



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
MARCH 13, 2009

AGENDA
3:00 P.M.

CENTRAL LIBRARY
2090 KITTREDGE STREET

The Board of Library Trustees may act on any item on this agenda.

I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments (3:00 – 3:30 p.m.)
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)
- C. Report from library employees and unions, discussion of staff issues
Comments / responses to reports and issues addressed in packet.
- D. Report from Board of Library Trustees
- E. Approval of Agenda

II. ACTION CALENDAR

- A. Discuss and evaluate the qualifications of the firms interviewed on March 11, 2009 and recommend a preferred firm to complete architectural design services for the North Branch Library
Recommendation: Adopt a resolution approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services.
- B. Discuss and evaluate the qualifications of the firms interviewed on March 11, 2009 and recommend a preferred firm to complete architectural design services for the South Branch Library
Recommendation: Adopt a resolution approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services.

VIII. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.

To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter, assistive-listening device or other accommodation for the meeting, please call (510) 981-6195 (voice) or (510) 548-1240 (TDD). Providing at least five (5) working days' notice prior to the meeting will help to ensure availability.

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website by March 9, 2009.



//s//
Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

March 13, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: Discussion and evaluation of the qualifications of the firms interviewed on March 11, 2009 and recommend a preferred firm to complete architectural design services for the North Branch Library.

RECOMMENDATION

Adopt a resolution approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services.

FISCAL IMPACT

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Architectural design services are included in the estimated soft costs, preceding construction of the North Branch Library renovation and expansion project.

BACKGROUND

On Wednesday, March 11, 2009 the board interviewed three firms representing the most qualified applicants. These interviews, as well as the applicants' written proposals (RFP responses), background and professional references and responses to follow-up questions will be considered in determining the ranking of firms by qualifications. Price proposals will be considered in the final decision-making process and will serve as the starting point for contract negotiations, which will occur in a confidential manner with staff.

The board will rank order the firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services. Following contract negotiations, at a future date, staff will bring an action item to the board recommending a scope of services and a not to exceed contract amount with the selected design firm. The board's recommendation will then be brought to the City Council for consideration and action prior to a notice to proceed.

ATTACHMENTS:

1. Resolution

RESOLUTION NO. R09-xx

ADOPT A RESOLUTION APPROVING THE RANK ORDER OF FIRMS UNDER CONSIDERATION TO COMPLETE ARCHITECTURAL DESIGN SERVICES FOR THE RENOVATION AND EXPANSION OF THE NORTH BRANCH LIBRARY AND INSTRUCT THE DIRECTOR OF LIBRARY SERVICES TO NEGOTIATE A SCOPE OF SERVICES AND A CONTRACT AMOUNT.

WHEREAS, the Branch Library renovation program is funded by Measure FF bond funds approved by the voters to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries; and

WHEREAS, architectural design services are included in the estimated project costs for the North Branch project; and

WHEREAS, the City of Berkeley Purchasing Department opened the Requests for Proposals process for Architectural Services for the Renovation and Expansion of the North Branch Library, on January 16, 2009 and closed said solicitation on February 12, 2009; and

WHEREAS, the board interviewed the three most qualified firms at the March 11, 2009 regular meeting of the board of library trustees; and

WHEREAS, the board has discussed fully the qualifications of the firms under consideration and determined that they be ranked as follows:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

With the 1st choice as the preferred firm; and

WHEREAS, following contract negotiations staff will prepare an agenda and action item to the board recommending approval of the terms of agreement, including a not to exceed contract amount with the selected design firm. The board's recommendation will then be brought to the City Council for consideration and action prior to notice to proceed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley instructs the Director of Library Services to negotiate a scope of work and terms of agreement with the firm selected as best meeting the criteria for the project as described in the request for proposals and submitting an acceptable price proposal from which to negotiate an agreement for consulting services.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on March 13, 2009.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

March 13, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: Discussion and evaluation of the qualifications of the firms interviewed on March 11, 2009 and recommend a preferred firm to complete architectural design services for the South Branch Library.

RECOMMENDATION

Adopt a resolution approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services.

FISCAL IMPACT

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Architectural design services are included in the estimated soft costs, preceding construction of the South Branch Library replacement or renovation and expansion project.

BACKGROUND

On Wednesday, March 11, 2009 the board interviewed three firms representing the most qualified applicants. These interviews, as well as the applicants' written proposals (RFP responses), background and professional references and responses to follow-up questions will be considered in determining the ranking of firms by qualifications. Price proposals will be considered in the final decision-making process and will serve as the starting point for contract negotiations, which will occur in a confidential manner with staff.

The board will rank order the firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services. Following contract negotiations, at a future date, staff will bring an action item to the board recommending a scope of services and a not to exceed contract amount with the selected design firm. The board's recommendation will then be brought to the City Council for consideration and action prior to a notice to proceed.

ATTACHMENTS:

1. Resolution

RESOLUTION NO. R09-xx

ADOPT A RESOLUTION APPROVING THE RANK ORDER OF FIRMS UNDER CONSIDERATION TO COMPLETE ARCHITECTURAL DESIGN SERVICES FOR THE REPLACEMENT OR RENOVATION AND EXPANSION OF THE SOUTH BRANCH LIBRARY AND INSTRUCT THE DIRECTOR OF LIBRARY SERVICES TO NEGOTIATE A SCOPE OF SERVICES AND A CONTRACT AMOUNT.

WHEREAS, the Branch Library renovation program is funded by Measure FF bond funds approved by the voters to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries; and

WHEREAS, architectural design services are included in the estimated project costs for the South Branch project; and

WHEREAS, the City of Berkeley Purchasing Department opened the Requests for Proposals (RFP) process for Architectural Services for the Replacement Or Renovation and Expansion of the South Branch Library, on January 16, 2009 and closed said solicitation on February 12, 2009; and

WHEREAS, the board interviewed the three most qualified firms at the March 11, 2009 regular meeting of the board of library trustees; and

WHEREAS, the board has discussed fully the qualifications of the firms under consideration and determined that they be ranked as follows:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

With the 1st choice as the preferred firm; and

WHEREAS, following contract negotiations staff will prepare an agenda and action item to the board recommending approval of the terms of agreement, including a not to exceed contract amount with the selected design firm. The board's recommendation will then be brought to the City Council for consideration and action prior to notice to proceed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley instructs the Director of Library Services to negotiate a scope of work and terms of agreement with the firm selected as best meeting the criteria for the project as described in the request for proposals and submitting an acceptable price proposal from which to negotiate an agreement for consulting services.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on March 13, 2009.