



CITY OF MENIFEE

SUBJECT: Agreement with Studio 2G Architects, LLP for the Cherry Hills Facility Improvements - Phase 1 Project

MEETING DATE: April 3, 2024

TO: Mayor and City Council

PREPARED BY: Michael To, Project Manager

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Professional Services Agreement with Studio 2G Architects, LLP for architectural and engineering services for the Cherry Hills Facility Improvements - Phase 1 Project, located at 26800 Cherry Hills Boulevard, Capital Improvement Program Project No. CIP23-13, effective April 3, 2024, through December 31, 2025, for a total not-to-exceed amount of \$218,170.20.

DISCUSSION

The Cherry Hills Facility Improvements - Phase 1 Project (formerly known as Acquisition and Tenant Improvements – Bank of America Building Project), CIP 23-13 (“Project”) is located at 26800 Cherry Hills Boulevard in the City of Meniffee. The Cherry Hills facility is an approximately 9,500 square foot building built in the 1960’s/1970’s where the Sun City Bank of America operated for several years. The City purchased the facility in April 2023 to provide additional space needed for the expanding Police Department, which currently operates out of a leased satellite office located at the Cherry Hills Plaza. The Facility also includes the surrounding parking lot area.

The first phase of the Project includes the abatement of existing asbestos found throughout the building and remodeling of approximately 2,500 square feet of the existing facility to accommodate Police Department staff. Because staff was unable to obtain as-built plans for the existing facility, the Project scope would include a detailed survey and mapping of interior and exterior elements (i.e. structural, electrical, plumbing, etc.) throughout the facility, construction of a new partition wall, reconstruction of a public lobby, restrooms, kitchen area, workstations for 20 officers, office areas, upgrades to existing electrical, plumbing and HVAC systems, retrofitting the existing parking lot and walkways to comply with current American’s with Disabilities Act standards, and upgrading security systems, windows, and access doors. The proposed improvements would allow the facility to house assigned police personnel and would provide

additional space for future City needs. The Project would meet the City's Strategic Plan Goal of enhancing public safety.

On November 22, 2023, staff released a Request for Proposal ("RFP") to solicit firms for the architectural and engineering services for the Project. A total of four proposals were received by the following: Studio 2G Architects, Gillis & Panichapan Architects, Inc., Ferguson Page Baldwin Architects, and Brian F Knight Architect, Inc. After reviewing and evaluating all proposals for qualifications, a proposal ranking was assigned to each firm.

The top three ranked firms were then invited to participate in selection interviews to assess the proposed team and determine the firm that would most meet the City's requirements. Table 1 below outlines the qualification ranking following the interviews.

Under the California Government Code Section 4526, local agencies are required to select professional services for architectural, landscape architectural, engineering, environmental, land surveying, or construction project management solely on the basis of demonstrated competence and professional qualifications. For this reason, cost proposals were sealed until the selection process was completed.

Table 1 – Firm Ranking Summary

Firm Name	Interview Score	Qualification Ranking	Base Fee
Studio 2G Architects	89.00	1	\$164,930.54
Gillis & Panichapan Architects, Inc.	83.75	2	\$139,800.00
Ferguson Page Baldwin Architects	79.50	3	\$151,405.00

Studio 2G Architects, LLP ("Consultant") received the highest overall interview score and staff proceeded to open their base cost proposal of \$164,930.54. After thorough consultation and review of the proposal by both the Consultant and city staff, it was deemed advantageous for the Project to incorporate scope add-alternates, pending on-site investigation and analysis of structural components due to numerous unknowns within the facility, given the absence of available as-built plans. The execution of add-alternates, such as ADA modification and fire alarm and sprinkler plans identified in Exhibit "A" of the proposed Professional Services Agreement, would require prior written approval from the City's assigned Project Manager or staff.

The Consultant's proposal was adjusted to reflect a final amount not exceeding \$218,170.20. This figure aligns with the Independent Engineer's estimate of \$230,000, representing 14% of the estimated construction cost of \$1,620,000 or \$650 per square foot, suitable for the critical facility intended to serve the Police Department. The Consultant's revised fee proposal meets all City requirements outlined in the RFP and is deemed reasonable. Their selection as the top-ranking firm was based on their comprehensive experience relevant to the project scope, understanding, and overall qualifications.

City Council action is required for approval of the proposed Professional Services Agreement for architectural and engineering services required for the Project as the total amount of the agreement exceeds the City Manager's signing authority.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The fiscal impact of the proposed agreement with the Consultant is not-to-exceed \$218,170.20. Funding for the agreement is available within the Fiscal Year 2023/2024 Project budget, as summarized in Table 2 below. The current available budget for the Project would fund only the design phase to determine all components needed for the construction phase. Staff would request any additional funds required for the construction phase at a later date.

Table 2 – Existing Project Funding

Fund	Project	Account Number	Available Balance	Cost of Services
Grants (ARPA)	CIP 23-13	301-4555-58167	\$495,881.75	\$218,171.20

ATTACHMENTS

1. Project Location Map
2. Professional Services Agreement