



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: DECEMBER 8, 2020**

**FROM: GENERAL SERVICES DEPARTMENT                      WARD: 2**

**SUBJECT: MEASURE Z - PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH CANNON/PARKIN INC., DBA CANNONDESIGN FOR ARCHITECTURAL DESIGN SERVICES FOR THE NEW SPC JESUS S. DURAN EASTSIDE LIBRARY – PHASE 1 FOR A TERM THROUGH DECEMBER 31, 2022 IN THE AMOUNT NOT TO EXCEED \$94,500 – REQUEST FOR PROPOSALS NO. 1934**

**ISSUES:**

Approve a Professional Consultant Services Agreement with Cannon/Parkin, Inc., dba CannonDesign from Irvine, California for architectural design services for the new SPC Jesus S. Duran Eastside Library – Phase 1 for a term through December 31, 2022 in the amount not to exceed \$94,500.

**RECOMMENDATIONS:**

That the City Council:

1. Approve a Professional Consultant Services Agreement with Cannon/Parkin, Inc., dba CannonDesign from Irvine, California for architectural design services for the new SPC Jesus S. Duran Eastside Library – Phase 1 in the amount not to exceed \$94,500 for a term through December 31, 2022 with the option to extend for two additional years to complete Phase 2 Design Services; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Cannon/Parkin, Inc. dba CannonDesign, including making minor and non-substantive changes and to execute the optional two-year extension.

**BACKGROUND:**

On April 9, 2019, City Council approved 2060 University Avenue as the proposed site for the new SPC Jesus S. Duran Eastside Library (Eastside Library) and the appropriation of \$100,000 from the Measure Z Fund for architectural design services. At the same hearing, the City Council authorized staff to issue a Request for Proposals (RFP) for an architectural firm to provide Phase 1 architectural design services for the Eastside Library project.

In early Summer 2019, the Purchasing Division of the Finance Department issued RFP No. 1934 seeking architectural design services from experienced firms for the development of Phase 1 conceptual plans and drawings for the Eastside Library.

The RFP responses were due October 30, 2019, with the following nine (9) firms responding:

1. Architectural Design Contractors, Inc., Riverside, California
2. CannonDesign, Irvine, California
3. Darin Johnstone Architects, Los Angeles, California
4. Hanna Gabriel Wells Architects, San Diego, California
5. Johnson Favaro, Los Angeles, California
6. MIIM Designs, Pasadena, California
7. Roesling Nakamura Terada, San Diego, California
8. SVA Architects, Inc., Santa Ana, California
9. TR Design Group, Riverside, California

In order to identify the most qualified firm, a Screening and Selection committee (Committee) was formed to evaluate and score responses based on the evaluation criteria set forth in the RFP. The Committee included one member of the Library Board of Directors, two staff from the Library Department, and two staff from the General Services Department.

In June 2020, the Committee met with Purchasing staff to review the RFP evaluation process and subsequently scored the RFP responses. After reviewing the scores, the Committee agreed to invite the top five architectural teams that best met the requirements of the RFP to participate in the presentation and interview sessions with the Committee. The five short listed firms included:

1. CannonDesign, Irvine, California
2. Johnson Favaro, Los Angeles, California
3. Roesling Nakamura Terada, San Diego, California
4. SVA Architects, Inc., Santa Ana, California
5. TR Design Group, Riverside, California

Staff provided each of the five firms with detailed information of the interview format, including the presentation and a question and answer session. Firms were allowed enough time to conduct research, complete site investigations, prepare a presentation and assemble team members for the interview.

## **DISCUSSION:**

In July 2020, the Committee interviewed the top five architectural firms. After the interviews, the Committee determined CannonDesign to be the most qualified firm as set forth in the RFP requirements. Staff worked with CannonDesign in clarifying design services and completed contract negotiations. City staff recommended CannonDesign for consideration and approval to the City Manager's Office.

CannonDesign is a multi-disciplinary architectural and engineering firm with 130 employees locally and 1,100 firm-wide employees with more than 30 years of experience successfully completing library projects in Southern California and throughout the nation. CannonDesign recently completed the new City of Coachella Library and several similar public facilities in Riverside County and Southern California. CannonDesign's corporate office is in Buffalo, New York, with a local office in Riverside. CannonDesign services typically include, but are not limited to, site investigation, master planning, feasibility studies, facilities assessment, conceptual development and programming, cost analysis, building design, construction documentation, construction administration and post occupancy services.

Staff negotiated the scope of services for the Professional Consultant Services Agreement (Agreement) with CannonDesign for an amount of \$94,500 for Phase 1 architectural design services for the Eastside Library to include, but not be limited to, site and parking analysis, project programming, spatial requirements, conceptual and schematic design, public presentations, and development of preliminary cost estimates for a Phase 2 fully functional library. Contingent upon CannonDesign’s performance and staff satisfaction of Phase 1 design services, the City may at its sole discretion retain CannonDesign to complete Phase 2 design services to include full construction drawings and documents and construction administration to build the new Eastside Library. The Phase 1 conceptual design process will serve to meet the programmatic library needs of the City, demonstrate how the facility will look in general terms through sketches and models, and obtain feedback from the community and stakeholders.

After completion of Phase 1 conceptual drawings and the establishment of an overall project budget, City staff will return to City Council to provide a project update, seek budget approval and provide a recommendation for proceeding with Phase 2 design services.

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution 23256. The Library Director concurs with this report.

**FISCAL IMPACT:**

Costs associated with Phase 1 Design Services will be paid with Measure Z funds as approved by City Council on April 19, 2019. Sufficient funds in the amount of \$100,000 are available in the Eastside Library Project account 9907409-462050 Measure Z Fund 420.

Prepared by: Carl Carey, General Services Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
Approved by: Moises Lopez, Deputy City Manager  
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachments:

1. Agreement
2. RFP Award Recommendation
3. Presentation