



CITY COUNCIL STAFF REPORT

DATE: April 16, 2014

CONSENT AGENDA

SUBJECT: POLICE DEPARTMENT REMODEL DESIGN SERVICES AMENDMENT
NO. 1 – OFFICER'S LOCKER ROOMS

FROM: David H. Ready, City Manager

BY: Special Projects Coordinator

SUMMARY

The proposed action would approve a design services amendment to include the Officer's Locker Rooms/Restrooms in the Police Department remodel project.

RECOMMENDATION:

1. Approve Amendment No. 1 to Agreement No. A6465, with Urrutia A.I.A. and Associates, Inc., to add architectural and engineering design services for the remodel of the officer's locker rooms/restrooms to the Police Department remodel project.
2. Authorize the City Manager to execute all necessary documents.

STAFF ANALYSIS:

Local architect Frank Urrutia is under contract to develop plans and specifications for the remodel of the Police Department Training Center, Records Office, Main Lobby and Detective Bureau. As that project began it was determined that additional remodel work was also needed in the officer's locker rooms/restrooms area of the building. The architect was asked to provide a proposal for that work and a copy of that proposal is attached as part of the proposed amendment. Total cost of this additional assignment comes to \$24,800 bringing the entire project design cost to \$104,500.

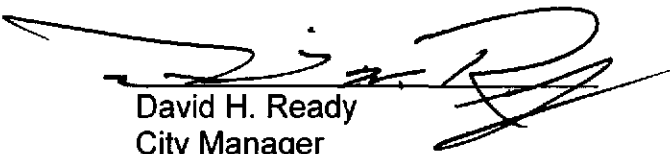
ITEM NO. 26

FISCAL IMPACT:

Funds for this additional design work are available in Measure "J" account 260-4500-59444.



Allen F. Smoot
Special Projects Coordinator



David H. Ready
City Manager

Attachments:

1. Amendment/Proposal

**AMENDMENT NO. 1
TO AGREEMENT NO. A6465
ARCHITECTURAL DESIGN SERVICES**

THIS FIRST AMENDMENT TO Agreement No. A6465 for consulting services, (herein "Amendment") made and entered into on the ___ day of _____, 2014, by and between the CITY OF PALM SPRINGS (herein "City") and URRUTIA A.I.A. AND ASSOCIATES, INC. (herein "Consultant") is hereby amended effective April 17, 2014, as follows:

RECITALS

WHEREAS, City and Consultant entered into that certain Architectural Design Services Agreement No. A6465 for Design Services related to the Police Department ("Agreement"), as duly amended from time to time; and

WHEREAS, the parties wish to amend the Agreement to add additional design services related to the officer's locker room; and

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

Section 1. Scope of Services is hereby amended to add design and engineering services for remodel of the basement men's/women's locker rooms and restrooms as more specifically defined in the Proposal dated March 29, 2014 attached hereto.

Section 2.

Exhibit "D" Schedule of Compensation is hereby amended to add Task 4 as follows:

<u>Tasks from Proposal</u>	<u>Task 4</u>
Pre-Design Site analysis	\$2,000
Schematic Design	\$3,700
Construction Documents	\$12,300
Bidding Phase	\$ 800
Construction Admin.	\$4,500
Total	\$23,300
Reimbursable Expenses	\$1,500

MAXIMUM TOTAL CONTRACT \$104,500

Section 3. Timeline shall remain unchanged.

Section 4. Full Force and Effect: Except as previously modified herein, all other provisions of the Agreement shall remain unmodified in full force and effect.

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

ATTEST:

CITY OF PALM SPRING
a municipal corporation

City Clerk

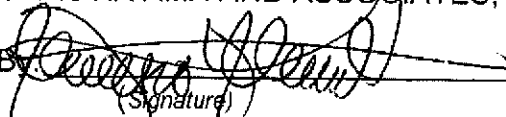
By: _____
City Manager

APPROVED AS TO FORM:

City Attorney

CONTRACTOR: Check One: Individual Partnership Corporation

URRUTIA A.I.A AND ASSOCIATES, INC.

By: 
(Signature)

Title: PRESIDENT



165 Luring Drive
Palm Springs, CA 92262
760.327.6800
760.327.6813 fax

design@urrutiaarchitects.com

March 29, 2014

Mr. Allen Smoot
Special Projects Coordination – City Manager's Office
City of Palm Springs
3200 E. Tahquitz Canyon Way
Palm Springs, CA. 92263-2743

RE: Proposal for Professional Design and Engineering Services – Palm Springs Police Department – Basement Men's/Women's Lockers and Restrooms Remodel Palm Springs, CA.

Dear Mr. Smoot:

Urrutia Architects is pleased to provide the City of Palm Springs with our proposal for professional architectural and engineering services to include the redesign and upgrades for the existing Men's and Women's Lockers and Restrooms located in the Basement.

Scope of Work

The following will summarize our understanding of the scope of work. The City Police Department is proposing to upgrade and modernize the existing Men's and Women's Lockers and Restrooms located in the Basement of the Police Department facility. Based on a preliminary walk thru of the facility and meeting to discuss the requirements of the PD, the following shall be included in the scope of work:

1. Men's Lockers and Restrooms:

- Refinish existing fixed benches located in Dressing/Lockers area.
- Repaint the existing metal lockers.
- New flooring throughout the locker area.
- New paint on all walls and hard surface ceilings/soffits.
- Cleanup/Paint existing storage cabinets and concrete flooring located in "sleep room".
- Where possible, upgrade the restroom areas to meet current ADA requirements. This will include vanities, sinks, showers, etc.
- Provide new finishes for sink countertops and splashes. Remove existing recessed towel dispensers (not being used); replace existing plumbing fixtures with new water efficient fixtures, and new mirrors.

- Refinish existing shower with new wall and floor finishes and new plumbing fixtures.
- Existing sauna will remain as is.
- Review efficiency of existing lighting and add new lights in shower.
- Add new receptacles that meet current GFCI code requirements at sink area.

2. Women's Lockers and Restrooms:

- Refinish existing fixed benches located in Dressing/Lockers area.
- Repaint the existing metal lockers.
- New flooring throughout the locker area.
- New paint on all walls and hard surface ceilings/soffits.
- Where possible, upgrade the restroom areas to meet current ADA requirements. This will include vanities, sinks, showers, etc.
- Provide new finishes for sink countertops and splashes. Remove existing recessed towel dispensers (not being used); replace existing plumbing fixtures with new water efficient fixtures, and new mirrors.
- Refinish existing showers with new wall and floor finishes and new plumbing fixtures.
- Existing sauna will remain as is.
- Review efficiency of existing lighting and add new lights where necessary.
- Add new receptacles that meet current GFCI code requirements at sink area for hair dryers, etc.

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

- City of Palm Springs Police Department
- City of Palm Springs Building Department
- Meet 2013 CBC codes and 2013 Title 24 requirements.

Scope of Services

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

- Architectural
- Electrical Engineering
- Mechanical (Plumbing) 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 of Palm Springs. Assumption is that drawings are available for review and use in preparing existing CADD based drawings. Once a base plan is prepared of the existing facility, a site visit shall be conducted to verify existing conditions match the original drawings.
 - Electrical and mechanical engineering shall consist of a site visit to document the existing power sources, electrical panels, and plumbing fixtures and systems for this area.

B. Schematic Design Phase:

- a. Urrutia Architects shall prepare schematic design drawings which will consist of the following:
- Architectural design shall include a proposed floor plan layout, finish floor plan, reflected ceiling plan, interior elevations, and finish material selections. The Architect shall be responsible for the coordination of all consultants work; provide the City Police Department with 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. Phasing the project was not considered in this proposal. Urrutia Architects and their consultants shall prepare detailed construction documents based on the final design drawings approved by the City of Palm Springs and the Police Department, 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.
 - Demolition Floor Plans, including temporary construction walls.
 - Remodel floor plans and finish schedule.
 - Reflected ceiling plans and details.

- Interior elevations.
- Electrical demolition plan and remodel plan.
- Plumbing demolition plan and remodel plan including fixture Schedule.
- Floor finish plan.
- Specifications prepared in CSI format.
- Attend user meetings as required.

D. Bidding Phase:

- a. Urrutia Architects shall assist the City of Palm Springs in soliciting and obtaining bids from general contractors for this project as an overall single project through the public noticing process. During the course of the bidding process, if requested by the City of Palm Springs, the architect shall prepare and issue addenda, respond to bidders' RFI's, review bids, and make final recommendations.

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 the contractor.
 - 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 bi-weekly 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.

F. Proposed Compensation

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

A total fixed cost of **\$23,300.00**, plus reimbursable expenses.

- A. Pre-Design/Site Analysis Phase:
A fixed sum of **\$ 2,000.00**, plus reimbursable expenses.
- B. Schematic Design Phase:
A fixed sum of **\$3,700.00**, plus reimbursable expenses.
- C. Construction Document Phase:
A fixed sum of **\$12,300.00**, plus reimbursable expenses.
- D. Bidding Phase:
A fixed sum of **\$ 800.00**, plus reimbursable expenses.
- E. Construction Administration Phase:
A fixed sum of **\$4,500.00**, 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;

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

Exclusions include the following:

- Geotechnical reports or testing.
- Structural or Mechanical (HVAC) engineering

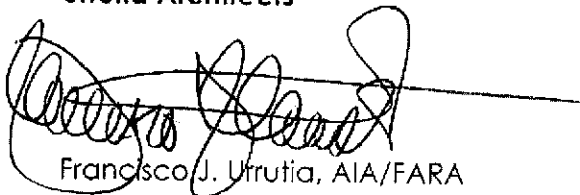
Assumptions include the following:

- The City of Palm Springs shall provide the Architect with copies of "as built" drawings of remodel area, including structural, architectural, mechanical, 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 of Palm Springs, through the City Procurement Process, will prepare and provide the City's "boiler plate" specifications and general condition requirements for bid and construction purposes. The Architect will provide performance specifications for materials specified.

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.

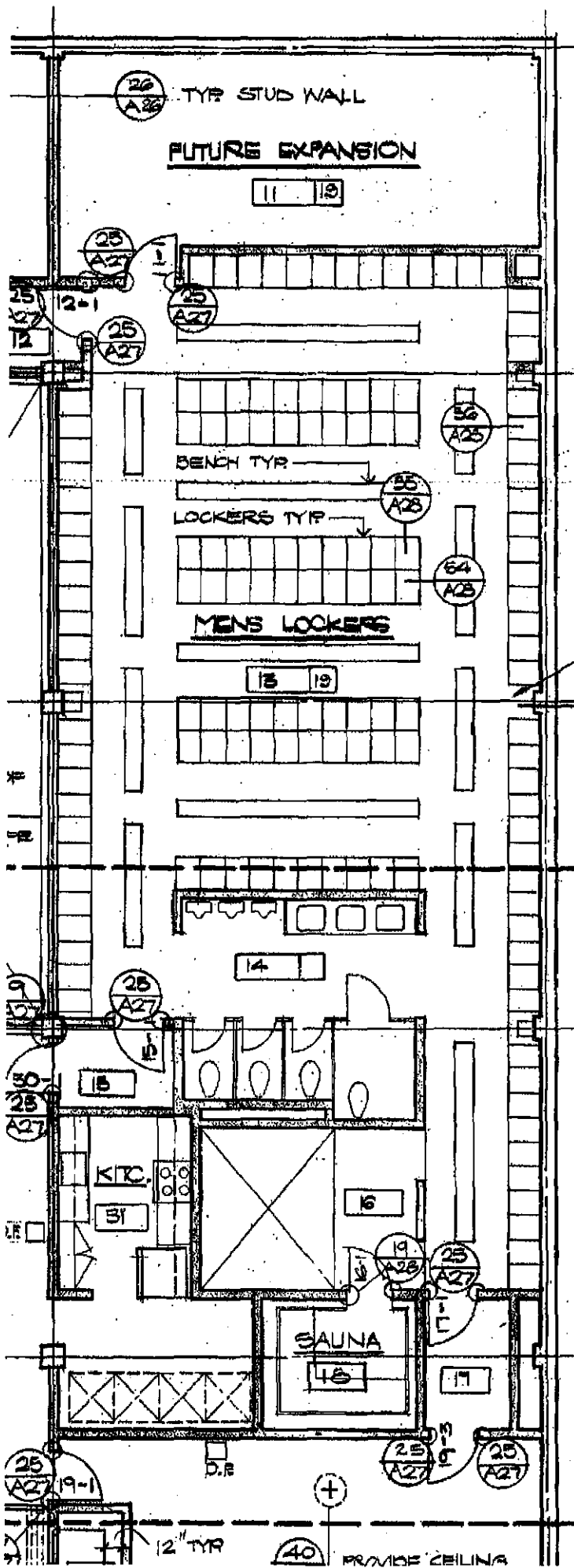
Sincerely,

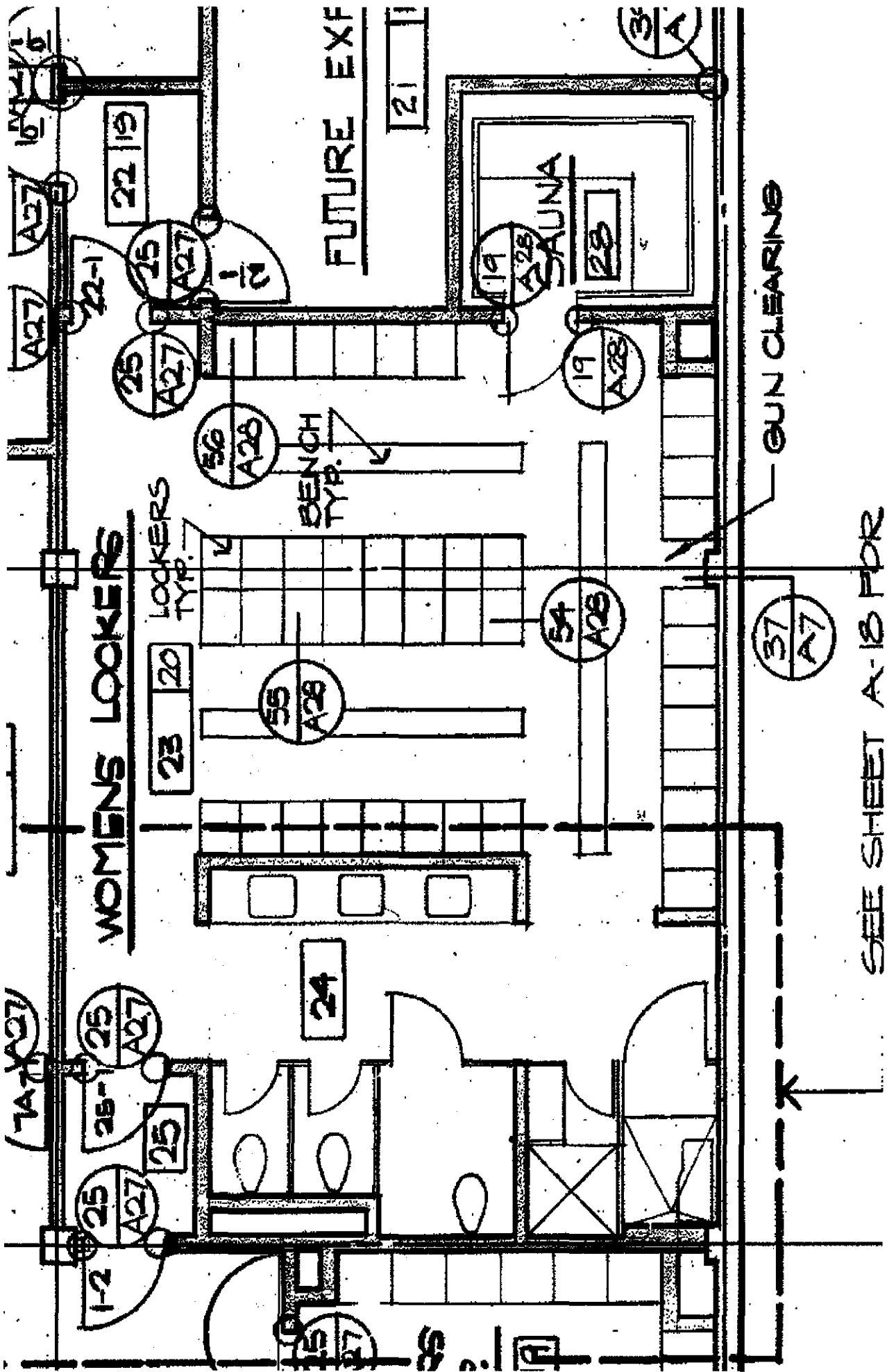
Urrutia Architects

A handwritten signature in black ink, appearing to read 'Francisco J. Urrutia', written over a horizontal line.

Francisco J. Urrutia, AIA/FARA
President

California License # C7467





SEE SHEET A-18 FOR