

LIBRARY PROGRAM ROOM EXPANSION
Coordination (“Working Group”) Meeting

June 27, 2019, 4:00 PM
Cupertino City Hall, Conference Room C

MINUTES

Roll Call: Darcy Paul, Clare Varesio, Benaifer Dastoor, Nancy Howe, Kiran Varshneya, Qin Pan, Amanda Wo, Michael Zimmermann

Visitors: Paul Power, Principal with KPA; Damion Martin (telephonic), Design-Build Industry of America

1. Introductions
2. Meeting Minutes approval / revisions

Motion to approve the minutes from the June 13, 2019 meeting was made by _____ and seconded by _____. Motion approved unanimously.

3. Representative from Design-Build Institute of America (DBIA)

Damion Martin of DBIA, Western Chapter, Northern California Region called in to speak about the design-build bid process and to answer questions from the Working Group regarding design-build bids. The website of DBIA contains a number of resources including best practices.

4. Review of the Draft Schedule; Identification of Key Milestones

Following a discussion of the current proposed draft schedule led by Michael Zimmermann, the Working Group members inquired as to whether a request for quotation (RFQ) could be drafted by the next Working Group meeting for a design-build contract directly, rather than going through a “bridge” design process first. The consensus of the Working Group was that going directly to a design-build contract is preferable. Mr. Zimmermann stated that he would attempt to complete a draft RFQ for a design-build contract by the next Working Group meeting.

Paul Power provided information regarding projected potential milestones and indicated that a new schedule should be generated based upon directly entering a design-build contract.

5. Discussion of Perch Design Programming

None discussed.

6. Role of Library Commission

Amanda Wo and Qin Pan of the Cupertino Library Commission indicated ongoing support by the Cupertino Library Commission with respect to outreach to the community and participation in consideration of the Working Group's topics.

7. Parking Update

Michael Zimmermann updated the Working Group on the Council's allocation of \$1,000,000.00 for potential parking upgrades at the Civic Center, with the understanding that a study of parking needs would first be performed taking into consideration alternatives such as moving some city employee parking to adjoining lots, use of shuttling, and other transportation demand management (TDM) efforts that could be functionally effective and cost-efficient.

8. New Business

None discussed.

9. Next Meeting Date

The Working Group agreed that the next meeting would take place on July 18, 2019 at the Library Think Tank room, at 5:00 p.m.