



## City Council Staff Report

DATE: February 3, 2016

CONSENT CALENDAR

SUBJECT: APPROVAL OF AMENDMENT NO. 3 IN THE AMOUNT OF \$51,330 TO THE CONSULTING SERVICES AGREEMENT WITH URRUTIA ARCHITECTS (A6465) AND APPROVAL OF AMENDMENT NO. 3 IN THE AMOUNT OF \$9,090 TO CONSULTING SERVICES AGREEMENT WITH TRITON TECHNOLOGY SOLUTIONS, INC. (A6503), FOR THE POLICE DEPARTMENT REMODEL, CITY PROJECT NO. 15-05

FROM: David H. Ready, City Manager

BY: Public Works & Engineering Department

---

### SUMMARY

Approval of this action will authorize additional design services provided by Urrutia Architects for the Police Department Remodel, including upgrading of public restrooms to meet ADA standards not included in the original scope of the project. Approval of this action will also authorize Triton Technology Solutions, Inc., to update the audio/visual construction drawings for the Police Department Training Center to incorporate the latest available equipment and conform to the revised architectural drawings prepared by Urrutia Architects.

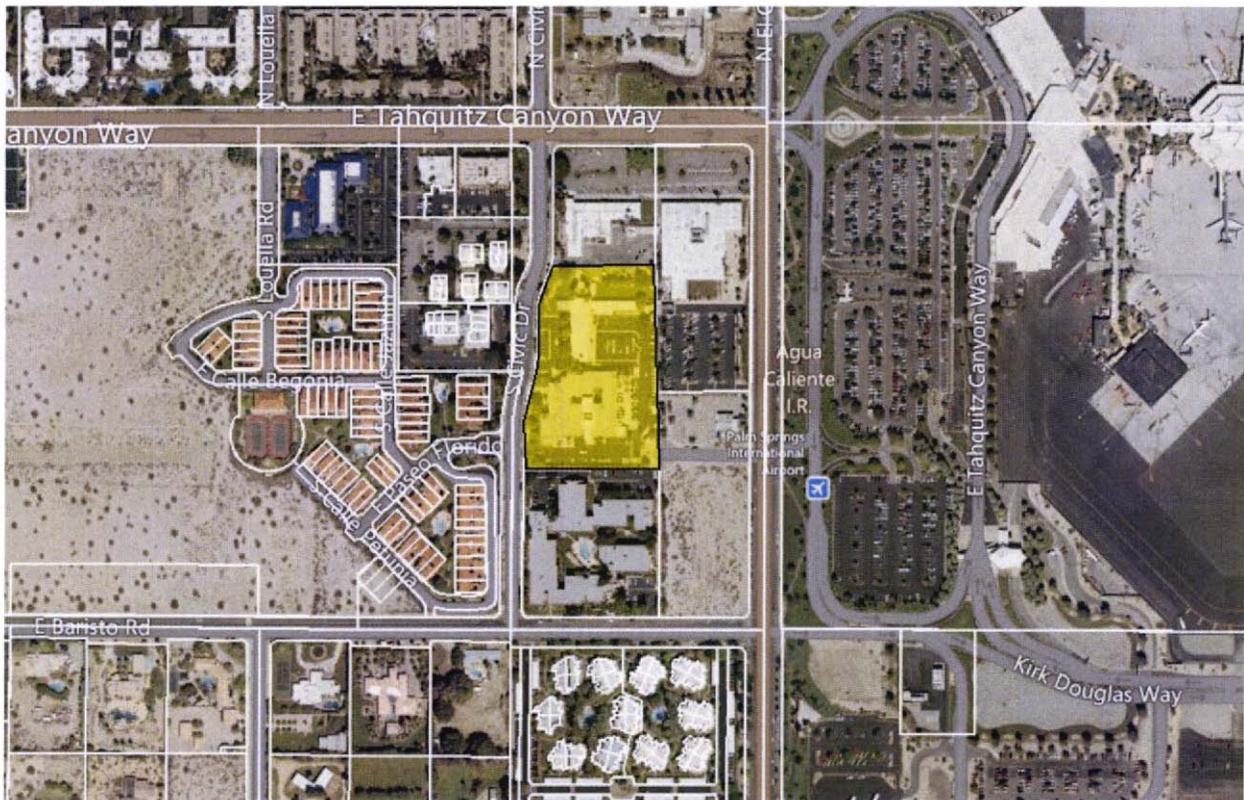
### RECOMMENDATION:

1. Approve Amendment No. 3 in the amount of \$51,330 to the Consulting Services Agreement (A6465) with Urrutia Architects for a revised total contract amount of \$184,380 for the Police Department Remodel, City Project No. 15-05;
2. Approve Amendment No. 3 in the amount of \$9,090 to the Consulting Services Agreement (A6503) with Triton Technology Solutions, Inc., for revised total contract amount of \$74,680 for the Police Department Remodel, City Project No. 15-05; and
3. Authorize the City Manager to execute all necessary documents.

ITEM NO. JK

**STAFF ANALYSIS:**

On November 4, 2015, the City Council approved the plans, specifications and estimate and authorized to bid the Police Department Remodel, City Project No. 15-05 (the "Project"). The contract bid documents includes remodeling of the Police Department Training Center, Lobby and Records, Detective Bureau and Men's and Women's Locker rooms. The proposed work includes, but is not limited to, audio/visual upgrades, redesign of existing floor plan, replacement of site furniture and all other appurtenant work. A location map of the site is identified below and a vicinity map is included in **Attachment 1**.



**Figure 1**

Prior to releasing the contract documents for bidding, on November 6, 2015, a Measure J Commission meeting was held at the Police Department to review and discuss the scope of the Project. Frank Urrutia presented illustrations and renderings of the Project. As a result of the field meeting at the Police Department, the Measure J Commissioners suggested the Project include the following additional scopes of work:

- Upgrading existing public restrooms in the Police Department lobby to comply with ADA standards
- Raising the low ceiling and soffit in the Detective Bureau to improve ambient lighting from the existing high windows

- Upgrading existing public restrooms at the Police Department Training Center to comply with ADA standards
- Adding utility sinks into each of the separate Training Center rooms
- Improving and remodeling the existing men's and women's sleeping rooms in the Police Department basement

Improving the public restrooms were not originally included in the scope of the Project, but given the remodeling efforts being made throughout the Police Department building, it is strongly recommended that the public restrooms be updated to meet current access standards. The other items identified by the Measure J Commission, although not mandatory, are improvements that would otherwise be prohibitively expensive if pursued separately in the future. The Measure J Commission recommends that these additional scopes of work be included as part of the Project.

Staff coordinated with Urrutia Architects regarding the proposed additional scope of the Project identified by the Measure J Commission, and requested a proposal for the additional design effort required to revise the final set of construction drawings, specifications, and estimates for the Project. Urrutia Architects submitted a proposal in the amount of \$51,330 to incorporate the additional changes recommended by the Measure J Commission, and staff has prepared Amendment No. 3 to the agreement with Urrutia Architects to accommodate this additional work, which is included as **Attachment 2**.

The City has separately contracted with Triton Technology Solutions, Inc., ("Triton"), to prepare the plans and specifications for the audio/visual equipment to be installed in the remodeled Police Department Training Center. Triton's plans and specifications were previously completed in August 2014, however, at that time the City was not prepared to bid the purchase and installation of the audio/visual equipment. Staff recommends that the audio/visual plans and specifications prepared by Triton be updated to reflect the most current technology and incorporated into Urrutia's latest revised set of plans. This will allow all of this work to be bid as one complete package for the Project. Triton has provided a proposal in the amount of \$9,090 for this additional work, and staff has prepared Amendment No. 3 to the agreement with Triton, which is included as **Attachment 3**.

On January 21, 2016, staff provided an update to the Measure J Commission regarding the additional scope of services required by Urrutia Architects and Triton to address the additional scope of work identified as a result of the Commission's meeting held at the Police Department on November 6, 2015. A presentation was given to the Measure J Commission, with illustrations and renderings identifying the areas within the Police Department where additional improvements were recommended by the Commission; a copy of the presentation is included as **Attachment 4**.

The additional scope of services to be provided by Urrutia Architects requires an additional 6 weeks to complete the revised construction drawings prior to submitting to the City's Building Department for review and approval. The additional scope of services to be provided by Triton requires 3 weeks to complete revised construction drawings (concurrently with the work to be performed by Urrutia Architects). Thus, the tentative schedule for bidding of the Project has been delayed from the schedule identified to the City Council on November 4, 2015. On the basis that the City Council authorizes the additional scope of services, the following is the tentative schedule for the Project:

Completion of design (6 weeks)	March 18, 2016
Building Plan Check/Review Approval (4 weeks)	April 18, 2016
Notice Inviting Bids posted and issued:	April 28, 2016
<b>Deadline for receipt of bids:</b>	<b>3:00 PM, June 2, 2016</b>
Contract awarded by City Council:	June 15, 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 5**.

#### FISCAL IMPACT:

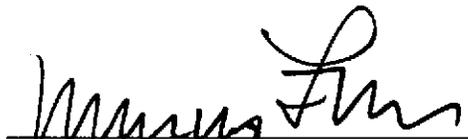
A total of \$450,000 was previously budgeted for the Project through the Measure J Capital Project Fund (Fund 260). The construction estimate for the current scope of the Project designed by Urrutia Architects is approximately \$1.7 Million, and the preliminary construction estimate for the additional scope of work to be designed by Urrutia Architects is \$270,000. The current estimate prepared by Triton for the audio/visual upgrades for the Police Department Training Center is approximately \$275,000. Therefore, the currently estimated construction cost of the Project (with additional scope) is \$2,245,000. The estimated Project budget and incurred expenditures are identified in Table 1.

<b>Table of Project Costs</b>	<b>Amount</b>
FY13/14 Measure J Fund	\$450,000
Design Services	(\$198,640)
Additional Design Services	(\$60,420)
Project Administration (through 1/27/16)	(\$8,099)
Project Administration (Estimated)	(\$10,000)
Construction Support (Estimated)	(\$150,000)
Construction Contract (Estimated)	(\$2,245,000)
Construction Contingency	(\$224,500)
<b>Additional Budget Required</b>	<b>\$2,446,659</b>

**Table 1**

As identified in Table 1, an additional budget of \$2.45 Million will be required to fully fund the estimated cost of the Project. In its adoption of the Fiscal Year 2016/2017 budget, the Measure J Commission and the City Council will consider an appropriation of \$2.5 Million from the Measure J Fund for the Project. However, sufficient budget is currently available in Measure J Account No. 260-4500-59440 to facilitate approval of the contract amendments with Urrutia Architects and Triton for the total amount of \$60,420.

SUBMITTED:

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

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

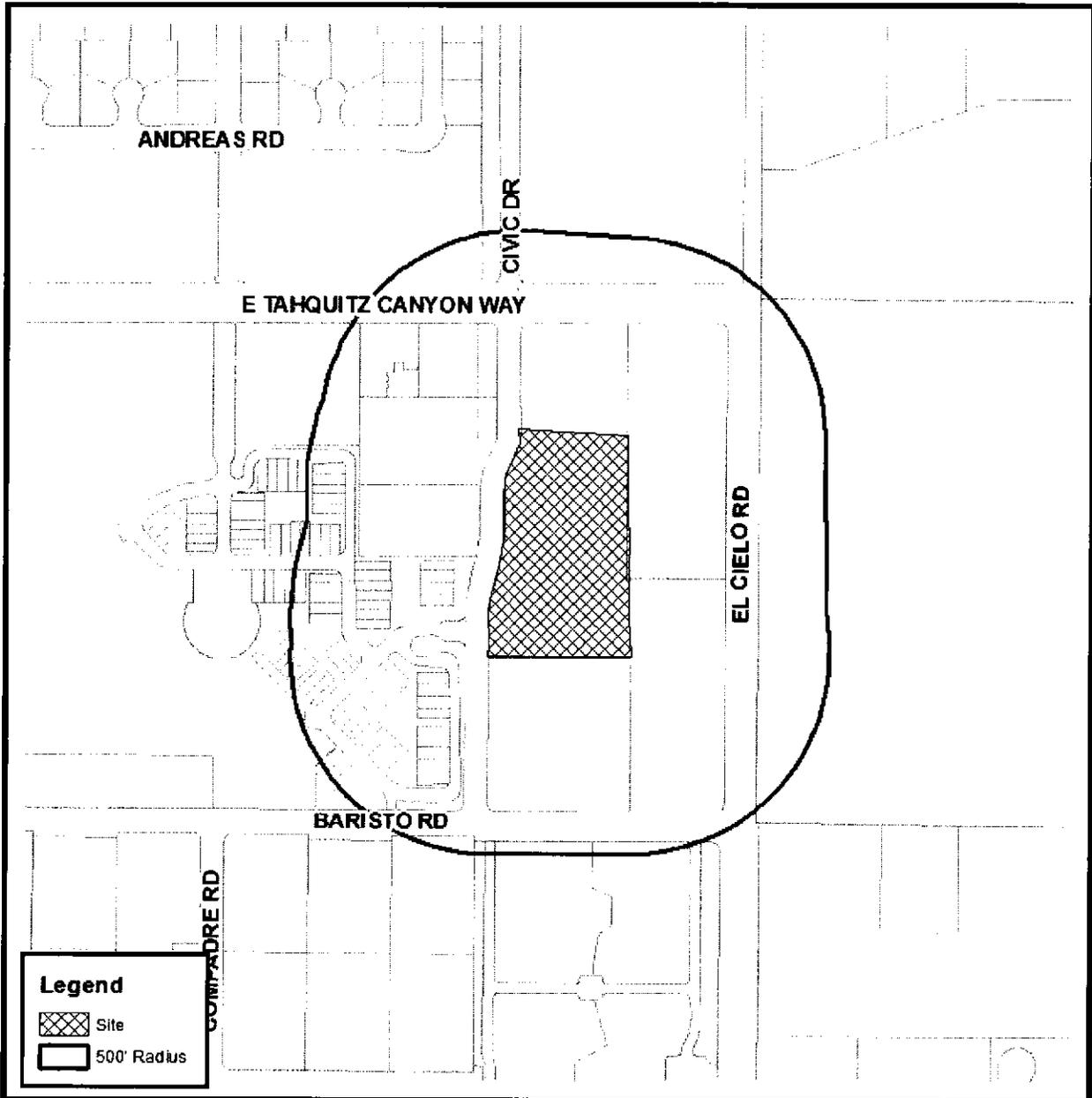
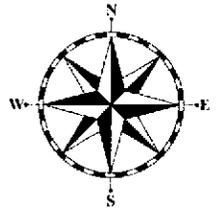
Attachments:

1. Vicinity Map
2. Agreement No. 6465 with Amendment No. 3
3. Agreement No. 6503 with Amendment No. 3
4. Additional Scope Presentation
5. Notice of Exemption

# **ATTACHMENT 1**



# Department of Public Works and Engineering Vicinity Map



CITY OF PALM SPRINGS

# **ATTACHMENT 2**

AMENDMENT NO. 3  
TO AGREEMENT NO.6465  
ARCHITECTURAL DESIGN SERVICES

THIS THIRD AMENDMENT TO Agreement No. 6465 for consulting services, (herein "Amendment") made and enter into on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the CITY OF PALM SPRINGS (herein "City") and URRUTIA A.I.A AND ASSOCIATES, INC. (herein "Consultant") is hereby amended 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 include additional architectural design services related to adding sinks and upgrading the public restrooms in the Training Center room, upgrading the public restrooms in the Lobby room, raising and modification of the ceiling and soffit in the Detective Bureau room and upgrading the sleeping areas in the Men's and Women's Locker room; and

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

Section 1. Section 1.1 "Scope of Services" of the Agreement is hereby amended by adding the following scopes of work, which are hereby incorporated into Exhibit "A" of the Agreement:

- Lobby Restrooms Upgrade in accordance with the Consultant's proposal dated January 25, 2016, (1356.01) attached hereto
- Detective Bureau Raise Ceiling and Soffit in accordance with the Consultant's proposal dated January 25, 2016, (1357.01) attached hereto
- Training Center Public Restrooms Upgrades in accordance with the Consultant's proposal dated January 25, 2016, (1358.01) attached hereto
- Training Center Additional Sinks in accordance with the Consultant's proposal dated January 25, 2016, (1358.02) attached hereto
- Basement Men's and Women's Sleep Rooms Remodel in accordance with the Consultant's proposal dated January 25, 2016, (1414.01) attached hereto

Section 2. Section 2.1 of the Agreement "Maximum Contract Amount" is hereby amended by increasing the compensation by the following amounts associated with the additional scopes of work hereby added to Exhibit "A" of the Agreement as follows:

- Lobby Restrooms Upgrade; \$6,000 plus \$250 reimbursable expenses
- Detective Bureau Raise Ceiling and Soffit; \$10,400 plus \$250 reimbursable expenses
- Training Center Public Restrooms Upgrades; \$12,100 plus \$500 reimbursable expenses
- Training Center Additional Sinks; \$6,040 plus \$250 reimbursable expenses
- Basement Men's and Women's Sleep Rooms Remodel; \$15,040 plus \$500 reimbursable expenses

Total amount of this increase: \$51,330

Amended Maximum Contract Amount: \$184,380

Section 3. Section 3.1 of the Agreement "Time is of the Essence" is hereby amended by revising the Schedule of Performance (Exhibit "E") to reflect a revised completion date for the scope of services, which shall be completed within six (6) weeks of approval of this Amendment, not later than March 18, 2016.

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

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

ATTEST:

CITY OF PALM SPRINGS, a California  
charter city and municipal corporation

By: \_\_\_\_\_  
James Thompson  
City Clerk

By: \_\_\_\_\_  
David H. Ready  
City Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Douglas Holland  
City Clerk

CONSULTANT:

By: Urrutia A.I.A and Associates, Inc., a California corporation  
Firm/Company Name

(This Agreement must be signed in the above space by one having authority to bind the Contractor to the terms of the Agreement.)

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

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

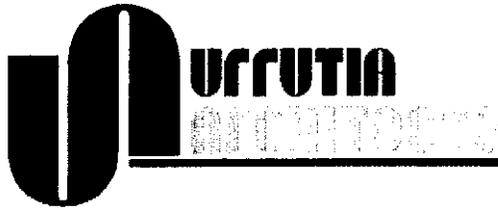
Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

# ADDITIONAL SCOPE OF WORK CONSULTANT'S PROPOSALS



165 Luring Drive  
Palm Springs, CA 92262  
760.327.6800  
760.327.6813 fax

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

January 25, 2016

Mr. Gianfranco Laurie  
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 – Lobby Restrooms Upgrades  
Palm Springs, CA. (1356.01)**

Dear Mr. Laurie:

Urrutia Architects is pleased to provide the City of Palm Springs with our proposal for professional architectural and engineering services to include the additional design services to include the Lobby Restrooms Upgrades.

**Scope of Work**

The following will summarize our understanding of the additional scope of work.

- Lighting Upgrade: Lighting has been already retrofitted, therefore, no additional work is required for the lighting.
- Wall and Floor Tile: Current tile appears to be in good condition. However, due to replacing plumbing fixtures, we will replace old tile with new tile.
- Interior Finishes and Plumbing Fixtures:
  - Replace old plumbing fixtures with new current fixtures that meet current CalGreen water conservation requirements.
  - New counter top and mirrors.
  - New toilet accessories.
  - All fixtures, counters, accessories shall meet current ADA requirements.

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 and Interior Design

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

a. Urrutia Architects 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 CAD 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.

**B. Construction Document Phase:**

a. For the purpose of this proposal, all additional services will be incorporated into the present set of construction documents and specifications. Drawings shall be reviewed and approved by the City of Palm Springs Police Department prior to submittal for plan check. Specific services shall include the following:

1. Architectural design services.
2. Interior design services.

**F. Proposed Compensation**

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

A total fixed cost of **\$6,000.00**, 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 \$250.00 for additional reimbursable expenses.**

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 additional agreement for our services. Should you have any questions, please call me. I look forward to hearing from you.

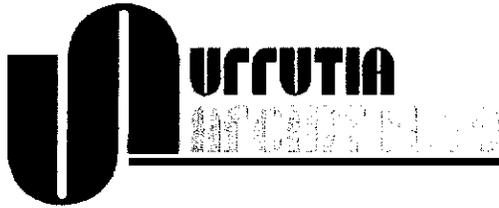
Sincerely,

**Urrutia Architects**

Francisco J. Urrutia, FARA

President

California License # C7467



165 Luring Drive  
Palm Springs, CA 92262  
760.327.6800  
760.327.6813 fax

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

January 25, 2016

Mr. Gianfranco Laurie  
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 Raise Ceiling and Soffit Palm Springs, CA. (1357.01)**

Dear Mr. Laurie:

Urrutia Architects is pleased to provide the City of Palm Springs with our proposal for professional architectural and engineering services to include the additional design services to include the raising and modification of the existing ceiling and soffit adjacent to the east clerestory windows.

**Scope of Work**

The following will summarize our understanding of the additional scope of work.

- o Raising and Modifying Existing Ceiling and Soffits: The existing ceiling will be raised to allow for additional daylighting to enter from the east side of the building. This will require removal of the existing ceiling, removal of existing soffits and redesign of ceiling to allow for additional lighting.

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 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 CAD 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.

#### **B. Construction Document Phase:**

a. For the purpose of this proposal, all additional services will be incorporated into the present set of construction documents and specifications. Drawings shall be reviewed and approved by the City of Palm Springs Police Department prior to submittal for plan check. Specific services shall include the following:

1. Architectural design services.
2. Mechanical and electrical engineering services.

#### **F. Proposed Compensation**

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

A total fixed cost of **\$10,400.00**, 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 \$250.00 for additional reimbursable expenses.**

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 additional agreement for our services. Should you have any questions, please call me. I look forward to hearing from you.

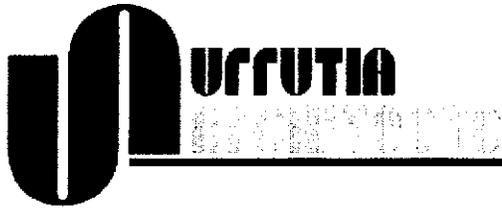
Sincerely,

**Urrutia Architects**

Francisco J. Urrutia, P.A.R.A.

President

California License # C7467



165 Luring Drive  
Palm Springs, CA 92262  
760.327.6800  
760.327.6813 fax

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

January 25, 2016

Mr. Gianfranco Laurie  
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 Public Restrooms Upgrades  
Palm Springs, CA. (1358.01)**

Dear Mr. Laurie:

Urrutia Architects is pleased to provide the City of Palm Springs with our proposal for professional architectural and engineering services to include the additional design services to include the Training Center Public Restrooms Upgrades.

### **Scope of Work**

The following will summarize our understanding of the additional scope of work.

- Men' Restrooms:
  - Replace old plumbing fixtures with new current fixtures that meet current CalGreen water conservation requirements.
  - New counter top and mirrors.
  - New toilet accessories.
  - All fixtures, counters, accessories shall meet current ADA requirements.
  - Wall and Floor Tile: Due to replacing existing plumbing fixtures and toilet partitions, current tile will be damaged and, therefore, will be replaced with new tile.
  - New toilet partitions.
  - New ADA compliant signage.
- Women's Restrooms:
  - Replace old plumbing fixtures with new current fixtures that meet current CalGreen water conservation requirements.
  - New counter top and mirrors.
  - New toilet accessories.

- All fixtures, counters, accessories shall meet current ADA requirements.
- Wall and Floor Tile: Due to replacing existing plumbing fixtures and toilet partitions, current tile will be damaged and, therefore, will be replaced with new tile.
- New ADA compliant signage.
- Drinking Fountain:
  - Replace existing single non-compliant fountain with new "High-Low" ADA compliant drinking fountain.
- Repaint Existing Doors and Frames:
  - Restrooms, Janitor's Room, and Storage Room.

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

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

### **Scope of Services**

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

- Architectural and Interior Design
- Plumbing

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

a. Urrutia Architects 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 CAD 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.

#### **B. Construction Document Phase:**

a. For the purpose of this proposal, all additional services will be incorporated into the present set of construction documents and specifications. Drawings shall be reviewed and approved by the City of Palm Springs Police Department prior to submittal for plan check. Specific services shall include the following:

1. Architectural design services.

2. Interior design services.
3. Plumbing Engineering

#### **F. Proposed Compensation**

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

A total fixed cost of **\$12,100.00**, 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 \$500.00 for additional reimbursable expenses.**

Exclusions include the following:

- Geotechnical reports or testing.

Assumptions include the following:

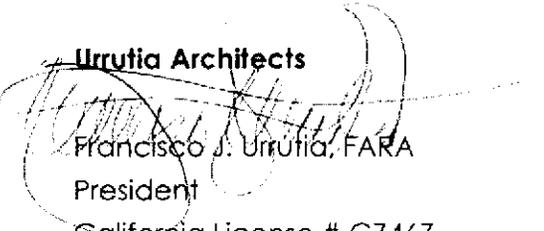
- The City of Palm Springs shall provide the Architect with copies of "as built" drawings of remodel area, including structural, architectural, mechanical, and electrical data or any other drawings of scope related information relevant to this project that may assist the Architect in the preparation 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.

Training Center Public Restrooms Upgrades  
Palm Springs Police Department  
Palm Springs, CA  
January 25, 2016

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

Sincerely,

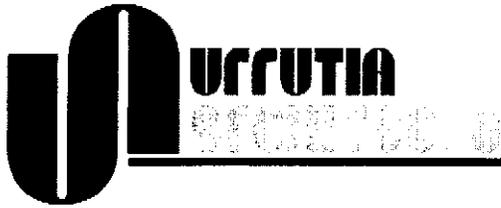
**Urrutia Architects**



Francisco J. Urrutia, FARA

President

California License # C7467



165 Luring Drive  
Palm Springs, CA 92262  
760.327.6800  
760.327.6813 fax

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

January 25, 2016

Mr. Gianfranco Laurie  
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 Additional Sinks Palm Springs, CA. (1358.02)**

Dear Mr. Laurie:

Urrutia Architects is pleased to provide the City of Palm Springs with our proposal for professional architectural and engineering services to include the additional design services to include the Training Center Additional Sinks.

**Scope of Work**

The following will summarize our understanding of the additional scope of work.

- Additional two (2) sinks, cabinets, and electrical :
  - Add new sinks and cabinets (ADA compliant type) with added GFI power receptacles at each sink.
- Paint existing Training Room Doors and Window Frames.
- Replace existing noncompliant signage with new ADA compliant exterior signage for each training room

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

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

### **Scope of Services**

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

- Architectural and Interior Design
- Plumbing Engineering
- Electrical Engineering

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

a. Urrutia Architects 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 CAD 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.

#### **B. Construction Document Phase:**

a. For the purpose of this proposal, all additional services will be incorporated into the present set of construction documents and specifications. Drawings shall be reviewed and approved by the City of Palm Springs Police Department prior to submittal for plan check. Specific services shall include the following:

1. Architectural design services.
2. Plumbing Engineering
3. Electrical Engineering

#### **F. Proposed Compensation**

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

A total fixed cost of **\$6,040.00**, 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 \$250.00 for additional reimbursable expenses.**

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 additional agreement for our services. Should you have any questions, please call me. I look forward to hearing from you.

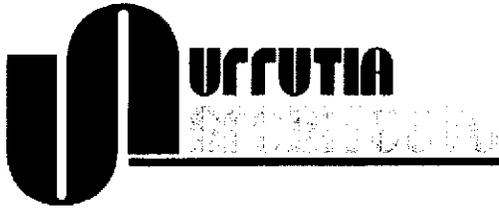
Sincerely,

**Urrutia Architects**

Francisco J. Urrutia, FARA

President

California License # C7467



165 Luring Drive  
Palm Springs, CA 92262  
760.327.6800  
760.327.6813 fax

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

January 25, 2016

Mr. Gianfranco Laurie  
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 and Women's Sleep Rooms Remodel Palm Springs, CA. (1414.01)**

Dear Mr. Laurie:

Urrutia Architects is pleased to provide the City of Palm Springs with our proposal for professional architectural and engineering services to include the additional design services to include the Basement Men's and Women's Sleep Rooms Remodel.

**Scope of Work**

The following will summarize our understanding of the additional scope of work.

**Men's Lockers/Sleep Rooms:**

- Add carpet to sleeping areas
- Add linoleum to a portion of the area where the officers use shoe polish. (We already had in our scope to change the cabinet out and add electrical outlets for the new cabinet)
- Add additional electrical for each sleep area. (Current receptacles and switch do not meet code requirements and will require relocation.)
- Add an acoustical ceiling with lighting to handle the sound issues. Add new curtain tracks and curtains for privacy to each sleep room.
- Replace existing wall mounted light fixtures with dual level lighting for reading and ambient lighting with dimmers.
- Add lighting sensors to meet Title 24 requirements.
- Repaint the walls.
- Remove cross braces for partitions (partitions are 8'-0" high, so new acoustical ceiling will be 7'-10" high) and add diagonal wall bracing to brace partitions for seismic reasons)

- *Extend HVAC ducts above new ceiling from wall to new ceiling registers.*
- *Replace old night stands with new stands. Remove existing table lamps.*
- *Remove existing plastic covers from beds and specify waterproof cloth covers (washable type) for beds.*
- *New ADA signage.*
- *New storage cabinet to replace existing cabinet in laminated plastic finish.*

### **Women's Lockers/Sleep Rooms:**

- *Add carpet to sleeping areas*
- *Add linoleum to a portion of the area where the officers use shoe polish. (We already had in our scope to change the cabinet out and add electrical outlets for the new cabinet)*
- *Add additional electrical for each sleep area. (Current receptacles and switch do not meet code requirements and will require relocation.)*
- *Add an acoustical ceiling with lighting to handle the sound issues. Add new curtain tracks and curtains for privacy to each sleep room.*
- *Replace existing wall mounted light fixtures with dual level lighting for reading and ambient lighting with dimmers.*
- *Add lighting sensors to meet Title 24 requirements.*
- *Repaint the walls.*
- *Remove cross braces for partitions (partitions are 8'-0" high, so new acoustical ceiling will be 7'-10" high) and add diagonal wall bracing to brace partitions for seismic reasons)*
- *Extend HVAC ducts above new ceiling from wall to new ceiling registers.*
- *Replace old night stands with new stands. Remove existing table lamps.*
- *Remove existing plastic covers from beds and specify waterproof cloth covers (washable type) for beds.*
- *Convert one sleep room into new "Lactation Room" which meets current California Labor Law requirement (This room is required if there are 50 or more employees). Room will require added wall and door with hardware for privacy. Also included is design/specifications for new chair with arms, side table, and apartment size refrigerator/freezer for milk storage.*
- *New ADA signage.*
- *New storage cabinet to replace existing cabinet in laminated plastic finish.*
- *Repaint existing metal lockers located in alcove to sleep rooms.*

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

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

### **Scope of Services**

Based on the above Scope of Work, Urrutia Architects will provide Architectural and

Engineering Services including Design and Construction Documents to include the following services:

- Architectural
- Electrical Engineering
- Mechanical 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 CAD 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.

**B. Construction Document Phase:**

a. For the purpose of this proposal, all additional services will be incorporated into the present set of construction documents and specifications. Drawings shall be reviewed and approved by the City of Palm Springs Police Department prior to submittal for plan check. Specific services shall include the following:

1. Architectural design services.
2. Interior design services.
3. Mechanical and electrical engineering services.

**F. Proposed Compensation**

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

A total fixed cost of **\$15,040.00**, 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 \$500.00 for additional reimbursable expenses.**

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 additional 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, FARA

President

California License # C7467

# **ATTACHMENT 3**

AMENDMENT NO. 3  
TO AGREEMENT NO.6503  
AUDIO VISUAL DESIGN SERVICES

THIS THIRD AMENDMENT TO Agreement No. 6503 for consulting services, (herein "Amendment") made and enter into on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the CITY OF PALM SPRINGS (herein "City") and TRITON TECHNOLOGY SOLUTIONS, INC., (herein "Consultant") is hereby amended as follows:

**RECITALS**

WHEREAS, City and Consultant entered into that certain Architectural Design Services Agreement No. A6503 for the Design Services related to the Police Department Training Center ("Agreement"), as duly amended from time to time; and

WHEREAS, the parties wish to amend the Agreement to include additional design services related to updating the documentation for the Police Department Training Center audio visual system; and

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

Section 1. Section 1.1 "Scope of Services" of the Agreement is hereby amended by adding the following scope of work, which is hereby incorporated into Exhibit "A" of the Agreement:

- Training Center review and update in accordance with the Consultant's proposal dated December 23, 2015 attached hereto

Section 2. Exhibit "A" (Schedule of Fees) of the Agreement is hereby amended by increasing the compensation by \$9,090 for the additional scope of work incorporated hereby this Amendment.

Total amount of this increase: \$9,090

Amended Maximum Contract Amount: \$74,680

Section 3. Exhibit "A" (Schedule of Performance) of the Agreement is hereby amended by revising the Schedule of Performance to reflect a revised completion date for the scope of services, which shall be completed within three (3) weeks of approval of this Amendment, not later than February 26, 2016.

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

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

ATTEST:

CITY OF PALM SPRINGS, a California charter city and municipal corporation

By: \_\_\_\_\_  
James Thompson  
City Clerk

By: \_\_\_\_\_  
David H. Ready  
City Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Douglas Holland  
City Clerk

CONSULTANT:

By: Triton Technology Solutions, Inc., a California corporation  
Firm/Company Name

(This Agreement must be signed in the above space by one having authority to bind the Contractor to the terms of the Agreement.)

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

# ADDITIONAL SCOPE OF WORK CONSULTANT'S PROPOSAL



32234 Paseo Adelante Suite E-1 San Juan Capistrano, CA 92676  
949.388.3919 Office \* 866.275.9175 Fax  
949.388.3919 Office \* 866.275.9175 Fax  
www.tritontechnology.tv \* License No. 951869

December 23, 2015

City of Palm Springs  
Attn: Gianfranco Laurie  
3200 E. Tahquitz Canyon Way  
Palm Springs, CA 92262

Ref: Palm Springs PD Training Facility Project PO 14-0871 : 0

Dear Gianfranco,

Thank you for giving me the opportunity to provide you this proposal to review and update the documentation to the Palm Springs Police Department's Training Facilities Audio Visual System that we delivered to the City in 2014. Since the city did not bid this project at the time the design was completed, some of the equipment and technology has either been discontinued or changed, which requires an update to all of the documentation.

Currently there are hours not billed on this contract, however they are allocated to the Construction and Installation phase and system verification phase of this project. In order to review and update the documentation for this project additional design and project management hours will need to be added to the contract.

The scope of work for this project includes:

- Review and update of the drawing set of the Palm Springs Police Department's Training Facility Audio Visual System. This includes but is not limited to the single lines, floor plans, and rack elevations.
- Review and update the bill of materials (BOM), bid specifications and budgets for this project.

This proposal takes into consideration the following:

- There are more than 70 pieces of equipment that must be re specified due to more than 16 months passing after the design was completed and submitted.
- The entire Crestron infrastructure needs to be changed and a part of it needs to be redesigned due to some hardware being discontinued with no direct replacement available.

- The projectors, monitors, and amps are all discontinued. Those are simple model number swaps, however the drawings, BOM and bid specifications need to be updated with this new information.
- Changes to the floor plans do to the divider changing that occurred after the completion of the initial design will also require updates and changes to the drawings.
- Budgets will need to be updated to reflect the above changes as well as an increase in the number of installed cables from the initial budget vs final design.

The pricing for this project is \$9,090.00 and will be billed as hours incurred with the billing rates and hours as follows

- Design Engineer 93 Hours at \$90.00 per hour
- Project Manager 8 Hours at \$90.00 per hour

Please let me know if you have any questions or require any additional information.

Sincerely,

Kristen Tetherton  
President

# **ATTACHMENT 4**

# City of Palm Springs Police Department Remodel

---

PROJECT 100 – TRAINING CENTER

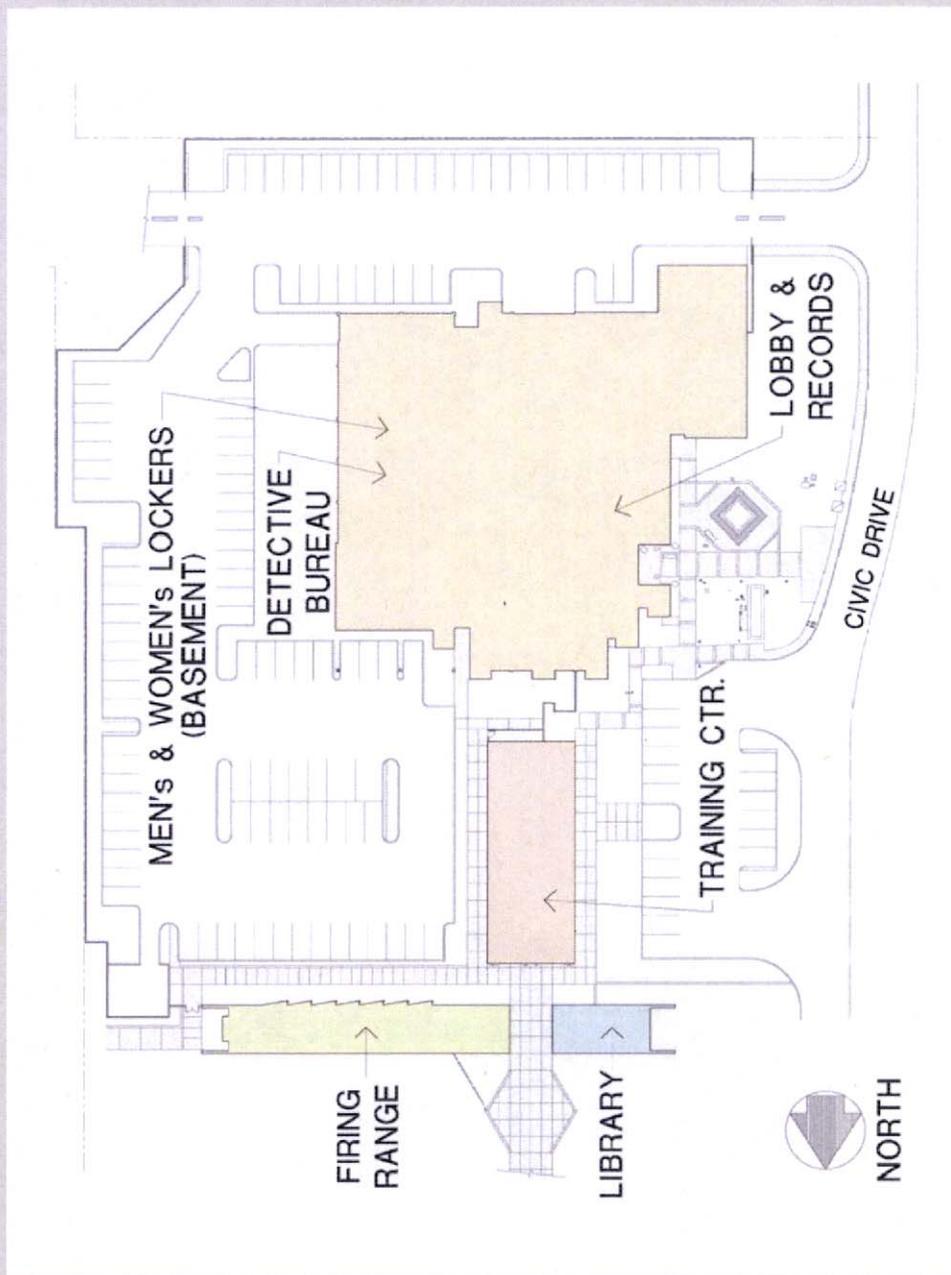
PROJECT 200 – LOBBY & RECORDS

PROJECT 300 – DETECTIVE BUREAU

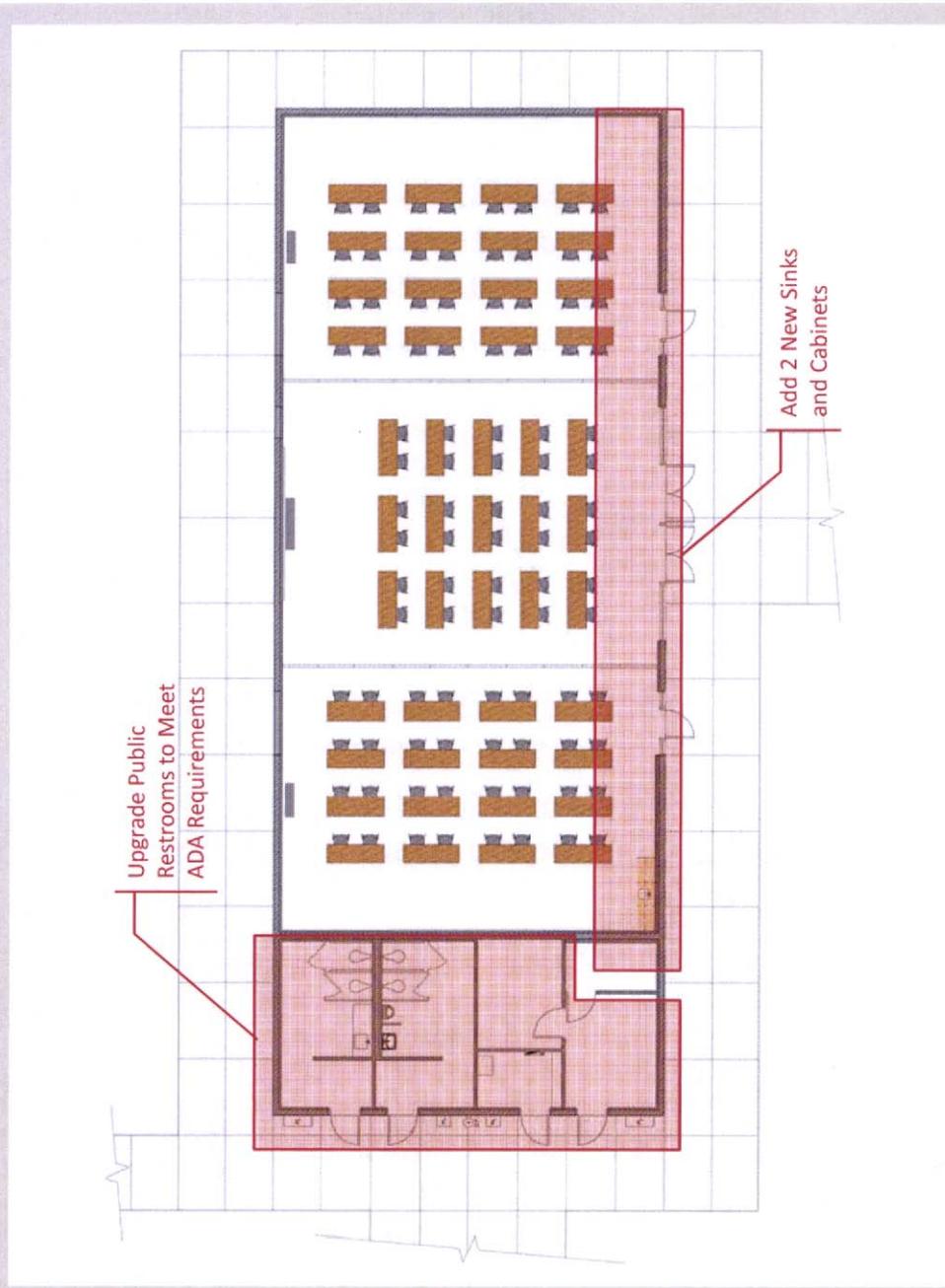
PROJECT 400 – MEN'S & WOMEN'S LOCKER ROOMS

---

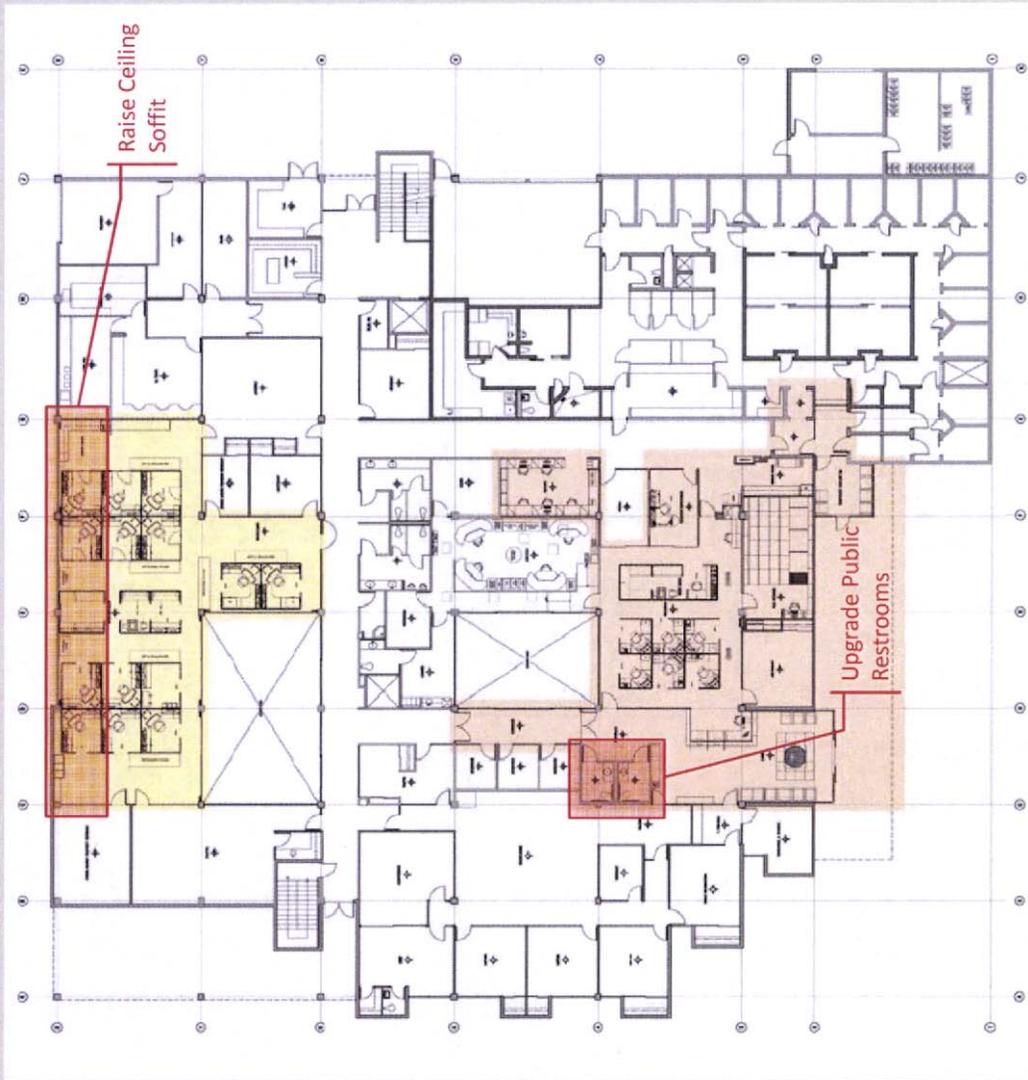
# Overall Site Plan



# Project 100 – Training Center

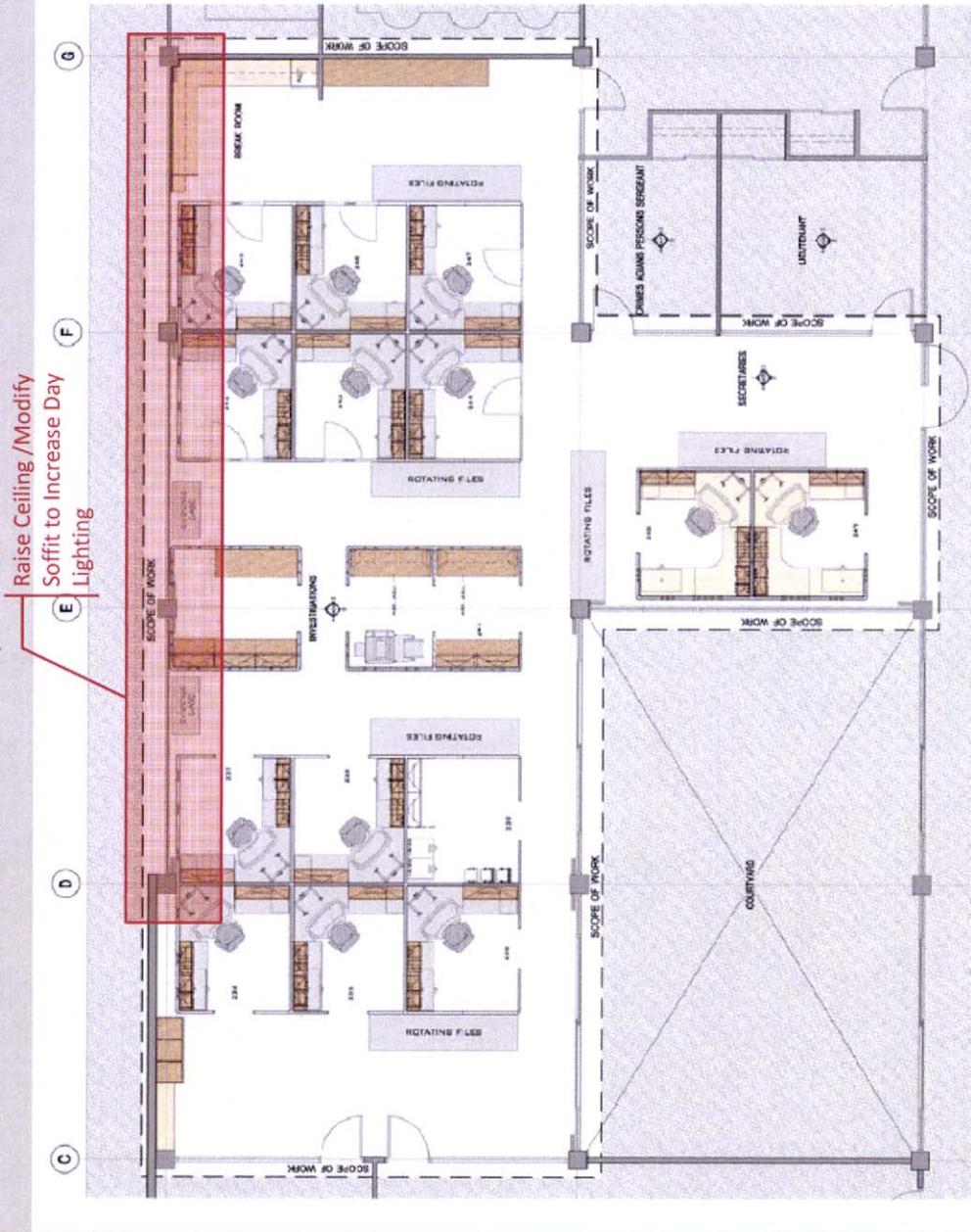


# Ground Floor – Overall Floor Plan





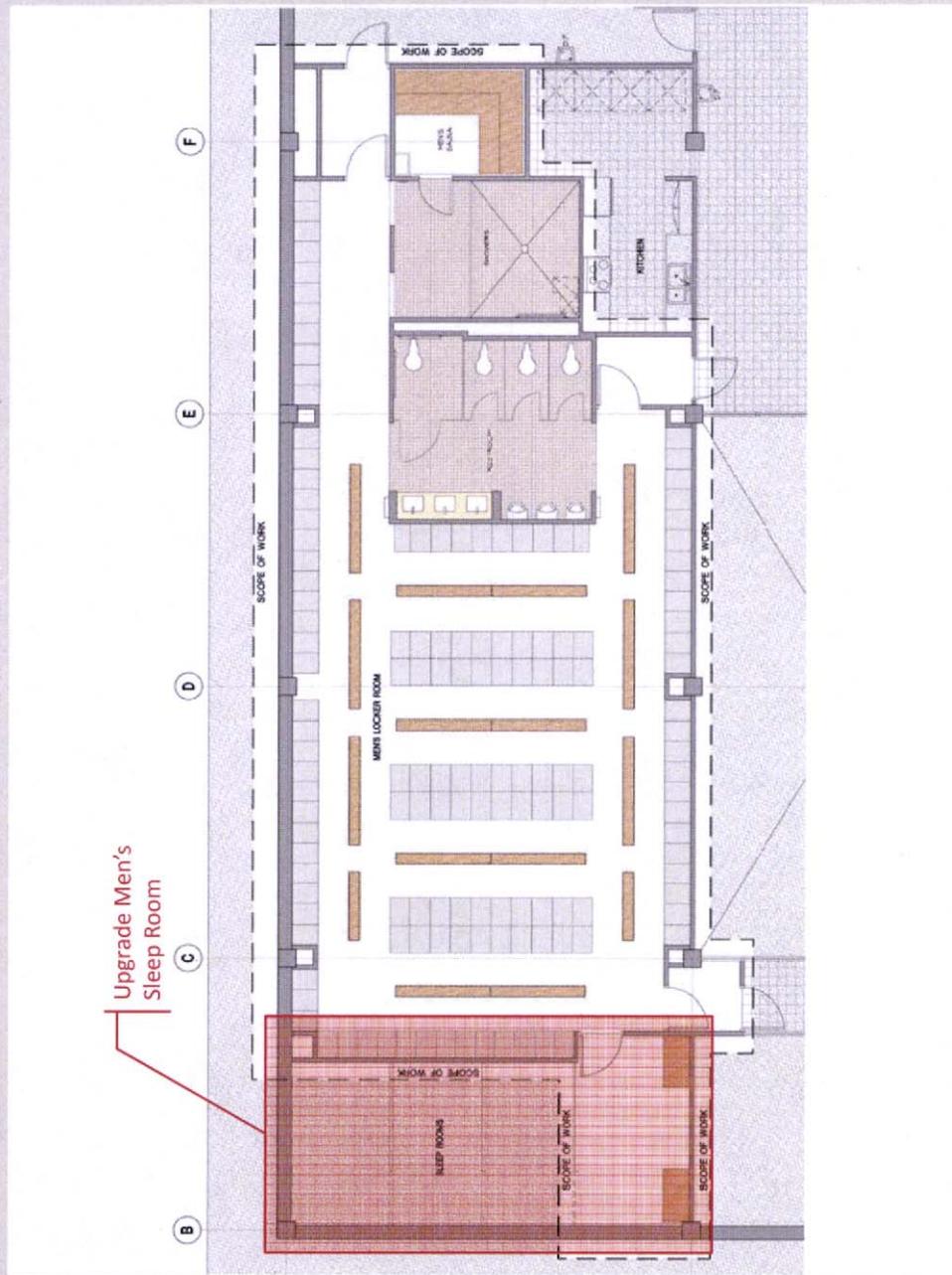
# Project 300 – Detective Bureau



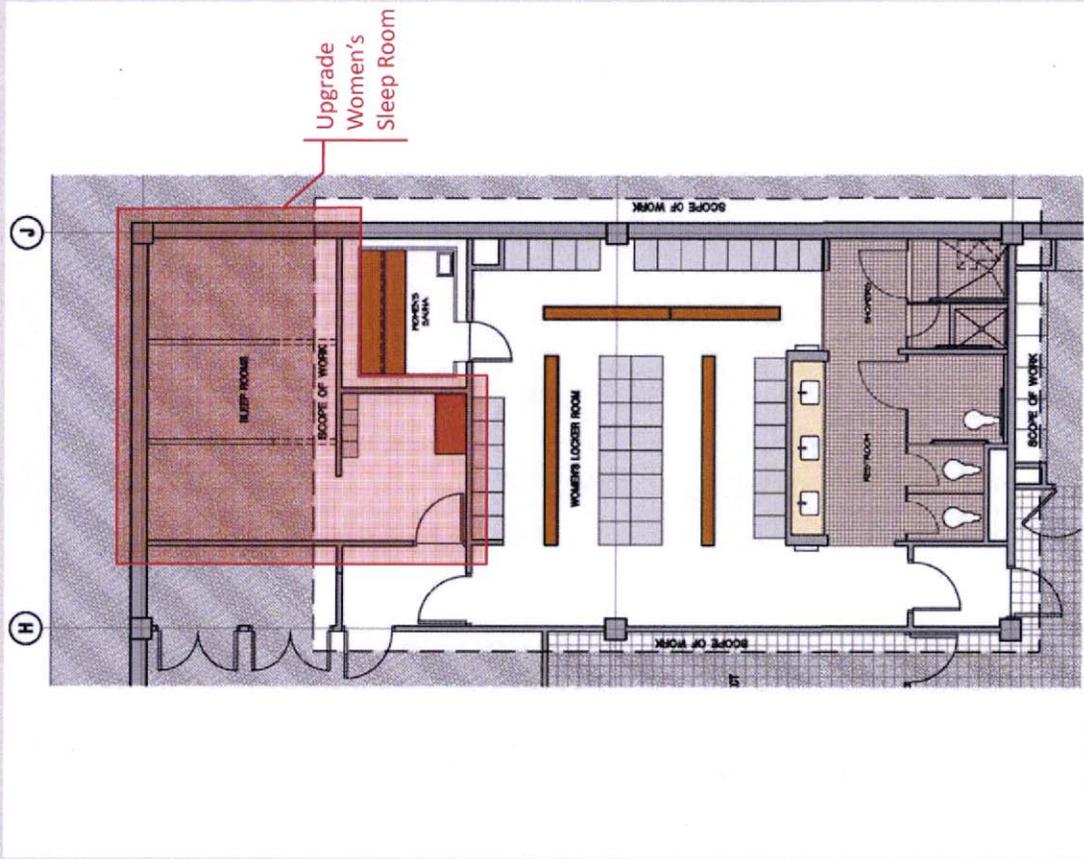
# Basement – Overall Floor Plan



# Project 400 – Men's Locker Room



# Project 400 – Women's Locker Room



# **ATTACHMENT 5**

**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)

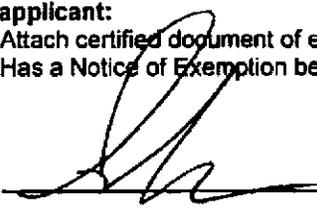
- Ministerial (Sec. 21080(b) (1); 15268);
- Declared Emergency (Sec. 21080(b) (3); 15269(a));
- Emergency Project (Sec. 21080(b) (4); 15269 (b)(c));
- Categorical Exemption. State type and section number: 15301 Class 1 (a) – Existing Facilities
- Statutory Exemptions. State code number:

**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: \_\_\_\_\_