

City Council Meeting: August 27, 2019
Agenda Item: 3.B

To: Mayor and City Council
From: Susan Cline, Director, Public Works, Architecture Services
Subject: Award Request for Proposal and enter into agreement with Group 4 Architecture, Research + Planning, Inc. for the Library Facilities Master Plan Project

Recommended Action

Staff recommends that the City Council:

1. Award RFP #SP2578 to Group 4 Architecture, Research + Planning, Inc., a California-based company, for consulting and design services for the Library Facilities Master Plan Project for the Santa Monica Public Library;
2. Authorize the City Manager to negotiate and execute an agreement with Group 4 Architecture, Research + Planning, Inc., in an amount not to exceed \$594,000 (including a 10% contingency).

Summary

The Santa Monica Public Library is a pillar of the community, serving as a vibrant learning center, wellbeing cultivator and social and cultural connector. Continuous changes and improvements to library services and technology have changed the way people seek information and interact with one another. With a 105,000 square foot Main Library and four neighborhood branches, the Library manages a significant facility portfolio. The development of a master plan would provide City staff with a blueprint for future facility upgrades and expansion in response to changing community needs, supporting the City Council's Place and Planet Framework Outcome and Infrastructure Sub-Outcome. Staff recommends awarding an agreement with Group 4 Architecture, Research + Planning, Inc. (Group 4) to provide consulting and design services for a comprehensive, 20-year Library Facilities Master Plan.

Discussion

The Santa Monica Public Library comprises the Main Library and four branches. Out of 1.2 million library visitors in 2018, 800,000 visited the Main Library, which is open seven

days a week for a total of 63 hours. Each branch is open six days a week for a total of 49 hours. Annual circulation exceeds 1.3 million checkouts, plus 121,000 in electronic media. The Library offers more than 2,200 programs each year that attract over 74,000 attendees.

The Main Library opened to the public in 2006. The Virginia Avenue Park branch opened in 2008. The other library branches are significantly older, opening largely in the mid-20th century. The Ocean Park Branch is the oldest branch that opened in 1918. The maintenance and improvement of five heavily used public library facilities requires comprehensive planning and budgeting. The 20-year Library Facilities Master Plan would serve as a guide for capital projects that would help accommodate future growth and maintenance. The master plan would allow the Library to respond effectively to changes in community demographics, technology and telecommunication developments, emerging service expectations, aging facilities, and other transformations, while also continuing to provide relevant traditional services. Group 4 would assess existing library buildings and recommend the total number of square feet required for the Library to serve the community’s needs through 2040. The master plan would also include financial and timeline impacts to ensure the capital projects are fiscally sustainable.

Consultant Selection

RFP Date					
RFP Posting Date	RFP Posted On	RFP Advertised In (City Chartered & Multiple Code)	# of Vendors Downloaded	# of Submittals Received	Date Publicly Opened
11/12/2018	City’s Online Bidding Site	Santa Monica Daily Press	125	6	01/17/2019

RFP Received	Selection Criteria	
Architectural Nexus, Inc. & Margaret Sullivan Studio	Municipal Code	SMMC 2.24.190
Gensler	Evaluation Criteria	Experience/technical competence, ability to meet work plan / timeline,
Godfrey’s Associates		
Group 4 Architecture, Research + Planning,		

Inc.		quality control, cost of services (cost control), stability/references, and value added-breadth of services.
IBI Group		
Prescott Muir Architects		

Justification to Award
<p>A panel composed of Architecture Services and Library staff reviewed the proposals and shortlisted three firms as part of the RFP process. Staff interviewed the three firms and based on the criteria in SMMC 2.24.190, staff recommends Group 4 as the best qualified firm to provide consulting and design services for the Library Facility Master Plan. Group 4’s proposal provided a fair cost of service, per current industry standards. The firm’s expertise and previous success on library projects with various jurisdictions (including Alameda County Library, Oakland Public Library, San Jose Public Library, and Public Library of Cincinnati and Hamilton County) demonstrates their competence and ability to carry out the scope of work for the 20-Year Library Facilities Master Plan.</p>

Financial Impacts and Budget Actions

Staff seeks authority to approve funding from the General Fund to award an agreement with Group 4 for consulting and design services for the SP2578 – Library Facilities Master Plan.

Agreement Request		
Request Amount	FY 2019-20 Budget CIP Account #	Total Contract Amount
\$ 594,000	C0107520.689000	\$ 594,000

Prepared By: William Clerk, Architectural Associate

Approved

Forwarded to Council

Susan Cline, Director

8/15/2019

Rick Cole, City Manager

8/18/2019

Attachments:

- A. Group 4 Architecture, Research + Planning, Inc. Oaks Initiative Disclosure Form