



PUBLIC WORKS DEPARTMENT

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LIBRARY PROGRAM ROOM EXPANSION

Coordination Meeting

Cupertino Library, Think Tank Room

June 13, 2019, 5:00 PM

MINUTES

Roll Call: Benaifer Dastoor, Darcy Paul, Gopal Kumarappan, Qin Pau, Michael Zimmermann, Roger Lee, Clare Varesio, Nancy Howe, Rose Grymes, Rahul Vasanth, Kiran Varshneya, Deborah Feng

Visitors: Paul Power, Principal with KPA; Gilbert Wong, former Mayor Cupertino

1. **Objective of Cupertino Library Foundation**

Kiran Varshneya outlined the Working Group role:

Voice for the Library

Voice for the Community

Define the requirements specifications for the program room

Work with City on oversight on project planning, execution and budgets

Coordinating with community subject matter experts (volunteers)

Work with City for public relations

Interface with City and other stakeholders

Interface with working group and council

Scope of the tasks for CLF will change as project progresses

Work with City and Working Group

Role is advisory, no operational responsibility

Program/multi-purpose room needs:

There has been a growth in the number of people using the library.

The number of programs offered has gone down due to unavailability of required space.

Need meeting rooms for community groups

Requirements/scope: use, physical, safety, City

Example of uses of the Community Hall program room (capacity 170):

ESL Class and Diwali.

Library Story room (capacity 40) has a workshop format.

The desire is for a new program room for large and small size groups in the same space.

Main tasks:

Requirement & Use model educating and working with the community

S4 – Summer Science Competition

Funding, Finance & Modeling

Work with City Staff, Council, Working Group and other partners (Commission, SCCLD, etc)

Status updated

CLF Advocacy committee set up

Bimonthly meetings/Skype call 2nd and 4th Thursday

Advisory Task Force being formed

Benaifer is Lead and project manager on board

Experts on board: Electrical installation, Finance, Building & construction

Call for Citizen participation

Kick-off meeting to be planned for week of June 17

S4 program underway, June - August 2019

Marketing/website support staff on board

Will work with Library and Library Commission

2. **Role of Library commission – (Amanda)**

Item not heard

3. **Objective / Roles of any other representatives**

Item not heard

4. **Perched Program Room Expansion – (Roger, Paul P.)**

Budget adoption June 18, 2019

\$5M library expansion budget approved at the May 13 City Council meeting.

a. **Review of 2015 Study**

Perched expansion was preferred in 2015

Move with process to get that project funded

\$5M is seed money; \$10M expected overall which includes \$1.5M for parking

Parking is a consideration, but the goal is to focus on expansion

Council has already allocated money beyond the \$5M for design

Excess \$300K per year for 2 years to start design project

JPA taking on FFE's (furniture, fixtures and equipment) as part of their contribution.

District will provide technology, wireless access, AV equipment, and part of the design.

Funding: \$5M + \$600K (2 years) + JPA + fundraising

b. **Delivery of a design build project (Paul Power)**

Delivery project - how to get it designed and built

Goal to economically provide space for community in the least disruptive way

1. Option: Hire architectural firm - 2 years to plan, get contractor bids.

2. Design Build: Hire architectural firm. They provide a set of bridging documents that identifies needs - feel, delivery of services, details like doors, windows, bathrooms, etc. Contractors - 90%, Architects design - 10%. Contractors lead the Design Build piece.

They take the design up to 35% which will assist our process.

If Design Build option selected, City staff would go to Council with the bridging documents. The City would provide requirements and consider stakeholder needs.

Once bridging documents complete, the City will show parameters to pre-qualified design/builders. They will provide a cost based upon the requirements.

Funds from city would need to be obligated to start the project.

It is best to work on making the project less expensive in the beginning of the process with the architect.

Fundraising can be determined after the cost and funding determined.

Moving faster on project can reduce costs.

What is Bridging documentation and is it a faster process?

The Design Build Project combines the entire team effort early.

To do an RFP and hire architect takes approximately 10 months and costs tens of thousands of dollars.

Design part is 4 to 5 months.

Provide architect with features and cost to define those early in the process

Design Build firm will hire Architect/Engineer so you lose some controls in selecting the Architect/Engineer

Can get contractor earlier in process

This way you can get 35% drawings and can start permitting process earlier.

If you get the architect and contractor together first in Design Build process, the timing moves faster

Otherwise you would need to wait until the project is 100% designed to get Contractor

You can overlap the RFP and save some months with this process

Also permitting can happen more quickly

Design/builder can start ordering supplies and do foundation structure work earlier

Better synergies between designer and builder (cost savings due to less change orders)

In 2015 Council got 4 designs. Planning to proceed with the preferred Alternate – Perched plan.

Need to know how much HVAC will be taxed. Are we tying into existing facilities? Or do we need new systems?

Once expansion done, need building to flow with the current and desired operations. City and county can work together to determine that.

Design Build Advantages:

Doing so could reduce change orders, no matter which one is taking the lead; Architect or Builder (An architect could lead the design build but they don't usually do so due to insurance and risk)

90 day window should discuss what we want with project

Community input can be done in the first 3 months

Combine team effort early

Support/advice of larger team - get contractor on board early

Once the design is done, the builder will create it.
Defines financial cost and risks (lower risk by carefully selecting the designer/contractor)
Can save time and money
Smooth project transition

Down sides to working in parallel:

Reduces architectural fee means contractor takes more control; less representation from Architect
Pressures team for early decisions (team is under pressure early; can cause errors)
May need to scrap plans if errors
Change orders add cost and time
May cost more for “overbuild” (try to make it simpler, but early decisions cause them to be conservative)
Assumptions are made because equipment and building not known yet
Less flexible design process; reducing the design process time with Architect to a finite period of time which reduces flexibility; less time working with the Architect

The Design Build process should help determine basic and variable parts of the design so the basic things can be determined early and save time.
There is a time advantage if you can provide requirements early in the process.
Selected Architectural option already determined so closer to end result.
If you want the architect to make it cheaper, ask them within the RFP on how they think we can shave off money?

Architects on our list may not be qualified for this type of project.
Public Works will issue an RFP soon to advertise to all architects.
The RFQ will outline what will meet qualifications.
Need someone experienced with libraries.
It will be out for bid for 30 – 45 days.
Once Architects are determined qualified, then can discuss price.
Next would be to set up a rating panel and interview – 2 months.
Need to discuss experience designing/building libraries, availability, staff resources, size of firm, # of employees available for project.

Then it will take 3 weeks to make a selection and one month to sign up the Architect.

Then when price is determined, go to Council to approve Architect and execute contract.

This group can determine if go Design Build or go with other option.

Working group can go to council with recommendation.

Paul would hire different Architects for the 35% level and the remainder.

Roger Go to council with recommendation. Design/build is not or typical process.

Special council meeting Friday. Can docs be put together for the special meeting.

Roger will work with Deb to determine if we can put documents together for the Special City Council meeting on next Friday.

Try to get the cost refined to less than \$8.5m and then talk about fundraising.

Goal: have architects get project down in cost.

Maybe can delegate authority to City manager and put forth with budget item on June 18.

5. **Parking**

City staff talking to civil firms to firm up parking analysis.

We're expecting a proposal within 2 weeks.

We'll pursue ideas discussed at the first meeting.

6. **Darcy fundraising**

Item not heard

7. **Next Meeting Date**

Paul will be here June 27

Get Paul and Roger's templates to provide to group next week.