LIBRARY PROGRAM ROOM EXPANSION
Coordination Meeting
Cupertino Library, Think Tank Room
August 22, 2019, 5:00 – 6:15 PM

Revised Minutes

Roll Call: Benaifer Dastoor, Nancy Howe, Roger Lee, Qin Pan, Darcy Paul, Henry Sang, Jr., Dianne Thompson, Clare Varesio, Kiran Varshneya, Amando Wo, Michael Zimmermann

Visitors: Steven Scharf, Mayor of Cupertino

1. Introductions

Attendees introduced themselves

2. Meeting Minutes Approval/Revisions

There was discussion to amend the 8/1/19 draft minutes:

Item 1, paragraph 3 - The wording was amended to read, “The City of Cupertino will provide approximately $600,000 in funding over 2 years and the Santa Clara County Library District Joint Powers Authority will pay for additional hours.”

Kiran moved to approve the minutes with the revision. Benaifer seconded. The motion passed unanimously.

3. Project Timeline Review

Michael Zimmermann presented the Library Expansion Timeline.

4. Development of Performance Criteria – Discussion on getting as much of this information available by Nov. 1 and that this activity be delivered before Jan/Feb 2020.
5. Status Update

A. Building Condition Assessment

Paul Power from KPA conducted a building assessment of the library 8/22/19. He verified that there were no structural or other changes from the drawing on record. The water system is sized appropriately and the electrical capacity is sufficient. There may be a structural issue with building over the reading room because the floor elevations are different. One remedy is using a ramp. KPA will look at code requirements due to the project being an upgrade. An analysis will be performed and provided to staff and the Library Room Expansion Team.

B. Cost Estimator

Staff is getting together a list of firms with experience with Design Build. They will focus on vendors with Design Build projects in the public sector. Henry and Nancy will provide a list of company names to staff that have this experience.

C. DB Authority

Staff will go to Council on September 17 to request Design Build approval for projects over $1 million. If approved, it will pave the way in October for either option – Design Build or Design, Bid, Build.

D. Parking Study

Staff engaged a consultant and a contract is in process. The study will start in September. The consultant will provide recommendations about parking spaces. Building and Planning Departments will be consulted regarding current parking deficiencies. The Shuttle pilot program, bicycle paths and potential alternate parking will also be considered in the review of Transportation Demand Management. A draft of the parking study analysis is expected in October/November.

6. Next Meeting Date: September 12, 2019 5:00 – 8:00 pm TBD

Action Items:

- Henry and Nancy email Michael with contractors familiar with Design Build Delivery.