

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: July 11, 2024

PREPARED BY: Lucero Leyva, Senior Project Manager, Capital Projects

REQUEST: AWARD CONTRACT TO PBK ARCHITECTS, INC., FOR ARCHITECTURAL DESIGN SERVICES OF FIRE STATION 33 AND 71 (CFA00017 & CFA00019)

RECOMMENDATION:

1. Award Contract for the Architectural Design Services for Fire Station 33 and 71 in an amount not to exceed of \$1,397,000.
2. Authorize the Director of Finance to set aside a 10% contingency in the amount of \$139,700 for unforeseen conditions.
3. Authorize the City Manager or designee to review and approve written contract amendment requests up to the contingency amount requested.
4. Authorize the Mayor or designee to execute the agreement and any documents necessary to effectuate the actions taken herewith.

BACKGROUND/ANALYSIS:

Building Assessment:

On January 26, 2023, the City Council awarded the Building Assessment contract of Fire Station 33 and 71 to PBK Architects, Inc. As part of the assessment, PBK reviewed the ADA compliance reports, completed on-site assessments, and evaluated the current state of the mechanical, electrical, and plumbing equipment at each fire station. Their final report provided recommendations for repairs to the building infrastructure and floorplan improvements to optimize operations as well as estimated construction cost for a remodel versus a new build of each fire station.

Building	Renovation	New Build
Fire Station No. 33	\$5,978,157	\$11,727,810
Fire Station No. 71	\$4,953,555	\$6,226,460

Based on the report provided, and a Return-on-Investment Analysis completed by City staff, the recommendation is to proceed with the remodel of Fire Station 33, and a complete demolition and rebuild of Fire Station 71.

Architectural Design Services Procurement and Analysis:

A Request for Proposal (RFP) for Architectural Design Services of Fire Stations 33 and 71 was advertised on May 15, 2024, via OpenGov, and seven (7) proposals were received on June 6, 2024.

Firm Name	Location	Proposed Fee*
BFK Architecture + Planning	Pasadena, CA	\$1,351,800
Marks Architects, Inc	Palm Desert, CA	\$1,590,000
PBK Architects, Inc	Rancho Cucamonga, CA	\$1,240,000
Prest Vuksic Greenwood Architects	Palm Desert, CA	\$1,445,000
Roesling Nakamura Terada Architects, Inc.	San Diego, CA	\$1,450,045
Rubio Medina, Architect	Irvine, CA	\$1,059,368
The Taylor Group Architects	Clovis, CA	\$1,161,300

*Proposed Fees exclude additional services to remain consistent with comparison

An internal selection committee was created for this RFP, which included representatives from the Public Works Department, Finance Department, Capital Projects Department and CalFire. The committee evaluated the proposals and agreed to invite the following four firms to interview:

- BFK Architecture + Planning
- PBK Architects, Inc.
- Rubio Medina, Architect
- The Taylor Group Architects

After completing the interviews, the committee met to discuss the different presentations and came to the consensus that PBK Architects, Inc., was the most qualified to meet the City's needs based on their:

- Extensive Fire Station Design Experience
- Qualifications and Experience of the Team
- Understanding of Fire Station Operations
- Design and Operational Approach to oversee both fire stations
- Knowledge of the City of Palm Desert's entitlement process

Currently, City staff is working with PBK Architects, Inc., on the new Fire Station 102 project, located on the north side of the city. Both City Staff and Cal Fire Representatives describe the firm and its team members as efficient in reviewing and recommending design options/alternatives, maintaining communication, addressing concerns, providing solutions, and meeting design deadlines. All references contacted have also provided positive feedback and confirmed that PBK Architects, Inc., is a great firm to work with.

Staff recommends awarding the Architectural Design Services contract to PBK Architects, Inc., in an amount not to exceed \$1,397,000 to include reimbursables and additional services that may be necessary due to unknown building and site conditions.

Description	Fee
Architectural Services	1,240,000
Additional Services (Topographic Survey, Geotechnical Investigation, Hazardous Materials Survey, Environmental Planning, SWPPP Document)	137,000
Reimbursable	20,000
Awarded Contract Amount	1,397,000

Legal Review:

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

FINANCIAL IMPACT:

Funds for this project were included in the approved Capital Improvement Project (CIP) list for Fiscal Year 2024-25 under the Fire Fund Account No. 2304220-4400100. There is no financial impact to the General fund from this action.

The following table provides the current project budget:

Fund	Project Number	FY 2024-25 Budget	Proposed
2304220-4400100	CFA00017 – Fire Station 33	500,000	
	CFA00019 – Fire Station 71	450,000	
2304220-4400100	FY 24-25 Reallocated Budget*	600,000	
Project Budget:		1,550,000	
Pending PBK Architects, Inc., Contract (#33)			687,000
PBK Architects, Inc., Contract (#71)			690,000
Reimbursable			20,000
10% Contingency			139,700
Total this Contract plus Contingency			1,536,700
Remaining Budget		13,300	

**FY2024-25 Fire Fund CIP Budget - \$450k reallocated from \$12M for Station 102 based on timing of projects.*

ATTACHMENTS:

1. Palm Desert Fire Station 33 & 71 Assessment
2. Professional Services Agreement
3. PBK Architects, Inc., Proposal