



Community Redevelopment Agency  
Staff Report

DATE: December 3, 2008 Consent Agenda  
SUBJECT: Jackie Lee Houston Plaza Landscape Design Contract  
FROM: David H. Ready, Executive Director  
BY: Community & Economic Development Department

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SUMMARY

This item is the approval of a Landscape Design contract for the Jackie Lee Houston Plaza at the Palm Springs Convention Center.

RECOMMENDATION:

1. Approve Agreement No. \_\_\_\_\_, a standard long form professional services consulting agreement with Design Workshop, Inc. for landscape design services for the Jackie Lee Houston Plaza at the Palm Springs Convention Center in an amount not to exceed \$82,600 plus reimbursables not to exceed \$8,260.
2. Authorize the Executive Director to execute all necessary documents.

STAFF ANALYSIS:

On September 9, 2008 the City received nineteen (19) proposals from Landscape Architectural firms interested in designing the Jackie Lee Houston Plaza at the Palm Springs Convention Center. The proposals were evaluated by an evaluation panel and from their review a short list of three firms was developed. The short listed firms were interviewed by the evaluation panel and the top ranked firm of Design Workshop, Inc., from Stateline, Nevada was selected.

References were checked on the top ranked firm and were found to be outstanding. Staff has negotiated a standard long form Professional Consulting Service Agreement with the firm, a copy of the agreement exhibits are attached to this report. The scope of the contract was set following the direction given by City Council on November 5, 2008. A summation of the proposed agreement is as follows:

Scope:

1. Circulation master planning.
2. Relocation of Condo Driveway.
3. Construction of a fence between Condo and triangle parcel.
4. Sustainable demonstration garden landscape program to include walking path.
5. Valet drop off in front of Convention Center.
6. Temporary street closure system installation.
7. Monument sign.
8. Prominent recognition element as Jackie Lee Houston Plaza.
9. Lighting and utility systems.
10. Future concession and public art locations.


Tasks:


1. Task One. Project Initiation: Initial Kick-off meetings with City.
2. Task Two. Site Reconnaissance and Research: Design team investigation of site and existing information held by the City. Engineering Survey.
3. Task Three. Master Planning: Develop an overall circulation master plan between the plaza, convention center, new and existing hotels and the downtown.
4. Task Four. Preliminary Design Concepts: Development of three conceptual designs of the Plaza for consideration by the City.
5. Task Five. Design Development/Planning Submittal: This task includes the further development of the preferred conceptual design and submittal of plans to Planning for review and approval.
6. Task Six. Final Design: The Planning approved design will be developed into bid documents.
7. Task Seven. Plan Check Phase: Plans will be submitted for plan check and revised as required.
8. Task Eight. Bidding Phase: Consultant will provide addenda as needed during the bidding phase.
9. Task Nine. Construction Phase: Consultant will provide design coordination during the construction period.

Until a final design is approved by the Agency and the Planning Commission the specifics of the plans to be developed will not be known. It is for that reason that the contract only includes lump sum fees for the first five Tasks included in the contract with the total cost coming to \$82,600, plus reimbursable expenses of \$8,260. Included in the cost is \$5,400 for engineering survey work and \$4,400 of master planning work that are traditionally separately contracted for. To save time the surveying was included as part of the consultants scope in this project and master planning was included to insure whatever is designed fits into the overall circulation of people between the convention center and the downtown. The remaining four tasks will have costs negotiated after an approved project is achieved and will be subject to Agency approval.


FISCAL IMPACT:

In the current Redevelopment Merged Area #2 budget there is an account established for Triangle Parcel Design, 812-8192-65185, with a balance of \$2,000. There is also an account, Unscheduled Capital Projects (812-8192-50000), with a balance of \$1,259,181. This first phase of design is \$90,860 and the remaining design phases could add an additional \$125,000; the final number will not be known until the preliminary design is approved.

  
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John S. Raymond, Director  
Community & Economic Development

  
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David H. Ready, Esq., Ph.D.  
Executive Director

  
\_\_\_\_\_  
for Allen F. Smoot, Owner's Representative

  
\_\_\_\_\_  
Thomas J. Wilson  
Assistant City Manager

Attachments

1. Agreement Exhibits

## EXHIBIT "A"

### SCOPE OF SERVICES

The current contract is for the work outlined in Tasks One thru Five as outlined below. Task Six thru Nine may be undertaken in the future, with pricing negotiated with between Agency and Consultant at that time based upon final project approval.

The Project is the planning, landscape architectural and civil engineering design for the Jackie Lee Houston Plaza at the Palm Springs Convention Center Triangle Parcel more specifically shown on Exhibit F. Specific work items that are to be included in the Project are 1) Circulation masterplanning including pedestrian connections to the downtown and the two adjacent proposed hotels; 2) New parking lot access for the Condo project from Andreas including security gates/lighting/landscape/signage; 3) Integration of the easterly half of the Condo parking lot into parking for the Convention Center/triangle parcel; 4) Development of a valet traffic area as a part of Calle Alvarado; 5) Development of temporary street closure systems for Calle Alvarado; 6) Landscaping of the parcel taking into account the future location of a masterplanned single story office building, future small concession, the desire for a drought tolerant plant material demonstration garden and the desire to develop a walking path with seating areas for conventioners who may wish to "get away" for a few moments; 7) Incorporation of four (4) large exsiting boulders into the overall plan; 8) Development of way finding/ monument sign for the convention center; 9) Develop locations for public art in the overall plan (actual art pieces will be developed thru the Palm Springs Arts Commission); 10) Develop a prominent recognition element in the plan as the Jackie Lee Houston Plaza; 11) Develop lighting and utility systems that are flexible with the possible variety of uses that could occur in this new plaza area; 12) Property line fence between the Condos and the subject parcel (need not be masonry).

The above defined Scope of Work shall be carried out via the following Tasks:

#### **Task One. Project Initiation**

The objective of this phase is to organize the desing process, schedule, communications and to conduct a strategic kick-off meeting. Specific sub-tasks are as follows:

1. Prepare a detailed project schedule and finalized work program.
2. Prepare a Commucation Plan between Consultant and Agency and formalize public review process.
3. Prepare Document Request List of previous work, studies and documents that may have influence on the design.
4. Facilitate a strategic project kick-off meeting with Agency project committee to review/develop project goals, critical success factors and design principles; confirm the roles and responsibility of the Agency, project committec, and Consultant team; review and finalize the communication plan and the public review process; refine budget for improvements.

Deliverables for this task shall be as follows:

1. Final Work Plan, schedule and communications plan.
2. Meeting minutes including project goals, critical success factors and design principles, and roles and responsibilities.

### **Task Two. Site Reconnaissance and Research**

The objective of this task is to develop a thorough understanding of any work that has been completed to date, become familiar with the site and develop a good understanding of the project program. Introductory meetings with the Agency project committee and other stakeholders will occur. Specific sub-tasks area as follows:

1. Review pertinent codes, current entitlements, and conditions of approval, and previous documents provided by Agency which might influence the site development.
2. Survey the adjacent areas to the project site for use when preparing preliminary and final design for the driveway relocation as well as the segregation of a portion of the current Condo parking lot for Convention Center use. Coordinate this survey work with the existing survey information provided by the Agency.
3. Prepare site base maps using new survey information provided by Consultant and existing survey information provided by Agency, to delineate property boundaries, easements and right-of-ways, and existing utility information.
4. Visit the site to become familiar with existing conditions including access circulation, views to and from the site, and the relationship to the convention center, adjacent neighbors and connectivity to the greater Palm Springs community. Field verify existing survey information.
5. Investigate the natural and cultural history of the area.
6. Meet with Agency project team to discuss issues, processes for obtaining approvals, a project overview, and schedule.
7. One on one interviews with donor and stakeholders to gain insight on their thoughts and expectations.
8. Introductory meeting with the Condo HOA to walk the property, discuss ideas and issues related to their entrance and the easterly parking lot.
9. Prepare a Site Analysis/Framework document summarizing site observations, existing conditions and opportunities and issues that may influence design alternatives.

Deliverables for this task shall be as follows:

1. Ten colored copies and one digital copy of the Site Analysis/Framework document (15 to 20 pages in length) including graphics in in 11 x 17 format.
2. Summary memo on research of codes and previous documents.
3. Meeting minutes from all meetings held.

### **Task Three. Master Planning**

The objective of this task is to develop an overall circulation schematic masterplan for the area between the convention center and the downtown. Specific sub-tasks are as follows:

1. From the information gathered in Task Two develop a draft schematic circulation drawing that takes into account the connectivity from the Convention Center and it's new Jackie Lee Houston Plaza to the two new hotels, the Whyndm Hotel, the Casino and the downtown.
2. Meet with the Agency project team to review the draft plan for comment and direction.
3. From the input provided at the Agency project team meeting formulate a final circulation plan.

Deliverables for this task shall be as follows:

1. Three colored copies of the draft circulation plan.
2. Three colored copies 30 X 40 format and one digital copy of the final circulation plan.

#### **Task Four. Preliminary Design Concepts**

The objective for this phase of work is to develop and test program goals with site conditions, and to explore design ideas. These ideas will be presented and discussed with the Agency project team and other groups as required by the Agency seeking the selection of a preferred alternative. Specific sub-tasks are as follows:

1. Attend and facilitate one day design session with the Agency project team to explore ideas and program needs to be accommodated in all design alternatives. These goals will be synthesized into an integrated approach to design, art placement and overall plaza character, including appropriate recognition of Jackie Lee Houston, to maximize connections between the site, the convention center, amenities, landscape design and the unique Palm Springs aesthetic.
2. Prepare preliminary design concepts for the plaza site including Calle Alvarado, transition to the existing convention center, connections to surrounding uses and residential neighbors. This will include the following design efforts and illustrations:
  - Develop three conceptual design level alternatives with distinct different design solutions. Each concept will clearly illustrate the site development program, key elements and use relationships, and the location of site furnishings, hardscape and softscape areas and locations for future art pieces.
  - Prepare three image boards (one per alternative) that represent the design character illustrated on the site plan. This includes similar built examples, materials and colors, etc.
  - Prepare three vignette sketches (one per alternative) at key locations illustrating the key design aspects of each alternative.
  - Prepare three cross sections (one per alternative), illustrating the vertical and horizontal relationship of the plaza to the convention center, adjacent neighborhood and roadways.
  - Provide photos and cut sheet information on three alternative fencing approaches for the property line fenced between the Condos and the site (Note: Looking for a lower cost alternative to keep people out of the condo project.).

- Prepare a lighting design strategy and develop a schematic landscape lighting scheme for the feature areas.
  - Prepare a monument sign and way finding design strategy for each alternative.
  - Prepare summary of adjustments to existing utilities for each alternative.
3. Prepare preliminary cost estimate for each alternative.
  4. Prepare for and present preliminary design concepts to the Agency project team. Comments will be noted and discussion about materials, format and agenda for meeting with the HOA will be discussed.
  5. Facilitate a meeting with the HOA to review and discuss the three alternatives proposed and the specifics of the driveway relocation and parking lot division.
  6. Revise the alternatives based on input received and prepare for and present the revised alternatives to the Agency project team.
  7. Following a period of time for internal Agency review processes the Consultant will be advised of the preferred alternative and any final suggested adjustments. Consultant will make one last set of adjustments to the preferred alternative and make a final presentation to the Agency project team for acceptance. Consultant will also be required to present the preferred alternative to the Agency in study session format. The preferred alternative will be prepared as follows:
    - Develop preferred conceptual design alternative.
    - Prepare a three dimensional computer model of the preferred alternative to illustrate the design elements of the plot plan.
    - Refine one image board that represent the design character illustrated on the site plan.
    - Refine two vignette sketches based on the design modifications.
    - Refine one cross section if necessary to reflect any design changes.
    - Refine the cost estimate to reflect final changes to the design.
  8. Prepare a summary booklet of alternatives and the preferred solution as a way of documenting the design process.

Deliverables for this task shall be as follows:

1. Three colored conceptual plans at 1" = 20'.
2. Six image boards ( two per alternative)
3. Six colored vignette sketches (two per alternative)
4. Six cross sections (two per alternative)
5. Preliminary cost estimate for each alternative.
6. Revised design concepts based on comments received at meetings.
7. One preferred design alternative and support graphics as described under Task Four Item 7.
8. Minutes for all Project team and public meetings
9. Summary booklet of alternatives and the preferred solution, colored in 11 x 17 format.

**Task Five – Design Development/Planning Department Submittal**

The objective for this phase is to take the preferred alternative and develop the design to the point that the project can be submitted to the City Planning Department, under a Major Architectural Approval Application for public review and approval. Specific sub-tasks are defined as follows:

1. Consultant to further define the preferred alternative to the point that the required submittal documents for the Planning Commission review process may be prepared.
2. Prepare for and submit the refined design to the Agency project team for review and comment.
3. Revise the drawings to reflect the Agency project team comments.
4. Prepare all required documents and submit a Major Project Architectural Approval application to the Palm Springs Planning Department for public review by the Architectural Review Board and the planning Commission.
5. Make any suggested modifications to the drawings until such time that the project receives approval for the reviewing bodies. Attend meetings of the reviewing bodies as required to obtain approval.

Deliverables for this task shall be as follows:

1. Two copies of the refined design documents of the preferred alternative.
2. Completed and fully compiled list of document attachments, Major Architectural Approval Application. Submit said completed application to Planning Department.

#### **Task Six. Final Design**

The objective for this phase of the work is to prepare final documentation drawings that incorporate the most current information regarding construction practices. Based on approval of the Further Refined preferred alternative, Consultant shall prepare construction documents. The specific sub-tasks to be completed areas follows:

1. Prepare working drawings and specifications to conform to applicable codes and regulations of governmental bodies having jurisdiction over the work. The specifications/bid documents shall be in the City standard format.
2. Conduct technical work sessions with Agency Staff.
3. Review materials and technical systems with Agency Staff.
4. Conduct internal Construction Document Quality Control Reviews for aesthetic and technical content, revise plans per reviews.
5. Submit progress construction documents along with updated cost estimates and attend meetings with City at 60%, 90% and 100% completion.
6. Participate in value engineering sessions and modify design at each of the % steps outlined in #5 above (if necessary to stay within the budget).

Deliverables for this task shall be as follows:

1. Construction drawings as required so that the final designed project can be constructed.
2. Cost estimate.



3. Technical Specifications in standard CSI format. General conditions, Special Requirements and Bidding Documents provided by the Agency will be included in the specification document.

**Task Seven. Plan Check Phase:**

The objective for this phase of the work is to provide the documentation necessary for the project to be plan checked by City Agencies. The specific sub-tasks to be completed are as follows:

1. Provide and submit sufficient set of construction documents to the various City agencies for plan check.
2. Make revisions to construction documents to correct any plan check deficiencies found by the plan check agencies.
3. Re-submit plans for final approval to Plan Check agencies.

Deliverables for this task shall be as follows:

1. Sets of construction documents and a necessary calculations for plan check.

**Task Eight: Bidding Phase**

The objective for this phase of the work will be to assist the Agency in publicly bidding the final approved project. The specific sub-tasks to be completed are as follows:

1. Issue a complete set of approved Bid Documents for the project. Provide originals and/or electronic formatted bid documents to the blueprinting agency chosen by the Agency to provide bid sets.
2. Participate in one Pre-Bid conference with the Agency and potential bidders.
3. Answer Request For Information questions and prepare addenda to the bid documents.
4. Review substitutions and alternatives submitted by bidders and make recommendations to the Agency.
5. Assist Agency with the evaluation of the bids received.
6. Participate in value engineering sessions with the low bidder to identify ways to construct the project more efficiently at the discretion of the Agency.

**Task Nine: Construction Phase / Contract Administration Phase**

The objective of this phase of the work is to provide construction period / contract administration services to the Agency working in close coordination with the Owner's Representative on this project. It should be noted that the Owner's Representative will provide a daily on-site presence to track progress of the contractor and to coordinate with the Consultant. Specific sub-tasks for this phase of the work is as follows:

1. Visit the site at intervals appropriate to the stage of construction to determine if the work

- being performed is in general conformance with the construction documents.
2. The Consultant shall review and respond to properly prepared and submitted requests of the contractor.
  3. Prepare supplemental drawings as necessary to provide answers and direction to the contractor.
  4. The Consultant shall recommend to the Agency rejection of work that is substandard or not in compliance with the construction documents.
  5. The Consultant shall review and approve or take other appropriate actions concerning submittals of the contractor.
  6. The Consultant shall prepare supplemental drawings for the use of the Owner's Representative in issuing Change Orders or Work Directives.
  7. The Consultant shall conduct a final inspection of the work with the Owner's Representative and develop a punch list for the contractor to provide corrective work.

Deliverables under this phase of the work are as follows:

1. Supplemental drawings for use by the owner's Representative for issuance of Change Orders and Work Directives.
2. Field reports documenting findings of the Consultant during visits to the project.
3. Punch list at the end of the project.

**EXHIBIT "B"**  
**CITY'S REQUEST FOR PROPOSALS**

Document Attached.

**EXHIBIT "C"**  
**CONSULTANT'S PROPOSAL**

Document Attached.

**EXHIBIT "D"****SCHEDULE OF COMPENSATION**

Consultant shall be compensated on a monthly basis based upon the percentage of work completed in each of the Tasks of design described in Exhibit A. Lump sum costs for Tasks One thru Five are as follows:

<b>Task #</b>	<b>Task Description</b>	<b>Lump Sum Cost</b>
Task One:	Project Initiation	\$3,000
Task Two:	Site Reconnaissance & Research	20,000*
Task Three:	Master Planning	4,400
Task Four:	Preliminary Design Concepts	46,200
Task Five:	Design Development/Planning Submittal	<u>9,000</u>
Total Cost Task One thru Five		\$82,600

\*Note: \$5,400 of this amount is for surveying.

Consultant shall be entitled to reimbursables at cost plus ten percent (10%) not to exceed \$8,260.

**EXHIBIT "E"**

**SCHEDULE OF PERFORMANCE**

Tasks One thru Five of this contract shall be completed based upon the following time line:

<b><u>Task</u></b>	<b><u>Completion</u></b>
Task One. Project Initiation	Within five (5) working days of NTP*
Task Two. Site Reconnaissance	Within fifteen (15) working days of NTP*
Task Three. Master Planning	Within twenty five (25) working days of NTP*
Task Four. Preliminary Concepts	Within twenty (20) working days of City acceptance of Task Three Master Plan
Task Five. Design Development/ Planning Submittal	Within fifteen (15) working days of Agency acceptance of a preferred Concept submit Architectural Application. Resubmit any Revisions within ten (10) working days.

\*NTP shall be defined as the date of the the original Notice to Proceed.

