



NEWPORT BEACH

City Council Staff Report

January 10, 2023
Agenda Item No. 9

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Approval of Professional Services Agreement with COAR Design Group (Contract No. 8865-1) for Balboa Branch Library and Fire Station No. 1 Replacement Project (Project No. 23F12)

ABSTRACT:

As part of the City of Newport Beach's (City's) Facilities Financial Plan (FFP), the Balboa Branch Library and Fire Station No. 1 building are scheduled for replacement in 2025. Staff requests City Council approval to enter into a professional services agreement with COAR Design Group (COAR) to conduct public outreach, concept development, design the facilities, and prepare the necessary construction documents.

RECOMMENDATION:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly and;
- b) Approve Professional Services Agreement with COAR of San Diego, CA, for design services of the Balboa Branch Library and Fire Station No. 1 Replacement Project (Project) for a total not-to-exceed amount of \$697,248, and authorize the Mayor and City Clerk to execute the Agreement.

DISCUSSION:

The existing Balboa Branch Library and Fire Station No. 1 facility is located on the Balboa Peninsula, at 100 and 110 East Balboa Boulevard. The original 566 square-foot Balboa Branch Library was constructed in 1929 at the northeast corner of Balboa Boulevard and Island Avenue. The building was eventually expanded by 5,000 square feet in 1952. Ten years later, a 3,423-square-foot fire station was added to the library building and has been operating as the City's Fire Station No. 1.

As part of the City’s FFP, the Balboa Branch Library and Fire Station No. 1 facility is scheduled to be reconstructed in 2025. To meet this schedule, construction documents need to be prepared in the current fiscal year.

The proposed design scope includes conceptualizing and designing an approximately 7,000-square-foot combination library and fire station with a Public Works equipment storage garage, and a small park playground; assessing related site work and parking impacts; addressing the required permits for construction and designing site landscaping; maintaining connectivity to existing buildings and setting; and designing other necessary infrastructure. The existing lot size is 25,000 square feet.

Staff recently issued a Request for Proposals (RFP) for professional design services and received seven proposals. The proposals were reviewed by a four-person panel and evaluated on a Qualifications Based Selection process including execution and conformance to the RFP, project understanding, firm capability, experience and expertise, and listed project experience. Although six of the seven proposers demonstrated their ability to complete the scope of services as outlined in the RFP, COAR received the highest score based on the RFP evaluation criteria. In addition, COAR has successfully completed similar projects for other local agencies, is currently working on the Junior Lifeguard Building for the City of Newport Beach and is one of the City’s on-call consultants for architectural services. COAR’s rate and fees are also reasonable and within expectation for such design services. Therefore, staff recommends approving a Professional Services Agreement with COAR to complete the conceptual design, permitting, and final design for the project.

The scoring for the proposals is as follows:

PROPOSER	TOTAL SCORE (Out of 400)	OVERALL RANK
COAR Design Group	368	1
PBK	363	2
RRM Design Group	331	3
TAIT & Associates, Inc.	316	4
SVA Architects	314	5
Johnson Favaro	305	6

COAR’s proposed scope of work begins with the preliminary design phase where the team will thoroughly review all record drawings, studies and code-related concerns that may impact the design of the project before moving on to the program development phase. The program development phase will involve multiple discussions with stakeholders to obtain a mutual understanding of the project’s scope and objectives. In this phase, COAR will finalize the work plan, schedule, deliverables, assign roles/responsibilities and benchmarks.

Once objectives are defined, the project will proceed into the conceptual/schematic design phase where designs will be developed with specific building layouts and building system descriptions. Input will be obtained from stakeholders and incorporated into the design. Within this phase, COAR will develop cost estimates for major elements of construction work.

Upon the City Council's acceptance of the conceptual design, the project will enter the design development phase wherein more details will be added to the design including material selection and systems. In this phase, COAR will produce the first set of detailed plan sheets, develop outlined specifications and compliance reports, and initiate the preliminary code/standards review. Additionally, COAR and its subconsultants will perform surveys, geotechnical investigation, and utilities verifications.

COAR will continue to refine the design in the construction documents phase and produce a final bid package that will be used for permitting and advertising for public bids. During the public bidding phase, COAR will respond to requests for information, review substitution requests, as well as contractor bids and qualifications. Once the project is awarded to the lowest responsive bidder, COAR can provide construction administration, a service that may be added to its scope via a contract amendment.

FISCAL IMPACT:

The adopted Capital Improvement Program budget includes sufficient funding for this service. It will be expensed to CIP Balboa Library/Fire Station No.1 replacement project budget, 53201-980000-23F12. Funding for the project is from the FFP fund. The FFP is a long-term financial plan to fund the construction and or renovation of important community serving facilities. The consultant's proposed not-to-exceed fee for this service is \$697,248.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENTS:

- Attachment A – Location Map
- Attachment B – Professional Services Agreement