



City Council Staff Report

DATE: November 4, 2015 CONSENT CALENDAR

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

FROM: David H. Ready, City Manager

BY: Public Works & Engineering Department

SUMMARY

The City Council previously appropriated funding in the amount of \$450,000 from the Measure J Capital Project Fund for a capital project to remodel the Police Department Lobby and Records area, Detective Bureau room, and Police Training Center. Additional architectural design services to remodel the Men's and Women's Locker rooms as well as Report Writing Room and Dispatch Center have been included into this project. The construction documents (Plans, Specifications and Estimate) are completed and, in accordance with 7.03.040 of the Procurement and Contracting Code the Council is required to approve and adopt plans, specifications and working details, and authorize the bid request for all public projects in excess of \$100,000. Approval of this project will allow staff to proceed with this public project, with an estimated cost of approximately \$2,000,000.

RECOMMENDATION:

Approve the plans, specifications and estimate and authorize staff to advertise and solicit bids for the Police Department Remodel, City Project No. 15-05;

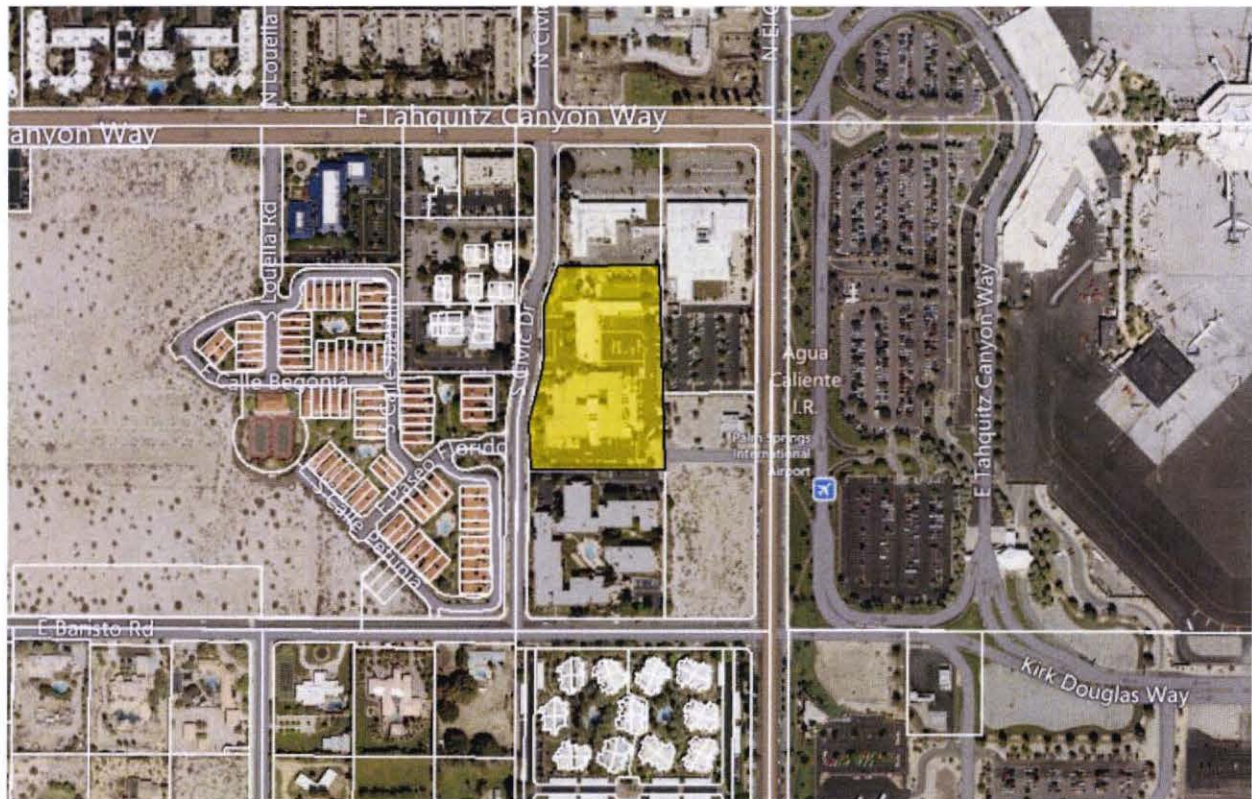
STAFF ANALYSIS:

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

On December 18, 2013, the City Council approved a Professional Services Agreement (A6465), with Urrutia Architects, for the preparation of remodeling plans at the Police Department Lobby and Records area, Detective Bureau room and Police Training Center. On April 16, 2014, the City Council approved Amendment No. 1 to the

Agreement to include additional architectural design services for the remodel of the Men's and Women's Locker rooms. On October 15, 2014, City Council approved Amendment No. 2 to include additional architectural design services for the remodel the Report Writing Room, Dispatch Center and other miscellaneous items at the Police Station. Copies of these staff reports are included as **Attachment 1**.

The proposed work includes, but is not limited to, the replacement of existing floor surface with new flooring, replacement of existing plumbing fixtures, redesign of existing ceiling lighting, repaint existing walls and HVAC registers, repaint existing metal lockers, upgrade areas to meet current ADA requirements, installation of furniture, surveillance cameras, security doors, blinds, ceiling vents, room signage and all other appurtenant work. A location map of the site is identified below and a vicinity map is included in **Attachment 2**.



Location Map

A general overview of the scope of the improvements included with the Project is included in **Attachment 3**. This presentation provides a brief overview of the proposed improvements for the Police Department which comprises of renderings, exhibits and construction drawing layouts. A complete set of plans (110 sheets) is available for review with the City Engineer.

The construction drawings prepared by Urrutia Architects are currently under review by the Building Department for compliance with required Building Codes. Staff recommends that, subject to final approval by the Building Official, the City Council approve the plans and authorize staff to formally solicit construction bids for the Project.

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

Notice Inviting Bids posted and issued:	November 19, 2015
Deadline for receipt of bids:	3:00 PM, January 7, 2016
Contract awarded by City Council:	January 20, 2016

ENVIRONMENTAL IMPACT:

Section 21084 of the California Public Resources Code requires Guidelines for Implementation of the California Environmental Quality Act ("CEQA"). The Guidelines are required to include a list of classes of projects which have been determined not to have a significant effect on the environment and which are exempt from the provisions of CEQA. In response to that mandate, the Secretary for Resources identified classes of projects that do not have a significant effect on the environment, and are declared to be categorically exempt from the requirement for the preparation of environmental documents. In accordance with Section 15301 "Existing Facilities," Class 1 projects consist of interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances; therefore, the Police Department Remodel, City Project No. 15-05, is considered categorically exempt from CEQA, and a Notice of Exemption has been prepared and will be filed with the Riverside County Clerk. A copy of the Notice of Exemption is included as **Attachment 4**.

FISCAL IMPACT:

A total of \$450,000 was previously budgeted for the Project through the Measure J Capital Project Fund (Fund 260). The current construction estimate for the Project prepared by Urrutia Architects is \$1,660,784 as shown in **Attachment 5**.

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

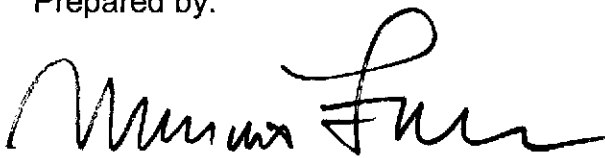
Table of Project Costs	Amount
FY13/14 Measure J Fund	\$450,000
Design Services	(\$157,940)
Project Administration (through 10/26/15)	(\$7,228)
Project Administration (Estimated)	(\$10,000)
Construction Support (Estimated)	(\$200,000)
Construction Contract (Estimated)	(\$1,700,000)
Construction Contingency	(\$170,000)
Additional Budget Required	\$1,775,168

Table 1

As identified in Table 1, an additional budget of \$1.8 Million will be required to fully fund the estimated cost of the Project. In its adoption of the Fiscal Year 2015/2016 budget, the City Council authorized a \$1,000,000 loan from the General Fund to the Measure J Fund for the Project to be repaid within three fiscal years. Staff has kept the Measure J Commission apprised of the additional costs – which the Commission has requested to be discussed further once an actual bid amount is received, for additional funding. Following bidding of the Project, staff will revise and identify the final additional budget required, with use of the \$1 Million General Fund loan to allow award of a construction contract to occur within the current fiscal year.

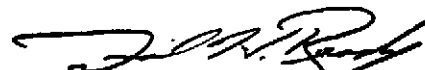
SUBMITTED:

Prepared by:



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

Approved by:



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

Attachments:

1. Prior Staff Reports
2. Vicinity Map
3. Power Point Presentation
4. CEQA Notice of Exemption
5. Construction Estimate

ATTACHMENT 1



CITY COUNCIL STAFF REPORT

DATE: December 18, 2013 CONSENT CALENDAR
SUBJECT: POLICE DEPARTMENT REMODEL ARCHITECTURAL DESIGN AGREEMENT
FROM: David H. Ready, City Manager
BY: Special Projects Coordinator

SUMMARY

The proposed action would result in an Architectural Design Contract for remodel work at the police Department building.

RECOMMENDATION:

1. Approve an architectural design contract for the remodel of the Police Department lobby/records area, the detective bureau, and the training center with Urrutia A.I.A. and Associates, Inc. in an amount not to exceed \$79,700.
2. Authorize the City Manager to execute all necessary documents.

STAFF ANALYSIS:

The Police Chief and his staff have requested that three areas of the Police building be considered for remodel. First, the lobby/records area which is under sized, provides no privacy for patrons and provides little or no security for the staff; Second, the detective bureau which is over-crowded and has a very "closed in" feeling; and Third, the training center which is in need of acoustical and cosmetic upgrades as well as a complete audio visual upgrade.

Staff has met with Frank Urrutia of Urrutia AIA and Associates to discuss the various needs of the building and Mr. Urrutia has provided three separate proposals for upgrades to the three problems areas identified by the Police Department. Mr. Urrutia's firm is one of the City's existing on-call architectural firms, with offices located in Palm Springs. The proposals delineate the three tasks as follows:

ITEM NO. 24

- Task 1 Records and Lobby Remodel Design (See attached Proposal)
- Task 2 Detective Bureau Remodel Design (See attached Proposal)
- Task 3 Police Training Center Remodel Design (See attached Proposal)

FISCAL IMPACT:

The maximum contract under the three proposals totals \$79,700.00, broken down as follows:

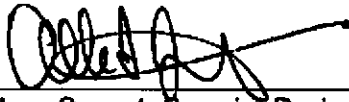
Schedule of Compensation

Compensation for design and professional architectural services shall be lump sum as follows:

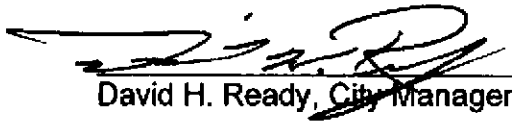
<u>Work Items</u>	<u>Task 1</u>	<u>Task 2</u>	<u>Task 3</u>
Pre-Design Site Analysis	\$ 2,200	\$ 1,600	\$ 8,000
Schematic Design	\$ 4,900	\$ 2,000	\$ 2,000
Construction Documents	\$17,050	\$10,050	\$12,500
Bidding	\$ 800	\$ 600	\$ 600
Construction Admin.	\$ 5,750	\$ 2,950	\$ 3,200
TOTAL	\$30,700	\$17,200	\$26,300
 Reimbursable Expenses*	 \$ 2,500	 \$ 1,500	 \$ 1,500

* At cost plus 10%

Funds for this work are available through Measure "J" accounts 260-4500-59440 and 59452.



Allen Smoot, Special Projects Coordinator


David H. Ready, City Manager

Attachment:

1. Proposals (3)
2. Timeline



165 Luring Drive
Palm Springs, CA 92262
760.327.6800
760.327.6813 fax

design@urrutiaarchitects.com

November 21, 2013

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 – Records and Lobby 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 of the existing Lobby and Records Department. The proposal will include the expansion of the existing Lobby toward the street.

Scope of Work

The following will summarize our understanding of the scope of work. The City Police Department is proposing to enlarge the existing Lobby area and to redesign the existing Records Department. A conceptual plan was submitted (see attached) by the Department as a starting point which includes an expanded Lobby, vestibule area, and added reception booths for the records personnel. Based on the above description, the following shall be included in the scope of work:

- Two fully functional work stations with privacy. Should be designed for sit down desk height.
- Soundproof glass between the two new stations for privacy.
- Replace existing hard surface flooring with more sound absorbing type flooring.
- New blinds for Lobby glass to provide privacy between Records Department and Lobby.
- Remove some glass between Records Department and Lobby for visual privacy.
- New Waiting area with new furniture and finishes.
- New secure doors at new entrance. Possible secured vestibule. Consider

- electronic activated locks at entrance doors.
- New signage and information dispensers in entry area.
- Upgrade these areas to meet current ADA requirements.
- Cameras in Records/Lobby areas to allow surveillance of persons entering Lobby.
- Provide door opening release buttons at every desk in the records Department.
- Pull out drawer in copy machine room work table.
- New ceiling vents.
- New desks in Records Department.
- New flooring in all Records and Break Room.
- Paint all walls in these areas.
- Consider a new air purification system.

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 Planning Department and Architectural Review Commission
- 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 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 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 HVAC systems and loads 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, furniture layout, finish floor plan, reflected ceiling plan, exterior elevations, and finish material selections. The Architect shall be responsible for the coordination of all consultants work; provide the City Police Department 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. 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.
- Site Remodel and Demolition Plan.
- Demolition Floor Plan, 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 Plan including load calculations to determine added heat load effect on existing mechanical system; analysis to determine if new unit is required for additional area.

- Furniture plan and floor finish plan.
- Specifications prepared in CSI format.
- Attend 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 **\$30,700.00**, plus reimbursable expenses.

- A. Pre-Design/Site Analysis Phase:
A fixed sum of **\$ 2,200.00**, plus reimbursable expenses.
- B. Schematic Design Phase:
A fixed sum of **\$4,900.00**, plus reimbursable expenses.
- C. Construction Document Phase:
A fixed sum of **\$17,050.00**, plus reimbursable expenses.
- D. Bidding Phase:
A fixed sum of **\$ 800.00**, plus reimbursable expenses.
- E. Construction Administration Phase:
A fixed sum of **\$5,750.00**, 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 \$2,500.00 for reimbursable expenses.

Records and Lobby Remodel
Palm Springs Police Department
Palm Springs, CA
November 20, 2013

Exclusions include the following:

- Geotechnical reports or testing.
- Landscape or Irrigation Design.

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

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

November 21, 2013

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 – Detective Bureau 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 of the existing Detective Bureau area within the Police Department.

Scope of Work

The following will summarize our understanding of the scope of work. The City Police Department is proposing to have the existing Detective Bureau area re-designed to be more efficient with regard to space layout and energy. A conceptual plan was submitted by the Department (see attached) as a starting point which includes repositioning of office cubicles and work spaces to improve the work flow. Based on the above description, the following shall be included in the scope of work:

- Provide separate space for storage.
- Provide space plan for thirteen offices.
- Natural light is important in considering space plan for offices.
- Redesign existing lighting in ceiling to provide for more efficient lighting for work spaces.
- Replace existing floor surfaces with new flooring.
- Select new furniture systems for space plan. Include system design that will provide for more natural lighting, such as glass panels.
- New signage for offices.
- Ensure these areas will meet current ADA requirements.
- Provide selections for new furniture, desks, flooring, and wall finishes.
- Re-paint all walls in these areas.

- Provide seismic anchorage of all heavy storage (file) units or equipment.

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 Planning Department and Architectural Review Commission
- 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
- Structural Engineering (For seismic anchorage only)

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 engineering shall consist of a site visit to document the existing power sources, data sources, lighting fixtures and controls, and electrical panels 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, reflected ceiling plan, furniture layout, and finish material selections. The Architect shall be responsible for the coordination of all consultants work; provide the City Police Department 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. 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 Plan, including temporary construction walls, if required.
- Remodel floor plan and finish schedule.
- Reflected ceiling plan and details.
- Structural anchorage details.
- Electrical demolition plan and remodel plan.
- Furniture plan and floor finish plan.
- Specifications prepared in CSI format.
- Attend 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 **\$17,200.00**, plus reimbursable expenses.

- A. Pre-Design/Site Analysis Phase:
A fixed sum of **\$ 1,600.00**, plus reimbursable expenses.
- B. Schematic Design Phase:
A fixed sum of **\$2,000.00**, plus reimbursable expenses.
- C. Construction Document Phase:
A fixed sum of **\$10,050.00**, plus reimbursable expenses.
- D. Bidding Phase:
A fixed sum of **\$ 600.00**, plus reimbursable expenses.
- E. Construction Administration Phase:
A fixed sum of **\$2,950.00**, 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.

Delective Bureau Remodel
Palm Springs Police Department
Palm Springs, CA
November 20, 2013

Exclusions include the following:

- Geotechnical reports or testing.
- Mechanical Design.

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, 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

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

November 30, 2013 (Revised)

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 – Training Center Remodel (Revised)
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 of the existing Training Center.

Scope of Work

The following will summarize our understanding of the scope of work. The City Police Department is proposing to have the existing Training Center ceilings enhanced and remodeled. In addition, the existing operable partitions between rooms are leaking sound between rooms which will require an acoustical analysis of the existing conditions. The following shall be included in the scope of work:

- Redesign the existing ceilings to make them more aesthetically pleasing.
- New ceiling HVAC registers.
- Repaint all walls in these areas.
- Coordinate electrical with AV system to be provided by others.
- Study sound isolation between rooms for the existing operable partitions. Evaluation of the existing performance of the operable partitions, determine if the acoustical seals are allowing sound leakage and to what extent.
- Provide recommendations for acoustical materials to be included in the ceiling design. May include acoustical wall panels.

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

- o City of Palm Springs Police Department
- o City of Palm Springs Planning Department and Architectural Review Commission
- o City of Palm Springs Building Department
- o 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 Engineering
- Acoustical 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 HVAC registers and systems for this area.
- Acoustical engineering shall include an evaluation of the existing operable partition system and shall include the following:
 - i. Measurement of the Noise Insulation Class of the operable partitions and provide test reports. This will include assessing the sound over the top of the track.
 - ii. Assess the acoustical leaks and their locations, and include in test reports.
 - iii. Tape over the acoustical leaks, re-measure the NIC to indicate the best possible performance for the operable walls, in the event their acoustical seals can be refurbished.

- iv. Provide recommendations as to whether the seals can be refurbished or if the operable partitions need to be replaced.
- v. Provide recommendations regarding locations where acoustical leakage or sound flanking paths were discovered.

B. Schematic Design Phase:

- a. Urrutia Architects shall prepare schematic design drawings which will consist of the following:
 - Architectural design shall include a proposed reflected ceiling plan and finish material selections. The Architect shall be responsible for the coordination of all consultants work; provide the City Police Department with delineated layouts for review and comment; attend all meetings, including City review meetings; and scheduling of all consultant's work.
 - Integration of acoustical recommendations for ceiling and wall materials that will enhance the acoustical qualities within each room.

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 Reflected Ceiling Plan.
 - Remodel Reflected ceiling plan and details.
 - Electrical demolition plan and remodel plan.
 - Mechanical demolition and remodel plan.
 - Specifications prepared in CSI format.
 - Attend 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 **\$26,300.00**, plus reimbursable expenses.

- A. Pre-Design/Site Analysis Phase:
A fixed sum of **\$ 8,000.00**, plus reimbursable expenses.
- B. Schematic Design Phase:
A fixed sum of **\$2,000.00**, plus reimbursable expenses.
- C. Construction Document Phase:
A fixed sum of **\$12,500.00**, plus reimbursable expenses.
- D. Bidding Phase:
A fixed sum of **\$ 600.00**, plus reimbursable expenses.
- E. Construction Administration Phase:
A fixed sum of **\$3,200.00**, 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.

Training Center Remodel
Palm Springs Police Department
Palm Springs, CA
November 30, 2013 (Revised)

Exclusions include the following:

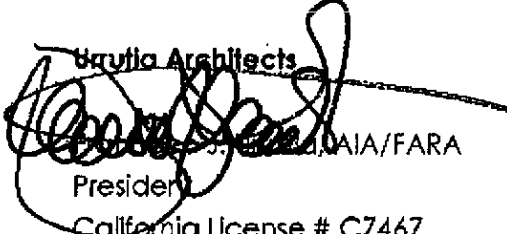
- Geotechnical reports or testing.

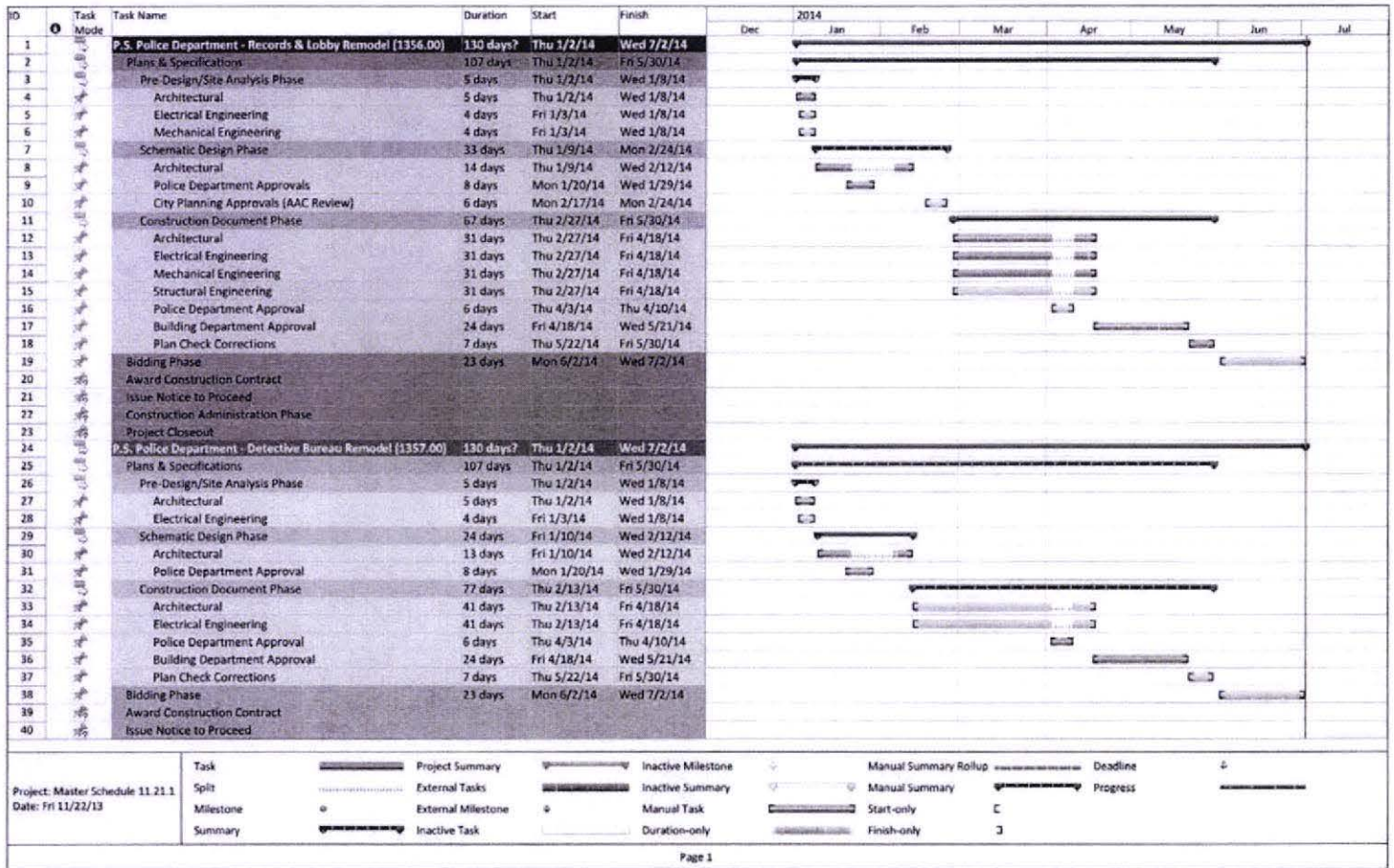
Assumptions include the following:

- 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,


Bartia Architects
President
California License # C7467



ID	Task Mode	Task Name	Duration	Start	Finish	2014	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
41		Construction Administration Phase												
42		Project Closeout												
43		P.S. Police Department - Training Center Remodel	130 days?	Thu 1/2/14	Wed 7/2/14									
44		Plans & Specifications	107 days	Thu 1/2/14	Fri 5/30/14									
45		Pre-Design/Site Analysis Phase	5 days	Thu 1/2/14	Wed 1/8/14									
46		Architectural	5 days	Thu 1/2/14	Wed 1/8/14									
47		Electrical Engineering	4 days	Fri 1/3/14	Wed 1/8/14									
48		Acoustical Engineering	4 days	Fri 1/3/14	Wed 1/8/14									
49		Mechanical Engineering	4 days	Fri 1/3/14	Wed 1/8/14									
50		Schematic Design Phase	24 days	Fri 1/10/14	Wed 2/12/14									
51		Architectural	13 days	Fri 1/10/14	Wed 2/12/14									
52		Police Department Approval	8 days	Mon 1/20/14	Wed 1/29/14									
53		Construction Document Phase	77 days	Thu 2/13/14	Fri 5/30/14									
54		Architectural	41 days	Thu 2/13/14	Fri 4/18/14									
55		Acoustical Engineering	41 days	Thu 2/13/14	Fri 4/18/14									
56		Electrical Engineering	41 days	Thu 2/13/14	Fri 4/18/14									
57		Police Department Approval	6 days	Thu 4/3/14	Thu 4/10/14									
58		Building Department Approval	24 days	Fri 4/18/14	Wed 5/21/14									
59		Plan Check Corrections	7 days	Thu 5/22/14	Fri 5/30/14									
60		Bidding Phase	23 days	Mon 5/2/14	Wed 7/2/14									
61		Award Construction Contract												
62		Issue Notice to Proceed												
63		Construction Administration Phase												
64		Project Closeout												

Project: Master Schedule 11.21.1	Task	Project Summary	Inactive Milestone	Manual Summary Rollup	Deadline
Date: Fri 11/22/13	Split	External Tasks	Inactive Summary	Manual Summary	Progress
	Milestone	External Milestone	Manual Task	Start-only	
	Summary	Inactive Task	Duration-only	Finish-only	



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:

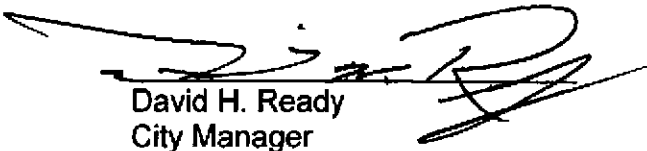
Local architect Frank Urrutia is under contract to develop plans and specifications for the remodel of the Police Department Training Center, Records Office, Main Lobby and Detective Bureau. As that project began it was determined that additional remodel work was also needed in the officer's locker rooms/restrooms 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.

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

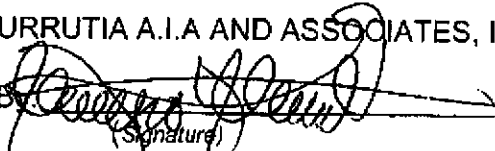
By: _____
City Manager

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/saffits.
- 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:

- o City of Palm Springs Police Department
- o City of Palm Springs Building Department
- o 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.

Basement Men's/Women's Lockers and Restrooms Remodel
Palm Springs Police Department
Palm Springs, CA
March 29, 2014

Exclusions include the following:

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

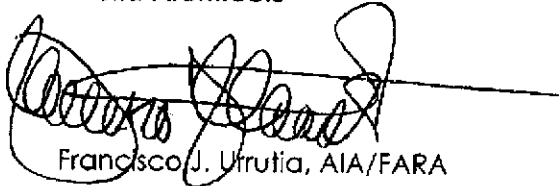
Assumptions include the following:

- 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.

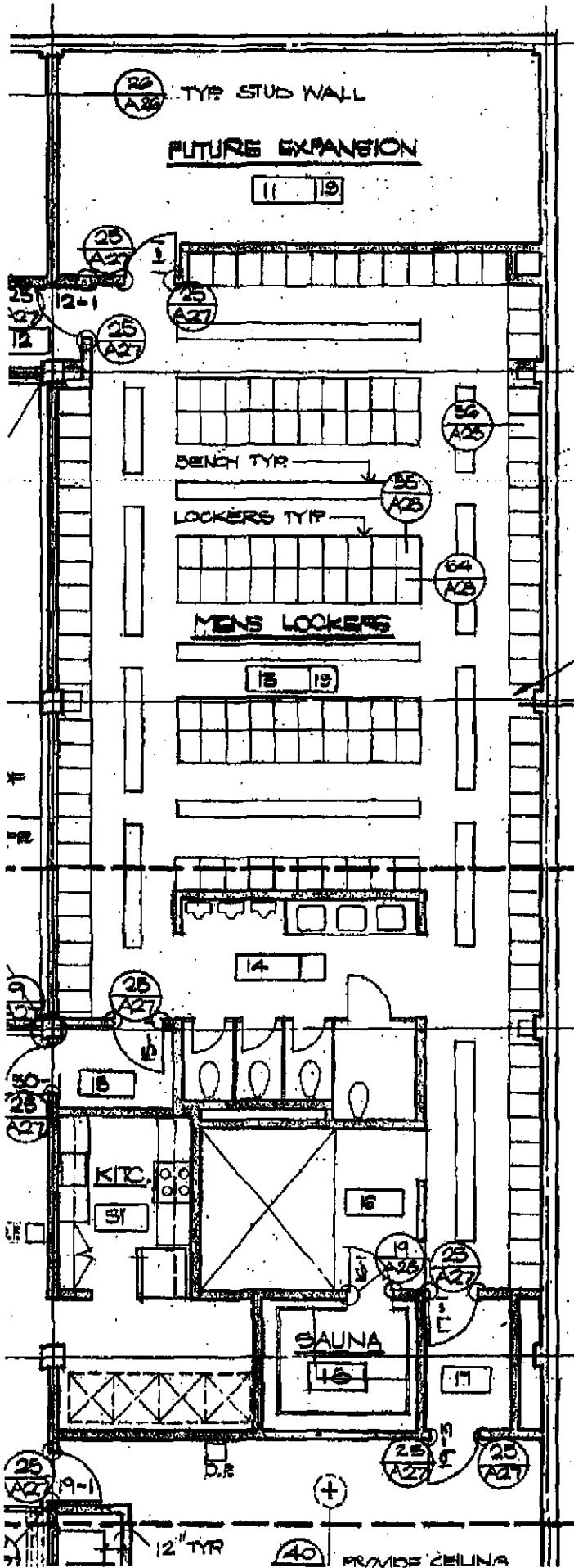
Sincerely,

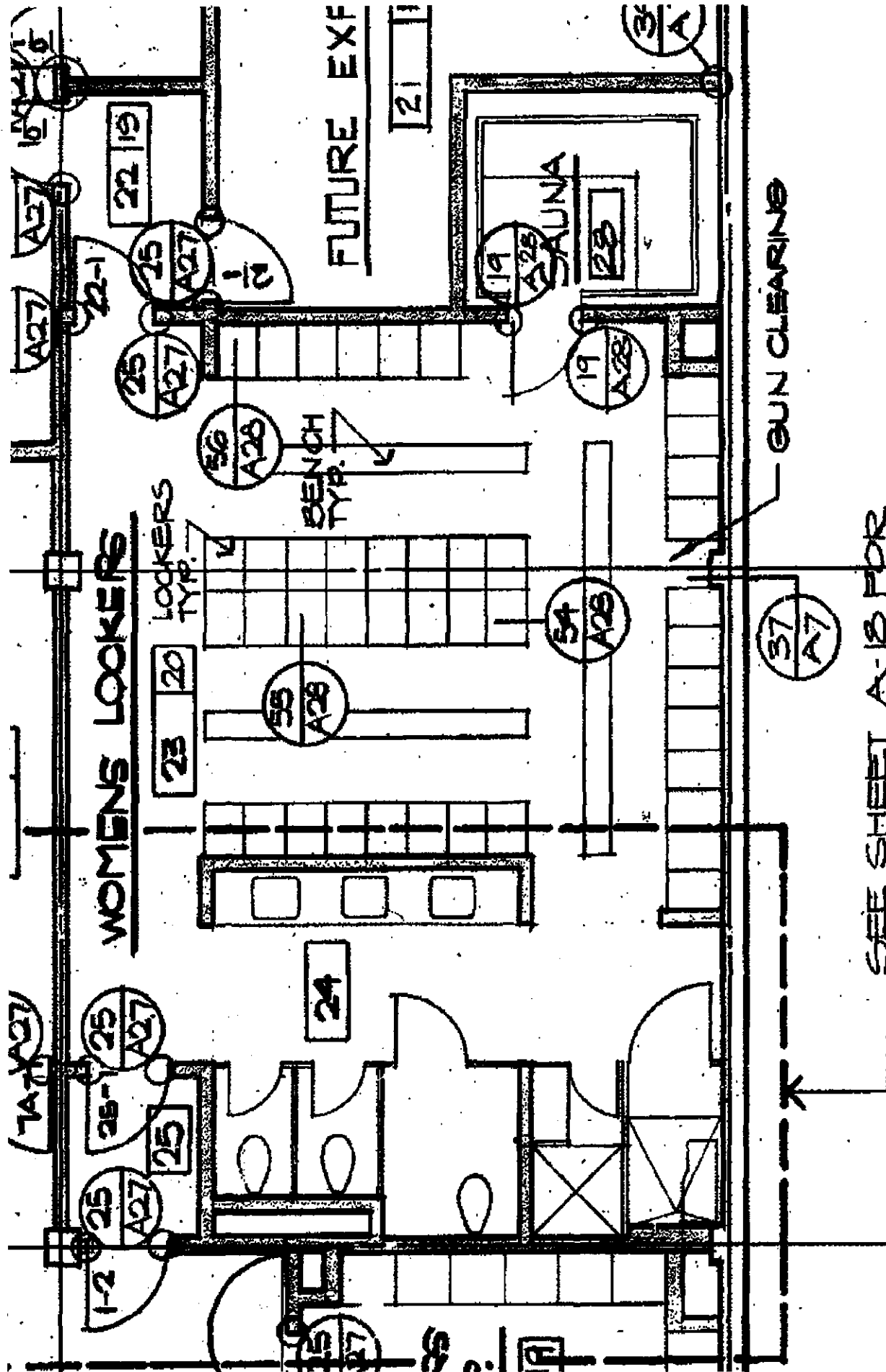
Urrutia Architects



Francisco J. Urrutia, AIA/FARA
President

California License # C7467





SEE SHEET A-18 FOR



CITY COUNCIL STAFF REPORT

DATE: October 15, 2014 CONSENT AGENDA

SUBJECT: POLICE DEPARTMENT REMODEL DESIGN SERVICES AMENDMENT
NO. 2 – REPORT WRITING AND DISPATCH ROOMS

FROM: David H. Ready, City Manager

BY: Special Projects Coordinator

SUMMARY

The proposed action would approve a design services amendment to include the Report Writing Room, Dispatch Center and other miscellaneous items in the Police Department remodel project.

RECOMMENDATION:

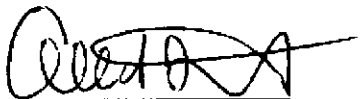
1. Approve Amendment No. 2 to Agreement No. A6465, with Urrutia A.I.A. and Associates, Inc., to add architectural and engineering design services for the remodel of the Report Writing Room, Dispatch Center and other miscellaneous items to the Police Department remodel project.
2. Authorize the City Manager to execute all necessary documents.

STAFF ANALYSIS:

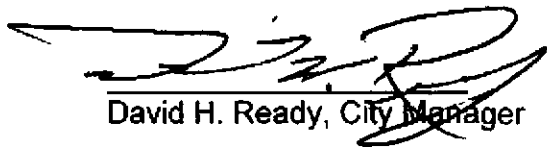
Local architect Frank Urrutia is under contract to develop plans and specifications for the remodel of the Police Department Training Center, Records Office, Main Lobby and Detective Bureau. As that project has moved forward it was determined that additional remodel work was also needed in the officer's report writing room, the dispatch center and other miscellaneous areas 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 \$28,550 bringing the entire project design cost to \$133,050.

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. 2
TO AGREEMENT NO. A6465
ARCHITECTURAL DESIGN SERVICES**

THIS SECOND 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 _____ as follows:

RECITALS

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

WHEREAS, the parties wish to amend the Agreement to add additional design services related to consolidation of files, the records break room, dispatch center, new data room and sanitary facilities in training center, and for temporary facilities planning for construction period needs; and

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

Section 1. Scope of Services is hereby amended by adding:

- a) Design services for remodel of the Records break area and consolidation of existing files; and
- b) Design services to add a double door beyond the interview rooms; and
- c) Design services related to remodel of the Report Writing Room; and
- d) Design services related to the remodel of the Dispatch Center; and
- e) Design services to develop a new data room in the Training Center; and
- f) Design services to add a new sink and plumbing in the Training Center; and
- g) Design services related to temporary facilities for construction period coordination.

All as more specifically described in Proposals dated September 29, 2014 and

Section 2. Exhibit "D" Schedule of Compensation is hereby amended to add a Task 5, Miscellaneous Projects, as follows:

<u>Tasks from Proposals</u>	<u>Cost</u>
Break Room/Files/Report Writing/Dispatch	\$12,900
Training Center Data Room/Sink	\$ 6,000
Temporary Facilities	<u>\$ 8,650</u>
Total	\$27,550
Reimbursable Expenses	<u>\$ 1,100</u>
Total Amendment	\$28,550

MAXIMUM TOTAL CONTRACT \$133,050

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 the Amendment as of the date first written above.

ATTEST:

CITY OF PALM SPRINGS
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: _____



165 Luring Drive
Palm Springs, CA. 92262
760.327.6800
760.327.6813 fax
design@urrutiaarchitects.com

ADDITIONAL WORK AUTHORIZATION

Job No. 1358.00

Date of this authorization is: **September 29, 2014**

In accordance with the written Agreement dated as of 11/19/2013, between **URRUTIA ARCHITECTS** and **CITY OF PALM SPRINGS** for the following project:

**Palm Springs Police Department – Training Center
200 S. Civic Drive
Palm Springs, CA**

The Owner hereby authorizes the Architect to:

- Proceed with Additional Services
- Proceed with revised Scope of Services
- Incur Reimbursable Expenses

Described as follows:

1. **Extend the Scope of Work to include the new Data Room. Includes coordination with IT consultant; and mechanical and electrical engineering for new dedicated fan coil unit.**
2. **Extend the Scope of Work to include new sink cabinet and plumbing. Includes plumbing engineering.**

Compensation shall be based on the following:

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

No work shall commence until this Authorization has been executed and returned. Upon return of fully executed Authorization, this Authorization shall become a part of the Agreement identified above.

**APPROVED BY OWNER
City of Palm Springs**

**APPROVED BY ARCHITECT
URRUTIA ARCHITECTS**

Date

Francisco J. Urrutia, FARA September 29, 2014
President
License #C7467



165 Luring Drive
Palm Springs, CA, 92262
760.327.8800
760.327.6813 fax
design@urrutiaarchitects.com

ADDITIONAL WORK AUTHORIZATION

Job No. 1356.00

Date of this authorization is: **September 29, 2014**

In accordance with the written Agreement dated as of 11/19/2013, between **URRUTIA ARCHITECTS** and **CITY OF PALM SPRINGS** for the following project:

**Palm Springs Police Department – Records and Lobby
200 S. Civic Drive
Palm Springs, CA**

The Owner hereby authorizes the Architect to:

- Proceed with revised Scope of Services

Described as follows:

- 1. Extend the Scope of Work to include the new Break Room which is the current file room. Consolidate all files including existing files in other locations within the building and outside of the building into a single file room with high density files storage systems. Includes new structural design, calculations, and details for reinforcing beam and column connections to support additional file loads.**
- 2. Extend the Scope of Work to include adding a double door beyond the Interview Rooms. Rework the storefront system for the last Interview Room.**
- 3. Extend the Scope of work to include the existing Records Room. New space plan, finishes, electrical/data, and cabinetry for this room.**
- 4. Extend the Scope of work to include the existing Dispatch Room. New space plan, finishes, electrical/data, and cabinetry to accommodate new consoles.**
- 5. Design and incorporate temporary entrance into existing Jail area to be constructed with wood framing, siding, lighting, and wall HVAC unit. Add temporary wall and door into interior area. Add to specifications for temporary construction and removal at completion of work.**

Compensation shall be based on the following:

- A fixed cost of \$21,550.00, plus reimbursable expenses.**

No work shall commence until this Authorization has been executed and returned. Upon return of fully executed Authorization, this Authorization shall become a part of the Agreement identified above.

APPROVED BY OWNER
City of Palm Springs

APPROVED BY ARCHITECT
URRUTIA ARCHITECTS

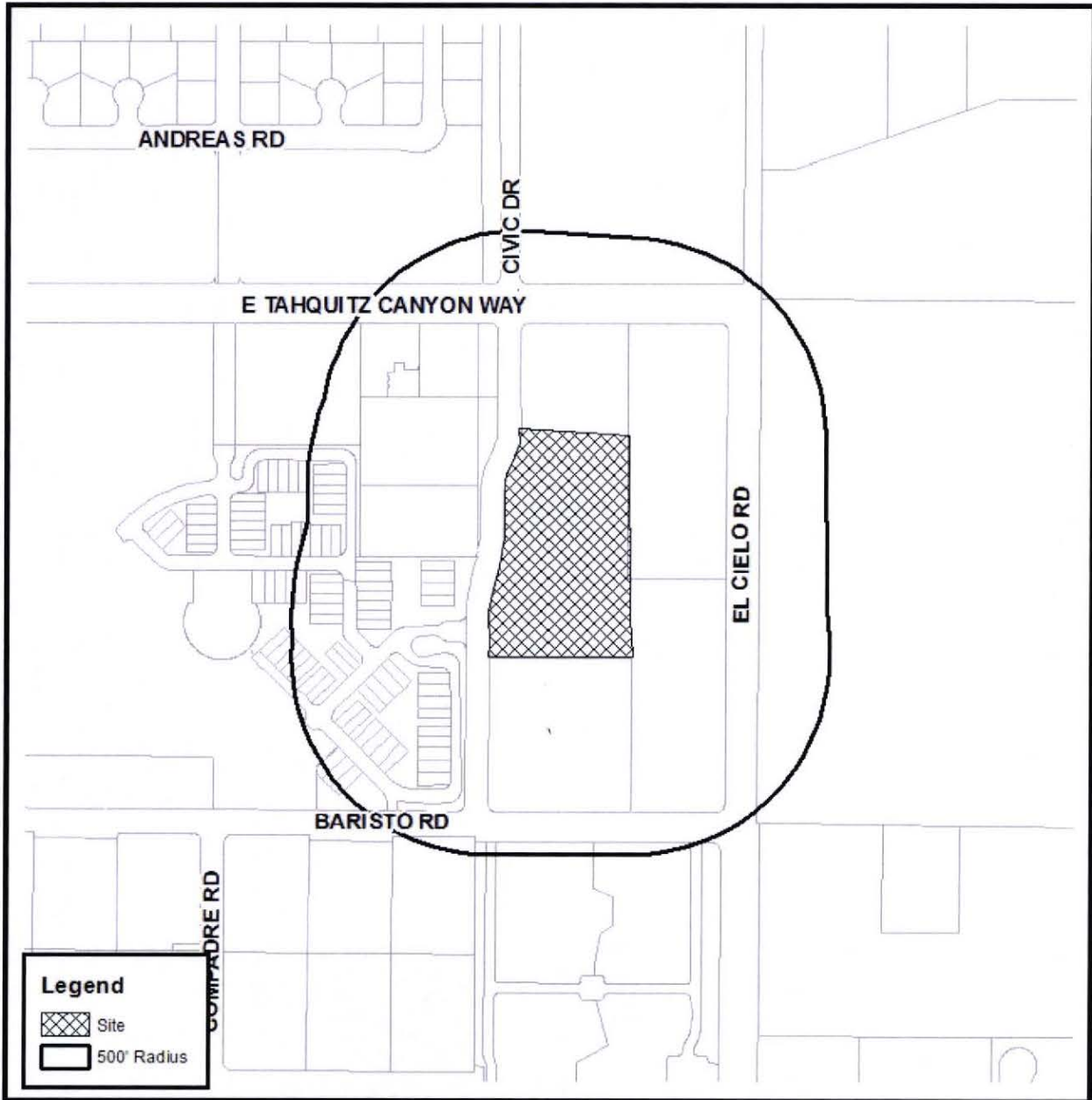
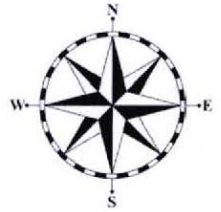
Date

Francisco J. Urrutia, FARA September 29, 2014
President
License #C7467

ATTACHMENT 2



Department of Public Works and Engineering Vicinity Map



CITY OF PALM SPRINGS

ATTACHMENT 3

City of Palm Springs Police Department Remodel

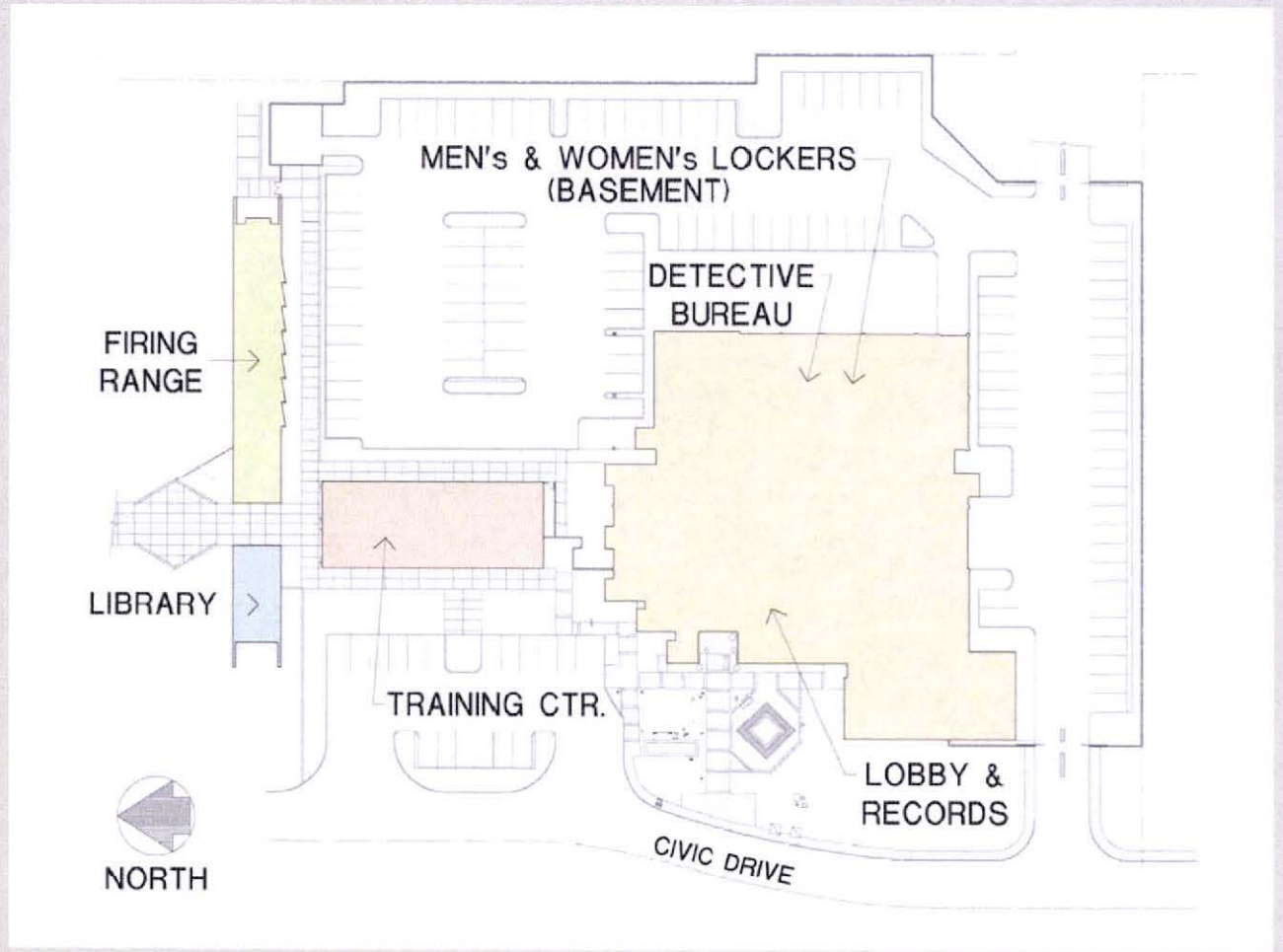
PROJECT 100 – TRAINING CENTER

PROJECT 200 – LOBBY & RECORDS

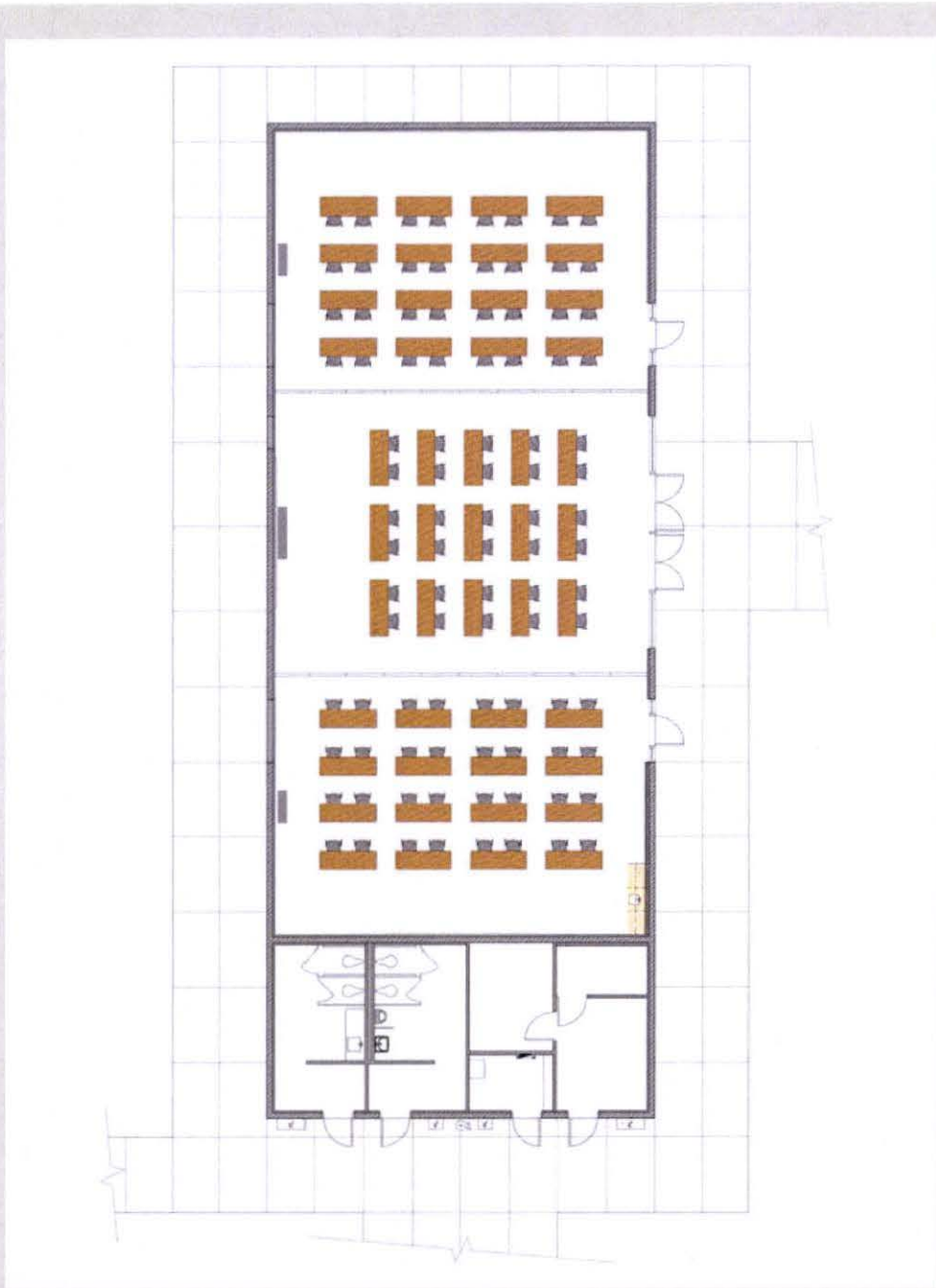
PROJECT 300 – DETECTIVE BUREAU

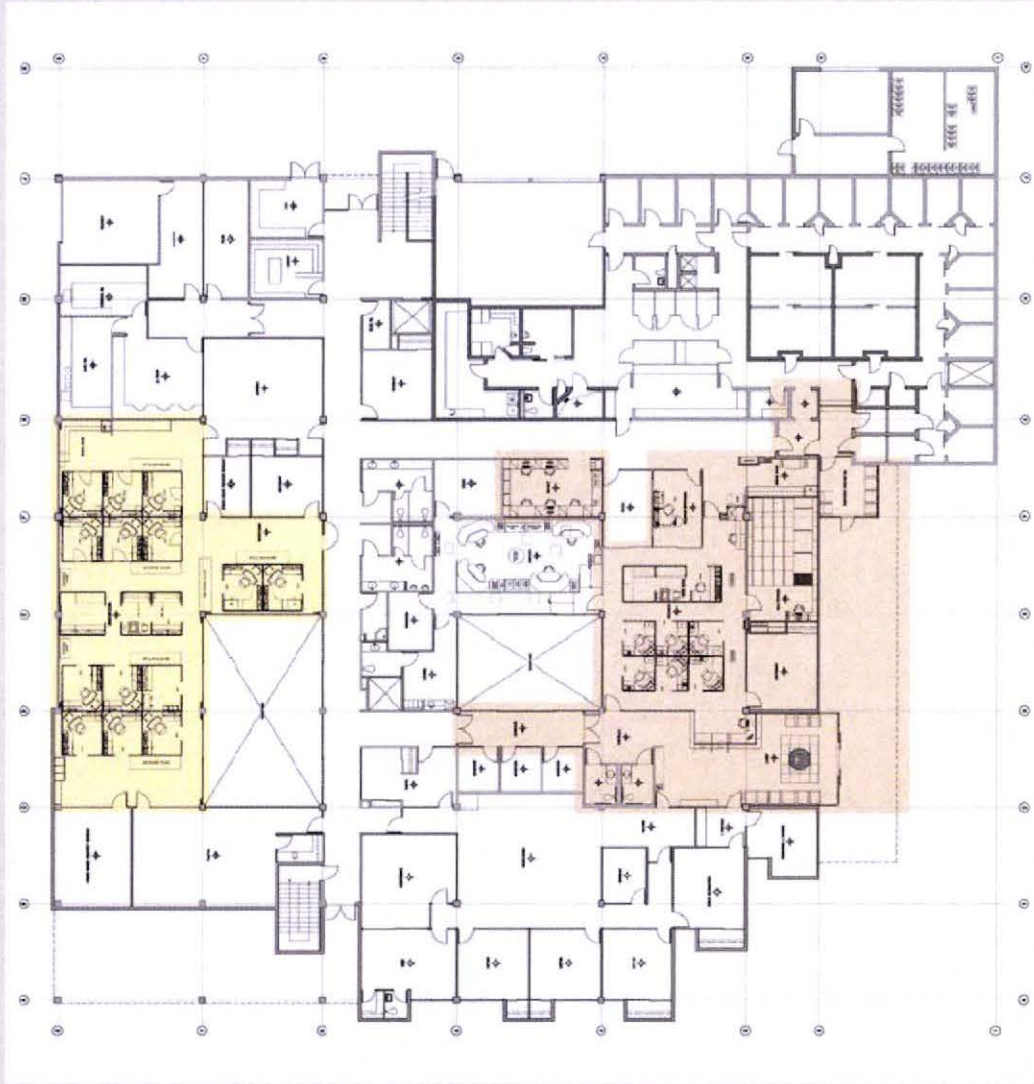
PROJECT 400 – MEN'S & WOMEN'S LOCKER ROOMS

Overall Site Plan



Project 100 – Training Center

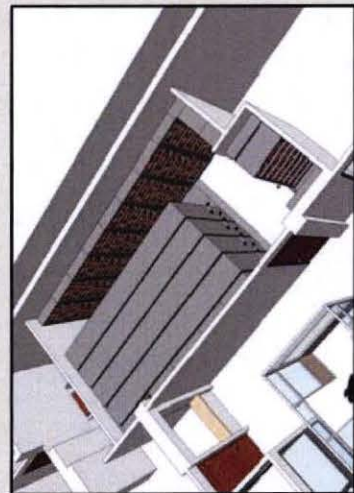
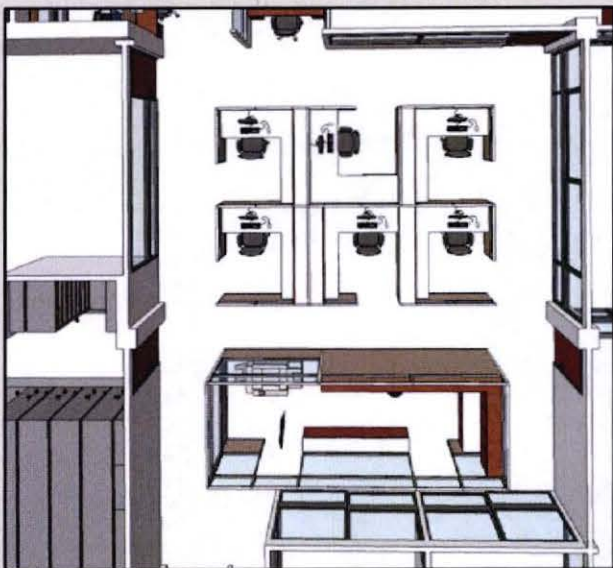
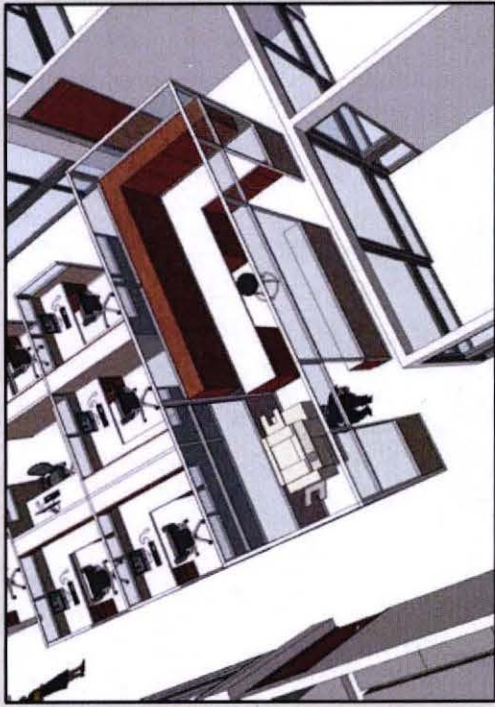




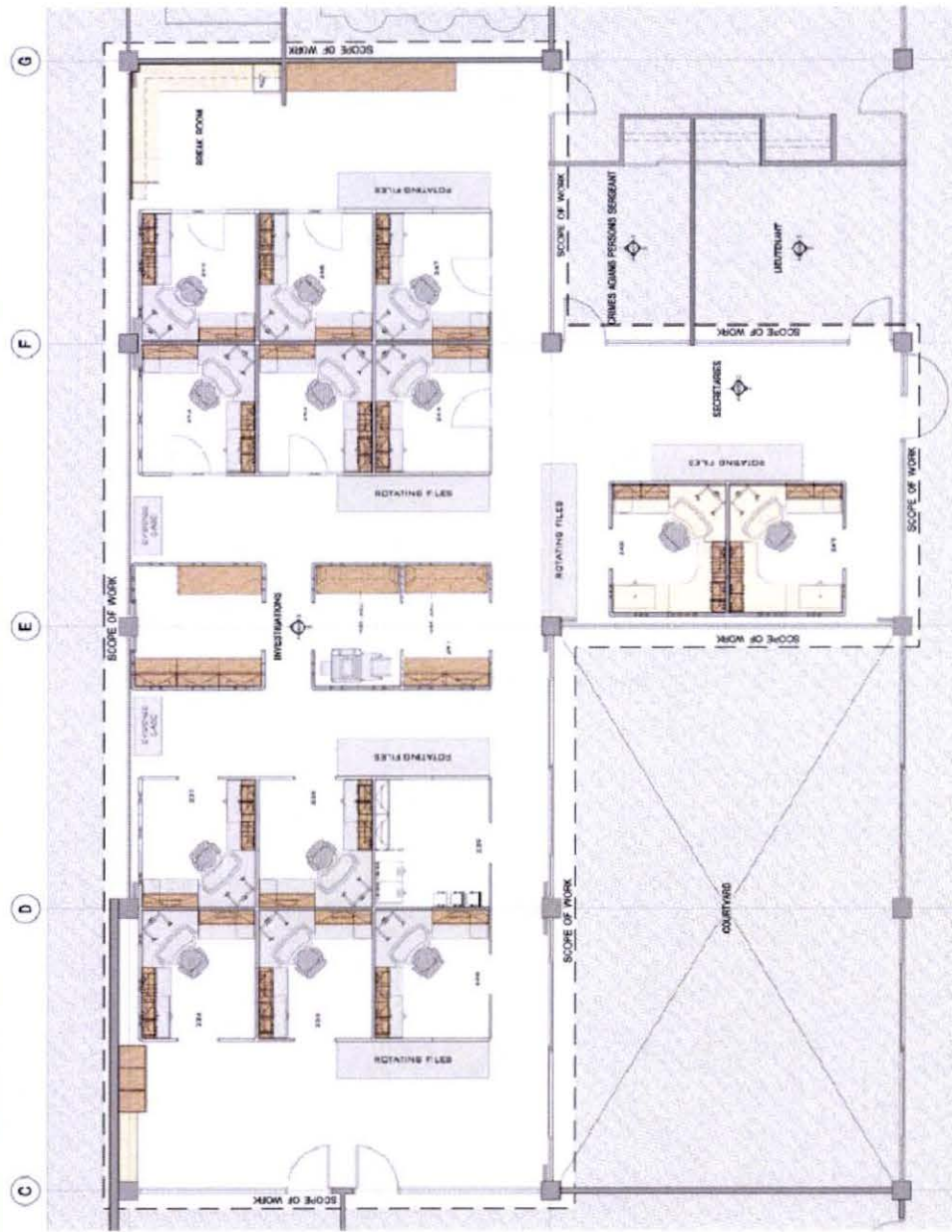
Ground Floor –
Overall Floor
Plan

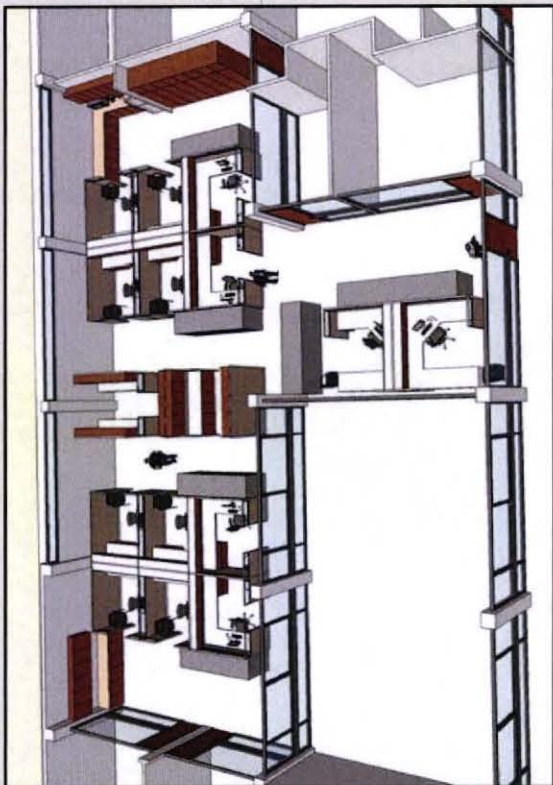
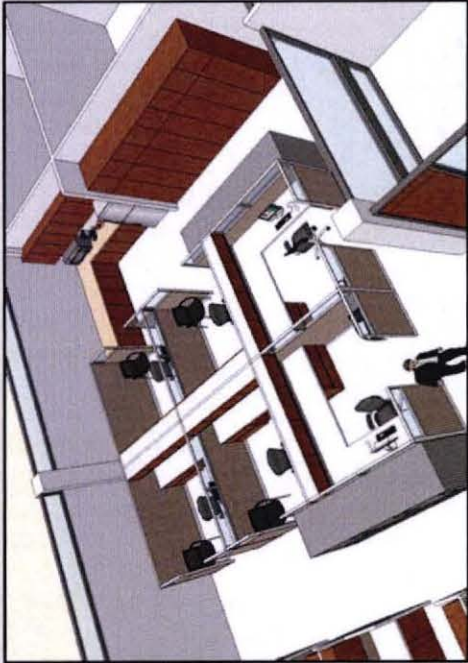
Project 200 – Lobby & Records





Project 300 – Detective Bureau

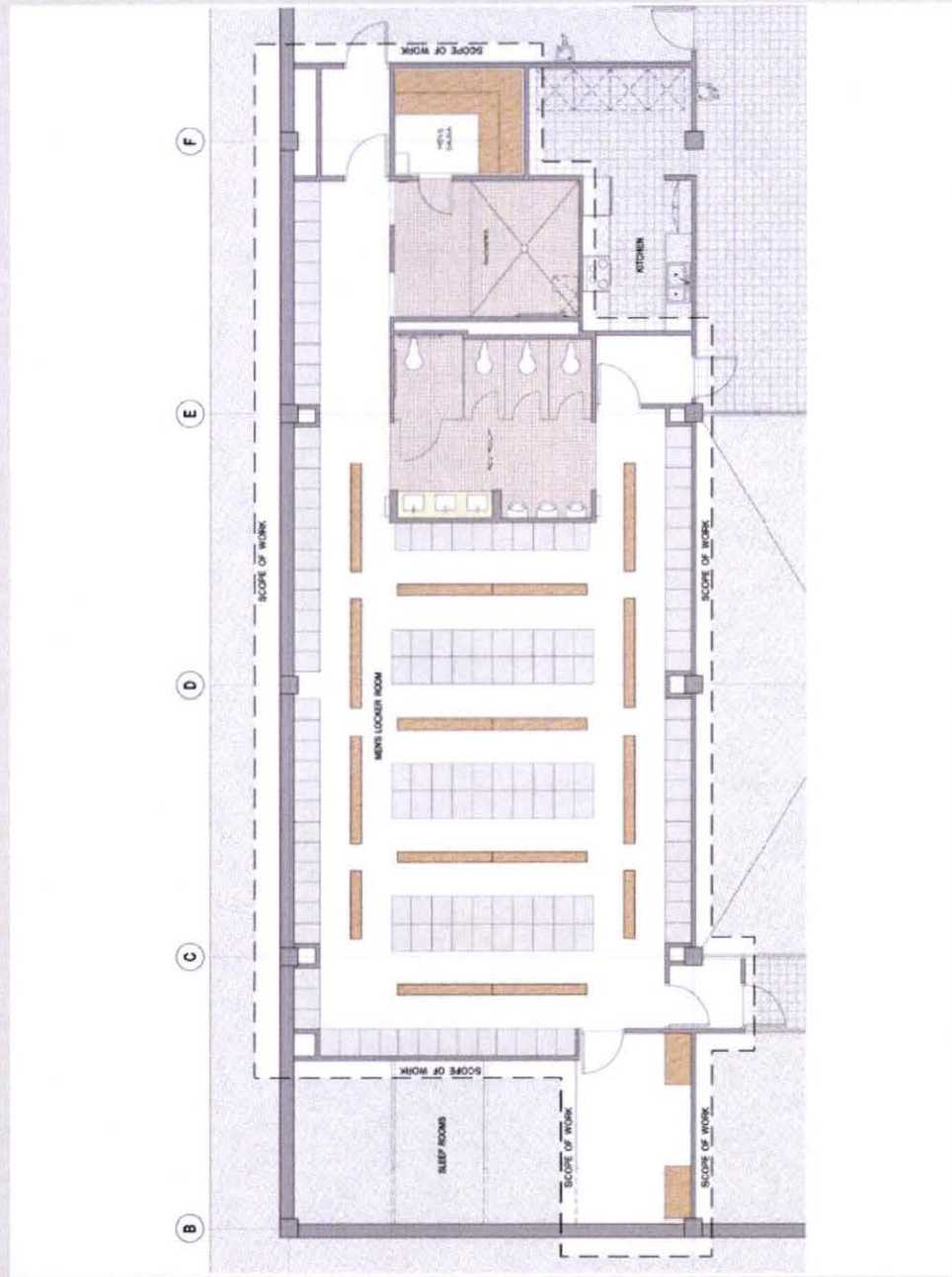




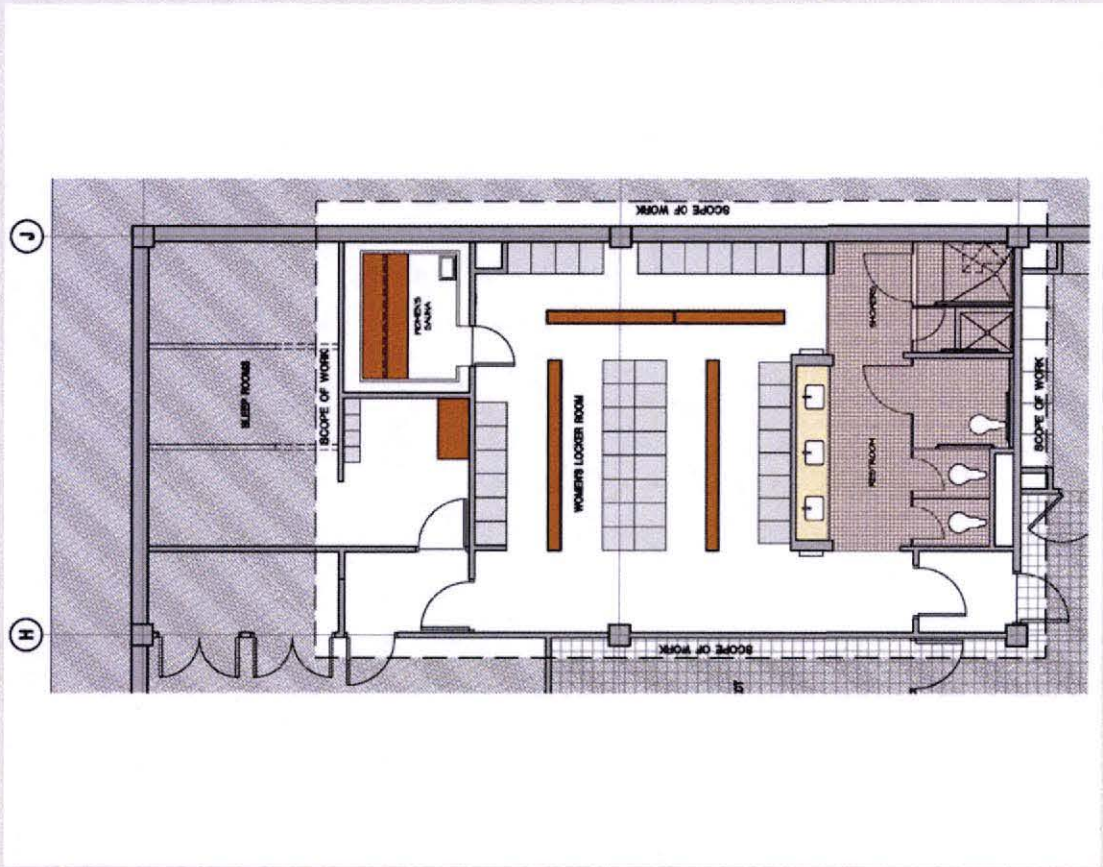


Basement –
Overall Floor
Plan

Project 400 – Men's Locker Room



Project 400 – Women's Locker Room



Questions...

ATTACHMENT 4

NOTICE OF EXEMPTION

To: Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

From: City of Palm Springs
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262

Clerk of the Board
County of Riverside
P.O. Box 751
Riverside, CA 92502-0751

Project Title: Police Department Remodel, City Project No. 15-05

Project Applicant: City of Palm Springs

Project Location (Specific): Palm Springs Police Department is located at 200 S. Civic Dr.

Project Location (City): City of Palm Springs

Project Location (County): Riverside

Project Description: The scope of work includes remodeling the existing Police Department Records and Lobby area, Detective Bureau room, Police Training Center and Men's and Women's Locker rooms. The work shall comprise of replacing the existing floor surface with new flooring, replace existing plumbing fixtures, redesign existing ceiling lighting, repaint existing walls and HVAC registers, repaint existing metal lockers, upgrade areas to meet current ADA requirements, installation of furniture, surveillance cameras, security doors, blinds, ceiling vents, room signage and all other appurtenant work.

Name of Public Agency Approving Project: City of Palm Springs

Name of Person or Agency Carrying Our Project: City of Palm Springs, Public Works & Engineering Department
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262

Exempt Status: (check one)

- Ministerial (Sec. 21080(b) (1); 15268);
- Declared Emergency (Sec. 21080(b) (3); 15269(a));
- Emergency Project (Sec. 21080(b) (4); 15269 (b)(c));
- Categorical Exemption. State type and section number: 15301 Class 1 (a) – Existing Facilities
- Statutory Exemptions. State code number:

Reasons why project is exempt: Class 1 consists of operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features. Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances, therefore, the Police Department Remodel, City Project No. 15-05, is considered categorically exempt from CEQA.

Lead Agency Contact Person: Savat Khamphou Area Code/Telephone/Extension: (760) 323-8253x8744

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: 

Date: 10/27/15

Title: Asst. Director of Public Works/
Asst. City Engineer

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date received for filing at OPR: _____

ATTACHMENT 5

PALM SPRINGS POLICE DEPARTMENT - PRELIMINARY COST ESTIMATE (10.12.15)

	Site Work	Records	File Storage	Break room	Lobby	Report Writing	Locker Rooms	Detective Bureau	Training Center	Totals	
Sub Totals	\$ 25,010.00	\$ 12,607.00	\$ 34,345.00	\$ 16,791.00	\$ 260,244.00	\$ 26,483.00	\$ 181,370.00	\$ 85,380.00	\$ 303,425.00	\$ 945,655.00	
Profit and Overhead	7.0%	\$ 1,750.70	\$ 882.49	\$ 2,404.15	\$ 1,175.37	\$ 18,217.08	\$ 1,853.81	\$ 12,695.90	\$ 5,976.60	\$ 21,239.75	\$ 66,195.85
Liability Insurance	1.0%	\$ 250.10	\$ 126.07	\$ 343.45	\$ 167.91	\$ 2,602.44	\$ 264.83	\$ 1,813.70	\$ 853.80	\$ 3,034.25	\$ 9,456.55
Bonds	3.2%	\$ 800.32	\$ 403.42	\$ 1,099.04	\$ 537.31	\$ 8,327.81	\$ 847.46	\$ 5,803.84	\$ 2,732.16	\$ 9,709.60	\$ 30,260.96
Total		\$ 27,811.12	\$ 14,018.98	\$ 38,191.64	\$ 18,671.59	\$ 289,391.33	\$ 29,449.10	\$ 201,683.44	\$ 94,942.56	\$ 337,408.60	\$ 1,051,568.36
Contingency	15.0%	\$ 4,171.67	\$ 2,102.85	\$ 5,728.75	\$ 2,800.74	\$ 43,408.70	\$ 4,417.36	\$ 30,252.52	\$ 14,241.38	\$ 50,611.29	\$ 157,735.25
Construction Total		\$ 31,982.79	\$ 16,121.83	\$ 43,920.39	\$ 21,472.33	\$ 332,800.03	\$ 33,866.46	\$ 231,935.96	\$ 109,183.94	\$ 388,019.89	\$ 1,209,303.61
Spacesaver File Systems			\$ 81,840.00							\$ 81,840.00	
Spacesaver Rotary File Systems								\$ 71,940.00		\$ 71,940.00	
Furniture					\$ 6,000.00					\$ 6,000.00	
Chairs and Cubicles			\$ 50,200.00					\$ 125,500.00		\$ 175,700.00	
Tables and Chairs								\$ 116,000.00		\$ 116,000.00	
TOTAL										\$ 1,660,783.61	