



City Council Agenda Report

Meeting Date: December 10, 2024

Initiated By: City Council

Prepared By: Anthony Carnesecca

Approved By: Gabe Engeland

Subject: Accept North County Library Authority Funds for Main Library Improvements Project and Award Contract for Main Library Improvements Project to Anderson Brule Architects in the amount of \$132,628

COUNCIL PRIORITY AREA

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

RECOMMENDATION

City staff recommends that the City Council adopt two resolutions that do the following:

- Accept North County Library Authority Funds for Main Library Improvements Project, Authorize the City Manager to Amend FY24/25 Budget By Transferring \$145,891 Revenue from General Fund to the Capital Improvements and Major Maintenance Program, Recognize \$145,891 Revenue from North County Library Authority, and Appropriate \$145,891 Revenue to Main Library Improvements Project (LI01001).
- Authorize the City Manager to execute a contract for Main Library Improvements Project with Anderson Brule Architects in the amount of \$132,628 and authorize the City Manager to execute a change order not to exceed 10% (\$13,263) of the total contract amount on behalf of the City.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

None

FISCAL IMPACT

The North County Library Authority has approved the payment of \$145,891 for Phase 1 of the Main Library Improvements project so there will be no fiscal impact.

ENVIRONMENTAL REVIEW

This resolution is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970.

PREVIOUS COUNCIL CONSIDERATION

January 23, 2024 & June 25, 2024

DISCUSSION/ANALYSIS

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. The NCLA board unanimously approved 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

At the June 25, 2024 City Council meeting, City Council unanimously authorized the City Manager to issue a Request for Proposals for Design Services for Los Altos Main Library Improvements.

The City issued the RFP - Design Services for Los Altos Main Library Improvements on our Bids and Requests for Proposals website on Wednesday, July 17, 2024. The RFP closed on Thursday, August 22, 2024 at 3 pm.

The RFP divided the improvements into three distinct phases. Phase 1 is a Design Alternative Analysis that will investigate the existing condition, create design alternatives, evaluate cost estimates, and garner consensus for a final preferred design. Phase 2 is 65% drawings that will include technical specifications for the building with a more detailed cost breakdown. Phase 3 is bid-ready construction documents and construction transition.

The City received nine proposals for the project. The review committee reviewed all the proposals and invited the highest-ranking proposers to a final interview.

The review committee conducted interviews with the finalists and has selected Anderson Brule Architects (ABA) as the consultant to complete the design work for the Los Altos Main Library Improvements.

During the October 3, 2024 Library Commission meeting, City staff provided an update on the process and next steps, including a request for funds from the North County Library Authority and a contract award from the Los Altos City Council. The Library Commission unanimously recommended approval to move forward in this process.

ABA proposed an initial bid of \$128,765 for the base services of Phase 1 and an additional 3% for reimbursable expenses at \$3,863, totaling \$132,628. City staff recommended an additional 10% contingency. In total, City staff requested \$145,891 in funding from the North County Library Authority for Phase 1 of the RFP.

Their RFP proposed the amount above for Phase 1 and 10% of construction bid award budget determined in Phase 1 for Phases 2 and 3. When Phase 1 is completed, the City will request the additional necessary funds for Phases 2 and 3 from the North County Library Authority. This is anticipated to occur in Summer 2025.

During the November 18, 2024 North County Library Authority meeting, their board unanimously approved the funding allocation to the City of Los Altos for Phase 1 of the Main Library Improvements Project.

The City acknowledges that the Main Library Improvement Project is subject to compliance with all legal requirements, including and but not limited to compliance with the California Environmental Quality Act (CEQA). No financial commitment shall be construed to compel the City to approve or make any particular findings with respect to any environmental documentation that is prepared, pursuant to CEQA, for any portion of the Project. The City retains full discretion to approve any CEQA documents prepared or to analyze environmental impacts or the Project.

ATTACHMENTS

- 1. Resolution 2024-XX**
- 2. Resolution 2024-XX**