TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: PUBLIC WORKS

DATE: MAY 7, 2007

CMR:225:07

SUBJECT: APPROVAL OF CONTRACT C07122215 WITH GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC., IN THE AMOUNT OF $1,280,400 FOR PRELIMINARY ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE MITCHELL PARK LIBRARY AND COMMUNITY CENTER, MAIN LIBRARY, AND DOWNTOWN LIBRARY– CAPITAL IMPROVEMENT PROGRAM PROJECT PE-04012

RECOMMENDATION
Staff recommends that Council approve and authorize the City Manager or his designee to execute Contract No. C07122215 with Group 4 Architecture, Research + Planning, Inc. (Attachment A) in the amount of $1,280,400 for architectural and engineering design services for the Mitchell Park Library and Community Center and for the Main and Downtown Libraries, PE-07011, including $1,168,100 for basic services and $112,300 for additional services.

BACKGROUND
The Mitchell Park Library and Community Center are located off of Middlefield Road in south Palo Alto. The two buildings share a large site at Mitchell Park. The library was designed by Edward Durell Stone, a prominent international architect, as a one-story wood-framed building. It was constructed in 1958. An addition was constructed in 1975, expanding the building from 5,100 square feet to 9,500 sf. The addition so altered the Stone design that the building is no longer eligible for listing as a historic resource on either the National Register of Historic Places or with the State Registrar of Historic Resources.

The Mitchell Park Community Center (MPCC) was constructed in 1970 immediately adjacent to the library. It is a one-story, 10,000 sf facility housing many City recreation programs and some staff. The facility is outdated and is in need of renovation and expansion in order to better accommodate current and future recreation programs.

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 large 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 a new Mitchell Park Library and deferring infrastructure upgrades on the College Terrace Library in order to give staff the necessary time to work on the Mitchell Park Library study (CMR:260:06). On September 11, 2006, Council approved a contract with Group 4 Architecture (CMR:343:06) for design and cost estimating services for the Mitchell Park Library and for an evaluation of space needs for Main Library and the branch libraries. Council directed Group 4 to study the following four options for the Mitchell Park Library:

1) Demolish the existing library and construct a new library without adversely impacting the community center.
2) Construct a new library on the surface parking lot south of the community center and add surface parking where the library currently stands.
3) Demolish the existing library and community center and construct a combined facility on the site.
4) Expand the existing library and incorporate a new community center into an expanded, remodeled library.

A project management team (PMT) comprised of representatives from the Library Advisory Commission (LAC), Parks and Recreation Commission (PRC), Group 4 Architecture, and staff met regularly to evaluate the four study scenarios for the Mitchell Park Library. The scenarios were presented to the LAC and PRC. The two commissions recommended moving forward with Option 4, the joint use facility.

On December 4, 2006, Group 4 Architecture presented the various site scenarios and related costs to Council (CMR:434:06). The item was continued to December 11, 2006, at which time Council approved in concept the proposed facility improvements contained in the Group 4 Architecture report and in the LAC’s Library Service Model Analysis and Recommendations (LSMAR) for the Main, Downtown, and College Terrace Libraries. The Group 4 report included recommendations for an expansion at the Main Library for group study and programming space, as well as for facility enhancements at the Main and Downtown libraries that would include improved electrical and mechanical systems, new lighting, and upgrades to the existing program spaces.

On March 5, 2007, the City Council received the preliminary results of a survey regarding voter sentiment towards enhanced library services. The firm of Fairbank, Maslin, Maullin & Associates conducted a telephone survey during the month of February 2007 regarding potential public safety building and library facilities bond measures and a possible parcel tax. Solid majorities of voters support potential bond measures for both the libraries and the public safety building. While support is stronger for the libraries than for the public safety building, it still falls short of the 2/3 supermajority threshold.

On April 9, 2007, staff requested direction on whether to move forward with a library-only option or with a combined library-community center design (CMR:193:07). Council directed staff to further develop the joint library/community center design options that had been presented by Group 4 Architecture at the December 4, 2006, meeting. It also directed staff to further
develop potential improvements at the Main and Downtown libraries. Additional polling to test voter sentiment would be conducted after the design options had been presented to the public.

**DISCUSSION**

**Mitchell Park Library and Community Center**

The work performed by Group 4 Architecture under this contract will include architectural and engineering design services for Option 2 (building a new library only) and Option 3 (building a new joint library and community center) to the conceptual level (i.e., approximately 10 percent completion). City board and commission reviews and public comment will help identify which of the two designs should move forward for further design development. Staff will return to Council in late summer 2007 with a recommendation to focus the design on the favored scenario.

The favored scenario would then be designed to the 35 percent completion stage in order to obtain enough detailed design information to prepare an accurate construction cost estimate. The construction cost estimate will form the cost basis that will be used in the funding process. The design will be presented at various stages to the Council, City reviewing bodies and at community meetings. The scope of work also includes the revision of the Mitigated Negative Declaration (MND) that had been prepared for the 2002 library bond, Measure D. That MND will be updated to reflect the current design and scope of work.

**Main Library**

Construction is nearing completion at the Main Library that will provide for an enlarged periodical room and public area by reconfiguring staff space and circulation desks (CMR:393:06). In addition, a project is scheduled for construction in FY 2008-2009 to replace the electrical and mechanical service and distribution systems, provide new carpet and paint the exterior of the building (PF-07010, Main Library Improvements).

The December 2006 report by Group 4 Architecture recommended additional improvements at the Main Library, including group study areas that are acoustically separated from the rest of the building and a program space that seats 100 people. To accommodate these recommendations, the Main Library would need to expand an additional 1,800 to 5,500 square feet from the current 21,313 square feet (CMR:434:06).

This contract with Group 4 Architecture provides for the preliminary design of this additional space, preparation of construction cost estimates and update of the environmental documents. The contract also provides for an update of the environmental assessment of the project. Construction cost estimates would be prepared for the expansion work, which could be used in any 2008 bond election. The financing of, and work on, the Main Library could also be deferred to a later phase that is separate from the bond or construction timeline for the Mitchell Park Library and Community Center.

**Downtown Library**

The evaluation by Group 4 Architecture stated that the existing programs at this library are adequate for its service population and significant capital improvements are not recommended. Future options for this library stem from the possibility of relocating technical services and/or library administration from the Downtown Library to any new Mitchell Park Library. In that
event, the current technical services area would likely become a program space and the library administration area would likely become a group study area. The contract with Group 4 Architecture provides for the design of these spaces should they be moved from the Downtown Library to a new Mitchell Park Library. The funding and construction of these improvements could be funded separately from any library bond.

Upgrades to the existing lighting, heating and air conditioning systems are scheduled for construction in FY 2009-2010 as part of CIP PF-09001 (Downtown Library Mechanical and Electrical Upgrades). This work will provide for systems that are designed to meet the current building code, increased occupant needs, and to optimize energy efficiency.

RESOURCE IMPACT
There is $1.28M currently available in CIP PE-04012 for the design work. The funding in this CIP had originally been intended for heating, ventilation and air conditioning (HVAC) upgrades at the Mitchell Park Library and for HVAC, accessibility, structural and electrical upgrades at the community center. This work had been deferred pending the outcome of the LSMAR report and is now pending the results of any subsequent Mitchell Park library and community center funding election. Should an election for library/community center improvements not be held, or if the bond measure does not pass, staff would return to Council with a request for additional funding to begin the work of upgrading the mechanical, electrical, and other systems upgrades at the Mitchell Park Library and Community Center.

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. It is also consistent with the Public Safety Building/Library Plan as a Top 4 priority for 2007.

TIMELINE
The consultant will begin its work shortly after contract approval. The project schedule is as follows:

- Review site analysis and develop design options: May 2007
- Initial design review by City boards, commissions, public: May- June 2007
- Council approves preferred scenario and funding mechanism: July-August 2007
- Develop schematic design for preferred scenario: August-November 2007
- Council approves updated MND, EIR and a June 2008 election date: December 2007
- Prepare documents for a June 2008 election: Jan 2008-May 2008
- Election date: June 3, 2008

If the community elects to fund the construction of the library and Mitchell Park Community Center options that are put on a ballot, staff would return to Council shortly after the 2008 election with a Budget Amendment Ordinance to fund the remainder of the design work. The contract includes a provision to retain Group 4 Architecture for further design services, should it prove responsive to the City’s needs and the quality of its work is acceptable.

Staff will return to Council with a revised timeline should a November 2008 election date be preferred over a June date.
ENVIRONMENTAL REVIEW
The MND that was prepared for the Mitchell Park Library as part of the 2002 Measure D election will be updated to reflect the current design. The MND will be presented to Council for approval in December 2007.

An Environmental Impact Report (EIR) was prepared for the Main Library as part of the 2002 Measure D election. The EIR would be revised by Group 4 Architecture to reflect the current design program.

ATTACHMENTS
Attachment A: Contract No. C07122215 (includes Scope of Services and Certification of Nondiscrimination)

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