



PUBLIC WORKS DEPARTMENT

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3354 • FAX: (408) 777-3333
CUPERTINO.ORG

LIBRARY PROGRAM ROOM EXPANSION

Coordination Meeting

Quinlan Social Room

October 24, 2019, 5:00 – 6:30 PM

Minutes

Roll Call: Benaifer Dastoor, Nancy Howe, Roger Lee, Qin Pan, Darcy Paul, Henry Sang, Jr., Dianne Thompson, Clare Varesio, Kiran Varshneya, Amanda Wo, Michael Zimmermann

Visitors: Agnes Gao, The KPA Group
Jim Davis, Citizen
Marcene Taylor, MCI (via phone)

1. Introductions

Attendees introduced themselves

2. Approval of Meeting Minutes

Henry Sang, Jr made a motion to approve the August 22, 2019 minutes. Roger Lee seconded. The motion passed unanimously.

Kiran Varshneya made a motion to approve the September 12, 2019 minutes. Roger Lee seconded. The motion passed unanimously.

3. Plan Review

There was discussion about the two plans reviewed at the October 23, 2019 Working Group meeting. Based on the input received at this meeting, the option 2 plan that was presented at the October 23, 2019 Working Group meeting was revised to not include an elevator. This revised plan was labeled as "Option 1" and an "Option 2" single floor plan was presented by Agnes Gao from the KPA Group for the October 24, 2019 meeting. Option 1 (2-story) is estimated to exceed the budget by \$2.4M (includes \$1M input from SCCLD). Option 2 (single-story), discussed as late as October 23rd, did not have a detailed estimate

prepared at this time. It is expected that Option 2 will come in under the currently available \$5.6 million budget.

The Program Elements document, which indicates the overall goals and program room component requests, was presented.

4. Cost Estimate

Michael Zimmermann presented the cost estimate for both options. There was discussion about the Santa Clara County Library contribution of approximately \$1 million in project costs, which is subject to approval by the JPA Board. It was requested that the Option 2 details be provided.

5. Delivery Method

The Design Build and Design Bid Build methods were discussed by Roger Lee. The Design Build process that will be recommended is as follows:

- Upon completing a specific RFQ / RFP process, an architect would be retained to produce drawings (35% level and bridging documents).
- In parallel staff would issue a Statement of Interest to potential Design Build contractors to determine if they would be interested in the project.
- If sufficient interest from Design Build contractors is determined, an RFQ to Design Build contractors would be issued.
- As the City-retained architect completes the 35% drawings and bridging documents, an updated cost estimate would be received.
- Council would be updated on 35% drawings, cost and interest of Design Build contractors.
- If a sufficient number of qualified Design Build contractors are identified and authorized by Council, staff would proceed to an RFP to a short-listed group of Design Build contractors.
- If an insufficient number of qualified Design Build contractors are determined, and as authorized by Council, staff could proceed with the City retained architect to 100% design to complete the traditional Design Bid Build delivery process.

6. Next Council Meeting

Staff will go to Council November 5 or November 19 to present a conceptual plan or plans, to recommend the delivery method as outlined above and to present estimate project costs.

7. Project Schedule

The project schedule was shown and discussed.

8. Town Hall Meeting

A Town Hall meeting is planned for November 20.

9. Next Meeting

Next Meeting TBD.