



Building A Better Long Beach

January 3, 2011

REDEVELOPMENT AGENCY BOARD MEMBERS

City of Long Beach

California

RECOMMENDATION:

Approve and authorize the Executive Director to enter into a contract with LPA Architects in the amount of \$886,650 to provide architectural design services for a new North Branch Library in the North Long Beach Redevelopment Project Area. (North – District 9)

DISCUSSION

Redevelopment Agency (Agency) staff has been working cooperatively with the Department of Library Services during the past year to determine the specifications and requirements for the new North Branch Library and community center. The facilities will be located on the 5800 block of Atlantic Avenue and will be built on an approximately 50,000-square-foot, Agency-owned site in the North Long Beach Redevelopment Project Area (Exhibit A – Site Plan). The new library is intended to replace the current library located at 5571 Orange Avenue. The preliminary site plan provides for a single-story, 18,000-square-foot library and accessory 6,000-square-foot community center, although this design could be modified based on additional community input.

On July 6, 2010, Agency staff released a Request for Qualifications/Proposals (RFQ/RFP) for the North Branch Library for the purposes of retaining the services of an architectural design firm to work with City of Long Beach (City) staff from the earliest space needs and pre-design meetings through the final construction administration stages. Twenty-three submissions were received by the August 17, 2010 deadline. Of the 23, nine were short-listed for interviews, which took place on September 14 and 16, 2010, and were presided over by a selection panel comprised of City staff and community stakeholders, including a member of the North Project Area Committee. Interviewed firms were evaluated on a number of criteria including library design experience, quality of staff, demonstrated ability to meet project timelines and budgets, LEED experience, and overall understanding of the Agency's goals for the project. Additional interviews with three finalists firms were held on October 6, 2010 with a selection panel comprised of City staff and the Vice Chair of the Agency Board.

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After careful consideration, LPA, Inc., of Irvine, California, was selected as the project's architectural design consultant. The Agency proposes to enter into an agreement with LPA to provide architectural design services for the North Branch Library and community center. (Exhibit B – Scope of Work). The proposed agreement will be for an amount not to exceed \$806,045.

The proposed contract amount of \$886,650 includes a 10-percent contingency clause to cover any additional work that may become necessary during the course of construction. In the event that additional work is necessary, the contract will provide the Executive Director the ability to approve change orders for additional work not to exceed the 10-percent contingency. Although not anticipated, any contract change orders that would exceed the 10-percent contingency will be brought before the Agency Board for further consideration. This project will be funded with American Recovery and Reinvestment Act bond proceeds.

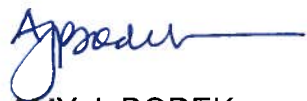
Both the Agency Board and the Long Beach City Council adopted the required resolutions making certain findings of benefit regarding certain public improvements, including a public library, within the North Long Beach Redevelopment Project Area using Redevelopment funds on June 4 and June 12, 2007, respectively.

Staff will return to the Agency Board with regular updates as the design and construction estimates are finalized.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

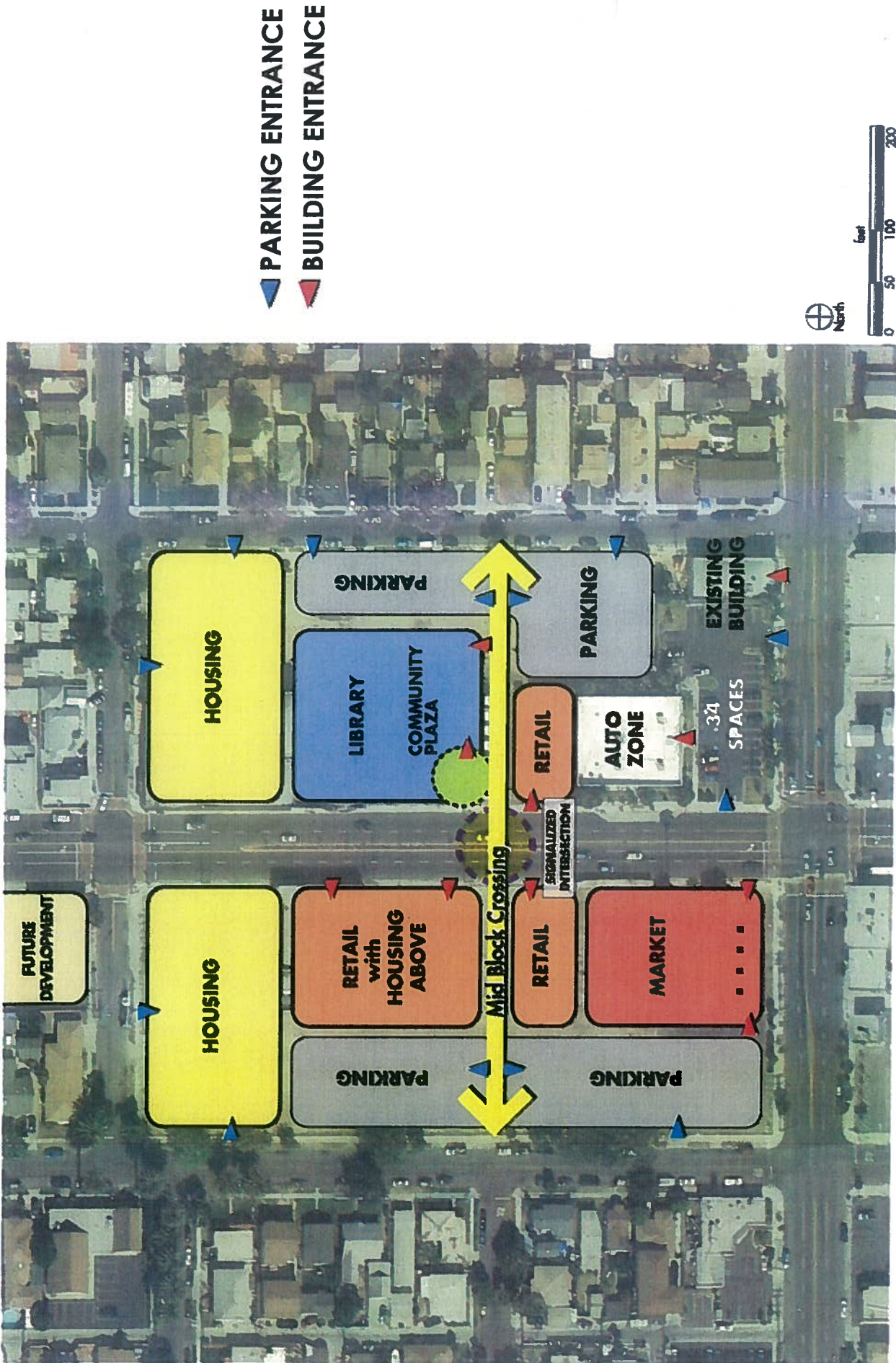


AMY J. BODEK
EXECUTIVE DIRECTOR

AJB:LAF:TF:mh

Attachments: Exhibit A – Site Plan
Exhibit B – Scope of Work

Exhibit A



ALTERNATIVE 2 – PLAN DIAGRAM

NORTH VILLAGE CENTER



Exhibit B

LPA Project No.
10165.10

LPA

Scope of Services
North Long Beach Branch Library

PROJECT DESCRIPTION

Project consists of a 24,000 sf Library and Community Center in North Long Beach, California.

0 - GENERAL

During the project, certain activities occur in each phase. These activities, described below, are non-sequential and may not be applicable to all phases of the project. These activities include:

- 0.01 **Project Administration** services consisting of predesign administrative functions including:
 - .01 Project-related research.
 - .02 Conferences.
 - .03 Communications.
 - .04 Travel time.
 - .05 Direction of the work of in-house personnel.

- 0.02 **Disciplines Coordination/Document Checking** services consisting of predesign activities for:
 - .01 Coordination between LPA's work and the work of engineering and other involved disciplines for the Project.
 - .02 Review and checking of documents prepared for the Project.

- 0.03 **Agency Consulting/Review/Approval** services consisting of predesign activities including:
 - .01 Agency consultations.
 - .02 Research of critical applicable regulations.
 - .03 Appearances on behalf of the City of Long Beach (CLB) at agency and community meetings.
 - .04 Planning commission.

- 0.04 **Owner-supplied Information:**
 - .01 Existing drawings and related data.
 - .02 Existing title information and surveys, surface site data and subsurface site data.

1 - PREDESIGN SERVICES

In the Pre-design Phase, LPA, INC., shall provide those services necessary for LPA to assist CLB in establishing program and the financial and time requirements and limitations for the Project prior to beginning design. The following descriptions shall apply to those services assigned as the responsibility of the party indicated therein.

- 1.01 **Programming** services required to establish the following detailed requirements for the Project:
 - .01 Design objectives, limitations and criteria.
 - .02 Confirmation of City's Library Program. .

- 1.02 **Existing Facilities Surveys** services consisting of researching, assembling, review and supplementing information for Projects involving alterations and additions to existing facilities or determining new space usage in conjunction with a new building program and including:
 - .01 Photography.
 - .02 Review of existing design data.
 - .03 Prepare an ALTA Survey of the project site.
 - .04 Document Title Report information onto the site plan.
 - .05 Research any indication of underground structures and pothole for confirmation, depth, and location as required.

- 1.03 **Sustainable Scope** to include:
 - .01 Meeting with Savings by Design to review conceptual goals for energy savings and corresponding strategies.
 - .02 Prepare LEED worksheet for project and confirm direction with City staff.

2 - SCHEMATIC DESIGN SERVICES

In the Schematic Design Phase, LPA, INC., shall provide those services designated necessary to prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale and relationship of Project components for approval by CLB. The following descriptions shall apply to those services assigned as the responsibility of the party indicated therein.

- 2.01 Architectural Design/Documentation** services during the Schematic Design Phase responding to program requirements and consisting of preparation of:
- .01 Conceptual site and building plans.
 - .02 Preliminary sections and elevations.
 - .03 Preliminary selection of building systems and materials.
 - .04 Development of approximate dimensions, areas and volumes.
 - .05 Study Perspective sketches.
 - .06 Study models.
- 2.02 Structural Design/Documentation** services during the Schematic Design Phase consisting of recommendations regarding basic structural materials and systems, analyses and development of conceptual design solutions for:
- .01 Conceptual foundation systems.
 - .02 Conceptual framing systems.
- 2.03 Mechanical Design/Documentation** services during the Schematic Design Phase consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for:
- .01 Energy conservation.
 - .02 Heating and ventilating.
 - .03 Air conditioning.
 - .04 Plumbing.
 - .05 Fire protection.
 - .06 General space requirements.
- 2.04 Electrical Design/Documentation** services during the Schematic Design Phase consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analyses, and development of conceptual design solutions for:
- .01 Power service and distribution.
 - .02 Lighting.
 - .03 Telephones.
 - .04 Fire detection and alarms.
 - .05 Security systems.
 - .06 Communications systems.
 - .07 Audio visual system.
 - .08 General space requirements.
- 2.05 Civil Design/Documentation** services during the Schematic Design Phase consisting of consideration of alternate materials, and development of conceptual design solutions for:
- .01 On-site utility systems.
 - .02 Off-site utilities work.
 - .03 Fire protection systems
 - .04 Drainage systems.
 - .05 Paving.
 - .06 Conceptual grading.
- 2.06 Landscape Design/Documentation** services during the Schematic Design Phase consisting of alternate materials, systems and equipment and development of conceptual design solutions based on program requirements, physical site characteristics, design objectives and environmental determinants.
- 2.07 Interior Design/Documentation** services during the Schematic Design Phase consisting of space allocations and utilization plans based on functional relationships, consideration of alternate materials, systems and equipment and development of conceptual design solutions for architectural, mechanical, electrical and equipment requirements in order to establish:
- .01 Partition locations.
 - .02 Furniture and equipment layouts.
- 2.08 Materials Research/Specifications** service during the Schematic Design Phase consisting of:
- .01 Identification of potential architectural materials, systems and equipment and their criteria and quality standards consistent with the conceptual design.
 - .02 Investigation of availability and suitability of alternative architectural materials, systems and equipment.
 - .03 Coordination of similar activities of other disciplines.
- 2.09 Sustainable Scope** to include:
- .01 Meeting with Savings by Design to review schematic plans and energy saving opportunities.
 - .02 Review LEED worksheet for project and confirm direction with City staff.

- 2.10 **Project Development Scheduling** services during the Schematic Design Phase consisting of reviewing and updating previously established Project Schedules or initial development of Project schedules (if not previously established) for decision-making, design, documentation, contracting and construction.
- 2.11 **Statement of Probable Construction Cost** services during the Schematic Design Phase consisting of development of a probable construction cost range for the Project based on the most recent schematic design studies, current and historic area, volume, or other unit costs, expected Project delivery process, and appropriate contingencies.
- 2.12 **Presentations** services consisting of presentations of Schematic Design Documents by LPA to the following client representatives:
 - .01 Community – Two Workshops
 - .02 Planning Commission (Study Session)
 - .03 RDA

3 - DESIGN DEVELOPMENT SERVICES

In the Design Development Phase, LPA, INC., shall provide those services designated necessary to prepare from the approved Schematic Design Documents, for approval by CLB, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project, including architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling. The following descriptions shall apply to those services assigned as the responsibility of the party indicated therein.

- 3.01 **Architectural Design/Documentation** services during the Design Development Phase consisting of continued development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size and appearance of the Project through:
 - .01 Plans, sections and elevations.
 - .02 Typical construction details.
 - .03 Three dimensional sketch(es).
 - .04 Study model(s).
 - .05 Final materials selections.

- 3.02 **Structural Design/Documentation** services during the Design Development Phase consisting of continued development of the specific basic structural system(s) and Schematic Design Documents in sufficient details to establish:
 - .01 Final structural design criteria.
 - .02 Foundation design criteria.
 - .03 Preliminary sizing of major structural components.
 - .04 Critical coordination clearances.
 - .05 Outline Specifications of materials lists.

- 3.03 **Mechanical Design/Documentation** services during the Design Development Phase consisting of continued development and expansion of mechanical Schematic Design Documents and development of Outline Specifications or materials lists to establish:
 - .01 Approximate equipment sizes and capacities.
 - .02 Preliminary equipment layouts.
 - .03 Required space for equipment.
 - .04 Required chases and clearances.
 - .05 Acoustical and vibration control.
 - .06 Visual impacts.
 - .07 Energy conservation measures.

- 3.04 **Electrical Design/Documentation** services during the Design Development Phase consisting of continued development and expansion of electrical Schematic Design Documents and development of Outline Specifications or materials lists to establish:
 - .01 Criteria for lighting, electrical and communications systems.
 - .02 Approximate sizes and capacities of major components.
 - .03 Preliminary equipment layouts.
 - .04 Required space for equipment.
 - .05 Required chases and clearances.

- 3.05 **Civil Design/Documentation** services during the Design Development Phase consisting of continued development and expansion of civil Schematic Design Documents and development of Outline Specifications or materials lists to establish the final scope and preliminary details for on-site and off-site civil engineering work.

3.06 Landscape Design/Documentation services during the Design Development Phase consisting of continued development and expansion of landscape Schematic Design Documents and development of Outline Specifications or materials lists to establish final scope and preliminary details for landscape work.

3.07 Interior Design/Documentation services during the Design Development Phase consisting of continued development and expansion of interior Schematic Design Documents and development of Outline Specifications or materials lists to establish the final scope and preliminary details relative to:

- .01 Interior construction of the Project.
- .02 Special Interior design features.
- .03 Furniture, furnishings and equipment layouts.
- .04 Materials and finishes and colors.
- .05 Audio visual system layouts.

3.08 Materials Research/Specifications services during the Design Development Phase consisting of activities by in-house architectural personnel in:

- .01 Presentation for CLB's approval of proposed General and Supplementary Conditions of the Contract for Construction for CLB's approval.
- .02 Development of architectural outline Specifications or itemized lists and brief form identification of significant architectural materials, systems and equipment and their criteria and quality standards.
- .03 Coordination of similar activities of other disciplines.
- .04 Production of design manual including design criteria and Outline Specifications or materials lists.

3.09 Sustainable Scope to include:

- .01 Review LEED worksheet for project and confirm direction with City staff.

3.10 Project Development Scheduling services during the Design Development Phase consisting of reviewing and updating previously established schedules of the Project.

3.11 Statement of Probable Construction Costs services during the Design Development Phase consisting of updating and refining the Schematic Design Phase Statement of Probable Construction Cost of the Project, taken into consideration:

- .01 Availability of materials and labor.
- .02 Project delivery procedures.
- .03 Construction sequencing and scheduling.
- .04 Changes in scope of the Project.
- .05 Adjustments in quality standards.

4 - CONSTRUCTION DOCUMENTS SERVICES

In the Construction Documents Phase, LPA, INC., shall provide those services designated necessary to prepare, from the approved Design Development documents, for approval by CLB, Construction Documents consisting of Drawings, Specifications and other documents setting forth in detail the requirements for construction of the Project and bidding and contracting for the construction of the Project. The following descriptions shall apply to those services assigned as the responsibility of the party indicated therein.

4.01 Architectural Design/Documentation services during the Construction Documents Phase consisting of preparation of Drawings based on approved Design Development Documents setting forth in detail the architectural construction requirements for the Project.

4.02 Structural Design/Documentation services during the Construction Documents Phase consisting of preparation of final structural engineering calculations, Drawings and Specifications based on approved Design Development documents, setting forth in detail the structural construction requirements for the Project.

4.03 Mechanical Design/Documentation services during the Construction Documents Phase consisting of preparation of final mechanical engineering calculations, Drawings and Specifications based on approved Design Development documents, setting forth in detail the mechanical construction requirements for the Project.

4.04 Electrical Design/Documentation services during the Construction Documents Phase consisting of preparation of final electrical engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the electrical construction requirements for the Project.

- 4.05 **Civil Design/Documentation** services during the Construction Documents Phase consisting of preparation of final civil engineering calculations, Drawings and Specifications based on approved Design Development documents, setting forth in detail the civil construction requirements for the Project.
- 4.06 **Landscape Design/Documentation** services during the Construction Documents Phase consisting of preparation of Drawings and Specifications based on approved Design Development Documents, setting forth in detail the landscape requirements for the Project.
- 4.07 **Interior Design/Documentation** services during the Construction Documents Phase consisting of preparation of Drawings, Specifications and furnishings, furniture and equipment schedules based on approved Design Development documents, setting forth in detail the requirements for interior construction of the Project.
- 4.08 **Materials Research/Specifications** during the Construction Documents Phase consisting of activities of in-house architectural personnel in:
 - .01 Assistance to CLB in development and preparation of Bidding documents which describe the time, place and conditions of bidding, bidding forms, and the form(s) of Agreement between the Owner and Contractor(s).
 - .02 Assistance to CLB in development and preparation of the Conditions of the Contract (General, Supplementary, and other Conditions).
 - .03 Development and preparation of architectural Specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.
 - .04 Coordination of the development of Specifications by other disciplines.
 - .05 Compilation of Project Manual including Conditions of the Contract, Bidding Documents and Specifications.
- 4.09 **Statement of Probable Construction Cost** services during the Construction Documents Phase consisting of advising (Owner) of any adjustments to, and, when the Construction documents are approximately 90% complete, updating of the Design Development Phase Statement of Probable Construction Cost of the Project, taking into account:
 - .01 Changes in materials, systems or details of construction which have occurred during preparation of the Construction Documents.
 - .02 Known changes in the cost of materials, labor and services since preparation of the previous Statement of Probable Construction Cost.
 - .03 Adjustments for known or anticipated changes in the bidding market relative to the Project.
- 4.10 **Obtain Agency Approval** from city and county agencies for permit ready documents ready for bid.
- 4.11 **Presentations** services consisting of presentations of Construction Documents and special presentation graphics by LPA to the following client representatives:
 - .01 City Council for approval to bid.

5 - BIDDING SERVICES

In the Bidding Phase, LPA, INC., following CLB's approval of the Construction Documents and of the most recent Statement of Probable Construction Cost, shall provide those services designated necessary for LPA to assist CLB in obtaining bids and in awarding and preparing contracts for construction. The following descriptions shall apply to those services assigned as the responsibility of the party indicated therein.

- 5.01 **Bidding Materials** services consisting of organizing and handling Bidding Documents for:
 - .01 Coordination.
 - .02 Reproduction.
 - .03 Completeness review.
- 5.02 **Addenda** services consisting of preparation of Addenda as may be required during bidding and including supplementary Drawings, Specifications, instructions and notice(s) of changes in the bidding schedule and procedure.

5.03 Bidding services consisting of:

- .01 Participation in pre-bid conferences.
- .02 Responses to questions from Bidders and clarifications or interpretations of the Bidding Documents.

6 - CONSTRUCTION ADMINISTRATION SERVICES

In the Construction Administration Phase, LPA, INC., shall provide those services designated necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction. Unless otherwise provided in the Scope of Services, LPA duties and responsibilities during construction shall be as set forth in the Agreement between Owner and Architect for Designated Services. The following descriptions shall apply to those services assigned as the responsibility of the party indicated therein.

6.01 Office Construction Administration services consisting of:

- .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals required by the Contract Documents.
- .02 Maintenance of master file of submittals.
- .03 Related communications.

6.02 Construction Field Observation services consisting of visits to the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents, and preparing related reports and communications. Site visits are based on a sixteen month schedule:

- .01 Two visits per month during the first four months
- .02 Site visit every week for the last twelve months of construction.

6.03 Project Closeout services initiated upon notice from the Contractor(s) that the Work, or a designated portion thereof which is acceptable to CLB is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:

- .01 A detailed review with CLB's representative for conformity of the Work to the Contract Documents to verify the list submitted by the Contractor(s) of items to be completed or corrected.
- .02 Determination of the amounts to be withheld until final completion.
- .03 Review upon notice by the Contractor(s) that the Work is ready for final review and acceptance.
- .04 Notification to CLB and Contractor(s) of deficiencies found in follow-up review, if any.
- .05 Final review with CLB's representative to verify final completion of the Work.

7 - POST-CONSTRUCTION SERVICES

In the Post-Construction Phase, LPA, INC., shall provide those services designated necessary to assist CLB in the use and occupancy of the facility. The following descriptions shall apply to those services assigned as the responsibility of the party indicated therein.

7.01 Record Drawings services consisting of:

- .01 Making arrangements for obtaining from Contractor(s) and other parties information certified by them on all changes made during construction from the initial Contract Documents and on the location of concealed systems as installed during construction.
- .02 Review of general accuracy of information submitted and certified to by the Contractor(s).
- .03 Preparation of record drawings, based on information furnished by the Contractor(s), including significant changes in the Work made during construction.
- .04 Transmittal of record drawings and general data, appropriately identified, to the Owner and others as directed.



7.02 Post-Construction Evaluation services consisting of a Project inspection at least one year after completion of construction; review with appropriate supervisory, operating and maintenance personnel; and analysis of operating costs and related data for evaluation of:

- .01 The initial Project programming versus actual facility use.
- .02 The functional effectiveness of planned spaces and relationships.
- .03 The operational effectiveness of systems and materials installed.
- .04 Efficiency of the design and construction delivery processes used.

8 - EXCLUSIONS

The services and items described below are specifically not included in the Architect's Fixed Fee.

8.01 Qualifications/exclusions to the scope of services described above:

- .01 Off-site engineering design.
- .02 Off-site architectural design.
- .03 Hazardous Materials studies.
- .04 Distribution of Bid Documents.
- .05 Analysis of alternates and substitutions.
- .06 Full-time representation during construction.
- .07 Dry utility coordination.
- .08 Public Art Program coordination
- .09 FF&E Procurement Services
- .10 Models and renderings by professionals outside of LPA.
- .11 Library Program by Linda Demmers

8.02 Project Expenses are not included in the basic fee and shall be reimbursed to the Architect at 1.10 times the invoice amount.