

**TO:** Andrew P. Powers, City Manager

**FROM:** Jaime Boscarino, Finance Director

**DATE:** February 28, 2023

**SUBJECT:** Libraries Master and Space Planning Agreement Amendment  
(MI 2538, MI 2539)

**RECOMMENDATION:**

1. Approve Second Amendment to Professional Services Agreement with Johnson Favaro, LLP of Culver City, CA (Contract No. 12597-2020) for design phase support services in the amount of \$358,925 plus extra services of \$40,000, for a revised not-to-exceed amount of \$442,685.
2. Authorize expenditure in the amount of \$442,685; \$265,611 from A/C #110-7310-673-5500 (MI 2538, T.O. Library Interior Remodel) and \$177,074 from A/C #110-7410-673-5500 (MI 2539, N.P. Library Interior Remodel).
3. Find that this action is not a project as defined under the California Environmental Quality Act.

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** Total costs are estimated at \$442,685. The Adopted FY 2022-23 Library Fund Budget includes \$550,000 for MI 2538 and \$300,000 for MI 2539.

**BACKGROUND:**

Grant R. Brimhall Library

The Thousand Oaks Library main branch, now known as the Grant R. Brimhall Library (Brimhall Library) was designed and opened in 1982 as a significant architectural icon in the region. Its modern and unique design attracted visitors apart from its vast collection. In 1987, an approximately 3,500 square foot climate-controlled archival facility was added to the original 52,700 square foot building. The space was built to accommodate the Thousand Oaks Library Foundation's purchase of several collections intended to be housed and maintained onsite.

**Libraries Master and Space Planning Agreement Amendment**  
**February 28, 2023**  
**Page 2**

In 2006, Brimhall Library was expanded an additional 22,200 square feet to include Children's Services, quiet study rooms, technical services, additional seating, and increased shelving capacity.

Newbury Park Library

The Newbury Park Library (NP Library) opened in 1991 and houses both the branch library and the Thousand Oaks Community Gallery (Gallery), where local artists can showcase their work. Considered a branch of Brimhall Library, the NP Library building is approximately 24,000 square feet set within the Newbury Park Library Plaza shopping center, with separate entrances for the NP Library and Gallery. The NP Library serves a vibrant and diverse patron base and is the afterschool home for many middle and high school students.

The library system has not gone through major strategic planning in over 20 years. Staff determined that a strategic and master planning effort was necessary to ensure both libraries would be relevant and provide the best resources for the community and region into the future.

**DISCUSSION/ANALYSIS:**

In accordance with Government Code section 4526 and Thousand Oaks Municipal Code section 3-10.401, staff published a Request for Proposals/Qualifications (RFP/Q) for Master Planning and Space Planning of the Brimhall and NP Libraries on March 5, 2020. Unlike the low bid requirements of the Public Contract Code, contracts for professional, management, general, or special services should only be awarded to firms or persons who have demonstrated an adequate level of experience, competence, training, credentials, resources, staffing, and other professional qualifications necessary for more than a satisfactory of the services solicited. The award of an RFP/Q is based upon a variety of factors that demonstrate best value to the City for the solicited scope of work or service. The cost of the service may be considered as one of those factors; however, the lowest cost is not the sole factor in deciding who be awarded the contract. From this effort, 21 proposals were received.

Johnson Favaro, LLP of Culver City, CA was awarded the contract based on the firm's expertise, experience with similar projects, qualifications, and evaluation criteria, as set forth in the RFP/Q package.

Staff entered into a contract with Johnson Favaro, LLP on October 7, 2020. The initial contract was intended to start the preliminary background process. However, the preliminary phase was put on hold due to availability issues and meeting logistics with key stakeholders during the pandemic. No work was performed by Johnson Favaro. The First Amendment to extend the contract for an additional two years was executed on September 14, 2022.

**Libraries Master and Space Planning Agreement Amendment**  
**February 28, 2023**  
**Page 3**

Now that availability issues and meeting logistics are no longer constraints in moving forward, staff has reinitiated the master planning project. This amendment includes the entire scope of work required to produce a master plan report. The scope of work includes extensive review and evaluation of existing conditions, programs, processes, community outreach with a variety of stakeholder groups, in-depth options for future remodels, and possible new locations for the library system. The master plan report will become the basis for future capital improvements to be approved under future requests.

Staff recommends approval of this Second Amendment to Contract No. 12597-2020 (Attachment #1) to ensure the Library System remains a highly utilized and relevant resource for future generations.

**CIP PROJECT PRIORITY (as outlined in FY 2021-22 and FY 2022-23 CIP Program Budget)**

Priority Three - Nice to do and would contribute to quality of life, but not essential.

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goal:

G. Continue City's commitment to community and cultural programs and services (such as Performing Arts/Theatres, Libraries, TOTV, Visual Arts, Youth and Senior Programs).

**PREPARED BY:** Elizabeth Perez, Facilities Manager

Attachment:

Attachment #1 – Second Amendment to Contract No. 12597-2020