



City of Morgan Hill

Legislation Details (With Text)

File #: 16-563 **Version:** 1 **Name:**
Type: Staff Report **Status:** Passed
File created: 8/5/2016 **In control:** City Council
On agenda: 8/24/2016 **Final action:** 8/24/2016
Title: APPROVE SERVICE AGREEMENT FOR DESIGN PROFESSIONALS WITH WESTON MILES ARCHITECTS FOR DESIGN AND CONSTRUCTION SUPPORT SERVICES FOR THE LIBRARY EXPANSION PROJECT

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution - Weston Miles 8-24-16, 2. Exhibit A to Resolution, 3. Project Location Map

Date	Ver.	Action By	Action	Result
8/24/2016	1	City Council	adopted	

CITY COUNCIL STAFF REPORT MEETING DATE: AUGUST 24, 2016

PREPARED BY: David Gittleston, Associate Engineer, Public Works-Engineering

APPROVED BY: City Manager

APPROVE SERVICE AGREEMENT FOR DESIGN PROFESSIONALS WITH WESTON MILES ARCHITECTS FOR DESIGN AND CONSTRUCTION SUPPORT SERVICES FOR THE LIBRARY EXPANSION PROJECT

RECOMMENDATION(S)

Adopt resolution approving the following actions:

1. Approve Service Agreement for Design Professionals with Weston Miles Architects for design and construction support services for the Library Expansion Project in an amount not to exceed \$382,500; and
2. Authorize the City Manager to execute the Service Agreement for Design Professionals with Weston Miles Architects for design and construction support services for the Library Expansion Project.

COUNCIL PRIORITIES, GOALS & STRATEGIES:

Ongoing Priorities

Supporting youth

Maintaining fiscal responsibility

2016 Focus Areas

Developing Our Community

Enhancing Our Services

REPORT NARRATIVE:

The Morgan Hill Public Library (Library) was completed in August 2007. Since that time, the demand for additional space has grown due to the popularity and use of the Library. Recognizing the need for expansion planning, the Friends of the Morgan Hill Library sponsored a space needs study to address the expansion of the Library to meet the growing needs of the various programs that the Library provides. The study was performed by Weston Miles Architects (Weston Miles) for the Friends of the Morgan Hill Library. To prepare the study, Weston Miles met with Library staff and other user groups to determine and prioritize the new space needs program. The study identified key areas in which expansion or interior alterations are needed, such as, children's story time area, reading garden, a larger bookstore, staff administration needs, increased storage, a larger program area, adult book stacks, and quiet reading areas. The Friends of the Library study also packaged the expansion priorities into functional areas and assigned rough order of magnitude costs for budgeting purposes.

City staff has used the findings of the Friends of the Library study to create and place a Library Expansion Project in the Capital Improvement Program (CIP) that was approved by Council. The current CIP calls for the design and environmental studies to be performed in FY 16/17 and construction in FY 17/18. The entire Library Expansion Project utilizes Library Impact Funds (348) which can only be used towards expansion needs.

On April 29, 2016, staff issued a Request for Proposals (RFP) to ten architectural firms for architectural design services to expand the Morgan Hill Public Library. The RFP stated that the City was interested in receiving proposals from architectural firms that have demonstrated expertise in successfully completing existing facility expansion and renovation projects.

On May 27, 2016, the City received proposals from Noll & Tam, Weston Miles, and Group 4 Architecture. A review panel consisting of the Public Works Director, Community Services Director, an Associate Engineer, a Cultural and Arts commissioner and a representative of the Friends of the Library reviewed the proposals and asked two of the firms, Noll & Tam and Weston Miles, to come in for an interview. The goal of the panel was to determine the most qualified firm for this specific project. After scoring the proposals and factoring in the follow-up interviews, the panel determined that the proposal from Weston Miles Architects best met the City's needs for this project. The team concluded that Weston Miles has a strong design team and that they demonstrated an understanding of City processes, procedures, and local building code requirements. Further, Weston Miles has vital experience with expansion and renovation of existing buildings. They have successfully designed and provided construction support services for the City's Centennial Recreation Center fitness expansion, Friendly Inn renovation, and the City Council Chambers renovation projects.

Staff has followed the RFP process as defined in Municipal Code Section 3.04.250 and recommends award of the contract to Weston Miles. The recommended fee amount of \$382,500 was negotiated to ensure the community's needs would be met in the most effective and cost efficient manner. The scope of work includes a review of the overall expansion needs with the stakeholders, preparing a schematic design, cost estimates, design development and construction documents, project management, and construction support services. The scope also includes meetings for the general public, with the Library and Cultural Arts Commission, and check-ins with the City Council. The approach taken with this proposed agreement is that Weston Miles will provide concept design for all of the identified expansion needs with more accurate cost estimates. At that point, staff will bring to the Council a recommendation for moving forward with design development drawings that meet the

identified budget. The current construction budget in the approved CIP is \$3 million.

Staff and Weston Miles will partner with the County Library team throughout the process to ensure their needs are being met. The County Library officials have indicated that they may have funds that could be contributed to the project for renovations, repairs, or upgrades to the facility that they feel are needed given that the Library is ten years old.

Should City Council award the contract at this time, it is anticipated that the project design will be completed by January/February 2017 with construction beginning in the summer of 2017. Staff will return to Council in late October or early November 2016 with a conceptual layout and cost estimates to confirm the final scope that meets the Library's needs and is within the available budget.

COMMUNITY ENGAGEMENT: Involve

The Friends of the Morgan Hill Library sponsored a space needs study to address the expansion of the Library to meet the growing demands of the community. The study was performed by Weston Miles. During the study, Weston Miles met with user groups to determine and prioritize the new space needs program. Weston Miles will review the space needs plans with all of the user groups and present a conceptual plan to City Council for approval prior to commencing with construction documents.

ALTERNATIVE ACTIONS:

City Council could reject staff's recommendations to hire Weston Miles and direct staff to negotiate with another consultant.

PRIOR CITY COUNCIL AND COMMISSION ACTIONS:

- On February 7, 2001, City Council awarded a design contract with Noll & Tam for \$1,058,019 to design the new Morgan Hill Public Library.
- On March 16, 2006, City Council approved an amendment with Noll & Tam for an additional \$210,000 to complete the design.
- On April 5, 2006, City Council awarded 18 construction contracts for the construction of the new library for \$10.7 million dollars.
- On August 22, 2007, City Council accepted the Library Project for \$12.8 million dollars.

FISCAL AND RESOURCE IMPACT:

If approved, the total service agreement amount would be \$382,500. Of this amount, \$300,000 in Library Impact Funds (348) was approved in the FY15/16 Capital Improvement Program for design and construction support services for the Library Expansion Project and would be carried over to FY 16/17. The additional funding of \$82,500 is included in the FY 16-17 and FY 17-18 Capital Improvement Program No. 251015 in Library Impact Funds (348).

CEQA (California Environmental Quality Act):

Project, Description of CEQA requirements

The Service Agreement for Design professionals in itself is not a project and therefore does not require CEQA. The project on the other hand, does require that CEQA studies be performed prior to construction. It is anticipated that a Negative Declaration will be required for the Library Expansion Project and that this work will be carried out by City staff.

LINKS/ATTACHMENTS:

Resolution

Agreement with Weston Miles

Project Location Map