



STAFF REPORT

Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Field Paoli to Perform Schematic Design Architectural Services for the Belmont Library.

September 2, 2003

Honorable Mayor and Members of the City Council:

Summary: Approval of the attached resolution will authorize the City Manager to execute an agreement with Field Paoli Architects to develop the schematic design for the Belmont Library project.

Background and Discussion: On July 22, 2003, the City Council adopted the Steering Committee's recommendation that the project proceed to the schematic design stage. During this stage the project design will be developed in much greater detail.

The following defines this stage:

The purpose of schematic design is to produce a well-defined, reasonable concept into a spatial definition where the scope, scale, design and relationship among the components of the project are shown. The form and extent of the project emerges from this stage.

Deliverables during this stage typically include:

- *Perspective drawings*
- *Site plan*
- *Floor plans*
- *Major elevations*
- *Building sections*
- *Outline specifications*
- *Statistical summary of design areas and other characteristics*
- *Preliminary cost estimate*
- *Preliminary project schedule*

At the conclusion of this stage, anticipated on or about early February, the City can expect to understand and approve a design for the project. In addition, the project design will have been based upon extensive public outreach (a total of three meetings are planned), including Planning Commission and Parks & Recreation Commission reviews. At the conclusion of this stage, the project will be ready to move to the

design development stage.

In anticipation of Council's approval of this action, the Steering Committee has directed Field Paoli Architects, the concept architects, to prepare a proposal for this stage of the work. The Steering Committee recommends sole sourcing the engagement to Field Paoli based on the successful outcome of their previous conceptual design work performed on the project. The scope of work for this stage is attached.

Approval of this action would engage Field Paoli Architects and their Principal, Mark Schatz, to develop two configurations for Belmont's Library: one assuming 18,000 square feet and another assuming 21,000 square feet.

Fiscal Impact: Approval of this resolution will authorize the hiring of the architects on the Belmont Library for the not to exceed sum of \$170,935, inclusive of \$7,500 in estimated reimbursable costs. An additional \$9,065, roughly 5%, is requested to cover contingencies that may arise as part of the engagement.

There are sufficient funds in Project No. 306-4190-2053-8331, Belmont Library, for this item.

Recommendation: Authorize the City Manager to approve the agreement with Field Paoli Architects.

Alternatives: Pursue professional services agreement with another consultant or deny recommendation.

Attachments:

1. Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Field Paoli to Perform Schematic Design Architectural Services for the Belmont Library.
2. Scope of Services.

Respectfully submitted,

Thomas E. Fil, Finance Director

Jere Kersnar, City Manager

RESOLUTION NO. _____

Resolution Approving Professional Services Agreement with Field Paoli Architects for Schematic Design Architectural Consultant Services for the Belmont Library.

WHEREAS, The City of Belmont desires to construct a public library; and

WHEREAS, the City of Belmont seeks assistance from an architect to perform consultant services in connection with library schematic design; and

WHEREAS, Field Paoli has performed successfully in its prior engagement with the City in re-conceptualizing the project; and

WHEREAS, the Steering Committee requested and Field Paoli provided a proposal for their consideration; and

WHEREAS, the Steering Committee recommends to the City Council that the required services be sole sourced to Field Paoli.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Belmont hereby authorizes the City Manager to execute a Professional Services Agreement with Field Paoli Architects, in a form approved by the City Attorney, for a not to exceed sum of \$170,935, inclusive of \$7,500 in estimated reimbursable costs, and establishes a project contingency for this phase of work in the amount of \$9,065.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on September 9, 2003.

AYES, CITY COUNCIL: _____

NOES, CITY COUNCIL: _____

ABSENT, CITY COUNCIL _____

ABSTAIN, CITY COUNCIL _____

Clerk of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

EXHIBIT A - SCOPE OF SERVICES

The City of Belmont wishes to construct a new library at the site of your existing facility at 1110 Alameda de las Pulgas. Based on our recently completed conceptual design study, we are to look at the new library in two different configurations during this next phase – one at 18,000 sf, and one at approximately 21,000 sf.

During this phase, our primary goals will be to develop a design for the facility, incorporating input from the public and members of the library steering committee, and document the design so that its costs can be estimated and it can be submitted for planning approval. In addition, by the end of the phase, the goal is to receive approval from the planning commission.

We propose to begin with a kick-off meeting with the steering committee, to review the program assumptions, site plan and design decisions made during the conceptual phase. We need to finalize the two program options with staff very quickly after this meeting, so that our design can be accurately based on them.

We have allowed for two public meetings in this phase, one to review preliminary concepts and one to present revised plans, based on input from the public, the steering committee and staff. In addition, we will meet once with select interested parties, in advance of the first public meeting.

We propose to meet with your steering committee every 2-3 weeks during this phase, with a maximum of 5 meetings. We have also included one presentation to the city council, one to the parks and recreation commission, and one to the planning commission.

Additionally, we will meet early on with the city's planning, design review and building department staff to determine their requirements for submittals, and requirements for this project.

Apparently there are some variances between the site survey and the arborist report, relative to the location of a couple of the large oak trees. Therefore, we will need to have the survey verified and updated. Our civil engineer will re-survey these trees to be sure they are correctly located.

We will use the previously provided geotechnical, arborist and hazardous materials reports. Updated information will be provided by the city's consultants, independent of this scope of work. In addition, the city will retain a traffic consultant to prepare a traffic and parking study for the project.

We will prepare and submit the necessary documentation to the planning department in order to apply for permits for design review, conditional use, tree removal and grading. This will include schematic documentation of exterior signage, per the requirements of the design review application. All planning applications will be based on the 21,000 square foot alternative, with notes to the effect that funding availability may result in building the 18,000 sf alternative.

Our cost consultant will prepare a preliminary estimate at mid-point, and a schematic estimate at the end of this phase. Should there be any discrepancies between the final estimate and the project budget, we would conduct a value engineering exercise at the onset of the design development phase of work. However, we will work with the estimators and engineers to assemble an initial list of VE options prior to submitting the estimate if it is over budget.

DELIVERABLES

Architectural Site Plan (18,000 and 21,000 sf options)
Code analysis and exiting diagram
Floor Plan including shelving and furniture layout (18,000 and 21,000 sf options)
Roof Plan
Exterior Elevations
Building Sections
Representative Wall Sections illustrating building systems
Reflected Ceiling Plan (optional)
Preliminary exterior and interior materials schedules
Exterior material sample board

Structural foundation and framing diagrams
Written description of structural system
Written descriptions of the proposed mechanical and electrical systems including plumbing, HVAC, power, signal, alarm and lighting
Landscape plans for the areas around the building and the full park
Tree Removal Plan
Preliminary planting palette
Civil layout drawings illustrating grading, drainage and utilities
Cut and fill calculations to go with the grading plan
Exterior signage plan and elevations, with materials noted

Schematic Outline Specifications in CSI format
Schematic Construction and overall project cost estimates

We have also included a series of loose perspective sketches of the proposed design that can be presented at the first public meeting, and one final watercolor rendering of the project for use in approvals and fundraising efforts. We anticipate building more cardboard study models, but have not included a finished professional model in our scope.

SCHEDULE

Our schedule for this phase would be to start work immediately upon your authorization, anticipated to occur in late August, and to complete all of the work in advance of presenting to the City Council in late December. A more specific schedule, broken down by task follows.

Approval of Schematic Contract	September 9, 2003
Schematic Phase Kick-off meeting	September 12
Generate Design Concepts	September
Meeting with planning staff	September
Second Committee meeting	late September
Meeting with Interested Parties	late September
First Community Meeting	early October
Refine design	October/November
Second Community Meeting	early November
Presentation to City Council	November 11
Presentation to Parks & Rec Commission	November
Submit CUP application	November
Cost Estimate	November
Planning Submittals	early December
City Planning Commission hearing	January 20, 2004
Council meeting on fundraising	early January
Commence Design Development	early February