TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS
DATE: MARCH 11, 2002 CMR:171:02

SUBJECT: APPROVAL OF CONTRACT AMENDMENT #1 TO GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC., IN THE AMOUNT OF $258,485 FOR CONCEPTUAL ARCHITECTURAL DESIGN SERVICES FOR THE MITCHELL PARK LIBRARY & COMMUNITY CENTER EXPANSION PROJECT, CAPITAL IMPROVEMENT PROJECT 10204

RECOMMENDATION
Staff recommends that Council:

1. Authorize the Mayor to execute the attached contract amendment for $258,485 to Group 4 Architecture, Research + Planning, Inc., (Group 4) for conceptual architectural design services for the Mitchell Park Library and Community Center Expansion Project.

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Group 4 for related, additional, but unforeseen work, which may develop during the project, the total value of which will not exceed $11,000.

BACKGROUND
In May 2000, the City’s Library Advisory Commission (LAC) produced the New Library Plan. This document contains the LAC’s recommendations for improved and expanded full-service Resource Libraries in north (Children’s, Main) and south (Mitchell Park) Palo Alto and for improvements to services at the three Neighborhood Libraries (College Terrace, Downtown and Terman Park).

The Council has approved coordinating the Mitchell Park Library expansion project with the proposed expansion of the Mitchell Park Community Center as the two facilities share the same site. Consequently, staff conducted an extensive solicitation for an architect to prepare a feasibility study of the Mitchell Park Library and Community Center expansion projects.
First, the Mitchell Park Library – Community Center Site Committee (Site Committee) was formed, consisting of members of the community, the Parks and Recreation Commission, the Library Advisory Commission, and staff. In addition to other duties, this group served as the consultant selection committee. Next, a Request for Qualifications was prepared by the selection committee and was issued nationwide. Seventeen architectural firms responded with a Statement of Qualifications, which were reviewed by the selection committee and the four most-qualified firms were selected to receive a Request for Proposal (RFP) and to be interviewed. Staff prepared the RFP and the Council’s Policy and Services Committee reviewed its scope of work. The four finalist firms submitted proposals and were interviewed, and the selection committee selected Group 4 to conduct the feasibility study.

On November 13, 2001, Council approved a $90,000 contract for Group 4 to prepare a feasibility study of the Mitchell Park Library and Community Center expansion projects. That work is completed and the results will be presented to Council elsewhere on this same Council agenda. The Council also approved in concept the amendment of the Group 4 contract to cover conceptual design work upon satisfactory completion of the feasibility study.

DISCUSSION
The work to be performed under this contract is for the conceptual designs of the Mitchell Park Library and Community Center site, including landscaping, parking, and pedestrian and vehicular circulation. Group 4 will develop the site feasibility scheme approved by Council. If Council does not approve a scheme, staff will delay execution of this contract amendment.

For the conceptual design work, Group 4 will utilize the Council-approved site feasibility scheme to: prepare initial conceptual designs that analyze different building, parking, landscaping and site circulation concepts; incorporate sustainable design concepts; present the initial conceptual designs to the community and to six boards and commissions; develop one final conceptual design based upon comments and recommendations from the community, boards and commissions, and the Site Committee; prepare a construction cost estimate of the final conceptual design; and present the results to Council in June 2002. Additionally, Group 4 will be required to develop a conceptual design that can be constructed in two phases. This is being done in order to give Council flexibility in deciding which projects will be included on an anticipated November 2002 bond measure for public funding of the New Library Plan and other projects.

Concurrent with the conceptual design effort, staff and consultants will be preparing an application for funding through the State Library Bond Act. This application will be submitted to the State in June 2002.
Group 4’s proposed fee of $258,485 is within the 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 return to Council with a second amendment to the contract with Group 4 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, contingent upon available funding.

**RESOURCE IMPACT**
The balance of funds for the conceptual designs of this project will be available in Capital Improvement Project 10204, Library Master Plan, upon Council’s approval of a Budget Amendment Ordinance (BAO) for Fiscal Year 2001-02 in the amount of $92,550 for Capital Improvement Project Number 10204, Library Master Plan, scheduled for March 18, 2002. Due to the need to start the conceptual designs as soon as possible to meet the schedule for completion of conceptual designs by June 2002, staff recommends Council conditionally approve the contract amendment now subject to approval of the BAO.

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 Mitchell Park Library and the Mitchell Park Community Center Expansion projects will be included in the November 2002 proposed bond measure and, if so, which phases will be included and for what dollar amounts.

Current staffing levels are inadequate to proceed with this project beyond conceptual design. Consequently, staff will propose a staffing plan to provide project management services through the design and construction phases of all the New Library Plan and other projects that may appear on the bond measure 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 Mitchell Park Library and Community Center have been determined not to be eligible for the California Register of Historical Resources. Accordingly, demolition of these structures is not deemed to be a significant environmental impact.

Staff has retained consultants to analyze parking and traffic impacts and impacts to existing trees created by the expansion of the Library and Community Center. However, staff does not anticipate that there will be significant parking, traffic or tree impacts and, accordingly, staff is proceeding with the preparation of a mitigated negative declaration per the mandated CEQA process. Staff and City consultants are currently preparing the
necessary CEQA documentation and expect it to be completed by June 2002. When that
document is ready for review and adoption, Council will be in a position to decide
whether to proceed with the Mitchell Park projects.

ATTACHMENTS
Attachment A: Contract Amendment No. 1

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