



AGENDA REPORT

Meeting Date: January 29, 2008
Item Number: F-10
To: Honorable Mayor & City Council
From: Alan Schneider, Director of Project Administration
Subject: APPROVAL OF AMENDMENT NO. 2 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND LINDA DEMMERS FOR SPACE PLANNING CONSULTING SERVICES RELATED TO THE BEVERLY HILLS PUBLIC LIBRARY; AND
APPROVE A CHANGE PURCHASE ORDER TO LINDA DEMMERS IN THE AMOUNT OF \$11,655 FOR THE SERVICES
Attachments: 1. Agreement

RECOMMENDATION

It is recommended that the City Council approve Amendment No. 2 to the Agreement with Linda Demmers in the amount of \$11,655 for additional space planning services related to the Beverly Hills Public Library at 444 N. Rexford Drive.

INTRODUCTION

During the 2006-2007 fiscal year, the City engaged Linda Demmers to provide planning services through an evaluation with Library staff of the facility to improve service to key constituencies, including the development of signature spaces for teens, the business community, non-English language speakers, and for the visually impaired; increase the number and comfort of reader seats; improve document delivery service; create state of the art meeting facilities; utilize marketing techniques to increase use; expand accommodations for the library's literacy and local history programs; reduce the number of service points and staff-dependent service; and generally refresh the facility.

This effort culminated in a Planning Document that provides a detailed space needs analysis and building program for reconfigured services and a renovated library that will fit within the square footage of the current facility.

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The next step in the process is to select a design firm to assimilate the data and develop viable design options for renovation of the library.

DISCUSSION

The proposed amendment to the agreement with Linda Demmers is to provide consulting services in assisting the City staff in continuing the development process. Specifically, the services include:

- Assist in the selection of the architectural design firm
- Provide interpretation and clarification of the Planning Document
- Review and consult with design firm for conceptual design based programming data
- Assist in evaluating furniture and equipment options

The proposed services under this amendment will be performed for the not to exceed amount of \$11,655 for a total agreement of \$51,345.

FISCAL IMPACT

Funding for the current Agreement has been allocated from the FY 07-08 Capital Improvement Program (CIP) budget for the Library Facility Maintenance and Improvement Project #838, and is available to cover the cost of these services.



Scott G. Miller
Finance Approval



David D. Gustavson
Approved By

AMENDMENT NO. 2 TO AN AGREEMENT BETWEEN THE
CITY OF BEVERLY HILLS AND LINDA DEMMERS FOR
SPACE PLANNING CONSULTING SERVICES RELATED TO
THE BEVERLY HILLS PUBLIC LIBRARY

NAME OF CONSULTANT: Linda Demmers

RESPONSIBLE PRINCIPAL OF CONSULTANT: Linda Demmers

CONSULTANT'S ADDRESS: 2414 Chislehurst Drive
Los Angeles, CA 90027

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Alan Schneider
Director of Project Administration

COMMENCEMENT DATE: Upon receipt of Notice to Proceed

TERMINATION DATE: December 31, 2008, unless extended
pursuant to Section 2

CONSIDERATION: Total not to exceed: \$39,690 based
on the hourly rate described in
Exhibit A

Amendment No. 2: Not to exceed
\$11,655 based on the hourly rate
described in Exhibit A-1

Total Agreement: Not to exceed
\$51,345

AMENDMENT NO. 2 TO AN AGREEMENT BETWEEN THE
CITY OF BEVERLY HILLS AND LINDA DEMMERS FOR
SPACE PLANNING CONSULTING SERVICES RELATED TO
THE BEVERLY HILLS PUBLIC LIBRARY

This Amendment No. 2 is to that certain Agreement between the City of Beverly Hills, a municipal corporation ("CITY"), and Linda Demmers (hereinafter referred to as "CONSULTANT"), dated November 9, 2006, and identified as Contract No. 407-06, and as amended by Amendment No. 1, dated March 9, 2007 and identified as Contract No. 69- ("Agreement").

RECITALS

A. CITY desires to continue to retain the services of CONSULTANT to provide space planning services in connection with the Beverly Hills Public Library.

B. CITY desires to amend the Scope of Services to include additional services and to increase the Consideration for the additional services.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, CITY and CONSULTANT agree as follows:

Section 1. The Termination Date shall be amended as set forth above.

Section 2. The Consideration shall be amended as set forth above.

Section 3. Attachment I shall be added to Exhibit A, Scope of Services, as attached hereto and incorporated herein.

Section 4. Except as specifically amended by Section 1 of Amendment No. 1 and this Amendment No. 2, the Agreement dated November 9, 2006 shall remain in full force and effect.

EXECUTED the _____ day of _____, 200____, at Beverly Hills, California.

CITY OF BEVERLY HILLS
A Municipal Corporation

JIMMY DELSHAD
Mayor of the City of
Beverly Hills, California

ATTEST:

(SEAL)
BYRON POPE
City Clerk

CONSULTANT: LINDA DEMMERS
Linda Demmers
LINDA DEMMERS
Sole Proprietor

APPROVED AS TO FORM
Laurence S. Wiener
LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:
David D. Gustavson
DAVID D. GUSTAVSON
Director of Public Works & Transportation

Alan Schneider
ALAN SCHNEIDER
Director of Project Administration

Karl Kirkman
KARL KIRKMAN
Risk Manager

**ATTACHMENT I TO EXHIBIT A
ADDITIONAL SCOPE OF SERVICES AND FEES**

Phase	Tasks	Hours
City Librarian Interface	Program and project presentation to new City Librarian	6
	Incorporate final revisions	5
A/E Selection	Assist in writing RFQ	included
	Assist in identifying prequalified A/E firms	included
	Review RFQ responses	6
	Interview 4 prospective A/E firms	6
A/E Orientation	Program and project interpretation to selected A/E	6
	Review of existing conditions (Plans, dimensions, services)	4
	Program/plan validation	8
Conceptual	Conceptual Design: assistance and review	25
	Presentation and revision as needed	4
	Program update based on conceptual design	8
FF&E Re-use & New	Furniture and equipment evaluation (new vs. used)	10
	Product & vendor identification & assistance	8
	FF&E (Fixtures, Furniture & Equipment) budget update	5
Schematic	Schematic and cost analysis assistance	future
	Schematic review and presentation as needed	future
	Program update based on conceptual design	future
Phasing & Budgeting	Phasing and priority identification with City, Library & A/E	future
	Assistance with fundraising	future
	Multi-year phasing and budgeting	future
	Assist Library to plan moves and sequence of projects	future
Design Development	Assistance with Design Development First Project	future
	Subtotal	101
Optional	Presentation to library staff as needed	10
	Total Hours	111
	Hourly rate at \$105 per hour	\$11,655.00