



LIBRARY JOINT POWERS AUTHORITY BOARD
FACILITIES MASTER PLAN (FMP) IMPLEMENTATION SUB-COMMITTEE

Monday August 18, 2014
Downtown Branch Meeting Room
224 Church Street, Santa Cruz, CA 95060

6:00 PM PUBLIC MEETING

The Board reserves the right to take action on any item included on this agenda.

1. ROLL CALL
2. APPROVE AGENDA OF AUGUST 18, 2014
3. ORAL COMMUNICATIONS
4. CONSENT AGENDA
 - A. Approve minutes of June 23, 2014 meeting (PG.3-6)
5. STAFF REPORTS
 - A. Review proposal for Hazardous Materials Study for the Downtown Library, provide direction and make a recommendation to the Library Joint Powers Board for approval. (PG.7-14)
 - B. Review options for developing design and programmatic standards, provide direction and make a recommendation to the Library Joint Powers Board on preferred method. (PG.15-19)
 - C. Review proposal for Structural Analysis for the Downtown Library, provide direction and make a recommendation to the Library Joint Powers Board for approval. (PG.20-24)
 - D. Receive update on moving and temporary relocation costs and provide direction. (PG.25-26)
 - E. Receive update on JPA Formation and provide direction. (PG.27-35)

F. Receive update on Minimum Deliverables definition project and provide direction.
(PG.36)

G. Receive update on public education and outreach campaign and provide direction.
(PG.37)

6. OTHER BUSINESS

A. Review Group 4 memo on Methodology and Project Budgets and provide direction.
(PG.38-55)

7. FUTURE AGENDA ITEMS

8. FMP IMPLEMENTATION SUB-COMMITTEE MEETING CALENDAR

The FMP Implementation Sub-Committee will consider its current meeting schedule and may revise it as necessary.

9. NEXT MEETING

The next regularly scheduled meeting is September 15 at 6:00 p.m. at the Downtown Branch Library

ADJOURN

The Library Joint Powers Authority Board FMP Implementation Subcommittee will adjourn from the regularly scheduled meeting of Monday August 18, 2014 to the next regularly scheduled public meeting on Monday September 15, 2014 at 6:00 pm in the Downstairs Conference Room of the Downtown Branch Library.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, the Library requests that you attend fragrance free. The Downtown Branch Library is a fully accessible facility. If you wish to attend this public meeting, and you will require special assistance such as sign language or other special devices in order to attend and participate, please call (831) 427-7706 seventy-two (72) hours prior to the event to make arrangements for assistance. Upon request, agendas for public meetings can be provided in a format to accommodate special needs.

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD
FACILITIES MASTER PLAN IMPLEMENTATION SUBCOMMITTEE

Downtown Branch Community Meeting Room
224 Church Street, Santa Cruz

MINUTES

June 23, 2014

6:00 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Member Campbell, Councilmember Mathews, Councilmember Termini,
Supervisor McPherson

Staff: Teresa Landers, Library Director

II. APPROVAL OF MEETING AGENDA OF JUNE 23, 2014

Supervisor McPherson moved, seconded by Councilmember Mathews

that the FMP Subcommittee approve the agenda of June 23, 2014

UNAN

III. ORAL COMMUNICATIONS

None

IV. OTHER BUSINESS

Elect Committee Chair and Vice-Chair

**Supervisor McPherson nominated Councilmember Cynthia Mathews as
Chair**

UNAN

Citizenmember Campbell nominated Councilmember Termini as Vice-Chair

UNAN

V. STAFF REPORTS

Discuss and accept charge of committee by LJPB

The appointments were already made by LJPB Chair David Terrazas. Director Landers outlined the charge: for the Subcommittee to make recommendations to the full LJPB on the scope of improvements; a sequence of facilities improvements; how to achieve financial coordination and oversight of facilities revenue and how to coordinate construction management of the facilities projects. The Subcommittee members discussed the charge given by the LJPB.

The purpose of this Subcommittee is to find out what information is needed in order for the full Board to move forward.

A member of the public requested that the Felton Branch should not be reduced in size. In response it was stated that everything has to be looked at in order to reduce cost.

The scope of the project is based on a 10 year plan. \$63 million is available after bond cost. Mr. Bregman called the \$63 million bond "ambitious and optimistic". Therefore it is not advisable to increase the amount of the parcel tax based on Gene Bregman's polling. A lower tax amount is most likely to win, but will not necessarily provide the funds needed to complete the project in its entire scope. The question of fair share is not very important to the public according to the polling. It was proposed that the bond proceeds should be handled by the municipalities and the governing boards. They should handle their own funds for the construction by the agreed upon budget with a commitment to achieving purchasing efficiencies and economies of scale. It is impossible to embark upon 10 construction projects simultaneously.

A strong statement about the library's involvement should be made.

The Library Director met with Group4 Architecture and discussed possibilities of adjusting the plans in order to get the project done. The discussion centered around renovations versus rebuilding and the present recommendations are based on that. Compared to the original FMP the present plan based on \$63 million budget outlines numerous compromises for most branches. Councilmember Mathews suggested that a close look at what is needed for all the branches in order to get a real understanding

both from a librarian's as well as an architect's point of view before further compromises are considered.

Councilmember Mathews moved, seconded by Councilmember Termini

That the LJPB shall hold a study session and/or go on a tour of the branches with Group 4 Architecture, Research and Planning (the authors of the FMP) and the Library Director with the purpose of better understanding exactly what \$63 million will "buy" for each facility and what reductions from the total amount would mean.

UNAN

Councilmember Termini moved, seconded by Supervisor McPherson

When the measure passes, the CFD will issue the bonds. At that time, the CFD will distribute the funds to each jurisdiction for the projects that will be explicitly described in the CFD agreement. Each jurisdiction will be expected to build what is described and will be required to do so in close consultation with a designated Library liaison and with each other in order to achieve maximum efficiencies in purchasing and economies of scale, wherever possible.

UNAN

Councilmember Mathews suggested that it is important to seek economies of scale on furnishing etc. Value engineering is required and to actively look for some commonalities in design and coordination. Different branches may have different styles but they are all tied together by basic standards. Group4 could be helpful with developing basic standards for the individual architects to adhere to. Supervisor McPherson cautioned that the jurisdictions should first submit their plans and perhaps later the consulting architectural oversight should come in. However, it is imperative that contemporary standards and design guidelines shall be developed. Advice such as this is very helpful early on in the project. Director Landers will find out about the cost involved. Library staff is expected to be actively involved in the development of all the branch plans.

The preliminary schedule developed by Director Landers was discussed. It is very important that neighboring branches are not under construction (i.e. disabled) at the same time. Relocation is necessary only for the Downtown branch for at least 2 years. A lot of thought has been given to the location and complexity of the projects and the Subcommittee accepted the preliminary schedule as a good working document.

Commonly, the CFDs will have a side agreement as it is formed so that the jurisdictions will know what they are voting on. Therefore, Director Landers is going

to talk with the administrators on the content of the agreement that accompanies the CFD. It should be kept as simple as possible since the CFD is basically just a distribution means. The Board will give direction on which option to pursue.

VI. FUTURE AGENDA ITEMS

VII. FMP IMPLEMENTATION SUBCOMMITTEE MEETING CALENDAR

There shall be no meeting on July 14. The next public meeting date will be July 28, 2104.

ADJOURN

The regular meeting adjourned at 7:15 p.m.

The Library Joint Powers Authority Board FMP Implementation Subcommittee adjourned from its regularly scheduled meeting of Monday, June 23, 2014 to the next regularly scheduled public meeting on Monday, July 28, 2014 at 6:00 pm in the Downtown Branch Meeting Room.

Respectfully submitted,

Helga Smith
Clerk of the Board

All documents referred to in these minutes are available in the Library.

STAFF REPORT

DATE: August 11, 2014
TO: Library Joint Powers Board
Facilities Master Plan Subcommittee
FROM: Teresa Landers, Library Director
RE: Hazmat analysis estimate for Downtown Branch

RECOMMENDATION: Recommend to LJPB, approval of contract for asbestos and lead study of the Downtown Library

SUMMARY

The Board requested an estimate for hazmat analysis of the Downtown Library be obtained. The attached proposal provides that.

BACKGROUND

At the August LJPB meeting, Director Landers was directed to get an estimate for the cost of doing a hazmat analysis of the Downtown Library. This includes analyzing for asbestos and lead.

The company that did the original asbestos removal and abatement in 2000 is no longer in business. Group 4 Architecture, Research + Planning, recommended Pro Tech which has a great deal of experience in this area.

The survey done in 1999 is not available, but the final report from the abatement/removal was. This clearly delineates where asbestos remains in the building.

The cost is \$3,430 to \$5,480; not to exceed \$5,480. If the original survey can be found the cost will be reduced.

DISCUSSION

See the attached proposal for details. The basic surveys include:

- Perform a visual survey to identify, document and assess suspect asbestos and lead based paint
- Collect representative samples to confirm or rebut the presence of asbestos
- Test painted/coated surfaces for lead based pain

- Submit samples as necessary to a certified laboratory for analysis
- Prepare and deliver a final written report presenting an evaluation and assessment of the data

If the subcommittee recommends approval, the contract will be prepared following the City of Santa Cruz standard format and will be presented to the LJPB with the form approved by the City Attorney.

Timeline: The study can be completed within a couple of weeks of contract signing. After that, an estimate would need to be obtained for the cost of abatement as identified in the report. It is anticipated that an estimated cost would be available for the October 6 LJPB meeting.

FISCAL IMPACT

The cost is \$3,430 to \$5,480; not to exceed \$5,480. If the original survey can be found the cost will be reduced. The Library's operational budget includes a line for professional and technical services related to the implementation of the plan.



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P: (650) 569-4020 • F: (650) 569-4023 • E: hazinspect@yahoo.com

August 7, 2014

Ms. Teresa Landers
Santa Cruz Public Libraries
117 Union Street
Santa Cruz, CA 95060

Proposal No.: 105-14
Via Email: landerst@santacruzpl.org
Pages: 6

PROJECT	224 Church Street, Santa Cruz, California
SUBJECT PROPERTY	Library of approximately 44,000 sq. ft.
SERVICES REQUESTED	Proposal for pre-renovation interior asbestos-containing materials (ACM) and lead-based paint (LBP) consulting services – interior of library, exterior front entry and windows.

PROPOSAL

It is agreed that the scope of services to be provided by ProTech will include to the performance of limited environmental consulting services at the above referenced project. Consulting services will be limited to the following suspect analytes (hazmat compound):

- Asbestos-containing materials (ACM)
- Lead-based paint (LBP)

Services will be performed to obtain regulatory compliance data **prior to renovation** of the project.

This agreement is limited to the specific items, tasks, and analytes described herein. No other services are intended or implied. ProTech proposes to provide labor, materials, and services as follows:

SERVICES REQUESTED BY CLIENT

ACM Survey

- Perform a visual survey of the project to identify, document, and assess suspect asbestos-containing materials (ACM).
- Collect representative samples to confirm or rebut the presence of ACM.
- Submitted necessary samples to a certified laboratory for analysis.
- Prepare and deliver a final written report presenting an evaluation and assessment of the data.

LBP Survey

- Perform a visual survey of the project to identify, document, and assess suspect lead-based paint (LBP).
- Test painted/coated surfaces using a calibrated an X-ray fluorescence analyzer (XRF).
- If indicated, collect representative confirmational paint chip samples to confirm or rebut the presence of lead. Submitted paint chip samples to a certified laboratory for analysis.
- Prepare and deliver a final written report presenting an evaluation and assessment of the data.

SURVEY AREA(S) REQUESTED BY CLIENT
The work performed by ProTech will be limited to the interior of library, exterior front entry and windows.

SCOPE OF WORK LIMITATIONS

- ProTech's environmental consulting services will be limited to areas and materials visibly accessible through reasonable means. Except for minor disturbance due to sampling, destructive methods and/or demolition of building components will **not** be employed to discover hidden, inaccessible, or subsurface conditions.
- ProTech accepts no liability for minor aesthetic damage to architectural finishes or structural damage due to sampling.
- The work performed by ProTech will be limited to the interior office and bathrooms.
 - ProTech's lead survey will not be intended to assess lead exposure risks to personnel who will be performing future on the site. The intent of the lead survey data will be to:
 - a. Notify contractors/employers who bid and/or perform future work on the site regarding the presence of lead.
 - b. Provide initial data to assist contractors/employers assess potential exposure risks their employees.
 - c. Provide initial data to assist contractors/employers in their preparation to comply with Cal OSHA lead standards.

COMPENSATION

It is proposed that the fee for the performing the proposed services be determined on a lump-sum basis for professional services plus unit costs for each sample collected and analyzed. Based on the proposed scope of services and the standard unit fee schedule, the cost of providing these will be as follows:

Category	Units	#/Units	\$/Unit	Total
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PROFESSIONAL SERVICES				
Survey, data collection, field documentation, sample collection, sample processing, equipment and supplies	Service	1	\$1650.00	\$1650.00
Project management	Hour	1	\$100.00	\$100.00
Report – data processing	Hour	2	\$65.00	\$130.00
Report - data review, technical report, and certification	Hour	1	\$100.00	\$100.00
			PS Total	\$1980.00

LABORATORY				
Polarized light microscopy (PLM) - asbestos bulk sample analysis – 24 hour analysis	Sample	40 to 130	\$20.00	\$800.00 to \$2600.00
X-ray fluorescence analyzer (XRF) lead paint analyzer	Item	1	\$650.00	\$650.00
Atomic absorption spectroscopy (AAS) - Lead paint chip analysis - 24 hour analysis	Sample	0 to 10	\$25.00	\$0.00 to \$250.00
			Lab Total	\$1450.00 to \$3500.00

Asbestos & Lead - Not to Exceed			\$3430.00 to \$5480.00*
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Fee Notes

- If you can find the asbestos inspection report, the sample numbers and professional services will be reduced. If you cannot find the inspection report, the O & M report may have the same information.
- ProTech intends on performing consulting tasks within the proposed budget. Although the proposed fees are itemized (see compensation tables above), we are looking at all tasks and the final budget in its entirety. Funds allocated for certain items/tasks that are not used or come in under budget, may be applied to other items/tasks that exceed the allocation or come in over budget.

FOLLOW-UP LABORATORY ANALYSIS (IF NEEDED)
Some materials <u>may</u> yield a result of < (less than) 1% asbestos. These results must be confirmed by a more accurate method to treat the materials as <1% asbestos. Sometimes (not always) there is an economic advantage to confirming the <1% conclusion. If desired by the client, The fee for <1% confirmational analysis will be as follows:

Category	Units	\$/Unit
PLM 400 point count (confirm <1%) – 48 hr turn-around -time	Each Sample	\$125.00
PLM 1,000 point count (confirm <0.1%) - 48 hr turn-around -time	Each Sample	\$200.00

TERMS & CONDITIONS

1. Contract Form: ProTech Consulting and Engineering provides professional services only. To provide our services we are required to possess professional credentials and certification (similar to an architect/engineer). ProTech does not provide construction services and we are not required to possess a contractor's license to perform our work. Because we are not contractors, We CANNOT execute a Construction/Contractor agreement. Clients that wish to prepare their own contract for our signature and execution must produce a Professional Services agreement. In the absence of such, this proposal shall act as the governing document.

2. Scope of Service: ProTech (Consultant) agrees to perform the services set forth in this Agreement and Client agrees to pay for said services on the terms set forth in this Agreement. Client shall pay for any extra services not set forth in this Agreement in accordance with Consultant's current fee schedule. Extra work includes, but is not limited to, changes in the scope of service and any services made necessary by unforeseen conditions not disclosed to Consultant at the time of entering into this Agreement, including, but not limited to, services as a witness in connection with litigation, arbitration, or other proceedings against persons other than Consultant. All alterations in scope of work requested by Client shall be in writing, executed by Client, or Consultant shall not be obligated to perform said alterations.

3. Insurance

Work performed for Client by ProTech constitutes an acceptance by Client of ProTech's current insurance coverage's and policies. Coverage's, limits, or policy types required by the client that are not currently held by ProTech, may (if available) be procured at additional cost (cost plus 20%) to Client. Payment to ProTech for services rendered may not be held or delayed for procurement or proof of insurance for coverage's, limits, or policy types not currently held by ProTech.

4. Fee Schedule and Terms: Client agrees to pay all fees and reimbursable expenses as rendered on invoices. Invoices will be submitted by Consultant semi-monthly for Consultant's services and reimbursable expenses. Reimbursable expenses are those that are defined in the attached fee schedule and/or proposal. Payment is due on each invoice within 15 days of the date of the invoice. Client agrees to pay a service charge of 1.67% per month on all due balances. Consultant may suspend services pending receipt of past due amounts. In the unlikely event that it becomes necessary for Consultant to enforce the terms and conditions of payment, the Client shall pay all reasonable costs and expenses, including attorney's fees incurred by the Consultant in connection with the collection of any amounts owed to Consultant. Any temporary respite granted by Consultant with respect to Client's obligation of prompt payment will not be deemed as a waiver of this provision.

5. Standard of Care: Consultant agrees to provide technical and professional analysis regarding the presence of specified contaminants at the test site, to use professional judgment and perform services using that degree of care and skill ordinarily exercised by reputable testing consultants under similar circumstances practicing in the Northern California area in respect to testing for the subject contaminant. No warranty, express or implied, of fitness is made or

intended in connection with the work to be performed or by the furnishing of any oral or written reports by the Consultant other than for the express purpose indicated in Consultant's reports.

6. Timeliness of Service: The Consultant will work diligently to complete the service in a timely fashion. However, in no event shall the Consultant be responsible for any damage or expense due to delay from any cause.

7. Modification/Change Orders: Modification or cancellation of this contract must be in writing and signed by the parties. In the event of cancellation of this contract, Client agrees to pay Consultant for all services and materials provided by Consultant up to the time Consultant actually receives written notice of cancellation. If any statements or invoices remain unpaid for more than thirty days, Consultant shall have the right to terminate this contract and to cease performing further services pursuant to the contract and may further commence action to collect sums due.

8. Problems with Accessibility: In the event the job site and areas to be observed are not freely and readily accessible to Consultant's personnel and equipment because of obstruction or circumstances beyond the control of Consultant, Consultant may withdraw from this contract and be released from all further obligations. In such event, if work has already commenced, Consultant shall be entitled to payment of reasonable value of labor and/or materials supplied or purchased for the job to date of withdrawal.

9. Use of Inspection Findings: All of our reports shall remain valid for the time of delivery. It is up to Client to make use of them in a timely manner. The Consultant is in no way responsible for the use of these documents after such date.

10. Limitation of Liability: Consultant will not be responsible for the health or physical safety of persons on the test site, including contractors and third parties. Client agrees to indemnify, defend and hold Consultant harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including reasonable attorneys' fees, accruing or resulting to any and all persons, firms, or any other legal entity, on account of any damage or losses to property or persons, including death, arising out of the performance or nonperformance of obligations under this Agreement, except where Consultant is found to be solely liable for such damages or losses by a court or forum of competent jurisdiction. Client further agrees that, in accordance with paragraph 2, above, Client will contact its insurer or insurance broker and have ProTech added as an additional insured on Client's Commercial General Liability policies and endorsements in respect to ProTech's work on the site. Client also agrees to pay ProTech an hourly fee of \$100.00 for any time ProTech personnel are required to personally appear in depositions or in court as a witness in any legal action brought against ProTech in relation to its work for Client. Client hereby agrees that, to the fullest extent permitted by law, Consultant's total liability to client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project of this agreement from any cause or causes, including but limited to negligence, errors, omissions, breach of contract or breach of warranty, shall not exceed two times the total fee for this project.

11. Arbitration: Any and all disputes relating to this Agreement or its breach shall be settled by arbitration in San Mateo County, California, in accordance with the current rules of the

American Arbitration Association, and judgment upon the award entered by the arbitrator, including foreclosure of any liens, may be entered and/or ordered in any Court having jurisdiction thereof. Costs of arbitration, including reasonable attorneys' fees incurred by the prevailing party both in arbitration and in enforcing and executing said arbitration award after it is rendered by the arbitrator, shall be paid to the prevailing party by the party designated by the arbitrator. Notice of arbitration and enforcement of the award shall be made by first class mail, postage prepaid.

12. Governing Law: This contract shall be governed by the laws of the State of California.

13. Entire Agreement: This contract, including the attachments listed in paragraph 1, above, contains the entire Agreement between the parties. Any changes or modifications must be in writing and signed by both parties. No waiver of any right constitutes a continuing waiver. If any of the provisions of this Agreement is held to be invalid, the other provisions shall remain in effect and will be binding on the parties.

We appreciate this opportunity to be of service to you. Please feel free to contact me at (650) 569-4020 regarding any questions you may have concerning this proposal.

Respectfully Submitted,

Ron Mason

Ron Mason

Accepted By: Date: _____

By: _____

Title: _____

Firm: _____

STAFF REPORT

DATE: August 11, 2014

TO: Library Joint Powers Board
Facilities Master Plan (FMP) Implementation Sub-Committee

FROM: Teresa Landers, Library Director

RE: Design and programmatic standards

RECOMMENDATION: Recommend adoption of approach(es) to the Library Joint Powers Board as described at the end of the report.

SUMMARY

There are two levels that need to be addressed. The first is a clear delineation of roles and responsibilities. Depending on the choices made regarding this delineation, then one of the two design standard options should be adopted. One is very detailed, the other more broad.

BACKGROUND

The Library Joint Powers Board (LJPB) passed a motion that gives each jurisdiction the responsibility to make facilities improvements to each of its own facilities. It was also recommended that the Library be involved in the process in order to ensure operational needs are met and economies of scale and efficiencies and cost savings in purchasing are accomplished.

Director Landers was directed to present options for the development of design and programmatic standards in order to achieve the above mentioned efficiencies and savings. Group 4 Architecture, Research + Planning was consulted for guidance on the possible approaches to take, based on their experience with other libraries.

Standards should include:

- Design
- Programmatic
- Technology
- Building Security
- Signage

Standards should take into consideration sustainability, both in terms of a commitment to being “green” and in terms of ongoing maintenance, which will be the responsibility of the Library and not of each jurisdiction.

DISCUSSION

The first conversation should be to develop clear delineation of roles and responsibilities. The Scotts Valley Model has been discussed as the way to define the roles the Library and the Jurisdictions will each play as each jurisdiction proceeds with its facility improvement projects. Understanding how this worked will provide a clear understanding of roles and responsibilities, if the decision is made to use this model for the other 9 facility improvement projects.

If this approach is not adopted, then it will be important to fully describe the anticipated relationship for the other upcoming projects, so that expectations are clear for all involved.

When the Scotts Valley Library was built, the Library and the Friends both had representatives on the committee that guided the process. The other members were two City Councilors, the City Manager and the Community Development Manager. In addition, there was a Project Manager who was hired by the City to oversee the process. This was David Tanza, currently with Bogard Construction.

Team meetings included all of the above mentioned individuals. In practical terms, however, the City asked the Library what was needed and the two entities worked together to meet the financial goals of the project. There was a lot of discussion among all the parties about what to do with the exterior of the building. In the end, the City decided that the inside was more important and, since the budget did not allow for both to be designed for excellence, it was decided to only treat the exterior with minimal attention, and to focus on the interior. The City also made the decision to build to LEED standards but to not seek LEED Certification due to the increased cost this would have involved.

In selecting furniture, furnishings, paint colors and finishes, and equipment, the Library was given the lead responsibility for selection. When the costs of those selections were determined, it was necessary to make some adjustments in order to stay within the allotted budget and the Library worked with the architect and designer to make it work. The Friends representative and Library staff visited the design headquarters on several occasions to make the selections. Others from the committee were invited but chose not to participate, but certainly would have been welcome to do so.

The Library was given a budget for the technology aspect and had total control, since it had to integrate with system wide functions and internal Library Information Technology standards and library operations.

The Library was present during weekly construction meetings with the contractor. Even though the City of Scotts Valley was paying the bills, they recognized that the functionality of the facility was the Library's responsibility. In fact, the Library Director was the one who discovered that some of the electrical outlets were not installed where they should have been. All in all, all parties agreed it was a congenial and totally collaborative effort.

By following this model with the upcoming facility improvement projects, each jurisdiction will be better assured they are getting a facility in accord with community interests and needs, while ensuring operational efficiency for the Library. The ability to achieve economies of scale and coordinated purchasing will be more assured as well.

If everyone agrees that the Scotts Valley model will be adopted by all the jurisdictions then the Library would work collaboratively with each jurisdiction and take the lead responsibility for:

- Interior design and approval- this is where operational feasibility and efficiency is described.
- FFE procurement and approval
- Approval of technology which includes:
 - Server racks
 - Low voltage wiring conduits/raceways
 - Servers
 - Connectivity
 - OPACs,
 - Laptops,
 - Staff computers
 - AMH
 - Security gates
- Building security system (The City made the final decision on this in Scotts Valley)
- Approval of signage
- Approval of shelving

If there is not agreement on adopting this model then responsibility needs to be assigned for each of the above elements.

No matter what model is adopted, programmatic standards should be the responsibility of the Library to develop. This is directly related to the operational aspect which is the sole responsibility of the Library, with direction provided by the Library Joint Powers Board.

WHO: LJPB decides on approach. If responsibility needs to be assigned then LJPB and Library will need to work together

TIMELINE: By September 9, 2014 for initial decision and November 7 for assignment of responsibility, if needed.

COST: STAFF TIME

I. FURNITURE and SHELVING DESIGN STANDARDS (not including technology, security or signage)

If the Library is responsible for selection and approval of all of the above, then there may not need to be design standards. With one entity overseeing the details of these purchases, the economies being sought will be easy to achieve. If the decision is for each jurisdiction to have selection, design and final approval authority then design standards would need to be developed and agreed to. The following describe various levels of design standards that could be developed.

A. VERY DETAILED: Architect/Designer would provide furniture options to the Library for all of the different types of furniture for the 9 library facility improvement projects. The Library would select which options would move forward and be included in the Standards for the different types of furniture. For example: Standards would identify a choice among a specified number of styles for the various types of chairs (reader seats at tables, lounge chairs, meeting room chairs). Jurisdictions could choose among these but would have a choice of finish, fabric, etc. This would assure a basic level of quality needed in libraries to withstand the type of use such furniture gets and would achieve an economy of scale by limiting the variety of chairs available even though they might look very different based on finish and fabric. Architect/Design would provide detailed specifications for each furniture item to the Library for procurement purposes.

The library would want to select final finishes and fabrics after the election, since these can change from year to year

WHO: LIBRARY and Selected architect/designer

TIMELINE: 3-4 months; Start in December and finish once measure passes

COST: estimated \$30,000-40,000

B.BROAD: Architect/Designer would establish guidelines and recommendations for selection of the different types of furniture for the 9 library facility improvement projects but would not specify specific choices. For example: Using the example of chairs: Fabric must be able to withstand X rubs, lounge type chairs must be fabric that can withstand X rubs, meeting room chairs must be stackable and include storage carts and weigh no more than X pounds. X% of all furniture must be on wheels and/or easily moveable. This

would allow the selection of a greater variety of types but would make achieving any economies of scale much harder to achieve. Architect/Designer would provide written guidelines and recommendations to the Library for procurement purposes.

Recommendations:

1. Adopt the Scotts Valley Model for delineation of roles and responsibilities. If not, then ask Board for the subcommittee to have the authority to develop a clear delineation for Board final approval. In all delineations, the Library should be given the responsibility to make programmatic decisions which relate to the operation of each facility.
2. Based on the decision above, recommend to the Board one of the two options.
3. For technology, the Board should affirm that it is the responsibility of the Library and that each jurisdiction should allot a mutually agreeable amount for each project to Library staff for implementation.
4. For building security, it is recommended that jurisdictions work collaboratively to select one vendor, in order to provide the Library with the most efficient system to maintain.
5. Signage (wayfinding) should be a standardized system with design options that can be individualized to reflect community character and interests. Standardization makes it easier for individuals to navigate the 10 different facilities. This should be included in the development of design standards.

FISCAL IMPACT

The cost is \$20-40,000. The Library's operational budget includes a line for professional and technical services related to the implementation of the plan.

STAFF REPORT

DATE: August 11, 2014

TO: Library Joint Powers Board
Facilities Master Plan Subcommittee

FROM: Teresa Landers, Library Director

RE: Structural analysis proposal for Downtown Branch

RECOMMENDATION: Recommend approval to LJPB of contract for structural analysis of the Downtown Library.

SUMMARY

The Board requested an estimate for a structural analysis of the Downtown Library be obtained. The attached proposal provides that.

BACKGROUND

At the August LJPB meeting, Director Landers was directed to get an estimate for the cost of doing a structural analysis of the Downtown Library

Group 4 Architecture, Research + Planning, recommended Fratessa, Forbes & Wong, which has a great deal of experience in this area.

The cost is \$14,000 plus about \$100 for reimbursables.

DISCUSSION

See the attached proposal for details. The basics are:

1. ASCE 31-03 Tier 1 Screening and Tier 2 evaluation of the current building.
2. Review of structural elements and certain on structural elements
3. Site visit including taking photographs of key elements
4. Preparation of preliminary structural calculations and completion of structural and on structural checklists for Tier 1 screening review.
5. Preparation of additional structural calculations and narrative for Tier 2 review
6. Preparation of a report

If the subcommittee recommends approval, the contract will be prepared following the City of Santa Cruz standard format and will be presented to the LJPB with the form approved by the City Attorney.

Timeline: A timeline for start date and completion of work has been requested but has not yet been received. Ideally, the information would be available for the October 6 LJPB meeting.

FISCAL IMPACT

The cost is \$14,100. The Library's operational budget includes a line for professional and technical services related to the implementation of the plan.

■ ■ FRATESSA
■ ■ FORBES
■ WONG

■ ■ ■ Structural
■ ■ ■ Engineers

11 August 2014

Teresa Landers, Director
Santa Cruz Public Libraries
117 Union Street
Santa Cruz, CA 95060
landers1@santacruzpl.org

Reference: **Santa Cruz Main Library**
Subject: Proposal for Structural Evaluation

Dear Ms. Landers:

Thank you for the opportunity to provide this proposal. The following scope of services and fee structure have been prepared for consulting structural services for structural evaluation of the Main Library in Santa Cruz, California. The basis for the proposal is the preliminary review that we did for this library in March 2013.

Project Description

The Main Library consists of an existing two-story library building with 49,104 SF and a one-story annex (technical services).

The type of construction for the main building is a mix of concrete flat slabs, joists, beams, columns, with steel framing for columns, beams and girders at second floor, concrete masonry unit (CMU) walls at the perimeter between first and second floor, and steel framing with metal deck and vermiculite fill at the high roof. The ceiling of the annex and connecting link has a concrete slab, and the roof of the annex is wood-framed over the concrete ceiling.

Existing documentation consists of original 1966 construction documents. The evaluation standard used will be ASCE 31-03 for evaluation of the existing building.

Scope of Services

The structural scope of services consists of an ASCE 31-03 Tier 1 Screening and Tier 2 evaluation of the existing building. This evaluation includes review of structural elements and certain non-structural elements. The tasks necessary to complete this review include:

- Review of existing building drawings
- Site visit(s) to review existing conditions and to photograph key elements of investigation
- Preparation of preliminary structural calculations and completion of structural and non-structural checklists for Tier 1 screening (cursory) review. Non-structural elements included in the review will include, but are not limited to, shelving and cabinet anchorage and stability, light fixture supports, exit lighting supports, mechanical and electrical equipment anchorage, and supports for major plumbing or fire sprinkler lines above grade.
- Preparation of additional structural calculations and narrative for Tier 2 review of the elements identified in the Tier 1 review as those in need of further review and evaluation.

11 August 2014
Teresa Landers, Director
Santa Cruz Public Libraries
Santa Cruz Main Library
Proposal for Structural Evaluation

Page 2

- Preparation of report including a description of the reviewed existing documents, structural and non-structural checklists, methodologies for analysis and design used in the evaluation, and identification of structural and non-structural elements which need to be upgraded to meet ASCE 31-03 acceptance criteria.

The actual "working drawings" of upgrade/mitigation of identified deficiencies will not be part of this work.

Fee for Services and Form of Agreement

The estimated fee to complete the ASCE 31-03 Tier 1 and 2 Seismic Evaluation for the existing building as described above is \$14,000. Additionally, we anticipate that reimbursable expenses will be approximately \$100.

Based on previous review of the existing structural and non-structural drawings, we are not anticipating the need for destructive investigation. If for some unforeseen reason this becomes necessary, this will need to be addressed as a separate reimbursable expense item.

The above fees are based on FFW acting as a consultant to Santa Cruz Public Libraries and are for the services listed above only. Reimbursable expenses will be invoiced separately in accordance with Appendix A. Additional Services, when requested, will be provided using hourly rates for time and direct cost x 1.1 for expenses in accordance with Appendix A.

We carry both general and professional liability insurance and workers compensation insurance; a generic Certificate of Insurance is included as Appendix B.

We can provide our standard Agreement form for limited structural engineering services or, if you prefer to use your own form of agreement, please provide a copy so that we may review it to see if there are any provisions that would be unacceptable to our professional liability insurance provider.

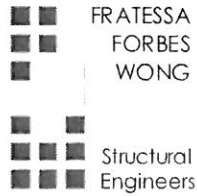
It is hoped that this proposal is responsive to your needs. Please call if any further information or clarification is required. If you would like to see a sample of our evaluation work from a similar project, please let me know.

Sincerely,



Michael A. Forbes
President

Attachments: Appendix A — SCHEDULE OF HOURLY RATES AND EXPENSES
 Appendix B — CERTIFICATE OF INSURANCE



Appendix A

Hourly Billing Rates

The following billing rates apply to Fratessa Forbes Wong

May 1, 2013

Principal

Michael A. Forbes	\$172.00
Gregory J. Wong	\$148.00

Structural Engineer To \$124.00

Staff Engineer To \$108.00

Staff Designer To \$100.00

CAD Operator/Draftsman To \$100.00

Clerical To \$56.00

Note: Rates are subject to change May 1, 2015.

To account for handling costs involved with expenses and consultants, FFW marks up expenses as follows:

Consultants: Marked up at a rate of 1.15

Expenses: Marked up at a rate of 1.10

Applicable Reimbursable Expenses on this project include:

- Express/Overnight Mailing/Courier Expenses
- Photo Processing and Printing
- Blueprint Services, plotting, printing of drawings
- Mileage - \$.565/mile
- Copying of Reports
- Printing of Calculations for agency review
- Printing of Construction Drawings for agency review or for construction

Additional expenses incurred but not listed above, will only be reimbursable upon approval by client.


ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 04/02/2014
PRODUCER Dealey, Renton & Associates P. O. Box 12675 Oakland, CA 94604-2675 510 465-3090	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Fratessa Forbes Wong 487 8th Street Oakland, CA 94607	INSURERS AFFORDING COVERAGE	
	INSURER A: National Surety Corp.	
	INSURER B: American Automobile Ins. Co.	
	INSURER C: Wesco Insurance Co.	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	AZC80872552	04/03/14	04/03/15	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	GENERAL LIAB EXCLUDES CLAIMS ARISING OUT OF THE PERFORMANCE OF PROFESSIONAL SERVICES.			FIRE DAMAGE (Any one fire) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS -COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY	AZC80872552	04/03/14	04/03/15	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A	EXCESS LIABILITY	AZC80872552	04/03/14	04/03/15	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				AGGREGATE \$2,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WZP81012576	09/01/13	09/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT \$1,000,000
					E.L. DISEASE - EA EMPL OYEE \$1,000,000
					E.L. DISEASE - POLICY LIMIT \$1,000,000
C	OTHER Professional Liability	ARA111984000	04/03/14	04/03/15	\$1,000,000 per claim \$1,000,000 annl aggr.


DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS FOR PROPOSAL PURPOSES

CERTIFICATE HOLDER ===SAMPLE CERTIFICATE===	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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STAFF REPORT

DATE: August 14, 2014

TO: Library Joint Powers Board
Facilities Master Plan Subcommittee

FROM: Teresa Landers, Library Director 

RE: Downtown Branch Moving and Relocation

RECOMMENDATION: Provide direction
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SUMMARY

Two major factors comprise the cost of temporary relocation: Moving (including shelving) and leasing. Both of these are under investigation for cost estimating.

BACKGROUND

The Library Joint Powers Board requested an estimate of moving and relocation costs involved in creating a temporary branch location in downtown Santa Cruz while the current facility is under renovation.

This is a status report on progress being made on carrying out this directive.

DISCUSSION

The City of Santa Cruz Economic Development office is investigating potential locations and will be providing cost estimates for a 2-3 year lease. Most likely, we will not find a location large enough to house the entire collection and space to provide the same level and range of services and programs.

More than likely, we will have a smaller space in the Downtown area and will need to relocate some materials and back of house services to a less expensive warehouse type location. Exactly what will be located where is highly dependent on the space available downtown and what will be housed in the renovated facility. It is possible that some services would move out of the Downtown facility permanently. The following is an outline of one possible scenario:

- Onsite:
 - Popular materials
 - Rotating collection of “older” materials

- PC access (may augment with laptops to be used in the library)
- Friends store

- Offsite: Materials will need to be retrieved with a one to two day turnaround
 - Possibly do programming using other City downtown facilities
 - Reference storage including back issues of magazine
 - Rotating collection of “older” materials- perhaps add materials to other branches if space allows
 - Friends book sorting
 - Collection Management Services
 - Library Information Technology

A library mover has been contacted to estimate moving costs including the tear down and reinstallation of shelving in the temporary location(s). They requested information and that has been provided. A ballpark quote should be available before the September 8 LJPB meeting.

STAFF REPORT

DATE: August 14, 2014

TO: Library Joint Powers Board
Facilities Master Plan Subcommittee

FROM: Teresa Landers, Library Director

RE: JPA Formation

RECOMMENDATION: Recommend approval of Santa Cruz Libraries Facilities Financing Authority agreement to full Library Joint Powers Board

SUMMARY

A draft to the agreement which will form the Santa Cruz Libraries Facilities Financing Authority is attached for review and comment.

BACKGROUND

In order to create the Community Facilities District (CFD) necessary to levy a special tax for facilities improvements, a new Joint Powers Authority (JPA) needs to be created. The four jurisdictions: the Cities of Santa Cruz, Capitola and Scotts Valley and the County of Santa Cruz must approve this new JPA before moving forward with the formation of the CFD.

At the July 7, 2014 Library Joint Powers Board meeting, Director Landers was directed to work with Jones Hall, A Professional Law Corporation. Director Landers has been working with Chic Adams and received the attached draft document that addresses the formation of the new JPA.

The recommended name for this new JPA is the Santa Cruz Libraries Facilities Financing Authority, in order to reflect the limited scope of its authority.

DISCUSSION

A draft to the agreement which will form the Santa Cruz Libraries Facilities Financing Authority is attached for review and comment. Key elements include:

- The Board is made up of the four jurisdictional administrators

- Powers are limited to:
 - Formation of the Community Facilities District
 - Levying the tax to support the CFD
 - Issuing the bond(s) to provide money to the jurisdictions to complete their projects.
- It is anticipated that a separate document will be needed to address how the funds will be divided and what the expectations are for spending those funds, as well as numerous related details.

This draft has also been sent for review to the Cities County Administrators Committee as directed by the Board at the July meeting.

Any changes that are requested can be made before the September 8 regular Library Joint Powers Board meeting. While official Board approval is not required to send this agreement to the jurisdictions for approval, the Board did request a review of it first.

In the meantime, the four jurisdictions will be contacted to arrange for placement on each of their jurisdictional agendas between September 9 and October 3, 2014.

SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY

JOINT EXERCISE OF POWERS AGREEMENT

This JOINT EXERCISE OF POWERS AGREEMENT (this "Agreement"), dated September __, 2014, is among the CITY OF SANTA CRUZ, a municipal corporation duly organized and existing under the laws of the State of California, the CITY OF SCOTTS VALLEY, a municipal corporation duly organized and existing under the laws of the State of California, the CITY OF CAPITOLA, a municipal corporation duly organized and existing under the laws of the State of California, and the COUNTY OF SANTA CRUZ, county duly organized and existing under the laws of the State of California.

BACKGROUND:

1. The cities of Santa Cruz, Scotts Valley and Capitola (collectively, the "Cities") and the County of Santa Cruz (the "County") have previously executed that certain agreement entitled "Joint Powers Agreement Between The City Of Santa Cruz And The County Of Santa Cruz And The Cities Of Capitola And Scotts Valley Relating To Library Services" which became effective on June 24, 1996 (the "Library Operating Agreement"), which provides for the operation of a public library system within the jurisdiction of the Parties under the provisions of the Joint Exercise of Powers Act (California Government Code Section 6500 *et seq.*) of the State of California).

2. The Library Operating Agreement establishes a Library Joint Powers Board (the "Library Board") which is responsible for administering the Library Operating Agreement, consisting of nine members who serve for four-year terms.

3. The Cities and the County wish to enter into this Agreement for the purpose of establishing a joint powers authority for the purpose of financing the acquisition, construction and improvement of public library facilities through the formation of a community facilities district under the Mello-Roos Community Facilities Act of 1982, constituting Chapter 2.5 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, commencing with Section 53311 of said Code (the "Mello Roos Act") and the authorization and issuance of bonds under the Mello Roos Act.

AGREEMENT:

For and in consideration of the premises and the material covenants hereinafter contained, the parties hereto hereby formally covenant, agree and bind themselves as follows:

SECTION 1. *Definitions.* Unless the context otherwise requires, the terms defined in this Section 2 have the meanings herein specified.

"Agreement" means this Joint Exercise of Powers Agreement, as it may be amended from time to time, creating the Authority.

"Authority" means the joint powers authority created by this Agreement.

"Board" means the governing board of the Authority.

"Bonds" means any notes, bonds or other obligations issued by the Authority for the purpose of financing Public Library Improvements.

"Cities" means, collectively, the Cities of Santa Cruz, Scotts Valley and Capitola.

"County" means the County of Santa Cruz.

"Directors" means the members of the Board, as set forth in Section 4(b).

"Joint Powers Act" means the Joint Exercise of Powers Act, constituting Chapter 5 of Division 7 of Title 1 of the California Government Code, commencing with Section 6500 of said Code.

"Library Board" means the board which is established under Section 3 of the Library Operating Agreement.

"Library Operating Agreement" means that certain agreement entitled "Joint Powers Agreement Between The City Of Santa Cruz And The County Of Santa Cruz And The Cities Of Capitola And Scotts Valley Relating To Library Services," among the Cities and the County, which became effective on June 24, 1996, including all amendments thereto which are duly authorized and executed by the parties thereto.

"Mello Roos Act" means the Mello-Roos Community Facilities Act of 1982, constituting Chapter 2.5 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, commencing with Section 53311 of said Code.

"Members" means, collectively, the Cities and the County.

"Public Library Improvements" means the public library facilities which are operated by the Library Board in accordance with the Library Operating Agreement and which are described in Section 6546(p) of the Joint Powers Act.

SECTION 2. *Purpose.* This Agreement is entered into under the Joint Powers Act for the purpose of establishing a joint powers authority which is authorized to exercise the powers granted to it under the Joint powers Act and the Mello Roos Act for the purpose of providing for the financing of Public Library Improvements.

SECTION 3. *Term.* This Agreement takes effect as of the date hereof and continues in full force and effect until terminated by agreement of the Members; *provided, however,* that in no event shall this Agreement terminate while any Bonds or other obligations of the Authority remain outstanding under the terms of any indenture, trust agreement, contract, agreement, lease, sublease or other instrument under which such Bonds are issued or other obligations are incurred. The Authority shall cause all records regarding its formation, existence, any Bonds issued by it, obligations incurred by it and proceedings pertaining to its termination to be retained for at least six years following termination of the Authority or final payment of any Bonds, whichever is later.

SECTION 4. *The Authority.*

(a) Creation of Authority. There is hereby created under the Joint Powers Act an agency and public entity to be known as the "Santa Cruz Libraries Facilities Financing Authority." As provided in the Joint Powers Act, the Authority is a public entity separate from its Members. The debts, liabilities and obligations of the Authority do not and shall not constitute debts, liabilities or obligations of the Members. Within 30 days after the effective date of this Agreement or any amendment hereto, the Authority will cause a notice of this Agreement or amendment to be prepared and filed with the office of the Secretary of State of the State of California in the manner set forth in Section 6503.5 of the Joint Powers Act.

(b) Governing Board. The Authority shall be administered by the Board consisting of four Directors, who shall consist of the chief executive officer of each of the Members, or a designee of any such chief executive officer. In the case of the Cities, the chief executive officer shall be the City Manager of each of the Cities; and in the case of the County, the chief executive officer shall be the County Administrative Officer of the County.

Board members will not receive any compensation for serving as such, but shall be entitled to reimbursement for any expenses actually incurred in connection with serving as a member if the Board determines that such expenses will be reimbursed and if unencumbered funds are available for that purpose. All voting power of the Authority shall reside in the Board. Each Director shall have one vote.

(c) Meetings of Board.

(i) Time and Place. The Board shall establish the times and dates for regular meetings by resolution adopted by the Board. Regular meetings of the Board shall be held at such location as shall be designated by the Board, except as may otherwise be permitted by the laws of the State of California in the case of a meeting held by teleconference. The initial location for regular meetings of the Board shall be 224 Church Street in the City of Santa Cruz. The Board may hold special meetings at any time and from time to time in accordance with the provisions of the Ralph M. Brown Act (Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California), or any successor legislation hereinafter enacted (the "Brown Act").

(ii) Brown Act. All meetings of the Board will be called, noticed, held and conducted in accordance with the applicable provisions of the Brown Act.

(iii) Minutes. The Board will cause minutes of all meetings of the Board to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each member of the Board and to the Members.

(iv) Quorum. A majority of the members of the Board constitute a quorum for the transaction of business, except that less than a quorum may adjourn meetings from time to time. The affirmative votes of at least a majority of the Directors present at any meeting at which a quorum is present shall be required to take any action by the Board.

(d) Officers; Duties; Bonds

(i) Treasurer. Pursuant to Section 6505.5 of the Joint Powers Act, the person performing the functions of treasurer of the City of Santa Cruz is hereby designated as the Treasurer of the Authority and, as such, shall perform the functions of the treasurer and the functions of the auditor of the Authority, as such functions are set forth in Section 6505.5 of the Joint Powers Law. Pursuant to Section 6505.1 of the Joint Powers Act, the Treasurer shall have charge of, handle and have access to all accounts, funds and money of the Authority and all records of the Authority relating thereto. The Treasurer shall have custody of all of the accounts, funds and money of the Authority from whatever source.

The Treasurer of the Authority is hereby designated as the public officer or person who has charge of, handles, or has access to any property of the Authority. Such officer shall file an official bond in the amount of \$25,000 as required by Section 6505.1 of the Joint Powers Act; provided, that such bond shall not be required if the Authority does not possess or own property or funds with an aggregate value of greater than \$500 (excluding amounts held by a trustee or other fiduciary in connection with any Bonds). So long as required by Section 6505 and Section 6505.5 of the Joint Powers Act, the Treasurer of the Authority shall prepare or cause to be prepared a special audit as required under Section 6505 of the Joint Powers Act every year during the term of this Agreement.

(ii) Chair and Vice Chair. One of the Directors shall be elected to serve as the Chair of the Authority, and one of the Directors shall be elected to serve as the Vice Chair of the Authority. The Chair shall be the presiding officer of the Authority, and shall sign all contracts on behalf of the Authority unless otherwise provided by resolution of the Board. The Vice Chair shall perform the duties of the Chair in the absence or unavailability of the Chair.

(iii) Executive Director, Secretary and Other Officers. The person who performs the function of Director of Libraries under the Library Operating Agreement shall serve as the Executive Director of the Authority. The person who acts as the Clerk of the Library Board shall serve as the Secretary of the Authority. Said officers shall perform such functions as shall be customary in the exercise of such positions, and as may be more specifically provided by the Authority from time to time. The Executive Director shall have charge of the day-to-day administration of the Authority and shall execute the directives of the Board. The Secretary shall have charge of the records of the Authority and shall be responsible for recording the minutes of all meetings of the Board.

The Board shall have the power to appoint such other officers and employees as it may deem necessary and to retain independent counsel, consultants and accountants.

(iv) Privileges and Immunities. All of the privileges and immunities from liability, exemptions from laws, ordinances and rules, all pension, relief, disability, worker's compensation and other benefits which apply to the activities of officers, agents or employees of the Members when performing their respective functions within the territorial limits of their respective Member, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this Agreement.

(v) Employees Independent of Members. None of the officers, agents or employees, if any, directly employed by the Authority shall be deemed, by reason of their employment by the Authority, to be employed by any Member or, by reason of their employment by the Authority, to be subject to any of the requirements of any Member.

SECTION 5. *Powers.* The Authority shall have the power, in its own name, to conduct proceedings under the Mello Roos Act to form a community facilities district within all or a portion of the boundaries of the Members, and to conduct an election for the purpose of authorizing the imposition of a special tax within the community facilities and for the purpose of authorizing the issuance of Bonds to finance Public Library Improvements.

The Authority shall have all powers which a joint powers authority may exercise under the Joint Powers Act (including powers which are common to the Members in accordance with Section 6502 of the Joint Powers Act), and all powers granted to it as a public agency under the laws of the State of California (including but not limited to the powers set forth in Chapter 12, Division 6, Title 1 of the California Government Code, commencing with Section 5920 of said Code), for the purpose of carrying out the purposes for which the Authority has been established. Pursuant to Section 6509 of the Joint Powers Act, all powers herein granted to the Authority shall be subject to the restrictions upon the manner of exercising such powers which are imposed upon the City of Santa Cruz.

SECTION 6. *Termination of Powers.* The Authority shall continue to exercise the powers herein conferred upon it until the termination of this Agreement in accordance with Section 3.

SECTION 7. *Fiscal Year.* Unless and until changed by resolution of the Board, the fiscal year of the Authority is the period from July 1 of each year to and including the following June 30.

SECTION 8. *Disposition of Assets.* Upon termination of this Agreement under Section 3, any surplus money in possession of the Authority or on deposit in any fund or account of the Authority, and all property of the Authority both real and personal, will be returned in proportion to any contributions made as required by Section 6512 of the Joint Powers Act, and otherwise will be divided equally between the Members. The Board is vested with all powers of the Authority for the purpose of concluding and dissolving the business affairs of the Authority.

SECTION 9. *Contributions and Advances.* Contributions or advances of public funds and of personnel, equipment or property may be made to the Authority by the Members for any of the purposes of this Agreement. It is mutually understood and agreed that no Member of the Authority shall have any obligation to make advances or contributions to the Authority to provide for the costs and expenses of administration of the Authority, even though any Member may do so. Any Member may allow the use of personnel, equipment or property in lieu of other contributions or advances to the Authority.

SECTION 10. *Accounts and Reports.* The Authority will establish and maintain such funds and accounts as may be required by good accounting practice. The books

and records of the Authority will be open to inspection at all reasonable times by the Members and their representatives.

SECTION 11. *Conflict of Interest Code.* The Authority shall, by resolution of the Board, adopt a Conflict of Interest Code to the extent required by law.

SECTION 12. *Severability.* If any part, term, or provision of this Agreement is decided by the courts to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms or provisions hereof will not be affected thereby.

SECTION 13. *Successors.* This Agreement is binding on and inures to the benefit of the successors of the parties.

SECTION 14. *Amendment.* This Agreement may be amended by supplemental agreement executed by the Members at any time. However, this Agreement may be terminated only in accordance with Section 3 and any such supplemental agreement is subject to any restrictions contained in any Bonds or documents related to any Bonds to which the Authority is a party.


SECTION 15. *Form of Approvals.* Whenever an approval is required in this Agreement, unless the context specifies otherwise, it shall be given by resolution duly adopted by the governing board of the affected Member, and, in the case of the Authority, by resolution duly adopted by the Board. Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

SECTION 16. *Waiver of Personal Liability.* No member, officer or employee of the Authority or the Members is individually or personally liable for any claims, losses, damages, costs, injury and liability of every kind, nature and description arising from the actions of the Authority or the actions undertaken under this Agreement, and the Authority shall defend such members, officers or employees against any such claims, losses, damages, costs, injury and liability. Without limiting the generality of the foregoing, no member, officer or employee of the Authority or of any Member is personally liable on any Bonds or be subject to any personal liability or accountability by reason of the issuance of Bonds under the Joint Powers Act and this Agreement. To the full extent permitted by law, the Board shall provide for indemnification by the Authority of any person who is or was a member of the Board, or an officer, employee or other agent of the Authority, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was such a member of the Board, or an officer, employee or other agent of the Authority, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding, if such person acted in good faith and in the course and scope of his or her office, employment or agency. In the case of a criminal proceeding, the Board may provide for indemnification and defense of a member of the Board, or an officer, employee or other agent of the Authority to the extent permitted by law.

SECTION 17. *Notices.* Notices to any Member hereunder shall be sufficient if delivered to the representative of such Member who serves on the Board.

SECTION 18. *Section Headings.* All section headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

STAFF REPORT

DATE: August 14, 2014
TO: Library Joint Powers Board
Facilities Master Plan Subcommittee
FROM: Teresa Landers, Library Director 
RE: Minimum Deliverables

RECOMMENDATION: Provide direction

SUMMARY

A staff committee is working on developing the minimum deliverables for presentation to the subcommittee in September.

BACKGROUND

At the August 2014 LJPB meeting, Director Landers was directed to work with the Facilities Master Plan Subcommittee to develop the minimum deliverables for facilities improvements at each location.

Senior Library staff have begun meeting to describe their vision for what is needed for each facility.

DISCUSSION

The recommendation is to allow Library staff to continue developing their description of the “minimum deliverables” for each branch. This will be available by the next scheduled committee meeting on September 15.

Based on the discussion at that meeting, a draft would be available for presentation to the full Library Joint Powers Board at its regularly scheduled meeting on October 6.

At that same time, estimates for hazmat removal and moving and temporary relocation costs for the Downtown branch should be available, as well as the results of the structural analysis of the Downtown branch.

This should result in a comprehensive view of what is the base level of need in terms of project definition and estimated cost.

A confirmation of this approach is requested or if changes are needed, an identification of those.

STAFF REPORT

DATE: August 14, 2014
TO: Library Joint Powers Board
Facilities Master Plan Subcommittee
FROM: Teresa Landers, Library Director *TL*
RE: Public education and outreach

RECOMMENDATION: Provide direction

SUMMARY

An initial meeting was held with Miller Maxfield to get organized and oriented to the approach that will be taken.

BACKGROUND

The Library Joint Powers Board (LJPB) approved a contract with Miller Maxfield, Inc, a local strategic communications and public affairs consultant. The charge is to assist the Library with public education and outreach with a focus on the need for facilities improvements.

To date, there has been one meeting with the consultant to lay the groundwork for the process.

DISCUSSION

The first step in the process will be the development of the core message. This will involve Miller Maxfield learning all it can about what the library does including a review of all current marketing materials, conversations with key staff and with key stakeholders. They will gain understanding about current Library marketing tactics and strategies and recommend how to build on those.

Once this is developed the other elements as defined in the scope of work will be addressed. These are:

- Strategy and writing
- Stakeholder outreach, community relations, and speaking opportunities
- Branding, collateral development and production
- Media relations
- Social media
- Online promotion and strategies
- Advertising


Miller Maxfield is working on a detailed task timeline. There was agreement that the core team will be Director Landers, Programs and Partnerships Manager Janis O'Driscoll, and Councilmember/Board member Cynthia Mathews. Other individuals will be included as needed during the process.

Miller Maxfield will be working closely with the Library's marketing team in order to achieve an integrated and seamless approach.

STAFF REPORT

DATE: August 14, 2014

TO: Library Joint Powers Board
Facilities Master Plan Subcommittee

FROM: Teresa Landers, Library Director 

RE: Group 4 SCPL Budget Allocation Study

RECOMMENDATION: Review and provide direction.

SUMMARY

Group 4 has provided valuable revised cost estimates and a detailed look at what the \$63 million will buy and what it won't achieve unless major cost efficiencies can be realized on every project and a system wide holistic approach is used.

BACKGROUND

On July 28, 2014, Group 4 Architecture, Research + Planning (Group 4), conducted a study session with the Library Joint Powers Board (LJPB) to review the findings of the facilities master plan and to more deeply refine the cost estimates for the various projects.

A requested outcome of that session, and of the subsequent August 4, 2014 regular LJPB meeting, was to review and revise the original estimates for each branch.

On Friday August 8, Director Landers met with David Tanza (construction manager) and Joe Appenrodt at the request of a LJPB member to review the hard and soft costs of the projects. At that meeting, the hard costs were determined to be reasonable for public projects and average costs per square foot were well within current norms and market conditions. There was discussion about the "soft" costs; particularly the design and engineering and construction management costs. As a result, construction management was reduced for the four large projects to 3% and design and engineering for all projects to 14%.

A memo from Group 4 is attached which details their methodology. Also included are costs sheets for each branch showing the adjusted estimates.

DISCUSSION

There are several key points:

- Group 4 provides an excellent discussion about square footage costs. When the contracting community compares cost per square foot, it is in reference to hard costs. Soft costs and costs for furniture, furnishings and equipment (FF&E) and additional costs such as the percentage for art, are not factored in. It is when you factor in these very subjective factors that the costs per square foot appear to be high, when, in reality the hard costs per square foot are not out of the norm.
- The revised calculations show a “savings” of \$1.9 million over the original project estimates. Please remember that the original \$63 million was for project costs only and there are several expensive elements not yet accounted for:
 - Approximately \$1 million (1.5% of the bond) for bond costs
 - Election costs of \$500-700,000
 - Temporary relocation of the Downtown Library (possibly a shared expense)
 - Hazmat abatement Downtown and possibly elsewhere (possibly a shared expense)
- In the section on next steps, Group 4 makes it very clear that, until there are specific designs for each project, it is impossible to be more accurate and, for now, these are ballpark estimates that are unlikely to be the final costs. Mr. Appenrodt concurred with this opinion.
- There are some caveats attached to the Group 4 estimates. These are detailed below: (note: FCA is Facility Condition Assessment, FMP is Facilities Master Plan and SF is Square Footage)
 - **Aptos**
 - Assumption is all new interiors, including shelving, casework, furniture, etc.
 - Sitework/landscape allowance is pretty minimal.
 - Any hazmat allowance that isn't used probably should be reallocated to other portions of scope (e.g., landscape).
 - **Boulder Creek**
 - Budget accommodates about 80% of FCA-recommended projects. (Contingency may boost it some/most of the rest of the way.)
 - Casework/furniture/shelving budget is about half of what should be budgeted for full replacement.
 - **Branciforte**
 - About half of the budget is just for FCA/maintenance work.
 - About 12% is a placeholder for hazmat abatement. (This can/should be reallocated to Service Model Upgrade scope if not needed for hazmat.)
 - Casework/furniture/shelving budget is about half of what should be budgeted for full replacement.

- **Capitola**
 - At 10,000 SF this is right at the tipping point for \$/SF budget numbers (\$450/SF for over 10,000 SF; \$500/SF for less than 10,000 SF). Right now, it's still at \$500/SF for 10,000 SF, but theoretically this could also accommodate 11,000 SF at \$450/SF).
 - Further design work needed.
 - Note also that at the 10,000 SF size (which is what was shown the Board), there is approx. \$500,000-\$800,000 budget surplus.
- **Downtown**
 - Reductions in the overall budget reduce the \$/SF budget for renovation may affect the extent of modification of the exterior shell and/or interior reorganization, depending on extent of structural retrofit required, etc.
 - Budget doesn't include hazmat abatement or temporary library. Savings from reductions in design/CM fees could be applied here but may not be enough to cover both.
- **Felton**
 - Note that design fees are already reduced compared to other projects, assuming that the design is further along and won't need to be re-worked. Taking another 2% off takes it down to 12% for remaining design/engineering to be done.
 - None of this budget is based on detailed takeoffs. Site area, parking, etc. are based on assumptions. A more detailed budget based on the actual design could vary.
 - This project is over the budget target at the 16%/5% design/CM fees level, but hits the mark pretty closely with the 2% reductions.
- **Garfield Park**
 - Overall target budget is less than FMP recommendation for FCA plus service model upgrades.
 - Deductions taken from Service Model Upgrades scope – reduced area of new finishes; limited furniture other than service desk modification.
- **La Selva Beach**
 - A little bit of money is budgeted for hazmat abatement. This is available for reallocation if not used, such as to signage/graphics
- **Live Oak**
 - The budget should accommodate most/all of the FCA-recommended scope.
 - Allowance of ~\$100,000 for upstairs renovation for literacy center and/or other project(s).
- **Scotts Valley**
 - The budget should accommodate most/all of the FCA recommended scope.
 - Allowance of ~\$100,000 for acoustics and/or other project(s).

There are additional considerations for the seven smaller projects:

- Hard cost contingency for all renovation projects should have been 15% adjusted.
- Design fees are calculated on the Service Model Upgrades only – not on the FCA/maintenance components.
- Assumption is that some of FCA work could be done outside of the “design” scope – e.g., HVAC system upgrades, etc. If it turns out that some of these will in fact require design/engineering services, this would be a good use of the 15% contingency.
- Portions of maintenance work that have “design” elements (e.g., replacement finishes, furniture as part of a renovation project) are generally shifted into the construction scope under Service Model Upgrades so that design fees apply.

This information reaffirms the need to view these projects holistically in order to remain flexible and allow each facility to maximize the benefits of this financial measure. This information will also be useful in the development of the minimum deliverables.

Cost efficiencies in purchasing could stretch the funds. The earlier some of the projects can be completed will reduce costs. Overall, there are a multitude of factors that will affect each project- both negatively and positively. It does appear, however, that the overall total of \$63 million will accomplish the overarching goal which is to bring all the facilities up to basic 21st Century Library Standards.



GROUP 4

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13 August 2014

MEMORANDUM

Teresa Landers, Director
SANTA CRUZ PUBLIC LIBRARIES
117 Union Street
Santa Cruz CA 95060

PROJECT
SCPL Budget Allocations Study

SENT VIA
E-Mail: landerst@santacruzpl.org

TOPIC
Methodology and Project Budgets

Background and Purpose

Santa Cruz Public Libraries' *Facilities Master Plan 2014-2023* (FMP) recommended improvements at all of SCPL's facilities systemwide to address deferred and ongoing life-cycle maintenance needs; implement SCPL's new service model; and build capacity for population growth. The FMP identified recommended improvement projects for each facility, and proposed an overall systemwide capital budget of approximately \$63 to \$83 million to implement the recommendations in 2013 dollars.

SCPL subsequently commissioned Gene Bregman & Associates to conduct a poll of community support. The polling showed that voters in Santa Cruz County value their libraries and perceive the need for improved library facilities. The poll showed that nearly three-fourths of voters would be willing to support a parcel tax measure that would generate approximately \$63.1 million for library capital improvements. Based on the Bregman poll and the facilities master plan, SCPL's Library Board developed a draft list of projects and associated budgets totaling \$63.1 million, allocated as follows:

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ARCHITECT

DAVID SCHNEE
ARCHITECT

DAVID M. STURGES
ARCHITECT

JILL EYRES
ARCHITECT

ANDREA GIFFORD
ARCHITECT

JONATHAN HARTMAN
ARCHITECT

PAUL JAMTGAARD
ARCHITECT

WILLIAM LIM
ARCHITECT

Library	Project Scope	Budget Target
Aptos Library	Renovation/Expansion	\$8.2 million
Boulder Creek Library	Renovation	\$1.6 million
Branciforte Library	Renovation	\$1.6 million
Capitola Library	Replacement	\$11.4 million
Downtown Library	Renovation	\$27 million
Felton Library	Replacement	\$9.4 million
Garfield Park Library	Renovation	\$300,000
La Selva Beach Library	Renovation	\$500,000
Live Oak Library	Renovation	\$1.7 million
Scotts Valley Library	Renovation	\$1 million
Headquarters	Renovation	\$400,000
Total		\$63.1 million



In July 2014, SCPL commissioned Group 4 Architecture, Research + Planning, Inc. to review and update the FMP budgets for the recommended projects in light of the allocation targets. This memorandum summarizes the process and products of this budget allocation study.

Project Budget Updates

Adjustment Methodology. Individual project budgets were adjusted to reflect known changes in scope. For example, a 2013 assessment concluded that all of SCPL's roofs could be expected to perform adequately for at least another 10 years, so roof replacements were deducted from the budgets. SCPL had also already completed some of the recommended maintenance projects, such as replacing siding at the Branciforte Library and windows at Garfield Park.

The 2013 FMP project budgets did not include escalation, as no timelines or phasing had been established for individual projects. For this allocation study, each project budget was escalated to its assumed midpoint of construction, which is shown on the sheet for each project. Santa Cruz-based Bogard Construction advised that escalation has grown at 5-6% since publication of the FMP, and that market factors may cause escalation to continue growing at these annual rates for the next few years.

Comprehensive Budgeting. The project budgets for this study strive to anticipate and include as many of the actual project costs as possible so as to understand the complete fiscal impact and – hopefully – avoid shortfalls when the time for implementation comes. As appropriate for each project, the budgets developed for this study include:

- **Hard Costs** – site and building construction, including demolition and site preparation as well as materials, labor, and overhead and profit for the general contractor. For some projects, a budget for hazardous materials abatement is also included.
- **FF&E** – fixtures, furnishings, and equipment, including tables, chairs, cabinets and built-in casework, library shelving, and other loose or fixed furnishings that support library service.
- **Signage** – code-related signage (occupancy, exit routes, room identification, etc.) as well as wayfinding and identification signage (e.g., “Children’s Room”, collection signage, etc.).
- **Technology** – depending on the project, this may include audiovisual, telecommunications, and data systems; public and staff computers; and even automated materials handling (AMH) systems.
- **Public Art** – jurisdictions often have a mandatory set-aside for public art to be included in major capital projects, calculated as a percentage of the construction cost. The Aptos, Capitola, Felton, and Downtown Library project budgets each include 2% for public art.
- **Escalation** from 2013 to the anticipated midpoint of construction.
- **Contingencies** – as the projects are still in the early planning stages, there are still many unknowns. It is appropriate to apply contingencies to account for the unforeseen conditions that inevitably arise during both design and construction phases of a project.



13 August 2014

Teresa Landers, Director

Memorandum Page 3

- **Soft Costs** – including design and engineering fees, testing, permits, construction management, and moving costs.

The attached budget detail sheets for each project show the relevant project data as well as the line items for each of the budget components, with appropriate contingencies and escalation. Each sheet includes a Project Scope Narrative that describes in general terms what may be accomplished within the project budget.

A Word of Caution. One common method for trying to understand projects is to calculate a cost per square foot. This can be a useful method for providing context, provided that the comparison is truly apples-to-apples. Often when people talk about cost per square foot, they are calculating it as a ratio of hard costs to the size of the building, without taking into account factors like relative site sizes, project scope/type, or relative dates of construction.

As noted above, the project budgets developed for the proposed SCPL facility improvement projects include much more than just construction costs; they also cover a wide range of project sizes and scopes. Dividing these comprehensive project budgets by the building size will not result in “per square foot” costs that can be easily or appropriately compared, either among projects within SCPL’s capital improvement program, or with other projects elsewhere in the community.

Next Steps

Although these project budgets are based on the best information available at this time, they are still “big picture” in scope. It may be in the best interest of SCPL and its member jurisdictions to continue moving forward with the next stages of planning and design of each project – even before full funding is in hand – in order to further develop and refine each project’s scope and budget. This will support more detailed assessment of the projects if the next round of community polling shows that the level of voter support has changed. Given the anticipated escalation in the construction market in the coming years, it will also be advantageous to be shovel-ready as soon as possible after funds are available. Also, further development of project design can support supplemental fundraising.

Please do not hesitate to contact us with questions about our analysis or conclusions.

Jill Eyres
Architect

JE/s

Attachment: budget detail sheets dated 2014-08-13

Addition

Funding Allocation 2015 \$ 8,200,000

Midpoint of Construction (MPC) 2017 Q2

Project Data

Project Data

Building	
Existing Building SF	8,000 SF
Proposed Building SF	10,000 SF
Renovation Demolition SF	8,000 SF
Renovation SF	8,000 SF
New Construction SF	2,000 SF
Site	
Site Area of Work	4,000 SF
Landscape/Hardscape	2,000 SF
Parking Resurface	0 SF
Parking	
Existing Spaces	72 spaces
Recommended Spaces	40 spaces
Resurface Spaces	0 spaces

Project Budget

Cost Model	Units	Cost/Unit	Extended
Building Hard Costs			
Renovation demolition	8,000 SF	\$6 / GSF	\$48,000
Abatement allowance	8,000 SF	\$22 / GSF	\$176,000
Renovation - major	8,000 SF	\$300 / GSF	\$2,400,000
New construction	2,000 SF	\$500 / GSF	\$1,000,000
Contingency		15%	\$546,000
Subtotal, Building			\$4,170,000
Site Hard Costs			
Site preparation	4,000 SF	\$5 / GSF	\$20,000
Utilities budget			\$100,000
Landscape/hardscape	2,000 SF	\$70 / GSF	\$140,000
Parking - resurface			\$0
Contingency		15%	\$40,000
Subtotal, Site			\$300,000
FF&E, Signage, Technology, and Public Art			
Shelving & casework	10,000 SF	\$19 / GSF	\$190,000
Signage	10,000 SF	\$5 / GSF	\$50,000
Furniture	10,000 SF	\$16 / GSF	\$160,000
Technology	10,000 SF	\$30 / GSF	\$300,000
AMH	1	\$ 200,000 EA	\$200,000
Public Art		2%	\$90,000
Contingency		10%	\$100,000
Subtotal, FF&E etc.			\$1,090,000
Construction Budget in 2013 (FMP year)			\$5,560,000
Escalation			
To Midpoint of Construction	2017 Q2	13.50%	\$751,000
			\$6,311,000
Soft Costs			
Design and engineering		16%	\$1,010,000
Testing, fees, permits, etc.		5%	\$316,000
Construction management		5%	\$316,000
Moving		1%	\$63,000
Contingency		10%	\$175,000
Soft Costs			\$1,880,000
Escalated Project Budget to 2017 Q1			\$8,191,000
	Reduce design fees to	14%	(\$126,000)
	Reduce CM fees to	3%	(\$126,000)
	Revised budget		\$7,939,000

Project Scope Narrative - Renovation and Expansion

- Complete makeover for 21st century library service
- Complete interior remodel with carpet, paint, shelving, and furniture
- Extensive power/data upgrades
- Extensive gut remodel, incl. partitions and doors
- Expansion by approximately 25% of current building size
- Significant sustainable building upgrades
- Full ADA, seismic, and code upgrades
- Limited site and building envelope improvements as budget allows
- Allowance for hazardous materials abatement

Boulder Creek Library

DRAFT 8/13/2014

Renovation

Funding Allocation 2015 \$ \$1,600,000

Midpoint of Construction (MPC) 2016 Q1

Project Data

Project Data

Building	
Existing Building SF	4,600 SF
Proposed Building SF	4,600 SF
Area of Improvement	4,600 SF

Project Budget

Cost Model

	Units	Cost/Unit	Extended
Building + Site Upgrades			
Hazmat abatement budget	4,600 SF	\$27 / GSF	\$124,000
Maintenance upgrades	per FCA		\$700,000
Contingency		15%	\$124,000
Subtotal, Building Upgrades - 2013\$ (FMP year)			\$948,000
Service Model Upgrades			
Construction and finishes budget			\$180,000
Casework/furniture budget			\$90,000
Power/data budget			\$20,000
Signage budget			\$10,000
Contingency		15%	\$45,000
Subtotal, Service Model Upgrades - 2013\$ (FMP year)			\$345,000
Escalation			
To Midpoint of Construction	2016 Q1	12.25%	\$158,000
Hard Costs, Escalated			\$1,451,000
Soft Costs			
Design and engineering		16%	\$55,000
Testing, fees, permits, etc.		5%	\$65,000
Moving budget			\$10,000
Contingency		10%	\$10,000
Soft Costs			\$140,000
Escalated Project Budget to 2016 Q1			\$1,591,000
Reduce design fees to			14% (\$7,000)
Revised budget			\$1,584,000

Project Scope Narrative - Renovation

- 21st century library service model, including marketplace
- New floor finishes and paint
- Selected casework and furniture
- Power/data to support upgraded library technology
- ADA upgrades including restrooms
- Maintenance upgrades to building systems

Branciforte Library

DRAFT 8/13/2014

Renovation

Funding Allocation 2015 \$ \$1,600,000

Midpoint of Construction (MPC) 2016 Q1

Project Data

Project Data

Building	
Existing Building SF	7,500 SF
Proposed Building SF	7,500 SF
Area of Improvement	7,500 SF

Project Budget

Cost Model

	Units	Cost/Unit	Extended
Building + Site Upgrades			
Hazmat abatement budget	7,500 SF	\$27 / GSF	\$202,500
Maintenance upgrades	per FCA		\$580,000
Contingency		15%	\$117,000
Subtotal, Building Upgrades - 2013\$ (FMP year)			\$899,500
Service Model Upgrades			
Construction and finishes budget			\$135,000
Casework/furniture budget			\$160,000
Power/data budget			\$35,000
Signage budget			\$10,000
Contingency		15%	\$51,000
Subtotal, Service Model Upgrades - 2013\$ (FMP year)			\$391,000
Escalation			
To Midpoint of Construction	2016 Q1	12.25%	\$158,000
Hard Costs, Escalated			\$1,448,500
Soft Costs			
Design and engineering		16%	\$63,000
Testing, fees, permits, etc.		5%	\$65,000
Moving budget			\$10,000
Contingency		10%	\$12,000
Soft Costs			\$150,000

Escalated Project Budget to	2016 Q1	\$1,598,500
	Reduce design fees to	14%
	Revised budget	\$1,590,500

Project Scope Narrative - Renovation

- 21st century library service model, including marketplace
- New floor finishes and paint
- Selected casework and furniture
- Power/data to support upgraded library technology
- ADA upgrades including restrooms
- Maintenance upgrades to building systems

Capitola Library

DRAFT 8/13/2014

Replacement

Funding Allocation 2015 \$ \$11,400,000

Midpoint of Construction (MPC) 2017 Q2

Project Data

Project Data

Building	
Existing Building SF	4,320 SF
Proposed Building SF	10,000 SF
New Construction SF	10,000 SF
Site	
Site Area of Work	29,000 SF
Landscape/Hardscape	5,000 SF
Parking New Surface	14,000 SF
Parking	
Existing Spaces	35 spaces
Recommended Spaces	40 spaces
New Surface Spaces	40 spaces

Project Budget

Cost Model	Units	Cost/Unit	Extended
Building Hard Costs			
New construction	10,000 SF	\$500 / GSF	\$5,000,000
Contingency		10%	\$500,000
Subtotal, Building			\$5,500,000
Site Hard Costs			
Site preparation	29,000 SF	\$5/SF	\$145,000
Utilities budget			\$150,000
Landscape/hardscape	5,000 SF	\$20 / GSF	\$100,000
Parking - new surface	14,000 SF	\$16 / GSF	\$224,000
Contingency		10%	\$61,000
Subtotal, Site			\$680,000
FF&E, Signage, Technology, and Public Art			
Shelving & casework	10,000 SF	\$19 / GSF	\$190,000
Signage	10,000 SF	\$5 / GSF	\$50,000
Furniture	10,000 SF	\$16 / GSF	\$160,000
Technology	10,000 SF	\$30 / GSF	\$300,000
Public Art		2%	\$128,000
Contingency		10%	\$82,000
Subtotal, FF&E etc.			\$910,000
Construction Budget in 2013 (FMP year)			\$7,090,000
Escalation			
To Midpoint of Construction	2017 Q2	18.00%	\$1,276,000
			\$8,366,000
Soft Costs			
Design and engineering		16%	\$1,339,000
Testing, fees, permits, etc.		5%	\$418,000
Construction management		5%	\$418,000
Moving		1%	\$84,000
Contingency		10%	\$221,000
Soft Costs			\$2,480,000
Escalated Project Budget to 2017 Q1			\$10,846,000
	Reduce design fees to	14%	(\$167,000)
	Reduce CM fees to	3%	(\$167,000)
	Revised budget		\$10,512,000

Project Scope Narrative - Replacement

- New 21st century library
- More than double the size of the current Capitola Library
- Sustainable design
- New shelving, furniture, and technology

Downtown Library

DRAFT 8/13/2014

Renovation

Funding Allocation 2015 \$ \$27,000,000

Midpoint of Construction (MPC) 2017 Q3

Project Data

Project Data

Building	
Existing Building SF	44,000 SF
Proposed Building SF	44,000 SF
Demolition SF	0 SF
Renovation SF	44,000 SF

Site	
Site Area of Work	10,000 SF
Landscape/Hardscape	10,000 SF
Parking Resurface	0 SF
Parking New Surface	0 SF

Parking	
Existing Spaces	30 spaces
Recommended Spaces	108 spaces
Resurface Spaces	0 spaces
New Surface Spaces	0 spaces

Project Budget

Cost Model

	Units	Cost/Unit	Extended
Building Hard Costs			
Renovation demolition	44,000 SF	\$6 / GSF	\$264,000
Abatement allowance			\$0
Renovation - major	44,000 SF	\$245 / GSF	\$10,780,000
Contingency		15%	\$1,656,000
Subtotal, Building			\$12,700,000

	Units	Cost/Unit	Extended
Site Hard Costs			
Site preparation	10,000 SF	\$5/SF	\$50,000
Utilities budget			\$100,000
Landscape/hardscape	10,000 SF	\$20 / GSF	\$200,000
Contingency		15%	\$50,000
Subtotal, Site			\$400,000

	Units	Cost/Unit	Extended
FF&E, Signage, Technology, and Public Art			
Shelving & casework	44,000 SF	\$19 / GSF	\$836,000
Signage	44,000 SF	\$5 / GSF	\$220,000
Furniture	44,000 SF	\$16 / GSF	\$704,000
Technology	44,000 SF	\$30 / GSF	\$1,320,000
AMH	1	\$ 500,000 EA	\$500,000
Public Art		2%	\$290,000
Contingency		15%	\$580,000
Subtotal, FF&E etc.			\$4,450,000

Construction Budget in 2013 (FMP year) \$17,550,000

Escalation			
To Midpoint of Construction	2017 Q3	19.00%	\$3,335,000
			\$20,885,000

Soft Costs			
Design and engineering		16%	\$3,342,000
Testing, fees, permits, etc.		5%	\$1,044,000
Construction management		5%	\$1,044,000
Moving		1%	\$209,000
Temporary library		0%	\$0
Contingency		10%	\$561,000
Soft Costs			\$6,200,000

Escalated Project Budget to 2017 Q3 \$27,085,000

Reduce design fees to	14%	(\$418,000)
Reduce CM fees to	3%	(\$418,000)
Revised budget		\$26,249,000

Project Scope Narrative - Renovation

- Complete makeover for 21st century library service
- Complete interior remodel with carpet, paint, shelving, and furniture
- Extensive power/data upgrades
- Extensive gut remodel, incl. partitions and doors
- Expansion of space for public service
- Site and building envelope improvements as budget allows
- Full ADA, seismic, and code upgrades

Felton Library

DRAFT 8/13/2014

Replacement

Funding Allocation 2015 \$ 9,400,000

Midpoint of Construction (MPC) 2016 Q3

Project Data

Project Data

Building	
Existing Building SF	1,250 SF
Proposed Building SF	9,300 SF
New Construction SF	9,300 SF
Site	
Site Area of Work	27,600 SF
Landscape/Hardscape	5,000 SF
Parking New Surface	13,300 SF
Parking	
Recommended Spaces	38 spaces
New Surface Spaces	38 spaces

Project Budget

Cost Model	Units	Cost/Unit	Extended
Building Hard Costs			
New construction	9,300 SF	\$500 / GSF	\$4,650,000
Contingency		10%	\$470,000
Subtotal, Building			\$5,120,000
Site Hard Costs			
Site preparation	27,600 SF	\$5/SF	\$138,000
Utilities budget			\$150,000
Landscape/hardscape	5,000 SF	\$20 / GSF	\$100,000
Parking - new surface	13,300 SF	\$16 / GSF	\$212,800
Contingency		10%	\$59,200
Subtotal, Site			\$660,000
FF&E, Signage, Technology, and Public Art			
Shelving & casework	9,300 SF	\$19 / GSF	\$176,700
Signage	9,300 SF	\$5 / GSF	\$46,500
Furniture	9,300 SF	\$16 / GSF	\$148,800
Technology	9,300 SF	\$30 / GSF	\$279,000
Public Art		2%	\$120,000
Contingency		10%	\$79,000
Subtotal, FF&E etc.			\$850,000
Construction Budget in 2013 (FMP year)			\$6,630,000
Escalation			
To Midpoint of Construction	2016 Q3	14.75%	\$978,000
			\$7,608,000
Soft Costs			
Design and engineering		14%	\$1,065,000
Testing, fees, permits, etc.		5%	\$380,000
Construction management		5%	\$380,000
Moving		1%	\$76,000
Contingency		10%	\$189,000
Soft Costs			\$2,090,000
Escalated Project Budget to 2016 Q3			\$9,698,000
	Reduce design fees to	12%	(\$152,000)
	Reduce CM fees to	3%	(\$152,000)
Revised budget			\$9,394,000

Project Scope Narrative - Replacement

New 21st century library
 Nearly eight times the size of the existing Felton Library
 Sustainable design
 New shelving, furniture, and technology

Garfield Park Library

DRAFT 8/13/2014

Renovation

Funding Allocation 2015 \$

\$300,000

Midpoint of Construction (MPC) 2016 Q1

Project Data

Project Data

Building	
Existing Building SF	2,340 SF
Proposed Building SF	2,340 SF

Project Budget

Cost Model

	Units	Cost/Unit	Extended
Building + Site Upgrades			
Hazmat abatement budget			n/a
Maintenance upgrades	per FCA		\$82,000
Contingency		15%	\$12,000
Subtotal, Building Upgrades - 2013\$ (FMP year)			\$94,000
Service Model Upgrades			
Construction and finishes budget			\$50,000
Casework/furniture budget			\$40,000
Power/data budget			\$25,000
Signage budget			\$0
Contingency		15%	\$17,000
Subtotal, Service Model Upgrades - 2013\$ (FMP year)			\$132,000
Escalation			
To Midpoint of Construction	2016 Q1	12.25%	\$28,000
Hard Costs, Escalated			\$254,000
Soft Costs			
Design and engineering		16%	\$21,000
Testing, fees, permits, etc.		5%	\$11,000
Moving budget			\$10,000
Contingency		10%	\$8,000
Soft Costs			\$50,000
Escalated Project Budget to 2016 Q1			\$304,000
Reduce design fees to			14% (\$3,000)
Revised budget			\$301,000

Project Scope Narrative - Renovation

21st century library service model
 Power/data to support upgraded library technology
 Maintenance upgrades to building systems, finishes, and furniture

Headquarters

DRAFT 8/13/2014

Renovation

Funding Allocation 2015 \$

\$400,000

Midpoint of Construction (MPC) 2016 Q1

Project Data

Project Data

Building	
Existing Building SF	13,150 SF
Proposed Building SF	13,150 SF
Area of Improvement	13,150 SF

Project Budget

Cost Model

	Units	Cost/Unit	Extended
Building + Site Upgrades			
Hazmat abatement budget	-	\$27 / GSF	\$0
Maintenance upgrades	per FCA		\$300,000
Contingency		15%	\$45,000
Subtotal, Building Upgrades - 2013\$ (FMP year)			\$345,000

Service Model Upgrades

Construction and finishes budget			\$0
FF&E budget			\$0
Power/data budget			\$0
Signage budget			\$0
Contingency		0%	\$0
Subtotal, Service Model Upgrades - 2013\$ (FMP year)			\$0

Escalation

To Midpoint of Construction	2016 Q1	12.25%	\$42,000
Hard Costs, Escalated			\$387,000

Soft Costs

Design and engineering		16%	\$0
Testing, fees, permits, etc.		5%	\$17,000
Moving budget			\$10,000
Contingency		10%	\$3,000
Soft Costs			\$30,000

Escalated Project Budget to	2016 Q1		\$417,000
	Reduce design fees to	14%	\$0
	Revised budget		\$417,000

Project Scope Narrative - Renovation

Maintenance upgrades to building systems and finishes
Furniture refurbishment/replacement as needed

La Selva Beach Library

DRAFT 8/13/2014

Renovation

Funding Allocation 2015 \$

\$500,000

Midpoint of Construction (MPC) 2016 Q1

Project Data

Project Data

Building	
Existing Building SF	2,200 SF
Proposed Building SF	2,200 SF
Area of Improvement	2,200 SF

Project Budget

Cost Model

	Units	Cost/Unit	Extended
Building + Site Upgrades			
Hazmat abatement budget	2,200 SF	\$27 / GSF	\$59,400
Maintenance upgrades	per FCA		\$35,000
Contingency		15%	\$14,000
Subtotal, Building Upgrades - 2013\$ (FMP year)			\$108,400
Service Model Upgrades			
Construction and finishes budget			\$110,000
Casework/furniture budget			\$80,000
Power/data budget			\$25,000
Signage budget			\$10,000
Contingency		15%	\$34,000
Subtotal, Service Model Upgrades - 2013\$ (FMP year)			\$259,000
Escalation			
To Midpoint of Construction	2016 Q1	12.25%	\$45,000
Hard Costs, Escalated			\$412,400
Soft Costs			
Design and engineering		16%	\$41,000
Testing, fees, permits, etc.		5%	\$18,000
Moving budget			\$10,000
Contingency		10%	\$11,000
Soft Costs			\$80,000
Escalated Project Budget to 2016 Q1			\$492,400
Reduce design fees to			14% (\$5,000)
Revised budget			\$487,400

Project Scope Narrative - Renovation

- 21st century library service model, including marketplace
- Power/data to support upgraded library technology
- New service desk + selected other furniture/shelving upgrades
- New floor finishes and paint
- Maintenance upgrades to building systems
- Allowance for hazardous materials abatement

Live Oak Library

DRAFT 8/13/2014

Renovation

Funding Allocation 2015 \$ \$1,700,000

Midpoint of Construction (MPC) 2016 Q1

Project Data

Project Data

Building	
Existing Building SF	13,500 SF
Proposed Building SF	13,500 SF
Area of Improvement	13,500 SF

Project Budget

Cost Model

	Units	Cost/Unit	Extended
Building + Site Upgrades			
Hazmat abatement budget			n/a
Maintenance upgrades	per FCA		\$550,000
Contingency		15%	\$83,000
Subtotal, Building Upgrades - 2013\$ (FMP year)			\$633,000
Service Model Upgrades			
Construction and finishes budget			\$300,000
Casework/furniture budget			\$226,000
Power/data budget			\$50,000
Signage budget			\$25,000
Contingency		15%	\$90,000
Subtotal, Service Model Upgrades - 2013\$ (FMP year)			\$691,000
Escalation			
To Midpoint of Construction	2016 Q1	12.25%	\$162,000
Hard Costs, Escalated			\$1,486,000
Soft Costs			
Design and engineering		16%	\$111,000
Testing, fees, permits, etc.		5%	\$66,000
Moving budget			\$10,000
Contingency		10%	\$23,000
Soft Costs			\$210,000
Escalated Project Budget to 2016 Q1			\$1,696,000
Reduce design fees to			14% (\$14,000)
Revised budget			\$1,682,000

Project Scope Narrative - Renovation

- 21st century library service model, including marketplace
- New literacy center, possible new meeting room
- Power/data to support upgraded library technology
- Maintenance upgrades to building systems, finishes, and furniture

Scotts Valley Library

DRAFT 8/13/2014

Renovation

Funding Allocation 2015 \$ \$1,000,000

Midpoint of Construction (MPC) 2016 Q1

Project Data

Project Data

Building	
Existing Building SF	13,150 SF
Proposed Building SF	13,150 SF
Area of Improvement	13,150 SF

Project Budget

Cost Model	Units	Cost/Unit	Extended
Building + Site Upgrades			
Hazmat abatement budget			n/a
Maintenance upgrades	per FCA		\$620,000
Contingency		15%	\$93,000
Subtotal, Building Upgrades - 2013\$ (FMP year)			\$713,000
Service Model Upgrades			
Acoustic improvements budget			\$100,000
Casework/furniture budget			\$0
Power/data budget			\$0
Signage budget			\$0
Contingency		15%	\$15,000
Subtotal, Service Model Upgrades - 2013\$ (FMP year)			\$115,000
Escalation			
To Midpoint of Construction	2016 Q1	12.25%	\$101,000
Hard Costs, Escalated			\$929,000
Soft Costs			
Design and engineering		16%	\$18,000
Testing, fees, permits, etc.		5%	\$41,000
Moving budget			\$10,000
Contingency		10%	\$11,000
Soft Costs			\$80,000
Escalated Project Budget to 2016 Q1			\$1,009,000
Reduce design fees to		14%	(\$2,000)
Revised budget			\$1,007,000

Project Scope Narrative - Renovation

- Acoustical improvements
- Potential automated materials handling system?
- Potential roof repair/replacement?
- Maintenance upgrades to building systems, finishes, and furniture