



**CITY OF SOUTH PASADENA  
LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE**

**A G E N D A  
SPECIAL MEETING  
THURSDAY, AUGUST 1, 2024, AT 7:00 P.M.**

**SENIOR CENTER ACTIVITY ROOM  
1102 OXLEY STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Commission Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Library/Community Center Comprehensive Site Plan Ad Hoc Committee Meeting will be conducted in-person from Senior Center Activity Room, located at 1102 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – Senior Center Activity Room, 1102 Oxley Street, South Pasadena, CA 91030.
- Via Zoom – **Meeting ID: 875 1273 0840.**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to [library@southpasadenaca.gov](mailto:library@southpasadenaca.gov).
- Via Phone – (669) 900-9128 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://bit.ly/SitePlanAdHoc>.

**CALL TO ORDER:** Staff Liaison

**ROLL CALL:** Committee Members  
Evelyn Zneimer (Mayor, City of South Pasadena)  
Janet Braun (Councilmember, City of South Pasadena)  
Kristen Dubé (Board member, Friends of the South Pasadena Library)  
Leslie Albe Field (Member, Community Services Commission)  
Alexandria Levitt (President, Senior Citizens' Foundation of S. Pasadena)  
Bianca Richards (Member, Library Board of Trustees)  
Tom Afschar (At-Large Member)

Rich Elbaum (At-Large Member)  
 Tony Hou (At-Large Member)  
 Gene Kim (At-Large Member)  
 Victoria Rocha (At-Large Member)  
 Dean Serwin (At-Large Member)  
 Julia Wang (At-Large Member)  
 Jasmine Wong (At-Large Member)

**PUBLIC COMMENT GUIDELINES** (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Ad Hoc Committee or on an agenda item. You may participate **by one of the following options**:

Option 1:

Participate in-person at the Senior Center Activity Room.

Option 2:

Participate virtually via Zoom. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to [library@southpasadenaca.gov](mailto:library@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Submit by no later than **12:00 p.m.** on the day of the Council meeting. Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.

PLEASE NOTE: The Staff Liaison may exercise their discretion, subject to the approval of the majority of the Committee, to adjust public comment(s) to less than three minutes.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.*

**PUBLIC COMMENT**

**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**PRESENTATIONS**

- 2. **BROWN ACT TRAINING PRESENTED BY ASSISTANT CITY ATTORNEY STEPHANIE CAO**
- 3. **PRESENTATION BY PROJECT ADVISOR HARRY CORDER: AN OVERVIEW OF THE SITE PLANNING PROCESS**

**ACTION/DISCUSSION**

- 4. **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**
- 5. **CONSIDERATION OF A RESOLUTION TO ESTABLISH THE DAY, TIME, AND LOCATION OF REGULAR LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE MEETINGS**

Recommendation

It is recommended that the Ad Hoc Committee adopt a Resolution establishing that regular meetings of the Committee will take place on the first Thursday of every month at 7:00 p.m. at the South Pasadena Senior Center, located at 1102 Oxley Street in South Pasadena, California.

- 6. **RECEIVE AND DISCUSS INSTRUCTIONS FOR REVIEWING PROPOSALS FROM SITE PLANNING CONSULTANTS AND REVIEW NEXT STEPS IN THE SELECTION PROCESS**

Recommendation

It is recommended that the Ad Hoc Committee receive and discuss instructions for reviewing six (6) of the submissions received in response to the City’s Request for Qualifications for site planning professional services and review the next steps in the selection process.

**COMMUNICATIONS**

- 7. **COMMITTEE MEMBER COMMUNICATIONS**
- 8. **STAFF COMMUNICATIONS**

**PUBLIC COMMENT – CONTINUED**

- 9. **CONTINUED PUBLIC COMMENT – GENERAL**  
This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

**ADJOURNMENT**

***FOR YOUR INFORMATION***

**FUTURE AD HOC COMMITTEE MEETINGS**

September 5, 2024	Regular Meeting	7:00 p.m.
October 3, 2024	Regular City Council Meeting	7:00 p.m.
November 7, 2024	Regular City Council Meeting	7:00 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**


Library/Community Center Site Plan Ad Hoc Committee meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City’s website:

<https://www.southpasadenaca.gov/Your-Government/Committees>

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification, please contact the Library via email at [library@southpasadenaca.gov](mailto:library@southpasadenaca.gov) or call (626) 403-7330.

**ACCOMMODATIONS**

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **August 1, 2024**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s, website as required by law, on the date listed below.*

7/31/2024

/S/

Date

Cathy Billings, Library Director



# Library/Community Center Site Plan Ad Hoc Committee Agenda Report

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ITEM NO. 2

**DATE:** August 1, 2024

**FROM:** Cathy Billings, Library Director

**PREPARED BY:** Cathy Billings, Library Director

**SUBJECT:** **BROWN ACT TRAINING PRESENTED BY ASSISTANT CITY  
ATTORNEY STEPHANIE CAO**

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Attachment:

RWG Law Brown Act Training Presentation (PDF)

**ATTACHMENT**  
RWG Law Brown Act Training Presentation  
(PDF)



# Brown Act Training

August 1, 2024

**Presented by: Stephanie Cao - Richards, Watson & Gershon**

# Transparency Laws – Why?

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- **California Constitution – Article I, Section 3(b):**

- “(1) The people have the right of access to information concerning the conduct of the people’s business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny....”
- “(7) In order to ensure public access to the meetings of public bodies and the writings of public officials and agencies, as specified in paragraph (1), each local agency is hereby required to comply with...the Ralph M. Brown Act....”



# Ralph M. Brown Act

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- "All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter."

# Act Applies to “Legislative Bodies”

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## ■ What is a “legislative body?”

- Governing body of the public entity
- Subordinate boards & commissions created by formal action of the governing body
- Committees with regular meeting schedule and continuing subject matter jurisdiction
  - **Like the Library/Community Center Comprehensive Site Plan Ad Hoc Committee**

## ■ What is not a “legislative body?”

- Advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body

# What is a “meeting”?

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## ■ Elements:

- Congregation of a majority
- Same time and location (including teleconference location)
- To hear, discuss, deliberate, or take action on any item
- Within subject matter jurisdiction



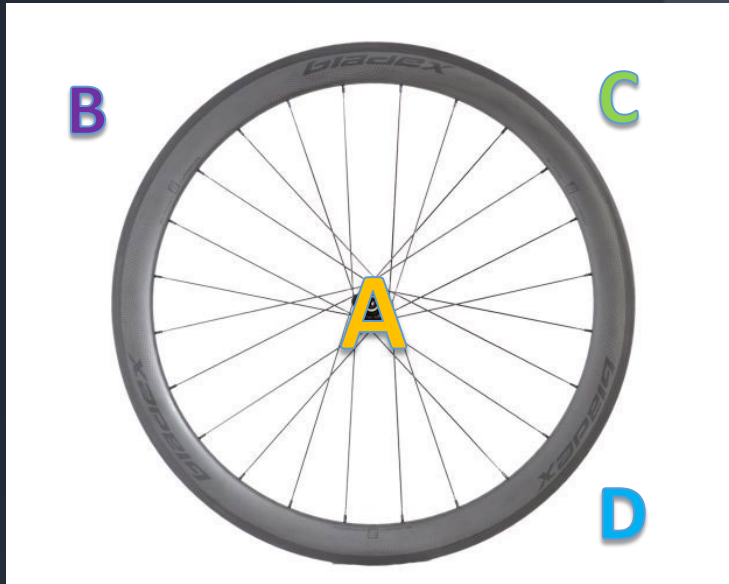
# Serial Meetings Are Illegal

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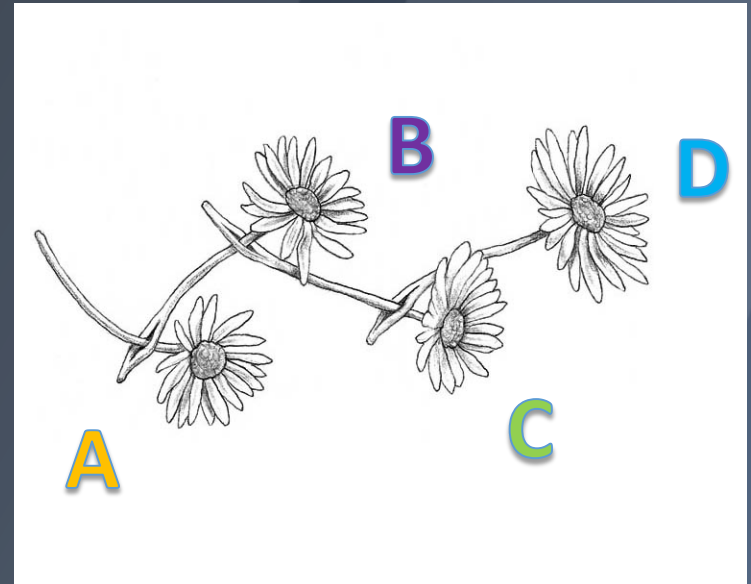
- **What is an illegal serial meeting?**
  - Series of direct or indirect communications (intermediaries/technology)
  - By a majority of the body
  - To discuss, deliberate, or take action on any item of business or potential business

# 2 Types of Illegal Serial Meetings

Hub & Spoke



Chain



# Serial Meetings are Illegal

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## ■ Serial meetings in the digital age

- Group e-mails and texts
- *Deliberations must occur publicly in a meeting. Not by text or on social media, or in private gatherings!*
- Comment sections
- Social Media
  - Twitter, Instagram, Facebook, etc. can result in inadvertent violations



# Serial Meetings Are Illegal

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- **Individual briefings are permitted**
  - “Unidirectional”
  - Don’t describe views of any other members
  - Don’t ask about other member’s views

# Internet-Based Social Media Platforms (Gov't Code 54952.2)

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## ■ MEMBERS MAY NOT:

- Respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body
- **Applies to TWO members – majority not required**
- Practice Tip: Don't respond to a fellow members posts on social media AT ALL





# Internet-Based Social Media Platforms (Gov't Code 54952.2)

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- **OKAY TO:**

- Answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body.



# Regular Meeting



- **Date, time, and location is set by resolution or ordinance**
  - Agenda must be posted 72 hours in advance
  - Brief description of items of business
  - Posted agenda must be freely accessible to public and on the agency's website if there is one

# Adjourned Meeting

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- Regular or special meetings may be adjourned to specific time and place
- If no time stated, meeting is continued to the hour for regular meetings
- Less than a quorum may adjourn
- Secretary or Clerk may adjourn to stated time and place



# Special Meeting

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- **Called by presiding officer or majority of Council**
  - Notice must be posted 24 hours in advance, stating the time, place, and agenda
  - Notice must be received by each member and press unless waived
  - Consider only items on the agenda



# Closed Sessions

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- **Most common topics:**

- Personnel matters
- Labor negotiations
- Real property matters
- Pending, threatened, or contemplated litigation
- Agenda description must match certain “safe harbor” language





# Basic Agenda Requirements

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- Post in the time required for the type of meeting
- Must be publicly accessible and distributed in advance to those who request copies; on the website if there is one
- Time, location, “brief general description” of **each** item of business (20 words generally)
  - All of the actions on an item
- Opportunities for Public comment
- How to get more information
- Accessibility

# Basic Agenda Requirements



- **No discussion or action on items not on the posted agenda**
  - Absolute rule for special meetings
  - Items not on an agenda for regular meetings may be acted upon if added to the agenda **FIRST**
    - Item came to the agency's attention after the agenda was posted and
    - There's an immediate need to take action before the next meeting
    - Two-thirds vote required

# Exceptions

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- **These items may be discussed if not on the agenda:**
  - Brief response to public comments
  - Questions for clarification / refer to staff
  - Brief announcement or report on activities
  - Request for future report
    - No debate on substance
  - Agree to place item on future agenda
    - No debate on substance
  - Emergency situation exists – requires a majority vote



# Meeting Exceptions

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- **When is a meeting not a “meeting?”**
  - Individual contacts
  - Conferences and seminars
  - Community meetings
  - Another body of the agency when it is an open and noticed meeting of that body
  - Social or ceremonial events

# Teleconference Options

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## AB 2449

- Allows last minute participation
- Only allowed for just cause or emergency circumstances
- Remote location can be from private location
- A quorum must be in one singular location
- Limited number of remote appearances allowed
- Requires additional staff tracking to ensure legal compliance

## Traditional Brown Act

- Requires advance noticing
- Remote locations must be open to the public
- Quorum only needs to be in the agency's jurisdiction
- No limitation on number of times a member can participate remotely
- Administration comparatively straightforward

# Public Comments at Meetings

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- **The public has a right to speak on:**
  - Any item within the subject matter jurisdiction of the body (regular meetings only)
  - A specific item of business on the agenda (any meeting)
- **The right to speak is not a right to be heard**

# Public Participation

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- Not required to “register”
- Rules of decorum permitted
- Time limits okay
- Recording permitted
- Public agencies may not prohibit public criticism of the agency or the legislative body

# First Amendment Considerations

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- *Cannot* prohibit criticism of the agency
- Civil Code § 47 makes statements at a public meeting generally privileged
- Evenly enforce rules of decorum



# Enforcement & Consequences

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- **Types of enforcement actions:**

- 1. Civil action to invalidate a decision or action**

- District Attorney or any interested person
- Notice and opportunity to cure, with commitment to refrain from alleged violation
- If not cured and there is subsequent court action, challenger can recover attorneys' fees and costs

- 2. Criminal prosecution**

- Brought by the District Attorney
- There must have been an **action taken at a meeting** in violation of the Brown Act, **with intent** to deprive public of information
- Misdemeanor





**Thank you!**

**Stephanie Cao**  
scao@rwglaw.com



# Library/Community Center Site Plan Ad Hoc Committee Agenda Report

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ITEM NO. 5

**DATE:** August 1, 2024

**FROM:** Cathy Billings, Library Director  
Lucy Hakobian, Community Services Deputy Director

**PREPARED BY:** Cathy Billings, Library Director

**SUBJECT:** **CONSIDERATION OF A RESOLUTION TO ESTABLISH THE DAY, TIME, AND LOCATION OF REGULAR LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE MEETINGS**

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## **Recommendation**

It is recommended that the Ad Hoc Committee adopt a Resolution establishing that regular meetings of the Committee will take place on the first Thursday of every month at 7:00 p.m. at the South Pasadena Senior Center, located at 1102 Oxley Street in South Pasadena, California.

## **Executive Summary**

The Library/Community Center Comprehensive Site Plan Ad Hoc Committee (Ad Hoc Committee) should have an established regular monthly meeting schedule. After polling the Ad Hoc Committee members about their availability, staff determined that all members would generally be available for evening meetings on the first Thursday of every month.

Attachment:

Library/Community Center Comprehensive Site Plan Ad Hoc Committee Resolution to establish a regular meeting schedule



## **ATTACHMENT**

Library/Community Center Comprehensive Site  
Plan Ad Hoc Committee Resolution to establish  
a regular meeting schedule

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE LIBRARY/COMMUNITY CENTER  
COMPREHENSIVE SITE PLAN AD HOC COMMITTEE OF THE  
CITY OF SOUTH PASADENA, CALIFORNIA, ESTABLISHING  
THE DAY, TIME, AND LOCATION FOR REGULAR MEETINGS  
OF THE COMMITTEE**

**WHEREAS**, the Library/Community Center Comprehensive Site Plan Ad Hoc Committee (the "Committee") was established by an action of the South Pasadena City Council on May 15, 2024; and

**WHEREAS**, a regular meeting schedule should be adopted for the Committee.

**NOW, THEREFORE**, The Library/Community Center Comprehensive Site Plan Ad Hoc Committee of the City of South Pasadena, California, does resolve, declare, determine and order as follows:

**SECTION 1.** Regular meetings of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee will be held on the first Thursday of every month at 7:00 p.m. at the South Pasadena Senior Center, located at 1102 Oxley Street, South Pasadena, California, 91030.

**PASSED, APPROVED AND ADOPTED** on this 1st day of August 2024.

\_\_\_\_\_  
Signature

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Stephanie Cao, Assistant City Attorney

RESOLUTION NO. \_\_\_\_\_

PAGE 2

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the Library/Community Center Comprehensive Site Plan Ad Hoc Committee of the City of South Pasadena, California, at a special meeting held on the 1<sup>st</sup> day of August, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Name, Title



# Library/Community Center Site Plan Ad Hoc Committee Agenda Report

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ITEM NO. 6

**DATE:** August 1, 2024

**FROM:** Cathy Billings, Library Director  
Lucy Hakobian, Community Services Deputy Director

**PREPARED BY:** Cathy Billings, Library Director

**SUBJECT:** **RECEIVE AND DISCUSS INSTRUCTIONS FOR REVIEWING PROPOSALS FROM SITE PLANNING CONSULTANTS AND REVIEW NEXT STEPS IN THE SELECTION PROCESS**

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## **Recommendation**

It is recommended that the Ad Hoc Committee receive and discuss instructions for reviewing six (6) of the submissions received in response to the City's Request for Qualifications for site planning professional services and review the next steps in the selection process.

## **Executive Summary**

The City Council approved \$150,000 in the Fiscal Year 2023-2024 Budget to fund the first phase of a comprehensive site planning project for the Library Park site that is currently home to the Library, Library Community Room, and Senior Center. In December 2023 the City issued a Request for Qualifications (RFQ) soliciting proposals from qualified consultants to assist in the initial phase of the development, visioning, and planning for a Comprehensive Site Plan. Also in December, staff recommended that the City Council consider creating an ad hoc committee to work closely with staff and consultants for the duration of the project. On May 15, 2024 the City Council established the Library/Community Center Comprehensive Site Plan Ad Hoc Committee, with the understanding that first order of business for the Committee would be to participate in the review of the submissions received in response to the RFQ, so that a consultant can be selected and an award of contract be presented to the City Council for consideration.

## **Background**

The RFQ soliciting site planning professional services was issued on December 22, 2023. On January 11, 2024, an Addendum was issued which included answers to the questions the City had received from interested parties (Attachment 2), and a version of the RFQ which incorporated minor corrections/clarifications (Attachment 1). The original deadline of January 25 was extended to February. The City received 13 submissions by the deadline:

## Site Plan RFQ Submissions Review – Instructions and Next Steps

August 1, 2024

Page 2 of 4

1. Anderson Brulé Architects, Inc.
2. Berry, Dunn, McNeil & Parker, LLC [with Noll & Tam Architects]
3. Gensler
4. Group 4 Architecture, Research + Planning, Inc.
5. Johnson Favaro, LLP
6. Koning Eizenberg Architecture Inc.
7. LPA Incorporated
8. ONYX Architects, Inc.
9. Otherworks, Inc.
10. Public Works Partners, LLC
11. Stayner Architects - Enfilade Partners Inc.
12. Steinberg Hart
13. Studio MA, Inc.

The review of submissions is taking place in two “rounds”. In the first round, five individuals were assigned to independently review and rate all thirteen proposals based on criteria contained in the RFQ, with the objective of identifying the top submissions to be reviewed in the second round by the Ad Hoc Committee members. The reviewers/raters in Round One were City staff Sheila Pautsch, Lucy Hakobian, Cathy Billings, and City Councilmembers Evelyn Zneimer and Janet Braun. The independent ratings clearly identified a “top six” to be reviewed in Round Two by Committee members:

Group 4 Architecture, Research + Planning, Inc.  
Johnson Favaro, LLP  
Koning Eizenberg Architecture Inc.  
LPA Incorporated  
Stayner Architects - Enfilade Partners Inc.  
Steinberg Hart

### **Analysis**

The members of the Site Plan Ad Hoc Committee will play a vital role in this monumental project, from inception to completion, by contributing their unique insights and expertise. The Committee is purposefully comprised of people representing a wide range of demographics and interests and includes 8 At-Large members selected from a pool of 57 applicants, and representatives from City Council, the Library Board of Trustees, the Community Services Commission, and the non-profit Friends of the South Pasadena Public Library and Senior Citizens’ Foundation of South Pasadena. Being subject to the Brown Act, the Committee will ensure transparency and pave the way for the robust public participation that will result in a Comprehensive Site Plan for a library and community center that can meet the diverse needs of South Pasadena residents for decades to come.

### **Next Steps**

## Site Plan RFQ Submissions Review – Instructions and Next Steps

August 1, 2024

Page 3 of 4

Committee members are being asked to review and provide targeted feedback on RFQ submissions from six firms. The goal is to present an award of contract for City Council consideration in late September or early October. The timeline for next steps is:

August 2-16 (two weeks)

- Committee members review submissions and submit feedback to staff
- Staff conduct reference checks on six firms

August 19-23

- Interviews conducted with selected firms

August 26-30

- Finalist selected, staff negotiate contract and prepare staff report for September 18 or October 2 City Council meeting

Committee members will be provided with a flash drive containing all six submissions and an Overview and Instructions document. There are four sets of hardcopy proposals available to Committee members. To ensure that all Committee members have an opportunity to view the proposals in hardcopy, staff will coordinate a borrowing schedule. The flash drive will also include resources and reference material that may be helpful to Committee members when they conduct their reviews. Reviews should be conducted independently by each Committee member. The content of the submissions is proprietary and confidential and should not be shared.

Interviews will be conducted by City Staff, Project Advisor Harry Corder, and two members of the Ad Hoc Committee. Committee members interested in serving in this capacity will be asked to identify themselves and two will be selected at random from that pool.

### **Fiscal Impact**

The City Council allocated \$150,000 to this Project in Fiscal Year 2023-2024. These funds were not spent and the proposed City Budget for Fiscal Year 2024-2025 reflects the carryover of these funds for use in the current Fiscal Year. This sum was allocated for the first phase of a multi-phase project. If the selected firm's contract amount is above the \$150,000 currently allocated, the City Council would be asked to consider allocating and appropriating additional funds. The funds will also be used for any minimal Project-related administrative expenses (e.g., printing, supplies for community outreach events, hourly wages of project advisor, etc.). To fully realize a new facility for South Pasadena's library and community services, funding for future Project phases, such as design and construction, would be required.

Attachments:

1. Request for Qualifications LB23-001: Library/Community Center Comprehensive Site Plan [Version with corrections published January 11, 2024]

Site Plan RFQ Submissions Review – Instructions and Next Steps

August 1, 2024

Page 4 of 4

2. RFQ Addendum LB23-001 [Answers to submitted questions published January 11, 2024]

# **ATTACHMENT 1**

Request for Qualifications LB23-001:  
Library/Community Center Comprehensive Site  
Plan [Version with corrections published January  
11, 2024]





## **Request for Qualifications Library/Community Center Comprehensive Site Plan**

Date Issued: Friday, December 22, 2023  
Proposals Due: Thursday, January 25, 2024 by 4:00pm

Contact:  
Domenica Megerdichian  
Deputy City Manager  
[dmegerdichian@southpasadenaca.gov](mailto:dmegerdichian@southpasadenaca.gov)

South Pasadena Public Library  
1100 Oxley Street  
South Pasadena, CA 91030  
[www.southpasadenaca.gov/library](http://www.southpasadenaca.gov/library)

**RFQP No. LB23-001**

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## **INTRODUCTION**

### **Purpose of Request for Qualifications (RFQ)**

The City of South Pasadena (City) is soliciting proposals from qualified consultants to assist in the initial phase of the development, visioning, and planning for Phase 1 of a Comprehensive Site Plan (Plan) for a future Library/Community Center. The City anticipates that the Site Plan will form the foundation of a future facility that would house a 21<sup>st</sup> century Library and space to meet the community's learning, engagement, gathering, quality of life, resource, and other needs. During the Fiscal Year 2023-2024 Budget process, City Council identified a future Library/Community Center as a major project and priority after a Library Strategic Planning effort and presentation before the City Council and Library Board of Trustees.

### **Site Overview**

The site that is the focus of the Comprehensive Site Plan is a square block in the heart of downtown South Pasadena, just south of the Mission Street business district and near the Gold Line metro light rail station that opened in 2003. Designated "Library Park", the block is abutted by primarily residential neighborhood on three sides (Fairview and Diamond Avenues and Oxley Street), and on the fourth by mixed use development (El Centro Street). The South Pasadena Public Library and the Senior Center, which is overseen by the Community Services Department, are located in the center of the park, and consist of a historic library building (approximately 3,000 sq. ft.) that faces the mixed-use area and is used as a meeting and event space, and the main Library (approximately 21,500 sq. ft.) and Senior Center buildings which were constructed in 1982, and face the residences on Oxley Street.

Library Park, the Library, and the Senior Center are heavily used civic spaces that contribute to the high level of satisfaction with the quality of life that residents report. The City, which has 26,000 residents and a small 3.4 square mile footprint, prides itself on its small-town feel, the historic character of its neighborhoods, and its commitment to sustainability. An anticipated increase in high density residential development, spurred in part by the State Regional Housing Needs Allocation (2,000+ units), will have a significant impact on the site and library and community services.

### **About the South Pasadena Public Library and Senior Center**

The Library was founded in 1895. In 1907 a dedicated library building was funded by Andrew Carnegie, and in 1917 additional funds were provided for expansion. In 1930 the library was moved to its current location, and the portion of the building now known as the Community Room was added. In 1982 a new library building replaced all but the historic 1930 building, which has been on the City's list of cultural heritage landmarks since 1972. In 1982, the Senior Center was also built, the library has a dedicated area for children's services, one conference room, a large community room, 15 public computer workstations, and 139 seats. The collection is comprised of 114,000 physical items, along with digital holdings, and there are currently 10 full-time staff, and the fiscal year 2023-2024 budget is \$2,211,234. Since 1994, voters have regularly renewed a parcel tax that support maintenance and operations for the Library. This revenue makes up approximately 19% of the Library's total budget. On November 8, 2022, 9,357 people, or 86.65%, voted to renew the tax to remain in effect until repealed by the electorate. A Board of Trustees mandated by the

State of California Education Code advises on library policy and other matters, and the Friends of the Library group has been active since 1950.

The Library serves South Pasadenans, of whom approximately 50% are renters, and residents of surrounding communities from all walks of life and socio-economic backgrounds. It is a community resource for literacy, lifelong learning, recreation, and professional development. In a typical year, more than 20,000 customers visit each month, and 27,000 items for reading, viewing and listening are borrowed. Reference librarians connect people to information and plan engaging cultural and literary events. The Local History Collection collects, preserves, and provides access to material relating primarily to the history and culture of South Pasadena. The Children’s Room supports literacy and promotes a love of reading with regular storytimes and a robust Summer Reading Program. The Library also provides free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7. The facility is typically open 7 days a week, for a total of 58 hours.

The Library has seen many advancements in recent years, including a remodel of separate reference and circulation desks to a single service desk, implementation of a new public catalog, outsourcing of materials processing, the launch of a mobile app, the addition of a self-checkout machine, and implementation of auto-renewal and email notifications. The Library also went overdue “fine free” in January 2021. Many new goals are identified in the current five-year [Strategic Plan \(2023-2027\)](#).

The Senior Center, which is operated by the Community Services Department, includes a large multi-purpose room, kitchen, computer lab, outdoor patio space and a conference room that can accommodate 20 to 25 people.

The Senior Center is a lifeline for older residents, providing meals Monday through Friday, a wide variety of recreational activities, and social services, such as one-on-one counseling to assist with depression, coping with loss; adjusting to a retirement; and more. The Senior Center also offers a comprehensive range of health education and awareness programs, including a podiatry clinic and periodic blood pressure, glucose, hearing, vision, and bone density screenings. Workshops and lectures are presented two or three times per month, and the annual Health Fair features dozens of vendors and is attended by more than 350 seniors. The City’s heavily used Dial-A-Ride transportation service for South Pasadena seniors is also operated out of the Senior Center.

A dedicated community center was one of the 10 projects identified by the Los Angeles County Comprehensive Park and Recreation Needs Assessment for South Pasadena that was conducted in 2016.

## **PROJECT SPECIFICATIONS**

### **Project Description**

The Project scope of work for the initial research and planning phase for a Library/Community Center Comprehensive Site Pan includes an extensive analysis of all the City facilities at the site, including Library, Senior Center and Community Room, as well as the open space provided by the Park.

### **RFQ Timeline and Schedule of Events**

RFQ Event	Description	Date
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RFQ Release	Direct solicitation and release to Planet Bids	December 22, 2023
Question Submittal	Questions from proposers related to the RFQ	January 08, 2024 by 4:00pm
Addendum Release	Release of an addendum to RFQ, if needed	January 11, 2024 by 4:00pm
<b>Proposal Deadline</b>	Closing date; proposals accepted until 4:00 pm	January 25, 2024 by 4:00pm
Initial Review	Reviewers identify candidates for interviews	March 2024
<del>Release of Request for Proposal</del>	<del>Release of Request for Proposal</del>	<del>April to May 2024</del>

The City reserves the right, in its sole discretion, to adjust this schedule as it deems necessary. Any changes to this schedule will be posted on Planet Bids.

### **SCOPE OF WORK**

#### Required Scope of Services

The following are the required components of the scope of services for the Library/Community Center Comprehensive Plan for Phase 1:

- 1. Visioning for new Facility.** Provide a visioning and a Strategic Planning Work Plan for Phase 1 of the Library/Community Center Plan, including input and information gathering sessions, Community Forums, and extensive outreach and engagement.
- 2. Site Visits.** Conduct in person site visits to local area Library and Community Centers in the ~~greater Los Angeles area~~ San Gabriel Valley to determine suitability, differing physical outlays, research, and help assist with the visioning for the Library/Community Center Plan.
- 3. Information Gathering.** Design a process that includes community involvement and surveying and listening sessions for South Pasadena community members. Outreach will also include groups with a vested interest in the site and library and community services, such as the Library Board of Trustees and the Community Services Commission. City staff will be involved in outreach implementation. Review available documentation related to the past facility planning efforts.
- 4. Needs Assessment.** Prepare and draft a detailed Needs Assessment for a future Library/Community Center as part of the Phase 1 Comprehensive Plan. This assessment will evaluate the nature in which facilities and site related programming meet, or do not meet user demands and expectations and prepare recommendations that include or address the following: analyzing demographics and trends, analyzing the Library, Senior Center and Community Room, as well as the open space provided by the Park and the programs and services directly related to the facilities. Through reasonable consultation and investigation, attempt to identify any forthcoming trends that might affect the provision of Library/Community Center services and make recommendations on how to address them.

5. **Phase 1 Comprehensive Plan.** Provide a detailed analysis of the current City of South Pasadena population and trends for growth in the future as part of the Phase 1 Plan. Analysis should include evaluation of the City of South Pasadena General Plan and state and national standards, peer comparisons, library trends, and best practices for Community Centers. Complete an executive summary and PowerPoint Presentation that summarizes key findings from the plan. Present the Draft Final Phase 1 Comprehensive Plan to a City selected committee, collecting input and making revisions as deemed appropriate by City staff. Present the Final Phase 1 Comprehensive Plan to City staff, the City selected committee, and City Council for review.

### **PROPOSAL FORMAT AND CONTENT**

Proposers shall submit the following information in their responses, in the order specified. All questions must be answered clearly. Any exceptions to the features and scope of services listed must be specifically identified by the proposer in the proposal.

1. **Cover Letter:** Cover letter signed by an official authorized to bind the firm and containing a statement indicating that the proposal is valid for at least 90 days.
2. **Executive Summary:** Summary not exceeding two (2) pages in length.
3. **Company Information:**
  - a. Legal name of your firm, location, and phone number of the main office, number of employees, years in business, and years of experience providing the services requested in this RFQ.
  - b. Team organization, all team members who will be involved in the Plan, their role, and their relevant experience.
  - c. List any special sub-consultants and their professional personnel who would be assigned to work on the Plan.
  - d. Describe any prior work completed for the South Pasadena Public Library, including any paid or pro bono work of any duration.
  - e. Describe any instances in which your organization failed to complete a contract or defaulted on a contract.
  - f. Describe any judgments or claims against your organization.
4. **References:** Provide three (3) references and their contact information of current or former library clients.

5. **Project Work Plan:** Include a description of your organization’s approach to the Phase 1 Comprehensive Site Plan, including methodology, tasks, and timelines.
6. **Quality Assurance:** Describe your internal quality control procedures.
7. **Pricing:** Provide pricing for the proposed program. Pricing must include all costs to successfully perform the scope of work and provide the features outlined within this document. All proposed costs shall be inclusive of all labor, materials, insurance, overhead, profit, subcontractor costs, warranty, and all other costs to complete the project.
8. **Samples** Provide samples of at least two facility plans for past or current clients and their contact information. The client information may be the same as the references provided in Section 4 above.
9. **Supplemental Material:** Additional information that may assist the South Pasadena Public Library in its selection process. Additional information is not required.

## **PROPOSAL SUBMITTAL REQUIREMENTS**

### **Communications with the City**

Proposers and proposers’ representatives may communicate with the City only in the manner set forth in this RFQ. There shall be no communication with any officer, director, employee, or agent of City with regard to this RFQ or any proposer’s qualifications, except as may be reasonably necessary to carry out the procedures specified in this RFQ. Nothing herein prohibits proposers and their representatives from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

### **Proposal Submittal**

Each Proposer shall submit six (6) printed copies and one (1) electronic copy of the proposal (submitted through the PlanetBids website) to the City by 4:00 p.m., January 25, 2024. Late proposals will be returned unopened. Postmarks will not be accepted. No faxed or e-mailed proposals will be accepted. Electronic proposals submitted on PlanetBids must be accompanied with the aforementioned physical printed copies submitted to the City. The proposal shall be delivered to:

Domenica Megerdichian  
Deputy City Manager  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

All proposals will become the property of City of South Pasadena. All costs associated with the proposal preparation will be borne by the Proposer.

### **RFQ Coordinator**

All communications, requests for additional information or clarification concerning this RFQ should be sent via email to the Deputy City Manager, Domenica Megerdichian. The RFQ Coordinator will be the sole point of contact for this RFQ. The RFQ Coordinator can be reached at:

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
Domenica Megerdichian	dmegerdichian@southpasadenaca.gov	(626) 403-7210

The City is not responsible for delayed or lost email-regardless of cause.

### **RFQ Amendment and Cancellation**

The City reserves the unilateral right to amend this RFQ in writing at any time. The City also reserves the right to cancel or reissue all or any part of the RFQ in its sole discretion. ~~Applicants are required to respond to the final written RFP including any exhibits, attachments, and amendments issued by the City.~~

### **Questions Pertaining to the RFQ**

Specific questions and/or comments concerning the RFQ should be submitted via email to the RFQ Coordinator no later than the Addendum Release Date identified in the RFQ Schedule of Events. Applicant questions should clearly identify the relevant section of the RFQ and page number(s) related to the question being asked.

## **GENERAL REQUIREMENTS**

### *Collusion*

By submitting a response to the RFQ, each Applicant represents and warrants that its response is genuine and is not made in the interest of or on behalf of any person not named therein; that the Applicant has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Applicant has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

### *Gratuities*

No person will offer, give or agree to give any City employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the City. No City official, employee, agent, or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

### *Required Review and Waiver of Objections by Applicant*

Applicants should carefully review this RFQ for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). Comments concerning RFQ objections must be made in writing and received by the City no later than the "Addendum Release Date" detailed in the RFQ Schedule of Events.



Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the City, in writing, by the Addendum Release Date.

### *Proposal Withdrawal*

To withdraw a proposal, any Applicant must submit a written request, signed by an authorized representative, to the RFQ Coordinator not later than 24 hours before the Proposal Deadline. After withdrawing a previously submitted proposal, the Applicant may submit another proposal at any time up to the Proposal Deadline.

### *Proposal Errors*

Applicants are liable for all errors or omissions contained in their proposals. Applicants will not be permitted to alter proposal documents after the Proposal Deadline.

### *Incorrect Proposal Information*

If the City determines that an Applicant has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Applicant knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

### *Proposal of Additional Services*

If an Applicant indicates an offer of services in addition to those required by and described in this RFQ, these additional services may be added to the contract before contract signing at the sole discretion of the City.

### *Conflict of Interest and Proposal Restrictions*

Applicants should identify any other public agency or private representation that may have a conflict of interest with the City of South Pasadena. By submitting a response to the RQP, the Applicant certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or firm to the Applicant in connection with the procurement under this RFQ. Notwithstanding this restriction, nothing in this RFQ will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFQ. Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFQ or its scope of services will be considered to have been given information that would afford an unfair advantage over other Applicants, and said individual, company, or other entity may not submit a proposal in response to this RFQ.

### *Contract Negotiations*

After a review of the proposals and completion of the reference checks, and interviews, the City intends to enter into contract negotiations with the selected Applicant. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next ranked Applicant.

#### *Right of Rejection*

The City reserves the right, in its sole discretion, to reject any and all proposals or to cancel this RFQ in its entirety.

Any proposal received which does not meet the requirements of this RFQ may be considered to be nonresponsive, and the proposal may be rejected. Applicants must comply with all of the terms of this RFQ and all applicable state laws and regulations.

If an applicant seeks to restrict the rights of the City or otherwise qualify their proposal, the City may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The City reserves the right, in its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFQ requirements or excuse the Applicant from full compliance with the RFQ. Notwithstanding any minor variance, the City may hold any Applicant to strict compliance with the RFQ.

#### *Disclosure of Proposal Contents*

All proposals and other materials submitted in response to this RFQ procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process; however, names of persons or firms submitting proposals may be disclosed as a public record upon request. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act. Submitting a proposal, the Applicant acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

Each Applicant should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City is not in a position to establish that the information, which an Applicant submits, is a trade secret. If a request is made for information marked “confidential”, the City will provide the Applicant who submitted such information with reasonable notice to allow the Applicant to seek protection from disclosure by a court of competent jurisdiction.

#### *Severability*

If any provision of this RFQ is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Applicants will be construed and enforced as if the RFQ did not contain the particular provision held to be invalid.

#### *RFQ and Proposal Incorporated into Final Contract*

This RFQ and the successful Proposal may be incorporated into the final contract, at the discretion of the City.

#### *Proposal Amendment*

The City will not accept any amendments, revisions, or alterations to proposals after the Proposal Deadline unless any such amendment is formally requested, in writing, by the City.

#### *Warranty*

The selected Applicant will warrant that the proposal will conform in all material respects to the requirements and specifications as stated in this RFQ and as demonstrated during the evaluation process. In addition, the requirements as stated in this RFQ will become part of the subsequent agreement.

#### *Rights of the City*

The City reserves the right to:

- Make the selection based on its sole discretion.
- Reject any and all proposals.
- Issue subsequent Requests for Proposals.
- Postpone opening proposals if necessary, for any reason.
- Remedy errors in the Request for Proposal process.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the Applicants.
- Accept other than the lowest monetary offer.
- Waive informalities and irregularities in the proposals.
- Enter into an agreement with another Applicant in the event the originally selected Applicant defaults or fails to execute an agreement with the City.
- Include provisions in the contract allowing the City Council to terminate the agreement at its sole and entire discretion upon the provision of thirty day (30) written notice.

## **ATTACHMENT 2**

RFQ Addendum LB23-001 [Answers to  
submitted questions published January 11,  
2024]



## 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):

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

ADA Assessment (2006):

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

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.

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>

**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.