

City of Brisbane

Agenda Report

TO: Honorable Mayor and City Council

FROM: Randy Breault, Director of Public Works/City Engineer via City Manager

SUBJECT: Library Planning Stakeholder Group

DATE: May 21, 2015

Purpose:

To establish the group and determine which Councilmembers shall participate in same.

Recommendation:

Approve the establishment of an ad hoc Library Planning Stakeholder Group with membership as discussed below, and appoint one Councilmember as primary and one Councilmember as an alternate to this working group.

Discussion:

The staff report for the Council's 4/2/15 meeting (attached) provided background and obtained Council's input on the selection process for an Architect-Engineer (A-E) firm to design a proposed new library.

A request for Letters of Interest (attached) from qualified A-E firms has been published, and responses are due June 1, 2015. Multiple firms have expressed an interest in responding to this request. Staff will subsequently review the responses and establish a "short-list" of most qualified firms.

The membership proposed at the 4/2/15 meeting was as follows:

- a. City Council (1, plus alternate)
- b. Brisbane City Staff (2 - City Manager, Public Works Director)
- c. San Mateo County Library Staff (2)
- d. Friends of the Brisbane Library (2)
- e. Brisbane Elementary School District (1)
- f. Mothers of Brisbane (1)
- g. BEST/PTO (1)

A pre-proposal meeting with short-listed firms is tentatively scheduled for late June/early July. Approving the membership of the group now will provide adequate time for staff to contact the represented organizations, to obtain contact information for their assigned members, and to coordinate a schedule for meeting with the A-E firms.


During this intervening period, staff will also produce a Request for Proposals utilizing input obtained from the Facilities Subcommittee and the full Council, as well as desires expressed by the stakeholder group during pre-proposal meetings.

Fiscal Impact:

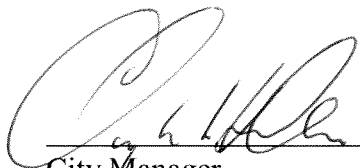
None as a direct result of this action; the impacts of design and construction costs were addressed in previous reports.

Attachments:

April 2, 2015 staff report
Architect-Engineer Services for a New Brisbane Library



Director of Public Works/City Engineer



City Manager

City of Brisbane

Agenda Report

To: Honorable Mayor & City Council

From: Randy Breault, Director of Public Works/City Engineer via City Manager

Subject: Draft Selection Process for Library Architect

Date: City Council Meeting of April 2, 2015

Purpose:

To obtain Council's input on the proposed selection process.

Discussion:

San Mateo County Library staff has developed a *Brisbane Library Building Program* (May 2014) that creates a vision for a new 5,000 square foot (SF) library, with an additional 1,500 SF proposed for interior community space and 500 square feet for an outside garden. Supplemental conversations between city staff and the Council added a desire to provide additional space for the archiving and display of Brisbane's artifacts.

The City Manager provided Council a detailed report and presentation on February 5, 2015. Council guidance on that evening confirmed the site selected for the new library as the former "5 Star/L.T. Clark" site on Visitation Avenue. The Council also accepted a proposed Financing Plan, the library staff's Building Plan, and directed staff to commence development of a draft Request for Proposals for architectural services.

Staff is proposing the following steps for selection of an architect for the proposed new library:

1. Publish a request for Statement of Qualifications (SOQ) and/or Letter of Interest. The primary information requested in the SOQ would be for the architect/engineering (A/E) firms to demonstrate that they have local, recent, successful experience in building libraries of similar sizes. Firms will be short-listed based on the information provided and results of reference checks. 2-3 firms are anticipated to be invited to continue in the selection process. Staff suggests this step be completed administratively.
2. Create a Library Planning Stakeholder Group. This would be an action by Council. Staff recommends the following organizations be offered to provide a representative on this group:
 - a. City Council (1, plus alternate)
 - b. Brisbane City Staff (2 – City Manager, Public Works Director)

- c. San Mateo County Library Staff (2)
 - d. Friends of the Brisbane Library (2)
 - e. Brisbane Elementary School District (1)
 - f. Mothers of Brisbane (1)
 - g. BEST/PTO (1)
3. Develop a formal Request for Proposals (RFP) for A/E services. The RFP would be developed and issued by staff. The subcommittee and council may wish to provide specific inputs they want to have included in the RFP.
 4. Invite short-listed A/E firms to a pre-proposal meeting with the stakeholder group to allow them to develop an informed opinion on the group's desires relative to the development and implementation of the design concept.
 5. Receipt of RFPs followed by presentation to the stakeholder group.
 6. Stakeholder group recommendation and A/E presentation to Council.


Staff is proposing that Council establish a budget of \$5,000-\$10,000 for each invited A/E firm to compensate them for responding to the RFP. The reason behind this recommendation is the proposed requirement in the RFP for both a robust development concept proposal for this site/building, and also substantial architectural renderings that present a very clear starting point from which the stakeholder group/city will engage an A/E. The desired end state of this selection process is a firm that has clearly demonstrated not only its capabilities, but also its alignment with the visions and aspirations of our community.

This report was provided to the Facilities Subcommittee for their 3/5/15 meeting, and comments received at that time have been incorporated. The one item not addressed here is the subcommittee's note that further discussion is recommended on the juxtaposition of programming for the to-be abandoned existing library space (approximately 2,400 SF) and the requested 1,500 SF for community interior space in the to-be constructed library.


Fiscal Impact:

The County is still in the process of evaluating applications for Measure A funds. Each Supervisor has been allocated a certain amount of funds to recommend for projects in their district. Our Supervisor, Addrienne Tissier, continues to be supportive of our project. We will know more definitively when the County adopts their budget later this spring.

Although the City is confident that we will be successful in obtaining Measure A funds, even if they are not received, the City has adequate funds in both the NER Facilities Fee and Business license Capital Fund to cover the anticipated full cost of A/E design services. Measure A funding would allow for a more robust facility.



Director of Public Works/City Engineer



City Manager



CITY OF BRISBANE

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Brisbane, CA 94005-1310
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ARCHITECT-ENGINEER SERVICES FOR A NEW BRISBANE LIBRARY

Original Posting Date: April 9, 2015

Response Due Date: June 1, 2015

Respond to:

Randy Breault, P.E.
Director of Public Works/City Engineer
50 Park Place
Brisbane, CA 94005
(or via email rbreault@ci.brisbane.ca.us)

Description:

The City of Brisbane is soliciting **Letters of Interest** from qualified A-E firms for design of a new Brisbane Library. The vision for the new library is included in the attached *Brisbane Library Building Program*; including a 5,000 SF main library, a 1,500 SF additional interior community space, a 500 SF outdoor space, and a yet to be programmed space for archiving and display of community artifacts. The library will be located on an 11,354 SF combination of parcels (007-281-070, 080, 199) on Visitacion Avenue.

LOIs should demonstrate local, recent, successful experience in the design of libraries. Work with San Mateo County municipalities and/or San Mateo County Library staff that resulted in a successfully built library of comparable size is preferred. LOIs should be brief, but include the following minimum information:

- Name, address, and size (SF) of library designed.
- Year of design and/or final construction.
- A-E firm Lead Designer.
- Contracting agency for design and/or construction.
- Reference point of contact at contracting agency.

- Portfolio of Lead Designer proposed for Brisbane Library.

Concise objective information is preferred.

Anticipated Process:

- Publication of request for and receipt of LOIs.
- Short-list 2-3 firms to continue in selection process. (To be completed by staff.)
- Development of formal Request for Proposals.
- Pre-proposal meeting with each short-listed firm and Library Planning Stakeholder Group.
- Receipt of RFPs and presentation to stakeholder group.
- Stakeholder group final recommendation and A-E presentation to City Council.

Note that the City Council has established a budget of \$5,000-\$10,000 per firm to compensate firms invited to continue in the selection process. This budget is intended to defray a portion of firm costs to develop a proposal that clearly demonstrates their capabilities and experience, and the alignment of their vision with the aspirations of the community. A robust development concept proposal and substantial architectural renderings that effectively serve as the basis for a “vision competition” is expected for the final proposal and presentation to stakeholders.

Contact Mr. Breault via email only at rbreault@ci.brisbane.ca.us if there are questions regarding this solicitation.

SAN MATEO COUNTY LIBRARY
Brisbane Library Building Program

May 2014



SAN MATEO COUNTY LIBRARY
Connect. Discover. Evolve.

Summary

The San Mateo County Library (SMCL) Brisbane Library Building Program is a vision statement that describes the key components, or program, of a new public library for the City of Brisbane. The program outlines requirements and design priorities to successfully realize a visionary library reflective of the needs of the Brisbane community.

New libraries function as a space that invites community use: to find inspiration, to experience information, to engage all the senses involved in shared learning and inquiry, to build community and human connections, to allow quiet contemplation, and to create and advance knowledge and culture. The library building program addresses 21st century needs (needs we can anticipate and needs not yet known), expands on the San Mateo County Library service model, professional experience, and emerging library, technology, and information best practices.

Introduction

The Brisbane Library, located at 250 Visitation Avenue, has served the community since 1981. The City of Brisbane and the San Mateo County Library has been working on the feasibility of a new library facility for more than ten years. An initial Needs Assessment was completed by Kathryn Page Associates in 2001 to identify the community's library service and space needs through the year 2020. That study found that library service is highly valued by the Brisbane community and although the current library is well situated within the community, at 2,721 square feet, it is too small to meet present and future community library service needs.

The Library Needs Assessment report concluded that the current facility presented significant barriers to the effective delivery of library services including the inability to:

- create spaces or zones for various uses, such as quiet study areas, browsing areas, and spaces dedicated for children and teens
- house an adequate collection for a community of its size
- increase the number and types of seating available
- provide areas for library programs and events
- increase the number of public computers available
- provide rooms for group study and meetings
- provide adequate work space for library staff

A new facility would enable the Brisbane Library to provide the services, spaces and collections that the community needs and will continue to need over the next thirty to forty years.

Brisbane Community

Brisbane is a city of approximately 4,300 residents in San Mateo County. Children and youth (ages 0 to 19) make up 18% of the population and older adults (age 60 or above) make up 15%. The population is expected to reach 5,300 by the year 2020, and 7,000 by 2030. An additional 5,000 daytime employees add to the service population.

The Brisbane Library occupies 2,721 square feet on the second floor of a two-story building located at 250 Visitacion Avenue. The Library is currently open Monday through Saturday for a total of 43 hours of service per week. In 2012-2013, library visitors numbered 49,807 (11.6 library visits per capita), library customers borrowed 75,375 books and other materials (17.5 circulation per capita) and program attendance was 3,485 (0.8 program attendance per capita).

The quality and variety of library services currently available in Brisbane is severely constrained by the size and other limitations of the current library facility. Despite its limitations, the Library remains a well regarded service by community members, 77% of the population are library card holders. Residents like the location in downtown Brisbane, within the perceived heart of the community. Many can walk to the Library from most locations within central Brisbane, including Lipman Middle School and Brisbane Elementary School. Residents continue to express their desire for a gathering place, designed to welcome and enhance the community's sense of place. To effectively serve the current community, as well as the population anticipated in 2030, the City of Brisbane needs a new library.

Service Principles for a New Library

The San Mateo County Library service model is driven by these guiding principles:

- Intuitive layout that is designed with a focus on patron needs and self-service
- A welcoming environment offering a variety of options in a flexible setting
- Spaces that excite and inspire

Key components of the service model include but are not limited to:

- Vibrant entry area – open and welcoming space that facilitates intuitive discovery of all parts of the library; highlights new and popular materials
- Kids and family place – whimsical, imaginative space that encourages reading and learning, early literacy development, play, exploration and social connections
- Teen area – unique space that highlights teen collections, group study and collaboration, and homework support
- Community living room – comfortable, relaxing, and quiet atmosphere for reading
- Collaborative space – program room for people to gather and work together
- Wi-Fi access – space that is flexible and allows internet access throughout the building
- Technology access – space that will adapt to constantly changing and emerging technologies
- Learning lab/maker space – flexible space that enables creative DIY and technology work
- Flexible service desk – space that facilitates assisting and teaching patrons at point of need
- Efficient work spaces – a workroom that optimizes new technologies for streamlined and functional staff areas

Brisbane Library Program

The public library is charged with the challenge of accommodating extremely diverse user groups, as well as serving a variety of needs – educational, recreational, functional and social. Given the anticipated footprint of the new Brisbane Library, flexibility is imperative to the new building model. Multi-use spaces will be critical to ensure that a wide variety of community and individual uses can be accommodated. The new building model should also be adaptable for new purposes as the Library's service model and the Brisbane community's needs evolve.

Collections will be organized to encourage discovery. Rather than rows of stacks, the Library will be equipped with innovative, movable shelving so that materials may be displayed to delight. The new Library will be a community hub between home and work where patrons of all ages gather to interact, absorb culture, and discuss issues of civic interest. The Library will embrace technology and will recognize materials in electronic, print, and audiovisual formats as integral to the overall collection plan. Use of wireless computing devices will be encouraged throughout the Library by enabling comprehensive Wi-Fi coverage and maximized access to power outlets. Spaces suitable for individual pursuits will be provided for reading, technology and contemplative use. Inspiring design will create areas that stimulate creativity and facilitate patrons' collaborative efforts. Careful attention to adjacencies and sound mitigation measures will allow users of differently purposed areas to find their library experiences equally pleasurable.

The new Brisbane Library will inspire the community for decades to come. It will reflect the best of Brisbane community values by providing exemplary and evolving library services to meet ongoing and emerging community needs. The Library will provide welcoming and exciting spaces and will be a place of enjoyment for people of all ages. The table below details the recommended square feet of the new library areas:

ESSENTIAL LIBRARY SPACES	Recommended Square Feet
1 ENTRY AND SERVICE POINT	500
2 COLLECTIONS AND DISCOVERY	1,200
3 KIDS AND FAMILY SPACE	1,200
4 TEEN SPACE	400
5 LEARNING LAB/ MAKER SPACE	400
6 QUIET SEATING AND STUDY	600
7 OPERATIONS	700
TOTAL SQUARE FOOTAGE	5,000
OPTIONAL SECOND FLOOR SPACES	Recommended Square Feet
8 CULTURAL/ COMMUNITY SPACE	1,500
9 OUTDOOR GARDEN	500
TOTAL RECOMMENDED SQUARE FOOTAGE	7,000

Program Specific Areas

Libraries are public spaces for people, and a library that will endure as a vital resource to its community must accommodate a wide variety of uses. Some of those uses include collaboration, knowledge sharing and creation, community dialogue, and life-long discovery for all ages and distinct users. Given the preliminary building footprint, it is likely that some of the program specific areas defined below will merge and that many spaces will be multi-use.

1 ENTRY AND SERVICE POINT (500 SQ FT)

The entrance to a library should inspire excitement and anticipation. When users enter the building, they should easily and intuitively be able to determine how to locate what they seek. A small single service point should be visible from the entrance, but must not be perceived by users as a barrier between them and library staff. The service point will facilitate connections between users, staff, and technology.

The Entry and Service Point areas must accommodate or include:

- Space that facilitates traffic flow into and out of the building
- Intuitive design to visually identify functional areas and facilitate self-service
- Space for display of new and popular materials
- Smartwall to display library and community information
- Checkout and check-in machines in close proximity to the service point

2 COLLECTIONS AND DISCOVERY (1,200 SQ FT)

Public library collections are continuously evolving and the spaces devoted to collections must be adaptable to that evolution. The space devoted to collections and discovery must facilitate browsing and encourage users to linger to enjoy the space and locate items of interest. The collection will be organized in such a way that users will easily and intuitively discover the materials they seek, as well as discovering additional materials they didn't know they wanted. The shelving will be low enough to facilitate line of sight throughout the building. The collection spaces must be flexible enough to adapt to changing collection sizes and priorities.

The Collections and Discovery areas must accommodate or include:

- Collections and discovery areas for three distinct user groups: kids, teens, and adults
- Collections housed primarily on flexible and/or movable shelving units
- Comfortable seating interspersed throughout collection areas
- Clear and visible signage

3 KIDS AND FAMILY SPACE (1,200 sq ft)

Children have unique needs and patterns of library use. Providing spaces that respond to their developmental, educational, recreational and social needs is vital to the long-term success of the Library and the future of the Brisbane community. A kids and family area will be inspired by the understanding that children learn through play. The space will invite children to explore, think and discover.

The kids and family area should include:

- Space that encourages parent-child interactions
- Play spaces that facilitate early literacy development for children 0-5
- Space to play, create and learn collaboratively for school-age children
- Developmentally appropriate technology
- Shelving that displays children's collections in developmentally appropriate ways

4 TEEN SPACE (400 sq ft)

Teens need spaces that feel authentically tailored to them. The Teen space will encourage social interaction, individual expression, learning and growth.

A Teen space should include:

- Interactive area encouraging on-going creative expression
- Teen inspired furnishings and social seating
- Collaborative work, learning and play space
- Engaging collection shelving and displays that evoke the exciting nature of young adult literature

5 LEARNING LAB/ MAKER SPACE (400 SQ FT)

Maker spaces are open community labs where individuals with common interests gather to work together on projects and share resources and knowledge. While often associated with a Science, Technology, Engineering and Math (STEM) focus, maker spaces can also support creative collaboration in a variety of areas (cooking, crafts, art, etc.). A maker space/learning lab in the Brisbane Library will be an inspirational space where the community can come together to collaborate on a variety of projects in a range of disciplines.

The maker space/learning lab should include:

- Flexible storage and display of tools, technology, supplies and equipment that will likely change over time
- Open, adaptable work space that encourages resource sharing, collaboration and creative experimentation

6 QUIET SEATING AND STUDY (600 SQ FT)

Peaceful settings are at a premium in modern life. Quiet seating and study are important to the Brisbane library community, and they should be flexibly designed around the people who will inhabit the space.

The Quiet Seating and Study area should accommodate or include:

- Comfortable, inviting spaces
- Individual reading and contemplative space
- Individual workspaces
- Flexible technology use
- Acoustic separations and mitigations

7 OPERATIONS (700 SQ FT)

A well designed library staff space will incorporate best practices in library operations and office design. It will provide a physical environment designed to support collaboration, efficiency, productivity, and creativity. The operations spaces should be flexibly designed to adapt to changing work needs, types and number of personnel. The operations space should pull inspiration from recently designed workspaces outside of library tradition, most notably in technology companies.

The Operations area must accommodate or include:

- Robust, sustainable, and reconfigurable technology
- Acoustic separations and mitigations
- A small, adjacent confidential meeting room/individual work space
- Open and collaborative, innovative work spaces with shared workstations
- Break area with staff kitchen
- Automated materials handling
- Thoughtfully designed storage

8 CULTURAL/ COMMUNITY SPACE (1,500 SQ FT)

This strongly desired community space is for active uses, for vibrant discussions and classes, for everything from yoga to puppet shows to musical performances. Rather than following an old model where spaces remain static and unused except at scheduled times, our vision for the program area is that it remains active and used during all hours of operations. When a scheduled Library event is not taking place, the design and flexibility of the space will encourage such uses as casual community conversations, active learning, and informal groups.

The Cultural/Community space should accommodate or include:

- Flexible and reconfigurable/modular spaces for different user types and needs
- Moveable, lightweight furniture
- Moveable walls
- Thoughtfully planned lighting and acoustics
- Robust technology capabilities
- Collaborative workspaces
- Integrated spaces for frequently rotating art shows and exhibits

9 OUTDOOR GARDEN (500 SQ FT)

A strongly desired amenity for visitors during pleasant weather, outdoor spaces offer a place in which to quietly read or talk with friends at tables and chairs. This space takes advantage of sunlight and site views and is often used for programming or as a breakout space during programs and events.

The Outdoor Garden space should accommodate or include:

- Flexible, moveable, lightweight furniture that is designed for outdoor use

Conclusion

This report outlines programmatic requirements for a library that will meet Brisbane's service needs through the year 2030 and beyond. A two-story building with a total of 7,000 square feet is proposed. The new facility would be environmentally self-sustaining and embody the principles of sustainable architecture—a building that is durable and efficient and imposes minimal impact on its surroundings while being responsive to the site and community. A main floor would accommodate all essential library spaces, including public access spaces, seating, computers and collections and staff operations. An upper floor would accommodate a large community meeting space and outdoor garden.

The new library will provide the following collections and services:

- Shelving for 19,000 physical books and media items (19% increase);
- Fifty-nine seats for reading and study (110% increase);
- Fourteen public computers and laptops (55% increase);
- A children's programming space that supports early literacy development for families;
- Dedicated space for teens;
- Maker space that encourages collaboration and creative experimentation;
- Quiet zones that are comfortable and inviting for reading or study;
- Robust, flexible, wireless technology capabilities; and,
- Possibly a community programming room and outdoor garden that accommodates audiences of 100 for Library programs and events.

A new Brisbane Library is an opportunity to deliver a brilliantly conceived library, one that is designed to be comfortable and welcoming to every community member. A gathering place for the community that is functionally, architecturally and aesthetically sound, that people are drawn to return to again and again, and that enables connection and engagement.

Working with the City of Brisbane, San Mateo County Library looks forward to providing the best library service and operational vision to communicate the requisite requirements for an intelligent building that will function as point of pride and enjoyment for the Brisbane community.