

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
April 5, 2016	

TO: Chair Jennifer Groth and Board Members

FROM: Sami Pierson, Library Director

THROUGH: Rodger Craddock, City Manager

ISSUE: Recommendation for Award of Contract for Library Needs Assessment

BACKGROUND:

A Request for Proposal (RFP) was issued on December 1, 2015. The original scope of work within the RFP was reduced to decrease the budgetary impact. Despite the reduction in the scope, the five companies that initially responded wanted to continue with the process. Due to the importance of this selection process and in order to aid City staff and represent the stakeholders during the selection process, a selection team was formed. The team consisted of Mayor Shoji, Jennifer Groth (City Councilor), Curt Benward (Chair of Coos Bay Public Library Foundation), Bruce Bennett (Chair of Coos Bay Library Board), Sami Pierson (Library Director), and Jim Hossley (Public Works Director).

In total, the City received five responses and conducted five interviews. The selection committee reviewed the RFP submissions and fees, and they conducted a live interview. Overall, the selection committee felt that Hacker provided the scope of work that was most aligned with the RFP.

ADVANTAGES:

Based on the five proposals, Hacker's is most aligned with the RFP. Awarding the contract will allow the next phase towards a new library building to begin.

DISADVANTAGES:

Staff sees none.

BUDGET IMPLICATIONS:

The fee for the Needs Assessment is expected not to exceed \$44,000; \$40,000 fees and \$4,000 contingency. The source of the funds will be the Urban Renewal Downtown Program Fund, Contractual budget line.

ACTION REQUESTED:

If it pleases the Agency, award the contract for the Coos Bay Public Library Needs Assessment to Hacker for a fee not to exceed \$44,000.

ATTACHMENTS: Scope of Work and Fee Summary

Coos Bay Library Needs Assessment

March 22, 2016

General Scope: The scope of the work includes collecting and analyzing data to prepare a comprehensive program for the Coos Bay Public library. The library program will be used to develop high level, concept descriptions of two library buildings of the same size for cost estimating.

Deliverables:

The final report will include the following items:

Library Program: to include a detailed description of each area of the library (including square footage needed for all components, including technology), total square footage, a bubble adjacency diagram and executive summary. Also included will be an analysis of space needs based on projected population growth, and documentation of the information gathering process (including analysis of library data, interviews and focus groups.) that informs the library program. Along with details of the building space requirements, the report will also provide minimum site characteristics to meet the community's needs through 2040.

Two Design Scenarios: to include descriptions of materials and systems representing two levels of quality for buildings of the same size and with the elements determined in the library program. Concepts are at a high level. Assumes no site has been selected. These two options will be used for the cost estimates.

Cost estimate: to include cost per square foot for primary building elements of two design scenarios. Back up detail will be provided including local cost factors. Since no site has been determined, the assumptions for cost will be flat site with good access and available utilities.

Funding: includes notes from brainstorming session on possible dual/multiple uses including private public partnerships, and funding sources (to be reflected in final report). This scope could increase if the decision is made to move forward with a complete analysis.

Outline of Trips to Coos Bay:

Visit 1 - One day: start work, tour facility, meet with Library and City staff to set expectations and desired outcomes.

Visit 2 - Two days: Two community meetings, meet with Library staff, Library Board, Library foundation, Friends of the Library, other stakeholders, and work session with City councilors.

Visit 3 - One day: Present Preliminary Report

Video Conference: Present Draft Report

Visit 4 - Present Final report to Library Steering Committee

**HACKER
Coos Bay Library Needs Assessment**

3-Mar-16

Component	Hours: Will Dann (\$180/hr)	Will Total	Hours: Laura Klinger (\$145/hr)	Laura Total	Hours: Hacker Support Staff (@80\$/hr)	Hacker Support Staff Total	Hours: Penny Hummel (\$175/hr)	Penny Total	Hours: Trish Drew (\$160/hr)	Trish Total	Hours : Lorelei Juntunen (\$165/hr)	Lorelei Total	TOTAL PROPOSED FEE
Visit 1 - One day: start work, tour facility, meet with Library and City staff to set expectations and desired outcomes.	2	\$360.00	10	\$1,450.00	2	\$160.00	8	\$1,400.00					
Visit 2 - Two days: Two community meetings, meet with Library staff, Library Board, Library foundation, Friends of the Library, other stakeholders, work session with City councilors.(Eco NW participation = 1 day**)	2	\$360.00	18	\$2,610.00	2	\$160.00	16	\$2,800.00					
Visit 3 - One day: Present Preliminary Report			8	\$1,160.00	2	\$160.00	8	\$1,400.00			8	\$1,320.00	
Video Conf: Present Draft Report			2	\$290.00	2	\$160.00	2	\$350.00					
Visit 4 - Present final report to Library Steering Committee and to the public	2	\$360.00	10	\$1,450.00	2	\$160.00	8	\$1,400.00					
Collect and analyze data and prepare library program (including text and spreadsheets)			8	\$1,160.00			25	\$4,375.00					
Determine two design scenarios ***	2	\$360.00	16	\$2,320.00	8	\$640.00	1	\$175.00					
Budget Estimate for two design scenarios	2	\$360.00	4	\$580.00					15	\$2,400.00			
Revise library program based on initial and subsequent feedback			3	\$435.00	2	\$160.00	3	\$525.00			2	\$330.00	
Phone and e-mail communication with project team	2	\$360.00	6	\$870.00			2	\$350.00					
Team coordination	4	\$720.00	8	\$1,160.00									
TOTAL	16	\$2,880.00	93	\$13,485.00	20	\$1,600.00	73	\$12,775.00	15	\$2,400.00	10	\$1,650.00	\$34,790.00

Reimbursable Allowance

Trips	Travel	Travel Details	Printing + Misc. Expenses	TOTAL Allowance
1	\$1,065	(2)\$250 plane, (1) \$115 car (2)\$150 hotel, (2)\$75 meals		
2	\$1,655	(3)\$250 plane, (2)\$115 car (3)\$150 hotel, (3)\$75 meals		
3	\$1,065	(2)\$250 plane, (1)\$115 car (2)\$150 hotel, (2)\$75 meals		
4	\$1,065	(2)\$250 plane, (1) \$115 car (2)\$150 hotel, (2)\$75 meals		
	\$4,850		\$360.00	\$5,210

Assumptions

**Assumption for ECONorthwest's scope includes brainstorming session on possible dual/multiple uses including private public partnerships, and funding sources (to be reflected in final report). This scope could increase if the decision is made to move forward with a complete analysis.

***Assumes no site has been selected. Scenarios include descriptions of materials and systems representing various levels of quality for cost and lifecycle comparisons. Concepts are at a high level. Assumptions for cost will be flat site with go