TO:       HONORABLE CITY COUNCIL

FROM:     CITY MANAGER               DEPARTMENT: PUBLIC WORKS

DATE:     SEPTEMBER 11, 2006

SUBJECT:  APPROVAL OF A CONTRACT WITH GROUP 4
ARCHITECTURE, RESEARCH + PLANNING, INC., IN THE
AMOUNT OF $257,325 FOR ARCHITECTURAL AND
ENGINEERING DESIGN SERVICES FOR THE MITCHELL PARK
LIBRARY SPACE STUDY – CAPITAL IMPROVEMENT
PROGRAM PROJECT PE-07011

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the City Manager to execute the attached contract with Group 4
   Architecture, Research + Planning, Inc. (Attachment A) in the amount of $257,325 for
   Architectural and Engineering design services for the Mitchell Park Library Space Study
   PE-07011, including $233,932 for basic services and $23,393 for additional services.

BACKGROUND
In December 2004, the City Council directed the Library Advisory Commission (LAC) to
“recommend a strategy for creating a full-service library at the existing site or another site, a
strategy to include maintaining neighborhood facilities and distributed services; to maintain
collection services, and to direct the LAC to recommend a redefinition of branch services.”
Council later directed staff and the LAC to “determine how big Mitchell Park Library needs to
be” and “prepare preliminary cost models/projections/estimates for capital needs.”

On June 12, 2006, Council approved:
   • a recommended project timeline and methodology for determining the potential size and
costs of the new Mitchell Park Library;
   • deferring infrastructure upgrades on the College Terrace Library to give staff the
necessary time to work on the Mitchell Park Library study (CMR:260:06, Attachment B).

The contract contained herein for Council approval will meet the Council-directed study
completion date of no later than December 18, 2006 and will provide conceptual size, space and
cost information for use by the LAC and Council. The consultant will work with a team.
comprised of members from Public Works, Library and Community Services (Recreation Center) and with a Mitchell Park Library focus group from the LAC.

**DISCUSSION**

**Scope of Services Description**

The scope of work to be performed under the contract is to:

- evaluate four scenarios related to the Mitchell Park Library site:
  - a) Demolish the existing library and construct a new library without adversely impacting the Community Center.
  - b) Construct a new library on the surface parking lot south of the community center and add surface parking where the library currently stands.
  - c) Demolish the existing Library and Community Center and construct a combined facility on the site.
  - d) Expand the existing library and incorporate a new Community Center into an expanded, remodeled library.

- provide cost estimates for each of the above scenarios.

The draft scope of services was reviewed and approved by Council with CMR:260:06 (Attachment B) on June 12, 2006. Refer to Exhibit A of the contract for the complete Scope of Services. A consultant is needed to provide technical and architectural expertise for the new technologies that City staff cannot provide.

Library staff and the LAC requested that the consultant look at what accommodations would need to be made at the Main and Downtown libraries due to any services that might be relocated from those sites into a new Mitchell Park Library. As part of the attached scope of work, Group 4 will study whether a remodel or a reconfiguration of the Main and/or Downtown libraries would be the most beneficial, and the conceptual cost of that work.

**Summary of Solicitation Process**

<table>
<thead>
<tr>
<th>Proposal Description</th>
<th>Name/Number of Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>4 months</td>
</tr>
<tr>
<td>Number of Proposals Mailed</td>
<td>31</td>
</tr>
<tr>
<td>Total Days to Respond to Proposal</td>
<td>29</td>
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<tr>
<td>Pre-proposal Meeting Date</td>
<td>June 29, 2006</td>
</tr>
<tr>
<td>Number of Company Attendees at Pre-proposal Meeting</td>
<td>14</td>
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<tr>
<td>Number of Proposals Received:</td>
<td>8</td>
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<table>
<thead>
<tr>
<th>Company Name</th>
<th>Location (City, State)</th>
<th>Selected for oral interview?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Group 4 Architecture, Planning + Design</td>
<td>South San Francisco, CA</td>
<td>Yes</td>
</tr>
<tr>
<td>2. BSA Architects</td>
<td>San Francisco, CA</td>
<td>Yes</td>
</tr>
</tbody>
</table>
3. EHDD Architecture  San Francisco, CA  Yes
4. Carrier-Johnson  Oakland, CA  No
5. The KPA Group  Oakland, CA  No
6. J.C. Blackman Architecture  San Diego, CA  No
7. Hamilton-Aitken  San Francisco, CA  No
8. Mark Cavagnero Associates  San Francisco, CA  No

| Range of Proposal Amounts Submitted | $61,100, to $199,500 |

The Request for Proposals (RFP) was posted at the Civic Center and on the City website. An evaluation committee consisting of staff members from the Public Works Engineering, Library, Community Services, LAC and Parks and Recreation Commission reviewed the proposals. Three firms were invited to participate in oral interviews on August 3, 2006. The committee carefully reviewed each firm's qualifications and submittal in response to the criteria identified in the RFP. The criteria used to select a firm were project management strengths and qualifications, design aesthetics and technical expertise. Group 4 Architecture, Research + Planning, Inc. was selected based on its extensive experience in library programming and design as opposed to the other firms submitting proposals. In addition, Group 4 Architects prepared the design and cost estimates for the previous 2002 library bond measure and as such has extensive knowledge of the Mitchell Park Library site which will be important considering the compressed timeline for this study. The firm is exempt from complying with the financial disclosure provisions of the City’s conflict of interest code because the firm's range of duties and services to be provided under the contract are limited in scope or are primarily ministerial in nature.

The contract includes a provision to retain Group 4 Architecture for future Mitchell Park Library studies or design, should it prove responsive to the City’s needs and the quality of its work is acceptable.

**RESOURCE IMPACT**
Funding for this study is included Capital Improvement Program project PE-07011 Library Service.

**POLICY IMPLICATIONS**
This recommendation is consistent with Council’s direction to the LAC and consistent with the establishment of the Library as a Top 3 priority for 2006.

**TIMELINE**
The consultant will begin its work shortly after contract approval and findings will be presented at the October and November LAC meetings as they are developed. The consultant will work closely with staff and with an LAC subgroup so that the formal presentation at the LAC will be clearly understood and contain the information that the LAC needs to make its recommendations to Council. The LAC’s recommendations will be available for presentation to Council by no later than December 18, 2006.
ENVIRONMENTAL REVIEW
This limited-scope project is categorically exempt from California Environmental Quality Act (CEQA).

ATTACHMENTS
Attachment A: Contract (includes Scope of Services and Certification of Nondiscrimination)
Attachment B: CMR:260:06

PREPARED BY: ________________________________
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DEPARTMENT HEAD: ________________________________
GLENN ROBERTS
Director of Public Works

CITY MANAGER APPROVAL: ________________________________
EMILY HARRISON
Assistant City Manager