TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS

DATE: MARCH 4, 2002 CMR:160:02

SUBJECT: APPROVAL OF CONTRACT WITH MARK CAVAGNERO ASSOCIATES IN THE AMOUNT OF $153,000 FOR CONCEPTUAL ARCHITECTURAL DESIGN SERVICES FOR THE ART CENTER EXPANSION AND SITE, CAPITAL IMPROVEMENT PROGRAM PROJECT 10204

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached contract with Mark Cavagnero Associates (MCA) in the amount of $153,000 for conceptual architectural design services for the Art Center Expansion and Site.

2. Authorize the City Manager or his designee to exercise the option to negotiate and execute one or more change orders to the contract with MCA for related, additional, but unforeseen work which may develop during the project, the total value of which will not exceed $7,000.

BACKGROUND
In May 2000, the City’s Library Advisory Commission (LAC) produced the New Library Plan (NLP). This document lists the LAC’s recommendations for upgrading the City’s library system. Specifically, the LAC recommends creating two resource libraries at the City’s Main and Mitchell Park Libraries, renovating and expanding the Children’s Library, and renovating the three neighborhood libraries (Terman Park, Downtown and College Terrace).

The Council has approved coordinating the Main Library expansion project with the Art Center Foundation’s proposed expansion of the Art Center as the two facilities share the same site. Consequently, the Art Center Foundation retained MCA to prepare a feasibility study of the Main Library/Art Center site. The results of that study were presented to Council on February 19, 2002. Council approved two site schemes for development into conceptual designs.
**DISCUSSION**

City staff conducted an extensive solicitation for an architect to prepare the conceptual designs of the Main Library, the Art Center, and the site. First, the scope of services was reviewed by the Council’s Policy and Services Committee. Then, a Request for Qualifications was issued and eleven firms responded with a Statement of Qualifications (SOQ). The Selection Committee, consisting of 17 members representing the Art Center Foundation, the Library Advisory Commission, Friends of the Library, community gardeners and staff, reviewed the SOQ’s and selected three firms to receive a Request for Proposal and to be interviewed.

At the conclusion of the interviews and reference checks, the Selection Committee was split between two architects. MCA, who had prepared the feasibility study, was felt to be the best candidate for the Art Center expansion project and the site design, and a partnership of two firms ELS and Meyer, Scherer and Rockcastle (MS&R), was felt to be the best choice for the Main Library expansion project. Consequently, the Selection Committee unanimously agreed to retain both architects.

The work to be performed under this contract is for the conceptual designs of the Art Center expansion project and the site design for the Newell/Embarcadero site project. The architect will develop the site feasibility schemes approved by Council. Additionally, the architect will be required to analyze different combinations of additions and renovations to the Art Center that do not exceed the anticipated $10,000,000 total project budget. Accordingly, the architect will also be required to provide construction cost estimates for each combination of additions and renovations. The architect will also be required to conceptually design the site, including: parking; vehicular, bicyclist and pedestrian entrances, exits, drop-offs and circulation; landscaping, including community gardens configuration; and a connection to Rinconada Park. Concurrent with the conceptual design effort, staff and other City consultants will be preparing the Environmental Impact Report (EIR) for the project. Both the conceptual designs and the EIR are expected to be completed in June 2002.

MCA’s proposed fee of $153,000 is within the currently available budget for the project. The fee is a lump sum amount, including reimbursables, and is consistent with consultant fees typically charged for conceptual design services.

It is staff’s intent to amend the contract with MCA upon successful completion of the conceptual design services to include the remaining design services for the project (schematic design, design development, construction documents and construction support services) if and when funding for the project is in place.
RESOURCES IMPACT
Funds for the conceptual designs of this project are available in Capital Improvement Project 10204, Library Master Plan, upon Council's passage of the Mid-year Budget Adjustment, scheduled for March 11, 2002. Due to the need to start the conceptual designs as soon as possible in order to meet the schedule for completion of conceptual designs by June 2002, staff recommends Council conditionally approve the contract now subject to passage of the Mid-year Budget Adjustment.

Additional funds need to be budgeted to complete design services and for construction. It is anticipated that Council will decide in June 2002 whether the Art Center Expansion project will be included in the November 2002 proposed bond measure and, if so, for what dollar amount. The Art Center Foundation has informed the City that it intends to raise $5,000,000 through private fundraising for the project.

Current staffing levels are inadequate to proceed with this project beyond the conceptual design. Consequently, staff will propose a staffing plan to provide project management services through the design and construction phases of all the NLP projects and the Art Center expansion project and present it to Council at a later date.

POLICY IMPLICATIONS
This recommendation does not represent any change to existing City policies.

ENVIRONMENTAL REVIEW
The demolition of the Main Library, considered potentially eligible for the California Register of Historical Resources, is a significant environmental impact. If Council ultimately decides to demolish the Main Library in order to construct a new one, as one of the schemes for development into conceptual designs includes, an EIR needs to be completed first. The Art Center expansion project, since it shares a site and environmental impacts with the Main Library, will be included in the EIR. Staff and City consultants are preparing the EIR now and expect it to be completed in June 2002.

ATTACHMENTS
Attachment A: Contract

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