



MEMORANDUM

DATE: September 5, 2024

TO: Finance Sub-Committee

FROM: Catherine Quffa, Library & Recreation Director
April Miller, Public Works Director

SUBJECT: Downtown Library Renovation Project

At the September 16th City Council meeting, staff will bring forward two agreements related to the Downtown Library Renovation project. The project addresses the Downtown Library's most pressing safety and infrastructure needs, including fixing the roof, upgrading plumbing and electrical to meet code, installing a fire alarm system, ADA improvements, repairing the HVAC system, and hazmat remediation, as well as minor design improvements to enhance the patron experience.

The agreements include a construction agreement with Unger Construction, Co. in the amount of \$1,825,000, with an additional \$275,000 (~15%) in contingency funds, for a total not to exceed amount of \$2,100,000. The second agreement will be a Professional Services Agreement with Unico Engineering for construction management and inspection in the amount not to exceed \$210,600.

For the construction agreement, the City used a "Best Value" construction procurement method. Best Value is a two-step selection process where the proposers are first evaluated and given a numeric score based on their qualifications, firm experience, and strength of the team being proposed. The most qualified firms are then invited to submit cost proposals. The best value proposal is determined by dividing each firm's numeric score into their cost proposal. Utilizing this approach, Unger Construction was determined to provide the best value to the City.

Due to the recent departure of city staff managing the Project, the city requested proposals from firms listed on the City's service level agreement on-call list for construction management services. Due to the quick turnaround, staffing availability, and type of construction, the city only received one proposal for this immediate staffing need. Unico Engineering provided the city with a proposal and scope of work to provide construction management and inspection services throughout the duration of construction.

The Downtown Library Renovation Project budget is a total of \$3M, which includes \$2M in grants from the California State Library and \$1M in memorial funds received by the City for the purpose of improving library facilities. To date, the City has spent or encumbered approximately \$585k in project funds for architectural, engineering, and design services, as well as for supplemental roofing and HVAC work for the project.

If the proposed agreements are approved by Council, there will be approximately \$104k in project funding still available, which staff intend to hold in reserve for any additional roofing or HVAC work that may be needed.