AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – November 22, 2021 – Closed Session: 3:00 pm; Open Session: 5:00 p.m.

IMPORTANT NOTICE REGARDING NOVEMBER 22, 2021 MEETING

This meeting will be conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL https://www.youtube.com/c/AltadenaLibrary

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the November 22, 2021 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email or select "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you are unable to submit via email or the online, you can call in to (626) 798-0833 ext. 118, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 3:00 pm for closed session items and 5:00 pm for open session items.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

I. Call to order

a. Roll Call

II. Consideration of Urgency items to be added to Closed Session

a. Approval/Reordering of Closed Session Agenda Items
b. Adoption of Closed Session Agenda

III. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the

Board, as a whole, through the Chair. Inidividuals will be given three (3) minutes to address the board.

IV. Closed Session – 3:00 pm

a. Motion to convene to Closed Session
b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:

1. Public Employee Performance Evaluation
   Pursant to Government Code Section 54957
   Title: District Director

2. Conference with Labor Negotiator
   Pursant to Government Code Section 54957.6
   District Designated Negotiator: Katie Clark, Chair
   Unrepresented employee: District Director

3. Reconvene to Open Session at 5:00 pm

V. Open Session – 5:00 pm

a. Roll Call
b. Closed Session Report
c. Approval/Reordering of Agenda Items
c. Adoption of Agenda
d. Public Comment on Non-Agenda Items

VI. Consent Calendar

The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

a. Approval of Minutes – Regular Meeting held October 25, 2021 Pages 4-8

VII. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

VIII. Department Updates & Special Presentations (Informational)

a. Department Update Reports – October 2021 Pages 9-21

IX. Reports (Informational)

a. Support Groups
   1. Altadena Library Foundation
   2. Friends of the Altadena Library Page 22
b. District Director's Report Pages 23-28
c. Financial Reports – September 2021 Pages 29-35
d. Board of Trustees Standing Committee Reports
   1. Budget Committee Pages 36-37
   2. CFD Committee
e. Board of Trustees Ad Hoc Committee Reports
   1. Facilities Committee Page 38
   2. Redistricting Committee
f. Liaison Reports Pages 39-41
g. Trustee Reports

X. Unfinished Business

XI. New Business

a. Review and Approval to Amend the District Director's Employment Contract and/or Compensation **(Action)**
b. Review and Approval of ALD Board of Trustees Minutes Policy **(Action)** Pages 42-80
c. Review and Approval of New Office Manager Job Description **(Action)** Pages 81-86
d. Review and Approval of Architectural Services RFP Recommendation **(Action)** Pages 87-306
e. Review and Approval of Resolution 2021-09 Updated Authorization of Established Authorized Signatures for Pacific Western Bank **(Action)** Pages 307-311
f. Discussion regarding Altadena and Pasadena District Separation in LA County Redistricting Process **(Informational)**
g. Review and Approval of Resolution 2021-10 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of November 29 – December 29, 2021 **(Action)** Pages 312-316

XII. Governance

a. Election of Officers, Committee and Liaison Appointments scheduled for December 20, 2021 Board of Trustees Meeting Page 317

XIII. Announcements & Planning

a. Correspondence
b. Proposed Future Agenda Items

XIV. Adjournment

a. Adjourn Meeting

MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – October 25, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING OCTOBER 25, 2021 MEETING

This meeting was conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL https://www.youtube.com/c/AltadenaLibrary

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I. Call to order

The meeting was called to order by Trustee Katie Clark at 5:02pm.

II. Open Session

a. Roll Call
Trustee Clark called roll. Trustee Andrues, Trustee Capell, Trustee Cervantes and Trustee Wilkerson responded as present. Quorum confirmed.

b. Approval/Reordering of Agenda Items
No adjustments were made.

c. Adoption of Agenda
Moved by Trustee Cervantes to adopt the Agenda.
Seconded by Trustee Andrues.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

d. Public Comment on Non-Agenda Items
No public comment made.

III. Consent Calendar

Moved by Trustee Wilkerson to adopt the Consent Calendar.
Seconded by Trustee Capell. Trustee Clark opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Abstained
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

a. Approval of Minutes – Regular Meeting held September 27, 2021
b. Approval of Minutes – Special Meeting held October 8, 2021

IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

V. Department Updates & Special Presentations (Informational)

a. Special Presentation – Shared Landscapes: Mapping Teen Altadena
Teen Librarian, Isabelle Briggs, presented and provided an overview of Altadena's Shared Landscapes: Mapping Teen Altadena program.

b. Department Update Reports – September 2021
Mutiple Trustees provided kudos and comments of appreciation for Altadena Library staff's work.

VI. Reports (Informational)

a. Support Groups
- Altadena Library Foundation
  President Bridget Brewster provided report.
- Friends of the Altadena Library
  President Sallie Cruise provided report.

b. District Director's Report
District Director Nikki Winslow provided report.

c. Financial Reports – August 2021
District Director Nikki Winslow provided report. Board discussed possible improvements to financial reporting. The discussion will continue at the Budget Committee.

d. Board of Trustees Standing Committee Reports
- Budget Committee
  No report.
- CFD Committee
  Trustee Andrues provided report.

e. Board of Trustees Ad Hoc Committee Reports
- Facilities Committee
  Trustee Capell provided report.
- Redistricting Committee
  No report.

f. Liaison Reports
Trustee Andrues provided Government Relations Liaison report.

g. Trustee Reports
No report.

VII. Unfinished Business

VIII. New Business

a. Review and Approval of Updated ALD Customer Service Policy **(Action)**
Mylinh Hamlington, Youth & Family Services Manager, introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.
Moved by Trustee Andruess to approve the ALD Customer Service Policy as it appears in the Board package. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

b. Review and Approval of Updated Job Classifications for the Librarian and Marketing Specialist Positions from Non-Exempt to Exempt **(Action)**
Nikki Winslow, District Director, introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.
Moved by Trustee Cervantes to approve the updated Job Classifications for the Librarian and Marketing Specialist Positions from Non-Exempt to Exempt as it appears in the Board package. Seconded by Trustee Capell. Trustee Katie Clark opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye

Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

c. Review and Approval of Updated ALD Personnel Policies **(Action)**
Nikki Winslow, District Director, introduced the agenda item by providing an overview of the agenda item report. The Board discussed and asked questions.
Moved by Trustee Wilkerson to approve the updated ALD Personnel Policies as they appears in the Board package. Seconded by Trustee Andrues. Trustee Katie Clark opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

d. Review and Approval ALD Holiday and Closures Schedule for 2022 **(Action)**
Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions.
Moved by Trustee Cervantes to approve the ALD Holiday and Closures Schedule for 2022. Seconded by Trustee Capell. Trustee Katie Clark opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

e. Review and Approval ALD Board of Trustees Meeting Calendar for 2022 **(Action)**
Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions.
Moved by Trustee Wilkerson to approve the ALD Board of Trustees Meeting Calendar for 2022 with the revision that the September meeting date is September 27th. Seconded by Trustee Cervantes. Trustee Katie Clark opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

f. Review and Approval of Resolution 2021-07 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of October 28 – November 28, 2021 **(Action)**
Trustee Katie Clark introduced the agenda item. The Board discussed and asked questions.

Moved by Trustee Cervantes to approve Resolution 2021-07. Seconded by Trustee Andrues. Trustee Katie Clark opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

IX. Governance

District Director Nikki Winslow reminded the Board that next month is their performance evaluation. The Board discuss the process and provided direction to staff to include a closed session for the performance evaluation.

X. Announcements & Planning

a. Correspondence
None.

b. Proposed Future Agenda Items
The Board discussed two future agenda items: (1) District Director Evaluation and (2) a discussion on redistricting.

XI. Adjournment

a. Adjourn Meeting
Trustee Clark adjourned the meeting at 7:00 pm.

BOARD OF LIBRARY TRUSTEES
ADULT SERVCES REPORT FOR OCTOBER 2021

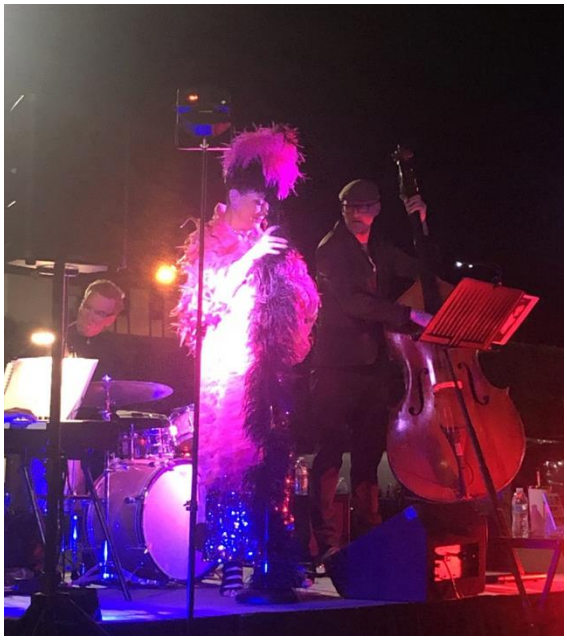
DEPARTMENT: Adult Services

MEETING DATE: November 22, 2021

PREPARED BY: Margaret Hatanaka

LOCATION: Virtual Meeting

Second Saturdays are back!



The Library's annual Second Saturday concert series returned with a dazzling performance on October 9th. The lovely and talented Morganne, an international chanteuse jazz singer, kicked off the 2021-2022 season. The concert drew in a great audience with over 175 people attending. People were singing, dancing and enjoying themselves as Morganne and her accompanying band performed a variety of jazz songs with a couple of songs in French for an enticing twist.

Here are some comments that we received from attendees:

"It was fun and entertaining! I connected with those around me...and I danced!"

"Morganne was simply fabulous. Such an incredible voice … and her performance level and style were through the "roof!"

"Morganne's performance was delightful. Her accompanists were awesome. I loved her costumes and the songs brought me back to the good ol' days. I wish more people could have come and seen her."

"Thanks to all of you for enriching the patron's library experience and having friendly personnel. It a joy coming to the Altadena libraries."

"I love and appreciate all the hard work this library staff is doing. Proud to be an Altadena villager."

The next Second Saturday concert will feature the Harbor Groove Band on Nov 12th.

Letters From the Sphinx Author Talk

Author Paul Rollins discussed and his book “Letters from the Sphinx: the Story of an Altadena Pioneer Family” to a large and attentive audience on Saturday, October 16th. They enjoyed Rollins’ story about the history of the William Allen family, early Altadena pioneers in the late 1880s. This program was presented by the Altadena Historical Society.

Voices of the October Night with Simon Vance

On October 30th we had a wonderful afternoon with multiple Audie winning audiobook narrator and Altadena resident Simon Vance, who has read works by Elizabeth George, George RR Martin and Steig Larsson. He visited us to read the classic M.R. James ghost story "The Ash Tree." It was a truly powerful and memorable performance, and the audience loved the experience. And better news yet, Simon told Library staff that he would love to return for an encore in the future!

Out in the Community

On October 23rd we participated in the Altadena Arts Festival. We were able to connect with 150+ community members including many local artists. Our pine needle basket weaving class that was led by Leigh Adams was very popular! We had 12+ participants plus *many* festival goers who stopped to watch this unique basketry art form.

Altadena Farmer's Market

The library has resumed our monthly outreach at the Altadena Farmer's Market. We will be at the market on the Second Wednesday of every month from 4pm-7pm.

The Seed Library of Los Angeles (SLOLA) joined us at the Market as our special guest. The number of visitors to our booth was lower this month than last month. However, Seed Library had a steady flow of visitors, 10 seed pick-ups, 5 new members, and 5 people curious to learn more about the program.

Recurring Programs

Seed Library. In this month's Seed Library meeting we learned about composting. Master Gardener, Mireya Arizmendi discussed all aspects of composting and vermicomposting. Participants were able to learn everything needed to start and improve their home compost. Seed Library programs are held virtually the first Saturday of every month.
Here is a link to the recording of the presentation.

Crochet Club is held the third Saturday of the month. The October 16th program was attended by 5 people.

No Guilt Book Club meets in person the second Saturday of the month. On October 16th they joined to discuss *Mexican Gothic* by Silvia Moreno-Garcia and *Crying in H Mart: a memoir* by Michelle Zauner.

True Crime Book Club meets virtually the fourth Saturday of the month and is attended by locals as well as people across the state! On October 23rd they discussed the *The Babysitter: My Summers with a Serial Killer* by Liza Rodman and Jennifer Jordan.

BOARD OF LIBRARY TRUSTEES
CHILDREN'S SERVICES REPORT FOR SEPTEMBER 2021

DEPARTMENT: Youth and Family Services | **MEETING DATE:** November 22, 2021

PREPARED BY: Mylinh Hamlington | **LOCATION:** Virtual Meeting

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CHILDREN'S SERVICES - Yvette Casillas, YFS Librarian

General Updates

- Youth and Family Services Library Assistant Fin Lee celebrated their 3-month anniversary at ALD - in this short time they have made a positive impact on our department, and we are so excited to have them on our team!

Programs and Services

- In-N-Out's Cover to Cover reading program is back. We have had over 150 sign ups and are so excited to see so many participants. The program will run October 2nd to November 13th.
- Fall Programming in October has continued to have good participation. We had over 300 participants across all 15 family and children's programs that were offered.
- Fin Lee hosted Baby/Toddler American Sign Language Storytime at the Main Library on the front lawn. Families continue to attend regularly and show high engagement.
- Yvette Casillas hosted Preschool Storytime at the Main library on the front lawn. Preschool Storytime has been well attended with an average of around 30 attendees a week.
- Yvette hosted two Spanish and English Bilingual Storytimes. One at the Main Library and one at Charles White Park. Library Assistant, Heather Honing, assisted with her first Storytime at Charles White. (Picture below)
- Yvette hosted Toddler Free Play where toddlers and their caregivers were invited to explore Alphabet and Shape Play. Caregivers and their toddlers had an opportunity to explore shapes and writing while interacting with new friends.
- Fin hosted *Spooky Shadow Play* a puppet program for Tweens (8-12). Attendees were excited to create their own puppets and share their puppetry skill. (Picture below)

Outreach

- Isabelle Briggs and Yvette Casillas attended Aveson's Family Movie Night event on October 15th. They met over 150 community members, made library cards, assisted people with program sign ups, and had fun giveaways for elementary and middle school aged children. Community members were very excited to see the Curiosity Connection at this event. (pictures below)
- We assisted a 3rd grade Waldorf teacher and her class with library card sign ups and have scheduled recurring class visits to start in November.

- Yvette curated a book collection for a local preschool teacher and her class. The teacher was very impressed and excited for our book selection and expressed that she would like to continue this monthly.
- We provided craft supplies and books for local kinder classroom, The Sunflowers', first playdate that was focused on celebrating Indigenous Peoples Day. (picture below)

Children's Area and Collection

- We have almost completed the Diversity Audit of our entire book collection (except for board books) for all items in our collection purchased through FY 20/21. The picture book collection audit is complete and we are working on juvenile nonfiction and juvenile fiction titles acquired within the last few months of the past fiscal year.
- Check-out after storytimes has been popular! Because the library building is still closed the mornings of storytimes, staff facilitators have brought up a mobile check out station and book selection for attendees to browse. Families are happy to have the opportunity to "check-out on the go" and return books when they visit for storytime.

TEEN SERVICES – Isabelle Briggs, Teen Librarian

PROGRAMMING

- We had a total of 26 teen attendees across 9 programs this month. Paper Marbling & Bookmaking was a highlight! It was a two-part program designed and led by YFS Library Assistant Fin Lee where participants learned and practiced two methods of paper marbling and then used their marbled paper in book binding projects. This program received great evaluations from teens who said it taught them something new and the program had a "chill" mood to it. Due to the success of this program, additional artmaking with a similar structure is being planned for next year's calendar.
- The Teen Leadership Council had its second month of meetings with 4 returning participants and two new members. Discussions this month focused on beginning to imagine programs and services that address the aspirations and challenges that were brought up in our last meetings. Some of the teen's recommendations for programming, like book clubs and gardening opportunities, are in the works for Winter/Spring 2022!

OUTREACH

- Aaron Kimbrell connected Teen Services with Boston Court Theater in order to collaborate on arts programming and cross-promote our events. Aaron and Isabelle brought the Curiosity Connection to their theater for Art Night Pasadena and it was a great opportunity to build a stronger relationship with this community partner.
- This month included several presentations to community groups about "Shared Landscapes: Mapping Teen Altadena," the Teen Services project being funded through the California Humanities Quick Grant program. Venues included the monthly Collaborate PASadena Student Success Working Group meeting, the Altadena Rotary Club weekly meeting, and the previous Altadena Library Board of Trustees meeting. It was great to spread the word about the project and promote Teen Services work to new groups.

VOLUNTEERS

- This month a total of 20 teen volunteers assisted with library programming, logging a combined total of 77 service hours. This month's volunteer opportunities included teen and children's craft programs, the Friends of the Library book sale, the first Second

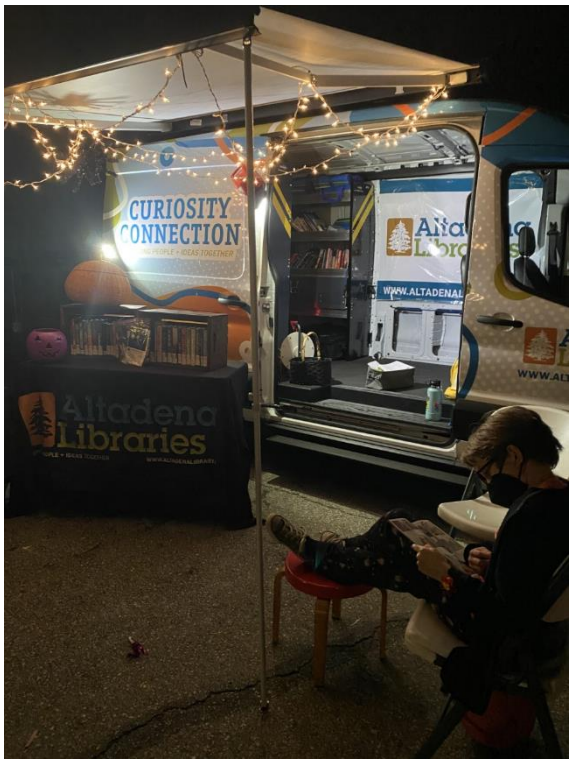
Saturday concert of the year, and the Bob Lucas 30th Anniversary celebration. There has been positive feedback from staff and teens about the volunteer experience so far! Heather Honig, the part-time library assistant in YFS, has been a huge help in organizing and managing volunteer files and drafting program workflows.

COLLECTION

- The Library of Things now includes two graphing calculator kits for teen patrons. This addition was inspired by a teacher who reached out asking if these were devices libraries had available. It seems like no other library in the area offers this service! Graphing calculators are expensive, and most students only need them for short periods of time. Free rental is a big step towards equitable access to technology for local students.

Photos from Aveson Movie Night:

Isabelle at the prize wheel



A young patron enjoying the CC vibes

Heather at Charles White Park

The Sunflowers working on their art

Spooky shadow puppets

Paper Marbling

BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR OCTOBER 2021

DEPARTMENT: Bob Lucas Branch | **MEETING DATE:** November 22, 2021

PREPARED BY: Diana Wong | **LOCATION:** Virtual Meeting

BOB LUCAS LIBRARY PROGRAMS & OUTREACH

- Michelle Hoskins led another successful outdoor **Adult Craft** program at Loma Alta park--her program continues to reach capacity every month with newcomers and regulars signing up weeks before the event. Great conversations, fun projects, and welcoming atmosphere all contribute to the program's popularity. November will be the final program for this season and registration is full.

- **From the Garden** series welcomed back *Jessica Yarger* who led a small group of local home gardeners with planting of cool-season crops in our edible garden. We have a variety of lettuces, strawberries, onions, garlic, shallots and more that will be maturing in the coming months. As with our summer crops, freshly picked veggies will be made available for patrons to take. So, feel free to stop by in the winter months to check out the garden and harvest some fresh produce for your own consumption.

- Earlier this year, the library collaborated with Arlington Garden to apply for financial and program support from LA Compost to make a **community compost bin** available at the BL branch. The Cal-Recycle /LA Compost grant moved forward this month with the installation scheduled for early November. The grant is providing a large 5'x12' 3-bin composting system, tools, and tool shed, which is estimated to be over $6,000. After installation, we will make an action plan for outreach and registration to launch the week before Thanksgiving. With the Bob Lucas branch becoming a local compost hub, the library continues to expand its offerings and opportunities for the community to learn about and be active in the area of environmental stewardship.

- The District celebrated the **30th Anniversary** of the re-opening of the Bob Lucas branch on Saturday, October 16, with a free, outdoor community event. Over **400 people** stopped in throughout the day to enjoy the music, free food, games and entertainment. Speakers for the event included:

    - *Sallie Cruise* from the Friends of the Library and *Bridget Brewster* from the Foundation each shared a bit of their group's history and support for the District.
    - We were also very fortunate to have family members of the Bob Lucas family in attendance and to speak—Dr. Letitia Wright and Ms. Autumn Mora who are Bob Lucas' grandchildren, as well as, Bob Lucas Jr. and Krista Lucas (cousin) who came all Minnesota to attend the event.

    - Tony and Maureen Ward, representing Christmas Tree Lane, dedicated a wooden seat for our native plant garden. The seat is hewn from a fallen deodor that once lived on Christmas Tree Lane.

- Early in the month, Diana Wong represented the library at Golden Future 50+ Expo in the Pasadena on Oct. 2nd. This annual expo is geared towards adults 50+ to attend interactive workshops and learn about products and services that contribute to a healthy and active aging lifestyle. She promoted programs and services designed for adults, like the library's book clubs, gardening programs, 2nd Saturdays music series, and the Library of Things collection, as well as, signed up several new cardholders.

- More on the outreach front, Aaron Kimbrell and Isabelle Briggs represented the District with the **Curiosity Connection** at Boston Court Theatre in Pasadena on ArtNight on October 8th. They curated a special selection of books for the event on the themes of grieving, loss, community and resilience. The CC also displayed a subset of the 2020 art project "Be Heard-Be Seen" that was organized by the Altadena Town Council. The event was a successful first partnership with Boston Court – a relationship that has been built off of earlier work with the mobile library in the summer.

- Later in. the month, the Mobile Library continued to have success participating in the Altadena Farmer's Market at Loma Alta park. The CC was set up with the Seed Library of Los Angeles. In addition to sharing space with SLOLA, the mobile library signed up several new cardholders

LITERACY SERVICES

- Our **Literacy Volunteers** logged 74 hours in October. Virtual tutoring tends to be the preferred method as 8 tutoring pairs are utilizing Zoom to meet weekly. The other 5 pairs have resumed in-person meetings at the library.
- **ESL** instruction maintains a core group of 9 beginners and advanced learners. It has been a full month now that instruction returned at the Altadena Seventh Day Adventist Church and they are relishing every moment of being indoors together in a quieter environment conducive to language learning.

Bob Lucas Branch 30th Anniversary

Boston Court Theatre – Art Night

BOARD OF LIBRARY TRUSTEES
I.T. & TECHNICAL SERVICES REPORT FOR OCTOBER 2021

DEPARTMENT: Technical Services **MEETING DATE:** November 22, 2021

PREPARED BY: Christopher Kellermeyer **LOCATION:** Virtual Meeting

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- T.S. is working on deeper integrations with other book vendors to shore up processing operations from the inadequacies our primary vendor, Baker and Taylor, has been wrought with due to the detriments of our current economy and job market.

- T.S. has begun a cross training program to improve the departments agility.

- Preliminary work began for MyLibro (ALD universal access app); the vendor is working on the month 1 phase of the deployment. Project 3rd Ray remains on schedule.

- Our Koha Integrated Library Service (ILS) has been upgraded to version 21.05 via our support vendor, ByWater Solutions. This upgrade contains many new features that can be read about here: https://koha-community.org/koha-21-05-released/

BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR OCTOBER 2021

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: November 22, 2021
LOCATION: Virtual Meeting

Facilities Highlights for the Month of October:

Winter vegetables were planted at the Bob Lucas library by a group of volunteers. A staff planting day will take place mid November to add winter vegetables at the Main library's planter boxes.

Other facilities projects accomplished in the month of October:

- An alarm system was installed to our mobile library to help with the security of our vehicle and investment.
- Semi annual preventive maintenance of our HVAC units was performed at both libraries.
- Continued general maintenance of both facilities.
- We canceled our linen service (shop towels) with Mission Linen Supply due to their rising cost. Their service cost increased by 75%. We will be supplying our own shop towels and using a local laundry service to wash them.

BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY REPORT FOR NOVEMBER 2021

REPORT: Friends of the Altadena Library **MEETING DATE:** November 22, 2021

PREPARED BY: Sallie Cruise, *President* **LOCATION:** Virtual Meeting

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This month the Friend's Board made the decision to buy calendars from Keni Arts and sell them. We had done this before in 2019 and it was a very successful venture.

Keni is a talented artist who paints scenes from the Two 'Denas – as he puts it. He sells them to us at a very low price and we sell them to raise money for the Libraries. He told us that he always comes to our Book Sales to buy Art books and donates them back to us when he's done with them. We are very pleased to have this relationship with such a well-loved local artist.

Unfortunately, there will not be a Christmas Tree Lane event this year, which usually features largely on the Friend's calendar. We will try to be visible at the Second Saturday Event this month to raise awareness for the Friends.

Work continues unabated in the Bookroom and the Book Store.

Thank you for your time,

Sallie Cruise
FOAL President

BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for NOVEMBER 2021

DEPARTMENT: Administration | **MEETING DATE:** November 22, 2021

PREPARED BY: Nikki Winslow | **LOCATION:** Virtual Zoom Meeting

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Staffing Updates:

a) Hires/Promotions: Ashley Kilian – Community Partnership Librarian – November 15, 2021
b) Appointments: None
c) Transfers: None
d) Resignations/Retirements/Terminations: Anthony Rainey – Administrative Services Manager – October 22, 2021

Welcome to our new Community Partnership Librarian!

I am excited to introduce Ashley Kilian to the ALD Adult Services Team! They started with us in the newly created Community Partnership Librarian position on November 15th.

Here is Ashley's introduction in their own words:

"My pronouns are they/them and I am currently—for another two weeks, anyway—a Senior Librarian at the New York Public Library. I have been at NYPL for six years, and prior to that I was an Information Assistant for ten years back in Vancouver, BC.

I will be filling the Community Partnership Librarian position at ALD right around the corner on November 15th. I am looking forward to being back on the West Coast, and I am eager to start building on the already-impressive foundation of community-led programming in Altadena. I can't wait to meet everyone!

* Please note that I really struggled choosing a photo for this bio. I don't generally smile in photos, but I wanted you to know that I am nice, so please accept this photo of me smiling, taken specifically for my grandparents.

** You should also know that I only wear black, which I understand is going to be very warm in California but I am committed to my look and literally do not own anything else."

Hiring Update

- IT & Technical Services Manager: Our current manager in this position, Christopher Kellermeyer, is staying on with us until January 7, 2022 to help with the onboarding of his replacement. We conducted interviews with an external panel on November 9 with the top 5 candidates. From the feedback of those interviews, the top candidate was selected and offered the position. They accepted and are going through the background check process at the time of writing this report. I am hopeful they will be starting in early to mid-December and have a full four weeks to onboard with Christopher before his last day.
- Assistant Library Director: This vacancy was posted on October 12. We held interviews with the external panel on November 10 and did second and final round interviews on November 15. We are hopeful that a selected candidate will accept the position this week and also be onboarded in early to mid-December. More information to come.
- Administration Services Manager / Office Manager: The newly created Office Manager job description is an action item in this Board Package and will hopefully be approved by the Board this month. If so, I plan to post it immediately and do first review of applications in mid-December. I will work with Eide Bailly to review applications, do an initial screening of candidates and interviews in late December or early January. During this interim, we have been working with a local consultant to handle our accounting and bookkeeping.

Current Library Service Hours

Main Library: Monday, Wednesday, Thursday: 12pm – 5pm
Tuesday: 12pm – 8pm
Friday – Saturday: 10am – 5pm

Bob Lucas Library: Monday – Friday: 12pm – 5pm

Passport Services: Monday – Saturday: 9am – 4pm **(by appointment only)**
This office is located in the SW corner of the Main Library Building)

The Management Team has been discussing updated hours starting in 2022 that would put our services hours closer to what they were prior to our closures during the pandemic. I asked them to talk to their staff about the foot traffic they are seeing and what makes sense in terms of open hours for service. I plan to bring the updated schedule to the Board in December.

Reader Recommended Best of Pasadena 2021!

Our Marketing Specialist Brin Wall was notified in October that we were selected as a Best of Pasadena 2021 as the Reader Recommended Library! We had the opportunity to advertise in the issue spotlighting the winners and included the image to the right promoting our Second Saturday lineup and our wonderful Curiosity Connection. Great job to the staff for helping us receive this award!

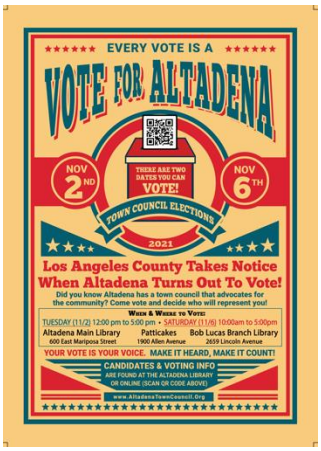
Statistical Update
FY20-21 and FY21-22 Comparison

System-Wide Statistics	Jul-20	Jul-21	Aug-20	Aug-21	Sep-20	Sep-21	Oct-20	Oct-21	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
E-Resource Checkouts	6313	5,232	5,897	5,104	5,587	5,596	5,215	5,291	5,058	3,635	4,852	4,959	4,657	4,589	4,373	5,691
Reference Sessions	60	249	123	422	123	310	332	410	231	114	128	128	133	163	244	311
Live Chat Sessions	52	21	61	15	56	29	56	26	35	23	14	14	38	29	17	21
No. of Adult Programs/Outreach		2		1		2		4								
Adult Program Attendance		61		9		19		*193*								
Number of Youth Programs/Outreach		16		0		10		15								
Youth Program Attendance		211		0		164		356								
Number of Teen Programs/Outreach		7		2		5		8								
Teen Program Attendance		42		17		103		51								
No. of Curiosity Connection Programs/Outreach		6		2		1		3								
Curiosity Connection Program Attendance		281		110		50		210								
Main Library Statistics																
Physical Collections Checkouts	3263	13,427	4,650	13,069	7,111	13,394	6,467	13,133	5,543	1,234	1	1	4,891	5,348	6,173	12,040
Library of Things	22	22	34	53	30	55	21	72	40	22	0		40	88	78	64
New Patrons	73	183	59	153	53	160	71	181	48	44	47	62	68	98	120	211
Bob Lucas Statistics																
Physical Collection Checkout	186	862	382	707	622	679	603	697	786	101	101	1	207	676	1,002	1,062
Library of Things	6	6	10	13	7	13	6	13	6	4	0	0	1	24	26	19
New Patrons	0	22	0	9	0	3	0	13	0	0	0	0	0	7	13	20
No. of Bob Lucas Programs/Outreach		23		21		25		9								
Bob Lucas Program Attendance		104		88		104		516								
Passport Services	D															
Passports Processed		161		161		128	104	104	60				116	115	105	121
Passport Photo Sessions		0		0		0	0	0	0				0	0	0	0
Phone Calls Received		655		564		386	371	371	150				609	917	945	823

As promised, I have provided statistics this month on our programming efforts for the Board of Trustees and community to review this month. I have only gone back to the beginning of this fiscal year due to mainly virtual programming taking place prior to that time.

As you can see, statistics continue to grow steadily, both in circulation and new patron counts. I am also extremely proud of the number of attendees the staff are attracting to all of their programming efforts – this really demonstrates the high quality of programming being offered as well as patrons and staff feeling safe and socially distanced in how they are conducting them. I am especially excited to see how many people are interacting with the Curiosity Connection throughout the community. A HUGE thanks to all of the staff that have incorporated the mobile library unit into their programming and outreach in the community – I only see this continuing to grow!

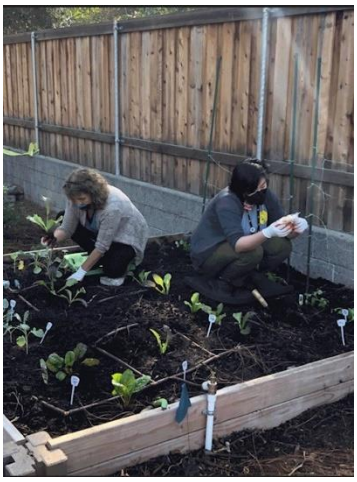
Partnerships & Programming Update:



Altadena Town Council Election

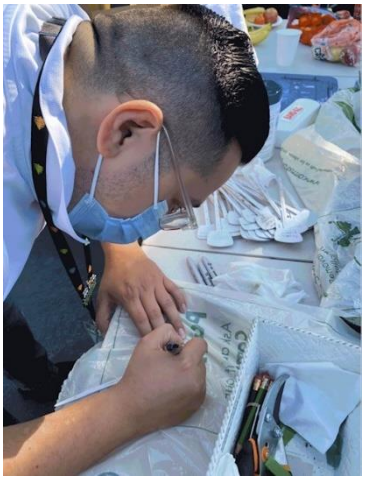
The Altadena Town Council (ATC) had their election for the open eight seats of the sixteen Council seats. Councilmember Chris O'Malley, who is also the representative from the Council on our Community Focus Group, reached out to see if our two library buildings could serve as polling places again. Both the Main Library and Bob Lucas branch served as sites for the election on both 11/2 and 11/6. Thanks to our Marketing Specialist Brin Wall for promoting the election and working with staff to make arrangements for another successful election. Congratulations to all of the re-elected Councilmembers!! They are: Victoria Knapp (CT 4601), Dorothy Wong (CT 4603.01), Sandra Thomas (CT 4603.02), Veronica Jones (CT 4610), Madalyn Barber (CT 4611), Reggie Wilkins (CT 4612) and Sylvia Vega (CT 4613).

Staff Planting Event – November 10



It was amazing to see how much produce and beautiful flowers resulting from the initial planting in the spring of our new garden beds at the Main Library! Staff and patrons enjoyed eggplant, pepper, corn, tomatoes, squash and so much more than I can think of at this moment.

It was time to plant the winter vegetables and we knew from planting the gardens at both libraries that the staff would definitely want to be involved! Thanks you to our Facilities Manager Jonathan Arevalo for coming up with the idea of having a staff planting day. In addition, a big thanks to his wife, Paulina, for helping us organize the getting all of the plants and, of course, giving all of us guidance on the layout and process for planting the large selection of produce (lettuce, spinach, brussel sprouts, bok choy, celery, and more!). Instead of updating each other at our morning huddle at day, we got to enjoy juice, donuts, bagels and more - AND plant many winter vegetables in our beautiful garden beds at the Main Library!



I'm pretty sure the Staff Recognition Team helped with organizing the breakfast too so thank you to everyone for putting this event together to let staff bond, laugh and work together. Here are the photos thanks to our wonderful Marketing Specialist Brin and our Youth & Family Services Manager Mylinh Hamlington.

Second Saturday in November
We had an amazing turnout for our second concert since the pandemic started. On November 13, the Harbor Groove Band entertained approximately 175 community members and had many of them dancing to an exciting mix of hits from the 70s, 80s, 90s, Latin music, R&B, and Top Ten Oldies. The Community Connection was on-site, as well as representatives from Friends of the Altadena Library and CTLA. El Patron and Altadena Ale House offered food & beverages.

SLOLA + ALD @ Altadena Farmers' Market = Match made in Seed Heaven!

We were at the Altadena Farmers' Market on Wednesday, November 10, with the Curiosity Connection and the Seed Library of Los Angeles (SLOLA), which was offering seed returns, seed check outs, and information on how to become a SLOLA member. We also hosted a pop-up plant swap - bring a plant, take a plant.

We will be back at the Farmers' Market (with the Curiosity Connection and SLOLA) next month, on Wednesday, December 8, where we will be hosting a program to make seed bombs of California poppies.

Fall Frolic!

On Saturday, November 6, Altadena families – about 50 people total – showed up to share their love of nature and build collages out of organic materials at the first session of our Fall Frolic series. Big thanks to Fin Lee, YFS Library Assistant, and the other staff that made these fun and creative programs happen!

The final session of the program is this Saturday, November 20. Families and children are invited join us on the front lawn of the Main Library to build pinecone owls from 2 to 4 p.m.

BOARD OF LIBRARY TRUSTEES
FINANCE REPORT FOR SEPTEMBER 2021

DEPARTMENT: Administration **MEETING DATE:** November 22, 2021

PREPARED BY: Nikki Winslow **LOCATION:** Virtual Meeting

TITLE: Summary Report of Financial Statements for September 2021

SEPTEMBER 2021 FINANCIAL STATEMENTS

The following financial reports are for the month of September 2021. The financial statements are unaudited. Currently we are at 25% of our budget year.

As indicated on this Revenue & Expense report, actual year-to-date expenditures are $1,360,239, with year-to-date revenues at $16**,**288, reflecting a net income of -$1,343,952. The District typically receives the first installment of property tax revenue in December, which generates a positive net income. ALD cash and investments are $2,641,989.

Total cash with the County is $2,317.061. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is $1,941,850.

ALD total assets equal $4,648,395.

REVENUE HIGHLIGHTS

We were notified in September that our application for Emergency Connectivity Funding was approved. This funding was to cover much of the cost of the forty new laptops, 16 5G hotspots and one year of service on those hotspots. We are receiving $25,712, recorded on the Donations & Grants Fund page.

EXPENDITURE HIGHLIGHTS

In September 2021 the District spent $15,393 on Audit & Financial Consulting. This expenditure is a combination of quarterly parcel tax administrative services, temporary accounting and bookkeeping services, and increased consulting and oversight of the ALD accounting and finance activities by our accounting firm Eide Bailly due to the vacant position.

We also spent $10,468 with out of our CFD Project Management fund with Rachlin Partners related to the seismic and hazardous materials studies, as well as development of the Request for Proposals for Architectural Services that was reviewed and approved by the Board in September.

FUNDING FROM SUPPORT ORGANIZATIONS

We received our $15,000 donation from the Friends of the Altadena Libraries in support of District programming efforts.

Revenue & Expense (Unaudited)

General Fund

September 2021

		September 2021	YTD	FY 2021/22 Adopted Budget	YTD Target 25%
1	**REVENUES**				
2	Property Taxes & Assessments*	$ (74,845)	$ (2,212)	$ 3,748,200	0%
3	Fines & Fees	3,219	15,108	97,000	16%
4	Interest Income*	701	(1,748)	4,400	-40%
5	Other Revenues	120	5,140	62,000	8%
6	Transfer In from Capital	-	-	299,000	0%
7	**TOTAL REVENUES**	**(70,805)**	**16,288**	**4,210,600**	**0%**
8	**EXPENSES**				
9	**Salaries & Benefits**				
10	**Wages**				
11	Salaried	54,170	161,202	808,500	20%
12	Hourly	86,938	257,486	1,246,200	21%
13	**Total Wages**	**141,108**	**418,687**	**2,054,700**	**20%**
14	**Benefits, Retirement & Taxes**				
15	Health Insurance - Employee	10,664	32,619	158,400	21%
16	Health Insurance - Retiree	6,265	18,796	77,000	24%
17	Dental Insurance	1,170	3,455	14,500	24%
18	Vision Insurance	384	1,153	5,000	23%
19	Life Insurance	117	351	1,600	22%
20	Workers' Compensation	-	40,307	40,300	100%
21	CalPERS Retirement (Normal Costs)	9,942	34,386	150,600	23%
22	CalPERS UAL Minimum Payment	-	197,825	197,900	100%
23	Payroll Taxes (District-Paid)	10,066	31,025	164,200	19%
24	**Total Benefits, Retirement & Taxes**	**38,608**	**359,918**	**809,500**	**44%**
25	**Total Salaries & Benefits**	**179,716**	**778,605**	**2,864,200**	**27%**
26	**Operating Expenses**				
27	Insurance (Liability, Earthquake)	-	96,571	96,100	100%
28	Utilities	7,262	13,692	61,500	22%
29	Fees	1,827	6,496	54,200	12%
30	Other Operating	6,039	22,891	77,000	30%
31	Facilities, Grounds & Maintenance	2,271	18,663	53,000	35%
32	Structures & Improvements	-	-	25,000	0%
33	Equipment, Furniture & Fixtures	-	-	15,000	0%
34	Staff Development, Training & Travel	1,078	3,569	26,500	13%
35	Advertising & Marketing	518	2,000	9,000	22%
36	**Total Operating Expenses**	**18,995**	**163,883**	**417,300**	**39%**
37	**Professional Services**				
38	Audit and Financial Consulting	15,393	28,808	60,000	48%
39	Legal Fees	-	372	45,000	1%
40	Consultants - Other	-	-	30,000	0%
41	**Total Professional Services**	**15,393**	**29,180**	**135,000**	**22%**

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

Revenue & Expense (Unaudited)

General Fund

September 2021

		September 2021	YTD	FY 2021/22 Adopted Budget	YTD Target 25%
42	**Information Technology (IT)**				
43	Internet Service / E-Rate	-	-	53,000	0%
44	Technology Equipment	263	17,942	35,000	51%
45	Technology Maintenance Fees	364	15,461	25,000	62%
46	Technology Consulting	-	-	17,000	0%
47	Telecommunications	717	2,270	9,500	24%
48	Website Development	19	52	500	10%
49	**Total Information Technology (IT)**	**1,363**	**35,726**	**140,000**	**26%**
50	**Library Materials**				
51	Books	197	13,013	130,000	10%
52	Downloadables	998	13,735	69,000	20%
53	DVD's & Videogames	176	550	33,000	2%
54	Electronic Databases / Subscriptions	3,889	9,173	17,000	54%
55	Periodicals	-	4,385	13,500	32%
56	Audio CD	2,022	2,926	8,000	37%
57	Purchase Suggestions	-	1,090	7,000	16%
58	Library of Things	450	1,597	6,000	27%
59	Mobile Library Collection	-	-	5,000	0%
60	**Total Library Materials**	**7,732**	**46,469**	**288,500**	**16%**
61	**Programs**				
62	Adult Services	-	-	15,000	0%
63	Mobile Library	-	-	-	0%
64	Summer Reading	-	-	-	0%
65	Youth Services	827	5,430	11,000	49%
66	Teen Services	311	551	6,000	9%
67	Bob Lucas Branch Services	942	1,185	5,700	21%
68	Literacy Services	-	-	-	0%
69	Volunteer Services	-	210	1,000	21%
70	**Total Programs**	**2,079**	**7,376**	**38,700**	**19%**
71	Transfer Out to Capital	-	299,000	299,000	100%
72	Addition to Reserves	-	-	27,900	0%
73	**TOTAL EXPENSES**	**225,278**	**1,360,239**	**4,210,600**	**32%**
74	**NET REVENUES / (EXPENSES)**	**$ (296,083)**	**$ (1,343,952)**	**$ -**	

**As of September 2021 property taxes & assessments and interest revenues are negative due to the timing of receipts and year-end reporting for cash held with the County of Los Angeles.*

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Revenue & Expense (Unaudited)

Capital Fund

September 2021

		September 2021	YTD	FY 2021/22 Adopted Budget	YTD Target 25%
1	**REVENUES**				
2	Use of Reserves	-	-	299,000	0%
3	Transfer In from General	-	299,000	299,000	100%
4	CFD Bond Proceeds	-	-	-	0%
5	**TOTAL REVENUES**	**-**	**299,000**	**598,000**	**50%**
6	**EXPENSES**				
7	**Professional Services**				
8	Audit and Financial Consulting	-	-	15,000	0%
9	Legal Fees	-	-	-	0%
10	**Total Professional Services**	**-**	**-**	**15,000**	**0%**
11	**CFD Bond**				
12	CFD Bond Issuance Consulting	-	8,100	102,000	8%
13	CFD Administration	-	-	15,000	0%
14	CFD Banking Fees	-	-	7,000	0%
15	CFD Project Management	10,468	49,740	160,000	31%
16	**Total CFD Bond**	**10,468**	**57,840**	**284,000**	**20%**
17	Transfer Out to General	-	-	299,000	0%
18	**TOTAL EXPENSES**	**10,468**	**57,840**	**598,000**	**10%**
19	**NET REVENUES / (EXPENSES)**	**$ (10,468)**	**$ 241,160**	**$ -**	

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Revenue & Expense (Unaudited)

YTD Donations & Grants Fund

September 2021

		Altadena Library Foundation	Friends of Altadena Library	CA Library Literacy Services	Emergency Connectivity Fund	FY 2021/22 Adopted Budget	YTD Target 25%
1	**REVENUES**						
2	**Donations & Grants**						
3	Altadena Library Foundation	$ -	$ -	$ -	$ -	$ 30,000	0%
4	Friends of the Library	-	15,000	-	-	15,000	100%
5	CA Library Literacy Services	-	-	-	-	20,000	0%
6	Designated	-	-	-	25,712	-	0%
7	**Total Donations & Grants**	**-**	**15,000**	**-**	**25,712**	**65,000**	**63%**
8	**TOTAL REVENUES**	**-**	**15,000**	**-**	**25,712**	**65,000**	**63%**
9	**EXPENSES**						
10	**Wages**						
11	Salaried	-	-	-	-	15,000	0%
12	**Total Wages**	**-**	**-**	**-**	**-**	**15,000**	**0%**
13	**Operating Expenses**						
14	Staff Recognition	564	-	-	-	4,000	14%
15	**Total Operating Expenses**	**564**	**-**	**-**	**-**	**4,000**	**14%**
16	**Programs**						
17	Adult Services	4,137	-	-	-	10,000	41%
18	Mobile Library	3,414	-	-	-	16,000	21%
19	Summer Reading	-	2,211	-	-	15,000	15%
20	Youth Services	-	-	-	-	-	0%
21	Teen Services	-	-	-	-	-	0%
22	Bob Lucas Branch Services	-	-	-	-	-	0%
23	Literacy Services	-	-	2,491	-	5,000	50%
24	Volunteer Services	-	-	-	-	-	0%
25	**Total Programs**	**7,550**	**2,211**	**2,491**	**-**	**46,000**	**27%**
26	**Information Technology (IT)**						
27	Technology Consulting	-	-	-	1,800	-	0%
28	Technology Equipment	-	-	-	19,628	-	0%
29	Technology Maintenance Fees	-	-	-	4,284	-	0%
30	**Total Information Technology (IT)**	**-**	**-**	**-**	**25,712**	**-**	**0%**
31	**TOTAL EXPENSES**	**8,114**	**2,211**	**2,491**	**25,712**	**65,000**	**59%**
32	**NET REVENUES / (EXPENSES)**	**$ (8,114)**	**$ 12,789**	**$ (2,491)**	**$ -**	**$ -**	

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

Shared Expense (Unaudited)

District Total

September 2021

		YTD General	YTD Donations & Grants	YTD Combined	FY 2021/22 Adopted Budget	YTD Target 25%
1	**EXPENSES**					
2	**Wages**					
3	Salaried	161,202	-	161,202	823,500	20%
4	Hourly	257,486	-	257,486	1,246,200	21%
5	**Total Wages**	**418,687**	**-**	**418,687**	**2,069,700**	**20%**
6	**Operating Expenses**					
7	Staff Recognition	-	564	564	4,000	14%
8	**Total Operating Expenses**	**-**	**564**	**564**	**4,000**	**14%**
9	**Library Materials**					
10	Books	13,013	-	13,013	130,000	10%
11	Downloadables	13,735	-	13,735	69,000	20%
12	DVD's & Videogames	550	-	550	33,000	2%
13	Electronic Databases / Subscriptions	9,173	-	9,173	17,000	54%
14	Periodicals	4,385	-	4,385	13,500	32%
15	Audio CD	2,926	-	2,926	8,000	37%
16	Purchase Suggestions	1,090	-	1,090	7,000	16%
17	Library of Things	1,597	-	1,597	6,000	27%
18	Mobile Library Collection	-	-	-	5,000	0%
19	**Total Library Materials**	**46,469**	**-**	**46,469**	**288,500**	**0%**
20	**Programs**					
21	Adult Services	-	4,137	4,137	25,000	17%
22	Mobile Library	-	3,414	3,414	16,000	21%
23	Summer Reading	-	2,211	2,211	15,000	15%
24	Youth Services	5,430	-	5,430	11,000	49%
25	Teen Services	551	-	551	6,000	9%
26	Bob Lucas Branch Services	1,185	-	1,185	5,700	21%
27	Literacy Services	-	2,491	2,491	5,000	50%
28	Volunteer Services	210	-	210	1,000	21%
29	**Total Programs**	**7,376**	**12,252**	**19,628**	**84,700**	**23%**
30	**Information Technology (IT)**					
31	Internet Service / E-Rate	-	-	-	53,000	0%
32	Technology Equipment	17,942	19,628	37,570	35,000	107%
33	Technology Maintenance Fees	15,461	4,284	19,745	25,000	79%
34	Technology Consulting	-	1,800	1,800	17,000	11%
35	Telecommunications	2,270	-	2,270	9,500	24%
36	Website Development	52	-	52	500	10%
37	**Total Information Technology (IT)**	**35,726**	**25,712**	**61,438**	**140,000**	**262,875**
38	**TOTAL EXPENSES**	**508,258**	**38,528**	**546,786**	**2,586,900**	**21%**

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

Balance Sheet (Unaudited)

District Total

September 2021

1	**ASSETS**		
2	**Cash & Investments**		
3	Cash - LA County (Operating Reserve)	$	1,941,850
4	Cash - LA County		375,211
5	Checking		307,581
6	Money Market		15,766
7	Paypal		731
8	Cash on Hand		850
9	**Total Cash & Investments**		**2,641,989**
10	**Other Current Assets**		
11	**Prepaid Items & Deposits**		1,428
12	Property Tax & Assessments Receivable		17,273
13	Miscellaneous Receivable		63,412
14	Interest Receivable		-
15	**Total Other Current Assets**		**82,113**
16	**Long-Term Assets**		
17	Fixed Assets (Net of Depreciation)		1,148,586
18	Deferred Outflows of Resources		775,707
19	**Total Long-Term Assets**		**1,924,293**
20	**TOTAL ASSETS**		**4,648,395**
21	**LIABILITIES**		
22	**Current Liabilities**		
23	Accounts Payable		33,130
24	Credit Card (UMB)		26,072
25	Payroll and Retirement Liabilities		20,015
26	**Total Current Liabilities**		**79,218**
27	**Long-Term Liabilities**		
28	Vacation Payable		95,837
29	Deferred Inflows of Resources		418,185
30	Net Pension Liability		2,718,477
31	Net OPEB Liability		1,001,372
32	**Total Long-Term Liabilities**		**4,233,871**
33	**TOTAL LIABILITIES**		**4,313,089**
34	**FUND BALANCE**		
35	Retained Earnings		1,435,914
36	Net Revenues / (Expenses)		(1,100,608)
37	**TOTAL FUND BALANCE**		**335,306**
38	**TOTAL LIABILITIES & FUND BALANCE**	**$**	**4,648,395**

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

BOARD OF LIBRARY TRUSTEES
STANDING COMMITTEE REPORT FOR NOVEMBER 2021

COMMITTEE: Budget Committee **MEETING DATE:** November 22, 2021

PREPARED BY: Trustee Rushmore Cervantes **LOCATION:** Virtual Meeting

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The Board of Trustees Budget Committee (Kameelah Wilkerson, Rushmore Cervantes) convened at 1:02 p.m. on November 4, 2021, to discuss the updated Altadena Library District (ALD) Financial Reports and content; the ALD financial operations strategies and the recommendation to create a new Office Manager position.

ALD Financial Report and content

Nikki Winslow and Ian Berg with Eide Bailly LLP reviewed several of the changes to the manner in which some of the financial data is reflected in the current Financial Reports. These changes were based on feedback from the Board. Two significant changes were:

1. The inclusion of a cumulative year-to-date percentage on the summary title, enabling the reader to gain a perspective of the revenue or expenditure percentage to date, of each line item relative to the year-to-date percentage;

2. The creation of a Shared Expense table. This combines the expenditures funded with both ALD General Funds and Donation & Grant Funds. This provides the reader a complete picture of the funding level for each expenditure, most importantly, ALD programs and services.

The Budget Committee requested two additional report-backs on the Financial Reports.

1. An expansion of the Donation & Grant Fund table to include an alignment of each funding source with the dedicated authorized uses (expenditure(s)). For each grant or donation, the table will enable the reader to see how those specific funds are being utilized.

2. A summary table reflecting the description of General Fund sources, including all revenue collected and distributed by the County of Los Angeles. Mr. Berg will provide the Budget Committee with one or more samples.

Lastly, Director Winslow confirmed, and will reaffirm with ALD staff, that Donation & Grant Funds are to be spent before General Funds, consistent with the authorized expenditures for each source of funds.

The Budget Committee took no formal action on this matter.

ALD financial operations strategies

Director Winslow provided a historic perspective of the Administrative Services Manager position and its duties and the difficulty the ALD has had maintaining the position filled. In consultation with Eide Bailly, they concluded that the duties of this position are too broad, and the human resources functions which include onboarding, performance evaluations, and personnel oversight should be eliminated. Further, this position with the reduced scope of work should retitled as “Office Manager”.

The Budget Committee took no formal action on this matter.

New Office Manager job description

Based on the ALD financial operations strategies discussion, the Budget Committee had minimal questions of the new job description which will oversee accounting, bookkeeping, and bill payments. However, because the proposed salary for this new position is the same as the Administrative Services Manager position, the Committee sought clarity on who would perform the human resources functions that were previously overseen by an Administrative Services Manager and if this would result in additional costs to the ALD budget.

Director Winslow sought input from Cindy Byerrum of Eide Bailly on not only the job duties, but also the proposed salary, and believes this is the appropriate salary level. In addition, Director Winslow indicated that human resources functions will be overseen by a combination of Paychex and herself. The Paychex contract increased by $10,000 this fiscal year and is sufficient to cover the increased workload and cost. Director Winslow reaffirmed that the redistribution of work, increase in the contractor workload, and the salary of the new position will be revenue neutral. Lastly, the Budget Committee emphasized its desire for the Director position to not oversee these duties on a regular basis, but feels it be more appropriate for the Assistant Director (once filled).

The Budget Committee unanimously approved the new Office Manager job description as proposed.

The Budget Committee meeting adjourned at 2:10 p.m.

BOARD OF LIBRARY TRUSTEES
AD-HOC FACILITIES COMMITTEE REPORT FOR OCTOBER 2021

COMMITEE: Ad-hoc Facilities Committee **MEETING DATE:** November 22, 2021

PREPARED BY: Rachlin Partners **LOCATION:** Virtual Meeting

Since our last board meeting the team has continued our weekly Monday meetings with a focus on the following:

a. Community Focus Group –There remains one vacant position for an at-large community member. The next meeting has been scheduled for December 14 at 2:00 p.m., when the group will be introduced to the selected Architecture firm.
b. Tier 3 Seismic Evaluation RFP – Holmes Structures has submitted a draft report and sketches of a few retrofit options, which are being reviewed by their cost estimator. At the time of writing, the committee expects to review the draft with Holmes on the morning of November 22, and may have additional information to share by the time of the Board meeting. Cost estimates for the retrofit options are due on November 30, and the final report is still expected to be complete in mid/late December.
c. HazMat evaluation and study – Atlas has completed their report on asbestos and lead at the Main Library and will be performing a similar survey at the Bob Lucas Memorial Branch. The Main Library survey did not reveal any conditions requiring urgent attention, but the Committee has decided to move forward with abatement of any hazardous material regardless of whether it will be disturbed by construction activities, unless the cost becomes prohibitive.
d. Offsite Facilities – The committee looks forward to involving the Community Focus Group in the discussion of temporary offsite facilities at a future meeting.
e. RFP for Architectural Services – Thirteen proposals were received in response to the RFP. The review panel ranked the proposals and interviewed the four highest-ranking teams. As a result of this review process, the committee is unanimously recommending approval of Anderson-Brulé Architects.
f. Coordination with County departments – Coordination is on hold pending the selection of an architect. When the design is sufficiently developed, Rachlin Partners will work with the architect to arrange a “one-stop” coordination meeting with the appropriate departments.
g. Universal Design – The committee is in the process of scheduling meetings with two local consultants, and Rachlin Partners has reached out to several academic institutions who have Universal Design research programs. Anderson-Brulé Architects’ experience with inclusive design was a significant factor in their selection.

BOARD OF LIBRARY TRUSTEES
LIAISON REPORT FOR NOVEMBER 2021

REPORT: Government Liaison **MEETING DATE:** November 22, 2021

PREPARED BY: Trustee Terry Andrues **LOCATION:** Virtual Meeting

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Legislation introduced to reform federal response to wildfires

Cole Karr--California Special Districts Association
November 9, 2021

The National Special Districts Coalition (NSDC), of which CSDA is a founding member, supports recently introduced legislation that would improve federal response and interagency collaboration in addressing wildfires as well as enhance public assistance and mitigation programs for natural disasters in communities in need.

Senator Alex Padilla, D-Calif., leads two bills focused on these issues. S. 3092, the *FEMA Improvement, Reform, and Efficiency (FIRE) Act*, would broaden Federal Emergency Management Agency (FEMA) preparedness and mitigation programs to better accommodate wildfires and the devastating impacts on communities. NSDC supports provisions within the *FIRE Act* that would amend the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, which governs FEMA programing, to authorize pre-deployment of resources when the National Weather Service issues red flag warnings. The legislation would expand flood-oriented hazard mitigation programs to allow relocation of critical infrastructure facilities in fire-prone risk areas. The Coalition also supports the bill's requirement for FEMA to review discrepancies in recovery resources for wildfire damage, and a review of insurance coverage in high fire-risk areas. **Click here to read NSDC's S. 3092 support letter**.

S. 3093, the *Disaster Equity and Fairness Act*, would ensure public agencies receive resources necessary for emergency response in communities that have experienced more than one disaster in a three-year timeframe. It would also ensure underserved communities and those that have not received hazard mitigation assistance in a five-year period receive technical assistance to apply for hazard mitigation programs. In communities meeting these criteria, public agencies utilizing FEMA's programs for disaster response and hazard mitigation would receive a federal cost share of 90 percent instead of the standard 75 percent. If signed into law, many NSDC members stand to benefit – especially those along the Gulf and Atlantic coasts experiencing multiple severe weather and hurricane events, those in the West struggling with fires and post-fire impacts, and districts with much-needed mitigation projects that unable to take advantage of critical FEMA mitigation assistance programs. **Click here to read NSDC's S. 3093 support letter**.

Congresswoman Zoe Lofgren, D-Calif., introduced on October 29 companion legislation in the

U.S. House of Representatives for both the FIRE Act (**H.R. 5782**) and the Disaster Equity and Fairness Act (**H.R. 5780**). These bills will be considered for Coalition support during the NSDC Legislative Committee meeting on Thursday, December 2.

By Alicia Victoria Lozano and The Associated Press
Sept. 23, 2021

Standing near an aluminum foil-wrapped welcome sign at Sequoia National Park in Northern California, Gov. Gavin Newsom on Thursday signed a bill directing more than $15 billion to combat wildfires, drought and other climate change-driven challenges facing the state.

Newsom signed the spending bill while touring portions of the KNP Complex Fire, where some of the world's oldest and largest sequoias have been threatened by wildfire in recent days.

"It's an unprecedented investment by any state in U.S. history," he said. "We have a responsibility in California to get things done because we are the tip of the spear."

The climate package includes $5.2 billion for drought response and resilience, $3.7 billion for urban greening projects and coastal protection efforts, and $3.9 billion to fast-track the state's goal of switching to all zero-emissions vehicles by 2035.

Newsom also approved nearly $1 billion in new spending to prevent wildfires, signaling a policy shift in a state that historically focused more on putting out fires than stopping them before they start.

California spent $3.4 billion on wildfire protection last year, more than quadruple the level 15 years ago and a reflection of the reality that wildfires are getting bigger and more destructive from climate change. Six of the state's 10 largest wildfires have happened in the past two years.

But state officials have spent the vast majority of that money on extinguishing fires, a job that has become harder as the fires have gotten bigger and hotter. This year, Newsom and the state Legislature agreed to dramatically increase spending on prevention.

The initial outlay was about $500 million, but with a record-breaking budget surplus they were able to add nearly $1 billion more for a total of $1.5 billion.

"Conditions have never been more challenging," Wade Crowfoot, secretary of the California Natural Resources Agency, said. "Expanding our upfront proactive actions is essential to address the wildfire risks we now face."

Scientists have long warned that the weather will get wilder as the world warms. Climate change has made the West much warmer and drier in the past 30 years.

Most of the wildfire prevention money will pay for things like clearing brush and dead trees that act as kindling when fires start, causing them to quickly burn out of control before firefighters can contain them.

There's money to hire inspectors to make sure newer homes built in the state's wildfire-prone areas comply with building codes requiring fire-resistant materials. And there's money for the

state to intentionally set fires when conditions are right to burn away fuel that would otherwise help larger fires burn during the dry season.
The money Newsom approved is the final piece of the state's $262.5 billion operating budget. The spending Newsom approved Thursday also includes $1.2 billion for things like water recycling projects, cleaning up contaminated water sources and grants to help communities plan for climate change.

Republicans have criticized the spending because it does not include money for water storage projects, like building new reservoirs. California voters approved about $2.7 billion in 2014 for water storage projects. But so far, none of those have been built.

BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.B. REPORT FOR NOVEMBER

REPORT: Agenda Item XI.b. **MEETING DATE:** November 22, 2021

PREPARED BY: Diego Gamboa **LOCATION:** Virtual Zoom Meeting

TITLE: Review and Approval of Resolution 2021-08 to Update Altadena Library District's (ALD) Board of Library Trustees' Policies and Procedures

BACKGROUND:

The Altadena Library District's Board of Trustees (BOT) last approved the Board Policies and Procedures (Board Policies) on May 24, 2021. Since then, the District has added policy language to *Section 12.3 Minutes* clarifying and defining:

- Who is responsible for keeping the BOT minutes;
- The distribution and approval of BOT minutes;
- Record retention of BOT minutes and video recordings; and
- Establishing action minutes for the BOT and its committees.

The update to *Section 12.3 Minutes* was one of the many lessons Administrative Assistant Diego Gamboa learned in his two-day CSDA Board Secretary/Clerk Conference hosted by the California Special Districts Association (CSDA) in October. The language used in the update was tailored using a CSDA sample minutes policy and was highly recommended by Best Best & Krieger (BB&K) attorneys that presented at the conference. BB&K attorneys suggest action minutes for record keeping helping special districts ensure transparency while protecting the organization of, or during, future litigation.

The attached resolution document and redlined Attachment A detail the exact updates to the Board Policies that are being recommended.

If approved and adopted by the Board of Trustees, Resolution 2021-08 will take effect immediately.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review, approve, and adopt Resolution 2021-08 to Update Altadena Library District's (ALD) Board of Library Trustees' Policies and Procedures.

RESOLUTION NO. 2021-08

A RESOLUTION OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES AMENDING BOARD OF TRUSTEES POLICIES AND PROCEDURES

WHEREAS, on May 24, 2021, the Board of Trustees of the Altadena Library District (the "Board") approved the Board Policies and Procedures ("Board Policies"), which set out the roles and responsibilities of the Altadena Library District's governing body; and

WHEREAS, the Board now seeks to amend the Board Policies to ensure internal consistency and provide needed clarification and definition of the minutes of the Board and its committees by amending Section 12.3 (Minutes).

WHEREAS, Board Policies Section 16 requires any amendment to the Board Policies be made at a regular Board meeting by written resolution and approved by a majority of the Board; and

NOW, THEREFORE, **BE IT RESOLVED** Board of Trustees of the Altadena Library District hereby finds, determines, and resolves as follows:

1. The Board of Library Trustees hereby repeals the District's existing Altadena Library District Board of Trustees Policies and Procedures, approved by the Board of Library Trustees on May 24, 2021.

2. The redline Altadena Library District Board of Trustees Policies and Procedures, reflecting the amended Board Policies and attached hereto as Exhibit "A", incorporated herein by reference and made a part hereof, is hereby adopted as the official Board Policies of the District. A finalized version of these Board Policies, with the redline amendment accepted, will be kept on file by the District.

3. The Board Secretary shall certify to the passage and adoption of this Resolution.

4. This Resolution shall be effectively immediately upon its passage and adoption.

PASSED AND ADOPTED this 22nd, day of November, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Jason Capell, Board Secretary

APPROVED:

Katie Clark, Board President

APPROVED AS TO FORM:

Ruben Duran, General Counsel

EXHIBIT "A"

REDLINE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES POLICIES AND PROCEDURES

[Attached]

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Altadena Library District Board of Trustees
Policies and Procedures

1. Library Board of Trustees Roles andResponsibilities

The Board of Trustees of the Altadena Library District is an elected, administrative board of five trustees residing and registered to vote within the District, as formed under CA Ed. Code §§19600-19734, December 1926. Their primary task is defining the mission and vision of the Altadena Library District, and guiding and advising the Library Director in the execution of same.

The Board of Trustees leads in strategic planning, and sets the policies that govern the Altadena Library District. It provides financial oversight and ensures a sustainable financial future for the Altadena Library District. It hires the District Director, to whom it delegates management authority. The Board of Trustees holds the Director accountable through a formal evaluation process.

The Board of Trustees represents and advocates for the Altadena Library District in the community.

The Board of Trustees holds authority only as an aggregate body, not as individual trustees, and works to maintain a unity of purpose among its members as they work in the best interests of the Altadena Library District and the community of Altadena.

As a publicly elected body administering a special district, the Board of Trustees complies with and ensures that the Altadena Library District complies with all legal requirements and ethical standards, and strives to ensure an open and transparent process of governance.

2. Election of Library Board of Trustees

The Board of Trustees consists of five members elected at large from the District, and who serve without pay for four-year staggered terms. Elections are held biennially in even numbered years on the same day as state general elections, the first Tuesday after the first Monday in November. Pursuant to Education Code §19700, Trustees take office the first Friday in December succeeding their election.

2.1. Official Tabulation of Votes

The official tabulation of votes in a Trustee election, furnished by the Registrar-Recorder of Los Angeles County, shall be recorded in the minutes of the next Board meeting following an election (or upon receipt).

2.2. Vacancies on the Library Board of Trustees

If a vacancy should occur on the Library Board of Trustees based on any of the prescribed events contemplated by Gov. Code §1770 occurring before the expiration of a term of office, the District shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy, or the effective date of the vacancy, whichever is later. The remaining Trustees shall fill that vacancy within 60 days of the date on which the district board is notified of the vacancy, or the effective date of the vacancy, whichever is later (Gov. Code §1780(d)(1)-(e)(1)), either by appointing a new Trustee or by calling an election at the next established election date. Any

individual appointed to a vacancy on the Library Board of Trustees by any means shall assume his or her office at the next regular meeting of the Board.

2.3. Appointment to a Vacancy

If the Board of Trustees decided to appoint someone to fill the vacancy, a notice of said vacancy must be posted in three or more conspicuous places in the district (including the Main Library and the Branch Library), as well as on the District's website, at least 15 days before the appointment is made. The District must then notify the county elections official of the appointment no later than 15 days after the appointment is made, and that appointee shall fill the vacancy under whichever of the following two scenarios applies (Gov. Code §1780(d)(2)):

A. If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

B. If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

At the public meeting at which the vacancy appointment is considered by the Board of Trustees, and in advance of any Board action, the Board shall provide the public with the procedure by which the appointment will be made, including selection criteria, process, timeline, and voting. The Board shall endeavor to make the appointment in line with general principles of transparency and open-government best practices.

2.4. Calling an Election to Fill a Vacancy

In lieu of making an appointment, the remaining members of the Board may within 60 days of the date they are notified of the vacancy or the effective date of the vacancy (whichever is later), call an election to fill the vacancy. The election shall be held on the next established election date that is 130 or more days after the date the District Board calls the election (Gov. Code §1780(e)(2)). Established election dates are defined by Elections Code §1000.

2.5. Failure to Act

If the vacancy is not filled by the Board either via making an appointment or calling a special election within 60 days, then between 60 and 90 days, the Los Angeles County Board of Supervisors may fill the vacancy either by appointing a new Library Trustee or by ordering the District to call an election. The election shall be held on the next established election date that is 130 or more days after the date the Board of Supervisors orders the election.

If the number of remaining members of the Board falls below a quorum, then at the request of the district secretary or a remaining Board Member, the Board of Supervisors may waive the 60 day period during which the Board is allowed to take action (but would be unable to act due to the lack of quorum), and the Board may either appoint immediately to fill the vacancy, or may call an election to fill the vacancy. The election shall be held on the next established election date that is 130 or more days after the date the Board of Supervisors calls the election. The Board of Supervisors shall fill only enough vacancies to provide the Board of Trustees with a quorum.

If within 90 days of the date the Board of Trustees is notified of the vacancy or the effective date of the vacancy (whichever is later), no action has been taken by any governing body to fill the vacancy either by appointment or by calling for a special election, the Altadena Library District must call an election to fill the vacancy (Gov. Code §1780(g)(1)). The election shall be held on the next established election date that is 130 or more days after the date the District Board calls the election.

2.6. Election

A person elected at a regular board member election or appointed in lieu of election takes office at noon on the first Friday in December following his or her election in November and shall serve for four years or until his or her successor qualifies and takes office (Elec. Code §§10554, 10507). A special election, should it be required, ordered, or necessary, shall be held in accordance with CA Election Code §1000.

2.7. Candidate Statements for District Elections

The District requires payment to the County of Los Angeles in advance of each candidate's *pro rata* share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet. If the actual cost exceeds the estimate, the District will bill each candidate for the coverage after the election. The maximum word limitation for the candidate's statement is 200 words. The county shall bill any candidate for District office for the actual prorated costs of printing, handling, and translating his statement of qualifications contained in the voter's pamphlet accompanying the sample ballot (Public Resources Code §9546).

2.8. Seating of New Members on the Library Board of Trustees

The presiding officer (or his/her designee) will conduct a brief ceremony at the first meeting of the Library Board of Trustees at which newly elected or newly appointed members of the Board assume office. The ceremony will consist of the newly elected or newly appointed Trustee affirming an oath of allegiance, as written below:

I,_____[name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States, and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

3. Officers

At the Board's first regular meeting called after the last Friday in November, the Board shall elect its President and Secretary for one-year terms (Ed. Code §19424).

3.1. Election of Officers

The Library Board of Trustees elects officers at its regular board meeting called after the last Friday in November from among its members, effective immediately. The officers remain in office for a term of one year or until their successors are duly elected.

3.2. Vacancies

A resignation, death, or other cause creating a vacancy in one of the offices shall be filled by a majority vote of the Board at the next regular meeting. The term of office shall be for the unexpired term.

3.3. Duties of Officers

A. President

1. Chairs all Library Board of Trustees meetings;

2. Works closely with the District Director (or his or her designee(s)) to facilitate effective communication among the Board of Trustees and the community;

3. Works closely with the Director in preparing the agenda for all Board of Trustees meetings;

4. Shall sign, with the Secretary, all official documents implementing Board action;

5. Appoints Standing Committees (including a chair of each committee), Board Liaisons, and may create Special Committees or Ad-Hoc Committees to perform a specific task; with all appointees requiring an approval by a majority of the Board of Trustees;

6. Represents the District in official functions, or designates a representative; and

7. Shall be (or shall designate) the official spokesperson for Board of Trustees actions.

B. Secretary

1. Assumes the duties of the President in the absence of the President or in the event that s/he must vacate the chair during the course of a meeting;

2. Presides at all regular and special meetings in the absence of the President; and

3. Certifies all District documents as may be required by law, and signs, with the President, all official documents implementing Board action.

3.4 Personal and Individual Liability of Trustees

The District shall include in its standard insurance policy a Directors & Officers Liability insurance policy, such that Board members are not at risk of joint and several liability for actions taken in the proper exercise of their official duties to the extent permitted by law.

4. Library Board of Trustees Committees

Board Committees are constituted to facilitate the effectiveness of the Library Board of Trustees within the powers and authority delegated by the Board as a whole. The creation of committees is discretionary, and may be appointed at any time. Either the President or the Board shall designate the chair and membership of each committee, depending on its nature and composition.

The Board may appoint community members and/or staff to serve on committees. A public statement may be issued asking for volunteers to serve on a committee, if appropriate. Members of the community

wishing to serve on the committee shall submit a statement of interest or resume to the Chair of the committee for consideration, and the Chair shall submit a recommendation to the full Board for approval by a simple majority.

Staff may participate in committees in two fashions:

A. The District Director may forward staff recommendations to the Chair of the committee for membership as s/he sees appropriate, with the understanding that participation in the committee will be on work time, and those recommendations shall be submitted by the Chair to the full Board for approval by a simple majority; or

B. Members of staff may, of their own volition, submit themselves for membership on a committee as members of the community, but it shall be understood that they are not participating in their role as a District employee nor are they representative of the viewpoints or perspective of the institution nor shall they be paid for theirtime.

In establishing committees, the Board will comply with all relevant legislation, including the Ralph M. Brown Act.

4.1. Committees Subject to the Brown Act

A. *Standing Committees*. Standing committees may be appointed by the Board to deal with a continuing area of interest for an unspecified duration. No more than two members of the Board shall sit on any standing committee. Standing committees may or may not include other members, including staff or members of the public, and shall have a continuing subject matter and a fixed meeting schedule. All standing committees must operate within the confines of the Ralph M. Brown Act, which dictates that meetings shall be held in a suitable location, be open to the public, have an agenda posted at least 72 hours prior to the meeting, and that items from the public will be heard if they are within the subject-matter jurisdiction of that committee.

B. *Special Committees*. Special committees may be created at any time to perform a specific task for a specified duration. Membership of a special committee may be composed exclusively of trustees (provided that it is less than a quorum; i.e., two or fewer trustees), or may be composed of trustees, staff, members of the community, or any combination of the aforementioned, and shall have a special area of interest. They may meet on a fixed schedule or on an as-needed basis, but that shall be determined and set forth by the Board when the special committee is composed by the Board. All special committees must operate within the confines of the Ralph M. Brown Act, which dictates that meetings shall be held in a suitable location, be open to the public, have an agenda posted at least 72 hours prior to the meeting, and that items from the public will be heard if they are within the subject-matter jurisdiction of thatcommittee.

4.2. Committees Not Subject to the Brown Act

A. *Ad-hoc Committees*. Ad-hoc Committees, otherwise known as temporary advisory committees, may be created by the President at any time to perform a specific task. Membership of an ad-hoc committee is limited to less than a quorum, *i.e.*, two members of the Board, and shall be comprised exclusively of Board members (no additional members are permitted). Thus composed, a less than quorum ad-hoc committee is not subject to the constraints of the Brown Act (although it is perfectly free to operate according to them should it wish) (Gov. Code §54952(b)). At its creation, the committee

shall be given a specific charge, a timeframe for completion of that charge, a designation of the composition of membership (either less than quorum ad-hoc or special), a full description of the functions to be discharged, and the authority that the committee will have. Ad-hoc committees are automatically dissolved once their specific tasks are completed but no later than twelve months following their creation.

4.3. Reporting of Committees

The Chair of each committee shall provide a comprehensive (written or oral) report to the Library Board of Trustees at the regular meeting following each committee meeting. A written report is recommended.

5. Library Board of Trustees Liaisons

The Board President may appoint designated liaisons between the Board and appropriate Library support groups and/or other governing bodies as applicable. Appointments shall be made by the Board President with the concurrence of a majority of the Board.

Each liaison will provide the Board with a comprehensive (written or oral) report of activities at the regular Board meeting immediately following any relevant activity, including recommendations for Board actions when appropriate.

5.1. Government Relations Liaison

The Government Relations Liaison shall:

A. Monitor current legislative activity at city, county, state, and federal levels that would impact the Altadena Library District;

B. Provide information to the Board of Trustees regarding legislative issues and their impact on the Altadena Library District;

C. After consultation with the Board, contact legislators, as appropriate, to advocate for the Altadena Library District's position on individual legislative issues;

D. Attend legislative days in Sacramento representing the Altadena Library District; and

E. Speak, decide, and vote on the Board's behalf when representing Altadena Library District and/or the Board of Trustees at meetings, conferences, collaboratives or other convenings within the liaison's jurisdiction.

5.2. Friends of the Altadena Library Liaison

The Friends of the Altadena Library Liaison shall:

A. Attend meetings of the Friends of the Altadena Library;

B. Represent the Board of Trustees at those meetings; and

C. Provide context to the Board about any relevant information, activity, or recommended Board action.

5.3. Altadena Library Foundation Liaison

The Altadena Library Foundation Liaison shall:

A. Attend meetings of the Altadena Library Foundation Board;

B. Represent the Board of Trustees at those meetings; and

C. Provide context to the Board about any relevant information, activity, or recommended Board action.

6. Library Board of Trustees Representatives

From time to time, the Board of Trustees may appoint from its members a representative to professional or community-wide committees or organizations to represent the unique interests of the Altadena Library District Such appointments must be made in compliance with state law.

7. Library Board of Trustees Appointments

The Board of Trustees may call upon members of the community to represent the Altadena Library District as needed with appointments to local, state, or regional boards or committees as a delegate from the Altadena Library District.

7.1. Appointment of District Representatives to Local, Regional, State Committees and Boards

When local, state, or regional committees or boards request a community member as a delegate from the Altadena Library District, the Board directs the District Director to recruit and suggest for appointment such community members. The District Director will submit these recommended appointees, including position and length of term, to the Board of Trustees for approval at a regular meeting.

8. Library Board of Trustees and Relationship with the District Director

The Board of Trustees determines the strategic direction and operating policies of the Altadena Library District, and delegates their implementation to the District Director. Moreover, the Board appropriates all monies to be expended via the approved budget, and works closely with the Director to ensure a well-run library district which fulfills the needs of the community.

While the Board retains authority under the law to conduct all library business, it shall be Board policy to delegate responsibility for the operation of the library to the District Director, and to endorse his/her policies and practices, as long as they continue in the library's best interest.

It is the District Director's responsibility to keep the Board informed of library activities, and to make recommendations for Board action in all matters as required by law.

8.1. Appointment of a District Director

The District Director shall be appointed at a regular meeting from a list of qualified candidates as the result of an open competitive oral and written process. No fewer than four Trustees must be present in a closed session meeting when each applicant is being interviewed for final selection. An applicant must receive at least three affirmative votes from the Board of Trustees to be appointed District Director, which must be announced in compliance with the Ralph M. Brown Act.

8.2. Temporary Absence of the District Director

In the temporary absence of the District Director, the Assistant Library Director shall serve as Acting Director, without additional compensation. If the Assistant Library Director is unable to serve as Acting Director, the District Director shall appoint a qualified current librarian on staff to do so, without additional compensation. A temporary absence is defined as 1 to 10 consecutive business days, wherein the Acting Director shall assume the full range of duties and responsibilities. If the District Director is temporarily incapacitated and unable to appoint an Acting Director, the Board of Trustees shall appoint an Acting District Director by majority vote.

8.3. Prolonged Absence of the District Director

In the case of prolonged absence, which shall be understood to be longer than the above defined temporary absence, the Board of Trustees shall immediately appoint an Acting District Director and establish appropriate compensation.

8.4. Appointment of an Interim Director

In the case of the resignation, death, or dismissal of the District Director, the Board of Trustees shall immediately appoint an Interim District Director and establish appropriate compensation.

8.5. Administration Leeway in Absence of Board Policy

In situations arising where there are no policies or guidelines for administrative action, the Director shall have the power to act in compliance with State law and in consultation with General Counsel, as necessary; however, the Director's actions shall be subject to review and action by the Board of Trustees at its next regular meeting. It shall be the duty of the Director to immediately inform the Board of such situations, and of the need for policy.

8.6. Library Board of Trustees Requests of Staff or Legal Counsel

The Director shall be the line of official communication between the Board and all District personnel, including contractors, vendors, legal counsel, and volunteers. Except for the purpose of inquiry and unless there is reasonable cause to do otherwise, the Board of Trustees shall provide direction to District personnel through the District Director, in compliance with all applicable open meeting and transparency State laws. Neither the Board nor its members shall attempt to influence or to direct any subordinates of the Director.

The Director may, from time to time, assign specific members of the staff or request legal counsel to work directly with a Board member, a Board committee, or on a Board project.

8.7. Evaluation of the District Director

The District Director shall, upon his or her appointment, have an introductory period of 12 months. A series of preliminary evaluations shall take place at three and six months with the Board of Trustees, with a final evaluation and determination upon passage of the introductory period at one year. Thereafter, the Board shall undertake a formal evaluation of the Director annually, and may, at their discretion, undertake special evaluations as needed, if such a special evaluation is approved with the vote of a majority of the Board. All formal evaluation processes must be conducted in compliance with the Ralph M. Brown Act and state law requirements, including the general rule of confidentiality regarding personnel records (Gov. Code §6254(c)) and the closed session procedure set forth for the performance evaluation of District employees (Gov. Code §54957).

9. Library Board of Trustees Expense Reimbursement Policy

The purpose of this policy is to (1) define the types of meetings, conferences, and other activities for which a Library Trustee may receive reimbursement from the District for actual and necessary expenses incurred in attending such meetings, conferences, or activities; and (2) to provide the rate or rates of reimbursement for travel, meals, lodging, and other actual or necessary expenses incurred by Library Trustees in attending those meetings, conferences, and activities; and (3) to provide the procedures and other requirements for seeking reimbursement from the District for those expenses.

This policy is intended to comply with the requirements of Government Code §§53232-53232.4.

9.1. Applicability

This policy applies only to members of the Board of Trustees. Reimbursement for expenses to the District Director and to employees of the Altadena Library District shall be governed by the District's personnel rules and policies.

9.2. Authorized Expenses

A Library Trustee is eligible to receive reimbursement for travel, meals, lodging and other and necessary expenses incurred in attending the following meetings, events and activities, provided the attendance is approved by the Board of Trustees, and includes (but is not limited to) the following categories:

A. Conferences, Meetings and Workshops
Attendance at conferences, meetings and workshops of regional, state and national organizations whose activities benefit or affect the District's activities or interests;

B. Special Projects
Attendance at conferences and meetings regarding special library projects;

C. Community Activity or Visibility
Attendance at community sponsored functions, where the presence of a representative is requested or important;

D. Legislative Activity and Meetings with Local, Regional, State or National Officials
Attendance at meetings with local, regional, state or national officials on legislative issues or District policy or program issues; and

E. Ethics, Harassment, Brown Act, or Special District Training
Attendance at a conference, meeting, workshop or organized educational activity conducted in compliance with Government Code §54952.2(c), including but not limited to ethics training required by Government Code §53234.

F. Educational Conferences and Professional Meetings (as outlined in §10 of this policy).
Event categories not subject to reimbursement, and which will not receive Board approval, include social events, District-sponsored employee events, festival and holiday events, and meetings of political organizations.

9.3. Library Board of Trustees Budget Approval for Activity

A budget for attendance by a member of the Board at eligible meetings or events as described in Section

9.2 of this policy will be established as a line item in the District's budget. Adoption of the budget by the Board of Trustees will constitute prior approval of such expenses provided the total expenditures do not exceed the approved budget. Expenses which exceed the approved budget must be approved by the Board before they are incurred.

9.4. Reimbursement Rates and Amounts

A. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs, the Trustee's time constraints, and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

1. **Airfare**. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered by the State of California shall be, in most normal circumstances, presumed to be the most economical and reasonable for purposes of reimbursement under this policy. The Board recognizes and acknowledges that such airfares are not always practicable or available in certain limited circumstances, and finds that higher airfares may be appropriate in individual cases.
2. **Automobile**. Automobile mileage shall be reimbursed at Internal Revenue Service rates presently in effect (see http://www.irs.gov/). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed. Mileage for travel to meetings, conferences, and activities with a ten-mile radius shall not be reimbursed by the District.
3. **Car Rental**. Rental rates that are equal or less than those available through the State of California's website (http://www.catravelsmart.com/default.htm) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.
4. **Taxis/Ride-Share/Shuttles.** Taxi, ride-sharing, or shuttle fares may be reimbursed, including a 15% gratuity per fare, when the cost of such fare is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

1. **Conferences/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see subparagraph 2 below.

2. **Other Lodging.** Travelers must request government lodging rates, when available. A listing of hotels offering government rates in different areas is available at http://www.catravelsmart.com/lodguideframes.htm. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for

purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.hotels.com, www.expedia.com, or an equivalent service shall be considered reasonable and hence reimbursable if, given the circumstances of the travel, such comparable rates can be found. In unique circumstances, the District Director may approve the reimbursement of reasonable lodging costs that exceed the two standards above, if necessary, under the particular circumstances.

C. Meals

Trustees shall, when available, take meals that are provided as part of a seminar or conference registration fee. Reimbursable meal expenses and associated gratuities shall not exceed $60 per day.

D. Telephone/Fax/Cellular

Trustees will be reimbursed for all actual telephone and fax expenses incurred for Altadena Library District business. Telephone bills should identify which calls were made on Altadena Library District business.

E. Internet

On out-of-town trips, Trustees will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed $15 per day, if Internet access is necessary for Altadena Library District related business.

F. Airport and Other Parking Charges

The Altadena Library District will reimburse parking costs based on actual costs or the equivalent of long-term parking rates used for travel exceeding 24 hours.

G. Other

Baggage handling fees and reasonable gratuities will be reimbursed. Expenses for which Trustees receive reimbursement from another agency are not reimbursable. Any and all expenses that do not fall within the adopted reimbursement policy are required to be approved by the Library Board of Trustees in a public meeting prior to the expense(s) being incurred.

9.5. Non-Reimbursable Expenses

Examples of personal expenses for which the Altadena Library District will not reimburse a Trustee include, but are not limited to:

- The personal portion of any trip;
- Political or charitable contributions;
- Family expenses, including partner's expenses when accompanying an official on agency-related business, as well as children or pet-related expenses;
- Entertainment expenses, including theater, movies (either in-room or at the theater), recreational events not related to Altadena Library District business (including gym or massage expenses), cultural events not related to Altadena Library District business;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or

gasoline;
- Personal losses incurred while on Altadena Library District business; and
- Personal alcohol or bar expenses.

9.6. Expense Report Content and Submission Deadline

All expense reimbursement requests must be submitted on an expense report form provided by the Altadena Library District. This form shall include the following advisory:

"All expenses reported on this form must comply with the Altadena Library District's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the Altadena Library District's policies may include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this policy. Except as required sooner by this policy, Trustees must submit their expense reports within 30 calendar days of an expense being incurred, accompanied by receipts documenting each expense.Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. The inability to provide such documentation in a timely fashion may result in the expense being borne by the Trustee.

9.7. Verification of Expense Reports

Trustees shall submit their reimbursement forms to the District Director for review, final approval and payment. Included on the reimbursement form will be an explanation of the Altadena Library District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

The District Director shall review and approve all reimbursement requests. The District Director may request additional documentation or explanation of individual expenditures for which reimbursement is requested by the Trustee. Expenses that do not adhere to the adopted reimbursement policy and that do not receive approval from the Board of Trustees in accordance with the above policies prior to the expense being incurred shall not be eligible for reimbursement.

9.8. Reports to the Public

At the next subsequent regular Board meeting, each member shall briefly report, orally or in writing, on all meetings attended at District expense. If multiple members of the Board of Trustees attended an event, a joint report or individual report on behalf of all attendees may be made.

9.9. Compliance with Laws

Trustees should keep in mind that some expenditures could be subject to reporting under the Political Reform Act and other laws. Records of all District expenditures and documentation regarding expense reimbursements are public records subject to disclosure under the Public Records Act, subject to any applicable exemptions.

9.10. Violation of this Policy

Failure of District officials to abide by this Policy, following its adoption, may result in disciplinary action, up to and including censure, removal from office (including for designated events constituting a vacancy before expiration of term under Gov. Code §1770) or referral for criminal prosecution.

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of

the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the Altadena Library District, (3) the Altadena Library District reporting the expenses as income to the Trustee to state and federal tax authorities, (4) civil penalties pursuant with California state law, or (5) prosecution for misuse of public resources (Penal Code §424).

10. Training, Education, and Conferences

Trustees are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve Board and/or District operations. Attendance at such educational conference and professional meetings are considered a part of an official's performance of their official duties for the Altadena Library District. There is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the Library District. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

It is the policy of Altadena Library District to encourage board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with interests of the Altadena Library District. Cash advances are not permitted. All reimbursement of actual and necessary expenses shall be pursuant to the policies outlined in previous sections.

A Trustee shall not attend a conference or training event for which there is an expense to the Library District if it occurs after they have announced their pending resignation, or if it occurs after the election in which it has been determined that they will not retain their seat on the Board. A Trustee shall not attend a conference or training event when it is apparent that there is no significant benefit to the Altadena Library District.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the Altadena Library District, the Trustees shall either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District Director to be included in the library for the future use of other staff.

The District Director (or his/her designee) must provide information on available training to the Board as it becomes available, or at least once a year.

10.1. Ethics Training

All Trustees and the District Director shall receive two hours of training in general ethics principles and ethic laws relevant to public service within one year of election or appointment to the Library Board of Trustees, and at least once every two years thereafter, pursuant to Government Code §§53234-53235.2.

This policy shall also apply to all staff members that the Board of Trustees designates and to members of all commissions, committees and other bodies operating subject to the Ralph M. Brown Act who receive any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

Trustees and the District Director shall obtain proof of participation after completing the ethics training. Altadena Library District staff shall maintain records indicating both the dates that the District Director and Trustees completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after the District Director and the Board of Trustees receive training, and are public records subject to disclosure under the California Public Records Act.

Altadena Library District staff shall provide the District Director and Board of Trustees with information on available training that meets the ethics training requirements of this policy at least once every year.

Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken from home, in person or online. Any Trustee that serves on the board of another agency is only required to take the training once every two years.

10.2. Sexual Harassment Prevention Training

Government Code §§53237-53237.5 requires each local agency official to receive sexual harassment prevention training. Trustees shall receive at least two hours of sexual harassment prevention training and education within the first six months of taking office, and every two years thereafter. Any entity which provides training must also provide the participants with proof of participation, and the Altadena Library District shall maintain records for at least five years detailing the dates on which Trustees fulfilled said training, as well as the entity that provided it.

10.3. Brown Act & Special District Training

Trustees are encouraged within their first six months of tenure on the Board to take advantage of free training from CSDA, the Los Angeles District Attorney's office, or other similar agencies, on board member best practices, the Brown Act, and other issues and concerns applicable to the Altadena Library District. The District shall provide training annually for the Board on the *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608 case and the District's use of electronic communications in line with state statutory and decisional law requirements.

11. Board Meetings

11.1. Regular Meetings

Regular meetings of the Altadena Library District Board of Trustees are generally held the fourth Monday of each month in one of Altadena Library District libraries. The schedule of dates and locations of Board meetings for the next year is determined at the regular November or December meeting of the prior year, although the schedule and location may be modified by Board action, if appropriate.

All meetings are subject to the Ralph M. Brown Act. The Altadena Library District shall post the agenda for its regular meeting at least 72 hours prior to the meeting.

11.2. Special Meetings

Pursuant to the provisions of Government Code §54956, Special Meetings of the Board of Trustees may be called by or at the direction of the President, or by a majority of Board members, with at least 24-hours notice before the meeting, as required by the Brown Act. Although the Education Code specifies that a special meeting may also be called by a majority of Board members, by written notices served upon each member of the Board at least 12 hours before the time specified for the meeting (Ed. Code §19429), it shall be the policy of this Board to require at least 24-hours' notice in line with Brown Act provisions. Once such a special meeting is called by a majority of Board members, written notice must also be delivered to any newspaper, radio station, or television station that has requested such notice (Gov. Code §54956(a)). The call and notice shall specify the time and place of the special meeting and the business to be transacted. Non-agenda items shall not be considered or discussed at such meetings. Special Meetings must be open to the public.

11.3. Emergency Situations

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of Library District facilities, the Board may hold an emergency meeting without complying with the 24-hour notice requirement of this section.

For the purposes of this situation, "emergency situation" can be understood to mean any of the following:

A. Work stoppage of other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board;

B. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of members of the Board (Gov. Code §54956(a)(2)).

However, any local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Government Code §54956 shall be notified by the presiding officer of the Board, or designee thereof, one hour prior to the emergency meeting by telephone.

In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and all reasonable efforts shall be made to notify those media outlets of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

Should a closed session be necessary under the closed session provisions set forth in Gov. Code §54957, notwithstanding emergency closed session provisions as set forth in Government Code §54957, the Board shall not meet in closed session during a meeting called pursuant to this section.

All special meeting requirements, as prescribed above, shall be applicable to a meeting called pursuant to this section, save for the 24-hour notice requirement. The minutes of a meeting called pursuant to this section, a list of persons whom the presiding officer (or designee of the Board) notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

11.4. Teleconferencing

As per Gov. Code §54953, teleconferencing - meaning the connection of members of the Board of Trustees by electronic means, either through audio or video or both - may be used for the benefit of the public and the District in connection with any meeting or proceeding authorized by law. It may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the Board of Trustees. All votes taken during a teleconferenced meeting shall be by roll call. The following practices must be observed:

A. No action shall be taken by secret ballot, whether preliminary or final.

B. The Board shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

C. At least a quorum of Trustees must be within the District at the time of the teleconferenced meeting (although they may teleconference from locations within the District).

D. Agendas shall be posted at all teleconference locations, and each teleconference location shall be identified in the notice and agenda of the meeting, and shall be accessible to the public. The agenda shall provide an opportunity for members of the public to address the Board of Trustees directly at each teleconference location.

11.5 Closed or Executive Sessions

The Ralph M. Brown Act allows private executive sessions, or closed sessions, for discussion of anticipated and initiated litigation, certain personnel matters and public employment, and labor and real estate negotiations. The Meyers-Milias-Brown Act also allows executive sessions for discussion of matters related to recognized employee organizations. A member of the Board of Trustees may participate in the discussion via telephone and may vote (by roll call) if needed under the provisions set forth above for teleconferencing. If he/she is within the territorial limits of the agency, that member may be counted toward the quorum, but if he/she is outside the territorial limits of the agency, that member may participate in discussion and vote (by roll call), but may not be counted as part of the quorum. These sessions require the same notice as Special Meetings.

11.6. Parliamentary Procedure

Robert's Rules of Order (most current edition) shall govern the parliamentary procedures of the Board of Trustees, with two exceptions:

A. A Trustee proposing a motion may speak briefly on behalf of the proposal prior to making the formal motion. However, there shall be no further debate or discussion until the motion is properly made and seconded.

B. While the president must vacate the chair prior to making or seconding a motion (e.g. shall pass the gavel to the Secretary), in all other matters the officers shall be considered equal in privilege and responsibility to one another. They shall be encouraged to participate in debate and discussion and to vote on all matters brought before the Board.

The steps based on *Robert's* for a motion presented to the Board of Trustees are as follows:

- A member is recognized by the Chair;
- That member makes a motion;
- The motion is seconded by another member;
- The motion may be restated by the Chair at his/her discretion or at the request of anymember;
- Discussion of the motion
- A vote is taken, and ayes, nays, and abstensions are recorded; and
- The Chair announces the results of the vote and what action shall be taken.

11.7. Quorum

A quorum consists of three members of the Board of Trustees. An affirmative vote by a majority of the members present and voting is required to approve any action. The Chair shall, after calling the meeting to order, recognize the arrival or departure of any member of the Board of Trustees before adjournment. This information shall be included in the minutes of that meeting.

11.8. Voting

All measures shall be passed by a majority of those present and voting. Voting shall be by voice and hand vote unless a member specifically requests a roll call vote, or when a roll call vote is mandated by State

law.

11.9 Censure and Disciplinary Procedure

Failure by any member of the Board of Trustees to abide by the requirements set forth in this Policy may result in disciplinary action, up to and including censure, removal from office (including for designated events that constitute a vacancy before expiration of term under Gov. Code §1770 - e.g., failure to perform official duties for three consecutive months) or referral for criminal prosecution.

A. *Censure Requirements.* To censure any Board member for offending conduct that may violate this policy, any offended Board member may prepare, or may request that legal counsel prepare, a resolution to be brought back to the full Board of Trustees, to be voted upon at the next regularly scheduled Board meeting. The censure resolution shall be placed on the agenda for the next regularly scheduled Board meeting with the same notice otherwise required under the Brown Act, and the item must be considered in open session. The Board member(s) preparing or requesting censure shall include (or direct legal counsel to include) all actions allegedly taken by the offending Board member that are contrary to the legitimate interests of the District, and which were taken without authorization, approval, or ratification by the Board.

B. *Notice to Board member subject.* The Board member subject of the censure resolution shall receive individualized notice of the resolution by mail in advance of the scheduled Board meeting at which the censure resolution is set to be heard. That notice is effective at the date of mailing. At the time the censure resolution is considered, the Board member proposed for censure shall be afforded an opportunity to be heard, although he or she has no right to cross-examine any other Board member. For the alleged offending Board member(s) to be censured, the resolution would need to be adopted by a majority of the Board, excluding the alleged offending Board member(s).

12. Presenting Matters to the Board of Trustees

12.1. Agendas

A. Every staff member and committee member of the Altadena Library District, and every citizen, individual, corporation, committee, or civic group having reports, communications, proclamations, resolutions or any other matter of business to be presented at a regular meeting, shall notify the District Director of the fact in writing at least 10 business days prior to the date of that meeting. The District Director and the President of the Board of Trustees shall determine which of such items are to be placed on a future agenda as matter directly related to Altadena Library District business.

B. All items requested to be placed on an agenda by a member of the Board of Trustees shall appear on the agenda, with a brief general description of the item for inclusion in the agenda.

C. The District Director shall work closely with the Board President to prepare the agenda. The District Director shall deliver to members of the Board a complete copy of such agenda not later than 72 hours preceding a regular meeting, and 24 hours preceding a special meeting. The agenda shall be prominently displayed at the Board of Trustees meeting, and shall be made publicly available on the District's website in compliance with the Brown Act. The agenda shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time

and location of the meeting and a copy thereof shall be posted on a business day at least 72 hours before any regular meeting in a location that is freely accessible to members of the public and designated by the Board of Trustees.

D. Each agenda item must be marked ACTION and/or INFORMATIONAL. No matters other than those on the agenda shall be acted upon by the Board of Trustees; provided, however, that the Board of Trustees may take action on a matter not appearing on the posted agenda upon a determination by a majority vote that an emergency situation exists, as defined in Government Code §54956.5.

E. No action will be taken on agenda items for which there are District-generated or District-provided review attachments unless the attachments have been provided to each member of the Board of Trustees at least 24 hours prior to the Board of Trustees meeting. Documents which are public records, and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the Altadena Library District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.

F. Any Trustee may add an item at the time of the Board of Trustees meeting for inclusion on a future agenda. No action shall be taken on these future agenda items at the meeting at which they are added.

12.2. Order of Business

The order of business as set forth in the agenda may be adjusted during the meeting with the approval of the Board of Trustees. As a permanent agenda item, there will be an opportunity for communication and comments from the public concerning items not on the agenda.

12.3. Minutes

Minutes of Board of Trustees meetings are a matter of public record. The official written Minutes are filed in the Administrative Office at Main Library and on the Altadena Library District's website and are available for public inspection and review during normal business hours.

A. The Administrative Assistant or Secretary of the Board of Trustees shall keep the minutes of all regular and special meetings of the Board and its committees.

B. Copies of a meeting's minutes shall be distributed to Trustees as part of the agenda package for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be filed in a manner deemed appropriate for protection and accessibility of the record.

C. Unless directed otherwise, a video recording of regular and special meetings of the Board of Trustees will be made. The recording will be kept in accordance to the Board-approved record retention schedule and shall be made available to the public.

D. Motions, resolutions ordinances shall be recorded in the minutes as having passes of failed. The motion makers, and individual votes will be recorded.

E. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each calendar year.

F. In addition to other information that the Board may deem to be of importance, the following

information (if relevant) shall be included in each meeting's action minutes:

a. Date, place and type of each meeting;
b. Trustees present and absent by name;
c. Administrative staff present by name;
d. Call to order;
e. Time and name of late arriving Trustees;
f. Time and name of early departing Trustees;
g. Names of Trustees absent during any agenda item upon which action was taken;
h. Action-style summary record of staff reports;
i. Action-style summary of public comment regarding matters not on the agenda, including names of commentators;
j. Approval of the minutes or modified minutes of preceding meetings;
k. Approval of financial reports;
l. Record by number (a sequential range is acceptable of all warrants approved for payment;
m. Record of the vote of each Trustee on every action item;
n. Resolutions and ordinances described as to their substantive content and sequential numbering;
o. Record of all contracts and agreements, and their amendment, approved by the Board;
p. Approval of the annual budget;
q. Approval of all policies, rules and/or regulations;
r. Approval of all dispositions of District assets;
s. Approval of all purchases of District assets; and
t. Time of meeting's adjournment.

12.4. Adequate Information to Precede Action

Except in emergencies, the Board of Trustees shall not attempt to decide upon any question before examining and evaluating information any person requests the Board of Trustees to consider. The District Director shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board of Trustees attempts to make a decision. All budget considerations shall be presented with adequate financial context from the budget, so the Board of Trustees can give each item adequate consideration.

12.5. Trustee Suggestions

Trustees may individually make suggestions for library services and operations to the District Director for evaluation.

12.6. Official Reports

Whenever a member of the Board of Trustees attends a meeting as an official representative of the Board or of the Altadena Library District, a written or oral report should be made available to the other members of the Board of Trustees. A written report is recommended.

12.7. Guidelines for Addressing the Board of Trustees by Members of the Public

At each regular meeting, time is set aside for oral communications from the public. Members of the audience may speak on any District-related subject which is not included on the agenda under the agenda item "Communication and Comments from the Public Concerning Items Not on the Agenda."

Later, when each agenda item comes before the Board of Trustees, the President (or Chair) will invite

those who have filled out request cards to speak on that item before comments from staff and the Board of Trustees.

The Board of Trustees recognizes its responsibility to openness in governing and the importance of public input. However, in order to conduct its business in an orderly and efficient manner, the Board of Trustees will require reasonable policies regarding public presentations to the Board of Trustees.

A. Those wishing to address the Board of Trustees are requested to fill out a request card for each agenda item or topic they wish to speak on and hand it to an appropriate staff member.

B. When called to speak, speakers should go to the microphone and are requested to identify themselves by name.

C. Remarks shall be limited to three minutes per person. This applies to both non-agenda and agenda items.

D. All remarks are to be directed to the Chair. Dialogue between members of the public and between the public and Trustees is not permitted in a manner that would violate Brown Act principles. Trustees may briefly respond to comments or questions from the public at their discretion. It shall be within the Chair's discretion to ensure that Board members do not engage in dialogue that would impede the orderly conduct of agendized business.

E. Remarks by any person addressing the Chair which reflect adversely upon the political or religious views, or character of any person, are not permitted. Derogatory, insulting or abusive remarks directed toward any employee of the Altadena Library District shall not be permitted. The Board of Trustees cannot prohibit public criticism of policies, procedures, programs or services of Altadena Library District or the acts or omissions of the Board of Trustees itself. (Gov. Code §54954.3(c)). (The law provides no immunity for defamatory statements.)

F. The Chair shall rule on the appropriateness of the subject being presented and whether presentation is within the time limits specified.

G. Violations of these rules that severely disrupt the meeting may lead to removal of the individual from the meeting. Severe disruption will be categorized as action that renders the meeting proceedings unfeasible, in the Chair's discretion. When an individual or group of persons render the orderly conduct of the meeting unfeasible and order cannot be restored by removal of those individuals willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session in line with the Brown Act procedure laid out in Gov. Code §54957.9.

12.8. Agenda Attachments

All items indicated as attachments to the agenda for any items to be considered by the Board of Trustees will be available via the Altadena Library District’s website and in print at least 72 hours prior to the commencement of the meeting at which Board of Trustees deliberation is required, and when possible, at the time of agenda distribution. Documents which are public records, and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.

12.9. Support Request

- There may arise an occasion when an Altadena resident, special interest group, non-government organization, government organization, or other entity will ask the Altadena Library District (ALD) Board of Trustees to support an idea, cause, grant application or other project. Each request will be unique, not only regarding the purpose but implications, and will be treated separately using the following guidelines.
- The initiating person or entity will provide a written request by mail, email, or fax, to the ALD Board of Trustees that includes the specific history or details of the circumstance, incident or cause, or provide details of the grantors other projects and the reason the ALD should consider supporting the request.
- This request will be forwarded to the ALD Director, who will solicit and encourage any additional comments or supporting information to be submitted with the request to the ALD Board of Trustees.
- The request will be presented to the ALD Board of Trustees as "correspondence" on the subsequent monthly meeting agenda. The ALD Board of Trustees will review the request, consider potential implications, and may request additional information to aid deliberations and discussions. The initiating person, representative or entity may be invited to participate in the meeting.
- The ALD Board of Trustees Chair will have the discretion to delegate the decision of support to the ALD Director or set the request as "New Business" at a subsequent monthly meeting for a formal vote.
- If the ALD Board of Trustees agrees to support the request, the ALD Director will communicate this request response and any additional request of the ALD Board of Trustees to the submitting person or entity for their understanding of the ALD position.

13. Correspondence

Members of the Board of Trustees acting in their capacity as an officer, committee chair, or liaison, may issue correspondence on Altadena Library District letterhead stationery as it relates to the office, committee, or liaison function. Members of the Board of Trustees shall provide a copy to the District Director for file and distribution to the Board of Trustees as required. Correspondence representing or advocating an Altadena Library District position on an issue (e.g., a ballot measure) require prior Board of Trustees approval.

14. Awards and Honors

The Board of Trustees may honor and recognize the service of the staff. Recognition of staff five-year milestones (beginning at five years, and every five years thereafter) should be organized in close concert with the District Director.

The Board of Trustees may from time to time of its own accord honor and recognize individuals from the community who have distinguished themselves by service to the Altadena Library District. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

The Board of Trustees may also, from time to time of its own accord, honor and recognize individuals from the community who have distinguished themselves. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

Acting upon recommendations submitted by the District Director, the Board of Trustees will recognize volunteers who have contributed significant hours of service or value to Altadena Library District. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of

Trustees meeting.

15. Communications

15.1. Media

A. Responsibility

1. The District Director shall coordinate the release of information concerning Altadena Library District and the actions of the Board of Trustees.
2. The President of the Board of Trustees or his/her designee shall be the official spokesperson for Board of Trustees actions. Individual Board members who speak to media representatives should clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent a consensus of or position taken by the Board of Trustees unless such position was passed by a motion of the Board of Trustees. In such a case, the motion should be quoted exactly.
3. Individual Board members should report all relevant media contacts to the District Director, and, in turn, the District Director will keep the Board informed of media activity in the District.
4. Altadena Library District employees and/or volunteers shall refer media inquiries to the District Director. Altadena Library District employees and/or volunteers shall clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent the official position of the Altadena Library District. Employees and/or volunteers should report all media contact to the District Director.

B. Cooperation with Media

1. The Altadena Library District shall cooperate with media representatives in an effort to provide accurate information in response to media interests and for dissemination to the public through the media.
2. Media representatives are encouraged to attend meetings of the Board of Trustees and its standing committees and will receive meeting announcements, agendas, and agenda packets upon request.

C. Visits to Altadena Library District Facilities

1. When visiting Altadena Library District facilities in an official capacity, media representatives are requested to notify staff of their presence and activity. Staff so noticed shall inform the District Director of the presence of media representatives at an Altadena Library District facility.
2. Media wishing to photograph Altadena Library District facilities shall adhere to any applicable guidelines and policy regarding video, media, or still photography on District property that is compliant with State or Federal law.

D. Crisis Communications

During crisis situations, all media inquiries shall be routed to the office of the District Director or his/her designee, who shall prepare and update an official statement responding to the situation as events unfold. The Director will keep the Board of Trustees informed.

E. Confidentiality

The Altadena Library District shall not release information which is private or confidential as identified by law.

15.2. Email and Personal Devices

15.2.1 Purposes

The purpose of this Email and Personal Devices Policy ("Policy") is to provide clear and concise direction regarding the business of the Altadena Library District ("District") via electronic communications by the Board of Trustees and any District official, as defined below, and is enacted with reference to broader District operational guidelines for all District employees. Specifically, this Policy is adopted in light of the *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608 case, which held that local agency employees' communications related to the conduct of public business do not cease to be public records under the California Public Records Act ("PRA") simply because they were sent or received using a personal email account or personal electronic device.

Existing and emerging electronic communications technologies have become an integral part of the ability of District officials to efficiently and effectively conduct District business. However, with such technology in the work environment, the District must ensure it continues to meet its legal obligations with respect to transparency in the conduct of the people's business, including in the area of public records disclosure and retention requirements. To that end, the following policies and protocols will be followed.

15.2.2. Definitions and Scope

For purposes of this policy, the following definitions shall apply:

A. "District business" shall be construed broadly to mean topics within the subject matter of the District's jurisdiction, including, but not limited to, pending or potential Altadena Library District projects and all past or prospective District agenda items.

B. "District network" shall mean any Internet access, computer server, computer network, intranet, local area network, wireless network, e-mail system, cloud storage system, or file-sharing system owned or made available by the District.

C. "District official" shall mean any person elected or appointed to a legislative body, commission, or committee of the Altadena Library District.

D. "District personnel" shall collectively refer to all District employees, elected officials, appointed officials, and consultants who create, transmit, or retain electronic communications related to Altadena Library District business.

E. "Electronic communications" includes any and all electronic transmission, and every other means of recording upon any tangible thing in any form of communication or representation, regardless of the manner in which the record has been stored. Without limiting the nature of the foregoing, "electronic communications" include e-mails, texts, voicemails, and also include communications on or within commercial applications (apps) such as Facebook Messenger, Twitter, WhatsApp, etc.

F. "Electronic device" shall refer to a device depending on the principles of electronics for

its operation, including but not limited to cellular telephones, laptops and desktop computers, tablets, pagers, cameras, televisions, and DVD/CD players.

G. "Electronic messaging account" means any account that creates, sends, receives or stores electronic communications.

H. "Public record" shall mean any writing, as defined in Government Code §6252(f), that is prepared, owned, used, or retained by the District and that substantively relates to District business.

15.2.3 Policy and Procedures: Personal Devices

A. All District officials shall be assigned a District electronic messaging account. All electronic communications created, sent, received, deleted, or stored using the District's network or a District-owned device are the property of the District.

B. Only District-issued electronic messaging accounts and, if applicable, District-issued electronic devices shall be used to conduct District business. To the greatest extent possible, District officials shall not use personal electronic messaging accounts for the creation, transmission or storage of electronic communications regarding District business.

C. District electronic messaging accounts and access to the District's electronic messaging server are solely for the purpose of conducting District business and shall not be used for personal business or political activities. Incidental use of District-issued electronic messaging accounts for personal use by District officials is permissible under state law, though discouraged.

D. District-provided ethics training, pursuant to AB 1234, should include a discussion of the impacts of the *San Jose* case and this policy. Such training should include information on how to distinguish between public records and personal records.

E. To avoid greater intrusion into District officials' personal electronic devices and electronic communications than is necessary in response to a Public Records Act request, all District officials should, within 30 days following the adoption of this Policy, search all private, non-governmental electronic messaging accounts and electronic devices to locate any electronic communications that might constitute a public record regarding District business. All such public records should be forwarded to the District-issued electronic messaging account assigned to that District official or to a District-controlled storage system. To the extent the District official believes that any part of such records contains personal matter not related to the District's business, the District official shall consult with District counsel. Newly elected or appointed members of the Board of Trustees shall be required to sign acknowledgement of this Policy within 30 days following their first Board meeting to ensure communications that may be subject to disclosure under the Public Records Act are retained exclusively on a District-issued electronic messaging account to the greatest extent possible.

F. If a District official receives an electronic message regarding District business on his/her non-governmental electronic messaging account, the District official shall either: (a) copy ("cc") any communication from the District official's personal electronic messaging account to his/her District electronic messaging account; or (b) forward the associated electronic communication to his/her District account as soon as possible. District officials should request persons sending electronic communications regarding District

business to utilize that District official's electronic messaging account.

G District officials understand they have no expectation of privacy in the content of any electronic communication sent or received on a District electronic messaging account, on communication utilizing District servers, or any District-issued electronic device. District officials understand that electronic communications regarding District business that are created, sent, received or stored on an electronic messaging account, may be subject to the Public Records Act, even if created, sent, received, or stored on a personal electronic messaging account or personal electronic device.

Public Records Requests

H. In the event that the District receives a Public Records Act request that is specifically seeking public records prepared, owned, used, or retained by District personnel, the request shall promptly be transmitted to the relevant District personnel who may reasonably be in possession of records responsive to the request, along with the date by which any potentially responsive electronic communications need to be transmitted back to the District for review and subsequent transmit to the requesting party.

I. It shall be the duty of all District officials receiving such a request to promptly conduct a good faith and diligent search of his/her personal electronic messaging accounts and devices for responsive electronic communications, and/or be able and willing to declare that such records being sought are not stored or retained on his/her personal electronic messaging accounts and devices, signed under penalty of perjury, included as Attachment A to this Policy. If any responsive records are located, District officials shall promptly transmit those records to the appropriately designated member of District personnel.

J. District officials who makes a decision to withhold or redact any electronic communication identified as potentially responsive must submit a declaration, included as Attachment A to this Policy, under penalty of perjury with facts sufficient to show the record is not related to District business. In the event a question arises as to whether or not a particular communication, or any portion of it, is a public record or purely a personal communication, the District official should consult with District counsel.

K. This policy does not waive any exemption to disclosure that may apply under the California Public Records Act.

L. District officials understand that all electronic communications regarding District business are subject to the District's Records Retention policy, regardless of how the communications was transmitted or stored. Since it is unlawful to destroy, alter or falsify a public record, District officials must retain all electronic communications regarding District business in accordance with the District's adopted records retention policy.

15.2.4. Policy and Procedures: Email Usage

A. Communication on the District's network should be focused on District business. District officials are not to use email for non-governmental business, including, but not limited to commercial ventures or religious or political causes. The District's network shall not be used for any activity that is a violation of local, state, or federal law.

B. District officials are prohibited from using the District's network to transmit any electronic communication containing or expressing:

1. Messages of a religious nature or promoting or opposing religious beliefs.
2. Messages containing language that is insulting, offensive, disrespectful, demeaning, or sexually suggestive.
3. Messages containing harassment of any form, sexual or ethnic slurs, obscenities, or any representation of obscenities.
4. Messages that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws.
5. Messages used to send or receive copyrighted material, proprietary financial information or similar materials, unless the transmission of such material is directly related to District business.
6. Messages used for gambling or any activity that is a violation of local, state, or federal law.
7. Threats of violence or injury to any person, property, or organization.
8. Messages that conduct or encourage illegal activity.
9. Non-work-related newsletters or other mailers, which may be susceptible to spam or a malicious attack.

C. District officials are strongly discouraged from using any program, application, or platform to discuss or conduct District business or to exchange electronic communications related to District business other than their District-issued email account, as these communications constitute public records under the Public Records Act.

D. District officials are responsible for managing their mailboxes, including organizing and deleting any non-District related messages.

E District officials are expected to remember that email sent from District email accounts or on behalf of the District is a representation of the District. All District personnel must use normal standards of professional and personal courtesy and conduct when drafting email messages.

F District officials should avoid “broadcasting” messages and documents unless the message is of interest to all District personnel.

G. The District reserves the right to retrieve any and all electronic communications transmitted through the District network or on District-owned technology. As a routine matter, the District does not read or monitor the content of electronic communications created, sent, received, deleted, or stored through the District network or on District-owned technology, but may monitor or access such electronic communications as permitted by Federal or State law.

H. Most communications among District personnel are not confidential communications. However, certain communications such as police investigations, personnel records, or attorney-client communications may contain confidential information under the Public Records Act. Questions about whether communications are confidential, and how they are to be preserved, should be discussed with District counsel. The use of passwords to protect documents does not guarantee confidentiality or security.

I. District officials shall not forward messages from his/her District-issued electronic messaging account to any non-governmental account(s) for the purpose of creating a personal email archive of any record related to District business.

J. District officials are responsible for respecting and maintaining the security of District electronic resources and networks, and shall not attempt to access information protected by privacy laws, impersonate other network users or install or use illegal software or files, including unauthorized apps, on any Department-issued electronic devices.

K. District officials who are leaving the office have no rights to the contents to any electronic communications stored on the District's network or on a District-owned device.

15.2.5 Violations

A. Failure of District officials to abide by this Policy, following its adoption, may result in disciplinary action, up to and include censure, removal from official or referral for criminal prosecution.

B. If a District official uses his or her personal electronic device to send text messages or instant messages to conduct District business he/she must retain the message(s) in accordance with the District's Records Retention policy, and/or ensure that a copy is forwarded to a District electronic messaging account. The same is true for conducting District business via social media, in line with the District's Social Media and Online Activity Policy.

ATTACHMENT A: DECLARATION
ATTACHMENT B: POLICY ACKNOWLEDGEMENT
[attached on following pages]

In the matter of: California Public Records Act Request Pursuant to Gov. Code §6250 *et seq*. Re: _____ _____ Insert shorthand name of record request, including request number, if applicable Requester:_____ Print or type name of requester	Declaration of: _____ Print or type name of official **Regarding Search of Personal Electronic Messaging Account**

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
ALTADENA LIBRARY DISTRICT

I, declare: Print name

1. I received notice of a California Public Records Act ("CPRA") request regarding a search of my personal electronic messaging account(s).

2. I understand that the CPRA request seeks:

   _____Insert text of CPRA request.

3. I am the owner or authorized user of the following personal electronic messaging account and have the authority to certify the records:

   _____Insert description of personal electronic messaging account(s).

4. I have made a good faith, diligent, thorough, and complete search of the above mentioned personal electronic messaging account(s) for all electronic communications potentially responsive to the above mentioned CPRA request.

5. Any responsive electronic communications discovered, and referenced below, were prepared or used by me in the ordinary course of business at or near the time of the act, condition or event.

6. Any responsive electronic communications discovered, and referenced below, are true copies of all records described in the above mentioned CPRA request.

Check the applicable box:

☐ I certify that I do not possess responsive electronic communications.

☐ I certify that I cannot reasonably recover responsive electronic communications.

_____
_____
_____
_____
_____
_____ Explain efforts to retrieve responsive electronic communications and why you were unable to recover responsive electronic communications.

☐ I certify that I discovered potentially responsive electronic communications from my personal electronic messaging account, but I am withholding that information because the information is "personal" business. This is for the following reasons:

_____
_____
_____
_____
_____Describe with sufficient facts why the contested information is personal business and not subject to the CPRA. Attach additional pages, if necessary.

☐ I certify that I discovered potentially responsive electronic communications from my personal electronic messaging account. I am providing all responsive information. However, some information is nonresponsive, and I am withholding that information, because the information is personal business. This is for the following reasons:

_____
_____
_____
_____
_____Describe with sufficient facts why the contested information is personal business and not subject to the CPRA. Attach additional pages, if necessary.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I have personal knowledge of the facts set forth above.

Executed this____day of_____20____, in_____, California.

By:_____

Print Name:_____

POLICY ACKNOWLEDGEMENT

District employees who have access to desktop computers, local area networks and the Internet, printers, fax machines, modems, application software, data files, voice mail, electronic mail (e-mail), and data imaging must indicate their acceptance and agreement to comply with this policy in writing. Failure to do so will result in termination of access to the computer resources specified above. Employees wishing to have access are required to indicate their written agreement prior to being given access. Please return this form to your supervisor or administrator to be kept on file.

ACKNOWLEDGEMENT OF RECEIPT

This is to acknowledge that I,_____, have received a copy of the District's Email and Personal Devices Policy. I understand that it contains important information on the District's policies with regard to the use of the District's network and District-owned technology, as well as my obligations and responsibilities.

I acknowledge that I have read, understand, and promise to adhere to the District's Email and Personal Devices Policy. I understand that the provisions in the Policy govern my use of the District's network and District-owned technology and that the District, in its sole and absolute discretion, may change, rescind, or add to this Policy from time to time, with or without prior notice to me. I further understand that it is my responsibility to regularly review and comply with any changes to the Policy.

Furthermore, I understand that any unlawful use of District's network and District-owned technology or any violation of this policy may result in discipline up to and including termination, as well as referral for criminal prosecution.

Printed Name: _____

Signature:_____ Date: _____

15.3. Social Media and Online Activity

15.3.1. General Purpose

The purpose of this Social Media Policy ("Policy") is to establish guidelines for the establishment and use by District officials of social media sites as a means of conveying information to members of the public. The District has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites, the content that is attributed to the District and its officials, and compliance with federal and state law.

15.3.2 Definitions

The following words and phrases whenever used in this Policy shall have the meaning defined in this section:

A. “District business” shall be construed broadly to mean topics within the subject matter of the District’s jurisdiction, including, but not limited to, pending or potential Altadena Library District projects and all past or prospective District agenda items.

B. “District official” shall mean any person elected or appointed to a legislative body, commission, or committee of the Altadena Library District.

C. "Posts" or "postings" means information, articles, pictures, videos or any other form of communication posted on a District social media site or social media site maintained by a District official.

D. “Social media sites" means content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, NextDoor, Blogs, RSS, YouTube, and LinkedIn.

15.3.3 District Officials’ Use of Social Media

A. While District officials are encouraged to maintain social media accounts in their capacity as elected or appointed officials (“official sites”), which can be used to encourage public participation, disseminate information, and expand transparency, District officials should be aware that a personal social media site that is used for District business can result in that social media site being made public to all, and its postings subject to public records and record retention laws. District officials should keep their personal social media presence (“personal sites”) separate from that of the District and should, to the greatest extent feasible, refrain from using personal social media sites to discuss District business.

B. The District is not responsible for the contents or accuracy of material posted on District

officials' personal or official social media sites, or for any comments made on District's social media pages posted independently and without the District's consent or approval. Publication of such content does not constitute an endorsement by the District.

C. District officials cannot use electronic communications to respond to or deliberate with other District officials serving on the same District legislative body, as doing so with a majority of members would constitute an unlawful serial meeting under the Brown Act. However, District officials are permitted to conduct separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body provided that a majority of the members of the legislative body do not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body.

1. A member of the legislative body shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.
2. "Discuss among themselves" means communications made, posted, or shared on an internet-based social media platform between members of a legislative body, including comments or use of digital icons that express reactions to communications made by other members of the legislative body.
3. "Internet-based social media platform" means an online service that is open and accessible to the public.
4. "Open and accessible to the public" means that members of the general public have the ability to access and participate, free of charge, in the social media platform without the approval by the social media platform or a person or entity other than the social media platform, including any forum and chatroom, and cannot be blocked from doing so, except when the internet-based social media platform determines that an individual violated its protocols or rules.

D. District officials cannot discuss, deliberate or express opinions on current or future items that are set to or might reasonably be expected to come before the legislative body, as doing so could prejudice the public's ability to participate in District business or otherwise lead to the perception that the District does not value public input. District officials may, at their discretion and operating from their official accounts, provide information to the public that is already part of the public record or publicly available from the District or other public sources.

E. During an emergency, District officials should share only confirmed information on personal or official social media sites to avoid confusion, and should refer constituents to the official Altadena Library District website or District social media sites for up-to-date information.

F. A district official will include the following language on their personal and/or official social media sites to prevent confusion and public expectations: "This page is not

operated by the Altadena Library District and is not a reflection of the District's official policies or opinions."

G. To the extent that District officials cannot avoid interacting on personal social media sites with constituents on District business, District officials should take a screenshot of that social media correspondence, and forward it to their District electronic messaging account for preservation under the Public Records Act and in line with the District's record retention guidelines as soon as possible.

H. Any social media posting made by District officials regarding District business shall not contain any of the following:

1. Profane or obscene language or content;
2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws;
3. Sexual content or links to sexual content;
4. Solicitations of commerce;
5. Conduct or encouragement of illegal activity;
6. Information that may tend to compromise the safety or security of the public or public systems;
7. Content that violates a legal ownership interest of any other party; or
8. Threats of violence or injury to any person, property, or organization.

Failure of District officials to abide by this Policy following its adoption may result in disciplinary action, up to and include censure, removal from official or referral for criminal prosecution.

16. Regular Policy Reviews

The Board of Trustees shall review all District policies, including Board policies herein, on a regular basis, no later than three years after the policy was last approved.

Amendments to these policies may be made at any time. A Trustee shall introduce a suggested amendment at a regular Board meeting by written resolution, and such an amendment shall require a majority vote of the Board, at either a regular or a special meeting to pass.

BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.C. REPORT FOR NOVEMBER 2021

REPORT: Agenda Item XI.c. **MEETING DATE:** November 22, 2021

PREPARED BY: Nikki Winslow **LOCATION:** Virtual Meeting

TITLE: Creating a new Office Manager Job Description

BACKGROUND

The ALD contracted with Koff & Associates in 2020 to complete a Classification and Compensation Study all of positions in the District. All recommendations to both the job classifications, descriptions and recommended salary adjustments were put into effect at the beginning of Fiscal Year 20-21. Based on the study, the human resources and financial oversight functions fell under the Administrative Services Manager position.

The person in that position resigned and left the District on June 25, 2021. We did a recruitment this summer to fill the position. I worked with our accountant Cindy Byerrum of Eide Bailly to review all applicants, set up preliminary phone screenings and then interviews of the candidates. Cindy and I noticed from those that applied that they had backgrounds in higher level positions in other organizations and that our position was a step down or demotion from past work and salaries they had in the past.

We did hire one of the candidates from this recruitment but that selection did not work out for the District. We believe this was due to the job description and essential functions being too broad to include many of the human resources functions that either I or our HR Consultant with Paychex is now overseeing, including onboarding, performance evaluations and personnel issue oversight.

Cindy and I agreed to create a new position, titled Office Manager, that would have a scope of work with more of an emphasis on the day-to-day accounting, bookkeeping, bill paying, payroll and timekeeping that is required in this role. Please see this new job description following this staff report for review.

We took this job description to the Budget Committee at their November 4 meeting to review and provide feedback. They did ask questions about who would assume the HR responsibilities previously undertaken by the Administrative Services Manager and if this would be an additional expense to the District. I informed them that we had expanded the services being provided by our payroll company Paychex back in May 2021 to include an HR certified consultant for any personnel or human resources related issues or topics. In addition to that, I plan to work with our new Assistant Director to oversee personnel management, including performance evaluation and disciplinary issues as a function of their role as our lead over public services

operations. After their feedback and discussion, the Budget Committee did vote to approve recommendation of this new Office Manager position to the full Board of Trustees.

If approved by the Board of Trustees on November 22, the position will be posted on November 23 for 3-4 weeks. In coordination with Eide Bailly, we would conduct interviews and plan to onboard the selected candidate in January or February 2022.

FISCAL IMPACT

The newly created Office Manager position will remain at the same salary scale as the previous Administrative Services Manager so there is no fiscal impact.

RECOMMENDATION

The Budget Committee and staff recommend that the Board of Trustees review and approve of the new Office Manager job description.

November 2021
FLSA: Exempt

OFFICE MANAGER

DEFINITION

Under general direction of the District Director, and with assistance from the consulting CPAs, performs District budgeting, financial, and accounting functions;, payroll, office management and risk management programs; performs data gathering and statistical and financial reporting; performs a wide variety of complex analytical and administrative tasks requiring specialized knowledge of library policies and procedures; ensures compliance with relevant laws, standards, and District rules and regulations; provides complex and responsible support to the District Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Director. Supervises staff as assigned.

CLASS CHARACTERISTICS

This is a fully qualified journey-level classification responsible for independently performing professional duties in support of the District's budgeting, financial, and accounting functions as well as administration of, payroll, and risk management programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Oversees collection and disbursement of revenues, petty cash and cash related transactions, refunds, bank deposits, bank transfers, and receipts; reviews, verifies, and processes District expenditures, including invoices, credit card bills, and procurement documents; prepares, processes, prints, and forwards payments to vendors; researches and resolves vendor billing issues and payment discrepancies.
- Oversees the District's budget process in coordination with the District's CPAs, including development of the annual budget and budget amendments for review and approval by the Board of Library Trustees; coordinates and compiles budget requests from all departments; submits budget documents to the District Director for review and consideration; monitors District-wide budget expenditures; presents revenue and expenditure reports to the Library Board of Trustees.
- Performs a variety of tasks in support of the District's accounting programs including accounts payable, accounts receivable, grant funding, compliance, and reporting, and general accounting; may originate and records journal entries; maintains general ledger;; maintains a variety of financial schedules, records, and files; prepares supporting documentation and assists with independent annual audits.
- Proposes and implements policies and procedures that promote the fiscal well-being of the District; alerts the District Director of any potential fiscal problem areas.
- Administers employee benefit programs including insurance, paid leave, retirement, Social Security, open enrollments, Family and Medical Leave (FMLA) requests, and deferred compensation programs; communicates with benefit brokers regarding benefit products and insurance premiums;

DRAFT

processes payments for insurance, retirement, and deferred compensation benefits; responds to employee inquiries.

- Administers District payroll; collects and reviews employee timecards; inputs and submits payroll data into database; disburses paychecks; may record payroll entries into District's accounting system; serves as primary contact for all payroll issues.
- Manages programs for general liability, property/casualty, safety, and loss control plans; serves as liaison to insurance companies and service providers to ensure a cost-effective risk management program; establishes and reviews insurance requirements for vendors; interfaces with insurance authority regarding all claims against the District; assists in coordinating employee safety training programs and training on emergency policies and procedures.
- Responds to internal and external customer needs by providing solutions and/or referrals; greets and assists internal and external customers in a friendly, prompt, and accessible manner; creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas; works in conjunction with administration, management, and other District staff to respond to the needs of the public.
- Interprets complex rules, regulations, contracts, policies, and procedures; applies such interpretation in the performance of assigned responsibilities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including budgeting, general accounting, auditing, financial reporting, and their application to District operations.
- Policies, procedures, practices, and methods related to risk management including workers' compensation and liability claim processing and administration of employee safety programs.
- Principles, practices, and procedures for processing payroll and purchasing functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Financial forecasting methods and techniques.
- Complex mathematical and statistical techniques.
- Principles and practices of research, analysis, reporting methods, and data collection.
- Library vendors, trends, and marketplace.
- Effective practices in evaluation and outcomes measurement.
- Principles and procedures of record keeping, document processing, and filing systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of professional finance, accounting, and payroll duties such as reviewing, analyzing, recording, and documenting a diverse range of financial transactions and verifying the accuracy of financial data.

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- Perform a variety of professional risk management and employee safety functions including review and processing of workers' compensation and liability insurance claims and administering programs to maintain a safe working environment for District employees.
- Maintain confidentiality of sensitive personal information of current and former employees and other matters affecting District financial and human resources administration.
- Conduct complex research projects on a wide variety of finance, accounting, human resources, payroll, and risk management topics.
- Analyze statistical data; evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear, complete, and concise statements and reports.
- Understand and analyze accounting, budgeting, and financial statements and reports.
- Develop long and short-term goals and objectives that support the District's business functions including identification of funding sources.
- Manage and improve business processes and operations by ensuring continuity and integration of policies and procedures with the District's mission and strategic plan.
- Plan and monitor expenditures to meet District objectives and compliance; prepare, review, and examine budget documents and reports; audit, reconcile, and balance bank statements.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts; ensure proper authorization and documentation for disbursements and other financial transactions.
- Allocate resources, plan procurement, and oversee budgets and contracts to ensure the District's fiscal stability.
- Commit to the principles of intellectual freedom and equal access.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, accounting, finance, human resources, or a related field.

Experience:
- Three (3) years of professional experience in finance administration, accounting, human resources administration, or a related field.

Licenses and Certifications:

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- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

WORKING CONDITIONS

Occasional evening and weekend work may be required as job duties demand.

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BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.D. REPORT FOR NOVEMBER 2021

REPORT: Agenda Item XI.d. **MEETING DATE:** November 22, 2021

PREPARED BY: Rachlin Partners **LOCATION:** Virtual Zoom Meeting

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TITLE: Authorization for District Director to contract with an Architectural Firm

BACKGROUND:

The Architectural Services Selection Team met on September 13, 2021 to discuss the next steps in the two library buildings renovations. This selection team is composed of Trustee Jason Capell (Chair), Trustee Katie Clark, District Director Nikki Winslow, Facilities Manager Jonathan Arevalo, and Capital Projects Management team members Andrew Ulmen and Jennifer Pearson. Richard Ingrassia of Rachlin Partners served in an advisory role to the selection team, but did not participate in scoring. These building projects will be funded out of the Community Facilities District that was formed by the ALD in 2020. The selection team agreed to the need to post a Request for Proposals (RFP) to hire an Architectural firm for design services for both building projects.

The RFP was reviewed and approved by the Ad-Hoc Facilities Committee on September 13, 2021 and then taken to the full Board of Trustees for final approval at their September 27, 2021 regular meeting. The RFP was posted on September 28, 2021 with a closing deadline of October 29, 2021.

Thirteen proposals were received by the deadline. These firms included:

- Anderson-Brulé Architects
- Cannon Design
- Dewberry
- Group 4/Architectural Resources Group
- HMC
- Little Diversified
- M. Arthur Gensler
- NAC
- Onyx
- Pfeiffer Partners
- RADAR
- SVA
- YNG

Prior to the deadline, the selection team met to review the drafted evaluation criteria based on the requirements in the RFP and came to agreement on the method for scoring the proposals on our initial review. Each proposal was reviewed carefully by three members of the selection team, which met on November 5, 2021 to review the proposal scoring. The firms were ranked

by each scorer, and the three rankings were averaged for each firm. The four firms with the highest average rankings in the initial round of evaluation were invited to interview for final selection. At this same meeting the selection team developed the criteria for scoring the interviews. On November 8, 2021 the selection team met and developed a list of six questions that would be asked.

The four firms with the highest average rankings in the proposal review were **Anderson-Brulé Architects, Group 4/Architectural Resources Group, M. Arthur Gensler,** and **NAC**. They were interviewed by the selection team on November 12, 2021. Each firm was given 20 minutes to deliver a presentation, and 30 minutes to answer the six questions, with the selection team then deliberating following each interview. At the conclusion of the interviews, the selection team shared their scores based on presentation and completeness of answers. **Anderson-Brulé Architects** was scored the highest firm by all members of the selection team. Aggregate scoring from these interviews can be found in the page after this staff report. Although cost was not the sole criteria for evaluation, it should be noted that Anderson-Brulé Architects' proposed cost was the lowest of the four finalists.

FISCAL IMPACT

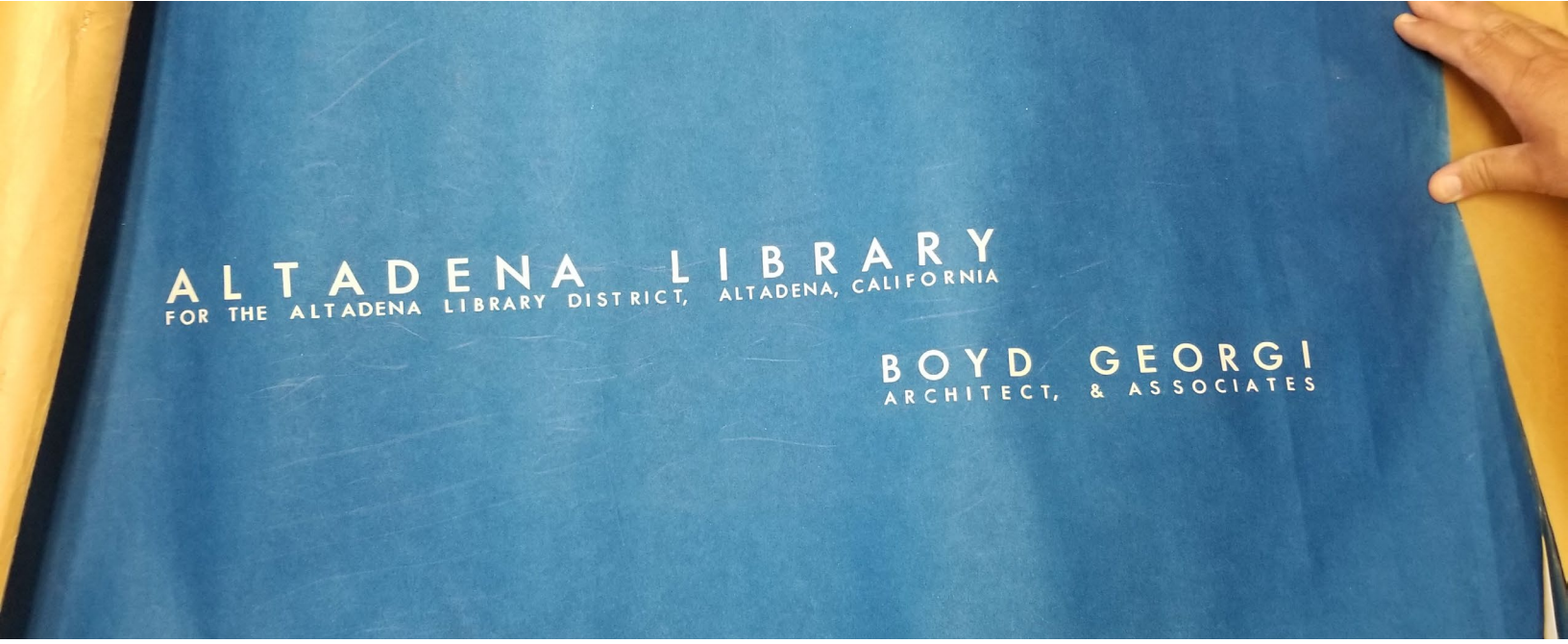
Anderson-Brulé Architects' proposed a cost not to exceed $1,539,637, plus reimbursable expenses of $10,500. Hourly billing rates for additional services are included on pp. 70-71 of their proposal and will remain in effect for the duration of the contract. The fiscal impact is anticipated to be approximately 7% of the total capital project costs.

RECOMMENDATION

The Architectural Services Selection Team recommends that the Board of Trustees authorize the District Director to contract with **Anderson-Brulé Architects** for Architectural Design services as outlined in the professional services agreement and RFP until the conclusion of both library building renovations.

ARCHITECTURAL DESIGN SERVICES RFP INTERVIEW SCORING

For this round, please score each interview out of the total possible points.			Anderson-Brule Architects	Group 4/ARG	Gensler	NAC
CRITERIA	**TOTAL POINTS POSSIBLE**	**SCORING CONSIDERATIONS**	**TOTAL POINTS AWARDED**	**TOTAL POINTS AWARDED**	**TOTAL POINTS AWARDED**	**TOTAL POINTS AWARDED**
Experience with libraries and/or multi-functional or hybrid program buildings	90	- Demonstrated experience with similar building/program types	71	63	60	54
Experience with renovations of historically significant buildings	90	- Demonstrated experience with historically significant buildings, especially renovations	82	73	72	66
Experience & expertise in universal design	30	- Demonstrated expertise in universal/inclusive design strategies	36	25	29	16
Project Team	90	- Experience and expertise of team members - Have key personnel been successfully involved with projects of similar scope and magnitude?	74	51	57	47
Project Approach	120	- Demonstrated understanding of the purpose, scope and objective of the services to be performed - Ability and capacity to perform the work (including key personnel committed to project and local presence) -Soundness of methods of management, quality control, and coordination	105	79	86	55
Costs	120	- Pricing schedule is transparent, responsive, and reasonable, including the thorough breakdown of costs	114	81	82	86
Likelihood of Success	60	-Does the proposer have a high likelihood of success in performing the work with the ALD? -Is the proposer a good fit for the ALD?	59	40	51	28
TOTAL POINTS	**600**	**0**	**551**	**408**	**445**	**356**
	FINAL RANKINGS		1	3	2	4



Altadena Libraries

Architectural Design Services Altadena Library District

Proposal

October 29, 2021

Anderson Brulé Architects
676 West 9th Street, Suite B, Claremont, CA 91711 | **T:** 408.298.1885 | **F:** 408.298.1887
Mark Schoeman, AIA, DBIA | **T:** 408.298.1885 x209 | **C:** 909.373.7013 | **E:** mark@aba-arch.com

ABA

ANDERSON BRULÉ ARCHITECTS

October 29, 2021

Ms. Jennifer Pearson, Program Manager
Rachlin Partners, Capital Projects Management
Altadena Library District
600 E Mariposa St, Altadena, CA 91001

RE: Proposal for Architectural Design Services | Altadena Library District
Anderson Brulé Architects

Dear Selection Committee,

Altadena Library District knows Anderson Brulé Architects (ABA). In November 2020, Pamela Anderson-Brulé, Amy Crawford, and myself collaborated with Nikki Winslow and library leaders in an interactive design charrette, sponsored by the Library Journal, exploring options for renewing the Library's beautiful mid-century buildings for the 21st Century. Beyond the wonderful opportunity to get to know ALD leaders and review and understand past work, the charrette provided insight into the challenges facing the library as it aims to renew an aging building to continue, and improve, its service to a community of over 57,000 people.

As we understand from the charrette and the RFP, the aim for the Main Library is to do more than improve the physical conditions and operational efficiency of a building constructed in the 1960s, which is undoubtedly an essential task, but to revitalize the patron experience and create a truly welcoming place that celebrates joy of life-long learning. Improved accessibility, up-to-date and media-rich information technology, reconfigured spaces that support flexible community-oriented programming, a makerspace and other labs for creativity, upgraded MEP and structural systems, and lush exteriors to activate social programs – these are some of the key issues to consider, all the while preserving the library's treasured mid-century character. Similarly, work aims to improve the community's experience at the equally valued Bob Lucas Memorial Branch through physical improvements and building system upgrades as well as reconceived interior and exterior spaces. It is therefore with great enthusiasm that we submit our qualifications for designing and administering construction for the renovation of both library buildings.

Our familiarity with ALD and relationship with members of its leadership will be key assets in our efforts to:

- Design the renovations in line with the unique needs of public libraries, who serve multiple programs and a broad variety of user groups spanning different ages, cultures, and intentions regarding library uses. Specifically, we will work with the understanding that ALD's library buildings distinctly provide front-line community services as one of the few locally controlled civic organizations in an unincorporated area of Los Angeles County.

- Leverage multi-disciplinary technical expertise to elegantly address the complexities not only of renovations and seismic upgrades, but of working with mid-century buildings that have historic (or historic-eligible) status.
- Approach the project with a perspective that not only recognizes the intrinsic importance of the renovations scope and the necessity for engaging with the library's mid-century design, but views both of these elements as the means to a greater end: delivering outstanding library services and community programs that are accessible and rooted both in present needs and future-forward flexibility.

Throughout 38 years of practice, ABA has worked with a number of public library clients, many of which have been repeat clients, such as San Jose Public Library (9 libraries), San Mateo County Libraries (3 libraries), City of Redwood (2 libraries), City of Sunnyvale (2 libraries), Salinas Public Library/El Gabilan Branch, Santa Cruz Public Library/Aptos Branch, and others. Indeed, the vast majority of our library work encompassing studies, renovations, and new construction is for city and county clients, with many of our award-winning projects being delivered via publicly funded bond programs and in partnership with PM/CM firms.

Altogether, we have assembled a team of architects, library planners/designers, and interior designers who share the library's commitment to community service. Our team is supported by consultants selected not only for their expertise, local presence, and nimble size to support highly personal and responsive service, but their working relationship with ABA, Rachlin Partners, or both (e.g., our team's structural engineer, R.M. Byrd & Associates.) As Principal-in-Charge, I will be pleased to lead the team in designing a mid-century-appropriate renovation in partnership with Pamela Anderson-Brulé, FAIA, who brings the project an expertise in planning and design for the library sciences.

We are excited about the prospect of deepening our partnership with the Library and contributing to the community's civic pride for an inspiring community resource. To that end, my team and I hope to have the opportunity to meet with you and other members of the selection committee to further discuss our proposal and how we can be of service.

Thank you for your consideration.

Mark Schoeman, AIA, DBIA, *Principal-in-Charge*
Anderson Brulé Architects
mark@aba-arch.com | 408.535.2909

We acknowledge receiving Addendum 1 issued on October 22, 2021.

Design Services Agreement Review

Anderson Brulé Architects has reviewed the request for proposal and the proposed Design Services Agreement and accepts the form of Agreement and terms in general with the following understanding:

» ABA can only certify facts that it knows to be truthful and factual through direct, first-hand knowledge.
» ABA commits to meet the usual and customary standard of care observed by similar professionals that are performing similar services on similar projects at the same time and in the same general location for professional services and that this will serve as the metric for both qualifications for and performance of professional services.
» ABA reserves the right to review specific project agreements, future attachments, and addenda.

If selected, we would appreciate the opportunity to discuss the following suggested clarifications or language modifications we have identified upon review with liability insurance specialist.

Sample Design Services Agreement

Section: 2.2 Designer
Exception taken: remove warranty language.

Section: 3.1.1 Scope of Services
Exception taken: Insured provides services "consistent with Standard of Care" as defined; remove words like "fully" or "adequately" that may modify and increase SoC; insured "exercises SoC to comply" rather than "agrees to comply" with laws.

Section: 3.4.1 Standard of Care
Exception taken: limit damages to "direct" costs rather than indirect costs such as lost profits or lost revenue; "to the extent caused by" is more limiting than "as a result of" which is vague and possibly uninsurable; remove warranty language.

Section: 3.5.1 Knowledge and Compliance
Exception taken: add "willful or negligent" regarding violations; defense obligation does not include duty to defend professional liability claims; remove "agents,""volunteers" and "representatives" as they may not be covered by insurance; indemnification is limited to third-party tort claims.

Section: 3.5.5 Water Quality Management and Compliance (b)
Exception taken: remove warranty language.

Section:3.5.5 Water Quality Management and Compliance (c) Liability of Non-compliance (ii) Indemnity
Exception taken: add limiting language.

Section: 3.7.3 Performance Schedule
Exception taken: use "may" instead of "shall."

Section: 3.7.4 Excusable Delays
Exception: remove "fault" as that is vague and possibly uninsurable.

Section: 3.9.1 Data and Information
Exception taken: Designer shall assume the information provided by the district is accurate and complete, and will notify the owner if it is discovered otherwise.

Section: 3.10.5 Withholding Payment to Designer
Exception taken: the language in this section requires clarification.

Section: 3.13.2 Right to Use
Exception taken: add language clarifying client's obligation to insured for re-use of services.

Section: 3.13.4 Right to License
Exception taken: remove warranty language.

Section: 3.13.5 Confidentiality
Exception taken: add language allowing insured to disclose confidential information. Perhaps clarify reference to project photos and documents for marketing and publicity?

Section: 3.14.1
Exception taken: defense obligation does not include defending professional liability claims; limit indemnification to third-party tort claims (injuries to persons or property) and to negligent acts of insured.
Section: 3.30 Time of Essence
Exception taken: "time is of the essence" can create an uninsurable warranty.

Add Section: 3.38 – add limitation of liability

Add Section 3.39 – add mutual waiver of consequential damages

EXHIBIT A

Section: 1.1 Basic Services
Exception taken: incorporate SoC from Agreement

Section: 2.2 Meeting Budget and Project Goals
Exception taken: insured cannot guarantee Cost of Work or budget, but will do additional work at its cost if due to
its negligence.

Section: 3.3 Preliminary Project Budget
Exception taken: delete "expertise" as that can create a higher SoC.

Section: 5.2 Form
Exception taken: insured does not want to be liable for securing permits.

Section: 8.4 Site Visit of Contractor's Work
Exception taken: add language limiting insured's scope of work.

Section: 8.6 Coordination of Designer's Consultants
Exception taken: delete "or District" as insured cannot "cause" third-parties outside of its control to perform work.

Section: 8.9 Written Reports
Exception taken: insured only reports "observed" or known problems.

Section: 8.12 Review and Response to Submissions
Exception taken: words like "ensure" or "assure" can create uninsurable risks.

Section: 8.17 Applications for Payment
Exception taken: add language limiting insured's obligation with respect to reviewing contractor's payment application.

Section: 9.1 As-Built Drawings and Specifications
Exception taken: use "record drawings" instead of "as built;"

Altadena Libraries

Architectural Design Services Altadena Library District

PROPOSAL FROM
Anderson Brulé Architects

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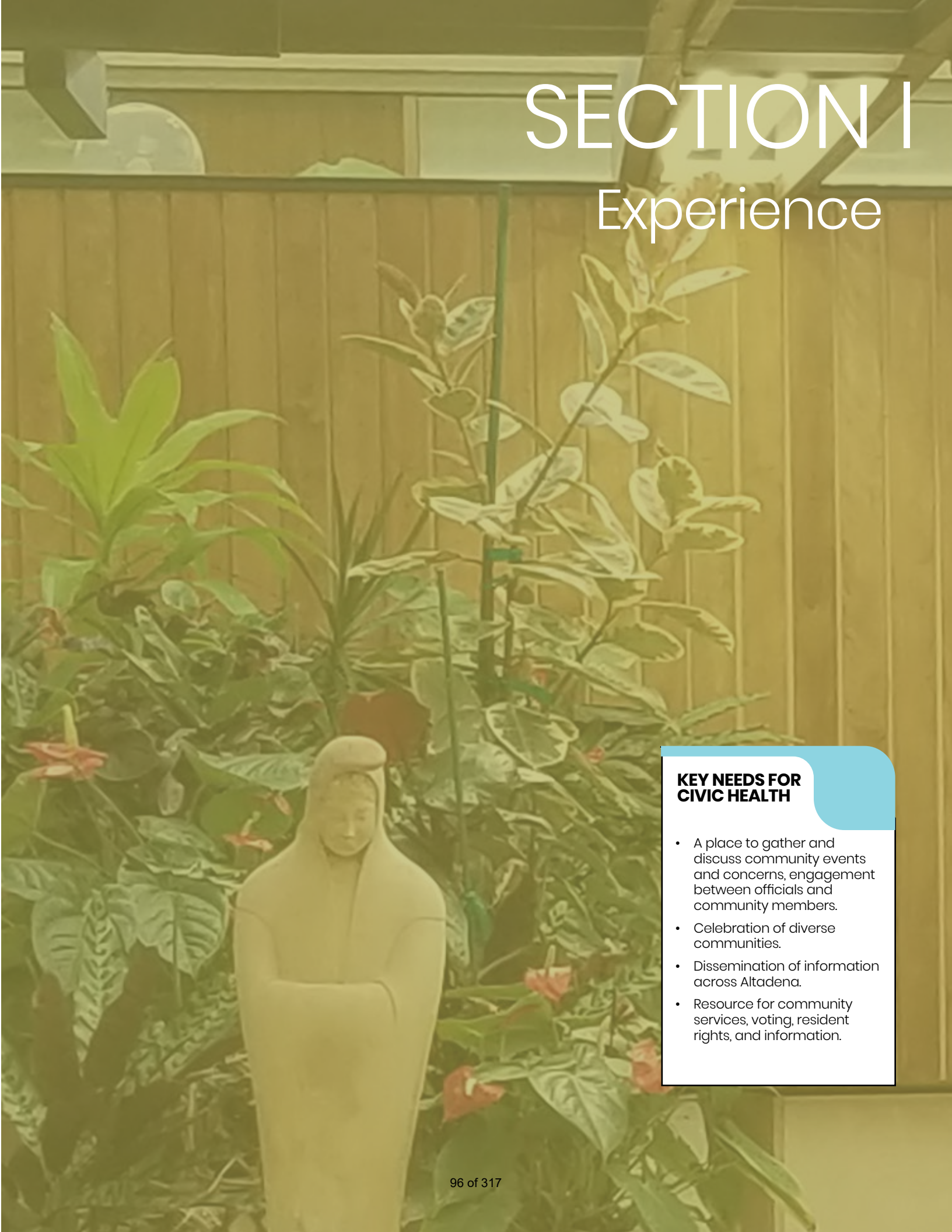
SECTION I
Experience



KEY NEEDS FOR CIVIC HEALTH

- A place to gather and discuss community events and concerns, engagement between officials and community members.
- Celebration of diverse communities.
- Dissemination of information across Altadena.
- Resource for community services, voting, resident rights, and information.

ABA
Community-Oriented Architects

SJPL Educational Park Branch Library

Anderson Brulé Architects was founded in 1984 based on the conviction that truly exceptional architecture encompasses the human, social, economic, and environmental needs of individuals and sustains the community in which it is created. From this perspective, we provide complete services in architecture, interior design, strategic planning, and master planning with a focus on the public and community sectors.

Throughout our 38 years of practice in public architecture, we have gained a distinguished record and reputation for well-planned, enjoyable, and creative designs that are adaptive to our library clients' present and future needs. The firm frequently partners with city and county agencies to realize library projects, including projects implemented via bond programs, and we have proudly played an instrumental role in creating contemporary library spaces from initial needs assessments and programming through design, construction documentation, construction administration, and the selection of technology, furniture, and equipment. In addition to cutting edge, ground-up libraries, a hallmark of our team's library work includes the renovation of existing spaces to transform the static interior environments of aging libraries into more dynamic spaces that stimulate patron interaction and foster community spirit.

Authorized Representative:
Mark Schoeman, AIA - Principal-in-Charge
676 West 9th Street, Suite B, Claremont, CA 91711
Tel: 408 298 1885

Altadena Library District's Library Renovations

Our team has already begun a discussion with ALD leadership on the renovation of the Altadena Library District's buildings via a design charrette at the Library Journal Design Institute in 2020, and consequently looks forward to building on that exploratory effort with the renovations to the Main Library and Bob Lucas Branch. You will find a more detailed discussion of our project understanding and work approach in Section III. Ultimately, our aim as the architects for the project is to lead a multi-disciplinary team in delivering outstanding project solutions, sustainable design practices, technical excellence, strong project management, and thoughtful outreach with stakeholders.

2+million Number of square feet ABA has programmed for libraries

38 years Number of years ABA has been in business

30+ Library Projects

Select ABA Public Library Projects

- Blanchard/Santa Paula Library District **Blanchard Community Library**
- City of Sacramento **MLK Public Library** – Maximizing Learning Spaces Grant / Renovation
- City of Salinas **El Gabilan Branch Library**
- City of Salinas **John Steinbeck Library** Interior Improv.
- City of San Jose-San Jose State University **Dr. Martin Luther King, Jr. Joint-Use Library**
- City of Sunnyvale **Lakewood Branch Library/Learning Ctr**
- City of Virginia Beach-Tidewater Community College **Joint-Use Library**
- Yolo County **Clarksburg Library** – Maximizing Learning Spaces Grant / Renovation
- City of San Jose-San Jose State University **Dr. Martin Luther King, Jr. Joint-Use Librar**y, California Room – Maximizing Learning Spaces Grant / Renovation
- Mendocino County Library **Willits Library** – Maximizing Learning Spaces Grant / Renovation
- Monterey County Free Libraries **Pajaro Library** – Maximizing Learning Spaces Grant / Renovation
- Placer County, **Rocklin Branch Library** Renovation
- Redwood City **Main Library Children's Area** Renovation
- Redwood City **Redwood Shores Community Library**
- Richmond Public Library **Richmond Library** Renovation
- San Jose Public Library **Cambrian Branch Library**
- San Jose Public Library **Educational Park Branch Library**
- San Jose Public Library **Pearl Avenue Branch Library**
- San Jose Public Library **Tully Community Branch Library**
- San Mateo County Libraries **Foster City Library** Renovation
- San Mateo County Libraries **San Carlos Library** Renovation
- Santa Cruz Public Libraries **Aptos Branch Library**
- Sonoma County **Healdsburg Library** Refresh
- Sonoma County Interim **Roseland Library,** Renovation
- Sonoma County **Windsor Regional Library** – Maximizing Learning Spaces Grant / Renovation

Awards of Note

City of Salinas El Gabilan Library

Silicon Valley Business Journal, Community Impact Project, Structures Award Program, 2020

Engineering News Record California, Cultural Awards of Merit – Northern California, ENR California Regional Best Projects Awards (NoCal), 2020

International Economic Development Council, Excellence in Economic Development, Public-Private Partnerships, Population 25,000 - 200,000 - Silver Award recipient, October 2020

Redwood City Redwood Shores Library

American Public Works Association (APWA), NorCal Awards Program, Project of the Year Awards, Merit Award, 2009

Western Council of Construction Consumers (WCCC), Distinguished Project Awards, Outstanding Achievement, Public Facilities, 2009

City of San Jose / San Jose State Univ. Dr. Martin Luther King, Jr. Library

$250,000 "Savings by Design" program award by Pacific Gas and Electric Company, 2004

American Library Association's 2004 John Cotton Dana Library Public Relations Award, 2004

Gale/Library Journal 2004 Library of the Year Award, 2004

HISTORIC RESOURCES CONSULTING

Historic Resources Group

12 S. Fair Oaks Avenue, Suite 200
Pasadena, CA 91105

Contact:
John LoCascio, AIA
626.793.2400
hrg@historicresourcesgroup.com

PROFILE

Established in 1989, Historic Resources Group is the leading firm devoted solely to historic preservation planning, historic architecture consulting, and development services for historic resources in California. HRG staff includes historic architects, architectural historians, historians, and planners.

HRG has also worked with Mark Schoeman on various high school renovation and addition projects, thereby offering a proven partnership that will help ALD achieve conscientiously renovated libraries.

HRG has over thirty years' experience providing architectural consulting and compliance consultations for both large- and small-scale development projects involving historic resources. These include adaptive reuse of historic buildings, federal rehabilitation tax credit projects, and advising clients during all phases of rehabilitation projects on compliance with the Secretary of the Interior's Standards and the California Historical Building Code (CHBC). HRG maintains an excellent working relationship with the State Office of Historic Preservation, as well as with local planning departments and commissions.

PROPOSED SCOPE OF WORK

Historic Architect John LoCascio, AIA will review existing documentation and evaluations of the two library buildings in Altadena, including eligibility for listing as historic resources. With a solid understanding of the regulatory environment and the Secretary of the Interior's Standards, HRG will assist the project team by reviewing proposed designs and provide advice, as appropriate, with respect to meeting the Secretary of the Interior's Standards.

HRG will be available to respond to team enquiries about design implementation and review plans, and assist with approaches that retain significant features while meeting code and functional requirements.

/ Assist with the regulatory process, by reviewing applicable historic preservation regulations and guidelines, informing regulatory bodies of the project's intentions and creating a dialogue that will manage expectations and assist in avoiding costly missteps.
/ Provide better information/parameters for the design process.
/ Provide guidance, as requested, for application of the California Historical Building Code

REPRESENTATIVE PROJECTS

/ Pasadena Central Library
/ Grand Central Air Terminal
/ MSG Forum
/ HCHC Angelus Funeral Home Rehab & Adaptive Reuse
/ Gibson, Dunn Crutcher Seattle Key Arena
/ City of Beverly Hills Wallis Annenberg Center for the Performing Arts

STRUCTURAL ENGINEER

R.M. Byrd and Associates, Inc.

R.M. BYRD and Associates, Inc.
Consulting Structural Engineers

1047 West Sixth Street
Ontario, CA 91762

Contact:
Rick Byrd
909.983.5599
rbyrd@rmbyrd.com

PROFILE

Founded in 1992, R.M. Byrd and Associates has built a reputation on innovation, quality, and cost-effective design. Our firm was organized around the philosophy of protecting the intent of the Owner and Architect, while implementing economical solutions to potentially complex structural requirements.

A frequent partner to Mark Schoeman on a variety of projects such as the San Bernardino Valley College Business Building Renovation and Seismic Upgrade, our attention to detail has separated our firm from our competitors. The realization that exposed structural systems and connections are an opportunity for Architectural expression has generated a unique and sought-after quality from our Architectural clients and Owners. R.M. Byrd and Associates has provided engineering services on projects throughout the United States, with unique opportunities in Dubai, Korea, China, Canada, Russia and Venezuela.
R.M. Byrd and Associates provides structural services on projects with an approximate annual aggregate construction cost in excess of $150 million.

Design capabilities include finite element analysis of complex structures, and 3-D production with design integrated concepts. R.M. Byrd and Associates has production capabilities in AutoCad 2D/3D and full integration with Revit and Building Information Modeling (BIM).

PROPOSED SCOPE OF WORK

Structural Engineering for the Alta Dena Library, a significant building of local Historic Significance.

Scope includes a seismic review using ASCE 41 Tier 1 and Tier 2 analysis, development of comprehensive testing procedures of existing materials, development of retrofit documents as required or determined by the preliminary analysis phases. We understand that ALD is working with Holmes Structures for a Tier 3 evaluation, and are prepared to assist the team in light of recommendations and our own study of the project.

Structural engineering will also address structural impact to existing components due to the proposed circulation modifications, ADA upgrades if required, and HVAC modifications.

REPRESENTATIVE PROJECTS

/ City of Pasadena Seismic Review and Seismic Retrofit on Fire Stations
  - Fire Station 32
  - Fire Station 39

/ Ontario Montclair USD – ASCE 41 Seismic Review and Retrofit in Conformance with AB300
  - Central Elementary School
  - Euclid Elementary School
  - Serrano Middle School
  - Wiltsey Middle School
  - Vina Danks Middle School

/ City of Ontario Fire Station No 1 – ASCE 41 Seismic Review and Seismic Upgrade Requirement Analysis

/ Muir High School, Pasadena USD – Seismic Review and Voluntary Seismic Upgrade to Existing Mid-Century Performing Arts Facility

/ Elizabeth Learning Center, LAUSD – ASCE 41 Seismic Review and Voluntary Seismic Upgrade to Existing Mid-Century Administration Facility

/ Eliot MS Performing Arts and Tower Seismic Review

CIVIL ENGINEER

VCA Engineers, Inc.

1041 S. Garfield Ave., Suite 210
Alhambra, CA 91801

Contact:
Virgil C. Aoanan
323.729.6098
virgil.aoanan@vcaeng.com

PROFILE

VCA Engineers, Inc., an S-Corporation, owned and managed by Mr. Virgil C. Aoanan, is a client-focused, service-oriented civil and structural engineering firm located in the City of Alhambra and Irvine, California. With over 30 employees, (2 Principal Engineers, 17 Civil Engineers, 4 Structural Engineers, 3 CAD technicians and 4 administrative staff) VCA Engineers, Inc. engages in a wide variety of engineering designs and services involving private and public land development, facility engineering, transportation engineering, and topographical engineering.

As civil and structural engineers, we are accustomed to working with local agencies to meet their requirements for plan checking, permitting, as-built preparation, and project close-out. We work in the design-bid-build and design-build project delivery environments. We also prepare our engineering submittals in fast-track mode, with several construction phases and/or simultaneous multiple general contractors.

PROPOSED SCOPE OF WORK

VCA has both personal resources and design/construction experience that are relevant to this pursuit. The firm has successfully prepared Civil Engineering drawings, plans, specifications, cost estimates, calculations, studies, project definition books, and reports for various projects, involving, but not limited to: demolition, roadway design, ADA path- of-travel requirements, new and relocated utilities, grading, site developments, storm water management and drainage (LID, SUSMP and SWPPP), Site sustainable design (LEEDS), master planning, underground utilities, topographical/ALTA surveys, hydrology and hydraulics, flexible and rigid pavements, sanitary sewers, potable and fire water, and irrigation water.

For the Bob Lucas Memorial Branch Renovation and Altadena Main Library Renovation, VCA will prepare the demolition of existing site structures, landscape, grading for drainage and any wet utility connections to accommodate the exterior new reading court, water feature, shade structures and seating options, storage, trash enclosure, parking renovations, new amphitheater, new compliant ADA path of travel ramps and walkways to ensure that all members of the community can enjoy this facility. We will work in partnership with the team's landscape architect, Department of Space, to support a holistic vision of both library buildings' exterior environments.

REPRESENTATIVE PROJECTS

/ Manhattan Beach Library

/ Quartz Hill Library

/ San Bernardino County Law Library Seismic Retrofit and Tenant Improvements

/ South Pasadena Public Library Site Improvements

/ Dana Point Library ADA Site Improvements

MECHANICAL, ELECTRICAL, AND PLUMBING / FIRE PROTECTION ENG.

DCGA Engineers

4750 East Ontario Mills Parkway
Ontario, CA 91764

Contact:
Tony Ramirez
909.987.0017
tony.ramirez@dcgaengineers.com

PROFILE

DCGA Engineers offers a highly skilled, experienced team of engineers and designers covering a wide range of specialties including HVAC, Plumbing, Piping, Fire Suppression, Power, Lighting, Telecommunications, Data, Fire Alarm, and Standby Emergency Power Systems. DCGA is focused primarily on institutional type projects such as Civic/Government, Healthcare, Education, Infrastructure, and Data Centers. Our staff is comprised of veteran professionals with the following qualifications: California and Arizona registered mechanical and electrical Professional Engineers (PE), LEED Accredited Professionals (AP), Certified Plumbing Designers (CPD), and Revit Building Information Modeling (BIM) designers.

A frequent partner to Mark Schoeman, our services include system engineering and design, system analysis, feasibility/payback studies, peer review, and building energy analysis. In addition, we offer complete MEP construction administration services to ensure projects are completed successfully with minimal contract or schedule changes.

PROPOSED SCOPE OF WORK

The design of the heating, ventilating and air conditioning (HVAC) systems for the Altadena Public Library facility will address the overall objective of providing a system that meets the occupants' needs, provide a safe environment, and accommodate changes in the building operation. The proposed mechanical system for the Altadena Public Library will include packaged rooftop unit, exhaust fans, and controls. The building systems will provide heating, ventilation, and air conditioning in conformance with applicable codes and specific requirements of the design criteria.

The design of the electrical system for the Altadena Public Library buildings will encompass interior and exterior lighting, power distribution systems, low voltage systems and a fire alarm system. All these systems will be designed to provide the user with maximum flexibility and all equipment will be selected for durability and maintenance ease.

The plumbing for these facilities will be designed to serve occupant needs and provide a safe and healthy environment. It will be sustainable and efficient in its use and management of water resources. The plumbing design will include plumbing fixtures, domestic water distribution, sanitary sewer, waste, venting, stormwater roof drainage, and natural gas.

Mindful of the building's mid-century character, especially given the Main Library's eligibility for historic status,we recognize that upgrading building systems is a particular challenge. We will work with ABA's design team to upgrade building systems with respect to the buildings' distinct characters.

REPRESENTATIVE PROJECTS

/ Woodcrest Library New Construction

/ Idyllwild Library Renovation

/ Ontario City Library Remodel

/ Fontana Courthouse Expansion

/ County of San Bernardino General Services Building Central Plan & Air Handler Replacement

/ Montemalaga Library

LANDSCAPE ARCHITECT

Department of Space

480 N. Indian Hill Blvd 1C
Claremont, CA 91711

Contact:
Ben McCoy
909.532.1460
ben@deptofspace.com

PROFILE

After 14 years with EPT Design in Pasadena, Ben McCoy started Department of Space in 2020. The mission of the firm is to provide full service and personal attention throughout all phases of the project. Unlike larger firms, Department of Space takes a limited number of projects allowing clear communication and coordination of both big picture decisions and detailed execution. With the belief that the best site design is a craft, Ben has worked with Mark Schoeman on several past projects and works as a partner to create experiences that harmonize exteriors and interiors.

Department of Space has a vast range of project experience to draw from, including Higher Education Campus Design, Creative Office Repositioning, Theme Park Design, Mixed-Use, Multifamily Residential, Single Family Residential, and Healthcare. This provides a variety of management, communication, and design knowledge.

After an integrated design process, Department of Space takes pride in carrying shared conceptual ideas to completion. This stewardship allows for the creation of meaningful spaces where humans, plants, the built environment, and natural systems can thrive together.

PROPOSED SCOPE OF WORK

Development of the exterior space at the Altadena Public Library will require special attention to the following challenges:

/ Stewardship of the original landscape design and it's reflection of the Mid-Century Modern architecture as well as Japanese Garden influences.
/ Protection and preservation of important existing trees and large shrubs.
/ Asessment and improvement of the existing Water Conservation Garden.
/ Development of outdoor amphitheater and reading spaces that truly function and are enjoyable to experience.
/ Close coordination with all design trades and user groups to develop the outdoor makerspace as a lasting future-proof amenity.

Department of Space will work closely with ABA's design team to develop a thoughtful and integrated site plan that meets the stakeholders requirements and budget. In addition to designing the landscaped exterior spaces, we will complement the team's civil engineer - VCA - efforts regarding the site, including utilities, grading, and other unexpected elements to ensure the landscape functions harmoniously with a consistent design aesthetic.

REPRESENTATIVE PROJECTS

(LED UNDER EPT DESIGN)

/ Interactive Physics Courtyard, Pomona College
/ Benton Museum of Art, Pomona College
/ Studio Arts Hall, Pomona College
/ Amphitheater at YouTubeLA, LA Playa Vista
/ San Bernardino Valley College Campus Green and Biology Garden
/ Google LAX, Venice
/ Liberty Community Plaza, Unincorporated Whittier / LA County

ACOUSTICS, AV & IT CONSULTANT

Waveguide LLC

6060 Center Dr., Suite 870
Los Angeles, CA 90045

Contact:
Michael Di Santo
310.645.2308
mdisanto@waveguide.com

PROFILE

Waveguide was founded in 1996 and has been at the leading edge of advancements in communication technology and acoustics ever since – because we understand today's buildings must power global communications, anywhere, anytime, from any device. We bring long-range, strategic thinking to this challenge, focusing not just on the technology, but also on the people, processes and places that make technology work. Our team of consultants, designers are among the most experienced and highly qualified in our industry.

Public and university libraries are changing, and the community and students they serve have come to expect a library to be more than a place to find information. They want collaborative spaces in a media-rich environment. They require support services in keeping with their digital lifestyle. Our work has encompassed this changing dynamic within libraries as they transition to becoming active learning resource centers.

Waveguide has previously worked with Mark Schoeman on projects such as the Los Positas College Academic Building 1000.

PROPOSED SCOPE OF WORK

As a member of the design team, Waveguide will address the project's requirements for acoustics, audiovisual (AV) and communications infrastructure within the renovated buildings. We believe the best technology solutions are easy to use, beautifully integrated into their environment, and flexible enough to accommodate the constant evolution of technology and the ways you use it.

Everything we do is achieved through a strong collaborative approach that recognizes the valuable contributions each team member brings. We listen to project stakeholders to understand their communication goals, and we collaborate closely with the project's architectural designers to understand their creative vision so we can help them achieve it.

REPRESENTATIVE PROJECTS

/ Costa Mesa Donald Dungan Library, Costa Mesa, California

/ Manhattan Beach Library, Manhattan Beach, California

/ West Hollywood Library, West Hollywood, California

/ Beverly Hills Library, Children's Library, Beverly Hills, California

SPECIFICATIONS

DTR Consulting Services

1221 Pleasant Grove Blvd., Suite 100
Roseville, CA 95678

Contact:
Thomas Berger
916.772.3600
tberger@dtrcs.com

PROFILE

DTR Consulting is a Specialty Consulting Firm focused on the technical aspect of architecture, engineering and building science. From Building Envelope/ Waterproofing Consulting, Technical Specifications, Building Forensics, Design Assist, Quality Control, to Remedial Architecture, DTR works with Designers, Owners, Contractors and Developers to maximize the quality of the construction documents, improve efficiency and minimize future building enclosure failures, maximizing the overall project sustainability. DTR offers additional resources to design firms, contractors and owners to produce top quality construction documents based on sound design principals, thoroughly coordinated with the project team, documented with high quality performance-based specification. Our Design Technical Resource studio will assist in overall product material selection, building envelope/waterproofing design, manufacturing/fabrication research, testing and fabrication resources, peer reviews, construction techniques, construction specifications requirements, and construction administrative procedures.

Our construction oversight ensures the installation of the building envelope systems as designed and engineered/modeled (all six sides), are properly field tested are all an integral part of our services. Our highly trained professionals insist on overseeing the overall installation from well conducted pre-construction meetings, shop drawing reviews, field mockups to lab-based field testing to verify our clients get the very best structure possible.

With offices throughout California, we provide professional services on more than 60 projects a year at construction costs exceeding $1B dollars annually. We provide comprehensive professional services, while remaining responsive to our clients needs.

PROPOSED SCOPE OF WORK

DTR Constulting Services will be responsible for writing the architecture specifications and coordinating with the team to develop the Project Manual. DTR is a frequent collaborator with Anderson Brulé Architects.

REPRESENTATIVE PROJECTS

/ Santa Cruz Public Library Aptos Library (w/ ABA)

/ City of Sunnyale Lakewood Library (w/ ABA)

/ City of Salinas El Gabilan Library (w/ ABA)

/ Sonoma County Roseland Regional Library TI (w/ ABA)

/ LA County Malibu Library

/ City of Santa Clarita Old Town Newhall Library

/ Brentwood City Library

COST ESTIMATOR

MGAC

707 Wilshire Boulevard Suite 3000
Los Angeles, CA 90017

Contact:
Rick Lloyd
213.417.7530
rlloyd@mgac.com

PROFILE

Established in 1996, MGAC is a consultancy firm dedicated to providing fully integrated project, cost, and risk management services to assist clients through all phases of design and construction projects.

MGAC's Cost Management team is led by subject matter experts with over 30 years of individual experience delivering projects across North America. Working from feasibility and programming through design, construction, and close-out, we use our expertise to develop budget cost plans, align project scope with available funding, explore cost-effective design alternatives, and provide up-to-date estimates reflective of a project's probable construction cost.

We have provided cost planning and estimating services for multiple library projects for civic, academic, and non-profit institutions both nationally and in California. We utilize the most up-to-date tools, gather quantities from Revit models, and reference extensive databases of cost developed from past project experience.

PROPOSED SCOPE OF WORK

We understand the project comprises renovation of the following two facilities:

/ Main Library with a construction budget of $12.8 M.

/ Bob Lucas Memorial Branch Library with a construction budget of $1.1M.

Our services are to include draft and final construction cost reports at the 100% schematic design, 90% design development, and 90% construction document design stages for each facility.

We will provide basic support to include pricing for proposed value engineering items as may be needed to meet the budget at each design phase.

We will also reconcile our opinion of cost with the CMAR, including attendance at one meeting, and submittal of a revised reconciled cost report at each design stage.

REPRESENTATIVE PROJECTS

/ City of Riverside, Main Library

/ City of Glendale, Central Library Youth Services Renovation

/ City of Los Angeles, Pio Pico Library Park

/ OC Parks, Donald Dungan Library and Park Renovation

/ Mt. San Antonio College, Replacement Library Building

/ CSU Fullerton, Pollak Library Renovation

Team Experience

A selection of projects from ABA and team members. Icons indicate key scope elements.

Media-rich and Flexible 21st Century Library

Renovation / Building Systems Upgrades / Accessibility / Reconfigured Interiors

Seismic Rehabilitation / Improvements

Mid-Century Bldg / Design Influence

Historic Status / Historic Eligibility

Exterior Landscaping / Strong Indoor-Outdoor Connections

Strong Focus on Sustainability

El Gabilan Library

City of Salinas | *Salinas, CA*

Library Planning • Architecture • Interior Design • Community Outreach

COMPLETION DATE
2020

CONSTRUCTION VALUE
$19.7M

GENERAL CONTRACTOR
Swinerton Builders

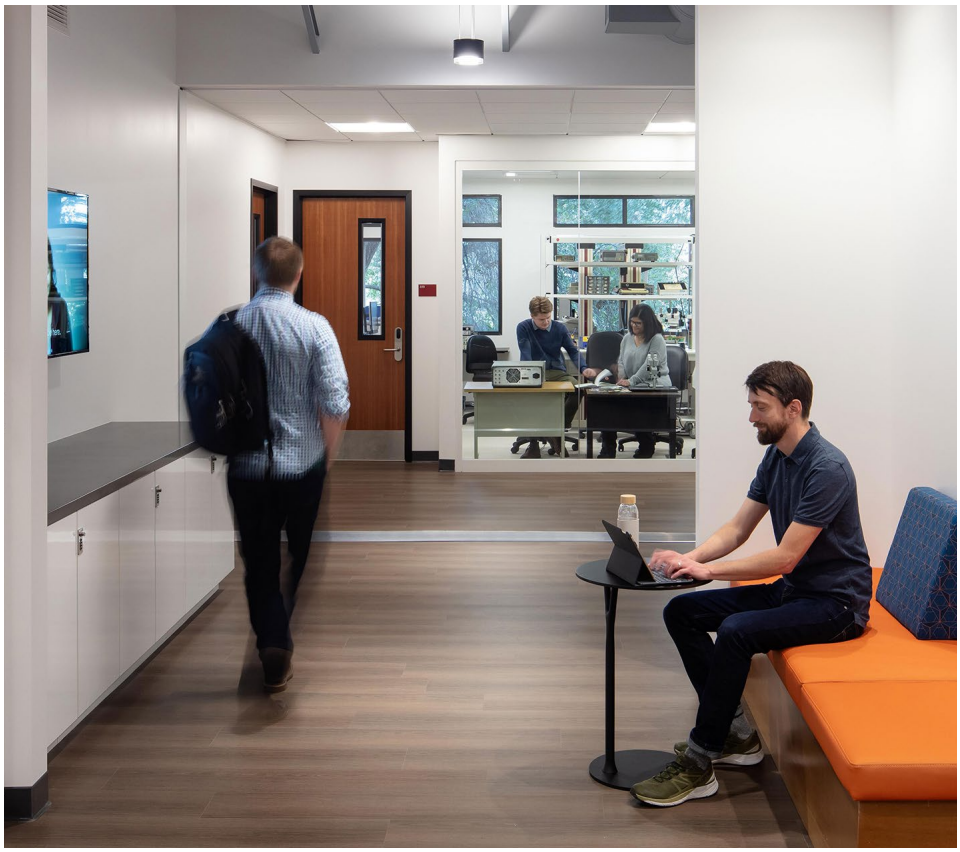
TEAM MEMBERS
Pamela Anderson-Brulé, *Principal-in-Charge*
Amy Crawford, *Lead Interior Designer*

CLIENT CONTACT / REFERENCE
Kristen Lundquist, *Library & Community Services Director*
831.758.7222
kristanl@ci.salinas.ca.us

The City of Salinas opened their doors in February 2020 to its new El Gabilan Library, replacing an aging and undersized branch constructed in the early 1960's. The library is now an enduring community place that will anchor the northern Salinas neighborhood and meet the needs of their growing City. Anderson Brulé Architects began the project with a Needs Assessment that included extensive Community Outreach and Participation. The Needs Analysis informed the project's architectural program, consisting of 20,800 sf of space encompassing children, teen and adult collections along with a collaborative maker space, digital studio, group study rooms, internet café, and a flexible, multifunctional community room. The building's program includes indoor and outdoor space; the exterior is enhanced with reading patios, lounging decks and a meandering, interactive-learning children's garden. The result of ABA's planning and design leadership throughout a complex development program with numerous stakeholders is a safe, accessible, and inclusive community place for all ages. It promotes curiosity and provides limitless possibilities in a building and service program committed to life-long learning.

ABA's process for community vision is outstanding. Their work created very meaningful, personal community dialogue resulting in project support; ABA was able to illustrate a direct link from community vision to design. They are incredibly attentive to the details which builds trust in the process and outcome for all. I would highly recommend ABA for any public design process."

– Cary Ann Siegfried
Former Director of Libraries & Community Services, City of Salinas



Representative space before renovation

SCU School of Engineering: Heafey Bergin Renovation

Santa Clara University | *Santa Clara, CA*

Site Evaluation & Planning • Space Innovations • Strategic Programming • Architecture • Interior Design • FF&E • Schematic Design through Construction Administration

COMPLETION DATE
2019

CONSTRUCTION VALUE
$17.1M

GENERAL CONTRACTOR
Blach Construction

TEAM MEMBERS
Pamela Anderson-Brulé, *Principal-in-Charge*

CLIENT CONTACT / REFERENCE
Chris Shay, *Former Assistant VP of University Operations*
Currently Senior Director of Real Estate and Special Projects at San Jose State University
408.601.7984
chris.shay@sjsu.edu

Following their work to help define Santa Clara University's new STEM initiative, ABA was engaged to provide planning programming and design services to surge the School of Engineering's 55,000 sf into a collection of 8 facilities across the campus, including 45,000 sf in the historic Heafey Bergin Law buildings, which will later be used to house the Math and Computer Technology programs in STEM. Critical to the STEM construction schedule and to the overall STEM program, the Heafey-Bergin project was challenged to:

/ Deliver full design and construction documents in just 81 days to permit renovations over the summer break.
/ Design for the future Math and Computer Technology programs while ensuring an initial full functional relocation program for 80% of the School of Engineering.
/ Minimize initial and re-renovation costs.
/ Create an environment connecting departments and programs within the facility, connecting the Math and Computer Technology programs to the rest of STEM, and connecting STEM to the rest of the campus.

Within this space, the University has developed prototypes and deployed new models for technology-enabled classrooms, computer labs and informal collaboration areas.

Learning Resource Center Renovation

West Valley College | *Saratoga, CA*

Pre-Design • Interior Design • Construction Administration

COMPLETION DATE
2023

CONSTRUCTION VALUE
$42M

GENERAL CONTRACTOR
TBD

TEAM MEMBERS
Jason Hull, *Project Director*
Pamela Anderson-Brulé, *Programming*

CLIENT CONTACT / REFERENCE
Gaye Dabalos, *Director, Facilities Construction*
West Valley-Mission Community College District
408.595.0008
Gaye.Dabalos@wvm.edu

This project will renovate West Valley's Learning Resource Center (LRC) originally constructed in 1972. The LRC is comprised of 59,134 square feet and supports various programs and services, including the Library collections, Digital Media Center, TV/Recording Studio, Writing Center, Tutorial/Assessment Center, multiple technology rich collaborations spaces, a Makerspace, gaming studios, and librarian services / offices.

The renovation is extensive and far reaching, including exterior building skin/façade improvements to improve visibility and daylight, new roof incorporating north facing light monitors, upgrades to technology and building systems, completely re-envisioned program spaces and functional adjacencies based on the needs of students, and completely updated interiors and furniture. The design of this new center for learning is far reaching and inclusive, ultimately transforming the LRC into a beacon of learning for all students on campus. The project also seeks to be the jewel of the north east end of campus creating a new hub and adjacent outdoor space that is tightly knitted and integrated into the tree laden landscape and adjacent creeks. The LRC Renovation project has received State funding and has authorization to proceed with the primary design phase.

Rocklin Branch Library Renovation

Placer County | *Rocklin, CA*

Pre-Design • Architecture • Interior Design • Construction Administration • FF&E

COMPLETION DATE
2011

CONSTRUCTION VALUE
$2.35M

GENERAL CONTRACTOR
Sequoia Pacific Buildings

TEAM MEMBERS
Pamela Anderson-Brulé, *Principal-in-Charge*

CLIENT CONTACT / REFERENCE
Mary George, *Director of Library Services*
Auburn, CA 95603
530.886.4552
mgeorge@placer.ca.gov

Rocklin Branch Library, part of the Placer County Library System, is a two-story 16,600 square foot library designed as a tenant improvement within an existing shell office building. The new facility replaced an existing 7,000 square foot library. The project includes structural upgrades to support the weight of library stacks and provides an interesting and open plan that creates the "wow!" space that the client and community desired. Amenities include expanded Children's, Teen and Adult reading spaces, expanded technology stations, seating areas and flexible-use meetings rooms for library programs and community activities.

The design features railcar themed reading nooks, and a two-story elliptical "roundhouse", preserving the views to the adjacent quarry lake, and tying together the exterior and interior into a design which reflects the rich history of Rocklin's mining and railway past.

Sustainable design features include re-use of shelving acquired by Placer County, high-efficiency HVAC and lighting systems, as well as adaptive re-use of an existing building.

Information

Pearl Branch Library

San José Public Library | *San José, CA*

Library Planning • Architecture • Interior Design • Construction Administration

COMPLETION DATE
2008

CONSTRUCTION VALUE
$6.6M

GENERAL CONTRACTOR
Bogard Construction

TEAM MEMBERS
Pamela Anderson-Brulé, *Principal-in-Charge*

CLIENT CONTACT / REFERENCE
Domenic Onorato, *Architectural Project Manager*
San Jose, CA 95113
408.535.8407
domenic.onorato@sanjoseca.gov

Pearl Avenue Branch Library is a 14,000 SF public branch library that replaces an outdated library previously located on the same site. The new building, inspired by the design principles of mid-century architecture, provides a storytelling area, children's collection, teen room, group study room, Internet Café, community living room and adult collection.

Sited to preserve many of the large perimeter trees that provide the library with an open viewing garden, the design also makes use of interior finish patterns and colors to reinforce a strong interior-exterior connection with nature. This connection contributes to the library's strong civic street presence, along with a central entry from the parking lot clearly identified by the simple yet beautiful 'butterfly' roof design. This roof form provides tall, dramatic spaces for the entry and community room while still providing a comfortably scaled room for the Family Place.

The project's design implements a variety of sustainability feature, beginning with strategies to reduce the amount of stormwater and pollutants that enter the Bay Area water system. Green building materials are used throughout the building, including wood that is Forest Stewardship Council Certified (FSC) - meaning it was grown and harvested in a responsible manner. Low-E glazing, vertical fins, and wall and roof insulation reduce the library's energy use, while interior materials reduce the amount of volatile organic compounds in the building. Finally, little construction waste was sent to the landfill on account of recycling efforts throughout construction.

Altogether, the Pearl Avenue Branch Library is serving the needs of this community, providing facilities for lifelong learning and gathering, while supporting a more sustainable environment and strengthening the community identity.

Cambrian Branch Library

San José Public Library | *San José, CA*

Pre-Design • Architecture • Interior Design • Construction Administration • FF&E

COMPLETION DATE
2006

CONSTRUCTION VALUE
$9.39M

GENERAL CONTRACTOR
Bogard Construction

TEAM MEMBERS
Pamela Anderson-Brulé, *Principal-in-Charge*

CLIENT CONTACT / REFERENCE
Jane Light, *Former Library Director of SJPL*
408.924.0208
janeelight@gmail.com

From the onset, the development of this public library project face significant challenges, such as an extremely long, narrow, and curved site that limited parking and circulation, and suboptimal solar orientation. Furthermore, the site was located on a busy suburban street defined by large "big box" retailer, overscaled signage, and a sea of parking. Nevertheless, it was essential to create a strong civic presence within this commercial and residential transitional zone. Demonstrating an ability to turn liabilities into strengths, ABA's design for the project was rooted in a glass and metal façade that follows the curve of the street with fins spreading like the pages of a book. By working with the site limitation rather than against them, entrances function as efficient and accessible bookends to anchor the building onto the site, while curves repeat throughout the interior to guides patrons to places of discovery.

The Cambrian Branch benefits from both a strong identity and a sustainable environment as it provides the community with lifelong learning opportunities.

New books and multimedia collections are enticingly displayed in the first-floor marketplace, while the children's area and Internet Café are easily visible and help draw patrons up a dramatic curved stair to the second-floor collection. For readers looking for a quiet sanctuary, the library offers an invitation to sit by the fireplace in the living room located at the opposite end from the children's area.

The design incorporates sustainability principles such as stormwater filtration and separators, low-e glazing, an Energy Star cool roof, sun-shading devices combined with ceramic fritting on the west-facing windows to further reduce HVAC loads, recycled building content, and materials with low volatile organic compounds. Additionally, over 90% of the construction and demolition waste was recycled and diverted from landfills. Constructed on-time and delivered at 3% below the $9.8 M construction budget, the twelve-month design duration was 30% shorter than other projects within the program. The superior level of integrated architectural and interior details and inclusion of the public art in the stair was incredibly challenging, but provides an amazing community asset that all enjoy.

The public process ABA led to discuss the issues and their proposed solutions have been extremely effective and productive, working very well. We have brought the community a library that meets all of its visions, needs and dreams."

– Jane Light,
Former San Jose Public Library Director

Redwood Shores Community Center & Library

Redwood City Public Library | *Redwood City, CA*

Library Planning • Architecture • Interior Design • Construction Administration

COMPLETION DATE
2008

CONSTRUCTION VALUE
$14.62M

GENERAL CONTRACTOR
Sausal Construction

TEAM MEMBERS
Pamela Anderson-Brulé, *Principal-in-Charge*

CLIENT CONTACT / REFERENCE
Dave Genesy, *Former Library Director*
City of Redwood City, CA 94063
650.722.1782
dgenesy@yahoo.com

Redwood Shores Community Library serves as a distinctive gateway to Redwood Shores and a beacon to the community as a central gathering place. Located along a slough of the San Francisco Bay, the sustainably designed building provides an educational learning environment filled with rich resources, while protecting the natural resources that surround it. Sculpted to meet the water, each room within the 22,000 square feet library is open to light, while raised floors maximize views into the library and to the shores beyond. Storytelling becomes both a literal and symbolic element in the form of a "lighthouse" that is prominently featured as you enter the building. The Café spills out onto the "deck" which becomes the boardwalk. The Interpretive Center evolved as an essential educational component of the library, enabling the community to observe and learn about the natural habitat that surrounds them. Through an extensive community process, ABA worked with diverse library, city, and community stakeholders to develop a Library Needs Assessment and Plan of Service to outline community needs, followed by a Building Program with Conceptual Design to specifically address those needs.

Main Library Children's Room Renovation

Redwood City Public Library

Before

After

Located in an historic Fire Station in downtown Redwood City, the Main Library had previously been expanded in the late 1980's to house the Library's primary collections. However, the Children's Room remained in need of renovation to accommodate expanded services including a Family Place, Children's Computers, Storytelling, and 'Tween' Areas. ABA was retained to plan and design the renovation/expansion to support the Library's children's services and provide a place for lively interaction, play and learning for both children and their parents. ABA also provided specifications for new furniture items as well as identified existing furniture for refurbishment and reuse.

The existing space was cramped, dark and devoid of color – an alienating environment for children. The space was also functionally limited, as it did not support gatherings of large groups of children for Storytime and lacked clearly defined sections for services geared specifically to younger and older children. Furthermore, soft seating for children and parents to read together was lacking. To correct the issues, ABA began work with Library and City Staff through a series of workshops to validate the program and revise the plan before proceeding with a child-centered and family-friendly design. Demonstrating that sometimes simple solutions are the most effective, a key decision was to remove a wall. In this way, ABA was able to add approximately 1,438 SF to the existing children's room allowing for the relocation and reconfiguration of existing library stacks and the creation of separate areas for school-age children and Tweens. The resulting open floor plan provides a flexible space with diverse seating options and gondolas to better accommodate library needs.

Surrounding the perimeter of the space is new wood shelving with slatwall above for display and use of the picture books and easy readers. A large checkerboard of tackable panels supports children's art displays and eases transitions between the Family Place and Tweens' space. Finally, whimsical and educational art created by a local artist features prominently on the four columns in the Family Place's entrance area, further defining an environment in which playtime and learning come together to engage families.

Public/Academic Joint-Use Library

City of Virginia Beach & Tidewater Community College

Carrier Johnson, RRMM, Anderson Brulé Architects

COMPLETION DATE
2008

CONSTRUCTION VALUE
$14.62M

GENERAL CONTRACTOR
Sausal Construction

TEAM MEMBERS
Pamela Anderson-Brulé, *Principal-in-Charge*

CLIENT CONTACT / REFERENCE
Neva White, *Former Library YFSC, Project PM*
City of Virginia Beach
757.219.2611
nlwhite@vbgov.com

Tidewater Community College in Virginia Beach, Virginia, was planning a new library for their campus. Simultaneously, the City of Virginia Beach was planning a new branch library located directly across the street. Virginia Beach librarians learned of the success of the nationally renowned MLK joint-use library in San José – a signature ABA project – and recognized a potential partnership opportunity. The City, known for visionary planning and collaborations, believed a partnership could create a more dynamic and meaningful services for the community. The College recognized that a partnership could serve as a springboard to State funding, with the City bringing financial resources to the table, immediately elevating their project as a priority.

ABA's leadership facilitated a successful College and City partnership with a single vision and detailed plan leading to the project's approval and funding. When the project later moved into architectural selection, ABA created a team with the Virginia-based architectural firm RRMM and Carrier Johnson of San Diego, with whom ABA had previously teamed on the nationally-renowned and award-winning MLK Library project, to design an iconic building that successfully supports seamless service and integrated technology, resulting in an increase in student use, increased community enrollment, and a notable focus as a center for community dialogue and collaboration. Nationally recognized by the American Library Association, the Library's public services include access to print & digital collections, computer labs and related information technology resources, makerspaces with 3D printing capabilities, age-appropriate programming for children and teenagers, adult education, and additional services such as genealogical and historical research.

Lakewood Library and Learning Center

City of Sunnyvale | *Sunnyvale, CA*

Library Planning • Architecture • Interior Design • Construction Administration

COMPLETION DATE
2023

CONSTRUCTION VALUE
Not yet in Construction

GENERAL CONTRACTOR
Not yet in Construction

TEAM MEMBERS
Mark Shoeman, *Principal-in-Charge*
Pamela Anderson-Brulé, *Library Programming*
Jason Hull, *Project Manager*
Angshupriya Pathak, *Assistant Project Manager*
Amy Crawford, *Lead Interior Designer*

CLIENT CONTACT / REFERENCE
Steven Sloan, *Superintendent of Libraries*
City of Sunnyvale
408.730.2768
SSloan@sunnyvale.ca.gov

This unique project brings together the City of Sunnyvale's Library and Recreation Services Department, the Fremont Union High School District, and Sunnyvale Elementary School District to create an incredible community asset: The Lakewood Library and Learning Center (LLC), a 20,000+ SF library and learning center that creates a rich indoor/outdoor library experience enhanced by garden spaces, community and educational activities such as summer camps, outdoor recreation, children's nature exploration, and more. The partnership between the three community provides an underserved community with the same access to educational and cultural resources enjoyed by larger urban centers.

The LRC's design was conceived through a desire to create a learning portal and neighborhood beacon that inspires multi-generational and multi-cultural interactions not only by weaving together the local community but by deepening connections with the surrounding area. Inside patrons enjoy access to the print, digital, and multi-media collections, family room, technology room, flexible community rooms, and dedicated spaces for children, teens, and adults.

Aptos Branch Library

County of Santa Cruz | *Aptos, CA*

Library Planning • Architecture • Interior Design • Construction Administration

COMPLETION DATE
2022

CONSTRUCTION VALUE
$12.4 M

GENERAL CONTRACTOR
Bogard Construction

TEAM MEMBERS
Mark Schoeman, *Principal-in-Charge*
Angshupriya Pathak, *Project Manager*
Pamela Anderson-Brulé, *Library Programming*

CLIENT CONTACT / REFERENCE
Eric Howard, *Interim Library Director*
Santa Cruz Public Libraries
831.427-7706 x 7670
howarde@santacruzpl.org

Built in 1975, the existing Branch Library is prominently located in Aptos' Soquel Avenue corridor on a challenging site with sloping topography and boundary constraints. Among the specific concerns addressed by the ABA/Bogard Construction design/build team for the bond-funded rebuilt library are improved pedestrian approaches and safety, greater accessibility via multiple modes of transportation, smoother traffic circulation and parking opportunities, more efficient drainage and flood control, providing electric vehicle charging stations, and creating landscapes that draw on connections between the forest and the ocean while.

In conjunction with an iconic architectural entry to the library building itself, exterior environments play a key role in emphasizing the corner location as a "beacon." With its high visibility, the new library will invite visitors to begin their library experience by immersing themselves in its lush, multi-faceted landscapes.

A noteworthy feature is the Community Terrace designed to be functionally flexible as an open space for gatherings and events, yet with a scale that is comfortable for daily library use. Key features include wildlife-friendly and water-conserving landscapes with built-in benches for seating and "parking" for bicycles, scooters, and skateboards.

Visitors are further engaged by Forest Garden Rooms – East-facing gardens influenced from Aptos' forest, woodland, and ravine landforms and microclimates. Conceived as "outdoor rooms," these garden niches offer a variety of spaces for reading, playing, or otherwise enjoying moments of natural tranquility. Altogether, the Terrance and Garden Rooms are part of a biophilic landscaping vision that is both environmentally sustainable and culturally enriching as it connects with the library's interior spaces.

Kennedy High School Mid-Century Renovation

LAUSD | *Granada Hills, CA*

Historic Architecture Consulting

COMPLETION DATE
ongoing

CONSTRUCTION VALUE
$175M

TEAM MEMBERS
John LoCascio, AIA, *Historic Architect*

HRG is providing historic architecture consulting services for the $132M comprehensive modernization of Kennedy High School, including the rehabilitation and seismic retrofit of three classroom buildings, the library building, the science building, the student store, the cafeteria, the music building, the shop building, and the Adult School office. All work was required to comply with applicable mitigation measures. This included design consultation to ensure project conformance with the LAUSD Design Guidelines and Treatment Approaches for Historic Schools, appropriate treatment of character-defining buildings and landscape features on the campus, and compatibility of new construction with historic buildings and features; sample specifications for the protection and treatment of historic features and materials during construction; and review of change orders and RFIs as needed.

Pasadena Central Library Seismic Retrofit Study

City of Pasadena | *Pasadena, CA*

Historic Architecture Consulting

COMPLETION DATE
2021

TEAM MEMBERS
John LoCascio, AIA, *Historic Architect*

HRG's John LoCascio, AIA assisted the consulting engineers to prepare a seismic retrofit study for the National Register listed 1927 Pasadena Central Library. The library was designed in a Spanish Colonial Revival style by Myron Hunt and H.C. Chambers. HRG observed areas of concern and potential impacts to the historic character-defining features of the architecture and worked with the project team to review and discuss proposed work, alternatives, and impacts. d photo documentation.

HRG provided a written summary of historic preservation issues and recommendations, including historic resource information and photo documentation.

Mid-Century Modernization & Seismic Review

Pasadena USD | *Pasadena, CA*

Structural Engineer

COMPLETION DATE
2015

CONSTRUCTION VALUE
$6 Million

GENERAL CONTRACTOR
AKG Construction, Inc.

TEAM MEMBERS
Rick Byrd, *Structural Engineer*

The Eliot Middle School MId-Century Modernization and Seismic Review, included a comprehensive re-outfittng of the Campus Performing Art Building and Tower, a Mid-Century concrete structure with local historical significance and recognition. The modernization included ADA upgrades with Structural implications, new stage rigging, HVAC replacement and seismic enhancements. The project was governed by the Division of State Architect, which has jurisdiction over California Public School facilities. Seismic review of the structure employed verification to the California Building Code, due to the anticipation of long term continued building use. Verification included seismic review of wall anchorage, tower lateral stability and stresses of concrete shear components, strategic use of shotcrete for increased shear capacity at selected wall elements.

Mid-Century Building Seismic Review

City of Ontario | *Ontario, CA*

Structural Engineer

COMPLETION DATE
2021 ASCE41 T1 and T2

CONSTRUCTION VALUE
TBD, currently under design

GENERAL CONTRACTOR
To Be determined

TEAM MEMBERS
Rick Byrd, *Structural Engineer*

The Ontario Fire Station ASCE 41 mid-century seismic review was performed in response for the desired for continued successful operation of one of the more significant Fire Stations in the City of Ontario. The project is an essential facility requiring the immediate occupancy performance rating. The building, constructed in multiple phases starting around 1960, included elements of cast in place concrete, concrete diaphragm, masonry shearwall, steel joist framing, and diagonally sheathed wood diaphragms. The structure is bounded by a three story (including basement) administration facility to the east, a centrally located high volume Apparatus Bay, and masonry bearing wall support facilities to the west. The seismic review incorporated the use of ASCE 41, seismic evaluation and retrofit rehabilitation of existing structures, a performance based design methodology for enhancing continued building performance.

Manhattan Beach Library

City of Manhattan Beach | *Manhattan Beach, CA*

Civil Engineering Services

COMPLETION DATE
2015

CONSTRUCTION VALUE
$25M

GENERAL CONTRACTOR
C.W. Driver

TEAM MEMBERS
Virgil C. Aoanan, PE, SE, QSD , *Civil Principal, Project Manager*

VCA provided on-site improvements per the bridging documents including demolition of existing buildings, erosion control plans and SWPPP, grading for drainage and accessibility, utility disconnections and re-connections and new connections for sanitary sewer, potable and fire water; horizontal and vertical control for the new improvements, both onsite and offsite, storm water management for low impact development (LID) and LEEDS.

The proposed 21,500 square feet library facility will include reading, meeting staff areas; public restrooms; and associated site improvements, including landscaping, walkways, and security lighting.

Quartz Hill Library

County of Lancaster | *Lancaster, CA*

Civil Engineering Services

COMPLETION DATE
2016

CONSTRUCTION VALUE
$15M

GENERAL CONTRACTOR
Griffin|Swinerton a joint venture

TEAM MEMBERS
Virgil C. Aoanan, PE, SE, QSD, *Civil Principal*
Tony Dang, *Project Manager*

The project is set on a 1.7 –acre site in a campus like environment with public gathering spaces and outdoor learning courtyards. The 12,514 sq. ft. library includes adult, teen, and children's reading areas, an early childhood/ family area, a homework center, group study rooms, a community meeting room, express-service checkout machines, information services pods, public access computers, staff areas, and public restrooms. The building received LEED, Gold certification.

VCA provided the on and off-site improvements which included demolition, hardscape and landscape, grading, utility connections, potable and fire water, storm water management and street lighting plans.

Idyllwild Library Renovation

Riverside County Library System | *Idyllwild, CA*

MEP

COMPLETION DATE
2012

CONSTRUCTION VALUE
$2.5M

GENERAL CONTRACTOR
Hamel Contracting, Inc.

TEAM MEMBERS
Tony Ramirez, *Project Manager*
Chris Villalobos, *Electrical Project Engineer*

The Idyllwild Library project consisted of a renovation of an existing library facility. The MEP systems for the building were removed and replaced. The HVAC system was designed to provide user comfort, enhanced indoor environmental quality, and maximize energy efficiency. The lighting fixtures and systems were selected for efficiency, durability, maintenance ease, and to accentuate the architecture. The plumbing systems for the building were designed to meet the functional needs of the occupants. The plumbing fixtures were selected with water conservation in mind.

Woodcrest Library

Riverside County Library System | *Riverside, CA*

MEP

COMPLETION DATE
2007

CONSTRUCTION VALUE
$3.5M

GENERAL CONTRACTOR
RC Construction

TEAM MEMBERS
Tony Ramirez, *Project Manager*
Chris Villalobos, *Electrical Project Engineer*

The Woodcrest Library project consisted of the design and construction of a new library facility. The MEP systems for the building were selected based upon sustainability. The HVAC system was designed to provide user comfort, enhanced indoor environmental quality, and maximize energy efficiency. The lighting fixtures and systems were selected for efficiency, durability, maintenance ease, and to accentuate the architecture. Light fixtures, lamps and ballasts were selected to maximize energy conservation, provide adequate foot-candles to meet IES standards. The plumbing systems for the building were designed to meet the functional needs of the occupants. The plumbing fixtures were selected with water conservation in mind.

Amphitheater at YouTubeLA

YouTubeLA | *Playa Vista CA*

Landscape Architectural Services
(*Led under EPT Design*)

COMPLETION DATE
2014

CONSTRUCTION VALUE
$6M (sitework)

GENERAL CONTRACTOR
Howard Building Corporation

TEAM MEMBERS
Ben McCoy, *Design and Construction Lead*

CLIENT CONTACT / REFERENCE
Deborah Rachlin Ross, Project Manager
1155 Linda Vista Avenue
Pasadena, California 91103
Deborah Rachlin Ross
213.798.8114
drachlin@rpmla.us

YouTube's Southern California production stage was developed as part of a larger project known as the Hercules Campus, site of the former Hughes Airport. The exterior program included a large outdoor amphitheater and placement of a historic Hughes TH-55 Osage helicopter.

The amphitheater space formed as a natural extension of the curvilinear walls we had been working with throughout the campus design as a reflection of the dynamic movement and historic use of the site. We collaborated with Oculus Light Studio to include a series of LED tape lights along the terraced seating for an enhanced nighttime experience.

Interactive Courtyard (LEED Platinum)

Pomona College | *Claremont CA*

Landscape Architectural Services
(*Led under EPT Design*)

COMPLETION DATE
2015

CONSTRUCTION VALUE
$4M (sitework)

GENERAL CONTRACTOR
Matt Construction

TEAM MEMBERS
Ben McCoy, *Design and Construction Lead*
Steve Carroll, *Managing Principal*

An interactive courtyard offers a series of experiences designed to use the human body as the focus of movement. We worked closely with the Chair of the Physics Department to develop six "interactives," including two turntables, whisper dishes, an adjustable see-saw (or lever), a linear accelerator pulley system, and a 10' x 18' steel frame with a series of connection points to study pendulum movements. Along with an outdoor classroom and sundial, each interactive was carefully placed in the composition of the garden space and designed to lock in place. The site also handles stormwater in an educational and revelatory nature to demonstrate principles of water management and conservation.

Library & Public Meeting Room

City of West Hollywood | *West Hollywood, CA*

Audiovisual and Information Technology Consulting

COMPLETION DATE
2011

CONSTRUCTION VALUE
$64 million

GENERAL CONTRACTOR
W.E. O'Neil Construction Co.

TEAM MEMBERS
Michael Di Santo, *AV Consultant*

The City of West Hollywood and the County of Los Angeles Public Library system built a $64 million, 32,000-square-foot library and public meeting room at West Hollywood Park. The library is a first-class learning and community center for all generations, intended to be the centerpiece of the West Hollywood community. It is designed to showcase the city's rich intellectual, literary and cultural diversity and provide a landmark facility for the community's passionate commitment to lifelong learning. The Council Chambers includes a 165-seat public meeting room that will now provide a much-needed venue for formal City business meetings as well as a wide range of community events. The project includes technology infrastructure and systems integrated within the public meeting room support improved meeting efficiency, electronic presentations and community

Children's Library Renovation

City of Beverly Hills | *Beverly Hills, California*

Audiovisual and Information Technology Consulting

COMPLETION DATE
2012

CONSTRUCTION VALUE
$3.3 million

GENERAL CONTRACTOR
W.E. O'Neil Construction Co.

TEAM MEMBERS
Michael Di Santo, *AV Consultant*

Originally built in the 1960s, the Beverly Hills Library Children's Library's $3.2 million renovation turned the 12,000-square-foot space into an "insanely beautiful" complex with multiple audiovisual, acoustic and data telecom updates throughout. The project updated the adolescent reading room, private study rooms and general space, and created the new children's theater, which can accommodate up to 80 children for story times and movies. Waveguide's services encompassed audiovisual and IT consulting and design, as well as collaborating on the feasibility and master plan for the library.

Donald Dungan Library Renovation & Expansion

OC Parks | *Costa Mesa, CA*

Cost Estimation

COMPLETION DATE
2019

CONSTRUCTION VALUE
$36.5M

GENERAL CONTRACTOR
Tovey/Shultz Construction

TEAM MEMBERS
Rick Lloyd, *Senior Cost Manager*

MGAC provided cost estimates for this library and community center renovation and expansion at the master plan, schematic design, design development, and construction documents stages. MGAC also engaged in value engineering and a back check submittal cost check.

The project comprises a new, two-story, 22,000 SF library and the adaptive reuse of the existing library building into a community center. The new library is certified LEED Gold and the community center is targeting LEED Silver.

Main Libary

City of Riverside | *Riverside, CA*

Cost Estimation

COMPLETION DATE
2021

CONSTRUCTION VALUE
$30M

GENERAL CONTRACTOR
Icon West

TEAM MEMBERS
Rick Lloyd, *Senior Cost Manager*

MGAC provided cost estimates at the concept and schematic design stages and for permit submittal documents. The 42,000 SF, four-story building will house the City of Riverside's new main library, located in Downtown Riverside. The first story includes a large outdoor space within the building's footprint for use in community events and as public reading space.

The library itself will occupy the third and fourth floors, with the second floor of the building dedicated to archival space. Additional programming includes a children's reading room and an innovation center equipped with a virtual reality station, 3D printers, and a sound recording booth.

SECTION II

Project Team

KEY NEEDS FOR CULTURAL HEALTH

- Community members to be aware of local happenings, non- reliant of internet.
- Address issues around homelessness.
- Community assistance for job-seekers.
- Celebrating our differences.

Organization Chart / Project Team Listing (Resumes)

Altadena Libraries

Mark Schoeman AIA, DBIA
PRINCIPAL IN CHARGE
ANDERSON BRULÉ ARCHITECTS

Pamela Anderson-Brulé FAIA
LIBRARY PROGRAMMING
ANDERSON BRULÉ ARCHITECTS

ABA Senior & Technical Staff

Jason Hull AIA
PROJECT MANAGER
ANDERSON BRULÉ ARCHITECTS

Angshu Pathak AIA, LEED AP BD+C
ASSISTANT PROJECT MANAGER / PROJECT ARCHITECT
ANDERSON BRULÉ ARCHITECTS

Amy Crawford NCIDQ, LEED AP BD+C
LEAD INTERIOR DESIGNER
ANDERSON BRULÉ ARCHITECTS

Sub Consultants

DCGA
M/E/P ENGINEER

RM BYRD
STRUCTURAL ENGINEER

DEPT OF SPACE
LANDSCAPE ARCHITECT

HISTORIC RESOURCES GROUP
HISTORIC CONSULTANTS

VCA ENGINEERS
CIVIL ENGINEER

WAVEGUIDE
ACOUSTICS, AV & IT

MGAC
COST ESTIMATOR

DTR CONSULTING
SPECIFICATIONS

Mark Schoeman AIA, DBIA

Principal-In-Charge **Anderson Brulé Architects**

Mark brings to the team over 30 years of experience in the public realm, including work with Cities, Counties, and State Agencies. A certified member of the Design Build Institute of America, his work includes various project types; libraries, community centers, senior centers, athletic facilities, and maintenance facilities. His role on projects range from management to design and has included planning and programming. Mark is known for translating functional needs, budgets and regulations into environments with an emphasis on successful user experience. This starts at the planning and budgeting phase of a project and involves creating places that bring value to the community as well as speaking to how the community is valued.

EDUCATION

Bachelor of Architecture
School of Environmental Design
California Polytechnic State University, Pomona

PROFESSIONAL LICENSE

California Architectural License No. C19562

RELEVANT PROJECT EXPERIENCE

Altadena Main Library, Design Charrette, Library Journal Design Institute

Santa Cruz County, Aptos Branch Library

City of Sunnyvale, Lakewood Branch Library

Mead Valley Public Library and Community Center

Liberty Community Center

San Bernardino Valley College, Business School Remodel*

Pomona College, Admissions Office Remodel Studies *

Glendale Community College, New Science Building*

College of the Desert, Indio Campus Expansion*

Antelope Valley Community College, Academic Commons*

Riverside Community College District, Moreno Valley College Student Center*

Mid-Century Buildings Experience

Claremont, Union on Yale Restaurant*

Claremont, House II Design*

*Prior to ABA

Pamela Anderson-Brulé FAIA

Library Programming **Anderson Brulé Architects**

Pamela Anderson-Brulé, FAIA is a Co-Founder and the President of Anderson Brulé Architects, Inc. Pamela believes that for a building design to be truly successful, it is the architect's responsibility to fully understand, engage, and enhance the client's entire operations from a human, social, economic, and environmental perspective. As such, by strategic and thoughtful design the majority of ABA's work over the last 35+ years has been dedicated to public architecture and planning. Her expertise is in facilitating public and private client groups through pre-project programming, planning and community visioning, preparing them in undertaking complex projects with the operational needs of the facilities in mind.

EDUCATION

Bachelor of Architecture,
California Polytechnic State University, San Luis Obispo

PROFESSIONAL LICENSE

California Architectural License No. C23122

RELEVANT PROJECT EXPERIENCE

Altadena Main Library, Design Charrette, Library Journal Design Institute

City of Salinas, El Gabilan Library

County of Santa Cruz, Aptos Library

City of Sunnyvale, Lakewood Library and Learning Center

City of Capitola, Capitola Branch Library

City of Redwood City, Redwood Shores Community Library

San José Public Library, Cambrian Branch Library

San José Public Library, Pearl Avenue Branch

Tidewater Community College & City of Virginia Beach Joint-Use Library

San Jose Public Lbrary, Ed Park Branch

Jason Hull AIA

Project Manager **Anderson Brulé Architects**

Jason Hull has over 20 years of experience in architecture and interior design, encompassing the design and delivery of civic architecture projects such as libraries. His attention to detail, clear and concise communication style, thorough design approach, and technical expertise allow him to successfully manage projects to achieve client goals on time and within budget.

RELEVANT PROJECT EXPERIENCE

City of Salinas, El Gabilan Library

City of Capitola, Capitola Branch Library Visioning and Conceptual Design

City of Salinas, Steinbeck Library Renovations

West Valley-Mission CCD, West Valley College, Learning Resource Center Renovation

West Valley-Mission CCD, Mission College, Child Development Center Renovation

San José Public Library, Educational Park Branch Library LEED Gold

City of Sunnyvale, Lakewood Branch Library & Learning Center Design

City of Sunnyvale, Lakewood Branch Library Feasibility Study

City of Sunnyvale, Library of the Future Study

Santa Catalina School, Library Renovation

Campbell Civic Center Master Plan

EDUCATION

Bachelor of Architecture
California Polytechnic State University, San Luis Obispo

PROFESSIONAL LICENSE

California Architectural License No. C32015

Angshupriya Pathak AIA, LEED AP BD+C

Assistant Project Manager / Project Architect **Anderson Brulé Architects**

Motivated by the view that "impossible is just an opinion, " Angshu brings to BA almost two decades of experience with a diversity of projects, including public library projects focused on delivering innovations in both information resources and community engagement. She thrives on the challenge of delivering a project efficiently, within tight budget and time constraints, and brings strong organizational skills to her role as assistant project manager along with collaborative problem solving. An expert with BIM, she brings an unwavering focus on constructability in her role as project architect from the design process through construction completion.

RELEVANT PROJECT EXPERIENCE

City of Sunnyvale, Lakewood Library & Learning Center

County of Santa Cruz, Aptos Branch Library Design Build

Salinas Steinbeck Library Refresh

University of California, Santa Barbara, Cabrillo Business Park Planning Study

California State University East Bay, CORE Library Building

Santa Clara Valley Medical Center East Valley Clinic Master Plan

Kaiser Permanente San Jose One North Interior Upgrades

US Healthworks Interior Tenant Improvement-San Jose, Green Valley Corporation*

* Prior to ABA

EDUCATION

Master of Architecture
University of Oregon

Bachelor of Architecture
R.V. College of Engineering, Bangalore, India

PROFESSIONAL LICENSE

California Architectural License No. C36196

Amy Crawford NCIDQ, LEED ID+C

Lead Interior Designer **Anderson Brulé Architects**

Amy has over 16 years of experience as a professional interior designer. She excels in design on a wide range of facility types including community, education, corporate, and high-end custom residential. Amy thrives on being creatively challenged and thinking outside of the box. Amy's expertise is focused on project details of how the client will use the space. Through thoughtful design, Amy is able to carefully influence the function and mood of a space and increase the well-being of the people inhabiting that space. Amy is a LEED Accredited Professional and understands how sustainability and practicality play a critical role in projects by creating designs that are durable and long-lasting as it is beautiful, all while limiting its impact on the environment and its inhabitants.

EDUCATION

Bachelor of Fine Arts,
Interior Design,
San José State University

RELEVANT PROJECT EXPERIENCE

City of Salinas, El Gabilan Library

Sunnyvale, Lakewood Branch Library and Learning Center

Sonoma County, Roseland Branch Library

California State University East Bay, CORE Library Building

Monterey County Free Libraries, Pajaro Library – Maximizing Learning Spaces Grant

Mendocino County Library, Willits Library– Maximizing Learning Spaces Grant

Sacramento, MLK Public Library – Maximizing Learning Spaces Grant

South San Francisco Public Library – Maximizing Learning Spaces Grant

Clarksburg Library, Yolo County – Maximizing Learning Spaces Grant

Windsor Regional Library, Sonoma County – Maximizing Learning Spaces Grant

City of San Jose-San Jose State University, Dr. Martin Luther King, Jr. Joint-Use Library, California Room – Maximizing Learning Spaces Grant

John LoCascio AIA

Historic Architect **Historic Resources Group**

A licensed, practicing architect since 1993, John has been involved with historic preservation since 2002 and working at HRG since 2011. John's areas of focus at HRG include historic architecture and technology, building conservation, historic structure reports and federal historic rehabilitation tax credit projects. He provides technical assistance for construction documents, advises on compliance with the Secretary of the Interior's Standards and the use of the State Historic Building Code, provides construction monitoring, and paint and materials sampling and analysis services. John LoCascio meets the Secretary of the Interior's Professional Qualifications Standards in Architecture and Historic

EDUCATION

Master's Degree, Historic Preservation, University of Southern California
Bachelor of Architecture, University of Southern California

PROFESSIONAL LICENSE

California Architectural License No. C24223

RELEVANT PROJECT EXPERIENCE

Pasadena Central Library Seismic Retrofit Study, City of Pasadena

Pasadena Central Library Fire Alarm & Sprinkler System Upgrade, City of Pasadena

Kennedy High School Comprehensive Modernization Project, LAUSD

Lincoln High School Comprehensive Modernization Project, LAUSD

Venice High School Comprehensive Modernization Project, LAUSD

Seattle Key Arena Historic Tax Credit Project, MSG

Grand Central Air Terminal Rehabilitation and Adaptive Reuse, Disney

Richard Byrd S.E., P.E.

Structural Principal-in-Charge **R.M. Byrd and Associates, Inc.**

Mr. Byrd has dedicated his career to the implementation of the fundamental principles of Structural Engineering. Possessing an education, and appreciation for Architecture, he has built the firm around respecting and understanding the needs of the firm's clients. Whether working with Architects, Developers, Building Owners, Contractors, or Public Agencies, the process begins with needs assessment, performance criteria evaluation, and cost considerations.

EDUCATION

Bachelor of Science, Architectural Engineering
California Polytechnic State University, San Luis Obispo

PROFESSIONAL LICENSE

California Structural Engineering License SE3350

RELEVANT PROJECT EXPERIENCE

Elizabeth Learning Center, LAUSD – ASCE 41 Seismic Review and Voluntary Seismic Upgrade to Existing Mid-Century Administration Facility

Muir High School, Pasadena USD – Seismic Review and Voluntary Seismic Upgrade to Existing Mid-Century Performing Arts Facility

Eliot Middle School, Pasadena USD – Performing Arts and Tower Seismic Review

City of Pasadena Seismic Review and Seismic Retrofit on Fire Stations
- Fire Station 32
- Fire Station 39

City of Ontario Fire Station No 1 – ASCE 41 Seismic Review and Seismic Upgrade Requirement Analysis

Ontario Montclair USD – ASCE 41 Seismic Review and Retrofit in Conformance with AB300
- Central Elementary School
- Euclid Elementary School
- Serrano Middle School
- Wiltsey Middle School
- Vina Danks Middle School

VIRGIL C. AOANAN PE, SE, QSD

Civil Principal-in-Charge **VCA Engineers, Inc.**

Mr. Aoanan has over thirty-five years of hands-on experience in civil and structural engineering related to planning, design, management, and construction of aviation, commercial, education, healthcare, housing industrial, institutional, military, municipal, recreation and transportation facilities. He has prepared and executed engineering construction documents (plans, specifications, calculations, requisitions, contracts) in multiple capacities as project manager, project engineer, lead engineer, design engineer, and construction engineer in both the civil and structural disciplines. As a Civil Engineer, Mr. Aoanan is intimately familiar with design issues related to: site development, site and facility condition

EDUCATION

B.S. Civil Engineering
University of Hawaii

PROFESSIONAL LICENSE

California Civil
License No. 36079
California Structural
License No. 3903
CASQA Qualified SWPPP
Developer and Practitioner
(QSD and QSP)

RELEVANT PROJECT EXPERIENCE

Cypress Branch Library ADA Site Improvements

Dana Point Library ADA Site Improvements

City of Hawaiian Gardens, Public Library and Public Safety Center, Sidewalk Improvements

Pinnes Library Building Demolition

Pio Pico Library & Pocket Park Site Improvements

City Terrace Library Site Improvements

Rancho Santa Margarita Library Site Improvements

South Pasadena Public Library Site Improvements

Westminster Branch Library ADA Site Improvements

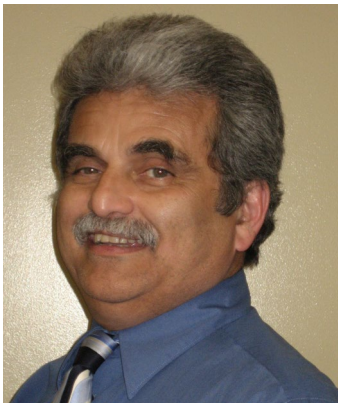
New Quartz Hill Public Library

New Manhattan Beach Library

Various Library Site Assessments

San Bernardino County Law Library Seismic Retrofit and Tenant Improvements

Library Headquarter Canopy Addition



Tony Ramirez

MEP Principal-in-Charge **DCGA Engineers**

Mr. Ramirez is the President and Principal in charge of the office and is responsible for the design team's performance to ensure client satisfaction throughout the project. With 30 years in the consulting engineering field and another 10 years in construction, Mr. Ramirez brings a unique combination of design and contracting experience to the firm. He has extensive experience in all types of HVAC projects including office buildings, retail and healthcare projects dealing with both new and remodel construction. He has broad experience in the design of new school facilities and school modernizations.

EDUCATION

Mechanical Engineering,
California State University
San Bernardino

RELEVANT PROJECT EXPERIENCE

Idyllwild Library

Woodcrest Library

Hawthorne High School

Ontario City Library Remodel

Fontana Courthouse Expansion

County of San Bernardino General Services Building Central Plan & Air Handler Replacement

Montemalaga Library

Chen Fang P.E.

MEP Lead Electrical Engineer **DCGA Engineers**

Mr. Fang provides electrical engineering and project management duties on institutional, medical, government, municipal, office/commercial, hotel/resort, and retail/entertainment projects. He utilizes AutoCAD, Visual, and Energy Pro software. Responsibilities include client coordination, preparation of contract drawings and specifications, site verification of existing conditions, construction administration and shop drawing review. His additional duties include review of plans and specifications as part of an in-house quality control program continuing to strive for excellence. Systems designed include lighting, power, life safety, fire alarm control, communication systems and signal data network.

EDUCATION

MS, Electrical Engineering, Cal State University Los Angeles

PROFESSIONAL LICENSE

California Engineering License No. E-16592

RELEVANT PROJECT EXPERIENCE

College of The Desert Indio Child Development Center

San Bernardino Valley College KVCR TI - DLR

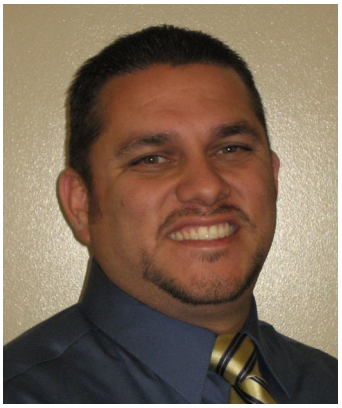
Hawthorne High School 2 Story Classroom Addition

Ontario City Library Remodel

Fontana Courthouse Expansion

County of San Bernardino General Services Building Central Plan & Air Handler Replacement

Montemalaga Library



Chris Villalobos

MEP Project Manager **DCGA Engineers**

Mr. Villalobos has over 20 years of experience in all aspects of electrical engineering, project management, and construction for various types of facilities including certified green buildings. His experience includes the design and layout of normal and emergency power systems, single line diagrams, lighting systems, and various low voltage signal systems (communication/fire alarm/nurse call). In addition, he is familiar with LEED guidelines and involved with LEED projects as well as "Savings by Design" incentive programs.

EDUCATION

Bachelor of Science, Electronics and Computer Engineering Technology
Cal Poly Poma University

RELEVANT PROJECT EXPERIENCE

Idyllwild Library

Woodcrest Library

Hawthorne High School

Ontario City Library Remodel

Fontana Courthouse Expansion

County of San Bernardino General Services Building Central Plan & Air Handler Replacement

Montemalaga Library

Wblesther Gama P.E.

MEP Senior Mechanical Engineer **DCGA Engineers**

Mr. Gama has over 6 years of experience in designing HVAC and Plumbing, for commercial, industrial, K-12, and higher educational institutions. He also has experience working on design-build, design-bid-build, bridging documents, tenant improvement and DSA projects. He also has experience in construction administration.

RELEVANT PROJECT EXPERIENCE

College of The Desert Indio Child Development Center

University of California Irvine Student Health Center Air Cooled Chiller Replacement

University of California Riverside SRC Cooling Tower Replacement

EDUCATION

BS, Mechanical Engineering
Cal Poly Pomona

PROFESSIONAL LICENSE

California Engineering
License No. M-38752

Ben McCoy RLA

Landscape Principal-in-Charge **Department of Space**

With over 20 years of experience in a wide variety of project types, Ben provides hands on service from concept to completion. He has successfully led projects of intense complexity, and prides himself on creating lasting relationships that facilitate project communication and cooperation. Project experience includes Parks and Recreation, Higher Education Campus Design, Creative Office Repositioning, Theme Park Design, Mixed-Use, Multifamily Residential, Single Family Residential, and Healthcare. Ben started his own practice, Department of Space, in 2020.

EDUCATION

University of Wisconsin, Madison
B.S. Landscape Architecture 2001

PROFESSIONAL LICENSE

California Landscape Architect
License No. 6166

RELEVANT PROJECT EXPERIENCE *(LED UNDER EPT DESIGN)*(

Estella Laboratory and Interactive Physics Courtyard, Pomona College

Benton Museum of Art, Pomona College

Studio Arts Hall, Pomona College

Amphitheater at YouTubeLA, LA Playa Vista

San Bernardino Valley College Campus Green and Biology Garden, SBVC

Google LAX, Venice

Liberty Community Plaza, Unincorporated Whittier / LA County

Michael Di Santo CTS-D, LEED AP

AV/IT Principal-in-Charge **Waveguide LLC**

Michael Di Santo, CTS-D, LEED AP is a principal and director of Waveguide's California operations. He has been in the audiovisual industry for more than 30 years. Before joining Waveguide as a senior consultant in 2011, he worked as an in-house technology consultant for the Aerospace Corporation, defining enterprise standards for conference centers, videoconferencing and collaboration conference rooms. His project management experience also includes serving as the general manager of an integration company where he oversaw engineering, design, project management and implementation of audiovisual and building automation projects.

EDUCATION

BA, Music Composition, Univ. of California, Santa Barbara

ACCREDITATIONS

LEED Accredited Professional
Certified Technology Specialist in Design (CTS-D)

RELEVANT PROJECT EXPERIENCE

Donald Dungan Library, City of Costa Mesa

Library and Public Meeting Room, City of West Hollywood

Children's Library Renovation, City of Beverly Hills

Classroom and Library Renovation, Mayfield Senior School, Pasadena, California

California State University, Fullerton, Pollak Library, Fullerton, California

Thomas McNally CTS-D

AV/IT Project Manager **Waveguide LLC**

Thomas McNally, CTS-D, joined Waveguide in 2017 as a senior audiovisual consultant with more than 15 years' experience in audio engineering. In 2021, he was promoted to associate principal. Thomas' experience includes programming, infrastructure design, systems design, budgeting, bidding, bid reviews, submittal reviews, construction administration, testing and commissioning of audio, video and control systems for clients in the performing arts, education, public and civic, corporate and entertainment, and hospitality markets.

EDUCATION

BA, Music, Loyola University
MA, Music, Trinity College

ACCREDITATIONS

Certified Technology Specialist in Design (CTS-D)

RELEVANT PROJECT EXPERIENCE

Campus Renovation and Expansion, Center for Early Education

AV Master Plan, J. Paul Getty Trust

Public Access TV Studio, City of West Hollywood

Anderson School of Management, University of California, Los Angeles

College of Extended and Global Education, California State University, San Bernardino

Tony Vistein CTS-D, RCDD

IT Consultant **Waveguide LLC**

Tony Vistein, CTS-D, RCDD joined Waveguide's Houston office in 2016 as a project consultant. With a diverse background in telecommunications, information technology, audiovisual and construction, Tony brings to the table expertise in technology master planning, technical design and project management. As a design manager and consultant, he has worked on many large-scale projects with high profile clients in healthcare, hospitality, higher education, and oil and gas. Tony is extremely passionate about quality and client satisfaction which has led to repeat business with many customers. He is a veteran of the United States Air Force.

EDUCATION

BS, Business, University of Phoenix in Houston

ACCREDITATIONS

Certified Technology Specialist in Design (CTS-D)
RCDD

RELEVANT PROJECT EXPERIENCE

Magnolia High School, Center for Excellence, Anaheim Union High School District

Instructional and Student Services Building, San Bernardino Valley College

Butte Hall Replacement, California State University, Chico

Knauss Center for Business Education, University of San Diego

Michael SantaMaria

Acoustical Consultant **Waveguide LLC**

Michael SantaMaria is an acoustics consultant with Waveguide and has primary responsibility for Waveguide's national acoustics consulting practice, which he leads from the Los Angeles office. Michael joined Waveguide in 2011 with nearly 30 years of professional acoustics consulting experience on more than 400 projects throughout the United States, Europe and Asia.

EDUCATION

BS, Mechanical Engineering, University of Hartford
MA, Music, Trinity College

RELEVANT PROJECT EXPERIENCE

Donald Dungan Library, City of Costa Mesa

Manhattan Beach Library, Manhattan Beach

Pollak Library Renovation, California State University, Fullerton

Leavey Library Feasibility Study, University of Southern California

Mell Classroom Building @ RBD Library, Auburn University

Melisa Sharpe RA, CSI, CDT, DBIA, LEED AP

Senior Specification Writer **DTR Consulting Services**

Melisa is a licensed architect and specifier with over 24 years of architectural, specifications, and construction administration experience. Throughout her career, she has produced over 60 project manuals for a variety of project types ranging from educational and institutional to hospitality and mixed-use projects. Melisa's strong technical and research skills bring a well-rounded perspective to the project team to help translate design intentions into built realities.

EDUCATION

Bachelor of Architecture, Cal Poly San Luis Obispo

PROFESSIONAL LICENSE

California Architectural License No. C30517

AFFILIATIONS

Construction Specifications Institute

RELEVANT PROJECT EXPERIENCE

Pollack Library South Remodel, California State University Fullerton

Saratoga High School Engineering Classroom Renovation, Los Gatos-Saratoga Union High School District

New Natural Resources Headquarters, California Department of General Services

Hall of Justice Repair & Reuse Project, Los Angeles County

Gates Thomas Laboratory, California Institute of Technology

Dr. Maya Angelou Community High School, Los Angeles Unified School District

College of Business, California State Polytechnic University, Pomona

Social and Behavioral Sciences Building, California State University, San Marcos

Terminal Cores & APM Interface, Los Angeles International Airp

Rick Lloyd MRICS

Senior Cost Manager **MGAC**

Rick Lloyd brings over 30 years of experience in construction cost planning and estimating services on a wide range of domestic and international projects. He has notable expertise in the civic, education, aviation, justice, and healthcare sectors. Rick's extensive experience in cost estimating spans all phases of design and construction, including preconstruction and post-construction cost reports, claims reviews and settlements, and project management services. In addition, Rick has conducted and participated in value engineering exercises on many projects.

EDUCATION

Bachelor of Science, Quantity Surveying, Thames Polytechnic

RELEVANT PROJECT EXPERIENCE

New Main Library, City of Riverside

Central Library Youth Services Renovation, City of Glendale

Public Libary, City of West Hollywood

Donald Dungan Library and Park, OC Parks

Replacement Library Building, Mt. San Antonio College

Davidson Library Addition, University of California, Santa Barbara

SECTION III

Project Approach

KEY NEEDS FOR ECONOMIC HEALTH

- Celebrate our diverse and talented community.
- Recognize our community population.
- Help our communities' small businesses thrive.
- Encourage our communities to stay funky and unique
- Assist in accessibility to all aspects of economic health.

Opportunities & Challenges

Creating Opportunities …

Libraries have long been a resource for more than books, offering classes, training, entertainment, and other services to benefit a community's civic life – a multi-faceted role that has only taken on greater importance over recent years. The renovation of ALD's buildings presents an opportunity not only to repair and improve physical conditions, but to transform the library experience. But by transformation, we are not referring in this case to radical changes as one might find in an adaptive re-use project. Rather, we see the transformative potential for ALD's libraries in evolutionary terms: enhancing the experience for library patrons by offering new technology and media resources, reconfiguring spaces to support improvements in workflow efficiencies and best practices in the library sciences, increasing access to people with differing levels of physical abilities, and emphasizing versatility that looks beyond bookstacks to serve diverse community programs with changing user needs/expectations. Furthermore, while gardens and exterior landscapes have always played a part in the overall experience of a building, we have noticed a greater emphasis in using outdoor spaces as an integral component of a library's learning and community connection experience. As we look toward improving the Main Library's interiors in terms of function, building operations, and safety, exterior improvements provide a clear and complementary opportunity to provide patrons with a holistic experience.

While the renovation of the Bob Lucas Memorial Branch building is the smaller of the two projects, we believe that it is no less important than renovating the Main Library. As an expression of Mr. Lucas' firm conviction that literacy is key to empowering individuals, the branch has served the community he loved – whose members may not be able to travel to the main branch – for decades. Past renovations have helped address issues related to accessibility and function. The current project presents a further opportunity to provide a rich, empowering, and multi-dimensional space that seamlessly harmonized interior and exterior spaces.

Altadena Main Library

As we work with ALD and Rachlin Partners on designing renovations that will be meaningful to the Altadena community, a key strategy will be to conceive solutions in terms of time as well as space. If particular library patrons only use a particular space during certain times, for example, what other programs could be served by that same space at other times for other patrons? Or how can we create distinct spaces in terms of 24/7 use versus limited and supervised use, so that the library can offer a multitude of services with different scheduling requirements? When applied to complex projects, such as renovations, our approach sparks creative solutions that add value to a project without increasing its budget by offering a more nuanced view of flexibility.

… by Resolving Challenges

Existing buildings are a product of the time they were built, which is the crux of the issue with the Altadena Public Library buildings – well-suited for the mid-20th century, but no longer aligned with the needs of today's library staff and patrons. Yet for all that the functionality may be outdated, these buildings have a character, an iconic status in their communities, that are worth preserving. The challenge is therefore to create a 21st century library environment while maintaining the pleasures of a 20th century building; updating the building's structure and systems with respect to the buildings' cherished mid-century identity derived from a distinct use of materials, space, and clean lines. To meet this challenge, we are prepared to work with the Library and Rachlin Partners to address several key issues, including:

- How can we upgrade the Main Library and Bob Lucas Memorial branch buildings with high-efficiency MP systems to improve occupant well-being and building performance with greater sustainability/durability – within the physical constraints of the buildings' structures?
- Is the exterior cladding sufficient for thermal performance and waterproofing?
- How do we reconfigure interior spaces to serve current program needs, with flexibility to adapt the future needs - and what architectural interventions might be necessary to accommodate the planned changes?
- What impact will improvements to circulation and neighborhood connectivity have on the exterior shells?
- Given the age of the Main Library's gardens, how can we transform the landscaped environment – creating a dialogue between interior and exterior spaces to provide a seamless and inviting experience to patrons: Similarly, for the Bob Lucas Memorial Branch, how can we best provide a beautiful landscaped exterior with a courtyard, water features, and other amenities to create, in essence, a serene oasis and outdoor reading room?
- How do we bring structural systems up-to-code with a minimal need for (potentially) disruptive architectural interventions?

: Altadena Main Library

Altadena Main Library

From the specific needs of library sciences to accessibility, wayfinding, and after-hours use (including accommodations for new community services), we understand that there a number of desired improvements needed so that the library buildings can continue to fulfill, and even enhance, their roles as hubs for community education and culture.

Philosophically, we understand the need to approach the project with a mid-century state-of-mind, albeit informed by today's knowledge of building codes and best practices for design and construction related to the renovation of existing buildings. If it were 1967, but we had today's knowledge, how would we approach the project? Mark Schoeman, AIA, will bring this perspective to the project, along with an appreciation of the importance of detailing in preserving the buildings' integrity. Having worked on several mid-century buildings – he received the Bess Garner Award for Historic Adaptation from Claremont Heritage, a local preservation group, for his renovation of an iconic mid-century restaurant in Claremont – he will guide the project forward with design thinking that is both progressive and historically sensitive.

Furthermore, both he and Pamela own and maintain mid-century homes. While private residences are obviously different from public libraries, their personal experience of mid-century design means that they understand both the strengths and limitations of its vernacular. They can leverage this understanding to make sure that design decisions made are appropriate from the project's onset.

A final point concerns the Main Library's historic status. Our experience with historic structures combined with the expertise of our historic buildings consultant Historic Resources Group will guide this team and stakeholders in understanding the threshold for preservation and make sure that any work meet's the ***Secretary of the Interior's Standards for the Treatment of Historic Properties & Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings***. Our previous work together includes Jefferson High School in Los Angeles, a streamline modern structure, where we engaged HRG at the planning stage. This successful collaboration ensured that planning decisions were well informed by potential preservation issues, thereby eliminating backtracking or potential loss of important architectural features. We will leverage this proven and productive relationship in working with you in renovating the main library.

Mark Schoeman's Mid-Century Home

Engagement is Key

Altadena Main Library

The Altadena community has decided to invest in their library facilities – our team is committed to helping Altadena Library District and Rachlin Partners fulfill that promise.

A significant portion of ABA's library projects have been in the public and community market, and we have partnered with many city and county agencies to implement library bond programs such as the cities of Sunnyvale, San Jose Capitola, and Los Gatos, and the counties of Santa Cruz, Monterey, and Santa Clara.

Our team's experience with bond-funded programs means that we can approach the Altadena Library District's renovations with a firm understanding of the importance of positive engagement with public agencies to successfully move projects forward through to completion. Furthermore, we take pride in the skill we bring in working with clients and PM firms to engage community constituents. No matter the size of the scope or whether work entails new and/or renovated spaces, we firmly believe that every project presents an opportunity to explore designs that inspire communities – a conviction borne out by our work on projects such as the libraries listed in Section 1.

With experience leading and designing projects for diverse library and community clients, Mark Schoeman, AIA, will draw on his relationship with library staff to devise the technical and creative solutions necessary to achieve ALD's goals. Supporting him, the team, ALD and Rachlin Partners is Pamela Anderson-Brulé, FAIA, who has been an active member of the Public Library Association and the American Library Association for over 20 years. Her involvement in these organizations, combined with her experience in the programming/planning and design of ABA's library projects, will provide the team with expert library programming guidance drawing on current trends, innovations, and best practices. Altogether, Mark, Pamela, and the entire ABA team will help guide the renovations so that the outcome embodies the vision articulated in the 2020 Strategic Visioning and Framework document.

Library Spaces for Community Engagement

As the Altadena Library District operates in an unincorporated region of Los Angeles County, its role as an essential community resource cannot be overstated. As ALD Director Nikki Winslow states in her letter prefacing the 2020 Strategic Visioning and Framework document, the aim is to position the Library as a "central anchor and leader of the community's aspirations," one that breaks down barriers to provide enrichment opportunities to every member of the community.

From our work, we understand the powerful impact libraries can have on their communities and the overall desire to evolve that impact as patron needs change and new media-rich technologies become available. While ALD is a unique institution serving a distinct community, the aspiration for a positive and continuing impact is shared by public libraries nationally, even internationally, and has been a key consideration in our work. This is why our design work for the ALD renovations will be about more than library services: it will also be about providing holistic solutions that address larger community issues. While the ALD renovations involve very technical elements, the desire to reconfigure interior and exterior spaces provides creative opportunities – within the budget – to delight library staff and patrons with forward-looking programmatic, accessibility, and experiential improvements. We will identify and work with these opportunities through considerations that include, but are not limited to, the following:

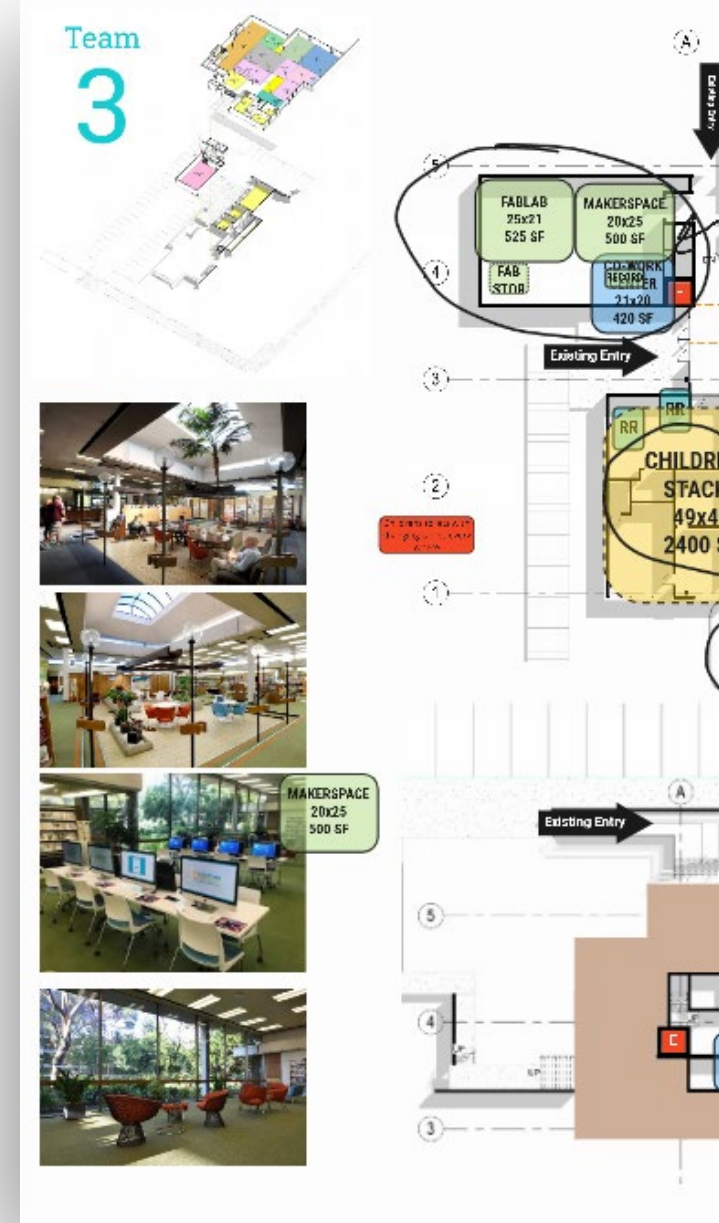
- Explore creative ways to maximize the potential of spaces for community engagement, beginning with several fundamental elements:
  - » Integral flexibility - A solution that is designed well for its primary use and easily adaptable for other uses
  - » Storage and support spaces – Program and event success depends on more than the primary spaces; things like chair, table, and supply storage and well-located restrooms may seem mundane, but are also critical to the well-functioning space the community craves.
  - » Inspire curiosity – Help people see the excitement of the library by placing high-use spaces where they can be seen by passers-by.
- Connect with Altadena's community's identity. Celebrating local history and culture, with particular attention to diversity and inclusivity, is increasingly important for public libraries. Our response is to tailor the design vocabulary to express connections with the community. Recent examples in ABA's work include:
  - » El Gabilan Branch Library
    Honeycomb and other design elements inspired by the agricultural heritage and technology innovations connect with the community's identity and are opportunities for biophilic design.
  - » Redwood Shores Branch Library
    Bay mud hands-on exhibit illustrating the neighboring slough ecosystem inspire learning and create a connection with the local environment.
  - » San Jose Pearl Branch Library
    Art integrated into the windows of the children's area draws the interest of passers-by and inspires children's curiosity with ancient script and solar panels that power feature lights in the story time area.
- Provide a full range of engaging and creative spaces. Spaces for gathering (adults, teens, families, and children); spaces for creation (maker space, recording studios, green rooms and digital labs); and spaces for discovery (marketplace, art and exhibit installations, and business incubators).

El Gabilan Library

Building On Our Relationship with Altadena Library District

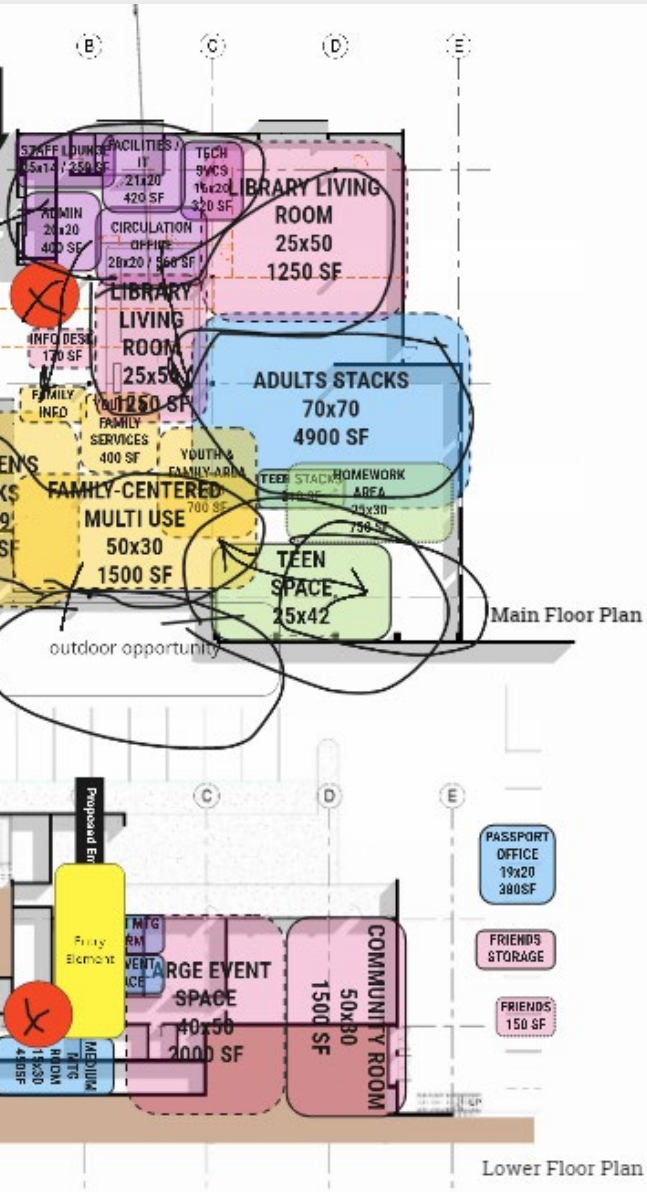
ABA had the good fortune to work with library leadership using these methodologies, particularly rapid prototyping, via the Charrette sponsored by the Library Journal Design Institute in 2020 that also included engagement with outside expert participants who offered a wider point of view. Participants were divided into teams led by Mark Schoeman AIA, Pamela Anderson-Brulé FAIA, and Amy Crawford NCIDQ, then brought back to discuss their findings and ideas. It is important to note that the Charrette's outcome came in the form of ideas, not specific and prescriptive solutions (an important distinction), which would be added to the discussion of opportunities available to the group to meet needs and expectations, leading to solutions.

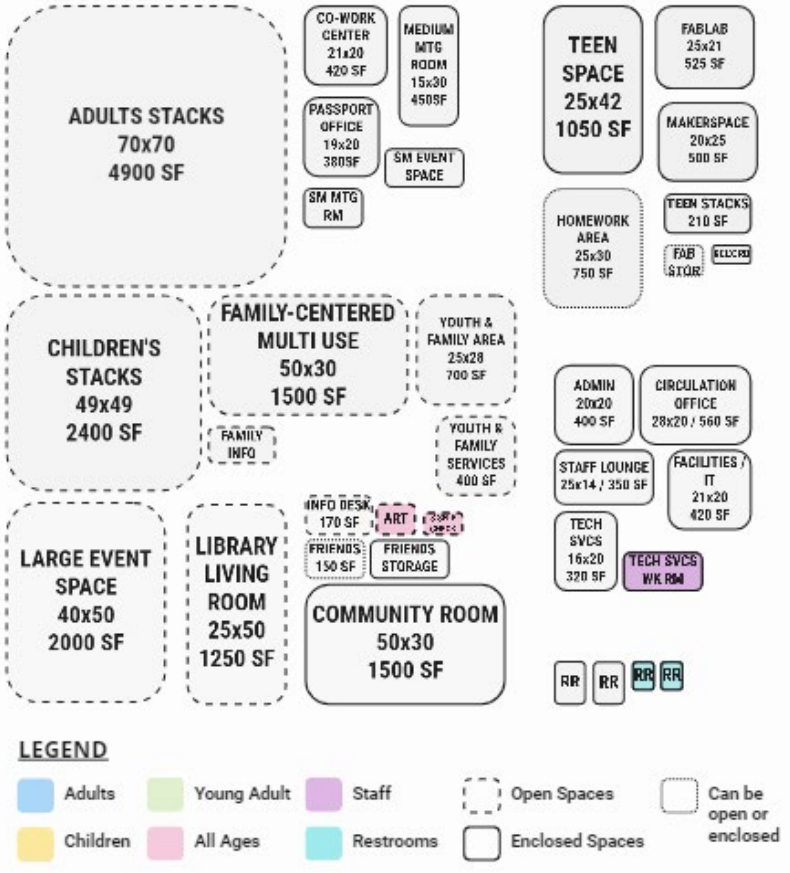
Ultimately, preparing for and conducting the Charrette led us to a deep understanding of some of the challenges the library is facing, along with a consideration of current thinking about the future services and opportunities the staff is interested in. We hope to continue this process with selected Library stakeholders for both libraries and explore how the additional information gleaned over the last year's processes and work has changed thinking and opportunities for the forthcoming renovation.



On November 18, 2020 at the Library Journal's Design Institute 2020 event, ABA hosted a live, interactive design session for the mid-century modern Altadena Library where librarians and staff were invited to be "guest planners and designers." Working with Nikki Winslow and other library leaders, Mark Schoeman, AIA, Pamela Anderson-Brulé, FAIA, and other ABA staff. Building on an early 2020 architectural/design process that incorporate community and staff feedback for a wishlist of improvements, the charrette did not aim to prescribe solutions per se but rather examined various possibilities to truly understand the challenges and describe the parameters in which solutions can be developed. Our team has both the relationships with library staff and depth of understanding of the library's vision and desires to guide successful renovations that will excite, engage and inspire the Altadena community.

"We want to embrace the amazing history of the architecture, furniture and other features of the building, all while modernizing and making it open and accessible to all."





Methodology

As experts in library planning and design, ABA understands the issues presented by the users and staff and accommodate programmatic updates in differing ways. There is always more than one solution in our experience. We will evaluate each option to determine how best to overlay the renovation design on other important aspects of the project, namely maintaining the spirit and attributes of the much-loved and historically significant main library. To achieve this important balance between functionality and aesthetics, our first task expresses a core tenet of our methodology: **understanding the problem before we design a solution.** Whatever general principles of renovation and historic safeguarding may apply, our approach necessarily is rooted in recognizing that Altadena Library District is unique in who they serve and how they deliver services. In practice, there are 2 key tasks that underlie our approach to designing the renovation.

- **Plan the process to align stakeholders:** We will design a specific design process which will consider the Library's stakeholders, time factors, approval needs, and level of community engagement. These aspects are key in creating a concise and workable process. We manage this process using what we term a **project map,** one for each of your projects, which clearly delineate the specifics - who *sees what when, who does what when, and so on*. We identify each meeting from the get-go and clearly connote intended take-aways. This informs participants what is expected of them at each meeting, allowing for them to come prepared.
- **Rapid prototyping to test fit design solutions:** To evaluate the many possible solutions to any given design problem, we use rapid prototyping – a process in where stakeholders are able to create, discover, and test ideas, leading to discoveries - ***what works and what doesn't and why***. In our experience, this iterative process is very successfully at helping stakeholders and clients understand the breadth of issues involved in a design problem. With this understanding comes home-grown solutions that fit the Library's specific needs and goals.

Scope Of Work Responsibilities Matrix

As a full-service architectural firm, ABA will draw on our expertise and familiarity with the Altadena Library District's buildings to lead and coordinated an integrated team of multi-disciplinary consultants throughout all project phases. The following table summarizes each firm's primary scope responsibilities.

SCOPE	RESPONSIBLE FIRM
Overall A/E Team Leadership Project Management / QA-QC Architectural Design Program Verification Agency Coordination/Approvals Bidding Construction Administration Interior Design Furniture, Fixtures & Equipment	Anderson Brulé Architects
Historic Renovations Consulting Historic Status Consulting	Historic Resources Group
Structural Engineering / Seismic Upgrades	R.M. Byrd & Associates
Landscape Architecture / Exterior Environments Design	Department of Space
Civil Engineering – Site Improvements & Upgrades	VCA Engineers
MEP Engineering Fire Protection	DCGA
Information Technology Audio/Visual Equipment Acoustics	Waveguide
Cost Estimating	MGAC
Specifications	DTR Consulting

Efficient Project Management

On Time, On Budget, and High Quality

ABA has been in practice for 38 years, but while our longevity speaks to our overall success in serving clients, our ability to complete projects through efficient project management, intelligent and multi-faceted design, and skilled construction administration are specifically demonstrated by the following:

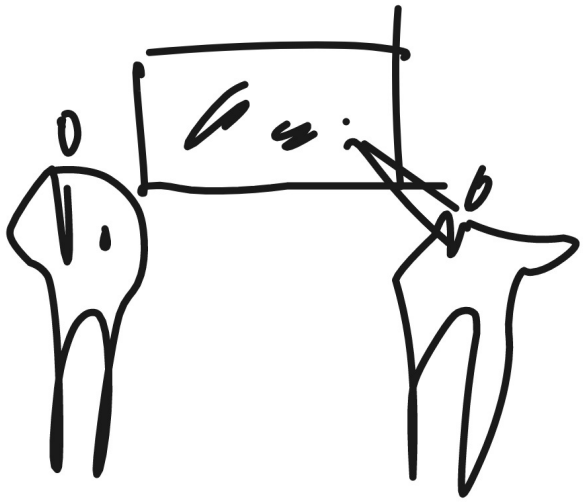
- An average change order rate of 3.3% on our projects, with 1.1% due to E&Os on average – well within, even below, the industry standard of care.
- A significant number of repeat clients who view ABA as a trusted and reliable partner to realize their project goals, such as San Jose Public Library (9 library projects), the City of Sunnyvale (2 library projects), and the City of Redwood (2 library projects), to name a few.

Enhanced by our familiarity with the Altadena Public Library, our approach to renovating the library buildings will be rooted in sound and proven project management practices that integrate document quality, budget control, and scheduling into an efficient workflow.

Partnering With Our Client's Construction Managers

Throughout our decades of practice, ABA has had the opportunity to work with many Construction Management firms whether they served purely as owner representatives or spearheaded a CM-at-Risk project delivery method. We collaborated not only to negotiate contracts, control costs, and enforce schedules, but also to ensure that project's design and construction are truly responsive to the client's vision and program and result in a building that is functional, attractive, and meaningful to its users. From our project management processes and integrated workflows with software platforms such as e-Builder and Bluebeam Revu, we understand how to work efficiently and productively with CM firms and have done so on past library projects such as El Gabilan Library (Griffin Structures) and Ohlone College Library (Gilbane Building Company) where we experience seamless, high functioning and enjoyable partnerships.

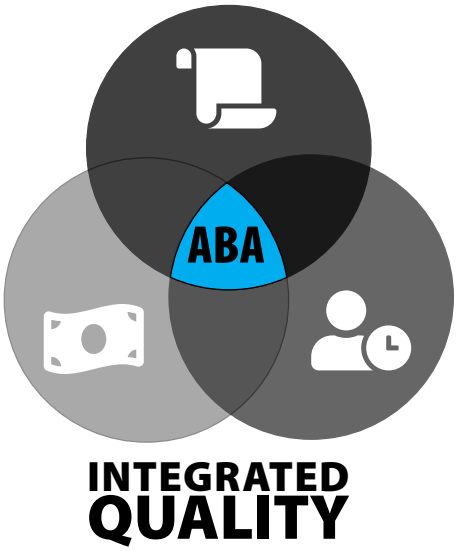
We appreciate that Rachlin Partners is an architectural firm as well as a program & construction management firm, and view this as a significant opportunity to serve ALD by leveraging a shared understanding of the many factors involved in architectural planning and design. Renovations are complex in and of themselves. Renovations of mid-century buildings that are treasured by their communities even more so, and we are prepared to draw on our team building skills as well as our expertise to help renew both the Main Library and Bob Lucas Memorial Branch buildings for new generations of community service. As we kick-off the project, we will be able to "speak the same language" as we set expectations, finalize the schedule, and altogether plan the process so that every stakeholder and project team member understands their roles and responsibilities.



On-Time, On-Budget & High Quality: An Integrated Project Management Approach

Managing a project's quality requires an integrated approach that understands how document quality, budget control and schedule management influence and impact each other. With foundations in Lean Construction and Integrated Project Delivery methodologies, ABA employs a highly effective process for establishing, communicating, and documenting Quality Plans & Schedules, with parameters for programming, project tracking, measuring project progress, and proactively realigning at each milestone. Depending on the needs of our clients and CM partners, we use software tools from MS Project and SmartSheets to E-Builder and others to ensure that Critical Path Milestones are clearly defined and adhered to, and also use techniques such as pull planning to lay out realistic and achievable schedules for the team. Under the guidance of our team's Project Manager, Jason Hull, AIA, with assistance from our team's Assistant Project Manager and Project Architect, Angshupriya Pathak, AIA, our schedule control efforts will be tied into efforts at maintaining professional standards of quality:

- **Quality Assurance:** preventative approach to avoid errors, drawing on a combination of the team's technical expertise and experience, appropriate use of standards, checklists, and on-going audits as part of the project management process.
- **Quality Control:** corrective approach to identify and mitigate errors in documents before they impact constructibility, cost and schedule, using a combination of regular reviews (in-team, independent, and inter-disciplinary), checklists, coordinating with the selected General Contractor in the use of BIM clash-detection software, and issues logs to track statuses and resolutions.



Jason and Angshupriya will also be responsible for working with Jennifer Pearson / Rachlin Partners to monitor, document, and report on the project's finances, including team invoices and payments, with support from ABA's accounting manager Susan Reilly and additional oversight by Principal-in-Charge Mark Schoeman, AIA. We:

- Work with Rachlin Partners and Altadena Library District to understand the budget at a projects' onset, making sure that the programs are realistic for available funding and that the total project accounts for service fees, construction, permitting & regulatory fees, furniture/equipment costs as appropriate, etc.
- Minimize the need to value engineer and cut project scope by designing to the budget rather than trying to fit the budget to the design. ABA's pre-design efforts such as program validation help set the foundation for aligning budget, design, and user group needs.
- Work with our team's cost estimator, MGAC, and, if appropriate, with the General Contractor to provide preliminary and updated estimates leading to more accurate alignment of project costs and anticipated bids.
- Minimize the potential for cost overruns through built-in flexibility (e.g. contingencies, design alternates).

SECTION IV

Terminations and Legal Proceedings

KEY NEEDS FOR EDUCATIONAL HEALTH

- Leveraging the local expert community.
- Consistent, diverse programming, classes, and workshops.
- Access and guidance to resources to support lifelong learning.
- Catalyze and foster partnerships with local educational institutions

Contract Terminations

In 2016, ABA suspended work and then terminated our agreement with Santa Barbara City College in a "termination for convenience" position. The college representative noted there was no dissatisfaction with the work performed by ABA, but a fiscal decision owing to economic outlook.

> *"The College appreciates the work that has been performed to date in developing the Program Location and Land Use Master Plan. The decision to terminate the Agreement stems from fiscal considerations and not any dissatisfaction with work performed to date."*
>
> ***– Craig Price, Griffith & Thornburgh LLP***

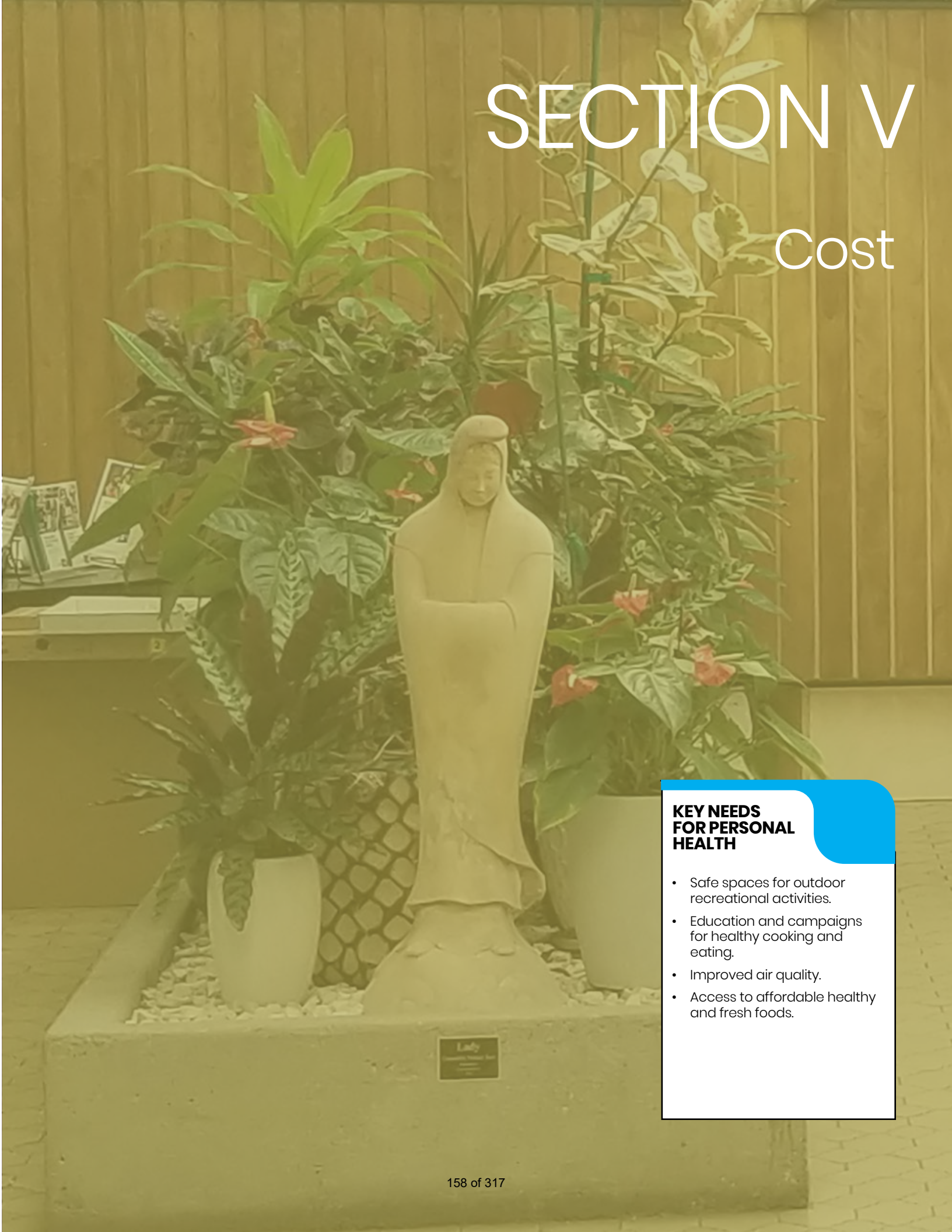
Legal Proceedings

Anderson Brulé Architects has no pending or prior litigation in over two decades.

> *"IOA…have represented ABA with… professional liability insurance for the past 14 years. We are pleased to confirm that the ABA has never been involved in litigation.*
>
> *ABA participates in voluntary risk management continuing education annually. The firm continually delivers a high level of client satisfaction as demonstrated by having zero claims."*
>
> ***– Reno Caldwell, IOA Insurance Services***

SECTION V

Cost



KEY NEEDS FOR PERSONAL HEALTH

- Safe spaces for outdoor recreational activities.
- Education and campaigns for healthy cooking and eating.
- Improved air quality.
- Access to affordable healthy and fresh foods.

Proposed Fees

All costs associated with the services of this contract must be identified in the following format:

ABA has reviewed the scope of work as described in the RFQ and Addendum 1, along with all provided documentation, and proposes the following fee for further discussion with Altadena Library District and Rachlin Partners. We have no exclusions to list.

FEE FOR ARCHITECTURAL SERVICES (INCLUSIVE OF ALL SUB-CONSULTANTS):

Project 1 – Branch: $148,986

Project 2 – Main: $1,390,681

REIMBURSABLE COSTS (INCLUSIVE OF ALL SUB-CONSULTANTS):

Project 1 – Branch: $4,500 (est)

Project 2 – Main: $6,000 (est)

HOURLY RATE SCHEDULE FOR ADDITIONAL SERVICES THAT MAY BE REQUESTED

See rates below and on the following page.

Hourly Rates

Should you request additional services, ABA will develop a proposal based on the following rate tables and will include only those consultants required. Hourly rates provided are subject to annual revision.

Anderson Brulé Architects

Principal in Charge	$260 - $300
Project Director	$220 - $250
Sr. Project Manager	$210 - $240
Sr. Project Architect	$200 - $230
Project Manager	$190 - $220
Project Architect	$180 - $210
Architect/Sr. Job Captain	$170 - $200
Job Captain	$160 - $180
Designer	$150 - $170
Jr Designer	$140 - $160
Intern	$120 - $140
Graphics Support	$125 - $150
Project Coordinator	$125 - $150

Historic Resources Group

Managing Principal	$225
Principal	$200
Senior Architectural Historian / Preservation Planner / Architect	$150
Staff Photographer	$100
Staff Architectural Historian / Preservation Planner / Architect	$100
Associate Staff	$75
Clerical	$65

Hourly Rates (continued)

R.M. Byrd & Associates

Structural Designer	$125
Project Engineer	$175
Project Manager	$205
Principal	$275
Clerical	$85
Draftsperson	$105
Structural Draftsperson	$135
Chief Draftsperson	$175

DCGA

Vice President / Principal	$235
Supervising Engineer	$195
Senior Engineer	$165
Senior Designer	$140
Engineer	$135
Revit Designer	$125
Designer	$115
CADD Operator	$85
Clerical	$85

VCA Engineers

Principal	$210
Project Manager	$180
Lead/Senior Project Engineer	$165
Project Engineer	$150
Engineer	$140
BIM Modeler	$120
Senior CADD Technician	$100
CADD Technician	$90
Clerical/Admin	$65

Department of Space

Principal	$125
Associate	$110
Project Manager	$100
Designer	$80

MGAC

Directors	$350
Senior / Regional Vice Presidents	$300
Vice Presidents	$265
Senior Cost Managers	$200
Cost Managers	$125

Waveguide

Principal	$280
Associate Principal	$230
Director	$230
Senior Project Consultant	$210
Project Consultant	$190
Senior Designer	$190
Senior Programmer	$190
Associate Consultant	$170
Designer	$170
Commissioner	$170
Associate Designer	$140
CAD/BIM Support Staff	$140

DTR Consulting Services

Managing Principal	$275
Principal Architect	$260
Senior Architect/ Specifier III	$180
Door Hardware, Sr. Specialist	$165
Technical Construction Specifier II	$165
Technical Staff/ Assistant Specifier I	$145
Support Staff	$125
Clerical	$85

Anderson Brulé Architects

Strategic Planning l Master Planning l Architecture l Interiors

676 W. 9th Street Claremont, CA 91711
325 South First Street, 4th Floor, San José, CA 95113
T: 408.298.1885 | F: 408.298.1887 | W: aba-arch.com

Mark Schoeman, AIA, DBIA | T: 408.298.1885 x209 | **C:** 909.373.7013 | **E:** mark@aba-arch.com

Altadena Libraries

Architectural Design Services for Altadena Main Library and Bob Lucas Memorial Branch

Proposal |29 October 2021

GROUP 4

Architectural Resources Group

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COVER LETTER

GROUP 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE
SO. SAN FRANCISCO
CA 94080 USA
T:650•871•0709
F:650•871•7911
www.g4arch.com

JONATHAN HARTMAN
ARCHITECT

DAWN E. MERKES
ARCHITECT

DAVID SCHNEE
ARCHITECT

ANDREA GIFFORD
ARCHITECT

CAROLYN CARLBERG
ARCHITECT

GARY CHING
ARCHITECT

HARDING DOWELL
ARCHITECT

JILL EYRES
ARCHITECT

DANIEL LAROSSA
ARCHITECT

WILLIAM LIM
ARCHITECT

TERESA ROM
ARCHITECT

Architectural Resources Group

29 October 2021

Jennifer Pearson, Program Manager
RACHLIN PARTNERS

Re: ARCHITECTURAL DESIGN SERVICES
FOR THE ALTADENA LIBRARY DISTRICT

Dear Ms. Pearson and Members of Evaluation Committee:

It is with great pleasure that the Group 4 | Architectural Resources Group team submits this proposal for design services for the renovation of the Altadena Main Library and Bob Lucas Memorial Branch Library & Literacy Center.

The Altadena Library District is an essential part of community vitality and quality of life. ALD's two library facilities have served the community for decades, and neither has undergone significant changes since they were built. ARG's recent studies determined that both buildings are due for major renovation to address lifecycle maintenance needs, upgrade power and technology infrastructure, and improve accessibility. These renovation projects also present the opportunity for ALD to reconfigure and update each library for modern library programs and operations, including new spaces and services. In November 2020, Altadena voters enthusiastically approved funding for the revitalization of both libraries.

The Group 4 | ARG team brings together two complementary architectural firms: a national leader in library design and an esteemed preservation specialist with firsthand knowledge of the Altadena libraries. Both are recognized for design excellence in upgrading cherished historically significant buildings such as the Rinconada Library in Palo Alto and the William Andrews Clark Memorial Library – both of which received preservation awards from the California Preservation Foundation (among other honors). Our team shares a dedication to client service, proactive project management, and positive community impact. Together we bring a high-energy, low-ego approach to collaboration.

Principal-in-charge and lead architect **David Schnee** will bring his experience with more than 50 library design projects nationwide to ensure that District and community goals are realized. **Andrea Gifford** will bring her deep understanding of libraries and great sense of style to the conceptual design and interior transformations. **Liz MacLean**, project manager from the 2020 Master Plans for both ALD libraries, will lead the design of the building infrastructure, circulation, and accessibility upgrades. **Katie Horak** will guide creative solutions to incorporate upgrades that respect the historical character.

We are also pleased to proposed a talented and experienced team of engineers and specialty consultants. **EPT**, the original landscape architects for both ALD libraries, will leverage indoor-outdoor connections in creating new outdoor gathering and program spaces. Structural engineers **Holmes** worked with ARG on the master plans and has continued working with ALD to develop seismic upgrade strategies. The rest of our proposed team have all worked with Group 4 and/or ARG on other successful projects, and we have an excellent established working relationship.

Our team brings great value to the Altadena Library District renovation projects:

LIBRARY DESIGN: The Group 4 | ARG team brings unparalleled design experience with dozens of library projects throughout California and across the nation, including historically significant libraries both large and small. Our award-winning portfolios encompass renovations, expansions, and interior makeovers as well as new construction. Our experience will set each ALD project on the path toward design excellence.

INNOVATION: We see a significant opportunity to reorganize both libraries to create vibrant, attractive, and dynamic places for community gathering and discovery. Our team will take a customer experience approach to improve circulation, acoustical zoning, and access to staff. Our designs will be built upon a foundation of environmental and operational sustainability, as well as flexibility and adaptability for new and emerging library services over time.

DELIVERY: Both Group 4 and ARG have decades of experience working with public clients to deliver projects on time and within budget. Our client references will attest to our responsiveness and commitment to project success.

We recognize this is a very important project for the Altadena Library District and the community it serves, and the Group 4 | ARG team is prepared to make an extraordinary commitment to its success. We look forward to the opportunity to review our qualifications, proposal, and interest in this project with you.

Sincerely,
GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.
with Architectural Resources Group, Inc.

David Schnee AIA LEED$_{AP}$
Principal, Group 4 Architecture
dschnee@g4arch.com

Katie Horak
Principal, Architectural Resources Group
k.horak@argcreate.com

We acknowledge receipt of Addendum 1 dated October 22, 2021.

SECTION I — EXPERIENCE

GROUP 4 ARCHITECTURE RESEARCH + PLANNING

Group 4 is a full-service architecture firm dedicated to creating vibrant public places that cultivate dynamic communities. Since 1974, our inspired and talented staff has provided quality services to public clients and the cities, counties, and districts they serve. Our distinctly inclusive design process engages staff, stakeholder, and citizens in shaping the future of their communities.

COMMITMENT TO CLIENT SERVICE

Exceeding our clients' expectations for facilities that reflect and celebrate their vision of community is a key reason behind our project success. We are proud of the long-term relationships we build with our clients through excellence in design and planning.

NATIONAL PERSPECTIVE

Our staff includes licensed architects, planners, interior designers, and technical and construction support specialists. Based in South San Francisco CA, Group 4 has satellite offices in Lexington KY, Philadelphia PA, and Seattle WA. We are active in professional organizations such as the Urban Libraries Council, the California Library Association, ALA, PLA, NEXT Library, the American Institute of Architects, and the Environmental Design Research Association.

Group 4 is an equal opportunity employer. We carry insurance at or above the District's requested limits.

CONTACT

Group 4 Architecture, Research + Planning, Inc.
David Schnee, Principal
211 Linden Avenue, South San Francisco, CA 94080
(415) 845-0916 | dschnee@g4arch.com

ARCHITECTURAL RESOURCES GROUP

ARG is committed to enhancing the vitality of historic buildings and places, spanning preservation, adaptive reuse, and new context-sensitive additions. Our work is robustly informed by our expertise in preservation policy and standards, our technical conservation capacities, and our passion for realizing creative design solutions in historic environments.

ROOTED IN HISTORY

ARG was founded in 1980 as one of the first architectural firms focused on preserving the West Coast's rich built heritage. Our practice is guided by a dialogue between historic places, contemporary design, and conservation approaches to create spaces that are both engaging and memorable.

A BALANCED APPROACH

ARG brings a deep understanding of balancing existing conditions and desired outcomes. Drawing on the wide-ranging potential of preservation, we design to respect cultural resources and respond to current needs in ways that align stewardship and client aspirations.

AWARDS AND RECOGNITION

ARG's work is widely recognized as exemplary and has been honored with over 150 awards from organizations including the American Institute of Architects, the California Preservation Foundation, and the National Trust for Historic Preservation. In 2006, ARG was named Firm of the Year by the AIA's California Council, which cited our consistently distinguished design and multidisciplinary expertise.

CONTACT

Architectural Resources Group
Katie E. Horak, Principal
360 E. 2nd Street, Suite 225, Los Angeles, CA 90012
(626) 583-1401 | k.horak@argcreate.com

For the expansion of Dayton's Main Library (above), we designed a comprehensive transformation of the mid-century modern building with select reuse of materials. The connection between the old and new wings is seamless for customers, who find a delightful and diverse range of spaces for programs, gathering, performance, creation, collaboration, and contemplation.

LEADERSHIP IN PUBLIC LIBRARY DESIGN

Group 4 is a leader in the planning and design of public libraries, with experience on hundreds of libraries nationwide. Libraries are community destinations for learning, collaboration, and civic engagement, with ample space for people and programs as well as resources and technology. We have designed small branches, large main libraries, and all sizes in between. In addition to new construction, our library design portfolio includes historic building expansions and adaptive reuse projects – all of which became modern, flexible, and sustainable libraries that will serve their communities well into the future.

As buildings that will serve their communities for decades, modern libraries are designed to be highly flexible and adaptable for changing needs and services over time. Group 4 employs strategies such as raised flooring for conditioned air distribution and reconfigurable power, furniture with casters, and collaboratively developed space adjacency studies to ensure that facilities remain flexible enough to serve their communities for decades to come. These kinds of strategies also helped our clients stay agile and resilient during COVID; for example, furniture could be easily moved and rearranged for safe social distancing.

Our Group 4 team members are leaders in environmentally responsible and sustainable design. Our design portfolio includes zero-net-energy (ZNE) projects as well as LEED-certified projects at all levels. Sustainable design for us is a holistic concept: we believe that successful green architecture not only minimizes harmful ecological impacts, but also serves the client for decades to come by uniting functional, aesthetic, and operational project requirements.

We work with our clients to design highly functional and operationally efficient libraries that streamline workflow, integrate public- and staff-side technology, and empower customers to manage their own library experience through self-service and clear

wayfinding. We also promote the ability to operate libraries in multiple modes that extend hours of service and better serve community needs.

Many of Group 4's library designs have received honors from professional organizations and the design community, as well as enthusiastic praise from library staff and community members. Our LEED-NC Platinum Mitchell Park Library and Community Center was named a New Landmark Library by the Library Journal in recognition of its innovative joint-use model as well as its comprehensive sustainable design.

ARG also brings an extensive library design and renovation portfolio, including:

- Altadena Main Library: Master Plan, conceptual design, cost estimate and Historical Resources Assessment for library renovation.
- Altadena Bob Lucas Memorial Branch Library: Master Plan, conceptual design, and cost estimate for renovations.
- Redlands A.K. Smiley Library: New 10,000 square foot addition to historic building.
- Berkeley Public Library, North Branch: Rehabilitation and expansion of a Berkeley City Landmark.
- Glendale Brand Library and Art Center: Master Plan for expansion and addition for both a library and community cultural and art center.
- San Francisco Golden Gate Valley Library: Rehabilitation and expansion of a 1917 Beaux-Arts Library.
- Palo Alto Children's Library: Renovation and expansion of Birge Clark-designed library.

Many of ARG's projects include upgrading historic buildings for universal accessibility, including the Carnegie Library in Paso Robles and the South Pasadena Public Library.

Selected examples of Group 4's and ARG's relevant library project experience are included later in this section.

Union Station
Los Angeles

WORK WITH HISTORICALLY SIGNIFICANT BUILDINGS

ARG was founded on two objectives: a deep interest in historic environments and a belief that adapting these environments can create meaningful places that allow visitors and users to simultaneously experience the past while bringing it to a contemporary use. Our role is to lead designers, programmers, users, regulators, and managers along a path of exploration to viable solutions.

We use the buildings and site themselves as interpretive tools that tell the stories of the past. With careful intervention, we integrate sustainable technologies and materials that further extend the building's longevity and efficiency.

Our preservation philosophy is predicated on a detailed understanding of the historical and architectural significance of the building(s) and site, and on an equally detailed understanding of the client's program. We follow the Secretary of the Interior's Standards for the Treatment of Historic Properties to develop a tailored approach to each building project.

ARG brings specialized experience in programming historic buildings for updated or new uses. Our preservation goal is to find a balanced fit between the needs of the present-day program and the building's physical capability to support the program without loss of significant, character-defining features or fabric. This design approach for historic environments requires a highly collaborative process.

The end result is a transformed historic building and site that incorporate contemporary uses and sustainable technologies yet preserve the essential qualities of the historic place. Our effective programming capabilities result in design solutions that involve minimal impact to existing historic fabric and achieve the client's goals while remaining within the project budget.

Renovation and expansion of important historic buildings is a significant part of Group 4's practice. We have worked creatively and sensitively on dozens of historically significant structures. We bring a creative approach to renovating cherished community buildings based on extensive successful experience. Examples include:

- For Palo Alto's original Main Library, we paired the historic Edward Durell Stone structure with a contemporary new wing. Design details in the award-winning new building, such as a dynamic sunshade at the community room, were inspired by the distinctive elements of the original building.
- Our remodeling and expansion of the 1930 Burlingame Library is recognized as the centerpiece of the community and was featured on the cover of American Libraries as "the jewel of Burlingame."
- Our new Milpitas Public Library incorporates a 1916 school building for use as learning and community spaces, creating a focal point of learning and culture for the North Main Street neighborhood. The new north wing created a new plaza and seamlessly accessible entry into the library, and also enabled the formal steps of the grammar school building to remain rather than be modified with ramps.
- We designed the transformation of a historic mid-century manufacturing warehouse into the LEED-NC Platinum Environmental Innovation Center — a showcase for the City of San Jose's Green Vision. The project features retail and R&D tenant spaces, co-working offices and conference space for City and partner use, and Santa Clara County's newest household hazardous waste collection facility.

The new north wing of the Milpitas Library (above) created a new entry plaza and barrier-free access into the library. This enabled the formal steps of the historic grammar school building to remain in their original state rather than be modified with ramps.

WELL-MANAGED PROJECTS

Group 4 has an excellent record of successfully managing the entire project delivery process, including complex projects with modest budgets and accelerated time schedules. Group 4's team provides effective planning, programming, design, construction and post-construction phase services to move projects efficiently through the design and construction phases and deliver high-quality results.

- As we specialize in high-profile public projects, we understand our clients' duty to ensure that the community receives good value.
- We have highly-qualified staff and low turnover, ensuring continuity of staffing on projects and building our in-house expertise and skill base.
- We have strong project management systems during the design phases that keep our projects on schedule and on budget.
- Effective construction administration systems allow us to manage costs during construction and keep change order costs low, which is especially crucial for public projects because of the nature of public funding.
- We have an excellent record of partnering with the client and the contractor in order to ensure a high-quality project that meets the client's schedule and budget requirements.

SELECTED PROJECT REFERENCES

The table below includes project information and references for five relevant projects, as requested in the Request for Proposals. These projects are profiled in more detail on the following pages, along with information about and references for other relevant Group 4 and ARG projects. We will be happy to provide additional information and project examples upon request.

ARCHITECT	PROJECT NAME DATES OF SERVICE CLIENT	CONSTRUCTION VALUE CONTRACTOR NAME	CONTACT
Group 4	Rinconada Library Renovation + Expansion (2011-2015) City of Palo Alto	Constr. $18.2 million GC: SJ Amoroso	Colette Chew Public Works Engineering Services Div. City of Palo Alto (650) 329-2482 colette.chew@cityofpaloalto.org
Group 4	Yorba Linda Library and Arts Center (2016-2020) City of Yorba Linda	Constr. $41.3 million GC: Bernards CM: Griffin Structures	Peggy Huang, Mayor City of Yorba Linda (714) 875-1505 phuang@yorbalindaca.gov
Group 4	Main Library Expansion (2014-2017) Dayton Metro Library	Constr. $47.2 million CMAR: Skanska	Tim Kambitsch, Exec. Director (retired) Dayton Metro Library (937) 901-8477 tkambitsch@gmail.com
ARG	Huntington Library, Art Museum, and Botanical Gardens (2010-2015 Visitors Ctr.) (2020- Tea Room) The Huntington	Visitor Center $48 million GC: Matt Construction Tea Room $7.5 million (est.) GC: Matt Construction	Tom Polansky VP for Operations & Facilities (626) 405-2252 tpolansky@huntington.org
ARG	William Andrews Clark Memorial Library Renovation, Seismic Upgrade & Addition (2013-2017) UCLA	Constr. $7.5 million GC: Walsh Construction	Eric Heggen, Project Manager UCLA Capital Programs (310) 267-4823 eheggen@capnet.ucla.edu

Top: courtyard of original historic building
Above: historic and modern photos of the reading lounge
Opposite: the new wing takes cues from the original building's design

RINCONADA LIBRARY EXPANSION
PALO ALTO CA

Edward Durell Stone's 1958 Rinconada Library exemplifies the architect's trademark of interacting interior and exterior spaces. A permeable, patterned terracotta "veil" encloses the building and two generous reading courtyards. A vast double-pitched and deep-eaved roof caps the building, drawing itself into a high clerestory ridge framed by a low sea of luminous ceiling panels that echo the terracotta pattern.

In the 50+ years since opening the building had aged, and many of Stone's character-defining interior elements lost their impact: the luminous ceiling panels yellowed and became brittle, making the library underlit; furniture became worn; the enclosed courtyards suffered from neglect. Retrofits in the 1980s had -upset the elegance of the architect's intent. Meanwhile, library service and space demands had shifted dramatically. Patrons were finding it difficult to find space for group work or assembly within the large and open reading room, or find access to electricity to power their devices. There was no teen area, nor any family places where children and their adults could sit together to read.

Great care was taken to modernize the library while preserving its historical significance. Original character-defining features were refreshed. New furniture and finishes complement the Modernist language, while new services and spaces, variety and delight create an architectural dialogue responsive to Stone's vision while ensuring ongoing excellence in library service. Original yellowed and brittle luminous panels were studied and recreated; new panels brightened the space significantly. Old growth maple boards were demounted from interior columns and sequenced for identical reinstallation. Remodels from the 1980s were removed, restoring Stone's original architectural intent.

Furniture and finishes were carefully selected to meet the community's current and future needs and enliven the space while respecting the historic design. A dedicated teen space was created within the original floor plan. Study room pods were introduced along the perimeter, using a perforated metal screen that echoed the terracotta pattern. Parts of the original reading room were reprogrammed for a family space, including soft seating elements reconfigurable to a variety of heights and lengths for various family sizes. The courtyards were refreshed with plantings and eye-popping robin egg blue furniture.

The new addition of a community room and entrance carries on Stone's vocabulary; the "veil" lifts in the community room, looking onto a wooded exterior, reflected in hardwood flooring and furnishings. The glass-encased foyer preserved the original exterior paving while reimagining the historic round planters as seating, extending an architect's ageless engagement of interior/exterior.

CLIENT CONTACT

Colette Chew
Public Works Engineering Services Div.
City of Palo Alto
(650) 329-2482
colette.chew@cityofpaloalto.org

DATES OF SERVICE

2011-2015

TOTAL CONSTRUCTION VALUE

$18.2 million

CONSTRUCTION CONTRACTOR

SJ Amoroso

RELEVANCE TO ALD

- Historically significant structure
- Revitalization and expansion of Palo Alto's original Main Library
- Preservation and restoration of character-defining features, such as interior illuminated ceiling
- Expansion includes large program room, teen space, and staff work space

Top: Entry Grove at the Steven S. Koblik Education & Visitor Center
Above: Interior rendering of the Rose Garden Tea Room
Opposite page: Rendering of the expansion at the Shakespeare Garden of the Rose Garden Tea Room

CLIENT CONTACT

Tom Polansky
VP for Operations & Facilities
The Huntington
1151 Oxford Road, San Marino, CA 91108
(626) 405-2252 / tpolansky@huntington.org

THE HUNTINGTON LIBRARY ART MUSEUM AND BOTANICAL GARDENS

The Huntington Library, Art Collection, and Botanical Gardens houses the extensive and varied collections of railroad magnate Henry E. Huntington and his wife Arabella on a large estate centered around the Huntingtons' 1910 mansion designed by Myron Hunt. Upon Huntington's death in 1927, the entire estate was opened up to the public to highlight his collection of art, rare books, manuscripts, furniture, and the grand landscaped gardens of an early 20th century American estate. ARG has worked on multiple projects on this campus. Following is information on our most recent work.

STEVEN S. KOBLIK EDUCATION & VISITOR CENTER

The Steven S. Koblik Education and Visitor Center serves a welcoming new front door for Henry Huntington's historic 200-acre estate. Over eight acres of new buildings and gardens create seamlessly integrated places for arrival, orientation, and education while preserving the scale and character of the original historic estate.

ARG designed the complex to create a human-scaled environment of exterior courtyards and gardens, each integrated with an element of the building program. The buildings' layout, form, and material palette were also designed to relate to and complement the classical structures designed by Myron Hunt and William Russell Pope, while expressing their own contemporary character and meeting the modern program and visitor needs of the Huntington. The new facilities include visitor arrival areas, performance hall, multipurpose meeting room, classrooms, food service areas, and extensive rare books storage areas located below grade and connected to the Library.

ROSE GARDEN TEA ROOM RENOVATION

ARG is currently working on the renovation and expansion of the historic Rose Garden Tea Room. The project will upgrade the indoor dining space, modernize the kitchen, develop new restrooms and ancillary areas, and create a pavilion on its eastern side, opening onto the Shakespeare Garden for exterior dining service. The renovation will provide a fluid space between indoors and outdoors for visitors and will connect the tea room to some of the visual and physical elements of the surrounding gardens. The project is currently in the permitting phase and set to begin construction in 2022.

DATES OF SERVICE

2010 - 2015 (Visitor Center)
2020 - In Progress (Tea Room)

TOTAL CONSTRUCTION VALUE

$48M (Visitor Center)
$7.5M (estimate for Tea Room)

CONSTRUCTION CONTRACTOR

Matt Construction (Visitor Center)
Matt Construction (Tea Room)

RELEVANCE TO ALD

- Outdoor gathering areas
- Meeting rooms
- Library stacks, security, and circulation
- Landscape features (shade structures and water features)
- Accessibility upgrades
- Parking lot enhancements

YORBA LINDA LIBRARY + CULTURAL ARTS CENTER

Responding to the combination of a years-long effort to expand library services and to expand space for arts and community programming, the City of Yorba Linda commissioned Group 4 to develop a joint use project creating a "civic heartbeat" adjacent to a new Town Center shopping district.

The 4.7 acre campus positions a two story, 46,000 SF library and a 14,000 SF arts center to share a pedestrian paseo of outdoor rooms. The project stands out due to its contemporary modern design with plenty of natural ambient lighting through the extensive use of glazed curtain wall systems and skylights. The roof line has multiple slopes and angles to mimic the foothills when seen from a distance. A palette of timeless, natural materials provides an inviting warmth while embellishing the civic stature of the buildings and site.

The library provides a full range of community spaces and activities, including traditional collections for all ages, reading areas, and a range of collaborative spaces capable of supporting programs and groups large and small. The arts center provides gallery space, dance studios, a black box theater, and an outdoor amphitheater. The campus connects visitors to the various public amenities, gardens, art, and other features on site, and to the Town Center across the street.

CLIENT CONTACT

Peggy Huang, Mayor
City of Yorba Linda
(714) 875-1505
phuang@yorbalindaca.gov

This new civic campus celebrates its place in the community through materials with a sense of permanence and strength while creating an inviting and nurturing place to explore and thrive through warm colors and textures, and holistic, sustainable, human-scaled design. The architectural language was carefully selected to speak with the Town Center while asserting a distinguished civic presence. Part of the parking lot can be closed to increase the effective size of the paseo for special events and farmers' markets.

Awards for the new Yorba Linda Library and Cultural Arts Center include:

- ASCE Orange County Outstanding Community Improvement Project
- ENR California Regional Award of Merit

DATES OF SERVICE

2016-2020

TOTAL CONSTRUCTION VALUE

$41.3 million

CONSTRUCTION CONTRACTOR

Bernards

CM: Griffin Structures

RELEVANCE TO ALD

- Modern public library
- Same proposed Group 4 team for Altadena library renovations

WILLIAM ANDREWS CLARK MEMORIAL LIBRARY, RENOVATION, SEISMIC UPGRADE & ADDITION

Above: Interior of reading room

Opposite: Interior of new entry pavilion

CLIENT CONTACT

Eric Heggen, Project Manager
UCLA Capital Programs
1060 Veteran Avenue, 1st Floor
Los Angeles, CA 90095-1365
(310) 267-4823 / eheggen@capnet.ucla.edu

The William Andrews Clark Memorial Library, which is administered by UCLA's Center for 17th- & 18th-Century Studies, is located on a historic, five-acre property in the West Adams neighborhood of Los Angeles. The rare book and manuscript library specializes in the study of England and the Continent from the Tudor period through the long eighteenth century. Constructed in 1926, from a design by noted architect Robert D. Farquhar, the Clark Library is a designated landmark of the City of Los Angeles.

ARG served as the prime architect - managing and coordinating all design and construction document preparation tasks and construction administration services for the project. After various building expansions in the 1950s and 60s that expanded the library collections underground, the unreinforced masonry (URM) building was due for a seismic retrofit. The structural work triggered mandatory code upgrades for disabled access and fire safety.

To seismically strengthen the URM building, center core drilling technology was used to preserve the integrity of the structure with little to no architectural impacts. By strategically core dry-drilling 4" diameter holes at an average spacing of 4 foot in the center of the brick walls, the cores were filled with rebar and polymer resin grout to enhance the seismic performance. The Library's interior is remarkable with floor-to-ceiling bronze book cases, elaborate painted plaster ceilings and intricate marble finishes. Artwork is featured between panels of hand carved white oak in the Drawing Room. During the core drilling process, ARG provided conservation monitoring of historic architectural features, finishes, and collections to ensure that dust and vibration would not damage these priceless collections and irreplaceable finishes.

To meet the Secretary of Interior's Standards, the new pavilion needed to be compatible and contextual due to its close proximity to the Historic Library. By complying with the Standards, new pavilion derived its form from the library's materiality, massing and color palette. A modern structure, the pavilion is primarily glass, steel and brick. A simple cast stone base runs around the perimeter; a subtle reference to the more ornate, heaver travertine base of the Clark. The brick façade is the same dimension, texture and color blend as the existing library.

In addition to the seismic and accessibility upgrades, Annex 3 was added for much needed book storage in the basement of the library. The staff lounge was displaced during the expansion and relocated to the North Range buildings. The kitchen and restrooms for the North Range building – Apt. 2 were improved to meet ADA and staff's programmatic needs. The apartments on the second floor were converted into offices. All lighting, plumbing and electrical systems were upgraded to current standards.

DATES OF SERVICE

2013 - 2017

TOTAL CONSTRUCTION VALUE

$7.5 million

CONSTRUCTION CONTRACTOR

Walsh Construction

RELEVANCE TO ALD

- Library building
- Seismic strengthening
- Accessibility upgrades and improvements

MAIN LIBRARY REVITALIZATION

Top: a soaring three-story atrium connects the original mid-century modern building with the new wing
Above: the expanded library features a black box theater as well as a forum stage and other gathering spaces

CLIENT CONTACT

Tim Kambitsch
Executive Director (retired)
Dayton Metro Library
(937) 901-8477
tkambitsch@gmail.com

The Dayton Metro Library commissioned Group 4 to lead the design of its 10-year capital improvement bond program. Group 4 facilitated the development of the systemwide master program and standards for design, operations, branding, and FF&E for implementation in all 18 projects.

Group 4 designed Phase 1 projects in collaboration with three local architects, including the revitalization and expansion of the Main Library, construction of two new destination branches, renovation of a small Carnegie-era branch, and transformation of a former brewery into a new Operations Center.

Dayton's former Main Library was a dark, inwardly-focused mid-century modern structure. Group 4's design gutted the interior of the former building doubled its size with a new, three-story wing. The expanded library is the flagship of the DML system — a new downtown landmark and community destination at the intersection of Dayton's commercial core and cultural district.

The revitalized building fully integrates into its downtown context and embraces the adjacent park. The old building and new wing are connected by a stunning three-story, light-filled atrium criss-crossed by bridges that provide places of engagement and collaboration. The existing underground floors were converted to parking, and the public and operations functions were moved up into the light.

The new Main Library has two "Opportunity Spaces" where staff beta test initiatives and host partner organizations in prominent locations with maximum exposure. One space is designed for clean, technology-rich opportunities like exhibitions, research projects, and robotics. The other is equipped for creative opportunities such as fine and culinary arts. These spaces ensure a high rate of change and evolution in the library, which is never the same place twice.

Other destination features of the Main Library include more than 30 spaces for gathering and collaboration, ranging in capacity from four to 400 people. The black box theater and multi-configurable forum support creative and performing arts as well as large library and community programs. The library has become a destination for weddings, concerts, cultural events, and other community gatherings and celebrations.

Group 4's AOR partner for the Main Library project was LWC Inc. The project received an Honor Award from AIA Dayton Chapter.

DATES OF SERVICE

2013 - 2017

TOTAL CONSTRUCTION VALUE

$47.2 million

CONSTRUCTION CONTRACTOR

Skanska (CMAR)

RELEVANCE TO ALD

- Renovation and expansion of mid-century main library building
- Modern library service model
- Destination spaces for gathering, collaboration, performance, programs, creation, and technology

PASADENA CONSERVATORY OF MUSIC, MASTER PLAN, RENOVATION & ADDITION

Top and above: Recital Hall and Main Building
Opposite: Rendering of Phase 2 improvements

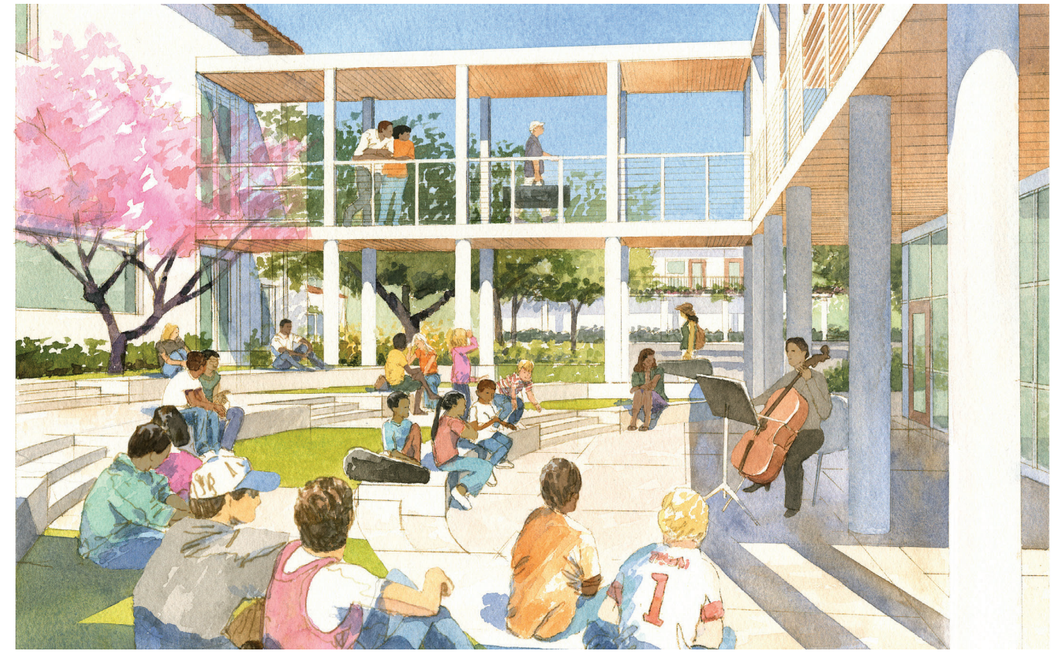
CLIENT CONTACT

Stephen McCurry, Executive Director
Pasadena Conservatory of Music
100 N. Hill Avenue, Pasadena, CA 91106
(626) 683-3355
smccurry@pasadenaconservatory.org

The Pasadena Conservatory of Music is a nonprofit music school that provides a comprehensive curriculum in music study for anyone in the surrounding community. The home of the Conservatory is a historic building and annex that had previously been converted to office use. When the adjacent parcel with two additional buildings became available, the Conservatory purchased it to ensure their ability to expand their program and performance offerings at their present campus.

ARG developed a Master Plan that was based on architectural programs developed through meetings with staff and instructors, and design charrettes conducted to explore alternative ideas for plan layouts at the buildings, parking lot and two courtyards. Particular scopes of work identified for the original historic building were the needs to improve acoustic separation between rooms and upgrade the mechanical system. The final Master Plan design responds to the overall goal of enhancing each building, and adding connecting elements, so that a more unified sense of place is achieved throughout the campus. Site improvements provide comfortable, usable outdoor spaces and safe pedestrian circulation. At the interiors a mix of private or small group studio spaces, larger ensemble practice rooms, and comparable rooms devoted to music classes for small children provide the varied settings required for instruction.

The Master Plan was completed in 2012 and the plan is being implemented in a phased manner, with the first phase of improvements completed in early 2015.



PHASE 1

The first phase included the recreated, two-story Recital Hall in the historic building, and site infrastructure, access and parking lot improvements to immediately start unifying the campus. The Recital Hall provides the Conservatory with a signature performance space with a mix of fixed seating on risers and movable chairs, balanced acoustics, and up-to-date sound and lighting systems.

PHASE 2

ARG recently completed the preliminary design and cost estimate for Phase 2, the renovation and addition to Building B which is located behind the historic building. This portion of the work includes the renovation of music studios, additional music studios on a new second level, accessible restrooms, and an outdoor amphitheater at the newly created courtyard between the buildings. The circulation between the two buildings will be enhanced by accessible paths at grade between the new amphitheater and the historic courtyard facing Hill Avenue, and by new exterior balconies on the second level surrounding the amphitheater below. ARG expects the design and construction of this phase to begin in 2022.

DATES OF SERVICE

2011 - 2015 (Phase 1)
2020 - In Progress (Phase 2)

TOTAL CONSTRUCTION VALUE

$3.5M (Phase 1)
$5.8M (estimate for Phase 2)

CONSTRUCTION CONTRACTOR

Del Amo Construction (Phase 1)
TBD (Phase 2)

RELEVANCE TO ALD

- Outdoor amphitheater
- Flexible education spaces
- Accessibility upgrades
- New vertical circulation
- Execution of master plan

GEORGINA COLE LIBRARY RENOVATION
CARLSBAD CA

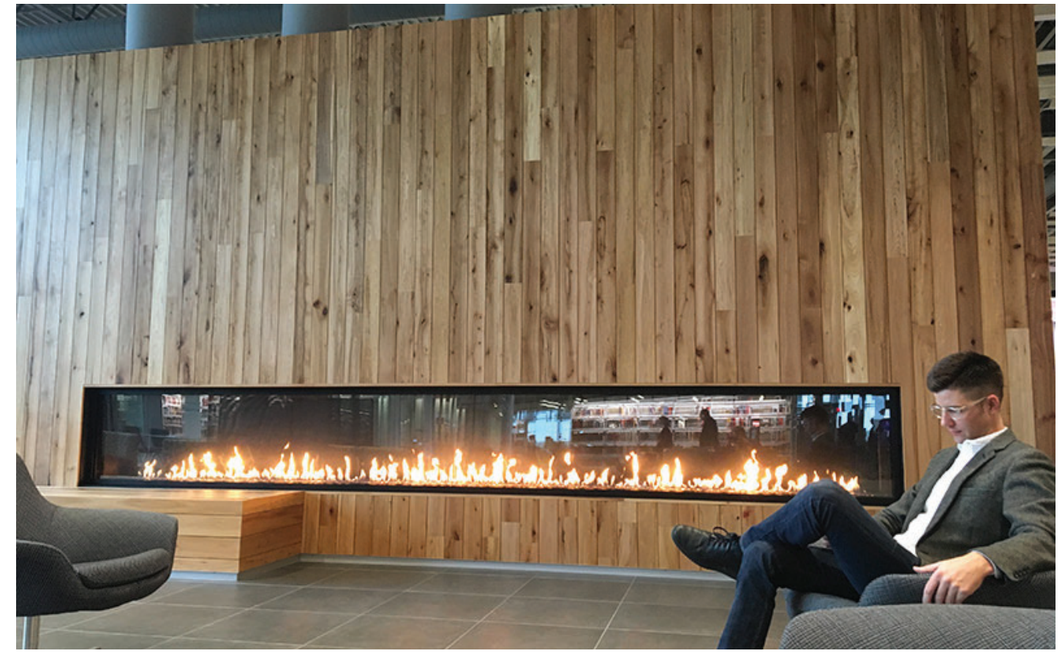
Top: Capped courtyard creates a new atrium for better interior flow, wayfinding, and experience
Above: rendering of original exterior courtyard

The City of Carlsbad commissioned Group 4 to renovate two of its three libraries to modernize library service, improve operations, and freshen the library experience while preserving the desirable qualities of the two buildings.

The 24,000 SF Georgina Cole Library, located next to City Hall, was built in 1967. The design introduced a variety of new spaces for collaborative work, community meeting and gathering, and expanded programs almost entirely within the mid-century building's existing walls.

Group 4's redesign capped the central courtyard and incorporated it into a contiguous library interior. This dramatically opened up the inside of the library, improved circulation and wayfinding, and established stronger connections between the two floors. Modernization included reconfiguration of technology and stacks as well as replacement of furniture, finishes, and carpets.

The project also addressed lifecycle maintenance and accessibility upgrades, including exterior repairs, ADA improvements, and modern mechanical, low voltage, and fire prevention systems.



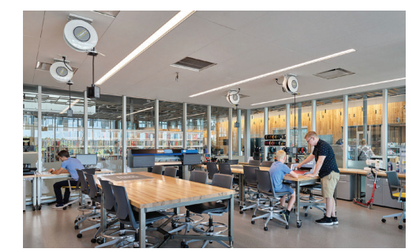
INDIAN CREEK LIBRARY
OLATHE KS

The design of the new Indian Creek Library responds to the client's goals of increased flexibility, community engagement, and connection to nature. The City hired Group 4 and local partner Gould Evans to design the transformation.

The building program for the new library prioritized community gathering spaces, such as public meeting rooms, group study spaces, maker space, teen zone, gaming theater, and children's garden. The front quarter of the library is composed of flexible community spaces and meeting rooms, with a vendor-operated café serving as an anchor. Spaces are linked by a dynamic "marketplace" with new and popular materials and technology. OPL's administration offices and central sorting were also relocated to the new branch.

The design team peeled away the entire west façade of the introverted store, strategically inserting skylights, windows, and integrated indoor/outdoor courtyards. The new façade features expansive glass protected by a striking sunshade composed of hundreds of custom-folded, aluminum and stainless steel panels, and integrated lighting; the sunshade's design was inspired by the Indian Creek Trail that passes by the site.

Group 4 is currently providing library design support to Gould Evans for the design of Olathe's new Downtown Library.



Indian Creek Library — Olathe KS
AIA San Mateo County Honor Award
AIA Central States Honor Award
AIA Kansas City Citation Award

MILPITAS PUBLIC LIBRARY

Top: the historic school's original central courtyard was covered with a tensile structure to preserve the naturally bright and open feeling of the space. Above: the school's auditorium was revitalized to serve as the library's large program space. Opposite: new north and south wings embrace the historic building gently.

The City of Milpitas commissioned Group 4 to design a new library to serve its diverse population of more than 60,000 people. The site is at the northwest end of Main Street, which was the focus of the City's Midtown revitalization efforts. Among the design challenges was the restoration, incorporation, and expansion of the 13,000 square foot historic 1916 Milpitas Grammar School building into a 60,000 square foot facility that can support modern library operations.

As the first major project in the Midtown revitalization, the design of the new library needed to set the tone for other development along Main Street. The facility and site design also had to provide sufficient parking that is easily accessible to both the library and patrons of other civic and commercial entities along Main Street.

The design of the new Milpitas Library not only supports efficient library operation, but also brings together old and new architecture in a way that respect and celebrate each other. The neoclassical style of the historic grammar school building communicates civic strength and stability, while the open, glass-faced addition invites exploration and communicates diversity and inclusiveness. The balanced asymmetry of the new addition complements the symmetry of the original school building and creates new plazas along Main Street. The overall design creates a civic landmark for Main Street that proudly announces the library at the head of the new development corridor.

On the day of the unannounced "soft opening", the Milpitas Public Library served approximately 3,400 people — an all-time record for any library in the Santa Clara County Library system. One week later, nearly 8,000 community members visited the library on the day of its eagerly-awaited grand opening ceremony.

Interiors of the new wings feature bold patterns and vibrant colors that complement but are distinct from the softer palette of the historic building.

MAIN LIBRARY REVITALIZATION
CINCINNATI-HAMILTON COUNTY PUBLIC LIBRARY

Cincinnati's Main Library spans one and a half city blocks. Group 4 is designing the revitalization of the building to improve service and enhance the customer experience as well as address life cycle maintenance needs in the 500,000 SF complex. Group 4 worked with CHPL leadership and staff to develop a comprehensive new vision for the building, including reorganized public services and operations.

The library's five story atrium is the visual heart of the building. Phase 1 of the redesign includes a new cascading stair that connects all public floors for improved navigation and wayfinding. The children's library moves to the first floor of the south building, providing expanded space for children's programming as well as improved technology and collections. The "Teen Spot" will move closer to the children's library as well to better support use by siblings and families who come to the library together. The redesign of the entry plaza will increase visibility and connectivity in the south building, and significantly expand opportunities for outdoor programming and events. Elevator and skylight upgrades round out the maintenance improvements in this first phase.

Group 4 is collaborating with a local partner architect. Group 4's role includes library programming as well as architectural and interior design lead.

CLIENT REFERENCE

Paula Brehm-Heeger, Library Director
Cincinnati-Hamilton County Public Library
Paula.Brehm-Heeger@cincinnatilibrary.org
(513) 369-6972

SECTION II — PROJECT TEAM

INTRODUCTION TO THE TEAM

CORE ARCHITECTURAL TEAM

Although Group 4 will be the contractual prime for the Altadena Library District projects, we will work as a seamless team with ARG. Group 4 will be the library design lead for both projects, including programming and FFE as well as architecture and interior design. ARG will lead the design of the core and shell for both projects. Group 4 and ARG are both experienced and enthusiastic collaborators, and are excited by the potential for working together and ALD on these important projects.

Our proposed key personnel for the renovation of the Altadena Libraries include Group 4 and ARG leadership and senior staff who bring extensive experience in library design, working with historically significant structures, and delivering well-managed projects for public clients. It also includes key team members who worked on the Altadena Main Library and Bob Lucas Memorial Branch master plans.

- **David Schnee** AIA LEED AP will oversee the design team as principal-in charge and lead architect. David is an award-winning public library architect whose vision, creativity, and commitment to modern, beautiful, and sustainable public buildings will guide the revitalization of Altadena's libraries. He has been with Group 4 for more than 23 years.
- **Andrea Gifford** RA LEED will be the library design lead, including programming, interiors, and FFE. She has worked with many library clients on multi-facility improvement programs, and is experienced in developing distinctive designs for each individual building that also create a consistent brand for the library overall. Andrea has developed designs for many award-winning, historically significant libraries and other cherished community buildings.
- **Liz MacLean** AIA will lead the design of the building infrastructure, circulation, and accessibility upgrades. Through her work with ALD on the master planning phase, she has an excellent understanding of the current conditions, scope of needed upgrades, and staff and stakeholder priorities for both the Main Library and Bob Lucas Memorial Branch.
- **Katie Horak** will oversee the historic preservation aspects of the design. Her work on the master plan for the Main Library give her a deep understanding of its historic character and significance. She will ensure that the design complies with the California Historic Building Code and the requirements of the Secretary of the Interior as well as with the community's vision for this cherished building.

Resumes for proposed key architectural personnel appear on the following pages.

CONSULTANT TEAM

We are pleased to propose a team of design, engineering, and specialty subconsultants that have worked with our core architectural team members on other successful projects, including libraries and historically significant buildings. Several of our proposed consultants have specific experience with ALD's buildings, giving them a head start on design.

- **Holmes** will be our structural engineers. Through their past Tier 1 and current Tier 3 scope at the Main Library, Holmes has studied the historic drawings, understands the existing conditions, and has already been working with ALD to develop seismic upgrade strategies.
- **Eriksson Peters and Thoms** (EPT) was the original landscape architect for both the Main Library and Bob Lucas Memorial Branch. EPT will look at the historical, cultural and environmental aspects of each project site and weigh those considerations with the needs and vision of the Altadena community. EPT will bring new life into the design of each site, creating new spaces for outdoor activity and enhancing the sense of place.
- **TBD Consultants** are dedicated to excellence in construction cost estimating and management. Group 4 has worked with TBD's senior cost estimator for more than 15 years, and he is a key reason behind our successful record of accurate project budgeting.
- **MEP California** provides MEP and fire protection engineering services. MEP California has successfully collaborated with ARG on other projects such as the Huntington Library Visitor and Education Center and conservation of the Eames House and Studio.
- **KPFF Consulting Engineers** will provide civil engineering services. Both ARG and Group 4 have worked with KPFF on other projects, such as Group 4's new Yorba Linda Library and Cultural Arts Center.
- **Smith, Fause & McDonald** will provide acoustics, audiovisual, electronic security systems, and communications infrastructure design services. SFMI has worked with Group 4 on nearly all of our libraries and other community projects for more than two decades.
- **Jensen Hughes** will be our life safety and accessibility code consultant. They have collaborated with both Group 4 and ARG on projects such as Group 4's new Chabot College Library and Learning Connection and our renovation of Carlsbad's Dove Library.

Information about our for proposed key consultant team members is included later in this section.

David Schnee — 23 years with Group 4

DAVID SCHNEE AIA LEED

PRINCIPAL-IN-CHARGE / LEAD ARCHITECT

David Schnee has led the design of innovative, forward-thinking, and beautiful libraries across the country, from small branches to large, complex main libraries. He led the design of the expansion of the Dayton Main Library, which transformed a mid-century modern building into a community-wide destination for 21st century library service. David's work with the Dayton Metro Library also established branding and customer service principles that are being implemented at DML's other 17 projects in its citywide capital improvement program.

EDUCATION AND REGISTRATION

Master of Architecture, University of California, Berkeley
Master of City Planning, University of California, Berkeley
Bachelor of Architecture, Cornell University
Registered Architect, State of California, C27893
LEED Accredited Professional BD+C

REPRESENTATIVE PROJECTS

Yorba Linda Library and Cultural Arts Center

- *Principal-in-charge and design director for new library and community recreation center campus.*

Dayton Main Library Expansion

- *Programming and library design lead for multiple projects in its citywide capital program, including the award-winning Main Library expansion (with LWC Inc.).*

Spokane Public Library

- *Principal-in-Charge and library design lead for design of four libraries, including revitalization of the downtown Central Library and expansion of the Shadle Branch (with Integrus Architecture).*

Milpitas Library

- *Design Director for award-winning expansion of historic 1916 grammar school building into 60,000 SF public library branch.*

Oakland 81st Avenue Branch Library

- *Principal-in-Charge and Design Director for LEED-NC Gold joint-use 21,000 SF library with co-located elementary schools.*

Olathe Public Library Indian Creek Branch

- *Library design lead for adaptive reuse of retail building into award-winning 45,000 SF branch library (with Gould Evans).*

San Lorenzo Library

- *Principal-in-Charge and Design Director for expansion and modernization of a 40-year-old library to a 19,500 SF library.*

Walnut Creek Library

- *Design Director for new LEED-NC Gold 42,000 SF downtown library with multi-use and flexible spaces.*

Dayton Main Library
AIA Dayton Honor Award

Indian Creek Library, Olathe KS
AIA Central States Honor Award
AIA San Mateo County Honor Award

ANDREA GIFFORD RA LEED

PRINCIPAL / INTERIOR DESIGN LEAD

Andrea Gifford is instrumental in the transformation of projects from architectural vision to articulated buildings aligned with client and community goals. Andrea has a keen understanding of functional building use, fluid user circulation, and simple aesthetic design solutions. She has developed unique and elegant designs for many award-winning projects. The Library Journal has featured Andrea's work on numerous occasions, including a new branch of the Chula Vista Public Library in a "Best of the Past and Present" libraries feature and the Mitchell Park Library & Community Center which was named a "New Landmark Library."

EDUCATION AND REGISTRATION

Bachelor of Science, Architectural Studies, University of Illinois, Urbana-Champaign
Registered Architect, State of California, C32830
LEED Accredited Professional ID+C

REPRESENTATIVE PROJECTS

Yorba Linda Library and Cultural Arts Center

- *Interior designer for new library and community recreation center campus.*

Palo Alto Rinconada Library

- *Interior design for the 26,000 SF renovation + 4,000 SF expansion of a historic midcentury library by Edward Durell Stone.*

Palo Alto Mitchell Park Library and Community Center

- *Interior designer for award-winning new 56,000 SF joint-use library and community center.*

Milpitas Library

- *Interior designer for award-winning expansion of historic 1916 grammar school building into 60,000 SF public library branch.*

Olathe Public Library Indian Creek Branch

- *Programming and interior design for award-winning 45,000 SF branch library (with Gould Evans).*

Dayton Main Library

- *Programming and interior design for expansion of Main Library and four other Phase 1 projects in DML's capital program.*

San Lorenzo Library

- *Interior design for modernization and expansion of a 1960s library to 9,500 SF.*

Yuba County Library Renovation

- *Designer for modernization of a 45-year-old library including accessibility, life cycle maintenance, and library service model upgrades.*

Andrea Gifford — 21 years with Group 4

Milpitas Public Library
AIA East Bay Merit Award

San Pablo Library
APWA N. California Public Works Project of the Year

Katie Horak

Altadena Main Library Master Plan

CBS Television City, Historic Consulting

KATIE HORAK

PRINCIPAL / HISTORIC PRESERVATION

Katie is a Los Angeles-area native and Principal in ARG's Los Angeles office. She has eighteen years experience in the field of historic resource management in both the public and private sectors. Katie is a recognized leader in the industry, bringing creative and innovative solutions to complex issues related to historic site documentation, management, and adaptive re-use. Katie brings additional experience with California Environmental Quality Act (CEQA) compliance documentation, historic structure reports, determinations of eligibility, design review, and Mills Act Property Tax Abatement Program administration.

EDUCATION AND REGISTRATION

Master of Heritage Conservation, University of Southern California
University of Oregon, Eugene Historic Preservation Field School in Canova, Italy
Bachelor of Arts, Art, Whitworth College, Spokane WA
Meets *the Secretary of the Interior's Professional Qualifications Standards* in Architectural History

REPRESENTATIVE PROJECTS

- *Altadena Main Library & Bob Lucas Memorial Branch Library, Master Plan, Altadena, CA*
- *The Trust Building, 433 S. Spring St, Rehabilitation and Seismic Upgrade, Los Angeles, CA*
- *Los Angeles Union Station, Historic Structures Report and on-going Historic Preservation Consultation, Los Angeles, CA*
- *First Congregational Church, Adaptive Re-Use Study, Pasadena, CA*
- *Arcade Lane Rehabilitation Study, Pasadena, CA*
- *CBS Television City, Historic Consulting, Los Angeles, CA*
- *The Barker Bros 722 S. Broadway Rehabilitation, Los Angeles, CA*
- *86 S. Fair Oaks, Central Park Apartments, Pasadena, CA*
- *Claremont Museum of Art at the Depot, Adaptive Re-Use Design Review, Claremont, CA*
- *Founders Church of Religious Science, Paul R. Williams, National Register Nomination and HSR, Los Angeles, CA*
- *La Rosita Drive-Thru, Historic Resource Assessment and Design Review for compliance with The Standards, Redlands, CA*

LIZ MACLEAN AIA

SENIOR ASSOCIATE / BUILDING INFRASTRUCTURE DESIGN

A talented architect in ARG's Los Angeles office, Liz brings with her a wide range of skill sets. Liz's past experience includes overseeing several residential architectural projects in all stages, including interior design. She also gained key experience at SPG Architects and 1100 Architect in NYC, along with Predock Frane and Gehry Partners in Los Angeles. She brings a keen attention to detail and love of design to each project she works on.

EDUCATION AND REGISTRATION

Master of Architecture, SCI_Arc, Los Angeles, CA
Bachelor of Science, Interior Design, James Madison University, Harrisonburg, VA
Meets *the Secretary of the Interior's Professional Qualifications Standards* in Architecture
Registered Architect, State of Massachusetts, No.952812

REPRESENTATIVE PROJECTS

- *Altadena Main Library & Bob Lucas Memorial Branch Library, Master Plan, Altadena, CA*
- *Rose Garden Tea Room Renovation at The Huntington, San Marino, CA*
- *Pasadena Conservatory of Music, Concept Plan, Pasadena, CA*
- *Eames House and Studio, Conservation Consulting, Los Angeles, CA*
- *Ladera Park Community Building, Los Angeles, CA*
- *Los Angeles County Arboretum, Path of Travel design, Arcadia, CA*
- *Virginia Robinson Gardens, Historic Preservation Consulting, Beverly Hills, CA*
- *Green Hotel Envelope Assessment and Stucco Repair, Pasadena, CA*
- *Ontario Museum of History & Art, Master Plan, Ontario, CA*
- *86 S. Fair Oaks, Central Park Apartments, Pasadena, CA*
- *The Broadway Building at Baldwin Hills Crenshaw, Rehabilitation Study, Conceptual Design, Tenant Improvements, Los Angeles, CA*

Liz MacLean

Bob Lucas Memorial Branch Library Master Plan

Eames House and Studio Conservation Consulting

Jonathan Hartman — 18 years with Group 4

Rinconada Library Expansion, Palo Alto
California Preservation Foundation Award
PAST Institutional Restoration Award
AIA San Mateo County Honor Award
APWA Silicon Valley Project of the Year
ASHRAE Golden Gate First Place Award

Yorba Linda Library + Cultural Arts Center
ENR Best Project Award
ASCE Orange County Outstanding Community Improvement Project

JONATHAN HARTMAN RA LEED

CONSULTING PRINCIPAL

Jonathan Hartman leads Group 4's technical design and construction administration team, helping clients and designers evaluate and incorporate innovative and proven sustainable design elements on complex public projects such as the multiple award-winning LEED Platinum Mitchell Park Library and Community Center in Palo Alto, LEED Gold Roosevelt Community Center in San Jose, and LEED Gold West Sacramento Community Center. His projects are characterized by excellent budget and schedule performance, and he builds effective and collaborative partnerships with consultant and construction teams.

EDUCATION AND REGISTRATION

Master of Architecture, University of California, Berkeley
Bachelor of Architecture, Cal Poly Pomona
Registered Architect, State of California, C30361
LEED Accredited Professional BD+C

REPRESENTATIVE PROJECTS

Palo Alto City Library Rinconada Library

- *Principal architect for the 26,000 SF renovation + 4,000 SF expansion of a historic midcentury library by Edward Durell Stone.*

Palo Alto Mitchell Park Library and Community Center

- *Principal architect for new LEED-NC Platinum 56,000 SF joint-use facility replacing small, separate library and community center facilities.*

Yorba Linda Library and Cultural Arts Center

- *Principal architect for new library and community recreation center campus.*

San Jose Environmental Innovation Center

- *Senior architect for transformation of historically significant warehouse into new LEED-NC Platinum research, development, and demonstration facility for energy conservation and sustainable design.*

Carlsbad Cole and Dove Library Renovations

- *Principal architect for renovation of City's main library and a mid-century modern branch.*

Anaheim Euclid and Sunkist Branch Renovations

- *Principal architect for renovation of two branch libraries.*

Burlingame Recreation Center

- *Principal architect for new NZE community recreation center in Washington Park.*

West Sacramento Community Center

- *Senior architect for new LEED-NC Gold community center.*

STEPHEN J. FARNETH FAIA LEED

CONSULTING PRINCIPAL

Stephen J. Farneth is a founding partner of Architectural Resources Group. He has 40 years' experience in the field of historic preservation, architecture, and planning. Steve's 35 years of leadership at ARG have involved all aspects of the practice, including planning, conservation, and design for some of the most historically important places in the Western United States. These range from the California Missions to major projects throughout the National Park System and include important civic and institutional work such as Pasadena City Hall and Garrett Hall at the University of Virginia.

As a leader in design and preservation architecture, Stephen has a realistic understanding of the complexities involved in programming historic buildings, adapting them for contemporary use, and managing change while preserving historic character.

EDUCATION AND REGISTRATION

Bachelor of Architecture with Honors, Carnegie-Mellon University
Certificate in Architectural Conservation, International Centre for Conservation, Rome, Italy (ICCROM)
Meets *the Secretary of the Interior's Professional Qualifications Standard*s in Architecture and Historic Architecture
Registered Architect, State of California No. C-9882
NCARB No. 25724
LEED Accredited Professional

REPRESENTATIVE PROJECTS

- *Altadena Main Library & Bob Lucas Memorial Branch Library, Master Plan, Altadena, CA*
- *William Andrews Clark Memorial Library, UCLA, Seismic Upgrade and Book Storage Expansion, Los Angeles, CA*
- *Pasadena Conservatory of Music, Renovation and Addition, Pasadena, CA*
- *Rose Garden Tea Room Renovation at The Huntington, San Marino, CA*
- *Steven S. Koblik Education & Visitor Center at The Huntington, San Marino, CA*
- *Huntington Art Gallery, Building Restoration and New Art Galleries, San Marino, CA*
- *Berkeley North Branch Public Library, Berkeley, CA*
- *Anna Head Rehabilitation, UC Berkeley, CA*
- *Furnace Creek Visitor Center, Death Valley National Park*
- *Linde + Robinson Lab for Global Environmental Science, Caltech, Pasadena, CA*

Stephen J. Farneth

William Andrews Clark Memorial Library
Design Award – AIA Los Angeles
Preservation Award – LA Conservancy
Preservation Award, Rehabilitation – California Preservation Foundation

Furnace Creek Visitor Center Renovation
Award of Excellence - Docomomo US
Citation Award - AIA Pasadena Foothill
Preservation Design Award, Rehabilitation - California Preservation Foundation

FIRM PROFILE

EPTDESIGN is a dynamic, award-winning, full-service landscape architecture firm with studios across Southern California.

Founded in 1962, we have completed projects for a diverse clientele in the corporate, institutional, public, commercial, housing, developer, private, and international arenas. We value our track record of repeat work and believe it speaks not only to our commitment to design excellence, but also to our strong service orientation.

The firm's size — large enough to accommodate projects of significant scale, but small enough to provide hands-on attention — affords us maximum flexibility in addressing design, management, staffing, and cost issues. We provide landscape architectural services from concept design through design development, construction documentation, construction administration, and maintenance guidelines.

Our approach to projects is both passionate and pragmatic, with a strong emphasis on research, creativity, and collaboration. Success is measured by the realization of our goals and the gratification of creating timeless environments that yield lasting rewards.

YEAR ESTABLISHED
1962

PRINCIPALS
Stephen Carroll, ASLA, LEED AP
Nord Eriksson, ASLA
Scott Horsley, ASLA
Steve Burkel, ASLA

IRVINE
14988 Sand Canyon Avenue, Studio 8
Irvine, CA 92618
949.502.4500

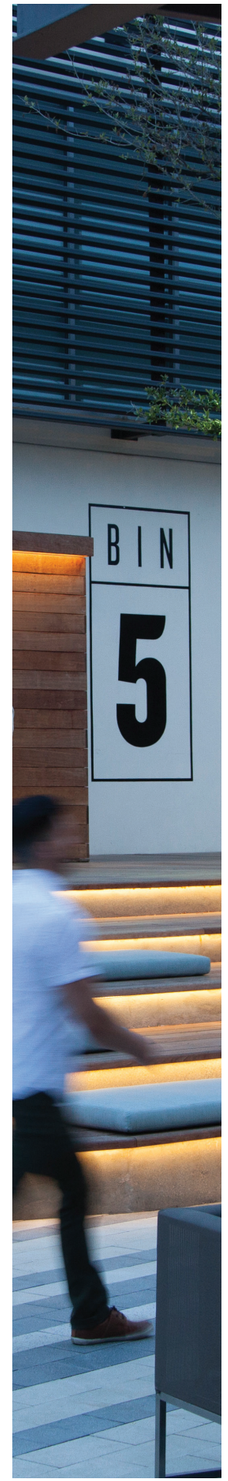
PASADENA
234 North El Molino Avenue, Suite 100
Pasadena, CA 91101
626.795.2008

CLAREMONT
532 West First Street, Suite 218
Claremont, CA 91711
626.795.2008

SAN DIEGO
1596 North Coast Hwy 101, Suite 2
Encinitas, CA 92024
949.502.4500

SANTA BARBARA
414 Olive Street
Santa Barbara, CA 93101
626.795.2008

EPTDESIGN.COM



RELEVANT EXPERIENCE

RIVERSIDE LIBRARY

RIVERSIDE, CA | JOHNSON FAVARO

Riverside's new three-story main library replaces a 1960s era building with a ground floor arcade space, community room, and an outdoor reading terrace and event space. The new design features a sculpted, folded, and rolled form that stands on two feet and straddles a closed-off city street forming an event plaza. The site provides flexible outdoor space to accommodate a variety of community functions and events ranging from farmers' markets and concerts to family festivals. Designed with local natural and cultural environments in mind, stone boulders emerge from the concrete floor of a park-like vignette on the 3rd-floor view terrace, bringing the mountain to the library. The project utilizes minimal landscaping at the ground level, developing a defined line between the library plaza and the parking lot.

FULLER THEOLOGICAL SEMINARY HUBBARD LIBRARY

PASADENA, CA | WILLIAM MCDONOUGH + PARTNERS

The expansion of Fuller's Hubbard Library reaches out to Pasadena passers-by and acts as a beacon in the night sky. Sustainability is a primary goal for the library and the campus. Board-formed concrete walls speak to existing walls on campus and landscape materials reflect the warmth and texture of the campus's Craftsman era context. Octopus Agaves provide sculptural form, tall native grasses move with the slightest breeze, and the plant palette conserves water and energy from maintenance. This project is registered for LEED Silver certification.

POMONA COLLEGE BENTON MUSEUM OF ART

CLAREMONT, CA | POMONA COLLEGE

The Museum of Art at Pomona College, completed in 2019, creates a vital link between the Claremont Village and Pomona College. The landscape provides a gateway to the western edge of the campus, welcoming visitors, and continuing the design language along College Avenue...an integral part of the Pomona College identity. A central courtyard provides much needed space for a variety of events and art exhibitions and is designed to maximize flexibility. The plant palette creates a framework for art sculpture displayed in the landscape while providing a harmonious foreground to the architecture.

WEST HOLLYWOOD LIBRARY

WEST HOLLYWOOD, CA | JOHNSON FAVARO

The West Hollywood Library provides both indoor and outdoor community recreation facilities including reading lounges, theater, community meeting rooms and a sidewalk café. Working closely with Johnson Favaro we completed this project as the first phase of the master plan that was completed in 2004. The three-level library sits between the a bustling avenue, new parking garage and an expansive public park to the north. A new rooftop garden filled with native drought tolerant shrubs provided a temporary landscape until the second phase of the project was to be implemented. A series of stairs and ramps were unified by a soft gesture ornamental grasses and trees as a foreground to the building's strong sweeping architectural forms.

MUSEUM OF REDLANDS

REDLANDS, CA | CITY OF REDLANDS

The Museum landscape relates to Redlands history and culture, grounding the Architecture in the vernacular. Citrus and Pepper trees relate to Redlands history while Oaks and native perennials root it even deeper into the regional context. The Landscape is comprised of 5 zones; Arrival Court, Brookside Frontage, Orchard, Events Garden and Parking Court. Although overlapping and interconnected each has a separate purpose and palette. The overall landscape is minimal, bold, purposeful, and low in water use. Detail is found in the play of shadow and light filtered through tree canopies, and in the movement and sound birds and pollinators for which the landscape will be an attraction. The landscape is a backdrop for ceremony, art, and performance.

SCRIPPS COLLEGE COURTYARD RENOVATIONS

CLAREMONT, CA | SCRIPPS COLLEGE

Our ongoing work at Scripps College coincides with renovations of the historic residence halls, improving accessibility to the 90 year old buildings and their courtyards. It is both an honor and a challenge to work with the historic gardens to make them seamlessly comply with today's standards for access while maintaining the Scripps aesthetic and Claremont feel.

GLENDALE HERITAGE GARDEN

GLENDALE, CA | CITY OF GLENDALE PARKS AND RECREATION

EPTDESIGN worked with the City of Glendale on their mini park program, to introduce small parks into densely populated Glendale neighborhoods. Glendale Heritage Garden includes the preservation and reuse of an existing California bungalow built in 1913, and several mature specimen trees and shrubs. Drought-tolerant native plants are grouped according to hydrozones to best conserve water in irrigation while providing important habitat for beneficial insects and birds. Play areas, picnic tables, a variety of seating and shade choices, and a public art fountain create a compelling environment for everyone in the community to enjoy.

NORD ERIKSSON

PRINCIPAL ASLA

Now in his fourth decade of practice, Nord Eriksson, a Partner at EPTDESIGN, has distinguished himself through his deep interest in design. Early exposure to the profession (his father co-founded the firm) gave him a close up view of the myriad ways landscape architecture impacts the lives of others. Nord trained in offices in California, Florida and Texas before joining EPTDESIGN. He developed a strong design voice and a design approach steeped in the interrelated connections of site, history, and each project's unique narrative. His work spans the detailed craftsmanship of high-end estate gardens to resilient and efficient commercial and campus environments. Recent work includes the creative office complex for The Ratkovich Company on the historic Playa Vista site where Howard Hughes began his aviation empire. While stylistically wide-ranging, each landscape is characterized by clarity, soulfulness, and a passion for making unique and enduring places. Nord's projects earn design awards and national exposure in publications such as Garden Design, Veranda, Hospitality, and Martha Stewart Living. His greatest reward is work that leads to lasting friendships and the creation of artful places designed to stand the test of time.

PROJECT EXPERIENCE

FULLER THEOLOGICAL SEMINARY HUBBARD LIBRARY PASADENA, CA

The expansion of Fuller's Hubbard Library reaches out to Pasadena passers-by and acts as a beacon in the night sky. Working with William McDonough + Partners and House & Robertson Architects, the library is one of several campus projects at the Fuller Theological Seminary. The design aims to support the library and larger campus's primary goal of sustainability. Board-formed concrete walls speak to existing walls on campus and landscape materials reflect the warmth and texture of the campus's Craftsman era context. Octopus Agaves provide sculptural form, tall native grasses move with the slightest breeze, and the plant palette conserves water and energy from maintenance.

WEST HOLLYWOOD LIBRARY WEST HOLLYWOOD, CA

The West Hollywood Library provides both indoor and outdoor community recreation facilities including reading lounges, theater, community meeting rooms and a sidewalk café. Working closely with Johnson Favaro we completed this project as the first phase of the master plan that was completed in 2004. The three-level library sits between a bustling avenue, new parking garage and an expansive public park to the north. A new rooftop garden filled with native drought tolerant shrubs provided a temporary landscape until the second phase of the project was to be implemented. A series of stairs and ramps were unified by soft gesture ornamental grasses and trees as a foreground to the building's strong sweeping architectural forms.

LA ARBORETUM ARCADIA, CA

The Los Angeles Arboretum renovation transforms the entry experience to uncover the historic mid-century design that has been hidden underneath years of renovations. The new visitors entrance plaza solves a host of challenges while creating a welcoming arrival sequence. The reimagined arrival experience includes a welcome plaza equipped with demonstration gardens, diverse seating options, a variety of donor opportunities, and ample flexible space.

JOINED EPTDESIGN 1987
39 Years of Experience

EDUCATION
Bachelor of Science in Landscape Architecture, California State Polytechnic University, San Luis Obispo, CA

REGISTRATIONS
Licensed Landscape Architect, State of California #2858

AFFILIATIONS
American Society of Landscape Architects (ASLA)

The Garden Conservancy

Urban Land Institute

PRESENTATIONS & AWARDS
Co-Chair - Field Day, ASLA National Convention, Los Angeles, CA

2016 Merit Award- Commercial Design, So Cal ASLA, Google Venice

2016 Honor Award- Historic Preservation & Restoration, So Cal ASLA, Little Court

2014 LA Conservancy Preservation Award, Hercules Playa Vista

KARA BJORNLIE

ASSOCIATE

Kara Bjornlie brings to the project team her experience with project design from initial concept to documentation and final approval. Her design sensibilities and extensive knowledge of native, adapted, and introduced plant species have been an asset for a variety of project types. Kara's background in art and art direction are reflected in her planting design, plan renderings, and studies. Her astute coordination with all members of the project team and attention to details, materials, and craftsmanship are among Kara's contribution to premier and award-winning landscape architecture projects.

PROJECT EXPERIENCE

FULLER THEOLOGICAL SEMINARY HUBBARD LIBRARY PASADENA, CA

The expansion of Fuller's Hubbard Library reaches out to Pasadena passers-by and acts as a beacon in the night sky. Working with William McDonough + Partners and House & Robertson Architects, the library is one of several campus projects at the Fuller Theological Seminary. The design aims to support the library and larger campus's primary goal of sustainability. Board-formed concrete walls speak to existing walls on campus and landscape materials reflect the warmth and texture of the campus's Craftsman era context. Octopus Agaves provide sculptural form, tall native grasses move with the slightest breeze, and the plant palette conserves water and energy from maintenance.

RIVERSIDE LIBRARY RIVERSIDE, CA

The University of Redlands is an independent, private university committed to innovation, learning, and individualized education. Lewis Hall, which is part of the Stauffer Science Complex, uses innovative systems and architecture to reduce resource use while providing a high-tech environment for learning. The landscape, as an integral part of the architectural system, captures stormwater runoff, provides shade, conserves water, reduces the heat island effect, and provides opportunities for habitat with native plants. Reclaimed concrete was used to build seatwalls and as part of the paving. Local materials minimized the cost and environmental impact of transportation.

MUSEUM OF REDLANDS REDLANDS, CA

The Museum landscape relates to Redlands history and culture, grounding the Architecture in the vernacular. Citrus and Pepper trees relate to Redlands history while Oaks and native perennials root it even deeper into the regional context. The Landscape is comprised of 5 zones; Arrival Court, Brookside Frontage, Orchard, Events Garden and Parking Court. Although overlapping and interconnected each has a separate purpose and palette. The overall landscape is minimal, bold, purposeful, and low in water use. Detail is found in the play of shadow and light filtered through tree canopies, and in the movement and sound birds and pollinators for which the landscape will be an attraction. The landscape is a backdrop for ceremony, art, and performance.

JOINED EPTDESIGN 1995
25 Years of Experience

EDUCATION
Bachelor of Science Landscape Architecture, California Polytechnic State University, Pomona, CA

REGISTRATIONS
Licensed Landscape Architect, State of California #4472

Holmes is an international design firm with employees around the Pacific Rim and beyond.

With over 50 years in business as an international engineering firm, Holmes has experience in the detailed application of all relevant codes and has participated in the development of numerous building codes.

Throughout its history, our firm has focused on the seismic mitigation of existing structures in high seismic regions. We have completed retrofit projects throughout California, Oregon, and Utah. Holmes engineers have been involved in post-earthquake reconnaissance, recovery, and repair following international earthquakes.

In addition, several of our principles are voting members of ASCE 41 development committees, and involved in local existing building committees through SEAOSC and SEAONC. Nina Mahjoub, proposed Principal-in-Charge of this project, is a Board Member of SEAOSC. We are deeply involved in shaping how the engineering community evaluates and improves existing structures.

MANAGING PRINCIPAL
Nina Mahjoub
Nina.Mahjoub@holmes.us
T: (424) 202-1571

RELEVANT EXPERIENCE

Altadena Main Library,Tier 1 Seismic Evaluation, Altadena, CA*

Altadena Main Library, Tier 3 Seismic Evaluation, Altadena, CA*

Camp Umatilla Renovation, Umatilla, OR*

MacArthur Hotel, Los Angeles, CA

Goleta Community Center, Goleta, CA

UCLA Nimoy Theater, Los Angeles, CA

Brentwood Public Library, Brentwood, CA

419 South Spring Street, Los Angeles, CA

Presidio Buildings 101, 103, & 105, San Francisco, CA*

Portland Union Station, Portland, OR*

Portland City Hall, Portland, OR*

Metro: Portland'5 Center for Perf. Arts, Portland, OR*

Stanford Old Winery, Palo Alto, CA*

Coral Casino, Santa Barbara, CA*

California Tower, San Diego, CA*

Lucille Packard Children's Hospital, Palo Alto, CA*

UC Hastings Law, Lecture Hall, San Francisco, CA*

449 Powell Street TI, San Francisco, CA*

*Indicates collaboration with Architectural Resources Group

Holmes

Australia Netherlands New Zealand USA

Boulder
Los Angeles
Portland
San Francisco
Seattle

Nina Mahjoub, PE, LEED AP
Principal

T: 213 293 1782
523 West 6th Street Suite 1122
Los Angeles, California 90014
nina.mahjoub@holmes.us

Nina leads the Holmes Los Angeles office. She is experienced in a variety of new building construction projects but likes to focus on the seismic strengthening and structural changes to existing structures. Nina completed the seismic retrofit of 140 New Montgomery, one of the tallest historic preservation seismic retrofits. During the height of the project, she was on site full-time for three months. Nina recently obtained one of the first non-ductile concrete building retrofit permitted under the newly adopted Los Angeles ordinance. Nina is committed to the preservation of historic structures. She obtained a Masters in World Heritage & Cultural Projects for Development through UNESCO in 2015.

Her expertise in high performance structures and the preservation of historic buildings has been invaluable in the analysis and design of seismic retrofit solutions for numerous seismic retrofit designs. Nina joined Holmes in 2011, after working in New York City on a multitude of structural retrofits and renovations.

Altadena Main Library - Tier 1 Evaluation // Altadena, CA
22,000 SF, Seismic Evaluation, Civic
Holmes performed an ASCE 41-17 Tier 1 evaluation of the Main Library, reviewed architectural conceptual plans and provided feedback on structural impact and opportunities to coordinate interdisciplinary upgrades. Engineers recommended additional evaluation in the form of a Tier 3 assessment, with the possibility of a future seismic retrofit.

Altadena Main Library - Tier 3 Evaluation // Altadena, CA
22,000 SF, Seismic Evaluation, Civic
After performing the Tier 1 ASCE 41-17 evaluation of the Main Library, Holmes conducted an ASCE 41 Tier 3 evaluation to further evaluate the structural seismic performance of the existing library and provided a description of the seismic retrofit measures needed for the structure to comply with Basic Performance Objective for Existing Buildings (BPOE).

Westside Neighborhood School // Los Angeles, CA
22,000 SF, Seismic Retrofit, Education and Recreation
Conversion of former steel, timber and masonry warehouse into a gym, child care center, and classroom/maker space. Significant design changes were required to remove steel columns to allow for the open gymnasium and seismic strengthening to accommodate the new use.

Brentwood Public Library // Brentwood, CA
22,500 SF, New Construction, Education/Community
A new two-story library which features an exposed Cross-Laminated Timber ceiling and exposed steel framing. The facility provides book storage as well as community engagement activities.

The MacArthur // Los Angeles, CA
190,000 SF, Historic Renovation and Seismic Retrofit, Mixed Use
Full seismic retrofit of an art deco, 1920's historic-cultural monument to satisfy the Los Angeles non-ductile concrete ordinance. Implementing performance-based engineering to minimize impact on historic components and to optimize the capacity of the existing structure, including the 2003 partial retrofit.

UCLA Nimoy Theater // Los Angeles, CA
7,500 SF, Renovation, Education
Full seismic retrofit and renovation of a 1940s movie theater to host interdisciplinary performances for CAP UCLA. Since the building is listed as a Historic-Cultural Monument by the City, structural strengthening for lobby and theater modifications will accommodate the building's defining historic fabric.

EDUCATION:

Master of Engineering, High Performance Structures Massachusetts Institute of Technology

Master in World Heritage & Cultural Projects for Development Universita de Torino and UNESCO

Bachelors of Science, Civil Engineering University of California, Los Angeles

LICENSES:

Registered Civil Engineer, State of California License No. C78947

U.S. Green Building Council, LEED AP

PROFESSIONAL AFFILIATIONS:

Board Member, Structural Engineers Association of Southern California (SEAOSC)

USGBC, Los Angeles Chapter

The Association for Preservation Technology International

California Preservation Foundation

CREW-LA

UCLA Alumni Southern California

MIT Club of Southern California

Holmes

Ecem Ozsahin, PhD

Project Engineer

T: 213 634 1221
523 West 6th Street Suite 1122
Los Angeles, California 90014
ecem.ozsahin@holmes.us

As a Project Engineer with the Holmes Los Angeles team, Ecem brings an efficient and thorough work ethic to all of her projects. She has developed a diverse portfolio of projects with an emphasis on structural improvements to existing buildings. Ecem collaborates with clients to develop solutions that meet necessary code requirements and optimize a building's performance, while also adhering to sensitive budgets and overall client goals.

She primarily focuses on existing buildings for civic and education clients and brings a breadth of experience with seismic evaluations and retrofits. Ecem is also well-versed in various design materials, including steel and reinforced concrete.

EDUCATION

PhD, Structural and Earthquake Engineering
University of Nevada, Reno, NV

Master of Science, Structural and Earthquake Engineering
Istanbul Technical University, Istanbul, Turkey

Bachelor of Science, Civil Engineering
Istanbul Technical University, Istanbul, Turkey

PROFESSIONAL AFFILIATIONS

Member, SEAOSC Younger Member Committee

Member, Earthquake Engineering Research Institute

Altadena Main Library - Tier 3 Evaluation // Altadena, CA
22,000 SF, Seismic Evaluation, Civic
After performing the Tier 1 ASCE 41-17 evaluation of the Main Library, Holmes conducted an ASCE 41 Tier 3 evaluation to further evaluate the structural seismic performance of the existing library and provided a description of the seismic retrofit measures needed for the structure to comply with Basic Performance Objective for Existing Buildings (BPOE).

West Los Angeles Veteran's Affairs Campus // Los Angeles, CA
230,000 SF, Muti-Family Residential, Civic
Nonprofit organization US Vets has commissioned Gensler and Holmes to strategize adaptive reuse for four historic buildings on the Veteran's Affairs West LA campus. Holmes is providing full structural design for the project, which aims to create a therapeutic and recreational community space for veterans that establishes a greater sense of neighborhood and wellness.

UCLA Nimoy Theater // Los Angeles, CA
7,500 SF, Renovation, Education
Full seismic retrofit and renovation of a 1940s movie theater to host interdisciplinary performances for CAP UCLA. Since the building is listed as a Historic-Cultural Monument by the City, structural strengthening for lobby and theater modifications will accommodate the building's defining historic fabric.

Rio Grande Depot // Salt Lake City, UT
24,000 SF Seismic Evaluation and Retrofit, Civic
Holmes is performing a seismic evaluation and retrofit of the historic Rio Grande Depot using a Performance Based Engineering (PBE) approach. The proposed seismic retrofit design for the existing building is assessed in accordance with ASCE 41 and the 2018 IEBC.

Bethany Elementary School // Beaverton, OR
63,000 SF, Seismic Evaluation, Education
Holmes performed an ASCE 41 Tier 2 deficiency-based evaluation to determine the seismic deficiencies of existing building by using. Design and documentation services for the structural seismic upgrade were provided.

Confidential Utility Company, Garage // Long Beach, CA
6,000 SF, Seismic Evaluation, Utility
Holmes performed a seismic evaluation of a utility company garage using an ASCE 41 Tier 2 deficiency-based evaluation to determine the seismic deficiencies of the existing building. High-level retrofit concepts for seismic deficiencies were provided.

Dion Marriott, SE + PHD

Senior Engineer & Technical Director (LA)

T: 213 481 5630
523 West 6th Street Suite 1122
Los Angeles, California 90014
dion.marriott@holmes.us

Originally from New Zealand, Dion has been working with structural engineering and seismic design for over a decade. He completed his doctorate in seismic design focusing on advancing the design of post-tensioned rocking systems. Dion's design experience covers a vast breadth of project types including new structures as well as the retrofit and assessment of existing buildings. While predominately involved with building structures, Dion's expertise also extends to bridge design, designing a number during his career. His deep technical knowledge and practical experience strengthen his project designs.

Dion was directly involved with post-earthquake building evaluations following the 2017 Mexico City, 2013 Wellington and 2011 Christchurch earthquakes. He is an active member of the Holmes Technical Development Group, which identifies and develops in-house technical improvements, disseminating the advancements through the group. He is also a voting member of the existing building committee of SEAOSC.

Altadena Main Library - Tier 3 Evaluation // Altadena, CA
22,000 SF, Seismic Evaluation, Civic
After performing the Tier 1 ASCE 41-17 evaluation of the Main Library, Holmes conducted an ASCE 41 Tier 3 evaluation to further evaluate the structural seismic performance of the existing library and provided a description of the seismic retrofit measures needed for the structure to comply with Basic Performance Objective for Existing Buildings (BPOE).

The MacArthur // Los Angeles, CA
190,000 SF, Historic Renovation and Seismic Retrofit, Mixed Use
Full seismic retrofit of an art deco, 1920's historic-cultural monument to satisfy the Los Angeles non-ductile concrete ordinance. Implementing performance-based engineering to minimize impact on historic components and to optimize the capacity of the existing structure, including the 2003 partial retrofit.

Wilshire Royale // Los Angeles, CA
154,000 SF, Seismic Evaluation and Analysis, Multi-Family Residential
Evaluation of a twelve-story Beaux Arts luxury apartment building using an ASCE-41 procedure that assessed its overall life safety. Included in-depth analysis of the building to reveal its inherent strengths and pinpoint areas of significant weakness.

Caltech, The Kerckhoff Marine Lab // Corona Del Mar, CA
11,000 SF, Seismic Retrofit, Education
Designed to preserve and restore this historic ocean-side research facility of 1925, as well as the aging adjacent residential building added in 1965. Careful planning of the renovation provides needed seismic strengthening and restoration of historic elements.

AltaSea // Port of Los Angeles, CA
60,000 SF, Historic Preservation & Seismic Retrofit, Marine
Seismic retrofit of existing pier structure and warehouse shed to house multi-campus marine biology research center. A new facility on site will hold research water tanks, an educational center and public assembly spaces.

1305 Second Street // Santa Monica, CA
25,000 SF, Seismic Retrofit, Commercial
Full seismic retrofit of an unreinforced brick masonry building from 1914 for a creative office space. The design includes a low impact scheme with renovations kept within the existing building envelope and maintaining the original window layout.

LICENSES

Registered Civil Engineer,
State of California License No. C85079

Chartered Professional Engineer
(CPEng. 1006056)

International Professional Engineer
(IntPE(NZ))

EDUCATION

Ph.D. Seismic Design
University of Canterbury, New Zealand

B.E. (Honours 1st class), Civil Engineering
University of Canterbury, New Zealand

PROFESSIONAL AFFILIATIONS

Structural Engineers Association of California (SEAOSC)

SEAOSC Existing Building Committee (Voting Member)

SEAOC Resilient Design Committee (Participating Member)

ASCE7-22 Main Committee (Associate Member) + Seismic Sub-Committee (Task Group Member)

SEAOSC Existing Building Committee Nonductile Concrete Building Design Guide

SEAOSC Strengthening Our Cities Summit Organization Committee

Smith, Fause & McDonald Inc.
351 8th Street, San Francisco, CA 94103
(415) 255-9140 Fax (415) 255-9180
www.sfmi.com info@sfmi.com

Telecommunications & Information Technology
Data, Voice and Video Systems & Infrastructure
Audio-Visual, Security, Broadcast and Acoustics

PETER A. McDONALD, PRESIDENT
Principal in Charge

Peter McDonald is the founding Principal of the firm with 39 years of experience in programming, design and construction administration services of state of the art telecommunications systems and information technologies, audio visual systems, electronic security systems and engineering acoustics for universities, community colleges, student unions,libraries, civic and community centers. His expertise is in design of telecommunications infrastructure, state of the art audiovisual systems, digital technology, distance and collaborative learning, video media servers, VoIP, library OPAC and supporting technologies, electronic security and CCTV surveillance, engineering acoustics including HVAC noise control and vibration, sound isolation and room acoustics.

Education

UCLA School of Engineering and Applied Science, Master of Science, 1984

UCLA School of Engineering and Applied Science, Bachelor of Science, 1982

Contact Information

Peter@sfmi.com
Tel: 415-255-9140
Fax: 415-255-9180

Experience

35 years at SFMI

Relevant Experience - Partial List

Berkeley Main Public Library Renovation - *Historic Site*
Berkeley Temporary Public Library Construction
Berkeley Claremont Branch Library Renovation
Berkeley North Branch Public Library Renovation
Berkeley South Branch Public Library Renovation
Berkeley West Branch Public Library Renovation
Burlingame Main Public Library Renovations - *Historic Site*
Yorba Linda New Library & Community Center
Palo Alto Main Public Library Renovation
Palo Alto Downtown Library Renovation
Palo Alto Mitchell Park Library Renovation
San Francisco Public Library Teen Center Addition
Lafayette Main Public Library Renovation
Milpitas Main Public Library Renovation
Milpitas Temporary Public Library Construction
San Jose Berryessa Public Library Renovation
Santa Clara Main Public Library Renovation
Santa Clara Temporary Public Library Construction
Walnut Creek Branch Library Renovation
San Leandro Public Library Renovation
Pickleweed Park Library Renovation
San Pablo Library Renovation
Sacramento Carmichael Library Renovation
Mountain View Public Library Renovation
San Pablo Public Library Relocation and Upgrades
Oakland 81st Branch Library Renovation
Spokane Washingon, Downtown Public Library Renovation
Spokane, Washington, Libby/The Hive Library Renovation
Spokane, Washington, Liberty Park Public Library Renovation
Spokane, Washington Shadle Public Library Renovation
Spokane, Washington, Indian Trail Library Renovation
Spokane, Washington, South Hill Library Renovation

Supreme Court of California, Los Angeles,
Supreme Court of California, San Francisco, *Historic Site*
Supreme Court of California, Sacramento, *Historic Site*
San Francisco City Hall 1997 Renovations - *Historic Site*
St James Cathedral, Seattle, Washington, *Historic Site*

South San Francisco Civic Center and Library
Sunnyvale Civic Center
Elk Grove Civic Center and Commons
San Jose Community Center
Daly City War Memorial Community Center

FIRM INTRODUCTION

Background - Firm Profile

We are a diverse group of mechanical, electrical and plumbing engineers who deliver solutions grounded in sustainability and efficiency. We envision the future of the built environment as a way to promote health and wellbeing, to provide affordable and clean energy, and to practice engineering with responsible consumption in mind. We use ingenuity to produce long-term, pragmatic outcomes, always considering the lifetime of a building, and employing ethical and carbon neutral strategies.

We work with institutions and architects throughout the western region, staying abreast of rapidly-changing codes and regulations in California, Arizona and Nevada.

With over three decades of design and building experience, we relish the parameters and challenges of each project. As generalists who cross-pollinate ideas between building sectors, our buildings operate efficiently, embracing the latest technologies, within the budget and goals of our clients.

We are dedicated to the success and prosperity of our clients, making an impact for them with our expertise, and we are always striving to be better than we were yesterday, every day.

MEP California Engineering Corporation is a certified small business.

HENRIK HERTZ

Principal

In his early career, Henrik worked as an electrician, operating and maintaining buildings' systems. Now, as a Principal, with two decades of experience and an understanding of all aspects of mechanical, electrical and plumbing engineering, he is responsible for the day-to-day management of projects from the initial planning stages to the final construction support services.

Henrik's highly collaborative approach, sharing knowledge to develop an integrated design, has enabled his teams to create highly sustainable engineering solutions.

As the higher education sector leader, Henrik has worked on over 250 projects for education institutions. He also has significant experience in other project sectors including corporate, commercial, retail, hospitality, civic, and residential.

Henrik is experienced in all phases of construction document preparation, energy compliance documentation, comprehensive specifications, estimating and construction field support.

Project Experience

- Santa Monica High School Library Renovation.
- UCLA Powell Library Upgrade.
- UCLA Southern Region Library MCC Replacement.
- UCLA Young Research Library Basement Renovations.
- Nixon Library Electrical System Upgrade.
- Ladera Park Historic Building Renovation, Los Angeles, California
- Huntington Library Visitor and Education Center*
- Miro Row DTLA, Building 2, Los Angeles, California
- Vantage Point Storage Infrastructure, San Diego, California
- Wildwood School, Los Angeles, California

*Experience from previous firm

Education

Bachelor of Science in Electrical Engineering, Engineering College of Copenhagen - Copenhagen, Denmark, 2006

Certified Electrician, Installation Technique, Frederiksberg Technical School, Copenhagen, Denmark, 2001

JOSEF NEJAT, PE, CBCP

Principal

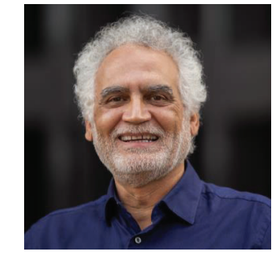
With over four decades of experience in MEP design nationally and internationally, Josef is a leader in construction administration, project management, and commissioning. He supervises an interdisciplinary team across the engineering process from concept to occupation.

A former lecturer in math and physics, Josef brings progressive ideas that incorporate technology, cost, and global environmental sustainability to ensure that projects reduce energy and water consumption while minimizing operation and maintenance costs.

Josef has provided high performance building systems to 300 projects, bringing his team-oriented approach to sectors including healthcare, science and technology, aviation, education (both higher education and K12), civic, cultural and retail, as well as commercial.

Project Experience

- Santa Monica College Library, Santa Monica, California*
- Seattle Central Library, Seattle, Washington*
- Hammer Museum, Los Angeles, California*
- Guggenheim Museum, Abu Dhabi, United Arab Emirates*
- Children's Discovery Museum of the Desert, Palm Desert, California*
- Fresno Metropolitan Museum, Fresno, California*
- Getty Villa Museum, Renovation and Central Plant, Malibu, California*
- Los Angeles County Museum of Art, Los Angeles, California*
- Paramount Picture Film Archive, Los Angeles, California*
- Denver Art Museum Addition, Hamilton Building, Denver, Colorado*
- UC Riverside Sciences Library, Revrerside, California.
- UCLA Broad Art Center, Los Angeles, California*
- Riverside Community Collage, Digital Library and Learning Resource Center, Riverside, California
- Arizona State University, Millennium Commons, Tempe, Arizona*
- Community College of Southern Nevada, Science Classroom Building, Las Vegas, Nevada*
- CSU Channel Islands, John Spoor Broome Library, Camarillo, California*
- USC Leavey Library, Los Angeles, California*
- University of Notre Dame, Marie DeBartolo Performing Arts Center, Notre Dame, Indiana*
- Segerstrom Center for the Arts, Costa Mesa, California*



Education

BS Mechanical Engineering, University of Maryland

Registrations

Licensed Professional Mechanical Engineer, California #M32207

Certified Building Commissioning Professional (CBCP)

Professional Affiliations

Member, ASHRAE
Member, American Society of Mechanical Engineers
Member, Association of Energy Engineers
Member, American Society of Civil Engineers (ASCE)
Member, Strathmore's Who's Who

p24

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more value, less risk

CONTACT US

San Francisco, CA
111 Pine Street, Suite 1315
San Francisco, CA 94111
Phone: (415) 981-9430
Fax: (415) 981-9434

Los Altos, CA
2063 Grant Road
Los Altos, CA 94024
Phone: (650) 386-1728

Sacramento, CA
6518 Lonetree Boulevard
Suite164
Rocklin, CA 95765
Phone: (916) 742-1770

San Diego, CA
8910 University Center Lane
Suite 1100
San Diego, CA 92122
Phone : (619) 814-6793

Seattle, WA
8538 173rd Avenue NE
Redmond, WA 98052
Phone : (206) 571-0128

Los Angeles, CA
7083 Hollywood Blvd, 4th floor
Los Angeles, CA 90028
Phone : (424) 343-2652

Dublin, Ireland
78 Heathervue,
Greystones, Wicklow, A63Y997
Phone : +353 86-600-1352

WEBSITE:
www.tbdconsultants.com

EMAIL:
info@tbdconsultants.com

OUR PROFILE

We are a certified small business enterprise dedicated to the provision of excellence in construction cost management and project management services to owners and their professional consultants.

We specialize in developing construction cost estimates based on the most conceptual information as well as the detailed and complex later stages of design. We are also expert in project delivery, schedule analysis, and project controls services.

Our clients rely on our ability to provide them with defensible and reliable information at all stages of their project. They also depend on our expertise to control time and budget and manage risks throughout the project, from inception to completion.

OUR PROJECT & COST MANAGEMENT EXPERIENCE

- Cost Management
- Project Management
- Project Controls
- Scheduling
- Constructability Reviews
- Claims Settlement
- Dispute Resolution
- Quantity Surveys/Audits

OUR PROJECT EXPERIENCE

- Health Care Facilities
- K-12 & Higher Education Facilities
- Research Laboratories
- Hi-Tech Office Facilities & Data Centers
- Multi-Family & Luxury Residential
- Hospitality & Entertainment Facilities
- Aviation Facilities
- Museums & Art Galleries
- Commercial Office Buildings
- Industrial & Manufacturing Facilities

PROFILE

Gary Holland is a Principal for TBD Consultants working on all aspects of Cost Planning focusing on Public, Healthcare and Institutional sectors.

Prior to joining TBD, he was an Associate Director and Senior Estimator at Davis Langdon and AECOM, where he spent 32 years working for the worldwide construction cost planning and management firm providing cost management services to architects, design professionals, owners, institutions and government agencies throughout the United States. Gary has a proven track record for providing quality and accurate cost estimates

CONTACT

PHONE:
(916)-742-1770

WEBSITE:
www.tbdconsultants.com

EMAIL:
Gholland@tbdconsultants.com

ADDRESS:
111 Pine Street, Ste. 1315,
San Francisco, CA, 94111

tbd consultants
more value, less risk

GARY HOLLAND

Project Manager

EDUCATION

Architecture and Construction Management, West Valley College, Saratoga, California, 1982

CERTIFICATIONS/AFFILIATONS

Certified Professional Estimator (CPE) with the American Society of Professional Estimators (ASPE)
Member of the American Institute of Architects (AIA)

REFERENCES

Dawn Merkes, Group 4 Architecture, Research + Planning, Inc.
(650)-871-0709
Jason Hull, Anderson Brule' Architects (408)-298-1885
Brian Wright, TLCD Architecture
(707)-525- 5600

Relevant Experience
Milpitas Library, Milpitas, California*
Walnut Creek Library and Parking Garage, Walnut Creek, California*
Yorba Linda Library and Cultural Arts Center, Yorba Linda, California*
Mitchell Park Library and Community Center, Palo Alto, California*
Downtown Library, Palo Alto, California*
Rinconada Library, Palo Alto, California*
Environmental Innovation Center, San Jose, California*
Cambrian Branch Library, San Jose, California
Pearl Branch Library, San Jose, California
Education Park Library, San Jose, California
Tully Branch Library, San Jose, California
Bascom Avenue Library and Community Center, San Jose, California
Redwood Shores Library, Redwood City, California
Dr. Martin Luther King Jr. Library, City of San Jose/San Jose State University
Saratoga Civic Theater Master Plan, Saratoga, California
City of Campbell, Civic Center Master Plan, Campbell, California

* with Group 4

KPFF Consulting Engineers

Firm Profile

Founded in Seattle in 1960, KPFF Consulting Engineers has been continuously engaged in the practice of professional engineering for 60 years. KPFF provides structural and civil engineering services to architects, government agencies, developers, and contractors for projects with a wide range of functions. KPFF has offices in Los Angeles, Irvine, San Diego, Sacramento, San Francisco, Long Beach, Boise, Salt Lake City, Seattle, Tacoma, Lacey, Portland, Eugene, Des Moines, St. Louis, Chicago, New York, Louisville, and Washington, DC.

KPFF has an experienced and skilled staff as well as the resources to take on projects of all sizes and deliver on the most constrained schedules. The firm is currently comprised of over 1,226 professionals, including 539 structural engineers and 274 civil engineers. The Los Angeles office has over 265 employees. All of our offices work together in collaborative ways to promote ingenuity and progress in our professional practice. We have successfully leveraged our size and the innovative spirit of our people to create a critical mass of engineers required to accomplish projects of all sizes, budgets and schedules.

KPFF brings more than great technical qualifications and resources to the table when we join a design team; our most valuable attributes are the people who make up our firm. The collective talents and ingenuity of our engineers give us the capability to transform problems into solutions and look beyond simple requirements to create opportunities for excellence in design, constructability and exceeding performance goals. The cornerstone of our philosophy is the freedom individuals have to seek creative and economic solutions for our client's structural and civil needs and to participate as a team member in exploring the broader issues involved in projects today.

Structural Engineering

KPFF's structural engineers design a wide range of projects including: commercial, office, and corporate headquarters buildings; residential and retail facilities; industrial, educational, health care and high-tech facilities, correctional facilities, as well as bridges and waterfront structures, using all types of construction techniques and materials. Our structural engineers place emphasis on continually improving their expertise in the design of structures. Our work with architectural firms, developers, contractors and public clients provides motivation to conceive more economical, efficient and constructible structural systems. Our firm is also recognized as a leader in structural design of building elements including seismic analysis and curtain wall design.

Civil Engineering

KPFF's civil engineering staff accomplishes projects for site development, parks and recreation facilities; and the improvements to existing city streets, urban arterials and highways. Our scope of services may include site planning, environmental analysis, storm drainage studies, wetlands enhancement, permit coordination; and design of site grading, drainage, storm detention, utilities, access roads, parking facilities and public street improvements. In addition to typical site development engineering, our civil group serves as prime consultant to government clients for management and design of transportation, waterfront, site improvements and major utility projects.

At KPFF, we are always looking for a creative way to solve problems. Sustainable design is a natural extension of our philosophy. We are committed to stewardship of the environment and our valuable natural resources.

KPFF utilizes Building Information Modeling (BIM) for most projects. KPFF is a member firm of the U.S. Green Building Council, and many of our engineers are LEED Accredited Professionals. KPFF engineers have participated in the design of numerous LEED certified projects, including buildings with LEED Platinum Certification

KPFF is ranked 80th on ENR's top 500 Design Firms, and 60th in ENR's Pure Design category for 2019.

KPFF is ranked 8th on Building Design + Construction's 2019 Giants 300 report.

www.kpff.com

Jeff Gavazza, PE (C59894)

Principal | Project Manager | Civil Engineering

As a Principal with the Los Angeles office Civil Division of KPFF, Jeff Gavazza is responsible for client development, establishment of fees and schedules, supervision of engineering and drafting personnel, project design and production, overall project coordination and construction administration.

Jeff has more than 29 years of experience in master planning, land use entitlements, design, and construction of complex land development projects and dense, urban infill projects with a focus on higher education, healthcare, and government projects. Jeff is well versed in the current state and local storm water regulations and has extensive experience integrating sustainable design practices while meeting long term goals of the end-user.

Listed below are representative projects for which Jeff has been responsible:

MonteCedro Senior Housing, Altadena, CA

Pasadena USD – Arthur Amos Noyes Elementary School, School Modernization Program, Altadena, CA

Pasadena USD - Luther Burbank Elementary School, School Modernization Project, Altadena, CA

Santa Monica Main Library, Santa Monica, CA

Scott Gallery Addition, Huntington Library and Art Gallery, San Marino, CA

Costa Mesa Library and Park, Costa Mesa, CA

Pico Branch Library and Virginia Avenue Park, Santa Monica, CA

CSU Fullerton Pollak Library Quad Improvements, Fullerton, CA

Covina Senior & Community Center Design-Build (Pankow), Covina, CA

Vermont Seniors Community Resources, Los Angeles, CA

Annenberg Community Beach House, Santa Monica, CA

Long Beach Civic Center, Long Beach, CA

Maurice and Paul Marciano Art Foundation, Los Angeles, CA

Segerstrom Center for the Arts - New Arts Plaza, Irvine, CA

CSU Fullerton Titan Student Union Expansion, Fullerton, CA

Los Angeles Valley College Community Services Center and Athletic Fields, Los Angeles, CA

Education

University of California, Los Angeles
BS, Civil Engineering

Registration

Professional Engineer: CA (C59894)

Professional Engineer: WA (55116)

Professional Affiliations

American Society of Civil Engineers

American Council of Engineering Companies, Los Angeles Chapter Board of Directors

JENSEN HUGHES

Firm Qualifications

FIRM OVERVIEW

We know that nothing is more important to you than the safety and security of what matters most in your world. That's why we've been protecting lives, property and reputation since 1939.

We are a global team of engineers, scientists and consultants dedicated to carrying on a rich legacy of our founders who believed in advancing the science of safety to protect what matters most through technical excellence. Our roots were planted 80 years ago, and we have remained committed to earning our clients' trust when it comes to addressing the complexities of safety and security.

We have since expanded to operate in more than 100 countries to help meet the growing needs of our clients. We have also over the years, and through additions of specialized, industry-leading firms, continued to build on our core strengths in code consulting, fire protection engineering and risk analysis to now expand our expertise in areas such as forensics, emergency management and security to better support the spectrum of our clients' priorities from risk mitigation to compliance and resilience.

Expertise from A to Z

Our broad range of expertise helps clients maintain safety, minimize risk and save time and money in the design, management and construction of buildings, systems and solutions to protect against the cost of potential losses. We also ensure that our solutions easily fit into our clients' business objectives, culture and priorities. Having completed tens of thousands of projects worldwide on behalf of our clients, we can create, evaluate, test, assess and implement solutions for a wide range of safety, security and risk-related challenges. From airports, nuclear power plants and museums to laboratories, historic buildings, oil refineries and some of the world's tallest buildings, we offer comprehensive services.

Our Expertise

- FIRE AND BUILDING SAFETY
- RISK AND HAZARDS
- EMERGENCY MANAGEMENT
- SECURITY
- FORENSICS

Our Global Reach

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Education

MS, Fire Protection Engineering, Worcester Polytechnic Institute, 2002

BS, Environmental Engineering, Chiang Mai University, 1995

Registrations

PE: CA, FP 1658

Certifications

Associate Design-Build Professional (DBIA)

Associations

Member, National Fire Protection Association (NFPA)

Member, Society of Fire Protection Engineers (SFPE)

Member, Design-Build Institute of America (DBIA)

Member, Asian American Architects and Engineers Association (AAa/e)

Contact

+1 562 399 9473
tvorapani@jensenhughes.com

JENSEN HUGHES

TUK VORAPANI PE, ASSOC. DBIA

SENIOR FIRE PROTECTION ENGINEER

Experience – 21years | Joined Jensen Hughes – 2015

Bio

Tuk provides fire protection life safety consulting across many vertical markets, including assembly, mixed-use, commercial, healthcare, K-12, higher education, residential and hospitality. From master planning, full design to completion, he has a proven ability to assist clients in finding creative solutions to complex code compliance challenges. Throughout his career, he has developed proficient code consultation skill sets and enduring professional relationships with the state and local authorities having jurisdiction, including OSHPD, SFM, DSA, and cities and counties.

Project Highlights

LONG BEACH CIVIC CENTER (LBCC), LONG BEACH, CA

Fire Protection Engineer. Provided life safety and fire protection consulting services for this new, vibrant mixed-use development. LBCC includes a 270,000-square-foot City Hall, 93,500-square-foot Main Library, 232,000-square-foot Port Headquarters and historic Lincoln Park reactivation.

PIO PICO LIBRARY POCKET PARK + UNDERGROUND PARKING STRUCTURE, LOS ANGELES, CA

Project Manager. Provided fire protection/life safety and accessibility code consulting for this public park project in the City of Los Angeles. The project also included underground parking next to the library.

CALIFORNIA STATE UNIVERSITY (CSU), LONG BEACH, NEW ALUMNI CENTER, LONG BEACH, CA

Project Manager. Provided life safety code consulting for the new Ana W. Ngai Alumni Center. The new facility includes a family room, board room, meeting room and offices.

DON POWELL THEATRE, SAN DIEGO, CA

Project Manager. Providing life safety and accessibility code consulting services for this modernization project. The project involves renovating the existing Don Powell Theatre and building new second stage and amenities buildings.

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JENSEN HUGHES

KELLY HANG CASp, ICC, Assoc. AIA

SENIOR ACCESSIBILITY CONSULTANT

Experience – 15 years | Joined Jensen Hughes – 2019

Education

Bachelor of Architecture, California College of the Arts, 2015

Certifications

CA, Certified Accessibility Specialist, 2018, No. CASp-817

Accessibility Inspector / Plans Examiner, 2015, No. 8388787

Associate AIA, CA

Associations

Associate Member, American Institute of Architects (AIA)

Member, International Code Council, (ICC)

Contact

+1 213 338 8661
kelly.hang@jensenhughes.com

Bio

Kelly's experience includes more than a decade of design and ADA consulting services provided to private and public entities. Her responsibilities include comprehensive project management of ADA projects of all scales, such as civic, commercial, institutional, mixed-use and multi-family residential. As an accessibility consultant, she applies federal regulations, such as ADA, ABA, and Fair Housing Act, and state and local accessibility standards, including Title 24 of the California Code of Regulations to new construction and existing or renovated facilities.

Project Highlights

CHAPMAN UNIVERSITY, HILBERT MUSEUM EXPANSION PROJECT, ORANGE, CA

Accessibility Consultant. Providing accessibility consulting services for this museum expansion. The project consists of expanding the museum from 7,500 square feet to 23,500 square feet.

DON POWELL THEATRE, SAN DIEGO, CA

Accessibility Consultant. Provided accessibility code consulting services for this modernization project. The project involves gutting and renovating the existing Don Powell Theatre, building a new second stage and an amenities building.

BIOLA UNIVERSITY, SUTHERLAND AUDITORIUM RENOVATION, LA MIRADA, CA

Project Manager. Provided drawing reviews to ensure accessibility standards were applied to renovate the existing auditorium.

101 MARENGO OFFICE RENOVATION, PASADENA, CA

Accessibility Consultant. Provided accessibility consulting services to renovate the 5-story, 300,000-square-foot office building that included a penthouse over two floors of below-grade parking. The renovation work consisted of new window walls, a glazed courtyard and core facilities.

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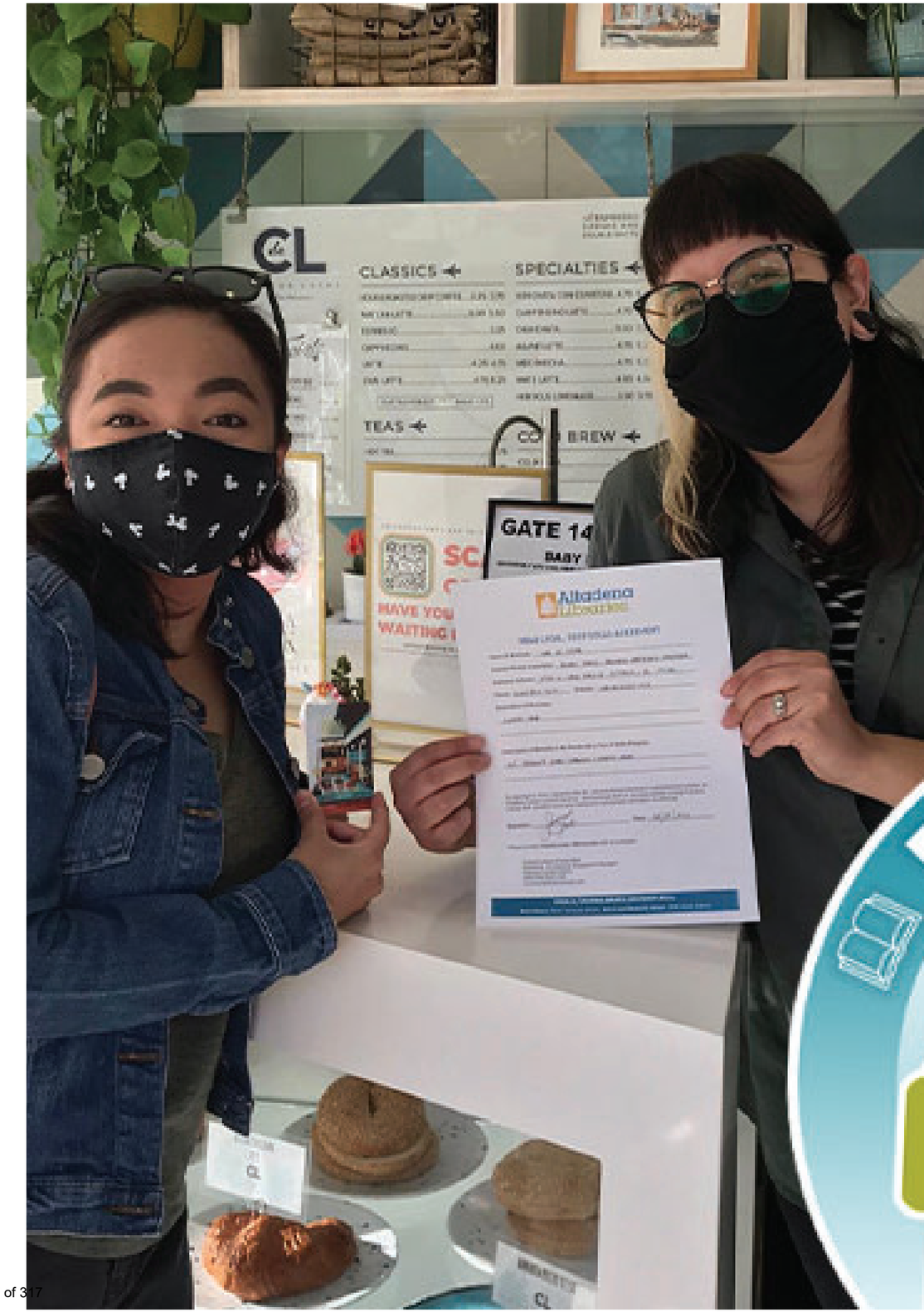


PROJECT UNDERSTANDING

The Altadena Library District is entering upon a very exciting stage in the development of its libraries. With strategic plan recently completed and both structures over 50 years old, ALD has identified the current needs of the library from both a programmatic and facilities standpoint. The overwhelming support of Measure Z on the 2020 ballot is a strong signal that the community is ready to invest in the future of their libraries by updating the original building systems and adding new fire life safety measures.

This also is a generational opportunity to reorganize and refresh interior and exterior spaces to modernize library service and operations. There is no doubt that both the Main Library and the Bob Lucas Memorial Branch act as real community centers. The need for these buildings to adapt and evolve along with ALD and the community it serves was highlighted in the master planning process.

This need was further emphasized during the pandemic. ALD demonstrated its ability to adapt and innovate in order to serve, connect, and support the public. Moving forward, elements of both ALD buildings such as outdoor space as well as interior circulation and separation will be even more important for supporting service. ALD's proposed renovation projects represent an opportunity to increase each library building's flexibility, resiliency, and continuing ability to serve the public.

Through past studies and involvement in the local community, the Group 4 | ARG team understands the existing conditions and needs of each building – and the sensitive nature in which they must be addressed. Our work on countless libraries gives us a national perspective on modern library service and design best practices – and how to achieve them in historically significant buildings. We will work with ALD to ensure that significant value is added at the Bob Lucas Memorial Branch Library and that required upgrades at the Altadena Main Library uphold the beloved character of the space while supporting modern library service.

ALTADENA MAIN LIBRARY

Altadena Main Library

The Main Library serves as a source of local pride and as a main gathering space for the community. The library requires adjustments to key entrances and features to allow for accessibility upgrades. It also needs upgrades to vertical circulation, structural, and MEP systems to bring it up to current fire life safety, code, and operational standards. Interior reconfiguration will allow it to better meet user needs.

It will be essential to coordinate improvements at the core of the building, which ARG understands and is uniquely positioned to address. ARG is also well versed in applying the California Historic Building Code (CHBC) to address accessibility in historic buildings and exterior paths of travel without compromising the integrity of those features the community holds dear.

Through their past Tier 1 and current Tier 3 scope at the Main Library, our structural engineers Holmes has studied the historic drawings, understand the existing deficiencies, and has worked with ALD to continue the development of seismic strategies to address them. Holmes also brings an understanding of the CHBC and how to coordinate seismic strategies in historic buildings.

There is a clear desire for more usable outdoor space at the Main Library. Our team will look to strengthen the indoor/ outdoor connections established in the original design. Considering our modern needs for less thirsty landscapes, EPT will look to create unity between the building, garden, and the people inhabiting the space — and with more sustainable materials than were used in the original landscape design. At the same time, the goal will be to preserve the mature trees on the site and provide shade for comfortable outdoor spaces. Our team will seek to utilize the tree canopies while being sensitive to what is added within the rootzone (dripline) of the trees.

Bob Lucas Memorial Branch Library & Literacy Center

BOB LUCAS MEMORIAL BRANCH LIBRARY

The Bob Lucas Memorial Branch Library & Literacy Center currently serves the community through a wide variety of literacy programs despite its limited footprint. It requires a reconfiguration of interior spaces to improve functionality and increase flexibility to better deliver community programs. Other key elements of success will include addressing visual and acoustical privacy concerns for the literacy program, integrating building infrastructure upgrades and accessibility on the interior, and relocating the staff area for better sight lines.

The exterior landscaping along Lincoln has already been transformed by the installation of a demonstration garden by community volunteers and partners, with support from local water district grant funding. The work demonstrates ALD's commitment to support sustainability and regenerative landscaping, while allowing a place for discovery and education. Further opportunities to explore in the renovation project include creating a sense of place with additional landscape elements such as a water feature and reading garden. Our landscape architect, EPT, will also consider ways to provide privacy in the garden while framing an inviting path from the street to the library entrance through landscape and hardscape elements.

PROACTIVE PROJECT MANAGEMENT

In the context of increasing construction escalation, there is significant value in running an efficient project schedule. For both of ALD's renovation projects to proceed through the design phases in parallel, this will require a highly accessible design team as well as a true spirit of collaboration in meeting project goals. Both Group 4's and ARG's references can attest to our engaging, efficient, and effective management process.

Project Schedule

Throughout Group 4's history of providing architectural services to public clients, we have always met our clients' schedules. We use the project schedule as a tool for maintaining project cost as well as time efficiency. It is crucial to start with a project schedule that is pragmatic and realistic. Not only does the schedule allow us to keep our subconsultants informed and on schedule, but it also enables client representatives and reviewing agencies to fully understand their responsibilities and the established time constraints. Through our approach, we have achieved an outstanding record of well-managed projects and have received repeat commissions from many of our public clients.

Budgeting and Cost Control

Group 4 has an excellent record of budget and schedule performance. We have repeatedly demonstrated our ability to establish accurate project budgets and work within those parameters. Because the vast majority of our projects are funded through public sources including bond measures, project budgeting is a key part of our project approach.

We will work with ALD and Rachlin Partners to develop a comprehensive project cost model for both buildings that includes furniture, casework, equipment, technology, temporary space and moving costs (as applicable), escalation, contingencies, and other relevant considerations. This cost model will be maintained throughout the duration of the project. As cost estimates are developed and updated, the new information will be integrated into the project budget and reviewed with ALD and Rachlin.

Quality Control

Group 4's Quality Control approach is based on coordinating concept, cost, and constructability – known in our team as "C4" for short. We will initiate the C4 process at the earliest project phase, creating a schedule of key project milestones from the outset and identifying project auditors – senior Group 4 and ARG staff not assigned to the project on a day-to-day basis – who will participate in milestone QC reviews.

During planning and early design phases, the C4 process emphasizes alignment of project scope, budget, and schedule with the clients' program and design needs. As the design is refined through the construction documents phases, the C4 process incorporates more technical review to minimize errors and omissions. We take a proactive approach toward assessing the contract documents, making any corrections that may be needed and providing timely and decisive advice and direction to the client and the contractor.

AN ENGAGING PROCESS

Project and Technical Meetings

The foundation of our project approach begins with the establishment of a Project Management Team (PMT) that will review progress, make decisions, and provide overall direction throughout the project. We anticipate that the PMT for the Altadena Library Renovations will include the District's Capital Projects Manager, members of ALD's leadership team, branch managers, representation from Rachlin Partners, and the Group 4 | ARG project team. The PMT will meet regularly in order to support efficient project progress and decision-making.

We will conduct technical meetings as needed with County departments to focus on planning, development, code, and/or other specific topics. We will work with the PMT to identify other stakeholders to engage through such strategies.

Working with Staff, Stakeholders, and the Community

Working with Staff, Stakeholders, and the Community

Our approach to stakeholder and community participation will build on ARG's experience during the master plan phase. We will review the master plan input to establish a starting point for programming and design.

It is important to engage the community directly in the design process, which is why the District's requested scope includes three community meetings. Early meetings will allow us to hear from the community about their vision and priorities for the program and experiential qualities of the Main Library and the Bob Lucas Memorial Branch. When we bring the emerging designs back to the community for feedback, we will show how each design reflects the vision and values we heard in the earlier meetings as well as updated programmatic goals from ALD staff. We will work with the District to design engagement strategies that will be both COVID-safe and successful in Altadena.

As an option, we can facilitate workshops with branch staff on topics such as the customer experience vision, program concepts, and library service model and operations.

We will work with the District to identify appropriate intervals for engaging its Ad Hoc Facilities Committee as well as for presentations to the full ALD Board of Trustees.

SECTION IV — TERMINATIONS + LEGAL PROCEEDINGS

TERMINATIONS AND LEGAL PROCEEDINGS

Group 4 has no contract terminations, disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against our firm or any of our personnel related to Group 4's services within the last five years.

EXCEPTIONS TO DISTRICT'S SAMPLE AGREEMENT

Group 4 has reviewed the Altadena Library District's sample Design Services Agreement and have identified some modifications that we would like to discuss with the District. We appreciate the District's willingness, as stated in Addendum 1, to negotiate terms with the selected design team. Group 4 has negotiated many agreements with public clients in our nearly 50 years in business, and we are confident that we will be able to work with the Altadena Library District to negotiate a contract that is fair and agreeable to all parties.

SECTION V — COST

COST PROPOSAL

We have prepared a proposal for fees for renovation of both the Altadena Main Library and the Bob Lucas Memorial Branch based on our understanding of these projects, the District's requested scope, and our experience on similar projects. We welcome the opportunity to review this cost proposal in detail with you and make adjustments to optimally align with District needs and budget.

Fee for Architectural Services

Project 1 — Branch: $185,515

Project 2 — Main: $1,500,982

Reimbursable Costs

Project 1 — Branch: $5,000

Project 2 — Main: $35,000

Hourly Rate Schedules for Additional Services

Hourly rate schedules for Group 4 and ARG appear later in this section.

General Assumptions and Exclusions

- Design of Main and Branch to be done concurrently.
- Assumes District will select a single contractor for Main and Branch with a single permit, bid, and award phase and construction submittals combined for both projects, but with staggered construction.
- Construction duration estimated at 14 months for Main and 4 months for the Branch. Includes bi-weekly OAC's (in person and/or zoom) with District CM facilitating and recording. CM to manage GC pay apps.
- Structural work limited to voluntary upgrades only; no full seismic evaluation or upgrade.
- Conventional estimating – no estimate reconciliation, LCA, or value engineering.
- LEED certification, utility grant applications, etc. are not included.

GROUP 4
ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE
SO. SAN FRANCISCO
CA 94080 USA
T:650•871•0709
F:650•871•7911
www.g4arch.com

JONATHAN HARTMAN
ARCHITECT

DAWN E. MERKES
ARCHITECT

DAVID SCHNEE
ARCHITECT

ANDREA GIFFORD
ARCHITECT

CAROLYN CARLBERG
ARCHITECT

GARY CHING
ARCHITECT

JILL EYRES
ARCHITECT

BENJAMIN IRINAGA
ARCHITECT

DANIEL LAROSSA
ARCHITECT

WILLIAM LIM
ARCHITECT

TERESA ROM
ARCHITECT

SCHEDULE OF PROFESSIONAL SERVICES
Effective 1 January 2021

	Hourly Rate
Principal in Charge	$250.00
Principal	$240.00
Associate	$220.00
Project Manager	$190.00
Architect III	$185.00
Architect II	$175.00
Architect I	$165.00
Architectural Staff III	$150.00
Architectural Staff II	$135.00
Architectural Staff I	$125.00
Interior Designer II / Planner II	$135.00
Interior Designer I / Planner I	$125.00
Project Support	$105.00 -$240.00
Consulting Principal	$320.00

Consultants to the Architect will be billed at 1.15 times direct cost.

Reimbursable expenses related to the project, whether for in-house, consultant or client use, will be billed at 1.15 times direct cost. Such expenses include, but are not necessarily limited to:

- Plotting of check sets and presentation drawings.
- Outside service scanning, printing, copying of drawings and documents of any size.
- In-house project-related printing/copying (black/white and color), including draft and final reports, specifications, and drawings.
- Outside telephone conferencing services.
- Postage, delivery and messenger service.
- Overtime expenses with prior client approval.
- Architectural renderings, physical and digital scale models and animations.
- Videos, web services, opinion surveys.
- Travel expenses, including mileage, tolls, lodging and meals.
- Sub-consultant costs.
- Presentation boards.
- Facilitation tools.
- Workshop accessories and facilitation materials.
- Software purchase and licensure on behalf of the client.

The above-listed rates are adjusted annually. The next adjustment will be 1 January 2022.

Architectural
Resources Group

STANDARD BILLING RATES

1. Direct personnel expense shall be billed at the following rates, including time for meetings, public meetings, and presentations:

Principal	$220 to $250/hour
Senior Project Manager	$180 to $200/hour
Project Manager	$150 to $180/hour
Senior Architect	$170 to $200/hour
Senior Designer	$155 to $170/hour
Senior Historian/ Planner	$155 to $170/hour
Senior Conservator	$155 to $170/hour
Architect	$155 to $170/hour
Designer	$135 to $155/hour
Historian/ Planner	$135 to $155/hour
Conservator	$135 to $155/hour
Junior Architect	$125 to $135/hour
Junior Designer	$125 to $135/hour
Junior Historian/ Planner	$125 to $135/hour
Junior Conservator	$125 to $135/hour
Intern	$75 to $100/hour
Administrative Staff	$85/hour

2. Reimbursable Expenses shall be billed at cost plus 15% and shall include the following:
   a. Reproduction costs such as printing or duplication of drawings, specifications, written reports, and cost estimates, etc.
   b. Lodging, subsistence, and out-of-pocket expenses for authorized travel in connection with work.
   c. Travel: (including local) IRS allowable rate plus tolls and parking, or cost of air travel.
   d. Teleconference charges and database access charges.
   e. Cost of models, special renderings, photography, special process printing, special printed reports or publications and maps.
   f. Postage and delivery charges.
   g. Professional consultants retained with client approval.
   h. Specialized equipment rental (required by the project) and equipment use fees.

3. Rates shall increase 5% each year until the project is completed.

4. Rates effective January 1, 2021 thru December 31, 2021.

Gensler

Altadena Libraries

Architectural Design Services | Altadena Library District

October 29, 2021

Wiseburn USD & Da Vinci Schools, El Segundo, CA

500 S. Figueroa Street
Los Angeles CA 90071
USA

Tel 213. 327. 3600
Fax 213. 327. 3601

October 29, 2021

Attn: Jennifer Pearson, Program Manager
Rachlin Partners, Capital Projects Management

Subject: Altadena Library District, Renovation of Bob Lucas Memorial Branch and Altadena Main Libraries

Dear Ms. Jennifer Pearson:

Thank you for the opportunity to submit our proposal to provide architectural design services for the Altadena Library District including the Altadena Main Library and the Bob Lucas Memorial Branch Library & Literacy Center. We have thoroughly reviewed the RFP and are excited about the prospect of partnering with you on this important endeavor. We have assembled a dedicated team that is proven and passionate about designing for public space and willing to enter into a contract under the terms and conditions prescribed by the Altadena Library District Design Services Agreement with a single, minor exception noted below:

- Please strike Sec. 3.15.7 (c) stating defense costs are in addition to the insurance limits, as that is not how professional liability policies are written. We can agree to a higher insurance limit if needed but cannot exclude defense costs from that limit.

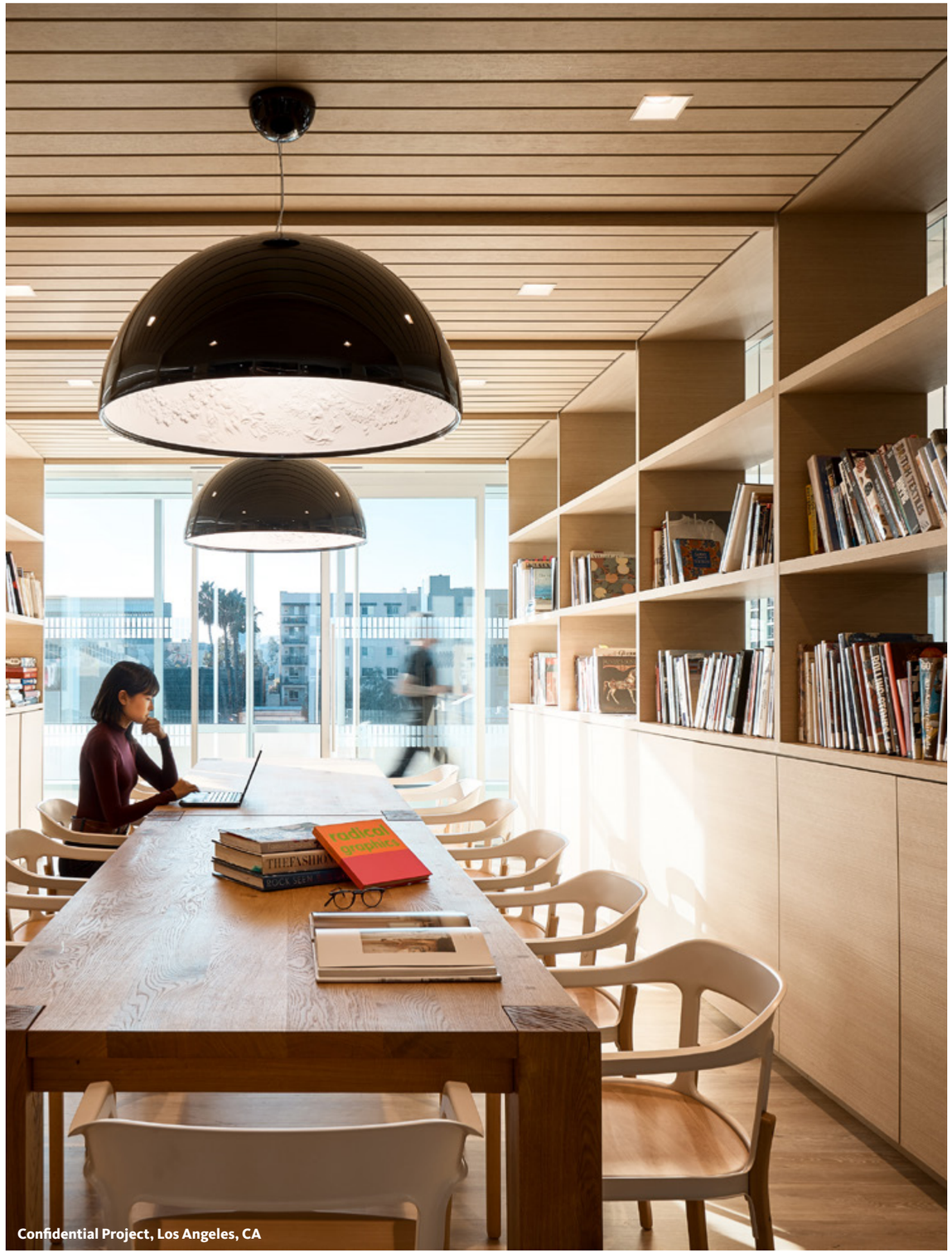
We recognize that in this effort we need to celebrate the District's mission in creating spaces that "bring people and ideas together; where all are learning, growing and thriving together" and to keep in the forefront your values of equity, innovation, and empathy. We are in this together. As Gensler's Public Sector/Government practice area leader, I will ensure that we bring the best expertise our firm has to offer. Our architectural practice draws on more than 50 years of research, design and built work for Fortune 500 companies, the US Federal Government, as well as local governments across the country. Our approach will benchmark your facility against Gensler's extensive network of libraries and historic renovation projects. We will work closely with your team to adopt the latest trends and best practices in library design and construction while embracing advanced technical tools, flexibility, and innovation. In the pages that follow, you will find an overview of our firm, along with relevant experience, approach, fees and schedule. Our differentiator, however, is our ***people***.

Michael McDonald is an accomplished architect and designer with over 25 years of experience. As the project architect for your project, he will bring an idea-driven approach that relies on close, day-to-day collaboration with you. ***Brianna Seabron***, our proposed project manager, is an attentive and thoughtful decision maker who will help align our collective design aspirations with project budgets and schedules. ***Fernando Flores*** is our craftsman. A job captain who brings technical expertise and a keen eye for detail, Fernando is a proactive problem solver.

Our collective team has a proven track record of working together to deliver projects of the highest ambition on-time and on-budget. With the resources of the largest architectural design firm in the world, we offer the services of a small local practice that guarantees client focus, design excellence, quick turnaround, and an unparalleled level of service. We are excited to present this proposal to you and thank you again for this unique opportunity. Please feel free to contact me if you have any questions.

Sincerely,

Peter Barsuk, AIA| Principal-in-Charge
(213) 327-3743 | peter_barsuk@gensler.com



Confidential Project, Los Angeles, CA

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Ridgedale Regional Center and Library, Minnetonka, MN

1. Experience

About Gensler

Every day, millions of people around the world experience the spaces and places that Gensler creates. With that impact comes great responsibility. That's why using design to improve the human experience is the highest calling of our work. Our clients look to us to change their businesses—and the world—for the better.

FIRM INFORMATION
Gensler is a privately held corporation, ownership of Gensler stock is 100% held by employees.

Company Name
M. Arthur Gensler Jr. & Associates, Inc.

Address
500 S. Figueroa, Los Angeles, CA 90071

Telephone Number
(213) 327-3600

Authorized Representative(s)
Peter Barsuk, Project Principal

Numbers of Years of Experience
55 years+

FIRM HISTORY
Gensler is a leading global architecture, interiors, planning and strategic consulting firm that partners with companies to achieve measurable business and organizational goals through design. Founded in San Francisco in 1965, today Gensler employs more than 4,800+ professionals in 49 cities around the world. We opened the Los Angeles office in 1975 and have more than 500 staff members dedicated to the design, research and delivery of projects in the Southern California area.

Despite more than 55 years of growth and change at Gensler, we're still passionate about design's power to make a real difference for the clients and people we serve. The firm is organized to support our clients at every stage of the design cycle—from initial strategy and design planning through implementation and management.

Gensler supports the development of innovative places with a philosophy of value-based design and comprehensive services that allow clients to collaborate with a continuous, dedicated team from planning through project completion. We focus on understanding our clients' goals and strategies and seek to add substantial value to their enterprises through our work and services.

We have created brands and identities, designed workplaces, and converted outdated spaces into vibrant facilities, all while finding new ways to enhance the way people work and play. We have been at the forefront of forward-thinking design for libraries, community centers, innovative mixed use developments, health & wellness facilities, hospitality environments, retail communities, headquarters, and much more.

Etsy Brooklyn Headquarters, New York, NY

GENSLER RESEARCH INSTITUTE
The Gensler Research Institute supports research investigations important to our firm, our clients, and to the ongoing learning and development of Gensler professionals. Research projects are practitioner-led with involvement across the globe. Our teams bring thought-leadership to the table as we seek to solve our clients' and the world's most pressing challenges by creating high-performance solutions that embrace the business and world context in which we work, enhance the human experience, and deliver game-changing innovation.

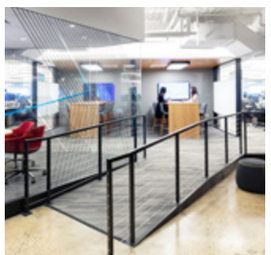
LIBRARY EXPERTISE
Our team has designed several innovative library environments. But what sets our firm apart is our breadth of knowledge across a variety of project types—from maker spaces and co-working facilities to retail and hospitality environments. We see the Altadena Library District's new library is an opportunity to spark imagination, foster community development, and, most importantly, prepare for the current and future needs of the library system. Our versatile team is poised to be the Altadena Library District's trusted partner on this project.

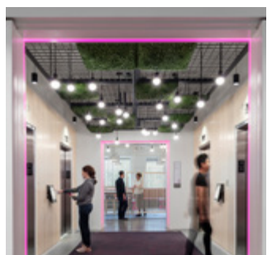
WE CAN'T BE GLOBAL, IF WE'RE NOT LOCAL FIRST
We are a Los Angeles-based office, with ample resources available to deliver impactful project. Our office is organized around industry-focused studios comprised of 20–50 professionals who believe in the power of informed and purposeful design. The scale of our studio structure gives us the ability to provide clients detailed, personal service with expertise focused on their industry, while retaining the resources and advantages that only a large firm can provide.

As we ground our projects in the fabric of the community, the notion of making great places for people is one of the critical keys to success. This philosophy allows us to create authentic experiences that grow organically from the surrounding neighborhood and provide people with places they're proud to call their community.

We are ingrained into the greater Los Angeles area and devote our time and resources to participating in initiatives which serve the greater good of our city.

BODY FIT


COMFORT


AWARENESS

UNDERSTANDING

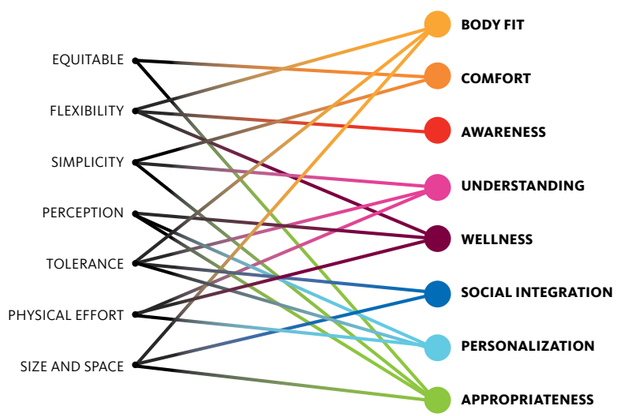
WELLNESS

SOCIAL INTEGRATION

PERSONALIZATION

APPROPRIATENESS

The built environment has a part to play in removing, reducing or mitigating experiences of exclusion from the everyday lived experiences of all people who use space. By designing spaces in which everyone is considered the intended occupant, it is our hope that we may help to foster the conditions for broader experiences of inclusion, equity and belonging.



Inclusive Design & Commitment to Diversity

In alignment with Altadena Library District's values of equity, innovation and empathy, at Gensler, we are one community, united by our commitment to holistically improve the human experience. Guided by determined optimism, we can use the power of design to spark positive change and create a future that promotes equity, resilience, and wellbeing for everyone.

Inclusive Design creates environments that are healthier, safer, easier, more convenient and more comfortable for ***everyone.***

Inclusive Design incorporates design solutions that meet needs related to gender identity, race, ability, age, neurodiversity, socioeconomic status, and culture, and is considerate of the ways in which these needs may intersect.

OUR PURPOSE HAS NEVER BEEN SO CLEAR.
Together, we have the most extraordinary opportunity to have a profound impact on the course of history and shape the future of cities and the world. With determined optimism, we can tackle the toughest challenges facing cities and seek out positive change—change that Re-imagines the Future of Cities and takes on global wellness, climate change, social justice, the future of mobility, and housing and homelessness.

We are at one of those crossroads now, both in life and in the history and future of our firm. We know everyone is making personal sacrifices to lead in these challenging times. With renewed purpose and momentum, we commit ourselves to reshaping our post-pandemic cities, and creating a future that is healthy, fosters equity, and is centered on people and experience.

Led by our Guiding Principles, we are one global community with a culture that has never been stronger and a purpose that has never been clearer. Now more than ever, we have the opportunity to re-imagine the future of cities and create an equitable future for everyone.

Libraries

With more than 119 projects in our portfolio, Gensler deeply understands libraries. Rapid shifts in technology, work styles, and the needs of our community are evolving the purpose and range of services that libraries provide. As designers, we see this moment as an opportunity to challenge status quo.

LIBRARY EXPERTISE & RESEARCH

Public libraries are essential in community building. Often iconic buildings in prominent community or campus locations, a library system expresses a commitment to community engagement and development, research, and academics. But the value goes far beyond the symbolic.

We see Altadena Library District's library project as an opportunity to spark imagination, support institutional identity, foster community development, and, most importantly, prepare for the current and future needs of the library system.

The library, for many, conjures images of books, stacks, and card catalogs—physical objects that seem outdated as resources and collections shift toward the digital realm. Library buildings, as a result, have become a key focus as institutions seek to update facilities to align with technology and their users.

Gensler has invested in proprietary research focused on libraries because it gives our design teams unique insight into the challenges our clients face and how we could leverage design to make an impact.

Over the past five years, we have surveyed both students and librarians in depth on what this 'library of the future' looks like. Our research is detailed on the following pages.

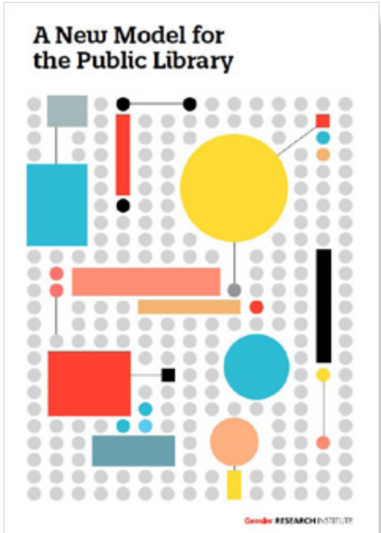
COVID-19 ROUNDTABLE

Gensler recently hosted a group of our library clients for a virtual roundtable to discuss the impacts of COVID-19 and how each are responding to the pandemic. Attendees included:

- Farmers Branch Public Library
- Houston Public Library
- Harris County Public Library
- Duluth Public Library
- Hennepin Library System
- State of Minnesota
- Library Journal

The following blog on gensler.com synthesizes our findings.

For the blog, click here or visit: *https://www.gensler.com/research-insight/blog/design-ideas-for-the-post-pandemic-public-library*



For the full report, click here or visit: *https://www.gensler.com/research-insight/gensler-research-institute/a-new-model-for-the-public-library*

WHAT WE DID

We explored the macro- and micro-level trends impacting public libraries and developed a set of design strategies to support the institution's evolving role in communities. To achieve this, we developed a trend report, hosted a series of panel discussions across the country, and evaluated the results of a web-based survey.

We created the trend report by analyzing current surveys, reports, and studies that examine the future of economies, cultures, and society. We also considered perspectives on community engagement, media technology, civic action, and forecast scenarios for the future of libraries. This research enabled us to identify a range of themes that guided our design strategies and recommendations.

Panel events in New York, Houston, Minneapolis, and Washington D.C., were attended by library thought leaders, administrators, and academics. We also distributed a web-based survey to library professionals. These endeavors helped us gain an understanding of the salient issues, priorities, and challenges confronting libraries.

KEY FINDINGS

01 **The design of public libraries should promote a sense of ownership, belonging, and safety.** The ideal library design creates a hub for community resilience and growth. When developing strategies to leverage existing library space, designers should look for opportunities to embrace the outside world and encourage patrons to share their ideas. Celebrating community achievements and promoting social equity are key.

02 **Libraries will need to integrate physical and virtual environments.** In the coming decades, digital media will complement books as the predominant format for most library collections. Additionally, as virtual and augmented reality experiences come to serve as reliable media for conveying information, libraries will need to leverage those tools to take advantage of new models of education and pedagogy.

03 **Library design must be adaptable and flexible.** Libraries will occupy a myriad of roles in the coming decades. These institutions will need to function as offices, classrooms, laboratories, and social/recreational centers. As library programming diversifies to accommodate generational and demographic shifts, designers should create rooms that flex and grow depending on activity. Library design needs to enable areas of individual focus within active, public settings. Additionally, as libraries are key centers of thought and information-sharing, collaboration zones are critical.

04 **Library spaces need to accommodate a broader range of production modes alongside 3D printers, CNC routers, and laser cutters both analog and digital.** As libraries play a larger role in supporting content creation with the proliferation of makerspaces and incubators, they continue to provide access to robust digital platforms for sharing these goods and connecting communities of makers and sharers. This ensures that libraries occupy a prominent place in the ecology of media production and maker culture.

For the full report, click here or visit:
https://www.gensler.com/research-insight/gensler-research-institute/librarians-on-libraries

WHAT WE DID

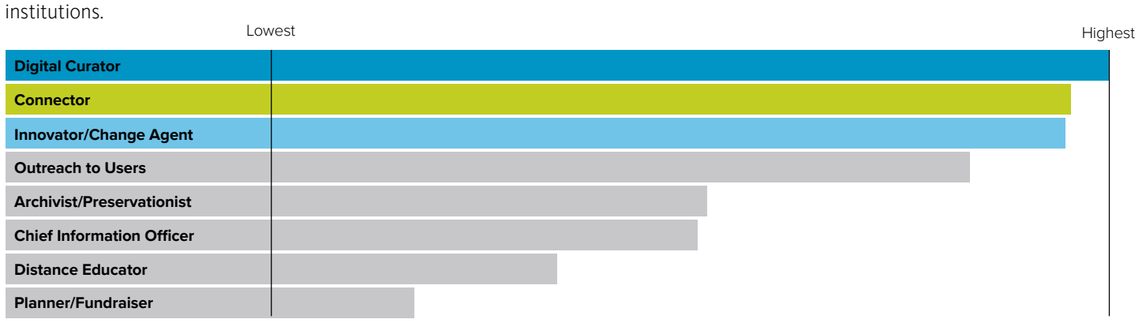
We held a series of roundtables convening library leaders from institutions across the US and UK to discuss their plans and visions for the evolution of their libraries to meet the shifting needs of students and schools. We followed the roundtables with a survey to gather further input from participants, and received responses from 45 library leaders of both public and private institutions.

KEY FINDINGS

01 **Create a seamless user experience, online and off.** As libraries embrace a wider programming and resource range, ease of navigation and use grows in importance. Librarians have a key role to play, much of which may happen behind the scenes to create a seamless user experience that students can navigate on their own. And as student engagement happens as much online as in-person, creating a unified experience across all platforms and spaces is a key concern for the future.

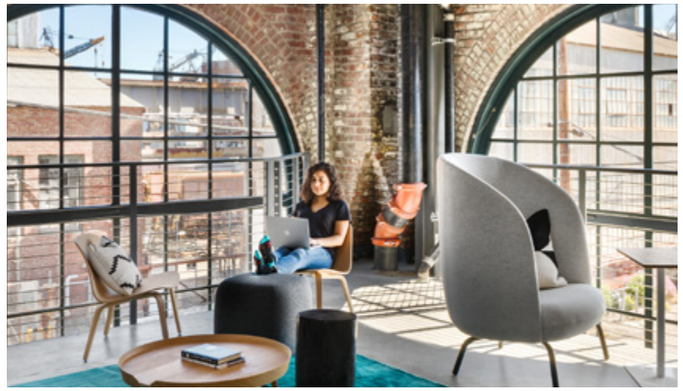
02 **Make the library an academic center of gravity.** Refocus attention on the purpose and power of the academic library: a place for academic reflection and intellectual pursuit, and a central piece of a university's intellectual life. Create libraries that serve as students' and faculties' gateway to knowledge in all its forms, and live up to its symbolic role at the heart of the college campus.

03 **Consider librarians as facilitators of experience.** In the new library ecosystem, librarians and library staff must help students navigate the emerging mix of library services and spaces to maximum effect. Developing new strategies to engage students when and where they seek services will be necessary to achieve success.



Librarian's Role
Weighted rankings are calculated by giving a numerical value to each individual rank, with a larger value for higher-ranked items, then taking the total of these individual values.

Boys & Girls Club of East Dallas, Dallas, TX



Historic Renovation

Maybe because change and the future seem to be coming at us so rapidly, we're appreciating the buildings of the past even more: the stories behind their bricks and mortar enrich our communities and the intrinsic sustainability of renewing buildings improves their appearance, function and value.

Gensler is committed to working with our clients to achieve their needs through the preservation and adaptive reuse of historic districts, buildings, sites, and landmarks. Our firm has a strong belief in the importance of historic contributions made to our communities by structures of architectural significance, the stories behind their brick and mortar facades, and the heritage inherent in their rightful places in our communities.

APPROACH

Historic renovation is the process of celebrating the stories of the past, transforming them into tangible experiences, and carrying them, through innovative design, into an unwritten future. With rapid progress and standardization brought by technology, people have begun to seek out authenticity and individuality. History has taken on a new importance in its ability to convey and carry the distinct character and personalities of a neighborhood, city, and region.

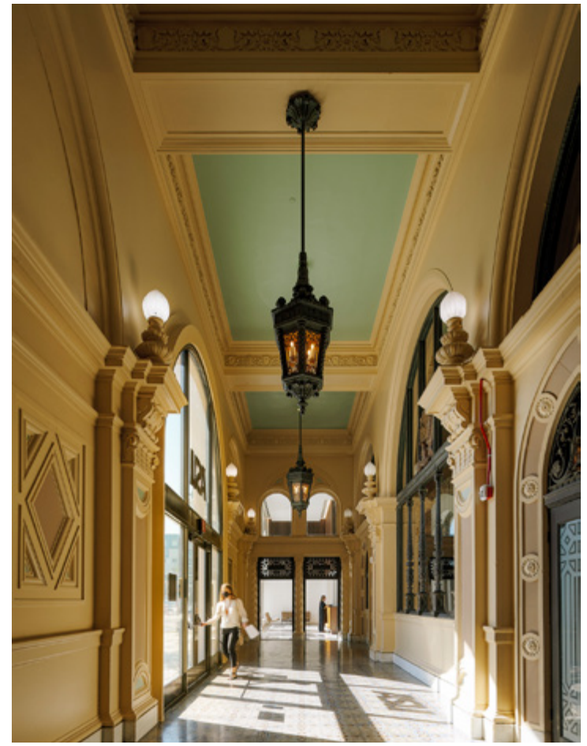
SUSTAINABILITY

Re-purpose. Restore. Reuse. In a world that is increasingly resource-constrained, we use our creativity to lead the design community in sustainable practices. We continue to forge new frontiers of environmental responsibility, with more than 1,000 LEED Accredited Professionals to date, and over 800 LEED certified or registered projects around the country in numerous stages of design and construction.

While sustainability has become an urgent and necessary requirement for every built project, historic preservation has been way ahead of the curve, and continues to be the most environmentally responsible and ecologically respectful construction approach. The process of preservation in and of itself holds high potential for sustainable practices. Reusing the existing structure and exterior envelope amounts to far less waste, and old materials – often high quality, resilient, and rich in character – can be re-purposed and utilized in fresh new ways elsewhere in the building.

In reusing and re-purposing existing elements, these design projects tread far more lightly and responsibly on the earth than entirely new construction. There is much to learn from historic projects. Our early design habits were concerned with resilience, consciously designed to suit the climate, and built to last. In recent history, as wasteful design habits became more commonplace, and the state of our planet became both more dire and more urgent in the popular conscious, the field of historic preservation holds answers the entire industry can gain insight from,

> "The greenest building is the one that is already built."
>
> – Carl Elafante, AIA, LEED AP



SECTION I: EXPERIENCE

HERALD EXAMINER BUILDING
HISTORIC TRANSFORMATION

Los Angeles, CA | 120,000 sq ft

Designed by Julia Morgan for William Randolph Hearst's newspaper headquarters, The Herald Examiner Building is an architectural icon on Broadway and was designated as a Los Angeles Historic-Cultural Monument in 1977. Preserving its historic nature, while paying homage to its unique design, Gensler is worked with the Georgetown Company to transform the iconic building into a distinctly modern workplace environment and unparalleled retail and restaurant opportunity.

Working closely with the historic preservation consultants, Gensler is assisting the application process through the Office of Historic Preservation and the project is hoping to receive tax credits for this $26M renovation. Another major component of the project is the structural retrofitting and seismic upgrade of the 100-year old concrete building.

The building has irreplaceable finishes, soaring ceiling heights, operable steel windows and sawtooth skylights. In addition to creative office space, numerous retail configurations are possible with signage along Broadway, 11th and the newly created Paseo. Outdoor bistro seating in the original grand arched window frames and double wood doors will take advantage of the newly-designed Broadway streetscape. Approximately 120,000 sf on five floors, the building offers a unique opportunity to experience truly authentic creative office, making a statement to the community and creating a prominent presence in downtown LA.

PROJECT ROLES

Peter Barsuk, Principal-in-Charge

Michael McDonald, Architect

Brianna Seabron, Construction Administration

DATE
2016 - Completion 2021

SERVICES PROVIDED
Architectural Design, Core & Shell
Interior Architectural Design
Historic Preservation
Permits & Approvals
Signage & Wayfinding

CONSTRUCTION CONTRACTOR
Matt Construction

CLIENT ORGANIZATION
Michael Fischer,
Managing Principal
The Georgetown Company
10250 Constellation Blvd.
Los Angeles, CA 90067
Telephone: (310) 770-5121
mfischer@georgetownco.com

CONSTRUCTION VALUE
$26 Million

HISTORIC HARRIMAN BUILDING
RANCHO LOS AMIGOS CAMPUS

Downey, CA | **60,000 sq ft**

The phased re-build of Rancho Los Amigos will transform public service by replacing aging buildings and infrastructure with a new state of the art rehabilitation center for the County of Los Angeles. Gensler has been working closely with Los Angeles County as the Master Architect for the Rancho Los Amigos North and South Campus for the past decade. While the relationship began with a conceptual master plan, Gensler has become a trusted advisor to the County, providing ongoing support for the County's mission to "transform public service" through a phased consolidation and modernization of the existing medical campus, all while remaining fully operational. The North campus includes the historic Rancho Los Amigos medical facility where advances in the cure of polio and tuberculosis once took place. The scope of work includes the adaptive re-use of the historic Harriman building to a modern workplace and rehabilitation clinic, while maintaining historic eligibility status. The second phase includes a 2-story 60,000 sf adaptive reuse of the Historic Harriman Building. This mission revival courtyard building was built in the 1920's serving as the original campus hospital. Gensler provided full architectural services to convert the historic asset into a modern workplace and clinic for Rancho employees and clients. The project is pursuing LEED Gold Certification and is expected to complete construction in 2021.

PROJECT ROLES

- Peter Barsuk, Principal-in-Charge
- Michael McDonald, Architect
- Brianna Seabron, Construction Administration

DATE
2018 - Est. Completion 2022

SERVICES PROVIDED
Interior Architectural Design, Renovation
Historic Preservation

CONSTRUCTION CONTRACTOR
2H

LEED CERTIFICATION
TARGETING LEED GOLD

CLIENT ORGANIZATION
Vincent Yu,
Assistant Deputy Director
County of Los Angeles, DPW
900 S. Fremont Ave.
Alhambra, CA 91803
Telephone: (626) 300-3203
vyu@dpw.lacounty.gov

CONSTRUCTION VALUE
$40 Million

CONSULTANT TEAM
HRG

SECTION I: EXPERIENCE

CITY OF LOS ANGELES
CIVIL & HUMAN RIGHTS EQUITY DEPT.

Los Angeles, CA | 6,000 sq ft

A City of Los Angeles tenant improvement project that required architectural, interior, furniture, signage, electrical, plumbing, mechanical, information technology, specifications, structural, cost estimating, construction administration and coordination with an artist for tenant improvements to provide office space for the City's new Civil + Human Rights & Equity Department. The project is located in the Los Angeles Mall, underground in three noncontiguous spaces identifying a Conference Center at approximately 2,115 SF and an Office of approximately 2,725 SF collectively total approximately 5,000 square feet in area.

A department with intent to create a safe space for all Angelenos; the Gensler team listened, understood the mission of the client and delivered a community refuge for the people of LA.

PROJECT ROLES

- Peter Barsuk, Principal-in-Charge
- Michael McDonald, Architect
- Brianna Seabron, Project Manager
- Fernando Flores, Job Captain

DATE
2020 - Completed 2021

SERVICES PROVIDED
Interior Architectural Design
Signage & Wayfinding

CONSTRUCTION CONTRACTOR
City of Los Angeles, General Services Department

CLIENT ORGANIZATION
Capri Maddox, Esq. MPA
Executive Director / GM
City of Los Angeles,
Department of Civil &
Human Rights
200 N. Spring Street
Los Angeles, CA 90012
Telephone: (213) 978-1845
capri.maddox@lacity.org

CONSTRUCTION VALUE
$2.5 Million

CONSULTANT TEAM
Logic Technology Group
KPJ Consulting

SECTION I: EXPERIENCE

CITY OF HOPE
ADMINISTRATIVE OFFICE BUILDING

Duarte, CA | **108,803 sq ft**

This new building consolidates all offices for the doctors and their support staff, who are presently scattered across the campus, into a 100,000sf facility. It is located on the eastern boundary of the campus and forms an edge condition. The scale of the exterior design expresses a macro-scale towards the 605 Freeway and quarried landscape to the east, while to the west, a more textured humane scale relates to the campus and local desert landscape. The interior planning reflects the hard | soft differences between the two sides of the building with all private offices lined on the eastern edge of the plan and conference and communal spaces aggregated on the west, which activates the collaborative nature of that side of the building. One approaches the building from the west and is greeted by a screened outdoor promenade that houses the vertical and horizontal circulation to all the floors and features an exterior stair that scales the height of the west facade. The large 2nd floor terrace serves as an arrival point and a gathering space for community events and individual user respite. As a LEED Gold Version 4 Building, this project uses aggressive shading strategies to let ambient natural light deep into the building while negating the negative energy effects of heat gain, while a solar farm sits atop the roof.

PROJECT ROLES

Peter Barsuk, Principal-in-Charge

Brianna Seabron, Project Staff

DATE
2016-Completed 2020

SERVICES PROVIDED
Architectural Design, Core & Shell
Interior Architectural Design

CONSTRUCTION CONTRACTOR
Hathaway Dinwiddie

LEED CERTIFICATION
LEED Gold-NC 4.0

CLIENT ORGANIZATION
Jack Haupt
Sr. Director, Planning and Design, City of Hope
900 S. Fremont Ave.
Alhambra, CA 91803
Telephone: (626) 256-4673
jhaupt@coh.org

CONSTRUCTION VALUE
$50 Million

CONSULTANT TEAM
tk1sc

LOS ANGELES COUNTY
DEPT. OF MENTAL HEALTH

Los Angeles, CA | **836,415 sq ft**

Home to more than a million square feet of Los Angeles County-owned and -leased office space, the Vermont Corridor is an innovative public-private partnership that will transform a two-block area of once neglected County resources into a modern complex expected to revitalize the community. The first of three projects is the new Gensler-designed Department of Mental Health headquarters. The 21-story glass structure, fast-tracked to expedite eliminating community blight, will feature a parking podium with street-level lobby and retail, an amenity deck and a connecting bridge to an adjacent garage. Future phases anticipate affordable and senior housing.

PROJECT ROLES

Peter Barsuk, Principal-in-Charge

Brianna Seabron, Project Staff

DATE
2016 - Est. Completion 2022

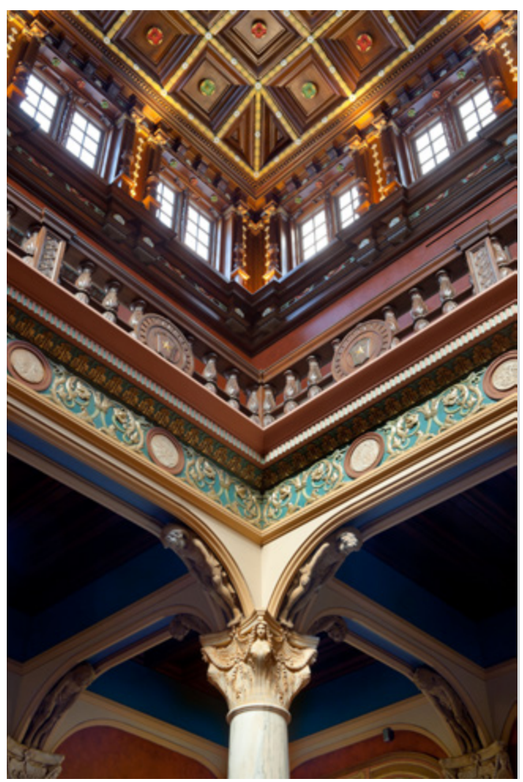
SERVICES PROVIDED
Architectural Design, Core & Shell
Interior Architectural Design
Signage & Wayfinding
FF&E

CONSTRUCTION CONTRACTOR
Hathaway Dinwiddie

CLIENT ORGANIZATION
Nancy Moses
Sr. Vice President
Trammell Crow Company
2221 Rosecrans Ave Suite 200
El Segundo, California, 90245
Telephone: (310) 363-4709
nmoses@trammellcrow.com

CONSTRUCTION VALUE
$300 Million

CONSULTANT TEAM
tk1sc



SECTION I: EXPERIENCE

JULIA IDESON LIBRARY
HISTORIC RENOVATION

Houston, TX | 84,500 sq ft

The Julia Ideson Building is one of Houston's most treasured architectural landmarks. The Gensler team was commissioned to restore more than 60,000 square feet of the original historic building that is on the National Register of Historic Places and is a State of Texas Historic Landmark, and add a new 24,500 square foot wing and outdoor reading garden, both of which were originally conceived but never constructed.

One of Houston's civic treasures, the 1926 Spanish Renaissance Julia Ideson Building, designed by Ralph Adams Cram as the city's main library, is replete with polychrome painted ceilings, intricate woodwork, marble columns and lofty public spaces. In a $32 million renovation, all of these elements have been carefully restored while discreetly incorporating contemporary service and life-safety systems. A new south wing and reading garden follow Cram's own unrealized designs. The project was the result of a successful public/private partnership between the City of Houston and the non-profit Julia Ideson Library Preservation Partners.

From 2009 to 2011, Gensler carefully restored the historic landmark and realized Cram's unbuilt elements. Closely following the original design intent, modifications were made to accommodate a surrounding roadway, modern requirements for service and life-safety systems, and changes in library programming. The new wing includes state-of-the-art archival storage for Houston Metropolitan Research Center and the new reading garden sits on the southeast corner of the building, allowing for a peaceful and comfortable experience. Beyond restoring the building to its former glory, the relocation of documents—away from the more monumental portions of the building—opened up space suitable for general public use. The former Texas Room is again a public reading room; the old full-height stack area is re-imagined as an exhibition hall; and the Auditorium, Meldrum, and Reynolds Rooms are prime for meetings and special events.

DATE
2009 - Completion 2011

SERVICES PROVIDED
Historic Preservation
Architectural Design
Interior Architectural Design
Environmental Graphics
LEED Consulting

CONSTRUCTION CONTRACTOR
Balfour Beatty Construction

CLIENT ORGANIZATION
Margaret Lawler,
Executive Director
Julia Ideson Library
Preservation Partners, Inc.
2726 Bissonnet, #240-203
Houston, Texas 77005
Telephone: (713) 522-9256
preservationpartners@ideson.org

CONSTRUCTION VALUE
$32 Million

BEFORE

AFTER

AFTER

AFTER

SECTION I: EXPERIENCE

JULIA IDESON LIBRARY
HISTORIC RENOVATION

Houston, TX

AWARDS

Preservation Texas,
Historic Rehabilitation Award, 2014

IIDA, Library Interior Design,
Honorary Mention, 2014

Urban Land Institute,
Development of Distinction Award, 2013

PaperCity Magazine,
Design Excellence in Historic Renovation, 2013

AIA, Houston Chapter Design Awards
Renovation/Restoration Winner, 2012

AIA, Houston Chapter Design Awards
Divine Detail Winner, 2012

Greater Houston Preservation Alliance,
Good Brick Stewart Title Award-Outstanding Restoration, 2012

IIDA, TX/OK Chapter Design Excellence Awards, Institutional/Educational Honorable Mention, 2012

Houston Business Journal,
Landmark Award-Historic Renovation, 2012

SECTION I: EXPERIENCE

LOS ANGELES PUBLIC LIBRARY
DIGITAL MEDIA LABS

Los Angeles, CA | 2,500 sq ft

The Los Angeles Public Library's (LAPL) Digital Media Labs expand the LAPL's critical role in bridging the digital divide by providing free access to and training in the use of digital media technology and offering lifelong learning opportunities. Working closely with with LAPL Gensler transformed the Downtown Los Angeles (Central) and Pio Pico Koreatown branches.

The lab is a flexible, open space for innovative workshops and community engagement. The design allows the library to reach new audiences of all ages to learn, create, collaborate, and share their own content in a studio-like environment for activities such as digital design, filming, animation, 3D printing, and laser cutting.

The 2,500 square-foot, high-tech media labs feature the latest and greatest available software and innovative hardware. To facilitate collaboration and creativity across digital platforms the furniture systems are flexible and reconfigurable to be responsive to a variety of basic program elements. The lab spaces feature design stations, open work tables with overhead power, meeting rooms, editing rooms, and a film stage in a flexible, reconfigurable envrionment. The first two labs have completed construction: Octavia Lab is located in the historic and iconic Downtown Central Library and the second makerspace is located at the Pio Pico - Koreatown Branch Library. The first two labs will serve as pilots to test ideas and projects for the ultimate rollout to each of library's 70 branches. The labs enable the library to bridge the digital divide, providing free access to and training in the use of digital media technology.

DATE
2016 - Completion 2018

SERVICES PROVIDED
Interior Architectural Design
Prototype Design
FF&E

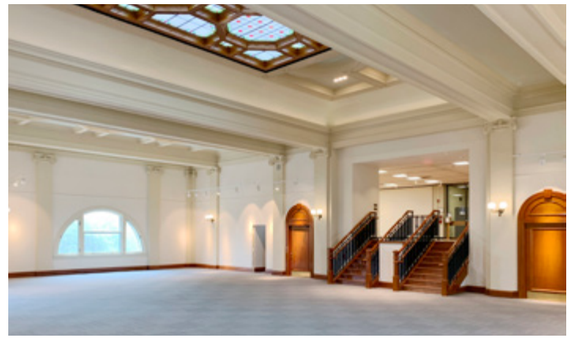
CONSTRUCTION CONTRACTOR
City of Los Angeles, General Services Department

CLIENT ORGANIZATION
Eloisa Sarao,
Director Facilities & Event Management
Los Angeles Public Library
630 W. Fifth St.,
Los Angeles, CA 90071
Telephone: (213) 228-7460
esarao@lapl.org

CONSTRUCTION VALUE
NA

SELECT DESIGN PORTFOLIO | LIBRARIES

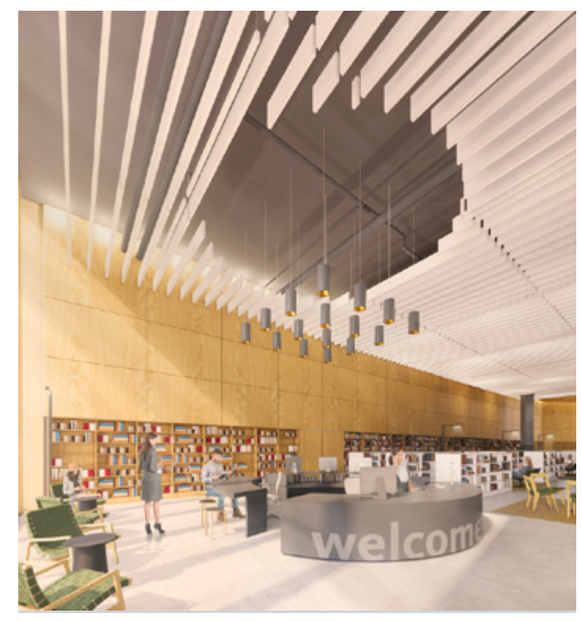
Rosenberg Library Restoration, Galveston, TX
The historic Rosenberg Library has been serving Galveston residents since 1904. Organized as a phased project, the projected master plan will add an entry plaza, restored historic fountain, and parking. A restored 7,000sf top floor will provide much needed exhibit space for the Texas History Center. Completed phases on the main floors include restored reading rooms and furniture and a redesigned children's room.



San Jacinto, Lee Davis Library Renovation, Pasadena, TX
San Jacinto College's mid-century modern, circa 1965 Davis Library was in need of major renovations to allow greater planning efficiencies and better accommodate 21st Century learning. The library renovation improves functionality, attract and retain student engagement, serve as a laboratory for collaborative and interactive learning, and support community usage and involvement, all while remaining true to the building's architectural character. The new space is also designed to host a wide variety of community functions and events.

Ridgedale Regional Center and Library, Minnetonka, MN
Hennepin County's Ridgedale Library, located within the Ridgedale Services Center, is a vital and beloved resource to the community, providing practical and diverse access to services, discovery, collaboration, learning, and connection. The facilities, previously updated in the 90's, no longer supported the needs of patrons and staff. The refurbishment project creates a more welcoming, versatile, and modern space for the diverse populations it serves and a more efficient and productive work environment for staff.

Brooklyn Public Library, Brooklyn Heights, Brooklyn, NY
The Brooklyn Heights Public Library is a new 27,000 square foot branch at the base of a new condominium high rise. As a nexus of activity for local schools, community organizations, families, and individuals, the library has been designed to provide spaces for contemplative study as well as more lively interaction for all ages.



Select Design Portfolio | Libraries

Univ. of California, Moffitt Library Renovation, Berkeley, CA
The Moffitt Library Renovation is a compelling story of transformation. Its reinvention as an active place for critical thought was paramount to the University's 21st century vision of learning. The two renovated floors focus on problem-based and research-based learning, provide technology-rich spaces, and have become the foundation for further renovations.

Harold Washington Library, Chicago, IL
This 25,000 sf main children's library is the hub of the network of regional libraries across the city. Used as a testing ground for programs that will be rolled out across the system, this library is the impetus for change. It also created a space that is charged to be a "parent incubator" space. This is where both parents and children can go to engage in a learning resource for enhancing their parenting skills and exploration and interaction with the journey that their children are on. With the budget of a moderate renovation, the design team is working to economize systems, surgically renovate space and strategically apply the limited budget to the highest and best use of space.

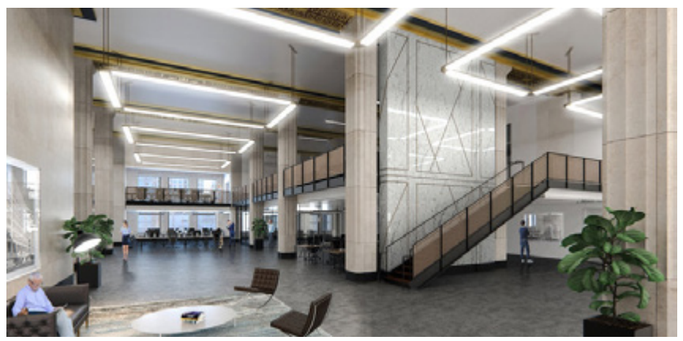
Select Library Clients

We build relationships of trust. We work diligently on behalf of our clients to deliver projects that meet both their organization's needs. As a result, our team has established relationships that speak to our ability to exceed project objectives and meet your vision.

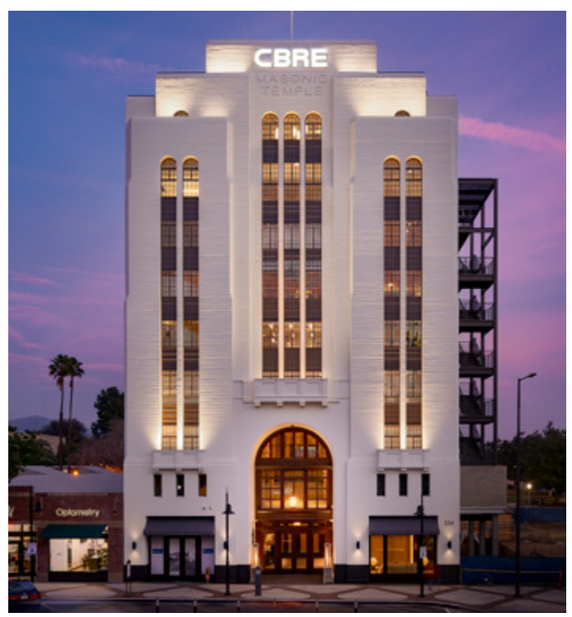
Augusta University, Greenblatt Library Feasibility Study
Austin Community College, Newman Library Renovation
Biola University, Library
Biola University, Crowell School of Business, Library
Boston Public Library, Norman B. Levanthal Map Center
Brooklyn Public Library, Real Estate Analysis
California State University, Maritime Academy, Feasibility Study
Chicago Public Library, Harold Washington Library Center, 25-Year Master Plan
Chicago Public Library, Harold Washington Library Center, Thomas Highes Children's Library
Colby College, Library Planning & Campus Space Study
Columbia College Chicago, Library & Learning Commons
Galveston College, Library
Greenfield Community College, Naham-Watson Library
Harold Washington Library
Hennepin County Property Services Department, Ridgedale Regional Center and Library
Julia Ideson Library
Laredo Community College, South Campus
Library of the Congress, NLS Housing Strategy Study
Library of the Congress, Reading Room
Library of the Congress, Reference Desk Design
Library of the Congress, Space Utilization Study & Concepts
Lone Star College-CyFair Campus, Learning Commons
Los Angeles Public Library, Digital Media Labs
Lynn University, Library Renovation and Repositioning
NYSID New Graduate Center
Queens Public Library, Central Branch Library
Queens Public Library, West Branch Library Feasibility Study
Ridgedale Services Center & Library
Rosenberg Library, Restoration & Children's Library
San Jacinto College, Lee Davis Library Renovation
San Jacinto College, North Library (Edwin E. Lehr Library)
San Jacinto College, Parker Williams Library Renovation
Southeast Regional Library
South Texas College of Law, Fred Parks Law Library
St. John's University, St. Augustine Library
St. John's University, Law Library Atrium Design Study
Texas A&M University-Texarkana, University Center
The New York Public Library, Children's Center
The New York Public Library, Grand Central Branch
The New York Public Library, Library for the Performing Arts
The New York Public Library, Library Services Center
The New York Public Library, Strategic Plan
The New York Public Library, Schwarzman Building
University of California-Berkley, Moffitt Library Renovation
University of California-Irvine, Science Library 6th Floor TI
University of California-Irvine, Law School Library Expansion
University of Chicago, Regenstein Library Master Plan
University of Oklahoma Tulsa Campus, Schusterman Library
University of Pennsylvania, Kislak Special Collections Center
University of Pennsylvania, Kleinman Center for Energy Policy
University of Pennsylvania, Van Pelt-Dietrich Library Center
University of San Francisco, Gleeson Library
University of Texas at Austin, Perry Castaneda Library
University of Virginia, JAG Center
Stanford University, Language Lab, Meyer Library
Wake County Facilities, Cameron Village Regional Library
Wake County Facilities, Southeast Regional Library
Wake County Library Administration Building Long Range

Select Design Portfolio | Historic Renovation

433 S. Spring Street, Trust Building, Los Angeles, CA
433 S. Spring Street is being restored and repositioned as creative office space with ground-floor retail to attract 21st century, creative office workers. Originally built in 1928, the 11-story, 320,000-square-foot building at The building's distinctive, art-deco design along with its tenured status as a stronghold in DTLA's corporate development helped it to gain its Historic-Cultural Monument status. The restoration includes the Trust Building's exterior facade, main lobby, and banking hall, which will be returned to their 1930s and 1940s appearances. Plans also call for a full seismic retrofit of the property, and upgrades to non-historic features, with a target of LEED Platinum certification.



Masonic Temple CBRE LA North, Glendale, CA
In this extensive renovation, modern architectural elements and materials integrate within a former art-deco Masonic Temple to create a signature office space that celebrates the building's historic character. Lead tenant CBRE's new workspace showcases the building's refurbished original 1920s wood trusses and double-height space, enhanced with the addition of "glass box" meeting rooms that maximize floor area and provide views into the dramatic space.



Select Historic Renovation Projects

Each historic project is unique, with its own individual past and unwritten future. We approach each project with our client to understand this special history in order to develop a design strategy that carries the project into a resilient future that honors the history while accomplishing our client's goals.

200 Powell Street, San Francisco, CA
433 S. Spring Street, Los Angeles, CA
888 Brannan, San Francisco, CA
1100 Broadway, Oakland, CA
1333 H Street NW, Washington, DC
American Red Cross, Greater New York Headquarters, New York, NY
CBRE L.A. North, Masonic Temple, Glendale, CA
Dallas County Records Building Complex, Renovation & Adaptive Reuse, Dallas TX
El Paso High School, El Paso, TX
Holy Cross Chapel, Houston, TX
Julia Ideson Library Building, Houston, TX
JW Marriott Houston, Houston, TX
Kimpton Hotel Monaco, Philadelphia, PA
Kimpton Gray Hotel, Chicago, IL
Laborers International Union of North America, Washington D.C.
Middle East Institute, Washington, DC
Olson, Minneapolis, MN
Pali Hotel, Seattle, WA
Planit, Baltimore, MD
Price Modern Showroom and Workplace, Baltimore, MD
Rancho Harriman Building, Downey, CA
Richmond Main Street Station, Richmond, VA
Saint Philip's Academy, Newark, NJ
The Beacon Institute for Rivers & Estuaries, Beacon, NY
The Boilermaker Shops & The Lumber Shed, Retail Adaptive Reuse at The Yards, Washington, DC
The Canterbury, Washington, DC
The Post Office, Chicago, IL
The Texas Quilt Museum, LaGrange, TX
The Hall of State at Fair Park, The City of Dallas, Dallas, TX
Town Hall Apartments, Chicago, IL
University of Houston, Willow Street Pump Station, Houston, TX
University of Pennsylvania, Kleinman Center for Energy Policy, Philadelphia, PA
Uptown Station, Oakland, CA

Select Design Portfolio | Civic & Community Projects

El Puente, Emergency Bridge Housing, Los Angeles, CA
Gensler collaborated with the City of LA's Bureau of Engineering to add a shaded outdoor deck and landscaping to the El Pueblo Emergency Shelter in downtown Los Angeles, enhancing critically needed City-provided bridge housing. IThese emergency shelters will remain standing for three years — enough time for the City to construct permanent supportive housing. The first project, El Puente Emergency Bridge Housing, is providing temporary shelter, storage, toilets, showers and laundry facilities for the homeless population in the immediate vicinity.

Hollywood Blvd. Walk of Fame Streetscape Plan, Hollywood, CA
Gensler is working with the City of Los Angeles to re-imagine the Hollywood Walk of Fame, an iconic landmark that attracts millions of visitors from around the world every year. The Streetscape Plan flips the ratio of space for people versus space for vehicles. These new pedestrian spaces will be activated with new amenities providing places to eat, play, watch, perform, and rest.

Select Civic & Community Projects

As we ground our projects in the fabric of the community, the notion of making great places for people is one of the critical keys to success. This philosophy allows us to create authentic experiences that grow organically from the surrounding neighborhood and provide people with places they're proud to call their community.

Aaron Family Jewish Community Center of Dallas
Avenues for Homeless Youth
A Place Called Home At-Risk Youth Center
Bergen Family Center
Big Brothers Big Sisters Headquarters Relocation
Blue Triangle Community Center Renovation
Boys & Girls Clubs of Greater Dallas, East Dallas Club
Boys & Girls Club of McAllen
Boys & Girls Club Metro Atlanta
Boys & Girls Clubs of Greater Dallas, Oak Cliff Club
Boys and Girls Clubs of Collin County, Gymnasium
Boy Scouts of America, Camp Strake
Caritas Center Santa Rosa
CASA Playhouse
Chabad Jewish Community Center Flagstaff
Chabad Palisades: Senior Living & Community Center
City of Sugar Land Visitor Center
Community FoodBank NJ
DePelchin Children's Center
Dress for Success Boutique and Career Center
Easton Park Community Center
El Puente Bridge Housing
Evelyn Rubenstein JCC of Houston
FIAO Il Centro Italian-American Cultural Center
Fields Brookside Amenity Center
Girl Scouts Camp La Jita
Girl Scouts of NE Texas, DXD Strategy
Girl Scouts River Valleys Camp
Girl Scouts of San Jacinto Council - Program Place for Girls
Girl Scouts of Western Oklahoma, DXD Strategy
Harlem Children's Zone Northern Expansion
Holcomb Family YMCA
Hollywood Walk of Fame Streetscape Plan
Jewish Community Center of Greater Washington
Jewish Community Center Houston
Jewish Family Service, Building Addition
Jewish Family Services of Los Angeles
Jewish Family Service, Children's Corner
Junior Achievement DC
Khair Inc Community Center Study
KIPP CONNECT Community Partnership
KIPP CONNECT Houston Gymnasium Community Hub
Lindbergh City Center
Mecklenburg County Community Resource Center
My Friend's Place Community Center
Osher Marin Jewish Community Center
Prairie Shores Clubhouse
REACH LA
Say Si Community Arts Center
Stepping Stone Club House
The HAY Center
The Salvation Army Orange County Hospitality House
The Salvation Army Kroc Community Center
Wallis Annenberg Youth Center
West Communities YMCA Renovation
West Dallas Multipurpose Center
Womens Lunch Place Renovation Feasibility Study
YMCA & Arizona State University, Concept Design
YMCA Holcomb Family Foundation Pro-Bono

II.

Project Team

LatinoJustice PRLDEF New York, New York, NY

LOCAL EXPERTISE

Our design team and sub-consultants will come together as an integrated multi-disciplinary team to partner with Altadena Libraries to design and deliver this project for the Altadena community. Our team has proven experience working together with the local regulatory agencies, as well as library, civic and government workplace clients across Southern California.

The following pages outline the experience and qualifications of the key team members thoughtfully selected to lead your project. Together, they have extensive experience successfully partnering with clients on public space design and mission-driven projects to deliver innovative, fast-track, budget-conscious design solutions that offer clients and their end users high-quality functionality.

WORKLOAD & AVAILABILITY

It is our intention to meet your highest expectations and to achieve successful delivery of this important project. To that end, the team members we have selected for this assignment will be dedicated to fulfilling all project requirements. They are available to start work on this project immediately and have experience in delivering best-in-class workplaces on a 'Fast Track' delivery timeline.

Our team's project experience listing and comprehensive resumes are included in the following pages.

Altadena Libraries

Project Team

Peter Barsuk
Project Principal

Michael McDonald
Lead Architect

Brianna Seabron
Project Manager

Fernando Flores
Job Captain

Brian Nicodemus
Library Design Specialist

Sub-Consultant Team

EPT Design
Landscape Design

HRG
Historic Preservation

tk1sc
MEP Engineering, Code & Lighting

JMC
Civil Engineering

KPJ
Cost Estimating

Structural Focus
Structural Engineering

Logic TCG
AV/IT Consulting

PETER BARSUK, AIA, DBIA, LEED AP

Project Principal

Peter has a strong passion for sustainability and integrated design. He thrives on opportunities to bring diverse areas of expertise together with a focus that creates innovative solutions that benefit a client's social, environmental, and economic bottom line.

24 Years of Experience

Joined Gensler 2005

Background

Master of Architecture, University of Minnesota, Minneapolis
Bachelor of Science, Architecture, University of Illinois, Urbana-Champaign
Ecole d' Architecture et d'Urbanisme de Versailles, France
Registered Architect, California: C27971
U.S. Green Building Council (USGBC)
National Council of Architectural Registration Boards (NCARB)

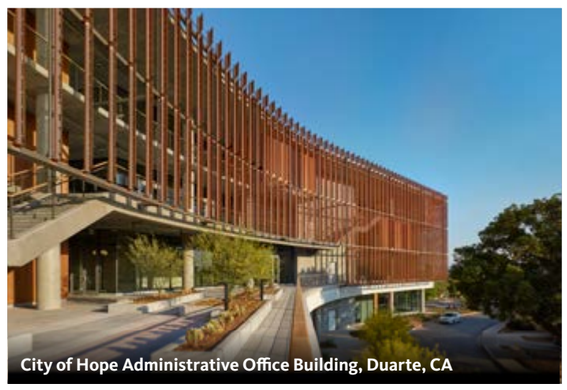
Selected Project Experience

City of LA, Civil & Human Rights Equity Department, Los Angeles, CA
City of Los Angeles, Multiple Agency Relocation, Los Angeles, CA
County of Los Angeles Department of Mental Health Headquarters, Vermont Corridor, Los Angeles, CA
Rancho Harriman Building Renovation, Downey, CA
Rancho Los Amigos, Campus Planning, Downey, CA
Rancho Palos Verde, Civic Center, Rancho Palos Verde, CA
City of Hope Administrative Office Building, Duarte, CA
UCLA Anderson School of Management, Los Angeles, CA
2011 Soto USC Tenant Improvement, Los Angeles, CA
C3, Creative Office, Culver City, CA
Port of Long Beach Administration Building, Maintenance Facility, Long Beach, CA

City of Los Angeles, Dept. of Civil & Human Rights, Los Angeles, CA

Rancho Harriman Building Renovation, Downey, CA

County of L.A. Department of Mental Health HQ, Los Angeles, CA


City of Hope Administrative Office Building, Duarte, CA

MICHAEL McDONALD, AIA

Lead Architect

Michael McDonald brings more than 25 years of experience in architecture and interiors spanning projects from corporate offices, museums, education, and housing. Michael's approach to design is idea-driven, while complemented by a strong technical background and attention to details. He sees the design process as a close collaboration with clients, placing their goals and aspirations at the forefront.

28 Years of Experience

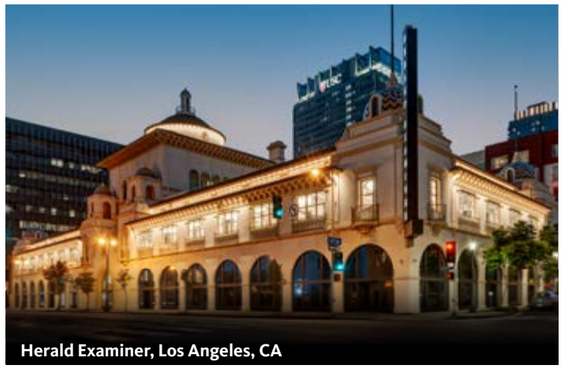
Joined Gensler 2015

Background

Master of Architecture, Southern California Institute of Architecture, Los Angeles, CA
Bachelor of Arts, Environmental Design, San Diego State University, San Diego, CA

Selected Project Experience

City of LA, Civil & Human Rights Equity Department, Los Angeles, CA
Rancho Harriman Renovation, Downey, CA
City of Los Angeles, Multiple Agency Relocation, Los Angeles, CA
444 S Flower, Lobby Reposition, Los Angeles, CA
One Culver Repositioning, Culver City, CA
Brookfield
601 N Figueroa, Lobby, Los Angeles, CA
735 S Figueroa Retail Suite, Los Angeles, CA
CMC Marketing Suite, 10th Floor, Los Angeles, CA
Creative Suites, Los Angeles, CA
1900 Avenue of the Stars, Lobby Renovation, Los Angeles, CA
Entrada Creative Office Building, Culver City, CA
Lumen West LA, Redevelopment, Los Angeles, CA
*Experience prior to Gensler


Herald Examiner, Los Angeles, CA

City of Los Angeles, Dept. of Civil & Human Rights, Los Angeles, CA

Schaffer Residence, Original Architect: John Lautner, Montrose, CA*

Millard House, Original Architect: Frank Lloyd Wright, Pasadena, CA*

BRIANNA SEABRON, Assoc. AIA, CDT

Project Manager

Over the past 18 years, Brianna has acquired a diverse range of experience in the architecture and construction industries that enables her to bring attentive and efficient management skills to every project from conception through construction administration.

Brianna is focused on monitoring the progress of the client's goals, tapping into Gensler's vast network of expertise to ensure maximized project success.

18 Years of Experience

Joined Gensler 2006

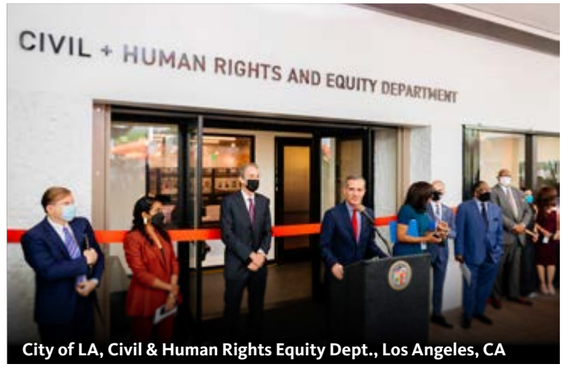
Background

Bachelor of Arts, University of California, Los Angeles
Construction Management Certificate, University of California, Los Angeles

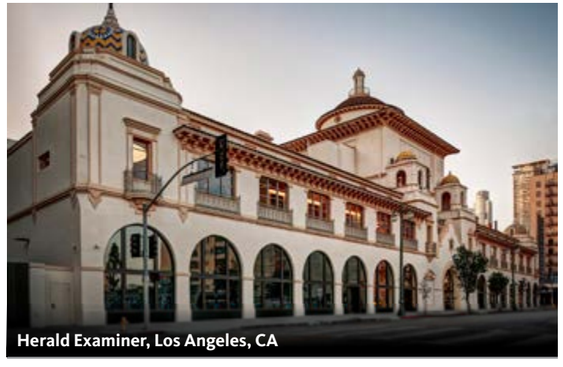
Selected Project Experience

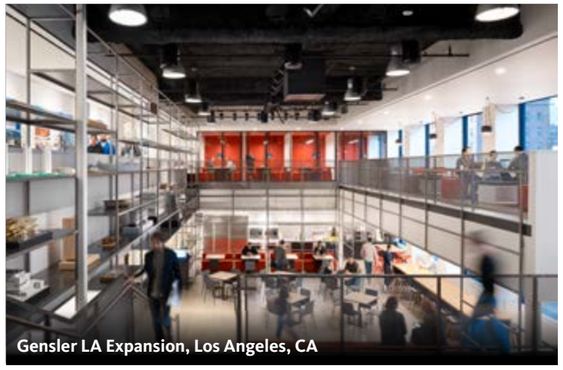
City of LA, Civil & Human Rights Equity Department, Los Angeles, CA
Herald Examiner, Los Angeles, CA
Rancho Harriman Building Renovation, Downey, CA
County of Los Angeles, Department of Mental Health, Vermont Corridor, Los Angeles, CA
County of Los Angeles
- Rancho Los Amigos Campus Master Plan, Downey, CA
- Rancho Los Amigos South Campus, Downey, CA

City of Hope Administrative Office Building, Duarte, CA
East San Fernando Valley, Family Support Center, Van Nuys, CA
Gensler, Los Angeles, CA
Academy Museum of Motion Pictures, Los Angeles, CA



City of LA, Civil & Human Rights Equity Dept., Los Angeles, CA


Herald Examiner, Los Angeles, CA


Gensler LA Expansion, Los Angeles, CA

City of Hope Administration Building, Duarte, CA

FERNANDO FLORES

Job Captain

Fernando's diverse experience on various typologies includes creative office design, laboratories, high-end headquarters and historic renovations. As Job Captain, he is responsible for construction administration, coordination of in-house production and outside consultants, and building department coordination. Fernando is involved in all phases of a project, from concept development through construction administration, with a primary focus on technical production and detailing.

14 Years of Experience

Joined Gensler 2012

Background

Bachelor of Architecture, California State Polytechnic University, Pomona, CA

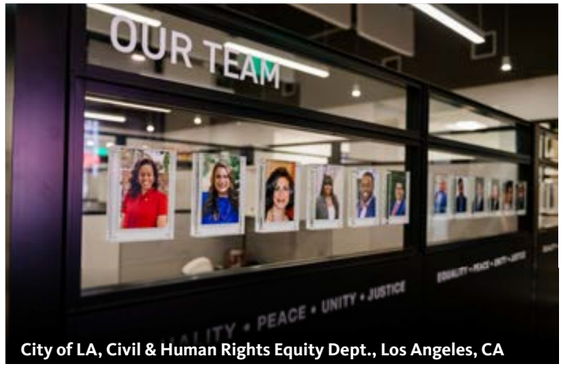
Selected Project Experience

City of LA, Civil & Human Rights Equity Department, Los Angeles, CA
City of Hope
- Rivergrade Administration Center, Irwindale, CA

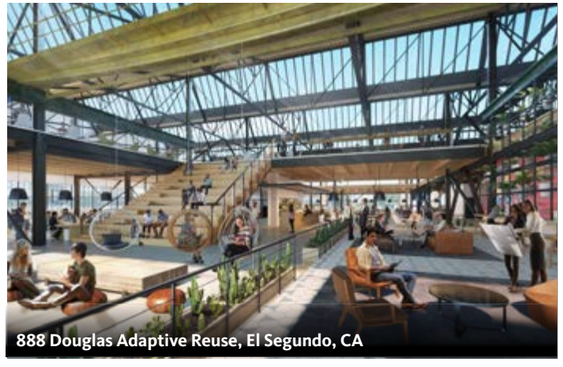
Delta Sky Way at LAX, Los Angeles, CA
Fountainview at Gonda Westside, Playa Jefferson, CA
- Healthy Aging Campus, Playa Vista, CA

NBC Universal, Studio City, CA
Netflix
- ICON, Hollywood, CA
- Jardins, Brazil
- Los Gatos, CA

Capital Group, 333 South Hope, NAD, Los Angeles, CA
888 Douglas Adaptive Reuse, El Segundo, CA



City of LA, Civil & Human Rights Equity Dept., Los Angeles, CA


888 Douglas Adaptive Reuse, El Segundo, CA

Fountainview at Gonda Westside, Playa Jefferson, CA

Netflix ICON, Hollywood, CA

BRIAN NICODEMUS AIA, RID

Library Design Specialist |
Regional Practice Area Leader for Culture + Museums

A committed client advocate, Brian's empathetic dedication to understanding his client's vision shapes his role as a veteran project manager. Experienced in coordinating seamlessly amongst multiple stakeholders on complex government and community projects, he excels in creating a collaborative working environment.

18 Years of Experience

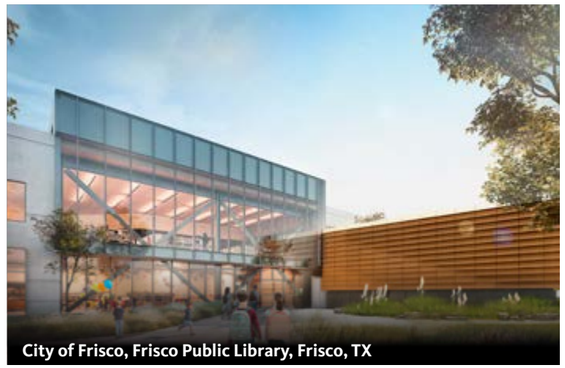
Joined Gensler 2015

Background

Master of Architecture, The University of Texas at Austin
Bachelor of Applied Arts & Sciences, University of North Texas
Registered Architect, TX
Registered Interior Designer, TX
Member, American Institute of Architects (AIA)
Certified, National Council of Architectural Registration Boards (NCARB)
Business Council for the Arts (BCA) Leadership in Arts Class of 2019

Selected Project Experience

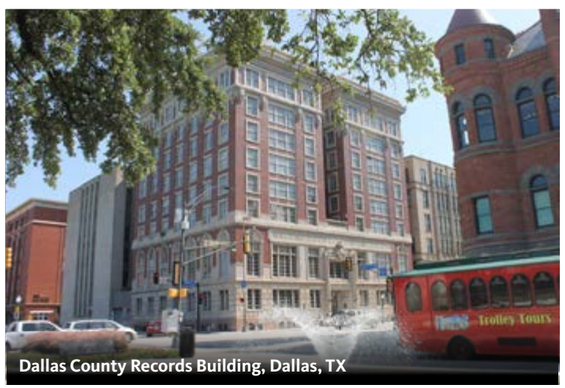
Upper Providence Township Library, Concept Design, Phoenixville, PA
City of Frisco, Frisco Public Library, Frisco, TX
City of Farmers Branch, Manske Library, Farmers Branch, TX
Dallas County Records Building, Dallas, TX
The Hall of State at Fair Park Restoration, Dallas, TX
City of Dallas, West Dallas Multipurpose Center, Dallas, TX
City of Dallas, Fretz Park Branch Library Renovation, Dallas, TX*
*Experience prior to Gensler



City of Frisco, Frisco Public Library, Frisco, TX

Farmers Branch Manske Library, City of Farmers Branch, TX

Upper Providence Township Library, Phoenixville, PA



Dallas County Records Building, Dallas, TX

Our team is local.

"I have lived 5 blocks from the Altadena Main Library for over 10 years. I have many fond memories with my son in the library when he was learning to read. I would be thrilled to work on this important project."

- Michael McDonald, Lead Architect, Gensler

"A mother, an avid reader and a heart for community service - what an amazing opportunity to tap into my passions & use my skill sets to provide a space for future generations to learn, grow and explore."

- Brianna Seabron, Project Manager, Gensler

"I live just 2 miles from the main branch in Altadena. My son and I enjoy cycling throughout Altadena while stopping into to the library to explore new books and enjoy some quiet time. We would be happy to elevate the technology offerings and "Library of Things" as a part of this unique project."

- Sunil Shah, logictcg

"The Altadena Library holds a lot of personal meaning for me and our Pasadena-based firm, EPTDESIGN (formerly Eriksson Peters and Thoms). Boyd Georgi was a friend of the firm and invited my dad, Robert Eriksson, and his partner, Owen Peters, to develop the original gardens for the library in 1967. It was always a special project for them and has remained a source of special pride for the roll the library plays as a cultural hub and the way the intertwined relationship between the library and gardens has stood well the test of time."

-Nord Eriksson, EPTDESIGN

"Since we moved to Pasadena and my oldest daughter born, my wife has maintained a weekly schedule of library 'story time' outings in Pasadena and Altadena. This past summer, I took some time off work and it coincided with the first scheduled story time at the Altadena Library since the pandemic shut down. When we announced to the girls we were going to story time again, they literally jumped for joy and rushed to get their shoes on. Arriving at the library, my 4-year-old and 6-year-old daughters managed to recount all the activities, crafts and fun they had at the library in years past. That morning, being at that library sparked a little more light in their eyes pushing away some the sadness brought on by the pandemic lock down. It would be an honor to work on a project with such an impactful purpose and role in our community. "

- Fernando Flores, Job Captain, Gensler

"I lived for 11 years just south of Woodbury in Pasadena where I frequently took walks up Santa Rosa past the Saul Bass house and on up to The Altadena Library. I loved the David Green pieces and the Saarinen and Eames furniture and the sunken area with the floating wood beams overhead in the main space. I always felt very much at home in that space having grown up in the era of the Library. I always knew I belonged north of Woodbury and when it came time to buy a house, my husband and I landed in The Meadows in NW Altadena. I don't get to The Library so much these days, but my daily commute has me passing by the Bob Lucas branch. The building is a gem and the old Bouquet Canyon Stone on the façade really makes it feel "of Altadena" . I appreciate the spirit of the newly planted native garden and enjoy seeing people out in it. A neighbor of mine tutors there so I know what a valuable asset it is to the community."

- Kara Bjornlie, EPTDESIGN

"I've lived in Altadena for three years and have come to appreciate the area's fine architecture. I would be honored to be part of the library project team and help ensure the long-term viability of these significant buildings."

- John LoCascio, HRG

The Ford Foundation, Center for Social Justice
New York, NY

A private, not-for-profit organization established in 1936, the Ford Foundation partnered with Gensler for a mission-driven redesign of its Manhattan headquarters that reopened in late 2018.

The holistic renovation transforms the Foundation's workplace and public spaces in a manifestation of its mission: to promote the inherent dignity of all people. A two-year renovation maintained and enhanced the building's original character while bringing it into alignment with New York City safety code, Landmarks Preservation Commission requirements, and beyond ADA code in order to increase accessibility throughout the building. The Foundation saw the renovation as an opportunity to create much more than a headquarters for itself, opening the building to tenants, doubling convening space for other not-for-profits to use, and adding a public art gallery.

Our team is diverse.

Our local team understands the diversity of the community of Altadena and we are committed to representing that diversity amongst the design team. Gensler is pro-active in identifying and developing relationships with diverse local businesses.

We have assembled a team of consultants who are certified by the City of Los Angeles for the Business Inclusion Program. Though not a requirement for this project, we believe team diversity is incredibly important as it provides a voice for all and allows for broader insight.

To the right is a list of consultants whom we have partnered with on many local projects and have certifications in the Business Inclusion Program. Collectively, we are committed to designing a space for the people for which this library will serve.

Historic Resource Group
Women Business Enterprise (WBE)

Logic TCG
Disabled Veteran Business Enterprise (DVBE)
Small Business Enterprise (SBE)

KPJ
Minority Business Enterprise (MBE)
Women Business Enterprise (WBE)
Disadvantaged Business Enterprise (DBE)
Small Business Enterprise (SBE)

Structural Focus
Small Business Enterprise (SBE)

EPTDESIGN

FIRM PROFILE

EPTDESIGN is a dynamic, award-winning, full-service landscape architecture firm with studios across Southern California.

Founded in 1962, we have completed projects for a diverse clientele in the corporate, institutional, public, commercial, housing, developer, private, and international arenas. The firm's size — large enough to accommodate projects of significant scale, but small enough to provide hands-on attention — affords us maximum flexibility in addressing design, management, staffing, and cost issues. We provide landscape architectural services from concept design through design development, construction documentation, construction administration, and maintenance guidelines.

Our approach to projects is both passionate and pragmatic, with a strong emphasis on research, creativity, and collaboration. Success is measured by the realization of our goals and the gratification of creating timeless environments that yield lasting rewards.

SERVICES TO BE PROVIDED BY EPTDESIGN:

- Landscape Design Concept
- Construction Documentation
- Construction Administration

PREVIOUS EXPERIENCE WITH GENSLER
7 years of experience with Gensler, highlights include:

- 444 South Flower
- Education First Pasadena
- Education First Costa Mesa
- STEM Chaffey High School

Nord Eriksson, ASLA

Principal

Now in his fourth decade of practice, Nord Eriksson, a Partner at EPTDESIGN, has distinguished himself through his deep interest in design. Nord gained his early exposure in the industry by his father, Bob, who co-founded the firm, and also worked on the original landscape of the Altadena Library. While stylistically wide-ranging, Nord's work is characterized by clarity, soulfulness, and a passion for making unique and enduring places.

Relevant Project Experience	Acres
Los Angeles Arboretum Entry Restoration, Arcadia, CA	1.3
Fuller Theological Seminary Hubbard Library, Pasadena, CA	1.0
Hameetman Center Caltech, Pasadena, CA	2.2
West Hollywood Library, West Hollywood, CA	2.2
The BLOC, Los Angeles, CA	3.5
Pasarroyo, Pasadena, CA	5.5
JPL Campus Center, Pasadena, CA	2.5
Googlel Backlot, Venice, CA	1.5

Kara Bjornlie

Associate

Kara Bjornlie brings to the project team her experience with project design from initial concept to documentation and final approval. Her design sensibilities and extensive knowledge of native, adapted, and introduced plant species have been an asset for a variety of project types. Kara, being a resident of Altadena, has a unique perspective on historical significance, art, and art direction and it is evidently expressed throughout her work.

Relevant Project Experience	Acres
Los Angeles Arboretum Entry Restoration, Arcadia, CA	1.3
Toll Hall Courtyards, Scripps College, Claremont, CA	1.2
Browning & Dorsey Hall Courtyards, Scripps College, Claremont, CA	1.2
6560 Sunset Blvd, Courtyards, Hollywood, CA	0.2
Riverside Main Library, Riverside, CA	2.0
Museum of Redlands, Redlands, CA	1.9
Ambassador Gardens, Pasadena, CA	3.5
Mirman School for Gifted Children, Los Angeles, CA	5.5

EPTDESIGN

FULLER THEOLOGICAL HUBBARD LIBRARY

Pasadena, CA

The expansion of Fuller's Hubbard Library reaches out to Pasadena passers-by and acts as a beacon in the night sky. EPTDESIGN worked with William McDonough + Partners and House & Robertson Architects on several campus projects for Fuller Theological Seminary. Sustainability is a primary goal for the library and the campus. Board-formed concrete walls speak to existing walls on campus and landscape materials reflect the warmth and texture of the campus's Craftsman era context.

Acres
2.5

Completed
2009

Services Provided
Landscape Design Concept
Construction Documentation
Construction Administration

LEED Certification
Silver

RIVERSIDE LIBRARY

Riverside, CA

Riverside's new three-story main library replaces a 1960s era building with a ground floor arcade space, community room, and an outdoor reading terrace and event space. Designed with local natural and cultural environments in mind, stone boulders emerge from the concrete floor of a park-like vignette on the 3rd-floor view terrace, bringing the mountain to the library.

Sq ft
40,000

Completed
2020

Services Provided
Landscape Design Concept
Construction Documentation
Construction Administration

HISTORIC RESOURCES GROUP

FIRM PROFILE

Established in 1989, Historic Resources Group is the leading firm devoted solely to historic preservation planning, historic architecture consulting, and development services for historic resources in California. HRG staff includes historic architects, architectural historians, historians and planners. HRG has over 30 years of experience providing architectural consulting and compliance consultations for both large- and small-scale development projects involving historic resources. These include adaptive reuse of historic buildings, federal rehabilitation tax credit projects, and advising clients during all phases of rehabilitation projects on compliance with the Secretary of the Interior's Standards and the California Historical Building Code (CHBC), and maintains an excellent working relationship with the State Office of Historic Preservation, as well as local planning departments and commissions.

SERVICES TO BE PROVIDED BY HISTORIC RESOURCES GROUP

- Histori Resource Consulting

PREVIOUS EXPERIENCE WITH GENSLER

11+ years of experience with Gensler, highlights include:

- Los Angeles World Airports, Multiple Projects
- Hollywood Walk of Fame
- Biltmore Hotel Windows Project, Los Angeles
- Rancho Los Amigos South Campus
- Rancho Los Amigos Mothballing Project

John Locascio, AIA

Historic Preservation Consultant/Historic Architect

John's areas of focus at HRG include historic architecture and technology, building conservation, historic structure reports and federal historic rehabilitation tax credit projects. He provides technical assistance for construction documents, advises on compliance with the Secretary of the Interior's Standards and the use of the State Historic Building Code, provides construction monitoring, and paint and materials sampling and analysis services.

Relevant Project Experience

Pasadena Central Library, Pasadena, CA Fire Alarm/Sprinkler System Installation Pasadena Central Library, Pasadena, CA, Seismic Retrofit Study
Kennedy High School Comprehensive Modernization, Granada Hills, CA
Lincoln High School Comprehensive Modernization, Los Angeles, CA
Grand Central Air Terminal Rehab & Adaptive Reuse, Glendale, CA

HISTORIC RESOURCES GROUP

GRAND CENTRAL AIR TERMINAL

Glendale, CA

25,000 sq ft

Completed 2015

Services Provided
Historic Preservation Consulting

LEED Certification
Silver +

Los Angeles' first municipal airport is a rare intact example of an early aviation development, production, and passenger facility. John provided historic architecture and construction monitoring services on the project, which included the removal of incompatible additions and alterations; abatement of asbestos-containing materials and lead paint; seismic retrofit including center core reinforcement of the building's unreinforced masonry walls; installation of new MEP, fire and life safety systems; construction of new interior partitions, stairs, and an elevator; repair of surviving historic features and decorative details including steel casement windows, cast stone, plaster, and tile; and reconstruction of missing features based on material evidence and photographic documentation.

PASADENA CENTRAL LIBRARY

Pasadena, CA

Completed 2021

Services Provided
Historic Preservation Consulting

HRG has assisted project teams with two recent life/safety projects at the 1927 National Register-listed Pasadena Central Library. In 2019, HRG provided historic preservation consulting services for a fire alarm and sprinkler upgrade, and in 2021 assisted consulting engineers with a seismic retrofit study. For both projects, HRG identified character-defining features, assessed potential impacts and worked with the project teams to review proposed work, suggest alternatives, and find appropriate solutions to protect the historic character of this beloved community treasure.

FIRM PROFILE

Structural Focus specializes in the preservation of historic structures and the design of complex buildings. Partnering with architects, Structural Focus embraces the collaborative process of design required for the thoughtful preservation of these remarkable structures.

Our expert understanding and appreciation of archaic construction materials, as well as our experience with the Historical Building Code and the Secretary of the Interior's Standards, make us uniquely qualified. Excellent design results from an ongoing, open, creative, and clear dialogue between the team and owner.

Since Structural Focus' 2001 inception, the firm has designed several million square feet of new structures and rehabilitated hundreds of existing buildings, including numerous historic projects, dozens of which are on the National Register of Historic Places.

SERVICES TO BE PROVIDED BY STRUCTURAL FOCUS:
- Structural Engineering

PREVIOUS EXPERIENCE WITH GENSLER
21 year of experience with Gensler, highlights include:
- Masonic Temple Renovations
- Amazon Studios at The Culver Studios
- Netflix Animation
- Burbank Tech Center (Avion)
- Google Venice Expansion
- Red Bull
- Sony Production Services Building
- Sony Morita Building

David Cocke, SE

Principal Structural Engineer

David Cocke is a recognized expert in building business resiliency and continuity related to disaster risks. With more than 40 years of industry experience, he believes that pre-planning and partnerships with cities can greatly reduce business interruption after an earthquake or other disaster. He founded Structural Focus in 2001 and has worked on numerous projects with Gensler over the last 20 years, including those featured here.

Relevant Project Experience

CBRE Masonic Temple Renovations –Historic renovation and adaptive reuse
Amazon Studios at The Culver Studios – 413,000 SF campus expansion
Burbank Tech Center (Avion) – 60-acre mixed-use campus with 11 buildings
Red Bull Headquarters – Seismic upgrade of 1970s one-story warehouse
Sony Production Services Building
Sony Morita Building – New eight-story office building
Google Venice Expansion
Netflix Animation

Marie Mohammed, SE

Structural Engineering Project Manager

Maria Mohammed is a licensed Structural Engineer in California who has extensive experience working on the design of new buildings and the retrofit/renovation of historic structures and existing buildings. She has worked on significant projects at Structural Focus, including 2130 Violet Street, Google Los Angeles Headquarters, and various Fivepoint Great Park Neighborhoods projects.

Relevant Project Experience

CBRE Masonic Temple – Historic renovation and adaptive reuse
Google Los Angeles Headquarters – Adaptive reuse of six buildings
Warner Bros. B48 VIP Tours Building – Seismic retrofit
John Anson Ford Amphitheater – Renovations of historic amphitheater
Chapman University Villa Park Orchard Packing House – Adaptive reuse
Saban Building – Historic facade renovation
Riverside Metropolitan Museum – Historic renovation and seismic retrofit
Baldwin Reid Adobe – Historic renovation
Salvation Army Rehabilitation Center, Santa Monica – Renovation

MASONIC TEMPLE RENOVATION

Glendale, CA

The 1928 steel-framed building once stood as the tallest building on Brand Boulevard; this historic landmark was the perfect site to bring Caruso Affiliated and CBRE's revolutionary state-of-the-art office concept to life. Structural Focus provided all structural engineering services for the historic renovation, seismic retrofit and tenant improvement changes for this project.

52,500 sq ft

Completed
2016

Services Provided
Structural Engineering

LEED
Silver

HOOPER COMMUNITY CENTER AT THE WEBB SCHOOLS

Claremont, CA

The stucco building with a terra-cotta tile roof is believed to have been constructed in the early 1930s. Structural Focus provided structural engineering services for the renovation and seismic retrofit of the Hooper Community Center located on The Webb Schools campus in Claremont.

6,620 sq ft

Completed 2020

Services Provided
Structural Engineering

tk1sc

FIRM PROFILE

We have been a part of shaping the West Coast building landscape Since 1979. Our experience spans more than 40 years with involvement in residential, mixed-use, office, retail, higher education, community colleges, K-12, and healthcare projects. Our staff is spread strategically across the West Coast. Nearly 250 Employees, including 31 licensed professional engineers and 207 technical and non-technical support staff, support our Irvine, Seattle, San Jose, Los Angeles, Riverside, and San Diego offices.

tk1sc understands that sustainable energy efficiency and environmental quality are whole-building issues. Our design team is aware of multi-discipline programming requirements and understand how critically important it is to our clients. Understanding the impact of all trades is key to the seamless integration of our systems into an environmentally responsible building design.

SERVICES TO BE PROVIDED:

- Mechanical Engineering
- Electrical Engineering
- Plumbing Engineering

PREVIOUS EXPERIENCE WITH GENSLER

Over 10 years of experience with Gensler, highlights include:

- LA Public Library, Watts Media Lab
- LA Public Library, Central Library Add-Ons
- LA Public Library, Pio Pico Digital Media Lab
- Biola University, Sutherland Audirorium Renovation
- The Arts Club, West Hollywood
- Mira Costa Student Services Building
- Jacobs Center for Neighborhood Innovation (JCNI)
- Rancho Los Amigos National Rehabilitation Center, Harriman Building Renovation
- OCPC Campus Project

Jesus Lucero, LEED AP BE+C, MIES

Project Manager

Jesus Lucero's responsibilities include being involved in all engineering decisions and is responsible for the day-to-day management of projects. Proficient in all aspects of electrical design combined with his involvement in a wide range of project types has resulted in a strong understanding of all aspects of electrical systems integration in building design.

Relevant Project Experience	Sq ft
LA Public Library Central Br Digital Med, Los Angeles, CA	2,200
The Mix Campus, Northridge, CA	467,000
Tishman Speyer Co-working, Beverly Hills, CA	35,000
University Research Park Tower, Irvine, CA	2,000,000
Hanley-Hardison Research Center, Los Angeles, CA	14,372
Pacifica - Irvine Spectrum Tower, Irvine, CA	325,000
Hermacare Expansion, Northridge, CA	35,000
Suite 100, 110, 150 Service, Tenant Improvements, Northridge, CA	54,732

Louise Belair, LEED AP, EDAC

Project Executive

Louise is a high-energy, hands-on collaborative leader with over 26 years of accomplishments in the industry. As the project executive, she works closely with the team providing guidance from planning through construction documentation. She has been involved in the design of complex projects requiring creative approaches to find innovative, code compliant and cost effective solutions.

Relevant Project Experience	Sq ft
LAUP Tenant Improvements at 515 South Figueroa, Los Angeles, CA	22,115
Harbor UCLA Tenant Improvements, Torrance, CA	14,000
City of Hope Administration Building, Duarte, CA	60,000
Vista Canyon Office Building, Santa Clarita, CA	60,000
Apple Store at the Tower Theater, Los Angeles, CA	20,000
Jumpman, Los Angeles, CA	32,500
Tishman Speyer Co-working, Beverly Hills, CA	35,000
Banc of California, Los Angeles, CA	20,000

tk1sc

QUARTZ HILL PUBLIC LIBRARY

Los Angeles, CA

This state-of-the-art library features a campus-like environment, with central public gathering spaces and outdoor learning courtyards. The facility includes adult, teen and children's reading areas, an early childhood/family area, programming space, a homework center, two group study rooms, a community meeting room with audio/visual system, and public rest rooms. Tk1sc provided mechanical, electrical, plumbing, and technology engineering services with lighting design by our boutique lighting design team, studioK1.

12,514 sq ft

Completed
2016

Services Provided
Mechanical, Electrical, Plumbing, and Technology Engineering as well as Lighting Design

LEED Certification
Gold

SAN JUAN CAPISTRANO LIBRARY RENOVATIONS

San Juan Capistrano, CA

The San Juan Capistrano library is sited on a small rise adjacent to the Mission church located near the Los Rios historic district. The 16,390 SF library consists of rooms, rather than spaces, weaving local history and the ways of the first Western inhabitants of California. The design is tied together by wood beams, decorative stencils, and surrounded by walls of stucco. Tk1sc provided mechanical and electrical engineering services.

16,390 sq ft

Completed
2020

Services Provided
Mechanical and Electrical Engineering

LEED Certification
N/A

FIRM PROFILE

Logic Technology Consulting Group (Logic TCG), is a certified small and disadvantaged business enterprise specializing in providing strategic IT program planning, technology management/support and IT project management services for high-visibility IT projects. We thrive on supporting organizations to make the most of their technology investments and systems in order to achieve their strategic goals, while containing long term operating and support costs.

The Principal of Logic TCG has more than 15 years of experience supporting information technology in public sector environments for countless agencies in excess of $10 billion across the State.

- Our diverse experience working with public agencies across the State allows us the unique advantage of implementing time tested technology solutions to meet the needs of the client
- Keen awareness of technology trends and needs in public sector environments
- Impeccable track record of technology implementations, regardless of size and complexity

SERVICES TO BE PROVIDED BY STRUCTURAL FOCUS:
- Technology Consulting

PREVIOUS EXPERIENCE WITH GENSLER
4 years of experience with Gensler, highlights include:
- Madrid Theater
- City of LA Dept of Civil & Human Rights

Yohan S. Ruparatne
Principal in Charge

A decisive and strategic leader with more than 20 years of experience delivering innovative technology solutions with a tenacious focus on organizational needs. Possesses a unique blend of sharp business acumen, communication and leadership skills. Yohan's broad base of experience includes working with government agencies, public agencies, privately held companies and non-profits alike.

Relevant Project Experience
Beverly Hills Unified School District
Phoenix Sky Harbor Airport
Los Angeles Community College District
San Diego Gas & Electric
San Diego Unified School District
NASA AMES Research Facility
Colton Joint Unified School District
West Contra Costa Unified School District

Sunil B. Shah, PMP, LEED AP
Project Executive

With over 15 years in the data & telecommunications design profession, Sunil has contributed to the success of numerous projects requiring the design of integrated standards-based technology infrastructure, facility cabling systems, wireless systems, and security systems. Sunil has provided design services within corporate, educational, and government projects.

Relevant Project Experience
East LA College – Helen Miller Bailey Library Renovation
Los Angeles City College – MLK Library
Los Angeles Harbor College – Library & Learning Resource Center
East LA College – Vincent Price Art Museum
Los Angeles City College – Da Vinci Hall Modernization

HORACE MANN ELEMENTARY SCHOOL (BHUSD)
Beverly Hills, CA

Logic TCG staff oversaw the coordination and installation of all low voltage and Audio/Video (AV) infrastructure throughout the district. Including the historic renovation of the Horace Mann Elementary School, initially built in 1929 the school included a two story, 30 room Spanish style school building. The renovation included complete structural retrofit of the 1929 poured-in-place concrete structures therefore qualifying for State seismic repair funding.

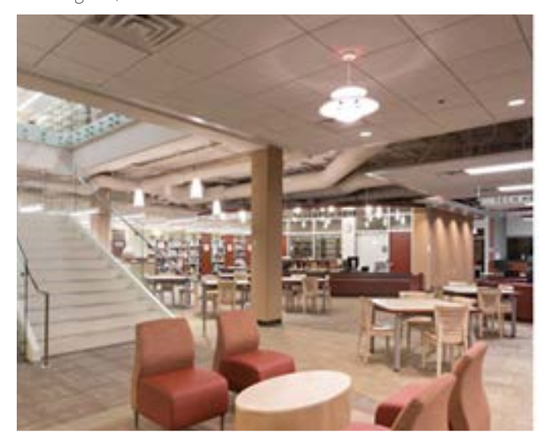
40,000 sq ft

Completed
2018

Services Provided
Technology Consulting & Technology Project Management

LEED Certification
N/A

HELEN MILLER BAILEY LIBRARY MODERNIZATION
Los Angeles, CA



The Helen Miller Bailey Library Expansion and Modernization project at East Los Angeles College was comprised of several changes to the 57, 241 SF library. The expansion included elements of concrete and structural steel as well as a new curtain wall system. On the technology side, our role was program oversight for the technology systems to support the students use of the library in the 21s century. This included collaborating with the design and construction teams to ensure all technology was adequately planned and implemented.

57,241 sq ft

Completed
2020

Services Provided
Technology Consulting

LEED Certification
N/A

KPJ Consulting

FIRM PROFILE

Founded in 2014, KPJ Consulting, an S Corporation is SBE/DBE/MBE/WBE certified. KPJ Consulting is especially skilled in providing accurate budgets at the early programming and conceptual phases of a project when that accuracy is critical to a project's ultimate success. KPJ Consulting achieves this with early advice during the design phase by creating functional solutions to meet budget expectations.

KPJ has firsthand experience to analyze and understand the design solutions researched by design teams and user groups. KPJ can forecast the "unforeseen" cost implications for each design solution. KPJ finally appraises the solutions are measured, evaluated, and presented in easy to comprehend format. KPJ understands the critical current market conditions in the project location is an essential factor in providing an accurate estimate. At the early design phase, KPJ obtains key quotes from vendors for uniquely specified items. When a current event impacts the construction industry, KPJ will often research the dynamics of that impact to determine the cost considerations for your project.

KPJ provided cost estimating services during the Master plan and conditional assessment phase for Altadena Main Library Bob Lucas Memorial Branch, Library & Literacy Center.

SERVICES TO BE PROVIDED BY KPJ CONSULTING:

- Cost Estimating

PREVIOUS EXPERIENCE WITH GENSLER

7 years of experience with Gensler, highlights include:

- Aurora Campus MLK Library Renovation, Aurora, Denver
- Madrid Historical Theater Renovation, Canoga Park, CA
- Civil and Human Rights Department Tenant Improvements, Suite #3A, #6, #15A, Los Angeles, CA
- Cal State University Bakersfield, Athletics Programs Masterplan, Bakersfield, CA
- Long Beach City College, Building MM - Construction Trades II, Long Beach, CA

Jacqueline Chan

Senior Cost Estimator

Relevant Project Experience	Sq ft
Altadena Main Library, Master plan, Altadena, CA	
Bob Lucas Memorial Branch, Library & Literacy Center, Altadena, CA	
CSU Fresno, Library Addition and Renovation, Fresno, CA	
Ontario Museum of Art and History Tier 1 Assessment Report, Ontario, CA	
UCLA, Young Research Library, Los Angeles, CA	
UCLA Clark Library, Los Angeles, CA	
Santa Ana Library, Exterior Window Repairs versus Replacement, Santa Ana, CA	

City of LA, Civil + Human Rights and Equity Department, Los Angeles, CA

Julia Ideson Library,Houston, TX

III.

Project Approach

Project Understanding

We have assembled a team that is very familiar with both buildings, sites and local context. Based on the information provided in the RFP, we fully understand the services necessary for the scope of work at the Bob Lucas Memorial Branch Library (1,600 sf) and the Altadena Main Library (22,000 sf).

We recognize the need for design and technical excellence for this important project and will be responsible for the design and delivery of documents for various milestones required by the Altadena Library District (ALD) and the Los Angeles County Public Works Department of Building and Safety. Furthermore, we will ensure that various building systems are properly designed and coordinated across all disciplines and that the project meets all local life safety codes, while at the same time coordinating cost estimates and project scheduling to ensure an on-time, on budget delivery. Lastly, we will work closely with the ALD, the District's Capitol Projects Manager and the Contractor during the construction phase.
We are committed to providing consistent quality throughout every discipline we practice and on every project we deliver. To ensure completion of the scope of services, Gensler's quality control and quality assurance system incorporates standardized management and documentation practices to set and monitor clear strategies, goals, and objectives that are communicated and assigned for action within the firm.

DESIGN AND DOCUMENTATION
Complete, accurate and fully coordinated documents are essential for budgeting, comparable tabulations and seamless construction. Gensler's services are based on understanding an efficient project production system, including planning, design, documentation and construction.

PLANNING + RESEARCH
Since architectural problem solving is progressive, and constantly builds upon previously established decisions and information, the accuracy of initial research is crucial to successful project development. Gensler will thoroughly define and document all project parameters before beginning the design process. These tasks include:

1. Comprehensive discussion and documentation of program requirements and operating procedures
2. Identification of all code requirements
3. Identification of all technical parameters
4. Survey of existing physical conditions and review of existing reports and evaluations

As in all phases of the work, this process is multi-disciplined, for which consultants provide research within their areas of expertise. This information is shared at meetings that include the ALD, Gensler, consultants and appropriate user representation. Gensler, will synthesize this information and organize it into well-documented meeting minutes and reports.

DESIGN PROCESS

CONCEPTUAL/SCHEMATIC DESIGN
During this phase we will engage in a series of meetings with the ALD and various stakeholders followed by an initial Schematic Design/Scope Validation work session. Based on input from these meetings, we will prepare Schematic Design documents which will include an exploration of ideas, materials, as well as, structural, MEP and landscape approaches appropriate for both projects. Upon acceptance of the schematic design milestone, we will include all programmatic, architectural and building system requirements with the appropriate level of detail based on the development of the renovations. The design will be tested for programmatic conformance, and task specific cost estimates are prepared. The final Schematic Design package will be presented to the ALD Board of Trustees. The deliverables are listed on the Preliminary Design Project Workplan and Schedule.

Thornton Tomasetti, San Francisco, CA

DESIGN DEVELOPMENT
We will prepare a complete and detailed physical description of the building through BIM and drawings to refine spatial relationships, lighting strategies, seismic retrofitting, MEP implementation and other detailed investigations. A series of presentations will be made during this phase to confirm the requirements of the program and ALD standards. Prior to completion, a task specific cost estimate (90% completion) will be prepared and modifications will be made as necessary to maintain the project budget. Upon the satisfaction of these requirements, the project will be ready to enter the construction document phase.

TECHNICAL DEVELOPMENT
The cost and performance parameters for the project are established in discussions with the ALD and the District's Capitol Projects Manager to determine appropriate maintenance and operational goals. Based upon these parameters, materials and systems are selected for presentation. Gensler will then generate and refine details accordingly.

TECHNICAL DETAILS
Technical details are developed in recognition of the prevailing construction ability and standards. In situations in which such details involve a higher degree of complexity or specially manufactured components, they are developed in consultation with the artisans and manufacturers who provide them. Appropriate mockup and testing procedures are specified to ensure the intended results. Gensler has an exacting technical development standard and we are known for our experience in the development of technically innovative details and systems.

SPECIFICATIONS
Specifications will be prepared in close collaboration between Gensler and the ALD. A specification file based upon CSI format will contain the results of all technical research. All appropriate ALD and contracting requirements are coordinated within the general conditions, supplementary conditions and technical specifications.

Gensler will implement a focused, rigorous and detail oriented approach that complies with all applicable ALD requirements. We recognize that the ALD and the District's Capitol Project Management staff has spent a lot of time and effort compiling reports and evaluations for the existing buildings. We further recognize, the importance that the design process and deliverables for the Bob Lucas Memorial Branch Library and Altadena Main Library comply with these standards and recommendations long after the project has been completed. On the pages that follow, we have compiled a task specific work plan based on the RFP requirements. Once awarded, we will refine this work plan into a work breakdown structure and schedule that we will use to monitor design progress to ensure design completion by the end of April, 2024.

Project Approach

Preliminary Design Project Workplan and Schedule

CONCEPTUAL/ SCHEMATIC DESIGN

ACTIVITIES

- As-built measurements of the existing buildings
- Review existing reports
- Three (3) community meetings
- Meet with ALD staff and other stakeholders
- Scope validation work session
- Incorporate comments
- Present to the Board of Trustees

DELIVERABLES

- Space plan
- ADA analysis
- Architectural drawings
- Material boards
- Preliminary landscapeand parking plans
- Three (3) renderings
- Cost estimate

3.5 MONTHS

JANUARY 3, 2022

DESIGN DEVELOPMENT

ACTIVITIES

- Responses to comments from prior phase
- Provide recommendations for FF&E
- Prepare outline specifications
- Conduct meetings per RFP
- Preliminary meetings with local jurisdictions

DELIVERABLES

- Architectural and consultant drawings*
- Outline specifications
- Cost estimate

2.5 MONTHS

*65% and 90% completion

CONSTRUCTION DOCUMENTS

ACTIVITIES

- Prepare plans and specifications based on DD approval by ALD
- Prepare structural, mechanical, electrical and energy calculations

DELIVERABLES

- CD drawings and specifications
- Cost estimate at 90%

4 MONTHS

PLAN REVIEW AND PERMITS

ACTIVITIES

- Responses to comments from prior phase
- Submit stamped plans and calculations for approval
- Respond to plan check comments

DELIVERABLES

- Obtain necessary regulatory approvals

4 MONTHS

BIDDING

ACTIVITIES

- Prepare bid documents
- Pre-bid meeting
- Addenda and responses to bid questions
- Attend bid opening
- Assist with bid analysis
- Assist with recommendation for successful bidder
- Other required bid support services

DELIVERABLES

- Selected bidder

1 MONTH

CONSTRUCTION ADMINISTRATION

ACTIVITIES

- Attend progress construction meetings
- Review construction submittals and substitution requests
- RFI responses
- Issue sketches and drawing modifications as required
- Issue Design Directed Changes as required
- Attend site visits to clarify design issues in the field
- Provide structural observations as required
- Coordinate with regulatory agencies as required
- Log lessons learned and participate in workshop at end of project

DELIVERABLES

- Record drawings
- 11 month warranty walk
- Successfully built project

12 MONTHS

COMMISSIONING

IF REQUIRED

ACTIVITIES

- Provide assistance to the ALD and commissioning agent
- Answer questions that may arise during the design and construction phases
- Participate in peer review if required

DELIVERABLES

- A commissioned building

CONCURRENT

APRIL 2024

Project Controls

Our project team has direct experience working in the roles prescribed for your project, and they have a record of on-time, on budget delivery. This commitment of resources and talent reflects our position—that the Altadena Library District will receive priority attention from the Gensler team for the duration of this project.

ON TIME DELIVERY
Developing the project schedule is a collaborative effort. We have an excellent track record in schedule control, which we maintain by keeping timing issues at the forefront of the design process, resolving key issues at the appropriate times, keeping changes to a minimum, and predicting where changes are likely to occur.

The schedule established at the beginning of the project is confirmed and updated at regular meetings. We establish procedures for approving each phase, including a clear understanding of what each approval means in terms of the next step on the project.

BUDGET CONTROLS
Our extensive experience with government building design and renovation has given us insight to share with the Altadena Library District.

These include understanding the current availability of qualified contractors and sub-contractors that drive the projects construction schedule and budgets. Having experienced cost consultants on the team, we will balance these market conditions in the estimates provided at each key project milestone. Providing essential project criteria allows the Altadena Library District to make informed project decisions each step of the way.

Our team will coordinate estimates at phased milestones to pro-actively estimate project cost. These estimates will allow for quick feedback on in-process design options. We maintain strict budget adherence by allowing multiple cost decision opportunities during pre-construction and reconciling project cost at each phase with the contractor.

QUALITY CONTROL
Gensler has carefully developed and documented a Quality Assurance (QA) program so that all of our projects conform to the highest standards of excellence, efficiency, reliability, safety, and cost effectiveness. Our QA program describes methods for developing, preparing, coordinating, checking, verifying, reviewing, approving, issuing, revising and filing design, construction, procurement, and other project documents.

Harold Washington Library, Chicago, IL

OFFICE TECHNOLOGY
The Gensler team uses REVIT as a drawing tool, a 3-D Building Informational Modeling, BIM, software for documentation. We frequently provide the model to the contractor to expedite construction.

DIGITAL SOLUTIONS FOR YOUR PROJECT

- **Secure Virtual Private Network** for optimized access of our data on Gensler premises
- **Autodesk BIM 360 Cloud Services** for real-time project collaboration
- **Autodesk BIM 360 Design** for real-time Revit modeling and co-creation
- **Private High-Compute Visualization Infrastructure** for virtual desktop applications
- **Data Optimization / Migration** for high availability and redundancy across the globe
- **User-Based Video Conferencing** for face-to-face engagement with project teams
- **Microsoft Teams / Microsoft Cloud** for virtual community creation and collaboration
- **Blue Beam Technology** for design/drawing reviews and electronic sealing
- **Controlled Unclassified Information** project access

BHP, 1500 Post Oak,Houston, TX

IV.

Terminations & Legal Proceedings

City of Hope Administration Building, Duarte, CA

Legal Responses

LITIGATION HISTORY

Gensler has no disciplinary actions or administrative proceedings in the past 5 years. Gensler performed literally tens of thousands of jobs throughout the United States and abroad, and we are very proud of our record and ability to resolve disputes quickly and amicably. Over the past five years, Gensler has been involved in a few cases as a defendant. None of these cases has had a material impact on Gensler's financial standing, and current pending litigation is being covered by insurance and will not have a material impact on Gensler's financial standing.

Etsy, Brooklyn Headquarters, New York, NY

V. COST

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SUMMARY

ARCHITECTURAL SERVICES FEE (INCLUSIVE OF ALL SUB-CONSULTANTS)		
PROJECT 1:	BOB LUCAS MEMORIAL BRANCH RENOVATION FEE	$ 313,792
PROJECT 2:	ALTADENA MAIN LIBRARY RENOVATION	$ 1,415,066
		$ 1,728,858
REIMBURSABLE FEE (INCLUSIVE OF ALL SUB-CONSULTANTS)		
PROJECT 1:	BOB LUCAS MEMORIAL BRANCH RENOVATION FEE	$ 7,175
PROJECT 2:	ALTADENA MAIN LIBRARY RENOVATION	$ 30,500
		$ 37,675
	GRAND TOTAL	**$ 1,766,533**

BREAKDOWN

BOB LUCAS MEMORIAL BRANCH RENOVATION & ALTADENA MAIN LIBRARY RENOVATION FEES

SERVICES DESCRIPTION	FIRM	CONCEPT & SCHEMATIC	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	PLAN REVIEW & PERMIT	BIDDING	CONSTRUCTION ADMINISTRATION	COMMX	TOTAL FEE	REIMBURS	GRAND TOTAL
Prime (architect)	Gensler	$ 248,700	$ 186,480	$ 273,700	$ 22,950	$ 26,320	$ 136,850	$ -	**$ 895,000**	$ 22,375	**$ 917,375**
Consultant Coordination	Gensler	$ 5,834	$ 7,035	$ 11,516	$ 3,217	$ 2,417	$ 8,732		**$ 38,749**		**$ 38,749**
Civil	JMC2	$ -	$ -	$ 39,150	$ 3,360	$ 3,360	$ 19,020		**$ 64,890**	$ 700	**$ 65,590**
Landscape	EPT	$ 27,200	$ 28,700	$ 51,650	$ 4,500	$ 2,500	$ 21,600	$ 3,500	**$ 139,650**	$ 4,000	**$ 143,650**
Historical Preservation	HRG	$ 16,250	$ 4,400	$ 2,400	$ 1,600	$ 400	$ 4,600		**$ 29,650**	$ 600	**$ 30,250**
Structural Engineering	Structural Focus	$ 18,310	$ 23,580	$ 48,170	$ 9,300	$ 9,300	$ 27,410		**$ 136,070**	$ 10,000	**$ 146,070**
Electrical	tk1sc	$ 6,100	$ 12,200	$ 9,150	$ 9,150	$ 6,100	$ 18,300		**$ 61,000**	$ -	**$ 61,000**
Fire Protection	tk1sc	$ 5,300	$ 10,600	$ 7,950	$ 7,950	$ 5,300	$ 8,550	$ -	**$ 45,650**		
Fire Alarm	tk1sc	$ 3,400	$ 6,800	$ 5,100	$ 5,100	$ 3,400	$ 10,200	$ -	**$ 34,000**		
Lighting	tk1sc	$ 1,000	$ 2,000	$ 1,500	$ 1,500	$ 1,000	$ 3,000		**$ 10,000**	$ -	**$ 10,000**
Mechanical	tk1sc	$ 6,400	$ 12,800	$ 9,600	$ 9,600	$ 6,400	$ 19,200		**$ 64,000**	$ -	**$ 64,000**
Plumbing	tk1sc	$ 5,500	$ 11,000	$ 8,250	$ 8,250	$ 5,500	$ 16,500		**$ 55,000**	$ -	**$ 55,000**
Low Voltage	Logic	$ 16,800	$ 21,000	$ 38,500	$ 4,025	$ 5,075	$ 26,250	$ 16,625	**$ 128,275**		**$ 128,275**
Cost Estimating	KPJ	$ 10,414	$ 7,620	$ 8,890	$ -	$ -	$ -		**$ 26,924**		**$ 26,924**
		$ 371,208	**$ 334,215**	**$ 515,526**	**$90,502**	**$77,072**	**$ 320,212**	**$20,125**	**$1,728,858**	**$ 37,675**	**$ 1,766,533**
									$1,728,858	**LABOR TOTAL**	
									$ 37,675	**REIMBURSABLES**	
									$1,766,533	**GRAND TOTAL**	

REIMBURSABLE EXPENSES
Reimbursable items include models, renderings, photography, printing, reproduction, reproducibles, long distance telephone calls, delivery and messenger services, permit fees, sales taxes, travel, travel time, and CAD plots and translations.

ADDITIONAL SERVICES & HOURLY RATES
For any services that Gensler may provide outside of the basic scope of services, Gensler will be compensated on an hourly billing rate basis. Please note that rates for specific individuals are subject to change annually based upon Gensler's standard salary review practices.

BILLING RATES EFFECTIVE JULY 2021

Principal	$225-450
Lead Architect	$150-275
Project Manager	$150-325
Job Captain	$130-225
Specialist	$150-275

* Consultant team hourly rates available upon request

500 S. Figueroa Street
Los Angeles CA 90071
USA
Tel 213. 327. 3600
Fax 213. 327. 3601

Gensler

OCTOBER 29, 2021

STATEMENT OF PROPOSAL FOR

ALTADENA LIBRARY DISTRICT RENOVATIONS

ARCHITECTURAL/ENGINEERING SERVICES

NAC

NAC

October 29, 2021

Jennifer Pearson, Program Manager
Rachlin Partners Capital Projects Management
jpearson@rachlinpartners.com
Phone Number: 310-204-3400

RE: ARCHITECTURAL DESIGN SERVICES FOR ALTADENA LIBRARY DISTRICT - RENOVATION OF THE BOB LUCAS MEMORIAL BRANCH AND ALTADENA MAIN LIBRARY

Dear Ms. Pearson and Members of the Selection Committee:

For I dipped into the future, far as human eye could see, Saw the Vision of the world, and all the wonder that would be.

- Alfred Lord Tennyson

Sometime last year, I was reminded of this quote. In the midst of the pandemic, I was thinking about what we know and what we don't know. Everything was changing. As designers, we were seeing a profound shift in how we rely on physical space in the practice of everyday life. What's next was a common question.

Tennyson re-framed the unknown, which was as far in the future as the human eye could see, as a subject of wonder. It reminded me of our greatest asset as a species: curiosity. With a sense of curiosity and wonder, we open our minds to what's on the horizon. We bring what we know, but we are open to the things we don't know.

The Altadena Library District is undertaking this project at a perfect time. The pandemic has given us the opportunity to ask some deep questions about the future of libraries. At the moment, it seems that no question should be off the table. Our stakeholders are likely open to thinking about the role of the library in the community. Now, we look to join you in an inquiry about these two buildings and their ability to support the library's mission. This is a journey that will conclude with a new set of facilities benefiting the intellectual and learning aspirations of the community.

To this journey, we bring some particular experiences. We are experts in understanding learning and space to support growth. As a firm committed to innovation in spaces for education and community for 50 years, we have invested in processes that lead to facilities that inspire. Coupled with our experience in this community, we are uniquely prepared to take on this assignment. Let's start the journey.

We have assembled an incredible team and started thinking about how to approach the project with you. Our next step is to engage in conversation and planning.

Within this proposal, you will find relevant experience, including the recently renovated mid-century library in Downey, the innovation of a satellite branch library at the Adams Square Library, or the crafting of a broad vision for the Glendale Central Library, which was recently realized.

> 837 N Spring Street,
Third Floor, Los Angeles, CA 90012
323.475.8075 nacarchitecture.com
Los Angeles Columbus Seattle Spokane

You will also find that community engagement is a foundational part of our process. Our work exists as a manifestation of an inclusive process that values the expertise of every participant.

Yours is an exciting project. There is much to consider. All the wonder that would be is available to us. Let's invent the next generations of libraries together.

If you have any questions about this proposal, I am happy to discuss it. Please feel free to reach out on my cell phone, (213) 840-2326, if you need further information. We look forward to taking the next step in your process.

Sincerely,

Michael Pinto, AIA
Design Principal
NAC

Helena Jubany, FAIA, LEED AP, CASp
Principal-in-Charge
NAC

STATEMENTS
NAC is submitting with the intent to perform the services as defined in the RFP. We confirm that all elements of the RFP have been reviewed and understood. NAC is willing to enter into a contract under the terms and conditions prescribed by the Altadena Library District Design Services Agreement.
We take no exceptions to the RFP. Helena Jubany and Michael Pinto are Principals at NAC and have the power to bind us contractually. Additionally, we acknowledge that we received Addendum 1 on 10/22/2021.

> 837 N Spring Street,
Third Floor, Los Angeles, CA 90012
323.475.8075 nacarchitecture.com
Los Angeles Columbus Seattle Spokane

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I EXPERIENCE

Dick Scobee School Library

1. Mailing Address:
NAC
837 N Spring Street,
Third Floor, Los Angeles, CA 90012
Phone: (323) 475-8075
Authorized Representatives:
Helena Jubany, FAIA, LEED AP, CASp
Email: hjubany@nacarchitecture.com
Michael Pinto, AIA
Email: mpinto@nacarchitecture.com

2. Years of Experience:
Founded in 1960, NAC has been working in Southern California since 1989 (32 years).

3. Proposer's References:
Please see our references listed after each project description.

SECTION I

EXPERIENCE

Civic pride and engagement are a priority for our public projects. Your libraries should be inviting and inspiring spaces with adaptive resources for the ever changing needs of the children, families, and community of the City of Altadena.

NAC LIBRARY EXPERIENCE

- City of Downey Library, Renovation
- Library Connection @ Adams Square, City of Glendale
- Central Library Vision Plan, City of Glendale
- Public Library + Public Safety Building City of Hawaiian Gardens
- Belvedere School Library
- Wonderful College Prep Academy Library
- Browning High School Library
- Playa Vista Children's Library
- Lycee International de Los Angeles Library
- Julian Nava Learning Academy Library
- Robert Viramontes Library
- La Cañada Joint-Use Library
- Duarte High School Library
- John Glenn High School Library, Modernization
- Holland Library Renovation/Addition, Washington State University
- Spokane Main Library, Modernization
- Harriet Cheney Cowles Library Addition and Renovation, Whitworth University Library
- JF Kennedy Library Improvements, Eastern Washington University
- Shadle Library, City of Spokane
- Library Renovation, Adam Sate University
- Dick Scobee Children's Library
- Dessie Evans Children's Library
- East Helena High School Library
- Enumclaw High School Library
- Central Children's Library
- Mt Si High School Library
- Black Diamond Children's Library
- Tillicum School Library
- Bennett Children's Library
- Vera Risdon School Library
- Hazel Wolf Children's Library
- Carl Sanburg Children's Library
- Salk School Library
- Selah School Library
- Cherry Crest Children's Library
- West Valley High School Library
- Lake Stevens Children's Library

Downey City Library

City of Downey
Downey, California

The design intent was to transform the existing library into a 21st Century public learning environment, equipped with new programming and resources to meet the aspirations of the librarians and the community.

Historically, the role of the library has been a repository of books and a source of free knowledge. As technology expands the availability of information, public libraries are evolving to be a new type of civic space where access to learning can happen in a multitude of ways.

How can the architecture enhance access to time-honored resources while facilitating new programming that is interactive and in a social setting?

What are the design techniques that allow the existing building to meet the community's evolving needs?

The Downey Library renovation uses color, graphics, and agile infrastructure to grow the programmatic offerings while still maintaining its vital role as a public space in the community.

REDEFINED CIVIC SPACE

Located within Downey City's Civic Center and across from the high school, the library is a hub in the community. It continues to focus on being responsive by regularly asking the community which resources and programs are needed at the library.

A PLACE OF DISCOVERY

The new entry and canopy signal to the community that their former library has been transformed and is ready to welcome them through the front doors. Glancing up at the signage provides a clue of what awaits the visitor once they enter.

COLOR HAS PURPOSE

Color communicates enthusiasm for community history and culture. It also creates a unique identity for each area of the building. A continuous soffit connects the areas and striped rubber flooring shifts colors as the visitor approaches a new area.

Before

SPACE FOR THE CURIOUS MIND

From the cocoon-like feel of a tall booth to the soft seating in an open area, the visitor chooses the type of space that feels comfortable to them. A computer lab and study rooms provide enclosed spaces for private tutoring and studying with peers.

INCLUSIVITY

The architecture supports and encourages the diverse ways in which people learn. Off the main open areas are smaller spaces with lowered ceilings and specialty lighting to provide an intimate setting for the quiet learner.

CULTIVATING THE SOCIAL LEARNER.

A space that supports individual learning in the morning transforms to group studying once the high school students walk over in the afternoon. Movable glass walls, mobile shelves, and flexible furniture allow for a range of programming within the same area.

FLEXIBLE FLOOR PLAN

By devoting ample floor area to the expanding, flexible, and interactive spaces of the library, the existing building can provide a range of programming within the same overall square footage. Smaller spaces are created by the use of reconfigurable circular shelving.

YEAR COMPLETED
2021

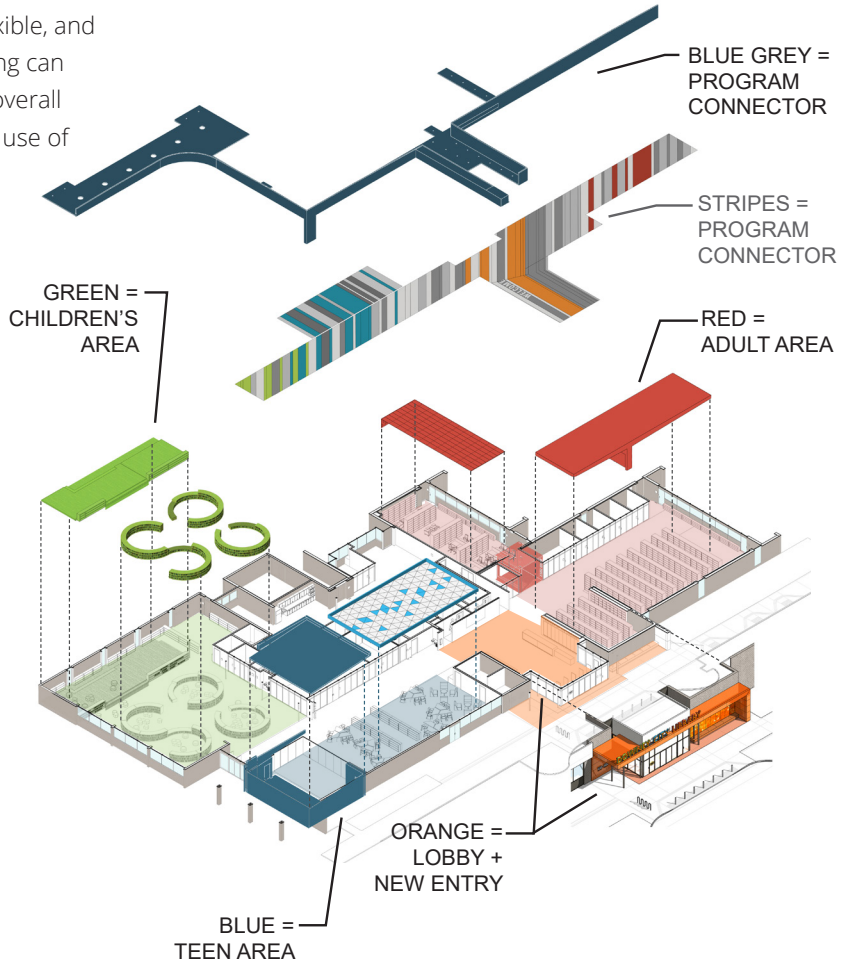
SERVICES
Full Architectural + Engineering Services, Interior Design and Graphics (Environmental and Signage)

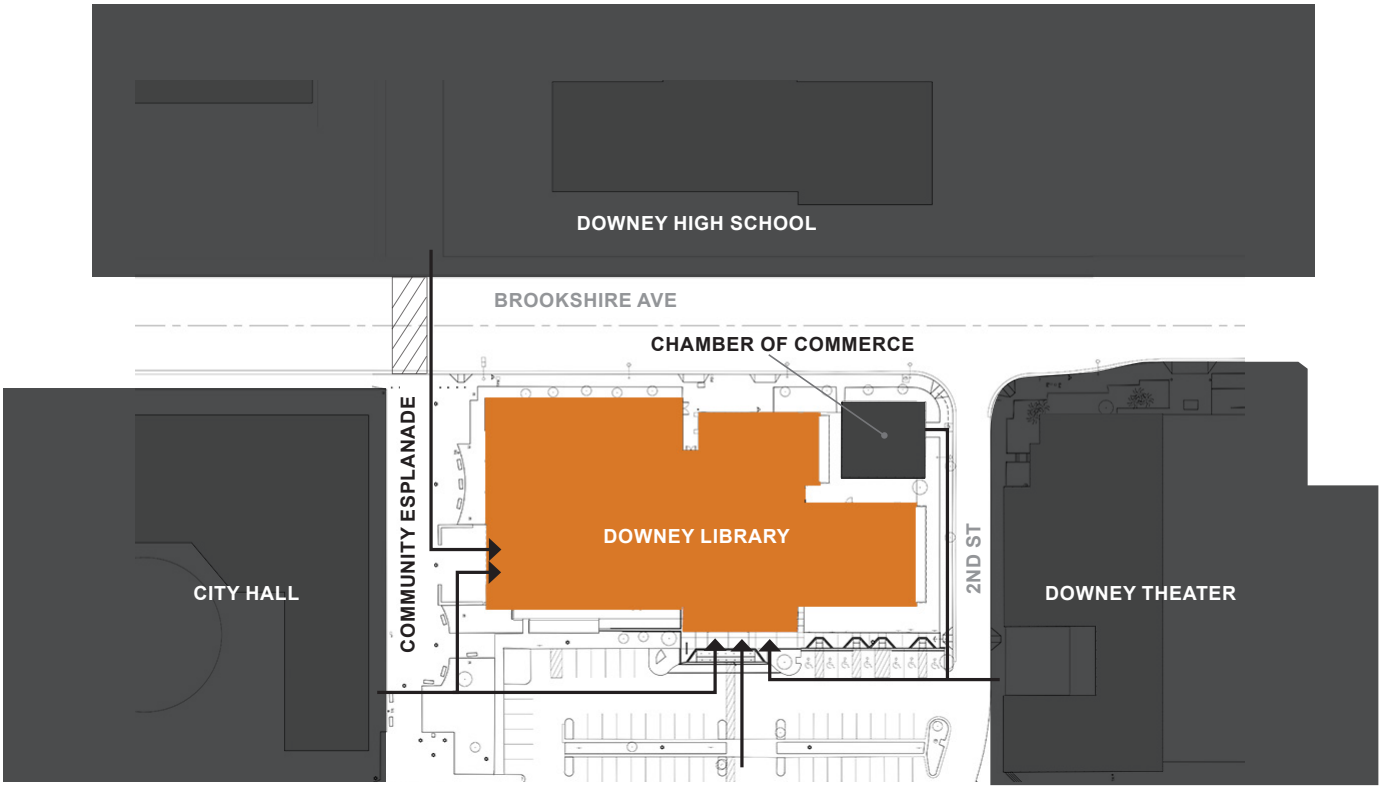
CONSTRUCTION COST
$5,500,000

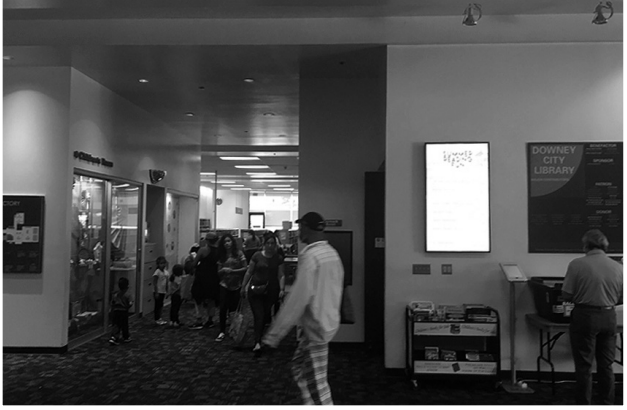
CLIENT AGENCY
City of Downey

REFERENCE
John Oskoui
Assistant City Manager
City of Downey
11111 Brookshire Ave,
Downey, CA 900241
joskoui@downeyca.org
(562) 904-7284

CONTRACTOR
Telacu






DOWNEY CITY LIBRARY

Before

THE PLAZA
STUDY ROOMS
THE STACKS
FRIENDS OF THE LIBRARY
FRIENDS OF THE LIBRARY
THE DEN

THE DEN

Library Connection at Adams Square

City of Glendale
Glendale, California

Glendale's Adam Square library branch is challenged by a lack of open space and unusual dimensions. The Library Connection @ Adams Square occupies a roughly 2,000 square foot space in a reused former open-air market. The semi-circular space is almost completely surrounded by windows that claim the space most suitable for necessary shelving. The semi-transparent system of shelving was custom-developed for this project from laser-cut acrylic and occupies the windows as a dual-sided display of books, magazines, and materials to the interior and exterior.

The project realizes an evolving paradigm for libraries, changing from stack-centered and spatially intensive to resource-driven, time-based, and community-oriented. At the same time the project emphasizes functionality, innovation and cost-efficiency. The satellite location was designed to accommodate today's library patrons while positioning it to become a central location and rich resource for Glendale's Adams Square community.

The project proposes a new model of public library wherein community interface becomes the dominant agenda. Programmatically, the Glendale Public Library proposed a library wherein the collection was entirely flexible, drawing from the Central Library, content that was needed or wanted by the community. The design amplifies the fluid relationship between an institution and its stakeholders through material transparency.

YEAR COMPLETED
2008

SERVICES
Full Architectural + Engineering Services, Interior Design and Graphics (Environmental and Signage)

CONSTRUCTION COST
$610,000

CLIENT AGENCY
City of Glendale

REFERENCE
Cindy Cleary
Former Director of Library Arts, and Culture
City of Glendale
222 East Harvard Street
Glendale, CA 91205
johnwillcyn@aol.com
(626) 260-4382

CONTRACTOR
Electro Construction Corporation

Selected Honor Award, Interiors
AIA Pasadena and Foothill Chapter
2008

Glendale Central Library Vision Plan

City of Glendale
Glendale, California

The primary objective of the Glendale Central Library Vision Plan was to assess the relationships of the existing library and the surrounding urban area. With major shifts happening throughout Downtown Glendale, a number of potential and planned developments will impact the library in the near future.

What resulted from several diagrams, schemes, way-finding techniques, and spatial planning is a dynamic new Vision Plan that relates to the existing conditions, yet adapts to new uses and access routes. The traditional quality of the library is a homogeneous one - with silence, solitude, and austerity as its key characteristics. **The Glendale Central Library's Vision Plan proposes a heterogeneous hub that allows for a range of activities to coexist and blend productively. The library is no longer simply a place of books and quiet, but a place of connection, exchange, that only succeeds if it contributes to both the development of people and the city.**

YEAR COMPLETED
2010

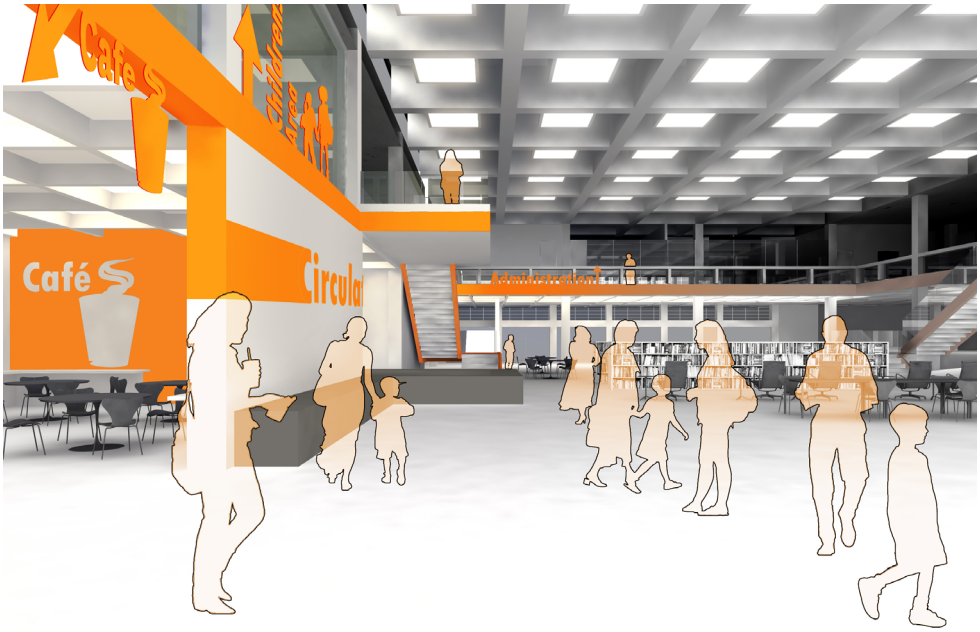
SERVICES
Planning Services including analysis of Architectural + Engineering Services, Interior Design and Graphics (Environmental and Signage)

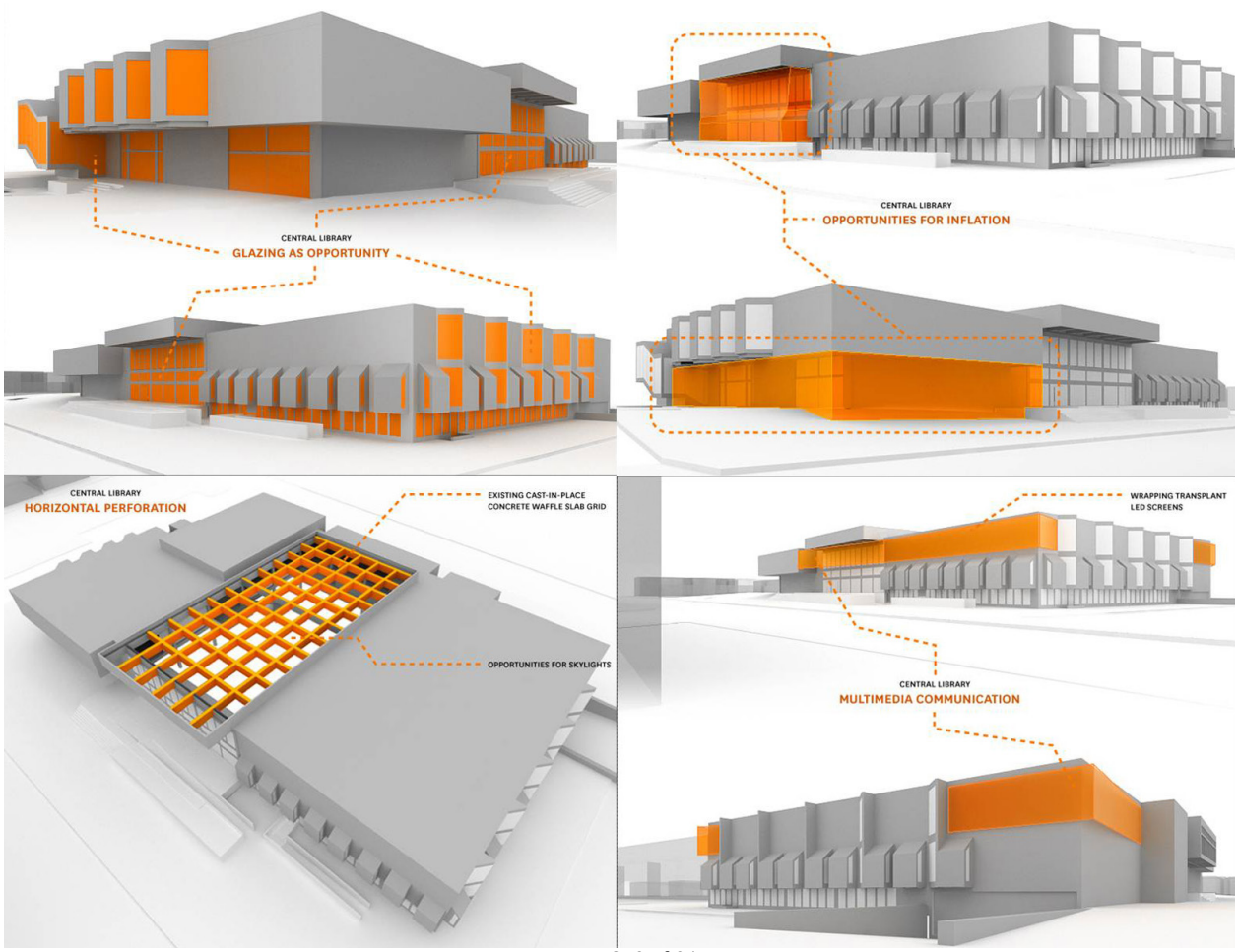
CONSTRUCTION COST
$12,000,000 project

CLIENT AGENCY
City of Glendale

REFERENCE
Cindy Cleary
Former Director of Library Arts, and Culture
City of Glendale
222 East Harvard Street
Glendale, CA 91205
johnwillcyn@aol.com
(626) 260-4382

CONTRACTOR
N/A


Café


CENTRAL LIBRARY
GLAZING AS OPPORTUNITY
CENTRAL LIBRARY
OPPORTUNITIES FOR INFLATION
CENTRAL LIBRARY
HORIZONTAL PERFORATION
EXISTING CAST-IN-PLACE
CONCRETE WAFFLE SLAB GRID
OPPORTUNITIES FOR SKYLIGHTS
WRAPPING TRANSPLANT
LED SCREENS
CENTRAL LIBRARY
MULTIMEDIA COMMUNICATION

Miraloma Park + Family Resources Center

City of Anaheim
Anaheim, California

The Miraloma Family Resource Center and Park was conceived to provide a healthy and enduring neighborhood amenity for an under-served community. NAC first led a **community design process** that resulted in a $3.6 million Urban Greening Grant. Subsequently, we then developed the project, including rehabilitation of an existing industrial building and 2 acres of land for park space.

The community design process invigorated the neighborhood and invested stakeholders in the project. Participants directed the design team's understanding of the project and contributed to a dialogue for a design response. The resulting building accommodates numerous activities, which required the creative adaption of an existing light industrial structure. **Much of the core and shell were maintained. A new entry addition was the main feature to reinvent the building to house multi-purpose community space, a teen center, classroom, public restrooms, and administrative areas.** The new design brings abundant natural light into the formerly dreary structure with new glazed entry, new windows, and carefully situated skylights.

The site design reclaims land separated from the City of Anaheim by the 91 and 57 freeway constructions. The steep embankments divide a pedestrian community from various services, including schools and groceries. The design process discovered residents hiking up the incline to connect to these resources and made a loop trail that provides an accessible route and a fitness trail around the site. **Additional features include a tot lot, skateboard park, splash pad, outdoor garden, and recreational lawn.**

The LEED Silver project goes beyond the essential criteria for performance and material selection. The project has many features that exhibit sustainability in very explicit terms, such as solar canopies. The notion of conservation in terms of building materials extends to other natural resources. Water is conserved through low-flow fixtures, drip irrigation in the landscape, and the recirculating splash fountain. Energy is produced on-site through solar panels on both the building roof and site canopy. The use of recycled and regional materials was a strong intention during design and construction in a project that will benefit the community for years to come.

YEAR COMPLETED
2015

SERVICES
Full Architectural Engineering
Services, Interior Design and Graphics
(Environmental and Signage)

CONSTRUCTION COST
$4,200,000

CLIENT AGENCY
City of Anaheim, Parks + Facilities

REFERENCE
JJ Jimenez
Principal Project Planner
City of Anaheim, Parks + Facilities
200 South Anaheim Boulevard, Suite 433
Anaheim, CA 92805
jjimenez@anaheim.net
(714) 765-4901

CONTRACTOR
California Averland Construction, Inc.

La Palma Community Center

City of La Palma
La Palma, California

The City of La Palma Community Center consists of four adjacent buildings surrounding an internal courtyard. This 14,679 sq. ft. A/E renovation project included the modernization of existing spaces and adjacent site, plus the addition of new facilities to increase the Center's flexibility of use. The project's goal to upgrade and expand upon the existing facilities required that a significant portion of the budget be spent on unseen infrastructural improvements. The remaining funds were dedicated to a few strong and concentrated design gestures. **Especially integral to the design approach was finding ways to strengthen the Center's connection to the City and its community.** To that end, heightened parapets and light monitors above the entrances and facing the parking lot help the Center to announce itself as a lively beacon a welcoming, vibrant site of public activity.

The existing structures were not only in significant disrepair, they needed to be transformed to match La Palma's identity as a "city of vision," according to La Palma Mayor Mark Waldman. Exterior lighting, for example, was concentrated at locations providing signage, and to dramatize the parapets to evoke a sense of place.

To change the community's perception of the Community Center as uninviting, the exterior of the renovated Center breaks away from its original desert browns with a restrained yet strong insertion of new hues. A rich, pure blue coats the interiors of the parapets that top the building like a colorful crown, and the equipment checkout station asserts itself in a cheerful green. At night the parapets' undersides are minimally lit, creating glowing lanterns that attract visitors to Central Park, a hub of recreational activity in the City during after-school and evening hours.

The success of the relationships between the Center's separate buildings, the interior courtyard and the adjacent park were paramount to the design integrity of the whole. The parapets and light monitors create an external ribbon that acts as connective tissue between the buildings and the surrounding park while uniting the courtyard and building, exterior and interior, structure and landscape, City and community. With its cohesive design strategy, keen play of exterior light and color, and upgraded, multi-purpose spaces, the modernized La Palma Community Center fosters optimism and civic pride, enhancing the community's visual, recreational and social landscape.

YEAR COMPLETED
2008

SERVICES
Full Architectural Engineering
Services, Interior Design, Environmental Graphics

CONSTRUCTION COST
$3,029,287

CLIENT AGENCY
City of La Palma

REFERENCE
City of La Palma
7822 Walker St
La Palma CA 90623
Dominic Lazzaretto
City Manager
City of Arcadia
(626) 574-5401
domlazz@ArcadiaCA.gov

CONTRACTOR
Construct 1 One Corp

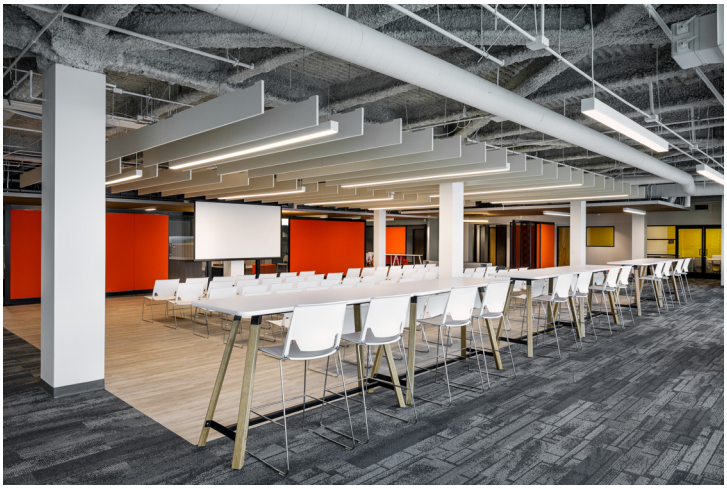
Re-entry Opportunity Center

City of Los Angles, DPW
Los Angeles Probation
Los Angeles, California

The Re-entry Opportunity Center is a comprehensive renovation and reconfiguration of a 60,000 square foot, three-story office building and an attached parking structure in downtown Los Angeles. The construction accommodates the new Re-entry Services Center, which houses approximately 20 organizations including Los Angeles Probation Department Field Operations. **Each provides support to their client helping them integrate to the community with an interactive, connected approach.**

The concept of transformation was key throughout the project. Sustainability was also key throughout the structure. The building incorporates energy efficiency and sustainable design measures that are cost-effective and target LEED Certification.

The Re-entry Opportunity Center is an example of thorough research and design. Every element of the building, inside and out, was carefully planned to help ease anxiety and support the transformation concept. Bright, clean colors, materials, and finishes complement an airy space. New windows and clear wayfinding promotes comfort, providing visitors and clients with a clear understanding of the space, which is a key factor in reducing stress, anxiety, and fear. Ground level planting and biophilic design within the interior allows users to connect with nature. Colored sun control louvers shape the exterior and aid in keeping the interior space cool. There is also a sense of healing and recuperation throughout the building. Particularly on the second floor where a clear center of light brightens the area and boosts mood.



Employees as well as probationers benefit from the renovation. Employees enjoy a less tense environment, and probationers appreciate full access to the services they need for effective reentry. Thanks to the new facility and new pilot programs, recidivism has been cut in half.

YEAR COMPLETED
2019

SERVICES
Full Architectural + Engineering Services, Interior Design, Environmental Graphics

CONSTRUCTION COST
$24,000,000

CLIENT AGENCY
City of Las Angeles, Department of Public Works

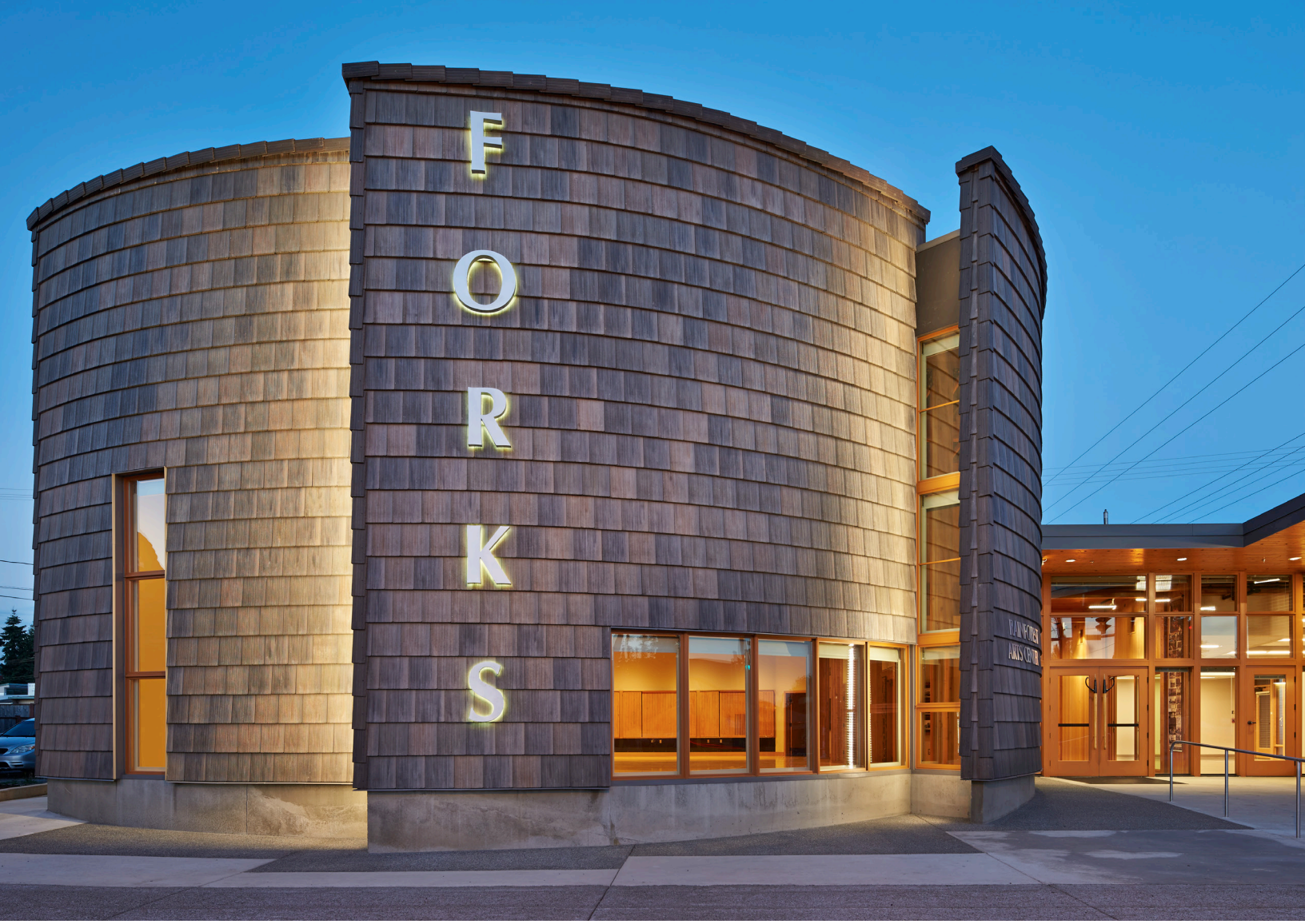
REFERENCE
Los Angeles County
Department of Public Works
900 S Fremont Ave
Alhambra CA 91803
Tom Afschar
Project Manager
(626) 300-2333
tafschar@dpw.lacounty.gov

John Baima
Senior Probation Director
John.Baima@probation.lacounty.gov
(562) 940-3632

CONTRACTOR
Abbott Construction

"We came away thrilled and impressed with the architectural design and comfortable function of your beautiful space. It was a rare experience that has left us with enduring memories."

Carolyn Cobb/Judith Krimmel
Los Angeles County Civil Grand Jury



Rainforest Arts Center

City of Forks
Forks, Washington

The Rainforest Arts Center is a relatively small project with a **wide community impact** that vastly exceeds its size. Located in a small rural town in western Washington, the new facility replaces a historic building which burned down. The limited budget pushed NAC and the community to engage creatively throughout the design and construction process, resulting in a design solution that provides an **archetypal civic building with a strong connection to the history and culture of the town.**

Several design elements were the result of residents coming together to build something for their community. Local high school students installed a Northwest-themed mural made from square log ends in the lobby with guidance from the NAC team. University of Washington architecture students worked with NAC to design and build acoustical wall panels. A local mill donated a large curved wood beam window seat. **The community has embraced their new facility, and it has already served a variety of uses, including Chamber of Commerce meetings, WA State Supreme Court sessions, weddings, dances for all ages and many more.**

YEAR COMPLETED
2015

SERVICES
Full Architectural Engineering
Services, Interior Design

CONSTRUCTION COST
$2,091,158

CLIENT AGENCY
City of Forks

REFERENCE
City of Forks
William Fleck,
City Attorney/Planner
500 East Division
Forks WA 98331
(360) 374-5412
rodf.forks@forkswashington.org

CONTRACTOR
Hoch Construction

Selected INstory Award, International Interior Design Association Pacific Chapter, 2016

Selected Honorable Mention, AIA/Washington Council, Civic Design Awards, 2016

East Anaheim Gymnasium

Other Relevant Community Projects

Our diverse portfolio includes projects that demonstrate our breadth of experience in the planning and design of community-centric projects.

NAC's purpose is the creation of better places for learning, healing, and human development. We go about this through the integration of national caliber talent and knowledge in a participatory and creative process that engages the NAC team with the community, partners, and our clients. With leadership through collaboration, comprehensive balanced perspective and creativity through integrative thinking, our architectural solutions respond to the circumstances we find in each project.

Riverfront Park Looff Carousel Facility

Moscow, ID Recreation Center

People's Community Center

Lynnwood Community Recreation Center

Virginia Avenue Park Youth Center

Northeast Community Center Building

Mid-Century Modern Renovations

To NAC, the restoration and adaptive reuse of older buildings can breathe new life into outdated structures while providing new opportunities to our clients. This strategy fulfills the desire to preserve the historical integrity of buildings while emphasizing energy efficiency and various sustainable goals.

NAC MID-CENTURY MODERN RENOVATION EXPERIENCE

University of Providence Student Union Renovation
The University of Providence is an oasis of intact International Style Architecture, reflecting little change since the campus opened in 1962. NAC provided renovation services to the campus Student Union.

University of California Irvine, Crawford Hall Renovation + Expansion
NAC completed the re-purposing of an aging 1960's historic structure on the campus designed by William Pereira and A. Quincy Jones.

UC Irvine Crawford Hall Renovation + Expansion

Emerson Middle School

John Adams Middle School

Lycee International de Los Angeles

Santa Monica Malibu Unified School District, John Adams Middle School

An infill and strategic improvement program for a 1,000 student campus leverages site improvements and a small amount of new building to transform a classic, mid-century campus in need of revitalization an upgrades.

Lycee International de Los Angeles

Originally built as a training center for General Motors technicians in Burbank, the NAC team was commissioned to transform the classic, mid-century building from the 1950's into a modern campus for grades 6 through 12.

Los Angeles Unified School District, Emerson Middle School

The existing campus is an early work of Richard Neutra, notable for its machine-like efficiency and standardization of elements. NAC provided renovation services on campus.

II PROJECT TEAM

NAC, Los Angeles Office

SECTION II

PROJECT **TEAM**

Your projects will address some very specific needs for the Library District, garnering a significant amount of attention and interest from the surrounding neighbors and wider community. Because of the importance of these projects, you will need an expert team that is deeply committed, readily available, and that possesses an unwavering responsiveness to your needs.

The individuals we have assembled for you embody these characteristics, along with in-depth experience in civic design and established relationships with permitting officials. The innovative, award-winning design solutions, exceptional project management, and cutting-edge thought leadership of our day-to-day team will be perfect for executing you library renovation projects.

From Programming through Construction Administration, we will dedicate the appropriate people during specific phases to ensure that the production work is accomplished on schedule. With NAC's passion and commitment to the success of our clients, the Altadena Library District will be a top priority for our firm.

NAC **ORGANIZATION CHART**

When we review the scope defined in the RFP and anticipate the unique challenges and issues that are likely to inform the process, we realize an array of alignments that are worth describing here. As we craft our approach, we see the opportunity to bring together various significant components of our practice.

ALTADENA LIBRARY DISTRICT

NAC

NAC specializes in architecture, planning, interior design, graphic design, communications design and capital facilities consulting. Core markets served include civic, education, cultural, healthcare, and recreation. NAC is unsurpassed in our expertise in planning and design.

RED (RESEARCH + EXPERIENCE DEVELOPMENT)

RED is an in-house research arm of our practice. We uncover meaningful, human-centered information to facilitate NAC's practice of architecture through research, observation, and data analysis, applying knowledge toward supporting the user experience.

NACLAB

The NAClab is an internal thought leadership group at NAC. They are the engine of evolutionary thinking. Working with our research group, RED, they are putting theory into action, applying best practices and scholarship to projects, while assessing the results. The NAClab is also a self-publishing platform where we share stories and case studies from our work, which benefits our clients through our network of collaborations.

ANALYTICS

We have a team that is fluent in data. The Analytics team grew up in the healthcare sector, where planning is integral to efficiency, success, and effective delivery of services. Our team can analyze demographic, geographic, demand, and facilities statistics to establish a strong foundation forplanning proposals.

PROGRAMMING

Our programming group had developed tools that support real-time, dynamic programming with cost information. This tool supports a process that is genuinely participatory with our clients. We can now generate options in collaboration rather than wasting valuable time between iterations.

INTERIORS

Our interiors group is a talented group of designers. But they are more than that. They are a group of strategists that stay attuned to the issues that are still unresolved as we envision a post-COVID workplace and educational setting. Whether in office spaces or educational spaces, our Interiors team is thinking about addressing these evolving needs through space planning, finishes, movement, and lighting.

HANDBUILT STUDIO

Our in-house graphic design group is remarkably talented. In addition to doing graphic design for leading institutions like LACMA, UCLA, City of Los Angeles, and Los Angeles World Airports, to name. a few, they support our planning efforts through supporting clear communication.

SUSTAINABILITY CONSULTING

We is consistently rated as one of the top firms nationally when it comes to sustainability. Achieving sustainability requires a clear commitment and clarity. We can guide conversations that identify the reality of the commitments being considered.

ENERGY PLANNING

In addition to architects and planners, we have a team of engineers that have a particular expertise worth mentioning. Our team can provide a resource that identifies life-cycle analyses to think more broadly about the effective use of funding. Energy efficiency, renewable systems, and overall building performance are part of the equation, and mapping energy demand and use over time enables our clients to achieve a greater return on investment.

ENGAGEMENT

The Participation Movement is a term that was used in the 1960s and 1970s that referred to an idea in architecture and planning that preconceived notions could be challenged by genuinely engaging the people most in touch, the users. We have adopted that term because we agree. We have had some of our greatest successes due to engaging the community of users around the projects we plan. Engaging users and broader groups is challenging, however. It is a hallmark of our process, and we have developed a solid community engagement process.

TEAM **ORGANIZATION CHART**

ALTADENA LIBRARY DISTRICT

PROJECT LEADERSHIP

Helena Jubany, FAIA, LEED AP
NAC
PRINCIPAL-IN-CHARGE

CORE TEAM

Louise Griffin
NAC
PROJECT MANAGER

Karla Grijalva, AIA
NAC
PROJECT ARCHITECT

Esmeralda Ward, AIA
NAC
SUSTAINABILITY MANAGER

CREATIVE DIRECTION

Michael Pinto, AIA
NAC
DESIGN PRINCIPAL

SUB-CONSULTANT TEAM

KPFF
STRUCTURAL AND CIVIL ENGINEERS

HENDERSON ENGINEERS
MEP ENGINEERS

KORN RANDOLPH
LANDSCAPE ARCHITECT

WM2S
COST ESTIMATOR

WAVEGUIDE
A/V TECHNOLOGY
SECURITY ACOUSTICS

VERDICAL GROUP
LEED CONSULTANT

HISTORIC RESOURCES GROUP
HISTORICAL CONSULTANT

SUSAN KENT
LIBRARY CONSULTANT

HANDBUILT
ENVIRONMENTAL DESIGNER

>Helena Jubany

FAIA, LEED AP, CASp

Principal-in-Charge

EDUCATION
Master of Architecture
California State Polytechnic University, Pomona

Bachelor of Architecture|
University of Sao Paulo, Brazil

LICENSE/CERTIFICATIONS
California Architect #C-22214
LEED Accredited Professional, USGBC
Certified Access Specialist (CASp)

YEARS IN INDUSTRY
35+ years

YEARS AT NAC
32 years

Helena Jubany has spent the last 35 years of her professional career involved with publicly funded projects focusing on learning environments. This experience has given her an understanding of the opportunities and challenges presented by facilities that both meet the client's program and sustainable design principles and comply with code requirements. Helena understands the importance of public architecture to the progress of our cities, state and nation. As a result, she focuses her efforts on providing quality environments which are supportive, nurturing and sustaining to their occupants, yet cost effective in their design and construction. As Principal-in-Charge, she will ensure that all of your expectations are met, and that all goals and objectives remain at the forefront throughout the design and construction of your project.

Select Projects

Downey Public Library
City of Downey
Renovation of an existing library space including a children's reading room, study space and maker space.

Hawaiian Gardens Library Renovation
City of Hawaiian Gardens
NAC developed conceptual interior designs for the relocation of the Public Library.

John Glenn High School Library Modernization
Norwalk-La Mirada Unified School District
The library modernization consisted of a replacement/upgrade of the interiors. Exterior walkways were covered to provide shading and sun control.

Browning High School Library
Long Beach Unified School District
A 101,000-square-foot new high school campus that focuses on the hospitality/tourism/recreation industries. It serves 800 students and is designed for community access outside of school hours.

Montgomery Ross Fisher Building Refresh
University of Southern California
This extensive 34,000 SF multi-phase remodel of USC's central bookstore includes programming and planning to increase the efficient use of existing spaces, new finishes and casework, light fixtures, and a new computer sales department.

John Adams Middle School
Santa Monica-Malibu Unified School District
School modernization of a historical mid-century modern site including sustainability updates

Newhall Elementary School
Newhall School District
Renovation of a historic school and community auditorium.

Olympic High School Modernization
Santa Monica-Malibu Unified School District
The modernization included providing site access, ADA barrier removal, improvements to the heating and air conditioning system, and new ceilings, lighting and classroom finishes and classroom furniture.

Verdugo Career Center
City of Glendale
The new facility is a one-stop employment and training center provided by the three agencies.

Agnes Cope Community Learning Center
Kamehameha Schools
New construction of a community learning center with multipurpose spaces.

South El Monte City Community Center
City of South El Monte
This renovation, expansion and redesign of the administrative offices and classrooms, The facility also includes cafeteria, library/multi-purpose community assembly hall and amphitheater.

>Michael Pinto
AIA

Design Principal

EDUCATION
Master of Architecture
So. California Institute of Architecture

Bachelor of Architecture
Pennsylvania State University

LICENSE/CERTIFICATIONS
California Architect #C-27097

YEARS IN INDUSTRY
28+ years

YEARS AT NAC
28 years

Michael has over 28 years of experience in the architectural design of public facilities. As Design Principal at NAC Architecture, he steers design toward expressive functionalism: work highly influenced by the realities of program, structure, and building technology while aspiring to beauty, simplicity, and harmony with nature. His projects have received over 19 AIA awards in the past ten years and consistently advance sustainability in architecture and urbanism. He has vast experience designing community and educational work from beginning to close out. Michael is passionate about improving community resources through projects that value and increase learning opportunities.

Select Projects

Downey Library
City of Downey
Renovation of an existing library space including a children's reading room, study space and maker space.

Library Connection @ Adams Square
City of Glendale
The satellite library creates an open and adaptive working space within a limited area. The project emphasizes functionality, innovation and cost-efficiency.

Central Library Vision Plan
City of Glendale
A planning study to assess the relationship of the library to the surrounding urban area and chart a path forward.

Playa Vista Elementary School - Children's Library
Los Angeles Unified School District
The program consists of a joint-use library, play areas, 26 classrooms, administration area, multipurpose room, and food service kitchen.

Wonderful College Prep Academy with Library
The Wonderful Company
A new K-12 campus implemented in multiple master planned phases, advancing individualized learning within a new highly flexible multi-building complex.

Julian Nava Learning Academy Library
Los Angeles Unified School District
New middle school on a tight urban site

Belvedere Middle School with a New Library
Los Angeles Unified School District
Complete campus modernization with additions to the campus, design-build

John Adams Middle School
Santa Monica-Malibu Unified School District
A renovation to a mid century modern campus with nine new classrooms and associated outdoor learning spaces, a student store, a new administrative space, and an adaptively reused attendance office for studio art.

La Palma Community Center
City of La Palma
The modernization of existing spaces and adjacent site, plus the addition of new facilities, increased the Center's flexibility of use. Integral to the design approach was finding ways to strengthen the Center's connection to the City and community.

Miraloma Park
City of Anaheim
The community was involved in the development of this new park and community center from conception to construction in the creation of the space that includes administrative space, multipurpose room, computer labs, and a teen center.

Virginia Avenue Park Youth Center City of Santa Monica
NAC was commissioned to lead the design process and facilitate local youth involvement. NAC implemented a design process that prioritized youth participation.

>Louise Griffin

Project Manager

EDUCATION
Master of Architecture
University of California, Los Angeles

Bachelor of Arts, Interior Design
Purdue University

LICENSE/CERTIFICATIONS
N/A

YEARS IN INDUSTRY
17+ years

YEARS AT NAC
4 years

Louise has an extensive background in architectural design and management of complex projects from concept through construction administration and even complex fabrication. Her project experience includes public institutions, libraries, hotels, higher education campus buildings, and healthcare facilities.

As a project manager she brings attention to detail and excellent communication between all parties - clients, consultants, and multiple disciplines through every phase of her projects. She is rigorous and caring, always setting high expectations for her team.

Select Projects

Downey Public Library
City of Downey
Renovation of an existing library space including a children's reading room, study space and maker space.

Hilda L. Solis Care First Village
County of Los Angeles Department of Public Works
Interim housing for the homeless population

MLK Medical Campus Child Family Wellbeing Center
County of Los Angeles Department of Public Works
A three-story, 60,000 square foot building will be a welcoming, client-centered, culturally responsive site where County and community-based service providers will be co-located in order to maximize collaboration and service integration.

Restorative Care Village Scoping, LAC-USC and Olive View Campuses
County of Los Angeles Department of Public Works
Two three-phased projects that provide a restorative center for sobering and withdrawal with 50 beds, a respite center with 25 beds, and a psychiatric urgent care facility of approximately 10,000 SF

Master Plan
Monrovia Unified School District
District-wide Master Plan

LAC + USC Child Care Center
County of Los Angeles Department of Public Works
Planning and criteria documents for 11,400 Sf new child care center

Metro State Hospital Interim Housing
County of Los Angeles Department of Public Works
Interim housing for the homeless population

Oxnard Street Safe Sleep Pilot
County of Los Angeles Department of Public Works
Interim housing for the homeless population

MLK Augustus F. Hawkins Building
County of Los Angeles Department of Public Works
Nurse Call System replacement

Tenant Improvement
Ecosense
Interior office renovation

Tenant Improvement
Neighborhood Legal Services
Interior office renovation

>Karla Grijalva

AIA, LEED AP BD+C

Project Architect

EDUCATION
Master of Science in the Built Environment, Arizona State University
Bachelor of Architecture, Instituto Tecnologico y de Estudios Superiores de Monterrey
Studies, Art Center College of Design

LICENSE/CERTIFICATIONS
CA Architect C-36189
LEED Accredited Professional

YEARS IN INDUSTRY
28+ years

YEARS AT NAC
5 years

With more than 28 years of experience, Karla brings a diverse range of design and technical skills that enable her to minimize cost impact, maintain schedule, and hold the intention of the design from conception to completion. She excels at balancing design integrity while embracing the client's objectives. Karla applies her meticulous eye to detail to ensure design and documentation are aligned to the client's needs, exploring and innovating to achieve the strongest solutions. As Project Architect, Karla will interfaces with the full A/E team and coordinate the documentation and approval process.

Select Projects

Library Connection @ Adams Square
City of Glendale
The satellite library in Glendale creates an open and adaptive working space within a limited area. The project emphasizes functionality, innovation and cost-efficiency.

Central Library Vision Plan
City of Glendale
A planning study to assess the relationship of the library to the surrounding urban area and chart a path forward.

La Cañada High School New Library
La Cañada Unified School District
To accommodate the addition of the 7th and 8th grades to the high school campus, a new library was added.

Duarte High School Classroom and Library Modernizations
Duarte Unified School District
Duarte High School library was constructed in 1961 and was in need of renovation. NAC worked on the expansion to facilitate, redirection of the main entry to improve its access, sound isolation, and further enhance its prominent siting.

Robert Viramontes Library, Joint Use
Baldwin Park Unified School District
The library includes a large reading area, private study rooms, audio-visual room, computer lab, faculty workroom and a conference room. Care was taken to organize the spaces to minimize conflict between after-hours public use and daytime student use.

Playa Vista Elementary School - Children's Library
Los Angeles Unified School District
The program consists of a joint-use library, play areas, 26 classrooms, administration area, multipurpose room, and food service kitchen. The design for the school leverages a rigorous program, tight urban site, bold sustainability agenda, and demonstrable environmental engagement to encourage and inspire.

Reentry Opportunity Center, LA County Probation Office
County of Los Angeles DPW
A comprehensive renovation and reconfiguration of a 60,000 SF, three-story office building and an adjacent parking structure for the Probation Department.

Fire Station No. 143
County of Los Angeles
Design-Build project for a new dual bay fire station to provide emergency response facilities with complete support for dorms, indoor/outdoor recreation, exercise facilities, a full kitchen and dining area, vehicle, along with state-of-the-art fuel tank management, bi-fold apparatus bay doors, and automatic exhaust system

USC Hybrid High School
Ednovate and USC
New 9-12 privately funded charter high school

Lotus - Home At Last
County of Los Angeles
An emergency shelter designed to help address the homelessness crisis, the facility provides sleeping areas, communal areas, and social services for 120 occupants.

>Esmeralda Ward

AIA, LEED AP

Sustainability Manager

EDUCATION
Master of Architecture, Southern California Institute of Architecture (SCI-Arc)
Bachelor of Science in Architecture, University of Virginia

LICENSE/CERTIFICATIONS
LEED Accredited Professional
CA Architect C-39355

YEARS IN INDUSTRY
17+ years

YEARS AT NAC
16 years

Esmeralda directs project sustainability efforts for the Los Angeles office. With every project, she prioritizes sustainable best practices such as optimal daylighting, natural ventilation, and passive cooling/heating systems. Her contributions towards broadening sustainability agendas have been catalytic in the public sector. She will work closely with the design team to implement sustainable design strategies for the Altadena Library District.

Esmeralda will work to analyze the project taking into account the clients' needs, requirements, and the site. As a seasoned professional, Esmeralda has the expertise to achieve a quality project that addresses sustainable goals while staying within budget and schedule.

Select Projects

Belvedere Middle School with a New Library
Los Angeles Unified School District
Design-Build Comprehensive Modernization of a 12 acre Middle School campus, including the addition of a library, classrooms, gymnasium and food service facilities.

Playa Vista Elementary School Children's Library
Los Angeles Unified School District
The program consists of a joint-use library, play areas, 26 classrooms, administration area, multipurpose room, and food service kitchen. The design for the school leverages a rigorous program, tight urban site, bold sustainability agenda, and demonstrable environmental engagement to encourage and inspire.

Julian Nava Learning Academy Library
Los Angeles Unified School District
New middle school on a tight urban site

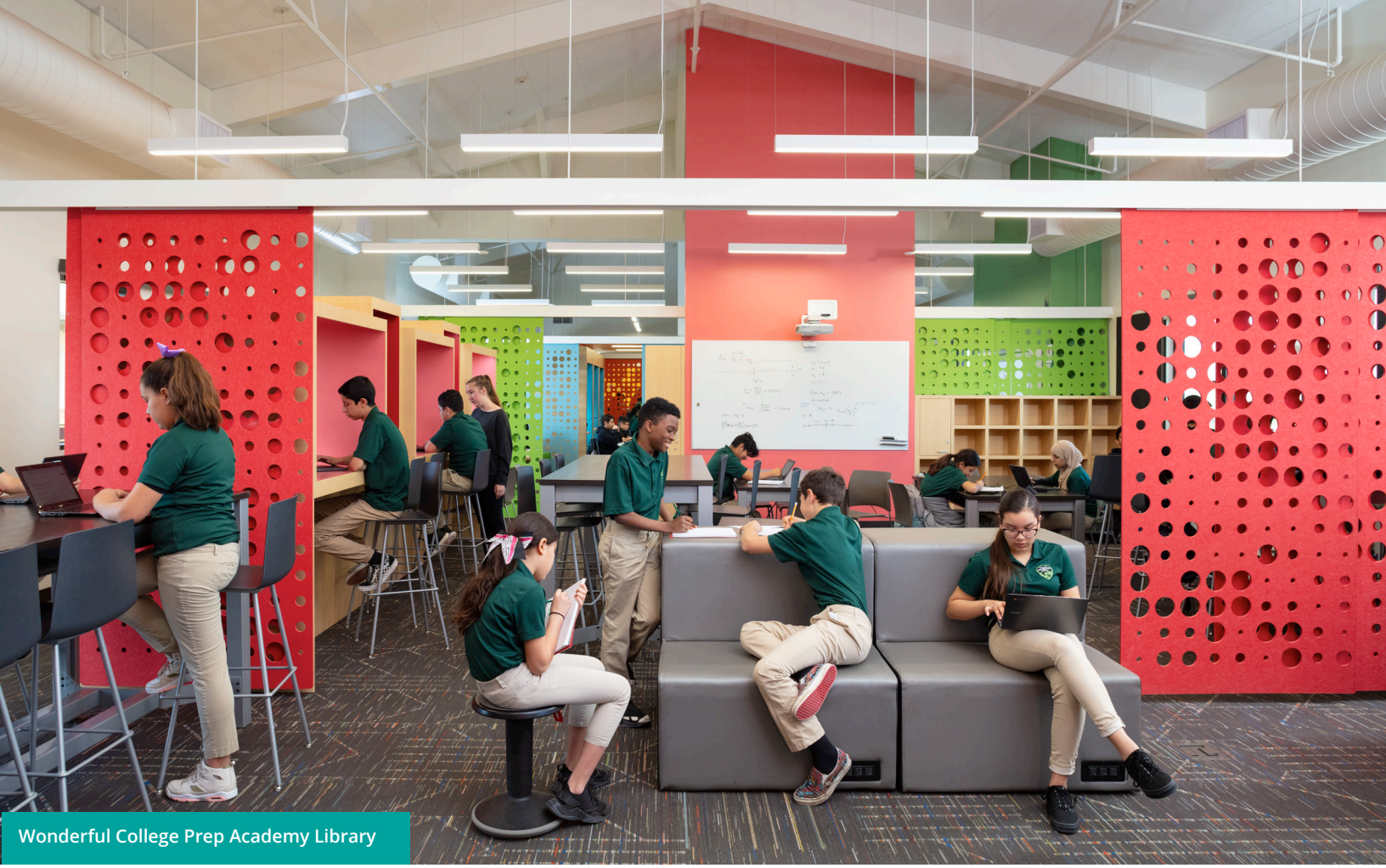
Miraloma Park Community Center
City of Anaheim
A new park and community center funded by California Prop. 84 grants. The community was involved from conception to construction in the creation of the space that includes administrative space, multipurpose room, computer labs, and a teen center.

La Palma Community Center
City of La Palma
The modernization of existing spaces and adjacent site, plus the addition of new facilities, increased the Center's flexibility of use. Integral to the design approach was finding ways to strengthen the Center's connection to the City and community.

John Adams Middle School, Renovation
Santa Monica-Malibu Unified School District
A renovation to a mid century modern campus with nine new classrooms and associated outdoor learning spaces, a student store, a new administrative space, and an adaptively reused attendance office for studio art.

Emerson Middle School, Gym Renovation
Los Angeles Unified School District
Mid-Century modern campus renovation of a gymnasium, locker facilities, dance/aerobics room, coaching and ticketing spaces

Reentry Opportunity Center, LA County Probation Office
County of Los Angeles DPW
A comprehensive renovation and reconfiguration of a 60,000 SF, three-story office building and an adjacent parking structure for the Probation Department.



Wonderful College Prep Academy Library

SECTION II

CONSULTANT **TEAM**

Our team of architects, engineers, and designers will seize the opportunity to plan and create essential spaces for the community of Altadena to enjoy. With your future work, you need a specific group of professionals with the skill set and ability to deliver on public environments that bring community together. Our team members were selected for their backgrounds with public clients and their commitment to advancing their communities.

Consultant Coordination

Communication and close coordination are essential elements in maintaining high standards of quality in the production of construction documents. Our Quality Control process includes consultant coordination meetings at each milestone with all disciplines to discuss scope of work and any potential conflicts. We also meet with our consultants in between milestones for projects that are complex in nature or have substantial changes. These meetings have proven to be very valuable and have allowed us to detect coordination issues in the early stages of design. In addition, we communicate with our consultants by phone and emails on a weekly basis to discuss coordination issues. We request consultants to submit progress drawings for coordination purposes and to monitor the percentage of completion. Our process also includes in-house coordination review of the drawings, including consultants, at each major milestone by a senior staff member that is not working on the project.

Structural Engineer

>Aldrin J. Orue

SE, LEED AP, DBIA

Structural Engineer

EDUCATION
Bachelor of Science in Civil Engineering
California State Polytechnic University, Pomona

LICENSE/CERTIFICATIONS
Structural Engineer – California - (S4399)
Professional Engineer – California
U.S. Green Building Council
LEED Accredited Professional

YEARS IN INDUSTRY
29+ years

YEARS AT KPFF
27 years

As a Principal of Structural Engineering for KPFF, Aldrin has over 29 years in the industry. Aldrin enjoys being an integral and collaborative part of design teams. His professional credentials include certifications as a Design-Build Professional (DBIA), a USGBC LEED Accredited Professional, and a licensed engineer in nine states including California. Aldrin's experience consists of a diverse catalog of projects including municipal government agencies; community and civic centers; and renovation and seismic retrofit projects. His vast level of experience and strong communication skills have contributed to the successful delivery and completion of a wide range of projects throughout his career.

Select Projects

Library Modernization
City of Downey
Downey, CA

Central Library Seismic Evaluation + Retrofit Study
City of Pasadena
Pasadena, CA

Libraries Seismic Investigation + Assessment
City of Pasadena
Pasadena, CA

Baldwin Park High School Library
Baldwin Park USD
Baldwin Park, CA

Kellogg Arabian Horse Library Build-Out
Cal Poly Pomona
Pomona, CA

Washington Park Community House + Restroom Project
City of Pasadena
Pasadena, CA

On-Call Structural Engineering Services
City of Pasadena Department of Public Works
Pasadena, CA

Altadena Elementary School Facility Assessment
Pasadena Unified School District
Altadena, CA

Monte Cedro Senior Living Community Phase I + II
Altadena, CA

Senior + Community Center
City of Covina
Covina, CA

Miraloma Park + Community Center
City of Anaheim
Anaheim, CA

Senior Center
City of Calabasas
Calabasas, CA

Pueblo Del Sol Community Center
Los Angeles, CA

Civil Engineer

>Ishwar Dhungana

PE, LEED AP, QSD/QSP

Civil Engineer

EDUCATION
Master of Science in Civil Engineering
California State University Fullerton

LICENSE/CERTIFICATIONS
CA Civil Engineer (C77744)
Professional Engineer – California
U.S. Green Building Council
LEED Accredited Professional

YEARS IN INDUSTRY
23+ years

YEARS AT KPFF
13 years

As a Principal and Project Manager with the Los Angeles office of KPFF, Ishwar is responsible for client contact, establishment of fees and schedules, supervision of engineering and drafting personnel, project design and production, overall project coordination and construction administration. Ishwar has 23 years of experience as a civil engineer and has worked at KPFF for 13 years.

Ishwar has experience in all aspects of project management, and civil engineering design and specializes in grading, utility design, hydrology studies, stormwater management, and the NPDES Construction General Permit.

Select Projects

West Hollywood Library and Parking Garage
West Hollywood, CA

Montecedro Senior Housing
Altadena, CA

Altadena Elementary School
Altadena, CA

Miraloma Park and Community Center
Anaheim, CA

El Dorado Nature Center
Long Beach, CA

Santa Monica City Yards Design-Build
Santa Monica, CA

Broad Museum
Los Angeles, CA

Emerson College
Los Angeles, CA

Cal Poly Pomona Administration Replacement Building
Pomona, CA

Kaiser School of Medicine
Pasadena, CA

Fuller Theological Seminary Pomona
Pasadena, CA

Willard Elementary School
Pasadena, CA

Marshal Fundamental School
Pasadena, CA

Huntington Memorial Hospital
Pasadena, CA

Paradise Canyon Elementary School Lunch Shelter
La Cañada, CA

La Cañada Elementary School Playground Upgrades
La Cañada, CA

La Cañada High School Band Room and Drainage Improvement
La Cañada, CA

La Cañada High School Pool and Basketball Court
La Cañada, CA

LAUSD Taft High School Modernization
Los Angeles, CA

kpff

Electrical Engineer

>Simon Ubhi

PE

Electrical Engineer

EDUCATION
Bachelor of Electrical Engineering
University of California, Los Angeles

LICENSE/CERTIFICATIONS
Professional Engineer - CA (E 19855)

YEARS IN INDUSTRY
16 years

YEARS AT HENDERSON ENGINEER INC.
5 years

Simon has a strong background in building systems design, construction, and project management. He has a record of providing technical solutions for highly complex projects while maintaining design intent in accordance with engineering principles, standards, government regulations, and client's goals. Since joining Henderson in 2016, Simon has been a project manager and principal for mixed-use, workplace, educational, and civic facilities as well as a community practice leader. His experience includes complete district/ campus/building assessments, new construction, and various modernizations and building upgrades.

Select Projects

Library Modernization City of Downey
Downey, CA

Washington Middle School Library Modernization*
La Habra City School District

Sierra Madre Library MEP Assessment*
Sierra Madre, CA

Santa Fe High School Library Modernization*
Whittier Union High School District

Belvedere Middle School Comprehensive Modernization
Los Angeles Unified School District

Taft Charter High School Comprehensive Modernization
Los Angeles Unified School District

Hilda L. Solis Care First Village
County of Los Angeles DPW

San Gabriel Valley Aquatic Center Bridging Documents
County of Los Angeles DPW

Whittier Aquatic Facility Bridging Documents
County of Los Angeles DPW

Mayfield Senior School Strub Hall Improvements
Pasadena, CA

The Concord Senior Housing Modernization
Pasadena, CA

** Project completed prior to employment with Henderson Engineers.*

Mechanical Engineer

>Bryan Jimenez

PE

Mechanical Engineer

EDUCATION
Bachelor of Mechanical Engineering
Boston University

LICENSE/CERTIFICATIONS
Professional Engineer: CA (M 38619)

YEARS IN INDUSTRY
11 years

YEARS AT HENDERSON ENGINEER INC
3+ years

Bryan has experience working on renovations and new construction for a wide variety of markets such as civic, education, and workplace. He's methodical and enjoys being a constant resource to both team members and clients and hopes his positive attitude helps them feel comfortable in working together. For Bryan, the mechanical discipline is critical because of the overall space coordination. Every square foot counts and Bryan minimizes the physical impact of mechanical equipment without sacrificing comfort. Seeing his projects come to life while maintaining the architectural vision of the space drives Bryan to design for longevity, easy maintenance, and flexibility.

Select Projects

Belvedere Middle School Comprehensive Modernization
Los Angeles Unified School District

Taft Charter High School Comprehensive Modernization
Los Angeles Unified School District

Downtown + Red Mountain Library Renovation Master Plans
Mesa, AZ

Paradise Valley Community College Library Computer Lab HVAC Upgrade
Maricopa Community College District

Chandler-Gilbert Community College Agave Hall Renovation
Maricopa Community College District

Clark Magnet Charter School Building E Expansion
Glendale Unified School District

Family Advocacy Center
Salt River Pima-Maricopa Indian Community

Justice Center
Salt River Pima-Maricopa Indian Community

Mayfield Senior School Strub Hall Improvements
Pasadena, CA

The Concord
Pasadena, CA

HENDERSON ENGINEERS INC

Plumbing Engineer

>Andrew Scott

PE

Plumbing Engineer

EDUCATION
Bachelor of Mechanical Engineering
University of Arizona

LICENSE/CERTIFICATIONS
Professional Engineer: CA (M 37111)

YEARS IN INDUSTRY
11 years

YEARS AT HENDERSON ENGINEER INC.
2 years

Andrew takes great pride in staying on top of schedules, ensuring both his team and clients have a positive experience working with him. His design portfolio of work includes a variety of markets, from ground up educational facilities to renovations involving mixed-use developments.

As the lead plumbing engineer, Andrew will be responsible for preparing construction documents, including calculations, layouts and specifications, and coordinating project requirements. His attention to detail gives him an edge in developing a constructable, plumbing designs, thus reducing the construction administration work and schedule delays as much as possible.

Select Projects

Belvedere Middle School Comprehensive Modernization
Los Angeles Unified School District

Compton High School New Campus*
Compton Unified School District

DCAP Mainland Campus New Administration, Literacy/Media Center, + Kitchen
Vaughn Next Century Learning Center

Middle School of International Studies + Technology New Classroom Building
Vaughn Next Century Learning Center

New Elementary School*
Santa Maria- Bonita School District

Taft Charter High School Comprehensive Modernization
Los Angeles Unified School District

Theodore Roosevelt Elementary School New Campus*
Anaheim Elementary School District

Wright Middle School Flexible Learning Science Lab
Los Angeles Unified School District

The Concord Senior Housing Modernization
Pasadena, CA

** Project completed prior to employment with Henderson Engineers.*

HENDERSON ENGINEERS INC

Landscape Architect

>Amy Korn
ASLA

Landscape Architect

EDUCATION
Bachelors of Science Landscape Architecture, California State Polytechnic University, Pomona

LICENSE/CERTIFICATIONS
California Landscape Architect #6609

YEARS IN INDUSTRY
25+ years

YEARS AT KORN RUDOLPH
18 years

Amy Korn is a Founding Partner and Design Principal of Korn RandolphLandscape Architects. Amy has 25 years of professional experience in the creation of vibrant, enriching and socially inclusive landscapes. Her forward thinking design solutions make possible well conceived spaces for a wide variety of project types. Amy is dedicated to working with communities and design team professionals to help facilitate creative problem solving to encourage thoughtful solutions in keeping with project design directives. She also plays an important role in both Construction Documentation and Construction Administration phases of work to insure that the design intent is carried through project completion.

Select Projects

Pasadena Public Library
Pasadena, CA
Myron Hunt, Florence Yoch

Union Station | MTA Headquarters
Los Angeles, CA

Gamble House Cultural Landscape Report
Pasadena, CA

The Huntington Desert Garden
San Marino, CA

Los Angeles County Arboretum and Botanic Garden
Arcadia, CA

Saint Andrew Catholic Church
Pasadena, CA

Playhouse District Association | Open Space
Pasadena, CA

Playhouse Park - Prop. 84 Grant Application
Pasadena, CA

City of Pasadena, Playhouse District Association
Pasadena, CA

Pasadena Playhouse Courtyard Improvements
Pasadena, CA

Gamble House Cultural Landscape Report
Pasadena, CA

Caltech, Linde + Robinson Laboratory for Global Environmental Science
Pasadena, CA

William Carey International University Master Plan
Pasadena, CA

Pasadena Conservatory of Music
Pasadena, CA

The Walt Disney Company
Burbank + Glendale, CA

Baldwin Lake Planning Study
Arcadia, CA

La Salle High School
Pasadena, CA

Alverno High School
Sierra Madre, CA

Sequoyah School
Pasadena, CA

Urth Caffe
Pasadena, CA

Whole Foods
Pasadena, CA

KORNRANDOLPH

Cost Estimator

>Walid Shihayed

Cost Estimator

EDUCATION
Master of Construction Management
and Ph.D. Candidate
University of Illinois, Champaign

Bachelor of Science, Civil Engineering
University of Illinois, Champaign

YEARS IN INDUSTRY
29+ years

YEARS AT WM2S
14 years

Walid Shihayed will serve as the Project Manager and main contact person in charge of the cost estimating services. With over 25 years experience, he is highly skilled in construction management and cost estimating of all types of projects. He worked on many school campuses from higher education and K-12 to civic/community related work. His hands on construction experience coupled with managing bids for general contractors, keeps his costing skills up to date. He is highly praised and recommended by his clients ranging from owners, designers and contractors.

Select Projects

Downey Library
City of Downey
Downey, CA

Redondo Beach Main Library
Redondo Beach, CA

Library and Administration Building, El Camino Community College District
Torrance, CA

Cerritos Millennium Library
Cerritos, CA

John Glenn High School Library Modernization
Norwalk-La Mirada Unified School District

Browning High School Library
Long Beach Unified School District

Playa Vista Elementary School Children's Library
Los Angeles Unified School District

PE Complex, Pasadena City College
Pasadena, CA

Sierra Madre School - Upper Campus
Pasadena, CA

Whole Foods Market
Pasadena, CA

UCLA Student Housing
West Los Angeles, CA

Pierce College, North of Mall
Los Angeles, CA

Drucker School of Business
Claremont, CA

Pomona College, Campus Center
Claremont, CA

Getty Center Museum
West Los Angeles, CA

MLK Medical Center Childcare Center County of Los Angeles DPW
Los Angeles, CA

Curtis Tucker Health Center, County of Los Angeles DPW
North Hollywood, CA

Auditorium Historic Renovation, Newhall School District
Newhall, CA

Buena Park Middle School, New Music Building
Buena Park, CA

Academic Building LA Valley College, LACCD
Valley Village, CA

Campus Classroom Additions, Lennox School District
Lennox, CA

Technology, AV, Security Consultant

>Michael Di Santo

CTS-D, LEEED AP

Technology, Audiovisual, Security Consultant

EDUCATION
Bachelor of Arts, Music Composition
University of California, Santa Barbara

LICENSE/CERTIFICATIONS
Certified Technology Specialist in Design
LEED Accredited Professional

YEARS IN INDUSTRY
30+ years

YEARS AT WAVEGUIDE
10 years

Michael Di Santo, CTS-D, LEED AP, has been in the audiovisual industry for more than 30 years. Before joining Waveguide as a senior consultant in 2011, he worked as an in-house technology consultant for the Aerospace Corporation, defining enterprise standards for conference centers, videoconferencing and collaboration conference rooms. His project management experience also includes serving as the general manager of an integration company where he oversaw engineering, design, project management and implementation of audiovisual and building automation projects.

As technology project manager, Michael is responsible for day-to-day management of the technology aspects of the project, including serving as primary point of contact and defining standards for design.

Select Projects

Donald Dungan Library
City of Costa Mesa

Library and Public Meeting Room
City of West Hollywood

Children's Library Renovation
City of Beverly Hills

Classroom and Library Renovation, Mayfield Senior School
Pasadena, CA

California State University, Fullerton, Pollak Library
Fullerton, CA

City of Rolling Hills Estates, Master Plan
Rolling Hills, CA

City of West Hollywood, Master Plan, Aquatics and Recreation Center
West Hollywood, CA

Grand Park Los Angeles, Technology Infrastructure and Systems
Los Angeles, CA

J. Paul Getty Trust, AV Master Plan
Los Angeles, CA

Los Angeles County Museum of Art (LACMA), Administrative Offices
Los Angeles, CA

Natural History Museum of Los Angeles County, Otis Booth Pavilion
Los Angeles, CA

Orange County Museum of Art (OCMA),
Newport Beach, CA

San Gabriel River Discovery Center,
Whittier, CA

Acoustical Consultant

>Michael SantaMaria

Acoustical Consultant

EDUCATION
Bachelor of Science in Mechanical Engineering
University of Hartford

AFFILIATIONS
Acoustical Society of America (ASA)
Institute of Noise Control Engineering (INCE)
American Society of Heating, Refrigerating, + Air-Conditioning Engineers (ASHRAE)

YEARS IN INDUSTRY
20 years

YEARS AT WAVEGUIDE
10 years

Michael SantaMaria is a senior acoustics consultant with Waveguide and has primary responsibility for Waveguide's national acoustics consulting practice, which he leads from the Los Angeles office.

Michael joined Waveguide in 2011 with nearly 20 years of professional acoustics consulting experience on more than 200 projects throughout the United States, Europe and Asia. He has provided comprehensive consulting, design and measurement services—including in room acoustics design, sound isolation design, acoustics design of HVAC systems, acoustics measurements, environmental noise, and noise/vibration control of mechanical, electrical and plumbing equipment—for projects in higher education, primary and secondary education, performing arts, health care, courts, civic and government, corporate and houses of worship.

Select Projects

Donald Dungan Library
City of Costa Mesa

Manhattan Beach Library
Manhattan Beach, CA

Pollak Library Renovation
California State University, Fullerton

Leavey Library Feasibility Study
University of Southern California

Mell Classroom Building @ RBD Library
Auburn University

Autry Museum of the American West, Resource Center, Phase II
Los Angeles, CA

Los Angeles County Museum of Art (LACMA), Administrative Offices,
Los Angeles, CA

LEED Consultant

>Drew Shula

LEED Fellow, Living Future Hero
LEED AP BD+C, ID+C, Assoc. AIA, GGP, ENV SP

LEED Consultant

EDUCATION
5-year professional degree in Architecture, University of Notre Dame

LICENSE/CERTIFICATIONS
LEED Fellow
Associate AIA
LEED Accredited Professional BD+C
LEED Accredited Professional ID+C
Green Globes Professional
Envision Sustainability Professional

YEARS IN INDUSTRY
15 years

YEARS AT VERDICAL GROUP
15 years

Drew Shula is Founder + CEO at Verdical Group, a leading LA-based full-service green building consulting firm specializing in certification project management (LEED, CALGreen, CHPS, WELL/Fitwel, Envision, Living Building Challenge, Net Zero, etc.), energy modeling, daylight modeling, utility incentive management, building commissioning, and net zero. As Verdical Group's lead, he manages some of the highest profile green building projects, including LEED, energy modeling, daylight modeling, life-cycle assessment, CALGreen/Title 24, and commissioning for many projects in Southern California.

Drew has more than 15 years of experience in a wide range of sustainability consulting and project management tasks, from master planning and pre-programming through design, construction administration and post-occupancy. His demonstrated leadership in sustainability has earned him LEED Fellow and numerous recognition awards including the ILFI Living Future Hero Award and USGBC Leadership Award.

Select Projects

Pico Branch Library*
Santa Monica, CA
The Pico Branch Library project, located in the heart of Santa Monica's Virginia Avenue Park, is a nearly 9,000 square foot library, completed in 2014. Drew was Project Manager for the LEED Platinum certification.

South Whittier Public Library
South Whittier, CA
Verdical Group provided construction phase LEED v3 for New Construction project management, successfully aiding the project in achieving LEED Platinum certification. Located in Whittier, CA, the South Whittier Public Library is a high-performance, highly efficient, 14,000-square-foot facility. Drew provided LEED services.

SMMUSD Malibu High School Building
Malibu, CA
Verdical Group is working with NAC Architecture to provide Collaborative for High Performance Schools (CHPS) Project Management, Energy Modeling (Title 24, CHPS, and Net Zero), and Daylight Modeling for SMMUSD's new Malibu High School Building. As Project Executive, Drew is overseeing the project team, advising on sustainability to meet the CHPS requirements and target ZNE for this multipurpose building.

San Bernardino Valley College, Instructional + Student Services Building Criteria Documents
San Bernardino Community College District, San Bernardino, CA
Verdical Group is working with NAC Architecture to provide sustainability programming for SBCCD's San Bernardino Valley College (SBVC) Instruction + Student Services Building. The submitted design solution is anticipated to receive LEED v4 BD+C Gold with potential for LEED Platinum. Drew is overseeing the project team working on this 116,000-square foot multipurpose project.

Produce LA
Los Angeles, CA
Verdical Group provided LEED v4 Project Management, Commissioning services, Savings by Design consulting services, and a WELL Feasibility Assessment for this 107,000-square-foot, mixed-use space. Drew oversaw Verdical Group's scope for the project, which achieved LEED v4 BD+C: Core + Shell Gold certification.

** Project experience prior to Verdical Group*

Verdical Group

Historic Consultant

>John Locascio, AIA
Historic Resources Group

Historic Architect

EDUCATION
Master of Science in Historic Restoration, University of Southern California

Bachelor of Architecture, University of Southern California

LICENSE/CERTIFICATIONS
CA Architect C-24223

YEARS IN INDUSTRY
28+ years

YEARS AT HRG
10 years

A licensed, practicing architect since 1993, John has been involved with historic preservation since 2002 and working at HRG since 2011. John is a homeowner in Altadena.

John's areas of focus at HRG include historic architecture and technology, building conservation, historic structure reports and federal historic rehabilitation tax credit projects. He provides technical assistance for construction documents, advises on compliance with the Secretary of the Interior's Standards and the use of the State Historic Building Code, provides construction monitoring, and paint and materials sampling and analysis services.

John has worked on a wide variety of projects involving historic buildings and structures in California as well as in other states. He is currently advising on historic tax credit projects in Los Angeles, the San Francisco Bay area and Washington State. In addition, John regularly provides historic architecture consultation for numerous LAUSD campus modernization projects.

John meets the Secretary of the Interior's Professional Qualifications Standards in Architecture and Historic Architecture.

Select Projects

Pasadena Central Library Seismic Retrofit Study
Pasadena, CA

28th Street YMCA Rehabilitation and Adaptive Reuse
Los Angeles, CA

Academy Museum of Motion Pictures Rehabilitation
Hollywood, CA

CBS Columbia Square Rehabilitation and Adaptive Reuse
Hollywood, CA

Constance Hotel Historic Tax Credit Project
Pasadena, CA

Grand Central Air Terminal Rehabilitation and Adaptive Reuse
Glendale, CA

Forum Rehabilitation and Historic Tax Credit Project
Inglewood, CA

Venice High School Comprehensive Modernization
Los Angeles

Kennedy High School Comprehensive Modernization
Granada Hills, CA

Lincoln High School Comprehensive Modernization
Los Angeles, CA

Los Angeles International Airport Preservation Plan and HSRs
Los Angeles, CA

University of Southern California Architectural Consultation
Los Angeles, CA

HISTORIC RESOURCES GROUP

Library Consultant

>Susan Kent
SR Kent LLC

Library Consultant

EDUCATION
Master of Science
Columbia University

Bachelor of Science
Binghamton University

PROFESSIONAL ACTIVITIES
Center for the Future of Libraries.
American Library Association.
Chair, Advisory Board. 2015 - 2019

Urban Libraries Council
Chairman, Executive Board. 1999-2000.
Member, Executive Board. 1994-2001.

American Library Association
ALA Governing Council. 1990-1998.

Public Library Association
President, 1987-1988.

Council on Library and Information Resources
Board of Directors. 2000 – 2006.

Bertelsmann Foundation International
Network of Public Libraries. 1999 – 2004.
.

YEARS IN INDUSTRY
33+ years

YEARS AT SR KENT
13 years

Susan Kent has decades of experience in public libraries. In 2008, she formed S. R. Kent LLC, a consulting firm which provides services to libraries, foundations and nonprofit organizations in the areas of capital facilities planning and strategic planning, management and organization development, fundraising and leadership development. In 2015, Kent was appointed the Chair of the Advisory Committee for the American Library Association's Center for the Future of Libraries. Library Strategies International LLC, a consultancy firm that works with libraries around the world on strategy issues including collections, technology, facilities and planning, was formed by Ms. Kent and a partner in 2010.

Ms. Kent served as the Director and Chief Executive of The Branch Libraries for the New York Public Library from 2004 through 2007 where she was responsible for the operation of the 87 branch libraries. For the ten years prior to assuming this position, she was the City Librarian for the Los Angeles Public Library, a library system that included a Central Library and 71 branch libraries that underwent a massive facilities infrastructure improvement program with 62 new or renovated branch libraries and major improvements to the Central Library. She also served as the Director of the Minneapolis Public Library (Minnesota) where she led the planning effort for a new Central Library and as the Deputy Director for the Tucson Public Library (Arizona) where she oversaw the program, planning and implementation for a new Main Library.

Selected Consulting Experience

County of Los Angeles Public Library
Downey, CA
Strategic plan for library system serving 3.7 million people.

Carmel Public Library
Carmel, CA
Analysis and plan for library facilities improvement.

Los Angeles Public Library
Los Angeles, CA
Transitional leadership – served as Interim City Librarian and conducted executive recruitment for new City Librarian

Moreno Valley College
Moreno Valley, CA
Planning for a new community college library.

San Mateo Public Libraries
San Mateo, CA
Master Plan for Maker Spaces

San Francisco Public Library
San Francisco, CA
Post Occupancy Evaluation of new Main Library
Facilities planning for renovations of branch libraries.

Sonoma County Public Library
Rohnert Park, CA
Public service staffing analysis.

Seattle Public Library
Seattle, WA
Seattle Central Library – site selection, facilities planning. Capital facilities needs and strategic planning.

Susan Kent Consulting

Environmental Design

>Juliette Bellocq
Hanbuilt Studio

Environmental Designer

EDUCATION
Master of Fine Arts in Graphic Design
California Institute of the Arts

Advanced Applied Arts in Type Design and Type Setting, Visual Communication
Ecole Superleure des Arts + des Arts + de L'industrie Estenne, Paris

YEARS IN INDUSTRY
21+ years

YEARS AT HANDBUILT
20 years

Juliette leads Handbuilt Studio at NAC, an environmental graphic design studio specializing in work for cultural, non-profit, artistic and educational organizations. She has extensive experience in a wide array of visual design aspects, including project managing and production. Very much a process-oriented designer, Juliette brings a conceptual and analytical approach to the team's work. Her eye for details and her interest in implementation make her an asset to the development of any project.

Select Projects

Downey Public Library
City of Downey
Renovation of an existing library space including a children's reading room, study space and maker space.

Miraloma Park
Anaheim, CA
Collaboration with stakeholders gives a sense of ownership by the community in facility identity system and Informational graphics throughout the park.

Playa Vista Elementary School
Los Angeles, CA
Signage, site identity, and graphic inlays throughout campus educate students about sustainable features.

LACMA Education Building
Los Angeles, CA
During the construction of the LACMA expansion, a new visual identity and graphic skin wraps the temporary education pavilion. The graphic solution extracts visual language from across the campus to create a new, intergenerational identity.

LACMA Construction Identity
Los Angeles, CA
For the four years of LACMA's construction project, the existing campus is wrapped with a new 300-yard graphic skin which collages a glimpse of the future and an archiving of the past.

UCLA PEER Lab
Westwood, CA
In partnership with the Herb Albert School of Music at UCLA, Juliette developed an unconventional visual identity for this experimental research lab. The identity provides a shifting set of elements instead of a static set of assets.

Los Angeles Music Center
Los Angeles, CA
Drawing on a series of community workshops throughout Los Angeles, Handbuilt designed a festival environment for the Music Center Plaza and for the Dorothy Chandler Pavilion.

Los Angeles Airport Cultural Master Plan
In advance of a range of Airport construction projects, the LAX Cultural Master Plan looked at the entire territory of the airport and potential to support an emerging arts program.

Los Angeles Department of Cultural Affairs
LAX Arts Program
For the past 6 years, Handbuilt has been implementing graphics for the arts program in all terminals at LAX, crafting supportive installations in various print and digital media.

City Hall Graphic Installation
Los Angeles, CA
Creating a 'Love Letter to Los Angeles' for LA City Hall involved working with key city officials in crafting a story that was uniquely LA and representative of the diversity of the city.

Corita Art Center
Los Angeles, CA
Developed new multi-dimensional identity system for energetic arts center in advance of expansion of facilities.

Additional Graphics
The Forum Performing Arts Center
Saugus High School

Belvedere Middle School
Los Angeles Unified School District

Bicycle and Pedestrian Enhancements
City of Glendale

Westside Plan Visual Identity
West Hollywood, CA

MLK Child Care Center
County of Los Angeles

A Time for Kinship
Palm Springs Art Museum

Encinitas Elementary School
Rosemead School District

handbuilt

III PROJECT APPROACH

Altadena Main Library

SECTION III

PROJECT **APPROACH**

As we talk about our approach, we have broken our discussion into subject modules. Our process is not a sequential road map; we have proposed a rough vision plan.

VISION

We always start with intentions and aspirations as a basis for crafting a clear vision for the project. The library team and community stakeholders may already have ideas of where they hope the project should go. Still, the process of sharing it with us will help clarify and solidify that vision. Our role is to bring our experience to the project and provoke discussions about the possibilities.

It is an advantage to the project that you have chosen to consider the two libraries, the Bob Lucas Memorial Branch Library and the Altadena Main Library, together in a single project. In an era of the changing role of the library, envisioning the potential of the physical assets to work together is an opportunity.

Considering the role of the library system first allows us to understand the potential goals of the project. As we emerge from the Covid pandemic, we have found in almost every sector the value of checking in on how our expectations of physical space have changed given the ongoing improvement and availability of virtual offerings. Some of the conversations we'd like to have include:

Diversity

Over the past year, social unrest and movement have laid bare the structural inequities in our society. The pandemic amplified the digital divide and the challenges diverse learners face in accessing information, technology, and space. If the library is to fulfill the mission to provide free and equal access, we need to have a conversation about the challenges in that regard.

Access

The RFP discusses access primarily in terms of the topographical challenges of the library site and the existing building. Indeed, the current situation presents challenges for equitable access to the site. Again, the library's mission statement highlights the term 'access' seemingly to talk about the broader question of a community's ability to reach a myriad of resources available and leverage the library as a portal to a broader network.

Space Matters

After almost a year of working, learning, and socializing remotely, we have learned just how social we are as a species. The pandemic has taught us that many tasks can be done and learned equally efficiently in a remote mode. However, the inherent need for social interaction and peer-to-peer interactions brought a new awareness of the importance of the experiential quality we need to provide in our community spaces, libraries, and learning environments. We need to think about how to make physical space adapt to the simultaneous virtual demands.

Information a la Carte

As we went virtual in March 2020, the information playing field was potentially leveled in several ways. Communities had a somewhat limitless array of opportunities to interface with very tailored information and learning experiences. While there are concerns about equity and access, the potential for communities from any corner of the country to interface with NASA, the Louvre, or Disney animation is an intriguing disruptor. Thinking about how the library environment is a new conduit to a changing array of opportunities leads us to consider the library a new hub.

Library and Community

The library is the center of community space. We realize how precious few spaces we have in our communities that are truly public. Libraries are not merely part of a community but a cornerstone in its functioning and public life. We've seen libraries function for food distribution, voting, and other essential public functions. Perhaps more than ever, libraries are seen in the context of their surrounding area and population as the community and civic centers.

Adaptable and Flexible

It has been said that the only constant is change. That is true now more than ever. When thinking about the library as a physical space, how can we think of a 'brick and mortar' building as adaptable and flexible? The library is where communities will come to understand change and access the new opportunities afforded by receptivity to change. The planning already leverages indoor/outdoor opportunities and considers expanding programs beyond the limits of the structure. Our responsibility extends to all building systems, thinking about electrical and mechanical systems that support flexibility and even structural systems that limit the fixed, immovable infrastructure to envision what's next.

EVALUATION OF PROGRAM

Coming out of an agreement about vision, we want to figure out what that means in terms of use of space. The magic of the vision process is that we anticipate the identification of more hopes and dreams than will obviously fit in the two locations. This broad view would be great! We'd love to find that the library team has a big vision.

The exercise of then determining how that translates into the definition of space within a finite environment is where the physical space is challenged to be dynamic. It is already clear that the library has an ambitious array of programming. Matching the program to the physical limitations of the space requires us to innovate together. We will need to think about various types of alignments we can leverage to maximize the space's potential. We can map how multiple programs use the library at various times of the day or catalog multiple programs that use similar technologies or anticipate similar spatial requirements.

STAKEHOLDER ENGAGEMENT

Engagement is where we thrive. We place a priority on engaging community stakeholders in a meaningful way. We believe in a transparent process where the constraints of the project (budget, space, technical limitations) are visible to those who are engaged. We find that if the stakeholders understand the complexity of the project, they are more likely to think proactively about contributing to solving it. In engaging communities in the design process, we have three primary tenets we bring to the work:

Make Everyone an Expert

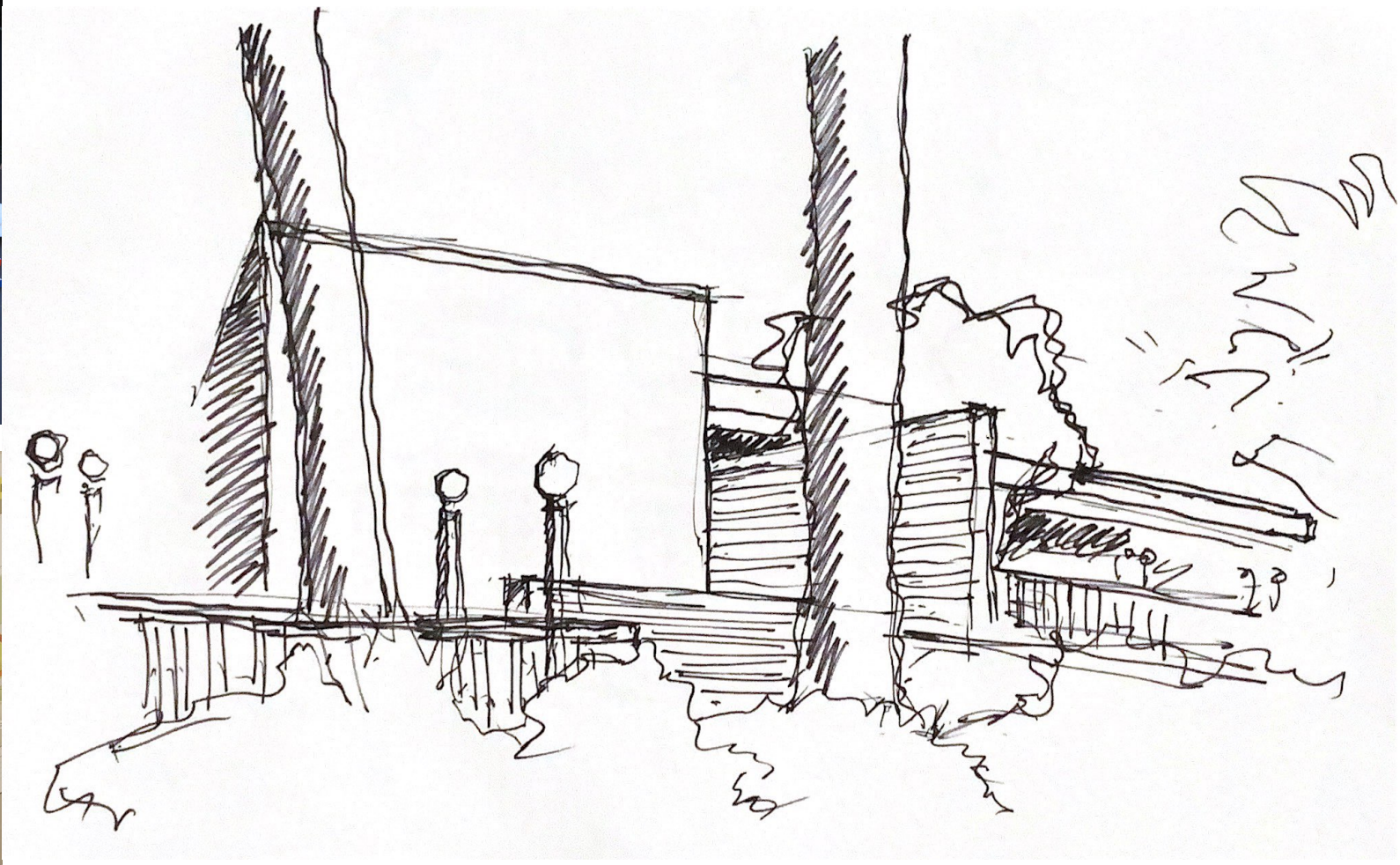
One of NAC's user and community engagement process's foundational principles is 'Make Everyone an Expert.' We focus on employing tools and techniques that spark all participants to unlock their expertise in this process. We recognize the responsibility we have to pull the critical contributions from all participants. We know they have something to say. Often, however, the challenge is to create the conditions for information to flow. We have developed our process over the years, crafting sets of activities and visual tools that build trust and, as a result, build partnerships with our stakeholders and collaborators in the design process.

Make it Visible

We are often asked; how we reach a consensus in an open community process. It seems unlikely to be able to get large groups of people to agree, and it is. More critical than consensus, though, is trust. We work very hard to ensure that all comments are recorded visibly, written to demonstrate the input on the process. Stakeholders must see that their input is impacting the project. Although likely, the eventual solutions will not represent anyone's exact expectation; if they see that their input was respected and considered, there is a greater likelihood that they will trust the process.

Make it Real

It is easy to underestimate the community stakeholders. It can seem tempting to show only part of the picture when interfacing with the community. One might think that the stakeholders will become lost or challenged to absorb it if too much information is presented. However, in our experience, we need to respect the stakeholders to handle the reality of the constraints of a project. That can mean discussing soils conditions, structural requirements, or budgetary constraints. In demonstrating the thought process absorbing pragmatic criteria, community input, and project vision, we are likely to bring stakeholders along in a dynamic way.



Altadena Main Library

OPPORTUNITIES

As designers, we often describe ourselves as opportunistic. The essence of this approach is to leverage the criteria as it emerges. We use the things we need to do to do the things we want to do. For example, in an existing building, if we need to address accessibility, we might try to focus on an entry experience. We might make a ramp that creates a dramatic procession. In this project, there will be many similar scopes of work that must be done. The key will be to let some of those necessities drive other areas as well. In so doing, we will stretch the available funding as much as possible.

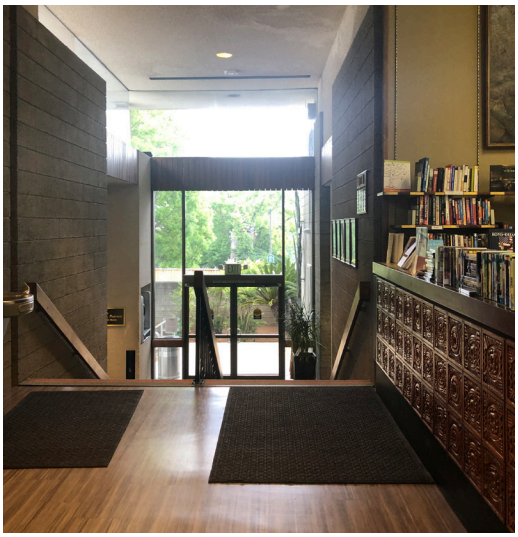
Several areas emerge in looking at the goals you have defined and the existing building and site plans:

- **Inside / Outside Landscapes** – With our partners at Korn Randolph Landscape architect, we see an opportunity to respond to the growing indoor/outdoor programming defined in the RFP. This mid-century building can further leverage its relation to the site by creating seamless moments connecting buildings and sites.

- **Historic Assessment** – There are moments in this existing building that are truly special. The relation of the interior reading room to the landscape to the north stands out. The expansive glazing creates a dynamic, open connection to the community. Defining the character-defining elements at the outset is critical in hoping to amplify the unique qualities of buildings. The Bob Lucas Memorial Library has a more limited range of materials and details, making their character even more critical.

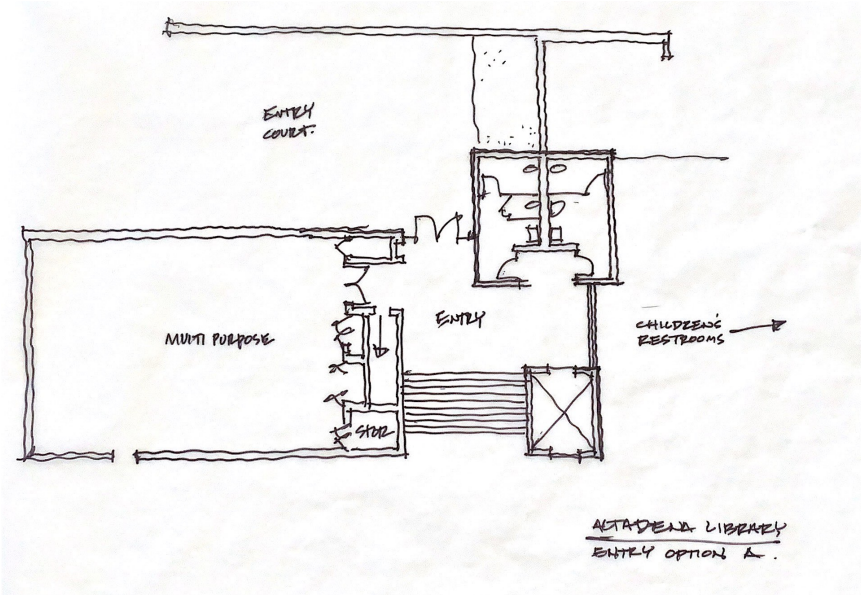
- **Flow Diagram** – The original Main Library has a clear and articulated flow to and into the building from the site. The orchestration of movement, volume, and light is carefully considered. As the program is perhaps relocated in the next version, it is critical to define an elegant and expansive movement experience in the site and building.

- **Vertical Distribution / Accessibility** – Accessibility will be the most significant challenge. The building on two levels with entry between creates a situation with the vertical distribution of spaces in a tight space. We need to think like Boyd Georgi in solving this issue. There is a solution that will appear as if it was part of the original planning; we will find it.



- **Character** – These two buildings have tremendous character. They are fine examples of mid-century architecture and have been respected throughout their existence. Amplifying their character and relying on the historic qualities while making it new is the goal. We can do both.

- **Joy** – In the end, these buildings should be a site of community pride. Through the use of interior design and environmental graphics, we can create joyful sites that are serious in their mission and inviting.



SERVICES

Please see **page 28 for our organizational chart** showing NAC as the prime architect of record and the sub-consultants we have added to our team to support our efforts. Services are listed below.

NAC Services:

+ Architectural Services
+ Interior Design
+ Environmental/Graphic Design
+ Programming
+ Research/Analytics
+ Energy Modeling/Sustainable Design
+ Community Engagement

Sub-Consultant Services:

+ Structural Engineering
+ Civil Engineering
+ Mechanical, Electrical, + Plumbing Engineering
+ Landscape Architecture
+ Cost Estimating
+ AV/Technology, Security and Acoustics
+ LEED Certification Consultancy
+ Historical Consultant
+ Library Consultant

Bob Lucas Memorial Branch Library

IV TERMINATION + LEGAL PROCEEDINGS

Vera Risdon School Library

IV

East Helena High School Library

SECTION IV

TERMINATIONS **+ LEGAL PROCEEDINGS**

NAC has not experienced a contract termination with any projects in its history as a firm.

As part of our quality control program and emphasis on long term client relations, we strive to assure the client is never placed in the position of filing a claim against NAC. We are proud to say that NAC Los Angeles has no current, on-going, or pending legal proceedings filed in the past five years.

V COST

E MORE THAT YOU READ, THE MORE THINGS YOU WILL KNOW.
THE MORE THAT YOU LEARN, THE MORE PLACES YOU'LL GO.
-DR. SEUSS
Tanka Tanka Skunk!
ALL THAT TRASH

COST

Project Name: Altadena Libraries
Project 1 Bob Lucus Memorial Branch
Project 2 Altadena Main Library

Fee for Architectural Services (inclusive of all sub-consultants):

Project 1 – Branch: **$206,160.00**

Project 2 – Main: **$1,540,314.76**

Reimbursable Costs (inclusive of all sub-consultants):

Project 1 – Branch: **$20,450.00**

Project 2 – Main: **$43,250.00**

BREAKDOWN

	PROJECT 1 BRANCH	PROJECT 2 MAIN
Construction Cost:	$1,088,986.00	
FEE FOR ARCHITECTURAL SERVICES *(INCLUSIVE OF ALL SUB-CONSULTANTS)*:		
Architectural	$89,000.00	$899,977.26
Civil	$18,180.00	$83,325.00
Landscape	$36,520.00	$157,272.50
Structural	$14,000.00	$118,250.00
Mechanical Plumbing ; Electrical, Fire Alarm, Site Illumination; Fire Protection	$17,000.00	$143,000.00
Technology	$17,460.00	$26,620.00
Audio Visual	$00.00	$47,080.00
Security	$5,000.00	$23,100.00
Acoustical Engineering	$00.00	$9,790.00
Cost Estimator	$9,000.00	$31,900.00
TOTAL	**$206,160.00**	**$1,540,314.76**
REIMBURSABLE COSTS *(INCLUSIVE OF ALL SUB-CONSULTANTS)*:		
Printing/plotting/colored printing	$5,000.00	$10,000.00
Color boards	$00.00	$00.00
Soils report for soils analysis and amendments (landscape)	$00.00	$00.00
Travel over 50 miles	$00.00	$00.00
Courier/overnight deliveries	$00.00	$00.00
SWPPP	00.00	$8,250.00
LID Design	$10,450.00	00.00
Graphic Design	$5,000.00	$25,000.00
TOTAL	**$20,450.00**	**$43,250.00**

HOURLY RATES:

Please see below and the next page.

EXCLUSIONS:

Tier 3 seismic evaluation
Hazmat Report
Abatement monitoring
Topographic Survey
Utility surveying
Geotechnical Report
Building Commissioning
Plan Check Fees
Off-Site Improvements
FF+E Procurement Package
New electrical services
LEED Certification
New HVAC System at Bob Lucas Branch

ASSUMPTIONS:

1. Assuming construction period for Project 1 (3mos) - Project 2 (10mos). Weekly construction meetings for both projects
2. Fees for Bob Lucas Branch is based on the scope of work listed and not the construction budget
3. Specifications are included in the Basic Services
4. Assuming new HVAC system at Altadena Branch Library
5. Assuming HVAC ductwork reconfiguration at Bob Lucas Branch. Assuming the existing HVAC system is adequate.
6. Parking and Site lighting is included in the Basic Services
7. Assuming design work for both projects will be simultaneous. However, construction will be separate.
8. Assuming shade structure will be pre-manufactured. Will provide foundation design.
9. Assuming new paving at parking but no regrading at Bob Lucas Branch

Hourly Rates

NAC	
Principal	$ 280
Senior Project Manager	$ 195
Senior Project Architect	$ 195
Senior Project Designer	$ 175
Project Manager	$ 175
Project Architect	$ 175
Senior Job Captain	$ 145

Job Captain	$ 135
Designer	$ 125
Interior Designer	$125
Intermediate Architectural Staff	$ 115
Architectural Staff	$ 95
Administrative	$ 85

Hourly Rates Continued

KPFF STRUCTURAL	
Principal	$ 250
Senior Project Manager	$ 205
Project Manager	$ 185
Project Engineer	$ 155
Design Engineer	$ 140
Lead Modeler	$ 165
Modeler	$ 140
Administrative	$ 95

KPFF CIVIL	
Principal	$ 250
Senior Civil Engineer	$ 205
Project Manager	$ 185
Project Engineer	$ 155
Design Engineer	$ 140
Chief CAD Operator	$ 170
Drafters	$ 140
Administrative	$ 95

HENDERSON MEP ENGINEERS	
Principal	$ 225
Department Director	$ 205
Senior PM / Engineer / Designer	$ 195
Lead PM / Engineer / Designer	$ 175
Engineer / Designer III	$ 155
Engineer / Designer II	$ 140
Engineer / Designer I	$ 120
Site Observation Specialist	$ 125-130
BIM CADD Technical	$ 100-110
Administrative	$95

KORN RUDOLPH LANDSCAPE ARCHITECT	
Landscape Architect / Design Principal	$225
Associate	$ 185
Project Manager	$ 135
Project Designer	$ 95
Administrative	$ 60

WAVEGUIDE ACOUSTICS/TECHNOLOGY	
Principal	$ 280
Associate Principal/Director	$ 230
Senior Project Consultant	$ 210
Project Consultant, Senior Designer	$190
Associate Consultant, Designer	$ 170
Associate Designer, CAD/BIM Staff	$ 140

WM2S COST ESTIMATING	
Principal	$ 165
Senior Estimator	$ 145
Estimator	$ 125
Clerical	$ 75

VERDICAL GROUP - SUSTAINABILITY	
Principal	$ 200
Commissioning Director / Specialist	$ 175
Sr. PM / Energy Engineer	$ 150
Project Manager	$ 120
Associate Project Manager	$ 120
Administrative Assistant	$ 90

HISTORIC RESOURCES GROUP	
Managing Principal	$ 225
Principal	$ 200
Senior Architectural Historian/ Preservation Planner/ Architect	$ 150
Staff Photographer	$ 100
Staff Architectural Historian/ Preservation Planner/ Architect	$ 100
Associate Staff	$ 75
Clerical	$ 60

SUSAN KENT LLC - LIBRARY CONSULTANT	
Principal	$ 200

HANDBUILT - ENVIRONMENTAL GRAPHICS	
Senior Graphic Designer	$ 185
Graphic Designer	$ 145
Clerical	$ 85

NAC

837 North Spring Street, Third Floor
Los Angeles, CA 90012-2323
323 475 8075 / nacarchitecture.com
Los Angeles / Columbus / Seattle / Spokane

BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.E. REPORT FOR NOVEMBER 2021

REPORT: Agenda Item XI.e. **MEETING DATE:** November 22, 2021

PREPARED BY: Nikki Winslow **LOCATION:** Virtual Meeting

TITLE: Report for Resolution 2021-09 Authorizing the Establishment of Authorized Signatures for Pacific Western Bank

BACKGROUND:

ALD's bank, Pacific Western Bank, requires a resolution from the governing body of the Altadena Library District listing authorized signers on all bank accounts and safe deposit boxes whenever a change occurs. Last month, ALD's Administrative Services Manager resigned and should be removed from the authorized signers list.

To ensure the District's fiscal operations continue without delays, the Pacific Western Bank requires the Board Secretary to sign their Resolution by Legal Entity Customer (Exhibit A).

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve Resolution 2021-09 Establishing Authorized Signatures.

RESOLUTION NO. 2021-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT ESTABLISHING AUTHORIZED SIGNATURES.

WHEREAS, the Pacific Western Bank requires a resolution from the governing body of the Altadena Library District listing authorized signers on all bank accounts and safe deposit boxes whenever a change occurs, and

WHEREAS, the Altadena Library District's Administrative Services Manager, whose essential job functions require they be authorized to represent and sign on behalf of the Altadena Library District, is no longer employed at the Altadena Library District and requires removal from the authorized signers list, and

WHEREAS, the changes will supersede Pacific Western Bank's Resolution by Legal Entity Customer approved by the Altadena Library District Board of Trustees at their special meeting on October 8, 2021.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Establishment of Authorized Signatures. The Pacific Western Bank is authorized to pay out funds from the following accounts with any two (2) signatures of the individuals whose names and titles are listed below on behalf of the Altadena Library District:

	Account Type	Account Number
1.	Business Checking	On file
2.	Business Savings	On file

	Authorized Representatives	Title
1.	Nikki Winslow	District Director

	Authorized Signers	Title
1.	Nikki Winslow	District Director
2.	Katie Clark	Trustee
3.	Terry Andrues	Trustee

Section 3. Completion and Signing of Pacific Western Bank's Resolution by Legal Entity Customer. The Altadena Library District Director and Board Secretary are authorized to complete, sign, and submit Exhibit A - Pacific Western Bank's Resolution by Legal Entity Customer on the Altadena Library District's behalf.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the Board of Trustees adopts a resolution superseding or amending this resolution.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 22nd day of November 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_____
Jason Capell, Board Secretary

APPROVED:

_____
Katie Clark, Board President

APPROVED AS TO FORM:

_____
Richard Egger, General Counsel

EXHIBIT A

PACIFIC WESTERN BANK'S RESOLUTION BY LEGAL ENTITY

(ATTACHED)

PACIFIC WESTERN BANK

Resolution by Legal Entity Customer

Altadena Library District
Entity Name ("Customer")

95-6005335
Taxpayer Identification Number

Entity Type: ☒ Corporation ☐ Limited Liability Company (LLC) ☐ Partnership ☐ Unincorporated Association

I/We, the undersigned do hereby certify to Pacific Western Bank ("Bank") that I am/we are (select only one):

☒ The duly elected and qualified Corporate Secretary
☐ **All** of the LLC's Managing Manager(s)/Managing Member(s)
☐ **All** of the General Partners of the Partnership
☐ The duly elected and qualified Unincorporated Association Officers

And that the following resolutions were, or hereby are, duly adopted in accordance with the procedures set forth in the governing instruments of Customer or a special meeting of Customer and that said resolutions have not been amended, rescinded or revoked, and are in no way in conflict with any of the provisions of the governing instruments of Customer.

RESOLVED, that the following constitute the Authorized Corporate Officers, LLC Managers or Managing Members, Authorized Partners or Unincorporated Association Officers (each individually, a "Company Designated Officer" and collectively the "Company Designated Officers") of Customer:

Printed Name	Title
Nicole Jean Winslow	District Director
Katie Clark	Trustee-Board President
Terry Andrues	Trustee
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

And, that any one of the above are hereby authorized and empowered on behalf of Customer to (i) execute any Master Account Agreement(s), and execute all other cash management agreements and other account related agreements (collectively "Customer Agreements"); (ii) acknowledge and agree to the terms set forth in Bank's Deposit Account Agreement and Disclosure and Customer Agreements, and (iii) perform the functions of an authorized account signer set forth in the Bank's Deposit Account Agreement and Disclosure.

FURTHER RESOLVED, that the authority conferred herein shall continue in full force and effect until written notice of modification or revocation is received and accepted by Bank. Bank may rely upon any form of written notice, which it in good faith believes to be genuine or what it purports to be.

FURTHER RESOLVED, that the following individuals be and are hereby authorized and empowered to certify (i) the foregoing Resolutions to the Bank, (ii) that the names appearing herein represent the Company Designated Officers who are hereby empowered to so act, and (iii) the specimen signatures of any of the Company Designated Officers.

For Corporations, the Corporate Secretary may certify alone. For LLCs, all LLC Managers or LLC Managing Members must sign below. For Partnerships, all General Partners must sign below. For Unincorporated Associations, at least two Authorized Officers must sign below.

Signature	Printed Name	Title	Date
X	Jason Capell	Secretary	
X	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	
X	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	
X	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	
X	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	
X	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	

INTERNAL USE ONLY – Supersedes

Supersedes Resolution Dated: _____ Effective Date: _____ Superseded by Resolution Dated: _____

BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.G. REPORT FOR NOVEMBER 2021

REPORT: Agenda Item XI.g. **MEETING DATE:** November 22, 2021

PREPARED BY: Nikki Winslow **LOCATION:** Virtual Meeting

TITLE: Review and Approval of Resolution 2021-10 to Extend the Provisions of Resolutions 2021-05 and 2021-07 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of November 29 – December 29, 2021

BACKGROUND:

Governor Newsom passed the State of California Executive Order N-29-20 on March 17, 2020 that has allowed governing boards to conduct meetings utilizing teleconference and electronic means due to the COVID-19 global pandemic. This order remained in effect throughout the last year and a half and is set to expire on September 30, 2021.

The California State Assembly passed AB 361 and Governor Newsom approved it on September 16, 2021. This bill extends the flexibilities provided in the Governor's prior executive order to local and state bodies to hold public meetings electronically beyond the executive order's September 30, 2021 expiration date. The only significant change to this bill, as compared to the previous executive order, is that governing bodies cannot enforce public comment be submitted ahead of the meeting, and must allow for live public comment even in a virtual setting. Since starting our virtual open meetings in April 2020, we have always had an option for members of the public to call in during the meeting and give live public comment so are in compliance with AB 361.

AB 361 also does not expire until January 1, 2024, and is able to be utilized when there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing. The bill requires a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

We have drafted Resolution 2021-07 that re-authorizes the ALD Board of Trustees to continue conducting their meetings virtually as long as there is a continued state of emergency. This resolution will need to be voted on at each regular Board meeting to extend this virtual option for all open meetings.

For more background and information, CSDA has released a AB 361 Implementation Guide.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Board review and approve Resolution 2021-10 that authorizes the Board to continue meeting virtually for the next 30 days.

RESOLUTION NO. 2021-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT RE-MAKING FINDINGS RELATING TO A DECLARED STATE OF EMERGENCY AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE ALTADENA LIBRARY DISTRICT FOR THE PERIOD OF NOVEMBER 29 - DECEMBER 29, 2021 PURSUANT TO GOVERNMENT CODE SECTION 54953(E).

WHEREAS, the Altadena Library District is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of the Altadena Library District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Trustees previously adopted Resolution 2021-05 on September 27, 2021 and Resolution 2021-07 on October 25,2021, finding that the requisite conditions exist for the legislative bodies of Altadena Library District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions still exist in the District, specifically, an ongoing state of emergency has been proclaimed due to the persistence of the COVID-19 pandemic; and

WHEREAS, California State health officials as well as those in Los Angeles County continue to characterize Los Angeles County as a region of high transmission, meaning that the risk to the health and safety of participants and attendees remains serious, and State and LA County health officials continue to recommend social distancing measures under certain circumstances to reduce the risk of transmission of COVID-19; and

WHEREAS, the Board of Trustees does hereby find that the COVID-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and finds that there continues to be state of emergency declared by the Governor of the State of California, and desires to remain consistent with recommendations from State and LA County public health officials; and

WHEREAS, as a consequence of the local emergency, the Board of Trustees does hereby find that the legislative bodies of Altadena Library District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, members of the public are encouraged to watch a livestream of all public meetings via YouTube, and are invited to make public comment on any agendized or non-agendized topic via a variety of fashions, both written and oral, including live options as described in each publicly-posted agenda.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Finding of Governor's Proclamation of a State of Emergency and Recommended Social Distancing Measures; Further Findings. The Board hereby finds that the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, remains in effect, and that State and LA County health officials continue to recommend social distancing measures under certain circumstances. The Board further finds and determines that holding meetings in person at this time would pose an imminent risk to the health, safety, and well-being of participants by requiring participants to gather in an enclosed space where there is a risk of COVID-19 transmission.

Section 3. Remote Teleconference Meetings. The Directors, staff, and legislative bodies of the Altadena Library District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and

public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 29, 2021, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Altadena Library District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 22nd day of November, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

_____
Jason Capell, Board Secretary

_____
Katie Clark, Board President

APPROVED AS TO FORM:

_____
Richard Egger, General Counsel

Altadena Libraries

2021 BOARD ROLES

Officers

1. President: Katie Clark
2. Secretary: Jason Capell

Liaisons

1. Governmental Relations Liaison: Terry
2. Friends of the Altadena Library Liaison: Kameelah
3. Altadena Library Foundation Liaison: Rushmore

Budget Committee | Standing

1. Chair: Rushmore
2. Member: Kameelah

Community Facilities District Committee | Standing

1. Chair: Terry
2. Member: Rushmore

Redistricting *(formerly CVRA)* Committee | Ad-Hoc

1. Chair: Kameelah
2. Member: Katie

Facilities Committee | Ad-Hoc

1. Chair: Jason
2. Member: Katie

BOARD OF TRUSTEES

Terry Andrues

Jason Capell

Katie Clark

Rushmore Cervantes

Kameelah Wilkerson

ADMINISTRATION

Nikki Winslow
District Director

MISSION

The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.

MAIN LIBRARY

600 E. Mariposa Street
Altadena, CA 91001

BOB LUCAS BRANCH

2659 Lincoln Avenue
Altadena, CA 91001