



## CITY COUNCIL STAFF REPORT

DATE: September 5, 2012 CONSENT AGENDA

SUBJECT: APPROVAL OF AMENDMENT NO. 1 TO ARCHITECTURAL SERVICES AGREEMENT NO. 6262 WITH URRUTIA A.I.A. AND ASSOCIATES FOR AIRPORT PROJECTS

FROM: David H. Ready, City Manager

BY: AIRPORT

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### SUMMARY

This action would award a contract to Urrutia Architects for professional services to complete three (3) Palm Springs International Airport improvement projects including; a wall modification at the passenger screening checkpoint, a landside parking lot capacity modification project, and a conversion project of natural turf to sustainable desert landscape with smart irrigation.

### RECOMMENDATION:

1. Approve Amendment No. 1 to Urrutia A.I.A. and Associates Agreement No. 6262 for design, bid, permitting, and construction phase services in the amount not-to-exceed \$210,975.00 to complete; checkpoint wall modification and auto door installation; parking lot capacity modification; and a landscape conversion project.
2. Authorize the City Manager to execute all necessary projects, and approve up to a ten (10) percent increase in change orders over the total project amount.

### STAFF ANALYSIS

With the historic record passenger traffic last season at Palm Springs International Airport, staff has identified a number of small projects that would create additional vehicle parking capacity, improve passenger processing at the security checkpoint, and complete a master landscaping plan including a sustainable conversion project. All of these projects require the utilization of a contracted professional firm for the design, bid, and construction phase services.

ITEM NO. 2.V.

The first project involves adding one set of automatic doors in the terminal's passenger screening checkpoint area. The reconfiguration would improve the overall throughput passenger flow and preserve the customer convenience in which PSP has become recognized. The equipment has already been reconfigured by the TSA in July and now requires an additional set of auto doors on the East exterior wall of the building.

The second project is intended to create additional vehicle parking spaces in the airport's main public parking lot. This goal can be achieved by removing the grassy mounds in that area. An estimated 100 or more vehicles, or approximately a ten percent increase in the total parking spaces will result.

The third project involves the conversion of up to ten acres of the airport's landside natural turf to a more sustainable desert landscaping with smart irrigation. The airport commission voted in support of the project of converting the natural turf into more sustainable landscaping consistent with the same desert landscape already found in areas along the Kirk Douglas Road corridor. A master landscape plan will first be developed for City Council approval. Certain existing grassy and flowered areas will be preserved and will not undergo any changes.

#### FISCAL IMPACT

The total amount for these professional services to complete the three projects, pending no unforeseen change orders, is a not-to-exceed sum of \$210,975.00 and funds are available in account No.'s 416 6501 56121; 416 6501 56135 and 416 6501 56145.



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Thomas Nolan,  
Executive Director, Airport



David H. Ready, City Manager

AMENDMENT NO. 1  
TO AGREEMENT NO. A6262 On-Call Architectural Services  
PALM SPRINGS INTERNATIONAL AIRPORT

THIS FIRST AMENDMENT is made and entered into as of the 5<sup>th</sup> day of September, 2012 (the "effective date") by and between the CITY OF PALM SPRINGS, a California charter city and municipal corporation ("City"), and Urrutia A.I.A. and Associates, Inc., dba Urrutia Architects (herein "Consultant") as follows:

RECITALS

WHEREAS, the City owns and operates Palm Springs International Airport ("Airport") located in Palm Springs, California for the convenience of the general public.

WHEREAS, City and Consultant entered into that certain Consulting Services Agreement No. A6262 for Aviation Consulting ("Agreement") for On-Call Architectural Services, as duly amended from time to time; and

WHEREAS, the parties wish to amend the Agreement to increase work assignments.

NOW, THEREFORE, for good and sufficient consideration, the parties agree as follows:

1. Exhibit "A", Scope of Services, is hereby amended to add the following on-call Architectural Services for additional resident professional services for the Terminal building and landside projects as described in the proposal from the Consultant dated August 27, August 20, and August 15, 2012.

Task 1 - TSA Check-point Auto-door Installation	\$ 24,150.00
Task 2 - Parking Lot Space Reconfiguration	\$ 90,325.00
Task 3 – Landscape Conversion Project	\$ 96,500.00

2. The agreement shall allow a total project sum up to \$210,975.00 for professional services relating to the design, construction management and planning of Tasks 1-3.

Except as previously modified herein, all other provisions of the Agreement shall remain unmodified in full force and effect.

Urrutia Architects Inc. A6262  
Palm Springs International Airport

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

ATTEST:

CITY OF PALM SPRING  
a municipal corporation

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
City Manager 

APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

CONTRACTOR: Check one: \_\_\_ Individual \_\_\_ Partnership \_\_\_ Corporation  
Corporations require two notarized signatures: One from each of the following: A. Chairman of Board, President, or any Vice President: AND B. Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Chief Financial Officer.

By: \_\_\_\_\_  
Signature (notarized)

By: \_\_\_\_\_  
Signature (notarized)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*\*\*\*

State of \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

personally appeared \_\_\_\_\_  
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) name(s)is/are subscribed to the within instrument acknowledged to me that he/she/they executed the same in he/her/their authorized capacity(is), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

personally appeared \_\_\_\_\_ who  
who proved to me on basis of satisfactory evidence to be the person(s) whose names (s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(is), and that by his/her/their signatures(s) on the instrument the person(s) or the the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY the laws of the State of California that the foregoing paragraph is true and correct.

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WITNESS my hand and official seal.

WITNESS my hand and official seal.

Notary Signature: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Notary Seal:

Notary Seal:

**AMENDMENT NO. 1  
TO AGREEMENT NO. A6262 On-Call Architectural Services  
PALM SPRINGS INTERNATIONAL AIRPORT**

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**RECITALS**

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WHEREAS, City and Consultant entered into that certain Consulting Services Agreement No. A6262 for Aviation Consulting ("Agreement") for On-Call Architectural Services, as duly amended from time to time; and

WHEREAS, the parties wish to amend the Agreement to increase work assignments.

NOW, THEREFORE, for good and sufficient consideration, the parties agree as follows:

1. Exhibit "A", Scope of Services, is hereby amended to add the following on-call Architectural Services for additional resident professional services for the Terminal building and landside projects.

Task 1 - TSA Check-point Auto-door Installation	\$ 24,150.00
Task 2 - Parking Lot Space Reconfiguration	\$ 90,325.00
Task 3 – Landscape Conversion Project	\$ 96,500.00

2. The agreement shall allow a total project sum up to \$210,975.00 for professional services relating to the design, construction management and planning of Tasks 1-3.

Except as previously modified herein, all other provisions of the Agreement shall remain unmodified in full force and effect.

[SIGNATURE PAGE FOLLOWS]

Urrutia Architects Inc. A6262  
Palm Springs International Airport

[SIGNATURE PAGE FOLLOWS]

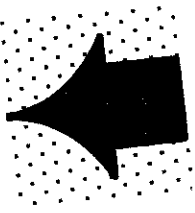
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ATTEST:

CITY OF PALM SPRING  
a municipal corporation

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
City Manager



APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

CONTRACTOR: Check one: \_\_\_ Individual \_\_\_ Partnership \_\_\_ Corporation  
Corporations require two notarized signatures: One from each of the following: A. Chairman of Board, President, or any Vice President: AND B. Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Chief Financial Officer.

By: \_\_\_\_\_  
Signature (notarized)

By: \_\_\_\_\_  
Signature (notarized)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*\*\*\*

State of \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

personally appeared \_\_\_\_\_  
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personally appeared \_\_\_\_\_ who  
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Notary Signature: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Notary Seal:

Notary Seal:



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Palm Springs, CA 92262  
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760.327.6813 fax

[design@urrutiaarchitects.com](mailto:design@urrutiaarchitects.com)

August 27, 2012

Mr. Thomas Nolan  
Executive Director  
Palm Springs International Airport  
3400 E. Tahquitz Canyon Way  
Suite OFC  
Palm Springs, CA. 92262-6966

**RE: Proposal for Professional Design and Engineering Services – New Automatic Entrance Door System in the TSA Security Area  
Palm Springs, CA.**

Dear Mr. Nolan:

Urrutia Architects is pleased to provide the City of Palm Springs International Airport with our proposal for professional architectural and engineering services to include the addition of a new automatic entrance door system into the existing east wall of the TSA security area at the Palm Springs International Airport located in Palm Springs, CA.

#### **Scope of Work**

The following points summarize our understanding of the scope of work. The airport is proposing to add a new automatic entrance door system in the existing southeast wall of the TSA security area. Preliminary investigations indicate the existing southeast wall is constructed of reinforced concrete and is most likely a structural shear wall for this portion of the building. The goal is to restructure this wall to allow an 8 ft. wide by 10 ft. high opening to be cut out of the north end of the wall. This will allow a storefront system to be inserted that consists of an automatic operated door with a fixed glass transom above the door to match the existing entrance doors in the same wall line. In addition, the following shall be included in the scope of work as related to this new opening:

- Remove existing stone veneer on the east facade and recover with tile cladding to match the existing tile on the north east end of the same wall.
- Addition of a covered shade device over the new door opening to match existing.
- Removal of existing hardscape and landscape on the exterior of where the new door opening will be located. Reconfiguration of existing hardscape

and landscape to blend in the remodel area on the exterior.

We are assuming that the project will be subject to review by only the following agencies/departments:

- o City of Palm Springs Airport
- o City of Palm Springs Planning Department and Architectural Review Commission
- o City of Palm Springs Building Department

### **Scope of Services**

Based on the above Scope of Work, Urrutia Architects will provide Architectural and Engineering Services including Design and Construction Documents for the proposed Parking Lot Space Expansion to include the following services:

- Architectural
- Electrical Engineering
- Mechanical Engineering
- Structural Engineering
- Landscape and irrigation

#### **A. Pre-Design/Site Analysis Phase:**

a. Urrutia Architects and their consultants shall provide the following services:

- Architectural design shall include review of existing construction documents and record drawings furnished by the City or airport. A site visit shall be conducted to verify record drawings.
- Electrical and mechanical engineering shall consist of a site visit to document the existing power sources, electrical panels, and HVAC loads for this area.
- Landscape architect shall review existing landscape and irrigation drawings furnished by the City of Palm Springs and/or airport. A site visit shall be conducted to verify existing drawings.
- Structural engineering shall consist of review of existing structural drawings and details to determine structural components of the building and determine integrity of existing wall and feasibility of opening.

#### **B. Design Development Phase:**

a. Urrutia Architects shall prepare design development drawings which will consist of the following:

- Architectural design shall include a proposed floor plan layout, reflected ceiling plan, exterior elevations, and finish material



selections. The Architect shall be responsible for the coordination of all consultants work; provide the airport with delineated layouts for review and comment; attend all meetings, including City review meetings; and scheduling of all consultant's work.

**C. Construction Document Phase:**

a. For the purpose of this proposal, all construction documents created for this project shall be a part of a single set of construction drawings for this project. Urrutia Architects and their consultants shall prepare detailed construction documents based on the final design development drawings approved by the City of Palm Springs and the airport, which will, in general, consist of the following:

- Title sheet with code analysis and ADA requirements.
- Partial Site Plan to identify location of work in the overall building.
- Site hardscape plan.
- Demolition Plan and details, including temporary construction walls.
- Remodel floor plan and finish schedule.
- Reflected ceiling plan and details.
- Exterior elevations.
- Sections.
- Structural drawings and details.
- Electrical demolition plan and remodel plan.
- Mechanical load calculations to determine added heat load effect on existing mechanical system.
- Landscape and Irrigation plans of remodeled exterior area.
- Specifications book prepared in CSI format.
- Attend meetings as required.

**D. Bidding Phase:**

a. Urrutia Architects shall assist the airport in soliciting and obtaining bids from general contractors for this project as an overall single project through the

public noticing process which will include prevailing wage requirements. During the course of the bidding process, the architect shall prepare and issue addenda as necessary to the bidders, respond to bidders' RFI's, review bids, and make final recommendations to airport executive director approval.

**E. Construction Administration Phase:**

- a. Urrutia Architects shall provide professional services during the course of construction that shall include the following:
  - Provide clarification and interpretive drawings to the contractor.
  - Review and respond to RFI's from contractors.
  - Review submitted changes in construction and costs proposed by the contractor. Process any Change Orders during the construction phase.
  - Review Applications for Payment from the Contractor and make recommendations for payments.
  - Visit the job site once a week to review the progress of work and answer any questions the contractor may have. Document the site visits with photographs and written memos which will be distributed.
  - Review and process shop drawings and submittals.
  - Prepare punch lists during substantial completion and final punch lists to close out the project.
  - Documentation of all warranties, guarantees, and operation manuals.
  - Provide Geotechnical Services to include soil compaction tests for new shear wall footing; concrete cylinder compression tests; test reports.

## **F. Proposed Compensation**

To provide the services described in this proposal, the following compensation is proposed:

A total fixed cost of **\$22,650.00**, plus reimbursable expenses.

- A. Pre-Design/Site Analysis Phase:  
A fixed sum of **\$ 800.00**, plus reimbursable expenses.
- B. Design Development Phase:  
A fixed sum of **\$2,500.00**, plus reimbursable expenses.
- C. Construction Document Phase:  
A fixed sum of **\$12,500.00**, plus reimbursable expenses.
- D. Bidding Phase:  
A fixed sum of **\$ 500.00**, plus reimbursable expenses.
- E. Construction Administration Phase:  
A fixed sum of **\$3,850.00**, plus reimbursable expenses.
- F. Geotechnical Services:  
A fixed sum of **\$2,500.00**, plus reimbursable expenses.

### Reimbursable Expenses:

Reimbursable Expenses are in addition to the Architect's compensation, and include actual expenditures made by the Architect and the Architect's employees and Consultants in the interest of the Project for the expenses listed in the following Subparagraphs:

- Long distance communications;
- Fees paid in securing approvals of authorities having jurisdiction over the Project;
- Reproductions of drawings, specifications and other documents;
- Postage and special handling of documents;
- Finish/ detailed models requested by the Client.

**We are proposing an estimated budget of \$1,500.00 for reimbursable expenses.**

New Automatic Entrance Door System  
Palm Springs International Airport  
Palm Springs, CA  
August 27, 2012

Exclusions include the following:

- Geotechnical reports or testing, to be provided by the City/Airport.

Assumptions include the following:

- The City or Airport shall provide the Architect with copies of "as built" drawings of remodel area, including structural, architectural, mechanical, irrigation, planting, and electrical data or any other drawings of scope related information relevant to this project that may assist the Architect in the preparation of their drawings.
- The City or Airport will provide the Architect with the City's "boiler plate" specifications and general conditions requirements for bid and construction purposes.

If our proposal is acceptable, please have the City prepare an agreement for our services. Should you have any questions, please call me. I look forward to hearing from you.

Sincerely,

**Urrutia Architects**

  
Francisco J. Urrutia, AIA/FARA

President

California License # C7467



165 Luring Drive  
Palm Springs, CA 92262  
760.327.6800  
760.327.6813 fax

[design@urrutiaarchitects.com](mailto:design@urrutiaarchitects.com)

August 15, 2012

Mr. Thomas Nolan  
Executive Director  
Palm Springs International Airport  
3400 E. Tahquitz Canyon Way  
Suite OFC  
Palm Springs, CA. 92262-6966

**RE: 2<sup>nd</sup> Revised - Proposal for Professional Design and Engineering Services – Parking Lot  
Space Expansion  
Palm Springs, CA.**

Dear Mr. Nolan:

Urrutia Architects is pleased to provide the City of Palm Springs International Airport with our revised proposal for professional architectural and engineering services for the proposed merger/expansion of the existing south parking lot at the Palm Springs International Airport located in Palm Springs, CA.

**Scope of Work**

The following points summarize our understanding of the scope of work. The airport is proposing to merge the existing south parking lots together into one larger parking space.

- Reconfigure the main parking lot (Zone C) and old employee parking lot (Zone D) into one contiguous parking lot. Includes the removal of the existing exiting from Zone D; reconfiguration of entrance into Zone D with ticketing stanchion/control arm; relocation and addition of parking lot lighting; new signage; new sidewalk on the east side of the main drive through; demolition and relocation of existing planting and irrigation; reconfiguration of existing entrance into Zone C on the east side.

The project will be subject to review by the following agencies/departments:

- o City of Palm Springs Airport
- o City of Palm Springs Architectural Review
- o City of Palm Springs Planning Department
- o City of Palm Springs Engineering Department
- o City of Palm Springs Building Department

### **Scope of Services**

Based on the above Scope of Work, Urrutia Architects will provide Architectural and Engineering Services including Design and Construction Documents for the proposed Parking Lot Space Expansion to include the following services:

- Architectural
- Civil Engineering
- Electrical Engineering
- Landscape and Irrigation

#### **A. Pre-Design/Site Analysis Phase:**

a. Urrutia Architects and their consultants shall provide the following services:

- Architectural design shall include a site visit to verify existing parking spaces; review overall traffic patterns; confirm location and wording of existing signage.
- Electrical engineering and design shall consist of a site visit to document the existing light fixtures and power sources, including electrical panels, etc.
- Landscaping and Irrigation pre-design services shall be covered by the Landscape Renovation Project.
- Civil engineering shall consist of preparation of a Pre-design Survey to include the following:
  - o Set control points and aerial target for mapping, perform GPS sessions;
  - o Post-process GPS data and send control to Inland;
  - o Aerial Topography;
  - o Field survey of existing utilities and tie in locations, import points and edit descriptions. Includes acquiring airport clearances and a level run through the control points;
  - o Perform research of public utilities;
  - o Perform research of private utilities. Includes meeting with Airport personnel to secure any available private utility plans and information about any utilities not yet identified;

- o Prepare an existing utility base plan showing all known utilities
- o Perform a site visit to field verify utilities and update base plan accordingly.

**B. Design Development Phase:**

a, Urrutia Architects shall prepare design development drawings which will consist of the following:

- Architectural design shall include site planning design recommendations to address the parking layout to achieve the most efficiency and number of parking spaces; address the ingress and egress routes into the parking areas; locate the ticketing stanchions and control arms; and suggested signage. The Architect shall be responsible for the coordination of all consultants work; provide the airport with delineated parking layouts for review and comment; attend all meetings, including City review meetings; and scheduling of all consultant's work.
- Electrical engineering and design shall consist of complete electrical design that includes power for parking ticket stanchions and access control equipment, power for new signage, parking lot lighting adjustments and new fixtures required, and a photometrics plan of the parking areas to ensure proper lighting levels and City ordinance lighting requirements.
- Landscaping and Irrigation design shall include preparation of a preliminary landscape plan in colored presentation format to be reviewed by the airport personnel and City of Palm Springs Architectural Review Commission. Preliminary plans shall include plant species, quantities, and plan locations.

b. Civil Engineering for this phase shall consist of the following:

- Incorporate the architectural preliminary site plan into a preliminary grading plan. Provide preliminary grading plan, paving plan, storm drain plan, and hydrology plan. Process through the City of Palm Springs for preliminary approvals.
- SWPPP: The SWPPP and Notice of Intent (NOI) will be prepared in accordance with the requirements of NPDES Construction General Permit. The Plan will be processed through the City for approval.
- PM-10 Plan: Utilizing grading and improvement plans, a Dust Control Plan that addresses the prohibition of fugitive dust emissions during construction activities will be prepared in accordance with the requirements of SCAQMD Rule 403.1 and the

City's Dust Control Ordinance. The Plan will be processed through the City for approval.

- WQMP: Prepare a Preliminary and Final WQMP based on the Precise Grading Plan and the White Water River Region MS4 Permit. Process the plan through the City for approval.
- Meet with City Engineering Department to obtain initial input on project requirements and submittal/review schedule.

**C. Construction Document Phase:**

a. Urrutia Architects and their consultants shall prepare detailed construction documents based on the final design development drawings approved by the City of Palm Springs and the airport, which will, in general, consist of the following:

- Title sheet with code analysis and ADA requirements.
- Site Plan, Hardscape Plan, and Site Details.
- Grading Plan (Prepared by the Civil Engineer and coordinated through the Architect.
- Ticketing stanchions and access control gates.
- Site electrical Plan and fixture schedule.
- Landscape/Irrigation Plan and details.
- Specifications book prepared in CSI format.

b. Civil Engineering for this phase shall consist of the following:

- Finalize proposed base plan geometry.
- Prepare demolition plan and process through City of Palm Springs for approval.
- Prepare precise grading and paving plan and process through City of Palm Springs for approval.
- Provide details and specifications as necessary to compliment the Architectural drawings.
- Attend meetings as required.



**D. Bidding Phase:**

- a. Urrutia Architects shall assist the airport in soliciting and obtaining bids from general contractors for the project through the public noticing process which will include prevailing wage requirements. During the course of the bidding process, the architect shall prepare and issue addenda as necessary to the bidders, respond to bidders' RFI's, review bids, and make final recommendations to airport executive director approval.
- b. Civil engineering services to include the following related to civil engineering:
  - RFI review and responses
  - Bidding and contract administration
  - Constructability review

**E. Construction Administration Phase:**

- a. Urrutia Architects shall provide professional services during the course of construction that shall include the following:
  - Provide clarification and interpretive drawings to the contractor.
  - Review and respond to RFI's from contractors.
  - Review submitted changes in construction and costs proposed by the contractor. Process any Change Orders during the construction phase.
  - Review Applications for Payment from the Contractor and make recommendations for payments.
  - Visit the job site once a week to review the progress of work and answer any questions the contractor may have. Document the site visits with photographs and written memos which will be distributed.
  - Provide site reviews at (2) two specific times during construction to be attended by the landscape architect to review irrigation and landscaping installation.
  - Review and process shop drawings and submittals.
  - Prepare punch lists during substantial completion and final punch

lists to close out the project.

- Documentation of all warranties, guarantees, and operation manuals.

b. Civil engineering services to include the following related to civil engineering:

- Pre-construction meeting
- RFI review and responses
- Site logistics and layout
- Contractor coordination
- Owner meetings
- Onsite civil inspections
- Site monitoring
- Change Order Coordination
- Geotechnical Coordination
- Documentation
- Punch Lists
- Pay application/certified payroll
- Close-out services to include:
  - Final Pay-out
  - Turn over to Owner
  - As-Built drawings
  - Warranty Guide

c. Geotechnical engineering services to include the following:

- Soil compaction tests
- Concrete cylinder tests

## **F. Proposed Compensation**

To provide the services described in this proposal, the following compensation is proposed:

A total fixed cost of **\$88,075.00**, plus reimbursable expenses.

A. Pre-Design/Site Analysis Phase:

A fixed sum of **\$8,152.00**, plus reimbursable expenses.

B. Design Development Phase:

A fixed sum of **\$13,135.00**, plus reimbursable expenses.

C. Construction Document Phase:

A fixed sum of **\$33,538.00**, plus reimbursable expenses.

D. Bidding Phase:

A fixed sum of **\$6,000.00**, plus reimbursable expenses.

E. Construction Administration Phase:

A fixed sum of **\$23,750.00**, plus reimbursable expenses.

F. Geotechnical Services:

A fixed sum of **\$3,500.00**, plus reimbursable expenses.

### Reimbursable Expenses:

Reimbursable Expenses are in addition to the Architect's compensation, and include actual expenditures made by the Architect and the Architect's employees and Consultants in the interest of the Project for the expenses listed in the following Subparagraphs:

- Long distance communications;
- Fees paid in securing approvals of authorities having jurisdiction over the Project;
- Reproductions of drawings, specifications and other documents;
- Postage and special handling of documents;
- Finish/ detailed models requested by the Client,

Parking Lot Space Expansion  
Palm Springs International Airport  
Palm Springs, CA  
August 15, 2012

**We are proposing an estimated budget of \$2,250.00 for reimbursable expenses.**

Exclusions include the following:

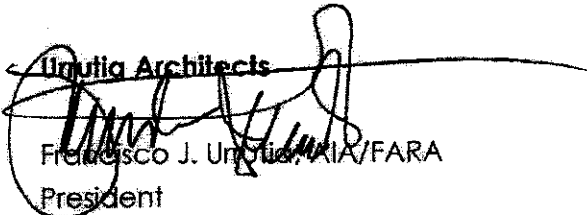
- Geotechnical reports or testing, to be provided by the City/Airport.

Assumptions include the following:

- The City or Airport shall provide the Architect with copies of "as built" drawings of irrigation, planting, and electrical data or any other drawings of site related information relevant to this project that may assist the Architect in the preparation of their drawings.
- The City or Airport will provide the Architect with the City's "boiler plate" specifications and general conditions requirements for bid and construction purposes.

If our proposal is acceptable, please have the City prepare an agreement for our services. Should you have any questions, please call me. I look forward to hearing from you.

Sincerely,

  
~~Urquiza Architects~~

Francisco J. Urquiza, AIA/FARA

President

California License # C7467



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Palm Springs, CA 92262  
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[design@urrutiaarchitects.com](mailto:design@urrutiaarchitects.com)

August 20, 2012

Mr. Thomas Nolan  
Executive Director  
Palm Springs International Airport  
3400 E. Tahquitz Canyon Way  
Suite OFC  
Palm Springs, CA. 92262-6966

**RE: Revised - Proposal for Professional Design Services – Airport Landscape Renovation  
Palm Springs International Airport, Palm Springs, CA.**

Dear Mr. Nolan:

Urrutia Architects is pleased to provide the City of Palm Springs International Airport with our proposal for professional architectural and landscape design services for the proposed airport landscape renovation project at the Palm Springs International Airport located in Palm Springs, CA.

### **Scope of Work**

The following points summarize our understanding of the scope of work. The airport proposes to replace and renovate all existing lawn areas within the existing airport boundary with desert landscape and irrigation design. The scope will include the renovation of all existing landscape materials including lawn, shrubs, ground cover, trees, landscape lighting, and the entire existing irrigation system. The following are the areas considered within the scope of work (see attached reference map):

- Between El Cielo Road on the west side and the east face of the airport terminal building. It is understood that the existing fountain area shall remain primarily in lawn with annual flower beds.
- Between Kirk Douglas Way and South Gene Autry, along East Ramon Way.
- Kirk Douglas Way area.
- Vista Chino and North Farrell Drive corner.

The project will be subject to review by the following agencies/departments:

- o City of Palm Springs Airport
- o City of Palm Springs Architectural Review
- o City of Palm Springs Planning Department

### **Scope of Services**

Based on the above Scope of Work, Urrutia Architects will provide Architectural and Landscape Design Services including Design and Construction Documents for the proposed Landscape Renovation Project to include the following services:

- Architectural
- Electrical Engineering (Power for landscape lighting and irrigation)
- Landscape and Irrigation

#### **A. Pre-Design/Site Analysis Phase:**

a. Urrutia Architects and their consultants shall provide the following services:

- Landscape design shall include meetings with the airport staff to confirm the areas in the scope of work; design program and parameters; and maintenance review of issues, concerns, and desires. The landscape architect and irrigation consultant shall conduct a complete site review of existing conditions that include documentation of existing plant material, lighting, irrigation, and any trouble spots. Documented items shall be placed on an overall site plan that will serve as the base plan for subsequent drawings.

o The above services will include the south parking lot area and the car rental return area.

- Electrical engineering and design shall consist of a site visit to document the existing power sources for landscape lighting and irrigation controllers.

#### **B. Schematic Design Phase:**

a. Urrutia Architects and their consultants shall provide the following services:

- Landscape design shall include meetings with the airport staff to discuss proposed overall design concepts for the renovation project. Presentations shall include colored illustrated site plans covering the proposed landscape design; base site plan and coordination; landscape design program to include plants to remove and why, plant list and usage outline, transitional concerns with existing landscape; design studies and different illustrations of concepts; and presentation to the City of Palm Springs Architectural Committee for approvals.

- o The above services will include the south parking lot area and the car rental return area to ensure they initially tie into an overall design concept.

**C. Design Development Phase:**

- a. Urrutia Architects shall prepare design development drawings which will consist of the following:
  - Architectural services shall include site planning design recommendations to complement the approved landscape design concept. The Architect shall be responsible for the coordination of all consultants work; serve as the liaison between the airport staff and the consultants; attend all meetings, including City review meetings; and scheduling of all consultant's work.
  - Landscaping and Irrigation design shall include preparation of a detailed and refined preliminary landscape plan in illustrated colored presentation format to be reviewed by the airport personnel and City of Palm Springs Architectural Review Commission. Preliminary plans shall include plant species, quantities, and plan locations.

**D. Construction Document Phase:**

- a. Urrutia Architects and their consultants shall prepare detailed construction documents based on the final design development drawings approved by the City of Palm Springs and the airport, which will, in general, consist of the following:
  - Title sheet with code analysis and ADA requirements.
  - Site Plan, Hardscape Plan (if necessary), and Site Details.
  - Site Demolition Plan to include plant material and hardscape if necessary.
  - Site electrical Plan and fixture schedule.
  - Landscape/Irrigation Plan and details.
  - Specifications book prepared in CSI format.

**E. Bidding Phase:**

- a. Urrutia Architects shall assist the airport in soliciting and obtaining bids from general contractors for the project through the public noticing process which will include prevailing wage requirements. During the course of the bidding process, the architect shall prepare and issue addenda as

necessary to the bidders, respond to bidders' RFI's, review bids, and make final recommendations for the City's approval.

**F. Construction Administration Phase:**

- a. Urrutia Architects shall provide professional services during the course of construction that shall include the following:
- Provide clarification and interpretive drawings to the contractor.
  - Review and respond to RFI's from contractors.
  - Review submitted changes in construction and costs proposed by the contractor. Process any Change Orders during the construction phase.
  - Review Applications for Payment from the Contractor and make recommendations for payments.
  - Visit the job site once a week to review the progress of work and answer any questions the contractor may have. Document the site visits with photographs and written memos which will be distributed. Weekly job site visits (min. of 16) will be attended by the architect and landscape architect. Specific job site visits during construction (6 total) will be attended by the irrigation consultant. The electrical engineer shall conduct two (2) job site visits at specific times during construction. (It is estimated the project will take four (4) months for construction.)
  - Review and process shop drawings and submittals.
  - Prepare punch lists during substantial completion and final punch lists to close out the project.
  - Documentation of all warranties, guarantees, and operation manuals.



### **G. Proposed Compensation**

To provide the services described in this proposal, the following compensation is proposed:

A total fixed cost of **\$94,000.00**, plus reimbursable expenses.

- A. Pre-Design/Site Analysis Phase:  
A fixed sum of **\$17,000.00**, plus reimbursable expenses.
- B. Schematic Design Phase:  
A fixed sum of **\$14,000.00**, plus reimbursable expenses.
- C. Design Development Phase:  
A fixed sum of **\$15,600.00**, plus reimbursable expenses.
- D. Construction Document Phase:  
A fixed sum of **\$29,000.00**, plus reimbursable expenses.
- E. Bidding Phase:  
A fixed sum of **\$2,500.00**, plus reimbursable expenses.
- F. Construction Administration Phase:  
A fixed sum of **\$15,900.00**, plus reimbursable expenses.

#### Reimbursable Expenses:

Reimbursable Expenses are in addition to the Architect's fixed compensation, and include actual expenditures made by the Architect and the Architect's employees and Consultants in the interest of the Project for the expenses listed in the following Subparagraphs:

- Long distance communications;
- Fees paid in securing approvals of authorities having jurisdiction over the Project;
- Reproductions of drawings, specifications and other documents;
- Postage and special handling of documents;
- Finish/ detailed models requested by the Client,

**We are proposing an estimated budget of \$2,500.00 for reimbursable expenses.**

Landscape Renovation Project  
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Palm Springs, CA  
August 20, 2012

Exclusions include the following:

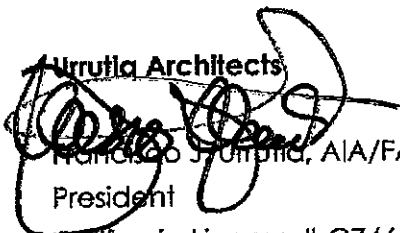
- Geotechnical reports or testing.
- Civil Engineering

Assumptions include the following:

- The City or Airport shall provide the Architect with overall site plans in CADD electronic format. We are assuming there is no need for an aerial survey as long as electronic files are available.
- The City or Airport shall provide the Architect with copies of "as built" drawings of irrigation, planting, and electrical data or any other drawings of landscaping, irrigation, landscape lighting, or electrical that may assist the Architect in the preparation of their drawings.
- The City or Airport will provide the Architect with the City's "boiler plate" specifications and general conditions requirements for bid and construction purposes.

If our proposal is acceptable, please have the City prepare an agreement for our services. Should you have any questions, please call me. I look forward to hearing from you.

Sincerely,

  
Francisco J. Urrutia, AIA/FARA  
President  
California License # C7467

