



## CITY COUNCIL STAFF REPORT

DATE: February 6, 2013 CONSENT CALENDAR

SUBJECT: APPROVE AMENDMENT NO. 2 TO ARCHITECTURAL SERVICES AGREEMENT NO. A6262 WITH URRUTIA A.I.A. AND ASSOCIATES FOR AIRPORT PROJECTS.

FROM: David H. Ready, City Manager

BY: Airport

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### SUMMARY

The City Council will consider an amendment to Urrutia Architects agreement for professional architectural services at Palm Springs International Airport.

### RECOMMENDATION:

1. Approve Amendment No. 2 to Urrutia A.I.A. and Associates Agreement No. A6262 for design, bid, permitting, and construction phase services in the amount not-to-exceed \$31,935.00, to complete the remodeling and expansion of an existing vacant building to accommodate the USO.
2. Authorize the City Manager to execute Amendment No. 2, and approve change orders not-to-exceed ten percent (10%) of the total contract amount.

### STAFF ANALYSIS

Due to the continued growth of the USO and the constrained space it occupied in the airport baggage claim area, arrangements were made over a year ago to relocate the entire operation into a facility just a short distance from the terminal's North end next to the US Customs.

Since that time the USO organization has changed management and operational structure and now prefers a smaller, modern, single level facility on the South end of the terminal that does not share with other tenants. The location is more secluded, provides improved security requirements for the United States Marines and the facility can be easily customized to address their specific functional requirements.

The Airport Commission voted unanimously to recommend the City Council fund a newly remodeled facility and hiring the City's professional architect to complete the design, bid and construction of the project. Staff estimated the project could be completed by the end of this calendar year.


The City Council previously approved an agreement with Urrutia Architects for on-call architectural services at the Airport. Amendment No. 2 will incorporate the design and engineering services for the remodel of the USO Building.

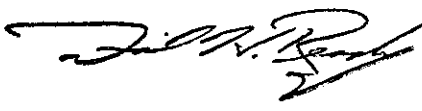
#### FISCAL IMPACT

The amount of Amendment No. 2 to the Agreement is not-to-exceed \$31,935, for the design, bid and construction documents. Funds are available in Account No. 416-6501-56121.

Staff estimates the construction cost for the remodel will be approximately \$135,000.00. Construction bids will return to the City Council for award of a construction contract. The Fiscal Year 2013-14 Airport Budget will include sufficient funding for the construction costs.

The USO will be responsible for all furnishings of the building.

  
Thomas Nolan,  
Executive Director, Airport

  
David H. Ready, City Manager

#### Attachments:

1. Urrutia Amendment No. 2
2. Urrutia Scope of Work

AMENDMENT NO. 2  
TO AGREEMENT NO. A6262 On-Call Architectural Services  
PALM SPRINGS INTERNATIONAL AIRPORT

THIS SECOND AMENDMENT is made and entered into as of the 6<sup>th</sup> day of February, 2013 (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 Remodel and Addition to the existing Modular Building for the USO as described in the proposal from the Consultant dated December 13, 2012.

Task 4 – Design and Engineering Services - Remodel/Addition for USO Modular Building.

2. The agreement shall allow a total project sum up to \$31,935.00 for professional services relating to the design, construction management and planning of Task 4.

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

[SIGNATURE PAGE FOLLOWS]

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

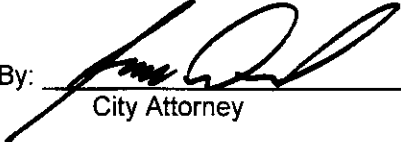
ATTEST:

CITY OF PALM SPRINGS  
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 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.

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

WITNESS my hand and official seal.

WITNESS my hand and official seal.

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

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

Notary Seal:

Notary Seal:



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Palm Springs, CA 92262  
760.327.6800  
760.327.6813 fax

design@urrutiaarchitects.com

December 13, 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 – Remodel/Addition to Existing Modular Building for USO, 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 for the remodel and addition to the existing modular building for the new USO facility located in Palm Springs, CA.

### **Scope of Work**

The following points summarize our understanding of the scope of work. The airport and City of Palm Springs are proposing to add additional space of about 1066 SF to the existing modular building (865 SF) located to the east of the existing Vehicle Inspection Plaza. The total combined area will be about 1931 SF. In addition to the additional space the existing building will be remodeled to include upgrading the existing finishes and the following:

- New retaining wall on the west and north sides.
- New patio area with shade cloth or trellis on the west side.
- New Baggage area that will be secured to hold about 50 sea bags.
- T1 Internet connectivity and computer stations within the Lounge area.
- New Kitchen area with clothes washer and dryer, refrigerator/freezer, dishwasher, and full size sink with garbage disposer. Provide storage cabinets for snacks, plastic/paper goods.
- Lounge area with tile or polished concrete floors, with space for both tables and chairs and sofas or recliners.
- Reception counter and desk.

- Office for the USO manager.
- Two existing bathrooms shall be upgraded with new finishes, fixtures as necessary. Possible shower.
- Hot water heater.
- Security features, two phone lines, one fax line.
- 7-10 dedicated parking spaces, including handicapped spaces.
- New HVAC system for addition. Check existing HVAC systems to ensure they are in good condition.

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

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

#### **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.
- Electrical and mechanical engineering shall consist of a site visit to document the existing plumbing, power sources, electrical panels, and HVAC loads.
- Structural engineering shall consist of review of existing structural drawings and details to determine structural components of the existing modular building.

#### **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, roof plan, site plan, sections, 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. 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 to identify location of work.
  - Site hardscape plan.
  - Demolition Plan and details.
  - 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 heating/cooling load effect on existing mechanical system and for determining new HVAC equipment.
  - 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 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 foundation and retaining wall; 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 **\$30,435.00**, plus reimbursable expenses.

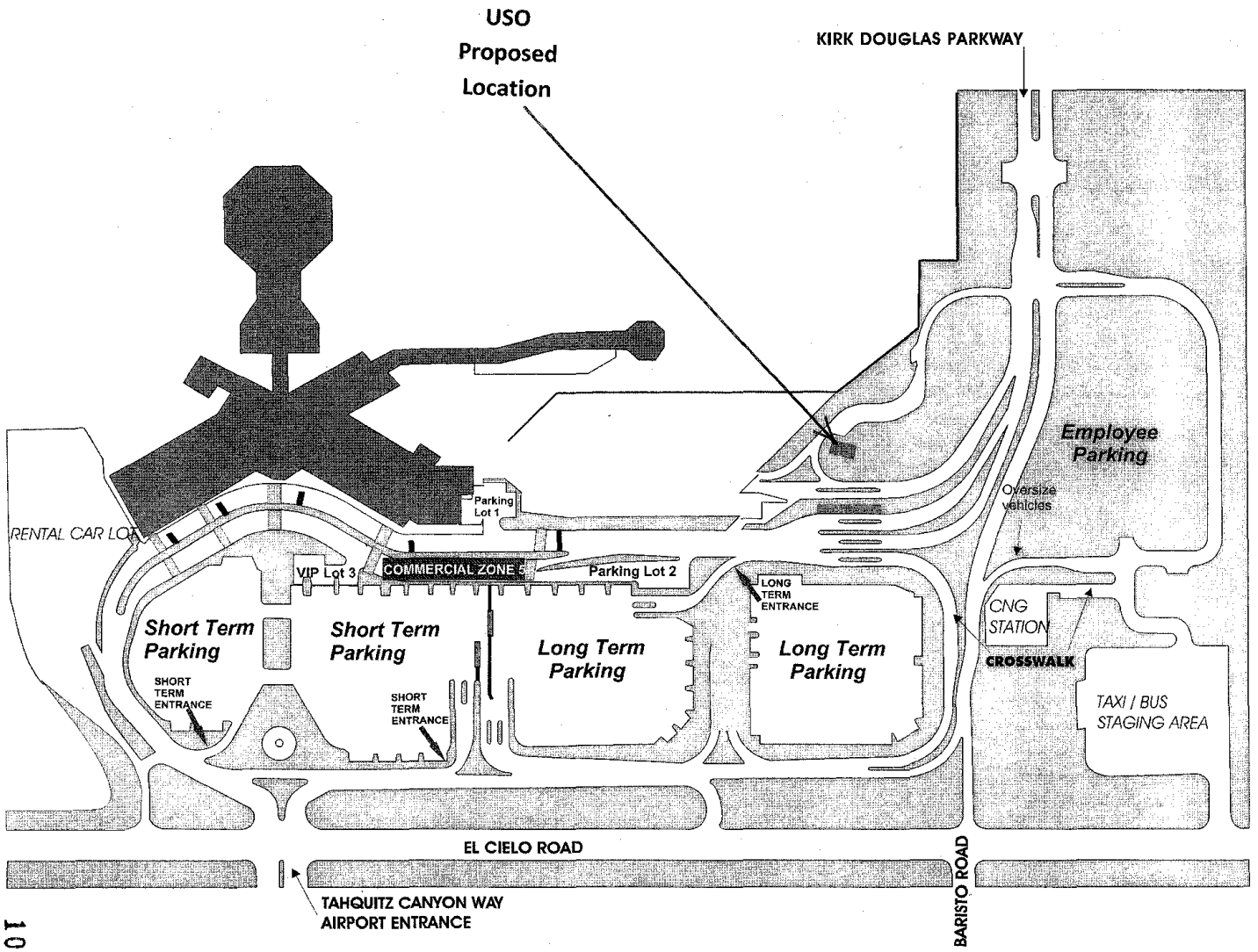
- A. Pre-Design/Site Analysis Phase:  
A fixed sum of **\$ 2,000.00**, plus reimbursable expenses.
- B. Design Development Phase:  
A fixed sum of **\$2,000.00**, plus reimbursable expenses.
- C. Construction Document Phase:  
A fixed sum of **\$18,165.00**, plus reimbursable expenses.
- D. Bidding Phase:  
A fixed sum of **\$ 800.00**, plus reimbursable expenses.
- E. Construction Administration Phase:  
A fixed sum of **\$7,470.00**, 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.**



# USO Proposed Building Layout

