

# 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