



**STAFF REPORT**  
**11/13/2024**

**TO:** Honorable Mayor and City Council Members

**FROM:** Dr. Gabriel Martin, City Manager

**SUBJECT:** Authorize the City Manager to Execute a Professional Service Agreement with Colleen Edwards, Inc. for the Coachella Youth Cultural Center to Provide Conceptual Design Services in the Amount of \$29,700.

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**STAFF RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to execute the attached Professional Services Agreement with Colleen Edwards, Inc. for the Coachella Youth Cultural Center to provide conceptual design services in the amount of \$29,700.

**BACKGROUND:**

Culturas Music & Arts is a Coachella based non-profit organization promoting art and culture in the Eastern Coachella Valley. The organization was founded in 2009 and has worked to change the stigma of the Eastern Coachella Valley by providing art and music venues and working with artists, musicians, and local organizations to realize projects.

In MONTH XX, 2022, the City and Culturas Music and Arts entered into a 10-year lease agreement for the old corporate yard property located at 510 Vine Avenue to create and operate a youth cultural center that will provide vital programs and services to the youth of the City. These services include a recording studio; community library and lounge with videos and computers; outdoor community space and amphitheater for open mic, garage bands, performances, dancing, park area; storage; ADA restrooms; ceramic center; welding shop; woodshop; community garden; multipurpose dance studio; culinary kitchen; art gallery and administrative area.

**DISCUSSION/ANALYSIS:**

The City Council has made a commitment to repurpose old City facilities so that they can improve and increase services to the residents of the City. Staff has started identifying these buildings and established a development strategy that will determine the feasibility of each facility. The objective of this development strategy is to identify programs, services, conceptual design options, site plans and engineer estimates in order to identify possible grant funding opportunities. The following buildings have gone through this development strategy, 1) The Old City Hall Building, 2) the Old Library Building and 3) The Hidden Harvest Packing House Building. Therefore, allowing Staff

to obtain over \$15 million dollars in grant funds to rehabilitate and renovate the Old Library and Hidden Harvest Packing House buildings.

Colleen Edwards, Inc. will work with Poon Designs to provide concept design services for the Coachella Youth Cultural Center Project. This phase launches the project, explores options, and results in the general design intent of the project: design concepts/options, floor plan and site plan diagrams, and other conceptual and preliminary drawings necessary to illustrate approximately the scale and relationship of the project components. The scope of services is provided below:

- Project kick-off: review property in person and associated existing project information, and discuss design goals, administrative procedures, and schedule.
- Review client-provided “as-builts”: measured, technical drawings of the existing house in AutoCAD or Revit. If further as-builts are needed, Poon Design or a third party company can provide this as an Additional Service, for additional fee. See end of document.
- Research precedents and discuss inspiration.
- Prepare the following deliverables: floor plan and site plan diagrams, elevations, sketches, renderings, etc. as deemed necessary by the architect to display the design intent.
- At a preliminary level, review laws, codes, and regulations applicable to our services.
- Coordinate with general contractor, if available, to establish preliminary construction cost estimate and schedule.

This phase of work will begin with studying two conceptual options: renovation vs. new construction. One direction will be selected for further development. The final deliverables for the one direction will be the following:

- Story board of precedence, inspiration, and design themes
- Diagrammatic floor plans
- Three renderings

The schedule is provided below:

- Week 1 & 2: Verify site conditions, brainstorm, and design
- Week 3: Client presentation - review of two concepts: renovation vs. new construction
- Week 3 & 4: Development of preferred concept
- Week 5: Client presentation - developed concept

- Week 6: Meet with general contractor(s) for rough estimate and decision of continuing scope of architectural work

**ALTERNATIVES:**

1. Continue this item and provide staff direction
2. Not approve this item

**FISCAL IMPACT:**

The fiscal impact of this action would immediately be \$29,700 and would require an appropriation from the General Fund (Fund 101).

**ATTACHMENT(S):**

1. Professional Services Agreement (PSA) with Collen Edwards, Inc.
2. Project Proposal – Colleen Edwards, Inc.