

CITY OF SALINAS EL GABILAN LIBRARY IMPROVEMENTS PROCESS MAP

By Anderson Brulé Architects, Inc.

Site Evaluation

Community
Participation & Outreach

Total Project Cost
& Schedule

EXHIBIT A

PHASE 1: Space Needs Assessment

PHASE 2: Program Development

October 2016 10 Weeks December 2016

January 2017 14 Weeks April 2017

Recommend

**Library & Community
Services Commission
Meeting #1**
• Present Needs Assessment
& Site Analysis
1.15

**Library & Community
Services Commission
Meeting #2**
• Present Space Program &
Design Criteria
2.13

**City Council
Meeting #1**
• Present Space Program
& Design Criteria
2.14

Core Team

Core Team #1
• Kick-Off
• Review Work Plan
• Review Community
Engagement Process
• Establish Protocols
• Identify Key Info
1.1

Core Team #2
• Review Input
• Benchmark Criteria
• Review Trends
1.8

Core Team #3
• Review Needs Assessment
• Review Site Analysis
Findings
• Review Key Benchmarks
1.11

Core Team #4
• Finalize Needs Assessment
Report
1.14

Core Team #5
• Prepare for Focus Group
2.1

Core Team #6
• Review Draft Space
Program
• Review Draft Imagery
• Gather Direction for
Refinement
2.5

Core Team #7
• Review Revised Space
Program
• Draft Design Criteria
• Review Community Input
2.9

Core Team #8
• Review Site Evaluation
• Finalize Space Program
2.12

City Staff

Information Sharing
• Staff to provide all
available site info
1.2

Focus Group #1
• Needs Assessment
• Operational Model
1.5

Focus Group #2
• Staffing
• Collection
• Program Space
2.2

Community
Stakeholders

Community Forum #1
• Needs Assessment
• Review Library Trends
1.6

Community Survey
Timing to be determined

Community Forum #2
• Space Priorities
• Review Benchmarks
• Architectural Character
2.6

Pop Up Outreach
Location and timing
to be determined

Consultant Team

• Review Existing
Documents
1.3

• Site Visit and Facility
Survey
1.7

• Draft Needs Assessment
1.9

• Revise Needs Assessment
Report
1.12

• Draft Space Program
2.3

• Revise Space Program
• Draft Design Criteria
2.7

• Finalize Space Program
• Finalize Design Criteria
2.10

• Review Available Site and
Engineering Data
1.4

1st Draft Site Analysis:
• Hazmat
• Archaeological
• Wetlands
• Soil
1.10

Additional Site Analysis:
• Traffic Study (By City)
• Site Survey, including
Utilities (By City)
• Civil
1.13

• Develop Draft Site
Analysis Report
2.4

• Revise Draft Analysis
Report
2.8

• Prepare Final Site Analysis
Report
2.11

• Draft Project Schedule
2.15

Deliverables: Phase 1
• Community Engagement Plan
• Space Needs Assessment Report
• Draft Site Analysis Key Findings

Deliverables: Phase 2
• Architectural Space Program
• Conceptual Adjacency Plan Diagrams
• Initial Project Schedule
• Design Criteria
• Final Site Analysis Report

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(CONTINUED) EXHIBIT A

Site Evaluation

Community
Participation & Outreach

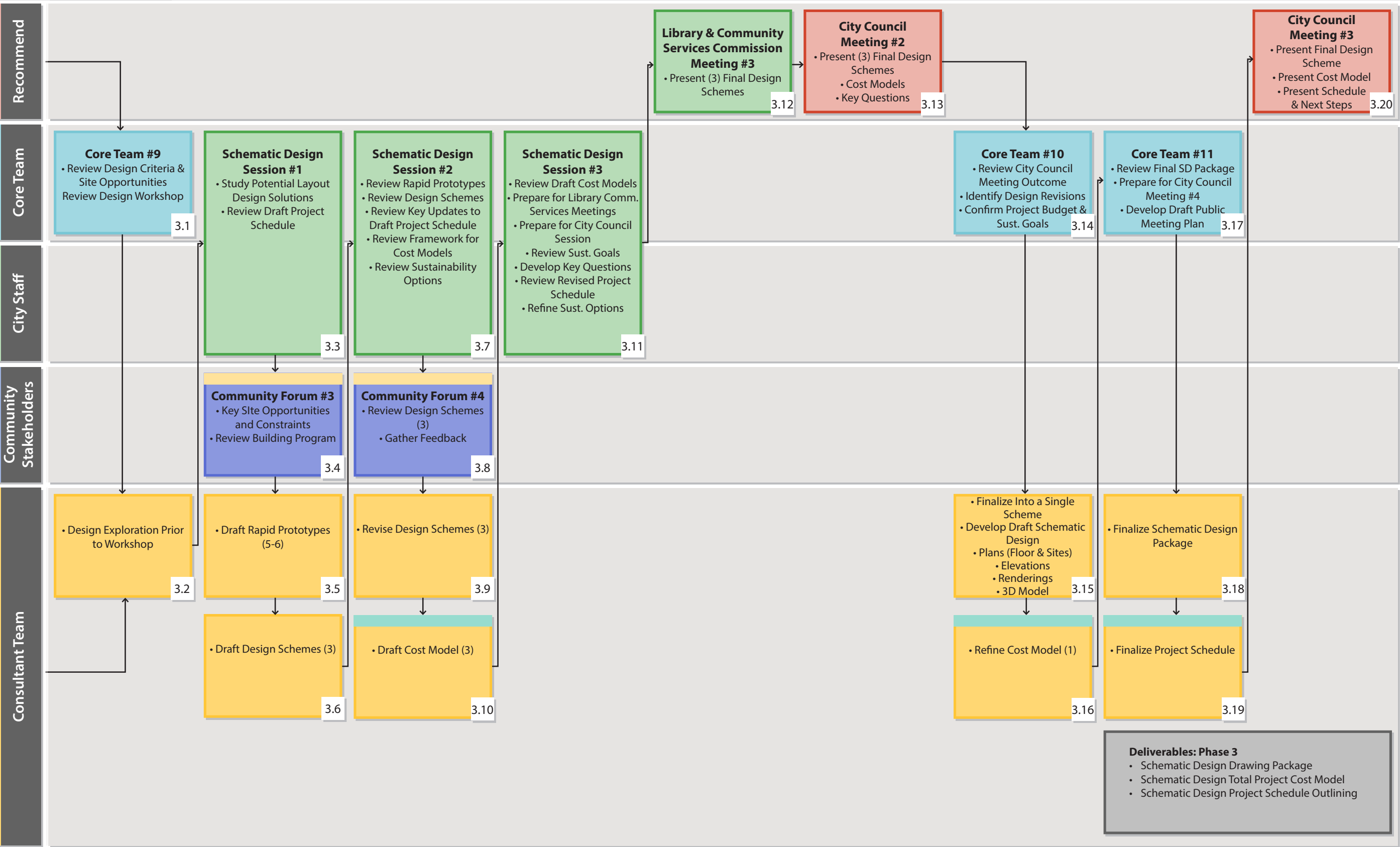
Total Project Cost
& Schedule

PHASE 3: Pre-Schematic and Schematic Design

May 2017

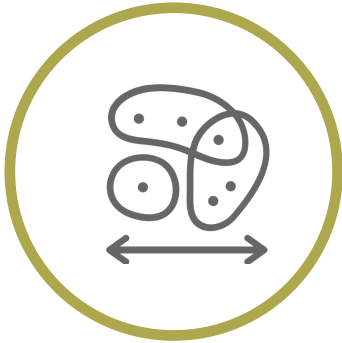
22 Weeks

September 2017



Detailed Work Plan

SECTION H APPENDIX



PHASE 1 – SPACE NEEDS ASSESSMENT (~10 weeks)

The Space Needs Assessment provides design guidance for the new Library and will be the foundation for the Program Development phase. ABA will gain a thorough understanding of the current and anticipated future library space needs. Through our experience in crafting libraries that are forward thinking in their service delivery modeling, we will ask targeted questions and provide leadership to evaluate how current library trends and your specific community needs will inform the spatial needs for the El Gabilan Library.

In addition, the design team has a great deal of focused effort in the Site Evaluation work early in the project (Task 4). We believe in executing this work in parallel, to push the discovery of potential site challenges forward to reduce risk and re-work.

1.1 – Core Team Meeting #1 – Project Kick-Off

The ABA Consultant Team will lead a project kick off meeting with the Core Team to initiate the project and setup the framework and relationships to bring success:

- Review and validate the proposed scope of work and corresponding work plan
- Review and refine an outline and goals for the community engagement process
- Establish communication protocols for the project and define rolling schedule and action check-ins
- Identify available key pieces of project and site information to share with the design team

1.2 – Information Sharing

City Staff will coalesce and provide to the design team hardcopy and/or electronic copy of all available Site and Project materials to assist with space needs assessment, programming, and site evaluation.

1.3 & 1.4 – ABA to Review Available Project, Site, and Engineering Data/Information

ABA will review the City's information to understand the project and any identify information gaps. ABA will develop a list of items needed to be performed in order to set the team up for success throughout the scope of work --space needs assessment through schematic design.

1.5 – Focus Group #1 – Needs Assessment and Operational Model

ABA will facilitate a focus group meeting to review with key City Staff how the Library currently operates and delivers service and discuss how they intend to provide future services. This focus group should include a representative/s from the Parks/Open Spaces, Recreation and Library Facilities Master Plan team.

This will inform the detailed space needs for the library. ABA will also discuss key criteria for consideration in benchmarking similar library facilities that could greatly inform the thinking moving forward.

1.6 – Community Forum #1

ABA will prepare for, facilitate, and document a community forum to gather community needs and input for library services. This will include a review of library service and facility trends. Additional parallel outreach for the same topics could be done through surveys and attendance at other community events.

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1.7 – Site Visit and Facility Survey (Task 4)

ABA will visit the site to obtain information not available through the existing information shared, to create a draft site analysis document. ABA will lead the consultant team in analyzing key site factors relative to the adequacy of the site for the future library, including hazardous materials, soil investigation, traffic access/flow analysis, archaeological investigations, utility locations, and other considerations. These investigations set the stage for future CEQA processes.

1.8 – Core Team Meeting #2

The ABA Consultant Team will lead a Core Team Meeting to:

- Review community input
- Establish benchmark criteria
- Review applicable library trends that will inform space needs

1.9 & 1.10 – ABA to Develop Draft Needs Assessment and Site Analysis

ABA will build a draft summary document outlining the key space needs and site capacity considerations. This will include:

- Hazmat
- Archaeological
- Wetlands
- Soil

1.11 – Core Team Meeting #3

ABA will lead a Core Team Meeting to:

- Review the draft needs assessment
- Review the draft site analysis key findings
- Review key benchmark data

1.12 & 1.13 – ABA to Revise Need Assessment Report and Perform Additional Site Analysis

ABA will revise the need assessment report based on input from the Core Team. The report will be updated to reflect related trends and benchmarks. In addition, ABA and the sub-consultants will continue the site analysis work and finalize a findings summary. This will include:

- Traffic Study (By City)
- Site Survey, including Utilities (By City)
- Civil

1.14 – Core Team Meeting #4

ABA will lead a Core Team Meeting to finalize the Needs Assessment Report and initial site analysis key findings for presentation to the Library & Community Services Commission.

1.15 – Library and Community Services Commission Meeting #1

ABA, in collaboration with City Staff, will facilitate a Library and Community Services Commission Meeting to present the Needs Assessment Report and draft Site Analysis key findings.

Community Survey - *timing to be determined*

Information and questions from Community Forum is crafted into a digital survey administered on-line.

Deliverables – Phase 1

The ABA Consultant Team will complete the following:

- Community Engagement Plan
- Space Needs Assessment Report
 - o Illustrating detailed analysis of current and future space needs
 - o Identification of key library functional needs
 - o Understand and overlay current library delivery methodologies and their impact on space needs
- Draft Site Analysis key findings report identifying potential challenges that could impact the project direction. Site analysis continues into the Programming Development Phase.



PHASE 2 – PROGRAM DEVELOPMENT (~14 weeks)

The second phase is built upon the Phase One Needs Assessment findings and develops a space program that reflects the needs assessment evaluation and the desired future state of the library. This phase includes additional outreach apprising the design team of the Community's beliefs on library space and important design criteria which informs the pre-schematic design work.

2.1 – Core Team Meeting #5

ABA will lead a Core Team Meeting to prepare for Staff Focus Group to discuss staffing, collection, and program space needs.

2.2 – Focus Group #2 – Staffing, Collections, & Program

ABA will lead a focus group with staff to discuss staffing, collection, and program space needs. This focus group should include a representative/s from the Parks/Open Spaces, Recreation and Library Facilities Master Plan.

2.3 – ABA to Draft Initial Space Program

Based on information obtained through the Core Team Meeting and Focus Group #2, ABA will develop a first draft space program.

2.4 – ABA to Draft Site Analysis Summary Report

Based on site evaluation work continued from Phase One, ABA will draft the summary report outlining the key findings from the site evaluation process focusing on traffic, soils, archaeological, hazardous materials, utilities, and other natural site elements.

2.5 – Core Team Meeting #6

ABA will lead a Core Team Meeting to:

- Review the draft space program
- Gather direction for program refinements
- Review draft imagery focused on possible architectural character

2.6 – Community Forum #2

ABA will prepare for, facilitate, and document a community forum to:

- Gather priorities for space program options
- Review of comparable benchmarks.
- A discussion around architectural character for the future library.

A goal of the Forum is to hear from the community on the topic of form, materials, and scale as they relate to architectural character and what is appropriate for this site and this library. ABA will come prepared with imagery and exercises to support this dialogue including contextual character studies/image collections. Additional parallel outreach for the same topics could be done through surveys and attending other community events.

2.7 – Revise the Draft Program

ABA will revise the Draft Program to reflect the learning from the Core Team Meeting and the Community Forum. The program will reflect priorities identified in the Community Forum. ABA will also develop an initial draft of Design Criteria that will be used to drive the design direction.

2.8 – Revise the Draft Site Analysis Report

ABA and their consultant team will revise the Draft Site Analysis Report to reflect up to date findings and any comments from the Core Team.

2.9 – Core Team Meeting #7

ABA will lead a Core Team Meeting to:

- Review the revised space program
- Draft Design Criteria to guide and evaluate design options in the next phase of work
- Summarizing the outcome from the Community Forum on architectural character and building a refined set of criteria for architectural character moving forward into the design

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2.10 – Finalize Program and Design Criteria

2.11 –Prepare Final Site Analysis Report

2.12 – Core Team Meeting #8

ABA will lead a Core Team Meeting to:

- Review the final Site Evaluation Report
- Finalize the Space Program and Design Criteria for presentation to Commissions and Council presentations

2.13 – Library and Community Services Commission Meeting #2

ABA, in collaboration with City Staff, will facilitate a Library and Community Services Commission Meeting to present the Space Program and Design Criteria to gain a recommendation for Council approval and direction for next steps.

2.14 – City Council Meeting #2

ABA, in collaboration with City Staff, will facilitate a City Council Meeting to present the Space Program and Design Criteria findings to gain Council approval and direction for next steps.

2.15– ABA to Draft Initial Project Schedule

Based on information learned through the site evaluation task (including any needed CEQA process) as well as through discussions with the City on jurisdictional review times and requirements, ABA will draft the initial project schedule outlining estimated time frames for the phases of design and construction.

Pop Up Outreach - *timing and location to be determined*

- Less formal outreach that can take form in many different venues – farmers market, story time, etc
- Designed to leverage momentum of an already-planned event

Deliverables – Phase 2

The ABA Consultant Team will complete the following:

- Architectural Space Program
 - o The quantity, type, and size of spaces required for all interior service needs
 - o The quantity, type, and size of spaces required for all exterior service needs
- Conceptual adjacency plan diagrams reflecting indoor and outdoor space program
- Initial Project Schedule
- Design Criteria
 - o To guide and evaluate design options in the next phase of work
- Final Site Analysis Report



PHASE 3 – PRE-SCHEMATIC AND SCHEMATIC DESIGN (~22 weeks)

The final phase brings together the findings from the site evaluation process, the needs assessment and corresponding program information to build a holistic design approach for the new library. In conjunction with this design is a close look at conceptual project costs. ABA has built a work plan in this phase which explores design options while simultaneously considering costs so that costs become an integral part of the decision criteria for, ultimately, developing a single option in the final schematic design drawing package. Successful design comes when quality, cost and schedule are balanced.

Equally important to success is building project momentum which continues into the next design phases; those beyond the scope of this agreement. To do this, ABA continues “Task 2: Community Participation and Outreach,” throughout this phase, as Community Forum workshops provide multiple opportunities for community engagement. This allows the community to provide input and see the progress as it develops, providing a truly vested Community relationship. We will also be creating inspirational design drawings and sketches that can be used as communication tools at public forums and commission meetings.

At the end of this phase we will provide a complete schematic design drawing set, a total project cost model and schedule. The schematic design set will reflect early value design decisions to bring the design and costs in line with budget expectations.

3.1 – Core Team Meeting #9

The ABA Consultant Team will lead a meeting with the Core Team to prepare for upcoming Community Forums

- Review design criteria and site opportunities and constraints that will be presented to the community
- Review Design Workshop format and content

3.2 – Design Exploration

With the knowledge gained from site evaluation, programming and some initial community information on design character, ABA will explore initial prototype concepts in preparation for the next community forum focused as a design workshop to test potential design solutions.

3.3 – Schematic Design Session #1 (Core Team + Staff)

ABA will lead a Design Session with the Core Team and select City Staff focused on:

- An interactive, hands on design exercise studying potential library layout design solutions on the site.
- Review initial draft project schedule

The primary goal is to engage the Staff in an exercise exposing the design challenges and allowing them opportunity to creatively solve the challenges through a site plan study of how the library program, parking, access and outdoor space can be situated on the site to meet the design criteria and drivers for the project.

3.4 – Community Forum #3

ABA will lead a Design Workshop with the Community and City Staff focused on:

- Key site opportunities and constraints
- Review building program summary
- An interactive, hands-on design exercise studying potential library layout design solutions on the site.

The primary goal is to engage the community in an exercise exposing the design challenges and allowing them opportunity to creatively solve the challenges through a site plan study of how the library program, parking, access and outdoor space can be situated on the site to meet the project’s design criteria and drivers.

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3.5 – Draft Rapid Prototypes (5-6)

With the outcome from the Community Forum Design Workshop, ABA will draft 5-6 rapid prototypes for how the library could be designed on the site. These rapid prototypes will coalesce the learning from the workshop into graphic site plan diagrams/drawings and provide the foundation for development of design schemes moving forward.

3.6 – Draft Design Schemes (3)

Based on learning from the rapid prototypes, ABA will draft 3 design schemes in the form of illustrative site plan graphics and conceptual massing to carry forward into the community forum for review. ABA will also work to develop the framework for the draft cost model that will follow the Community Forum.

3.7 – Schematic Design Session #2 (Core Team + Staff)

ABA will lead a 2 hour Design Session with the Core Team, select City Staff, and a representative/s from the Parks/Open Spaces, Recreation and Library Facilities Master Plan focused on:

- Reviewing the rapid prototypes developed from the Design Workshop
- Reviewing the recommended three draft design schemes for presentation at the Community Forum
- Reviewing key updates to the draft project schedule
- Reviewing framework for draft cost models
- Review sustainability options

3.8 – Community Forum #4

ABA will lead a 3 hour Forum with the Community and City Staff focused on:

- Reviewing the three Design Schemes developed and how they were informed by the input from the Design Workshop
- Receiving their feedback on the three design schemes brought forward
- Outlining next steps in the process including cost modeling, project schedule development, and presentation of final design concept and inspirational drawings at City Council Meeting where they can attend and provide feedback and support

The primary goal is to illustrate to the community the design thinking continuity that has emerged through the process of working with them and to outline next steps in the project development.

3.9 – Revise Design Schemes (3)

With input from the Community, Core Team, and Staff ABA will revise 3 design schemes to carry forward into the cost modeling effort.

3.10 – Draft Cost Models (3)

ABA and our cost consultant will develop draft cost models for 3 design schemes that incorporate construction costs and estimated soft costs into a total project cost snapshot.

3.11 – Schematic Design Session #3 (Core Team + Staff)

ABA will lead a 2 hour Design Session with the Core Team and select City Staff focused on:

- Reviewing draft cost models and identifying targeted value design strategies
- Preparing for Library and Community Services Commission Meeting
- Preparing for City Council Session to review design schemes and costs
- Reviewing key sustainability goals and concepts
- Developing key questions and considerations to help Council narrow to a single design scheme
- Reviewing revised project schedule
- Refining sustainability options and approach

3.12 – Library and Community Services Commission Meeting #3

ABA, in collaboration with City Staff, will facilitate a Library and Community Services Commission Meeting to present the 3 final design schemes to gain a recommendation to make for Council direction to develop a single scheme.

3.13 – City Council Meeting #2

ABA, in collaboration with City Staff, will facilitate a City Council Meeting to:

- Present the 3 final design schemes and the opportunities and constraints associated with each
- Share pertinent input from Commission Meetings
- Share the corresponding total project cost model for each scheme
- Frame key questions needing to be answered to move forward and develop a single scheme

The primary goal is to provide Council with the information they need to make an informed decision on how to move forward to a single design option (this usually takes the form of a hybrid solution that builds upon multiple aspects of the schemes presented) and to gain their key insights for consideration as the design evolves. In addition, ABA will be working with Staff to get direction from Council on desired budget target for the project and identify key priorities for the design moving forward in order to hit the budget target.

3.14 – Core Team Meeting #10

The ABA Consultant Team will lead a 2 hour meeting with the Core Team to:

- Review outcome from City Council Meeting #3
- Identify needed revisions to the selected design scheme based on input received
- Confirm key sustainability goals and corresponding features for the project
- Confirm total project budget goal target and any additive elements or phased construction requirements

3.15 – Finalize into a Single Design Scheme

ABA will take input from the Council Meeting and follow up Core Team meeting to craft a single design scheme that can be further developed and documented to create draft schematic design level documentation site plans, floor plans, exterior building elevations, and 3-D renderings.

3.16 – Refine Cost Model

In conjunction with the schematic design drawing development, ABA will refine the total project cost model to reflect the latest design and sustainability concepts.

3.17 – Core Team Meeting #11

The ABA Consultant Team will lead a 2 hour meeting with the Core Team to:

- Review the final draft Schematic Design Package including cost model and revised project schedule
- Summarize key project design drivers and schematic design scheme opportunities and constraints
- Prepare for Final City Council Meeting and associated public presentations

3.18 – Finalize Schematic Design Package

ABA and consultant team to finalize the schematic design package including all design drawings and corresponding total project cost model for presentation at the final City Council Meeting. ABA will also work to outline a public meeting outreach plan, based on discussions from Core Team.

3.19 – Finalize Project Schedule

ABA will finalize the project schedule with all milestones and time durations noted for design and construction.

3.20 – City Council Meeting #3

- Present the final design scheme
- Share the corresponding total project cost model
- Present schedule and next steps

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Deliverables – Phase 3

The ABA Consultant Team will complete the following:

- Schematic Design Drawing Package
 - o Site Plan
 - o Floor plans, including furniture
 - o Exterior Building Elevations
 - o 3-D Exterior Views (3) showing massing, forms and conceptual materials
 - o 3-D Interior Views (2) showing interior layout
 - o Schematic documentation of preliminary building systems
- Schematic Design Total Project Cost Model
 - o Construction Costs
 - o Anticipated Soft Costs, including but not limited to:
 - A/E services
 - FF&E allowance
 - Contingencies appropriate to the phase of design
 - Allowance for Escalation
- Schematic Design Project Schedule
 - o Estimated time frames for the remainder of the design process with key dependencies, relationships and milestones noted
 - o Estimated time for construction*

*Note that the estimated time frame for construction is an estimate only and is dependent on the project delivery method. If there is a Contractor or Construction Manager on board and if the project is Design-Build or CM at Risk delivery method, the GC /CM can provide the most accurate construction schedule.

EXHIBIT A

El Gabilan Library - Proposed Fee Structure

	Phase 1		Phase 2		Phase 3		Totals	Notes
	Tasks	Space Needs Assessment	Tasks	Program Development	Tasks	Pre-Sch Des and Sch Des		
Facilitation								
Recommend	1.15	\$ 6,550	2.13, 2.14	\$ 13,538	3.12, 3.13, 3.20	\$ 18,819	\$ 38,907	
Core Team	1.1, 1.8, 1.11, 1.14	\$ 21,221	2.1, 2.5, 2.9, 2.12	\$ 23,147	3.1, 3.3, 3.7, 3.11, 3.14, 3.17	\$ 41,774	\$ 86,142	
City Staff	1.2, 1.5	\$ 8,688	2.2	\$ 7,550	3.3, 3.7, 3.11	(included above)	\$ 16,240	
Community	1.6	\$ 7,125	2.6	\$ 8,718	3.4, 3.8	\$ 16,988	\$ 32,834	
		\$ 43,584		\$ 52,953		\$ 77,581	\$ 174,123	
Consultant Team	1.3, 1.4, 1.7, 1.9, 1.10, 1.12, 1.13		2.3, 2.4, 2.7, 2.8, 2.10, 2.11, 2.15		3.2, 3.5, 3.6, 3.9, 3.10, 3.15, 3.16, 3.18, 3.19			
ABA		\$ 19,644		\$ 20,371		\$ 56,530	\$ 96,545	
Coordination		\$ 7,795		\$ 2,088		\$ 9,291	\$ 19,174	
Basic		\$ 21,730		\$ 7,150		\$ 38,605	\$ 67,485	Civil, Ldscp, Struct, Mech/Plumb, Elec
Enhanced		\$ 17,245		\$ 3,290		\$ 7,850	\$ 28,385	Environmental, Traffic, Library, Cost
		\$ 66,414		\$ 32,899		\$ 112,276	\$ 211,589	
		\$ 109,998		\$ 85,852		\$ 189,857	\$ 385,712	
Selected Options								
"Pop Up Outreach"							\$ 7,500	Less formal outreach in different venues, such as farmers market, story time, shopping malls, etc. to leverage already planned events and community attendance.
Supplemental Surveys							\$ 3,000	A digital version akin to the community forums, that would enable a "virtual forum"
Social Media Content							No Charge	City uses ABA provided content "as is" from public meetings for Social Media efforts
							\$ 10,500	
					Total Fee		<u>\$ 396,212</u>	