



Staff Report

File #: REPORT 17-0437, Version: 1

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of July 25, 2017**

**PRESENTATION OF PHASE I OF THE LIBRARY NEEDS
ASSESSMENT REPORT AND DIRECT STAFF TO AMEND THE
PROFESSIONAL SERVICES AGREEMENT WITH GRIFFIN
STRUCTURES, INC. TO COMPLETE PHASE II OF THE
LIBRARY NEEDS ASSESSMENT**

(Community Resources Manager Kelly Orta)

Recommended Action:

That the City Council receive and file the Phase I Library Needs Assessment report and direct staff to amend the professional services agreement with Griffin Structures, Inc. to complete Phase II of the Library Needs Assessment to include site & parking analysis, conceptual plan(s) for a future facility and budget projection(s), consistent with the results of Phase I.

Background:

The Hermosa Beach Public Library is a municipal library operating as part of the County of Los Angeles Library System, serving a population of approximately 20,000. On December 8, 2015 City Council authorized staff to prepare a Request for Proposal (RFP) for a Library Needs Assessment and enter into a Funding Agreement with the County of Los Angeles to use Hermosa Beach Library Excess Operating Funds for the preparation of the library needs assessment report.

On January 16, 2016 the City entered into a Funding Agreement with the County of Los Angeles to use Hermosa Beach Library Excess Operating Funds for preparation of the library needs assessment report (also known as Set Aside Funds managed by Los Angeles County) for a not-to-exceed amount of \$30,000. Furthermore, on September 26, 2016 the County of Los Angeles issued an amendment to the January 16, 2016 Funding Agreement that would allow reimbursement to the City in an amount not to exceed 10% of the Set Aside Funds for completion of both phases of the Library Needs Assessment. The 10% balance is \$107,468, which is well above the full cost of both phases, which is further discussed below.

Phase I of this study addresses the needs assessment to provide a report for library facility needs, space planning and daily services. Phase II will address the preparation of a conceptual design for remodeling the existing facility, reconstruction, or new construction at a new location. Staff completed and advertised the RFP on March 24, 2016 and after several rounds of interviews, the City Council, at their regular meeting on July 26, 2016, awarded the contract for Phase I to Griffin Structures for an amount not to exceed \$38,710. Staff was further directed that prior to commencing

Phase II in the not-to-exceed amount of \$29,900, staff would return at the time of presentation of Phase I to recommend award to Griffin Structures, Inc., contingent on availability of funds, which has been confirmed through the Set Aside Funds as previously discussed.

Analysis:

Work on Phase I began in September, 2016 and lasted approximately six months. This phase included multiple meetings with the Library Advisory Committee, which includes a cross-section of representatives from various groups/organizations throughout the Community as well as avid library users; community outreach through various means; a Town Hall workshop; multiple focus group workshops for all ages; several meetings with LA County Library officials; and regular updates and meetings with city staff. Griffin Structures, Inc. and Linda Demmers, the library space planning expert, did an exemplary job in organizing, managing and overseeing Phase I of the project and staff is pleased with their work and the professionalism and completeness of the final report (Attachment 1). The cost of completing the work in Phase I, paid to Griffin Structures, Inc., was \$38,710. If approved this evening, the cost of Phase II would be \$29,900, which would be reimbursable through the County of Los Angeles.

Fiscal Implications:

The County of Los Angeles has entered into a funding agreement to reimburse the City for an amount not-to-exceed \$107,468 from the Set Aside Funds through the County of Los Angeles. Total cost for completing both phases is \$68,610, which is well below the amount available for reimbursement.

The 2017-18 Budget includes estimated revenue (reimbursement from the County) and appropriations of \$60,000 for Phase II of the project (150-8668-4201), which is sufficient to cover the \$29,900 professional services agreement with Griffin Structures, Inc.

Attachments:

1. Phase I of the Library Needs Assessment Report
2. Phase I of the Library Needs Assessment Presentation

Respectfully Submitted by: Kelly Orta, Community Resources Manager

Concur: Lucho Rodriguez, Acting Public Works Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Sergio Gonzalez, City Manager