



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 12, 2024

FROM: GENERAL SERVICES DEPARTMENT WARD: 1

SUBJECT: MEASURE Z - APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH HOLT ARCHITECTS, INC. FOR ARCHITECTURAL DESIGN SERVICES IN THE AMOUNT OF \$99,000 – REQUEST FOR PROPOSALS NO. 2288 – FOR PHASE I ARCHITECTURE DESIGN SERVICES FOR THE DOWNTOWN POLICE ADMINISTRATION BUILDING LOCATED AT 4102 ORANGE STREET

ISSUE:

Approve a Professional Services Agreement with Holt Architects, Inc. (dba Holt Architecture) from Palm Desert, California for architectural design services in the amount of \$99,000 for Phase I Architectural Design Services for the Downtown Police Administration Building located at 4102 Orange Street.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Services Agreement with Holt Architects, Inc. (dba Holt Architecture) from Palm Desert, California for architectural design services in the amount of \$99,000 for the Downtown Police Administration Building located at 4102 Orange Street; and
2. Authorize the City Manager, or designee, to execute the Professional Services Agreement including making minor, and non-substantive changes.

BACKGROUND:

On May 16, 2017, the City Council adopted the Measure Z, Five-Year Spending Plan, which included \$45 million for the New Downtown Police Administration Building.

On October 3, 2017, the City Council approved a reallocation of \$9,692,600 from the Downtown Police Administration Building project to the Downtown Main Library Project, resulting in a revised funding allocation of \$35,307,400.

On December 17, 2019, the City Council approved a Professional Consultant Services Agreement with Citygate Associates, LLC, for an 18-month term in the amount not to exceed \$95,953 for Downtown Police Administration Building Siting, Facilities Optimization and

Operational Study and authorized a supplemental appropriation from Measure Z Fund Balance in the same amount to Measure Z New Downtown Administration Building Account.

On April 19, 2022, the City Council approved the Purchase and Sale Agreement with the County of Riverside for the Downtown Police Administration Building, located at 4102 Orange Street and authorized a supplemental appropriation of \$3,100,000 (plus miscellaneous title, escrow, and related costs) from Measure Z unallocated fund reserve for temporary funding for the purchase of the Downtown Police Administration Building to be renovated to serve as the new Downtown Police Administration Building. The cash funding used for the purchase will be repaid from debt proceeds following the issuance of the debt for the Downtown Police Administration Building.

On May 24, 2022, the City Council approved a Reimbursement Resolution to provide for the use of future bond proceeds for the acquisition, construction, and expansion of the Downtown Police Administration Building, located at 4102 Orange Street. The Resolution allows the City to use future bond proceeds to fund expenditures made up to 60 days prior to the adoption of the Resolution. Without the Resolution, the bond proceeds could only fund expenditures made on or after the issuance of the bonds. The Resolution included a maximum principal amount of \$43 million.

On June 21, 2022, the City Council approved the proposed fiscal year 2022-2024 biennial budget, which included an increase in funding to Item #25 – New Downtown Police Administration Building. The total project budget was increased to \$44 million which is inclusive of building and improvement costs, purchasing cost of the existing building and the estimated annual debt obligations over the life of the Measure Z tax which ends in March 2037.

On April 20, 2023, the Purchasing Division of the Finance Department issued Request for Proposals (RFP) No. 2288 seeking architectural design services from experienced firms for the development of conceptual plans and drawings for the Downtown Police Administration Building. The notification was sent to 408 City of Riverside vendors and 500 external vendors. A virtual non-mandatory pre-proposal meeting was held on May 3rd, 2023, with 24 vendors in attendance. By the closing date of the RFP, there were 49 prospective bidders.

RFP No. 2288 closed on May 25, 2023, with a total of six (6) proposals. All proposals were found to be responsive and responsible. Under the guidance of the Purchasing Division, six (6) City staff members evaluated the proposals based on approach and methodology to the project, qualifications and experience in police facility design, professional references, and pricing. The evaluation team independently scored all proposals and determined Holt Architects, Inc. best met the requirements of the RFP. All companies that provided a proposal are listed below:

Vendor Name	Location	Rank	Total Score	Proposal Cost
Holt Architects, Inc.	Palm Desert, CA	1	940.02	\$99,000
PBK	Rancho Cucamonga, CA	2	696.55	\$154,000
Dewberry Architects Inc.	Sacramento, CA	3	686.67	\$88,008
Jeff Katz Architecture	San Diego, Ca	4	618.00	\$99,880
TSK Architects	Los Angeles, CA	5	603.95	\$148,416
Ruhnau Clarke Architects	Riverside, CA	6	538.31	\$97,200

DISCUSSION:

The current Downtown Police Administration Building facility was constructed in approximately 1963 and suffers from functional obsolescence due to significant changes in the physical, spatial,

and ergonomic requirements of current police administration facilities. The facility also suffers from poor heating, cooling and ventilation, along with reoccurring basement flooding, plumbing issues, an inadequate power supply and placement throughout the facility. As a result of these and similar issues with the current facility, RFP No. 2288 was released requesting a Phase I conceptual design and project cost estimate for the replacement of the existing downtown police administration facility.

Holt Architecture is a local architectural company with over twenty-five years of experience in a variety of Law Enforcement and Public Safety projects. Recent projects in progress or completed by Holt Architecture include the Public Safety Campus in the City of Indio, City of Banning Police Department, The City of Fontana Emergency Operations Center, and the Public Safety Training Center for Victor Valley Community College District. Holt Architecture is teaming up with McClaren Wilson and Lawrie, Inc, (MWL), a recognized national leader in providing innovative programming and design for Public Safety Facilities.

Staff negotiated the scope of services for the Professional Services Agreement (PSA) with Holt Architecture for a not-to-exceed amount of \$99,000 for Phase I architectural design services for the Downtown Police Administration Facility, including site and parking analysis, project programming, spatial requirements, conceptual design, public presentations, and development of preliminary cost estimates for a fully functional police administration facility. The Phase I conceptual design process will serve to meet the programmatic requirements for the Riverside Police Department and demonstrate how the facility will look in general terms through sketches and conceptual drawings to obtain feedback from the community and stakeholders.

Contingent upon Holt Architecture’s performance and staff satisfaction of Phase I, the City may at its sole discretion retain Holt Architecture to complete Phase II design services to include full construction drawings and documents and construction administration to build the New Downtown Police Administration Facility.

After completion of Phase I conceptual drawings and the establishment of an overall project budget, City staff will return to the Budget Engagement Commission and City Council to provide a project update, seek budget approval and provide a recommendation for proceeding with Phase II design services.

The Purchasing Manager concurs that the recommendations comply with the City’s Purchasing Resolution 23914.

The Police Chief concurs with this report.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 6 – Infrastructure, Mobility & Connectivity** and **Goal 6.2 – Maintain, protect and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.**

This item also contributes to **Strategic Priority 2 – Community Well-Being** and **Goal 2.4 – Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.**

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The proposed Agreement is for architectural design services for a new police administration building. The decision to move forward with the Phase I design for this Measure Z funded project is agendized for City Council consideration and public transparency.
2. **Equity** – The new Downtown Police Administration Building will be built to meet the evolving needs of the community and will provide services to which every member of the community will have equal access.
3. **Fiscal Responsibility** – The Request for Proposals process ensures the best value to the City for Phase 1 architectural design service for the new Downtown Police Administration Building.
4. **Innovation** – The new Downtown Police Administration Building will be designed with the latest technology and innovative design strategies to support modern policing.
5. **Sustainability & Resiliency** – The new Downtown Police Administration Building design will incorporate sustainable materials and improve the department’s resiliency by providing a more functional layout for the new facility.

FISCAL IMPACT:

The total fiscal impact of this action is \$99,000. Holt Architecture’s Phase I Design fee of \$99,000 will be paid with Measure Z project funds originally approved by City Council on May 16, 2017. Sufficient funds are budgeted and available in the Measure Z Capital Fund, Police Headquarters Project expenditure account number 9901819-462050.

Prepared by: Robert Wise, Senior Project Manager
Approved by: Carl Carey, General Services Director
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Presentation
2. Agreement
3. RFP Award Recommendation