



## Item No. 4 Town of Atherton

### CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER

FROM: MICHAEL KASHIWAGI, DIRECTOR OF COMMUNITY SERVICES

DATE: AUGUST 7, 2013

SUBJECT: RECOMMENDATION TO CONTRACT WITH AN ARCHITECT TO  
UPDATE LIBRARY INITIAL NEEDS ASSESSMENT

#### **RECOMMENDATION:**

- 1) Authorize an update to the 2010 Library Needs Assessment; and
- 2) Authorize the City Manager to execute a contract for the work at a cost not to exceed \$6,500, if appropriate, with Brad Cox, Architect, Inc.

#### **BACKGROUND**

In February 2010, the San Mateo County Library JPA received a Needs Assessment prepared by Anderson Brule Architects. The report drew upon information, projections, observations, interviews and benchmarking to prepare quantitative and qualitative programming recommendations for the Atherton Library. The CCAC Library Subcommittee has requested an update to the 2010 Needs Assessment due to changes in several assumptions, including service population, changing library materials and new technologies.

#### **FINDINGS**

The Subcommittee toured a number of libraries and met with library directors in several other cities. The Subcommittee also reviewed the 2010 Needs Assessment done in cooperation with the San Mateo County Library JPA. The Subcommittee felt that the previous Needs Assessment should be updated and the Subcommittee felt that it would be beneficial to use an architect who had worked on the 2010 study.

The Subcommittee contacted Brad Cox, who worked on the 2010 Needs Assessment and is well qualified to perform library needs assessments. Mr. Cox submitted a letter proposal to perform the update for a not-to-exceed fee of \$6,500.

**FISCAL IMPACT**

The 2013-14 Capital Improvement Program includes two sources of funding for a Civic Center Master Plan. Fund 213- Library has sufficient funds to pay for the recommended work. A budget amendment is not necessary to complete the work.

The action this evening is to authorize the City Manager to execute a contract at a not to exceed cost of \$6,500. Final selection of any consultant will be consistent with the Town's purchasing and contract policy requirements.

Prepared By:

Michael Kashiwagi  
Director of Community Services

Approved:

George Rodericks  
City Manager

Attachment 1: Initial Service Authorization- Atherton Library Needs Assessment, Brad Cox, Architect, Inc.

## **Atherton Library Needs Assessment Update Brad Cox, Architect, Inc.**

Initial Service Authorization **FORMATION**

July 2, 2013

Brad Cox, Architect, Inc | 1174 Linco Ln Ave, Suite 7, San Jose, CA 95125 | 408 838 3667 | brad@bradcoxarchitect.com

### **Initial Service Authorization**

To:

Rick DeGolia, Atherton Town Center Task Force

Elizabeth Lewis, Chair, Community Center Advisory Committee

EMAILED TO:

rick@rdegolia.com

despain@smcl.org

FROM: Brad Cox, Architect, Inc. fortin@smcl.org

REGARDING: Atherton Library Needs Assessment Update

CC: George Rodericks, Atherton Town Manager

Anne-Marie Despain, San Mateo County Library Director

#### **Context and Purpose**

In February 2010, the San Mateo County Library (Library) completed a Needs Assessment for Library Services in the community of Atherton. Currently, the Town wishes to update the Needs Assessment in order to fully reflect changes in the community over the last 3 years, as well as providing additional insight and planning in regards to library service delivery including, but not limited to the ongoing advances in electronic information. This effort is intended to update the existing document, by providing a brief summary of the various library needs, through new data, references to the previous Needs Assessment from 2010, as well as other Library documents and sources. This updated Needs Assessment document will serve as the primary document for the planning of a new library within the context of the town's efforts regarding a new Town Center.

#### **Timing and Description of the Effort**

*(Dates are approximate and will be set collaboratively with the CCAC and Library.)*

July 17, 2013 Town Council approves updating the 2010 Atherton Library Needs Assessment

with Brad Cox, Architect, Inc. July 18, 2013 Work commences, prescheduled CCAC and

LIBRARY MEETING 1 in anticipation of approval. Information and Data Gathering:

Transmission of notes and documents from CCAC and Library to Brad Cox. This data may include updated circulation statistics, demographic data, service area considerations, committee and county notes and activities deemed pertinent to the planning efforts.

Week of July 22 Internal efforts Brad Cox, Architect, Inc. will distill previous documents, research information technology and library services, coordinate with the CCAC and the Library, draft sections regarding revisions to service area for study.

Week of July 29 Internal efforts and CCAC and LIBRARY MEETING 2

Brad Cox, Architect, Inc. will distill previous documents, research information technology and library services, coordinate with the CCAC and the Library, draft sections regarding electronic information.

Week of Aug 5 Brad Cox, Architect, Inc. will distribute draft to the CCAC and Library Monday, August 5. Internal efforts will continue. Brad Cox, Architect, Inc., the CCAC and LIBRARY will define a placeholder date for a potential MEETING 3. This meeting might only include CCAC and Library, and/or Brad Cox may be available via telephone.

**Atherton Library Needs Assessment Update** Brad Cox, **Architect**, Inc.

Initial Service Authorization **FORM**ation

July 2, 2013

Brad Cox, **Architect**, Inc. 2 | 2

August 9, 2013 Final Draft Complete

Brad Cox, Architect, Inc. will distribute final draft of Needs Assessment to CCAC and Library. Date TBD Final Needs Assessment Complete. Brad Cox, Architect, Inc. will distribute final Needs Assessment to CCAC and Library.

**Roles and Responsibilities**

Brad Cox Project team interface

Research and documentation

Demographics

Space needs impacts

Document production and delivery

Sam McBane Mulford Library planning expertise

Electronic information impacts

Editing and distilling previous efforts

**Deliverables**

- Update Matrix entitled "Peer Library Benchmarking: Quantitative," originally appearing on page 45 of the February 10, 2010 Needs Assessment.
- Create a Tentative Space Allocation within the new schema that would be represented by the updated Needs Assessment – essentially a companion matrix to that which appeared on page 39 of the February 10, 2010 Needs Assessment, but for the newly defined needs, rather than the existing provision.
- A concise summary (6-8 pages) Needs Assessment. This Needs Assessment document will replace the February 10, 2010 Needs Assessment, but may refer to it.

**Work and Expenses Budget**

Item Fee Proposal Notes

Work Efforts \$ 6,300.00 Base Scope

Expenses \$ 200.00 Printing, plotting, mileage, etc.

Contract Amount \$ 6,500.00 Base scope and Included Expenses

**Authorization to Proceed:**

This work will be performed as a fixed fee per the attached Terms and Conditions. This work and its expenses will not exceed \$6,500.00 without prior written authorization by the Client.

Mr. Brad Cox, AIA, LEED AP

Principal, Owner

California License C25753

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## Initial Service Authorization

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TO:	Rick DeGolia, Atherton Town Center Task Force Elizabeth Lewis, Chair, Community Center Advisory Committee	EMAILED TO: <a href="mailto:rick@rdegolia.com">rick@rdegolia.com</a> <a href="mailto:despain@smcl.org">despain@smcl.org</a> <a href="mailto:fortin@smcl.org">fortin@smcl.org</a>
FROM:	Brad Cox, Architect, Inc.	
REGARDING:	Atherton Library Needs Assessment Update	
CC:	George Rodericks, Atherton Town Manager Anne-Marie Despain, San Mateo County Library Director	

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### Context and Purpose

In February 2010, the San Mateo County Library (Library) completed a Needs Assessment for Library Services in the community of Atherton. Currently, the Town wishes to update the Needs Assessment in order to fully reflect changes in the community over the last 3 years, as well as providing additional insight and planning in regards to library service delivery including, but not limited to the ongoing advances in electronic information. This effort is intended to update the existing document, by providing a brief summary of the various library needs, through new data, references to the previous Needs Assessment from 2010, as well as other Library documents and sources.

This updated Needs Assessment document will serve as the primary document for the planning of a new library within the context of the town's efforts regarding a new Town Center.

### Timing and Description of the Effort

*(Dates are approximate and will be set collaboratively with the CCAC and Library.)*

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|----------------|--|
| August 7, 2013 | Town Council approves updating the 2010 Atherton Library Needs Assessment with Brad Cox, Architect, Inc. |
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|-----------------|--|
| August 12, 2013 | Work commences, prescheduled CCAC and LIBRARY MEETING 1 in anticipation of approval. Information and Data Gathering: Transmission of notes and documents from CCAC and Library to Brad Cox. This data may include updated circulation statistics, demographic data, service area considerations, committee and county notes and activities deemed pertinent to the planning efforts. |
|                 | Internal efforts<br>Brad Cox, Architect, Inc. will distill previous documents, research information technology and library services, coordinate with the CCAC and the Library, draft sections regarding revisions to service area for study.   |
- |                   |  |
|-------------------|--|
| September 9, 2013 | Internal efforts and CCAC and LIBRARY MEETING 2 (September 9)<br>Brad Cox, Architect, Inc. will distill previous documents, research information technology and library services, coordinate with the CCAC and the Library, draft sections regarding electronic information. |
|-------------------|--|
- |                      |   |
|----------------------|---|
| Week of September 16 | Brad Cox, Architect, Inc. will distribute draft to the CCAC and Library Monday, September 16. Internal efforts will continue. Brad Cox, Architect, Inc., the CCAC and LIBRARY will define a placeholder date for a potential MEETING 3. This meeting might only include CCAC and Library, and/or Brad Cox may be available via telephone. |
|----------------------|---|

- September 27, 2013      Final Draft Complete  
Brad Cox, Architect, Inc. will distribute final draft of Needs Assessment to CCAC and Library.
  
- Date TBD                      Final Needs Assessment Complete  
Brad Cox, Architect, Inc. will distribute final Needs Assessment to CCAC and Library.

**Roles and Responsibilities**

- Brad Cox                      Project team interface  
Research and documentation  
Demographics  
Space needs impacts  
Document production and delivery
  
- Sam McBane Mulford      Library planning expertise  
Electronic information impacts  
Editing and distilling previous efforts

**Deliverables**

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**Work and Expenses Budget**

<u>Item</u>	<u>Fee Proposal</u>	<u>Notes</u>
Work Efforts	\$ 6,300.00	Base Scope
Expenses	\$ 200.00	Printing, plotting, mileage, etc.
Contract Amount	\$ 6,500.00	Base scope and Included Expenses

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Mr. Brad Cox, AIA, LEED AP                      date                      \_\_\_\_\_                      date  
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