

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: December 14, 2023

PREPARED BY: Chris Escobedo, Assistant City Manager
Ryan Lamb, Senior Project Manager

REQUEST: APPROVE CITY HALL FURNITURE, FIXTURE, AND EQUIPMENT
REPLACEMENT PROJECT AND REASSIGN FUNDS FROM
COMPLETED PROJECT SAVINGS

RECOMMENDATION:

1. Approve the addition of the City Hall Furniture, Fixture, and Equipment Replacement Project.
2. Award an agreement to Quality Office Furnishings, Inc., for cubicle furnishings in the amount of \$280,840.71.
3. Authorize the Director of Finance to set aside a contingency amount of \$30,000 for unforeseen circumstances.
4. Authorize the City Manager to award a contract for improvements in the Development Services Building for an amount not to exceed \$250,000.
5. Reassign funds from Account No. 4504161-4400100 in the amount of \$560,840.71 from projects identified in the Financial Impact Section of the report to this project.
6. Authorize the City Manager to execute the agreement, change orders and any documents necessary to effectuate the actions taken herewith.
7. Authorize the City Attorney to make any necessary non-monetary changes to the agreement.

BACKGROUND/ANALYSIS:

The Palm Desert City Hall is a 45,000-square-foot facility built in 1983. At that time, the facility was fitted with all new furniture, fixtures, and equipment to comply with safety requirements and provide a high-quality workspace for employees. In Fiscal Year 2007/2008, about 25 years later, the City began replacing cubicles due to parts no longer being available and they had fallen into disrepair. However, only the Finance Department and City Manager's Office were upgraded at the time. The remaining departments where they are now located including Public Works, Development Services, Capital Projects, and Economic Development did not have the cubicles replaced and have been using those existing in Fiscal Year 2007/2008 putting them now at 36 years of use. The City's facilities team continues to struggle with finding parts for the equipment, has needed to significantly retrofit them to accommodate electrical and data needs, and take parts from other cubicles to provide a workstation. Attachment 1 includes recent photos of the cubicles.

Over the last 9 months, the City's executive team has engaged in extensive space planning conversations to relocate employees to better support Department needs. Additionally, the space planning effort has identified areas to accommodate work areas for additional staff as the City grows. In these reviews, the executive team concluded that the existing cubicles have exceeded their use life. With this project, the goals are:

- Relocate staff as needed for efficient departmental operations;
- Standardize cubicle workstations;
- Address safety concerns; and
- Phase the work over 18 months to not disrupt services to the public.

The 18-month phasing schedule will include procuring cubicles, creating temporary workspaces for employees as their areas planned work areas, and moving the staff to the planned location. Attachment 2 shows the planned workstation locations and schedule.

Request for Proposals

The full project includes purchasing cubicles and space improvements, including paint and carpeting to make the areas uniform with the recently completed Development Services Lobby Renovation.

Cubicles

Staff originally solicited quotes from three vendors for supply of new cubicle furnishings in the Economic Development and Special Programs area of the Development Services Building, and received the following:

Vendor	Located	Cost
Quality Office Furnishings, Inc.	Yorba Linda, CA	\$55,890.72
Corporate Business Interiors	Pasadena, CA	\$79,330.14
Desert Business Interiors	Palm Desert, CA	\$74,670.75

Based on the quotes received for this portion of the project, the number of furnishings needed for the entire Development Services Building and potential savings garnered through economies of scale, staff concluded that it was in the best interest of the City to solicit quotes for all remaining areas of the Development Services Building (Planning, Code Compliance, Permit Center, Building Inspectors, Public Works Inspectors and Public Works PMs and Admin. Staff) only from Quality Office Furnishings. Staff recommends moving forward with the purchase of furnishings from Quality Office Furnishings.

Space Improvements

Following approval of this project, staff will issue a Request for Proposals for the space improvements in various departments for an amount not to exceed \$250,000. Improvements will include, but are not limited to, carpet replacement, painting, wall removals, and construction of new meeting and office spaces.

Following the completion of this phase of the project, staff will review the furniture and improvement needs for the North Wing areas (Finance and City Manager’s office) and submit it for City Council approval in Fiscal Year 2024-25.

Legal Review:

This report has been reviewed by the City Attorney’s office.

FINANCIAL IMPACT:

The approved Capital Improvement Project (CIP) List for Fiscal Year 2023-24 includes a total of \$724,000 in Account No. 4504161-4400100 for projects that have been completed or rescheduled. Staff intends to use a total of \$560,840.71 to fund the costs of this project and minimize the impact on the general fund. The balance of \$153,159.29 will be utilized as needed for other CIP projects.

The project breakdown:

Savings From Completed Projects	Justification	Budget	Expenses
City Hall Roof Improvements	Completed in FY 22/23	\$250,000.00	
Civic Center Photovoltaic	Rescheduled for FY 24/25	\$250,000.00	
Civic Center Complex Improvements	Available funds for planned minor cubicle replacement	\$75,000.00	
Development Services Lobby Renovation	Project Savings	\$149,000.00	
*Cubicle Furnishings	New cubicles throughout Development Services Building		\$280,840.71
*Cubicle Contingency			\$30,000.00
*Development Svcs Improvements	Contractor Scope of Work (Pending RFP)		\$250,000.00
<i>Total Cost Estimated Project Cost</i>			\$560,840.71
Total Available Budget		\$724,000.00	
Expenses to date (NV5 – Photovoltaic)			\$10,000.00
Remaining Budget (budget minus expenses)		\$153,159.29	

ATTACHMENTS:

1. Photos of existing cubicles
2. Area plan and schedule
3. Furnishings Quotes