

MINUTES-Draft
DIXON PUBLIC LIBRARY DISTRICT
NEW LIBRARY BUILDING COMMITTEE
6:00 P.M., THURSDAY, MARCH 11, 2010

MEETING LOCATION
COUNCIL, CHAMBERS CITY HALL, CITY OF DIXON
600 EAST A STREET, DIXON, CA 95620

1. Call to order / Jim Ernst, President

Jim Ernst, President called the meeting to order at 6:12 p.m.

2. Roll call

Trustees

Jim Ernst, President
John Gabby, Vice-President
Herb Cross, Secretary-excused
Gildardo Piñon
Irina Okremtchouk

Commission

Greta Galindo, President-excused
Susan Ostergard, Vice-President
Shane Taber, Secretary
Marjorie Rothrock
Olivia Stringer-excused

City of Dixon

Jack Batchelor, Mayor -excused
Nancy Huston, City Manager

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

3. Communications

None

4. Approval of agenda

Shane Taber moved, Susan Ostergard seconded and the motion carried.

5. Public presentations to or discussion with the Committee

Ginger Emerson read a letter voicing her concerns about a new Library's impact on parking conditions and about the District's lack of awareness about the Dixon General Plan regarding Historic Preservation.

6. Approval of minutes

A. Regular meeting of February 11, 2010

Nancy Huston moved, John Gabby seconded and the motion carried to accept the minutes with the correction to show Olivia Stringer as being present at the February 11, 2010 meeting.

7. Discussion items

A. Request for Qualifications for Public Information Services

Three responses have been received to the request as published. The responses will be reviewed and the evaluation process will begin shortly.

B. Status of property at 193 East B Street

The approved asbestos abatement process has been completed. The building has been certified cleared. Mr. Atkins noted that if another approach had been taken (i.e., moving the house), the same process would have been required. In response to a question asking the cost, Mr. Atkins replied that it was in the neighborhood of \$32,500. Now that the building is clean, the Fire Department is tentatively scheduled to burn it in a training exercise on May 31, 2010.

8. New Business

A. Selection of Vendor to provide Design and Architectural Services for New Dixon Library Project, Phase 1

Mr. Atkins reviewed the process to date:

- *An RFQ was released on January 22, 2010 identifying the work to be done in Phase 1. (The RFQ can be viewed on the Library web site.*
- *On February 11, 2010 there was a site visit for the firms interested in the project. Forty firms attended with more than fifty-five people.*
- *On February 19, 2010 (the proposal submittal deadline), 25 firms submitted responses.*
- *The New Library Building Committee (NLBC) established a screening committee to review the responses and to select five to six firms for interviews. The six firms would then make presentations to the screening committee and two would be chosen to proceed to a final presentation in front of the entire NLBC. Linda Demmers trained the committee on the screening procedures and process.*
- *After individual review of the responses, the committee met and agreed upon six firms to be interviewed: Anderson Brule Architects, Field Paoli, Group 4 Architecture, LPA, Noll & Tam and Studio G Architects. On March 8, 2010 and March 9, all six firms were interviewed. At the end of the interview process there were three firms selected for final interviews: LPA, Group 4 and Noll & Tam.*
- *After all tallies were in the proposed fees documents were opened; they ranged from \$190,000- \$280,000 with the exception of one firm with a proposal of \$50,000. Mr. Atkins then contacted the firm with the \$50,000 bid to confirm the amount; the amount was confirmed. The responses were then reexamined and reviewed again to be certain that they were comparable in every other aspect except for the proposed fee.*
- *After review it was deemed that there was only one choice that would be fiscally responsible. That choice was LPA (\$50,000). When Mr. Atkins notified Noll & Tam and Group 4, they both requested the opportunity to match the price of \$50,000; the District's legal consultant advised that nothing in the District's processes prohibited such an action.*
- *It was decided to have all three firms present to the New Library Building Committee at the March 11, 2010 meeting. All firms were contacted and agreed to make presentations.*

At tonight's meeting the firms made presentations. Questions were first asked by the Committee and then by the public. Once all firms had completed their presentations, all firms were invited back into the building to hear the final discussion and decision process. The New Library Building Committee members then each had a chance to make comments and to identify choices in priority order. The final outcome was Group 4, then LPA and then Noll & Tam.

Shane Taber made the motion to direct District Librarian Gregg Atkins to negotiate a contract for Design and Architectural Services for Phase I of the New Dixon Library Project with the firm of Group 4 (which has submitted a proposed bid of \$50,000) and to then present the finalized contract to the Governing Board of Library Trustees for approval. The vote was taken: Shane Taber, aye; Greta Galindo, aye; Jim Ernst, aye; Herb Cross, abstained, Gildardo Pinon, aye; Irina Okremtchouk, abstained due to not hearing all the presentations; John Gabby no longer present, Susan Ostergard, aye; Marjorie Rothbrock, aye; Olivia Stringer, aye; Nancy Huston, aye. The final vote was 8 aye; 2 abstentions. The motion passed.

Marjorie Rothbrock made a motion to authorized District Librarian Gregg Atkins to open negotiations with LPA if contract negotiations with Group 4 cannot be successfully concluded. The vote was taken Shane Taber, aye; Greta Galindo,

aye; Jim Ernst, aye; Herb Cross, abstained, Gildardo Pinon, aye; Irina Okremtchouk, abstained due to not hearing all the presentations; John Gabby no longer present, Susan Ostergard, aye; Marjorie Rothrock, aye; Olivia Stringer, aye; Nancy Huston, aye. The final vote was 8 aye; 2 abstentions. The motion passed.

9. Committee Comments

Jim Ernst thanked the City on behalf of the Committee for the use of the Council Chambers. The Committee thanked the Architectural firms for their presentations and thanked the audience for attending. Shane Taber thanked Linda Demmers and the entire group for all their hard work. Jim Ernst thanked everyone for their work and praised Gregg Atkins, District Librarian for his leadership throughout the process.

10. Announcements

None

12. Adjournment

The meeting was adjourned at 9:40 p.m.

James Ernst, President

Herb Cross, Secretary