



Staff Report

DISCUSSION AND DIRECTION REGARDING CONCLUDING REPORT FROM LIBRARY STEERING COMMITTEE

Honorable Mayor and Council Members:

Summary

This report serves as a transmittal for the concluding report prepared by the Library Steering Committee. After two years of analysis, discussion, re-conceptualization, and direction on the Belmont Library/Belameda Park project, the Steering Committee has fulfilled all of the purposes for which it was created and has prepared to move into an ad-hoc role.

Background

Since the establishment of the Library Steering Committee in December 2002, the group has met diligently with the expressed mission of reconceptualizing a new Belmont Library in order to best fit the needs of the community within the resources available. As discussed in the attached report, the Steering Committee's objectives included:

1. Reconceptualizing the project design;
2. Acting as agent for the Owner/Applicant (City);
3. Ensuring community input;
4. Providing regular project updates to Council; and
5. Developing a fundraising protocol/policy.

The Library Steering Committee believes that all of the above-mentioned objectives have been met over the past two years and culminated that process when, on November 30th, 2004, the Committee reviewed the final proposal to recommend Gonsalves & Stronck for Phase II (construction) of the project. The Steering Committee unanimously recommended that City Council award the contract to Gonsalves & Stronck with all bid alternates.

Discussion

Because the Steering Committee has fulfilled the tasks for which it was created, the project will now be the responsibility staff, who will manage construction of the building and park site. It is now appropriate on a going forward basis, for the Steering Committee to serve in a revised

capacity, namely in an ad-hoc role.

As an ad-hoc group, the Steering Committee will remain available to assist the City Council and staff with project matters.

Fiscal Impact

No Fiscal Impact.

Public Contact

Notice of this item has been posted with the City Council agenda. The Steering Committee has been advised of the item and will be present to make the report.

Recommendation

The Steering Committee recommends City Council accept this report.

Alternatives

1. Reject the Report.
2. Take no action.
3. Provide alternative direction to staff.

Attachments

A. Concluding Report from Library Steering Committee

Respectfully submitted,

Thomas Fil
Finance Director

Daniel Rich
Interim City Manager



**CONCLUDING REPORT FROM
LIBRARY STEERING COMMITTEE**

January 31, 2005

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Transmittal Letter

January 31, 2005

Honorable Mayor and Council Members:

Since the establishment of the Library Steering Committee in December 2002, the group has met diligently with the expressed mission of reconceptualizing a new Belmont Library in order to best fit the needs of the community within the resources available. This was accomplished through such objectives as developing a project design that could be constructed within budget, guiding the project through the necessary application processes, keeping both Council and the community well-informed and involved in project decisions, and developing fundraising protocols.

At long last, the Library Steering Committee has successfully concluded its work! The attached report summarizes the actions and recommendations of the Steering Committee.

The Library Steering Committee would like to express their appreciation to the City Council for entrusting the group with this important responsibility and is prepared to assist the City in an ad-hoc capacity from this point forward.

Please feel free to contact any of the undersigned should you have questions regarding this report.

Respectfully submitted,

Daniel Rich

Jannette Engel

David Braunstein

Executive Summary

This report represents the culmination of two years of analysis, discussion, re-conceptualization, and direction on the Belmont Library/Belameda Park project. That process concluded on November 30th, 2004, when the Library Steering Committee reviewed the final proposal to recommend Gonsalves & Stronck for Phase II (construction) of the project. The Steering Committee unanimously recommended that City Council award the contract to Gonsalves & Stronck with all bid alternates.

Over the past 2 years, the Library Steering Committee has fulfilled all of the purposes for which it was created. The various objectives included:

1. Reconceptualizing the project design;
2. Acting as agent for the Owner/Applicant (City);
3. Ensuring community input;
4. Providing regular project updates to Council;
5. Developing a fundraising protocol/policy;

Although the key oversight role for this planning endeavor is thankfully accomplished, there is still outstanding work to be done before the project is complete. The Library Steering Committee believes that staff can carry the project through to completion, but if action is required by the Steering Committee, we stand ready to do so upon request.

Library Steering Committee Accomplishments

Reconceptualize Project Design

With direction to work with limited funding, ranging from \$7 million to \$10 million, the architects and Steering Committee developed several concepts for the project site. Once the final schematic design was complete, the Steering Committee acted as the Owner/Applicant by shepherding the proposal through the Planning and Parks & Recreation Commissions. The necessary applications were submitted, and by March 2004, both Commissions had approved the project with only a few minor adjustments. A traffic study on the preliminary project was also carried out as one of the Steering Committee's key responsibilities.

Act as Agent for Owner/Applicant (City)

The Library Steering Committee was to act as an agent for the Owner/Applicant (City) of the project; the first task was to select an architectural firm that would aid in the reconceptualization of the Library. In April 2003, the Steering Committee held interviews and recommended the selection of Field Paoli to perform architectural consultant services for this project. Council approved this recommendation, and the Committee has been working diligently with Field Paoli ever since, in order to design and build a bigger and better Library for Belmont.

Ensure Community Input

The Library Steering Committee took its role with the community as a very important one. The Committee held one meeting with the former members of the Library Task Force, as well as two community meetings, in order to present and obtain suggestions on the project concepts, which were enthusiastically received by all parties. The design was updated and revised by the Steering Committee, based on input from the community at these meetings, before being taken to

Council for approval.

Provide Regular Project Updates to City Council

The Steering Committee has also been consistent in providing regular project update reports to Council throughout the various design stages of the project. As mentioned before, in April 2003, the Steering Committee sought approval to hire Field Paoli for architectural consultant services. A few months later, in July 2003, the Committee provided a general project update and recommended that Council approve the revised project concepts (18,000 and 21,000 square foot) and proceed to the Schematic Design Phase.

In September 2003, the Library Steering Committee requested that Field Paoli be selected to proceed to the Schematic Design phase in greater detail, which Council approved. On December 9, 2003, the Steering Committee provided another project update, which resulted in the adoption of the proposed design, and authorization to proceed to the Planning Commission and Parks & Recreation Commission for necessary approvals.

The Steering Committee continued to work with the architects and staff over the next few months, and in March 2004, provided a project update, reporting that the project had been approved by the Parks & Recreation Commission and would be reviewed by the Planning Commission within the next week for eventual approval. The Steering Committee also recommended at this time that Field Paoli be selected to perform Design Development and optional Construction Administration services for the project. Council approved this recommendation and the project continued to move forward smoothly. In July 2004, the Steering Committee reported that they had approved the separation of the project into 2 phases – demolition and rough site grading (Phase I) and construction of the Belmont Library and

Belameda park (Phase II), and recommended that Council approve plans and specifications, authorize advertisement for sealed bids, and execution of a contract to the lowest responsive and responsible bidder for an amount not to exceed \$582,138 for Phase I. Council approved the recommendation, and in September 2004, the Phase I contract was awarded to Peak Engineering.

In October 2004, by recommendation of the Library Steering Committee, the City Council approved plans and specifications, authorizing advertisement for sealed bids, and execution of a contract to the lowest responsive and responsible bidder for an amount not to exceed \$6,748,090 for Phase II. In November 2004, the Steering Committee met, reviewed the bid proposals, and recommended award of the Phase II contract to Gonsalves & Stronck, which was finally approved by Council in December 2004.

Develop Fundraising Policy

In July 2003, the Steering Committee expressed the desire to facilitate the fundraising effort for further Library expansion and, to that end, recommended that Council grant authority to the Steering Committee to establish guidelines and protocols regarding the fundraising efforts. On July 22, 2003, Council approved this recommendation and placed the Library Steering Committee in charge of naming rights, which primarily bring in the most significant amounts of money for the project.

In response to this entrustment by City Council, the Library Steering Committee worked diligently to research, draft and fine-tune a fundraising policy for the project, which includes specific fundraising policies and procedures, donor recruitment guidelines, details on donor recognition levels, naming rights and opportunities, and allocation/administration of gifts. The

Fundraising Policy was officially approved and set in place by the Library Steering Committee in January 2004.

Project Budget Recap

The Library Steering Committee has worked closely with staff, tracking and balancing the project budget in order to ensure that the necessary funds were available for each action taken and that the project would move forward smoothly.

We are extremely pleased to report that this project has consistently been within budget. Moreover, the low bid for Phase II of the project came in under budget, allowing the City to include all four alternates in the final contract and still remain within budget. This certainly was a result of collaborative work among staff, architect and the construction management team to generate healthy competition amid the subcontractor market.

In addition, fundraising efforts have undoubtedly been a success, as it has allowed an additional \$27,000 to increase the total sources available for this project. A summary of the project budget is below:

Item	Amount
Sources:	
Bond Proceeds	\$8,650,000
Bond Premium	773,876
Park Development Funds	700,000
San Mateo County Library JPA Matching Grant	400,000
Private Fund Raising - Contributions, Donations and Grants	<u>380,000</u>
Total Sources	\$10,903,876
Uses:	
Construction and Contingencies	\$8,072,255
Fees and Permits	1,611,925
Furniture and Equipment	710,000
Reimbursable	<u>509,696</u>
Total Uses	\$10,903,876

Steering Committee to Serve in Ad-Hoc Capacity

The Steering Committee has fulfilled its responsibility for guiding the project through the development process. The project is now appropriately in the hands of staff who will manage construction of the building and park site. It is now appropriate on a going forward basis, for the Steering Committee to serve in a revised capacity, namely in an ad-hoc role.

As an ad-hoc group, the Steering Committee will remain available to assist the City Council and staff with project matters as they present themselves. Presently, we see two areas where this may occur:

- 1) Fundraising policy application, particularly as it pertains to naming rights and donor recognition and;
- 2) As an advisory body to staff during the construction period.

As you can see from this recommendation, the Steering Committee believes the project is now the responsibility of staff. We stand ready to assist the staff, where we can add value, and represent City Council, where fundraising activities dictate, to ensure the project has a successful completion.

Concluding Action

This report concludes the objectives of the Library Steering Committee. For the past two years, the Steering Committee has thoroughly enjoyed working with the City Council and with the community on providing direction for the current and future needs for a new Library in Belmont.

The Steering Committee has wrapped up its regular meeting schedule. Although we will now move into an ad-hoc role, where meetings will take place on an as-needed basis only, we expect to be called upon should staff require support, assistance or decisions with this project, most specifically in the areas of fundraising, construction and the Grand Opening of the new Library.

The Steering Committee would like to thank the staff for their numerous and significant contributions to the project. We would also like to convey our appreciation for having the opportunity to assist the City Council in developing an excellent plan on constructing a new library to meet the needs of Belmont residents for many years to come.