



# *CITY COUNCIL STUDY SESSION REPORT*

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**MEETING DATE:** JANUARY 20, 2015

**ITEM NUMBER:** NB-1

**SUBJECT:** AWARD A PROFESSIONAL SERVICES AGREEMENT FOR ARCHITECTURAL SERVICES FOR THE DONALD DUNGAN LIBRARY AND NEIGHBORHOOD COMMUNITY CENTER PRELIMINARY DESIGN PHASE.

**DATE:** JANUARY 5, 2015

**FROM:** THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

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

**FOR FURTHER INFORMATION CONTACT:** ALMA REYES, RECREATION SUPERVISOR  
714-754-5636

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## **RECOMMENDATION:**

Authorize the CEO to sign the Professional Services Agreement for an amount not to exceed \$125,125 to Johnson Favaro, 5898 Blackwelder Street, Culver City, CA 90232, for the preliminary design phase of the Donald Dungan Library and Neighborhood Community Center (NCC) projects, including the outdoor space surrounding these sites.

## **BACKGROUND:**

At the April 29, 2014, City Council Study Session, the City Council authorized the issuance of a Request for Proposal for the architectural planning and design of the proposed library at the Neighborhood Community Center (NCC) facility.

The intent of the proposed project is to improve library services and create quality programming and event user space necessary to meet the needs of the community. The proposed project will repurpose 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. The proposed library will serve as a destination where learning and technology come together as an environment that promotes community.

One of the primary goals of this project is to work closely with the community and current user groups to ensure that the new library is adaptable to the community's current and future needs. Furthermore, that community space is of high priority and shall be incorporated in this project.

## **ANALYSIS:**

On June 6, 2014 the City issued a Request for Proposals (RFP) for the architectural planning and design for the proposed library at the NCC. The City received six (6) proposals in response to the RFP. All proposal were reviewed for compliance with the City's RFP process, and the architects were evaluated based on the following criteria: understanding of the project, depth of experience, technical expertise, ability to meet the schedule; ability to meet the community outreach requirement, and associated factors. Of the six (6) firms only four (4) firms were interviewed.

Following a detailed proposal review and interview process, the evaluation team consisting of both City staff, County staff and a representative from another agency with experience in library renovations selected Johnson Favaro as the recommended firm to perform the architectural planning and design services. Johnson Favaro has provided architectural services to various Southern California cities; most notably the firm specializes in building and renovating library facilities. The firm has an in depth knowledge of the function of libraries and provides special expertise in the areas of library program assessment, parks and recreation programming, facilities/utility and site survey, interiors, graphics and signage, and sustainability. Most importantly, Johnson Favaro understands the uniqueness of this project and the importance of creating a project that meets the needs of not just library patrons, but also the community as whole.

As the renovation of both facilities and plaza are a multi-year project, the proposed Professional Services Agreement is for Phase I- Preliminary Design of the Donald Dungan Library and the NCC (Attachment 1). The scope of work includes the following:

- Complete a feasibility study;
- Assess the 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;
- Complete a stakeholder process to determine the needs of the users/customers and stakeholders;
- Provide preliminary project cost estimates; and,
- Prepare proposed concept plans.

The proposed Professional Services Agreement is for a one (1) year term for the Preliminary Design Phase of the Donald Dungan Library and NCC.

### **Meeting Room Space**

In anticipation of this project, staff has already begun working with the non-profit groups that utilize the NCC throughout the year. Staff has developed a "Concierge Team" to work with each user to find the best meeting space during the construction period and post construction. There are 45 annual users that reserve rooms at the NCC and 35 of these are Costa Mesa groups. These groups utilize different size rooms currently at the NCC. For reference the large meeting room space at the NCC is 6,994 square feet. The current Library is 7,700 square feet. In addition, other City facilities that will be available for meeting room space are:

<b>Facility/Meeting Room</b>	<b>Square Feet</b>
Balearic Community Center -Adobe Room	1,885
Balearic Community Center - Sierra Room	930
Downtown Recreation Center – Multi Purpose Room	1,409
City Hall – Conference Room 1A	713
Senior Center – Multi Purpose	5,900
Senior Center – Meeting Room	906
Golf Course – Los Lagos	3,100
Golf Course – Mesa Linda	1,300

The Concierge Team will work with each user to determine the meeting room space that best meets the needs of their organization.

**ALTERNATIVES TO CONSIDER:**

1. The City Council could choose not to award a contract for professional services to Johnson Favaro for the architectural services for the preliminary design phase of the Donald Dungan Library and the Neighborhood Community Center (NCC).
2. The City Council could review other proposal or reject all proposals and direct staff to re-advertise the project.

**FISCAL REVIEW:**

The total cost of the preliminary design of the Library and the Neighborhood Community Center is \$125,125 and funds for this agreement are budgeted in the FY 2014-15 Capital Improvement Program, item number 29. In order to fully complete this concept of a new central Library and a new quality Community Center with integrated outdoor space, it could cost approximately \$10,000,000 including total architectural and construction support of \$1,400,000.

**LEGAL REVIEW:**

Upon City Council approval, the City Attorney's office will prepare a Professional Services Agreement for the preliminary design phase.

**CONCLUSION:**

In order to enhance the quality of library services by creating a learning destination that provides access and maximizes facility use and creates a NCC that meets the needs of the community, staff is recommending that City Council authorize the CEO to sign the Professional Services Agreement in an amount not to exceed \$125,125 to Johnson Favaro, 5898 Blackwelder Street, Culver City, CA 90232, for architectural services for the preliminary design phase of the Donald Dungan Library and the Neighborhood Community Center (NCC).

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TAMARA S. LETOURNEAU  
Assistant Chief Executive Officer

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THOMAS R. HATCH  
Chief Executive Officer

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ALMA REYES  
Recreation Supervisor

ATTACHMENTS:

1. [Proposal for Preliminary Design Phase submitted by Johnson Favaro](#)

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A CD was Provided and Distributed to the Council Members Regarding Proposals for RFP 1171 – Architectural Planning and Design Services for the New Donald Dungan Library and Neighborhood Community Center (**NEW BUSINESS ITEM #1 - AWARD A PROFESSIONAL SERVICES AGREEMENT FOR ARCHITECTURAL SERVICES FOR THE DONALD DUNGAN LIBRARY AND NEIGHBORHOOD COMMUNITY CENTER PRELIMINARY DESIGN PHASE/Office of the Chief Executive Officer**).

The CD Includes 479 pages and will be Made Available for Public View in the City Clerk's Office. Please Contact the City Clerk's Office for More Information at (714) 754-5225

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# CITY OF COSTA MESA

Department of Parks and Community Services Recreation

## INTEROFFICE MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Tamara Letourneau, Assistant CEO 

**DATE:** January 16, 2015

**SUBJECT: LIBRARY ARCHITECT RFP (SUPPLEMENTAL INFORMATION) - PROPOSALS FOR ARCHITECTURAL PLANNING AND DESIGN SERVICES FOR THE NEW DONALD DUNGAN LIBRARY AND NEW NEIGHBORHOOD COMMUNITY CENTER.**

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On June 6, 2014 the City issued a Request for Proposal (RFP) for the architectural planning and design services for the proposed Donald Dungan Library and Neighborhood Community Center (NCC).

The 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.

The City received a total of six (6) proposals from the following firms:

- Dougherty & Dougherty Architects, LLP
- Ethos Architecture
- Johnson Favaro, LLP
- KalArchitects, Inc.
- MVE Institutional
- Thirtieth Street Architects, Inc.

The City formed an Evaluation Committee composed of four (4) members that included City and County staff and a representative from another agency with experience in library renovations. The Evaluation Committee reviewed and scored the proposals. Of the six (6) proposing firms, only four (4) were invited to the interview phase. The selected firms were:

- Dougherty & Dougherty Architects, LLP
- KalArchitects, Inc.
- Johnson Favaro, LLP

- Thirtieth Street Architects

The Evaluation Committee selected Johnson Favaro, LLP as the recommended firm to perform the architectural planning and design services. Johnson Favaro, LLP has provided architectural services to various Southern California cities, including three (3) major library projects in the cities of West Hollywood, Beverly Hills, and Manhattan Beach. Johnson Favaro, LLP was established in 1989 and has successfully completed over \$300 million worth of construction projects for communities, local governments, and institutions of higher education in Southern California in the past ten (10) years. The firm's services include:

- Planning and Design
- Master Planning
- Programming and Feasibility Studies
- Facility Assessment
- Cost Planning and Conceptual Design to Building Design
- Document Production and Construction Administration

The firm specializes in building and renovating library facilities and possess an in-depth knowledge of the function of libraries. Additionally, the firm provides special expertise in the areas of library program assessment, parks and recreation programming, facilities/utility and site survey, interiors, graphics and signage, and sustainability. More notably, the firm understand the uniqueness of this project and has demonstrated to have the expertise in crafting an inclusive and authentically collaborative planning process with the constituents of the community.

Please find enclosed, the Proposal Score sheets and a CD with the six (6) proposals received.

Should you need additional information, please feel free to contact me.

Thank you.

Cc: Tom Hatch, City CEO

**ARCHITECTURE PLANNING & DESIGN SERVICES FOR THE  
NEW DONALD DUNGAN LIBRARY AND THE NEW NEIGHBORHOOD COMMUNITY CENTER  
Interview & Combined Scores**

	1	2	3	4	Totals
	Rater A	Rater B	Rater C	Rater D	
<b>15</b>	<b>Grasp of the Project</b>				
Dougherty & Dougherty Architects	4	5	5	5	19
Johnson Favaro	3	5	4	5	17
KalArchitects	3	3	2	4	12
Thirtieth Street Architects, Inc.	4	4	4	5	17
<b>25</b>	<b>Approach</b>				
Dougherty & Dougherty Architects	3	5	4	3	15
Johnson Favaro	4	5	5	5	19
KalArchitects	2	2	2	3	9
Thirtieth Street Architects, Inc.	4	4	4	4	16
<b>25</b>	<b>Qualifications and Experience</b>				
Dougherty & Dougherty Architects	4	4	4	4	16
Johnson Favaro	5	5	5	5	20
KalArchitects	3	3	2	3	11
Thirtieth Street Architects, Inc.	4	4	4	5	17
<b>20</b>	<b>Communication Skills</b>				
Dougherty & Dougherty Architects	5	4	4	4	17
Johnson Favaro	5	5	5	5	20
KalArchitects	3	3	2	2	10
Thirtieth Street Architects, Inc.	4	4	4	5	17
<b>15</b>	<b>Quality of the overall Presentation</b>				
Dougherty & Dougherty Architects	3	5	4	4	16
Johnson Favaro	5	5	5	5	20
KalArchitects	2	3	2	1	8
Thirtieth Street Architects, Inc.	4	4	3	3	14

Proposers	Interview	Proposal	Total	Rank
Dougherty & Dougherty Architects	1640	1430	3070	3
Johnson Favaro	1930	1290	3220	1
KalArchitects	1000	1440	2440	4
Thirtieth Street Architects, Inc.	1630	1460	3090	2