



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

Cupertino Library, Think Tank Room
August 1, 2019, 5:00 – 6:30PM

Approved Minutes

Roll Call: Benaifer Dastoor, Nancy Howe, Roger Lee, Qin Pan, Darcy Paul, Henry Sang, Jr., Kiran Varshneya, Amando Wo, Michael Zimmermann

Visitors: Dianne Thompson, Interim Assistant City Manager

1. Introductions

Attendees introduced themselves

2. Meeting Minutes Approval/Revisions

There was discussion to amend the 7/18/19 draft minutes:

Item 4. Design-Build Delivery Requirements, first sentence originally was “The design-build delivery method requires more effort in the initial administration of a project as compared to design-bid-build.”

The wording was amended to read, “The design-build delivery method, based upon current understanding, may require more effort in the initial administration of a project as compared to design-bid-build.”

Darcy moved to approve the minutes with the revision. Roger seconded. The motion passed unanimously.

3. Project Timeline

The project timeline flowchart with estimated completion dates was presented by Michael Zimmermann. The plan involves the CCMP Preferred Perched Alternative, option D selected by Council in the Civic Center Master Plan process on July 1, 2015. Budget was adopted by Council June 18, 2019 of \$5 million for the building and \$1 million for parking analysis and improvements. The City of Cupertino will provide approximately \$600,000 in funding over 2 years and the Santa Clara County Library District Joint Powers Authority will pay for additional hours.

The next step is to commence with a Building Systems Assessment in the August/September timeframe which will lead to a Cost and Time Estimate update in the September/October timeframe. It is estimated that the City Council will be provided a project update in the October timeframe. At that point, either the design-bid-build or design-bid process will be selected, and additional funding (if necessary) will be considered.

If the design-bid-build process is selected, an architect will be engaged in the November 2019 to January 2020 timeframe and a design is estimated to be received in approximately September 2020. The City Council will be updated and it is estimated to go out to bid in October 2020. Councilmembers will be asked to award a contract in approximately November 2020 with the expectation that construction could begin in approximately December 2020. An opening ceremony is estimated in the November 2021 timeframe.

If the design-build process is selected, a DB facilitator will begin in the November through January timeframe, followed by developing performance criteria in January/February 2020 and an estimated update to Council in February 2020. It is estimated that an RFQ would be issued in March 2020 followed by a request for Council to approve the DB Agreement in approximately June 2020. The design-build would begin in July/August 2020 with an opening ceremony in the August/September 2021 timeframe.

4. Update on Project Delivery Discussion

Michael Zimmermann and Roger Lee provided an update on the project delivery methods.

5. Next Meeting: August 22, 2019 5:00 – 6:30 pm Library Think Tank