



DATE: June 27, 2017

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Library Space Modifications, Construction, Project 18-60 – Approve Plans and Specifications/Authorize Bidding**

RECOMMENDATION

1. Approve plans and specifications for the Library Space Modifications Construction, Project 18-60, and authorize staff to advertise the project for bids.
2. Authorize the City Manager to award the construction contract to the lowest responsible bidder if the low bid is within the project budget.

BACKGROUND

Library services are evolving from primarily providing reading materials to becoming community gathering places for learning and developing skills. Since the Library opened in 1997, Children's Services has experienced an especially large increase in usage. The Children's Area is too small for regular usage, and the existing Community Room is inadequate to accommodate the number of attendees for children's programs. Attendance at adult programs is also increasing and there is a need for another room for adult programs and community meetings. The building is often at capacity, with all seating areas and study rooms occupied.

ANALYSIS

The project will reconfigure underutilized staff space and storage rooms, resulting in additional public space. The project scope will:

- Expand the Children's Services Area.
- Expand the existing first floor Community Room.
- Enclose the existing opening above the DVD collection with a structural floor on the second floor to create more square footage.

- Create a multipurpose room on the second floor.
- Create additional reading areas and study rooms on the second floor.
- Combine the Welcome Desk with the Accounts Desk on the first floor, and combine the Computer Help Desk with the Reference Desk on the second floor.
- Recarpet all areas on the second floor.

The following describes the modifications in more detail:

First Floor Plans

The current Support Services staff area will be reconfigured to provide space for both Support Services and Children's Services staff. The DVD/CD and adult language collections will be relocated to the second floor. The remaining vacated space and the vacated children's staff office space will allow expansion of the Children's Area and the Community Room. The current wall and entry doors leading into the Children's Area will be removed and a new wall with an entry doorway at the lobby oval will delineate the new Children's Services Area (see Figure 1 – Library First Floor Summary).

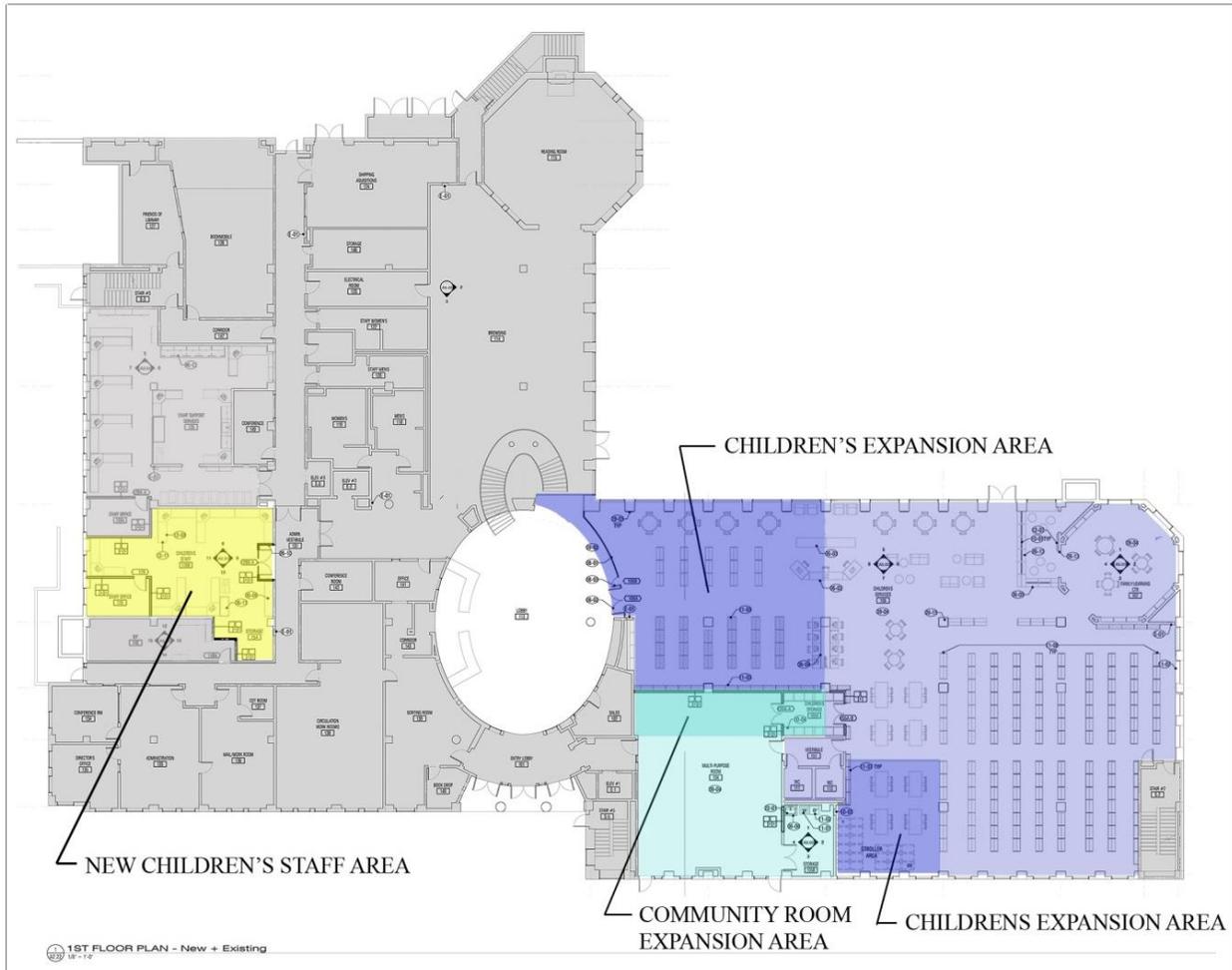


Figure 1 – Library First Floor Summary

Second Floor Plans

The floor opening above the first floor DVD collection will be filled with a structural floor, creating 600 square feet of additional space. The Reference Desk will be relocated on the new structural floor and new study rooms constructed where the existing Reference Desk is located. As shown on Figure 2, the reference and nonfiction collections are being reduced and one additional book stack added to the end of every row of shelving to provide space for the DVD/CD and adult languages collection.

The existing Computer Training Room will be converted to a multipurpose room for adult programs and community meetings. Computer training will still be accommodated in the room through the use of laptop computers.

Construction activities will be scheduled to maintain normal operation of the Library to the greatest extent possible. Although staff is requiring night work and project phasing in the specifications, partial closure of sections of the Library will be necessary.

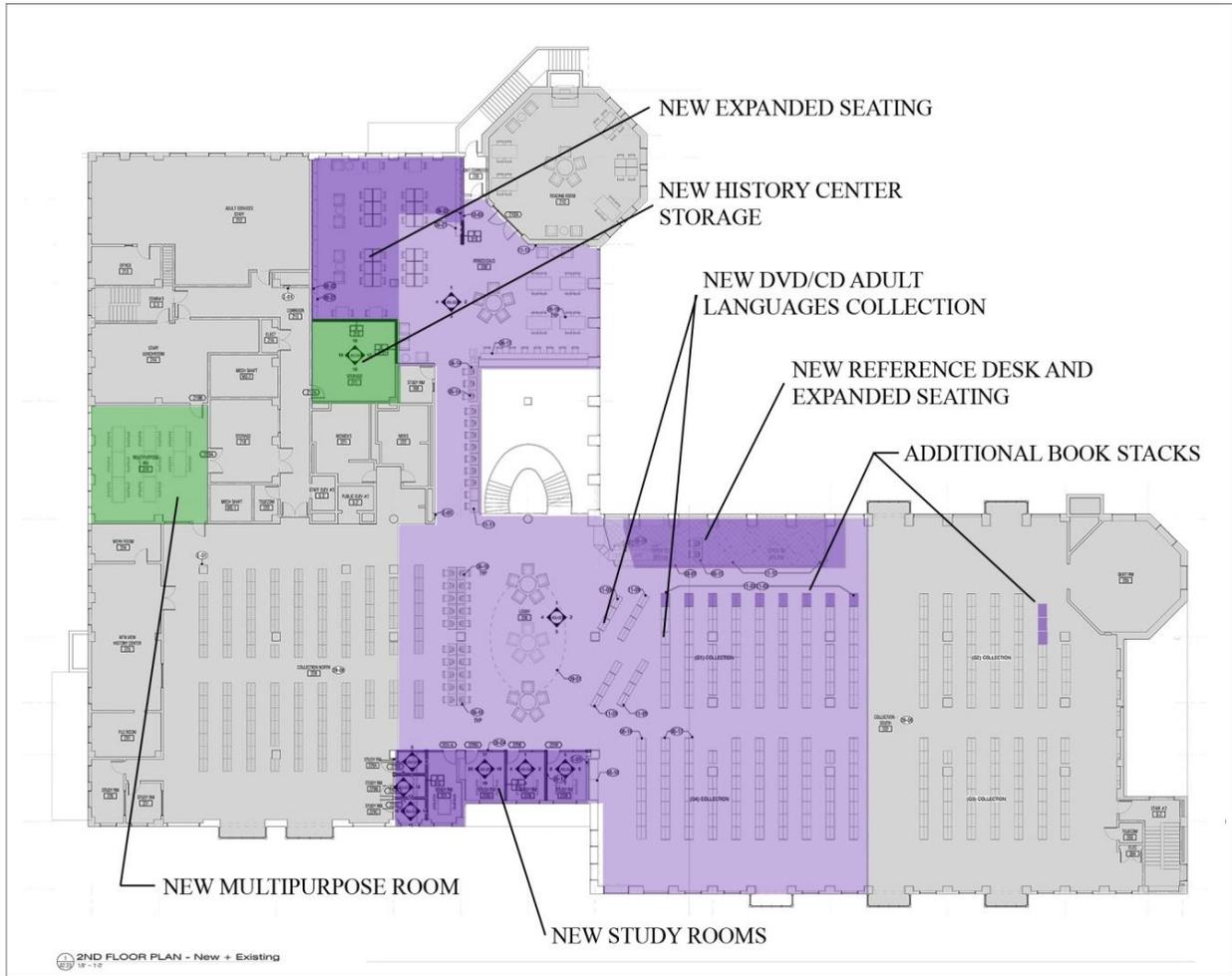


Figure 2 – Library Second Floor Summary

Project Construction Cost Estimate

The estimated project cost for the construction phase is as follows:

Construction

Space Modifications	\$2,850,000
Construction Contingency	<u>285,000</u>
Subtotal Construction	3,135,000

Design and Inspection

Consultant Services	100,000
Testing and Inspection	40,000
City Project Management, Design and Clerical	60,000
FF&E	120,000
Public Art	30,000
Project Contingency	<u>100,000</u>
Subtotal Design and Inspection	450,000

City Administration @ 6.5%	<u>235,000</u>
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TOTAL	<u>\$3,820,000</u>
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Construction Funding

On June 6, 2017, City Council adopted Fiscal Years 2017-2018 through 2021-22 Capital Improvement Program. On June 20, 2017, the City Council appropriated \$3.82 million for construction of Project 18-60.

Public Art

Council Policy No. K-5 requires capital improvement projects of \$1 million or greater to include public art with a budget of one percent of the construction budget. The Visual Arts Committee is in the process of selecting the art and the Community Development Department will forward the recommendation to Council for approval in September 2017.

Project Schedule

If Council approves the recommended actions and responsive bids within budget are received, construction could begin as early as September 2017 and be completed in spring 2018. Initial activities will begin in nonpublic areas of the Library and staff will conduct extensive outreach so the public can continue to access Library services.

CEQA

In accordance with the California Environmental Quality Act (CEQA), this project has been determined to be categorically exempt under Section 15301 as minor alterations to existing public facilities.

FISCAL IMPACT

Library Space Modifications, Construction, Project 18-60, will be funded with \$3.82 million from the Shoreline Community Public Benefit Fund. Based on the current cost estimate, there are sufficient funds for the recommended actions.

CONCLUSION

The final design for the Library Space Modifications project is consistent with the changing needs of Library patrons and accommodates an expansion of the Children's Services Area within current public and seating areas and study rooms. An increase in public space (2,300 square feet) is achieved within the building footprint by adding a structural floor above the current media area, repurposing storage space, and consolidating staff offices. The recommended actions will allow staff to advertise the project for bids.

ALTERNATIVES

1. Do not approve plans and specifications and authorization to bid the project and place the project on hold.
2. Provide other direction.

PUBLIC NOTICING

Agenda posting, posting at the Library, and placement of ad in the *Mountain View Voice*.

Prepared by:

Rey S. Rodriguez
Senior Project Manager

Reviewed by:

Lisa Au
Principal Civil Engineer

Approved by:

Michael A. Fuller
Public Works Director

Audrey Seymour Ramberg
Assistant City Manager

RSR/TS/7/CAM
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cc: Library Board

APWD – Solomon, PCE – Au, PCE – Macaraeg, AAI – Goedicke, SPM –
Rodriguez, cmvgis@mountainview.gov