



City of Sierra Madre **AGENDA REPORT**

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member

Sue Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Leila Regan, City Librarian

REVIEWED BY: Jose Reynoso, City Manager

DATE: 01/21/2025

SUBJECT: RECOMMENDATION TO AWARD A CONSULTING SERVICES CONTRACT FOR FURNITURE, FIXTURES, AND EQUIPMENT SERVICES FOR THE LIBRARY MEANINGFUL IMPROVEMENT PROJECT TO TSK ARCHITECTS, IN AN AMOUNT NOT TO EXCEED \$25,500.00

STAFF RECOMMENDATION

Staff recommends the City Council award a Consulting Services Contract to TSK Architects in an amount not to exceed \$25,500.00 to oversee the programming/meetings, selection, quoting, ordering, delivery, installation, and final walk-throughs of furniture, fixtures, and equipment for the Library Meaningful Improvement Project.

ALTERNATIVES

1. The City Council may award TSK Architects a furniture, fixtures, and equipment services contract to design the interior of the renovated building at 440 W Sierra Madre Blvd for an amount not to exceed \$25,500.00.
2. The City Council may decide to award a contract to either of the two other qualified bidders – Yamada Enterprises or Margaret Sullivan Studio.
3. The City Council may reject all bids and provide staff with further direction.

EXECUTIVE SUMMARY

The Library Meaningful Improvement Project is underway. The renovated building at 440 W Sierra Madre Blvd will have its furniture, fixtures, and equipment (FF&E) funded through donations. To ensure the interior is in line with the exterior, the Sierra made Public Library will contract a company to handle interior design and FF&E procurement. This contract will be from the Library’s facility/capital improvement fund. FF&E is not included in the \$10M California State Targeted Grant, the \$334,605 Building Forward Infrastructure Grant, or the matching \$334,605 ARPA funds. The Library Foundation is fundraising for FF&E and has funds set aside by the Friends of the Sierra Madre Library.

ANALYSIS

Staff solicited bids from qualified vendors to design the interior of the renovated library building located at 440 W Sierra Madre Blvd. This project includes, but is not limited to, public and staff meetings for design input, layout design of FF&E, vetting and recommending appropriate vendors for FF&E, the bidding process for desired FF&E, and ensuring the ordering, delivery, and installation of FF&E.

The renovated building at 440 W Sierra Madre Blvd. is not yet completed. All procurement and design will be based on approved architectural plans for the building and working with the architecture firm, TSK Architects, to ensure everything meets building and code standards.

Furniture includes but is not limited to:

- Library Shelving
- Library Display Shelving
- Standalone Office Furniture - Desks, tables, chairs, bookcases, filing cabinets, display cabinets, couches, etc.
- Library Seating – tables, chairs, benches, etc.
- Technology Furniture

Fixtures include but is not limited to:

- Electric Fireplace – in the general reading room.
- Lighting
- Wall-mounted boards – Whiteboards, corkboards, etc.
- Wayfinding Signage

Three qualified companies sent their bid proposals to City Librarian Leila Regan. Their proposal amounts are as follows:

| Company Name | Bid Amount | Proposal Received |
|--------------------------|-------------------|--------------------------|
| TSK Architects | \$25,500.00 | 07/03/2024 |
| Yamada Enterprises | \$9,000.00 | 08/21/2024 |
| Margaret Sullivan Studio | \$35,000.00 | 10/25/2024 |

While Yamada Enterprises was the lowest bid, their proposal does not include meetings with the public and only allows for three staff meetings for design input. Any additional services or meetings would be \$175/hour. Additionally, their proposal does not include overseeing FF&E installation and ends at procurement.

Margaret Sullivan Studio's proposal is only part one of a two-step process. The \$35,000 included in their proposal only covers a design development phase. The second step, which is not included in this proposal, will consist of procurement.

TSK Architects' proposal includes programming/meetings, selection, quoting, ordering, delivery, installation, and final walk-throughs. This is a more comprehensive and hands-on approach to the library's FF&E needs.

ENVIRONMENTAL (CEQA)

This project is exempt from the California Environmental Quality Act.

STRATEGIC PLAN CORRELATION

This falls under Library Renovation in the Infrastructure & Growth Management portion of the City's strategic plan.

FISCAL IMPACT

The Library Meaningful Improvement furniture, fixtures, and equipment (FF&E) services contract is recommended to be awarded to TSK Architects at a cost not exceeding \$25,500. Funding for this expenditure will be sourced from Fund 60001 Internal Service Fund - Facilities Management. This cost will be covered without impacting 10000 General Fund, as the allocation comes from designated grant funding and donations secured for the Library Improvement Project. Additionally, staff time was utilized in the preparation of this report and ordinance. However, this is accounted for as part of standard administrative operations and will not require additional budget adjustments.

PUBLIC NOTICE

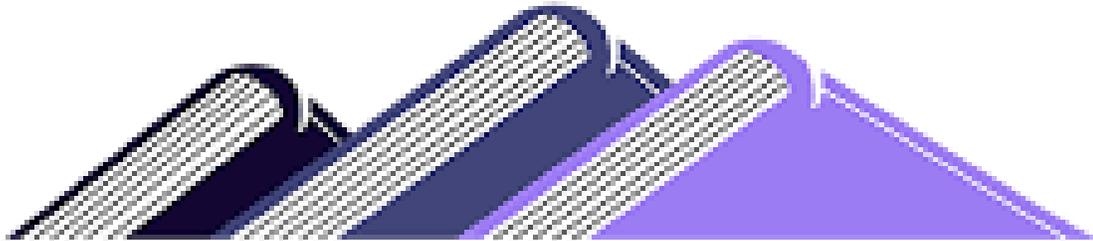
This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City's website at www.sierramadeca.gov.

ATTACHMENTS:

1. TSK Architects Bid Proposal
2. Yamada Enterprise Bid Proposal
3. Margaret Sullivan Studios Bid Proposal

Fee Proposal for FFE Services

**Sierra Madre Library Redesign and Improvements
Sierra Madre, CA**



Sierra Madre Public
LIBRARY

Read • Discover • Connect

June 27, 2024

**Leila Regan
Sierra Madre Library
FFE Services**

We are excited about the opportunity to submit the following proposal to you for furniture consulting services.

Scope

The proposal is for the planning and coordination of furniture for the Sierra Madre Public Library.

Furniture Dealer Selection

- The proposal assumes using a single dealer and approved purchasing contracts. Dealer selection would be based upon client preference between current dealer relationships or TSK suggestion.

Programming & Finish Selection

- TSK to facilitate programming meetings to discuss suggested furniture layout and product selections, in coordination with building design and program.
- TSK to provide finish material suggestions for selected products for approval.
- TSK to facilitate a follow up meeting to review all selections and finishes room by room.
- TSK to provide dealer with product direction documentation.

Quoting

- Furniture dealer to provide quotes and final drawings for all products selected.
- TSK to review quotes and submit to client for final approval.

Ordering, Delivery, Installation and Professional Development

- Dealer to be solely responsible for development and issuance of all specifications, procuring (ordering), delivering, receiving, and installing all goods and warranty related issues (collectively, the "Work"). TSK shall not have control over, charge of or be responsible for the means, methods, techniques, sequences or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, as these are solely other parties' rights and responsibilities under the Contract Documents.
- As the buyer of goods, the Library shall receive, inspect and accept or reject furniture, fixtures and equipment at the time of their delivery to the premises and installation unless otherwise agreed.



- TSK will provide walk through of each room with dealer and Library after furniture install to determine punch list; TSK to review for design intent and finishes ONLY; final punch list to be retained by dealer.

Fee Proposal

TSK proposes a lump sum fee of \$25,500 for all of the services outlines above plus the cost of the following:

1. Printing services billed at cost (no markup) and approved by the Library in advance.

TSK appreciates the opportunity to be considered for providing this service to the Sierra Madre Library.

Jonathan Richert, AIA

If the above scope of work is acceptable,

ACCEPTED AND AGREED: TSK Architects is hereby authorized to proceed with this scope of work, which is approved by the following signatory.

Authorized Signatory (Name, Title)

Date



16552 Burke Lane, Huntington Beach, CA 92647-4538
 (714) 843-9882 • (800) 444-4594 • FAX (714) 843-9202

To: Leila Regan
 City Librarian
 Sierra Madre Public Library
 350 W. Sierra Madre Blvd.
 Sierra Madre, CA 91024

lregan@cityofsierramadre.com

Date: 8/19/2024
Job Location: Sierra Madre
Est. Lead Time: NA
Freight: NA
F.O.B.: NA
Terms: ** See Notes

| ITEM | QTY. | PART NO. | DESCRIPTION | UNIT PRICE | EXTENSION |
|------|------|----------|---|------------|-------------|
| | | | Design Services/Furniture Project Management Services | | |
| 1. | 1 | | <p>Design services will consist of two phases; Space Planning & Furniture Selection.</p> <p>Space Planning consists of up to 3 meetings with library staff to identify furniture, storage & equipment needs. We will develop a furniture plan to be reviewed and approved by library staff. Up to three revisions are included. Power and data locations shall be noted on the furniture plan.</p> <p>Furniture Selection options will be made based on functional and aesthetic goals. They will be presented to library staff for review. Upon approval, specifications with furniture finishes will be created. Finishes shall coordinate with the interior building finishes selected by the architect.</p> <p>Furniture Project Management shall consist of managing the timeline for furniture procurement, production, delivery, installation, and final inspection of furniture. Furniture shall be purchased directly by the library with input from Yamada Enterprises.</p> | | \$ 9,000.00 |
| 2. | 1 | | For additional work requested and approved by the library that is not outlined above, the hourly rate of \$175 will be billed. | | |

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NOTES:

Auto CAD file to be provided by the Architect for use by Yamada Enterprises.

Fee is based on the project scope as explained to me, drawings and FF & E list in progress provided to me.

Engaging in these services shall not prohibit Yamada Enterprises from providing products for this project.

** Payment shall be due 50% at completion of Space Planning, 25% at completion of Furniture Selection and 25% at completion of project.

| | | | | | |
|--|--|--|--------------|--|--------------------|
| | | | TOTAL | | \$ 9,000.00 |
|--|--|--|--------------|--|--------------------|

1. This quotation is subject to change unless accepted within 30 days from the above date.
2. Shipping dates are approximate and are based upon receipt of all necessary information.
3. Prices quoted do not include direct taxes imposed by Federal, State or Municipal authorities unless stated.
4. A service charge of 1½% per month (18% annum) will be charged on all past due accounts.
5. If paying with credit card, add 3.75% to total.

Linda Braverman

Linda Braverman
linda@yamadaenterprises.com



October 25, 2024

Leila Regan
City Librarian
Sierra Madre Public Library
350 W Sierra Madre Blvd
Sierra Madre, CA 91024

MARGARET SULLIVAN STUDIO

Dear Leila,

Margaret Sullivan Studio (MSS) is pleased to present the following fee proposal for the below outlined Scope of Services for the renovation of the new **Sierra Madre Public Library**. The scope to include:

- I. Furniture, Fixtures and Equipment (FF&E)

PROJECT UNDERSTANDING

- Sierra Madre Public Library (SMPL) is undertaking an extensive renovation, designed by TSK Architects.
- The renovation will result in a total space of approximately 14,000-sf.
- SMPL aims to raise approximately \$1.6M for furniture, fixings and equipment (FF&E). It is noted that this figure will be allocated to cover other project related items that typically do not fall in FF&E (technology, landscaping etc.).
- For reference, MSS estimates FF&E costs to be approximately \$45 per/sf. Industry standard for designer fees for FF&E and procurement are 12-14% of total FF&E cost.
- To negotiate these variables that are still unknown, MSS recommends the following approach.

FEE PROPOSAL APPROACH

MSS understand that SMPL have \$35,000 for a designer fee. As such, MSS suggests a 2-phase fee proposal. Phase 01 will see the FF&E and furniture plan developed to a Design Development level. Phase 02 will include the construction documentation, complete specifications and procurement of all items. The fee for Phase 02, can be incorporated into the purchasing cost based on the role and level of involvement MSS is required for.



MARGARET SULLIVAN STUDIO

SCOPE OF SERVICES (Phase 01)

This proposal assumes the following Scope of Services for each phase as follows.

I. FF&E Selection and Development

This proposal assumes in person and virtual meetings and presentations to the client to provide design direction and review. During this phase MSS will act as a consultant to the library to develop the space plan, provide design direction for furnishings, organize samples and showroom visits, and collaborate with the chosen dealer. This will take the documentation to a 'Design Development' level and will allow for preliminary budgeting to take place.

SCOPE OF SERVICES (Phase 02)

Not included in this proposal.

II. FF&E Specification, Procurement and Installation

MSS will collaborate with the chosen dealer to establish MSS' role in completing detailed FF&E specifications, procurement support, project management, installation and contract administration support for the furniture package.

This approach to Phase 02 will lead to the most effective outcome and fee for SMPL.

PRELIMINARY SCHEDULE

SMPL to confirm

- SMPL have a goal to order furniture by May/June 2025.
- Any stored furniture will need to be moved out of storage by Jan/Feb 2026.
- MSS estimates that Phase 01 will be complete by Feb/March 2024, at this point the package can be formally priced.

PROPOSED FEE

The proposed fee is outlined below for Phase 01:

| | |
|--------------|--------------------|
| Total | \$35,000.00 |
|--------------|--------------------|



MARGARET SULLIVAN STUDIO

ADDITIONAL SERVICES

This proposed fee is for the Scope of Services outlined above. Additional consultation services provided by MSS will be under a separate contract. Any additional services will be approved by the Client prior to commencement.

REIMBURSABLE EXPENSES

The majority of the work will be conducted virtually, and every effort will be made to combine trips with our other work in California. Should a trip be required as a standalone, we estimate travel fees to be approximately \$3,000 per trip for two people. Expenses incurred including travel, transportation, workshop materials, printing, and meals will be billed at cost plus 10% administrative fee. The quantity of trips to be determined at the discretion of SMPL, however MSS recommends at least two site visits, one at the commencement of the project, and one for the FF&E punch list.

BILLING

Billing will occur monthly based on percentage completion of the project. Payment is expected within 30 days.

Signature below indicates acceptance of and agreement to this proposal and all terms outlined in attached Standard Terms & Conditions.

This Agreement may also be executed by signatures to facsimile or electronic transmittal documents. A facsimile or electronically transmitted signature shall constitute an original signature for all purposes.

ACCEPTED BY: Leila Regan

Signature

Print Name

Date