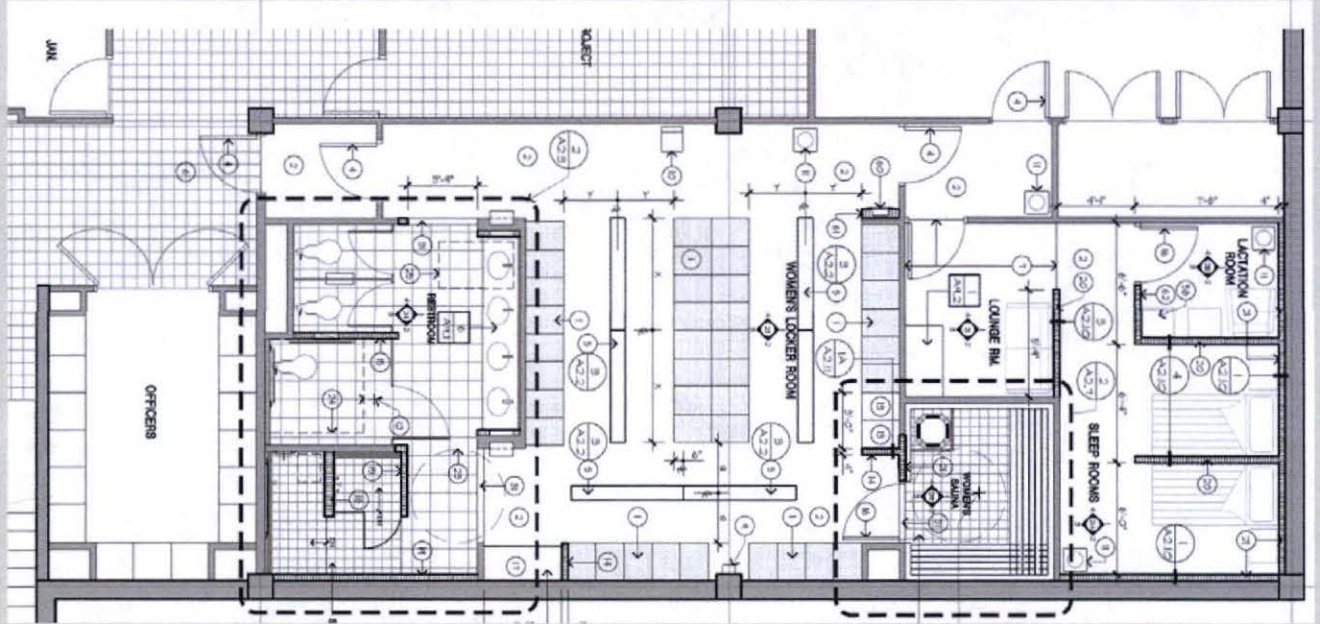
Basement – Overall Floor Plan



Project 400 – Men's Locker Room



Project 400 – Women's Locker Room



Questions...

ATTACHMENT 2

AMENDMENT NO. 5 TO PROFESSIONAL SERVICES AGREEMENT NO. 6465
WITH URRUTIA A.I.A. AND ASSOCIATES, INC.
POLICE DEPARTMENT REMODEL
CITY PROJECT NO. 15-05

The following articles of Agreement No. 6465 are hereby amended to read as follows:

SECTION 2.1 Maximum contract amount is increased by \$5,025 and the total amount of compensation is amended to \$198,455.

SCOPE OF SERVICES (Exhibit "A") - Exhibit "A" is amended as follows:

Add the following scope of work to include additional architectural and engineering design services to remodel the Records Supervisors Office and arrange for temporary power to shower/locker trailers for the Police Department Remodel, City Project No. 15-05:

- Office Space Remodel: Present office needs to be split into two separate offices, which requires the space to be expanded to the south by 48". This expansion and reconfiguration will affect and cause the following revisions to the current construction documents.
 - Demolition Plans:
 - Revise demolition floor plan
 - Revise demolition reflected ceiling plan
 - Revise demolition interior elevations
 - Revise demolition electrical power, data, and lighting plan (Requires additional power and data for each room)
 - Revise demolition HVAC plan. (Requires splitting ducts to supply/return for two separate rooms.)
 - Remodel Plans:
 - Revise remodel floor plan
 - Revise remodel reflected ceiling plan
 - Revise remodel interior elevations
 - Revise remodel door and window schedule
 - Revise remodel door and window details
 - Revise remodel electrical power, data, and lighting plan (Requires new power, data and lighting in each room)
 - Revise remodel HVAC plan. (Requires new supply and return air diffusers in each room)
- Temporary Power for temporary shower/lockers trailers:
 - Add temporary power to two trailers in secured parking area.

The Compensation identified on Exhibit "A" is hereby amended as follows:

Compensation for to remodel the Records Supervisors Office and arrange for temporary power to shower/locker trailers shall be hourly based upon the standard rates of the Architect and his Consultants, not to exceed the following:

Office Space Remodel and Temporary Power for temporary shower/lockers trailers in the amount of \$4,800

Reimbursable for expenses shall be on an allowance, not to exceed \$225.

Total Contract amount is increased by \$5,025 and amended to a total amount of \$198,455.

PURCHASE ORDER SUMMARY

Purchase Order Number(s): 14-0763

Agreement Number: 6465

Original City Manager Approval: January 14, 2014

Original Contract Amount: \$ 79,700

Amendment No. 1 \$ 24,800

Amendment No. 2 \$ 28,550

Amendment No. 3 \$ 51,330

Amendment No. 4 \$ 9,050

Amount of This Increase \$ 5,025

Amended Total: \$ **198,455**

Account Number: 260-4500-59440

Except as specifically amended by this Amendment No. 5, all terms and provisions of Agreement No. 6465 remain in full force and effect.

ATTEST:

CITY OF PALM SPRINGS,
a California charter city

By: _____
City Clerk

By: _____
City Manager

APPROVED AS TO FORM:

By _____
City Attorney

CONSULTANT: Urrutia A.I.A. and Associates, Inc., a California Corporation

Check one: Individual Partnership Corporation

Corporations require two notarized signatures: One signature **must** be from the Chairman of Board, President, or any Vice President. The second signature **must** be from the Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Chief Financial Officer).

By: Notarized Signature of Chairman of Board, President
or any Vice President

By: Notarized Signature Secretary, Asst. Secretary,
Treasurer, Asst. Treasurer or Chief Financial Officer

Name: _____

Name: _____

Title: _____

Title: _____

ATTACHMENT 3

		Site Work	Records	File Storage	Break room	Lobby	Report Writing	Locker Rooms	Detective Bureau	Training Center	Totals	
Additional Scope						\$ 15,942.40		\$ 41,321.98	\$ 16,792.52	\$ 58,867.10	\$ 132,924.00	
Sub Totals						\$ 496,479.67		\$ 244,305.96	\$ 163,161.58	\$ 328,488.87		
Sub Totals		\$ 59,991.67	\$ 17,801.02	\$ 46,626.61	\$ 22,714.12	\$ 512,422.07	\$ 36,505.76	\$ 285,627.94	\$ 179,954.10	\$ 387,355.97	\$ 1,548,999.26	\$387,249.82
Prevailing Wage (25%)		\$ 74,989.59	\$ 22,251.28	\$ 58,283.26	\$ 28,392.65	\$ 640,527.59	\$ 45,632.20	\$ 357,034.93	\$ 224,942.63	\$ 484,194.96	\$ 1,936,249.08	
Profit and Overhead	7.0%	\$ 5,249.27	\$ 1,557.59	\$ 4,079.83	\$ 1,987.49	\$ 44,836.93	\$ 3,194.25	\$ 24,992.44	\$ 15,745.98	\$ 33,893.65	\$ 135,537.44	
Liability Insurance	1.0%	\$ 802.39	\$ 238.09	\$ 623.63	\$ 303.80	\$ 6,853.65	\$ 488.26	\$ 3,820.27	\$ 2,406.89	\$ 5,180.89	\$ 20,717.87	
Bonds	3.2%	\$ 2,593.32	\$ 769.50	\$ 2,015.58	\$ 981.89	\$ 22,150.98	\$ 1,578.07	\$ 12,347.12	\$ 7,779.06	\$ 16,744.62	\$ 66,960.14	
Sub Totals		\$ 83,634.57	\$ 24,816.46	\$ 65,002.30	\$ 31,665.82	\$ 714,369.15	\$ 50,892.79	\$ 398,194.77	\$ 250,874.55	\$ 540,014.12	\$ 2,159,464.52	
Contingency	15.0%	\$ 12,545.19	\$ 3,722.47	\$ 9,750.34	\$ 4,749.87	\$ 107,155.37	\$ 7,633.92	\$ 59,729.22	\$ 37,631.18	\$ 81,002.12	\$ 323,919.68	
Construction Total		\$ 96,179.75	\$ 28,538.92	\$ 74,752.64	\$ 36,415.70	\$ 821,524.52	\$ 58,526.71	\$ 457,923.98	\$ 288,505.73	\$ 621,016.24	\$ 2,483,384.19	
Furniture			\$ 43,567.00		\$ 616.00	\$ 5,000.00	\$ 1,082.00	\$ 6,252.00	\$ 109,185.00	\$ 91,865.00	\$ 257,567.00	
File Storage Units				\$ 84,677.00					\$ 72,016.00		\$ 156,693.00	
Sales Tax, Installation and Shipping											\$ 65,907.00	
Total											\$ 480,167.00	
Total											\$ 2,963,551.19	