

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Katy Allen
Jane Light

**SUBJECT: WILLOW GLEN BRANCH
LIBRARY PROJECT**

DATE: 10-03-05

Approved

Ray Wener

Date

10/12/05

Council District: 6

RECOMMENDATION

Approval of an agreement with Krong Design, Inc. for consultant services for the Willow Glen Branch Library Project, from the date of execution to September 30, 2008, in an amount not to exceed \$775,000.

CEQA: Not a project.

BACKGROUND

The Willow Glen Branch Library is the thirteenth library to be initiated under the Branch Facility Master Plan. This project will replace the existing 5,330 square foot library building with a new, larger branch library with approximately 13,000 square feet. The branch will be located at the existing branch location site on 1157 Minnesota Avenue (map attached). Consultant services are required to augment city forces for the design of the library.

Staff from the Departments of Public Works and Library conducted an architectural consultant selection process in accordance with the City's Qualifications Based Consultant Selection (QBCS) Policy and the Local Business and Small Business Preference Ordinance to select an architectural firm to provide the needed design services. The scope of work will include program review, conceptual design, schematic design, design development, preparation of construction documents, assistance during contract bidding and with construction administration, preparation and compiling of record documents.

Construction of the library is estimated to begin in fall 2006 with completion in spring 2008.

ANALYSIS

A Request for Qualifications (RFQ) for architectural services for several projects, including three branch libraries, was advertised in July 2005 and 85 pre-qualified architectural firms were directly notified. Forty-three firms responded to the RFQ of which 31 expressed interest in the branch library projects. A single, major-level consultant selection process was conducted to select

consultants for each of the three library projects. The three top-ranked firms would be selected for the projects.

After the initial screening of the statements of qualifications, seven firms were invited to interview. On September 6, 2005, the seven firms were interviewed by a panel that included representatives from the Departments of Public Works and Library and two external members. The result of the interviews is shown below.

Ranked List determined by the Interview Board

1	Krong Design, Inc. (San José)
2	Gould Evans (San Francisco)
2	Studios Architecture (San Francisco)
4	Anderson Brulé Architects (San José)
4	HGA (San Francisco)
6	Group 4 Architecture (So. San Francisco)
7	TBP/Architecture (Concord)

The interview board conducted the consultant interviews and ranked each consultant on the basis of qualifications relative to the particular group of projects identified in the publicly advertised RFQ. Each board member used a predetermined rating sheet with a rating basis of 100 points with questions that are asked of all the interviewing consultants.

In compliance with the Consultant Selection Policy, the consultants interviewed provided statements and demonstrated the following criteria: ability to design buildings with civic presence of similar project type, ability to do creative projects, ability to work with public regulatory agencies, description of a successful community outreach meeting, description of a successful project management approach and identify if the firm is a local business enterprise and small firm.

Krong Design, Inc. was the top-ranked firm and is recommended to provide design services for the Willow Glen Avenue Branch Library. Staff and the consultant have agreed on a fee of \$775,000 for the basic services as being reasonable for this project.

A LEED Accredited member of the firm is included on the Design Team for this facility. The facility will be designed to meet the standard of USGBC Certified level.

An alternative to hiring a consultant for this work is for the work to be done by existing City staff. Staff considered this alternative and recommends using a consultant as current staff is fully utilized and there are no available existing staff resources with appropriate design expertise. Shifting existing City staff resources to this project at this time would delay this or other projects.

OUTCOME

Approving this recommendation will enable the design of the project to start as scheduled.

PUBLIC OUTREACH

The Request for Qualifications was published in the *San José Post Record* and the City's Internet Bid Line, and automatic notifications of the Request for Qualifications were sent via email to all 85 firms on the list of pre-qualified architectural consultants.

A conceptual site planning community meeting will be held in October 2005. Future project meetings will be advertised at the Willow Glen Branch Library and at various nearby branch library locations for the schematic design and public art processes.

COORDINATION

This agreement and memo have been coordinated with the Departments of Planning, Building and Code Enforcement, Finance, the City Manager's Budget Office and City Attorney's Office.

COST IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$775,000
2. COST OF PROJECT:

Project Delivery	\$1,238,617	*
Construction	5,258,000	
Contingency	526,000	
Public Art	116,000	
TOTAL PROJECT COSTS	\$7,138,617	
Prior year Expenditures	(17,487)	
REMAINING PROJECT COSTS	\$7,121,130	

* Project delivery includes \$531,617 for Management and Inspection Services.

3. SOURCE OF FUNDING: 472 - Branch Libraries Bond Projects Fund
4. FISCAL IMPACT: This project is consistent with the Council-approved Budget Strategy Economic Recovery section in that it will spur construction spending in our local economy. The renovated Willow Glen Branch will have an annual operating and maintenance impact of \$112 ,000 starting in 2008-2009.

BUDGET REFERENCE

Fund #	Appn. #	Appn. Name	RC #	Total Appn.	Amt. For Contract	Proposed Capital Budget Page	Last Budget Action (Date, Ord. No.)
472	5736	Willow Glen Branch	Various	\$975,000	\$775,000	V-415	06/21/05, Ord. No. 27474

*An additional \$6,113,000 is budgeted in the Library Bond Fund in 2006-2007 and 2007-2008 for project costs.

HONORABLE MAYOR AND CITY COUNCIL

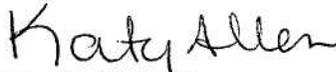
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CEQA

Not a project.


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JANE LIGHT
Director, Library Department

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