



CITY COUNCIL STAFF REPORT

DATE: APRIL 3, 2013

CONSENT CALENDAR

SUBJECT: PROPOSED AGREEMENT WITH GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC. FOR NEEDS ASSESSMENT AND CONCEPTUAL DESIGN FOR THE PALM SPRINGS PUBLIC LIBRARY.

FROM: David H. Ready, City Manager

BY: Palm Springs Public Library

SUMMARY

The City Council will consider approving an agreement with Group 4 Architecture, Research + Planning, Inc. for the initial needs assessment, building program phase, design alternatives phase, and conceptual design recommendations phase to renovate the Palm Springs Public Library.

RECOMMENDATION:

1. Approve an Agreement with Group 4 Architecture, Research + Planning, Inc., in the amount not to exceed \$100,000, for initial needs assessment, building program phase, design alternatives phase, and conceptual design recommendations phase.
2. Authorize the City Manager to execute all necessary documents, subject to the approval of the City Attorney.

STAFF ANALYSIS:

The Palm Springs Public Library opened in 1975 and has not seen major renovations except for a minor remodel in 1996. The infrastructure, including HVAC, plumbing, electrical, data, lighting, energy efficiency and overall layout of the Library is in need of improvement.

This recommendation is brought forward by the Library Board of Trustees, for the Library to determine accurate costs to renovate the Library within the existing footprint.

ITEM NO. 20

The contract is for the initial project phase which includes: a needs assessment, building programming, conceptual design, and construction and project cost planning services, including the services of mechanical and electrical engineers, a cost consultant, and a library programming consultant.

The scope of work includes, meeting with Library staff, community representatives, and the Library Board of Trustees, and the estimated time to completion is approximately four months.

In January 2012, the Library Board of Trustees developed a scope of work for architectural services for the main Library's potential space reallocation and infrastructure replacement.

In March 2012, the former Library Director, at the request of the Library Board of Trustees, sent the scope of work for the project and a request for qualifications to a list of California architectural firms specializing in library architecture. The Library Board of Trustees believe the Library would be best served by a firm with extensive experience, expertise, and specializing in public library design and renovation. Two architectural firms responded.

At the November 2012 meeting, the Library Board of Trustees, with one Trustee absent, unanimously recommended Group 4 Architecture, Research + Planning, Inc. for the project based on their experience in planning more than 250 libraries nationwide.

At the February 2013 meeting, the Board received a presentation by Group 4 Architecture, Research + Planning, Inc. and discussed the qualifications of the firm and the project team. The Library Board of Trustees, with one Trustee absent, unanimously authorized the use of Library Trust Funds to pay Group 4 Architecture, Research + Planning, Inc. for this preliminary phase of the renovation.

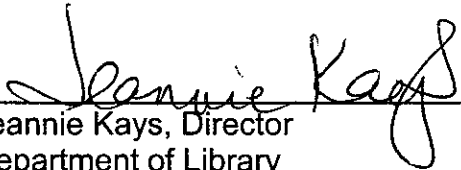
As noted above, the scope of services pursuant to this agreement is targeted for the preliminary phase of the renovation only.

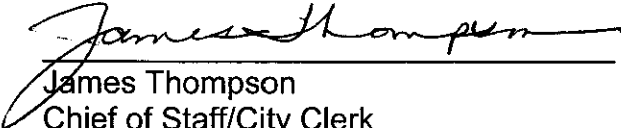
Should the renovation project ultimately be funded, an SOQ would be drafted and released for all qualified architectural and/or construction firms for the renovation, pursuant to the procurement rules and procedures.

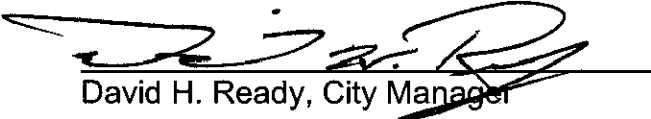
FISCAL IMPACT:

No fiscal impact to the City. The estimated cost for the contract, not to exceed \$100,000, will be paid by the Library Board of Trustees through the Library Trust Fund for this initial phase.

The scope of services of this contract includes a task to further define cost estimates for the renovation of the Palm Springs Public Library.


Jeannie Kays, Director
Department of Library


James Thompson
Chief of Staff/City Clerk


David H. Ready, City Manager

Attachments:

Draft Proposal, Group 4 Architecture, Research + Planning, Inc.
Library Board Minutes November, 2012.
Library Board Minutes February, 2013.



GROUP 4

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ARCHITECT

PAUL JAMTGAARD
ARCHITECT

WILLIAM LIM
ARCHITECT

14 February 2013

Jeannie Kays
Director of Library Services
PALM SPRINGS PUBLIC LIBRARY
300 South Sunrise Way
Palm Springs, California 92262

Re: Architectural Services for the PalmSprings Library

Dear Ms. Kays:

Thank you for selecting Group 4 Architecture, Research + Planning, Inc. for the design of the renovation of the Palm Springs Library. This letter outlines our proposal for preparing a needs assessment, a building program, and conceptual design documents as the first phase of the overall project, which is intended to continue on to final design and construction.

THE PROJECT: The project is a major renovation of the current Palm Springs Library located at 300 South Sunrise Way. Based on our conversations with the City, we understand the following about the project:

- The renovation will include changes to the location of interior functions. The interior will be demolished down to the studs of structural walls and an all-new interior is to be designed.
- The mechanical system is anticipated to be replaced with a new system.
- A structural upgrading of the building is not anticipated at this juncture.
- Significant changes to the building's exterior and the site are not anticipated.
- A determination to pursue LEED certification or other green building rating has not been made at this time.
- Funding for the project is anticipated to be from Palm Springs Measure J funds.

SCOPE OF BASIC SERVICES AND COMPENSATION: This proposal is for the initial project phase which will include needs assessment, building programming, conceptual design, and construction and project cost planning services. Our proposed Scope of Services includes the services of mechanical and electrical engineers, a cost consultant, and a library programming consultant. No other engineers or specialty consultants are included. Our services are intended to be part of the Library's application for Measure J funds.

Meeting and community participation during this part of our services include the following:

Project Management Team (PMT) Meetings: We expect to work closely with a PMT composed of the Director of Library Services and other Library and/or City staff as deemed appropriate, along with members of Group 4's project team. From time to time, our consultants may participate in PMT meetings. In particular, it is anticipated that our library programming consultant, Linda Demmers, will attend most meetings during the Needs Assessment and Building Program Phase. Eight PMT meetings are included. Some of the PMT meetings, as indicated below, will be teleconferences.



Site Visits: We have included four one-day and one two-day visits to Palm Springs. We will include as many meetings during our visits as can reasonably be accommodated in the time frame. For each one-day site visit, we anticipate scheduling meetings between 10 am and 6 pm due to travel, but can be available earlier or later if necessary. As part of our site visits, we will be available for up to two presentations to the Library Board as can reasonably be scheduled. Three members of our team will attend the first PMT meeting. Thereafter, we will include one, two, or three members of the Group 4 team as appropriate for the project. In some cases, it may be appropriate for one Group 4 team member to attend in-person and a second or third team member to participate by teleconference.

Optional meetings and site visits: Our Basic Services do not include presentations to the City Council or the Measure J Committee. However, we have shown these as Optional Additional Services.

Our Basic Services for this part of the project will include the following:

- 1. Needs Assessment and Building Program Phase Services:** During this phase we will identify library needs and prepare a building program to guide the development of the design. We will prepare an initial cost model in order to give the library a sense of the order of magnitude of the project costs.
 - 1.1. Review City-provided information including plans and prior studies.
 - 1.2. Prepare project schedule.
 - 1.3. Prepare project directory.
 - 1.4. Site Visit 1 (one-day visit): PMT Meeting 1; Library site visit and observation; Presentation to Library Board.
 - 1.5. Review information gathered about the Library, including use data, California State Library annual reports and other strategic planning documents as available, operational information, community demographics, and other strategic planning documents as available.
 - 1.6. PMT Meeting 2 (Teleconference): Review existing plans; Review information received; Plan community participation process including but not limited to, working with key stakeholder groups, hosting community meetings, conducting an on-line survey; Specific planning for next site visit and meeting with the Library and community.
 - 1.7. Set up base floor plan drawing.
 - 1.8. Site Visit 2 (two-day visit): PMT Meeting 3; Review new trends in service delivery; Meet with Library staff and community on library needs; Meet with City staff to confirm deferred maintenance needs and any associated work scope to be included in project.
 - 1.9. Prepare online survey for Library distribution.
 - 1.10. Conduct telephone interviews and teleconference meetings with Library staff and community representatives.
 - 1.11. Develop draft space needs analysis using current use data, future plans, and benchmarking.
 - 1.12. Review survey results tabulated by the Library.
 - 1.13. Prepare draft building program.
 - 1.14. PMT Meeting 4 (teleconference): Review draft needs assessment and building program.
 - 1.15. Revise needs assessment and building program.



- 1.16. Design opportunities diagrams.
 - 1.17. Develop initial construction cost model.
 - 1.18. Develop initial project cost model.
 - 1.19. Site Visit 3 (one-day visit): PMT Meeting 5; Needs assessment; Building program; Design opportunities; Initial project cost model; Meetings with Library staff and community representatives; Possible presentation to Library Board.
 - 1.20. Prepare final needs assessment and building program for City approval.
 - 1.21. Update project schedule.
- 2. Design Alternatives Phase:** Group 4 will develop up to three alternatives illustrating the location of the principal functions within the library. We will update the project budgets to reflect the development of the design and will highlight significant cost differences between design alternatives.
- 2.1. Conduct building code analysis.
 - 2.2. Prepare up to three alternative space plans based on approved building program.
 - 2.3. Prepare preliminary furniture plan and budget.
 - 2.4. PMT Meeting 6 (Teleconference): Review floor plan concepts and select preferred alternative.
 - 2.5. Analyze alternatives for new mechanical and electrical systems.
 - 2.6. Develop selected floor plan.
 - 2.7. Preliminary recommendations for mechanical and electrical systems.
 - 2.8. Update project budget.
 - 2.9. Site Visit 4 (one-day visit): PMT Meeting 7; Review Conceptual Design with Building Official.
- 3. Conceptual Design Recommendations:** During this phase we will develop the selected floor plan alternative including an interior perspective rendering showing the character of the Library. We will update the project budget and schedule and present the design to the Library Board.
- 3.1. Modify plans based on direction from the City.
 - 3.2. Update preliminary furniture plans and budget.
 - 3.3. Prepare conceptual design cost estimate.
 - 3.4. Update project budget.
 - 3.5. Prepare conceptual design project schedule showing project phases through completion of construction.
 - 3.6. Prepare final Conceptual Design documents including site plan, floor plan, furniture plan, and rendering showing character of library interior; Construction cost estimate; Recommended project budget; Recommended project schedule.
 - 3.7. Site Visit 5 (one-day visit); PMT Meeting 8; Review final Conceptual Design; Presentation to Library Board.

COMPENSATION: Compensation for Basic Services shall be a fixed fee of \$91,932. Invoicing will be monthly and reflect the services completed during the past month period. Progress invoicing will not exceed the following amounts per phase of Basic Services:



Needs Assessment and Building Program Phase	\$ 40,028.00
Design Alternatives Phase	\$ 19,718.00
Conceptual Design Recommendations Phase	<u>\$ 32,186.00</u>
Total Basic Services Compensation:	\$ 91,932.00

Reimbursable project expenses, such as printing, binding, shipping and handling costs, special exhibits and other expenses directly attributable to the project will be charged in addition to our fees. Project expenses will be billed to the City at our cost plus 10%. We estimate the cost of Reimbursable Expenses associated with Basic Services to not exceed \$7,550.00. The total estimated cost of fees for Basic Services and reimbursable expenses will not exceed \$99,482.00.

OPTIONAL ADDITIONAL MEETINGS AND PRESENTATIONS: If additional meetings are required, we will bill on an hourly basis and suggest that you budget for reimbursable expenses for additional presentations and meetings. For each additional presentation, assuming one Group 4 team member will attend, the meeting will be held in the evening, and a hotel stay is required, we estimate the fees to be \$2,200 and the reimbursable expenses to not exceed \$500.

OTHER ADDITIONAL SERVICES: When approved by the City, services not specifically included in Basic Services, including the services of additional engineers and consultants, will be performed and the City shall compensate Group 4 Architecture, Research + Planning at our standard hourly rates.

SCHEDULE: We estimate that our services will be completed in 3 ½ months. We will prepare a project schedule for the City's approval and update it throughout the project.

FUTURE PROJECT PHASES: In selecting Group 4 Architecture, Research + Planning, Inc., the City recognizes that Group 4 has the qualifications to provide full planning, architecture, and interior design services including schematic design, design development, construction documents, bidding, construction administration, and post-construction phase services. The City, at its discretion, may choose to amend this contract to add these services to the Group's Scope of Services for Additional Compensation if mutually agreed to by the City and the Group 4.

CITY'S RESPONSIBILITIES: The City shall provide information about the project including plans and other available information about the present building as reasonably needed.



14 February 2013

Jeannie Kays

Page 5

Please contact us if you have any questions about our proposal. Following your review, please indicate your acceptance below by signing and sending an original copy to our office. We are looking forward to meeting with you and the Board on February 28th.

Sincerely,
GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Wayne Gehrke
Principal

David Schnee
Principal

Andrea Gifford
Associate

WG/mm

DRAFT

8. LEGISLATIVE ACTION

8. A. Review of Library Annual Report

President Gray noted that he would like to add some verbal comments not included in the written Annual Report for City Council scheduled to be presented on December 5, 2012.

MOTION: (Willison/Bushore, 3-0) To approve annual report.

8. B. Discussion of Main Library building renovation

President Gray asked that the Board discuss items 8.B. and 8.C. together.

8. C. Review of Architect's Request for Qualifications and Board recommendation

In early 2012, the former Library Director sought out Requests for Qualifications (RFQ) from California architectural firms specializing in library architecture. Five firms expressed interest but two responded with RFQs. After reviewing the RFQs and discussing architectural firms the Board recommended architectural firm Group 4, for the Main Library renovation. President Gray stated that he would like to invite City Manager and City Council Subcommittee to the December Board meeting to discuss how to move forward with library renovation.

MOTION: (Bushore/Willison, 3-0) To recommend architect Group 4 for Main Library renovation.

8. D. Update for the Welwood Murray Library project

City Council approved the architectural drawings and plan to move forward with the Welwood Murray Library renovation at their November 7, 2012 meeting. President Gray asked that the bound copies of The Desert Sun located in the basement of Welwood Murray Library get evaluated and moved if necessary. The Palm Springs Preservation Foundation has offered to financially support the reconstruction of the round circulation desk. Trustee Willison noted that he is not in favor of accepting any monies from the Palm Springs Preservation Foundation to pay for a circulation desk.

8. E. Continuation of discussion regarding formation of a Library Foundation

President Gray and Trustee Bushore stated that they met to continue a discussion of the formation of a Foundation. Library Foundation Mission and Goals were established a year ago. They suggested a goal of June 30, 2013 to establish a nonprofit for the purpose of a Library Foundation. President Gray asked Trustee Bushore to bring IRS forms to the December meeting to continue the process. There was further discussion that an attorney may be needed and how or if the Trust Fund could contribute to the Foundation.

8. C. Update for the Welwood Murray Library project

President Gray turned the meeting over to Will Kleindienst, Architect and Al Smoot, Owner's Representative. Al Smoot reported that the project is somewhat on hold as the State of California has determined that the funding that was set aside for this project belongs to the State through the dissolution of Redevelopment Agencies. The City may be able to reclaim the funds from the state since the project is underway. Reimbursement can take approximately two years. The City Manager has authorized the architect to continue with design development. Design development can take 4-6 weeks. Cost estimating can take about 3 additional weeks after design development.

8. B. Discussion of Main Library building renovation—Group 4 Architects

President Gray turned over the meeting to Group 4 Architects. Wayne Gehrke introduced Project Team, discussed their qualifications, and asked the Library Board to tell them their project goals. Board members shared their wishes and vision for the Library.

MOTION: (Gray/Willison, 4-0) To allocate up to \$100,000 of Trust Funds to Group 4 Architecture, Research + Planning for Design Development Phase contingent upon approval by City Council.

Will Kleindienst and Al Smoot left the meeting at this time.

8. D. Continuation of discussion regarding formation of a Library Foundation

President Gray stated that he and Trustee Bushore have met and would like the Board's permission to meet with officers of the Friends of the Palm Springs Library to discuss plans to form a foundation. Trustees Ellerd, Futterer, and Willison gave their permission for President Gray and Trustee Bushore to meet with the Friends of the Palm Springs Library.

9. REPORT FROM FRIENDS OF THE PALM SPRINGS LIBRARY LIAISON

Friends President Chris Seidel reported that the Friends annual meeting will take place Saturday, March 2 from 1-3 PM. The annual meeting is being held at 720 Camino Norte, a private home in the Las Palmas neighborhood. Guest speaker will be Mel Haber from Ingleside Inn. The Friends will be amending their Bylaws to increase the Board roster from 11 to 15 members.

Chris submitted an article to the Desert Sun's Valley Voice section of the newspaper about the need of the Library to receive Measure J funds to renovate the Library.

The Friends Board has retained a Public Relations firm to increase public awareness of the Friends and ultimately the Library. They are doing a direct mail campaign, press releases, advertising, TV and radio interviews, and speaking engagements by the Friends.

President Gray turned the meeting over to President pro tem Ron Willison and left at 4:30 PM.

10. REPORT FROM DIRECTOR OF LIBRARY SERVICES