LIBRARY PROGRAM ROOM EXPANSION
Coordination Meeting
Cupertino Library, Think Tank Room
July 18, 2019, 5:00 – 6:30PM

Revised Minutes

Roll Call: Benaifer Dastoor, Nancy Howe, Gopal Kumarappan, Roger Lee, Qin Pan, Darcy Paul, Clare Varesio, Kiran Varshneya, Amanda Wo, Michael Zimmermann

Visitors: None

1. Introductions
None

2. Meeting Minutes Approval/Revisions
Additional information was provided regarding who made the motion and who seconded the approval of the June 13, 2019 minutes. Darcy Paul made a motion to approve the June 27, 2019 minutes. Kiran Varshneya seconded. The motion carried unanimously.

3. Community Room Use Policy
Clare provided copies of the Community Room Use Policy for other libraries in the District to familiarize the group with present policies.

4. Design-Build Delivery Requirements
The design-build delivery method, based upon current understanding, may require more effort in the initial administration of a project as compared to design-bid-build. If it is determined by Public Works staff that the design-build-process is preferred due to
the potential to reduce costs and time, there are several statutory requirements that the City will need to complete. The following are representative of these requirements (as set forth in Public Contract Code section 22160 and are not intended to be all-inclusive:

- **Threshold Requirements & Council Approval**
  - The proposed library expansion project is eligible for design-build construction which imposes limits on the types of municipal projects that may be constructed pursuant to design-build procurement. Section 22162 further provides that the project must be at least $1M.
  - The City Council must first approve use of design-build procurement

- **Conflict of Interest Provisions**
  - City must have conflict of interest guidelines in place
    - Architect that prepares the preliminary design or design criteria for the design-build procurement (including the RFQ and RFP as further discussed below), cannot be involved in submitting a proposal as a design-build entity (DBE) or to later become part of the DBE team.

- **Preliminary Design/Requirement Documents**
  - City shall prepare a set of documents setting forth the scope and estimated price of the project (requirement documents). The documents may include, but need not be limited to, the size, type, and desired design character of the project, performance specifications covering the quality of materials, equipment, workmanship, preliminary plans or building layouts, or any other information deemed necessary to describe adequately the local agency’s needs. The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

- **RFQ Process**
  - Once the requirement documents are complete, the City must engage in a two-step procurement process, beginning with an RFQ procedure to either pre-qualify or short-list potential DBEs.

- **Skilled and Trained Workforce Requirements**
o DBE must provide an enforceable commitment that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades.

- **RFP Process**
  o The RFP may only be issued once the RFQ process has narrowed down the potential DBEs who have either been pre-qualified or short-listed, and who will provide the "enforceable commitment" to use a "skilled and trained workforce."
  o The RFP will invite prequalified or short-listed entities to submit competitive, sealed proposals. The request for proposals shall include, but need not be limited to, the following elements:
    - Identification of the basic scope and needs of the project or contract, the estimated cost of the project, the methodology that will be used by the local agency to evaluate proposals, whether the contract will be awarded on the basis of low bid or best value, and any other information deemed necessary by the local agency to inform interested parties of the contracting opportunity.
    - Significant factors that the local agency reasonably expects to consider in evaluating proposals, including, but not limited to, cost or price and all non price-related factors.
    - The relative importance or weight assigned to each of the factors identified in the request for proposals.

5. **Schedule Comparison Design-Build vs Design-Bid-Build**
Both schedules were presented and the difference between the schedules was 3 months. With a start date of June 18, 2019, the Design-Build schedule estimated completion date was February 11, 2022 and the Design-Bid-Build schedule estimated completion date was April 8, 2022.

6. **Discussion of Preferred Delivery Method**
After staff has had the time to thoroughly review the design-build process, a recommendation regarding the preferred delivery method will be discussed.

7. Next Steps
   It was suggested that staff review other consultants.

8. Next Meeting Date: August 1, 2019, 5:00 – 6:30 pm Think Tank