

SCOPE OF SERVICES LETTER

CLIENT City of Palm Desert  
PROJECT NAME Conceptual Design of Municipal Library  
DATE 02/13/2024

**Ms. Melanie Perry**

Senior Management Analyst  
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**Mr. John Ramont**

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Thank you for considering Richärd Kennedy Architects (RKA) for the conceptual and schematic design of the new Palm Desert Municipal Library. We are excited about this opportunity to work with the City of Palm Desert and project stakeholders and we are pleased to offer our services for this significant project.

This scope of services letter, the associated fee proposal, and project schedule are based on the previously provided request for proposal (RFP) materials and addenda, published City of Palm Desert standards and requirements, and the pre-proposal site visit held on Tuesday January 23rd, 2024.

**PROJECT DESCRIPTION**

Richärd Kennedy Architects (RKA) will provide professional design services through the Schematic Design phase for a new 20,000 to 25,000 square foot full-service library to be located along Fred Waring Drive in Palm Desert, California on an existing City of Palm Desert-owned parcel. The total project budget for design and construction has not been established. It is anticipated that this project will be delivered in a future phase utilizing a Design-Builder procured through a competitive public RFP process administered by the City of Palm Desert.

**PROJECT PHASES & DELIVERABLES**

Project phasing is proposed to follow the Project Schedule and durations attached to this correspondence. Project phases and anticipated activities and deliverables shall be per the outline below.

**PREDESIGN**

- Communication Plan
- Design Schedule Review
- Goal Setting & Visioning
  - New Palm Desert Municipal Library: Vision, Mission, & Values
  - Sustainability Goals
  - Library Community Survey Outcomes
- Data Collection
  - Zoning Code: height, setbacks, lot coverage, parking requirements,
  - Building Code
  - Accessibility, Environmental & Conservation Requirements
  - Plat definition: easements, restrictions
  - Library Service Area & Demographics
- Existing Site Conditions: Metes & Bounds, Topography, Utilities
- Site Analysis: Viewsheds, Climate Data, Solar Path, Wind Rose, Surrounding Context, Roadways, Public Transportation, Vehicular & Pedestrian Access, Fire Access, Site Photography
- Facilities & Maintenance Requirements
- Program Clarification & Refinement
  - Community, Technology Space(s), Library Services, Adult Program + Collection, Young Adult, Youth Services, Volunteers, Staff/Workplace, Building Services
  - Room Data Sheets: Size, Program adjacencies, Furniture, Fixtures & Equipment (FFE), Technology, Lighting, Acoustics, Concept Images
- Program Component Cost Modeling by Space Type

#### DESIGN CHARRETTE

- Goals | Facts | Needs – Overview
- Area Gaming:
  - Youth + Young Adult
  - Adult
  - Flexible Technology Spaces
  - Staff + Work Areas
  - Service
- Library + Site Gaming
- Civil + Landscape Workshop
- Engineering Systems Workshop
- Design Team Working Sessions
- Design Team "Office Hours" for additional "drop-in" interaction with City staff

#### THREE CONCEPTS DESIGN

- Develop three conceptual (low/middle/high) approaches to the library design
- Deliverable: 3 Concepts Report; included for each concept:
  - Site Plan
  - Floor Plans
  - Renderings: Exterior & Interior
  - Material Palette
  - Cost Estimate
  - Predicted Energy Usage Intensity (pEUI)
  - Predicted Operational & Maintenance Cost
  - Predicted Embodied Carbon
- Qualitative assessment relative to project Goals & Vision
- 3 Concepts Presentation to Library & City Leadership
- Public Presentation (*if requested by City of Palm Desert*)
- City of Palm Desert – Owner Feedback
- Review & Resolution of City comments
- City of Palm Desert - Selection of Preferred Concept

#### SCHEMATIC DESIGN

- Develop Preferred Concept for formal Schematic Design submittal
- Deliverable: Schematic Design package
  - Civil
  - Landscape
  - Architecture + Interior Design
  - FFE
  - Material Palette
  - Structural
  - Mechanical + Plumbing
  - Electrical
  - AV/IT + Security
  - Acoustics
  - QAQC Review
- City of Palm Desert – Owner Feedback
- Review & Resolution of Library Task Force Comments
- Review & Resolution of Planning Department Comments

#### FINAL DELIVERABLES

- Incorporate Schematic Design resolutions into final deliverable
- Final Deliverable – Final Schematic Design Package & Material Boards

#### GRANT WRITING & FUNDRAISING CONTENT ASSISTANCE

- On-call services: Visuals & Technical Writing to support City grant writing & fundraising efforts

# RICHÄRD KENNEDY ARCHITECTS

## PROJECT TEAM

Richärd Kennedy Architects (RKA) will hold the primary design services contract with the City of Palm Desert for this effort. We will utilize an experienced team of professional consultants to perform the work, as follows:

<b>Design Team Member</b>	<b>Discipline(s)</b>
<b>Richärd Kennedy Architects</b>	Library Programming and Planning + Architecture Interior Design + FFE + Project Management
<b>Kimley Horn</b>	Civil + Structural + MPE
<b>Colwell Shelor</b>	Landscape Architecture
<b>NV5</b>	Lighting Design + AV/IT + Security + Acoustics
<b>Abacus</b>	Cost Estimating

## PROPOSAL OF FEE / TERMS

The Richärd Kennedy Architects (RKA) team has prepared our fee proposal for professional design services based upon this "Scope of Services Letter" and "Project Schedule." This fee proposal is based upon the anticipated hourly labor required to complete the scope of services within the scheduled phase durations. Our proposal assumes that the Owner is responsible for providing the followings information to the design team: Geotechnical Report, Site Survey (including boundary, topographic, & utility information), however we have provided allowances for these scopes below should the City of Palm Desert elect to have our team perform these services for the project.

### Basic Design Services

Civil Engineering	\$29,900
Landscape Architecture	\$22,000
Architecture & Project Management	\$278,000
Library Programming & Interior Design & FFE	\$48,000
Structural Engineering	\$23,000
MPE Engineering	\$26,000
Lighting & AV/IT & Security & Acoustics	\$29,950
Cost Estimating	\$43,015
<b>Basic Services Subtotal</b>	<b>\$499,865</b>

### Allowances for Additional Design Services per City of Palm Desert Scoping Review

Geotechnical Report	\$5,800
Site Survey	\$4,700
Preliminary Water Quality Management Plan	\$4,900
Preliminary Hydrology Analysis Report & Calculations	\$4,900
Preliminary Fine Grading & Drainage Plan	\$4,300
Preliminary Wet Utility Plan	\$3,900
Grant Writing & Fundraising	\$9,980

### Allowances for Authorized Reimbursable Expenses

Air Travel (per round trip occurrence)	\$250
Lodging (per diem)	\$175
Mileage (per mile)	\$0.67
Direct Expenses for Material Boards	\$1,200

Upon City of Palm Desert written request, Additional Services shall be provided by the design team at the hourly rates provided in the table below.

<b>Richärd Kennedy Architects</b>	<b>\$/hr</b>
Lead Designer	\$376.80
Lead Technical Architect	\$376.80
Lead Interior Designer	\$180.00
Sr. Project Manager	\$208.01
Sr. Library Programmer + Planner	\$203.46
Sr. Project Architect	\$203.46
Project Architect	\$162.77
BIM/Visualization	\$143.18
Sr. Designer	\$143.18
Designer	\$97.97
Jr. Designer	\$91.95
Job Captain	\$103.99
Sr. Interior Designer	\$144.68
Jr. Interior Designer	\$85.90
Construction Administrator/Specifier	\$192.93
Administrative	\$90.58
<b>Kimley Horn</b>	<b>\$/hr</b>
Analyst I	\$130.00 - \$160.00
Analyst II	\$170.00 - \$200.00
Professional	\$195.00 - \$230.00
Senior Professional I	\$245.00 - \$315.00
Senior Professional II	\$340.00 - \$410.00
Senior Technical Support	\$115.00 - \$290.00
Technical Support	\$105.00 - \$165.00
Support Staff	\$85.00 - \$145.00
<b>Colwell Shelor</b>	<b>\$/hr</b>
Principal Landscape Architect	\$200.00
Project Landscape Architect	\$175.00
Project Manager	\$150.00
Designer	\$110.00
Technical	\$95.00
Administrative	\$75.00
<b>NV5</b>	<b>\$/hr</b>
Principal-In-Charge	\$250.00
Principal Designer	\$230.00
Associate Principal	\$210.00
Project Consultant / Technology Planner	\$195.00
Software Developer / Specialist	\$195.00
Designer	\$195.00
Asst Designer	\$135.00
Project Coordinator	\$135.00
Graphic Artist	\$135.00
Sr. BIM Modeler / CAD Specialist	\$115.00
BIM Modeler / CAD Specialist	\$100.00
Administration	\$65.00
<b>Abacus</b>	<b>\$/hr</b>
Principal	\$203.67
Project Director	\$181.40
Sr. Cost Estimator	\$165.48
Cost Estimator (incl MEP)	\$149.57
Administrative Asst I	\$71.07
Administrative Asst II	\$76.38

# **RICHÄRD KENNEDY** ARCHITECTS

## **NEXT STEPS**

If you have additional questions, please contact me directly via e-mail ([jkotter@rkarch.com](mailto:jkotter@rkarch.com)) or my mobile phone (480) 371-8686 at any time.

We are excited to work with the City of Palm Desert on the conceptual and schematic design of the new Municipal Library and look forward to our upcoming collaboration.

Best Regards,

Jeremy TS Kotter, AIA  
Principal, Richärd Kennedy Architects

A handwritten signature in black ink, appearing to read 'Jeremy TS Kotter', followed by a horizontal line.

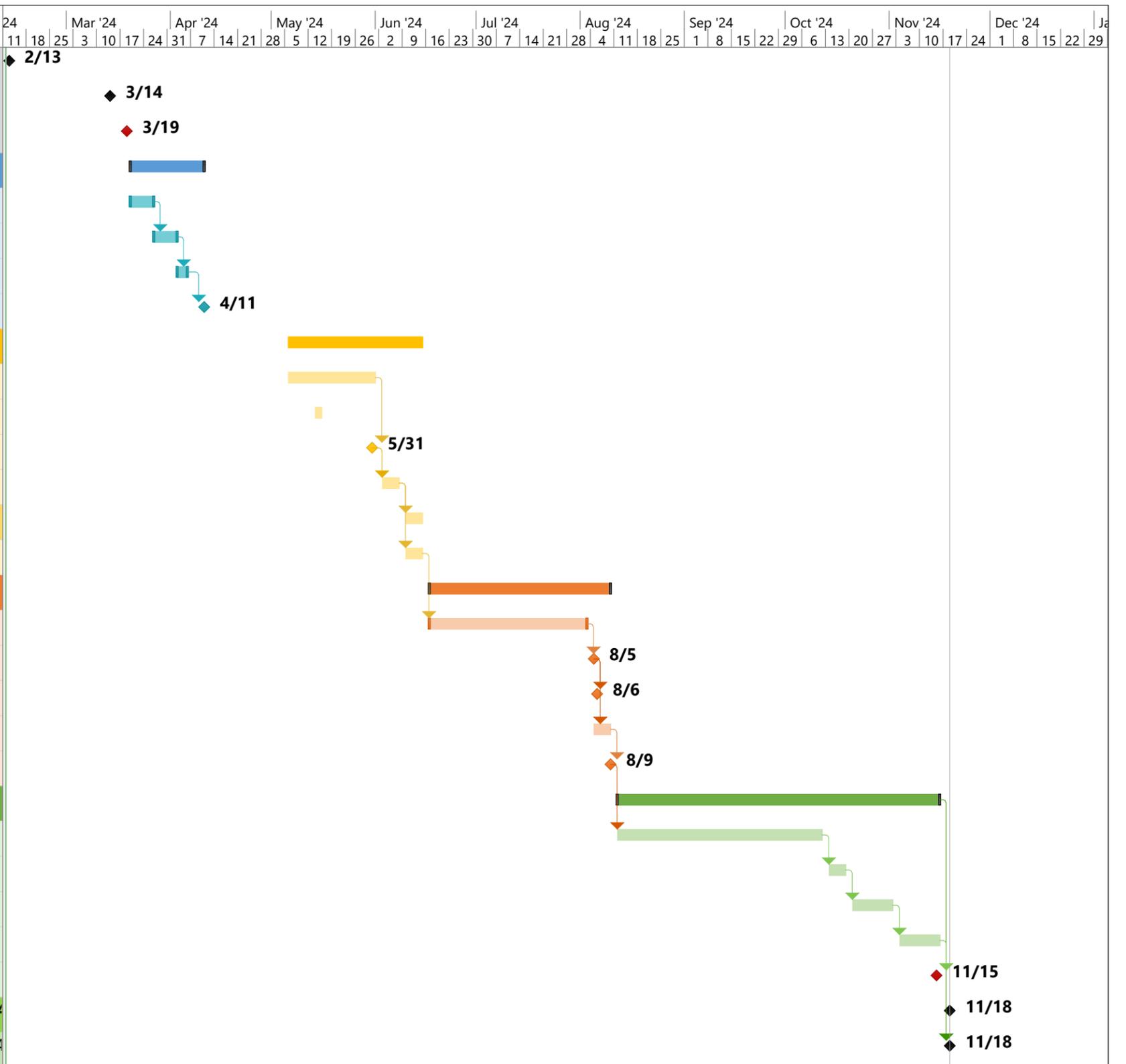
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Jeremy Kotter, AIA

02.13.2024

PROJECT SCHEDULE - RICHARD KENNEDY ARCHITECTS - CITY OF PALM DESERT - CONCEPTUAL DESIGN OF MUNICIPAL LIBRARY

ID	Task Name	Duration	Start	Finish
1	Receipt of Proposals	0 days	Tue 2/13/24	Tue 2/13/24
2	Notice of Intent to Award	0 days	Thu 3/14/24	Thu 3/14/24
3	AE Fee Proposal & Scoping Review with CoPD	0 days	Tue 3/19/24	Tue 3/19/24
4	AE Design Fee Approval	16 days	Wed 3/20/24	Thu 4/11/24
5	AE Update Fee per Scoping Review (as needed)	5 days	Wed 3/20/24	Tue 3/26/24
6	CoPD Review & Comments	5 days	Wed 3/27/24	Tue 4/2/24
7	AE Proposal Clarifications & Revisions	3 days	Wed 4/3/24	Fri 4/5/24
8	City Council Approval	0 days	Thu 4/11/24	Thu 4/11/24
9	Predesign	30 days	Mon 5/6/24	Fri 6/14/24
10	Predesign Work Period	20 days	Mon 5/6/24	Fri 5/31/24
11	Predesign Workshop in Palm Desert	2 days	Tue 5/14/24	Wed 5/15/24
12	Programming Report	0 days	Fri 5/31/24	Fri 5/31/24
13	CoPD Review & AE Resolution	5 days	Mon 6/3/24	Fri 6/7/24
14	Design Charette	5 days	Mon 6/10/24	Fri 6/14/24
15	Design Charette in Palm Desert	5 days	Mon 6/10/24	Fri 6/14/24
16	Three Concepts Design	40 days	Mon 6/17/24	Fri 8/9/24
17	Three Concepts Design Work Period	35 days	Mon 6/17/24	Fri 8/2/24
18	Three Concepts Design Presentation	0 days	Mon 8/5/24	Mon 8/5/24
19	Public Presentation	0 days	Tue 8/6/24	Tue 8/6/24
20	CoPD Review & AE Resolution	5 days	Mon 8/5/24	Fri 8/9/24
21	Preferred Concept Selection	0 days	Fri 8/9/24	Fri 8/9/24
22	Schematic Design (15%)	70 days	Mon 8/12/24	Fri 11/15/24
23	Schematic Design Work Period	45 days	Mon 8/12/24	Fri 10/11/24
24	Schematic Design QAQC	5 days	Mon 10/14/24	Fri 10/18/24
25	CoPD Review & AE Resolution	10 days	Mon 10/21/24	Fri 11/1/24
26	Schematic Design Final Deliverable Work Period	10 days	Mon 11/4/24	Fri 11/15/24
27	Final Schematic Design Package & Material Boards	0 days	Fri 11/15/24	Fri 11/15/24
28	Grant Writing & Fundraising Content Assistance	0 days	Mon 11/18/24	Mon 11/18/24
29	On-call Services to Support CoPD	0 days	Mon 11/18/24	Mon 11/18/24



Project: City of Palm Desert 02/13/2024	Task		Project Summary		Manual Task		Start-only		Finish-only		External Tasks		Manual Progress	
	Split		Inactive Task		Duration-only		External Milestone		Manual Summary Rollup		Manual Summary		Manual Summary	
	Milestone		Inactive Milestone		Manual Summary		Manual Summary		Manual Summary		Manual Summary		Manual Summary	
	Summary		Inactive Summary		Manual Summary		Manual Summary		Manual Summary		Manual Summary		Manual Summary	