



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 04/10/07
AGENDA ITEM _____
WORK SESSION ITEM WS#3

TO: Mayor and City Council
FROM: Library Director
SUBJECT: Request for Proposals Regarding New Main Library

RECOMMENDATION:

It is recommended that the City Council review and comment on this report.

BACKGROUND:

At its January 16 work session, the City Council considered and discussed a staff report that summarized current library services in Hayward. In part, the report stated that, "overcrowding and competing uses for space demonstrate that the Hayward Public Library must build again to keep up with the functional and technological space demands for today's library." The report also noted the adopted CIP budget included one million dollars to commence planning and design for a new Main Library. As stated in the January 16 report and also at the work session, when funding has been approved in the budget, it is customary for staff to solicit proposals, identify a preferred firm and then present a formal recommendation to the Council seeking authorization to enter into a professional services contract with the selected firm.

While Council generally agreed with the overall approach described by staff, it also asked for an opportunity to review and comment on the Request for Proposal prior to its distribution. Accordingly, the attached draft RFP is offered for your consideration. It seeks to obtain the services of a consulting firm that specializes in library design to assist the City in producing a design for a new Main Library.

Comments provided by the Council will be incorporated into the RFP. Thereafter, once the responses are evaluated, staff will bring forward a recommendation to the Council for authorization to execute a contract with the recommended firm.

Recommended by:

Lisa Rosenblum

Lisa Rosenblum, Library Director

Approved by:

Jesús Armas

Jesús Armas, City Manager

Exhibit

Request for Proposals Regarding New Main Library

The City of Hayward announces Requests for Proposals (RFP) from qualified individuals, or firms to assist city staff with the planning and architectural design for a new Main Library.

Hayward is known as the "Heart of the Bay" because of its central and convenient location in Alameda County - 25 miles southeast of San Francisco, 14 miles south of Oakland, 26 miles north of San Jose and 10 miles west of the valley communities surrounding Pleasanton. Serviced by an extensive network of freeways and bus lines, Hayward has two BART stations (Hayward and South Hayward), an Amtrak station, and the Hayward Executive Airport, with easy access to San Francisco, Oakland, and San Jose airports. Two libraries, a Main library and the Weekes Branch library serve a population of 146,398 residents as of January 1, 2006.

The current Main library opened in 1951, with subsequent remodels in 1958 and 1977. Today, the Main library is 25,000 square feet of which 7,500 is allocated to "back of house functions."

In August 2006, the interior of the Main library was redesigned to create more attractive spaces such as those found in retail bookstores, and to offer more current and popular services by doubling the number of public computers and focusing on acquiring popular materials. These changes are aligned with current library service delivery and are similar to a number of new libraries recently constructed in the Bay Area. As a result of these improvements, both circulation and number of library visitors have increased. But the fact remains that the current facilities are too small for the present population and do not address current needs, as reflected in changes in library usage and technology over the past 50 years. For example, while libraries have become increasingly important to families as after-school learning centers, Hayward students have no place to engage in group study and there are no rooms for tutors to help adults learn to read. There are no designated areas for children's story-time, and limited community room space is constantly in demand with groups often turned away. Meanwhile, with respect to technology, the library system currently offers the community a total of 49 computers for their use, a ratio of only one computer for every 3,000 people. In short, overcrowding and competing uses for space demonstrate that the Hayward Public Library must build again to keep up with the functional and technological space demands for today's library.

In accordance with the description reported above, the City of Hayward seeks a firm or firms to provide the following generally described phases of service:

Phase Ia: Community Analysis

Consultant will conduct an external scan of the community. Resources should include most current demographic data for the City of Hayward with respect to population, size, age, race, ethnicity, education levels, student/school population, literacy, languages, employment and family income. Consultant will also refer to current

library statistics and services and future trends in library services. Deliverable will be a report which documents the findings of this analysis.

Phase Ib: Library Building Program

Based upon the above mentioned report, consultant will prepare a Library Building program that recommends ideal square footage, computer and seating needs, and collection space to meet the needs of the community.

Phase II: Preliminary Design

In consultation with City staff, Consultant will prepare a conceptual design for a new Main library on the site of the current library that balances the recommendations of the building program with the fiscal realities of funding. Included should be:

- a. Collection site information, historic and/or cultural information relevant for the project.
- b. Review topographic survey.
- c. Define project scope.
- d. Prepare design scenarios and alternatives.
- e. Prepare illustrative plans and other graphics for presentation.
- f. Prepare preliminary cost estimates.
- g. Present formal plan to community.

Phase III: Contract Document Services

Prepare detailed construction drawings based on approved project design.

- a. Prepare written technical specifications for construction of the approved project design.
- b. Assemble Special Provisions document including the contract bid documents and the technical specifications.
- c. Prepare detailed cost estimates.
- d. Prepare and submit sustainable design documentation that at a minimum satisfies the LEED "Silver" standard.

Phase IV: Bid and Construction Administration

- a. Assist with pre-bid questions, clarification and preparation of addenda.

- b. Review all material submittals from the contractor for compliance with the construction specifications.
- c. Effectively manage the construction according to the firm's construction documents.
- d. Assist in response to clarification requests and the preparation of change orders.
- e. Provide Record Documents at Project Close-out.

The Consultant shall provide expertise and/or hire and coordinate with the proper subconsultants in other related professional disciplines as required but not limited to the following:

Civil Engineering	Sustainable Design
Structural Engineering	Cost Estimating
Electrical Engineering	Construction Observation / Administration
Mechanical Engineering	Acoustics
Landscape Architecture	Interior Design
Environmental	Lighting
Audio Visual	Geotechnical/Geological Engineering

Phases III and IV shall only proceed upon direction from the City. The Consultant shall be familiar with all applicable Federal, State, and Local laws and ordinances, regulations, Codes and other regulatory procedures including, but not limited to: Americans with Disabilities Act (ADA), the California Building Code (CBC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electric Code (CEC), California Fire Code (CFC), American Society of Testing and Materials (ASTM), City & State Standard Specifications and Details and Policies.

PROPOSAL FORMAT/SUBMITTAL

Six (6) copies of the proposal shall be submitted to the City of Hayward by _____. All submitted copies become the property of the City of Hayward. The City shall not be held liable for any costs associated with the preparation or presentation of any proposal.

Content of Statement of Qualifications

The Statement of Qualifications shall not exceed 30 pages, including all charts, graphs, maps and text. Response shall include, but not necessarily be limited to, the following:

- a. Letter of interest, including firm name, address, phone, FAX, email and name of contact person for this proposal.
- b. At least three recent client references for which the architect has performed work of similar complexity. References to include: key owner personnel, citizen participant, and contractor's project manager.

References should include name, title, organization or agency name, phone number, address and a brief description of the project.

- c. Provide a detailed explanation of the approach for completing the work, addressing each of the tasks and discussing the deliverables. Also, discuss the Consultant team's Quality Assurance/Quality Control program for this project.
- d. The Consultant must provide the hourly rate for each participating staff person and must estimate the hours for all activities and tasks, with cost summaries by task and the project overall. The hours should be further divided by the Prime Consultant's staff time and the other supporting team firms. The Consultant may include additional tasks if relevant. A total proposed "Not to Exceed Fee" shall be provided.
- e. The consultant shall provide a timeline for completion of the project from initiation of the project to submittal of the final design documents. Estimated milestone and deliverable dates shall be provided.
- f. Experience of firm as lead architect with completed library buildings of similar complexity and scale, preferably public libraries, including discussion of project costs in relation to the budget, and project construction in relation to the schedule.
- g. Identification and resumes of personnel to be directly involved in this project: project architect, others who will perform specific work, including those in affiliation and subconsultants. Resumes should include experience of proposed personnel with library projects of similar size and complexity. Resumes should document their qualifications and relevant, recent experience with comparable library building and/or planning projects.
- h. Current workload of firm and specific personnel assigned to this project.
- i. Statement of experience designing/acquiring/installing technology, both specific library technology and other.
- j. Description of the firm's design and project management philosophy.
- k. Experience with public involvement in a project's design, and modification of proposed designs based on public comment.
- l. Description of experience using/designing for energy efficiency.
- m. Statement of firm's capabilities for visual presentations including computer-generated video and 3-D modeling.
- n. Statement of how costs for services will be determined.

- o. Statement of firm's acceptance of City's insurance and indemnification requirements, attached.

CONSULTANT SELECTION PROCEDURE

Proposals will be reviewed by City staff and ranked on the basis of:

- a. Demonstrated ability to perform tasks outlined in all phases as documented above.
- b. Qualifications of specific individuals who will work on this project.
- c. Demonstrated understanding of, and experience with, comparable public library projects.
- d. Quality of references.
- e. Demonstrated ability to perform the work in a timely manner.
- f. Interview of short-listed firms.