



## City of South Pasadena City Manager's Office

### RFQ Addendum LB23-001

**Date:** January 11, 2024

**From:** Domenica K. Megerdichian, Deputy City Manager  
Cathy Billings, Library Director  
Ted Gerber, Public Works Director

**Re:** Library Comprehensive Site Plan Consulting

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Please note the following clarifications/details related to this Request for Qualification for this initial Phase I Comprehensive Site Plan:

- Clarification: The City intends to facilitate this Request for Qualifications, and not pursue a Request for Proposal for this initial Phase I Comprehensive Site Plan. The City's interdepartmental staff team working on this project will work with the Library Comprehensive Plan Ad Hoc Committee to review all submittals, interview those of interest, and select a consultant from the RFQ engagement.
- Site visits to new Library/Community Centers for information gathering and visioning shall not be limited to the San Gabriel Valley area of Los Angeles County.

Attached to this Addendum is a version of the RFQ that is amended to reflect the above clarifications.

Answers to Submitted Questions:

- 1) Is it the intention of the city that all facilities, including the 1982 library building and the 1982 senior center building, but not the 1907/1930 era Carnegie/Community Room building, will be removed from Library Park and replaced with new facilities on the site?**

It is the intention that the historical parts of the site (Carnegie/Community Room building) be retained and preserved, while all other City facilities on the block (library, senior center) be removed and replaced, as well as improvements to the landscaping and surrounding park area.

- 2) **Will the new community center absorb the functions of the existing senior center or stand apart from it (whether the existing senior center is replaced or not)?**

Staff has received direction from the City Council on the creation of a Library Comprehensive Plan Council Sub-Committee and Community Ad Hoc Committee. Staff suspects that part of the community input and engagement will lead to a visioning process regarding the combining and reimagining of Senior Center and Library, to functionally provide a community center that meets both Senior Center and Library functions and services.

- 3) **What is the budget allocation for the project?**

The budget for Phase I of the project is \$150,000 for Fiscal Year 2023-2024.

- 4) **Are as-built drawings available, are they in CAD format?**

Drawings of the existing building are available, and may include as-builts. They are not in CAD format.

- 5) **Will the city provide a survey and Geotech[nical] reports?**

No, detailed site technical reports for survey and geotechnical data are not necessary for this initial Phase 1 Comprehensive Site Plan.

- 6) **Due to the nature of the project, and because of the disturbance during construction, is it required a phase consideration or a mitigation plan for the senior center or the library?**

No, for this initial Phase 1 Comprehensive Site Plan a construction impact mitigation plan is not necessary, however, the City welcomes an evaluation of potential construction impacts as a component of envisioning a new facility.

- 7) **Is there any ADA evaluation available?**

Yes- an ADA Assessment was completed in 2006 on both the Library and Senior Center sites, and can be accessed at the link below.

ADA Assessment (2006):

<https://www.southpasadenaca.gov/home/showpublisheddocument/34155/638405785997664249>

- 8) **Could you provide details on the budget allocated for this project?**

The budget for this initial Phase I Comprehensive Site Plan is \$150,000 for Fiscal Year 2023-2024.

- 9) **Our firm is interested in this RFQ and would like to ask if there is a budget or budget range you can share with us?**

The budget for this initial Phase I Comprehensive Site Plan is \$150,000 for Fiscal Year 2023-2024.

- 10) **Can you clarify whether the expectation is to keep/modify, build new or investigate both options?**

Staff has approached the City Council for direction on the creation of a Library Comprehensive Plan Council Sub-Committee and Community Ad Hoc Committee. Staff suspects that part of the community input and engagement will lead to a visioning process regarding the combining and reimagining of Senior Center and Library, to functionally provide a community center that meets both Senior Center and Library functions and services.

The expectation is that the portion of the Library building that dates to 1930, which is of historical importance, will be retained and preserved, and the rest of the site (Library, Community Center) build new, though the City welcomes consideration of various opportunities at the site.

- 11) **Pg 3, Section "Purpose of RFQ": Does the city have base information for the following: geotechnical, survey(s) outlining location of existing trees and built improvements/ topography/ property lines/ easements and utilities, etc., as built of exist[ing] building, existing building conditions reports, Phase II environmental site assessment, cultural heritage designation report, current strategic plan (only the summaries are available online).**

The City does not have a geotechnical survey. Drawings of the existing building are available, and may include as-builts. A facility condition assessment of the library building only was completed by Marx | Okubo in May 2023, and in 2006 TransTech completed an ADA assessment; both these documents can be accessed at the links below. The South Pasadena Public Library 2023-2027 Strategic Plan can be accessed at the link below. The nomination (1972) for cultural heritage designation can be accessed at the link below.

May 2023 Facility Condition Assessment Report (2023):

<https://www.southpasadenaca.gov/home/showpublisheddocument/34151/638405781934837907>

ADA Assessment (2006):

<https://www.southpasadenaca.gov/home/showpublisheddocument/34155/638405785997664249>

South Pasadena Public Library Strategic Plan, 2023-2027:

<https://www.southpasadenaca.gov/home/showpublisheddocument/34149>

Nomination for Cultural Heritage Landmark Designation (1972):

<https://www.southpasadenaca.gov/home/showpublisheddocument/34153/638405783123210120>

**12) Pg 5, Section "Project Specifications": What is expected from finalists for the interview and proposal phase?**

The City's interdepartmental staff team working on this project will work with the Library Comprehensive Plan Ad Hoc Committee to review all submittals, interview those of interest, and select a consultant from the RFQ engagement. Interviews will take place in-person, and staff may request that additional questionnaires and/or previous related work samplings be provided for review and consideration.

**13) Pg 5, Section "Scope of Work": Is there a target budget for the work?**

The budget for this initial Phase I Comprehensive Site Plan is \$150,000 for Fiscal Year 2023-2024.

**14) Pg 5, Section "Scope of Work": Does scope need to cover temporary relocation/phasing as part of analysis & visioning?**

This initial Phase I Comprehensive Site Plan is not intended to cover temporary relocation, however, in working to establish a timeline and phasing of future work, this will be an important consideration. The City welcomes an evaluation of this process and potential impacts as a component of envisioning a new facility.

As part of the information gathering as we look at other Library rebuilds, we would like to understand how and where communities planned for continued service and relocation for the duration of site work and construction.

**15) Pg 5, Section "Scope of Work": Regarding historic preservation, would the City want the historic preservation consultant to assist with ongoing questions regarding status as a Carnegie Library and/or other historic significance?**

The City intends to engage the South Pasadena Cultural Heritage Commission and the South Pasadena Preservation Foundation regarding the historical status,

designation and preservation of historical elements of the site. The City welcomes engaging historical preservation consultants/experts in this effort.

- 16) Pg 5, Section "Scope of Work": For outreach, will the city or the consultant be responsible for noticing meetings and identifying stakeholders, needed refreshments etc.?**

The City has established an internal interdepartmental project team, is onboarding an advisor, and establishing a Library Comprehensive Plan Community Ad Hoc Committee. The staff will be responsible for noticing meetings, identifying stakeholders, refreshments, meetings space, etc.

- 17) Pg 7, Section "Proposal Submittal Requirements": Can you outline selection criteria and weighting?**

Proposals will be reviewed and selected based on completeness in response, overall proposal in response to this initial Phase I Comprehensive Site Plan engagement, previous experience with similar projects, proposed pricing and proposed deliverables for this initial phase.

- 18) Will the architect selected for the comprehensive site plan and related efforts be precluded from future design work?**

Interest or involvement in initial Phase I Comprehensive Site Plan of this project does not preclude the consultant from future design work.

- 19) Is the City looking for any design deliverables, such as conceptual site plan options, as part of the scope of work?**

The City is looking to undergo an information gathering and visioning process. The expectation is to complete an initial Phase I Comprehensive Site Plan for the site, inclusive of the Library and Community Center facilities. The City welcomes conceptual site plan options as part of this engagement.

- 20) Given that pricing information is requested as part of our response, can you clarify what the City intends with the "Release of Request for Proposal" item (scheduled for April to May 2024) in the timeline (p.5 of RFQ document)?**

Clarification: The City intends to facilitate this Request for Qualifications, and not pursue a Request for Proposal for this initial Phase I Comprehensive Site Plan. The City's interdepartmental staff team working on this project will work with the Library Comprehensive Plan Ad Hoc Committee to review all submittals, interview those of interest, and select a consultant from the RFQ engagement.

**21) Does the City have an overall project schedule in mind, encompassing phase 1 as well as future phases?**

No, though the City does anticipate that this project and effort will take many months and years to complete. The City intends to get started on this effort as soon as possible, and intends to spend a number of months on the information gatherings and visioning process both inclusive of the Library Comprehensive Plan Ad Hoc Committee, as well as community outreach and input, and field work (visits to other libraries in the region for inspiration and ideas). Staff intends to work with the selected project consultant in establishing timelines and milestones.

**22) What design deliverables, if any, do you anticipate for this phase?**

The City is looking to undergo an information gathering and visioning process. The expectation is to complete an initial Phase I Comprehensive Site Plan for the site, inclusive of the Library and Community Center facilities. The City welcomes conceptual site plan options as part of this engagement.

**23) Does the City have a preferred timeline or project duration for phase 1 scope of work?**

The City intends to get started on this effort as soon as possible, and intends to spend a number of months on the information gatherings and visioning process both inclusive of the Library Comprehensive Plan Ad Hoc Committee, as well as community outreach and input, and field work (visits to other libraries in the region for inspiration and ideas). Staff intends to work with the selected project consultant in establishing timelines and milestones.

**24) What is the anticipated timeline for community outreach efforts? Would a total of (8-10) combined Virtual and In-person focus meetings seem adequate?**

The City intends to get started on this effort as soon as possible, and intends to spend a number of months on the information gatherings and visioning process both inclusive of the Library Comprehensive Plan Ad Hoc Committee, as well as community outreach and input, and field work (visits to other libraries in the region for inspiration and ideas). Staff intends to work with the selected project consultant in establishing timelines and milestones.

Working in partnership with City staff, the project consultant will establish a robust community outreach and input engagement campaign, including City Council, Library Board of Trustees, Friends of the Library, various City Commissions, community groups and members, and engagement touch points should include in-

person, virtual, surveys, etc. to provide many different opportunities for engagement and input.

- 25) Are there any other community stakeholders / constituents in addition to City Staff, Friends of the Library, Library Board of Trustees, Community Services Commission, South Pasadena Library staff, Parks and Recreation staff? For example: Community at large? Parents / Caregivers group? Friends of the Park? Young adults? Seniors group? Business leadership group?**

Yes. In addition to the stakeholder groups listed, the community outreach and input gathering will include the community at large, including the specific groups listed above. City staff will assist in identifying these groups, and also in planning for and executing the outreach and engagement campaign around this effort. Staff is currently working with a City Council subcommittee to establish a Library Comprehensive Plan Ad Hoc Committee comprised of representatives from these groups, who will also be actively involved in this effort.

- 26) Is there a page limit on the RFQ outside of the 2-page maximum executive summary? Should this be Proposal instead of RFQ?**

Clarification: The City intends to facilitate this Request for Qualifications, and not pursue a Request for Proposal for this initial Phase I Comprehensive Site Plan. The City's interdepartmental staff team working on this project will work with the Library Comprehensive Plan Ad Hoc Committee to review all submittals, interview those of interest, and select a consultant from the RFQ engagement. No further page limits.

- 27) Is an 11x17 format acceptable?**

Yes.

- 28) Would teams awarded Phase 1 be excluded from future project phases?**

Interest or involvement in this initial Phase I Comprehensive Site Plan part of this project does not preclude the consultant from future design work.

- 29) How will future phases be awarded?**

Through a Request for Proposal/ Request for Qualification process.

- 30) Will a plan of the existing site be provided for the RFQ?**

Drawings of the existing building are available, and may include as-builts.

- 31) We understand that we will be submitting both digital and hard copies of the RFQ response. Is there a specific format that the proposal should be submitted in? For example, would an 11x17 page format be acceptable?**

No specific format is preferred; 11x17 page format is acceptable.

- 32) Are there any specific affidavits or a qualification questionnaire that will need to be submitted for the RFQ?**

No.

- 33) Our understanding is that we will provide pricing for Phase 1 scope and program only at this time and any potential add services. Please confirm.**

Correct.

- 34) Will a standardized fee table be provided to help structure the pricing?**

No.

- 35) Is there a target completion date in mind for Phase 1?**

The City intends to get started on this effort as soon as possible, and intends to spend a number of months on the information gatherings and visioning process both inclusive of the Library Comprehensive Plan Ad Hoc Committee, as well as community outreach and input, and field work (visits to other libraries in the region for inspiration and ideas). Staff intends to work with the selected project consultant in establishing timelines and milestones.

- 36) References: Provide three (3) references and their contact information of current or former library clients. Are references limited to library clients?**

Yes to fulfill this requirement, though other references can also be provided.

- 37) Supplemental Material: Additional information that may assist the South Pasadena Public Library in its selection process. Additional information is not required. Will other entities in addition to the South Pasadena Public Library be involved in the selection process.**

Clarification: The City intends to facilitate this Request for Qualifications, and not pursue a Request for Proposal for this initial Phase I Comprehensive Site Plan. The City's interdepartmental staff team working on this project will work with the Library Comprehensive Plan Ad Hoc Committee to review all submittals, interview those of interest, and select a consultant from the RFQ engagement.



**38) It says "Release of Request for Proposal" as April-May 2024. Is this a typo (date of selection of consultant) or is there a second Proposal round?**

Clarification: This is a typo. The City intends to facilitate this Request for Qualifications, and not pursue a Request for Proposal for this initial Phase I Comprehensive Site Plan. The City's interdepartmental staff team working on this project will work with the Library Comprehensive Plan Ad Hoc Committee to review all submittals, interview those of interest, and select a consultant from the RFQ engagement.

**39) Project sustainability goals?**

The Phase I Comprehensive Site Plan is expected to be consistent with, and align to, the City's sustainability goals in the adopted Climate Action Plan and Green Action Plan. Plans are located at the following websites for reference:

<https://www.southpasadenaca.gov/government/departments/public-works/environmental-programs/sustainable-south-pasadena/climate-action-plan>

<https://www.southpasadenaca.gov/government/departments/public-works/environmental-programs/sustainable-south-pasadena/south-pasadena-green-action-plan>

**40) Existing facilities analysis, reuse feasibility, historic preservation requirements?**

A facility condition assessment of the library building only was completed by Marx | Okubo in May 2023, and in 2006 transtech completed an ADA assessment; both these documents can be accessed at the links below. The nomination (1972) for cultural heritage designation can be accessed at the link below.

May 2023 Facility Condition Assessment Report (2023):

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Nomination for Cultural Heritage Landmark Designation (1972):

<https://www.southpasadenaca.gov/home/showpublisheddocument/34153/638405783123210120>

**41) Phasing analysis of new buildings?**

Phasing and timelines options should be discussed and considered as part of the initial Phase I Comprehensive Site planning effort.

**42) Geotechnical report, analysis of soils part of scope?**

The City does not have geotechnical reports or analysis of soils. No, detailed site technical reports for survey and geotechnical data are not necessary for this initial Phase 1 Comprehensive Site Plan.

**43) Are there existing surveys, underlays, as built drawings of Library Park, the Library, Senior Center, etc?**

Drawings of the existing building are available, and may include as-builts. A facility condition assessment of the library building only was completed by Marx | Okubo in May 2023, and in 2006 transtech completed an ADA assessment; both these documents can be accessed at the links below.

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**44) If we were to be awarded the contract for this planning phase of the project, would we be precluded from future phases of the work?**

Interest or involvement in Phase I of this project does not preclude the consultant from future design work.

**45) The “Proposal Format and Content” instructions on page 7 of the RFQ ask us to provide a Project Work Plan and Pricing (items typically requested for an RFP). What then will be requested in the “Release of Request for Proposal” stage (April to May 2024) of the procurement, as shown in the RFQ timeline on page 5?**

Clarification: The City intends to facilitate this Request for Qualifications, and not pursue a Request for Proposal for this initial Phase I Comprehensive Site Plan. The City’s interdepartmental staff team working on this project will work with the

Library Comprehensive Plan Ad Hoc Committee to review all submittals, interview those of interest, and select a consultant from the RFQ engagement.

**46) Are there any scheduling milestones to be aware of (i.e. comprehensive plan needs to be complete and presented by a certain date)?**

No. The City welcomes submitters to include potentials timelines and milestones for this initial Phase I Comprehensive Site Plan engagement.

**47) Has the City conducted any community outreach to date?**

No. The City has undergone a Library Strategic Plan efforts, which included robust community outreach, and in the presentation of the Strategic Plan to the City Council, this project was identified, prioritized and funded for Phase I. No further community outreach has taken place to date. City Council recently created a Council subcommittee to work with staff in establishing a Library Comprehensive Plan Ad Hoc Committee, and staff does anticipate outreach to being soon related to that effort.

**48) Is the City seeking a library strategic planning consultant in addition to BerryDunn? Or do you anticipate the selected firm to work in collaboration with BerryDunn?**

No further library strategic planning consultants are anticipated to be engaged at this time.