



City Council Agenda Report

Meeting Date: June 25, 2024

Initiated By: City Staff

Prepared By: Anthony Carnesecca

Approved By: Gabriel Engeland

Subject:

Review and authorize the City Manager to Issue Request for Proposals for Design Services for Los Altos Main Library Improvements

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Review and authorize the City Manager to issue Request for Proposals for Design Services for Los Altos Main Library Improvements.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

- Would the City Council wish to authorize the City Manager to issue Request for Proposals for Design Services for Los Altos Main Library Improvements

FISCAL IMPACT

The proposed costs associated with the design services would be reimbursed by the North County Library Authority.

PREVIOUS COUNCIL CONSIDERATION

January 23, 2024

SUMMARY

- The Potential Improvements to Library Ad-Hoc Subcommittee received approval for their proposed presentation and associated recommendations.
- City Council directed the subcommittee to continue with the process by presenting the information to the North County Library Authority (NCLA) in request for funding.
- After a presentation from the Ad-Hoc Subcommittee, the NCLA authorized the City of Los Altos to issue a Request for Proposal with NCLA to cover the costs associated with the issuance of the RFP.

BACKGROUND

During the Future Agenda Items Discussion section of the Los Altos City Council meeting on September 26, 2023, Councilmember Dailey requested the Library Commission to bring forward to Council at a Study Session the status of the library and options they have considered for improving the library for consideration of Council, including, but not limited to the potential use of parcel tax funds. Mayor Meadows and Vice Mayor Weinberg supported the future agenda topic.

During the October 5, 2023 Library Commission meeting, Chair Fawcett moved that the Commission form an Ad Hoc Committee consisting of Vice Chair Bedard and Commissioner Crane to work on documents in preparation for the Study Session with City Council focused on possible library improvements as directed at the September 26, 2023 City Council meeting that will terminate upon receipt of the Final Report to the Commission. Commissioner Crane seconded the motion. The motion passed 4-0.

During the January 4, 2024 Library Commission meeting, the final proposal was unanimously approved by the Commission to move onto the City Council.

During the January 23, 2024 City Council Study Session, the Potential Improvements to Library Ad-Hoc Subcommittee presented their recommendations for improvements to the City Council. City Council directed the ad-hoc subcommittee to continue with the process by presenting the information to the North County Library Authority and requesting that the NCLA approve funding an RFP to be issued by the City of Los Altos based on their recommendations.

During the January 29, 2024 NCLA Meeting, the ad-hoc subcommittee presented the same information as presented to the City Council one week prior. NCLA board member Dailey made a motion to authorize the City of Los Altos to issue an RFP, jointly by the City and the County Library System with NCLA to cover the costs associated with the issuance of the RFP. Secretary Hill seconded the motion. The motion passed in a unanimous vote.

DISCUSSION/ANALYSIS

Once the direction was given, City staff has been diligently working to complete the Request for Proposals document in preparation to receive proposals. City staff has worked with the Ad-Hoc Subcommittee to confirm that the attached RFP meets all the desired goals of Library Commission, City Council, and NCLA.

The goal of this process is to receive proposals from qualified consultants that will develop a minimum of two viable and feasible concept design alternatives for improvements to the Library based on information provided by the Potential Improvements to Library Ad-Hoc Subcommittee, previous Needs Assessment studies, publicly available meeting information, and conversations with relevant stakeholders

The attached RFP incorporates the language from the Potential Improvements to Library Ad-Hoc Subcommittee that will allow the consultant to complete the following as part of their scope of work:

- Investigate the existing conditions
- Design two viable and feasible building concept design alternatives

- Estimate the costs of the alternatives
- Identify the preferred concept and garner consensus from relevant stakeholders
- Present to necessary agencies through process
- Complete 65% design documents
- Provide 100% bid-ready construction documents for next steps

After the preferred vendor has been identified through the RFP process, City staff will return to Library Commission, North County Library Authority, and City Council for review and approval.

ATTACHMENTS

1. Draft Request for Proposals for Design Services for Los Altos Main Library Improvements