

## Atherton Library RFP Questions and Answers

### Pre Submittal Meeting Questions and Answers

1. Does the \$5 million budget cover project costs? Construction costs? Site costs?.

The \$5 million in currently available funds could cover all those things. However we continue to accrue approximately \$600,000-\$900,000 a year. Site costs do not need to include land procurement, which will not be necessary.

The budget could be considered to be \$5 million + accruals.

2. Will the budget vary depending on which site is chosen?

The building budget may vary according to the site and the options explored at each respective site.

3. We are assuming a preservation and addition for each site—is this correct?

We are, at this point, not assuming any preservation.

4. Is the library building considered historic?

The library building is not considered historic, but according to law any structure over 40 years needs to be evaluated. It would be part of the environmental process to determine that. The planning staff for the town will hire an Environmental Firm to evaluate the concepts developed by the architects selected for Phase I and identify locally preferred alternatives. There are potentially historic structures here: both the Council Chambers and the Library, though the context of the library building has changed considerably over the years. There are historic buildings in the park as well.

5. Has there been a little bit of discussion in Council about the two sites and if there has, has there been a level of excitement and/or controversy about the two possible locations?

There has been open discussion and the process is to develop concepts for both sites, conduct an EIR review, engage the public, and proceed from there. The selection of the site will be part of a public process. There is excitement on both sides, as you would have in any project like this.

6. Is there any expectation, as far as a schedule/timeline for the work?

We're looking at anywhere from a 6 to 8 month time period. We're really excited about the project, so we are looking at keeping it moving.

7. Has there been discussion of the specific architectural style you are looking for?

No. Nothing in particular has been discussed in terms of specific architectural styles. The one thing to consider for the Park site is that the style would need to be at least somewhat respectful of the existing historical structures: the Carriage House and Water Tower. Another important concept that came up, when people talk about what they love in the current Atherton Library, is the sense of intimacy it provides.

8. You mentioned a LEED consultant, should our proposal include that?

The idea is this should be as green a building as possible. If you are able to bring someone in like that, that will be useful information for us to have.

9. What is anticipated, in terms of environmental process?

The Town will hire the environmental consultant and will do so after the conceptual designs are complete. The City Planner anticipates the environmental process will take 1-2 months. The Town of Atherton has just gone through this process with two of our schools and those only took 2 months.

10. It won't be a full EIR, then?

It might be, depending upon the site and the identified impacts. We aren't anticipating that a full EIR will be called for. We know we will need to assess traffic, parking, historic, and trees. All the environmental consulting will be done by the City.

11. Can you speak more to who will be on the Selection Committee? Has it been constituted yet?

It has not been firmly decided yet. There is a recommendation from the Steering Committee that still has to go to Council and be finalized at the January Council meeting.

12. Has anyone talked with the neighbors who live along the site of the current library location to find out what they think?

That isn't known at this time and is expected to be explored during the process. The neighborhood is very supportive of the library.

13. I wanted to find out a little about what you or the Town imagines the public process to be like? Do you have any examples of successful projects with a public process component?

An example is the master plan for the park. The conceptual plans were brought to a public forum and a charrettes was also held. The visions that came out of the charrettes were incorporated into the master plan. There were a couple of iterations: concept->public input->refined concept->Council comments-> refined concept.

14. So the process was fairly intensive. Do you imagine something like that here as well?

One thing to stress is that we want to hear from you. What has worked for you on other projects of yours? The public process can be handled in any number of ways and we'd like to hear your thoughts about what you think would work in this context. You will have interested community members here; it is possible that in other places you might see even more interested community members than you would here.

We like the charrette process and that's worked fairly well for us.

15. Did the master plan address the library in the park or buildings in the park?

The master plan revealed that the community does not support additional structures in the park but are open to reusing or redoing some of the existing structures. The Water Tower and the Carriage House are not to be considered for removal/replacement. The library was not being considered for placement in the park at the time of the master plan.

16. There are 3 professionals listed as authors of the master plan. How was that team assembled?

The professionals were locals who donated their time and services, including Denise Kupperman.

17. How critical are the current uses of the other two buildings in the park—the main house and the pavilion?

Currently, they are used for events in the park, such as weddings and corporate events. It is believed that the town would be looking at a complete revamping of the operation if one or both of those structures were replaced. It isn't anticipated that there would be a reaction to having a library in the park, rather than weddings.

When the task force looked at sites for the library, one of the strong considerations was that a library in the park would cause the park to become much more civic.

18. An extensive Need Assessment was completed by Anderson Brule—will they be precluded from submitting on this project?

No. Similarly, anyone selected for Phase I of the project will not be precluded from proposing to participate in Phase II.

19. Last year there was an RFP for a new town center. Has there been any more discussion or is that off the table for now?

The town hall project is still something that is underway but they don't happen to have \$5 million in the bank so it is moving a lot slower. One of their biggest stumbling blocks is what impact high speed rail might have on this whole civic area. Their only discussion is, if the library moves to the park, the former library building might be available for storage.

20. Is there a preliminary budget for the Phase I work?

No, that would be subject to negotiations and a detailed scope. We do understand it requires the analysis of two sites.

21. When we are looking at the library location, it's been mentioned that the existing location might have an alternative use. What are we looking at in terms of the site for the existing location?

The existing lot. It does not include the Council Chambers building. It does include the space just behind the Council Chambers. You can see details on the site map on the Town of Atherton website.

22. Can you provide more detail about what is expected of the plans?

We are looking at massing, adjacencies, accessibility, building elevations are not as critical. There are kind of two phases to the conceptual plans. First would be plans to go into the environmental review and then there would be the plans for the public process, culminating in completed conceptual plans. We don't want to get into elevations and what it looks like until we get into the public process, where you will be able to get a lot of feedback about what the community would like the building to look like. What they think is probably the most important thing.

23. If the site is the current library site, is the idea that the current library building remain? Where would the library operate during the project?

No, the idea is not that the current library building will remain. The library would locate an alternate, temporary way to deliver service.

24. Would the expense for the alternate facilities come out of the \$5 million budget?

The expenses would fall into the library's regular operating costs. If the temporary facility and the cost to deliver services exceeded the normal costs, then some of the \$5 million could be used.

25. Will there be another formal RFP process to hire for Phase II?

That will be determined at the end of Phase I.

26. There has been some reference to other groups that would like to have space/meeting space in the library. Can you speak to that?

Much of the information can be found in the Needs Assessment. There has been expressed interest by community groups to have space within the library.

27. We've been provided with an overall rough figure of 11,000 square feet for the new building. Is there a more detailed program?

Phase I includes the development of a detailed library building program. We really feel that having community input to develop that program will be helpful

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### Submitted Questions and Answers

28. Would the City consider moving Council Chambers to allow the library to use the historic corner building?

The Council Chambers site is outside the current two sites under consideration for the RFP.

29. Does the Town have sufficient survey for both sites? Or will we need to provide?

We will provide the survey for both sites. One is available immediately, the other is forthcoming.

30. When will the Town know whether or not they will use the same consultant from Phase I for Phase II?

We will know after the completion of Phase I.

31. How was our firm identified as a potential candidate? How many other firms were identified as potential candidates and invited to respond? How did our firm get on your RFQ email list?

Town and library contact lists were used.

32. Will the Town residents be likely to support demolition of the existing library building?

The Library Task Force recommended that a new structure be built to house the Atherton Library. That recommendation was approved at an open, public meeting by Atherton City Council. It was also approved by the San Mateo County Library JPA. This will be an issue to be discussed at the public meetings, along with possible demolition of a structure in the park if the library goes there.

33. What is the community support/resistance for building in the park?

The community has indicated that only replacement of existing buildings in the park is supported. No new structures that would add to the total number of buildings in the park are desired. This will be an issue to be discussed at the public meetings.

34. What are the parking rules/availability in the park?

There are approximately 184 existing spaces. Parking needs for the library will be part of the conceptual design. A parking study to relate the library parking need to the park's parking needs will be a part of the environmental studies.

35. I attended the walk-through yesterday for the Atherton Library Alteration Project and had a follow up question regarding the actual RFP submittal. It appears that as part of the proposal you would like us to submit up to 3 pages of comments that may include our vision or preliminary ideas for the future library. Is the expectation that we would include drawings or sketches for the library or are you looking more for a written description of how we might envision the direction of the project?

These decisions need to be made at the discretion of the proposer.

36. In the project experience section, you are asking for our experience in designing essential facilities. While some of our work, like red Morton center in Redwood City, comply with this, we've never seen a library required to meet these guidelines. Are you really intending that the new library be an essential facility? If not, can the requirement for providing information on our experience in this area be dropped from the RFP?

Essential facility is not a requirement for this project.

37. Given that the scope of work covered in this proposal will not include construction documents and construction support services, I'm curious as to why you need for us to submit our current change order records on projects. Can this section be deleted? It's a lot of work to go through and document the reasons for the various change orders that occur (particularly on historic projects, and we have a couple of those right now), and it seems like irrelevant information for this phase of work.

We are only interested in change orders, as they relate to the architectural services.

38. Was there a sign-in sheet that you collected from the pre-bid meeting? Or any handouts unique and not already posted? I was unable to attend that meeting.

No. Business cards were collected and the names will be posted.

39. Who will the architects meet with during the design process? Will there be a Building Committee/Core Group and if so who might this group be comprised of? Will the San Mateo County Libraries be represented by someone other than or in addition to the local library manager?

The ALBSC will be the core group. The Planning Commission, the Park and Recreation Commission, City Council, and the San Mateo County Library, including the local branch manager, will be included in the design process. Separate design input meetings with

any of these agencies will NOT be required, but presentations to some of these bodies will be necessary for approval.

40. In the RFP “essential services” buildings are mentioned in two places. Is this library to be considered or designed to the code standards of an Essential Services facility? If so, what is the reasoning behind this requirement?

Essential services is a not a requirement for the library project.

41. Has parking been a problem at the existing library and has the community raised parking as an issue with the new project?

Parking needs will be assessed as part of the site planning. There have been issues with parking at the library during special events and programs. The community has raised parking as an issue with the new project,

42. Would it be at all possible to get a copy of the attendee sign-in sheet for the meeting so that we may contact like-minded architecture firms for teaming and partnering opportunities?

No. Business cards were collected and the names will be posted.

43. Question Focus: PROJECT DESCRIPTION EXISTING LIBRARY SITE

Please clarify the extent of the existing library site. Does it include plots 27 and 46 on exhibit document Site Plan for the Existing Site or just plot 27?

The site includes lot 27 and 46, but not that portion of 27 occupied by the Council Chambers.

44. Question Focus: RFP CLARIFICATION Proposal Content Item 2. APPROACH (RFP page 10) Please clarify the reference to “essential service facilities”. Is the Library to be designed and constructed to meet the building code requirements of an essential services facility?

Essential services is a not a requirement for the library project.

See 2.

45. Question Focus: RFP CLARIFICATION Proposal Content Items 3. PRELIMINARY SITE AND BUILDING EVALUATION and COMMENTS (RFP pages 10 & 11)

- a. These two items seem to overlap. Should responses to these two items combined be limited to 3 pages?

Only the comments section is limited to 3 pages.

b. On a related note, is there an overall limit to the total number of pages to be submitted in response to the RFP?

There is not an overall limit.

46. Question Focus: RFP CLARIFICATION Proposal Content Item 5. KEY STAFF (RFP pages 10 & 11) Please clarify: Does “Key Staff” refer only to project principals and staff from prime consultant firm or does it also refer to key staff from sub-consulting firms?

Key staff is the entire project team, which may include sub-consulting firms.

47. Question Focus: RFP CLARIFICATION EVALUATION CRITERIA (RFP page 13)

The first criterion assigns 25% of the selection to “Number of Libraries”. This seems at odds with the more qualitative and related experience considerations listed in Proposal Content Item 4 PROJECT EXPERIENCE. Would you consider revising the language of this first criterion to something less numeric and more qualitative like “quality and depth of relevant experience”?

We have revised evaluation for the submittals due on the 24<sup>th</sup> as follows:

**1. Project experience 50%**

Reference list of types of public projects 5%

Reference list of libraries built in the last 5 years 5%

Reference list (green/sustainable design) knowledge 10%

Experience with public process 15%

Site planning in a park-like setting and/or residential neighborhood 15%

**2. Key Staff for this project Principal in charge and project team 15%**

**3. Quality of design, creativity and vision 25%**

**4. Impression of Submittal 10%**

- Note: We will be checking the references and disclosures of candidates of interest. All are subject to verification.

48. Question Focus: RFP/SCOPE CLARIFICATION Have any hazardous materials investigations or Environmental Site Assessments been conducted on either site?

> If so, can you please provide brief summaries of the findings and recommendations?

> If not, please advise if we should include an environmental site assessment consultant on our team or if the Town will contract these services separately.

We are not aware of any hazardous materials but an evaluation will be made by the town’s environmental consultant.

49. Can you provide more detail with regards to what you are looking for section 3 of the proposal, Preliminary Site and Building Evaluation?

We are interested in your initial assessments and impressions of the two sites as they relate to the Needs Assessment and what your approach to the project might be.

50. What sort of team structure are you looking for – are there specific consultants that you would like to have included?

We are very interested in the type of team structure you envision for this project and the specific consultants you think should be included.

51. What are your specific requirements under section 5 of the proposal, Key Staff? Is it mandatory for all key staff to be licensed in the state of California?

The licensing requirement mentioned in the RFP has been revised. A California license is not required to submit a proposal for the project. At the appropriate stage of work, a California license will be required.

52. Does the Town desire the Architect to develop site civil design for such items as drainage and grading, site utilities, street improvements to complete the approval process mentioned?

The space needed for drainage, parking, and street improvements will need to be included in the site conceptual plans.

53. In addition to the Architect to perform Conceptual Design, what other services will the town retain in terms of the preparation of environmental studies and the associated review process?

Planning and environmental review will be handled by a separate contract through the planning department.