

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: March 28, 2024

PREPARED BY: Ryan Lamb, Senior Project Manager

REQUEST: APPROPRIATE FUNDS FOR NEW LIBRARY FACILITY PROJECT AND AWARD ARCHITECT CONTRACT TO RICHÄRD KENNEDY ARCHITECTS FOR CONCEPTUAL DESIGN SERVICES (PROJECT NO. CFA00027)

RECOMMENDATION:

1. Award a contract to Richärd Kennedy Architects for Conceptual Design of New Library Facility in an amount not to exceed \$514,865 (\$499,865 Basic Services + \$15,000 reimbursables).
2. Authorize the Director of Finance to set aside a contingency amount of \$128,000 for unforeseen circumstances.
3. Authorize the Director of Finance to set aside \$157,135 for pre-construction services by other consultants still to be determined.
4. Authorize the Director of Finance to appropriate funds in the amount of \$800,000 from Uncommitted General Fund Reserves to Account Number 1104199-4501000 Inter-Fund Transfers Out.
5. Authorize the Director of Finance to transfer funds to the Library Transfer-In Account No. 4520000-391000 and appropriate expenditure of funds to Capital Projects Account No. 4524136-4400100 for this purpose.
6. Authorize the City Manager to review and approve written contract change orders requests per Section 3.30.170 of the Palm Desert Municipal Code.
7. Authorize the City Attorney to make any necessary non-monetary changes to the agreement.
8. Authorize the City Manager to execute the agreement and any documents necessary to effectuate the actions taken herewith.

BACKGROUND/ANALYSIS:

On October 12, 2023, the City Council voted to withdraw from the Riverside County Library System so that the City may operate it as a municipal library, effective July 1, 2024. The City will operate from this facility beginning on July 1, 2024, until a new facility can be designed, constructed, and outfitted on city-owned land. The City has entered into a 5-year lease with the Desert Community College District on the existing library, which should be sufficient time to design and fully construct the new City library.

This initial design effort will be for Richärd Kennedy Architects to finalize a building program, then develop 3 budget-tiered conceptual designs, low/middle/high. Concept designs, cost estimates, and Library Taskforce recommendation will be presented to City Council for approval. The architect will then complete Schematic Design of the approved concept. Programming through Schematic Design is anticipated to take approximately 7 months. Following the completion of Schematic Design, City Staff

City of Palm Desert
Transfer Funds for New Library Facility Project and Award Architect Contract

will solicit Bids for Design-Build services. Along with the architect’s design services, other pre-construction services will include, but are not limited to, site surveys and analyses, soils report, and cost estimating services.

Legal Review:

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

Staff Recommendation:

A subcommittee of City staff evaluated qualifications and proposals from 16 architecture firms.

- Gary Shaffer, Director of Library Services
- Jess Culpeper, Director of Capital Projects
- Rosie Lua, Deputy Director of Development Services
- Martin Alvarez, Director of Public Works
- Eric Ceja, Director of Economic Development
- John Ramont, Deputy Director of Finance
- Ryan Lamb, Senior Project Manager

Evaluation criteria for the RFP included the firm’s proposed fee, firm and team member experience and performance, content of proposal and proposed work plan and schedule. The top five (5) architecture firms identified through the RFP evaluation process were interviewed by the subcommittee. Each firm was given 45 minutes to present and respond to 4 standard questions related to their design process, designing for Palm Desert’s climate, approach to delivering 3 budget-tiered concept designs, and determine if there would be ways to expedite the design process without sacrificing quality of work. Upon the completion of the evaluation and interview process, Richärd Kennedy Architects has subsequently been identified as the top firm and the recommended firm to be awarded.

Evaluation Report and Selection Summary attached for reference.

FINANCIAL IMPACT:

The New Library Facility Project was not included in the City’s approved Capital Improvement Project (CIP) List for FY 2023-24. As part of the separation agreement with the County, the City will receive \$4,000,000 to use toward capital projects. Funds will be received no later than June 30, 2024. Upon receipt, the funds will be deposited into the Library Capital Project Fund to offset costs absorbed by the General Fund.

In the interim, an appropriation of \$800,000 for conceptual design and other preconstruction services is necessary from Undesignated General Fund Reserves to the General Fund Transfer Out Account No. 1104199-4501000 and then transferred to the Library Capital Projects Account No. 4524136-4400100. Funds for future construction and project-related services will be budgeted during the City’s annual budget process.

Richärd Kennedy Architects (Basic Services + Reimbursables)	\$ 514,865
Richärd Kennedy Architects (Contingency)	\$ 128,000
Other Pre-construction Services	\$ 157,135
Total:	\$ 800,000

ATTACHMENTS:

1. Richärd Kennedy Architects' Proposal
2. RFP Evaluation Report
3. Architect Selection Summary