



**Thursday, May 18, 2023
Vacaville Library Board Special Meeting**

**Vacaville Unified School District
Special Library District Meeting**

**VACAVILLE CULTURAL CENTER LIBRARY
1020 Ulatis Drive
Vacaville, California 95687
Open Session 6:30 p.m.**

VUSD Board of Trustees meetings are conducted according to Rosenberg's Rules of Order

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Superintendent's Office at (707) 453-6101. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection at the Educational Services Center located at 401 Nut Tree Road, Vacaville, CA 95687 during normal business hours. In addition, such writings and documents are posted to the District's website, <https://www.vacavilleusd.org>.

1. TELECONFERENCE/ATTEND MEETING INFORMATION

Subject A. Options to view and/or participate in meeting
Meeting May 18, 2023 - Vacaville Library Board Special Meeting
Category 1. TELECONFERENCE/ATTEND MEETING INFORMATION
Type Procedural

This meeting will be held in-person at the Vacaville Cultural Center Library, 1020 Ulatis Drive, Vacaville, CA 95687. Open session begins at 6:30 p.m. Public comments can be made in-person or in writing via this [form](#).

2. OPENING OF MEETING

Subject A. Establish Quorum/Call to Order
Meeting May 18, 2023 - Vacaville Library Board Special Meeting
Category 2. OPENING OF MEETING
Type Procedural

Subject B. Approval of May 18, 2023 Agenda
Meeting May 18, 2023 - Vacaville Library Board Special Meeting

Category 2. OPENING OF MEETING

Type Action

Recommended Action It is requested that the Board approve the May 18, 2023 agenda as presented.
Board Member Vote:

Motion & Voting

It is requested that the Board approve the May 18, 2023 agenda as revised.
Board Member Vote:

Motion by John Jansen, second by Daniel Santellan.
Final Resolution: Motion Passed
Yes: John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Nancy Dunn

3. COMMENTS FROM THE FLOOR

Subject A. Comments from the Floor (ITEMS ON THE AGENDA ONLY)

Meeting May 18, 2023 - Vacaville Library Board Special Meeting

Category 3. COMMENTS FROM THE FLOOR

Type Public Comment

Persons wishing to address the Board may submit their request to speak in advance by completing a Request to Speakform. To submit a request in advance or to submit a written comment, please fill out this [form](#) by 5:30 p.m. on the day of the meeting. There is a 3-minute time limit per individual speaker; however, depending on the number of speaker on a specific topic, the 3-minute time limit may be reduced.

Persons who have complaints against Board Members or staff are encouraged to seek resolution of those complaints by utilization of the Vacaville Unified School District written complaint procedure rather than orally addressing them at a meeting. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

4. ACTION ITEMS

Subject A. Approval of Schematic Design for Renovation and Expansion of the Vacaville Cultural Center Library (attachment)

Meeting May 18, 2023 - Vacaville Library Board Special Meeting

Category 4. ACTION ITEMS

Type Action, Discussion

Recommended Action As determined by the Library District Board.

Solano County Library staff will provide a presentation regarding the proposed library expansion at the Cultural Center Library located at 1020 Ulatis Drive, Vacaville. Following the presentation, Solano County Library staff and the Library District Board will discuss options and take action on the recommended proposal.

The Library Commission recommends approval of a schematic design for renovation of the Cultural Center Library with a 2,500 square foot addition. The scope of the proposed project was developed with community and stakeholder feedback. Multiple design iterations have been explored to optimize the proposed program against a \$15 Million budget. The resulting project will accommodate modern library program needs while addressing required repairs and facility upgrades.

File Attachments

[Special Library Meeting Report.pdf \(586 KB\)](#)

Motion & Voting

Approve the schematic design for renovation and expansion of the Vacaville Cultural Center Library, in the amount not-to-exceed \$20,000,000.00.

Motion by John Jansen, second by Nancy Dunn.

Final Resolution: Motion Passed

Yes: John Jansen, Michael Kitzes, Daniel Santellan, Nancy Dunn

No: Santiago Serrato

Subject **B. Approval of Project Delivery Method for Construction Services for the Vacaville Cultural Center Library Expansion Project**

Meeting May 18, 2023 - Vacaville Library Board Special Meeting

Category 4. ACTION ITEMS

Type Action

Recommended It is requested that the Library District Board approve Construction Manager At Risk (CMAR) as the project delivery method for the Vacaville Cultural Center Library expansion project.
Action Board Member Vote:

Construction Manager at Risk (CMAR) is an efficient project delivery method to maximize control of budget while also allowing improved design control. Under CMAR, the contractor will provide enhanced pre-construction services to the architect during all design phases to assure that the project is ultimately designed to meet the project budget. At the completion of the construction documents design phase, this collaborative process will allow the contractor to provide a 'Guaranteed Maximum Price' (GMP) that corresponds to the stated budget.

Motion & Voting

It is requested that the Library District Board approve Construction Manager At Risk (CMAR) as the project delivery method for the Vacaville Cultural Center Library expansion project.

Board Member Vote:

Motion by John Jansen, second by Daniel Santellan.

Final Resolution: Motion Passed

Yes: John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Nancy Dunn

Subject **C. Approval of Delegating Solano County Library Director to Enter Into Contract with Gilbane Building Company for the Cultural Center Library Expansion Project**

Meeting May 18, 2023 - Vacaville Library Board Special Meeting

Category 4. ACTION ITEMS

Type Action

Recommended It is requested that the Library District Board approve delegating authority to the Solano County Library Director to enter into a contract with Gilbane Building Company for the Cultural Center Library expansion project.
Action Board Member Vote:

The Library Commission requests approval to delegate authority to the Solano County Library Director to issue a contract to Gilbane Building Company for pre-construction services leading to production of a Guaranteed Maximum Price (GMP), for pre-construction services only, within the CMAR delivery process.

Gilbane competed in a qualification-based selection process lead by the Solano County General Services division in 2022, resulting in a master services agreement with the County for construction management services. The estimated contract cost for pre-construction services leading to production of a guaranteed maximum price is \$150,000.00.

Motion & Voting

It is requested that the Library District Board approve delegating authority to the Solano County Library Director to enter into a contract with Gilbane Building Company for the Cultural Center Library expansion project, in the amount not-to-exceed \$225,000.00.

Board Member Vote:

Motion by John Jansen, second by Daniel Santellan.

Final Resolution: Motion Passed

Yes: John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Nancy Dunn

Subject **D. Approval of Delegating Solano County Library Director to Enter Into Contract with Canon/Parkin, Inc. for the Cultural Center Library Expansion Project**

Meeting May 18, 2023 - Vacaville Library Board Special Meeting

Category 4. ACTION ITEMS

Type Action

Recommended Action It is requested that the Library District Board approve delegating authority to the Solano County Library Director to enter into a contract with Canon/Parkin, Inc. for the Cultural Center Library expansion project.
Board Member Vote:

The Library Commission requests approval to delegate authority to the Solano County Library Director to issue a contract to architect Cannon/Parkin, Inc. for corresponding design and construction observation services. Cannon competed in a qualification-based selection process lead by the Solano County General Services division in 2019, resulting in a master services agreement with the County for architectural and engineering services. The estimated contract cost for architectural design services is \$1,309,000.00.

Motion & Voting

It is requested that the Library District Board approve delegating authority to the Solano County Library Director to enter into a contract with Canon/Parkin, Inc. for the Cultural Center Library expansion project.

Board Member Vote:

Motion by John Jansen, second by Daniel Santellan.

Final Resolution: Motion Passed

Yes: John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Nancy Dunn

5. ADJOURNMENT

Subject **A. Adjourn May 18, 2023 Meeting**

Meeting May 18, 2023 - Vacaville Library Board Special Meeting

Category 5. ADJOURNMENT

Type Procedural

May 18, 2023

To: Vacaville Unified School District Library District Board
From: Suzanne Olawski, Director of Library Services
Subject: Proposed Expansion of the Vacaville Cultural Center Library

Discussion

At the direction of the Vacaville Library Board at their June 2022 meeting not to incur debt and the Vacaville Library Commission's June 2022 recommendation to pursue a moderately sized addition, the design team has developed schematic level plans with a revised scope of renovation that includes a new modestly sized 2,500 sq. ft. meeting room.

Background

The Vacaville Cultural Center Library, located at 1020 Ulatis Dive, Vacaville 95687, was built in 1993. It is the third largest library in the system and accounts for the highest number of check-outs. The 30-year-old building is facing deferred maintenance issues including water intrusion problems resulting from failing building envelope along with inefficient and failing HVAC infrastructure and dated fixtures and furniture that are not fully compatible with current accessibility requirements. Library staff have worked with an architectural design team (Cannon) and a construction management company (Gilbane) in coordination with the Solano County Capital Project Management Team, to identify and develop a renovation scope that includes a moderately sized 2,500 sq. ft. addition. The proposed renovation would address the deferred maintenance, HVAC and accessibility issues while reconfiguring the interior to better meet modern library service needs. An addition will allow the library to add a large program room and efficiently further reconfigure the existing spaces as desired by the community.

Project Goals

The proposed project would renovate and update the library to meet modern library service models.

The renovated and expanded library will provide:

- Consistent and reliable HVAC system and improved daylighting with increased energy efficiencies
- New roof, Kalwall (skylights), and glazing to stop water leaks
- Group and private study areas
- Large multipurpose meeting room
- Quiet space and study areas
- A larger area for children and teens
- A single service point for customer access
- Permanent 'Friends of the Library' bookstore

The building project can take one to two years. Project phasing will be considered to allow library operations to continue in the building for as long as possible.

Public Outreach

Since 2015, the Library underwent two strategic planning efforts: 2016 and 2022. Public town hall meetings were held by library staff, one-on-one stakeholder conversations took place, telephone surveys were conducted as well as online and paper surveys.

During Spring 2022, the design team engaged with staff and community through focus groups, workshops, survey, and interactive boards. Based on community needs and discussions with library staff, four key opportunities arose for enhancing customer experience at the library: expansion of programming and meeting space, reposition of library resources, zoning of activities, and environment and system upgrades.

Financial Impact

Proposed funding sources would come from the Vacaville Library District Reserve Account – Unrestricted fund (\$12,793,829) and the Restricted (PFF) fund (\$2,218,161) totaling \$15,011,990 for a renovation that includes an addition. The PFF fund is restricted to use for growth/addition related construction and cannot be used for a renovation project that does not include a growth-driven addition. The resulting renovation only budget would be \$12,793,829. These funds are separate from the Vacaville Library District’s operating budget.

Summary

The Library Director seeks approval or alternative guidance from the Vacaville Library Board to proceed with the design development for the renovation of the Vacaville Cultural Center Library with an approximate 2,500 sq. ft. addition. Under the proposed project delivery method, ‘Construction Manager at Risk’ (CMAR), the Library Director requests delegated authority to approve a contract with Cannon/Parkin Inc. for architectural design for approximately \$1.3 million and a contract with Gilbane Building Company for preconstruction services for \$225 thousand. The proposed CMAR contract scope would develop construction level drawings for the library renovation along with an accompanying ‘Guaranteed Maximum Price’ (GMP). The proposed project would be designed to assure that the resulting GMP is less than or equal to the proposed project budget of \$15 million for a renovation with addition, or \$12.8 million for a renovation without the addition. At a future date, the project team will submit the final GMP to the Vacaville Library Board for approval of the construction contract.

An alternative for the board to consider would be to direct the project team to pursue the design development of a library renovation without the proposed 2,500 sq ft addition. This would save overall project cost but may result in additional design cost.

Recommendation

- Approval of the proposed schematic design for renovation of the Library with a 2,500 sq. ft. addition
- *Alternatively*, provide direction to staff to explore options to alter the proposed design and to reduce or eliminate the proposed 2,500 sq. ft. addition.

- Approve 'Construction Manager at Risk' (CMAR) as the project delivery method for construction of the renovation and addition.
- Delegate authority to the Library Director to issue a contract to Gilbane Building Company for pre-construction services leading to production of a Guaranteed Maximum Price (GMP) (pre-construction services only) within the CMAR delivery process.
- Delegate authority to the Library Director to issue a contract to architect, Cannon/Parkin Inc. for corresponding design and construction observation services.

Alternatives

The Vacaville Library Board could direct the Library Director to explore other design alternatives or to eliminate the proposed addition. This is not recommended because the proposed addition does not incur debt for the Vacaville Library District, addresses identified program needs, is supported by the Vacaville Library Commission, and may further incur costs and delay the project.