DOWNTOWN POLICE ADMINISTRATION BUILDING

General Services

City Council
March 12, 2024

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BACKGROUND

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

2. 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, for revised funding allocation of $35,307,400.

3. 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 from Measure Z unallocated fund balance.

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BACKGROUND

1. 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.

2. On June 21, 2022, the City Council approved the fiscal year 2022-2024 biennial budget, which increased the New Downtown Police Administration Building budget to $44 million, inclusive of purchase of existing building and estimated annual debt obligations.

REQUEST FOR PROPOSALS NO. 2288

1. On April 20, 2023, the Purchasing Division issued Request for Proposals (RFP) No. 2288 seeking architectural design services for the Downtown Police Administration Building.

2. RFP No. 2288 Closed on May 25, 2023, with a total of six (6) proposals received. All proposals were found to be responsive.

REQUEST FOR PROPOSALS NO. 2288

- Six (6) Proposals were received from:

Vendor Name	Location	Proposal Cost
Holt Architects, Inc.	Palm Desert, CA	$ 99,000
PBK	Rancho, Cucamonga, CA	$ 154,000
Dewberry Architects, Inc.	Sacramento, CA	$88,008
Jeff Katz Architecture	San Diego, CA	$ 99,880
TSK Architects	Los Angeles, CA	$ 148,416
Ruhnau Clarke Architects	Riverside, CA	$ 97,200

RFP NO. 2288 EVALUATION CRITERIA

1. Proposals were evaluated by a cross-departmental team of six staff members based on:
   - Approach and methodology to the project
   - Qualifications and experience in police facility design
   - Professional References
   - Pricing
2. Holt Architects, Inc. best met the requirements of the RFP.

DESIGN SCOPE

1. Phase 1 Architectural Design Services Scope:
    1. Site and Parking Analysis
    2. Project Programming
    3. Spatial Requirements
    4. Conceptual Design
    5. Public Presentations
    6. Development of cost estimates for a fully functional police administration facility

NEXT STEPS

1. Contingent upon Holt Architecture's performance and staff satisfaction of Phase 1, the City may 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.

2. After completion of Phase 1 conceptual drawings and establishment of an overall project budget, staff will return to the Budget Engagement Commission and City Council to provide a project update, seek budget approval and provide a recommendation for Phase II design services.

STRATEGIC PLAN ALIGNMENT

Stategic Priority 6 – Infrastructure, Mobility & Connectivity

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

Cross-Cutting Threads

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RECOMMENDATIONS

That the City Council:

1. Approve a Professional Services Agreement with Holt Architects, Inc. (dba Holt Architecture) of 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.

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