



CITY COUNCIL STUDY SESSION REPORT

MEETING DATE: APRIL 29, 2014

ITEM NUMBER: ____

SUBJECT: AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSAL FOR THE ARCHITECTURAL PLANNING AND DESIGN OF THE PROPOSED LIBRARY AT THE NEIGHBORHOOD COMMUNITY CENTER.

DATE: APRIL 15, 2014

FROM: THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

PRESENTATION BY: TAMARA S. LETOURNEAU, ASSISTANT CHIEF EXECUTIVE OFFICER

FOR FURTHER INFORMATION CONTACT: ALMA REYES, MANAGEMENT ANALYST AT 714-754-5636

RECOMMENDATION:

Staff recommends that the City Council authorize staff to proceed with a Request for Proposal (RFP) for an architect to plan and design the Donald Dungan Library in the Neighborhood Community Center (NCC) facility.

BACKGROUND:

The Orange County Public Library (OCPL) currently operates the Donald Dungan Library at 1855 Park Avenue. This facility was built in 1986, and occupies 6,886 square feet. The size and shape of the facility limits the number and types of programs available, as well as the collections and user space. Donald Dungan is a single level building, with a full range of collections, including audio books and video titles. There is a small children's area, but it is in a corner of the facility and open to the rest of the space. Thus, this is not conducive to holding children's activities/programs or story time programs. It also includes an alcove dedicated to the Friends of the Library. Additionally, there is a room at the back of the facility that may be used for community events and storage space.

The Neighborhood Community Center (NCC), at 1845 Park Ave., is a 22,742 square-foot facility that was built in 1981. The community center is a rental facility complete with a large multi-purpose hall that includes a stage, dance floor and full-service kitchen. Three other smaller meeting and conference rooms are available for community, business, educational meetings, and contract classes. Currently, there are 45 annual user groups that reserve rooms at NCC; 35 of these groups are Costa Mesa based organizations.

ANALYSIS:

In an effort to improve the library facility and create adequate user space necessary to meet the needs of the community, staff is proposing repurposing both of these facilities which includes relocating the Donald Dungan Library to the adjacent Neighborhood Community Center building and moving the Neighborhood Community Center to the current library space.

Preliminary discussions have taken place with OCPL and Friends of the Library to determine each party's interests and abilities in providing the necessary resources for this project.

On March 26, 2014, the OCPL retained the services from KAL Architects, Inc. (KAL), 12 J Mauchly, Irvine, California, 92618, for the development of a concept design to convert and renovate the existing NCC to a new library. Attached is a copy of that plan. The elements of the proposed renovated space includes but is not limited to the following:

- One Desk Concept for reception and reference, which includes a reception desk with a direct line of sight to the main entry and radially arranged book stacks;
- Approximately 12,000 square feet of reading/computer area and book stacks for adults, teens and children;
- Capacity for 254 computer work stations;
- Adult library with an enclosed outdoor reading area, two study rooms and one conference/quiet room;
- Teen area can be enclosed with a dividing wall;
- Children's area with movable walls for story-time;
- Community:
 - Friends of the Library area
 - Community room (75 occupants)

This is a preliminary conceptual drawing; however, it provides us with a basis for understanding how the space can be utilized for this purpose. The architect will be in attendance at the Study Session to answer questions.

Staff recommends that the City Council authorize an RFP to be issued to retain an architect to plan and design the proposed Donald Dungan Library at the Neighborhood Community Center facility. Staff anticipates that modifications needed to make the current library building into the new NCC will require minor building modifications. If the City Council approves moving forward with the move of the library to the NCC, staff will further evaluate those needs and budget modifications accordingly.

The purposed scope of work for the architect includes: a feasibility study; coordination with City and County staff to identify current facility uses; holding community meetings to determine needs of the users/customers and stakeholders; provide preliminary cost estimates; and, propose concept plan layouts that take into account the proposed uses utilizing current space design standards. Key strategies proposed include renovation of the existing facility for greater efficiency of the useable space, consultation with user groups, stake holders, partners, elected and appointed officials, and staff.

Further, the architect will be required to assess current open space surrounding these facilities and integrate it into a common theme that will promote a welcoming and friendly environment that Costa Mesa residents of all ages can enjoy. Upon Council approval the architect will prepare and provide construction documents (plans, specifications, and estimates) for the repurposing of the NCC facility.

It is important to highlight that one of staff's highest priorities will be the relocation of non-profit user groups currently utilizing the NCC. Staff will identify user space within the new library, new NCC, or other City facilities and ensure that they are available for the use of local non-profit groups.

The operation and financial responsibilities of the two current facilities will remain intact. The OCPL will continue to be financially responsible for all staffing costs necessary for the operation of the new library, while staffing costs for the operation of the NCC and maintenance costs of both facilities will remain the City's responsibility.

ALTERNATIVES TO CONSIDER:

The City Council could choose to not authorize staff to proceed with the request for proposal, in which case the Donald Dungan Library would continue to operate out of its existing building with limited usable space for the programs and services offered at this facility.

FISCAL REVIEW:

Staff estimates the cost for the architect to be in the range of \$75,000 to \$100,000. Funding for this potential contract is available in the Non-Departmental section of the General Fund budget. Should the City Council authorize staff to proceed with the RFP process a budget transfer will be presented to the City Council at the time a contract is recommended for award for the architectural planning and design of the proposed library at the NCC facility.

LEGAL REVIEW:

No legal review required for this item.

CONCLUSION:

In order to enhance the quality of library services provided and maximize facility use, staff is requesting the City Council authorize staff to proceed with a Request for Proposal for an architect for this project.

TAMARA S. LETOURNEAU
Assistant Chief Executive Officer

THOMAS R. HATCH
Chief Executive Officer

ALMA REYES
Management Analyst

[ATTACHMENT: Library Conceptual Plans](#)