



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

Stakeholder Meeting

Zoom Virtual Meeting

April 9, 2020, 3:00 – 4:30 PM

Minutes

Roll Call: Roger Lee, Michael Zimmermann, Benaifer Dastoor, Chuck Griffen, Dianne Thompson, Jennifer Weeks, Jim Davis, Clair Varesio, Henry Sang Jr, Kiran Varshneya, Qin Pan, Darcy Paul, Rose Grymes, Amando Wo

Visitors: James Davis, Citizen
Jay Manzo, EHDD Architects
Lindsey Quinones, EHDD Architects
Jennifer Devlin, EHDD Architects
David Marks, NOVA Partners

1. Introductions

Attendees introduced themselves.

2. Approval of Meeting Minutes

Roger Lee made a motion to accept the February 13, 2020 meeting minutes. Qin Pan seconded. The motion passed unanimously.

3. Project Update

Michael Zimmermann provided an update about the Library Expansion Project.

Since the last meeting, staff hired NOVA Partners as the Construction Manager and EHDD as the Bridging Architect. Staff is moving forward with the parking analysis. The report is being finalized and the item will go to Council on May 19. Once approved by Council, staff will engage the

Environmental Consultant to make sure that there is nothing significantly different from the Civic Center Master Plan negative declaration. Staff believes it is consistent with the Master Plan and doesn't anticipate a stumbling block moving forward. Staff is also working with the Building Department and Planning Department to get their approval process and continue with the Library Expansion project independent of the parking mitigation. The schedule could be slightly impacted. Staff is evaluating options to reduce demand and increase parking supply which will be shared with the Council on May 19.

4. **Project Schedule**

David Marks from NOVA Partners discussed the project schedule. The next Library Stakeholder is April 16 where EHDD will finalize concepts.

NOVA is working on the qualification packages for design build firms that will be provided to them in early May. NOVA will provide a draft of the qualification packages to City Staff on 4/23/20. They expect to process and analyze the qualification packages in 4 weeks. Then a short list of qualified firms can be created. A minimum of 3 qualified firms is preferred. EHDD is working on Bridging documents and they hope to be completed by June. Bridging documents will be needed to have a formal Request for Proposal (RFP). Next would be to go to the prequalified design build firms and provide 7 weeks for a best value proposal.

The goal is to go to Council in early September with an award to the design builder. Then they will design within a 5-month design period. Demo would start in early February, and an early permit for underground utility and grading would be secured. The goal is to be done with construction in the Dec 2021 timeframe. Discussion with the Library Stakeholders would be done concurrently to facilitate a quick move in timeframe. On April 23, 2020 EDHH would like to have concurrence on the concept and direction so they can move forward with the Bridging documents.

David Marks provided information about the construction company, NOVA Partners. NOVA Partners is a Construction Management firm established in 1993. There are 55 employees and David has worked there for 24 years. The firm has worked for cities down the peninsula, including

projects for Google, Facebook, Los Altos (Community Center), Palo Alto, Cupertino (Quinlan Community Center and Civic Center Par). They have worked on 15 library projects and David has worked on 5 or 6 of them. He was Project Manager for the Cupertino library. The firm has worked on numerous Design Build projects so they are familiar with that delivery model. David will act as lead on procuring all services until the Design Builder is on board and then an assistant will help him manage construction.

Construction (cannot start during shelter in place order)

It will take 1 week to get ready for demo inside the building to secure and make things safe and lower noise pollution. In all, there will be 4 to 5 weeks of prep work before other work can start. The demolition part of the project will take less than 2 weeks. The Library won't need to close during demolition or construction.

5. **Introduction of the EHDD Team**

Jennifer Devlin provided information about EHDD and the role of the Bridging Architect. EHDD has worked on half a dozen public libraries over last 25 years and worked on the San Mateo Library. They have just completed bridging documents for the Santa Cruz University Library. The firm has been in existence for 75 year and is based in San Francisco.

The role of Bridging Architect is to define the detailed design requirements: floorplans, quality of finishes and systems. Bridging documents involve design intent plus performance criteria. EHDD will establish the intent of the project and deliver schematic designs. Those documents reflect design intent and performance criteria of the building. That becomes an important attachment to the RFP that goes out to the Design Build entities who will complete the design and build the building. The documents will be provided within 8 weeks. The Bridging Documents establish a baseline of quality.

Jay Manzo provided an example of Bridging Documents for the UC Santa Cruz Science Library.

The overall goal of the Cupertino Library project is to create a beautiful and flexible space to accommodate programs and spillover seating and to integrate the addition into the existing building, inside and out. Architecture inside and outside should complement each other with a

seamless flow of movement and circulation so it doesn't feel like an add-on. The priority is to provide no or minimal disruption to the existing library functions and deliver the project on schedule and budget.

A Cost estimator on the team will develop a cost model to help with the design proposals.

The schedule slipped a little bit due to COVID.

Lindsey Quinones provided information about the Program Elements.
Essential program elements per the September 2019 programming document

130 seat minimum audience capacity

Flexible space

Storage

Spillover seating

Restrooms

Utility Sink/kitchenette

Discretionary Program Elements

170 seat minimum audience

Larger story room 60 seated, 100 on floor

Separate off-hours entry

Ability to hang art

Storage for frequent users

1-2 small conference rooms

Wish list Program elements

Performance space (stage)

Outside gathering space

Roof top patio/green roof

Maker space

Public art

\$5m

Next Steps

4/16/20 feedback from stakeholders

4/23/20 Meeting with Stakeholders

6/1/20 Bridging Documents delivered to City

6. **Introduction of the NOVA Partners Team**

Introduction of the NOVA Partners Team
David Marks provided information about

Role of the Construction Manager

The role of the Construction Manager is to help the City create schedules and ensure process is happening on time, and that team members are communicating.

During pre-construction, the role is to help guide city through the design build process. NOVA will also help manage the Bridging Architect to get the set of documents and maintain quality work.

There was a request for materials that can be provided to Library patrons during the construction phase.

7. **Tentative Council Schedule**

May 19th – Study session for potential alternatives to address parking at the Civic Center

July – Agenda to recommend award to design build firm

Next Meeting – April 16, 2020