

City of San Diego

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REQUEST FOR PROPOSAL (RFP)

FOR

SKYLINE HILLS BRANCH LIBRARY DESIGN-BUILD CONTRACT

RFP NO.: _____ K-14-5903-DB2-3
SAP NO. (WBS/IO/CC): _____ S-00692
CLIENT DEPARTMENT: _____ 1311
COUNCIL DISTRICT: _____ 4
PROJECT TYPE: _____ BB

THIS CONTRACT IS SUBJECT TO THE FOLLOWING:

- PHASED-FUNDING
- THE CITY'S SUBCONTRACTING PARTICIPATION REQUIREMENTS FOR SLBE PROGRAM.
- PREVAILING WAGE RATES: STATE FEDERAL

PROPOSALS DUE:

**12:00 NOON
FEBRUARY 11, 2014
CITY OF SAN DIEGO
PUBLIC WORKS CONTRACTING GROUP
1010 SECOND AVENUE, SUITE 1400, MS 614C
SAN DIEGO, CA 92101
ATTN: CONTRACT SPECIALIST**

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1. INTRODUCTION

- 1.1. This is the City of San Diego's (City) second step (in a 2-step process) in the selection process to provide Design-Build services for the **Skyline Hills Branch Library Design - Build Contract** (Project).
- 1.2. This RFP is being issued to the selected firms for this selection process exclusively. These firms are:
 1. Erickson Hall Construction/Bucker Sadler
 2. BNBuilders/Miller Hull
 3. Barnhart-Reese Construction, Inc./ NTD
- 1.2.1. Proposals from any other firms will not be considered for this process and will be rejected as unsolicited Proposals.
- 1.3. This RFP describes the Project, the required Scope of Work and Services, the Design-Builder selection process, and the minimum information that shall be included in the Proposal for this Project, and, the terms and conditions governing the Work. Failure to submit information in accordance with this RFP's requirements and procedures may be cause for disqualification.
- 1.4. Each Proposal properly executed as required by this RFP shall constitute a firm offer, which may be accepted by the City within the time specified in the Proposal.
- 1.5. This RFP will not commit the City to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for the Work.
- 1.6. Upon receipt by the City, Proposals shall become public records subject to public disclosure. It is the responsibility of the respondent to clearly identify any confidential, proprietary, trade secret or otherwise legally privileged information contained within the Proposal. General references to sections of the California Public Records Act (PRA) will not suffice. If the Contractor does not provide supply applicable case law that clearly establishes that the requested information is exempt from the disclosure requirements of the PRA, the City shall be free to release the information when required in accordance with the PRA, pursuant to any other applicable law, or by order of any court or government agency, and the Contractor will hold the City harmless for release of this information.
- 1.7. Selection announcements, contract awards, and all data provided by the City shall be protected by the Design-Builder from public disclosure. The Design-Builders desiring to release information to the public, shall receive prior written approval from the City.
- 1.8. The Design-Builder, by submitting a response to this RFP, agrees to provide the required services for the terms and conditions noted in this RFP and its exhibits, if awarded by the City. The agreement and other terms and conditions are included in the Design-Build Contract and The GREENBOOK, The WHITEBOOK, and the Supplementary Special Provisions (SSP).

- 1.9. Any architectural firms, engineering firms, specialty consultants, or individuals retained by the City to assist in drafting the RFPs or the Project’s preliminary design shall not be eligible to participate in the competition with any Design-Build Entity without the prior written consent of City. Any architectural firms, engineering firms, specialty consultants, or individuals retained by the City to assist in drafting any Reference Documents, such as the Water Department’s Master Plan and any other document that was not prepared specifically for this contract, are considered to be eligible to participate.

2. EQUAL OPPORTUNITY CONTRACTING PROGRAM

- 2.1. The City is dedicated to the principles of equal opportunity in the workplace and in subcontracting. It is the City’s expectation that firms doing business with the City have, and are able to demonstrate, the same level of commitment.

- 2.2. The Design-Builders are encouraged to take positive steps to diversify and expand their subcontractor solicitation base and to offer contracting opportunities to all eligible certified Subcontractors in accordance with the City’s EOCP requirements included in the Contract Documents.

- 2.3. All information provided and requirements set forth in Section 2 of the Request for Qualifications (RFQ) for the Project shall apply to this RFP process. The Design-Builder shall review the information, data, and documentation provided in the Design-Builder’s Statement of Qualification (SOQ) and changes shall be identified in the Proposal; otherwise the information, as previously submitted, will be deemed complete and accurate.

2.4. Subcontractor Participation:

- 2.4.1. The City has incorporated mandatory SLBE-ELBE subcontractor participation percentages to enhance competition and maximize subcontracting opportunities. For the purpose of achieving the mandatory subcontractor participation percentages, a recommended breakdown of the SLBE and ELBE subcontractor participation percentages based upon certified SLBE and ELBE firms has also been provided to achieve the mandatory subcontractor participation percentages:

1.	SLBE participation	3.3%
2.	ELBE participation	9.0%
3.	Total mandatory participation	12.3%

- 2.4.2. The Design-Builder’s are strongly encouraged to attend the Pre-Proposal Meeting to better understand the Good Faith Effort requirements of this contract. See the City’s document titled “SLBE Program, Instructions For Bidders Completing The Good Faith Effort Submittal” available at: <http://www.sandiego.gov/eoc/>

- 2.4.3. The Proposal will be declared non-responsive if the Proposer fails the following mandatory conditions:

1. Proposer's inclusion of SLBE-ELBE certified subcontractors at the overall mandatory participation percentage identified in this document; OR.
2. Proposer's submission of Good Faith Effort documentation demonstrating the Proposer made a good faith effort to outreach to and include SLBE-ELBE Subcontractors required in this document within **3 Working Days** of the Proposal due date if the overall mandatory participation percentage is not met.

2.5. For additional Equal Opportunity Contracting Program requirements (see Attachment C).

3. PROJECT VALUE

3.1. The City's stipulated Contract Price for the best value for the design and construction of this project is **\$8,800,000**.

4. CONTRACT TIME

4.1. The Project shall be completed within **600 Working Days** from the NTP.

5. CONTRACTOR'S LICENSE CLASSIFICATION AND PRE-QUALIFICATION STATUS

5.1. The Design-Builder shall ensure that Design-Builder's license(s) as specified in the RFQ shall be valid when Proposal is submitted. In addition, the Design-Builder shall maintain its prequalification status at the time of the Proposal submittal as specified in the RFQ. Failure to comply with these requirements will result in rejection of the Proposal.

6. SELECTION AND AWARD SCHEDULE

6.1. The Panel will forward its ranked listing to the Director or designee with a recommendation for the highest ranking proposal. The Mayor or designee has final authority for selection.

6.2. The City anticipates that the process for selecting a Design-Builder, and awarding the contract, will be according to the following tentative schedule:

- | | |
|------------------------------------|-------------------|
| 6.2.1. Pre-Proposal Meeting | January 9, 2014 |
| 6.2.2. Proposal Due Date | February 11, 2014 |
| 6.2.3. Presentations | February 25, 2014 |
| 6.2.4. RESERVED | |

6.2.5.	Selection and Notification	February 2014
6.2.6.	Limited Notice to Proceed	March 2014
6.2.7.	Design Notice to proceed	June 2014
6.2.8.	Foundation Notice to Proceed	November 2014
6.2.9.	Building Notice to Proceed	July 2015
6.2.10.	Construction Completion	December 2016

7. **PROJECT DESCRIPTION, SCOPE OF WORK, AND PERFORMANCE SPECIFICATIONS,**

See Attachment A

8. **PRE-PROPOSAL ACTIVITIES**

8.1. Submission of Questions

- 8.1.1. The Director or designee of the Public Works Department is the officer responsible for responding to questions and opening, examining, and evaluating the competitive Proposals submitted to the City for the acquisition, construction, and completion of any public improvement except when otherwise set forth in these documents.
- 8.1.2. All questions regarding the RFP shall be presented to the Contract Specialist in writing or at the e-mail address identified on the cover sheet of the RFP prior to the Proposal due date.
- 8.1.3. Questions received less than 14 Days prior to the Proposal due date may not be considered.
- 8.1.4. Interpretations or clarifications of this RFP considered necessary by the City in response to such questions will be issued by Addenda.
- 8.1.5. The City at its option, may respond to any or all questions submitted in the form of an Addendum. Only questions answered by formal written Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 8.1.6. The changes to the RFP through Addendum are made effective as though originally issued with the RFP. It is the Design-Builder's responsibility to become informed of any Addenda that have been issued and to include all such information in its Proposal.

8.2. Pre-Proposal Meeting

- 8.2.1. A **mandatory** Pre-Proposal meeting will be held on **January 9, 2014** from 10:00 AM to 11:00 AM, at 1010 Second Avenue, Suite 1400, San Diego, CA, 92101.

- 8.2.2. All Design-Builders are **required** to attend. Any materials distributed at the meeting will be issued to all RFP recipients in the form of an addendum to the RFP. It is not necessary for all members of a the Design-Builder's team to be present at the Pre-Proposal Meeting, however, the Design-Builder will be responsible for receiving and applying all information discussed at the Pre- Proposal Meeting.
- 8.2.3. To request a copy of the agenda on an alternative format, or to request a sign language or oral interpreter for this meeting, call the Public Works Contracting Group at (619) 533-3450 at least 7days prior to the Pre-Proposal Conference to ensure availability.
- 8.2.4. Proposals shall be considered **non-responsive** if the Design-Builder fails to attend the Pre-Proposal Meeting as evidenced by the City's meeting sign-in sheet when such a meeting has been specified to be required.
- 8.2.5. Firms participating in the Pre-Proposal Meeting and site visit (if any) will not be compensated for their participation.

8.3. Revision to the RFP

The City reserves the right to revise the RFP and extend the Proposal due date by issuing an addendum. Addenda issued by the City will be posted to the City's electronic bidding website.

9. EXAMINATION OF PLANS, SPECIFICATIONS, AND SITE OF WORK

- 9.1. Contract Documents may be obtained by visiting the City's website: <http://www.sandiego.gov/cip/> Plans and Specifications for this contract are also available for review in the office of the Public Works Contracting Group.
- 9.2. The Design-Builders shall examine carefully the Project Site, the Plans and Specifications, and other materials as described in or referenced by this RFP. The submission of a Proposal shall be conclusive evidence that the Design-Builder has investigated and is satisfied as to the conditions to be encountered, as to the character, quality, and scope of Work, the quantities of materials to be furnished, local conditions, and as to the requirements of the Contract Documents.

10. CHANGES TO THE SCOPE OF WORK

- 10.1. The Design-Builder shall immediately notify the City in writing of any proposed or anticipated change in the Scope, Contract Amount, or Contract Time, and shall obtain City's written consent to the change prior to making any changes. In no event shall City's consent be construed to relieve the Design-Builder from its duty to render all Work and Services in accordance with applicable laws and accepted industry standards.

11. DESIGN SUBMITTALS

11.1. The City’s review of The Design-Builder’s Design Submittals shall not relieve the Design-Builder from its responsibilities under the Contract, or be deemed to be an acceptance or waiver by City of any deviation from, or of the Design-Builder’s failure to comply with, any provision or requirement of the Contract Documents, unless such deviation or failure has been identified as such in writing in the document submitted for acceptance by The Design-Builder and accepted by City. Where approval or acceptance by City is required, it is understood to be general approval only, and does not relieve the Design-Builder of responsibility for complying with all applicable laws and good professional practices as the Design-Builder shall be the Engineer of Record.

12. BONDS AND INSURANCE

12.1. Prior to the award of the Contract (or Task Order), the Design-Builders shall submit evidence of separate bonds and insurance as specified in Sections 2-4, “CONTRACT BONDS,” 7-3, “LIABILITY INSURANCE,” and 7-4, “WORKERS’ COMPENSATION INSURANCE” of the Supplementary Special Provisions (see Attachment E).

13. SUBMITTAL REQUIREMENTS

13.1. Each Design-Builder shall submit separate “Technical” and “Price” Proposals as described in this RFP.

13.2. Technical Proposal Requirements

13.2.1. Failure to comply with this section will render the Design-Builder’s submittal invalid and disqualify it from this selection process.

13.2.2. The Technical Proposal shall be concise, well organized, and demonstrate the Design-Builder's qualifications and experience applicable to the Project. The Technical Proposal shall be limited to **50** one-sided pages (8½” x 11”), exclusive of resumes, graphics, forms, pictures, photographs, dividers, front and back cover, etc., that address the Technical Proposal contents; and of Equal Opportunity Contracting documentation. Font Type shall be Times New Roman in a minimum 12 Point font size, with a minimum 1” margin for text pages. A cover letter may be submitted but shall not contain any information that is a required element of the Technical Proposal. Any Technical Proposal that does not comply with these formatting standards may not be considered.

13.2.3. The Design-Builder shall certify that the documentation required under the Work Force Report and Equal Employment Opportunity (EEO) Plan and the Subcontractor Documentation of the RFQ remains correct and accurate. If any changes or modifications are required to the aforementioned documents, they shall be documented in the Work Force Report and EEO Plan and submitted with the Proposal.

- 13.2.4. The EOCP information not revealing the Contract Price shall be submitted with the Technical Proposal.
- 13.2.5. The Technical Proposals submitted in response to this RFP shall be in accordance with the requirements listed in ATTACHMENT G. The contents of the Proposal shall be organized consistent with ATTACHMENT G.

13.3. Price Proposal Requirements

- 13.3.1. This solicitation is for a Fixed Lump Sum contract with Unit Price provisions as set forth in the Proposal Form(s), Attachment H.
- 13.3.2. One executed original of the Price Proposal, clearly marked as “Original” on the cover shall be submitted in a separate sealed envelope. Refer to ATTACHMENT H of this RFP for the Price Proposal form to be used.
- 13.3.3. The Price Proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Design-Builder.
- 13.3.4. . See ATTACHMENT G for criteria from which the proposals will be evaluated.
- 13.3.5. In case of discrepancies, written numbers will govern over numerical. The summation of all lump sum, unit prices, allowances and any other priced items will govern over the total price in case of discrepancies between the two.
- 13.3.6. Certain EOCP information (i.e., Subcontractors and Suppliers listings) that indicates the dollar value of the portions of the work to be performed by the Subcontractors and Suppliers shall be submitted as part of the Price Proposal.

13.4. Submittal Requirements

13.4.1. General

- 13.4.1.1. A corporation designated as the selected Design-Builder shall furnish evidence of its corporate existence and evidence that the officer signing the Proposal and subsequent bonds for the corporation is duly authorized to do so.
- 13.4.1.2. Price Proposal shall be made only upon the Proposal form attached to and forming a part of the specifications. The signature of each person signing shall be in longhand.
- 13.4.1.3. The Design-Builder shall complete and submit all pages in the "Proposal Documents" Section as their Price Proposal per the schedule given under “Required Documents Schedule.” The Design-Builder is requested to retain for their reference other portions of the Contract Documents that are not required to be submitted with the Proposal. The entire specifications for the proposal package do not need to be submitted with the proposal.

- 13.4.1.4. Proposals and certain other forms and documents shall be enclosed in a sealed envelope and shall bear the title of the work and name of the Design-Builder and the appropriate State Contractors License designation which the Design-Builder holds.
- 13.4.1.5. Proposals may be withdrawn by the Design-Builder prior to, but not after, any of the Proposals received by the City have been opened. The Proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Design-Builder.
- 13.4.1.6. Proposals or modifications received after the hour and date specified on the cover of this RFP may cause the Design-Builder's Proposal to be rejected as non-responsive.
- 13.4.1.7. Failure to comply with the requirements of this RFP may result in disqualification.

13.4.2. Technical Proposal

- 13.4.2.1. The Technical Proposal shall be received no later than the time and date shown on the cover of this RFP.
- 13.4.2.2. The Technical Proposal must contain: one executed original, clearly marked as "Original" on the cover, ten (10) paper copies of the Proposal, and one (1) searchable Portable Document Format (PDF) copy of the Proposal stored on Compact Disc (CD) or Digital Video Disc (DVD). The following information will be clearly marked on the outside of each package:
 - Name of Design-Builder
 - Project Title
 - "Technical Proposal" Package Number (for example: "1 of 16")
 - Marked "**CONFIDENTIAL**" (in red)
- 13.4.2.3. Design elements which deviate from the Scope of Work, City's design guidelines, or material substitutions which differ from the Approved Material List shall be highlighted in accordance with ATTACHMENT G.

13.4.3. Price Proposal

- 13.4.3.1. The Price Proposal **shall be submitted separately** from the Technical Proposal and shall be received no later than the time and date shown on the cover of this RFP.
- 13.4.3.2. Submittal of the Price Proposal after the date stipulated in this section will be cause for rejection of the entire Proposal and disqualification of the Design-Builder for this selection process.

- 13.4.3.3.** The Price Proposal shall be submitted in sealed packages with the following information clearly marked on the outside of each package:

Name of Design-Builder
Project Title
“Price Proposal” Marked “**CONFIDENTIAL**” (in red)

13.4.4. Review of Technical Proposal

- 13.4.4.1.** Following the receipt of the Technical Proposal, the City anticipates allotting 2 weeks for review of the Technical Proposals.
- 13.4.4.2.** Subsequent to receipt, the City will provide written notice of the schedule for technical presentations. The purpose of the presentation is for the Panel to ask questions and to seek clarifications about the Proposal. It also provides an opportunity for the Design-Builder to elaborate on and highlight significant parts of the Proposal. This schedule will be on a "random draw" basis and has no bearing on the potential for award.

13.4.5. Technical Presentation

- 13.4.5.1.** The interview will consist of a (30) minute presentation by the Design-Builder and (30) minutes of questions by the Panel. The presentation shall be presented by the Design-Builder’s key personnel who will be continuously involved on site or in San Diego, in relative proportion to their level of involvement.
- 13.4.5.2.** The Design-Builders are responsible for bringing any and all equipment and materials that are required for the presentation. The City will not provide any equipment or materials for presentations.

14. SELECTION CRITERIA

- 14.1.** Following review of the Technical Proposals and the oral presentations/interviews (if applicable), the resulting qualitative evaluation scores will be totaled. After which, each Design-Builder’s price envelope will be opened and forwarded to EOCP for review of actual subcontractor participation and scoring. The EOCP score will then be added to the Design-Builder’s cumulative score.

14.2. Final Selection (Best Value i.e., Best Design for a Lump Sum Price)

- 14.2.1.** The City will select a Design-Builder that will offer the best value for the design and construction of this project per the scope shown in ATTACHMENT A.
- 14.2.2.** The Project Manager will assemble a team which will evaluate the proposals and utilize the point system described in ATTACHMENT G to select the Design-Builder. Design-Builders will be notified in writing of the City’s final decision.

- 14.2.3. The Design-Builder is responsible to demonstrate by submittal of their package that the complete design, product, and installation can be accomplished for the stipulated Contract Price.

15. OPENING OF PRICE PROPOSALS

- 15.1. To obtain opening of price Proposals results, review the results on the City's web site, or provide a self-addressed, stamped envelope, referencing Proposal number, and Proposal tabulation will be mailed to you upon verification of extensions. The results given over the telephone shall not be relied upon confirmed in writing.
- 15.2. The City will announce in writing the selected Design-Builder via correspondence to all participants indicating the evaluation results. The notification to the Design-Builders shall constitute the public announcement of the Apparent Winner. In the event that the Apparent Winner is subsequently deemed non-responsive or non-responsible, a new public announcement will be provided to all proposers with the name of the newly designated Apparent Winner.

16. POLICIES, PROCEDURES AND GUIDELINES

- 16.1. The Program's Selection Process is based on the policies, procedures and guidelines contained in the City Municipal Code Chapter 2, Article 2, Division 33.
- 16.2. A Ranking Panel (Panel) will be established for this Project and will include representatives from the City and may include other interested parties (e.g., Participating Agencies, representative from the Community at Large, as required and other agencies e.g, etc.).
- 16.3. The Panel will review all proposals received and, when required, interview each Design-Builder in accordance with Section 13.4.5.1 of this RFP. Based on the Design-Builder's Proposal, interview and the Project's Evaluation Criteria, the Panel will rank the Design-Builders as to qualifications. The Panel will forward its ranked listing of Design-Builders to the Mayor or designee.
- 16.4. The Mayor or designee will make the final recommendation to City Council concerning the proposed agreement. The City Council has the final authority to approve the Contract.

17. ADDITIONAL TERMS AND CONDITIONS

- 17.1. **Protests.** A Design-Builder may protest the award of a Task Order to another Design-Builder in accordance with San Diego Municipal Code section 22.3017.
- 17.2. **Changes to Key Personnel and Substitution of Subcontractors.** The Design-Builder shall not change or substitute any individual that is identified as "key personnel" in its Statement of Qualifications "SOQ" and Proposal without the written consent of the City, which will not be unreasonably withheld. The Design-Builder shall not change or substitute any Subcontractor or Supplier, identified in its SOQ and Proposal without written consent of the City.

- 17.3. Project Team.** The Design-Builder shall maintain all representations, team members, and proposed tasks and work elements as valid, except for the schedule which would be adjusted as mutually agreed upon by the City and the Design-Builder.
- 17.4. Submittal of “Or Equal” Items.** See 4-1.6, “Trade Names or Equals” in the SSP and as modified by the Scope of Work (see Attachment E).
- 17.5. San Diego Business Tax Certificate.** All Contractors, including Subcontractors, not already having a City of San Diego Business Tax Certificate for the work contemplated shall secure the appropriate certificate from the City Treasurer, Civic Center Plaza, first floor, before the Contract can be executed.
- 17.6. City Standard Provisions.** The work resulting from this RFP is subject to the following standard provisions. See The WHITEBOOK for details.
- 17.6.1.** The City of San Diego Resolution No. R-277952 adopted on May 20, 1991 for a Drug-Free Workplace.
- 17.6.2.** The City of San Diego Resolution No. R-282153 adopted on June 14, 1993 related to the Americans with Disabilities Act.
- 17.6.3.** The City of San Diego Municipal Code §22.3004 for Pledge of Compliance.
- 17.6.4.** The City of San Diego’s Labor Compliance Program and the State of California Labor Code §§1771.5(b) and 1776.
- 17.6.5.** Sections 1777.5, 1777.6, and 1777.7 of the State of California Labor Code concerning the employment of apprentices by contractors and subcontractors performing public works contracts.
- 17.6.6.** The City’s Equal Benefits Ordinance (EBO), Chapter 2, Article 2, Division 43 of The San Diego Municipal Code (SDMC).
- 17.6.7.** The City’s Information Security Policy (ISP) as defined in the City’s Administrative Regulation 90.63.
- 17.7. Payroll Records.**
- 17.7.1.** The Design-Builder's attention is directed to the City of San Diego Labor Compliance Program, Section IV, pages 4-7, and the State of California Labor Code §§1771.5(b) and 1776. These require, in part, that the Design-Builder and Subcontractors maintain and furnish to the City, at a designated time, a certified copy of each weekly payroll containing a statement of compliance signed under penalty of perjury.
- 17.7.2.** The Design-Builder and Subcontractors shall submit weekly certified payrolls online via Prism® i.e., the City’s web-based labor compliance program. The Design-Builder shall be responsible for the compliance with these provisions by the Subcontractors. The City will withhold contract payments when payroll records are delinquent or inadequate, or when it is established after investigation that underpayment has occurred.

17.8. Prevailing Wage Rates: Prevailing wage rates apply to this contract.

17.8.1. State Prevailing Wage Requirements.

- 17.8.1.1.** In accordance with the provisions of California Labor Code Sections 1770, et seq. as amended, the Director of the Department of Industrial Relations has determined the general prevailing rate of per diem wages in accordance with the standards set forth in such Sections for the locality in which the Work is to be performed. Copies of the prevailing rate of per diem wages may be found at http://www.dir.ca.gov/dlsr/statistics_research.html. The Contractor shall post a copy of the above determination of the prevailing rate of per diem wages at each job site and shall make them available to any interested party on request.
- 17.8.1.2.** Pursuant to Sections 1720 et seq., and 1770 et seq., of the California Labor Code the Contractor any Subcontractor shall pay not less than said specified rates determined by the Director of the California Department of Industrial Relations to all workmen employed by them in the execution of the Work.
- 17.8.1.3.** The wage rates determined by the Director of Industrial Relations and published in the Department of Transportation publication entitled, "General Prevailing Wage Rates", refer to expiration dates. If the published wage rate does not refer to a predetermined wage rate to be paid after the expiration date, said published rate of wage shall be in effect for the life of this contract. If the published wage rate refers to a predetermined wage rate to become effective upon expiration of the published wage rate and the predetermined wage rate is on file with the Department of Industrial Relations, such predetermined wage rate shall become effective on the date following the expiration date and shall apply to this contract in the same manner as if it had been published in said publication. If the predetermined wage rate refers to one or more additional expiration dates with additional predetermined wage rates, which expiration dates occur during the life of this contract, each successive predetermined wage rate shall apply to this contract on the date following the expiration date of the previous wage rate. If the last of such predetermined wage rates expires during the life of this contract, such wage rate shall apply to the balance of the contract.
- 17.8.1.4.** The successful bidder intending to use a craft or classification not shown on the prevailing rate determinations may be required to pay the rate of the craft or classification most closely related to it.

17.9. Working Hours.

17.9.1. The Design-Builder shall comply with all applicable provisions of section 1810 to 1815, inclusive, of the California Labor Code relating to working hours.

17.9.2. The Design-Builder shall forfeit \$25.00 to the City for each worker employed in the execution of the Contract by the Design-Builder or by any Subcontractor for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of 8 hours at not less than 1.5 times the basic rate of pay.

17.10. Reference Standards:

17.10.1. Except as otherwise noted or specified, the Work shall be completed in accordance with the following standards:

Title	Edition	Document Number
Standard Specifications for Public Works Construction (“The GREENBOOK”)	2012	PITS070112-01
City of San Diego Standard Specifications for Public Works Construction (“The WHITEBOOK”)*	2012	PITS070112-02
City of San Diego Standard Drawings*	2012	PITS070112-03
Caltrans Standard Specifications	2010	PITS070112-04
Caltrans Standard Plans	2010	PITS070112-05
California MUTCD	2012	PITS070112-06
City Standard Drawings - Updates Approved For Use (when specified)*	Varies	Varies
Standard Federal Equal Employment Opportunity Construction Contract Specifications and the Equal Opportunity Clause Dated 09-11-84	1984	769023
NOTE:	*Available online under Engineering Documents and References at: http://www.sandiego.gov/publicworks/edocref/index.shtml	

18. PHASE FUNDING

See Attachment B

19. REQUIRED DOCUMENT SCHEDULE AND FORMS

19.1. REQUIRED DOCUMENT SCHEDULE - The following forms must all be completed and submitted to the City in connection with this Request for Proposal (see Required Document Schedule)

19.1.1. The Design-Builder’s or Design-Builder’s attention is directed to the City’s Municipal Code §22.0807(e), (3)-(5) for important information regarding grounds for debarment for failure to submit required documentation.

19.1.2. The specified Equal Opportunity Contracting Program (EOCP) forms are available for download from the City’s web site at:

<http://www.sandiego.gov/eoc/forms/index.shtml>

REQUIRED DOCUMENT SCHEDULE					
ITEM	WHEN DUE	FROM	DOCUMENT TO BE SUBMITTED	DOCUMENT DUE (AS CHECKED) WITH:	
				TECHNICAL PROPOSAL	PRICE PROPOSAL
1.	WITHIN 14 WORKING DAYS OF RFP ISSUANCE DATE	ALL PROPOSERS	Signed and Sealed Stipend Agreement		
2.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Price Proposal Form		√
3.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Non-collusion Affidavit to be Executed By Design-Builder and Submitted with Proposal under 23 USC 112 and PCC 7106		√
4.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Contractors Certification of Pending Actions		√
5.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Equal Benefits Ordinance Certification of Compliance		√
6.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Form AA05 – Design-Build List of Subcontractors		√
7.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Form AA15 - Design-Build List of Subcontractors	√	

REQUIRED DOCUMENT SCHEDULE

ITEM	WHEN DUE	FROM	DOCUMENT TO BE SUBMITTED	DOCUMENT DUE (AS CHECKED) WITH:	
				TECHNICAL PROPOSAL	PRICE PROPOSAL
8.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Form AA15 - Design-Build List of Subcontractors	√	
9.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Form AA25 - Design-Build Named Equipment/Material Supplier List		√
10.	PROPOSAL SUBMITTAL DATE/TIME	ALL PROPOSERS	Form AA30 - Design-Build Named Equipment/Material Supplier List	√	
11.	WITHIN 3 WORKING DAYS OF PROPOSAL DUE DATE	ALL PROPOSERS	Proof of Valid DBE-MBE-WBE-DVBE Certification Status e.g., Certs.		
12.	WITHIN 3 WORKING DAYS OF PROPOSAL DUE DATE	ALL PROPOSERS	Form AA60 – List of Work Made Available		
13.	WITHIN 3 WORKING DAYS OF PROPOSAL DUE DATE	ALL PROPOSERS	SLBE-ELBE Good Faith Documentations		
14.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Names of the principal individual owners of the Apparent Low Design-Builder		
15.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	If the Contractor is a Joint Venture, the following information must be submitted: <ul style="list-style-type: none"> • Joint Venture Agreement • Joint Venture License 		

REQUIRED DOCUMENT SCHEDULE

ITEM	WHEN DUE	FROM	DOCUMENT TO BE SUBMITTED	DOCUMENT DUE (AS CHECKED) WITH:	
				TECHNICAL PROPOSAL	PRICE PROPOSAL
16.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Contract Forms - Agreement		
17.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Contract Forms – Performance Bonds and Labor and Materialmen’s Bond		
18.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Certificates of Insurance and Endorsements		
19.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Contractor Certification - Drug-Free Workplace		
20.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Contractor Certification - American with Disabilities Act		
21.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Contractors Standards - Pledge of Compliance		
22.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Phased Funding Schedule Agreement (when required)		

REQUIRED DOCUMENT SCHEDULE

ITEM	WHEN DUE	FROM	DOCUMENT TO BE SUBMITTED	DOCUMENT DUE (AS CHECKED) WITH:	
				TECHNICAL PROPOSAL	PRICE PROPOSAL
23.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Pre-Award Schedule (Phased Funded Contracts Only)		
24.	WITHIN 10 WORKING DAYS AFTER RECEIPT BY PROPOSER OF CONTRACT FORMS	APPARENT LOW PROPOSER	Form BB05 – Work Force Report		

ATTACHMENTS

ATTACHMENT A

PROJECT DESCRIPTION, SCOPE OF WORK AND PERFORMANCE SPECIFICATIONS

ATTACHMENT A

PROJECT DESCRIPTION, SCOPE OF WORK AND PERFORMANCE SPECIFICATIONS

PUBLIC WORKS DEPARTMENT

1. Project Description:

- 1.1. The City of San Diego (City) is seeking Design-Builders to work with its stakeholders to design and construct the Skyline Hills Branch Library. The principal facility is a freestanding single-story structure of a 15,000 gsf with adjacent site, off-site improvements, surface parking and a maximum building area of 16,500 gsf (10% core factor) for the Skyline Hills/Paradise Valley community consisting of reading areas, a community room, staff offices/support area, and 500 sf of Friends of the Library retail space.
- 1.2. The Project also includes the demolition of the existing 4,400 sf library. This Request for Proposal (RFP) includes a building program that outlines the requirements in terms of area, function, equipment performance and minimum standards of construction, and a site diagram.
- 1.3. The City intends to achieve the optimum value for the budget available within the desired schedule. The Design-Builder that provides the best value within the stipulated contract price and is prepared to collaborate with the City and its stakeholders will be awarded the contract. We define value in terms of exceeding minimum program requirements, excellence of design, durability of materials, and optimized life-cycle energy and maintenance costs, within the stated stipulated contract price and available budget of \$8,800,000.
- 1.4. For additional information regarding the project see:
 - 1.4.1. Attachment B , Program Requirements for Program Space Report, Adjacency Requirements Design Guidelines and Program Narrative.
 - 1.4.2. Appendix A Spatial Relation For Each Library Space
 - 1.4.3. Appendix B, Library FF&E List
 - 1.4.4. Site Plan. Teams are encouraged to visit the site to verify information provided and explore the context before beginning design.
 - 1.4.5. Geotechnical Report for existing soils conditions and engineering recommendations (For Reference Only)
- 1.5. The Library shall be designed and built to be fully functional in every capacity with requirements exceeding the existing College Rolando Library located at 6600 Montezuma Road, San Diego, CA, 92115.

1.6. The Design-Builder submitting responsive proposals that are not awarded the contract shall be awarded a \$15,000 stipend.

1.7. The project is located at: 7844 Paradise Valley Road, San Diego, CA 92139.

2. Scope of Work:

2.1. The City is seeking a project of state of art design and technical quality conforming to, or exceeding, the minimum program and performance requirements established herein. Exceptions or deviations from these minimum requirements will not be allowed unless specifically authorized by this RFP or by addenda.

2.2. The Design-Builder services sought by this RFP include all services necessary to design and construct the branch library. This includes, but is not limited to, full design phase services, scheduling, estimating, energy modeling, value management, general contracting during the construction phase, building commissioning and project closeout. The design and construction must comply with the requirements of all applicable State and City agencies having jurisdiction over the project. The Design-Builder shall work to obtain approvals in increments that will facilitate the schedule. The completed project is to be a fully functioning facility as described in the Contract between the City and Design-Builder.

2.3. The Design-Build firms will be required to submit design concept, partial schematic design drawings, a narrative and LEED Project Checklist with explanatory notes with their Proposal. Each Design-Builder will have the opportunity to present its design concept.

2.4. Design-Build firms are encouraged to prepare proposals that limit construction impact on the surrounding community.

2.5. Design Guidelines and Performance Requirements.

2.5.1. Design guidelines and performance requirements to establish basic design criteria, minimum material quality and equipment standards are provided in this RFP. Each proposal must include a certification that the proposal meets or exceeds these criteria within the stipulated Contract Price. The Design-Builder is encouraged to provide a basis of design narrative and a description of how the project will exceed quality levels established by the performance requirements.

2.5.2. Proposals shall also identify attributes that enhance the minimum building design criteria, provide additional space within prescribed limits, and incorporate low operating cost building systems that reduce annual operating costs, or provide other features that will help achieve cost-effective public facilities of lasting value.

2.5.3. A detailed description of the required Program is provided in this RFP. These are minimum requirements. Design-Builders need to only stipulate where their design exceeds the Program.

2.6. The Scope of Work for the Design-Build firms includes but is not limited to:

- 2.6.1.** Architectural and engineering design services.
 - 2.6.2.** Permitting submittal and approvals from local and state agencies including Construction General Permit (CPG) and Municipal Storm Water Permit (MS4).
 - 2.6.3.** Coordination of payment of all fees.
 - 2.6.4.** Project Management.
 - 2.6.5.** Energy Modeling and Analysis
 - 2.6.6.** Construction, including off-site improvements as indicated in the Design Guidelines.
 - 2.6.7.** On site and off site wet and dry utilities design, coordination, and installation in the public right of way.
 - 2.6.8.** Commissioning of systems and equipment.
 - 2.6.9.** Coordination and payment of all test and inspection services.
 - 2.6.10.** Community meetings (as may be required).
 - 2.6.11.** Coordination and scheduling work of Team and others providing services to design and construct the project.
 - 2.6.12.** All on-site and off site grading for new construction storm water compliance (SWPPP, BMPs, SUSMP,SM4).
 - 2.6.13.** Insurance and bonding.
 - 2.6.14.** Coordination with City representatives.
 - 2.6.15.** LEED Silver compliance
 - 2.6.16.** ADA Compliance
 - 2.6.17.** Soils Report
 - 2.6.18.** Data/Cable/Voice/Communication
 - 2.6.19.** Surveying
 - 2.6.20.** Integration of public art (allowance)
 - 2.6.21.** Traffic improvements in the Public Right of Way
 - 2.6.22.** Furnishing (allowance)
- 2.7.** The design and construction must comply with the requirements of all applicable agencies having jurisdiction over the project.

2.8. Project Schedule.

2.8.1. The project schedule is to have the library completed and ready for public use by winter 2016. The Design-Builder shall obtain construction permits in two phases: foundation and utilities permits, and building permits.

2.9. Project Budget. The Project Budget includes all costs related to accomplishing the project. The Project Budget is allocated as follows:

Design and Field Construction	\$ 7,000,000
Owner's Contingency	\$250,000
Plan Checking and Permit Fees (Allowances)	\$250,000
Wet and Dry Utilities Fees(Allowances)	\$300,000
Furnishings (Allowances)	\$1,000,000
Total Stipulated Contract Price	\$8,800,000

2.10. Proposed Project Budget: The Design-Builder shall submit with the Proposal a project budget as follows:

2.10.1. Project Budget and Stipulated Contract Price: Provide a budget amount for the project proposed within the stipulated Contract Price. Any exceptions and or limitations affecting the stipulated Contract Price shall be identified.

2.10.2. Provide a summary of proposed utilization between Furniture, Fixtures, and Equipments (FF&E), material and finish upgrades and thematic elements.

2.10.3. The City will reimburse the Design-Builder the actual cost of the plan checking, permits, and Utilities fees without markup through fees allowances specified in the Proposal.

2.11. Written Submittals.

2.11.1. Project Design Description (limit 2 pages): A narrative description of the basis of design. Include reference to each of the systems; structural, electrical, mechanical and plumbing, as well as architectural, civil and landscape approaches. Address how the proposed design achieves programmatic goals and performance requirements of the project. Include narrative descriptions of the building forms; quality levels; proposed finish, and material selections; special design features; and performance characteristics. Clearly convey the design intent and philosophy of the proposed design and how it achieves the City's goals for the project.

- 2.11.2.** Project Schedule: The Design-Builder identification of, and commitment to, key milestones from Notice to Proceed through Guaranteed Completion Date. The schedule shall be cost loaded and identify significant design and construction activities; their duration and completion dates; document submittal dates; allowances for City and other agency review periods, including schematic design documents, design development documents, final plans and specifications; and regulatory agency review periods for the project. All dates must be indicated by calendar dates. The schedule shall be in color and in 11"x 17" foldout format.
- 2.11.3.** Project Budget: The D-B's Fixed Lump Sum Price for the project. Budget shall include cost detail by major building components.
- 2.11.4.** Project Compliance with Minimum Program and Performance Requirements: A brief written statement certifying that all mandatory program and performance requirements of the RFP are met by the proposal.
- 2.11.5.** LEED New Construction Project Checklist with explanatory notes for how each point will be achieved with accompanying Summary of Value-Added Enhancements (as appropriate).
- 2.11.6.** Summary of Value-Added Enhancements (optional): A brief narrative description of any proposed value-added enhancements.
- 2.11.7.** The proposal shall be in the required format with all forms, answers and attachments sequentially numbered to correspond to the applicable question or requirement.

2.12. Graphic Submittals.

- 2.12.1.** Drawings in general shall be drawn at the "schematic" level as defined by this RFP. All drawings shall be to scale. Plans and elevations are to be dimensioned. The format of the drawings is at the discretion of the Design-Build firms. These are minimum requirements and additional exhibits, including special design features proposed, may be submitted at the Design-Builder's discretion. Drawings and massing study model will be displayed for public review and comment in the City of San Diego Project Website and at the Skyline Hills Library. The drawings and model will be displayed anonymously; therefore, one set of drawings, mounted on foam-core boards, and the massing study model must be provided without any reference to or identification of the Design-Builder.
- 2.12.2.** The following schematic architectural drawings and models delineating and detailing design features, materials, and options are required for compliance with this RFP : Submit two (2) sets of full-size (D sheet), color drawings one of which is mounted on foam core boards as described above, for use at the Design-Builder's presentation and for display in the Skyline Hills Library (or other arranged venue), and ten (10) half-size, Color drawings , and one (1) electronic copy of the drawings

- A. **Site Plan:** a site plan showing all buildings, site features, and on-site improvements at a scale of 1" = 20'-0". See H-1 *Site Plan* for limit of site.
- B. **Floor / Space Plans:** a schematic floor plan with general representation of all core elements and structure, and all enclosed spaces at a scale of 1/8" = 1'-0". Show conceptual furniture and book stack layout on floor plans. The space plans shall identify the net square feet allocated to each organizational component listed in the Program Requirements.
- C. **Elevations:** a minimum of four (4) color exterior building elevations of the building including indication and limits of all material types and colors, and any shading devices, at a scale of 1/8" = 1'-0". **Sections:** a minimum of two (2) building cross sections showing the building's elevations in relationship to the other site improvements or ground planes at a scale of 1/8" = 1'-0".
- D. **Interior Perspective:** a minimum of one (1) sketch interior perspective, computer generated, es of the library interior depicting the Lobby and the Great Room.
- E. **3-D Computer Study Model:** a digitally created three dimensional (3-D) computer study model for visualization of the schematic building and site concept. Include elements adjacent to the building(s) for context and scale. Include saved views of the model that reference the adjacent contextual elements.
- F. **Massing Study Model (optional):** a monochromatic wood, chipboard or museum board, massing study model at a scale of 1" = 16'-0". Include elements adjacent to the building(s) for context and scale.
- G. **Other:** diagrams, charts, and photos to further illustrate the proposal are acceptable but not required.

2.13. Design Deliverables.

- 2.13.1. Design deliverables during the design process shall include 30%, 60%, 90% and 100% phases. Plans, Specifications and LEED progress packages shall be delivered for review at each phase.
- 2.13.2. Design-Builder shall provide five (5) full size (24"x36"), ten (10) one-half size (11"x17"), and one (1) CD of design drawings, and five (5) sets of specifications for each phase of design submittals. Design-Builder shall provide final as-built drawings in Mylar.

2.14. Performance Requirements and Standards.

2.14.1. The adequate performance of the completed improvements is of paramount importance. The completed project shall meet or exceed all performance requirements identified in this RFP. The following are considered general minimum standards:

- A.** Basic, minimum code performance: this is the basis of minimum facility performance resultant from compliance with code and regulation requirements. The completed project shall comply with, or exceed, all Local, State and Federal Codes, Regulations and Applicable Standards.
- B.** Leadership in Energy and Environmental Design (LEED): the completed facility shall meet or exceed the required points for a Silver Certification (50-59 points) as evidenced by a completed LEED for New Construction v4 Project Scorecard/Checklist, accompanied by a brief explanation of how each point will be achieved, and the requisite energy modeling to demonstrate proposed energy performance. LEED measurement and verification must be included. LEED certification is required. Enhanced commissioning is optional at the Offeror's discretion. The City may retain these services to confirm that the finished project meets the stipulated criteria.
- C.** Accessibility: the completed facility shall comply with the requirements of the Americans with Disabilities Act (ADA), State Title 24 access requirements and all applicable City Access Memos published by the City's Access Law Technical Group (see link below).

<http://www.sandiego.gov/publicworks/edocref/cipaccessdocs.shtml>

D. Specifications and Reference Documents:

- 1. Except as otherwise noted or specified, the Work shall be completed in accordance with the following standards:

Title	Edition	Document Number
Standard Specifications for Public Works Construction ("The GREENBOOK")	2012	PITS070112-01
City of San Diego Standard Specifications for Public Works Construction ("The WHITEBOOK")*	2012	PITS070112-02
City of San Diego Standard Drawings*	2012	PITS070112-03
Caltrans Standard Specifications	2010	PITS070112-04

Title	Edition	Document Number
Caltrans Standard Plans	2010	PITS070112-05
California MUTCD	2012	PITS070112-06
City Standard Drawings - Updates Approved For Use (when specified)*	Varies	Varies
Standard Federal Equal Employment Opportunity Construction Contract Specifications and the Equal Opportunity Clause Dated 09-11-84	1984	769023
<p>NOTE: *Available online under Engineering Documents and References at: http://www.sandiego.gov/publicworks/edocref/index.shtml</p>		

2. Design-Build Team will produce additional specifications necessary for the project that will be titled **“Technical Specifications”**.
3. California Uniform Building Code
4. 2012 Citywide CADD and Drafting Standards.
5. City of San Diego Street Design Manual
6. City of San Diego Drainage Design Manual
7. Sewer Design Guide
8. Water Design Guide
9. Consultant’s Guide to Park Design & Development
<http://www.sandiego.gov/park-and-recreation/general-info/documents/index.shtml>
10. Standards and Specifications Guidelines for Facilities Maintenance Division
11. Consultant Standards for Preparation of Plans, Specifications, and Estimates

2.15. Ease of operation, maintenance and replacement of equipment is key. For the purposes of this project, the following are considered general minimum maintenance standards:

1. Personnel with a reasonable level of training shall be able to easily operate the facility, equipment and systems.
 2. The various systems and equipment shall be selected with as few variations as possible to standardize the products.
 3. Training of City's personnel in operation of equipment and systems shall be provided.
 4. Minimize the amount of maintenance required.
 5. Make provisions for convenient access for service and replacement of equipment and system components, not required to have the expected service life span equal to that required for the project(s) as a whole, without undue disruption of building operation.
- 2.16.** Functional service life expectancy and durability of all work is vital. For the purposes of this project, the following are considered general minimum durability standards:
1. Life expectancy: The structural and general life expectancy of all work shall be 60 years, with the following exceptions: paved surfaces (25 year service life under normal usage), roof membranes (20 year service life, fully functional), and doors (20 year service life under normal usage).
 2. Roofs: All components of roofing (not just roof covering) shall be easily accessible by maintenance personnel on foot without the use of portable ladders. Rooftop fixtures, if any, shall be serviceable by simple replacement of parts, minimizing the time required on the roof. Surfaces need withstand maintenance foot traffic only.
- 2.17.** Security is essential. The design and construction of the improvements shall conform to the ideals of Crime Prevention Through Environmental Design (CPTED). The guidelines of CPT ED should be utilized to ensure well planned, located and shaped buildings within the site that enhance supervision and emergency readiness.
- 2.18. General Performance Requirements.** These general performance requirements describe the character, quality, or level of performance required for all improvements relative to construction assemblies and building systems:
- 2.18.1. GENERAL / ENVIRONMENTAL**
- A. Safety: Design and construct all exterior and interior spaces to incorporate accepted principles of crime prevention using environmental and technological methods of providing surveillance and access control.
 1. Roofs: Provide permanent access and safety systems to all areas of roofs for maintenance of roofing and rooftop-mounted equipment. Access to be controlled to prevent access by unauthorized persons.

2. Entries: Provide slip-resistant walking surfaces, including floors, ramps and stairs with a minimum static coefficient of friction of 0.80.
 3. Restrooms: Provide all elements, including fixtures, partitions, counters, mirrors, etc., that have a high safety rating.
- B. Fire and Life Safety: Provide code approved fire and life safety systems for site and building including emergency vehicle circulation, on-site hydrants as required, and building access for fire apparatus and emergency response vehicles.
- C. Acoustics: minimize noise intrusion from noise-source into occupied spaces, and on-site public, gathering environments.
1. Structure-borne sound and vibration: prevent transmission of perceptible sound and vibration from equipment that rotates, vibrates, or generates sound by isolating such equipment from superstructure or by isolating equipment support foundations from building foundations.
 2. Mechanical: Maintain the sound transmission characteristics of assemblies through which systems pass.
 - i. All sounds of flushing and liquid running through pipes are prohibited outside of the rooms housing toilets and other fixtures, with the exception of when doors to those rooms are open.
 - ii. Equipment noises: noise level shall be below that which may be objectionable, based on occupancy of space.
 - iii. When systems are located within or pass through assemblies that perform sound isolation functions, consider the noise produced by the system itself as one of the external sound sources.
 - iv. Provide any necessary acoustical treatment to main supply and return duct as required to maintain acceptable NC levels. Sound mitigation components include sound attenuators, double wall lined ductwork, duct offsets, architectural soffits and/or insulation around ductwork (especially where main vertical supply and return ducts penetrate into acoustically sensitive areas).
- D. Access: The design shall provide full accessibility wherein accessibility-related elements shall be fully integrated as basic design elements.

- E. Aesthetics: The City desires facilities that exhibit an inviting, human scale with the use of forms, materials, textures and colors that appeal to a wide spectrum of users.
- F. Thermal Comfort: Indoor spaces shall maintain thermostat settings plus or minus 2 degrees and integrate controllability of systems within individual spaces.
- G. Utilities: Conceal all utilities and services underground.
 - 1. Provide the following as required:
 - i. Water and Drainage: A means of delivery of water to points of utilization; automatic heating and conditioning of domestic water; and unattended removal of water, rainwater, and liquid waste.
 - ii. HVAC: A controlled means of maintaining interior space comfort and air quality, including heating, cooling, ventilation and energy supply.
 - iii. Fire Protection: Automatic fire detection, suppression, and warning, as well as manual fire-fighting equipment.
 - iv. Electrical Power: Energy to operate all electrically operated devices, including those included under other services and those provided separately by the City.
 - v. Artificial Lighting: Illumination of spaces and tasks, both interior and exterior, independent of reliance on natural light.
 - vi. Telecommunications: Services that include voice and data transmission and cable TV service.
 - vii. Other services: Services that include integrated facility controls, surveillance and security controls, and a library theft detection system.
 - 2. Utility Sources and Outlets: connect utilities and services to and from:
 - i. Water source: Existing public utility in the Public Right of Way.
 - ii. Sewage Disposal: Connect building sewer to the existing public sewage system in Public Right of Way.

- iii. Rain Water Drainage Outlet: Comply with the City's Storm Water Pollution Prevention Plan (SWPPP) requirements, consistent with the Low Impact Development Handbook, including but not limited to on-site drainage retention.
 - iv. Electrical power source: Existing public utility in Public Right of Way.
- H. Lighting: provide clear ingress, on-site, and egress hierarchical illumination, such that a user may be able to intuitively find their way at night, LED Lighting throughout consistent with LEED criteria.
- 1. Outdoor Spaces and Landscaped Areas: residential scale, pathway and courtyard illumination. Drought Tolerance Landscaping
 - 2. Interior Spaces: maximize the effectiveness of day lighting. Artificial lighting shall provide uniform distribution at desk height to allow unlimited furniture arrangement with variable lighting levels and special presentation lighting.
 - i. Community Multi-Purpose: accommodate specialized, independent uses as follows: uniform distribution over audience seating area with variable lighting levels and presentation/display lighting.
 - ii. Book Stacks: provide uniform illumination on entire vertical surface of full height book shelves.

2.18.2. SITE CONSTRUCTION

- A. Walkway, Pedestrian Ramp, and Exterior Stair Paving: provide paved surfaces to contrast, in color and texture, from vehicular areas.
- B. Exterior Seating: wood, metal, concrete, or combination thereof for comfort, permanent installation and minimum maintenance. Standard manufacturer's product or custom field constructed.
- C. Exterior power for exterior patios: a 100 amp, 3 phase service panel dedicated for outdoor concerts. There should be 6 discrete 20A circuits on the distribution box. There should be appropriate night lighting for gatherings.
- D. Site Walls: concrete or concrete unit masonry walls with integral color, texture, and finish. No applied finishes. Segmental retaining wall for planting may be constructed using the proprietary specifications as provided by the manufacturer all textures and colors are to be integral. No applied colors or finishes will be accepted. Non-planted site walls must be graffiti proof. Unit masonry segments must not be dislodgeable.

E. Site Fire Protection Water Lines:

1. Fire Prevention Water Lines shall begin at the nearest potable water main in the Public Right of Way and end at a point five feet (5') outside the proposed building footprint. Coordinate point of connection with the City of San Diego Public Utilities Department. Each Fire Protection lateral to a building shall include a reduced pressure principle double check back flow preventer with post indicator valves at each end and anti-tamper switches per the City of San Diego Public Utilities Department requirements and the Standard Specifications for Public Works Construction.
2. Each Fire Protection lateral to a building shall include a Fire Department connection per City of San Diego Standard Drawings and Fire Agency Requirements. The Fire Department connection shall be located within forty feet (40') of a fire hydrant.
3. Fire hydrants shall be constructed per the City of San Diego Public Utilities Department requirements and San Diego Standard Drawings and the Standard Specifications for Public Works Construction. The design should anticipate the need for one on site fire hydrant and one off site fire hydrant within the street right of way. More fire hydrants may be required based upon meeting with the local Fire Marshall.
4. All underground fire prevention water lateral piping shall be per City standards with restraints at bends, fitting or deflection joints, and meeting the requirements of the City of San Diego Public Utilities Department and their specifications.
5. All fire prevention thrust blocks shall be constructed per City of San Diego Public Utilities Department requirements or per City Standard Drawings as applicable following whichever is more stringent.
6. All ductile iron pipe and fittings above ground or below grade shall be flanged and meet the requirements AWWA C-110 threaded per AWWA C-115 with cement mortar lining per AWWA C-104 and ASTM C150 type V, and meeting the requirements of the City of San Diego Public Utilities Department standard specifications with rubber gasket joints meeting AWWA C-111 specifications.
7. If soils condition requires cathodic protection, it shall be installed per the requirements of the City of San Diego Public Utilities Department Requirements. All valves shall be resilient seated wedge gate valves meeting the requirements of the City of San Diego Public Utilities Department requirements.

8. Clearing and disinfection of water line pipes shall be completed per the requirements of the City of San Diego Public Utilities Department specifications only after pressure testing is completed.
9. Hydrostatic pressure testing shall be completed per the Standard Specifications for Public Works Construction or per the City specifications prior to disinfection, whichever is most stringent.
10. Trench excavation, bedding and backfill shall be City Design standards and specifications.
11. All water related appurtenances such as blow-offs and air vacuum release valves shall be per the City standard drawings and specifications.

F. Site Domestic Water Lines:

1. Domestic water lines shall begin at the nearest on-site or off-site potable water main in the Public Right of Way and shall end at a point five feet (5') outside the proposed building footprint. Coordinate the point of connection with the City of San Diego Public Utilities Department.
2. Each domestic water lateral to a building shall include a reduced pressure principle double check back flow preventer with post indicator valves at each end and anti-tamper switches per the City of San Diego Public Utilities Department requirements and specifications and per the City Standard Drawing and the Standard Specifications for Public Works Construction.
3. All underground domestic water lateral piping shall be C-900 PVC, CI-150 pipe with restraints at bends, fitting or deflection joints, and meeting the requirements of the City of San Diego Public Utilities Department standard drawings and specifications.
4. All domestic water line thrust blocks shall be constructed per the City of San Diego Public Utilities Department standard drawings and specifications or per the City Standard Drawings, and the Standard Specifications for Public Works Construction as applicable, whichever is more stringent.
5. All ductile iron pipe and fittings above ground or below grade shall be flanged and meet the requirements AWWA C-110 threaded per A WWA C-115 with cement mortar lining per A WWA C-104 and ASTM C150 type V, and meeting the requirements of the City of San Diego Public Utilities Department standard specifications with rubber gasket joints meeting A WWA C-111 specifications.

6. All valves shall be resilient seated wedge gate valves meeting the requirements of the City of San Diego Public Utilities Department standard plans and specifications.
7. Clearing and disinfection of water line pipes shall be completed per the City of San Diego Public Utilities Department standard specifications only after pressure testing is completed.
8. Hydrostatic pressure testing shall be completed per the Standard Specifications for Public Works Construction prior to disinfection, whichever is the most stringent.
9. Trench excavation, bedding and backfill shall be per the City of San Diego Public Utilities Department standard drawings and specifications.
10. All water lines 2" or less in diameter shall be copper tubing with brass or bronze fittings per the City of San Diego Public Utilities Department standard drawings and specifications.
11. All valve boxes shall be per the City of San Diego Public Utilities Department standard drawing and specifications or if no local agency exists construct per The San Diego Regional Standard Drawing as applicable.
12. Domestic Water Lines shall have a pressure reducing valve outside each building to limit the water pressure to 70 PSI at the furthest water closet inside the building. The residual pressure to sinks and lavatories shall be a minimum of 15 PSI.
13. Domestic Water lines and Fire Prevention Water lines shall be separate on-site looped systems.
14. All domestic water line related appurtenances such as blow-offs and air-vacuum releases shall be per the City of San Diego Public Utilities Department standard drawings and specifications.

G. Storm Drains:

1. Storm Drains systems shall be design and constructed in accordance with the City of San Diego Drainage Design Manual and Storm Water Standards.

H. Sanitary Sewer System:

1. The Sanitary Sewer System shall be designed in accordance with the City of San Diego Sewer Design Guide.

I. Clearing and Grubbing:

1. Designer shall delineate those areas within the project limits and boundaries that require removal of all existing shrubs, hedges, plants, trees, or other woody vegetation, ground cover (not to be salvaged and re-planted) and objectionable, deleterious materials. Clearing and Grubbing shall be completed per section 300-1 of The Standard Specifications for Public Works Construction and White Book, current edition; in addition, section 300-1.2 preservation of property and section 300-1.3 removal and disposal of materials.
2. All storm water pollution prevention measures must be in place by contractor prior to the start of clearing and grubbing or earthwork of any kind.

J. Erosion Control and Storm Water Pollution Prevention:

1. Designer shall provide an Erosion Control Plan in Conformance with all current NPDES (National Pollutant Discharge Elimination System) general permit requirements and the state water resource control board's (SWRCB's) order NO. 99-08-DWQ, and shall incorporate measures to control discharges of storm water to surface waters associated with construction activity including clearing, grading, and excavation activities.
2. Erosion Control shall be designed to mitigate storm water run-off originating within project site as determined by the limits of work and shall also account for any storm water run-off originating off-site and crossing to within project limits.
3. Erosion Control shall conform to the requirements (in addition to those stated above) in the Caltrans Storm Water Pollution Prevention Plan (SWPPP), Water Pollution Control Program Preparation manual and The Construction Site Best Management Practices (BMP's) manual and section 7-8.6, Water Pollution Control of The Standard Specifications for Public Works Construction (SSPWC), current edition.
4. Designer shall provide site specific draft Storm Water Pollution Prevention Plan (SWPPP) in conformance with the resources previously stated. At a minimum, SWPPP shall include all requirements as identified in Section A: Storm Water Pollution Prevention Plan in the SWRCB'S general permit NO. CAS 000002 and shall be completed to the extent for which contractor may have ability to clearly identify all costs and level of effort required to implement and maintain all Storm Water and Non-Storm Water Mitigation Measures proposed.

5. At a minimum Project SWPPP shall incorporate control measures in the following categories:
 - i. Soil Stabilization Practices.
 - ii. Sediment Control Practices.
 - iii. Sediment Tracking Control Practices.
 - iv. Wind Erosion Control Practices.
 - v. Non-Storm Water Management.
 - vi. Waste Management and Material Pollution Control.
 - vii. Specific objective and minimum requirements for each category if control measures are contained in manuals stated herein.

K. Grading and Excavation:

1. Designer shall prepare a Grading Plan that clearly delineates lines and contours of the existing and desired finish surfaces, cut Hill transitions, slopes and surface drainage in conformance with recommendations, provisions, and criteria provided for by a Geotechnical Investigation as completed on the proposed library site. Where design criteria are not specified in said Geotechnical Investigation designer shall comply with Section 300 Earthwork of The Standard Specifications for Public Works Construction (SSPWC), current edition where applicable.
2. Designer shall provide provisions for all excavations and backfill required to complete the contract work in compliance with the Project Geotechnical Investigation Report and with Section 300-3 structure excavation and backfill of The Standard Specifications for Public Works Construction (SSPWC), current edition.
3. Work shall be done in conformance with Mitigated Negative Declarations (MND) requirements, such as, coordination with archaeologist.

L. Paving (Asphalt and Concrete)

1. Provide paved surfaces as required for vehicular access to the site and to various functional areas requiring vehicular access, including, but not limited to, entrances, parking areas, and loading dock areas.

- i. Any offsite paving shall meet all requirements and follow all procedures as outlined in the Governmental agency having jurisdiction.
- ii. Comply with the City of San Diego Standard Drawing Any left turn median transition shall be in accordance with the City' of San Diego Street Design Manual
- iii. The onsite roadways and parking lots structural section shall be in accordance with City's Standard Drawings, the Project Geotechnical Report and as approved by the City materials laboratory.
- iv. Aggregate base material is to conform to the requirements of Standard Specifications for Public Works Section 200-2.
- v. Sub-grade and base material construction shall conform to all provisions of Standard Specifications for Public Works Section 301. However, the upper 12 inches of pavement sub-grade shall be scarified, brought to the optimum moisture content and compacted to at least 95% of maximum dry density as determined by ASTM DI557-91. Sub-grade preparation shall be conducted immediately prior to the placement of the pavement section.
- vi. All pavement sub-grades are to receive an herbicide treatment from an approved manufacturer. Herbicide treatment shall be placed per manufacturer's recommended rates and written application instruction.
- vii. All work beneath paved areas shall be completely constructed, inspected, tested, connected and approved prior to paving.
- viii. Provide surfaces that are smooth, consistent in color and finish, sloped and provide positive drainage to avoid ponding, and neatly finished at edges. Flood test all paving areas to ensure proper drainage and repair all areas showing evidence of ponding.
- ix. Vehicular areas shall be marked neatly to denote traffic lanes and parking spaces in accordance with Standard Specifications for Public Works Section 310-5.6 and the City's Standard Drawings as applicable

2. Asphalt concrete shall conform to all provisions of Standard Specifications for Public Works And City Standard Drawings
3. Off-site paving testing and inspection, including density requirements, shall be implemented for all onsite paving per City's standards.
4. Prior to placement of the final pavement course, failed or damaged work, such as cracks in curb, curb and gutter, cross gutter, driveway aprons, excreta, shall be replaced to the nearest joint or score line in each direction.
5. Permeable Asphalt Concrete Pavement, if proposed, also known as Open Graded Asphalt Concrete (OGAC) shall be constructed per City standards. Asphalt pavement to be used as a binder for pavement reinforcing shall have fabric that is steam-refined conforming to the provisions of Specification section 92, and the Asphalt shall be PG 70

M. Concrete Paving:

1. Concrete pavement shall conform to all provisions of Standard Specifications for Public Works And City Standard Drawings and/or per the project Geotechnical Report recommendations whichever is more stringent.
2. Concrete shall conform to all provisions of Standard Specifications for Public Works for materials, workmanship, and other miscellaneous requirements.
3. Concrete pavement construction shall conform to all provisions of Standard Specifications for Public Works.
4. .
5. Failed or damaged work, such as cracks in curb, curb and gutter, cross gutter, driveway aprons, and so on, shall be replaced to the nearest joint or score line in each direction prior to placement of the concrete pavement.
6. Offsite concrete paving testing and inspection shall be implemented for any onsite paving per City standards.
7. All concrete joints shall conform to San Diego City Standard.

N. Roadway Pavers: The Roadway Pavers shall be interlocking porous pavers with spacer bars to assure consistent joint sizing. The pavers and materials shall conform to the following ASTM Specifications:

C1157 Performance Specification for Hydraulic Cement

C1240 Specification for Silica Fume Used in Cementitious Mixtures

C140 Test Methods for Sampling and Testing Concrete Masonry Units and Related Units

C150 Specification for Portland Cement

C207 Specification for Hydrated Lime for Masonry Purposes

C260 Specification for Air-Entraining Admixtures for Concrete

C33 Specification for Concrete Aggregates

C331 Specification for Lightweight Aggregates for Concrete Masonry Units

C418 Test Method for Abrasion Resistance of Concrete by Sandblasting

C494/C494M Specification for Chemical Admixtures for Concrete

C595 Specification for Blended Hydraulic Cements

C618 Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use in Concrete

C67 Test Methods for Sampling and Testing Brick and Structural Clay Tile

C979 Specification for Pigments for Integrally Colored Concrete

C989 Specification for Ground Granulated Blast-Furnace Slag for Use in Concrete and Mortars

O. ADA Access Requirements (Non-Building):

1. Curb ramp with detectable warning tiles and protective railing shall be in accordance with City Standard Drawings and Approved Materials List.
2. Passenger drop-off and loading zones shall be in accordance with the California Americans with Disabilities Act Architectural Barrier Removal/Compliance Manual, Part B - (DSA/AC) -Chapter 3, Survey Form 32: Passenger Drop-off and Loading Zones and San Diego Regional Standard Drawing M27 A and M-27B.
3. Accessible parking shall be in accordance with the California Americans with Disabilities Act Architectural Barrier Removal/Compliance Manual, Part B -(DSA/AC) - Chapter 3, Survey Form 3 J: Accessible Parking Required and City Standard Drawings

4. Accessible parking signs shall be in accordance with City Standard Drawings
- P. Curb and Gutters: Provide curb or curb and gutter as required for all access areas. All concrete, joints, curb, gutter, and cross gutter shall be in accordance with the City Standard Drawings and SSPWC.
1. Curb shall be 6" curb in accordance with City Standard Drawings.
 2. Cross gutter shall be in accordance with City Standard Drawings..
 3. Mid-block cross gutter shall be in accordance with City Standard Drawings.
 4. Concrete shall be accordance with Standard Specifications for Public Works Section 201.
 5. Curb and curb and gutter construction shall be in accordance with Standard Specifications for Public Works Section 303.
 6. All underground connected utilities within the project limits shall be completely constructed inspected, tested, connected and approved prior to construction of curb or curb and gutter.
 7. Curb or curb and gutter joint locations shall include expansion joints at curb returns, adjacent to structures, and at 45 foot intervals.
 8. Curb or curb and gutter joint locations shall include weakened plane joints at driveway locations and at 15 foot intervals between expansion joints.
 9. All concrete joints shall conform to City Standard Drawings.
 10. Failed or damaged work, such as cracks in curb or curb and gutter, shall be replaced to the nearest joint or score line in each direction prior to placement of the final pavement course.
 11. The surveyor or Civil Engineer shall certify the finish pad elevation for all buildings.
- Q. Construction Staking: All construction staking shall be completed by a California Registered Professional Land Surveyor or under his/her direction or by a California Professional Civil Engineer authorized to perform Land Surveying. All design and construction staking shall be based upon elevations tied to a City of San Diego benchmark.

R. Sidewalks: Provide sidewalk as required for pedestrian access to the site and to various functional areas requiring pedestrian access, including, but not limited to, entrances, parking areas, and gathering areas.

1. Sidewalks and or bike paths shall be designed to have clear unobstructed access. These facilities shall be kept clear of street lights, power poles, fire hydrants, meter boxes when possible, transformers, electrical pull boxes when possible, blow-offs, air vents or other similar obstructions at all times.
2. Sidewalk shall have a minimum width of 5 foot.
3. Sidewalk shall be in accordance with City Standard Drawings.
4. Sidewalk ramps shall be in accordance with City's Standard Drawings.
5. Sidewalk joint locations shall be installed in accordance with City Standard Drawings.
6. Concrete shall be accordance with Standard Specifications for Public Works.
7. Sidewalk construction shall be in accordance with Standard Specifications for Public Works.
8. All underground utilities shall be completely constructed, inspected, tested, connected and approved prior to construction of sidewalk.
9. All concrete joints shall conform to City Standard Drawings.

S. Driveways:

1. Driveway width and location shall be in accordance with the San Diego Fire Department.
2. Driveway shall be constructed in accordance with City Standard Drawings. d. Concrete for driveway shall be accordance with Standard Specifications for Public Works.
3. Driveway construction shall be in accordance with Standard Specifications for Public Works.
4. All concrete joints shall conform to City Standard Drawings.

T. Landscaping

1. Planting and Irrigation System and components shall be designed to incorporate water conservation principals in compliance with California AB 1881 (Model Water Efficient Landscape Ordinance).
2. Site landscape areas shall be designed in accordance with City of San Diego Low Impact Development Standards (Storm Water Management).
3. Plant materials shall be selected to minimize the need for supplemental water, minimize extensive maintenance, minimize site run-off, be fire-resistant, and non-invasive. Plant selection shall be based on the Water Use Classifications of Landscape Species (WUCOLS) list of Low Water Use species.
4. Planting areas shall be designed to accept water runoff from the site. Proper species selection for bio-swale conditions shall be of utmost importance.
5. Planting setback zones for fire protection of structures shall adhere to City of San Diego Brush Management/Fire Ordinances.
6. Planting density on slopes shall comply with City Standards.
7. Planting shall be done to facilitate solar shading of structure and reduction of heat islands in paved areas whenever possible.
8. No plants shall be located in areas that will obscure vehicular visibility in traveled-ways.
9. Irrigation equipment shall be of the type needing minimal maintenance or repair, and shall, by design, minimize vandalism.
10. Irrigation components shall include the most advanced water saving features.
11. In addition to these RFP Performance Specifications, all design elements will conform to the City of San Diego Standards.
12. Planting near buildings shall, to the greatest degree possible, take pedestrian safety, building security, and fire resistance into consideration.

13. Maintenance: Maintenance Period shall be for 90 days after Substantial Completion of installation. Areas shall be free of weeds, debris, or waste. Plants shall be kept in a healthy growing condition, free of disease, trimmed properly, and shall be kept well-fertilized.
14. Brush Management Zones shall be kept properly thinned during the maintenance period.

U. Planting

1. Plant Materials shall be drought tolerant, fire and disease resistant, non-invasive and non-toxic. They shall be healthy and well-rooted with vigorous foliage growth. All plants shall be free of diseases or pest infestations at the time of planting, with no disfigurements, abrasions, burned foliage, or scarring.
2. Tag plants by species and variety with a minimum of 1 tag per 10 trees, 190 shrubs, and 100 ground covers.
3. Flatted plants shall be well-rooted and exhibit vigorous, compact new growth.
4. Container stock shall be well established but not root-bound.
5. Tree branching form shall be symmetrical, with relatively straight central leaders and tapered trunks. Main branches shall be well-spaced. Trunk and branches shall be free of wounds.
6. Root balls shall be healthy and free of any circling or kinked roots.
7. Turf areas should be limited to minimize water use. Lawn Sod or Seed shall be drought-tolerant and disease resistant.
8. Lawn patching in disturbed areas shall cover all damaged areas completely with no bare spots remaining. Patched areas shall blend evenly with existing turf and shall be healthy and free of disease.
9. Planting at main entries or special nodes shall provide strong visual emphasis.
10. Tree Standpipes shall be installed on all trees, regardless of size and shall consist of a perforated PVC Pipe wrapped in filter fabric and surrounded by crushed gravel. Standpipes shall be capped with a PVC slotted cap and shall descend to a depth of 36" below the bottom of the planting hole. There shall be two standpipes per tree in opposite corners of the planting pit. Standpipes shall be siphoned regularly during the Maintenance Period to remove any standing water.

11. Trees shall be staked with lodge-pole pine stakes, two per tree. Tree ties shall be installed in a manner that does not damage the tree trunk.
12. Plants shall be located a minimum of 12" away from irrigation spray heads.
13. Planting areas shall have a 2" layer of organic mulch to maximize water absorption into soil.
14. All plants shall have adequate irrigation and fertilization.
15. Herbicides and fertilizers shall be approved by the City prior to use.
16. Root barriers shall be installed at all trees when tree is within 5' of paving or structures.
17. Trees shall be guaranteed for a period of one (1) year, with shrubs and ground covers guaranteed for 90 days.

V. Soils

1. Soil testing shall occur immediately after final site grading and prior to the installation of any irrigation system components. Soil samples shall be submitted to the City's preferred test lab. . Other testing labs will not be accepted.
2. Soil testing shall include agricultural suitability, soil texture/composition, and percolation rate.
3. Soil amending and leaching (per the recommendations of the Soil Lab) shall be completed prior to the installation of irrigation lateral lines or heads and shall result in soil quality that will provide safe and sustainable root growth. Leach all areas without allowing water to pond. Salt levels after leaching shall not exceed an ECE of greater than 3.0
4. Soil export may become necessary if soil test results indicate toxic levels of elements that cannot be leached, or if excessive rock or cobble is encountered.
5. Finish grades shall be contoured in accordance with City of San Diego Low Impact Development Standards.
6. Water shall be diverted away from building foundations, and toward planted areas where water can be absorbed naturally into the soil.

7. Topsoil import (if required) shall be Class 'A' topsoil and shall be composed of not less than 70% sand, 20% silt, and not more than 10% clay. It shall be free of weeds, seeds, rocks, debris, or toxic substances. Topsoil sources shall be located as early as possible and a soils report indicating its quality shall be submitted for approval to the City Soils Lab eight weeks prior to planting. The imported topsoil will be sampled and submitted to one of the approved labs once it arrives at the site to verify its composition.

W. Irrigation

1. Irrigation equipment, including weather-based auto controllers, rain sensors, moisture sensors, and low precipitation rate emitters, shall have the most advanced water-saving features and shall be approved by the City of San Diego.
2. A dedicated irrigation water meter may be required in accordance with the requirements of the City's Model Water Efficient Landscape Ordinance.
3. Backflow prevention shall be per City Standards. Equipment operation shall be certified and device shall be secured within a protective metal cage.
4. Irrigation system shall be designed with the proper operating pressure and an appropriate watering window to assure optimal delivery of water to the plant material at all times.
5. Water use calculations will be required per the City's Model Water Efficient Landscape Ordinance.
6. Site specific evapotranspiration rates and soil percolation rates shall be considered in the design process.
7. Check valves will be required to prevent low-head drainage.
8. No irrigation shall be installed in new areas until soil testing has been submitted and all soil amending has occurred.
9. Irrigation shall be repaired and replaced as necessary to address areas disturbed by new construction.
10. Irrigation heads shall be installed and adjusted to avoid overspray or water waste.
11. Micro-climate areas and solar exposure zones (site specific hydrozones) shall be irrigated on separate control valves.

12. Existing Irrigation systems in all areas not included within the limits of new construction shall remain in operation during all phases of new construction in order to prevent damage to established plant materials.
13. Capping off of various segments of existing irrigation systems may be necessary in areas scheduled for demolition and new construction. Contractor shall review all proposed modifications to the existing irrigation system with the City of San Diego project manager.
14. All irrigation systems to remain in their original configurations if at all possible.
15. A final Certificate of Completion (with Water Audit and Maintenance Schedule) shall be submitted to the City by the Landscape Architect of record, in compliance with the City's Model Water Efficient Landscape Ordinance.
16. Irrigation record drawings shall clearly document the final installation of the entire system, with accurate dimensions, sizes, and types of equipment. It shall reflect all new areas as well as any modified irrigation systems. Irrigation record drawings to be submitted in AutoCAD.

2.18.3. CONCRETE

- A. Flatness/Deflection: Design of the projects' structural system, including flatness and deflection of slabs on grade, shall be as required by the applicable codes. Deflections: Limit deflection under design loads to 1 in 540.

2.18.4. MASONRY

- A. Use of Glass Unit Masonry in frame walls is prohibited.
- B. All exposed Concrete Masonry Units (CMU) shall be integral color, not painted.

2.18.5. METALS

- A. Exposed exterior architectural metal railings, such as handrails, shall be galvanized. Avoid exterior metal applications that require painting.

2.18.6. WOOD AND PLASTICS

- A. Cabinets: all cabinets, casework, counter tops, shelving and like items shall conform to Woodwork Institute of California (WIC) "Custom Grade" based on the WIC Manual of Millwork, most recent edition. Fabricate, assemble, finish, and apply hardware, to maximum extent possible, before shipment to project site.

1. Wood cabinets for transparent finish (Public Areas): Run and match grain vertically for drawer front, doors, and fixed panels. Surfaces other than drawer bodies shall be compatible species to that for exposed surfaces, stained to match. Drawer sides and backs shall be solid-hardwood lumber, stained to match species indicated for exposed surfaces. Drawer bottoms to be hardwood plywood. Provide dust panels of 1/4-inch plywood or tempered hardboard above compartments and drawers, unless located directly under tops.
2. Plastic-Laminate Cabinets (Staff Areas): Exposed surfaces to be high-pressure decorative laminate; HGS for horizontal surfaces other than countertops, and VGS for vertical surfaces and edges. Surfaces other than drawer bodies shall be high-pressure decorative laminate, grade CLS. Drawer sides and backs to be solid-hardwood lumber and drawer bottoms to be hardwood plywood. Provide dust panels of 1/4-inch plywood or tempered hardboard above compartments and drawers, unless located directly under tops.
3. Plastic-Laminate Countertops (Staff Areas): Post-formed countertops with high-pressure decorative laminate, HGP grade. Edge treatment shall be 1-1/2" phenolic or wood bull-nose. Use particleboard made with exterior glue core material.
4. Granite or Solid Surface Countertops (Public Areas): Granite, Silestone, Corian or equal commercial grade.

2.18.7. THERMAL AND MOISTURE PROTECTION

- A. Moisture and Weather Resistance: systems and materials shall prevent water penetration into the interior of buildings, including the internal cavities of exterior shell assemblies, under conditions of rain driven by up to 50 mph winds, and minimize deterioration due to precipitation, sunlight, ozone, normal temperature changes, salt air and atmospheric pollutants.
 1. Surfaces exposed to view: deterioration adversely affecting aesthetic life span includes color fading, crazing and delaminating of applied coatings.
 2. Joint components and penetration seals: capable of resisting expected thermal expansion and contraction; use overlapping joints that shed water wherever possible.
 3. Freeze-thaw resistance: adequate for climate of project.
 4. Corrosion Resistance: in locations exposed to the outdoor air or in potential contact with moisture inside shell assemblies, provide only corrosion-resistant materials.

5. Exterior Walls: Complete air barrier system that allows moisture vapor transmission while preventing air infiltration.
- B. Roofing: the roofing shall be designed and constructed to provide complete protection of all the interior spaces of the building from wind, moisture and any other environmental conditions.
1. Achieve the standards outlined in the energy performance portion of this RFP.
 2. Warranty period shall be at least 20 years - by the manufacturer.
 3. Slopes: provide roofs and related water conductors that shed water at a rate equal to or greater than that achievable by 1/2 inch per foot slope.
 4. Ponding: provide roofing so that no ponding shall occur, even if the roofing material shall withstand ponding.
- C. Windows and other openings: Minimize rainwater penetration and protect adjacent interior spaces from damage from water under conditions of rain driven by 50 miles per hour wind.
1. Water penetration: design and construct openings and components of openings to positively drain water to exterior of the building.
 2. Maximum water leakage: 0.01 oz/sf under most extreme conditions.
- D. Doors: No penetration when tested a minimum static-air-pressure difference of 20 percent of positive windload design pressure, but not less than 6.24 lbs/sf.
- E. Anti-graffiti Coatings: Provide for all exposed vertical wall surfaces, including site walls, to 10' above adjacent grade.

2.18.8. OPENINGS

- A. Doors (General): doors in exterior wall and interior partitions shall function so that the enclosing element (exterior wall or interior partition) performs per code and as required by this RFP.
1. Hardware: provide commercial quality building hardware and related accessories for a fully operational facility. Include training of the City's personnel on the proper operation of installed hardware.
 2. Electronically controlled or other powered doors shall be capable of release by a manual-locking device located at a height on the door easily operable by staff.

3. Keys and Cylinders: Per City Facility Requirements, with City standard keying criteria.
 4. Out-swinging doors with locks shall have hinges with non-removable pins.
 5. Fire and Panic Exit Devices: UL Listed and labeled for fire protection.
 6. Disabled Access: electro-hydraulic or electromechanical, power-assist openers and closers.
- B. Hollow Metal Doors and Frames: equal to:
1. Steel Door Institute standards for commercial applications, for all exterior doors other than storefront.
 2. ADA Title III-Public Accommodation.
 3. Factory prime painted.
 4. Factory-prepare and reinforce for hardware.
 5. Frames: welded corner type.
- C. Wood Doors and I-follow Metal Frames: equal to:
1. Wood-veneered, flush wood doors: comply with WIC "Custom Grade" for all interior doors. Particleboard core for non-fired rated doors is acceptable.
 2. Fire-rated wood doors: California State Fire Marshal, 12-7-43, UL listed and labeled. Mineral core.
 3. Transparent finish doors (Public Areas): WIC "Premium Grade".
 4. Opaque finish doors (Staff Areas): shop prime faces and edges of doors, including cutouts, with one coat of wood primer.
 5. Metal frames: same as hollow metal requirements, except corners may be mechanically mitered.
- D. Glazed Entrances and Storefronts: equal to:
1. Extruded aluminum, medium stile, factory engineered, fabricated, and finished, fixed framing supporting glazing and doors; complete with glazing, glazing seals, doors, flashing, and anchors. Exterior swing doors to have continuous hinges.

2. Framing members: tubular, with internal drainage gutters and weeps at exterior openings.
 3. Glazing method: glazing caps with gaskets; allow for re-glazing individual panes from exterior without disturbing adjacent panes.
 4. Anodized, Class I finish.
 5. Provide motion sensor control and automatic sliding door(s) at main entry.
- E. Windows (General): windows in exterior walls and fixed glazing in interior partitions shall function so that the enclosing element (exterior wall or interior partition) performs per code and as required by this RFP.
1. Aluminum, anodized factory finish.
 2. Glass not subject to human impact: annealed float glass.
 3. Glass subject to human impact: heat-treated "tempered" float glass, or laminated glass, consisting of two layers of glass with clear plastic interlayer.
 4. Exterior doors and sidelights: tempered glass.
 5. Fire-rated doors and sidelights: wire glass.
 6. Aluminum storefronts, subject to human impact: insulating glass units fabricated from laminated glass, or insulating glass units fabricated from fully tempered monolithic glass units.
 7. Aluminum storefronts, not subject to human impact: insulating glass units fabricated from annealed float glass.
- F. Overhead Coiling Door: Overhead Door Corporation "650 Series" or equal, manual operation, lockable, factory-finished aluminum with integral frame and sill.

2.18.9. FINISHES

- A. Floors: finish as appropriate to use, function, durability, and aesthetic of each particular space. Provide finishes with inherent slip resistance under wet conditions. At building entries, provide means for reducing or minimizing moisture and debris on shoe soles.
1. Ceramic Mosaic Floor Tile (Wet Areas): moisture absorption 0.5 percent or less, slip-resistant. Unglazed, colors to be selected from manufacturer's standard range. Matching bead, cove, and surface bull-nose trim shapes in sizes to coordinate with field tile. Alternate: Two-part epoxy coating, slip resistant as appropriate.

2. Pavers and Stone (Public Areas): moisture absorption 0.5 percent or less, slip-resistant. Colors to be selected from manufacturer's standard range. Matching surface bull-nose and cove base trim shapes in sizes to coordinate with field. No heavily-textured stone difficult to move book carts across. Alternate: Terrazzo or Sealed Colored Concrete
 3. Carpet and carpet tile: commercial grade carpet intended for use in commercial public spaces, with construction, fire ratings, static control and appearance appropriate for this use. Warranted for five years after the date of completion. Provide soil resistant treatment.
 4. Resilient Flooring: commercial grade resilient flooring intended for use in commercial spaces, with construction, fire ratings, static control and appearance appropriate for this use.
- B. Partitions: provide physical separation between spaces, constructed to achieve fire rating required by code, appropriate security between adjacent spaces, and visual, acoustic, and atmospheric isolation as necessary to maintain desirable conditions in each space. Construct partitions with exposed surfaces textured and finished appropriate to spaces served.
1. Approved Materials: cast-in-place concrete, concrete masonry unit, gypsum plaster on metal lath over metal framing and furring, gypsum board on metal framing.
 2. Glazed Wall Tile Finishes (Wet Areas): moisture absorption 3.0 to 7.0 percent. Matte or Bright glaze, colors to be selected from manufacturers standard range. Matching bull-nose, cove or corner base, and counter trim shapes to match field.
 3. Vinyl Wall Covering: mildew-resistant products with colors, textures, and patterns selected from manufacturer's full range.
 4. Heavy Duty, Polyolefin Synthetic Textile Wall Covering: mildew-resistant wall coverings with color, texture, and patterns selected from manufacturer's full range.
 5. Painted Surfaces:
 - i. Concrete Masonry: semi-gloss 3-coat Alkyd Enamel Finish of one coat high performance latex block filler, one coat latex enamel under-coat, and one coat semi-gloss alkyd interior enamel.

- ii. Gypsum Wallboard: eggshell 3-coat Acrylic Enamel Finish of one coat latex interior primer and two coats low luster or eggshell latex interior enamel.
 - iii. Painted Woodwork: semi-gloss 3-coat Acrylic Enamel Finish of one coat latex interior wood primer and two coats semi-gloss latex interior enamel.
 - iv. Ferrous Metal (Interior): semi-gloss 3-coat Alkyd Enamel Finish of one coat rust-inhibitive alkyd or epoxy metal primer, one coat alkyd interior enamel under-coat, and one coat semi-gloss alkyd interior enamel or clear coat epoxy finish per manufacturer's recommendations.
 - v. Zinc-Coated Metal: semi-gloss 3-coat Alkyd Enamel Finish of one coat galvanized metal primer, one coat alkyd interior enamel under-coat, and one coat semi-gloss alkyd interior enamel.
 - vi. Stained Woodwork: semi-gloss 4-coat Waterborne Varnish Finish of paste wood filler, plus one coat waterborne interior wood stain, one coat clear sanding sealer, and two coats polyurethane semi-gloss or satin varnish.
- C. Ceilings: provide physical separation between spaces and structure, constructed to achieve fire ratings required by code, visual, acoustic, and atmospheric isolation as necessary to maintain desirable conditions in each space. Construct ceilings with exposed surfaces textured and finished appropriate to space served.
- 1. Approved Materials: gypsum board, acoustical tile on gypsum board, suspended acoustical panels, or wood.
 - 2. Painted Surfaces: same as required for partitions, see 9.2.e.
 - 3. Acoustical Tile: painted mineral fiber, selected from manufacturer's full range. Minimum 5/8" thickness, 1.05 Ib/sf density, 0.7 light reflectance, and 0.55 Noise Reduction Coefficient (NRC).
 - 4. Suspended Acoustical Panels: painted mineral fiber, selected from manufacturer's full range. Minimum 5/8" thickness, 1.0 Ib/sf density, 0.7 light reflectance, and 0.55 Noise Reduction Coefficient (NRC). Suspension system: exposed, painted galvanized steel, intermediate duty, selected from manufacturer's full range.

2.18.10. SPECIALTIES

- A. General: provide specialty items and related materials as required for each function and space.
- B. Visual Display Boards: standard products for marking with dry-erase markers and erasure with full-width chalk tray.
- C. Tack Boards: standard polyolefin tack-board fabric over wood fiberboard.
- D. Identification Devices:
 - 1. Panel Signs: frameless, raised tactile and Braille plastic panel signs meeting ADA requirements.
 - 2. Door signs: space or room names and numbers, mounted on wall adjacent to door, tactile.
 - 3. Toilet room signs: Code-required tactile signage and graphic symbols for accessibility and gender.
 - 4. Directional signs: space name, numbers and directional arrows.
- E. Toilet Accessories: complete complement of equipment normal to facilities of this type.
 - 1. Cabinet-Type Accessories: stainless steel with satin finish, formed sheet metal construction, with seamed edges and continuous hinged doors.
 - 2. Dispensers: Pin-or tumbler cam locks keyed to building locking system or access concealed under counter.
 - 3. Mirrors: Fully tempered float glass, silvered with protective back coating, with satin finished L-shaped frame.
 - 4. Grab Bars: 1-1/2 inch diameter formed stainless steel tube or pipe, with plain surface, satin finish; mounting flanges welded to tube with fasteners concealed by escutcheons. Design, anchorage, and support as required to withstand 250 pounds of force applied at any support; supports of sufficient rigidity to prevent rotation of bars under load.
 - 5. Solid phenolic toilet and urinal partitions.

2.18.11. EQUIPMENT

- A. Front Projection Screen: Matte white, tab-tension, flame-retardant and mildew-resistant, powered roll-up with three-position control switches located at podium (where occur) and near entrance door. Ceiling-mounted with concealed case.

- B. Sun Control: Exterior fixed sun control systems as required for comfort of the inhabitants. Fabricate for permanent installation and minimum maintenance.

2.18.12. FURNISHINGS

- A. Window Coverings: Roller window shades, Levolor Contract or equal commercial-grade, manual operation except for motorized at clerestories and other locations above 8'-0" AFF.

2.18.13. SPECIAL CONSTRUCTION

(Not Used)

2.18.14. CONVEYING SYSTEMS

- A. Wheelchair Lift: required at any change in elevation in lieu of an accessible ramp (i.e. stage, pit), provide vertical wheelchair lift with 750 lb. rated capacity, 12 fpm rated speed, and maximum 10' vertical travel. Colors to be selected from manufacturers full color line.

2.18.15. MECHANICAL / PLUMBING

- A. Plumbing (General): Design, engineer and install, test, start-up and balance a complete plumbing system for the entire building(s). The design shall allow for future expansion of systems and create flexible piping services that shall be easily adapted to changing City of San Diego requirements. These requirements apply to all spaces.
- B. Plumbing Systems: The following plumbing systems shall be provided: domestic cold water, domestic hot and hot water return, sanitary waste and vent, areas subject to rainwater shall be provided with primary and secondary drainage systems, domestic hot water generators and pumps, natural gas system, and plumbing fixtures.
- C. Domestic Water Systems: Domestic water service shall be brought to the building from the nearest point of connection to the public utility. The domestic water service shall be separate from the fire water service to the building. Meters, vaults and service size and location shall be as directed by the utility company.
 - 1. The domestic water service shall be provided with a pressure reducing valve (PRV) assembly, and reduced pressure backflow prevention device assembly. The backflow assemblies shall contain protective cages
 - 2. PRV shall limit water pressure inside the building to 70psi. 35psi shall be maintained at the furthest water closet. The residual pressure to sinks and lavatories shall be minimum 15psi.

3. A potable water system for domestic cold water (CW) and domestic hot water (HW) shall be looped through the building. All aboveground domestic water piping shall be Type "L" copper and underground domestic water piping shall be annealed Type "K" copper with no joints. Potable water shall be supplied at plumbing fixtures. All hot water pipes shall be insulated.
4. Water connection to mechanical equipment shall be through a reduced pressure backflow preventer.
5. A system of gas-fired instantaneous water heaters shall produce the hot water. A distribution piping system shall be provided, designed to insure hot water at point of use within maximum eight seconds, at full flow. Water velocity in domestic hot water piping shall not exceed 5 ft/sec.
6. Minimum pipe size for public lavatories shall be 1/2 inch with a maximum flow of 0.5-gpm and 3/4 inch for sinks (and shower, if provided) with a maximum flow of 2.0-gpm.
7. As a minimum a Reduced Pressure Backflow Preventer shall be provided for:
 - i. Domestic water service to the building (with protective cages)
 - ii. Irrigation systems (with protective cages)
 - iii. Water softening
 - iv. HVAC make-up water
8. Piping design for back-to-back toilets shall require additional piping to provide separate isolation valves for each toilet room. Maintenance work in one toilet shall not require the other toilet to be unusable.
9. Fixtures shall be provided with chromium-plated brass trim and individual Key angle stop valves. For deck-mounted lavs provide quarter-turn stop valves.
 - i. Water closets shall be vitreous china siphon jet wall hung or floor mounted water conserving 1.0 gallon per flush with automatic infra-red type flushometer valves.
 - ii. Urinals shall be vitreous china siphon jet water conserving with 0.125 gallon per flush with automatic infra-red type flushometer valves.

- iii. Public lavatories shall be provided with 0.5 gpm flow restrictors using self-powered automatic faucets.
 - iv. Drinking fountains shall have integral or remote chiller units.
 - v. Floor drains shall be provided where required by code, or needed for proper cleaning.
 - vi. Service sinks and kitchen sinks as required.
 - vii. Hose bibs under lavs, exterior, roof and within 20 feet of mechanical equipment.
10. Natural Gas: Based on the building demand the natural gas service and meter shall be sized and located per the utility company. A pressure regulator shall reduce gas pressure to 8" water column. An approved earthquake shut-off valve shall be provided in the incoming line.
- i. The natural gas piping system shall be sized in accordance with the California Plumbing Code, with a maximum pressure drop in the system of 0.5 inches water column, no diversity allowed. Underground pipes shall be "PE" type, above ground shall be black steel.
11. Sanitary Waste and Vent: Sanitary waste and vent system shall be designed to provide connection to each plumbing fixture and future improvements. The sanitary drainpipe shall terminate with connection to the public sewer system. All underground pipes shall be ABS and all above ground pipes shall be "no-hub" cast iron.
- i. Provide floor drains in each public toilet room.
 - ii. Provide one floor sink for each piece of mechanical equipment requiring drains.
 - iii. Provide indirect wastes where required for equipment.
12. Storm Drainage System: The storm drainage system shall be designed with connections to the on-site storm drainage system. The overflow drains shall terminate at 12" maximum above grade outside building. The storm system shall be designed for a minimum 3-inch rainfall. All underground pipes shall be ABS and all above ground pipes shall be "no-hub" cast iron.

2.18.16. MECHANICAL / HVAC

- A. Heating, Ventilating and Air Conditioning (General): The outside design conditions shall be based on the Title 24 values for San Diego.
- B. Basic Requirements: The Design-Build Team shall provide detailed calculations for all systems prior to construction to confirm final sizes and equipment and system efficiencies and submit for approval by the City.
 - 1. Quality: The system designs must be based on an overall level of quality and maintainability commensurate with the City's requirements. The designs shall incorporate proven technology and equipment.
 - 2. HVAC Systems: The HVAC system for main buildings shall be one of the following:
 - i. Variable air volume package air handling units,
 - ii. Variable air volume air handling units with air-cooled chillers and natural gas-fired boilers,
 - iii. Water-cooled package variable air volume units with hot water reheat utilizing gas-fired boilers.
 - iv. Ultra high efficiency (17 SEER or higher) constant volume packaged rooftop units (acceptable in auditorium or stage areas).
 - 3. Stipulate system type and provide anticipated operating costs. It should be noted that HVAC zoning and thermostat location shall reviewed and approved by the owner's representative.
 - 4. Reliability/Redundancy: Designs are to utilize systems and products that are straightforward and can be manually "hand" operated, off the shelf readily available products, maintainable, and readily available spare parts and materials.
 - 5. Incorporate multiple equipment elements in key systems to provide reduced capacity operation when portions are down for maintenance or failure.
 - 6. The system design shall provide flexibility in terms of operation and renovation. Ensure that all components and equipment are easily accessible for maintenance and replacement.
 - 7. All refrigerants shall be non-CFC type such as R-410A

8. HVAC systems shall be designed to accommodate addition of future units.
- C. Thermostat Control: provide separate thermostat control for each space. A maximum of three offices (with two outside walls) shall be provided with a unit and a thermostat. The maximum interior area served by one variable air volume terminal unit or packaged unit and thermostat shall be 1,200 sf.
- D. Temperature control: The following temperatures shall be maintained during occupied periods:
1. Occupied rooms such as assembly areas, offices, classrooms, conference rooms, and auditoriums, shall be 75 degrees F for summer and 68 degrees F winter with no humidity control.
 2. Other areas (toilets, corridors, enclosed stairwells, etc.) indoor design temperatures shall be 75 degrees F for summer and 68 degrees F for winter with no humidity control.
 3. Mechanical Rooms shall be designed to maintain a maximum temperature of 95 degrees F.
 4. Electrical rooms shall be provided with exhaust fans that shall be enabled as required to maintain space temperature of 85 degrees F or below.
 5. Telecommunication spaces shall be maintained below a maximum temperature of 72 degrees F, or the manufacture's requirements, whichever is lower
 6. UPS battery rooms or similar spaces shall be maintained below a maximum temperature of 78 degrees F or the manufacturer's requirements, whichever is lower.
- E. Occupancy Loads:
1. Reading rooms: 50 sf/person 250 btuh sensible per occupant, 200 btuh latent per occupant
 2. Classrooms: 30 sf/person 250 btuh sensible per occupant, 200 btuh latent per occupant
 3. Offices: 100 sf/person 250 btuh sensible per occupant, 200 btuh latent per occupant
 4. Assembly: 7 sf/person 200 btuh sensible per occupant, 150 btuh latent per occupant
- F. Lighting Loads: Refer to California Title 24 2013 Standards.

1. Reading Rooms: 1.5watts/sf
 2. Office: 1.3 watts/sf
 3. Classrooms: 1.6 watts/sf
 4. These are minimum lighting budget numbers only. Actual heat gain from lighting shall be determined by the D-B Electrical Engineer. The figures described in the table above shall be used in determining the schematic cooling loads and cooling capacity required for the facilities.
- G. Miscellaneous Heat Gains: The equipment heat gain listed in the project program shall be the basis of design. Calculations shall include air handling unit's fan motor heat. At a minimum, an equipment load of 2.0 watts/sf shall be utilized.
- H. Ventilation Requirements:
1. Reading rooms, assemblies, offices, storage rooms, etc. shall be provided with 15 cfm/person outdoor ventilation air or 0.15 cfm/sf, whichever is greater.
 2. High occupancy areas such as lobbies and assembly areas shall incorporate a demand control ventilation (DCV) system to reduce the amount of outside air under low-occupancy situations, while still providing adequate ventilation at times of high occupancy.
 3. Storage rooms: three air changes exhaust per hour minimum.
 4. Telephone equipment rooms: three air changes exhaust per hour minimum unless room has electronic equipment.
 5. Restrooms, janitor rooms, copy machine rooms, etc. shall be provided exhaust systems capable of providing a minimum of ten (10) air changes per hour controlled from central EMS. Exhaust fans shall not be operated in conjunction with lighting controls. Provide conditioned air as required such that these rooms are maintained 10% negative to adjacent spaces.
- I. Ducting Design Criteria: All ductwork shall be designed in accordance with SMACNA Design Manuals and ASHRAE Handbook fundamentals, Duct Design Chapter. The selection of the duct sizes should ensure that the duct pressure is minimized, in addition to selecting ducting at air velocities that do not generate noise (breakout or airside). The following shall be adhered to when designing the ducting systems:

1. Duct systems shall be designed to obtain the lowest cost-beneficial pressure loss.
 2. Distribution system pressure losses shall be determined by total pressure.
 3. Horizontal duct distribution shall be routed to avoid or minimize architecturally and/or structurally induced dynamic losses.
 4. Sheet metal gauges shall be minimum 22 gauge and in accordance with CMC, not SMACNA. Construction of ductwork, except for gauge thickness, shall be in accordance with SMACNA 1995 Second Edition for the appropriate duct pressure classification.
 5. Provide drive slip or equivalent flat seams for ducts exposed in the conditioned space. Longitudinal seams shall use Pittsburgh lock. On ducts over 48" wide, provide standard reinforcing on inside of duct. Flexible duct runs shall be limited to a maximum length of 6', and shall be a minimum of 4" larger than the flange connection to the grille, register or diffuser.
 6. Supply and return air ducts shall be sized for friction losses between 0.08 to 0.15 inches WG/100 feet but not exceeding a velocity of 1,250 fpm, with runs over 75' in length selected for 1,000 FPM maximum. Note: Constant volume systems shall be designed for the low end of the friction range and variable volume systems to the high end of the range for the full cfm without diversity.
- J. Piping Design Criteria: The layout and design of the heating hot water, chilled/condenser (if applicable) water systems shall follow principles outlined in the latest edition of the ASHRAE Systems and Equipment Handbook. Heating, hot water, chilled water and condenser water piping shall be sized based on the following:
1. Total distribution system friction loss of 1.0 to 1.5 feet of water per 100 feet of installed piping at peak system flow rates.
 2. Minimum pipe size of 3/4 inch, except for gauge control piping.
 3. Maximum velocity of 8 fps for 2-1/2 inch pipe size and larger.
 4. Maximum velocity of 6 fps for 2-inch pipe size and smaller.
 5. Maximum pressure drop of 1.5 ft/ 100 ft for any pipe size, and minimum velocity of 2 fps.

6. Utilize variable primary pumping circuits wherever they prove to be cost effective.
7. Valves shall be provided for isolation of major areas, at inlet and outlet of each piece of equipment, on all branches serving more than one piece of equipment, for shutoff of mains on equipment drains and on each strainer. Drains shall be extended to an indirect waste receptor unless otherwise directed. Valves for drains and vents shall be ball type.

K. HVAC System Design Criteria:

1. Dedicated cooling only systems, not served from a central plant shall be provided for electrical and data rooms as required to maintain the design conditions.
2. The building shall incorporate all specialized exhaust ventilation systems for mechanical and electrical rooms.

L. Air Handling Unit Design (Central Plant) Option: The HVAC system selection shall be based on the best value. If the DB-E, in conjunction with the City, ultimately opts for a chilled water/heating hot water central plant system, the following criteria shall be followed for the air handling unit selection.

1. Exterior Air handling units shall be double wall insulated. The cooling coil casings shall be stainless steel, as well as the condensate drain pans.
2. Condensate drain pans shall be stainless steel and sloped towards the drain to discourage moisture accumulation.
3. The air-handling units shall supply air in a draw through or blow-through arrangement. System shall provide the following minimum components; directly driven BIAF plenum or centrifugal supply air fan, directly driven BIAF plenum or centrifugal return fan, outside air economizer section (as required by code), chilled water cooling coil, hot water heating coil, pre-filter and after filter section, sound attenuators and vibration isolators. Each fan section shall be fully lit, using marine quality lighting systems. Each AHU shall have the capability for full airside economizer operation, using the return fans as exhaust fans in this application, through the articulation of the damper systems.
4. The maximum face velocity over the cooling coils and filters shall be 500 fpm. The minimum coil depth shall be 8-rows, the design fins per inch shall be 12 FPI, no higher, no lower.
5. The heating and cooling coils shall be constructed with individually replaceable return bends, a minimum 0.005" thicker than the tubing they are attached to.

6. Heating coils shall be minimum 2 rows deep, a minimum 8 FPI and a maximum 10 FPI with 500 FPM maximum face velocity.
- M. Packaged Rooftop Unit Design Option: Condenser fins shall be either copper or aluminum with a manufacturer's 10-year warranty on condenser coil, evaporator coil and fin replacement.
- N. Air Filtration: Provide the following:
1. Filtration to comply with LEED requirements.
 2. Provide filters per ASHRAE guidelines.
 3. Filters shall be rated per ASHRAE 52 -76 Standard Test Method.
 4. The filter housing and all-air handling components downstream shall not be internally lined with fibrous insulation.
 5. The filter media shall be fabricated so that fibrous shedding does not exceed the levels prescribed by ASI-IRAE 52.
- O. Energy Management: Automatic temperature control system shall be direct digital control (DDC) type in accordance with the city's requirements with hardware, software and all appurtenances per approved manufacturer/platform.
1. Sequences for ventilation control shall incorporate demand control ventilation in high-occupancy areas. Carbon dioxide sensors in the space shall be used to control the ventilation rate to maintain acceptable carbon dioxide levels.
 2. Where economizers are required per code, HVAC systems shall incorporate integrated differential enthalpy based economizer systems.
- P. System Start Up, Testing, Balancing and Adjusting: The work includes system start-up, test, adjust and balance (TAB) of HVAC air and water distribution systems including equipment, ducts and piping. Include sound testing and vibration recordings for HVAC equipment. The work shall be performed by and independent qualified agency accredited by American Air Balance Council (AABC).
- Q. Space Pressurization: No space shall be over pressurized to the point of affecting the operation of doors as required by the guidelines of the California Building Code (CBC) and American with Disabilities Act (ADA).

2.18.17. MECHANICAL / FIRE PROTECTION

A. Fire Protection Systems (General):

1. Design and installation of complete wet automatic fire sprinkler system including all interior areas, all exterior soffits, and all concealed spaces.
2. Connection of interior fire sprinkler system to site fire service lateral at point of connection shown on architectural and civil site plans.
3. Test valves; drain lines, and all other inspection components.
4. All coring, drilling, notching and chasing required for piping installation, as approved by Architect.
5. Local audible alarm and connection points for central station monitoring, as required by local Fire Department and as specified.
6. Fees, permits, inspections and tests.
7. Meetings and correspondence with representatives of local authorities having jurisdiction, to confirm specific requirements for this project, including:
 - i. Location and methods of discharging water from test and drain connections.
 - ii. Zoning and signaling requirements for alarm, detection and monitoring systems.

B. References: In addition to complying with all pertinent standards, codes and regulations, comply with all requirements of:

1. Local Fire Protection District.
2. City Public Utilities Department.
3. California State Fire Marshal.
4. California Building and Fire Codes, latest adopted editions.
5. NFPA 13, 24, 25 and 72 (as adopted or most recent editions).
6. UL and FM Global (FM) rating requirements for products.

C. General Design Criteria: The entire system shall be designed for ordinary hazard classification.

D. Flow Tests:

1. Water supply data for system design shall be determined using current (within one year of submittal to authorities having jurisdiction) flow test information. Contractor shall obtain and verify flows, static and residual pressures and related hydraulic data. Fees to obtain this information shall be paid by Contractor. Data used for system design must conform to actual on-site conditions at time of final inspection. This information is subject to verification by Owner and all authorities having jurisdiction.
2. Static and residual pressures used for calculations shall be reduced by a minimum of 10% below actual water supply data. A reduction of greater than 10% shall be observed if required by any authority having jurisdiction.

2.18.18. ELECTRICAL

A. Code Compliance Requirements: All work to be compliant with the latest adopted editions of the following codes and standards:

1. California Electrical Code - CEC (NFPA 70)
2. California Building Code – CBC
3. California 2013 Title 24
4. California Fire Code - CFC

B. Life-Cycle Requirements:

1. The design, engineering, material and products selected must allow for continuous use and operation of the facility for its programmed life cycle.
2. As a minimum level of performance the following elements shall be considered primary requirements and be included in the design and construction for all structures:
 - i. Ease of electrical systems operation, including both users and maintenance personnel.
 - ii. Ease of isolating elements of a system to minimize impact to other components of the system in the event of a failure, maintenance, etc.
 - iii. Minimum 25% load growth factor over the facilities lifecycle.
 - iv. All materials and products to be new, and be commercially and readily available.

- v. Selection of products to allow for industry standard, non-proprietary equipment.
 - vi. Specialized equipment that may/will require service for a 3rd party shall have an on-site response time of 8-hours or less from the first call.
- C. Coordination: Provide coordination with all other disciplines to allow for an integrated and deliberate interface between the structure's electrical system and all other systems.
- D. Electrical Requirements for California Energy Performance Standard Title 24 2013:
 - 1. Provide all completed Title 24 indoor and outdoor lighting compliance forms on project drawings as required.
- E. Electrical Requirements for LEED Silver Qualification: Provide compliance with the LEED requirements to obtain credit in the following items if necessary for the project to qualify for LEED Silver rating.
 - 1. SS Credit 4.3 -Alternative Transportation: Low Emitting & Fuel Efficient Vehicles.
 - 2. SS Credit 8 -Light Pollution Reduction.
 - 3. EA Credit 1 -Optimize Energy Performance (lighting only).
- F. Power General Requirements:
 - 1. The design of the power distribution system shall allow for a minimum 20% growth for all distribution equipment, including panel boards.
 - 2. All 120 volt building loads to be served with separate neutrals per phase conductor (except multi-wire systems furniture feeds).
 - 3. All disconnect switches to be lockable "on" and "off".
 - 4. All equipment to be fully bussed.
- G. Site Electrical Service:
 - 1. Provide underground electrical service into the building. Provide service entrance facilities as required by SDG&E including handholes, primary underground ductbanks, utility transformer pad and grounding, secondary ductbanks and secondary metering switchboard. Coordinate with SDG&E for electrical service infrastructure requirements and project electrical load calculations per SDG&E requirements.

2.18.19. Main Secondary Switchboard:

- A. Provide circuit breaker switchboard for the electrical service entrance equipment inside a dedicated electrical room. The voltage of the switchboard shall be 208Y/120 volt, 3-phase, 4 wire.
- B. All switchboard circuit breakers with 225A or greater frame sizes shall have an electronic trip function with interchangeable trip units.
- C. Provide a minimum of 6X space for future circuit breakers per switchboard.
- D. Provide service entrance rated transient voltage surge suppressor (TVSS) in a separate enclosure attached to switchboard.
- E. Provide provisions for SDG&E supplied smart meter in switchboard front.
- F. All bussing shall be copper
- G. Manufacturers: CutlerHammer, General Electric, Square D, or Siemens.

2.18.20. Panelboards:

- A. Provide distribution and branch circuit panel boards with bolt-on type breakers throughout to serve loads as required.
- B. All circuit breakers on line side of lighting and appliance branch-circuit panel boards shall be fully rated.
- C. All panel boards shall have main circuit breakers.
- D. The minimum circuit breaker size shall be 20 amps, unless specifically required for an equipment connection.
- E. The use of load centers is not permitted.
- F. Provide a minimum of 10% spare circuit breakers per lighting and appliance panelboard.
- G. All buses shall be copper, with full size copper neutral bar and a copper ground bar.
- H. Panelboards shall not be located in public spaces.
- I. Manufacturers: Cutler-Hammer, General Electric, Square D, or Siemens.

2.18.21. Enclosed Circuit Breakers:

- A. Provide enclosed circuit breaker as required.

- B. Manufacturers: Cutler-Hammer, General Electric, Square D, or Siemens.

2.18.22. Electrical Rooms:

- A. All electrical rooms to be laid out and sized to allow for working clearances as prescribed in the California Electrical Code (CEC).
- B. Doors into electrical rooms are to be sized to allow for replacement of all equipment within the space. All electrical and communication room doors shall swing outward.
- C. Service entrance electrical room shall have door access from exterior of the building and be sized and positioned per SDG&E requirements. Provide panic hardware where required by code.

2.18.23. Fault Protection: A preliminary short circuit study shall be completed prior to plan check submission. The study shall take into account available utility fault current contribution, motor contributions, and all distribution elements. The study shall include the analysis of line-to-line and line-to-ground faults. Provide settings for coordination of circuit breaker overcurrent devices to ensure maximum safety and reliability. The Study shall be updated at the end of construction to reflect actual installed feeder and transformer impedance, and actual overcurrent device trip characteristics.

- A. All circuit breakers shall comply with CEC 110.9 and shall have minimum AIC rating as follows:
 - I. 10 kAIC for 208 Volt Equipment
- B. All circuit breakers shall be fully-rated for 110% of the available short circuit fault current. Series-rated systems are not acceptable.

2.18.24. Grounding and Bonding:

- A. Provide grounding electrode system in compliance with CEC requirements.
- B. All grounding electrode conductors shall be installed in conduit for mechanical protection.
- C. Provide Main Telecommunications Grounding Busbar (TMGB) in Telecommunication Room and connect to building main electrical equipment grounding bus. Size telecommunications bonding conductor in compliance with EIA/TIA 607-Commercial Building Grounding, Bonding Standard.
- D. Provide a separate equipment-grounding conductor with all feeders and branch circuit phase conductors sized in accordance with CEC Table 250.122.

- 2.18.25. Conductors and Raceways:** All conductors shall be enclosed within a raceway system. All raceways shall be designed and installed in compliance with the CEC and shall incorporate the following requirements:
- A. All raceways to be concealed unless installed in an unfinished space.
 - B. Conduit fill rates shall not exceed 40%.
 - C. All EMT conduit fittings shall be steel compression style.
 - D. All conduits mounted below 10' shall be secured to the structure via the use of two-hole conduit straps.
 - E. All wiring shall be single conductor stranded THWN-2 type copper. The use of metalclad cable (MC) or armored cable (AC) is not permitted. All circuits shall include a green insulated ground conductor sized per the CEC. Impregnated conductor colors shall be Black (Phase A), Red (Phase B), Blue (Phase C), with White neutrals bearing the respective phase color in a stripe. All grounds shall be Green.
 - F. All enclosures, pull-boxes, vaults, etc to be permanently labeled based on its contents. (i.e. "POWER", "SIGNAL", etc.)
 - G. All underground pathways to be schedule 40 PVC unless otherwise required by franchise utility companies.
 - H. All conduit within all buildings shall be EMT, except flexible conduit whips not over 6'-0" in length may be used for individual light fixture, motor, or transformer connections.
 - I. All exposed conduit below 8'-0" above finished floor shall be RGS.
 - J. All conduit exposed to sea air environments shall be PVC coated.
 - K. All exposed boxes and junction boxes for exterior building wall mounted light fixtures shall be cast iron.
 - L. All interior device boxes shall be 4" square and 2 1/8" deep minimum.
 - M. Floor boxes shall be Walker RFB type with flush tamper-proof screw cover brass faceplates.
 - N. Conduit run above ceilings shall be supported from the structure above with sufficient clearance to permit ceiling tiles to be removed, and light fixtures to be installed.
 - O. All conduits routed through or on building roofs shall be RGS type, neatly grouped, run parallel to building lines, and supported on composite blocking at a maximum of 5'-0" intervals

P. All conduits shall be a minimum of 3/4" trade size.

2.18.26. San Diego Gas and Electric (SDG&E) Savings by Design:

A. Provide necessary documentation, coordination and communication with SDG&E for the Savings by Design program

2.18.27. Nameplates and electrical identification:

A. Provide laminated phenolic nameplates with a minimum size of 1" high by 3" wide with 1/4" high upper case lettering for all main electrical equipment including switchboards, panelboards, enclosed switches and circuit breakers, cabinets, exposed pull and junction boxes, and feeder breakers, etc. The nameplate description shall identify the equipment name, voltage, and serving device (source).

B. Provide a wire marker on every conductor in all pull boxes, outlet boxes, junction boxes, disconnect switches, and at every connection point. All wire markers shall identify the respective panel and circuit number.

C. Provide a silk screened label on the exterior of all outlet device plates showing the respective panel and circuit number.

2.18.28. General Lighting Requirements:

A. Lighting levels shall be designed in accordance with the recommendations of the Illuminating Engineers Society (IES), and the lighting power density shall be in accordance with California Title 24 Energy Code.

B. Fixtures shall be placed to facilitate ease of maintenance and re-lamping of fixtures. If the lighting design will require a lift, scaffolding or other specialized equipment to access fixtures, provide remote ballasts.

C. All fixtures shall be seismically restrained as required by the CBC.

D. Minimum Illumination Performance Requirements: The following minimum lighting levels shall be provided:

Area	Maintained Horizontal Lighting Level at The Work Plane (Foot Candles)
Exterior Pathways/Walkways	1-2
Lobby	20-30
Book Check-Out Areas	40-50
Corridors	15-20
Book Stacks	40-50

Area	Maintained Horizontal Lighting Level at The Work Plane (Foot Candles)
Reading Areas	40-50
Work Rooms	40-50
Offices	50-60
Multi-Purpose Rooms	30-40 dimmable or switchable to 5 FC
Storage, Restrooms, Equipment Rooms	20-30
Area	Maintained Vertical Lighting Level at the Work Plane (Foot Candles)
Book Stacks	35

2.18.29. Uniformity Ratios: The lighting design shall provide for uniformity ratios of 4: 1 or better for all task areas.

2.18.30. Lamps: The lamps selected for this project shall be limited to those listed below unless otherwise noted within this document. When possible the designer should minimize the number of lamp types. Low pressure sodium sources shall not be utilized. The use of USA manufactured LED light sources are required for all interior and exterior applications providing color temperatures are maintained as indicated below.

Source	Lamp	Wattages	Color Temperature (°k/CRI)
LED	n/a	As required	4000, 80 CRI min
Fluorescent	T8	17, 32	4100, 82 CRI min
Fluorescent	CFQ	9, 18, 26, 42	4100, 82 CRI min
Fluorescent	CFTT	13, 32, 42	4100, 82 CRI min
Metal Halide	ED	200, 250	4100

2.18.31. Fixtures: The following class of fixture shall be utilized for the spaces listed:

Space	Fixture	Source
Lobby	Decorative pendant(s), wallwash accent luminaires, recessed downlights	LED
Book Check-out	Pendant mounted direct/indirect, recessed downlights	Fluorescent and LED

Space	Fixture	Source
Book Stacks, Reading Areas	Pendant mounted direct/indirect, recessed downlights	Fluorescent and LED
Computer Lab	Pendant mounted direct/indirect	Fluorescent or LED
Offices	Recessed direct/indirect troffers	LED
Multi-Purpose Room	Recessed direct/indirect troffers with 10% dimming	LED
Electric Room	Strip(s) with wireguard	LED
Telecommunications Room	Recessed prismatic troffer	LED
Building Exterior	Exterior wall sconces, recessed downlights	LED
Parking Lot/Site	Cutoff pole mounted fixtures, square steel pole	LED
Exterior Path of Travel	Vandal Proof (if mounted under 15' AFG/AFS)	LED

- A. Provide under cabinet lighting for all work surfaces below upper cabinets
- B. Provide lighting in all accessible crawl spaces.
- C. Do not use light fixtures utilizing MR-16 type lamps.

2.18.32. Exit Signs: Provide edge-lit type LED exit signs with green letters and white housings. Minimize the use of pendant mounted exit signs.

2.18.33. Ballasts: Ballasts to be less than 10% total harmonic distortion.

2.18.34. Interior Lighting Controls:

- A. All lighting controls shall comply with California Title 24 Energy Code, current edition. Where a low voltage lighting control system is required use City standard "Greengate" type only.
- B. Provide master low voltage light switch near main building entrance door.
- C. Utilize automatic day lighting controls with photosensors for areas located at the perimeter of the building.
- D. Where possible keep controls out of reach from patrons.
- E. Wall switches to be rated no less than 15A.
- F. Spaces that have audio/visual projection equipment, which includes multi-purpose rooms, shall be controlled to allow for a uniform reduced light level for the seated observers and a separately zoned low-lit area on the projection surface.

- G. Occupancy and daylight sensors shall be as manufactured by “Greengate”.
- H. LED dimmers shall be fully compatible with the type of LED driver which they control.

2.18.35. Emergency Lighting & Power:

- A. Power Source: Provide central battery and inverter system to supply all emergency lighting. Locate unit in the electrical room. Provide minimum 25% spare capacity.
- B. Provide power and wiring for emergency egress lights and exit lights in separate raceways throughout the facility.
- C. The central battery system shall be Myers “E” series only, be suitable for front access, and have batteries that include a full 5 year warranty (not pro-rated). The room shall be air conditioned.

2.18.36. Site Lighting:

- A. Provide an exterior site lighting system including, but not necessarily limited to, area lighting for safe exiting from the facility, including underground distribution, handholes, grounding, poles, fixtures and controls as required for a complete and usable system.

2.18.37. Exterior Lighting Fixtures and Controls:

- A. Provide USA manufactured LED, light fixtures, complete with lamps.
- B. Provide a mechanical type control for all exterior lighting fixtures utilizing mechanically-held lighting contactors, Tork (only) time switches, and photocell switches such that lighting will automatically turn "ON" at dusk and turn "OFF" at pre-set times or sunrise daily.
- C. Coordinate outdoor light locations with Landscape Planting Plan tree locations.
- D. Coordinate locations of the outdoor lights and irrigation sprinkler spray system with the Landscape Architect.
- E. Provide fixtures at all exterior doors and book return area.
- F. Do not use bollards, step lights, in-grade or at grade lights, or light fixtures installed within trees.
- G. Parking lots shall be well and uniformly illuminated. Parking lot lighting circuits shall be separate from building mounted lighting circuits.

2.18.38. Conductors:

- A. All conductors shall be stranded copper.. The minimum conductor size for branch circuit wiring shall be 12 AWG. All neutrals shall include a stripe matching the respective phase color used

2.18.39. Receptacles:

- A. 20 -amp minimum -NEMA 5-20R,. Orient all receptacles with the ground pin down. Faceplates shall be brushed stainless steel. Receptacles shall be white Decorator style, Hubbell 5362 type or a true equal. Receptacles shall be red when connected to emergency systems. All receptacles in public spaces shall be tamper-proof. All receptacles shall have clamp style back connectors suitable for stranded wire. All outdoor receptacles in public spaces shall be 20 amp GFI type installed within flush mounted stainless steel CW Cole #TL-310-WCS deep boxes set with the box hinge at the top. All boxes shall be keyed alike.

2.18.40. Light switches shall be white Decorator style, rated for 20 amps, and be Hubbell 1221 type or a true equal. Faceplates shall be brushed stainless steel. All switches shall have clamp style back connections suitable for stranded wire.

2.18.41. Motors:

- A. Provide disconnects for all equipment. Coordinate with other disciplines.

2.18.42. Telecommunications General Requirements.

- A. General: The structures cable plant shall be installed in compliance with the following standards and all manufactures requirements.
 - 1 EIA/TIA 568b -Commercial Building Telecommunications Cabling Standard
 - 2 EIAITIA 569 -Commercial Building Standard For Telecommunications Pathways And Spaces
 - 3 EfA/TTA 606 -Administration Standard For The Commercial Telecommunications Infrastructure
 - 4 EIA/TIA 607 -Commercial Building Grounding, Bonding Standard

2.18.43. Telecommunication Room:

- A. Provide a minimum of one (1) Telecommunication Room (TR) per building. The TR should be centrally located to minimize the maximum cable lengths and help facilitate any move, add or changes (MACS) throughout the structures lifecycle.

- B. The TR shall also serve as the entrance facility; all signal/low voltage conduits from the exterior shall enter into this space.
- C. TRs shall be laid out and designed to allow for maximum flexibility and growth. Equipment should be placed in the room and organized by systems served.
- D. The TR shall have the following features:
 - 1. The minimum size for a TR shall be 8' x 8'.
 - 2. The TR shall be provided with a dedicated mechanical system to maintain a temperature within the room of 68 - 72F.
 - 3. Provide 8'-0" high x 3/4" thick flame resistant plywood mounting backboard on all walls 4 feet or wider. Paint plywood backboards with fire resistant paint white or color to match. Contractor shall provide minimum one side finish grade plywood. Backboard shall be mounted with finish side out, regardless of location of fire rating stamp.
 - 4. Provide a minimum of two (2) 84"H x 19"W EFA standard 2-post racks with double sided vertical wire managers.
 - 5. Provide two (2) RU horizontal wire managers between each patch panel.
 - 6. Provide one (1) dedicated 20A-125V receptacle and one (1) dedicated 20A-250V (2 pole) receptacle for each rack mounted on the wall behind respective rack.
 - 7. Provide 48-port patch panels for the termination of all horizontal and telephone interconnect cables within the relay racks. Provide spare patch panel growth for a minimum of 25% of initial capacity.
 - 8. The wire management design shall not exceed 50% fill rate for vertical wire managers.
 - 9. The telecommunications design shall allow no more than two hundred and forty (240) horizontal cables per relay rack.
- E. An approved manufacturer shall manufacture all components. Acceptable manufacturers are "Systimax Solution", "Uniprise Network Solution" and "Leviton/Essex Solution".

- F. System shall be provided with a full "Performance Warranty" installed by a "Certified Contractor". A "Component Warranty" shall not be considered equal. All components, labor, and permanent link performance criteria shall be warranted by one of the approved manufacturers. Warranty shall be to the customer for a minimum period of 15-years after Customer acceptance and sign-off of the completed system. The contractor shall provide documentation from one of the approved manufacturers indicating their qualifications for installation of this system in compliance with the manufacturer's warranty requirements.

2.18.44. Telecommunications Horizontal Cabling

A. General

1. All horizontal cabling to be category 6.
2. All terminations shall be 56913.
3. All cabling to be routed to the TR.
4. All cabling shall be installed in conduit or basket tray in concealed spaces.
5. No splices, consolidation points, transition points, shall be permitted.
6. Horizontal cables shall be limit to 90 meters, including all service loops, terminations, etc.
7. Test all horizontal wiring and submit test report.

B. Work Area Terminations:

1. All work area terminations to be mounted per ADA requirements. (48" AFF to 54" AFF.)
2. Standard faceplates: the preferred mounting height is 18" AFF unless otherwise noted.
3. Wall phone faceplates: the preferred mounting height is 48" AFF unless otherwise noted.

- C. Wall phone locations shall be clear of obstructions for a space no less than 12" in all directions for the center of the telecommunications face plate. Wall phone faceplates shall be equipped with metal studs for the mounting of an ownerprovided telephone.

- D. All telecommunication outlets shall be "blue" unless otherwise stated.

2.18.45. Fiber Optic Cabling:

- A. Provide fiber optic horizontal cabling. Provide fiber optic patch panel with 25% space capacity. All terminations shall be SC connectors.

2.18.46. Labeling:

- A. Provide standards compliant labeling scheme. Submit sample of labeling scheme to owner's representative for approval prior to proceeding.

2.18.47. Ceiling Mounted Projectors:

- A. Conduit in multi-purpose room for low voltage cabling and a duplex power receptacle. Provide power, conduit for controls and other equipment as required for the installation of ceiling mounted projectors and their interface with A/V controls.

2.18.48. CCTV System:

- A. Provide interior vandal proof color dome cameras in locations indicated with 120 volt power source and coaxial cable connection.
- B. Provide 8 channel real time digital video recorder with 500 MB hard drive. Provide color monitor and switcher. Install equipment in Telecommunications Room.
- C. Provide RG-6 coaxial cable in conduit from each security camera to Telecommunications Room.

2.18.49. Card Access/Intrusion Detection System:

- A. Provide card access/intrusion detection system compatible with existing City of San Diego card access system.
- B. Provide card reader at main entrance and employee entrance.
- C. Provide security motion sensors throughout all interior spaces and at all exterior windows.
- D. Provide door sensors on all exterior doors.
- E. Locate security panel in Telecommunications Room.

2.18.50. Projection Screens:

- A. Provide power, conduit for controls and other equipment as required for the installation of motorized projection screens and their interface with A/V controls.

2.18.51. Fire Alarm:

- A. The fire alarm system shall be a fully automatic addressable system as described herein.
- B. Provide a minimum of one (1) Supplemental Notification Appliance Control Panel per building. All notification appliances shall be powered from a SNAC panel located within each building.
- C. Devices: All initiating devices shall provide an individual address and self-calibration adjustments for varying environments.
- D. A beam detector with remote test switch is recommended for large open spaces where the ceiling is over 20' tall.
- E. Annunciator: Provide a minimum of one (1) remote annunciator which shall be an 80-character backlit alphanumeric type, with a LCD readout display. The display shall include alarm, supervisory, and trouble condition LEDs and tone alert. Each condition shall have a dedicated acknowledge push button switch to silence the local tone alert but leave the LED lights illuminated until all conditions have been restored.
- F. Wiring Methods: All Fire Alarm system wiring shall be a minimum #18 AWG. All underground conductors shall be UL wet location listed.
- G. All Fire Alarm cabling shall be labeled "FIRE ALARM" in all pull boxes, using a water-tight labeling system. All conductors and/or device wiring shall be installed in a complete separate conduit system.
- H. All wiring shall be color-coded, using solid copper conductors. Use of power limited cable shall be restricted to uses listed solely for this purpose.
- I. Provide an automatic alarm communicator transmitter to connect remotely via a telephone modem to a central monitoring station.
- J. Provide automatic audio evacuation notification as required by the CBC.

2.18.52. Provide a Fire Alarm system as manufactured by Edwards, Notifier, or Simplex Grinnell only.

2.19. BUILDING PROGRAM REQUIREMENTS (Program).

2.19.1. PROGRAM NARRATIVE

A. Establishing the Need for a new Skyline Hills Branch Library

The need for a new Skyline Hills Branch Library was evident as far back as the 1970s and the need was confirmed in the San Diego Public Library's Branch Libraries Facilities Plan, revised in 1998. It is evident that clear and strong support for a new Skyline Hills Branch Library exists among the many constituent groups in the community. The Councilmember's Office declared building a new Skyline Hills Branch Library as one of the top 10 goals for his constituency, and initiated numerous steps to move the process of site selection and planning along. Community groups and individuals endorsed the concept of a new Skyline Hills Branch Library facility.

The present Skyline Hills Branch Library, located at 480 South Meadowbrook Drive, was constructed in 1969. The building is 4,400 square feet and does not comply with Americans for Disability Act requirements. The major physical limitation is space: space for a growing population using the library, meetings, studying, children's programming, materials storage, collection development and expansion, staff workroom, staff desk space, and parking. The existing 4,400 gross square foot building is insufficient for the amount of patronage, expanding materials and resources, community needs, and adequate spatial relationships.

When initially constructed in 1969, the Library supported a population of less than 27,000 people living in the Skyline Hills service area. Since 1969, the population of the community has increased to the current population of 64,669 or an increase of 140 percent. The current population projections for the Community indicate that it is almost built-out. The average annual rate of growth will be about 8 percent over the next twenty years. Additionally, this is one of the most diverse communities in San Diego, with more than 80 percent of the residents making up the non-white majority. Space for special collections and foreign language collections is minimal, while the demand increasing.

Today, in the fall of 2013, there are a total of 52 seats available in the Library for users. This includes seats at all tables (and assuming 100% occupancy), computer and reference terminals, counters, reference positions, casual reading seating, and self-study carrels. At many times most of these seats are filled, and there is a waiting line for many seats, particularly in the computer area. As a thriving community, Skyline Hills deserves a first-class library for its diverse population.

B. Benefits of the Project

The expanded Skyline Hills Branch Library will be able to offer more services to residents, helping children and families improve their schoolwork and life opportunities through learning. The new Library will feature a larger circulating collection with a special focus on materials in English, Spanish, African Diaspora and Tagalog. Literacy staff will have space to offer tutoring. Patrons will be able to attend computer training courses and to access the Internet in the new Computer Center.

The greatest beneficiaries of the new Library will be children. The new facility will enable thy Library to offer story hours and increase its children's collection in response to the community's desire to encourage reading for pleasure. Children will also be able to use the Computer Center to work on projects, do research for school, or simply improve their skills.

2.19.2. Introduction

- A. The following section describes the general desired architectural character of the new Skyline Hills branch library. It includes important information on spatial quality, visual considerations, physical attributes and other key aspects of the design.
- B. The new Skyline Hills Library will be a significant community resource. It will, first and foremost, provide for the informational and educational needs of the neighborhood as its public library. It will also act as a prime community gathering place, with an anticipated variety of services and activities. The multi-purpose room will be one of the largest indoor assembly spaces in the area. The current library is out of date and in much need of repair and the community has been waiting for a long time for this opportunity. There is particular emphasis on the school-age library population, children and teenagers, which is expected to increase dramatically in the next several years.
- C. The new facility will occupy a site adjacent to the west of current library's site on Meadowbrook Drive. The principal means of pedestrian and vehicular ingress and egress will be from Paradise Valley Road. Directly to the north, a commercial center with access to Paradise Valley Road will share a driveway through an easement. However, the parking lot for the new library will be separate from the commercial center's lot. Directly east of the site is a smog station that the community has voiced would like to be as far as possible away from the new facility. This is an important consideration, which will create a serious point of discussion if not addressed.
- D. As mentioned above, pedestrian and automobile access is most likely to be provided from Paradise Valley Road.

- E. The design must conform to all planning requirements for the site, including the requirements of the Skyline-Paradise Hills Community Plan. The design will be reviewed by the Skyline-Paradise Hills Planning Committee and the City of San Diego.
- F. Street improvements to Paradise Valley Road should be investigated with the Engineering Department and utilities availability should be researched scrupulously.

2.19.3. Architectural Character

- A. The following section describes concepts that are basic to this program and the philosophy of library design behind it. These planning and design considerations are generally applicable to the entire branch library facility. The overall planning and design priority of the branch library is to be very supportive and oriented to the public user of the library, while also being efficient, effective and enjoyable for staff. The new library shall:
 - 1. Take advantage of the location, and create a synergy with the surroundings.
 - 2. Have the architectural character and power that makes the branch a focus of the community.
 - 3. Be a building that is distinctive in appearance yet in harmony with its surroundings
 - 4. Welcome, encourage and attract users of all ages and stimulate their mental activity.
 - 5. Welcome, encourage and attract traditional non-users of the library. The building should be attractive and interesting enough to attract many new users because of the power of presence as a physical destination.
 - 6. Take full advantage of the site as a small-scale civic element of the community that may also visibly serve as a “gateway” or “signature” to the community. The architect should create a design that will give the community the identification it needs.
 - 7. Welcome users who are traveling by foot or automobile.
 - 8. Create a building that is unmistakably public in character and function, yet comfortable and non-intimidating.
 - 9. Be arranged to foster safety and security of users, staff and collections.
 - 10. Accommodate persons with disabilities and special needs easily.

11. Accommodate present and future technology needs.
12. Consider light, books, people and the surrounding space as integral to each other.
13. Express symbolically the important value of knowledge and learning.
14. Merchandise the products and services of the library by incorporating design features that are successful in retail merchandising. The best practices of successful bookstores should be mirrored in the library's approach to merchandising its services.
15. Solve the paradoxical needs within a library of spatial openness and seclusion by creating the ability to orient oneself within the visible total enclosure, yet not feel anchored to a particular part of it.
16. Create a space that allows easy supervision by staff; yet allow users to not have a sense of being exposed in an impersonal large area.
17. Create a gradation of different spaces within the library, ranging from open areas of public activity to alcoves of semi-private activity.
18. Devise areas that have a sense of intimacy within the overall public setting.
19. Design a wide variety of reading areas so that users have many choices to fit their mood or reading environment needs.
20. Allow a clear understanding upon entry to the library (and while moving within the library) of the general purpose of the library area.
21. Visibly identify staff and places where they can get help.
22. Incorporate exterior design features that take advantage of the unique climate, character and style of San Diego.
23. The architectural style should be in scale with the overall design of the residential and commercial buildings adjacent to the library. The building must be distinctive yet not offend its neighbors. It must celebrate the unique background and ethnic heritage of its residents.

24. Exterior and interior fixtures, surfaces, and equipment should be as vandal proof as possible. For example, many new libraries have been experiencing problems with exposed ground level surface lighting fixtures. The fixtures are being destroyed by vandalism and by accident. Selection of all fixtures must take into account their ease of repair and durability. Care should be taken to protect the site and building from abusive skateboarding.
25. Create exterior surfaces adjacent to the library that discourages skateboarding, in-line skating and extreme bicycle activities.
26. The interior design should reflect a theme in harmony with the exterior building. Interior finishes should create a space that is inviting to users, stand up to the wear and tear of heavy public use, and be flexible to take advantage of changes in public library products and services as well as changing technology. Public libraries are subject to more use and abuse than any other type building, and interior and exterior surfaces need to respond to this.
27. Equipment, furniture, fixtures, and surfaces must be able to accommodate this heavy abuse. The exterior, interior, and furniture, furnishings and equipment must be almost indestructible.

B. In addition, the following concepts are offered:

1. Building

- Respect community wishes. This community has been yearning for a new library for many years.
- Use as many natural, or natural-looking, materials as possible.
- Incorporate environmentally-friendly materials and design strategies (see discussion of LEED standards elsewhere).
- Attention to fire safety. Review City ordinances and regulations as required.
- Automatic sliding front doors for convenience (required).
- "Graffiti-proof materials. Review City Library and City Facility standards.

2. Site Design Concepts

- Spacious entry plaza with power and drain provisions for a coffee cart.
- Garden area or areas.
- Safety buffer along Paradise Valley Road. This is a busy, fast, arterial street. Keep in mind there will be children from neighborhood schools and a bus stop on Paradise Valley Road.
- Shaded benches for reading.
- A remote drive-up book return area (drive lane and concrete pad only) with driver-side access (required).
- Monument sign with a message board (required).
- A perimeter road around the library for the police patrol

2.20. GENERAL PROGRAM REQUIREMENTS

2.20.1. The City Library space and adjacency requirements, design guidelines, narrative descriptions, and performance requirements are the basis of the programmatic needs.

- A. **Program Space Report:** The project shall provide a fully functioning facility that meets or exceeds the space and area requirements of the Program Space Report (see 2.22).
- B. **Program Adjacency Diagram:** The project shall provide a fully functioning facility that conforms to the requirements of the Program Adjacency Diagram (see 2.23).
- C. **Program Design Guidelines and Narrative:** The project shall provide a fully functioning facility that meets or exceeds the descriptive conditions of the Program Narrative (see 2.25).
 - a. The Program Narrative includes desired architectural character, spatial quality descriptions, and general project parameters.
 - b. The Program Narrative is intended to provide information about the general nature of the spaces contained within the program. It is not exhaustive in scope; where specific finishes, materials, etc. are not noted designers are encouraged to offer alternatives. Spaces required for utilities, data and circulation are not included in the narrative text.

- D. Performance Requirements: The project shall provide a fully functioning facility that meets or exceeds the prescriptive provisions of the Performance Requirements, 5.
 - a. The Performance Requirements include information about the technical requirements of the spaces contained within the program. It is not a comprehensive specification and does not necessarily represent all systems that should be incorporated into the design and construction of the project.

2.21. MODIFICATIONS DURING DESIGN

2.21.1. As the design is developed by the Design-Builder as a part of its proposal, the design may suggest modifications to the program and/or adjacency requirements. Such modifications shall be considered by the City, and may be accepted with the following conditions:

- A. If the proposed modifications demonstrate the need for a fundamental change to basic space and adjacency assumptions, such modifications shall be considered "open" and shall be noticed to all Design-Builder's.
- B. If the proposed modifications are creative solutions that enhance the basic space and adjacency requirements as identified by the City, such modifications shall be considered "closed" and shall not be noticed to the other Design-Builder's.
- C. The City, in its sole discretion, shall determine the acceptability of proposed modifications.

2.21.2. If there is a conflict between the Program Space Report, Adjacency Diagram, Design Guidelines and the Performance Requirements for any individual elements, the more restrictive criteria shall control.

2.22. PROGRAM SPACE REPORT (Net Square Feet)

AUDIO-VISUAL LIBRARY		
	Multi Media Collection	450
	<i>A-V LIBRARY SUBTOTAL</i>	<i>450</i>
BROWSING		
	Browsing/New Books	180
	<i>BROWSING SUBTOTAL</i>	<i>180</i>
CHILDREN'S LIBRARY		
	Children's Collection and Seating	600
	Children's On-line Public Access Catalog (OPAC)	140
	Children's Program Area	400
	Children's Reference Collection and Seating	440
	Family Restroom	70
	Homework Center	340
	Juvenile Collection and Seating	850
	<i>CHILDREN'S LIBRARY SUBTOTAL</i>	<i>2,840</i>
CIRCULATION SERVICES		
	Book Return Room	40
	Branch Manager's Office	195
	Service Desk	200
	IT/Telecom Room	200
	Copy Center	180
	Custodial Sink & Storage Room	150
	General Library Storage Room	350
	Staff Entrance	200
	Staff Lounge	270
	Staff Restrooms, 2 Single Occupant	70
	Staff Workroom	435
	<i>CIRCULATION SERVICES SUBTOTAL</i>	<i>2,290</i>
FICTION COLLECTION		
	Fiction Collection and Seating	920
	Study Room 3	140
	Study Room 4	140
	<i>FICTION COLLECTION SUBTOTAL</i>	<i>1200</i>
WORLD LANGUAGES		
	World Languages Collection and Seating	360
	<i>WORLD LANGUAGE COLLECTION SUBTOTAL</i>	<i>360</i>
LIBRARY ENTRANCE		

	Public Entrance and Lobby	348
	Friends of the Library (FOL)	500
	Public Restrooms	532
	LIBRARY ENTRANCE SUBTOTAL	1,400
NON-FICTION COLLECTION		
	Non-Fiction Collection and Seating	1,400
	NON-FICTION COLLECTION SUBTOTAL	1,400
PERIODICALS COLLECTION		
	Periodicals Display and Seating	400
	PERIODICALS COLLECTION SUBTOTAL	400
PUBLIC MEETING ROOMS		
	Multi-Purpose Room	1,900
	AV, Chair and Table Storage	260
	Serving Room	130
	PUBLIC MEETING ROOMS SUBTOTAL	2,290
REFERENCE SERVICES		
	Computer Lab / Training Room (35 computers)	990
	On-line Public Access Catalog (OPAC)	150
	Reference Collection and Seating	300
	Study/Tutoring Room	180
	REFERENCE SERVICES SUBTOTAL	1,620
YOUNG ADULT SERVICES		
	Young Adult Collection and Seating	290
	Study Room 1	140
	Study Room 2	140
	PERIODICALS COLLECTION SUBTOTAL	570
	SUBTOTAL INTERIOR USABLE AREA	15,000
	10% CORE FACTOR (ESTIMATED)	1,500
	TOTAL BUILDING AREA	16,500

2.23. PROGRAM ADJACENCY – SPACIAL RELATIONSHIPS FOR ALL LIBRARY DIVISIONS

Audio-Visual Library	
FUNCTIONAL ACTIVITY	<p>The primary function of the Audio-Visual Library is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio compact discs, audio book compact discs, CDs, DVDs and other emerging AV formats.</p> <p>Library patrons will enter the AV Library and browse attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment.</p>

<p>SPATIAL RELATIONSHIP</p>	<p>Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Service Desk. The AV Library should be very close to the Young-Adult area since young adults are often attracted to AV materials. The AV Library should be relatively close to the Children’s Library so that parents can browse here while supervising their children in the Children’s Library.</p> <p>ADJACENT:</p> <p style="padding-left: 40px;">Browsing</p> <p>CLOSE:</p> <p style="padding-left: 40px;">Children's Library</p> <p style="padding-left: 40px;">Service Desk</p> <p style="padding-left: 40px;">Lobby</p> <p style="padding-left: 40px;">Young Adult Services</p>
<p>Browsing</p>	
<p>FUNCTIONAL ACTIVITY</p>	<p>The primary function of the Browsing Division is for the display of new books, topical displays, and other portions of the popular library as appropriate. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.</p>

<p>SPATIAL RELATIONSHIP</p>	<p>When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Service Desk. Others will enter the library, browse in this area, and then go to other areas of the library.</p> <p>Parents may enter the library, drop their child off in the Children’s Library, and then return to the Browsing Area to select a book for themselves. The Children’s Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.</p> <p>Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Service Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.</p> <p>ADJACENT:</p> <p style="padding-left: 40px;">Audio-Visual Library</p> <p>CLOSE:</p> <p style="padding-left: 40px;">Children’s Library</p> <p style="padding-left: 40px;">Service Desk</p> <p style="padding-left: 40px;">Lobby</p> <p style="padding-left: 40px;">Fiction Collection</p> <p>PROXIMITY:</p> <p style="padding-left: 40px;">International Language Collection</p>
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Children's Library	
FUNCTIONAL ACTIVITY	<p>The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours, and programs, and prepares craft activities.</p> <p>A special room, called Family Place, for children 0-5 years of age will be provided in this area where manipulatives and access for professional in the child development and parenting fields would be available (similar to the Logan Heights Branch First 5 Room).</p>
SPATIAL RELATIONSHIP	<p>Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Service Desk. When children and parents come out of the Children's Library, they should literally run into the Service Desk. This relationship will facilitate the Service children's books. The entrance to the Children's Library should be very close to Browsing and the AV library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.</p> <p>ADJACENT:</p> <ul style="list-style-type: none"> Service Desk Lobby <p>CLOSE:</p> <ul style="list-style-type: none"> Audio-Visual Library Browsing <p>AWAY:</p>

	<p>Non-Fiction Collection</p> <p>Reference Services</p> <p>Young Adult Services</p>
<p>Service Desk</p>	
<p>FUNCTIONAL ACTIVITY</p>	<p>The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:</p> <ol style="list-style-type: none"> 1. Library patrons checking-out library materials at the Service Desk. 2. Library staff checking the materials back in. 3. Library staff sorting the various materials. 4. Library staff re-shelving the collections in their proper locations. 5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc. <p>Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.</p> <p>In order to provide a single service point and maximize staff efficiency, staff at the service desk in this division will also provide children's and reference services since no separate children's and reference desk are</p>

	included.
SPATIAL RELATIONSHIP	<p>The Service Desk should be centrally located where all library patrons must pass through it when entering or exiting the library building.</p> <p>ADJACENT:</p> <p style="padding-left: 40px;">Lobby</p> <p>CLOSE:</p> <p style="padding-left: 40px;">Audio-Visual Library</p> <p style="padding-left: 40px;">Browsing</p> <p style="padding-left: 40px;">Children’s Library</p> <p style="padding-left: 40px;">Reference Services</p> <p style="padding-left: 40px;">Young Adult Services</p> <p>PROXIMITY:</p> <p style="padding-left: 40px;">Fiction Collection</p> <p style="padding-left: 40px;">Non-Fiction Collection</p> <p style="padding-left: 40px;">Periodicals Collection</p>
Fiction Collection	
FUNCTIONAL ACTIVITY	<p>The primary function of the Fiction Division is to house the library’s fiction, paperback and large print book collections. The Fiction Collection is the heart of the library’s “popular library” and may be organized by fiction books and genre books, i.e. westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelved alphabetically by author’s last name.</p> <p>Reference librarians may act as reader’s advisors, but in general, the Fiction</p>

	<p>Collection is a browsing, self-service collection.</p> <p>In addition, two (2) small study rooms with a seating capacity of 6-8.</p>
SPATIAL RELATIONSHIP	<p>The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area.</p> <p>CLOSE:</p> <ul style="list-style-type: none"> Audio-Visual Library Browsing Service Desk <p>PROXIMITY:</p> <ul style="list-style-type: none"> Lobby Reference Services Non-Fiction Collection
World Languages	
FUNCTIONAL ACTIVITY	<p>The primary function of this division is to house the World Language Collections of the Branch.</p>
SPATIAL RELATIONSHIP	<p>The World Language Collection should be easily accessible from the main entrance of the library. Patrons enter the World Language Collection Area after passing through the security gates and/or the New Book Display Area. Many library patrons use this collection exclusively and will exit the library via the Service Desk immediately upon making a selection in the stacks.</p> <p>CLOSE:</p>

	<p>Adult Area</p> <p>Service Desk</p> <p>PROXIMITY:</p> <p>Browsing</p> <p>Lobby</p>
Lobby	
FUNCTIONAL ACTIVITY	<p>The primary function of the Library Lobby is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Book Sale Area, the Multi-purpose Room and the facility's Public Restrooms. The lobby will provide space for library patrons to enter and exit the library and will also provide space for gathering outside the Multi-purpose Room.</p>
SPATIAL RELATIONSHIP	<p>The Lobby is essentially a pass-through space which patrons will use when visiting either the library or the Multi-purpose Room. It should be conveniently located to allow access to both. The Lobby must be able to be locked off and separated from the library so that the Multi-Purpose Room and ancillary services can be open when the library is closed.</p> <p>ADJACENT:</p> <p>Service Desk</p> <p>Multi-Purpose Room</p> <p>CLOSE:</p> <p>Audio-Visual Library</p> <p>Browsing</p> <p>Children's Library</p> <p>PROXIMITY:</p> <p>Browsing</p> <p>Lobby</p>

	<p>AWAY:</p> <p>General Building Services</p>
<p>Non-Fiction Collection</p>	
<p>FUNCTIONAL ACTIVITY</p>	<p>The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.</p>
<p>SPATIAL RELATIONSHIP</p>	<p>The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services Division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.</p> <p>One of the more common scenarios is for library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Service Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.</p> <p>CLOSE:</p> <p>Reference Services</p> <p>PROXIMITY:</p> <p>Fiction Collection</p> <p>AWAY:</p>

	Children's Library
Periodicals Collection	
FUNCTIONAL ACTIVITY	The primary function of the Periodicals Collection Division is to provide public access to periodicals (magazines, newspapers and other publication of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.
SPATIAL RELATIONSHIP	In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Service desk and to the Copy center is required PROXIMITY: Service Desk Copy Center
Multi-Purpose Rooms	
FUNCTIONAL ACTIVITY	The function of this Division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Multi-purpose Room will be a large open space with seating, a presenter's location, amplified sound and projection capability. It should be easily configurable for training, tutoring, large children's programs, computer literacy instruction, or performances. The room should have a flat floor and be available for more formal presentations and performances

	for groups of 150-200.
SPATIAL RELATIONSHIP	<p>The major spatial relationship of the Multi-Purpose Room is to the Lobby. Since the Multi-Purpose Room complex might be open when the rest of the library is closed, access must be provided to the Multi-Purpose Room, Meeting and to the Public Rest Rooms without compromising the library's security.</p> <p>ADJACENT: Lobby</p> <p>PROXIMITY: Restrooms</p>
Reference Services	
FUNCTIONAL ACTIVITY	<p>The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-Line Public Access Catalogs (OPACs) and technology workstations with Internet access. An enclosed Computer Lab will be featured in this area that houses 35 computers with an instructional infrastructure. The Logan Heights Branch serves as an excellent model of a computer lab that would address the high demand for computer usage in this community. The reference staff will assist the public with their information searching in electronic and print formats.</p>
SPATIAL RELATIONSHIP	<p>Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first and then the Reference Collection. Patrons should pass by the OPACs before they arrive at the</p>

	<p>Reference Collection, both of which should be highly visible from the entrance to the Lobby.</p> <p>The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively.</p> <p>While the Young Adult Services Division should not be too close to the Reference Services Division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons, who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children’s Library as possible to avoid disturbance from potential noise in the Children’s Library.</p> <p>ADJACENT: Non-Fiction Collection</p> <p>CLOSE: Circulation Services</p> <p>PROXIMITY: Young Adult Services</p> <p>AWAY: Children’s Library</p>
Young Adult Services	
FUNCTIONAL ACTIVITY	<p>The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the “in-between” age, young adults often fall through the cracks with respect to library service. They are too old for the Children’s Library, by frequently no mature enough to utilize services and collections of the main adult library. In this space, the needs of young adults</p>

	<p>can be met with special collections, limited privacy and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff. This Teen Space, enclosed with glass walls similar to Fallbrook Library, will include gaming equipment, a large screen monitor, possibly a mini recording station and comfortable seating. Adjacent to the Teen Area will be two (2) small study rooms with a seating capacity of 4-6.</p>
<p>SPATIAL RELATIONSHIP</p>	<p>The Young Adult Services Division should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. The YA Division should also be relatively close to the Service Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children’s Library since youth of this age are frequently trying to separate themselves from the image of being children.</p> <p>CLOSE:</p> <p style="padding-left: 40px;">Audio-Visual Library</p> <p>PROXIMITY:</p> <p style="padding-left: 40px;">Circulation Services</p> <p style="padding-left: 40px;">Reference Services</p> <p>AWAY:</p> <p style="padding-left: 40px;">Children’s Library</p>

2.24. Interim Spaces / Function Interrelationships

The library needs to reflect the proper interrelationships between interim spaces. It often involves subtle visual, acoustic or other factors that exist within libraries. The space adjacency diagram in a later document demonstrates how to link related functions together. The diagrams ensure a comfortable level of staff supervision, separates noisier activities from quiet areas, and provides a clear user orientation and progression through spaces. The three major forms of traffic within libraries-public movement, staff movement and library materials movement-must each have their own sense of clarity, simplicity and efficiency.

2.25. DESIGN GUIDELINES

GENERAL REQUIREMENTS OF THE SKYLINE HILLS BRANCH LIBRARY	
General Building	
1.	Appearance
2.	Energy Efficiency and Sustainable Design
3.	Circulation of People and Materials
4.	Entrance
5.	Staff and Delivery Entrance
6.	Book Drops
7.	Emergency Exits
8.	Ceiling Heights
9.	Exteriors
10.	Flexibility and Expandability
11.	Other Overall Flexibility Concerns
12.	Materials & Finishes
13.	Natural Light
14.	Maintenance
15.	Building Staff Space
16.	Building Cleaning Staff Space

17.	Non-Assignable Space
18.	Restrooms
19.	Building Entrance Facilities
20.	Telecom Room
21.	Equipment Room
22.	Doors and Windows
23.	Surplus Materials Stock
24.	Record Drawings, Project Specifications, and Maintenance Manual
Art	
25.	Integration of public art
26.	Library Arts and Culture Exhibits
Acoustics	
27.	Acoustics
28.	Acoustical Zones of the Library
29.	Materials Selection
30.	Sound Absorption
31.	Building Systems
Mechanical	
32.	Heating Ventilation & Air Conditioning (HVAC)
Electrical	
33.	Electrical Requirements
34.	Some General Lighting Guidelines
35.	Illumination
36.	Illumination Requirements

37.	Library staff must approve the type and number of lamps used in the building and grounds
38.	Illumination Levels
39.	Lighting Levels Shall Be Maintained at the Following Levels
40.	Light Switching
41.	Light Fixtures
42.	Photovoltaic (PV) System
Communications	
43.	Data and Audio-Visual Communications
44.	Cabling
45.	Intrabuilding Backbone Cabling
46.	Horizontal Pathways
47.	Telecommunications Outlet
48.	Work Areas
49.	Wireless Access
50.	Telephones
51.	Public Address System
Audio Visual Systems	
52.	Audio Visual Systems
Security	
53.	Problem customers
54.	Solutions
55.	Fire Safety & Security
Interiors	
56.	Interior Designer

57.	Interior Furniture and Equipment (See also Furnishings and Equipment)
58.	Furniture and Equipment layout
59.	Storage Efficiency
Occupancy by Staff and Patrons	
60.	Public Service Counters & Desks
61.	Book Capacity Targets
62.	Shelving Design (See also Shelving and Shelving Formulas and Requirements)
63.	Furniture
64.	User Seating Preferences
65.	Seating Targets
Finishes	
66.	Floor Coverings
67.	Wall coverings
68.	Ceilings
Visual Supervision	
69.	Staff Control over Collections and Public
Signage & Graphics	
70.	Signage and Graphics
Site & Parking	
71.	Landscaping
72.	Parking & Access
73.	Open Space
74.	Demolition of Existing Library Building and Site

2.26. GENERAL REQUIREMENTS OF THE SKYLINE HILLS BRANCH LIBRARY

2.27. General Building

1. Appearance

A successful public library design requires the bridging of extremes: Permanence and security struggling with contemporary movement and marketing; traditional books, woods, and high ceilings housing a plethora of wires and computers; toddlers and teens running by older patrons. Achieving a graceful balance between extremes is the task and challenge of the interior design.

Computers and wiring must be seamlessly integrated into the library's furnishings. The blending of these two into a classic design that will last is required. Trendy colors that will look dated soon are not acceptable.

The interiors sample board with the finishes in proportions similar to those in the actual space shall be examined by the planning team under the type of lighting that is being specified. The interior designer must create a finish schedule that delineates the finish materials for each floor, wall, and ceiling in each room of the library. All materials, finishes and colors must be reviewed by the library representatives and approved before the building is constructed.

2. Energy Efficiency and Sustainable Design

In addition to LEED requirements and certification, the new library shall incorporate the following provisions. The new library building shall take full advantage of northern daylight for natural lighting during daytime hours, and the southern exposure shall support a passive solar energy approach to the thermal aspects of the interior environment. Solar collectors shall be evaluated for hot water heating. Insulation of floors, walls and ceilings shall equal or exceed that required by code to minimize the cost of heating and cooling the building. Sustainable design shall be incorporated into the planning of the building as much as the budget allows. Some considerations include:

- a. Provide windows that open to allow natural ventilation and cooling
- b. Use construction materials that are minimally toxic and non-carcinogenic
- c. Use recycled construction materials as much as possible
- d. Use materials that minimize growth of fungi such as mildew, mold, and bacteria
- e. Use nontoxic paints such as certain latex brands that are virtually VOC' (volatile organic compounds free
- f. Use high-recycled content carpet with low off-gassing

- g. Choose office furniture made from nontoxic materials such as solid wood, aluminum, or steel. If upholstered chairs are used, they shall be covered with easily maintainable fabrics. No upholstery is to be used on chair arms
- h. Place copy machines so ozone emissions go directly outside.
- i. Install fresh air vents at roof level instead of at street level. Stainless steel bird guards shall be installed on horizontal ceiling air vents to prevent birds from settling on the grates and polluting the shafts below.
- j. Provide a high-efficiency, air filtration system with pre-filters and final filters; MERV rating of 9-12. Filters shall be easy to replace by library staff.
- k. Provide ventilation with outside air at a level of at least 20 cubic feet per minute (cfm/person) for every person in the building.
- l. Use plants inside to help clean the air. Plants' soil and root systems contain microorganisms that digest organic chemicals. Beneficial plants include bamboo, English ivy, spider plants, golden pathos and mums.
- m. Use exterior native plants and materials that are drought tolerant in developing the landscape architectural plan

3. Circulation of People and Materials

There are essentially two types of "circulation" in the library: those involving people (patrons and staff) and those involving library materials. Generally, when architects talk about circulation, they mean the former, and when librarians speak of it, they mean the latter. Understanding the circulation patterns for both is critical to a well-functioning library. Much of this information is presented in the building program in the spatial relationships as well as the activity descriptions for each space.

In most successful library layouts, there is a self-evident and clear main circulation path for library patrons that begins at the entrance. At critical points there are "junctions" that split the path and allow patrons to pursue specific spaces and interests. Within the library there will be junctions that will lead to various major components of the library such as the children's area, the reference area, etc.

Furniture and equipment should never create a barrier to this flow; if it does, the design must be altered. To this end, the planning team must carefully review the plan for "bottlenecks" that create congestion and inconvenience to library patrons and staff alike.

The use of furnishings and equipment to define spaces is a necessary part of fostering good circulation. While the furnishings and equipment may be used to cloister spaces and individuals from noisy, frequently used areas, they must not impede easy circulation within the building. To the contrary; they may be effectively utilized to facilitate and control the traffic patterns of both the staff and public through the provision of well-placed aisles.

Library materials will flow out of the library building in the hands of patrons who must funnel through the circulation area and the security system. When the materials are returned they will come back through the book drop or dropped onto the circulation counter. They will be processed in the staff workroom, sorted and returned to their respective bookstack via a book truck. For this reason, it is important that the circulation area is located in the building to have quick and convenient access so that materials may be easily distributed to all other areas of the library. In addition, the circulation area will need to be flexible to accommodate the current express check out system and implementation of an RFID system.

Three (3) express self-check stations will be provided near the entry for patrons to check out library materials using RFID.

4. Entrance

The public entrance of the building shall be located to be easy for the public to identify and utilize. Access to and egress from the library's collections must go through a single security gate system that is located adjacent to the library's circulation area.

Entrance shall be through doors that meet all ADA requirements. These doors must be well balanced as well as easy to maintain and secure.

The library's hours must be prominently displayed. The hours-open sign at the entrance shall be readable from the drop-off location. In addition, a bicycle rack for ten to fifteen (10-15) bicycles shall be placed to one side of the entrance without hindering pedestrian access.

5. Staff and Delivery Entrance

A separate staff and delivery entrance that is clearly identified but not prominent is required. There must be adequate space for materials handling equipment for deliveries, and utility truck and van access that does not require delivery vehicles to cross public parking areas.

There must also be a sheltered and screened trash storage area and recycle bins housed nearby. The bins must be vandal-resistant and easily accessible for pick-up.

6. Book Drops

The book drop shall be close to the entrance and on the right-hand side of patrons entering the building. It must lock with a height convenient for pedestrians, and wheelchairs. Provide adequate lighting and camera surveillance for the book drop.

The interior of the book drop room and the access door leading to the library must be fire-rated and have sprinklers and a smoke detector. The room shall be isolated and enclosed with no mechanical, air or vent connections. It shall have a concrete floor with a drain and at minimum a two-hour rated enclosure and door.

The drop shall also deposit into the staff workroom or, if that is not possible, into the circulation counter area. Care shall be taken not to place the book drop in a location that will require patrons and staff using it to cross major traffic lines. Provide adequate lighting and camera surveillance for the book drop.

7. Emergency Exits

Emergency exits shall be provided according to code regulations and if at all possible be visible from staff service desks and sound an alarm with a 30-second delay before release. Throughout the development of the project, the plans shall be checked to make certain that patrons cannot by-pass the theft detection system via emergency exits. There must be no way to enter the building via the emergency exits. These doors shall be steel with no windows and no exterior hardware. The exterior of an emergency exits shall be well lit with no obscuring landscaping.

8. Ceiling Heights

Variation in ceiling heights is suggested to reduce monotony and highlight specific areas such as the public service desks. Low ceilings at these service points are recommended to emphasize them and to provide a surface for signage as well as a way to provide a higher level of light. Children's rooms shall also have lower ceilings to give the sense of smaller scale needed.

A high ceiling is necessary in the lobby and in bookstack areas. With a bookstack that could be 84" to 90" high there must be plenty of space above the top of the bookstack for sprinkler heads and light fixtures with additional height necessary to allow maintenance personnel to open light fixtures and change the lamps.

9. Exteriors

All exterior materials shall be of a durable finish with no frequent painting or stain required. Wood shall be limited as high quality masonry, metal, glass, or stucco is preferred. Vandal resistant textures shall be considered. Weatherproof outlets for water and electricity must be of vandal resistant design and located on all sides. All lighting shall be vandal resistant.

10. Flexibility and Expandability

Over the next several decades, as has been the case in the past, the San Diego Public Library will experience an extensive evolution in collections, services, and user needs. Flexibility must be a major feature of the project's design. However, this does not mean that every area of the library needs unlimited (and costly) flexibility. Traditionally, libraries have relied on creating large open spaces with a minimum of columns, load-bearing walls or other constraints to modification. While there is no reason to abandon this policy, it must be carefully evaluated along with other priorities (such as the need to provide a variety of spatial areas so that the library user can choose an area that best suits their mood or need at the time of use).

Building columns must be few and unobtrusive as possible. Attention to the spacing of columns, shafts and other architectural elements will also ensure flexibility and the effective use of space. The standard shelving module is 36" wide and either 10" or 12" deep. All areas (except the Reference Area and the picture books in the Children's Area) shall use 10" deep shelving.

In addition, 42" aisle width is required between all shelves. All of these spacing factors are summarized later in this document. To disregard these factors and place columns incorrectly by even a few inches may cost the library many crucial linear feet of book storage capability. The minimum floor-loading requirement throughout the building is a minimum of 150 pounds live load per square feet.

11. Other Overall Flexibility Concerns

The building systems within the library will greatly influence long-term flexibility. Lighting fixtures, air ducts and registers, electrical power, and communication linkages for terminals shall be carefully located throughout the library to permit alternative layouts in the future.

Power grid in section, or fiber optic networks shall be utilized to provide the power and communications flexibility required for adjustments to the library's internal layout. A raised floor in areas serving a large number of electronic units shall be considered.

12. Materials & Finishes

Building materials will determine the style, atmosphere and maintenance requirements of the library. Quality and durability are imperative as the library will likely be in existence for 40 to 50 years. An anti-graffiti covering for the exterior, when appropriate, shall be considered.

13. Natural Light

Windows can provide an important psychological benefit to the library as well as supplement lighting needs during the daytime. It is pleasant for readers to look out at the sky, trees and street activity. It is also good exposure for the library if passing pedestrian or auto travelers can look in from the street at night. Areas shall be maximized to take advantage of available day lighting, for example, run book stacks perpendicular to the exterior window walls. However, direct sun or glare on books and users is not desired.

Whenever possible, windows shall bring northern daylight into the library. If windows need to face direct sunlight, strategies for controlling it shall be incorporated. In general, they shall be located high enough not to interfere with the arrangement of shelving and furniture. Clerestory windows and skylights are also effective although they may bring a higher risk of leakage problems over the life of the facility. Direct sunlight damages books and furniture and shall be avoided, although a very small amount of sunlight in non-book storage areas can animate the library space throughout the day.

Staff Areas: Operable blinds are required at windows in Staff areas and Multi-Purpose Room.

14. Maintenance

Minimizing maintenance, both inside and outside, is of primary concern and must be one of the major considerations when selecting all building materials, finishes and mechanical systems as well as the furnishings and equipment. It is the library's preference to begin with top-quality materials and finishes in order to minimize future maintenance costs.

It is absolutely essential that the building design accommodate the need for durability and ease of maintenance in the selection of building materials and finishes. In general, frequent painting, polishing, waxing or the necessity to treat any surface shall be avoided if possible. Consideration must be given to procedure needed for the cleaning (inside and out) of all windows in the building as well as the changing of lamps in light fixtures.

15. Building Staff Space

The Staff Area includes one (1) Staff Office, Workroom with temporary storage, Staff Lounge and two (2) single-occupant restrooms. A secure storage room for all building supplies and equipment must be provided.

16. Building Cleaning Staff Space

The entrance to each custodial closet shall be located to avoid disturbing public or staff. A location near restrooms or in the staff workroom area would assist in incident clean-up efficiency. The area shall have hot and cold water, floor sink and floor drain. A sink is also acceptable.

17. Non-Assignable Space

Non-assignable space also includes space required for general storage for supplies, seasonal displays and so on. Specific needs for non-assignable space will be directed largely by architectural requirements, which will vary from library to library. For estimating purposes, it is assumed that ten percent of the building will be classed as gross or non-assignable space. The space needs that can be estimated for collection space, user seating space, staff work space, meeting room space and special use space will be 90 percent of the building; Please see the other section of the Building Program that indicates square footage for all the spaces in the library. The following is a brief discussion of some of the more significant aspects of non-assignable space.

18. Restrooms

Because of their prominent location, adequate ventilation and acoustical treatment is essential. If at all possible, the entrances to all public restrooms shall be supervisable from a staff public service desk.

In order to help deter vandalism, restrooms shall be well lit and floor and wall finishes shall be light colored and constructed of highly durable glazed ceramic tile with a dark color of grout to help prevent graffiti. The ceiling of the restrooms shall be constructed from water resistant sheet rock with a chemical resistant latex paint. All fixtures must be as vandal proof as possible. Stalls shall be stainless steel or equivalent. Faucets shall provide both hot and cold water and be self-regulating with automatic shut-offs. Electric hand dryers must be virtually indestructible and have a large capacity.

Floor drains are required in every restroom, including staff restrooms. All fixtures, commodes, sinks, stalls, etc., shall be wall and/or ceiling hung to make cleaning easier and more sanitary. Adequate counter space shall be present and diaper-changing facilities and a parcel/purse shelf at least 8" deep must be present in each restroom. During the design, care shall be taken to make certain that the alignment of minors and commodes do not create embarrassing views through the entrance to the restroom. Toilet stalls shall contain hooks and drop down shelves.

19. Building Entrance Facilities

Building entrance facilities provide the point at which outside cabling interfaces with the inter-building backbone cabling. The entrance facilities may be used for public network services, private networked customer services, or both. The demarcation point between carrier and customer, and over-voltage protection devices are located here. The entrance facilities consist of a termination field interfacing any outside cabling to the inter-building backbone cabling. The local telephone carrier is typically required to terminate cabling with 50 feet of building penetration, and to provide primary voltage penetration. A locked, dedicated enclosed room is required with plywood termination field provided on two walls. The fire-retardant plywood shall be 3/4", with dimensions of 8' high, starting at 6 inches above finished floor, by width as required.

20. Telecom Room

Telecom Rooms may be combined with the Equipment Room if the distance to a work area is less than 300 feet, or if the floor area served by workstations is less than 10,000 square feet. The ability to have a combined equipment room/telecom closet is the case for Skyline Hills. However, the City's systems provider, the Design-Builder, and the Library must determine this. Recommended closet sizing is 10' x 11' for each 10,000 square-foot area served. Power lighting, air conditioning and limited access are required. There is a minimum of three 4-inch fire-stopped backbone sleeves in the floor at the left side of a plywood termination field, which is ideally located near the door. A fire extinguisher is required in the room.

21. Equipment Room

An equipment room is essentially a large telecommunications closet that houses the main distribution frame, PBXs, secondary voltage protection, etc. The equipment room is often appended to the entrance facilities or a computer room to allow shared air conditioning, security, fire control, lighting, and limited access.

Following are recommendations concerning the specifications for the equipment room at the new Skyline Hills Branch Library:

- a. **Size.** Provide a room of at least 10 feet x 15 feet configuration. The rule of thumb is to provide .75 square feet of equipment room floor space for every 100 square feet of user workstation area. The room must meet BICSI recommendations, but will need to determine what equipment and facilities will be located within the room to finalize room size.
- b. **Location.** The room shall be located away from sources of electromagnetic interference (transformers, motors, induction heaters, theft detection systems, etc.) until interference is less than 3V /m (volt per meter-unit of electrical strength) across the frequency spectrum. The room shall be an area that is not subject to floods.
- c. **Perimeters.** No false ceilings shall be in the room. All surfaces must be treated to reduce dust, and walls and ceilings painted white or pastel to improve visibility.
- d. **Limited Access.** Single or double (36" x 80") lockable doors are required to limit access.
- e. **Sole Use.** No piping, ductwork, mechanical equipment or power cabling shall be allowed to pass through the equipment room. Unrelated storage shall not be allowed in the room.
- f. **HVAC.** The room shall be maintained 24/hrs./day, 365 day/yr, at a temperature of 64°-75°P, 30%-55% humidity, with positive pressure.
- g. **Lighting.** Light fixtures shall be approximately 8 feet high and maintain 50 foot candles at 3 feet above the floor.
- h. **Electrical.** A minimum of two dedicated 15A, 120 V AC duplex outlets on separate circuits are required. NOTE: Equipment power supplies and UPS power requirements need to be taken into consideration. This may require a 240V circuit. Convenience duplex outlets shall be placed at 6-foot intervals around the perimeter of the room. Emergency power shall be considered and supplied if available.

22. Doors and Windows

Doors shall be equipped with a high quality closing mechanism to keep noise levels at a minimum, and allow easy exit and entry. Emergency (panic) doors need to be alarmed and monitored at the circulation desk. Operable windows shall have secure locking devices, have insect screening, and be as vandal resistant as possible. The maintenance personnel at the City of San Diego may have specific guidelines for doors and frames, storefronts, windows, hardware, and keys and keying in City buildings. The Design-Builder must meet with representatives from the City early in the project to obtain their requirements. Involvement of the people who will be maintaining the building must continue throughout the project to insure that the equipment and materials specified are easily maintainable by personnel assigned to maintain the building.

23. Surplus Materials Stock

The DB-E shall provide 3% additional stock of all finish materials including acoustic ceiling tiles, wall coverings, floor coverings and any other finish used on the project so these materials can be matched for future repair or replacements

24. Record Drawings, Project Specifications, and Maintenance Manual

Record Drawings clear copy drawings shall be required from Design-Builder. A Computer Assisted Design (CAD) file shall be supplied in addition. The construction documents shall also require that two copies of maintenance instruction manuals for all of the major building systems be provided and stored as the "As-Built" drawings with one set at Central Library Maintenance office. Design-Builders shall also provide electronic copies on CD of the project specs at completion of the project.

25. Integration of Public Art

The Skyline Hills Branch Library project is subject to City Council Policy 900-11, "Inclusion of Public Art in Selected Capital Improvements Program." Therefore, a member of the design team will be asked to participate in the City of San Diego Commission for Arts and Culture's selection process for a public artist. The selected artist will receive a contract from the City to provide artwork design, fabrication and installation services. The selected artist will collaborate with the design team to select a site for the artwork(s) and to integrate public art activities into the design/construction activities. The resultant artwork will become an acquisition of the Civic Art Collection which is managed by the Commission for Arts and Culture. A representative of the design team will be invited to serve on day on an artist selection panel administered by the City. The design team should also account for time and materials necessary for coordinating with the artist throughout the duration of the project.

26. Library Arts and Culture Exhibits

Opportunities for community artwork shall be provided. Wall cases or freestanding museum cases with internal illumination shall be provided in the library. They shall have a depth of at least 18 inches and shall also have an internal electrical outlet.

Displays and exhibits are best located in an area through which everyone will have to pass, and therefore where everyone will see them. The ideal location for the displays is therefore usually between the entrance and the circulation desk. The displays can make the entrance to the library one of the most inviting, cheerful, colorful and dynamic areas of the building.

One or more walls in the library shall receive special treatment to serve as a gallery for art display or exhibits. In the Community Room, walls shall accommodate a picture hanging system along with a flexible lighting system to illuminate the pictures. Wall space for community announcements, posters, etc. shall also be provided. A wide range of free local publications shall also be accommodated in built-in flexible storage racks in high public traffic areas within the library.

27. Acoustics

Contrary to stereotype; modern public libraries can be unpleasantly loud. When acoustics haven't been addressed, quiet patrons and more active ones are in conflict. Care shall be taken by the architect and interior designer during building design and interiors contract specifications to control both sound generation and transmission through the configuration of spaces, the layout of furnishings and equipment and the selection of materials and finishes.

28. Acoustical Zones of the Library

Noisy areas (lobby, restrooms, meeting rooms, children's area, circulation area, browsing, media, young adult area, group study, copy centers, PC clusters shall be distanced or acoustically buffered from quiet areas (reference, periodicals, non-fiction, quiet study). Staff workroom areas shall use windows or glass to maintain sight lines while dampening conversational noise.

29. Materials Selection

All noise generated by normal use shall be controlled and if possible, absorbed through building design. Materials, finishes, furniture, and equipment shall in part be selected by their sound absorption. Hard surfaces shall be considered on balance with carpet as carpet absorbs footstep, chair, cart moving and conversation noise. Acoustically treated ceilings and various wall coverings such as sisal, wall carpet or even textured vinyl are recommended.

30. Sound Absorption

The shape of spaces shall be irregular in some manner: ceilings, skylights, clerestories, light monitors, ceiling hung banners, changes in ceiling heights or ceiling coffers all help to "trap" sound. Alternating seating and bookstacks is recommended both to utilize the stacks' sound absorption and to break up the monotony. Landscape panels can also absorb sound.

31. Building Systems

Noise generation from the various building systems shall be reduced as much as possible. Remote ballasts or silent electronic ballasts are essential for light fixtures. Plumbing fixtures, lines, hand dryers, and rest rooms in general shall be well insulated from the public as well as staff areas. All mechanical equipment rooms, including ductwork, shall be well insulated and acoustic baffles shall be strategically placed in HVAC ducts to dampen sound.

Mechanical rooms and ductwork shall be placed where the least noise and vibration will be evident to the public and staff, and HVAC units shall be mounted on sound and vibration isolation pads. Perimeter wall, air supply ducts, and other mechanical transfer points must be sufficiently insulated, or isolated to cushion their vibration and prevent noise transfers. Sizing units to run at lower fan speeds could also be considered as a noise reduction alternative.

32. Heating Ventilation & Air Conditioning (HVAC)

The heating, ventilating, and air conditioning (HVAC) system shall be designed to provide a temperature consistently between 68 and 76 degrees (72 degree mean) regardless of the exterior weather extremes. The HVAC system must provide adequate ventilation in all areas of the library, but especially in any areas where library patrons and staff will be seated for long periods.

HVAC systems that are difficult to maintain locally are discouraged. Replacement parts for the system must be available locally. Further, the system shall have low costs in terms of maintenance as well as operation, even if the initial installation is more costly.

If possible, the HVAC equipment shall be located to isolate the noise, vibration and air movement from general public areas within the library. The location of thermostats must not conflict with wall shelving or other furniture or equipment. Thermostats must be either of locked or shielded type to prevent public adjustment or tampering.

The following recommendations shall be incorporated into mechanical design:

1. City staff responsible for maintaining the building must be involved in reviewing the specified equipment with the Design-Builder's mechanical consultant in the initial phases of design.
2. City staff must review any energy management system specified for compatibility with existing City systems

3. There must be 100% compatibility between the building automation system and the HVAC equipment. No inter-phasing equipment shall be used to communicate between the HVAC equipment and automation system
4. The building automation system must be able to receive information from a pulse meter supplied by the utility company
5. Computers specified to accompany the building automation system must be of the latest technology, and have a local distributor for warranty service. Dumb terminals are not acceptable
6. Systems shall be compatible with the latest version of Microsoft Windows, and be accessible via communication software program approved by the City staff
7. All building automation systems must be able to dial out alarms, have a dedicated telephone line, and modem. A dedicated phone line must be available for use by the building automation system, at time of phone installations
8. Only the latest models of HVAC equipment shall be used. If updates to the designed automation system have been made at the time of installation, the newest version of the equipment shall be installed
9. City's HVAC staff will consult with the project engineer during the design and construction phase and participate in the final walks through.
10. Safe and unobstructed access must be provided to all HVAC units as specified in manufacturer's Operation and Maintenance (O&M) Manuals.
11. No refrigerant lines shall be installed below grade or within a concrete slab
12. No HVAC ducting shall be installed below grade or within a concrete slab
13. The utility supplier will use natural gas for heating if available at the street
14. AC units 3 ton and over will use 3 phase power
15. Maximum amount of unloading and staging from manufacturer's equipment shall be furnished. This provides the greatest efficiency and comfort by staging based on system demands
16. Whenever practicable, a scroll compressor shall be used
17. If a VAV system of 5 tons and over is used, it must be either chilled water or multiple compressor system with adequate by-pass. Static by-pass damper sensors shall be used when a by-pass damper is used in a multi zone VAV system application.
18. All refrigerants shall be CFC safe
19. All refrigeration systems must be free standing, with no built in units or combination units

20. Only standard sized filters shall be used and installed for easy maintenance and access
21. All thermostats must be covered with a metal locking cover. Do not specify programmable thermostats
22. A system time clock with battery backup must be installed
23. Air balancing of the system shall be contracted out separately and not be part of the mechanical contract. The contractor performing the balancing must have their balancing verified by the HVAC Shop as to accuracy
24. The manufacturer's representative and/or mechanical engineer must give training on the operation and maintenance of all HVAC equipment to City HVAC Shop staff, as well as a simplified training to library staff
25. O&M technical manuals for all systems and components must be provided to the City HVAC shop staff responsible for maintaining the building
26. There must be warranties provided for compressors and/or air conditioning units 5 ton and under, and extended warranties for units 5 ton and over
27. Building Automation and Control Networks (BACnet) protocol per ANSI/ASHRAE Standard 135-2010 shall be required. BACnet is a protocol for all building automation needs.

33. Electrical Requirements

Even with methods to conserve energy, the demand for electrical energy in libraries will continue to increase over the useful life of the building, and electrical systems must provide for future flexibility. Convenience outlets shall be provided for standard electrical equipment: floor vacuums, scrubbers, polishers, clocks, computer terminals, and audio-visual equipment. Outlets away from walls and pillars shall be flush-floor mounted and capped. Floor monuments are not acceptable. All receptacle devices in public areas shall be tamper-proof type. Trim plates of flush floor outlets shall be coordinated with floor finishes to avoid tripping hazards. All receptacle devices in public areas shall be tamper-proof type. Trim plates of flush floor outlets shall be coordinated with floor finishes to avoid tripping hazards.

Prior to pouring floors, or enclosing conduit in walls, the Design-Builder, and representatives from City's data processing department, and library staff shall "walk" the site to make sure that outlets are properly placed. Every seat and workstation in the library shall have access to a duplex receptacle for power, and data communications and/or telephone outlets. All outlets shall provide duplex power receptacles, and at least space for four data ports (coaxial, fiber, and twisted pair wires, with a box large enough to accommodate all four types of wire). At minimum a 1" dedicated conduit with a home run from each and every data outlet to the telecommunications room is required, and a 1" conduit is required for power. Automated systems require dedicated telephone lines.

Convenience outlets shall be provided for standard electrical equipment: floor vacuums, scrubbers, clocks, computer terminals, etc. Outlets away from walls and pillars shall be flush-floor mounted and capped. Floor monuments are not acceptable. Each staff workstation shall have three to five duplex outlets, and four data and communications/telephone outlets.

All cords and cables shall be protected and out of site. Dedicated circuits shall be provided for equipment requiring them. In addition, the Design-Builder's electrical engineer must consult with the City of San Diego's Facilities Maintenance Division personnel during the design phase and throughout the project. The City electrical shop has developed standards that must be incorporated into the plans and specifications of the library.

34. Some General Lighting Guidelines:

1. Maximize use of day lighting and integrate into electric lighting control schemes. Use dimming systems that are coupled to the amount of daylight within the space.
2. Provide light colored surfaces. Light colored stack areas are critical.
3. Use task lighting at tables.
4. Use occupancy sensors for switching fixtures whenever possible
5. Increase the reflectance of walls (within contrast ratios)
6. Reduce glare by correctly choosing and placing fixtures
7. Minimize the number of different lamp types to simplify maintenance, preferably no more than ten different types

35. Illumination

Library lighting requires careful investigation of illumination levels, direct and indirect light, fixture types, and glare reduction techniques, the impact of day lighting, and prevention of shadowing, prevention of high-contrast conditions especially with daylight sources, quality, maintenance issues, and energy conservation. Regardless, libraries demand the best.

Quality lighting appropriate to the multiple tasks of both patrons and staff is one of the most important and difficult challenges that the library designers will encounter.... The success of the library design falls so heavily on this one criterion that many libraries are considered a success or failure on this point alone.

36. Illumination Requirements

Libraries require excellent illumination and control of lighting in both public and staff areas. Lighting is more important to libraries than other public buildings, and its effectiveness will be a major consideration in determining public comfort in the building.

Prior to the energy crisis, library lighting, like virtually all-commercial lighting, was steadily increasing in brightness and in foot-candle power. This trend has now been reversed but lighting remains a major concern of library planning. Utilize LED sources wherever appropriate for the illumination application. Fluorescent or LED lights reflected back to the ceiling to create a low-glare ambient light are recommended, although downward task lights at reader areas throughout the library will also be needed. Illumination shall be color corrected to be relatively warm in color but not necessarily uniform throughout the library. High color rendition is also important. All fluorescent lamps shall have a CRI of 82 or greater. If financial reasons make it necessary to compromise on the lighting, then it is preferable to somewhat reduce the intensity of the lighting rather than to use fixtures that produce glare. High intensity light of poor quality is less desirable than low-intensity light of good quality.

Special attention shall be paid to lighting over stack areas to ensure flexibility in the future arrangement of shelving, as well as adequate intensity of lighting necessary to illuminate the lowest shelf area. Light fixtures attached to stacks have worked well in library installations. Consider individual lighting for some of the reading tables. Electronic ballasts shall be specified where available. Where magnetic ballasts are required, the design shall minimize sound transmission to the occupied space.

37. Library staff must approve the type and number of lamps used in the building and grounds

1. Reduce the number of decorative and display lights
2. Provide a combination of lighting types. Include both general diffuse (indirect) and direct lighting
3. Avoid large brightness ratios. Because brightness is a function of reflectance and illumination, the brightness level is controllable through good design
4. Provide fixture locations that allow easy lamp replacement. Staff shall not have to move furniture and equipment and bring in a scaffold in order to re-lamp light fixtures.

38. Illumination Levels

The amount of light, expressed as foot-candles, needed for a specific task is affected by a number of factors including:

1. The tasks to be accomplished. Consider individual and working and reading needs of the staff and customers
2. The ranges in ages of the occupants. Carefully consider whether lighting levels shall be specialized for different age groups
3. The accuracy required for the tasks. Carefully consider supplemental illumination in those areas where detailed work is accomplished

4. The reflectiveness of the room
5. Colors of interior building surfaces
6. Contribution to the illumination levels from natural source through skylights, clerestories and vertical windows
7. Contrast ratios between adjacent surfaces and natural sources of illumination.

39. Lighting Levels Shall Be Maintained at the Following Levels

1. **Reading Areas.** 40 to 50 foot-candles average, measured horizontally at desktop, and augmented with task lighting carrels and table where appropriate
2. **Stacks.** 40 to 50 foot-candles minimum horizontal, 35 foot-candles vertical, sustained uniformly to floor level
3. **Small conference or study rooms.** 30 to 40 foot-candles average measured horizontally at desktop
4. **Staff areas.** 40 to 50 foot-candles average on desks or worktables measured horizontally at desktop
5. **Large meeting or community rooms.** 30 to 40 foot-candles average with all lights on, dimmable to 5 foot-candles, and with separately controlled lighting for the podium or front of the room
6. **Parking lot.** 0.6 foot-candles minimum measured horizontally on pavement, to achieve a 4:1 average to minimum ratio, and with no spill light on adjacent properties. Lighting must be sensitive to neighbors, have a higher illumination level adjacent to the building and paths, and have a flexible control system that can be adjusted by staff

40. Light Switching

All general public areas of the building are to be switched from panels at the circulation desk and/or workroom. No switches are to be in general public areas. The switching panel must be readily identified and contain legends to facilitate staff use. The switching panel shall use multiple switches to allow variable light levels in each major area and must provide for switches and not just circuit breakers.

Night lighting and emergency lighting systems shall be separate from the general lighting pattern and switched separately. The night lighting shall provide for illumination at all times the building is closed to the public. The system shall also provide for safe staff egress with a light switch controlling exit routes adjacent to the staff exit. Lighting fixtures in public areas shall be of such type and so arranged that light levels as requested can be achieved regardless of the arrangement of shelving and/or seating.

41. Light Fixtures

The number of different types of lighting fixtures must be kept to a minimum and the ease of re-lamping must be a major consideration in fixture selection. Standard four-foot fluorescent tubes are most desirable. Fixtures shall not be located in areas that are difficult to access. All fixtures shall be located where it is possible to re-lamp the fixture off a ten-foot ladder. Fixtures provided must be as vandal proof as possible. Outdoor light fixtures must be impact-resistant and vandal-proof if mounted below 15 feet above grade.

42. Photovoltaic (PV) System

42.1. Photovoltaic System Requirements

The Design Build Team shall design, procure and install a grid-connected Photovoltaic (PV) System. There will be no energy storage devices (e.g. batteries) used in this system. The PV system shall comply with the PBI (Performance-Based Incentive) Program of the California Solar Initiative (CSI) as applicable. The system design shall consist of array modules and racking, combiner boxes, fused DC disconnect, inverter, AC fused disconnect, Customer generating output meter (CGOM), Utility required disconnect, surge protection, and point of connection. Arrays may be building mounted or carport/shade structure mounted, or a combination thereof. The design and specification of the PV modules, power conditioners, utility interconnections, PV system electrical design, and PV array mechanical design shall meet the requirements of the 2013 California Electrical Code, 2013 CCR Title 24 and the California Solar Initiative (as administered by the California Center for Sustainable Energy (CCSE) in San Diego.

42.2. System point of connection:

1. PV Systems where the PV output AC overcurrent protective device (OCPD) ampere rating exceeds 20% of the service equipment buss rating, or there is a possibility of future alternative energy generation being added to the system that may provide a total OCPD ampere rating greater than 20% of the service equipment buss rating, shall utilize a supply side tap for the point of connection. This supply side connection shall be made after the utility meter and before the service disconnect. The configuration of the service switchgear shall allow for this arrangement.
2. Systems where the PV output AC overcurrent protective device (OCPD) ampere rating is not expected to exceed 20% above the rated amperage of the service equipment buss, or the distribution panel it is installed in, the point of connection shall be on a circuit breaker. This circuit breaker shall be installed in any electrical panel in the system provided the size and location meets the requirements of CEC articles 690 and 705.

3. All array modules, combiner boxes, outdoor disconnect switches, raceways and wiring shall be designed for outdoor conditions, based on annual ambient temperatures recorded at the project locality. Supplied equipment shall be rated and warranted to withstand and operate under these conditions.
4. The PV system shall be connected to utility/electric grid through a grid-interactive power conversion system (inverter) or multiple inverters connected to an AC combiner panel. The inverter shall be located in an interior electrical room provided with appropriate access, sound isolation and cooling.

43. Data & Audiovisual Communications

For libraries today high-speed flexible data network is a critical requirement for effective communication. Technology is changing so fast that what was considered cutting edge a couple of years ago might not have the capability to run today's applications. Telecommunications now includes voice, data, and video transmission of information. Building monitoring systems include fire/security, audio, environmental and other intelligent building controls. Information from these systems is carried over a variety of systems including fiber optics, specialized copper data cabling and WiFi. Book collections will survive for the foreseeable future, but they will have to share building space with new information technologies that claim a growing portion of scarce space. The library must integrate technology into the very fabric of the patron's library experience.

The new Skyline Hills Branch Library will have a useful life expectancy of at least fifty years. Software, hardware and communications equipment has shorter life spans of one to five years. Continuous moves, additions and changes may to be expected to accommodate evolving library needs and programs. A structured cabling system, capable of running any voice or data application foreseeable is required to enhance the useful life of the building. The cabling system will probably be required to serve many generations of hardware and software evolutions. A structured cabling system to serve the building consists of a number of functional inter-related subsystems. Each data connection should homerun back to the main data closet (MDF). Also, the length of the homeruns should not exceed industry standards.

44. Cabling

- 44.1.** A star topology structured cabling system shall be used. Each work-area telecommunications outlet must be connected to a cross-connect in a telecommunications closet. All cables from a floor or area in the building therefore run back to one central point for administration. Each telecommunication closet must be star wired back to the equipment room for the building. One of the first choices faced in planning or developing a structured cabling system is the type of media to be used.

- 44.2. **Unshielded Twisted Pair (UTP)** -4-pair, 24-Gauge, 100 Ohm copper cable. Unshielded twisted pair cables closely resemble telephone cables but are enhanced for data communications to allow higher frequency transmissions. Category 6A cables and connection hardware are required. They are rated up to 100 MHz, and are designed to handle any current copper-based application for voice, video, or data.
- 44.3. **Shielded Twisted Pair (STP-A)** -2-pair, 22-gauge, 150 Ohm copper cable. Shielded Twisted pair systems provide high performance as a result of shielding. If used, Category 6A is required.
- 44.4. **Multi-mode optical fiber cables.** The highest performing structured cabling systems use fiber optics, and this is the choice of the Library. As the cost of the electronic devices used with fiber systems decreases, more and more fiber systems are being installed. Fiber offers many advantages over copper-based systems. There is no electromagnetic interference (EMI) or radio frequency interference (RFI). Fiber also offers a much greater bandwidth than copper cables, allowing more information to be carried on each fiber. If the budget allows, fiber shall be used to the workstation. However, if fiber to all workstations is not within budget, wiring to all workstations shall be at a minimum Category 6A unshielded twisted pair (UTP5) conformant with Ethernet standards and capable of providing TCP/IP protocol support.

45. **Intrabuilding Backbone Cabling**

Within a building, the intrabuilding backbone pathways extend between the entrance facilities, equipment room, and telecommunications closets. In the Skyline Hills Branch, the equipment room may be combined with the telecommunications closet. It is recommended that the backbone cabling be an optical fiber cabling system.

46. **Horizontal Pathways**

- 46.1. Horizontal pathways extend between the telecommunications closet and the work area. A variety of generic pathway options are available. Choice of pathways is left to the discretion of the designer. The most commonly employed consists of cable bundles run from the telecom closet along j-hooks suspended above a plenum ceiling, fanning out once a work zone is reached, dropping through interior walls or support columns or raceways, and terminating at an information outlet (I/O). Implementation of a plenum ceiling will require the use of plenum-rated cabling. Other options include:
 - 1. **Under-floor Duct:** Single or dual level rectangular ducts imbedded in greater than 2.5-inch thick concrete flooring.
 - 2. **Flush Duct:** Single-level rectangular duct imbedded flush in greater than 1-inch thick concrete flooring

3. **Multi-channel Raceway:** Cellular raceway ducts capable of routing Telecom and Power cabling separately in greater than 3-inch thick reinforced concrete.
4. **Cellular Floor:** Preformed hollows, or steel lined cells, are provided in concrete with header ducts from the telecom closet arranged at right angles to the cells
5. **Trench Duct:** A wide, solid tray, sometimes divided into compartments, and fitted with a flat top with gaskets along its entire length is embedded flush with the concrete finish.
6. **Access Floor:** Modular floor panels supported by pedestals, use in computer rooms and equipment rooms.
7. **Conduit:** Is only used when outlet locations are permanent, device density low, and flexibility (future changes) not required.
8. **Perimeter Pathways:** This option includes surface, recessed, molding, and multi-channel raceways.
9. **Flush combination power/telephone, data floor boxes:** A series of floor boxes strategically located by dimension from columns at all critical workstations as determined by library staff and the architect. Boxes need at least two 1" conduits (power and data), with the data conduit running back to the telecommunications closet.

47. Telecommunications Outlet

47.1. Each seat in the library shall have a minimum of four information outlet ports, and two power outlets. Every seat in the library shall be considered as a workstation and equipped with a telecommunications outlet. At minimum a 1" dedicated conduit with a home run from each and every data outlet to the telecommunications room is required, and a conduit is required for power. Cabling outlets required are:

1. **Voice.** 100 ohm UTP for Voice, T568A or T568B wiring. Conform to current City IT standards.
2. **Data.** 100 ohm UTP 4~pair, 150 ohm STP 2-pair, or 62.5/1251- μ m fiber for data.

48. Work Areas

48.1. The work area components extend from the telecommunications outlet to the station equipment. Work area wiring is designed to be relatively simple to interconnect so that moves, new equipment, and changes are easily managed. Work area components include:

1. **Workstation Equipment.** Includes computers, data terminals, telephones, printers, television receivers, etc.

2. **Patch Cables.** Modular cords, PC adapter cables, fiber jumpers, etc.
3. **Adapters.** Adapters must be external to the telecommunications outlets.

49. Wireless Access

- 49.1. **Wireless Access Points.** Wireless access points are typically cabled for during construction on a 'best guess' basis. Once the building is constructed, a wireless survey shall be performed to determine actual and accurate wireless coverage. The wireless access points shall then be located to achieve maximum coverage within the new library building.
- 49.2. Wireless access will be provided inside as well as at selected outdoor seating areas immediately adjacent to the building.
- 49.3. **Current Standard:** IEEE 802.11 N, 150 Mbps (Megabits per Second; a million bits per second) bandwidth within the 2.4~GHz band.
- 49.4. **Future Standards:** The following standards shall be considered for implementation once final standard published. Coordinate with City IT standards and staff at time of design approval.
 - IEEE 802.11 AC. 866.7 Mbits/S.
 - IEEE 802.11 AD. 6.75 Gb/S.

50. Telephones

- 50.1. In order to efficiently handle the increased volume of calls (both live and digital) to the new library, additional phone lines may be needed. The exact number of these lines will need to be determined by the library administration before completion of working drawings. The number and placement of handsets will need to be outlined by the library staff during design development. Telephone access may be provided in the conference and meeting rooms.

51. Public Address System

- 51.1. A public address system is an essential part of the library's communication equipment. It will be used to provide a channel for emergency messages or announcements, and for clearing the building of users at the close of each day. Origination points for the PA system shall be any staff telephone, and speakers shall be located in all parts of the library. There shall be a zoned public address system in the library so that the staff can make announcements to the public. Zoning shall allow announcements to be heard in specific functional spaces or as an all-call announcement. The PA system must be able to be heard in every part of the library, including restrooms, storage rooms, loading docks, custodial work spaces, and staff offices. Zoning shall allow announcements to be heard in specific functional spaces or as an all-call announcement.

52. Audio-Visual Systems

52.1. Each meeting or training room shall have the ability to provide computer screen image projection, slide projection, video monitor display via AV cart with equipment, and cable TV reception.

53. Security

53.1. Problem customers or non-customers create a number of problems in libraries including:

1. Stealing or defacing materials.
2. Causing disturbances or perpetrating anti-personnel offenses such as rape, molestation, kidnapping, murder, robbery, drug use and trafficking in illegal substances.
3. Vandalizing the building.
4. Committing arson.
5. Penetrating non-public zones of the library.
6. Misusing restrooms
7. Occupying the facility and/or grounds after hours
8. Abusing technology.

54. Solutions to these problems require good space planning and architecture that optimizes visual surveillance. Some specific recommendations include:

54.1. Entry and Interior Considerations

1. One entrance/exit point near the circulation desk or greeter station.
2. Good lighting of all areas, including walls and corridors.
3. Security sensing/screens/turnstiles/gates.
4. Stack orientation that allows maximum supervision, and minimizes remote and secluded spaces.
5. Alarmed emergency exits.
6. Appropriate fenestration from staff work areas onto public spaces.
7. A security code system or electronic access to limit public access to non-public areas.

8. Staff lockers and lockable personal drawers at work stations.
9. Policies for staff response to various security and emergency scenarios.
10. Direct sight lines from service desk to entrance and restrooms.
11. Clear circulation patterns.
12. Reflective surfaces to augment sight lines.
13. Open cubicles to house customer's personal items.
14. Motion detectors with alarms in storage areas, ceiling plenums, and mechanical rooms.
15. Strategic easily monitored locations for highest-traffic functions such as copiers, children's room entry, computer labs, and popular materials browsing.
16. An interior with easy to maintain surfaces, corners, and edges.
17. Secure attachment of movable equipment to furniture
18. Sufficient staff to monitor areas of the library open to the public.

54.2. Exterior Considerations

1. Good exterior lighting for parking, staff entrance, and surrounding landscape.
2. Vandal proof lighting fixtures.
3. Hard surfaces that discourage skateboarding.
4. No walls or alcoves that could hide lurkers.
5. No secluded patios or alcoves allowing people to sleep at night.
6. Surveillance cameras and monitors for areas, not directly observable by staff.
7. Staff areas located to promote staff surveillance of remote public areas.
8. The landscaping shall not contain loose rocks or other materials that could be used to vandalize the library.

55. Fire Safety & Security

55.1. Malicious vandalism, including fires, has become an increasing hazard in libraries. The building must have adequate protection. Fire detection systems, including heat and smoke detectors, shall be used throughout the facility. The alarm system shall be connected directly to the fire department for immediate response, and have a communicator to allow monitoring by an alarm company. A zoned overhead sprinkling system is required. Fire damage is a serious potential through the book drop. Immediate freeze-drying of the collection can mitigate any water damage to books. Fire extinguisher/hose cabinets, alarm control panels, sprinkler valve systems, and other elements which require periodic inspection and/or testing shall be placed where they are easily accessible to authorized personnel without disrupting library activities or becoming attractive nuisance to teenagers.

55.2. To reduce opportunities for breaking and entering after hours, a night lighting system shall be provided as well as glass breakage sound detectors and/or infrared motion detectors. A security system to monitor unauthorized entry into the building is required. A television monitoring system is required, with monitoring stations at the circulation desk and the guard's desk adjacent to the entry. All public areas of the building as well as outside locations shall be monitored by the television system. A book theft detection system is required in the building. Such systems at the entry/exit area have usually proven cost-effective in libraries, even in small branches. However, it is important to incorporate these systems into the interior design and/or architecture of the facility in order to minimize their intrusiveness on public users. Care must be taken not to locate anything metallic or magnetic close to the book theft detection system. If metal studding is used in the building, wood studding shall be used in the immediate vicinity of the book theft detection system. Computer terminals and any other equipment that emits an electromagnetic signal also shall be located away from the theft detection system.

56. Interiors

56.1. Interior Designer

An interior designer shall be part of planning systems, such as lighting, power and data delivery, floor, wall and ceiling finishes, etc. To accomplish this, the interior designer shall be selected and approved by the library prior to design development.

57. Interior Furniture and Equipment

57.1. The following interior design services must be included in the library project:

1. A complete layout of all furniture and equipment specified in the building program
2. Samples of all colors, textures, fabrics, floor and wall coverings, hardware for doors and windows, interior signage, and other interior finishes
3. Selection and placement of art, possibly with a public art committee
4. With the lighting engineer/consultant, selection and placement of task and special lighting
5. Overseeing casework design, including all drawings, specifications and bid packages related to the interiors contract; including providing a budget estimate prior to bidding, supervising the bid opening, and making decisions when vendors submit products that they deem to be "equal" to those specified.
6. Accepting deliveries of furniture and equipment; equitably resolving any problems
7. Certifying to the library that the final installation meets the requirements in the previously approved furniture and equipment bid documents

58. Furniture and Equipment layout

58.1. After an early conceptual plan has been approved, a satisfactory detailed furnishings and equipment layout is required. It is imperative that every aspect of the furnishings and equipment layout is completed by schematic design completion, before the project progresses into design development. This layout will be used throughout plan development by comparing it against lighting, power and telecommunications outlet overlays as well as other major building systems. This furniture and equipment layout must also show an adequate amount of electrical outlets to service electrical equipment, task lighting, maintenance and upkeep functions and laptop users. The layout shall be shown in an electrical drawing showing furniture as well. For planning purposes, use a 42 inch typical clear aisle width for book stacks.

59. Storage Efficiency

59.1. Shelving layout as well as the height of bookshelves influences storage efficiency. Seven-shelf high limits (full height 82") are recommended throughout the Adult and Young Adult Areas, with four-shelf high units (full height 42") suggested for all areas within the Reference Area. The Children's Area is recommended to have four-shelf high units (42") and five-shelf high units (60") throughout. These shelf heights can be used in conjunction with the table below to calculate book storage capacity. No shelf shall be less than 10" deep.

MEDIA	DEPTH OF SHELF	VOLUMES PER SHELF-FOOT
Adult Fiction	10"	9.0
Adult Non-Fiction	10"	8.0
Reference	12"	6.0
Bound Periodicals	12"	5.5
Picture Books	12"	20.0
Children's Books	10"	15.0
Display Shelving	12"	2.0

59.2. In addition to pure book shelving efficiency, the shelving layout shall define reader areas as well as break up large spaces into more intimate spaces. Care must be taken to avoid blocking the view from staff areas to the readers and to avoid heavy traffic among readers. Every attempt must also be made to locate rows of shelving so that the books can be grouped logically according to the library classification scheme.

60. Occupancy by Staff and Patrons

60.1. Public Service Counters & Desks

60.1.1. Effective circulation around public service counters is one of the most critical aspects of a successful library design. The design of the counter must foster a positive, pleasant experience for the public and staff alike. In addition to obvious and adequately sized aisles leading to and past public service desks, there must be room for lines.

60.1.2. Insufficient queuing space adjacent to public service points such as the circulation counter, children's and reference desks will create traffic problems and patron hostility. Queuing areas must be sufficiently large to accommodate the lines generated during peak load periods without extending the lines into other service areas, exit corridors or traffic lines.

60.1.3. The most critical queuing area surrounds the circulation counter (36" ht.). This area may accommodate hundreds of patrons an hour. Special care will need to be taken during the design to make certain the entrance to the queue is self-evident and out of the way of others who only need to pass by.

60.1.4. Libraries are increasingly responding to repetitive strain injuries and carpal tunnel syndrome, so circulation and various service desks, along with other workstations, must be designed according to ergonomic principles. A physiotherapist skilled in work place ergonomics shall be consulted when designing millwork and selected furniture. Staff seating shall also be ergonomically designed, easy to adjust and easy to move on carpet. There shall also be an intelligent layout to incorporate self-service technology such as self-check out.

61. Book Capacity Targets

Books & Media	% of Collection	Projected Total Volumes	Projected Volumes on shelf	Volumes/ Linear Foot
Adult/Young Adult	65.50	43,296	32,135	8.333
Browsing	.59	390	195	9
Fiction	8.11	5,360	4,020	8
Mysteries	1.82	1,200	900	8
Paperbacks	2.72	1,800	1,080	16
Romance	1.82	1,200	900	8
Science Fiction/Fantasy	1.82	1,200	900	8
Westerns	.91	600	450	8
Large Print	.91	600	570	8
Ready Reference	.45	300	300	6
Reference	2.04	1,350	1,350	12
International Languages	7.56	5,000	4,000	14
Non-Fiction	30.26	20,000	17,000	8
Audio Book CD*	1.06	700	455	25
Audio CD's*	2.12	1,400	700	25
DVD's*	1.36	910	546	25

Books & Media	% of Collection	Projected Total Volumes	Projected Volumes on shelf	Volumes/ Linear Foot
Young Adult	1.82	1,200	720	12
Magazine- Back Issue	.08	50	50	1
Current Magazines	.06	38	38	1
Current Newspapers	.01	4	4	1
Young Adult Current Magazines	.01	4	4	1
Children's	36.19	22,804	15,935	15
Easy Readers	3.17	2,000	1,400	20
Children's Reference	0.48	300	300	8
Fiction	12.38	7,800	5,460	13
Picture Books	4.76	3,000	1,500	20
Paperbacks	1.43	900	675	16
Juvenile Non-Fiction	13.97	8,800	6,600	13
Magazines	.01	4	4	1
TOTAL: ADULT/YOUNG ADULT & CHILDREN'S	100.00	66,100	48,070	23.333

62. Shelving Design

- 62.1.** End panels, kick plates, and canopy tops are required for library bookstacks to give the bookstacks a more "finished" look. Painted-metal, fabric, or wood end panels create a finished and aesthetically pleasing environment in stack areas. Slat-wall covered end panels in some areas with high visibility provide wonderful display opportunities. Shelving and end panel colors must harmonize with the colors and shades of carpet, walls, and furniture. Colored plastic laminates on tables, carrels; and public service desks will make this a challenge

63. Furniture

- 63.1.** Furniture must allow easy access above or at the work surface to power and to library and external networks, at fast and abundant levels even with future networks. Both the library's permanent computers and patrons' laptop computers shall be supported at all potential locations. There must be no exposed cabling on the floor or hanging from furniture. The backs of terminals and PCs must be concealed and protection shall be designed for all the connections.
- 63.2.** The data and power interface between the building's wire management system and that of each piece of furniture must be easy to use, difficult to damage and not under foot where patrons and staff alike will be sitting. The connectivity type, data wall conditions, and location of power/data jacks will need to be determined before ordering the furniture itself.
- 63.3.** Computer workstations for the public shall be spacious, as private as possible, comfortable, and within the sight lines of a public service desk. The workstations shall be 36" wide and 24" deep for standard PCs and terminals. The design of the workstations and the building shall reflect the fact that providing access to networked information is one of the library's primary services.
- 63.4.** Every potential workstation, every lounge, table, desk, counter, carrel, or other seat as well as stand up stations--must have access to an adequate number of power and data network outlets with internal wire management.

64. User Seating Preferences

- 64.1.** Observation and behavioral research has shown that rarely will more than two people sit at a four or six-person reading table, unless the people know each other. This indicates that small tables and carrels will work better than larger reading tables and the recommendation is for table seating for no more than four people. Rectangular tables are considered to be generally better for work and concentration, while circular tables are best for conversation. On a rectangular table, a person can more easily mark his or her territory. An exception to this is in the children's area of the library. A good mixture of circular and rectangular tables may be best there because many children like to work together or sit side by side.
- 64.2.** Comfortable seating in lounge or casual chairs is very popular with readers, and needs to be included. Care shall be taken to make sure that heavy wear areas such as arms and head-rests are made from materials that will take heavy use and can easily be replaced. Each seat in the library requires access to electrical and data connections. Seating is not listed for the on-line public catalogs located in the adult and children's areas. Some of these catalogs may have seats, and this decision will be made as schematic design proceeds.

65. Seating Targets

65.1. This program suggests the following seating targets within the 15,000 square foot community library. These figures are the total figures for all types of reading areas for adults, young adults, and children within the library as well as seating associated with the reference area and meeting areas.

SEATING	QUANTITY
Audio- Visual	
Technology workstation (Technology carrel)	4
Browsing	2
Chair (Lounge)	2
Children's Collection	
Chair (Children's)	24
Chair (Rocking)	1
Children's Online Public Access Catalog	
Stool (Technology Workstation)	2
Technology Carrel	1
Children's Program Area	
Cushions	25
Homework Center	
Chair (Juvenile)	12
Chair (Technology Workstation)	12
Children's Reference Collection	
Chair (Juvenile)	8
Chair (Technology Workstation)	4
Juvenile Collection	
Chair (Juvenile)	4
Chair (Lounge)	2
Fiction Section	
Chair (Lounge)	4
Chair (Reader's)	8
International Languages	
Chair (Lounge)	2
Chair (Task)	4
Non-Fiction Area	
Chair (Reader's)	20
Periodicals Area	
Chair (Lounge)	4
Chair (Reader's)	8
Online Public Access Area	
Technology Carrel	2
Technology Carrel (ADA)	2

SEATING	QUANTITY
Reference Area – Computer Room	
Chair (Technology)	18
Reference Area	
Chair (Reader's)	4
Chair (Technology Workstation)	8
Study/Tutoring Room	
Chair (Reader's)	6
Young Adult Area	
Chair (Lounge)	2
Chair (Reader's)	6
Total Public Seating (exclusive of meeting rooms)	201

COMMUNITY ROOM AREAS	# SEATS
Community Meeting Room	175
Study Rooms	28
Total Community Seating	203
Computer Lab	35
Family Place / Toddler Area	12
TOTAL PUBLIC SEATING	451

66. Finishes

66.1. Floor Coverings

66.1.1. Library floor coverings shall be attractive, durable and reduce sound transmission as much as possible. In addition, all floor surfaces shall be slip and trip resistant.

66.1.2. High-quality carpet tile is recommended for the majority of the library building. Under-carpet pads are not recommended due to rolling book trucks. As part of the initial carpet purchase, 5% additional carpet is required for replacement storage. A high-grade commercial carpet constructed with a low, narrow loop that may be expected to last at least fifteen years with regular cleaning is required. Carpet must be anti-static (e.g., generates less than 1KV).

66.1.3. Hard-surface coverings such as quarry tile or brick pavers are acceptable only in particularly high traffic areas such as the lobby and circulation area. Restrooms shall have ceramic tile, storage and kitchenette spaces need a good quality vinyl (or equivalent). Building services and the book return room shall have hardened concrete. Generally wood is not acceptable except as an accent in low-traffic areas.

67. Wall coverings

67.1. Wall coverings must be appropriate to their area and resist both normal wear and vandalism. Wall coverings in most public areas shall be vinyl, sisal or equivalent. Some high-profile areas, such as the lobby, shall have durable masonry, granite, marble, or other attractive wall coverings.

68. Ceilings

68.1. While ceilings shall be acoustically absorptive and light reflective, they must be easy to maintain and replace. Acoustical tile is preferred for most areas of the library. Other highly decorative acoustic ceiling finishes (metal, wood, etc.) are acceptable when used appropriately. .

69. Visual Supervision

69.1. Staff Control over Collections and Public

69.1.1. A community library of this size must be designed to operate effectively with limited staff. Budget limitations will preclude the possibility of initially adding additional staff. Operating effectively means being able to offer a service-oriented program in which the building does not create unnecessary time-consuming tasks for staff.

69.1.2. Good visibility (yet intimate feeling spaces) not only gives staff a feeling of supervision (and the public a feeling of safety) but it also can make it easier for the public to understand the layout of the building and the location of materials. Directions are easy to give because most sections are visible from any point. The library's design shall promote visual control and supervision by staff.

69.1.3. However, the public should feel only a general sense of control without it dominating the experience. It is very important that most, if not all, areas of the branch be visible from the circulation desk. If this is not possible, a closed circuit video surveillance system shall be used to monitor areas not visible from the circulation desk. Supervision can be supported through the careful layout of furniture and equipment as it relates to the circulation desk, librarian's desk and entrances/exits.

69.1.4. Public entrances (preferably one) shall immediately relate to the staff at the circulation desk. Emergency exits must also be visible by staff in their normal areas, and alarmed to alert staff to unauthorized egress. Visual control shall be strong in potentially troublesome areas such as the entrance to public restrooms.

70. Signage and Graphics

70.1. Signage and graphics shall be incorporated as an integral part of the building's design. Signage shall be worked out with the layout of service areas so as to emphasize and reinforce to the public user the logical arrangement of functions and spaces within the interior. Sign requirements include:

70.1.1. All signs must meet current California Building Code, City Access Compliance Division and ADA requirements.

70.1.2. Classification numbers at the end of stacks or in any location must identify each shelving area and shall be attractive yet easily modified by staff without losing graphic integrity.

70.1.3. All signage throughout the building shall be able to be modified by library staff with minimum expense and effort.

70.1.4. Signs shall be proportional to distance from users and all signs must be sequentially positioned to facilitate self-service.

70.1.5. Signs shall use terminology consistently.

70.1.6. Signs must be reasonably vandal proof.

70.1.7. Signs must be positioned and designed to avoid injuries.

70.1.8. The exterior monument sign identifying the library must be positioned so that it is easy to read when approaching the library.

71. Site and Parking

71.1. Landscaping

71.1.1. Community members expressed a strong desire for a safe and security facility. Landscaping will provide an attractive buffer against high walls and create a "garden effect" within and outside the library. Green spaces will be provided for outdoor reading areas. Low water use native plants shall be used in landscaping and evergreens are preferred. Shrubs shall be of a low-growing variety so as not to provide cover for potential vandals. Ground cover shall consist of plant species or organic materials and not rock, stone or gravel that can be used against the library's windows.

71.1.2. If the plan involves plantings, an underground sprinkler system with timer controls shall be installed. Drip systems near the building may be best. There also must be vandal proof hose bibs (controlled access only) on each side of the building to allow for additional watering of plants as well as for building cleaning and maintenance.

71.1.3. The site must be provided with seating for at least thirty (30) patrons.

72. Parking and Access

72.1. Entrances and exits to the library's public parking shall be clearly identified, providing access off major thoroughfares as well as side streets if possible. Access to the library's entrance from the parking must be as convenient as possible. Along with adequate public parking, there shall be adequate staff parking provided.

72.2. Parking needs will meet the requirements for library parking by providing 80-100 parking spaces. A guideline approved by the City states "a minimum of one parking space per 200 square feet of building space with an addition of one space per 80 square feet of meeting room space". With public taste in vehicle usage shifting to mammoth sized vehicles, all of the parking spaces need to accommodate full sized vehicles. Access to the parking area shall be carefully worked out to maximize pedestrian and driver safety. Disabled parking as specified by City code near the main entry to the building. An oversized parking stall with ramp access to the building shall be reserved for a library delivery truck, maintenance van or other City vehicle.

73. Open Space

73.1. Open space north of the proposed library shall be kept free of rubbish and construction waste once the construction is complete and shall be turned over to the City in same condition as current unless City opts to modify the contract with the DB team. Access and use of the area north of the proposed library shall be permitted only through written authorization by City.

74. Demolition of Existing Library Building and Site

74.1. The demolition of the existing library including all below grade foundations and utilities, and removal of the existing site amenities, such as all parking surfaces and hardscape materials, signage, furniture, plumbing and electrical services shall be performed by the DB team in its entirety in accordance with the applicable and current codes, City regulations and USGBC LEED guidance. The extents of the existing library site shall be clean of debris and subgrade prepared to recommendations of the soils report prior to new construction. The DB team shall include the extents of the existing library site in the overall design proposal and all areas shall be finished with either hardscape or landscape materials upon project completion."

APPENDIX A

SPATIAL RELATIONSHIPS FOR EACH LIBRARY SPACE

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL LIBRARY

AV Collection & Seating

The AV Collection and Seating Area should be highly visible, and just off the main traffic path in the Library. The AV Collection Area should be visible from the Children's Library and very close to the New Book Display and Seating Area since many patrons will browse for new books and A V materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

New Book Display

CLOSE:

Children's Entrance (Interior)

Service Desk

Public Entrance & Lobby

Young Adult Collection & Seating

AWAY:

Non-Fiction Collection & Seating

Reference Collection & Seating

BROWSING

New Book Display

The New Book Display Area should be highly visible, and just off the main traffic path in the library, It should be visible from the Children's Library and very close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

AV Collection & Seating

CLOSE:

Children's Entrance (Interior)

Service Desk Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating

Reference Collection & Seating

YOUTH SERVICES/CHILDREN'S LIBRARY

Children's Collection & Seating

The Children's Collection and Seating Area needs to be close to the Children's Entrance and the Service Desk so that staff can supervise the area and assist young children.

CLOSE:

Service Desk
Children's Entrance (Interior)

PROXIMITY:

Children's On-line Public Access Catalog (OP AC)
Family Unisex Restroom

Children's Entrance (Interior)

When children enter the Children's Library, the OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Family Unisex Restroom(s) must be in proximity and easy to locate.

ADJACENT:

Children's On-line Public Access Catalog (OPAC)

CLOSE:

AV Collection & Seating
Service Desk
New Book Display
Public Entrance & Lobby

PROXIMITY:

Family Unisex Restroom

AWAY:

Reference Collection & Seating Young Adult Collection & Seating

Children's On-line Public Access Catalog (OPAC)

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be in the proximity of the Service Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Entrance (Interior)
Children's Reference Collection & Seating

CLOSE:

Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Service Desk Homework Center

Children's Program Area

The Children's Program Area should be within sight of the Service Desk and close to the Children's Collection and Seating Area.

ADJACENT:

CLOSE:

Children's Collection & Seating
Family Unisex Restrooms

PROXIMITY:

Service Desk

Children's Reference Collection & Seating

The Children's Reference Collection and Seating Area must be adjacent to the Children's OPAC cluster, just inside the Children's Entrance, and reasonably close to the Service Desk for quick access by staff.

ADJACENT:

Children's On-line Public Access Catalog
Children's Entrance (Interior)

CLOSE:

All Other Spaces in the Children's Library

PROXIMITY:

Service Desk
Copy Center

Family Unisex Restroom

The Family Unisex Restroom should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Family Unisex Restroom is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating Area and the Children's Program Area.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

All Other Spaces in the Children's Library

PROXIMITY:

Service Desk

Homework Center

The Homework Center should be located close to the Service Desk, with sight lines, so staff at the desk can supervise the space and provide assistance to students. The space should be close to the Children's Reference Collection so that resources there can be used by students in the Homework Center. This space should be located in proximity to the Children's OPAC Area where the additional on-line catalogs can supplement those that might be located in the Homework Center. Students in the Homework Center will utilize the broader resources of the Juvenile Collection so these two spaces should be in proximity. A Homework Center located between the Children and Teen Spaces with seating suitable for tutors, children and parents is desired.

CLOSE:

Service Desk
Children's Reference Collection & Seating

PROXIMITY:

Children's On-line Public Access Catalog (OPAC)
Juvenile Collection & Seating

Juvenile Collection & Seating

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. This space should be visible from the Children's Entrance, but it may be somewhat removed from the front of the Children's Library simply because of its size. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

CLOSE:

Children's On-line Public Access Catalog (OPAC)
Children's Reference Collection & Seating

PROXIMITY:

Children's Entrance (Interior)
Homework Center

CIRCULATION SERVICES

Book Return Room

The Book Return Room must be adjacent to the Staff Workroom and the Lobby of the building and/or the outside near the front entrance. Patrons should be able to deposit library materials into this room from the Lobby or from the exterior of the building for after hours return.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Staff Workroom.

ADJACENT:

Public Entrance & Lobby
Staff Workroom

CLOSE:

Service Desk

Branch Manager's Office

All of the Service support staff should be easily supervised from this office which requires sight lines to the Service Desk. The office should be easily accessible from the Service Desk if problems arise with patrons. Patrons should be able to access the office without going behind the Service Desk or into any of the Service Services Division's back-of-house spaces.

ADJACENT:

Staff Workroom

CLOSE:

Service Desk

PROXIMITY:
Lobby

Service Desk (Combo Service/Reference/Children's Desk)

The Service Desk must be adjacent to the Public Entrance and Lobby and the main Service path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Service Desk should have good sight lines and easy access to the security system gates and the entrance to the Public Rest Rooms.

The Service Desk should be adjacent to the Staff Workroom and Branch Manager's Office, and close to Book Return Room and the Copy Center. Further it should be close to the Children's Library since there is no separate public service desk for the Children's Room. It must also be close to the AV Collection, New Book Display, Reference Collection and the On-line Public Access Catalogs.

ADJACENT:

Public Entrance & Lobby
Staff Workroom

CLOSE:

AV Collection & Seating
Book Return Room
Branch Manager's Office
Children's Collection & Seating
Children's Entrance (Interior)
Children's On-line Public Access Catalog (OPAC)
Children's Program Area
Children's Reference Collection
Family Unisex Restroom
Copy Center
New Book Display
On-line Public Access Catalog (OPAC)
Reference Collection & Seating

PROXIMITY:

Current Magazines & Newspaper Display & Seating
Juvenile Collection & Seating
Public Rest Rooms
Study/Tutoring Room
Young Adult Collection & Seating

Computer/Telecommunications Room

This space must be located in a secure non-public area and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

ADJACENT:

Staff Workroom

Copy Center

The Service Copy Center should be visible from the Public Entrance and Lobby, and the Service Desk, and should be just off of the main traffic path. Staff at the Service Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

ADJACENT:

Service Desk

CLOSE:

Children's Reference Collection & Seating

Public Entrance & Lobby

Reference Collection & Seating

PROXIMITY:

Current Magazine & Newspaper Display & Seating

Non-Fiction Collection & Seating

Custodial Sink & Storage Room

The Custodial Room should be adjacent to the Staff Workroom where it will be convenient for the custodians who clean the library.

ADJACENT:

Staff Workroom

CLOSE:

Staff Entrance & Lobby

Staff Lounge

Staff Rest Rooms

PROXIMITY:

Public Entrance & Lobby

Public Rest Rooms

General Library Storage Room

This area should be close to the Staff Entrance. It should be easily accessible to the Staff Workroom and Service Desk.

ADJACENT:

Staff Work Room

CLOSE:

Staff Entrance & Lobby

PROXIMITY:

Service Desk

Mechanical Equipment Room

This room has no adjacency requirements but needs to be easily accessible for service and maintenance without ladder access.

Staff Entrance & Lobby

The Staff Entrance must be close to the Staff Workroom and the General Library Storage. There should be direct access to the Staff Lounge and the Custodial Sink and Supply Closet. The positioning of the Staff Entrance relative to exterior spaces such the staff parking and pedestrian access is critical.

ADJACENT:

Staff Workroom

CLOSE:

General Library Storage

PROXIMITY:

Custodial Sink & Supply Closet
Staff Lounge
Staff Parking

Staff Lounge

The Staff Lounge should be adjacent to the Staff Rest Room which should not open directly into the Staff Lounge. The Staff Lounge should be adjacent to the Staff Workroom and in the proximity of the Staff Entrance and the Custodial Sink and Supply Closet.

ADJACENT:

Staff Rest Room
Staff Workroom

CLOSE:

Custodial Sink & Supply Closet
Staff Entrance

Staff Rest Rooms

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the lounge. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Sink and Supply Closet.

ADJACENT:

Staff Lounge Staff
Workroom

CLOSE:

Custodial Sink & Supply Closet

Staff Workroom

The Book Return Room, Branch Manager's Office, and Service Desk should all be immediately adjacent to the Staff Workroom. Staff will move frequently between each space, but particularly between the desk and the workroom. For this reason, not only should there be easy access between the spaces, there should also be a sight line between the workroom and the Service Desk so that staff can fill-in if a line starts to form at the desk.

ADJACENT:

Book Return Room
Branch Manager's Office
Service Desk
Computer/Telecommunications Room

CLOSE:

Staff Entrance
Staff Lounge
Staff Restroom

PROXIMITY:

General Library Storage
Custodial Sink & Storage Room

FICTION COLLECTION

Fiction Collection & Seating

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Service Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Service Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low, and is located in a well-lighted area.

Two Study Rooms should be within the area.

CLOSE:

- AV Collection & Seating
- Service Desk
- New Book Display
- Study Rooms

PROXIMITY:

- Non-Fiction Collection & Seating
- On-line Public Access Catalog (OPAC)
- Public Entrance & Lobby

Study Room 3 (Adult Area)

The Study Room should be within the Adult area

ADJACENT:

- Adult Area

CLOSE:

- Public Restrooms

PROXIMITY:

- Custodial Sink & Supply Closet

Study Room 4 (Adult Area)

The Study Room should be within the Adult area

ADJACENT:

- Adult Area

CLOSE:

- Public Restrooms

PROXIMITY:

- Custodial Sink & Supply Closet

WORLD LANGUAGES

World Languages Collection & Seating

The World Language Collection and Seating Area will be located in the Adult section. It could be located toward the front of the library in proximity to the Service desk and the main entrance to the library. It could also be in proximity to the New Book Display Area and the AV Collection and Seating Area although in general there are no specific adjacency requirements.

PROXIMITY:

- Service Desk
- On-line Public Access Catalog (OPAC)
- Lobby
- Reference Desk

LOBBY

Friends of the Library Bookstore

The Friends of the Library Bookstore should be just inside the Lobby either in the lobby or in the area immediately adjacent to the Service Desk/ Reference/ Children's Desk.

Lobby

The Lobby is the focal point and primary access, to all parts of the library building including ancillary services. Access to the Public Restrooms, and Service Area should be off the Lobby.

ADJACENT:

- Service Desk
- Friends of the Library Bookstore
- Kitchenette
- Public Rest Rooms

CLOSE:

- AV Collection & Seating
- Children's Entrance
- Copy Center
- New Book Display

PROXIMITY:

- Branch Manager's Office
- Fiction Collection
- On-line Public Access Catalog

Public Restrooms

The Public Restrooms must be just off the Lobby and close to the Multi-Purpose Room. The entrance to the restrooms should be easy to find and convenient to the Multi-Purpose Room. The entrance to the restrooms should be visible from the Service Desk if possible.

ADJACENT:

- Lobby

CLOSE:

- Friends of the Library

PROXIMITY:

Service Desk (Sight Lines)
Custodial Sink & Supply Closet

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection and Seating Area should be adjacent to the On-line Public Access Catalogs. The area should be easily accessible and in the proximity of the Service Desk, Copy Center, Reference Collection, and the Fiction Collection. It should be located away from the noise of the Children's Area.

ADJACENT:

On-line Public Access Catalog (OPACs)

PROXIMITY:

Service Desk

Copy Center

Fiction Collection & Seating

Reference Collection & Seating

AWAY:

Children's Library

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Lobby. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Service Desk can provide supervision and assistance as needed.

PROXIMITY:

Service Desk

Copy Center

PUBLIC MEETING ROOMS

Multi-Purpose Room

The Multi-Purpose Room must be adjacent to the Lobby and the AV, Chair and Table Storage Room and close to the public Restrooms and Kitchenette. The entrance doors to the Multi-Purpose Room should be at the rear or the room so late arrivals will not disturb programs already in progress.

ADJACENT:

AV, Chair & Table Storage Room

Public Entrance & Lobby to the Multi-Purpose Room

CLOSE:

Kitchenette Meeting Room

Public Restrooms

PROXIMITY:

Custodial Sink & Supply Closet

AV, Chair & Table Storage Room

This room must be adjacent to the Multi-Purpose Room so that equipment can be moved back and forth easily. One door might open into the Multi-Purpose Room. Access to this room should be possible from the Multi-Purpose Room, without disturbing meetings or programs in the Multi-Purpose Room.

ADJACENT:

Multi-Purpose Room

CLOSE:

Lobby

Kitchenette

The Kitchenette should be adjacent to the rear entrance of the Multi-Purpose Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the Lobby where refreshments will be served. A pass through window might be included, so that light refreshments can be served without having to set up separate tables. The Kitchenette should also be close to the Multi-Purpose Room.

ADJACENT:

Multi-Purpose Room

Lobby

CLOSE:

AV, Chair & Table Storage Room

Public Restrooms

The Public Rest Rooms must be adjacent to the Meeting Rooms Complex. The entrance to the restrooms should be easy to find and convenient to the meeting rooms. The restrooms should also be close to the Friends' Bookstore.

ADJACENT:

Multi-Purpose Room Entrance

CLOSE:

Multi-Purpose Room

Friends' Bookstore

Custodial Sink & Supply Closet

REFERENCE SERVICES

On-line Public Access Catalog (OPAC)

The OPAC cluster must be close to the Service Desk, so that the staff can assist patrons using the OPACs, and patrons can easily reach staff when they have questions. The OPAC cluster should be close to the Non-Fiction Collection and Reference Collection since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

Non-Fiction Collection & Seating

Reference Collection & Seating

CLOSE:

Service Desk

PROXIMITY:

Lobby

Reference Collection & Seating

The Reference Collection and Seating Area must be close to the Service Desk and the Copy Center, and adjacent to the OPACs and the Study/Tutoring Room. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

On-Line Public Access Catalog (OPAC)
Study / Tutoring Room

CLOSE:

Service Desk
Copy Center

PROXIMITY:

Non-Fiction Collection & Seating

AWAY:

Children's Entrance

Study/Tutoring Room

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Service Desk and Staff Workroom.

ADJACENT:

Reference Collection & Seating

PROXIMITY:

Service Desk

YOUNG ADULT SERVICES

Young Adult Collection & Seating

The Young Adult Collection & Seating area should be adjacent to the Study Rooms in the Reference Division and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Service Desk so that staff may supervise and assist the young adults, but the space should not be near the Children's Library.

CLOSE:

AV Collection & Seating

PROXIMITY:

Service Desk
Study Rooms

AWAY:

Children's Library

Study Room 1 (Youth Services/Teens)

The Study Room should be within the Teen area

ADJACENT:

Teen Area

CLOSE:

Public Restrooms

PROXIMITY:
Custodial Sink & Supply Closet

Study Room 2 (Youth Services/Teens)

The Study Room should be within the Teen area

ADJACENT:
Teen Area

CLOSE:
Public Restrooms

PROXIMITY:
Custodial Sink & Supply Closet

**APPENDIX B – Furniture, Fixtures and Equipment Lists
Multi-Purpose & Study Rooms**

Type of Item	ITEM QTY
Chair, Young Adult Study Rooms	12
Chair, Adult Study Rooms	16
Chair, Multi-Purpose Room, Stacking	175
Cushion, Floor	25
Lectern	1
Lectern (w/ Space For a Portable Computer)	1
Stage, Portable	1
Tables, Multi-Purpose Room, Flip-top	20
Table, Study Rooms, Conference, gangable	8

Reader's Seats

Type of Item	ITEM QTY
Carrel, Reader's, Wood	2
Chair, Child's	24
Chair, Juvenile	20
Chair, Juvenile Lounge	2
Chair, Lounge	14
Chair, Reader's	48
Chair, Rocking	1
Chair, Task	4
Study Counter	1
Table, Children's	6
Table, End	7
Table, Group Study	2
Table, Group Study	1
Table, Juvenile	3
Table, Reader's	4
Table, Reader's	1
Table, Reader's	6

Shelving

Type of Item	ITEM QTY
36" Aisle DF 45"H Steel Shelving w/ 6 Shelves	11

36" Aisle DF 66"H Steel Shelving w/ 10 Shelves	31
36" Aisle DF 90"H Steel Shelving w/ 12 Shelves	8
36" Aisle DF 90"H Steel Shelving w/ 14 Shelves	63
36" Aisle DF 45"H Magazine Display Shelving w/ 2 Shelves	1
36" Aisle DF 45"H Steel Shelving w/ 3 Shelves	11
36" Aisle DF 66"H Steel Shelving w/ 5 Shelves	8
36" Aisle DF 90"H Steel Shelving w/ 7 Shelves	38
42" Aisle SF 58"H Bookstore Display Shelving	3
42" Aisle SF 82"H Bookstore Display Shelving	1
44" Aisle SF 66"H Magazine Display Shelving w/ 3 Shelves	6
44" Aisle SF 45"H Newspaper Display Shelving w/ 3 Shelves	1
Compact Disc, CD-ROM & DVD Display Browser	6
Paperback Spinner w/ 4 Rotor Towers	4

Special Purpose

Type of Item	ITEM QTY
Art Print	1
Atlas Case	1
Atlas Case, Child's	1
Bench (2 Person)	1
Book Bin, Depressible	1
Book Truck	15
Bulletin Board	11
Cabinets, Above Counter (Lockable)	13
Cabinets, Below Counter (Lockable)	28
Carpet Cleaning Machine	1
Case, In-Wall Display	3
Cash Register	2
Chalkboard	1
Children's Craft Counter	1
Cleaning Cart	1
Clock	10
Coat & Hat Rack	1
Coffee Maker/Urn	5
Cutting Board, Kitchen	1
Diaper Changing Counter (One per restroom required)	1 per restroom
Dictionary Stand	1
Dictionary Table Top Stand	1
Directory	1
Dolly, Chair	8
Donor Recognition Wall	1
Drinking Fountain	1
Easel	1
File Cabinet, Vertical (4-Drawer)	7
First Aid Kit	1
Flat File	1
Flip Chart with Stand	4
Garbage Bin, Interior	2
Hand Dryer (one per restroom)	

Hand Truck	1
Hot Water Urn	3
In & Out Board	1
Key Cabinet	1
Kitchen Unit	2
Label Maker	1
Ladder, Extension	1
Ladder, Step	1
Lamp, Table	4
Locker	3
Mail Boxes, Staff	1
Microwave Oven	2
Mirror (full height, one each at Staff, Men's & Women's & Children's	4
Mirror, with Shelf	1 per Lavatory
Mop Bucket	1
Paper Cup Dispenser	1
Paper Cutter	1
Paper Towel Dispenser (one per restroom, and one at Staff Kitchen and Multi-Purpose/Community Room)	12
Preparation Counter	1
Puppet Theater	1
Queuing Space (Per Person)	10
Rack, Literature Display Handout	2
Recycling Bin	6
Refrigerator (one at Staff Room and one at Multi Purpose Community Room)	2
Shelving, Industrial	7
Shelving, SF 82"h Bookstore Display	4
Shelving, SF 90"h steel W/7 Shelves	4
Soap Dispenser	1 per Lavatory
Stall Partitions and Urinal Screens	As required
Stapler, Electronic Binding	1
Stool, Kick-Step	12
Storage Cabinet	6
Storage Cabinet, Hazardous Materials	1
Supply Cabinet	2
Toaster Oven	1
Toy Bin	1
Trash Compactor	1
Vacuum Cleaner, Dry Upright	1
Waste Basket	1
Waste Basket	16
White Board	8

Staff Workspace

Type of Item	ITEM QTY
Cabinets, Above Counter	29

Cabinets, Above Counter (Lockable)	14
Cabinets, Below Counter	12
Cabinets, Below Counter (Lockable)	4
Chair, Café	4
Chair, Conference Room	4
Chair, Staff Lounge	1
Chair, Supervisor's	1
Chair, Task	16
Chair, Visitor's	3
Credenza	1
Desk, Bookstore	1
Desk, Branch Manager's	1
Mat, Anti-fatigue	4
Shelving, DF 90"h Steel W/14 Shelves	16
Shelving, SF 84"h Steel W/6 Shelves	3
Shelving, SF90"h Steel W/7 Shelves	1
Sofa (2 Seat)	1
Table, Café	1
Table, Conference	1
Table, Work	2
Workbench, Custodial	6
Workstation, Administrative Asst. Office System	1
Workstation, Children's Counter	1
Workstation, Children's Desk	1
Workstation, Children's Office System	1
Workstation Service Check-In Counter	1
Workstation, Service Check-Out Desk	2
Workstation, Clerical Office System	1
Workstation, Computer Technician's Counter	1
Workstation, Food Preparation Counter	1
Workstation, Food Preparation Counter	3
Workstation, Food Service Counter	1
Workstation, Mending Counter	1
Workstation, Reference Desk	1
Workstation, Reference Office System	2
Workstation, Sorting Counter	1

Technology

Type of Item	ITEM QTY
Audio Amplifier	1
Audio Pre-Amplifier	1
Audio Receiver	1
Audio Teleconferencing System	2
AV/Technology Equipment Cart, Large	2
AV/Technology Equipment Cart, Small	1
Bar Code Reader, Fixed Mount	6
Cabinet, AV Equipment	4
Cabinet, AV Media Storage	1
Camera, Digital	1

Camera, Video	1
CCTV Surveillance System (complete standalone system with cameras, HD monitors, digital storage, cabling and accessories)	1
CD Player	3
Chair, Technology Workstation	22
Chair, Technology Workstation Task	20
Computer Server, Mini (CPU)	2
Computer Stand	1
Computer, OPAC Desktop	8
Computer, Public Desktop	35
Computer, Staff Desktop	14
Console, Computer System	1
Copier, B&W Freestanding	1
DSU/CSU Telecommunications Device	1
DVD Player	3
FAX Machine, Desktop	1
FAX Machine, Desktop Card-Operated	1
Fire Extinguisher	1
Headphone, AV	4
Instructor's Station, Systems Furniture	1
Kiosk, Electronic	1
Laser Pointer	3
Microphone, Floor	4
Microphone, Lavalier	2
Microphone, Table	6
Printer, Ink-Jet (B&W)	10
Printer, Ink-Jet (Color)	2
Printer, Laser (B&W)	3
Printer, Laser (Color)	1
Printer, Pin / Tractor Feed W/ Stand	1
Printer, Receipt	2
Projection Screen, Motorized Ceiling	3
Projection Screen, Wall Mounted	3
Projector, Ceiling Mounted	5
Projector, Desktop	2
Projector, Overhead	2
Rack, AV Equipment	1
Rack, Computer / Communications Equipment	1
Router/Switch	1
Safe, Data / Tape Carrier	1
Security System Book & Media Re-sensitizer	2
Security System Book Desensitizer	2
Security System Book Re-sensitizer	1
Security System Desensitizer/Re-sensitizer	2
Security System Gates, Inventory Control	1
Security System Media Desensitizer	2
Security System Media Re-sensitizer	1
Self Check-Out Counter, ADA-compliant	2
Self Check-Out Machine, ADA-compliant	2

Server, Desktop / Rack Mount	1
Stool, Technology Workstation	2
Tape Drive, External DAT / Cartridge Tape	1
Technology Carrel	19
Technology Carrel	10
Technology Carrel	6
Technology Carrel	2
Technology Carrel, Adjustable (Electrical) Height	1
Technology Carrel, Adjustable (Manual) Height	3
Technology Counter	4
Telecommunications Backboard	1
Telecommunications Equipment/Hub! Multiplexer	1
Telephone Central Station	1
Telephone Handset	18
Telephone, Public Pay	1
TV Monitor, 42"	3
DVD Player	3
Uninterruptible Power Supply (UPS), Single Device	1
Vendor Card Encoder/Dispenser	1

ATTACHMENT B
PHASE FUNDING PROVISIONS

ATTACHMENT B PHASED FUNDING PROVISIONS

1. **PHASED FUNDING**

- 1.1. The selected The Design-Builder will be required to provide a Pre-award Schedule in accordance with sections 9-3 and 6-1 of the Supplementary Special Provisions (SSP) prior to award of Contract.
- 1.2. If the Proposal submitted by the Apparent Winner is rejected by the City for any reason, then within 5 Working Days after receiving notice, the next Apparent Winner must provide the Pre-Award Schedule. This process will continue until the City has selected a Design-Builder or has decided to reject all Proposals.
- 1.3. The first Phased Funding Schedule Agreement must show the fund availability for the first phase. Within 22 Working Days from the date of the announcement of, or notice to the next Apparent Winner(whichever occurs last) and once a Pre-Award Schedule is accepted by the City, the City will present the first Phased Funding Schedule Agreement to you when you are selected as the ApparentWinner.
- 1.4. At the City's request, you must meet with the City's Project manager before execution of the first Phased Funding Schedule Agreement to discuss his or her comments and requests for revision to the Pre-Award Schedule.
- 1.5. Your failure to perform the following may result in the Proposal being rejected as **non-responsive:**
 - 1.5.1. meet with the City's Project manager, if requested to do so, to discuss and respond to the City's comments regarding the Pre-Award Schedule,
 - 1.5.2. revise the Pre-Award Schedule as requested by the City within the specified 22 Working Days timeframe, or
 - 1.5.3. execute the first Phased Funding Schedule Agreement within a Day after receipt.

PHASED FUNDING SCHEDULE AGREEMENT

Check one:

- First Phased Funding Schedule Agreement
 Final Phased Funding Schedule Agreement

BID NUMBER: K-14-5903-DB2-3

CONTRACT OR TASK TITLE: Design and Construction of Skyline Hills Branch Library

CONTRACTOR: Barnhart-Reese Construction, Inc.

Funding Phase	Phase Description	Phase <u>Start</u>	Phase <u>Finish</u>	Not-to-Exceed Amount
1	Design; Construction of Building Foundation and Underground Utility Lines	May 2014	November 2014	\$6,500,000
2	<u>Construction of Library Building</u>	December 2014	December 2016	\$2,300,000
Total				\$8,800,000

Notes:

- (1) City Supplements 9-3.6, "PHASE FUNDING COMPENSATION" applies.
- (2) The total of all funding phases shall be equal to the TOTAL BID PRICE as shown on BID SCHEDULE 1 - PRICES.
- (3) This PHASE FUNDING SCHEDULE AGREEMENT will be incorporated into the CONTRACT and shall only be revised by a written modification to the CONTRACT.

CITY OF SAN DIEGO

By: [Signature]
 Name: SIYAVASH HAGHIKHAH
 Project Manager

Department Name: PUBLIC WORKS

Date: APRIL 22, 2014

CONTRACTOR

By: [Signature]
 Name: West Reese

Title: ceo

Date: 5-5-14

Lic# 912130

- END OF PHASE FUNDING SCHEDULE AGREEMENT -

ATTACHMENT C
EQUAL OPPORTUNITY CONTRACTING PROGRAM

EQUAL OPPORTUNITY CONTRACTING PROGRAM REQUIREMENTS

1. EQUAL OPPORTUNITY

- 1.1.** To The WHITEBOOK, Chapter 10, Sections D and E, DELETE each in its entirety, and SUBSTITUTE with the following:

D. CITY'S EQUAL OPPORTUNITY COMMITMENT.

1. Nondiscrimination in Contracting Ordinance.

1. The Contractor, Subcontractors and Suppliers shall comply with requirements of the City's Nondiscrimination in Contracting Ordinance, San Diego Municipal Code §§22.3501 through 22.3517.

The Contractor shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers. The Contractor shall provide equal opportunity for subcontractors to participate in subcontracting opportunities. The Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

The Contractor shall include the foregoing clause in all contracts between the Contractor and Subcontractors and Suppliers.

2. Disclosure of Discrimination Complaints. As part of its Bid or Proposal, the Bidder shall provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against Bidder in a legal or administrative proceeding alleging that Bidder discriminated against its employees, subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.
3. Upon the City's request, the Contractor agrees to provide to the City, within 60 days, a truthful and complete list of the names of all Subcontractors and Suppliers that the Contractor has used in the past 5 years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by the Contractor for each subcontract or supply contract.
4. The Contractor further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance, Municipal Code §§22.3501 through 22.3517. The Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result in remedies being ordered against the Contractor up to and including contract termination, debarment and other sanctions for violation of the provisions of the Nondiscrimination in Contracting Ordinance. The Contractor further understands and agrees that the procedures, remedies and sanctions provided for in the Nondiscrimination in Contracting Ordinance apply only to violations of the Ordinance.

E. EQUAL EMPLOYMENT OPPORTUNITY OUTREACH PROGRAM.

1. The Contractor, Subcontractors and Suppliers shall comply with the City's Equal Employment Opportunity Outreach Program, San Diego Municipal Code §§22.2701 through 22.2707.

The Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Prime Contractor shall ensure their subcontractors comply with this program. Nothing in this section shall be interpreted to hold a prime contractor liable for any discriminatory practice of its subcontractors.

The Contractor shall include the foregoing clause in all contracts between the Contractor and Subcontractors and Suppliers.

2. If the Contract is competitively solicited, the selected Bidder shall submit a Work Force Report (Form BB05), within 10 Working Days after receipt by the Bidder of Contract forms to the City for approval as specified in the Notice of Intent to Award letter from the City.
3. If a Work Force Report is submitted, and the City determines there are under-representations when compared to County Labor Force Availability data, the selected Bidder shall submit an Equal Employment Opportunity Plan.
4. If the selected Bidder submits an Equal Employment Opportunity Plan, it shall include the following assurances:
 1. The Contractor shall maintain a working environment free of discrimination, harassment, intimidation and coercion at all sites and in all facilities at which the Contractor's employees are assigned to work.
 2. The Contractor reviews its EEO Policy, at least annually, with all on-site supervisors involved in employment decisions.
 3. The Contractor disseminates and reviews its EEO Policy with all employees at least once a year, posts the policy statement and EEO posters on all company bulletin boards and job sites, and documents every dissemination, review and posting with a written record to identify the time, place, employees present, subject matter, and disposition of meetings.
 4. The Contractor reviews, at least annually, all supervisors' adherence to and performance under the EEO Policy and maintains written documentation of these reviews.

5. The Contractor discusses its EEO Policy Statement with subcontractors with whom it anticipates doing business, includes the EEO Policy Statement in its subcontracts, and provides such documentation to the City upon request.
6. The Contractor documents and maintains a record of all bid solicitations and outreach efforts to and from subcontractors, contractor associations and other business associations.
7. The Contractor disseminates its EEO Policy externally through various media, including the media of people of color and women, in advertisements to recruit, maintains files documenting these efforts, and provides copies of these advertisements to the City upon request.
8. The Contractor disseminates its EEO Policy to union and community organizations.
9. The Contractor provides immediate written notification to the City when any union referral process has impeded the Contractor's efforts to maintain its EEO Policy.
10. The Contractor maintains a current list of recruitment sources, including those outreaching to people of color and women, and provides written notification of employment opportunities to these recruitment sources with a record of the organizations' responses.
11. The Contractor maintains a current file of names, addresses and phone numbers of each walk-in applicant, including people of color and women, and referrals from unions, recruitment sources, or community organizations with a description of the employment action taken.
12. The Contractor encourages all present employees, including people of color and women employees, to recruit others.
13. The Contractor maintains all employment selection process information with records of all tests and other selection criteria.
14. The Contractor develops and maintains documentation for on-the-job training opportunities, participates in training programs, or both for all of its employees, including people of color and women, and establishes apprenticeship, trainee, and upgrade programs relevant to the Contractor's employment needs.
15. The Contractor conducts, at least annually, an inventory and evaluation of all employees for promotional opportunities and encourages all employees to seek and prepare appropriately for such opportunities.
16. The Contractor ensures the company's working environment and activities are non-segregated except for providing separate or single-user toilets and necessary changing facilities to assure privacy between the sexes.

ATTACHMENT D
INTENTIONALLY LEFT BLANK

ATTACHMENT E
SUPPLEMENTARY SPECIAL PROVISIONS

SUPPLEMENTARY SPECIAL PROVISIONS

SUPPLEMENTARY SPECIAL PROVISIONS

The following Supplementary Special Provisions (SSP) modifies the following documents:

- 1) Standard Specifications for Public Works Construction (The GREENBOOK) currently in effect.
- 2) The City of San Diego Standard Specifications for Public Works Construction (The WHITEBOOK).

SECTION 1 – TERMS, DEFINITIONS, ABBREVIATIONS, UNITS OF MEASURE, AND SYMBOLS

1-2 TERMS AND DEFINITIONS.

Normal Working Hours. To the City Supplements, ADD the following:

The Normal Working Hours are 7:00 AM to 3:30 PM.

SECTION 2 - SCOPE AND CONTROL OF WORK

2-3.2 Self Performance. DELETE in its entirety and SUBSTITUTE with the following:

1. The self performance percentage requirement will be waived for contracts when a “B” License is required or allowed.

2-7 SUBSURFACE DATA. ADD the following:

4. In preparation of the Contract Documents, the designer has relied upon the following reports of explorations and tests of subsurface conditions at the Work Site:
 1. Report of Geotechnical Investigation dated October 29, 2003 by GEOCON Incorporated.
5. The report(s) listed above is(are) available for review by contacting the Contract Specialist or visiting:

ftp://ftp.sannet.gov/OUT/ECP/5903_RFP%20FOR%20SKYLINE%20HILLS%20BRANCH%20LIBRARY%20DESIGN-BUILD%20CONTRACT/

2-9.2 Survey Service.

DELETE in its entirety and SUBSTITUTE with the following:

The Contractor shall be responsible for all surveying services or as may be specified in these special provisions.

The payment for survey services shall be included in the various Bid items unless a Bid item for Survey Service has been provided.

2-14.2 Integration of the Work with Separate Contractors. To the City Supplement,, ADD the following:

The list of Separate Contractors includes:

1. City As- needed Hazardous Materials Abatement Contractor

2-15 TECHNICAL STUDIES AND DATA. To the City Supplement, ADD the following:

5. In preparation of the Contract Documents, the designer has relied upon the following reports of explorations and tests at the Work Site:

1. Phase I Environmental Site Assessment including Observation during Geotechnical Investigation dated October 27, 2003 by GEOCON Consultants, Inc.

6. The report(s) listed above is(are) available for review by contacting the Contract Specialist or visiting:

ftp://ftp.sannet.gov/OUT/ECP/5903_RFP%20FOR%20SKYLINE%20HILLS%20BRANCH%20LIBRARY%20DESIGN-BUILD%20CONTRACT/

SECTION 4 - CONTROL OF MATERIALS

4-1.6 Trade Names or Equals. ADD the following:

You must submit your list of proposed substitutions for “an equal” (“or equal”) item(s) **no less than 15 Working Days prior to Bid due date.**

SECTION 7 - RESPONSIBILITIES OF THE CONTRACTOR

7-3 LIABILITY INSURANCE. DELETE in its entirety and SUBSTITUTE with the following:

The insurance provisions herein must not be construed to limit your indemnity obligations contained in the Contract.

7-3.1 Policies and Procedures.

1. You must procure the insurance described below, at its sole cost and expense, to provide coverage against claims for loss including injuries to persons or damage to property, which may arise out of or in connection with the performance of the Work by you, your agents, representatives, officers, employees or Subcontractors.
2. Insurance coverage for property damage resulting from your operations is on a replacement cost valuation. The market value will not be accepted.
3. You must maintain this insurance for the duration of this contract and at all times thereafter when you are correcting, removing, or replacing Work in accordance with this contract. Your liabilities under the Contract, e.g., your indemnity obligations, is not deemed limited to the insurance coverage required by this contract.
4. Payment for insurance is included in the various items of Work as bid by you, and except as specifically agreed to by the City in writing, you are not entitled to any additional payment. Do not begin any work under this contract until you have provided and the City has approved all required insurance.
5. Policies of insurance must provide that the City is entitled to 30 days (10 days for cancellation due to non-payment of premium) prior written notice of cancellation or non-renewal of the policy. Maintenance of specified insurance coverage is a material element of the Contract. Your failure to maintain or renew coverage or to provide evidence of renewal during the term of the Contract may be treated by the City as a material breach of the Contract.

7-3.2 Types of Insurance.

7-3.2.1 Commercial General Liability Insurance.

1. Commercial General Liability Insurance must be written on the current version of the ISO Occurrence form CG 00 01 07 98 or an equivalent form providing coverage at least as broad.
2. The policy must cover liability arising from premises and operations, XCU (explosions, underground, and collapse), independent contractors, products/completed operations, personal injury and advertising injury, bodily injury, property damage, and liability assumed under an insured's contract (including the tort liability of another assumed in a business contract).
3. There must be no endorsement or modification limiting the scope of coverage for either "insured vs. insured" claims or contractual liability. You must maintain the same or equivalent insurance for at least 10 years following completion of the Work.

4. All costs of defense must be outside the policy limits. Policy coverage must be in liability limits of not less than the following:

<u>General Annual Aggregate Limit</u>	<u>Limits of Liability</u>
Other than Products/Completed Operations	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000

7-3.2.2 Commercial Automobile Liability Insurance.

1. You must provide a policy or policies of Commercial Automobile Liability Insurance written on the current version of the ISO form CA 00 01 12 90 or later version or equivalent form providing coverage at least as broad in the amount of \$1,000,000 combined single limit per accident, covering bodily injury and property damage for owned, non-owned, and hired automobiles (“Any Auto”).
2. All costs of defense must be outside the limits of the policy.

7-3.2.3 Contractors Pollution Liability Insurance.

1. You must procure and maintain at your expense or require Subcontractor, as described below to procure and maintain, the Contractors Pollution Liability Insurance including contractual liability coverage to cover liability arising out of cleanup, removal, storage, or handling of hazardous or toxic chemicals, materials, substances, or any other pollutants by you or any Subcontractor in an amount not less than \$2,000,000 limit for bodily injury and property damage.
2. All costs of defense must be outside the limits of the policy. Any such insurance provided by Subcontractor instead of you must be approved separately in writing by the City.
3. For approval of a substitution of Subcontractor’s insurance, you must certify that all activities for which the Contractors Pollution Liability Insurance will provide coverage will be performed exclusively by the Subcontractor providing the insurance. The deductible must not exceed \$25,000 per claim.
4. Contractual liability must include coverage of tort liability of another party to pay for bodily injury or property damage to a third person or organization. There must be no endorsement or modification of the coverage limiting the scope of coverage for either “insured vs. insured” claims or contractual liability.

5. Occurrence based policies must be procured before the Work commences and must be maintained for the Contract Time. Claims Made policies must be procured before the Work commences, must be maintained for the Contract Time, and must include a 12 month extended Claims Discovery Period applicable to this contract or the existing policy or policies must continue to be maintained for 12 months after the completion of the Work without advancing the retroactive date.
6. Except as provided for under California law, the policy or policies must provide that the City is entitled to 30 days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies.

7-3.2.4 Contractors Hazardous Transporters Pollution Liability Insurance.

1. You must provide at your expense or require Subcontractor to provide, as described below Contractors Hazardous Transporters Pollution Liability Insurance including contractual liability coverage to cover liability arising out of transportation of hazardous or toxic, materials, substances, or any other pollutants by you or any Subcontractor in an amount not less than \$2,000,000 limit per occurrence/aggregate for bodily injury and property damage.
2. All costs of defense must be outside the limits of the policy. The deductible must not exceed \$25,000 per claim. Any such insurance provided by a subcontractor instead of you must be approved separately in writing by the City.
3. For approval of the substitution of Subcontractor's insurance the Contractor shall certify that all activities for which Contractors Hazardous Transporters Pollution Liability Insurance will provide coverage will be performed exclusively by the Subcontractor providing the insurance.
4. Contractual liability must include coverage of tort liability of another party to pay for bodily injury or property damage to a third person or organization. There must be no endorsement or modification of the coverage limiting the scope of coverage for either "insured vs. insured" claims or contractual liability. Occurrence based policies must be procured before the Work commences and must be maintained for the duration of this contract. Claims Made policies must be procured before the Work commences, must be maintained for the duration of this contract, and must include a 12 month extended Claims Discovery Period applicable to this contract or the existing policy or policies must continue to be maintained for 12 months after the completion of the Work under this contract without advancing the retroactive date.
5. Except as provided for under California law, the policy or policies must provide that the City is entitled to 30 days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies.

7-3.2.5 **Contractors Builders Risk Property Insurance..**

1. You must provide at its expense, and maintain until Final Acceptance of the Work, a Special Form Builders Risk Policy or Policies. This insurance must be in an amount equal to the replacement cost of the completed Work (without deduction for depreciation) including the cost of excavations, grading, and filling. The policy or policies limits must be 100% of this contract value of the Work plus 15% to cover administrative costs, design costs, and the costs of inspections and construction management.
2. Insured property must include material or portions of the Work located away from the Site but intended for use at the Site, and must cover material or portions of the Work in transit. The policy or policies must include as insured property scaffolding, falsework, and temporary buildings located at the Site. The policy or policies must cover the cost of removing debris, including demolition.
3. The policy or policies must provide that all proceeds thereunder must be payable to the City as Trustee for the insured, and must name the City, the Contractor, Subcontractors, and Suppliers of all tiers as named insured. We as Trustee will collect, adjust, and receive all monies which may become due and payable under the policy or policies, may compromise any and all claims thereunder, and will apply the proceeds of such insurance to the repair, reconstruction, or replacement of the Work.
4. Any deductible applicable to the insurance must be identified in the policy or policies documents and responsibility for paying the part of any loss not covered because of the application of such deductibles must be apportioned among the parties except for the City as follows: if there is more than one claimant for a single occurrence, then each claimant must pay a pro-rata share of the per occurrence deductible based upon the percentage of their paid claim to the total paid for insured. The City must be entitled to 100% of its loss. The Contractor must pay the City any portion of that loss not covered because of a deductible, at the same time the proceeds of the insurance are paid to the City as trustee.
5. Any insured, other than the City, making claim to which a deductible applies must be responsible for 100% of the loss not insured because of the deductible. Except as provided for under California law, the policy or policies must provide that the City is entitled to 30 days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies.

7-3.3 Rating Requirements. Except for the State Compensation Insurance Fund, all insurance required by this contract as described herein must be carried only by responsible insurance companies with a rating of, or equivalent to, at least “A-, VI” by A.M. Best Company, that are authorized by the California Insurance Commissioner to do business in the State, and that have been approved by the City.

7-3.3.1 Non-Admitted Carriers. The City will accept insurance provided by non-admitted, “surplus lines” carriers only if the carrier is authorized to do business in the State and is included on the List of Approved Surplus Lines Insurers (LASLI list).

All policies of insurance carried by non-admitted carriers must be subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

7-3.4 Evidence of Insurance. Furnish to the City documents e.g., certificates of insurance and endorsements evidencing the insurance required herein, and furnish renewal documentation prior to expiration of this insurance. Each required document must be signed by the insurer or a person authorized by the insurer to bind coverage on its behalf. We reserve the right to require complete, certified copies of all insurance policies required herein.

7-3.5 Policy Endorsements.

7-3.5.1 Commercial General Liability Insurance

7-3.5.1.1 Additional Insured.

- a) You must provide at your expense policy endorsement written on the current version of the ISO Occurrence form CG 20 10 11 85 or an equivalent form providing coverage at least as broad.
- b) To the fullest extent allowed by law e.g., California Insurance Code §11580.04, the policy must be endorsed to include the City and its respective elected officials, officers, employees, agents, and representatives as additional insured.
- c) The additional insured coverage for projects for which the Engineer's Estimate is \$1,000,000 or more must include liability arising out of: (a) Ongoing operations performed by you or on your behalf, (b) your products, (c) your work, e.g., your completed operations performed by you or on your behalf, or (d) premises owned, leased, controlled, or used by you.
- d) The additional insured coverage for projects for which the Engineer's Estimate is less than \$1,000,000 must include liability arising out of: (a) Ongoing operations performed by you or on your behalf, (b) your products, or (c) premises owned, leased, controlled, or used by you.

7-3.5.1.2 Primary and Non-Contributory Coverage. The policy must be endorsed to provide that the coverage with respect to operations, including the completed operations, if appropriate, of the Named Insured is primary to any insurance or self-insurance of the City and its elected officials, officers, employees, agents and representatives. Further, it must provide that any insurance maintained by the City and its elected officials, officers, employees, agents and representatives must be in excess of your insurance and must not contribute to it.

7-3.5.1.3 Project General Aggregate Limit.

The policy or policies must be endorsed to provide a Designated Construction Project General Aggregate Limit that will apply only to the Work. Only claims payments which arise from the Work must reduce the Designated Construction Project General Aggregate Limit. The Designated Construction Project General Aggregate Limit must be in addition to the aggregate limit provided for the products-completed operations hazard.

7-3.5.2 Commercial Automobile Liability Insurance.

7-3.5.2.1 Additional Insured. Unless the policy or policies of Commercial Auto Liability Insurance are written on an ISO form CA 00 01 12 90 or a later version of this form or equivalent form providing coverage at least as broad, the policy must be endorsed to include the City and its respective elected officials, officers, employees, agents, and representatives as additional insured, with respect to liability arising out of automobiles owned, leased, hired or borrowed by you or on your behalf. This endorsement is limited to the obligations permitted by California Insurance Code §11580.04.

7-3.5.3 Contractors Pollution Liability Insurance Endorsements.

7-3.5.3.1 Additional Insured.

- a) The policy or policies must be endorsed to include as an Insured the City and its respective elected officials, officers, employees, agents, and representatives, with respect to liability arising out of: (a) Ongoing operations performed by you or on your behalf, (b) your products, (c) your work, e.g., your completed operations performed by you or on your behalf, or (d) premises owned, leased, controlled, or used by you; except that in connection with, collateral to, or affecting any construction contract to which the provisions of subdivision (b) of § 2782 of the California Civil Code apply, this endorsement must not provide any duty of indemnity coverage for the active negligence of the City and its respective elected officials, officers, employees, agents, and representatives in any case where an agreement to indemnify the City and its respective elected officials, officers, employees, agents, and representatives would be invalid under subdivision (b) of §2782 of the California Civil Code.
- b) In any case where a claim or loss encompasses the negligence of the Insured and the active negligence of the City and its respective elected officials, officers, employees, agents, and representatives that is not covered because of California Insurance Code §11580.04, the insurer's obligation to the City and its respective elected officials, officers, employees, agents, and representatives must be limited to obligations permitted by California Insurance Code §11580.04.

7-3.5.3.2 Primary and Non-Contributory Coverage. The policy or policies must be endorsed to provide that the insurance afforded by the Contractors Pollution Liability Insurance policy or policies is primary to any insurance or self-insurance of the City and its elected officials, officers, employees, agents and representatives with respect to operations including the completed operations of the Named Insured. Any insurance maintained by the City and its elected officials, officers, employees, agents and representatives must be in excess of your insurance and must not contribute to it.

7-3.5.3.3 Severability of Interest. For Contractors Pollution Liability Insurance, the policy or policies must provide that your insurance must apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability and must provide cross-liability coverage.

7-3.5.4 Contractors Hazardous Transporters Pollution Liability Insurance Endorsements.

7-3.5.4.1 **Additional Insured.**

- a) The policy or policies must be endorsed to include as an Insured the City and its respective elected officials, officers, employees, agents, and representatives, with respect to liability arising out of: (a) Ongoing operations performed by you or on your behalf, (b) your products, (c) your work, e.g., your completed operations performed by you or on your behalf, or (d) premises owned, leased, controlled, or used by you; except that in connection with, collateral to, or affecting any construction contract to which the provisions of subdivision (b) of §2782 of the California Civil Code apply, this endorsement must not provide any duty of indemnity coverage for the active negligence of the City and its respective elected officials, officers, employees, agents, and representatives in any case where an agreement to indemnify the City and its respective elected officials, officers, employees, agents, and representatives would be invalid under subdivision (b) of §2782 of the California Civil Code.
- b) In any case where a claim or loss encompasses the negligence of the Insured and the active negligence of the City and its respective elected officials, officers, employees, agents, and representatives that is not covered because of California Insurance Code §11580.04, the insurer's obligation to the City and its respective elected officials, officers, employees, agents, and representatives must be limited to obligations permitted by California Insurance Code §11580.04.

7-3.5.4.2 Primary and Non-Contributory Coverage. The policy or policies must be endorsed to provide that the insurance afforded by the Contractors Pollution Liability Insurance policy or policies is primary to any insurance or self-insurance of the City and its elected officials, officers, employees, agents and representatives with respect to operations including the completed operations of the Named Insured. Any insurance maintained by the City and its elected officials, officers, employees, agents and representatives must be in excess of your insurance and must not contribute to it.

7-3.5.4.3 Severability of Interest. For Contractors Hazardous Transporters Pollution Liability Insurance, the policy or policies must provide that your insurance must apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability and must provide cross-liability coverage.

7-3.5.5 **Builders Risk Endorsements.**

7-3.5.5.1 Waiver of Subrogation. The policy or policies must be endorsed to provide that the insurer will waive all rights of subrogation against the City, and its respective elected officials, officers, employees, agents, and representatives for losses paid under the terms of the policy or policies and which arise from work performed by the Named Insured for the City.

7-3.5.5.2 Builders Risk – Partial Utilization. If the City desire to occupy or use a portion or portions of the Work prior to Acceptance in accordance with this contract, the City will notify you and you must immediately notify your Builder's Risk insurer and obtain an endorsement that the policy or policies must not be cancelled or lapse on account of any such partial use or occupancy. You must obtain the endorsement prior to our occupation and use.

7-3.6 Deductibles and Self-Insured Retentions. You must pay for all deductibles and self-insured retentions. You must disclose deductibles and self-insured retentions to the City at the time the evidence of insurance is provided.

7-3.7 Reservation of Rights. The City reserves the right, from time to time, to review your insurance coverage, limits, deductibles and self-insured retentions to determine if they are acceptable to the City. The City will reimburse you, without overhead, profit, or any other markup, for the cost of additional premium for any coverage requested by the Engineer but not required by this contract.

7-3.8 Notice of Changes to Insurance. You must notify the City 30 days prior to any material change to the policies of insurance provided under this contract.

7-3.9 Excess Insurance. Policies providing excess coverage must follow the form of the primary policy or policies e.g., all endorsements.

7-3.10 Architects and Engineers Professional Insurance (Errors and Omissions Insurance).

1. For contracts with required engineering services (e.g., Design-Build, preparation of engineered Traffic Control Plans (TCP), etc. by the Contractor) for all of your employees or Subcontractors who provide professional engineering services under this contract, you must keep or must require its Subcontractor keep in full force and effect, Professional Liability coverage with a limit of **\$1,000,000** per claim and **\$2,000,000** annual aggregate.
2. You must ensure both that: (a) the policy retroactive date is on or before the date of commencement of the Project; and (b) the policy will be maintained in force for a period of 3 years after completion of the Project or termination of this contract whichever occurs last. You agree that for the time period specified above, there will be no changes or endorsements to the policy that affect the specified coverage.
3. If professional engineering services are to be provided solely by the Subcontractor, you must (a) certify this to the City in writing and (b) agree in writing to require the Subcontractor to procure Professional Liability coverage in accordance with the requirements set forth above.

7-4 WORKERS' COMPENSATION INSURANCE. DELETE in its entirety and SUBSTITUTE with the following:

7-4.1 Workers' Compensation Insurance and Employers Liability Insurance.

1. In accordance with the provisions of §3700 of the California Labor Code, you must provide at your expense Workers' Compensation Insurance and Employers Liability Insurance to protect you against all claims under applicable state workers compensation laws. The City, its elected officials, and employees will not be responsible for any claims in law or equity occasioned by your failure to comply with the requirements of this section.
2. Limits for this insurance must be not less than the following:

Workers' CompensationStatutory Employers Liability

Bodily Injury by Accident
 Bodily Injury by Disease
 Bodily Injury by Disease

\$1,000,000 each accident
 \$1,000,000 each employee
 \$1,000,000 policy limit

3. By signing and returning the Contract you certify that you are aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code and you must comply with such provisions before commencing the Work as required by §1861 of the California Labor Code.

7-4.1.1 Waiver of Subrogation.

The policy or policies must be endorsed to provide that the insurer will waive all rights of subrogation against the City, and its respective elected officials, officers, employees, agents, and representatives for losses paid under the terms of the policy or policies and which arise from work performed by the Named Insured for the City.

7-10.2.2.3 Engineered Traffic Control Plans Provided by the Contractor. To the City Supplement, ADD the following:

Engineered "D" size TCP are required for the following areas:

1. Meadowbrook Drive and Paradise Valley Road

7-10.5.3 Steel Plate Covers. Table 7-10.5.3(A), REVISE the plate thickness for 5'-3" trench width to read 1 3/4".**7-15 INDEMNIFICATION AND HOLD HARMLESS AGREEMENT.** To the City Supplement,, fourth paragraph, last sentence, DELETE in its entirety and SUBSTITUTE with the following:

Your duty to indemnify and hold harmless does not include any claims or liability arising from the established active or sole negligence, or willful misconduct of the City, its officers, or employees.

SECTION 9 - MEASUREMENT AND PAYMENT**9-3.2.5 Withholding of Payment.** To the City Supplement, item i), DELETE in its entirety and SUBSTITUTE with the following:

- i) Your failure to comply with 7-2.3, "PAYROLL RECORDS" and 2-16, "CONTRACTOR REGISTRATION AND ELECTRONIC REPORTING SYSTEM."

SECTION 203 – BITUMINOUS MATERIALS

203-15 RUBBER POLYMER MODIFIED SLURRY (RPMS). To the City Supplement, ADD the following:

RPMS shall be used on this contract.

SECTION 207 – PIPE

207-17.2.3 Pipe Manufacturer. To the City Supplement, DELETE in its entirety and SUBSTITUTE with the following:

PVC products as manufactured or distributed by J-M Manufacturing Company shall not be used on the Contract for pressurized pipe **unless specified otherwise**.

207-27 FUSIBLE NON-PRESSURE POLYVINYLCHLORIDE PIPE. DELETE in its entirety.

SECTION 308 – LANDSCAPE AND IRRIGATION INSTALLATION

308-7 GUARANTEE. To the City Supplement, DELETE in its entirety.

308-8 PAYMENT. To the City Supplement, DELETE in its entirety.

SECTION 705 – WATER DISCHARGES

705-2.6.1 General. Paragraph (3), CORRECT reference to Section 803 to read “Section 703.”

705-2.6.3 Community Health and Safety Plan. To the City Supplement, DELETE in its entirety and SUBSTITUTE with the following:

705-2.6.3 Community Health and Safety Plan. See 703-2, “Community Health and Safety Plan.”

SECTION 707 – RESOURCE DISCOVERIES

ADD:

707-1.1 Environmental Document. The City of San Diego Environmental Analysis Section (EAS) of the Development Services Department has prepared Mitigated Negative Declaration for Skyline Hills Library, PROJECT No. 14584, as referenced in the Contract Appendix. You must comply with all requirements of the Mitigated Negative Declaration as set forth in the Contract Appendix [A].

Compliance with the City’s environmental document is included in the various Bid items, unless a bid item has been provided.

END OF SUPPLEMENTARY SPECIAL PROVISIONS (SSP)

SUPPLEMENTARY SPECIAL PROVISIONS

APPENDICES

APPENDIX A
MITIGATED NEGATIVE DECLARATION



Mitigated Negative Declaration

Land Development
Review Division
(619) 446-5460

Project No. 14584

SUBJECT: Skyline Library. APPROVAL of a project proposal to renovate the existing 4,400-square-foot Skyline Library facility located on a 0.45-acre site. The project also proposes to acquire an adjacent 3.21-acre parcel of land for construction of a one-story, 15,000-square-foot library addition and new parking lot with 130 spaces. The project site is at 7844 Paradise Valley Road and is located in the Skyline-Paradise Hills Community Plan Area. Applicant: City of San Diego, Engineering and Capital Projects Department.

- I. PROJECT DESCRIPTION: See attached Initial Study.
- II. ENVIRONMENTAL SETTING: See attached Initial Study.
- III. DETERMINATION:

The City of San Diego has conducted an Initial Study which determined that the proposed project could have a significant environmental effect in the following area(s): Human Health and Public Safety. Subsequent revisions in the project proposal create the specific mitigation identified in Section V of this Mitigated Negative Declaration. The project as revised avoids or mitigates the potentially significant environmental effects previously identified, and the preparation of an Environmental Impact Report will not be required.

IV. DOCUMENTATION:

The attached Initial Study documents the reasons to support the above Determination.

V. MITIGATION, MONITORING AND REPORTING PROGRAM:

As conditions of project approval, the following mitigation measures are required to reduce potentially significant impacts associated with Human Health and Public Safety to below a level of significance:

Human Health and Public Safety

- 1 Prior to the Preconstruction meeting, the Project Engineer of the Engineering and Capital Projects Department shall submit to EAS for review and approval a Phase I: Site Assessment Report (SAR). The report shall include an analysis and discussion of existing soil conditions within the vicinity of and on the proposed expansion site and shall determine the presence or absence of petroleum hydrocarbons or other contaminants which may adversely affect Human Health

and Public Safety. If contaminated soils are present, the SAR shall recommend specific measures to reduce the human health and public safety risk to below a level of significance, including but not limited to, site remediation, on-site monitoring facilities, and/or special engineering controls. Such measures shall be clearly noted on the construction and/or grading plans and submitted to EAS for review.

- A. Prior to the Preconstruction Meeting, a copy of the SAR shall be forwarded to the Underground Storage Tank (UST) Program of the City's Environmental Services Department (ESD) for review and approval. A letter from ESD-UST program shall be submitted to EAS to confirm concurrence with the findings and/or recommendations of the SAR. The letter may include recommendations for additional mitigation measures if deemed necessary by ESD-UST Program staff. If ESD-UST recommends further measures to reduce the potential risk to Human Health and Public Safety, the conditions shall be incorporated into the project and shown on the grading plans.
- B. Prior to the Preconstruction meeting, a copy of the SAR and grading plans shall be forwarded to the County of San Diego Department of Environmental Health (DEH) - Site Assessment and Mitigation (SAM) Program for review and approval. A copy of a letter from the DEH-SAM Program from the Project Engineer shall be submitted to the Environmental Review Manager (ERM) of LDR to confirm that the SAR has been reviewed and that the proposed use of the project site would not result in a significant risk to Human Health and Public Safety. The letter may include recommendations for additional mitigation measures which shall be incorporated into the project design and/or grading plans if required by DEH-SAM Program staff.
- C. Sixty (60) days prior to the export of any spoils associated with site remediation activities, a letter shall be forwarded to the ERM of LDR which identifies the name and location of an authorized disposal facility for any contaminated soils.

VI. PUBLIC REVIEW DISTRIBUTION:

Draft copies or notice of this Mitigated Negative Declaration were distributed to:

State of California
State Clearinghouse
Regional Water Quality Control Board (44)

County of San Diego
Department of Environmental Health (75)

City of San Diego
Mayor Murphy, MS 11B (91)
Councilmember Lewis, District 4 MS 10A
Development Services Department
Library Department (81)

Engineering & Capital Projects Department MS 614
Environmental Services Department
Planning Department, Long Range Planning

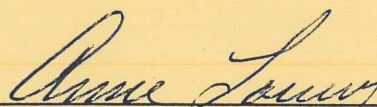
Others

Skyline Paradise Hills Planning Committee (443)
Jamacha Homeowners Association (444)

VII. RESULTS OF PUBLIC REVIEW:

- (x) No comments were received during the public input period.
- () Comments were received but did not address the draft Mitigated Negative Declaration finding or the accuracy/completeness of the Initial Study. No response is necessary. The letters are attached.
- () Comments addressing the findings of the draft Mitigated Negative Declaration and/or accuracy or completeness of the Initial Study were received during the public input period. The letters and responses follow.

Copies of the draft Mitigated Negative Declaration and any Initial Study material are available in the office of the Land Development Review Division for review, or for purchase at the cost of reproduction.



Anne Lowry, Senior Planner
Development Services Department

September 30, 2003
Date of Draft Report

November 4, 2003
Date of Final Report

Analyst: Blake/Lowry

Notice of Completion and Environmental Document Transmittal Form

See NOTE below

Mail to: State Clearinghouse, 1400 Tenth Street, Sacramento, CA 95814 916/445-0613

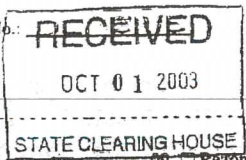
SCH #

2003101010

- 1. Project Title: Skyline Library
- 2. Lead Agency: City of San Diego
- 3a. Street Address: 1222 First Avenue
- 3b. City: San Diego
- 3c. County: San Diego
- 3d. Contact Person: Martha Blake
- 3e. City: San Diego
- 3f. Zip: 92101
- 3g. Phone: 619-446-5375

- Project Location: 7844 Paradise Valley Road
- 4. County: San Diego
- 4a. City/Community: San Diego/Skyline Paradise Hills
- 4b. Assessor's Parcel No. _____
- 4c. Section: _____ Township: _____ Range: _____
- 5. Cross Streets: Meadowbrook Drive
- 5a. For Rural, Nearest Community: _____
- 6. Within 2 Miles: a. State Hwy #: _____
- 6a. Airports: _____
- 6b. Railways: _____
- 6c. Waterways: _____

7. Document Type
- CEQA: 01. NOP 05. Supplemental/Subsequent EIR NEPA: 09. NOI OTHER:
13. Joint Document
02. Early Cons (Prior SCH No. _____)
03. Neg Dec 06. NOE
04. Draft EIR 07. NOC
08. NOD
10. FONSI 14. Final Document
11. Draft EIS 15. Other
12. EA



8. Local Action Type
01. General Plan Update 05. Annexation 09. Rezone

02. New Element 06. Specific Plan 10. Land Division (Subdivision, Parcel Map, Tract Map, etc.)

03. General Plan Amendment 07. Community Plan

04. Master Plan 08. Redevelopment 11. Use Permit

12. Waste Mgmt Plan

13. Cancel Ag Preserve

14. X Other: Funding

9. Development Type
01. Residential: Units _____ Acres _____ 07. Mining: Mineral _____
02. Office: Sq.ft. _____ Acres _____ Employees _____ 08. Power: Type _____ Watts _____
03. Shopping/Commercial: Sq.ft. _____ Acres _____ Employees _____ 09. Waste Treatment: Type _____
04. Industrial: Sq.ft. _____ Acres _____ Employees _____ 10. OCS Related
05. Water Facilities: MGD _____ 11. X Other: Public Library
06. Transportation: Type _____

10. Total Acres 3.21 11. Total Jobs Created N/A

12. Project Issues Discussed in Document
01. Aesthetic/Visual 09. Geologic/Seismic
02. Agricultural Land 10. Jobs/Housing Balance
03. Air Quality 11. Minerals
04. Archaeological/Historical 12. Noise
05. Coastal Zone 13. Public Services
06. Economic 14. Schools
07. Fire Hazard 15. Septic Systems
08. Flooding/Drainage 16. Sewer Capacity
17. Social
18. Soil Erosion
19. Solid Waste
20. X Toxic/Hazardous
21. Traffic/Circulation
22. Vegetation
23. Water Quality
24. Water Supply
25. Wetland/Riparian
26. Wildlife
27. Growth Inducing
28. Incompatible Land Use
29. Cumulative Effects
30. Paleontological Resources
31. Other _____

13. Funding (approx.) Federal \$ N/A State \$ N/A Total \$ N/A

14. Present Land Use and Zoning:

15. Project Description APPROVAL of a project proposal to renovate the existing 4,400-square-foot Skyline Library facility located on a 0.45-acre site. The project also proposes to acquire an adjacent 3.21-acre parcel of land for construction of a one-story, 15,000-square-foot library addition and new parking lot with 130 spaces. The project site is at 7844 Paradise Valley Road and is located in the Skyline-Paradise Hills Community Plan Area.

State Clearinghouse Contact: cm
(916) 445-0613

State Review Began: 10-1 - 2003

SCH COMPLIANCE 10-30 2003

- Project Sent to the following State Agencies
- Resources
 - Boating & Waterways
 - Coastal Comm
 - Colorado Rvr Bd
 - Conservation
 - Fish & Game # 5
 - Delta Protection Comm
 - Forestry & Fire Prot
 - Historic Preservation
 - Parks & Rec
 - Reclamation Board
 - Bay Cons & Dev Comm
 - DWR
 - OES (Emergency Svcs)
 - Bus Transp Hous
 - Aeronautics
 - CHP
 - Caltrans # 11
 - Trans Planning
 - Housing & Com Dev
 - Food & Agriculture
 - Health Services
 - State/Consumer Svcs
 - General Services
 - Cal EPA
 - ARB - Airport Projects
 - ARB - Transportation Projects
 - ARB - Major Industrial Projects
 - Integrated Waste Mgmt Bd
 - SWRCB: Clean Wtr Prog
 - SWRCB: Wtr Quality
 - SWRCB: Wtr Rights
 - Reg. WQCB # 9
 - Toxic Sub Ctrl-CTC
 - Yth/Adlt Corrections
 - Corrections
 - Independent Comm
 - Energy Commission
 - NAHC
 - Public Utilities Comm
 - Santa Monica Mtns
 - State Lands Comm
 - Tahoe Rgl Plan Agency
 - Other: Office of Library Construction

Please note State Clearinghouse Number (SCH#) on all Comments

SCH#: 2003101010

Please forward late comments directly to the Lead Agency

AQMD/APCD 27

(Resources: 10/4)

City of San Diego
Development Services Department
LAND DEVELOPMENT REVIEW DIVISION
1222 First Avenue, Mail Station 501
San Diego, CA 92101
(619) 446-5460

INITIAL STUDY
Project No. 14584

SUBJECT: Skyline Library. APPROVAL of a project proposal to renovate the existing 4,400-square-foot Skyline Library facility located on a 0.45-acre site. The project also proposes to acquire an adjacent 3.21-acre parcel of land for construction of a one-story, 15,000-square-foot library addition and new parking lot with 130 spaces. The project site is at 7844 Paradise Valley Road and is located in the Skyline-Paradise Hills Community Plan Area. Applicant: City of San Diego, Engineering and Capital Projects Department.

I. PURPOSE AND MAIN FEATURES:

The proposed project is to construct a 15,000-square-foot, one-story addition to an existing 4,400-square-foot library, known as the Skyline Branch Library. The existing library is located on a 19,650-square-foot (0.45-acre) lot that fronts Meadowbrook Drive, just north of Paradise Valley Road (See Figure 1). A contiguous, 139,828-square-foot (3.21-acre) parcel that is currently vacant, lies to the west and southwest of the current library site. Under the proposed project, this parcel would be acquired by the City of San Diego, for location of the proposed library addition, as well as for all parking. This parcel fronts Paradise Valley Road, and access to the library would be provided from Paradise Valley Road upon completion of the project.

As stated above, the new library complex would include a one-story, 15,000-square-foot addition that would house the primary library functions. The existing 4,400-square-foot library would be renovated to contain an approximate 2,500-square-foot community meeting room that could serve up to 100 people; a large storage room (for tables and chairs); two large seminar rooms, approximately 400 square feet each, with seating for about 20 people; and one smaller, approximately 200 square feet, with room for about 10 people. A catering kitchen and audio/visual (a/v) closet would also be incorporated in this space. Also, a 400-square-foot "Friends of the Library" room, along with renovated and expanded, ADA compliant restrooms would be constructed in the existing library building.

The site is zoned CC-2-3, which is Commercial Community, with no residential uses allowed, and the development is to accommodate auto-oriented uses. The project is consistent with the zone and the designation of this site for a library use in the Skyline Paradise Hills Community Plan. The project proposes to provide 130 parking spaces, where 124 spaces are required. Five-foot wide, landscaped parking islands are proposed for the parking lot, thus meeting the City-wide Landscape Regulations. In addition, landscaping would be provided along Paradise Valley Road consistent with the Landscape Regulations and using trees from the community designated species list. The project proposes a 15-foot setback from the property line along Paradise Valley Road, and a 10-foot setback along the western property line. The existing library would maintain the existing 36-foot setback from Meadowbrook Drive. The existing driveway access from Meadowbrook Drive would be removed, and an outdoor garden reading area is proposed for that area.

Vehicular access would be from Paradise Valley Road, via one existing driveway, and a new proposed driveway. Pedestrian access would include a curved trellis along the west elevation of the new building, and would be lighted. The entrance would be visible from Paradise Valley Road, and new hardscape along Paradise Valley Road would incorporate an existing bus stop into the front yard of the proposed library addition.

II. ENVIRONMENTAL SETTING:

The proposed project site is located at 7844 Paradise Valley Road. The existing library fronts Meadowbrook Drive, just north of the intersection with Paradise Valley Road (see Figure 1). The parcel that would be acquired by the City for the construction of the library addition and parking lot is adjacent to Paradise Valley Road, west of the intersection with Meadowbrook Drive. The new area for the library addition and parking lot is currently vacant. Portions of the lot are paved, while other areas have been graded but are not paved, and are currently fenced off. The project site does not support any sensitive biological resources (neither flora nor fauna), and the site is neither within nor adjacent to the City's Multi-Habitat Preserve Area (MHPA).

The proposed development is located within a commercial area that includes a grocery store north of the existing and proposed expanded library. At the northwest corner of the intersection of Meadowbrook Drive and Paradise Valley Road is a smog test station. The proposed library complex would essentially be a "L"-shape structure around that station (see Figure 2).

The area is urbanized, with the four-lane Paradise Valley Road south of the project site, and the four-lane Meadowbrook Drive east of the project site. Residential development borders the site along the west, as well as on the south side of Paradise Valley Road.

III. ENVIRONMENTAL ANALYSIS: See attached Initial Study checklist.

IV. DISCUSSION:

Human Health and Public Safety

The proposed project is located adjacent to an existing smog test station. The smog station site was at one time, a gas station. Because of the potential for the soils to be contaminated, a Phase I: Site Assessment Report (SAR) would be required prior to the City's acquisition of the adjacent 3.21-acre parcel. The report would include an analysis and discussion of existing soil conditions within the vicinity of and on the proposed expansion site and shall determine the presence or absence of petroleum hydrocarbons or other contaminants which may adversely affect Human Health and Public Safety. If contaminated soils are present, the SAR shall recommend specific measures to reduce the human health and public safety risk to below a level of significance, including but not limited to, site remediation, on-site monitoring devices, and/or special engineering controls. The Mitigation, Monitoring and Reporting Program Section of the Mitigated Negative Declaration (Section V) details the required program to ensure that any potential impacts to Human Health and Public Safety would be mitigated to below a level of significance.

V. RECOMMENDATION:

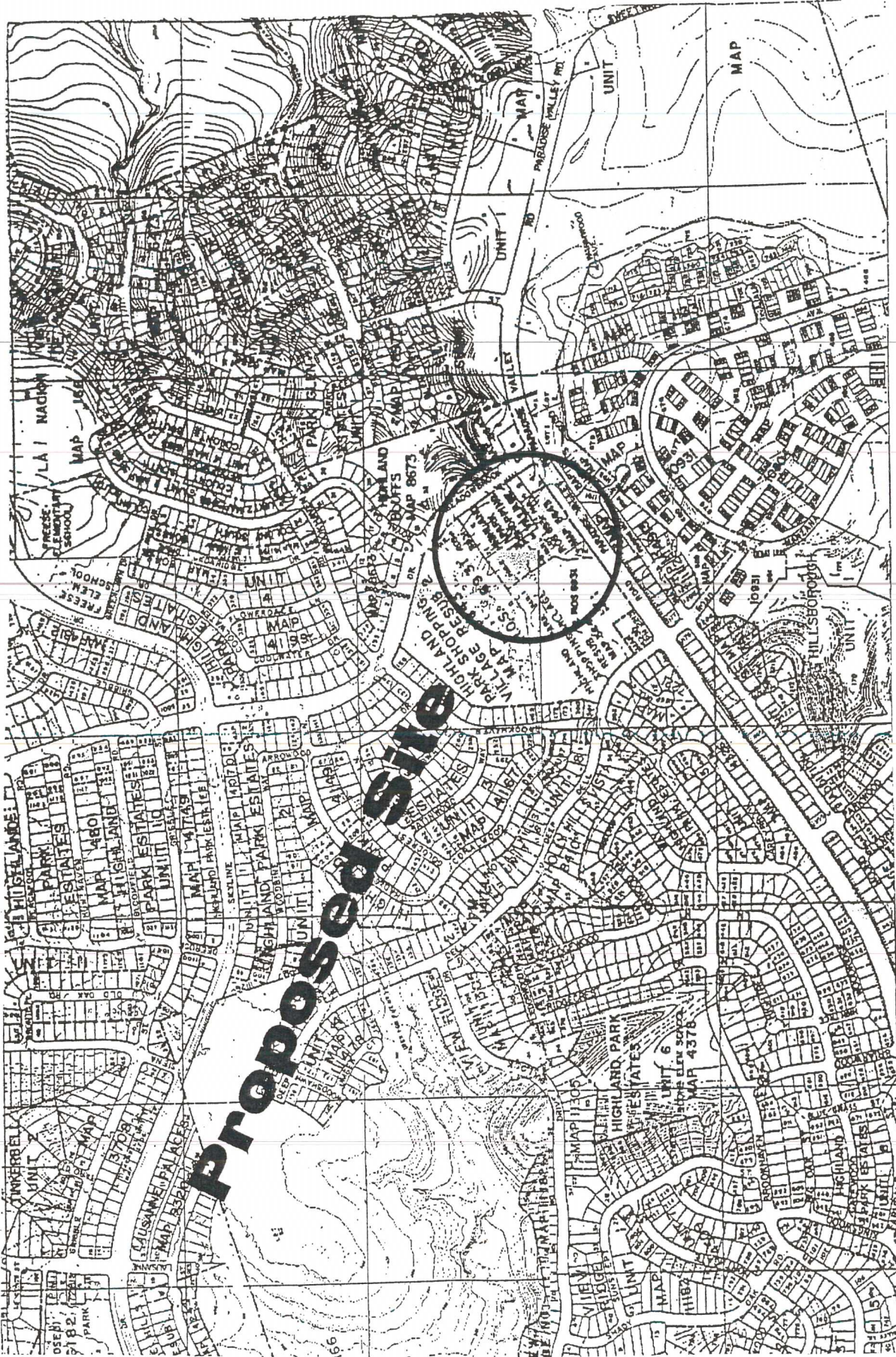
On the basis of this initial evaluation:

- The proposed project would not have a significant effect on the environment, and a NEGATIVE DECLARATION should be prepared.
- Although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because the mitigation measures described in Section IV above have been added to the project. A MITIGATED NEGATIVE DECLARATION should be prepared.
- The proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT should be required.

PROJECT ANALYST: Blake

Attachments: Figure 1 Location Map
Figure 2 Site Map

Figure 1



Location Map
Environmental Analysis Section
CITY OF SAN DIEGO • DEVELOPMENT SERVICES DEPARTMENT



Initial Study Checklist

Date: September 24, 2003

PTS: 14584

Name of Project: Skyline Library

III. ENVIRONMENTAL ANALYSIS:

The purpose of the Initial Study is to identify the potential for significant environmental impacts which could be associated with a project pursuant to Section 15063 of the State CEQA Guidelines. In addition, the Initial Study provides the lead agency with information which forms the basis for deciding whether to prepare an Environmental Impact Report, Negative Declaration or Mitigated Negative Declaration. This Checklist provides a means to facilitate early environmental assessment. However, subsequent to this preliminary review, modifications to the project may mitigate adverse impacts. All answers of "yes" and "maybe" indicate that there is a potential for significant environmental impacts and these determinations are explained in Section IV of the Initial Study.

Yes Maybe No

I. AESTHETICS / NEIGHBORHOOD CHARACTER – Will the proposal result in:

A. The obstruction of any vista or scenic view from a public viewing area?

___ ___ X

No such vistas or views exist on or adjacent to the site.

B. The creation of a negative aesthetic site or project?

___ ___ X

Project proposes a one-story library addition to an existing one-story library located in a commercial area.

C. Project bulk, scale, materials, or style which would be incompatible with surrounding development?

___ ___ X

The proposed project would be compatible.

D. Substantial alteration to the existing character of the area?

___ ___ X

Addition to an existing library.

	<u>Yes</u>	<u>Maybe</u>	<u>No</u>
E. The loss of any distinctive or landmark tree(s), or a stand of mature trees?	___	___	<u>X</u>
<u>No such trees on site.</u>			
F. Substantial change in topography or ground surface relief features?	___	___	<u>X</u>
<u>No such changes would result.</u>			
G. The loss, covering or modification of any unique geologic or physical features such as a natural canyon, sandstone bluff, rock outcrop, or hillside with a slope in excess of 25 percent?	___	___	<u>X</u>
<u>No such features on site.</u>			
H. Substantial light or glare?	___	___	<u>X</u>
<u>One-story addition would not result in such impacts.</u>			
I. Substantial shading of other properties?	___	___	<u>X</u>
<u>No such shading would result.</u>			
II. AGRICULTURE RESOURCES / NATURAL RESOURCES / MINERAL RESOURCES			
– Would the proposal result in:			
A. The loss of availability of a known mineral resource (e.g., sand or gravel) that would be of value to the region and the residents of the state?	___	___	<u>X</u>
<u>No such resources on site.</u>			
B. The conversion of agricultural land to nonagricultural use or impairment of the agricultural productivity of agricultural land?	___	___	<u>X</u>
<u>See II.A.</u>			

Yes Maybe No

III. AIR QUALITY – Would the proposal:

A. Conflict with or obstruct implementation of the applicable air quality plan? X

No such conflicts or obstructions would result.

B. Violate any air quality standard or contribute substantially to an existing or projected air quality violation? X

No such impacts would result.

C. Expose sensitive receptors to substantial pollutant concentrations? X

No such impacts would result - a library use.

D. Create objectionable odors affecting a substantial number of people? X

No such impacts would result - a library use.

E. Exceed 100 pounds per day of Particulate Matter 10 (dust)? X

Possibly during construction only.
Project is required to comply with standard construction procedures to minimize any such emissions.

F. Alter air movement in the area of the project? X

No such alterations would occur.

G. Cause a substantial alteration in moisture, or temperature, or any change in climate, either locally or regionally? X

No such alterations would result.

Yes Maybe No

IV. BIOLOGY – Would the proposal result in:

- A. A reduction in the number of any unique, rare, endangered, sensitive, or fully protected species of plants or animals?

_____ _____ X

No such biological resources on or adjacent to the site.

- B. A substantial change in the diversity of any species of animals or plants?

_____ _____ X

No such impacts would result.

- C. Introduction of invasive species of plants into the area?

_____ _____ X

No such impacts would result.

- D. Interference with the movement of any resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors?

_____ _____ X

No such impacts would result.

- E. An impact to a sensitive habitat, including, but not limited to streamside vegetation, aquatic, riparian, oak woodland, coastal sage scrub or chaparral?

_____ _____ X

No such impacts would result.

- F. An impact on City, State, or federally regulated wetlands (including, but not limited to, coastal salt marsh, vernal pool, lagoon, coastal, etc.) through direct removal, filling, hydrological interruption or other means?

_____ _____ X

No such impacts would result.

Yes Maybe No

G. Conflict with the provisions of the City's Multiple Species Conservation Program Subarea Plan or other approved local, regional or state habitat conservation plan?

___ ___ X

No such impacts would result.

V. ENERGY – Would the proposal:

A. Result in the use of excessive amounts of fuel or energy (e.g. natural gas)?

___ ___ X

Project would not require excessive amounts of fuel or energy to operate.

B. Result in the use of excessive amounts of power?

___ ___ X

Project would not require excessive amounts of power to operate.

VI. GEOLOGY/SOILS – Would the proposal:

A. Expose people or property to geologic hazards such as earthquakes, landslides, mudslides, ground failure, or similar hazards?

___ ___ X

Project site is in Geologic Hazard Category 52: "Other level areas, gently sloping to steep terrain, favorable geologic structure, low risk".

B. Result in a substantial increase in wind or water erosion of soils, either on or off the site?

___ ___ X

No such impacts would result. .

C. Be located on a geologic unit or soil that is unstable or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?

___ ___ X

Yes Maybe No

Project would not result in such impacts.

VII. HISTORICAL RESOURCES – Would the proposal result in:

- A. Alteration of or the destruction of a prehistoric or historic archaeological site? X

No such sites on or adjacent to the project site.

- B. Adverse physical or aesthetic effects to a prehistoric or historic building, structure, object, or site? X

No such buildings, structure, objects, or sites on or adjacent to the project site.

- C. Adverse physical or aesthetic effects to an architecturally significant building, structure, or object? X

No such effects would result, as no such resources are located on the project site.

- D. Any impact to existing religious or sacred uses within the potential impact area? X

No such uses on the project site.

- D. The disturbance of any human remains, including those interred outside of formal cemeteries? X

No such impacts would result, as no such remains have been located on site.

VIII. HUMAN HEALTH / PUBLIC SAFETY / HAZARDOUS MATERIALS : Would the proposal:

- A. Create any known health hazard (excluding mental health)? X

No such impacts would result.

Yes Maybe No

B. Expose people or the environment to a significant hazard through the routine transport, use or disposal of hazardous materials?

___ ___ X

No such impacts would result.

C. Create a future risk of an explosion or the release of hazardous substances (including but not limited to gas, oil, pesticides, chemicals, radiation, or explosives)?

___ ___ X

No such risks would be created.

D. Impair implementation of, or physically interfere with an adopted emergency response plan or emergency evacuation plan?

___ ___ X

Project is consistent with plan.

E. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, create a significant hazard to the public or environment?

___ X ___

The proposed project is adjacent to a former gas station/current smog check station. Please see the Initial Study discussion.

F. Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?

___ X ___

See VIII. E.

IX. HYDROLOGY/WATER QUALITY – Would the proposal result in:

A. An increase in pollutant discharges, including down stream sedimentation, to receiving waters during or following construction? Consider water quality parameters such as

	<u>Yes</u>	<u>Maybe</u>	<u>No</u>
<p>temperature dissolved oxygen, turbidity and other typical storm water pollutants. <u>No such impacts would result.</u></p>	—	—	<u>X</u>
<p>B. An increase in impervious surfaces and associated increased runoff?</p> <p><u>Minor increase in impervious surface. Project would be required to comply with the City's stormwater regulations, therefore, no impacts off-site would result. Compliance with the regulations requires implementing pre- and post-construction Best Management Practices (BMPs).</u></p>	—	—	<u>X</u>
<p>C. Substantial alteration to on- and off-site drainage patterns due to changes in runoff flow rates or volumes?</p> <p><u>No such impacts would result.</u></p>	—	—	<u>X</u>
<p>D. Discharge of identified pollutants to an already impaired water body (as listed on the Clean Water Act Section 303(b) list)?</p> <p><u>No such discharges would result.</u></p>	—	—	<u>X</u>
<p>E. A potentially significant adverse impact on ground water quality?</p> <p><u>No such impacts would result.</u></p>	—	—	<u>X</u>
<p>F. Cause or contribute to an exceedance of applicable surface or groundwater receiving water quality objectives or degradation of beneficial uses?</p> <p><u>No such degradation would result from the proposed project.</u></p>	—	—	<u>X</u>
<p>X. LAND USE – Would the proposal result in:</p> <p>A. A land use which is inconsistent with the adopted community plan land use</p>			

Yes Maybe No

designation for the site or conflict with any applicable land use plan, policy or regulation of an agency with jurisdiction over a project?

___ ___ X

Project is consistent with the community plan, as this site is identified for library uses on the community land use map.

B. A conflict with the goals, objectives and recommendations of the community plan in which it is located?

___ ___ X

See X.A.

C. A conflict with adopted environmental plans, including applicable habitat conservation plans adopted for the purpose of avoiding or mitigating an environmental effect for the area?

___ ___ X

No such conflicts exist with the proposed project.

D. Physically divide an established community?

___ ___ X

No such division would result from the proposed amendments.

E. Land uses which are not compatible with aircraft accident potential as defined by an adopted airport Comprehensive Land Use Plan?

___ ___ X

No such conflicts exist.

XI. NOISE – Would the proposal result in:

A. A significant increase in the existing ambient noise levels?

___ ___ X

No such increase would result.

B. Exposure of people to noise levels which exceed the City's adopted noise ordinance?

___ ___ X

Yes Maybe No

Proposed project would not result in any such exposures, except possible during construction. The project must comply with standard construction practices such as limiting the hours of construction to minimize any impacts.

- C. Exposure of people to current or future transportation noise levels which exceed standards established in the Transportation Element of the General Plan or an adopted airport Comprehensive Land Use Plan?

_____ _____ X

No such exposure would result.

- XII. PALEONTOLOGICAL RESOURCES: Would the proposal impact a unique paleontological resource or site or unique geologic feature?

_____ _____ X

No such resources on site.

- XIII. POPULATION AND HOUSING – Would the proposal:

- A. Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?

_____ _____ X

No such impacts would result from the proposed project.

- B. Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?

_____ _____ X

See XIII.A.

- C. Alter the planned location, distribution, density or growth rate of the population of an area?

_____ _____ X

See XIII.A.

Yes Maybe No

XV. RECREATIONAL RESOURCES - Would the proposal result in:

- A. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated? X

Addition to existing library in urbanized area - no such impacts would result.

- B. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment? X

Addition to existing library in urbanized area - no such impacts would result.

XVI. TRANSPORTATION/CIRCULATION – Would the proposal result in:

- A. Traffic generation in excess of specific/community plan allocation? X

The anticipated traffic generation is consistent with the community plan, and no traffic study is required for the proposed project.

- B. An increase in projected traffic which is substantial in relation to the existing traffic load and capacity of the street system? X

No such increases would result.

- C. An increased demand for off-site parking? X

No such demand would result.

- D. Effects on existing parking? X

Yes Maybe No

Existing parking would increase to provide adequate parking for the proposed facility.

E. Substantial impact upon existing or planned transportation systems?

___ ___ X

No such impacts would result.

F. Alterations to present circulation movements including effects on existing public access to beaches, parks, or other open space areas?

___ ___ X

No such access on or from the proposed project site.

G. Increase in traffic hazards for motor vehicles, bicyclists or pedestrians due to a proposed, non-standard design feature (e.g., poor sight distance or driveway onto an access-restricted roadway)?

___ ___ X

No such impacts would result.

H. A conflict with adopted policies, plans or programs supporting alternative transportation models (e.g., bus turnouts, bicycle racks)?

___ ___ X

No such conflicts.

XVII. UTILITIES – Would the proposal result in a need for new systems, or require substantial alterations to existing utilities, including:

A. Natural gas?

___ ___ X

Urbanized, developed site - all needed utilities currently exist.

B. Communications systems?

___ ___ X

Urbanized, developed site - all needed utilities currently exist.

	<u>Yes</u>	<u>Maybe</u>	<u>No</u>
C. Water?	—	—	<u>X</u>
<u>Urbanized, developed site - all needed utilities currently exist.</u>			
D. Sewer?	—	—	<u>X</u>
<u>Urbanized, developed site - all needed utilities currently exist.</u>			
E. Storm water drainage?	—	—	<u>X</u>
<u>Project is required to comply with the City's stormwater regulations, therefore, no mitigation measures are required.</u>			

XVIII. WATER CONSERVATION – Would the proposal result in:

A. Use of excessive amounts of water?	—	—	<u>X</u>
<u>No excessive amounts of water would be used by the proposed library project.</u>			
B. Landscaping which is predominantly non-drought resistant vegetation?	—	—	<u>X</u>
<u>Project would comply with City-wide Landscape Regulations.</u>			

XIX. MANDATORY FINDINGS OF SIGNIFICANCE:

A. Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?	—	—	<u>X</u>
---	---	---	----------

Yes Maybe No

The proposed project would have no such impacts.

- B. Does the project have the potential to achieve short-term, to the disadvantage of long-term, environmental goals? (A short-term impact on the environment is one which occurs in a relatively brief, definitive period of time while long-term impacts would endure well into the future.)

___ ___ X

The proposed project would have no such impacts.

- C. Does the project have impacts which are individually limited, but cumulatively considerable? (A project may impact on two or more separate resources where the impact on each resource is relatively small, but where the effect of the total of those impacts on the environment is significant.)

___ ___ X

The project would not result in any such cumulative impacts.

- D. Does the project have environmental effects which would cause substantial adverse effects on human beings, either directly or indirectly?

___ ___ X

No such impacts would result from the proposed project.

INITIAL STUDY CHECKLIST

REFERENCES

I. Aesthetics / Neighborhood Character

City of San Diego Progress Guide and General Plan.

Community Plan.

Local Coastal Plan.

II. Agricultural Resources / Natural Resources / Mineral Resources

City of San Diego Progress Guide and General Plan.

U.S. Department of Agriculture, Soil Survey - San Diego Area, California, Part I and II, 1973.

California Department of Conservation - Division of Mines and Geology, Mineral Land Classification.

Division of Mines and Geology, Special Report 153 - Significant Resources Maps.

III. Air - n/a

California Clean Air Act Guidelines (Indirect Source Control Programs) 1990.

Regional Air Quality Strategies (RAQS) - APCD.

Site Specific Report: _____

IV. Biology

City of San Diego, Multiple Species Conservation Program (MSCP), Subarea Plan, 1997

City of San Diego, MSCP, "Vegetation Communities with Sensitive Species and Vernal Pools" maps, 1996.

City of San Diego, MSCP, "Multiple Habitat Planning Area" maps, 1997.

Community Plan - Resource Element.

___ California Department of Fish and Game, California Natural Diversity Database, "State and Federally-listed Endangered, Threatened, and Rare Plants of California," January 2001.

___ California Department of Fish & Game, California Natural Diversity Database, "State and Federally-listed Endangered and Threatened Animals of California," January 2001.

X City of San Diego Land Development Code Biology Guidelines.

___ Site Specific Report:

V. Energy - n/a

___ _____

VI. Geology/Soils

X City of San Diego Seismic Safety Study.

X U.S. Department of Agriculture Soil Survey - San Diego Area, California, Part I and II, December 1973 and Part III, 1975.

___ Site Specific Report: _____

VII. Historical Resources

X City of San Diego Historical Resources Guidelines.

X City of San Diego Archaeology Library.

X Historical Resources Board List.

___ Community Historical Survey: _____

___ Site Specific Report: _____

VIII. Human Health / Public Safety / Hazardous Materials

X San Diego County Hazardous Materials Environmental Assessment Listing, 2003.

___ San Diego County Hazardous Materials Management Division

___ FAA Determination

State Assessment and Mitigation, Unauthorized Release Listing, Public Use Authorized 1995.

Airport Comprehensive Land Use Plan.

Site Specific Report: _____

IX. Hydrology/Water Quality - n/a

Flood Insurance Rate Map (FIRM).

Federal Emergency Management Agency (FEMA), National Flood Insurance Program - Flood Boundary and Floodway Map.

Clean Water Act Section 303(b) list, dated May 19, 1999, http://www.swrcb.ca.gov/tmdl/303d_lists.html.

X. Land Use

City of San Diego Progress Guide and General Plan.

Community Plan.

Airport Comprehensive Land Use Plan

City of San Diego Zoning Maps

FAA Determination

XI. Noise

Community Plan

Site Specific Report: _____.

San Diego International Airport - Lindbergh Field CNEL Maps.

Brown Field Airport Master Plan CNEL Maps.

Montgomery Field CNEL Maps.

San Diego Association of Governments - San Diego Regional Average Weekday Traffic Volumes.

San Diego Metropolitan Area Average Weekday Traffic Volume Maps, SANDAG.

___ City of San Diego Progress Guide and General Plan.

___ Site Specific Report: _____

XII. Paleontological Resources

X City of San Diego Paleontological Guidelines.

___ Thomas A., and Stephen L. Walsh, "Paleontological Resources City of San Diego," Department of Paleontology San Diego Natural History Museum, 1996.

___ Kennedy, Michael P., and Gary L. Peterson, "Geology of the San Diego Metropolitan Area, California. Del Mar, La Jolla, Point Loma, La Mesa, Poway, and SW 1/4 Escondido 7 1/2 Minute Quadrangles," California Division of Mines and Geology Bulletin 200, Sacramento, 1975.

X Kennedy, Michael P., and Siang S. Tan, "Geology of National City, Imperial Beach and Otay Mesa Quadrangles, Southern San Diego Metropolitan Area, California," Map Sheet 29, 1977.

___ Site Specific Report: _____

XIII. Population / Housing

___ City of San Diego Progress Guide and General Plan.

X Community Plan.

___ Series 8 Population Forecasts, SANDAG.

___ Other: _____

XIV. Public Services

X City of San Diego Progress Guide and General Plan.

___ Community Plan.

XV. Recreational Resources - n/a

___ City of San Diego Progress Guide and General Plan.

___ Community Plan.

___ Department of Park and Recreation

___ City of San Diego - San Diego Regional Bicycling Map

___ Additional Resources: _____

XVI. Transportation / Circulation

X City of San Diego Progress Guide and General Plan.

X Community Plan.

___ San Diego Metropolitan Area Average Weekday Traffic Volume Maps, SANDAG.

X San Diego Region Weekday Traffic Volumes, SANDAG.

___ Site Specific Report: _____

XVII. Utilities -n/a

___ _____

XVIII. Water Conservation - n/a

___ Sunset Magazine, New Western Garden Book. Rev. ed. Menlo Park, CA: Sunset Magazine.

APPENDIX B
FIRE HYDRANT METER PROGRAM

CITY OF SAN DIEGO CALIFORNIA DEPARTMENT INSTRUCTIONS	NUMBER DI 55.27	DEPARTMENT Water Department
SUBJECT FIRE HYDRANT METER PROGRAM (FORMERLY: CONSTRUCTION METER PROGRAM)	PAGE 1 OF 10	EFFECTIVE DATE October 15, 2002
	SUPERSEDES DI 55.27	DATED April 21, 2000

1. **PURPOSE**

1.1 To establish a Departmental policy and procedure for issuance, proper usage and charges for fire hydrant meters.

2. **AUTHORITY**

2.1 All authorities and references shall be current versions and revisions.

2.2 San Diego Municipal Code (NC) Chapter VI, Article 7, Sections 67.14 and 67.15

2.3 Code of Federal Regulations, Safe Drinking Water Act of 1986

2.4 California Code of Regulations, Titles 17 and 22

2.5 California State Penal Code, Section 498B.0

2.6 State of California Water Code, Section 110, 500-6, and 520-23

2.7 Water Department Director

Reference

2.8 State of California Guidance Manual for Cross Connection Programs

2.9 American Water Works Association Manual M-14, Recommended Practice for Backflow Prevention

2.10 American Water Works Association Standards for Water Meters

2.11 U.S.C. Foundation for Cross Connection Control and Hydraulic Research Manual

3. **DEFINITIONS**

3.1 **Fire Hydrant Meter:** A portable water meter which is connected to a fire hydrant for the purpose of temporary use. (These meters are sometimes referred to as Construction Meters.)

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- 3.2 **Temporary Water Use:** Water provided to the customer for no longer than twelve (12) months.
- 3.3 **Backflow Preventor:** A Reduced Pressure Principal Assembly connected to the outlet side of a Fire Hydrant Meter.

4. **POLICY**

- 4.1 The Water Department shall collect a deposit from every customer requiring a fire hydrant meter and appurtenances prior to providing the meter and appurtenances (see Section 7.1 regarding the Fees and Deposit Schedule). The deposit is refundable upon the termination of use and return of equipment and appurtenances in good working condition.
- 4.2 Fire hydrant meters will have a 2 ½" swivel connection between the meter and fire hydrant. The meter shall not be connected to the 4" port on the hydrant. All Fire Hydrant Meters issued shall have a Reduced Pressure Principle Assembly (RP) as part of the installation. Spanner wrenches are the only tool allowed to turn on water at the fire hydrant.
- 4.3 The use of private hydrant meters on City hydrants is prohibited, with exceptions as noted below. All private fire hydrant meters are to be phased out of the City of San Diego. All customers who wish to continue to use their own fire hydrant meters must adhere to the following conditions:
 - a. Meters shall meet all City specifications and American Water Works Association (AWWA) standards.
 - b. Customers currently using private fire hydrant meters in the City of San Diego water system will be allowed to continue using the meter under the following conditions:
 - 1. The customer must submit a current certificate of accuracy and calibration results for private meters and private backflows annually to the City of San Diego, Water Department, Meter Shop.

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2. The meter must be properly identifiable with a clearly labeled serial number on the body of the fire hydrant meter. The serial number shall be plainly stamped on the register lid and the main casing. Serial numbers shall be visible from the top of the meter casing and the numbers shall be stamped on the top of the inlet casing flange.
3. All meters shall be locked to the fire hydrant by the Water Department, Meter Section (see Section 4.7).
4. All meters shall be read by the Water Department, Meter Section (see Section 4.7).
5. All meters shall be relocated by the Water Department, Meter Section (see Section 4.7).
6. These meters shall be tested on the anniversary of the original test date and proof of testing will be submitted to the Water Department, Meter Shop, on a yearly basis. If not tested, the meter will not be allowed for use in the City of San Diego.
7. All private fire hydrant meters shall have backflow devices attached when installed.
8. The customer must maintain and repair their own private meters and private backflows.
9. The customer must provide current test and calibration results to the Water Department, Meter Shop after any repairs.
10. When private meters are damaged beyond repair, these private meters will be replaced by City owned fire hydrant meters.

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11. When a private meter malfunctions, the customer will be notified and the meter will be removed by the City and returned to the customer for repairs. Testing and calibration results shall be given to the City prior to any re-installation.
 12. The register shall be hermetically sealed straight reading and shall be readable from the inlet side. Registration shall be in hundred cubic feet.
 13. The outlet shall have a 2 ½ “National Standards Tested (NST) fire hydrant male coupling.
 14. Private fire hydrant meters shall not be transferable from one contracting company to another (i.e. if a company goes out of business or is bought out by another company).
- 4.4 All fire hydrant meters and appurtenances shall be installed, relocated and removed by the City of San Diego, Water Department. All City owned fire hydrant meters and appurtenances shall be maintained by the City of San Diego, Water Department, Meter Services.
- 4.5 If any fire hydrant meter is used in violation of this Department Instruction, the violation will be reported to the Code Compliance Section for investigation and appropriate action. Any customer using a fire hydrant meter in violation of the requirements set forth above is subject to fines or penalties pursuant to the Municipal Code, Section 67.15 and Section 67.37.

4.6 Conditions and Processes for Issuance of a Fire Hydrant Meter

Process for Issuance

- a. Fire hydrant meters shall only be used for the following purposes:
 1. Temporary irrigation purposes not to exceed one year.

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2. Construction and maintenance related activities (see Tab 2).
 - b. No customer inside or outside the boundaries of the City of San Diego Water Department shall resell any portion of the water delivered through a fire hydrant by the City of San Diego Water Department.
 - c. The City of San Diego allows for the issuance of a temporary fire hydrant meter for a period not to exceed 12 months (365 days). An extension can only be granted in writing from the Water Department Director for up to 90 additional days. A written request for an extension by the consumer must be submitted at least 30 days prior to the 12 month period ending. No extension shall be granted to any customer with a delinquent account with the Water Department. No further extensions shall be granted.
 - d. Any customer requesting the issuance of a fire hydrant meter shall file an application with the Meter Section. The customer must complete a "Fire Hydrant Meter Application" (Tab 1) which includes the name of the company, the party responsible for payment, Social Security number and/or California ID, requested location of the meter (a detailed map signifying an exact location), local contact person, local phone number, a contractor's license (or a business license), description of specific water use, duration of use at the site and full name and address of the person responsible for payment.
 - e. At the time of the application the customer will pay their fees according to the schedule set forth in the Rate Book of Fees and Charges, located in the City Clerk's Office. All fees must be paid by check, money order or cashiers check, made payable to the City Treasurer. Cash will not be accepted.
 - f. No fire hydrant meters shall be furnished or relocated for any customer with a delinquent account with the Water Department.
 - g. After the fees have been paid and an account has been created, the

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meter shall be installed within 48 hours (by the second business day). For an additional fee, at overtime rates, meters can be installed within 24 hours (within one business day).

4.7 Relocation of Existing Fire Hydrant Meters

- a. The customer shall call the Fire Hydrant Meter Hotline (herein referred to as “Hotline”), a minimum of 24 hours in advance, to request the relocation of a meter. A fee will be charged to the existing account, which must be current before a work order is generated for the meter’s relocation.
- b. The customer will supply in writing the address where the meter is to be relocated (map page, cross street, etc). The customer must update the original Fire Hydrant Meter Application with any changes as it applies to the new location.
- c. Fire hydrant meters shall be read on a monthly basis. While fire hydrant meters and backflow devices are in service, commodity, base fee and damage charges, if applicable, will be billed to the customer on a monthly basis. If the account becomes delinquent, the meter will be removed.

4.8 Disconnection of Fire Hydrant Meter

- a. After ten (10) months a “Notice of Discontinuation of Service” (Tab 3) will be issued to the site and the address of record to notify the customer of the date of discontinuance of service. An extension can only be granted in writing from the Water Department Director for up to 90 additional days (as stated in Section 4.6C) and a copy of the extension shall be forwarded to the Meter Shop Supervisor. If an extension has not been approved, the meter will be removed after twelve (12) months of use.
- b. Upon completion of the project the customer will notify the Meter Services office via the Hotline to request the removal of the fire hydrant meter and appurtenances. A work order will be generated

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for removal of the meter.

- c. Meter Section staff will remove the meter and backflow prevention assembly and return it to the Meter Shop. Once returned to the Meter Shop the meter and backflow will be tested for accuracy and functionality.
- d. Meter Section Staff will contact and notify Customer Services of the final read and any charges resulting from damages to the meter and backflow or its appurtenance. These charges will be added on the customer's final bill and will be sent to the address of record. Any customer who has an outstanding balance will not receive additional meters.
- e. Outstanding balances due may be deducted from deposits and any balances refunded to the customer. Any outstanding balances will be turned over to the City Treasurer for collection. Outstanding balances may also be transferred to any other existing accounts.

5. **EXCEPTIONS**

- 5.1 Any request for exceptions to this policy shall be presented, in writing, to the Customer Support Deputy Director, or his/her designee for consideration.

6. **MOBILE METER**

- 6.1 Mobile meters will be allowed on a case by case basis. All mobile meters will be protected by an approved backflow assembly and the minimum requirement will be a Reduced Pressure Principal Assembly. The two types of Mobile Meters are vehicle mounted and floating meters. Each style of meters has separate guidelines that shall be followed for the customer to retain service and are described below:

- a) **Vehicle Mounted Meters:** Customer applies for and receives a City owned Fire Hydrant Meter from the Meter Shop. The customer mounts the meter on the vehicle and brings it to the Meter Shop for

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inspection. After installation is approved by the Meter Shop the vehicle and meter shall be brought to the Meter Shop on a monthly basis for meter reading and on a quarterly basis for testing of the backflow assembly. Meters mounted at the owner's expense shall have the one year contract expiration waived and shall have meter or backflow changed if either fails.

b) **Floating Meters:** Floating Meters are meters that are not mounted to a vehicle. **(Note: All floating meters shall have an approved backflow assembly attached.)** The customer shall submit an application and a letter explaining the need for a floating meter to the Meter Shop. The Fire Hydrant Meter Administrator, after a thorough review of the needs of the customer, (i.e. number of jobsites per day, City contract work, lack of mounting area on work vehicle, etc.), may issue a floating meter. At the time of issue, it will be necessary for the customer to complete and sign the "Floating Fire Hydrant Meter Agreement" which states the following:

- 1) The meter will be brought to the Meter Shop at 2797 Caminito Chollas, San Diego on the third week of each month for the monthly read by Meter Shop personnel.
- 2) Every other month the meter will be read and the backflow will be tested. This date will be determined by the start date of the agreement.

If any of the conditions stated above are not met the Meter Shop has the right to cancel the contract for floating meter use and close the account associated with the meter. The Meter Shop will also exercise the right to refuse the issuance of another floating meter to the company in question.

Any Fire Hydrant Meter using reclaimed water shall not be allowed use again with any potable water supply. The customer shall incur the cost of replacing the meter and backflow device in this instance.

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7. **FEE AND DEPOSIT SCHEDULES**

7.1 **Fees and Deposit Schedules:** The fees and deposits, as listed in the Rate Book of Fees and Charges, on file with the Office of the City Clerk, are based on actual reimbursement of costs of services performed, equipment and materials. These deposits and fees will be amended, as needed, based on actual costs. Deposits, will be refunded at the end of the use of the fire hydrant meter, upon return of equipment in good working condition and all outstanding balances on account are paid. Deposits can also be used to cover outstanding balances.

All fees for equipment, installation, testing, relocation and other costs related to this program are subject to change without prior notification. The Mayor and Council will be notified of any future changes.

8. **UNAUTHORIZED USE OF WATER FROM A HYDRANT**

8.1 Use of water from any fire hydrant without a properly issued and installed fire hydrant meter is theft of City property. Customers who use water for unauthorized purposes or without a City of San Diego issued meter will be prosecuted.

8.2 If any unauthorized connection, disconnection or relocation of a fire hydrant meter, or other connection device is made by anyone other than authorized Water Department personnel, the person making the connection will be prosecuted for a violation of San Diego Municipal Code, Section 67.15. In the case of a second offense, the customer's fire hydrant meter shall be confiscated and/or the deposit will be forfeited.

8.3 Unauthorized water use shall be billed to the responsible party. Water use charges shall be based on meter readings, or estimates when meter readings are not available.

8.4 In case of unauthorized water use, the customer shall be billed for all applicable charges as if proper authorization for the water use had been obtained, including but not limited to bi-monthly service charges, installation charges and removal charges.

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- 8.5 If damage occurs to Water Department property (i.e. fire hydrant meter, backflow, various appurtenances), the cost of repairs or replacements will be charged to the customer of record (applicant).

**Larry Gardner
Water Department Director**

- Tabs: 1. Fire Hydrant Meter Application
2. Construction & Maintenance Related Activities With No Return To Sewer
3. Notice of Discontinuation of Service

APPENDIX

Administering Division: Customer Support Division

Subject Index: Construction Meters
Fire Hydrant
Fire Hydrant Meter Program
Meters, Floating or Vehicle Mounted
Mobile Meter
Program, Fire Hydrant Meter

Distribution: DI Manual Holders



Application for Fire Hydrant Meter (EXHIBIT A)

(For Office Use Only)

NS REQ	FAC#
DATE	BY

METER SHOP (619) 527-7449

Meter Information

Application Date	Requested Install Date:
------------------	-------------------------

Fire Hydrant Location: (Attach Detailed Map//Thomas Bros. Map Location or Construction drawing.) <u>Zip:</u>	<u>T.B.</u>	<u>G.B. (CITY USE)</u>
Specific Use of Water:		
Any Return to Sewer or Storm Drain, If so, explain:		
Estimated Duration of Meter Use: <input type="text"/>	<input type="checkbox"/>	Check Box if Reclaimed Water

Company Information

Company Name:			
Mailing Address:			
City:	State:	Zip:	Phone: ()
*Business license#		*Contractor license#	
A Copy of the Contractor's license OR Business License is required at the time of meter issuance.			
Name and Title of Billing Agent: <small>(PERSON IN ACCOUNTS PAYABLE)</small>			Phone: ()
Site Contact Name and Title:			Phone: ()
Responsible Party Name:			Title:
Cal ID#			Phone: ()
Signature:		Date:	
Guarantees Payment of all Charges Resulting from the use of this Meter. Insures that employees of this Organization understand the proper use of Fire Hydrant Meter			

Fire Hydrant Meter Removal Request	Requested Removal Date:
Provide Current Meter Location if Different from Above:	
Signature:	Title: Date:
Phone: ()	Pager: ()

<input type="checkbox"/>	City Meter	<input type="checkbox"/>	Private Meter
Contract Acct #:		Deposit Amount: \$ 936.00	Fees Amount: \$ 62.00
Meter Serial #		Meter Size: 05	Meter Make and Style: 6-7
Backflow #		Backflow Size:	Backflow Make and Style:
Name: Request for Proposal (Rev. Nov. 2013)		Signature:	Date: 223 Page

WATER USES WITHOUT ANTICIPATED CHARGES FOR RETURN TO SEWER

Auto Detailing
Backfilling
Combination Cleaners (Vactors)
Compaction
Concrete Cutters
Construction Trailers
Cross Connection Testing
Dust Control
Flushing Water Mains
Hydro Blasting
Hydro Seeing
Irrigation (for establishing irrigation only; not continuing irrigation)
Mixing Concrete
Mobile Car Washing
Special Events
Street Sweeping
Water Tanks
Water Trucks
Window Washing

Note:

1. If there is any return to sewer or storm drain, then sewer and/or storm drain fees will be charges.

Date

Name of Responsible Party
Company Name and Address
Account Number: _____

Subject: Discontinuation of Fire Hydrant Meter Service

Dear Water Department Customer:

The authorization for use of Fire Hydrant Meter # _____, located at *(Meter Location Address)* ends in 60 days and will be removed on or after *(Date Authorization Expires)*. Extension requests for an additional 90 days must be submitted in writing for consideration 30 days prior to the discontinuation date. If you require an extension, please contact the Water Department, or mail your request for an extension to:

City of San Diego
Water Department
Attention: Meter Services
2797 Caminito Chollas
San Diego, CA 92105-5097

Should you have any questions regarding this matter, please call the Fire Hydrant Hotline at (619) _____ - _____.

Sincerely,

Water Department

APPENDIX C
MATERIALS TYPICALLY ACCEPTED BY CERTIFICATE OF
COMPLIANCE

Materials Typically Accepted by Certificate of Compliance

1. Soil amendment
2. Fiber mulch
3. PVC or PE pipe up to 16 inch diameter
4. Stabilizing emulsion
5. Lime
6. Preformed elastomeric joint seal
7. Plain and fabric reinforced elastomeric bearing pads
8. Steel reinforced elastomeric bearing pads
9. Waterstops (Special Condition)
10. Epoxy coated bar reinforcement
11. Plain and reinforcing steel
12. Structural steel
13. Structural timber and lumber
14. Treated timber and lumber
15. Lumber and timber
16. Aluminum pipe and aluminum pipe arch
17. Corrugated steel pipe and corrugated steel pipe arch
18. Structural metal plate pipe arches and pipe arches
19. Perforated steel pipe
20. Aluminum underdrain pipe
21. Aluminum or steel entrance tapers, pipe downdrains, reducers, coupling bands and slip joints
22. Metal target plates
23. Paint (traffic striping)
24. Conductors
25. Painting of electrical equipment
26. Electrical components
27. Engineering fabric
28. Portland Cement
29. PCC admixtures
30. Minor concrete, asphalt
31. Asphalt (oil)
32. Liquid asphalt emulsion
33. Epoxy

APPENDIX D
SAMPLE CITY INVOICE

City of San Diego, Field Engineering Div., 9485 Aero Drive, SD CA 92123						Contractor's Name:					
Project Name:						Contractor's Address:					
SAP No. (WBS/IO/CC)											
City Purchase Order No.						Contractor's Phone #:			Invoice No.		
Resident Engineer (RE):						Contractor's Fax #:			Invoice Date:		
RE Phone#:			RE Fax#:			Contact Name:			Billing Period:		
Item #	Item Description	Contract Authorization				Previous Estimate		This Estimate		Totals to Date	
		Unit	Qty	Price	Extension	%/QTY	Amount	% / QTY	Amount	% / QTY	Amount
1	2 Parallel 4" PVC C900	LF	1,380	\$34.00	\$46,920.00						
2	48" Primary Steel Casing	LF	500	\$1,000.00	\$500,000.00						
3	2 Parallel 12" Secondary Steel	LF	1,120	\$53.00	\$59,360.00						
4	Construction and Rehab of PS 49	LS	1	\$150,000.00	\$150,000.00						
5	Demo	LS	1	\$14,000.00	\$14,000.00						
6	Install 6' High Chain Link Fence	LS	1	\$5,600.00	\$5,600.00						
7	General Site Restoration	LS	1	\$3,700.00	\$3,700.00						
8	10" Gravity Sewer	LF	10	\$292.00	\$2,920.00						
9	4" Blow Off Valves	EA	2	\$9,800.00	\$19,600.00						
10	Bonds	LS	1	\$16,000.00	\$16,000.00						
11	Field Orders	AL	1	80,000	\$80,000.00						
11.1	Field Order 1	LS	5,500	\$1.00	\$5,500.00						
11.2	Field Order 2	LS	7,500	\$1.00	\$7,500.00						
11.3	Field Order 3	LS	10,000	\$1.00	\$10,000.00						
11.4	Field Order 4	LS	6,500	\$1.00	\$6,500.00						
12	Certified Payroll	LS	1	\$1,400.00	\$1,400.00						
CHANGE ORDERS											
Change Order 1			4,890								
Items 1-4					\$11,250.00						
Item 5-Deduct Bid Item 3		LF	120	-\$53.00	(\$6,360.00)						
Change Order 2			160,480								
Items 1-3					\$95,000.00						
Item 4 Deduct Bid Item 1		LF	380	-\$340.00	(\$12,920.00)						
Item 5-Encrease bid Item 9		LF	8	\$9,800.00	\$78,400.00						
Change Order 3 (Close Out)			-121,500								
Item 1 Deduct Bid Item 3			53	-500.00	(\$26,500.00)						
Item 2 Deduct Bid Item 4		LS	-1	45,000.00	(\$45,000.00)						
Items 3-9			1	-50,500.00	(\$50,500.00)						
SUMMARY								Total This	\$ -	Total Billed	\$0.00
A. Original Contract Amount						Retention and/or Escrow Payment Schedule					
B. Approved Change Order 1 Thru 3						Total Retention Required as of this billing					
C. Total Authorized Amount (A+B)						Previous Retention Withheld in PO or in Escrow					
D. Total Billed to Date						Add'l Amt to Withhold in PO/Transfer in Escrow:					
E. Less Total Retention (5% of D)						Amt to Release to Contractor from PO/Escrow:					
F. Less Total Previous Payments											
G. Payment Due Less Retention						Contractor Signature and Date:					
H. Remaining Authorized Amount											

APPENDIX E
HAZARDOUS LABELS/FORMS

INCIDENT/RELEASE ASSESSMENT FORM ¹

If you have an emergency, Call 911

Handlers of hazardous materials are required to report releases. The following is a tool to be used for assessing if a release is reportable. Additionally, a non-reportable release incident form is provided to document why a release is not reported (see back).

Questions for Incident Assessment:

	YES	NO
1. Was anyone killed or injured, or did they require medical care or admitted to a hospital for observation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did anyone, other than employees in the immediate area of the release, evacuate?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the release cause off-site damage to public or private property?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the release greater than or equal to a reportable quantity (RQ)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was there an uncontrolled or unpermitted release to the air?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did an uncontrolled or unpermitted release escape secondary containment, or extend into any sewers, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, or off site?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will control, containment, decontamination, and/or clean up require the assistance of federal, state, county, or municipal response elements?	<input type="checkbox"/>	<input type="checkbox"/>
8. Was the release or threatened release involving an unknown material or contains an unknown hazardous constituent?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the incident a threatened release (a condition creating a substantial probability of harm that requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the general public, or the environment?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is YES to any of the above questions – report the release to the California Office of Emergency Services at 800-852-7550 and the local CUPA daytime: (619) 338-2284, after hours: (858) 565-5255. Note: other state and federal agencies may require notification depending on the circumstances.

Call 911 in an emergency

If all answers are NO, complete a Non Reportable Release Incident Form (page 2 of 2) and keep readily available. Documenting why a “no” response was made to each question will serve useful in the event questions are asked in the future, and to justify not reporting to an outside regulatory agency.

If in doubt, report the release.

¹ This document is a guide for accessing when hazardous materials release reporting is required by Chapter 6.95 of the California Health and Safety Code. It does not replace good judgment, Chapter 6.95, or other state or federal release reporting requirements.

NON REPORTABLE RELEASE INCIDENT FORM

1. RELEASE AND RESPONSE DESCRIPTION

Incident # _____

Date/Time Discovered	Date/Time Discharge	Discharge Stopped <input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Date / Time:		
Incident Business / Site Name:		
Incident Address:		
Other Locators (Bldg, Room, Oil Field, Lease, Well #, GIS)		
Please describe the incident and indicate specific causes and area affected. Photos Attached?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate actions to be taken to prevent similar releases from occurring in the future.		

2. ADMINISTRATIVE INFORMATION

Supervisor in charge at time of incident:	Phone:
Contact Person:	Phone:

3. CHEMICAL INFORMATION

Chemical	Quantity <input type="checkbox"/> GAL <input type="checkbox"/> LBS <input type="checkbox"/> FT ³
Chemical	Quantity <input type="checkbox"/> GAL <input type="checkbox"/> LBS <input type="checkbox"/> FT ³
Chemical	Quantity <input type="checkbox"/> GAL <input type="checkbox"/> LBS <input type="checkbox"/> FT ³
Clean-Up Procedures & Timeline:	
Completed By:	Phone:
Print Name:	Title:

EMERGENCY RELEASE FOLLOW - UP NOTICE REPORTING FORM

A	BUSINESS NAME	FACILITY EMERGENCY CONTACT & PHONE NUMBER () -	
B	INCIDENT DATE MO DAY YR	TIME OES NOTIFIED (use 24 hr time)	OES CONTROL NO.
C	INCIDENT ADDRESS LOCATION	CITY / COMMUNITY	COUNTY ZIP
D	CHEMICAL OR TRADE NAME (print or type)		CAS Number
D	CHECK IF CHEMICAL IS LISTED IN 40 CFR 355, APPENDIX A <input type="checkbox"/>	CHECK IF RELEASE REQUIRES NOTIFICATION UNDER 42 U.S.C. Section 9603 (a) <input type="checkbox"/>	
D	PHYSICAL STATE CONTAINED <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> GAS	PHYSICAL STATE RELEASED <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> GAS	QUANTITY RELEASED
D	ENVIRONMENTAL CONTAMINATION <input type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> GROUND <input type="checkbox"/> OTHER	TIME OF RELEASE	DURATION OF RELEASE — DAYS — HOURS — MINUTES
E	ACTIONS TAKEN		
F	KNOWN OR ANTICIPATED HEALTH EFFECTS (Use the comments section for addition information)		
	<input type="checkbox"/> ACUTE OR IMMEDIATE (explain) _____		
	<input type="checkbox"/> CHRONIC OR DELAYED (explain) _____		
	<input type="checkbox"/> NOTKNOWN (explain) _____		
G	ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS		
H	COMMENTS (INDICATE SECTION (A - G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION)		
I	CERTIFICATION: I certify under penalty of law that I have personally examined and I am familiar with the information submitted and believe the submitted information is true, accurate, and complete.		
	REPORTING FACILITY REPRESENTATIVE (print or type) _____		
	SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____		DATE: _____

EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM INSTRUCTIONS

GENERAL INFORMATION:

Chapter 6.95 of Division 20 of the California Health and Safety Code requires that written emergency release follow-up notices prepared pursuant to 42 U.S.C. § 11004, be submitted using this reporting form. Non-permitted releases of reportable quantities of Extremely Hazardous Substances (listed in 40 CFR 355, appendix A) or of chemicals that require release reporting under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. § 9603(a)] must be reported on the form, as soon as practicable, but no later than 30 days, following a release. The written follow-up report is required in addition to the verbal notification.

BASIC INSTRUCTIONS:

- The form, when filled out, reports follow-up information required by 42 U.S.C § 11004. Ensure that all information requested by the form is provided as completely as possible.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS:

Block A: Enter the name of the business and the name and phone number of a contact person who can provide detailed facility information concerning the release.

Block B: Enter the date of the incident and the time that verbal notification was made to OES. The OES control number is provided to the caller by OES at the time verbal notification is made. Enter this control number in the space provided.

Block C: Provide information pertaining to the location where the release occurred. Include the street address, the city or community, the county and the zip code.

Block D: Provide information concerning the specific chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Block E: Indicate all actions taken to respond to and contain the release as specified in 42 U.S.C. § 11004(c).

Block F: Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use Block H for additional comments/information if necessary to meet requirements specified in 42 U.S.C. § 11004(c).

Block G: Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident, as specified in 42 U.S.C. § 11004(c).

Block H: List any additional pertinent information.

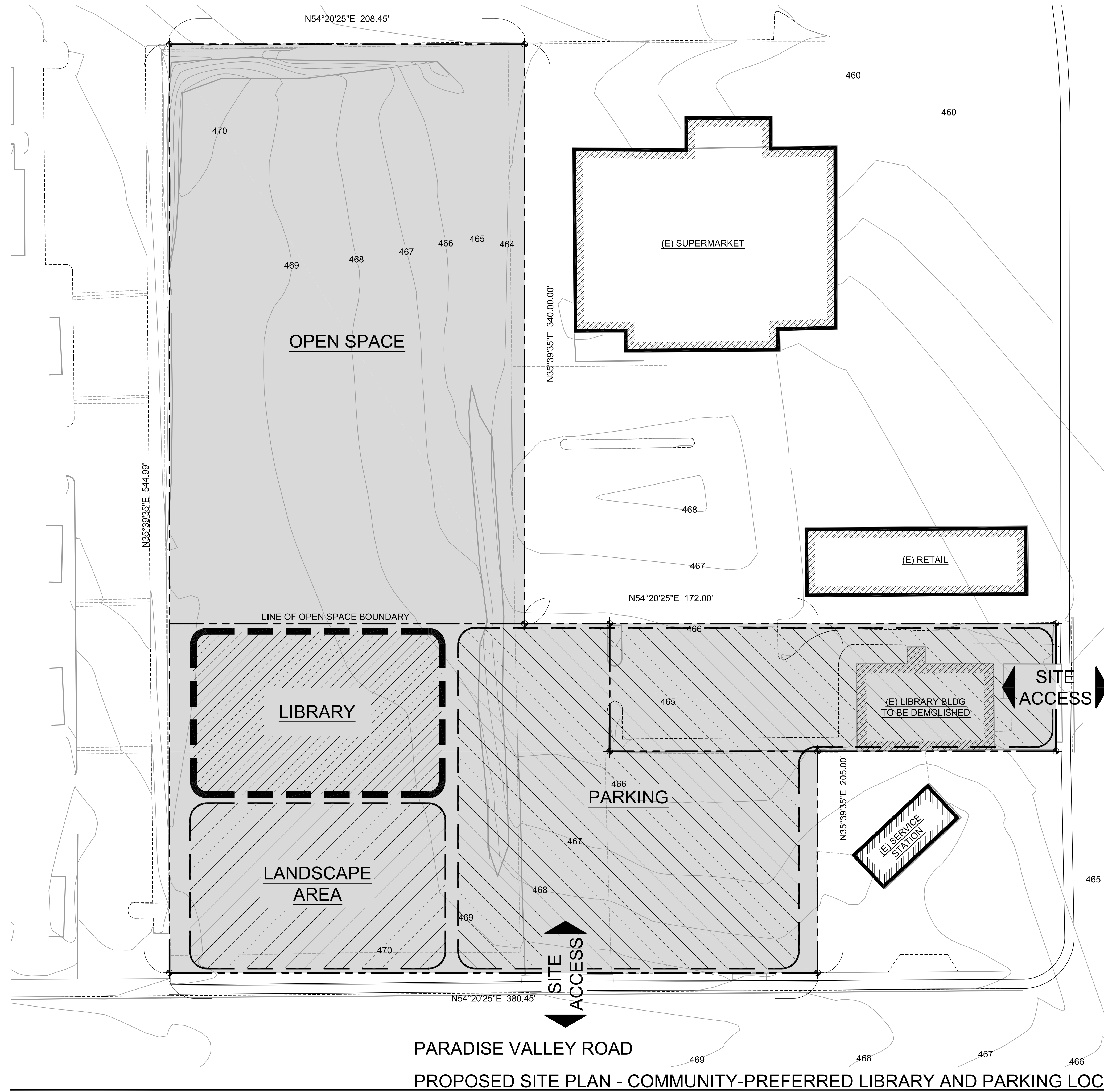
Block I: Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

MAIL THE COMPLETED REPORT TO:

**State Emergency Response Commission (SERC)
Attn: Section 304 Reports
Hazardous Materials Unit
3650 Schriever Avenue
Mather, CA 95655**

NOTE: Authority cited: Sections 25503, 25503.1 and 25507.1, Health and Safety Code. Reference: Sections 25503(b)(4), 25503.1, 25507.1, 25518 and 25520, Health and Safety Code.

APPENDIX F
PROPOSED SITE PLAN



NOTE

- 1. SITE ACCESS LOCATIONS ARE DIAGRAMMATIC ONLY.



MANUEL ONCINA ARCHITECTS INC. ARCHITECTURE PLANNING INTERIORS
 5711 La Jolla Blvd
 La Jolla, CA 92037
 858/459-1221 PH
 858/459-1214 FX
 www.oncinaarc.com

NO.	REVISION	DATE

SKYLINE HILLS LIBRARY

7844 PARADISE VALLEY ROAD
 SAN DIEGO, CA 92024

DATE: 21 NOVEMBER 2013

SHEET TITLE:
**HANDOUT H-1
 SITE DIAGRAM**

SHEET NO: 1

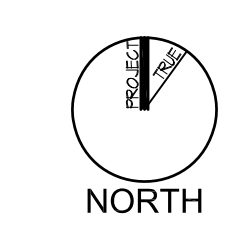
H-1

OF: 1

FOR REDUCED PLANS
 ORIGINAL SCALE IS IN INCHES 0 1 2 3

PARADISE VALLEY ROAD
 PROPOSED SITE PLAN - COMMUNITY-PREFERRED LIBRARY AND PARKING LOCATIONS 1

SCALE: 1" = 30'



APPENDIX G
HAZMAT REPORT



THE CITY OF SAN DIEGO



ASBESTOS & LEAD MANGEMENT PROGRAM

SUMMARY SCOPE OF WORK

SECTION 02081

for

Hazardous Material Abatement

on

Skyline Hills Library

October 28, 2013

Prepared by:

Alan J. Johannis
Asbestos & Lead Program Manager
CA Asbestos Consultant # 92-0842

George Katsikaris
Asbestos & Lead Program Inspector
CA Asbestos Consultant # 07-4265
CDPH I/A # 20618

City of San Diego
Environmental Services Department
Office of Energy, Sustainability and Environmental Protection
Asbestos & Lead Management Program
9601 Ridgehaven Court, Ste 320
San Diego, CA 92123
Tel: (858) 492-5086
Fax: (858) 492-5089

SECTION 02081 – ASBESTOS AND LEAD MATERIALS

PART 1 - GENERAL

1.1 SUMMARY SCOPE OF WORK

The City of San Diego's Asbestos and Lead Management Program (ALMP) has performed hazardous material inspections of the City Administration Building to identify asbestos and lead containing materials, and other hazardous materials (refer to Appendix A for a summary). The City will perform the following removal/abatement of hazardous materials prior to the demolition by CONTRACTOR. Notify the ALMP two weeks prior to the start of abatement. Removal will include the following:

- 1) All identified asbestos containing materials (ACM) which includes 9"x9" floor tile and floor tile mastic. A majority of the floor tile and mastics were abated in 2012 throughout the facility but approximately less than 500 square feet still remains underneath items that were unmovable at the time of abatement. This includes but is not limited to bookshelves, kitchen appliances and wall partitions.
- 2) Lead paint was identified as a result of the ALMP's inspections but was less than regulatory threshold concentrations.
- 3) Approximately 104 mercury containing fluorescent light bulbs and 52 PCB containing ballasts which are present in the building.

NOTE: The removal of these materials shall NOT be included in the cost of this contract.

2.1 SAMPLE COLLECTION

The inspections and sampling performed by the ALMP was conducted without using destructive methods. Therefore, it is possible for the CONTRACTOR to encounter additional suspected hazardous materials within wall cavities or plenum areas. The CONTRACTOR and his staff shall remain vigilant in identifying any suspected materials that not yet been tested throughout work activities.

NOTE: If additional suspected asbestos materials or untested painted surfaces are identified, stop work in that area and immediately and notify the CONSTRUCTION MANAGER.

As soon as possible, the City will undertake confirmation of the material and determine if abatement is required. If additional abatement is required, the City will conduct such abatement at no cost to the CONTRACTOR.

The CONTRACTOR shall remain out of that work area if abatement is required. There will be no additional financial compensation to the CONTRACTOR during the removal of this asbestos or lead containing materials.

If a coating is present and no laboratory results are shown in Appendix A, it shall be assumed to contain lead above acceptable regulatory levels unless the CONTRACTOR performs sampling through a California Department of Public Health certified Lead Inspector/Assessor to determine otherwise. The CONTRACTOR's sampling results shall be submitted to the City for review and include the state accreditation of the laboratory, sampling information, and related chain of custody.

If the CONTRACTOR salvages components or building materials that have coatings on them, he shall ensure the lead is disclosed to all persons accepting their salvaged material. Submit to the City a letter of evidence from the person accepting the lead coated salvaged material.

Debris generated from demolition that will be salvaged via crushing shall be segregated into separate piles for lead containing and non-lead containing. The CONTRACTOR shall perform testing for lead on all crushed concrete and other aggregate materials they may be reusing or selling.

After demolition is complete, all loose paint chips present shall be collected by the CONTRACTOR, have a waste characterization performed, and then properly disposed of. All waste shall be handled and disposed of accordingly as outlined in Chapter 9 Part 7 of the 'White Book'.

** END OF SECTION **

APPENDIX A

LABORATORY RESULTS

1. Overview

The City of San Diego's Asbestos and Lead Management Program (ALMP) performed multiple asbestos and lead inspections throughout the past for the Skyline Hills Library. The results of these inspections are listed in the table below. The ALMP also performed various abatement projects within the facility; the table identifies materials that were impacted as a result of abatement activities.

2. Lead and Asbestos Bulk Sample Laboratory Results*

Skyline Hills Library Asbestos and Lead						
SAMPLE #	Date	TYPE OF MATERIAL	LOCATION	CONDITION	ASBESTOS (%)	LEAD (mg/cm ²)
7393	9/29/89	Ceiling Tile	Throughout	Good	None Detected	N/A
7777	9/29/89	Ceiling Tile	Throughout	Good	None Detected	N/A
7964	9/27/89	Ceiling Tile	Throughout	Good	None Detected	N/A
5485-01	10/08/02	Roofing	Upper Roof	Abated 2008	5%	N/A
5485-02	10/08/02	Roofing	Mid Roof	Abated 2008	None Detected	N/A
5485-03	10/08/02	Roofing	Lower Roof	Abated 2008	None Detected	N/A
5485-04	10/08/02	Roofing	Mastic	Abated 2008	10%	N/A
5485-05	10/08/02	Roofing	Mastic	Abated 2008	10%	N/A
5643-01 (37)	10/23/03	Blue Paint	Exterior	Fair	N/A	.00
5643-02 (38)	10/23/03	White Paint	Exterior	Fair	N/A	.15
5643-03 (39)	10/23/03	Cream Color Paint	Throughout Interior	Fair	N/A	.00
5643-04 (40)	10/23/03	Green Paint	Staff Break Room Door	Fair	N/A	.18

CITY OF SAN DIEGO
SKYLINE HILLS LIBRARY

SECTION 02081-3
SUMMARY SCOPE OF WORK

Skyline Hills Library Asbestos and Lead

5643-05	01/05/04	Plaster Walls	Throughout	Good	None Detected	N/A
5643-06	01/05/04	Plaster Walls	Throughout	Good	None Detected	N/A
5643-07	01/05/04	Plaster Walls	Throughout	Good	None Detected	N/A
5643-08	01/05/04	White/Green Floor Tile and Mastic	Various Locations	Good	Tile 8% Mastic 5%	N/A
5643-09	01/05/04	White/Green Floor Tile and Mastic	Various Locations	Good	Tile 8% Mastic 5%	N/A

* Information from records of previous sample results

This survey did not include materials concealed behind walls and hard ceilings or below grade. If suspected materials are found during demolition/deconstruction activities that are not mentioned in this report then work must stop in the affected so the materials can be tested.

**** END OF APPENDIX A ****

**CITY OF SAN DIEGO
SKYLINE HILLS LIBRARY**

Request for Proposal (Rev. Nov. 2013)
Appendix I- Hazmat Report
Skyline Hills Branch Library Design Build Contract

SECTION 02081-4
SUMMARY SCOPE OF WORK

APPENDIX H
GENERAL SERVICES DIVISION STANDARD AND SPECIFICATION
GUIDELINE

CITY OF SAN DIEGO
MEMORANDUM

DATE: July 31, 2005

TO: Distribution

FROM: John Montoya, Sr. Building Maintenance Supervisor, General Services,
Facilities Division

SUBJECT: Division Standards and Specification Guideline from Facilities Division.

The following are the most recent requests for the A & E Specifications to be entered into the Specification Manual from the Carpenter Shop, Roofing Shop, Lock Shop, Paint Shop, HVAC Shop, Plumbing Shop, Electrical Shop, of General Services / Facilities Division.

Division 1 General Requirements

General Services/ Facilities Division requires review of all plans or designs for new or improvement projects to City owned Buildings and Facilities. Facilities Division would like review of project submittals before approval by design team.

Project Officer is to submit Facility Record form: REA-111 to Auditors Department after the award of project to contractor.

Identified Funding or Job Order numbers will be opened to Department 532 before any Project Walk-Thru or Inspections can take place by General Services Department.

Division 2 Site work

Division 3 Concrete

Division 4 Masonry

Division 5 Metals

Division 6 Wood and Plastics

Division 7 Thermal and Moisture Protection

Roofing:

Option 1.

Roof material and specifications on ¼” to 3” per foot roof slope.

No gravel roofs are to be installed on any City Facility, Exterior gutters are to be used in place of internal or boxed in gutters, Flashing should be installed over the edge of the gutter and the gutter should be sloped to the down spout.

Facilities Division uses a four-ply mineral surfaced fiberglass built-up roof system. The first ply is an asphaltic base sheet that may be nailed in place or mopped in place with hot asphalt. The second ply is two layers of Glass Ply nailed or mopped in place. The final layer is one Ply of Mineral Surfaced Flex Cap sheet.

Using the glass base, start with a 12-inch wide starter piece. The following base sheet is applied full width with a 2-inch minimum lap over the preceding sheet and a minimum of 4 inch laps on the sides. All subsequent sheets will be full width with a 2-inch minimum lap.

Then using the Glass Ply, apply a 18-inch wide piece, then over that a full width piece. The following felts are to be applied full width overlapping the preceding felts by 19 inches so that at least 2 plies of felt cover the base sheet. Install each felt so that it is firmly and uniformly set, without voids into the hot asphalt.

The final layer is the Mineral Surfaced Flex Cap sheet. Prior to application, the cap sheet should be laid out on the roof and allow it to relax and flatten. Apply a mopping of hot asphalt the width of the cap sheet, and then lay the cap sheet into the hot asphalt. All subsequent courses should be applied in the same manner with a minimum of 2 inch laps on the preceding sheet and a minimum of 6 inch laps on the end laps.

- When the roof is complete there, should be 4 layers of roofing material at all locations on the roof.
- All roof jacks will be hot mopped in place
- All fasteners should be galvanized
- Asphalt should meet ASTM requirements and be applied at a minimum of 400 degrees
- All flashing and roof jacks should be minimum 24 gauge galvanized metal
- Roof drains will be cast iron or plastic with leaf strainer and minimum 3 inch outlet
- All roof mastic will meet minimum ICBO standard and contain no asbestos.
- Cant strips will be installed at 90 degree roof to wall areas
- All roof sheathing will be minimum 1/2 inch CDX plywood
- All pipes and duct work will be supported off the roof with redwood blocks
- All HVAC units will be lifted off their platforms and roofing material applied and a minimum 24 gauge cap install on the platform, then the unit set back down.

Option 2.**Roof material and specifications on 1/4" to 3" per foot roof slope:**

Facilities Division also uses a torch down application. This system is designed to be applied with a propane torch. Dibiten is the preferred brand name of this type material. One layer of 18-pound fiberglass base sheet is installed and then a minimum one layer of Dibiten poly 4.5 granular modified bitumen membrane is torch applied with a minimum 4 inch lap and a minimum 6 inch end lap. This product should be applied according to the manufactures specifications and precautions for fire protection.

Roof material for 4 inch per foot slope and greater:

Facilities Division uses a three-tad architectural grade shingle with a minimum 25 year guarantee. Minimum 30-pound felt paper is applied on a new roof or one that has been removed and the shingles are to applied to a plywood substrate. If the shingles are to be applied over an existing shingle roof, the roof should be cleaned and any high edges of the old roof removed and then a minimum of 30-pound felt applied before the new shingles are installed. All roof shingles will be nailed with galvanized roofing nails with a minimum 7/8 inch for new roofs and 1 1/4 inch for re-roof.

Wood Shake Shingles:

Wood shake shingles are not preferred or recommended in the City but if they are to be used, Facilities Division requires that all wood the shingles be treated with a fire retardant coating and a medium grade wood shingle.

All Flat roofs will be flood tested before City accepts Roof.

Any Questions, Please Contact Roofing Supervisor, Glenn Simpson 525-8559

Division 8 Doors and Windows

1. Doors and frames

- (A) All hollow metal doors will be 16ga exterior, 18ga interiors. Doors will be a honeycomb-core, full edge seam welded with sealed tops.
- (B) Exterior doors that swing out should have non-removable pin type hinges.
- (C) Double doors with panic exit devices should have a mullion between doors.
- (D) Wood doors should be wood stave core, minimum 1 3/4 in. thick by 3'-0 x 7'-0.
- (E) Door not to exceed 8'-0 in height.
- (F) Door stiles should be wide enough to accommodate heavy-duty mortise type locks.
- (G) Steel frames (jambs) will be 14ga. galvanized exterior, 16ga. cold rolled interior. Reinforce all hinge pockets with additional hinge reinforcement straps for high traffic areas.
- (H) Provide roof overhangs at exterior doors or recess entries for weather protection.
- (I) Slope concrete walkways away from doors and set thresholds in mastics for exterior doorways.

2. Storefronts

- (A) Storefronts should have minimum 4" framing and maximum size stiles.
- (B) Storefront doors should be minimum 1 3/4 inch thick by 3'-0 by 6'-8" or 7'-0".
- (C) Provide cylinders keyed to city wide system, (existing system is Best Access Systems)
- (D) Doors not to exceed 8'0" in. height.

3. Windows

- (A) Glazing for windows should be minimum 3/16" thick.
- (B) Operable windows should have secure locking devices and be as vandal resistant as possible.
- (C) Provide window screening for operable windows.

4. Hardware

- (A) Locks will be ANSI 156.3 Mortise Series 1000, Grade 1 Operational and carry the approval of Federal Bureau of Prisons.
- (B) Mortise locks will carry a standard 5 year warranty.
- (C) Locks will have separate springs which will be internal to the lock case. Lever return springs will operate interior and exterior hubs independently. No springs will be allowed outside of door or under escutcheon or rose.
- (D) Hubs will have roller bearing assembly.
- (E) All strikes will have a curved lip strike.
- (F) Deadbolts will be solid stainless steel (without internal riveted actuator), when deadbolt is extended 1", at least 2" will remain in the lock case.
- (G) All levers will be cast solid levers, hollow levers will not be allowed.
- (H) Cylindrical lock sets may be used only on interior non-high-traffic openings. Locks will have a replaceable sheer lug which when broken will disable the lever. Clutch mechanisms

will not be allowed. Locks will have 7 pin interchangeable cores. Cylindrical locks are not to be used on exterior doors.

- (I) All locks and hardware should be 626 finish (26D) or 630 (32D) Bright chromed or painted finishes should not be used.
- (J) All doors and hardware must meet Americans with Disabilities Act and Title 24
- (K) Approved manufactures are Best Access Systems or Folger Adams with Best Lock.
- (L) Panic exit devices will be Von Duprin 99, Precision Apex series or Dorma and have Best cylinders.
- (M) Closers will be Dorma 8900 or Norton 7500 series or Sargent 351 or approved equal. All closers to have back check and be field adjusted to not more than 5 lb. opening force. Closers will be through-bolted to door and jamb if possible.
- (N) Hinges will be Stanley, McKinney or Hager. All hinges to be Ball Bearing type 630 finish. Exterior doors that swing out will have NRP hinges. High traffic doors will be continuous types `Roton`.
- (O) Doors in the following locations will have locks which are ANSI series 1000 Grade 1 SECURITY and Grade 1 OPERATIONAL. Locks will meet UL 437 requirements.
 - 1- rooms with narcotics
 - 2- rooms that contain an armory
 - 3- exterior doors for Police facilities
 - 4- exterior doors for Court facilities
 - 5- doors to Judges chambers
 - 6- Any exterior door which could be in a remote location or subject to high vandalism.

5. Keys and keying

- (A) All cylinders will be Best 7-pin, interchangeable core and keyed into an existing factory-registered Grand Master key System. All seven pins to be operational.
- (B) Furnish permanent cores to City Lock shop for final installation unless provided by manufacturer.
- (C) Temporary cores (construction cores) will be installed by Contractor for security purposes. Temporary cores will be keyed alike and interchangeable with Best cores. Cores provided by manufacturer.
- (D) Contractor will provide to the City Lock shop copies of Control key and Operating key upon completion.
- (E) All keys and cores will have visual key control.
- (F) All keys will be stamped “ Do Not Duplicate”.
- (G) The Electric Meter Room will have S. D. G. & E. lock installed. The cylinder to be keyed to Schlage key way VTQP AA-10. Three keys are provided with lock. All keys are to be turned over to the City of San Diego Lock shop at completion of the project. The contractor will obtain lock from any contracted S. D.G. & E. Locksmith for installation.

Any Questions, Please Contact Carpentry Supervisor David Meyer 525-8554
Or Locksmith Supervisor Glenn Simpson 525-8559

Division 9 Finishes

Painting:

Surface Preparation:

1. All exterior wood surfaces must be clean, firm and free of dust, grease, wax, oil, rust and other foreign matter.
2. All exterior wood will be scraped and rough edged and sanded.
3. All exterior wood will be primed with one coat of latex water base primer and two coats of finish.
4. All cracks and holes will be filled with spackle or wood putty,
5. All windows will be re glazed where glazing is missing or deteriorated.
6. All exterior wood or stucco will be painted with one coat of primer and of two coats flat or semi-gloss finish paint.
7. All doors and casing will be one coat primed and painted with two coats of finish paint.
8. Paint will be providing by Dunn Edward, Vista Paint, Frazee Paint, or ICI Paint.

Any Questions, Please call Paint Supervisor, Glenn Jones 525-8558

Division 10 Specialties

Division 11 Equipment

Division 12 Furnishings

Division 13 Special Construction

Fire Suppression and Supervisory Systems

- 1 Fire Detection and Alarm Systems
 1. Fire Alarm Systems
 2. Smoke Detectors
 3. Heat Detectors
 4. Flame Detectors
 5. Manual Station, Bells, AMD Horns
 6. Voice Alarm Systems
 7. Radio Alarm Systems
 8. Telegraph Systems
- 2 Automatic Sprinkler Systems
 1. Wet pipe sprinkler system
 2. Dry pipe sprinkler system
 3. Deluge sprinkler system
 4. Pre-action sprinkler system
- 3 Water Spray Systems
 1. Foam Water Sprinkler Systems
 2. Standpipe and Hose Systems
 3. Fire Pumps
 4. Water Supply Systems
 5. Fire Hydrants
 6. Fixed Dry Chemical Extinguishing Systems
 7. Halogenated Agent Extinguishing Systems
 8. Carbon Dioxide Extinguishing Systems
 9. Portable Fire Extinguisher
 10. Fire Doors and Dampers

Design requirements can be found in the following codes:

- National Fire Protection Association (NFPA)
- OSHA
- Basic Building Code (BOCA)
- Standard Building Code
- Uniform Building Code

Inspection Testing and Maintenance see:

NFPA Inspections, testing and, maintenance manual for details and references.

All Inspections, testing, and maintenance should have:

1. Visual Inspection
2. Test
3. Maintenance
4. Record Keeping on appropriate forms and copies of each

- | | | |
|---|-------------|-------------------------|
| 1 | Annual | TEST + MAINTENANCE FORM |
| 2 | Semi-Annual | TEST + MAINTENANCE FORM |
| 3 | 5-Year | TEST + MAINTENANCE FORM |

Copies must be sent to:

1. Local Fire Marshall
2. Building Manager or Facilities Division Coordinator
3. Fire Suppression Coordinator

For their records.

Any Questions, Please call Luiz Pereira, Assistant Civil Engineer, Facilities Division at:
525-8535

Division 14 Conveying Systems/ Elevators

- 1.1 Proprietary equipment of any elevator/escalator equipment will not be allowed in City conveyance system.
- 1.2 Diagnostic Tools and Software Manual:
 - 2 Should elevator/escalator controls require special maintenance equipment or tools, the elevator contractor will provide to the City, all required diagnostic tools and all supporting software documentation required for the complete maintenance of the control and dispatch system and all related elevator/escalator parts. Periodic upgrades and/or calibrations to the diagnostic tools will be provided as required. Elevator contractors will identify and list the type and description of function of the diagnostic tool(s) and control components requiring such tools and submit to the City before acceptance of the elevator/escalator.
 - 3 Diagnostic tools, whether hand-held or built into the control system, will not require recharging or reprogramming. Should recharging, re-calibrating, reprogramming or upgrading and any repair or if replacement of the diagnostic tool should be required, the contractor will provide these services indefinitely to the City immediately upon request at no additional cost for the lifetime of the equipment.
- 1.3 Submittals: As-built wiring diagrams, operating and maintenance manuals will be provided at the machine room, and one set provided to Facilities Division. Other sets will be provided for the facility as required.
- 1.4 Door Opening and Control Device:
 1. Multiple Infrared Light Beam Electronic Sensing Device: Provide new multiple infrared light beam electronic sensing device securely and rigidly mounted on the car between the car and hoist way doors. The sensing device will have a minimum of 40 infrared beam sensors spaced evenly from the floor sill to the header jamb. When the car and hoist way doors are closing, the interruption of the light beam will cause the doors to reverse automatically to the full-open position and the doors to remain open as long as the light beams are interrupted; or, when the doors are in the open position, the interruption of the light beam will cause the doors to remain open as long as the light beams are interrupted. The time interval for the initiation of the door closing operation after light beams are reestablished will be adjustable. The sensing device will have an audible obstruction alarm which can be disabled.
 2. Nudging Action: In the event of an obstructed light beam is operated for a predetermined time interval (15 - 20 seconds) after automatic door closing has been initiated, a buzzer will sound and the doors will close with a maximum of 2.5 foot-pounds kinetic energy and at reduced speed. Timers will be adjustable.

3. Variable Timing Features: In the event the light beam is interrupted while the doors are opening or after the doors are fully open, the time that the doors remain open after the beam has been reestablished will be reduced to an adjustable time between one and two seconds, depending upon whether a landing call or a car call predominated. This time will be a minimum time that the doors remain open if the beam is interrupted and reestablished before the door is full open.
- 1.5 Provide door restrictive opening devices.
- 1.6 No equipment, wiring and conduits that are not related to the elevator will be installed in the elevator hoist way and machine room.
- 1.7 Provide one set each of vinyl-covered elevator protective pads for the elevator of the same size.
- 1.8 Provide three sets of all operational keys for the elevator.
- 1.9 Hydraulic elevators will be provided with emergency power system that will activate in the event of power failure and provide power to the hydraulic elevator and close the elevator doors, lowers the elevator to the designated landing, opens the doors allowing the passengers to exit, then close the doors leaving the elevator at rest. The elevator doors can be re-opened from inside the elevator only if necessary. Upon resumption of power the emergency lowering device will automatically reset itself and the elevator will return to normal service.
- 1.10 The elevator contractor will provide all labor, parts, materials and equipment in order to furnish a complete preventive maintenance service to regularly and systematically examine the elevator equipment and provide the necessary repair and/or replacement for the duration of one year from acceptance of elevator operation.
- 1.11 All submittals will be forwarded to:

Manny Mojica, Mechanical Engineer 525-8534
General Services/Facilities Division
M.S. 20

Division 15 Mechanical

Plumbing: All City public buildings should be designed to have minimum of 3 woman's toilets and 2 sinks. 2 men's toilets 1 or 2 urinals and 2 sinks.

Plumbing Fixtures recommended for City Designed Facilities / Comfort Stations

Toilets: Acorn wall mount Dura-Ware (with Sloan concealed flush valve include 3" push button assemble.)
Lavatories : Acorn Dura-Ware
Faucets: Chicago #333-665
Urinals: Acorn (with Sloan concealed flush valve and 3" pushbutton assemble.)
Floor drains: Zurn
Water Regulator: Wilkins or Watts
Flushometers: Sloan
Drinking Fountains: Haws, High Low ADA
Hose Bibbs: Acorn Sill Cocks
All hardware to be stainless steel (All thread, nuts, unistrut, etc)

Plumbing Fixtures recommended for City Designed Facilities All Others

Sensor or Auto Flush Toto
Toilets: American Standard, Kohler, Toto
Lavatories: American Standard
Faucets: 4" Centers, Moen (staff areas only) Public areas use Symmons S-6 self closing ADA.
Urinals: American Standard, Kohler, Toto
Floor Drains: Zurn
Slop Sinks: American Standard
Valves: Nibco full port
Kitchen Sink Faucets Moen
Stainless S. Sinks: Elkay ADA Type
Water Heaters: Rudd
Drinking Fountains: Haws, High Low ADA
Circulating Pumps: Bell & Gosset
Hose Bibbs: Acorn Sill Cocks
Ball Valves: Nibco Full Port or Apollo full port type.

Rough Plumbing:

C.I. Pipe

Vents: Copper or cast iron pipe.

C.O's on every Fixture – Full size vent, install cleanout wye then reduce vent.

Shut Offs on every Branch line – Isolation valves, hot and cold with access panels.

Copper Water Lines / Type- L

All vent penetrations to have vandal proof cap on roof.

Any Questions, Please call Plumber Supervisor, Steve Anderson 525-8561

HVAC:

- 1.1.10_The HVAC crew will assist the Project Engineer during the construction phase and the final walk through as needed. The City Facilities Division HVAC representative will be in discussions with the Architect and Mechanical Consultant during the first design stages of a facility.
- 1.1.11_Only the newest models of HVAC equipment and Building Automation Systems will be used. When the designed Automation system or Mechanical Equipment is not of the newest version or design, the most recent version and model will be installed.
- 1.1.12_The Manufactures representative will provide personnel, training on the operation and maintenance of the HVAC equipment, to the City HVAC personnel.
- 1.1.13_Technical manuals for the HVAC system and components will be provided to the Facility Maintenance Division HVAC Representative.
- 1.1.14_Use of underground Chilled Water and Hot Water piping will not incorporate PVC pipe wrapped in PVC jacket. Brazed Copper pipe with PVC jacket is acceptable. Brazed joints are preferred not soft solder. Copper type L is preferred and long radius elbows.
- 1.1.15_No refrigerant lines will be installed below grade or within a concrete slab.
- 1.1.16_No HVAC (Heating, Ventilating & Air Conditioning) duct will be installed below grade or incased within a concrete slab.
- 1.1.17_All fresh air openings for HVAC system will not be located at ground level, below grade, or within 10 feet of the buildings sewer vents or storm drain venting. (per Sec. 317.6 Uniform Mechanical Code)
- 1.1.18_A/C package units installed on City roofs will be down flow type only.
- 1.1.19_All ductwork will have exterior insulation, due to previous building air quality issues.
- 1.1.20_When natural gas is available at the street, natural gas will be used for all HVAC equipment.
- 1.1.21_HVAC unit's 3 ton (36,000 BTUs) or over, will be three-phase power when available.
- 1.1.22_Facilities needing 80 Tons of Air conditioning or more will specify a hydronic system to be installed. Energy efficient design will be incorporated with variable speed pumps. Chiller compressors should be in-closed in a way as to minimize sound travel. EPAK Chillers are a good example of this. A central boiler will be used for supplying the facility heating hot water and a scroll chiller will be used for supplying the facility-chilled water system.
- 1.1.23_Floor zones will have there own temperature control and independent fan system for controlling the environment independent of neighboring zones.
- 1.1.24_Whenever possible, a scroll compressor with the maximum available warranty years offered, will be specified. When water source heat pumps are specified, a minimum of five years for the warranty on the compressor will be required.
- 1.1.25_Extended warranties (five yrs.) will be used for A/C compressors 5 ton and over.
- 1.1.26_Package units, 7 1/2 Ton or larger, will have multiple compressors or capacity unloaders for energy savings.
- 1.1.27_All refrigerators will be free standing, no built in units or combination units.
- 1.1.28_All temperature controls in gyms must be incased or covered by a metal guard box.
- 1.1.29_VAV System's 5 ton and over, will be either chilled water or multiple compressor system, with an adequate airflow bypass. A static bypass damper sensor will be used when a bypass damper is used in a multizone vav system application.

- 1.1.30_HVAC systems will use a Grasslin 365-day time clock, or it's equivalent, with battery back up. Features to include Holiday and Daylight Savings Programming. This type of Time clock should be used if a Building Automation System is not installed.
- 1.1.31_Safe and unobstructed access to all HVAC equipment will be provided, for maintenance & repair purposes. Equipment above ceilings should have clear access to all panels and filter removal. Equipment on roofs or equipment areas will have the needed clearance to remove filters and access all panels for service and repair.
- 1.1.32_Manufacturers minimum clearances will be met, for installation of all equipment.
- 1.1.33_All control wire colors will conform to the equipments color schedule or mechanical wiring diagrams.
- 1.1.34_All terminal blocks and termination points, of the control wiring, will be labeled and identified as to match the submitted drawings & schematics.
- 1.1.35_Only standard sized filters such as Eco-Air E-35 or C-35 2-inch pleated type filters will be used and installed for efficiency.
- 1.1.36_All air filters, and water strainers, will be installed, to maintain easy access for maintenance purposes. If equipment, such as air handlers, fan coils, split systems or heat pumps are installed above ceiling, the use of a T-bar filter housing should be used. The need to remove ceiling tiles to access filters should be avoided.
- 1.1.37_The City of San DIEGO HVAC Shop personnel, for compatibility of existing Building Management System control will identify standardization of the Energy Management Systems or Building Automation Systems. Example: Trane Voyager package roof tops with a Trane Building Automation system interfacing with the Trane A/C units.
- 1.1.38_There will be 100% compatibility between the Building Automation system and the HVAC equipment. No specialized interfacing between equipment and controls will be used to communicate between the HVAC Equipment and Building Automation System. Avoid the use of Lonworks, or any other device, which is needed to make one control system communicate with another. This creates two or more separate control systems within one building. Example, Johnson Controls Metasys as workstation and air handler control, which communicates to McQuay Open Protocol panel which, communicates with Lonworks to communicate with Heat Pumps and Chiller. This is a three party control system.
- 1.1.39_The Building Automation System must have the capability to perform demand limiting from the factory and will be able to receive information from a pulse meter supplied by the Utilities Company.
- 1.1.40_When a P.C. is specified to accompany the Building Automation System, it should be of the latest technology, not a Dumb Terminal, and have a local distributor for warranty purposes to maintain the computer.
- 1.1.41_All Building Automation Systems will be able to, from the factory, dial out alarms to a remote printer at the Cities HVAC Shop, via a dedicated phone line and page City personnel via the City paging system. The Contractor will supply the proper modem, specified by the Building Automation Systems Manufacturer.
- 1.1.42_The Building Automation System software will be Windows compatible, preferably Windows 2000. O.S.2 Operating systems are not acceptable. Compatible communication software program preferred by the manufacturer, such as Pro Comm Plus or Hyper Terminal in Windows. The automation system must communicate with the Cities HVAC

- Shop monitoring system site. (PC's, Laptops and alarm Printer)
- 1.1.43_The Use of Software for a graphical application on a local PC is acceptable but must not require a specialized security key connected to any PC or LAN devices.
 - 1.1.44_Specialized software or security cards or chips should not be used or be needed due to extra expense to the City. The local operating system PC should be an off the shelf type product and current within its design year of start up. No special built PC should be accepted. A local printer will be supplied for the use of system alarms and user login printing.
 - 1.1.45_The control system should be completely independent in operation and not dependant of other devices within its DDC network. If a loss of communication occurs with the LAN, the individual units should resume normal occupied operation with its last known set points.
 - 1.1.46_Building Automation System will be stand-alone. Equipment end devices will not be dependent of a PC to receive Time of Day Schedule, Holidays or On-Off control. Equipment should be able to start without needing personnel to turn something on in the event of a power failure.
 - 1.1.47_Building Automation System end devices controlling equipment such as Fans and Pumps must have Hand-Off-Auto capability.
 - 1.1.48_Water and Air Flow switches if used in equipment must be approved by equipment manufacture. These devices must also be compatible with Building Automation System.
 - 1.1.49_Local PC must be equipped to accomplish a full back-up of PC.

Any Questions, Please Contact HVAC Supervisor, Calvin Yeldell 525-8537

Ken Jordan, Senior Refrigeration Mech.,
General Services, Facilities Division
(619)525-8519

Division 16 Electrical

PART 1

1 P.V.C.

- 1.1.1 All conduits in the ground will be P.V.C. schedule #40, (minimum) 3/4 inch or larger in diameter.
- 1.1.2 All P.V.C. will be buried below ground level and NEVER be in a concrete slab or concrete floor.
- 1.1.3 All stub-ups in P.V.C. will be changed to E.M.T. in walls. Exceptions are outside block walls can be P.V.C.. No flexible conduit will be used.

1.2 E.M.T. Conduit

- 1.2.1 All wiring inside the building will be in E.M.T. conduit.
- 1.2.2 All E.M.T. connector, coupling, and other fittings will be non- cast steel compression type.
- 1.2.3 No BX or MC cables allowed.

1.3 Rigid Conduit

- 1.3.1 All conduit exposed on salt air to be PVC coated.
- 1.3.2 All conduit exposed below 4 feet of finish grade on walls.

1.4 Flexible Steel Conduit

- 1.4.1 Only on motor connection and fixture tails, not over 6 feet in length.

1.5 Boxes

- 1.5.1 Any exposed wiring device box will be cast iron only. No cast aluminum.
- 1.5.2 All exterior light fixture junction boxes will be cast iron only. No cast aluminum.
- 1.5.3 All outside outlets will be in a recessed stainless steel box with a flush, lockable cover and a 20 G.F.I. receptacle. (Cole TL310)
- 1.5.4 Inside wiring device boxes and junction boxes will be at least 4" square by 1 1/8 inch deep.
- 1.5.5 Electrical, phone, and data floor boxes will be brass type (RFB style Walker) with tamper – proof screw cap only. All brass covers will be flush with the floor. Floor monuments are not acceptable.
- 1.5.6 Flat wiring will not be used.

Wire

- 1.6.1 All wiring will be stranded, copper THHN type, including all #12 A.W. wire.
- 1.6.2 Minimum wiring size will be #12 A.W.C. stranded. EXCEPT for control circuits will be #14 A.W.C. stranded wire. NO SOLID WIRE
- 1.6.3 One neutral for every one circuit pulled. No sharing on neutral wires anymore.

Marking and Names Plates

- 1.7.1 Name plates: Furnish and install a minimum size of 1" high and 3" wide by 3/32" thick matte white (for normal power) and red (for emergency power) laminated phenolic nameplates with 1/4" white characters engraved in the plastic for all items of electrical equipment including, but not limited to switchboards, panel boards, automatic transfer switches, motor control centers, feeder circuit breakers, relays, time switches, disconnect switches, exposed pull or junction boxes, and all control equipment. Name plates will be attached with 2 cadmium-plated screws. Adhesive attachment will not be acceptable. Punch strip tape type name plates with card holders in any form are prohibited.
- 1.7.2 Provide wire marker on each conductor in electrical panel pull box, outlet, and junction box. This includes all disconnects and connections. *If more than one neutral conductor is present, mark each related circuit and panel number.
- 1.7.3 Label outside of all cover plates of wiring devices and junction boxes with circuit and panel number. Each branch circuit device cover plate will be labeled (engraved or silk screen) to indicate the branch circuit and panel number. Devices will include, but not be limited to, the following: toggle switches, dimmer switches and receptacle.

Grounding

- 1.8.1 All raceways will include a full size green insulated ground wire terminated at each outlet box, device enclosure, etc. and connected back at the panel boards, switchboard or cabinet on the appropriate ground bus.
- 1.8.2 The green insulated ground (bond) wire will be spliced together within the outlet box. A green insulated bonding jumper will be provided from the splice to the box body. Attachment to the box body will be provided using a tapped #10-32 x 3/8" screw minimum. A green insulated bonding jumper will be provided from the splice to the receptacle ground screw even with self grounding receptacles.

Devices and Cover Plates

1.9.1 Wall switches - 20 AMP 120v/277v Specify:

- A. Hubbell 1221-G
- B. Bryant 1221-G
- C. P&S 1221-G

1.9.2 Duplex Receptacle - 15 AMP - 20 AMP 120v/277v Specify:

- A. Hubbell - (20 AMP) #5362
- B. Bryant - (20 AMP) #5362
- C. P&S - (20 AMP) #5362ALA
- D. Leviton - (20 AMP) # 16362

1.9.3 All devices are to have clamp style side/ back connections for stranded wire only.

1.9.4 All receptacles and switches on emergency power will be RED.

PART 2

2.1.0 Hand Dryers

2.1 Install at least one hand dryer 2000 watt in each restroom. City Standard is the World Hand Dryer. Pipe chase use Fastair thru the wall units.

2.2.0 Exit Signs

2.2.1 All exit signs will be Atomic 20 year life with polycarbonate lens. City Standard is Permex exit sign.

2.2.2 L.E.D. exit signs are good, but the battery only last 3 to 5 years.

2.3.0 Emergency Battery Systems

2.3.1 Batteries shall be 10 year full warranty (not to be pro-rated) or independent battery pack. (i.e. Dual-light)

2.4.0 Low Voltage System for Title 24

2.4.1 Avoid low voltage programmable systems (i.e., Malcolm X. Library). If a system must be installed use it for only large rooms over 5000 feet, in all other areas use normal switching. Use Tork Time clock 7200KL. Also, all software manuals and training to program the system must be given to Facilities Division Electrician no later than on final walk thru. Brand name system Neel.

PART 3

3.1.0 Light Fixtures

3.1.1 Reduce the number of decorative and display light fixtures where possible.

- 3.1.2 Light fixtures will be high quality, long lasting, brand name, Energy Efficient and made in the U.S.A., with easy to replace lamps. The number of different types of fixtures must be kept to a minimum and the ease of re-lamping must be a major consideration in fixture selection.
- 3.1.3 Standard 4 foot fluorescent fixtures are most desirable in the general area.
- 3.1.4 Metal Halide, indirect light fixtures are great in high ceiling areas.
- 3.1.5 Recessed floor cans with P.L. lamps are good in restrooms.
- 3.1.6 Do not use low voltage light fixtures.

3.2.0 Outside Light Fixtures

- 3.2.1 All outside light fixtures will have polycarbonate lenses, vandal resistant screws. City Standard is Kenall 5010, 3826.
- 3.2.2 Install light fixtures for library sign, book drop and all outside door openings.
- 3.2.3 Wall mounted light fixtures will be used for general outside area for security and safety.
- 3.2.4 Libraries will be well lit inside and out.
- 3.2.5 Avoid small light fixtures in steps, use pole or wall lights.
- 3.2.6 Avoid tree lights that are mounted above the ground (i.e., Pacific Beach Library).
- 3.2.7 Avoid in ground lights (i.e., Mira Mesa Library). If it is necessary use only brand name City Standard Hydrel.
- 3.2.8 Avoid low voltage light fixtures.
- 3.2.9 Heavy duty mounting will be needed for all outside light fixtures.
- 3.2.10 Parking lot pole light are necessary in all parking lots.
- 3.2.11 We encourage wall mounted light fixtures on the building.
- 3.2.12 All exterior building lighting will have separate circuits from exterior pole lighting.

3.3.0 Time Clocks

- 3.3.1 All time clocks will be City Standard Tork 7200kl. Astronical, 40 amp contact.
- 3.3.2 Lighting contractor will be necessary if more than 2 circuits for outside lights. Install hand, off, automatic switch for testing during the day for outside lights.
- 3.3.3 Do not install programmable time clock (problem with different clocks).
- 3.3.4 Inside lights will be on lighting contractor controlled by separate time clock or switches.

3.4.0 Lamps

- 3.4.1 Provide a spare case of lamps for every type used, including M.H., incandescent, H.P.S., L.P.S. and fluorescent lamps. Provide no later than final walk thru.
- 3.4.2 Avoid incandescent lamp.
- 3.4.3 Low pressure sodium lamp are use only in parking lot lights.
- 3.4.4 When possible install 130 volt lamps
- 3.4.5 Standardize with 4 foot fluorescent energy 35 watt cool white T-8 lamps.
- 3.4.6 Use brand name electronic ballast, 5 year warranty.
- 3.4.7 Reduce the number of decorative and display lamps.
- 3.4.8 Provide fixture location that allows easy lamp replacement, this is a major problem.
- 3.4.9 Brand name lamps are a must.
- 3.4.10 Outside lamps will be high pressure sodium, (general lighting) fluorescent (signs) and metal halide (for security).

PART 4

4.1.0 Conduits, Raceways and Boxes

- 4.1.1 All Flexible conduit will have a green ground wire. It will only be used for motor connections, fixture tails, or used in existing walls (6" or less). Non-metallic or sealtite will be used in damp locations and machinery rooms.
- 4.1.2 Conduit run above suspended ceilings will be supported from the building structure

independently and will be run with sufficient clearance from the ceiling system to permit the tiles to be removed and to allow full access to the space above.

4.1.3 Roof top conduits (rigid steel) will be neatly grouped and installed parallel to the building lines. Support conduit on minimum 2" x 4" redwood sleepers at minimum 5' spacing.

4.1.4 Home runs will be a minimum of 3/4" conduit. 1/2" can be used to supply a single termination (e.g., conduit going from switch box to single light fixture).

4.1.5 Junction and Switch boxes shall be a minimum of 4" square in size and a minimum of 2-5/8" deep.

4.2.0 Wires And Conductors

4.2.1 All insulation in AWG sizes 10 and below will be impregnated with color according to the following:

480/277 volt=s	208/120	
Phase A	Brown	Black
Phase B	Orange	Red
Phase C	Yellow	Blue
Neutral	Gray	White
Ground	Green	Green

Where color other than black is not an integral part of insulation use 3M No. 35 tapes in the same color code to identify both ends of conductors No. 8 and larger. Use other colors as required to identify control or other special circuits. Ground conductor will have green insulation for 1/0 or smaller conductors, green tapes on other colors of insulation are NOT acceptable.

4.3.1 Light fixtures commonly used by the City of San Diego:

4.3.2 Indoor/Outdoor

1. Gym light fixture- Holophane 400w- Glass- prsl 400MH, 12DD WG212B CDP.L5.15.3P
2. Compact fluorescent - Eclipse 26 watt CMK series
3. Ceiling mount fluorescent - Kenall, No. S1212LPMW132MB120

4.3.3 Outdoor Security Lighting

1. High pressure sodium (HPS) - Kenall, "Millieum" 50 watt, minimum
2. High pressure sodium (HPS) - Kenall, 50 watt, minimum
3. In ground - Hydrel Only (Tree lights)

4.4.0 Switchgear and Electrical Panels

4.4.1 A. Supply 10% spare breaker space in all panels and copper bus.

B. Provide 10% more ampacity for electric panel above calculated load requirements.

C. Provide on 3/4 inch conduit for each three spares or spaces in all flush mounted power or lighting panel boards. Route conduit to accessible space above the ceiling.

- D. All panels will have bolt on breaker, copper buss, and full size neutral-ground bar.
- E. Main Switch and all circuit breakers will be supplied with a name plate adjacent to each device as specified under Marking and Name plates.
- F. Fusible Switches: (heavy duty) switches, with fuses of classes and current ratings indicated. See Section Fuses for specifications. Where current limiting fuses are indicated, provide switches with non-interchangeable feature suitable only for current limiting type fuses. Each fusible disconnect switch will be equipped with a blown fuse indicator module.

4.4.2 Fuses

- A. Fuses will be class ARK rejection type.
- B. Fuses serving motor loads will be dual element with a minimum time delay of 10 seconds at 500 percent rating. Fuses will be current limiting time delay type with interrupting capacity of 200,000 ampere RMS symmetrical minimum.
- C. Fuses will be Bussman or Gould Alow peak, only. Provide spare fuses in the amount of ten percent of each size and type installed, but not less than three; delivered to the Owner upon final acceptance of the project. Provide and install fuse cabinet in the electrical room for storing these extra fuses.

4.4.3 Transformers :

- A. Attach incoming and outgoing conduits to the transformer case with approximately 18 inches of flexible conduit to reduce noise transmission. Provide separate grounding jumper when using flexible conduit.
- B. Maintain a minimum of 1'-0" free air space between transformer and walls.
- C. All transformers will have name plates showing its rating, circuit number it is fed from and panel it is feeding.
- D. Install transformers on seismic style vibration isolator pads (feet).

4.4.4 Generators, Motors, Controllers and Fire Alarms

- A. Generator KW rating must be at least 10% more than calculated load for future use requirements. Kohler generators only. Documentation and repair manuals will be supplied.
- B. Motors will be energy efficient with sealed bearings.
- C. Programmable logic controller (PLC): The contractor will furnish, to the City a licensed copy of the software for the PLC and all files and hard copies of the ladder logic with reference documentation.
- D. Fire Alarms: Use only Edwards, Notify, or Simplex fire alarms.

PART 5

Designs, Submittals and Final Walk-Thru

5.1 Design

The architects' electrical engineer must consult with the City of San Diego's Facilities Division personnel during the design phase and through out the project. The City staff has developed standards that must be incorporated into the plans and specifications. Please route thru General Services/ Facilities Division, Electrical Crew. Kurt Hoeger M.S. 20, Phone 525-8524.

5.2 Submittals

All electrical submittals will be reviewed thru Facilities Division Electrical crew. All comments will be in writing within five days. This is very important to us in Maintenance so that we get the item that is equal or spec. out. Especially light fixture, switches, recept. and electrical equipment.

5.3 Final Walk Thru

All manuals and training on all electrical system will be done at this time, which includes, but not limited to: testing of emergency systems, time clocks, lights, and exhaust fans. Provide one set of blue prints, spec book, and submittals.

5.4 Manual and Documentation

The Contractor will furnish operation and maintenance manuals for each electrical system and for each piece of equipment. The complete manual, bound in hardback binders, or and approved equivalent will be provided to the Owner's Representative. The number of copies will be as

indicated in Division 1. One manual will be furnished prior to the time that the system or equipment tests are performed to the electrical shop:

City of San Diego
General Services / Facilities Division
Electrical Crew, Suite A, Bldg. 38
San Diego, CA 92102

The remaining manuals will be furnished before the contract is completed. The following identification will be inscribed on the cover; the words OPERATING AND MAINTENANCE MANUAL, the name and location of the building, the name of the Contractor, and the contract number.

The manual will include the names, address, and the telephone numbers of each Subcontractor installing equipment and systems, and of the local representatives for each item of equipment and each system. The manual will have a table of contents and be assembled to conform to the table of contents with tab sheets placed before instructions covering each subject. The instruction sheets will be legible with large sheets of drawings folded in. The manual will include, but not limited to, the following:

- A. System layout showing components.
- B. Devices and controls.
- C. Wiring and control diagrams showing operation and control of each component.
- D. Sequence of operation describing start-up, operation, and shutdown.
- E. Functional description of the principal system components.
- F. Installation instructions.
- G. Maintenance and overhaul instructions.
- H. Lubrication schedule including type, grade, temperature range, and frequency.
- I. Safety precautions, diagrams and illustrations.

Training:

User staff and maintenance personnel will be thoroughly trained (minimum of 4 hours) in the use of each system or major piece of equipment installed. This training will be provided as a part of the Contractors bid to supply the system or equipment. Additional training requirements, will be as specified in the subsequent sections of Division 16.

It will be the responsibility of the Contractor to provide equipment with the proper electrical characteristics for the electrical service provided. All necessary electrical components to provide a complete system will be furnished.

Any Questions, Please Contact OCA. Electrician Supervisor at 525-8524.
Or Electrician Bill Thinnes 980-6652

ATTACHMENT F
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ATTACHMENT G
PROPOSAL SUBMITTAL REQUIREMENTS AND SELECTION
CRITERIA

ATTACHMENT G
PROPOSAL SUBMITTAL REQUIREMENTS AND SELECTION
CRITERIA

PUBLIC WORKS DEPARTMENT

Proposals submitted in response to this RFP shall be in the following order and shall include:

1. Addenda to this RFP (PASS/FAIL)

- 1.1.** The Design-Builder shall confirm the receipt of all addenda issued to this RFP. Failure to acknowledge all addenda issued, will result in the Proposal being considered **non-responsive** and ineligible for further consideration.
- 1.2.** The Design-Builders are not required to include copies of the actual addenda in its Proposal.

2. Exceptions to this RFP (PASS/FAIL)

- 2.1.** If the Design-Builder takes exception(s) to any portion of the RFP and its exhibits, the specific portion of the RFP or exhibits to which exception is taken shall be identified and explained to the City in writing a minimum of 10 days prior to the date established for submittal of the Technical Proposal.
- 2.2.** Exceptions taken after the stipulated period to this RFP may be cause for rejection of the Proposal as being **non-responsive**. The City reserves the right to waive exception(s) as it deems in the best interests of the City.

3. Project Team (5 Points Max)

- 3.1.** Describe the proposed management plan for this Project. Describe the strength of key proposed construction and technical personnel, Subcontractors, and Subconsultants, including, but not limited to the following disciplines:
 - 3.1.1.** Civil
 - 3.1.2.** Architectural
 - 3.1.3.** Structural
 - 3.1.4.** Mechanical and Plumbing
 - 3.1.5.** Electrical
 - 3.1.6.** LEED
 - 3.1.7.** Geotechnical

3.1.8. Landscape Architect

4. **Technical Approach and Design Concept (20 Points Max)**

- 4.1. Describe in detail the proposed design concept for this Project. Include detailed descriptions, conceptual design drawings, schematics, a list of major equipment, and any other information deemed necessary to allow the City to make an informed evaluation of the Design-Builder's technical approach. The completeness and technical merit of the design concept will be evaluated.
- 4.2. The following elements shall be included in this Technical Proposal:
- 4.2.1. Aesthetics and Functionality will be determined based on the aesthetics, including scale, massing and articulation of the proposed building(s), functionality and overall quality of the proposed project(s).
- 4.2.2. The City wants to encourage design and construction creativity within the limits of the project budget, schedule, and context. The D-B shall provide the optimal design and aesthetics in accordance with the RFP program, design guidelines and performance requirements.
- 4.2.3. The City desires aesthetically attractive, functional, cost effective and practical project(s). The design of the project should be guided by the neighborhood context in its use of form, materials, and colors. The design should provide a good balance of exterior materials providing a well thought out and distinctive form.
- 4.2.4. The City desires aesthetically attractive, functional, cost effective and practical project(s). The design of the project should be guided by the neighborhood context in its use of form, materials, and colors. The design should provide a good balance of exterior materials providing a well thought out and distinctive form.
- 4.2.5. The site layout of all improvements shall give special consideration to the functionality of the following where applicable:
- Identification and access to a main public entrance.
 - Identification and access to a secondary, or community room entrance.
 - Integration into existing circulation (both pedestrian and vehicular).
Landscape integration with building design.
- 4.2.6. Evaluation of the Project Schedule/Sequence

5. **Construction Plan (20 Points Max)**

- 5.1. Describe the proposed construction plan for this Project, including the following, at a minimum:
- 5.1.1. Construction approach and methods

- 5.1.2. Plan for phasing of construction activities
- 5.1.3. Proposed construction schedule
- 5.1.4. Traffic Control Management
- 5.1.5. Community Impact

6. **Equal Employment and Contracting Opportunity (25 Points Max)**

- 6.1. Failure to submit the required EOCP information will result in Proposal being determined as **non-responsive**.
- 6.2. Work Force Report
 - 6.2.1. Include a completed Work Force Report (Form BB05) for its employees located within San Diego County only. The selected firm may be required to submit workforce data for a regional office prior to contract award.
- 6.3. Subcontractor Documentation
 - 6.3.1. The Design-Builder shall, at a minimum, provide with its Technical Proposal a listing of at least 3 of the largest Subcontractors (constructors only) for the Project and all other Subcontractors (design professionals, etc.) that are known at the time it submits its Proposal using form AA15 and AA30. **Note:** Subcontractors include design professionals, as well.
 - 6.3.2. Any changes to the listing of the proposed Subcontractors that have occurred in the information, required data or documentation submitted in the SOQ shall be submitted in accordance this section, and shall be included in an attachment, which shall be entitled “Subcontractor Documentation” using forms AA15 & AA30 provided in Proposal Forms, Attachment ‘H’ of this RFP.
 - 6.3.3. Work which requires Subcontractors that are not listed by Design-Builder at time of Award shall be let by Design-Builder in accordance with a competitive bidding process performed solely at Design-Builder’s expense. Design-Builder shall provide public notice of the availability of the Work to be subcontracted, obtain competitive bids, and provide a fixed date and time on which the subcontracted Work will be awarded. Subcontractors bidding on subcontracts pursuant to this provision shall be afforded the protection of all applicable laws, including Public Contract Code sections 4100 through 4114, inclusive.
 - 6.3.4. The Design-Builder may select Subcontractors and Suppliers in one of 3 competitive ways i.e., lowest responsible bidder, best value for price and qualifications, or highest qualifications. Prior to construction NTP, the Design-Builder shall do the following:
 - 6.3.4.1. Submit the selection method used to the City in accordance with 2-5.3, “Submittals.”

- 6.3.4.2. Pre-qualify Subcontractors and Suppliers, in a manner at least as stringent as the City’s pre-qualification standards.
- 6.3.4.3. Review the Subcontractors and Suppliers ultimately chosen to verify that that they have not been debarred and are in good standing as a licensed contractor in California.
- 6.3.5. Open all Subcontract bids and provide to the City one copy without reservation or redaction. All records relevant to the award and performance of Subcontractors and Suppliers shall be public and provided to the City upon request and without redaction.
The City may administer bidding itself for Subcontractors and Suppliers, or to direct the bidding procedures to be used by the Design-Builder.
- 6.3.6. The Design-Builder may use its corporate-generated subcontractor agreement to retain Subcontractors or Suppliers, provided the subcontractor agreement contains the terms required to be included in Subcontracts by this Contract.
- 6.3.7. The points will be awarded according to the chart below, based upon actual subcontract award amounts, as set forth in the price proposals.

OUTCOME		MAXIMUM POSSIBLE POINTS
1	5% - 9% participation SLBE, ELBE, DVBE, or DBE	5
2	10%-14% participation SLBE, ELBE, DVBE or DBE	10
3	15%-19% participation SLBE, ELBE, DVBE or DBE	15
4	20%-24% participation SLBE, ELBE, DVBE or DBE	20
5	25% participation SLBE, ELBE, DVBE or DBE	25
In no case the points shall exceed 25.		

7. Community Comments (15 Points Max)

Public Comments on Proposals: Written public comments will be collected in a sealed container during a one-week display of the drawings at the existing Skyline Hills Library. These comments will be provided to the Panel for review and consideration. For purposes of public review, the display boards shall be unmarked and anonymous. Each D-B is prohibited from submitting or soliciting public comments on behalf of their proposal

8. Technical Presentation (15 Points Max)

Evaluation of D-B Team qualifications, experience, proposal and presentation

Proposals that do not contain the aforementioned components may be rejected as **non-responsive**. The Design-Builder's information and Proposal details provided during presentation will be part of the Proposal evaluation.

Total Points = 100

ATTACHMENT H
PROPOSAL FORMS

City of San Diego

Skyline Hills Branch Library

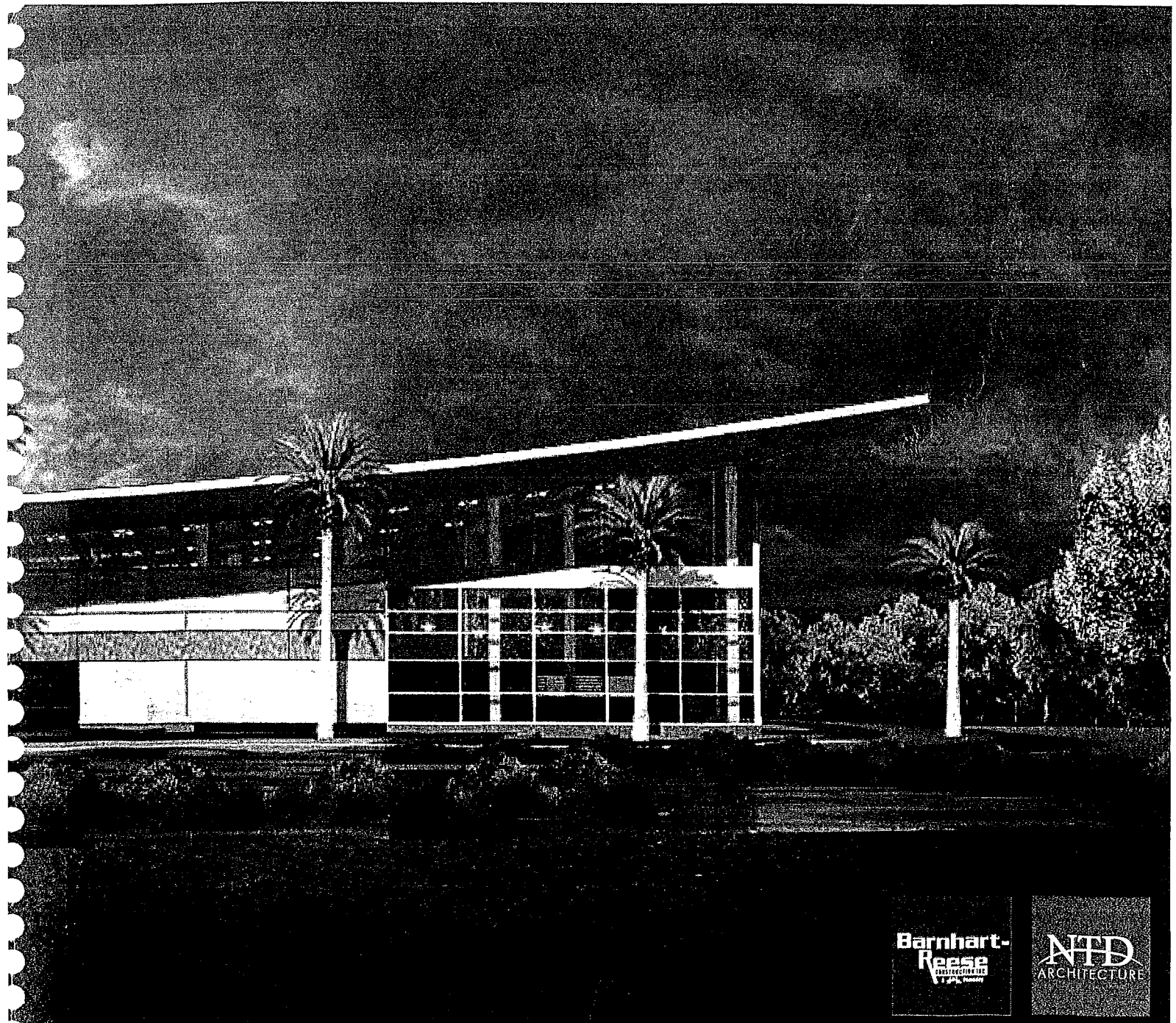
Design-Build Contract K-14-5903-BB-8

Request for Proposal (RFP)

[PRICE PROPOSAL]

February 25, 2014

ORIGINAL



**Barnhart-
Reese**
ARCHITECTURE

NTD
ARCHITECTURE

PROPOSAL FORMS

Design-Builder's General Information

To the City of San Diego:

Pursuant to the "Request for Proposal", specifications, and requirements on file with the City Clerk, and subject to all provisions of the Charter and Ordinances of the City of San Diego and applicable laws and regulations of the United States and the State of California, the undersigned hereby proposes to furnish to the City of San Diego, complete at the prices stated herein, the items or services hereinafter mentioned. The undersigned further warrants that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal. The undersigned proposer(s) further warrants that proposer(s) has thoroughly examined and understands the entire Contract Documents (plans and specifications) and the Proposal Documents therefore, and that by submitting said Proposal Documents as its proposal, proposer(s) acknowledges and is bound by the entire Contract Documents, including any addenda issued thereto, as such Contract Documents incorporated by reference in the Proposal Documents.

IF A SOLE OWNER OR SOLE CONTRACTOR SIGN HERE:

- (1) Name under which business is conducted n/a
- (2) Signature (Given and surname) of proprietor _____
- (3) Place of Business (Street & Number) _____
- (4) City and State _____ Zip Code _____
- (5) Telephone No. _____ Facsimile No. _____
- (6) Email Address _____

IF A PARTNERSHIP, SIGN HERE:

- (1) Name under which business is conducted n/a

PROPOSAL FORMS

(2) Name of each member of partnership, indicate character of each partner, general or special (limited):

(3) Signature (Note: Signature must be made by a general partner)

Full Name and Character of partner

(4) Place of Business (Street & Number) _____

(5) City and State _____ Zip Code _____

(6) Telephone No. _____ Facsimile No. _____

(7) Email Address _____

IF A CORPORATION, SIGN HERE:

(1) Name under which business is conducted Barnhart-Reese Construction, Inc.

(2) Signature, with official title of officer authorized to sign for the corporation:

West Reese
(Signature)

West Reese
(Printed Name)

CEO
(Title of Officer)

(Impress Corporate Seal Here)



(3) Incorporated under the laws of the State of California

(4) Place of Business (Street & Number) 10805 Thornmint Rd, #200

(5) City and State SAN Diego, CA Zip Code 92127

(6) Telephone No. (858) 592-6500 Facsimile No. (858) 592-1410

(7) Email Address wreese@debconstruction.com

PROPOSAL FORMS

THE FOLLOWING SECTIONS MUST BE FILLED IN BY ALL PROPOSERS:

In accordance with the "Request for Proposal", the proposer holds a California State Contractor's license for the following classification(s) to perform the work described in these specifications:

LICENSE CLASSIFICATION A, B

LICENSE NO. 912130 EXPIRES 3-31-14

This license classification must also be shown on the front of the proposal envelope. Failure to show license classification on the proposal envelope may cause return of the proposal unopened.

TAX IDENTIFICATION NUMBER (TIN): [REDACTED]

E-Mail Address: wreese@debconstruct.com

THIS PROPOSAL MUST BE NOTARIZED BELOW:

I certify, under penalty of perjury, that the representations made herein regarding my State Contractor's license number, classification and expiration date are true and correct.

Signature W.A. Reese Title CEO
West Reese

SUBSCRIBED AND SWORN TO BEFORE ME, THIS 12th DAY OF February 2014

Notary Public in and for the County of SAN Diego, State of California

Cathy C. Pernicano

(NOTARIAL SEAL)



PROPOSAL FORMS

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL UNDER 23 UNITED STATES CODE 112 AND PUBLIC CONTRACT CODE 7106

State of California)
County of SAN DIEGO) ss.

West Reese, being first duly sworn, deposes and says that he or she is the CEO of the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

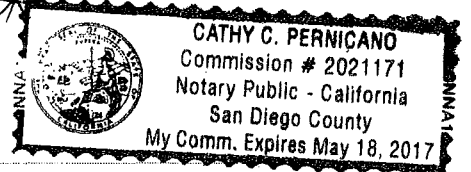
Signed: West Reese

Title: CEO

Subscribed and sworn to before me this 12th day of February, 2014

Cathy C. Pernicano
Notary Public *

(SEAL) *



PROPOSAL FORMS

CONTRACTORS CERTIFICATION OF PENDING ACTIONS

As part of its bid or proposal (Non-Price Proposal in the case of Design-Build contracts), the Bidder shall provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against the Bidder in a legal or administrative proceeding alleging that Bidder discriminated against its employees, subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

CHECK ONE BOX ONLY.

- [X] The undersigned certifies that within the past 10 years the Bidder has NOT been the subject of a complaint or pending action in a legal administrative proceeding alleging that Bidder discriminated against its employees, subcontractors, vendors or suppliers.
[] The undersigned certifies that within the past 10 years the Bidder has been the subject of a complaint or pending action in a legal administrative proceeding alleging that Bidder discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken and the applicable dates is as follows:

Table with 6 columns: DATE OF CLAIM, LOCATION, DESCRIPTION OF CLAIM, LITIGATION (Y/N), STATUS, RESOLUTION/REMEDIAL ACTION TAKEN. The table is currently empty.

Contractor Name: Barnhart Reese Construction, Inc.
Certified By: West Reese (Name), West Reese (Signature), Title: CEO, Date: 2-12-14

USE ADDITIONAL FORMS AS NECESSARY

PROPOSAL FORMS

**EQUAL BENEFITS ORDINANCE
CERTIFICATION OF COMPLIANCE**



For additional information, contact:
CITY OF SAN DIEGO
EQUAL BENEFITS PROGRAM
 202 C Street, MS 9A, San Diego, CA 92101
 Phone (619) 533-3948 Fax (619) 533-3220

COMPANY INFORMATION	
Company Name: <u>Barnhart Reese Construction, Inc.</u>	Contact Name: <u>West Reese</u>
Company Address: <u>10805 Thornmint Rd, Ste 200</u>	Contact Phone: <u>858-592-6500</u>
<u>SAN DIEGO, CA 92127</u>	Contact Email: <u>wreese@debconstruct.com</u>

CONTRACT INFORMATION	
Contract Title: <u>Skyline Hills Branch Library</u>	Start Date: <u>4-1-14</u>
Contract Number (if no number, state location): <u>K-14-5903-DB2-3</u>	End Date: <u>12-30-16</u>

SUMMARY OF EQUAL BENEFITS ORDINANCE REQUIREMENTS

The Equal Benefits Ordinance [EBO] requires the City to enter into contracts only with contractors who certify they will provide and maintain equal benefits as defined in SDMC §22.4302 for the duration of the contract. To comply:

- Contractor shall offer equal benefits to employees with spouses and employees with domestic partners.
 - * Benefits include health, dental, vision insurance; pension/401(k) plans; bereavement, family, parental leave; discounts, child care; travel/relocation expenses; employee assistance programs; credit union membership; or any other benefit.
 - * Any benefit not offer an employee with a spouse, is not required to be offered to an employee with a domestic partner.
- Contractor shall post notice of firm's equal benefits policy in the workplace and notify employees at time of hire and during open enrollment periods.
- Contractor shall allow City access to records, when requested, to confirm compliance with EBO requirements.
- Contractor shall submit *EBO Certification of Compliance*, signed under penalty of perjury, prior to award of contract.

NOTE: This summary is provided for convenience. Full text of the EBO and Rules Implementing the EBO are available at www.sandiego.gov/administration.

CONTRACTOR EQUAL BENEFITS ORDINANCE CERTIFICATION

Please indicate your firm's compliance status with the EBO. The City may request supporting documentation.

I affirm **compliance** with the EBO because my firm (*contractor must select one reason*):

- Provides equal benefits to spouses and domestic partners.
- Provides no benefits to spouses or domestic partners.
- Has no employees.
- Has collective bargaining agreement(s) in place prior to January 1, 2011, that has not been renewed or expired.

I request the City's approval to pay affected employees a cash equivalent in lieu of equal benefits and verify my firm made a reasonable effort but is not able to provide equal benefits upon contract award. I agree to notify employees of the availability of a cash equivalent for benefits available to spouses but not domestic partners and to continue to make every reasonable effort to extend all available benefits to domestic partners.

It is unlawful for any contractor to knowingly submit any false information to the City regarding equal benefits or cash equivalent associated with the execution, award, amendment, or administration of any contract. [San Diego Municipal Code §22.4307(a)]

Under penalty of perjury under laws of the State of California, I certify the above information is true and correct. I further certify that my firm understands the requirements of the Equal Benefits Ordinance and will provide and maintain equal benefits for the duration of the contract or pay a cash equivalent if authorized by the City.

<u>West Reese, CEO</u>	<u>West Reese</u>	<u>2-12-14</u>
Name/Title of Signatory	Signature	Date

FOR OFFICIAL CITY USE ONLY		
Receipt Date:	EBO Analyst:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved – Reason:

(Rev 02/15/2011)

PROPOSAL FORMS

Design-Build Proposal

1. The undersigned The Design-Builder proposes and agrees, if this Proposal is accepted, to enter into an agreement with the City in the form included in the Contract Documents to perform the Work as specified or indicated in said Contract Documents entitled **Skyline Hills Branch Library Design - Build Contract**

2. The Design-Builder accepts all of the terms and conditions of the Contract Documents, including without limitation those in the RFP.

3. This Proposal will remain open for the period stated in the RFP unless otherwise required by law. The Design-Builder will enter into an agreement within the time and in the manner required in the RFP and will furnish the insurance certificates, Payment Bond, and Performance Bond required by the Contract Documents.

4. The Design-Builder has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules, and regulations), and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as The Design-Builder deems necessary.

To all the foregoing, and including all Proposal schedule(s) and information required of the Design-Builder contained in this Proposal Form, said The Design-Builder further agrees to complete the Work and Services required under the Contract Documents within the Contract Time stipulated in said Contract Documents, and to accept in full payment therefore the Contract Price based on the Total Proposal Price(s) named in the aforementioned Proposal schedule(s).

Dated: 2-12-14

The Design-Builder: Barnhart-Reese Construction, Inc.

By: West Reese
(Signature)

Title: CEO

All Addenda Noted: 1, 2, 3, 4, 5

PROPOSAL FORMS

PRICE PROPOSAL FORMS

The Design-Builder agrees to the design and construction of **Skyline Hills Branch Library Design - Build Contract**, for the City of San Diego, in accordance with these contract documents for the lump sum price listed below. The Design-Builder guarantees the proposed prices for a period of 120 Days (90 Days for federally funded contracts and contracts valued at \$500,000 or less) from the date Proposals are due until the award of the Task Order. The duration of the price guarantee shall be extended by the number of Days required for the City to obtain all items necessary to fulfill all conditions precedent e.g., bond and insurance.

Item No.	NAICS CODE	Description	Quantity	D*	Unit	Unit Price	Extension
DESIGN-BUILD PROPOSAL							
1	524126	Bonds (Payment and Performance)	1		LS	 	\$106,136
2**	541330	Engineering and Design Services	1	D	LS	 	\$620,000
3	236220	Field Construction	1		LS	 	\$6,273,864
4	236220	Plan Checking and Permit Fees – Type I	1		AL	 	\$250,000
5	236220	Wet and Dry Utilities Fees – Type I	1		AL	 	\$300,000
6	236220	Furnishings – Type I	1		AL	 	\$1,000,000
7		City’s Contingency – Type II	1		AL		\$250,000
TOTAL DESIGN-BUILD PROPOSAL (ITEMS NO 1 THROUGH 7 INCLUSIVE):							\$8,800,000.00

* Design Element (For City Use)

** The Engineering and Design Services price shall not exceed 10% of the construction price in item No. 3

PROPOSAL FORMS

Total Price for Design-Build Proposal, (items 1 through 7, inclusive) amount written in words:

Eight Million Eight Hundred Thousand Dollars.

Design-Builder: Barnhart-Reese Construction, Inc.

Title: CEO

Signature: *Walt Reese*

The names of all persons interested in the foregoing proposal as principals are as follows:

Douglas Barnhart, Chairman

West Reese, CEO

Tami Barnhart-Reese, President

Nancy Barnhart, Secretary

IMPORTANT NOTICE: If Design-Builder or other interested person is a corporation, state secretary, treasurer, and manager thereof; if a co-partnership, state true name of firm, also names of all individual co-partners composing firm; if Design-Builder or other interested person is an individual, state first and last names in full.

PROPOSAL FORMS

NOTES:

- A. The Contract Price to be used in the selection process as described in Section 14.2 of the RFP will be determined by the City based on the Design-Build Proposal.
- B. Prices and notations shall be in ink or typewritten. All corrections (which have been initiated by the Design-Builder using erasures, strike out, line out, or "white-out") shall be typed or written in with ink adjacent thereto, and shall be initialed in ink by the person signing the Proposal.
- C. Failure to initial all corrections made in the proposal documents may cause the Proposal to be rejected as **non-responsive** and ineligible for award.
- D. Blank spaces must be filled in. The Design-Builder's failure to submit a price may render the Proposal **non-responsive** and ineligible for award.
- E. Proposals shall not contain any recapitulation of the Work. Conditional Proposals may be rejected as being **non-responsive**. Alternative proposals will not be considered unless called for.



SKYLINE HILLS BRANCH LIBRARY

K-14-5903-DB2-3

	Price
SITE WORK	
SWPP, Survey, Site Utilities, Demolition, Earthwork	280,812
Asphalt Paving, Site Concrete, Landscape & Irrigation, Fencing, Site Furnishings, flagpole	537,859
CONCRETE & MASONRY	
Concrete, Reinforcing Steel, Masonry	329,220
STRUCTURE	
Rough Carpentry & Miscellaneous Steel, Glazing, Stucco, Roofing	1,711,645
FINISHES	
Interior Framing, Casework, Sheet Metal, Doors & Hardware, Tile, Acoustical Ceiling, Paint, Flooring, Toilet Accessories, etc.	578,029
PLUMBING, HVAC, FIRE PROTECTION	845,049
ELECTRICAL & SOLAR	998,250
DESIGN FEES	620,000
BONDS	106,136
GENERAL CONDITIONS, FEE	993,000
TOTAL CONSTRUCTION COSTS	\$7,000,000
Plan Checking and Permit Fees - Type 1	250,000
West and Dry Utilities Fees - Type I	300,000
Furnishings - Type 1	1,000,000
City's Contingency - Type II	250,000
TOTAL PROJECT COSTS	\$8,800,000

BIDDING DOCUMENTS

DESIGN-BUILD LIST OF SUBCONTRACTORS TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

In accordance with the requirements provided in the "Subletting and Subcontracting Fair Practices Act", Division 2, Part 1, Chapter 4 of the Public Contract Code, the Design-Builder shall list below the name and address of each Subcontractor who will perform work, labor, render services or specially fabricates and installs a portion [type] of the work or improvement, in an amount in excess of 0.5% of the Design-Builder's total Bid. The Design-Builder shall also list below the portion of the work which will be done by each Subcontractor. The Design-Builder shall list only one Subcontractor for each portion of the Work. The **DOLLAR VALUE** of the total Bid to be performed shall be stated for all Subcontractors listed. Failure to comply with this requirement shall result in the Bid being rejected as non-responsive and ineligible for award. The Design-Builder's attention is directed to the Special Provisions - General; Paragraph 2-3 Subcontracts, which stipulates the percent of the Work to be performed with the Design-Builder's own forces. The Design-Builder shall list all SLBE, ELBE, DBE, DVBE, MBE, WBE, OBE, WoSB, SDB, HUBZone, and SDVOSB Subcontractors that Design-Builder are seeking recognition towards achieving any mandatory, voluntary, or both subcontracting participation percentages.

NAME, ADDRESS AND TELEPHONE NUMBER OF SUBCONTRACTOR	CONSTRUCTOR OR DESIGNER	TYPE OF WORK	DOLLAR VALUE OF SUBCONTRACT	MBE, WBE, DBE, DVBE, OBE, ELBE, SLBE, SDB, WoSB, HUBZone, OR SDVOSB ^①	WHERE CERTIFIED ^②	CHECK IF JOINT VENTURE PARTNERSHIP
Name: <u>Whitson Contracting</u> Address: <u>11021 Via Frontera, Ste E.</u> City: <u>SAN DIEGO</u> State: <u>CA</u> Zip: <u>92127</u> Phone: <u>858-652-9390</u>	Constructor	SWPP	\$15,000	SLBE	City San Diego	
Name: <u>Acculime Survey</u> Address: <u>1919 Grand Ave, Ste 1G</u> City: <u>SAN DIEGO</u> State: <u>CA</u> Zip: <u>92109</u> Phone: <u>858-483-6665</u>	Constructor	Survey	\$20,000	DBE SLBE	City San Diego	
Name: <u>American Pride Engineering</u> Address: <u>529 W. 4th Ave, Ste B</u> City: <u>Escondido</u> State: <u>CA</u> Zip: <u>92025</u> Phone: <u>760-736-4056</u>	Constructor	Earthwork	\$120,611	DVBE	DGS CA State	

① As appropriate, Design-Builder shall identify Subcontractor as one of the following and shall include a valid proof of certification (except for OBE, SLBE and ELBE): Submitted 2-20-14

- | | | | |
|---|--------|--|---------|
| Certified Minority Business Enterprise | MBE | Certified Woman Business Enterprise | WBE |
| Certified Disadvantaged Business Enterprise | DBE | Certified Disabled Veteran Business Enterprise | DVBE |
| Other Business Enterprise | OBE | Certified Emerging Local Business Enterprise | ELBE |
| Certified Small Local Business Enterprise | SLBE | Small Disadvantaged Business | SDB |
| Woman-Owned Small Business | WoSB | HUBZone Business | HUBZone |
| Service-Disabled Veteran Owned Small Business | SDVOSB | | |

② As appropriate, Design-Builder shall indicate if Subcontractor is certified by:

- | | | | |
|--|--------|--|----------|
| City of San Diego | CITY | State of California Department of Transportation | CALTRANS |
| California Public Utilities Commission | CPUC | San Diego Regional Minority Supplier Diversity Council | SRMSDC |
| State of California's Department of General Services | CADoGS | City of Los Angeles | LA |
| State of California | CA | U.S. Small Business Administration | SBA |

The Design-Builder will not receive any subcontracting participation percentages if the Design Builder fails to submit the required proof of certification (except for OBE, SLBE and ELBE).

Form Title: DESIGN-BUILD LIST OF SUBCONTRACTORS TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

(Rev. May 2011)

Form Number: AA05

Project Title: Skyline Hills Branch Library K-14-5903-DB2-3

BIDDING DOCUMENTS

DESIGN-BUILD LIST OF SUBCONTRACTORS TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

In accordance with the requirements provided in the "Subletting and Subcontracting Fair Practices Act", Division 2, Part 1, Chapter 4 of the Public Contract Code, the Design-Builder shall list below the name and address of each Subcontractor who will perform work, labor, render services or specially fabricates and installs a portion [type] of the work or improvement, in an amount in excess of 0.5% of the Design-Builder's total Bid. The Design-Builder shall also list below the portion of the work which will be done by each Subcontractor. The Design-Builder shall list only one Subcontractor for each portion of the Work. The **DOLLAR VALUE** of the total Bid to be performed shall be stated for all Subcontractors listed. Failure to comply with this requirement shall result in the Bid being rejected as non-responsive and ineligible for award. The Design-Builder's attention is directed to the Special Provisions - General; Paragraph 2-3 Subcontracts, which stipulates the percent of the Work to be performed with the Design-Builder's own forces. The Design-Builder shall list all SLBE, ELBE, DBE, DVBE, MBE, WBE, OBE, WoSB, SDB, HUBZone, and SDVOSB Subcontractors that Design-Builder are seeking recognition towards achieving any mandatory, voluntary, or both subcontracting participation percentages.

NAME, ADDRESS AND TELEPHONE NUMBER OF SUBCONTRACTOR	CONSTRUCTOR OR DESIGNER	TYPE OF WORK	DOLLAR VALUE OF SUBCONTRACT	MBE, WBE, DBE, DVBE, OBE, ELBE, SLBE, SDB, WoSB, HUBZone, OR SDVOSB	WHERE CERTIFIED	CHECK IF JOINT VENTURE PARTNERSHIP
Name: <u>Salzano Engineering</u> Address: <u>1282 Greenfield Dr</u> City: <u>El Cajon</u> State: <u>CA</u> Zip: <u>92021</u> Phone: <u>619-593-9592</u>	Constructor	site utilities	\$80,000	DBE ELBE SLBE	City San Diego	
Name: <u>RAP Engineering</u> Address: <u>420 Olive Avenue</u> City: <u>Vista</u> State: <u>CA</u> Zip: <u>92083</u> Phone: <u>760-233-2980</u>	Constructor	Asphalt Paving	\$123,678	ELBE DBE SLBE	City San Diego	
Name: <u>Mering Landscape</u> Address: <u>2556 Palm Ave</u> City: <u>San Diego</u> State: <u>CA</u> Zip: <u>92154</u> Phone: <u>619-426-4940</u>	Constructor	Landscape	\$227,075	DVBE	DGS CA State	

① As appropriate, Design-Builder shall identify Subcontractor as one of the following and shall include a valid proof of certification (except for OBE, SLBE and ELBE): Submitted 2-20-14

Certified Minority Business Enterprise	MBE	Certified Woman Business Enterprise	WBE
Certified Disadvantaged Business Enterprise	DBE	Certified Disabled Veteran Business Enterprise	DVBE
Other Business Enterprise	OBE	Certified Emerging Local Business Enterprise	ELBE
Certified Small Local Business Enterprise	SLBE	Small Disadvantaged Business	SDB
Woman-Owned Small Business	WoSB	HUBZone Business	HUBZone
Service-Disabled Veteran Owned Small Business	SDVOSB		

② As appropriate, Design-Builder shall indicate if Subcontractor is certified by:

City of San Diego	CITY	State of California Department of Transportation	CALTRANS
California Public Utilities Commission	CPUC	San Diego Regional Minority Supplier Diversity Council	SRMSDC
State of California's Department of General Services	CADoGS	City of Los Angeles	LA
State of California	CA	U.S. Small Business Administration	SBA

The Design-Builder will not receive any subcontracting participation percentages if the Design Builder fails to submit the required proof of certification (except for OBE, SLBE and ELBE).

Form Title: DESIGN-BUILD LIST OF SUBCONTRACTORS TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

(Rev. May 2011)

Form Number: AA05

Project Title: Skyline Hills Branch Library K-14-5903-DB2-3

BIDDING DOCUMENTS

DESIGN-BUILD LIST OF SUBCONTRACTORS TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

In accordance with the requirements provided in the "Subletting and Subcontracting Fair Practices Act", Division 2, Part 1, Chapter 4 of the Public Contract Code, the Design-Builder shall list below the name and address of each Subcontractor who will perform work, labor, render services or specially fabricates and installs a portion [type] of the work or improvement, in an amount in excess of 0.5% of the Design-Builder's total Bid. The Design-Builder shall also list below the portion of the work which will be done by each Subcontractor. The Design-Builder shall list only one Subcontractor for each portion of the Work. The **DOLLAR VALUE** of the total Bid to be performed shall be stated for all Subcontractors listed. Failure to comply with this requirement shall result in the Bid being rejected as non-responsive and ineligible for award. The Design-Builder's attention is directed to the Special Provisions - General; Paragraph 2-3 Subcontracts, which stipulates the percent of the Work to be performed with the Design-Builder's own forces. The Design-Builder shall list all SLBE, ELBE, DBE, DVBE, MBE, WBE, OBE, WoSB, SDB, HUBZone, and SDVOSB Subcontractors that Design-Builder are seeking recognition towards achieving any mandatory, voluntary, or both subcontracting participation percentages.

NAME, ADDRESS AND TELEPHONE NUMBER OF SUBCONTRACTOR	CONSTRUCTOR OR DESIGNER	TYPE OF WORK	DOLLAR VALUE OF SUBCONTRACT	MBE, WBE, DBE, DVBE, OBE, ELBE, SLBE, SDB, WoSB, HUBZone, OR SDVOSB [ⓐ]	WHERE CERTIFIED [ⓑ]	CHECK IF JOINT VENTURE PARTNERSHIP
Name: <u>In-Line Fence + Railing</u> Address: <u>P.O. Box 2637</u> City: <u>Ranona</u> State: <u>CA</u> Zip: <u>92065</u> Phone: <u>760-789-0282</u>	Constructor	Fence	\$13,125	SLBE	City SAN Diego	
Name: <u>San Diego Steel Solutions</u> Address: <u>1558 Simpson Way</u> City: <u>Escondido</u> State: <u>CA</u> Zip: <u>92029</u> Phone: <u>760-489-9990</u>	Constructor	Steel	\$58,664	DBE WBE	City SAN Diego	
Name: <u>SoCal Glazing</u> Address: <u>1235 Activity Dr, Ste A</u> City: <u>Vista</u> State: <u>CA</u> Zip: <u>92081</u> Phone: <u>760-305-7000</u>	Constructor	Glazing	\$720,718	SLBE ELBE	City San Diego	

ⓐ As appropriate, Design-Builder shall identify Subcontractor as one of the following and shall include a valid proof of certification (except for OBE, SLBE and ELBE): Submitted 2-20-14

- | | | | |
|---|--------|--|---------|
| Certified Minority Business Enterprise | MBE | Certified Woman Business Enterprise | WBE |
| Certified Disadvantaged Business Enterprise | DBE | Certified Disabled Veteran Business Enterprise | DVBE |
| Other Business Enterprise | OBE | Certified Emerging Local Business Enterprise | ELBE |
| Certified Small Local Business Enterprise | SLBE | Small Disadvantaged Business | SDB |
| Woman-Owned Small Business | WoSB | HUBZone Business | HUBZone |
| Service-Disabled Veteran Owned Small Business | SDVOSB | | |

ⓑ As appropriate, Design-Builder shall indicate if Subcontractor is certified by:

- | | | | |
|--|--------|--|----------|
| City of San Diego | CITY | State of California Department of Transportation | CALTRANS |
| California Public Utilities Commission | CPUC | San Diego Regional Minority Supplier Diversity Council | SRMSDC |
| State of California's Department of General Services | CADoGS | City of Los Angeles | LA |
| State of California | CA | U.S. Small Business Administration | SBA |

The Design-Builder will not receive any subcontracting participation percentages if the Design Builder fails to submit the required proof of certification (except for OBE, SLBE and ELBE).

BIDDING DOCUMENTS

DESIGN-BUILD LIST OF SUBCONTRACTORS TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

In accordance with the requirements provided in the "Subletting and Subcontracting Fair Practices Act", Division 2, Part 1, Chapter 4 of the Public Contract Code, the Design-Builder shall list below the name and address of each Subcontractor who will perform work, labor, render services or specially fabricates and installs a portion [type] of the work or improvement, in an amount in excess of 0.5% of the Design-Builder's total Bid. The Design-Builder shall also list below the portion of the work which will be done by each Subcontractor. The Design-Builder shall list only one Subcontractor for each portion of the Work. The **DOLLAR VALUE** of the total Bid to be performed shall be stated for all Subcontractors listed. Failure to comply with this requirement shall result in the Bid being rejected as non-responsive and ineligible for award. The Design-Builder's attention is directed to the Special Provisions - General; Paragraph 2-3 Subcontracts, which stipulates the percent of the Work to be performed with the Design-Builder's own forces. The Design-Builder shall list all SLBE, ELBE, DBE, DVBE, MBE, WBE, OBE, WoSB, SDB, HUBZone, and SDVOSB Subcontractors that Design-Builder are seeking recognition towards achieving any mandatory, voluntary, or both subcontracting participation percentages.

NAME, ADDRESS AND TELEPHONE NUMBER OF SUBCONTRACTOR	CONSTRUCTOR OR DESIGNER	TYPE OF WORK	DOLLAR VALUE OF SUBCONTRACT	MBE, WBE, DBE, DVBE, OBE, ELBE, SLBE, SDB, WoSB, HUBZone, OR SDVOSB	WHERE CERTIFIED	CHECK IF JOINT VENTURE PARTNERSHIP
Name: <u>Maid Fast Construction</u> Address: <u>440 Chambers St #104</u> City: <u>El Cajon</u> State: <u>CA</u> Zip: <u>92020</u> Phone: <u>619-749-6116</u>	Constructor	Paint	\$35,241	DVBE	DGS State CA	
Name: <u>Manim Partnership</u> Address: <u>4010 Goldfinch St.</u> City: <u>San Diego</u> State: <u>CA</u> Zip: <u>92103</u> Phone: <u>619-992-9533</u>	Designer	Landscape	\$37,000	SLBE ELBE	City San Diego	
Name: <u>Luzaich Striping, Inc</u> Address: <u>14219 Olde Hwy 080</u> City: <u>El Cajon</u> State: <u>CA</u> Zip: <u>91902</u> Phone: <u>619-443-7755</u>	Constructor	Pavement Marking	\$9,550	SLBE	City San Diego	

① As appropriate, Design-Builder shall identify Subcontractor as one of the following and shall include a valid proof of certification (except for OBE, SLBE and ELBE): Submitted 2-20-14

- | | | | |
|---|--------|--|---------|
| Certified Minority Business Enterprise | MBE | Certified Woman Business Enterprise | WBE |
| Certified Disadvantaged Business Enterprise | DBE | Certified Disabled Veteran Business Enterprise | DVBE |
| Other Business Enterprise | OBE | Certified Emerging Local Business Enterprise | ELBE |
| Certified Small Local Business Enterprise | SLBE | Small Disadvantaged Business | SDB |
| Woman-Owned Small Business | WoSB | HUBZone Business | HUBZone |
| Service-Disabled Veteran Owned Small Business | SDVOSB | | |

② As appropriate, Design-Builder shall indicate if Subcontractor is certified by:

- | | | | |
|--|--------|--|----------|
| City of San Diego | CITY | State of California Department of Transportation | CALTRANS |
| California Public Utilities Commission | CPUC | San Diego Regional Minority Supplier Diversity Council | SRMSDC |
| State of California's Department of General Services | CADoGS | City of Los Angeles | LA |
| State of California | CA | U.S. Small Business Administration | SBA |

The Design-Builder will not receive any subcontracting participation percentages if the Design Builder fails to submit the required proof of certification (except for OBE, SLBE and ELBE).

Form Title: DESIGN-BUILD LIST OF SUBCONTRACTORS TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

(Rev. May 2011)

Form Number: AA05

Project Title: Skyline Hills Branch Library K-14-5903-DBZ-3

BIDDING DOCUMENTS

DESIGN-BUILD LIST OF SUBCONTRACTORS TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

In accordance with the requirements provided in the "Subletting and Subcontracting Fair Practices Act", Division 2, Part 1, Chapter 4 of the Public Contract Code, the Design-Builder shall list below the name and address of each Subcontractor who will perform work, labor, render services or specially fabricates and installs a portion [type] of the work or improvement, in an amount in excess of 0.5% of the Design-Builder's total Bid. The Design-Builder shall also list below the portion of the work which will be done by each Subcontractor. The Design-Builder shall list only one Subcontractor for each portion of the Work. The **DOLLAR VALUE** of the total Bid to be performed shall be stated for all Subcontractors listed. Failure to comply with this requirement shall result in the Bid being rejected as non-responsive and ineligible for award. The Design-Builder's attention is directed to the Special Provisions - General; Paragraph 2-3 Subcontracts, which stipulates the percent of the Work to be performed with the Design-Builder's own forces. The Design-Builder shall list all SLBE, ELBE, DBE, DVBE, MBE, WBE, OBE, WoSB, SDB, HUBZone, and SDVOSB Subcontractors that Design-Builder are seeking recognition towards achieving any mandatory, voluntary, or both subcontracting participation percentages.

NAME, ADDRESS AND TELEPHONE NUMBER OF SUBCONTRACTOR	CONSTRUCTOR OR DESIGNER	TYPE OF WORK	DOLLAR VALUE OF SUBCONTRACT	MBE, WBE, DBE, DVBE, OBE, ELBE, SLBE, SDB, WoSB, HUBZone, OR SDVOSB	WHERE CERTIFIED	CHECK IF JOINT VENTURE PARTNERSHIP
Name: <u>3 Blind Mice Window Coverings</u> Address: <u>1250 Lusk Blvd B-103</u> City: <u>San Diego</u> State: <u>CA</u> Zip: <u>92121</u> Phone: <u>858-452-6100</u>	Constructor	Window Covering	\$20,000	SLBE	City of San Diego	
Name: <u>Black IPO</u> Address: <u>6125 Imperial Ave.</u> City: <u>San Diego</u> State: <u>CA</u> Zip: <u>92114</u> Phone: <u>619-804-1376</u>	Constructor	Concrete	\$243,619	SLBE	City of San Diego	
Name: <u>Millennium Fire Protection</u> Address: <u>101 Copperwood Wy, Ste F</u> City: <u>Oceanside</u> State: <u>CA</u> Zip: <u>92058</u> Phone: <u>760-722-2722</u>	Constructor	Fire Protection	\$41,249	SLBE	City of San Diego	

① As appropriate, Design-Builder shall identify Subcontractor as one of the following and shall include a valid proof of certification (except for OBE, SLBE and ELBE): Submitted 2-20-14

- | | | | |
|---|--------|--|---------|
| Certified Minority Business Enterprise | MBE | Certified Woman Business Enterprise | WBE |
| Certified Disadvantaged Business Enterprise | DBE | Certified Disabled Veteran Business Enterprise | DVBE |
| Other Business Enterprise | OBE | Certified Emerging Local Business Enterprise | ELBE |
| Certified Small Local Business Enterprise | SLBE | Small Disadvantaged Business | SDB |
| Woman-Owned Small Business | WoSB | HUBZone Business | HUBZone |
| Service-Disabled Veteran Owned Small Business | SDVOSB | | |

② As appropriate, Design-Builder shall indicate if Subcontractor is certified by:

- | | | | |
|--|--------|--|----------|
| City of San Diego | CITY | State of California Department of Transportation | CALTRANS |
| California Public Utilities Commission | CPUC | San Diego Regional Minority Supplier Diversity Council | SRMSDC |
| State of California's Department of General Services | CADoGS | City of Los Angeles | LA |
| State of California | CA | U.S. Small Business Administration | SBA |

The Design-Builder will not receive any subcontracting participation percentages if the Design Builder fails to submit the required proof of certification (except for OBE, SLBE and ELBE).

BIDDING DOCUMENTS

DESIGN-BUILD NAMED EQUIPMENT/MATERIAL SUPPLIER LIST TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

The Design-Builder seeking the recognition of equipment, materials, or supplies obtained from Suppliers towards achieving any mandatory, voluntary, or both subcontracting participation percentages shall submit with the Bid the Named Equipment/Material Supplier List. The Named Equipment/Material Supplier List, at a minimum, shall have the name, locations (City) and the **DOLLAR VALUE** of the Suppliers. The Design-Builder will be credited up to 60% of the amount to be paid to the Suppliers for such materials/supplies unless vendor manufactures or substantially alters materials/supplies in which case 100% will be credited. The Design-Builder shall indicate (Yes/No) whether listed firm is a supplier or manufacturer. In calculating the subcontractor participation percentages, vendors/suppliers will receive 60% credit of the listed **DOLLAR VALUE**, whereas manufacturers will receive 100% credit. If no indication provided, listed firm will be credited at 60% of the listed **DOLLAR VALUE** for purposes of calculating the subcontractor participation percentages, Suppliers will receive 60% credit of the listed **DOLLAR VALUE**, whereas manufacturers will receive 100% credit. If no indication provided, listed firm will be credited at 60% of the listed **DOLLAR VALUE** for purposes of calculating the subcontractor participation percentages.

NAME, ADDRESS AND TELEPHONE NUMBER OF VENDOR/SUPPLIER	MATERIALS OR SUPPLIES	DOLLAR VALUE OF MATERIAL OR SUPPLIES	SUPPLIER (Yes/No)	MANUFACTURER (Yes/No)	MBE, WBE, DBE, DVBE, OBE, ELBE, SLBE, SDB, WoSB, HUBZone, OR SDVOSB	WHERE CERTIFIED
Name: <u>None</u> Address: _____ City: _____ State: _____ Zip: _____ Phone: _____						
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____						
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____						

① As appropriate, Design-Builder shall identify Vendor/Supplier as one of the following and shall include a valid proof of certification (except for OBE, SLBE and ELBE):

Certified Minority Business Enterprise	MBE	Certified Woman Business Enterprise	WBE
Certified Disadvantaged Business Enterprise	DBE	Certified Disabled Veteran Business Enterprise	DVBE
Other Business Enterprise	OBE	Certified Emerging Local Business Enterprise	ELBE
Certified Small Local Business Enterprise	SLBE	Small Disadvantaged Business	SDB
Woman-Owned Small Business	WoSB	HUBZone Business	HUBZone
Service-Disabled Veteran Owned Small Business	SDVOSB		

② As appropriate, Design-Builder shall indicate if Vendor/Supplier is certified by:

City of San Diego	CITY	State of California Department of Transportation	CALTRANS
California Public Utilities Commission	CPUC	San Diego Regional Minority Supplier Diversity Council	SRMSDC
State of California's Department of General Services	CADoGS	City of Los Angeles	LA
State of California	CA	U.S. Small Business Administration	SBA

The Design-Builder will not receive any subcontracting participation percentages if the Design-Builder fails to submit the required proof of certification (except for OBE, SLBE and ELBE)

Form Title: DESIGN-BUILD NAMED EQUIPMENT/MATERIAL SUPPLIER LIST TO BE INCLUDED IN THE PRICE PROPOSAL ONLY

(Rev. May 2011)

Form Number: AA25

Project Title: SKYline Hills Branch Library K-14-5903 DB2-3

ATTACHMENT I

DESIGN-BUILD AGREEMENT

DESIGN-BUILD AGREEMENT

This Design-Build agreement [Contract] is made and entered into this 3 day of 6, 201~~7~~⁴, by and between The City of San Diego [City], a municipal corporation, and **Barnhart-Reese Construction, Inc.**, for the purpose of designing and constructing the **Skyline Hills Branch Library Design - Build Contract** (Project) in the amount of **Eight Million Eight Hundred Thousand Dollars and 00/100 (\$8,800,000.00)**. The City and Design-Builder are referred to herein as the "Parties".

RECITALS

- A. The City desires to construct the Project located in the City of San Diego, California.
- B. The City desires to contract with a single entity for design and construction of the Project, as set forth in this Agreement.
- C. The City has issued a Request for Proposals [RFP] for **K-14-5903-DB2-3** pursuant to which the City solicited Proposals from design-build teams to design, rehabilitate, and build the Project.
- D. In accordance with City's RFP, Design-Builder submitted a Proposal for the Project and is prepared to enter into this Agreement.
- E. The City has selected the Design-Builder to perform, either directly or pursuant to Subcontracts, hereinafter defined, the design, engineering, and construction services set forth in this Agreement and the Contract Documents, hereinafter defined.
- F. The Design-Builder is ready, willing, and able to perform the services required in accordance with the terms and conditions of this Agreement.
- G. Execution of this Agreement by the Design-Builder is a representation that the Design-Builder has visited the Site, become familiar with the local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

In consideration of the above recitals and the mutual covenants and conditions set forth herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby set forth their mutual covenants and understandings as follows.

AGREEMENT

- A. Recitals and Attachments. The above referenced recitals are true and correct and are incorporated into this Agreement by this reference. All attachments referenced in this Agreement section are incorporated into the Contract by this reference.
- B. Contract Performance. The Design-Builder shall design and construct the Project in a good and workmanlike manner to the satisfaction of the City, lien free and in compliance with the Contract Documents and within the time specified, in return for timely payment by the City in accordance with the Contract.
- C. Attachments. All attachments e.g., Reference Standards in the RFP, Supplementary Special Provisions (SSP), the attached Faithful Performance and Payment Bonds, Agreement and Supplemental Agreements, and the attached Proposal included in the Proposal documents by the Contractor are incorporated into the Contract by this reference.

D. Contract Documents. This Contract incorporates the 2012 Edition of the Standard Specifications for Public Works Construction [The GREENBOOK], including amendments set forth in the 2012 edition of the San Diego Specifications for Public Works Construction [The WHITEBOOK]. The Contract Documents shall include the items mentioned in section 2-5.2 of The WHITEBOOK and shall follow that order of precedence.

IN WITNESS WHEREOF, this Agreement is signed by the City of San Diego, acting by and through its Mayor or designee, pursuant to **Municipal Code 22.3107** authorizing such execution.

THE CITY OF SAN DIEGO

APPROVED AS TO FORM AND LEGALITY

Jan I. Goldsmith, City Attorney

By *Tougy Heinrichs*

By *Pedro De Lara, Jr.*

Print Name: Albert P. Rechany
Program Manager, PWCG

Print Name: Pedro De Lara, Jr.
Deputy City Attorney

for

Date: 6/3/14

Date: 6/3/14

CONTRACTOR

By *West Reese*

Print Name: West Reese

Title: CEO

Date: 5-5-15

City of San Diego License No.: B2009008065

State Contractor's License No.: 918130

ATTACHMENT J

DESIGN-BUILD AGREEMENT FORMS

Executed in Duplicate

**CONTRACT FORMS ATTACHMENTS
PERFORMANCE BOND AND LABOR AND MATERIAL MEN'S BOND**

FAITHFUL PERFORMANCE BOND AND LABOR AND MATERIALMEN'S BOND:

Barnhart-Reese Construction, Inc., a corporation, as principal, and **Federal Insurance Company**, a corporation authorized to do business in the State of California, as Surety, hereby obligate themselves, their successors and assigns, jointly and severally, to The City of San Diego a municipal corporation in the sum of **Eight Million Eight Hundred Thousand Dollars and 00/100 (\$8,800,000.00)** for the faithful performance of the annexed contract, and in the sum of **Eight Million Eight Hundred Thousand Dollars and 00/100 (\$8,800,000.00)** for the benefit of laborers and materialmen designated below.

Conditions:

If the Principal shall faithfully perform the annexed contract Skyline Hills Branch Library Design - Build Contract, K-14-5903-DB2-3, San Diego, California then the obligation herein with respect to a faithful performance shall be void; otherwise it shall remain in full force.

If the Principal shall promptly pay all persons, firms and corporations furnishing materials for or performing labor in the execution of this contract, and shall pay all amounts due under the California Unemployment Insurance Act then the obligation herein with respect to laborers and materialmen shall be void; otherwise it shall remain in full force.

The obligation herein with respect to laborers and materialmen shall inure to the benefit of all persons, firms and corporations entitled to file claims under the provisions of Chapter 3 of Division 5 of Title I of the Government Code of the State of California or under the provisions of Section 3082 et seq. of the Civil Code of the State of California.

Changes in the terms of the annexed contract or specifications accompanying same or referred to therein shall not affect the Surety's obligation on this bond, and the Surety hereby waives notice of same.

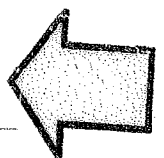
PERFORMANCE BOND AND LABOR AND MATERIALMEN'S BOND (Cont.)

The Surety shall pay reasonable attorney's fees should suit be brought to enforce the provisions of this bond.

Dated April 28, 2014

Approved as to Form and Legality

Barnhart-Reese Construction, Inc.
Principal

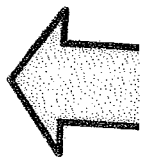


By T. Reese
Tamela Barnhart-Reese
Printed Name of Person Signing for Principal

Jan I. Goldsmith, City Attorney

By Jan I. Goldsmith
Deputy City Attorney

Federal Insurance Company
Surety



By Heather Saltarelli
Attorney-in-fact Heather Saltarelli

Approved:

By Albert P. Rehanany
Albert P. Rehanany, Program Manager, PWCG

555 South Flower Street, Third Floor
Local Address of Surety

Los Angeles, CA 90071
Local Address (City, State) of Surety

(213)612-5574
Local Telephone No. of Surety

Premium \$ 67,440.00

Bond No. 82320472

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of Orange

On APR 28 2014
Date

before me,

K. Luu, Notary Public
Here Insert Name and Title of the Officer

personally appeared

Heather Saltarelli
Name(s) of Signer(s)

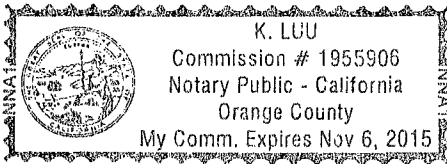
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Signature of Notary Public



Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer Is Representing: _____

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer Is Representing: _____



**Chubb
Surety**

**POWER
OF
ATTORNEY**

**Federal Insurance Company
Vigilant Insurance Company
Pacific Indemnity Company**

**Attn: Surety Department
15 Mountain View Road
Warren, NJ 07059**

Know All by These Presents, That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint Rhonda C. Abel, Jeri Apodaca, Kim Luu, Mike Parizino, Rachelle Rheault, Heather Saltarelli and James A. Schaller of Newport Beach, California

each as their true and lawful Attorney- In- Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY have each executed and attested these presents and affixed their corporate seals on this **11th** day of July, 2013.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

David B. Norris, Jr.

David B. Norris, Jr., Vice President

STATE OF NEW JERSEY ss.
County of Somerset

On this **11th** day of **July, 2013** before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of the By- Laws of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with David B. Norris, Jr., and knows him to be Vice President of said Companies; and that the signature of David B. Norris, Jr., subscribed to said Power of Attorney is in the genuine handwriting of David B. Norris, Jr., and was thereto subscribed by authority of said By- Laws and in deponent's presence.

Notarial Seal



**KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No 2316685
Commission Expires July 16, 2014**

Katherine J. Adelaar
Notary Public

CERTIFICATION

Extract from the By- Laws of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY:

"All powers of attorney for and on behalf of the Company may and shall be executed in the name and on behalf of the Company, either by the Chairman or the President or a Vice President or an Assistant Vice President, jointly with the Secretary or an Assistant Secretary, under their respective designations. The signature of such officers may be engraved, printed or lithographed. The signature of each of the following officers: Chairman, President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary and the seal of the Company may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing Assistant Secretaries or Attorneys- in- Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such power of attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing extract of the By- Laws of the Companies is true and correct,
- (ii) the Companies are duly licensed and authorized to transact surety business in all 50 of the United States of America and the District of Columbia and are authorized by the U.S. Treasury Department; further, Federal and Vigilant are licensed in the U.S. Virgin Islands, and Federal is licensed in American Samoa, Guam, Puerto Rico, and each of the Provinces of Canada except Prince Edward Island; and
- (iii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Warren, NJ this

APR 28 2014



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO NOTIFY US OF A CLAIM, VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT ADDRESS LISTED ABOVE, OR BY Telephone (908) 903- 3493 Fax (908) 903- 3656 e-mail: surety@chubb.com

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

State of California

County of San Diego

On April 29, 2014 before me, Cathy C. Pernicano, Notary Public

Date

Here Insert Name and Title of the Officer

personally appeared Tamela Barnhart Reese

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person ~~(s)~~ whose name ~~(s)~~ is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity ~~(ies)~~, and that by his/her/their signature ~~(s)~~ on the instrument the person ~~(s)~~, or the entity upon behalf of which the person ~~(s)~~ acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: Cathy C. Pernicano
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Signer's Name: _____

Corporate Officer -- Title(s): _____

Corporate Officer -- Title(s): _____

Individual

Individual

Partner -- Limited General

Partner -- Limited General

Attorney in Fact

Attorney in Fact

Trustee

Trustee

Guardian or Conservator

Guardian or Conservator

Other: _____

Other: _____

Signer Is Representing: _____

Signer Is Representing: _____

RIGHT THUMBPRINT OF SIGNER

Top of thumb here

RIGHT THUMBPRINT OF SIGNER

Top of thumb here

CONTRACTOR CERTIFICATION

DRUG-FREE WORKPLACE

PROJECT TITLE: Skyline Hills Branch Library Design - Build Contract

I hereby certify that I am familiar with the requirements of San Diego City Council Policy No. 100-17 regarding Drug-Free Workplace as outlined in RFP, "Drug-Free Workplace", of the project specifications, and that;

Barnhart - Reese Construction, Inc.

(Name under which business is conducted)

has in place a drug-free workplace program that complies with said policy. I further certify that each subcontract agreement for this project contains language which indicates the subcontractor's agreement to abide by the provisions of subdivisions a) through c) of the policy as outlined.

Signed *West Reese*

Printed Name West Reese

Title CEO

CONTRACTOR ADA CERTIFICATION

AMERICAN WITH DISABILITIES ACT (ADA) COMPLIANCE CERTIFICATION

PROJECT TITLE: Skyline Hills Branch Library Design - Build Contract

I hereby certify that I am familiar with the requirements of San Diego City Council Policy No. 100-4 regarding the American With Disabilities Act (ADA) outlined in the RFP, "American With Disabilities Act", of the project specifications, and that;

Barnhart-Reese Construction, Inc.

(Name under which business is conducted)

has in place workplace program that complies with said policy. I further certify that each subcontract agreement for this project contains language which indicates the subcontractor's agreement to abide by the provisions of the policy as outlined.

Signed

West Reese

Printed Name

West Reese

Title

CEO

CONTRACTOR STANDARDS CERTIFICATION

CONTRACTOR STANDARDS – PLEDGE OF COMPLIANCE

PROJECT TITLE: Skyline Hills Branch Library Design - Build Contract

I declare under penalty of perjury that I am authorized to make this certification on behalf of Barnhart-Reese Construction, Inc., as Contractor, that I am familiar with the requirements of City of San Diego Municipal Code § 22.3224 regarding Contractor Standards as outlined in RFP ("Contractor Standards"), of the project specifications, and that Contractor has complied with those requirements.

I further certify that each of the Contractor's subcontractors whose subcontracts are greater than \$50,000 in value has completed a Pledge of Compliance attesting under penalty of perjury of having complied with City of San Diego Municipal Code § 22.3224.

Dated this 5th Day of May, 2014.

Signed West Reese

Printed Name West Reese

Title CEO

STIPEND AGREEMENT

This stipend agreement [Agreement] is made and entered into this 7th day of January, 2018, by and between The City of San Diego [City], a municipal corporation, and BARNHART-REESE CONSTRUCTION, INC [Design-Builder], for the purpose of designing and constructing the SKYLINE HILLS BRANCH LIBRARY DESIGN - BUILD CONTRACT [Project Title] (Project) in the amount of FIFTEEN THOUSAND DOLLARS AND ZERO CENTS(\$15,000.00). The City and Design-Builder are referred to herein as the "Parties".

RECITALS

- A. On February 20, 2013, City issued a Request for Qualifications [RFQ] for the design and construction of the Skyline Hills Branch Library [Project]. The proposed library will be located at 7600 Paradise Hills Valley Road at the intersection of Meadowbrook Drive and Paradise Hills Road in San Diego, California.
- B. Addendum #1 of the RFQ states that City will pay a \$15,000 stipend to each unsuccessful Design-Builder that is deemed responsive by the City.
- C. The Request for Proposal [RFP] will require each Design-Builder to complete and deliver a Agreement to the City within the time frame required to submit a proposal in response to the RFP.
- D. The purpose of the stipend is to encourage competition, increase responsiveness, and obtain higher quality proposals.

In consideration of the above recitals and the mutual covenants and conditions set forth herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby set forth their mutual covenants and understandings as follows.

AGREEMENT

1. Work Product

- 1.1 The City hereby retains Design-Builder to prepare and submit, in response to the RFP, a price bid that conforms in all material respects to the requirements of the RFP, as determined by the City, and satisfies the provisions set forth in the RFP.
- 1.2 All work performed by Design-Builder and its team members pursuant to this Agreement shall be considered work for hire, and the Work Product (as defined below) shall become the property of the City without restriction or limitation on its use. Neither Design-Builder nor any of its team members shall copyright any of the material developed under this Stipend Agreement.
- 1.3 Design-Builder agrees that all Work Product is, upon receipt by the City, the property of the City. The term "Work Product" shall mean all submittals made by Design-Builder during the RFP process, including the Proposal, exchanges of information during the pre-proposal and post-proposal period. However, the term "Work Product" shall specifically exclude patented rights in previously existing proprietary technology.

- 1.4 In consideration for the City's agreement to make payment hereunder, Design-Builder agrees that the City shall be entitled to use all Work Product, without any further compensation or consideration to the Design-Builder, in connection with the RFP, the Contract Documents, the Project, and future procurements by the City.

2. **Compensation and Payment**

- 2.1 Compensation payable to Design-Builder for the Work Product described herein shall be \$15,000, if all the following conditions are met:

2.1.1 Design-Builder's Proposal was not was not selected for award.

2.1.2 The Proposal is responsive to the RFP.

2.1.3 The Proposal contains Schematic Design Drawings which shall include, but not be limited to the following:

1. All drawings are to be to scale. Plans and elevations are to be dimensioned. The format of the drawings is at the discretion of the Design-Build Entity [D-BE] Team. These are minimum requirements and additional exhibits, including special design features proposed, may be submitted at the D-BE's discretion. Drawings and massing study model will be displayed for public review and comment in the Skyline Hills Library or other arranged venue. The drawings and model will be displayed anonymously; therefore, one set of drawings, mounted on foam-core boards, and the massing study model must be provided without any reference to, or identification of the D-BE or any D-BE team member or its consultants/subcontractors.
2. The following schematic architectural drawings and models delineating and detailing design features, materials, and options are required for compliance with this RFP: Submit two (2) sets of full-size (D sheet), color drawings, one of which is mounted on foam core boards as described above for use at the D-BE Team presentation and for display in the Skyline Hills Library or other arranged venue, ten (10) half-size, color drawings, and one (1) electronic copy of the drawings.
 - a. **Site Plan:** a site plan showing all buildings, site features, and on-site improvements at a scale of 1" = 20'-0". See Handout H-1 *Site Map* for limit of site (handed out as hard copy).
 - b. **Floor / Space Plans:** a schematic floor plan for each building floor level with general representation of all core elements and structure, and all enclosed spaces at a scale of 1/8" = 1'-0". Show conceptual furniture and book stack layout on floor plans. The space plans shall identify the net square feet allocated to each organizational component listed in the Program Requirements.

- c. **Elevations:** a minimum of four (4) color exterior building elevations of the building including indication and Limits of all material types and colors, and any shading devices, at a scale of 1/8" = 1'-0." Sections: a minimum of two (2) building cross sections showing the building's elevations in relationship to the other site improvements or ground planes at a scale of 1/8" = 1'-0."
 - d. **Interior Perspective:** a minimum of one (1) sketch interior perspective, either freehand or computer generated of the library interior depicting the Lobby and the Great Room. Massing Study Model: a monochromatic wood, chipboard or museum board, massing study model at a scale of 1" = 16'-0". Include elements adjacent to the building(s) for context and scale. See Handout H-1 *Site Map* for limit of site (handed out as hard copy). Other: diagrams, charts, and photos to further illustrate the proposal are acceptable, but not required.
- 3. Design Builder shall attend three meetings and make presentations necessary as determined by the City to the community, Council Committee, Public Building Review Committee, and citizen groups to provide them with the information about its proposed library.
 - 4. Provide the proposed design and construction schedule.

2.2 The City may pay compensation to Design-Builder under the following conditions:

2.2.1 Design-Builder meeting the criteria identified in Sections 1 and 2, above.

2.2.2 Any amount paid under this Agreement will not exceed \$15,000 and will be subject to audit of the costs incurred by the Design-Builder in preparing its Technical Proposal and price bid. Auditors shall have access to all books, records, documents, and other evidence and accounting principles and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred. Failure of the Design-Builder or its team members to maintain and retain sufficient records to allow the auditors to verify all or a portion of the claim, or to permit the auditors access to the books and records of Design-Builder and its team members shall constitute a waiver of the right to be paid a stipend and shall bar any recovery hereunder.

2.2.3 Any Design-Builder wishing to apply for a stipend under this subparagraph (a) shall submit the completed Agreement to the City within 10 days of price proposals being opened. Eligibility of receipt of a stipend is dependent upon meeting the conditions set forth in this Stipend Agreement.

2.2.4 If the procurement is canceled prior to the Bid Opening Date, Design-Builders will be provided the opportunity, at their option, of delivering to the City the Work Product of their Proposal preparations to date. There is no specific format required for such Work Product. Those Design-Builders that choose to deliver their Work Product may be paid an amount that the City deems to be appropriate consideration for the Work Product. No portion of the stipend amount will be paid in the event a Design-Builder chooses not to deliver its Work Product.

2.3 Any payment of compensation owing hereunder will be made: (1) within 60 days after receipt of a proper invoice submitted to the City under this section. Invoices must be received within 30 days of said notification by City to be honored for payment.

3. **Indemnification**

3.1 Design-Builder shall indemnify, protect, and hold harmless the City and its directors, officers, and employees from, and Design-Builder shall defend at its own expense, all claims, costs, expenses, liabilities, demands, or suits at law or equity arising in whole or in part from the negligence or willful misconduct of Design-Builder or any of its agents, officers, employees, representatives or subcontractors or breach of any Design-Builder's obligations under this Stipend Agreement.

3.2 This indemnity shall not apply with respect to any claims, demands or suits arising from use of the Work Product by the City or its contractors.

4. **Compliance with Laws**

4.1 Design-Builder shall comply with all federal, state, and local laws, ordinances, rules, and regulations applicable to the work performed or paid for under this Agreement and covenants and agrees that it and its employees shall be bound by the standards of conduct provided in applicable laws, ordinance, rules, and regulations as they relate to work performed under this Stipend Agreement. Design-Builder agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this Stipend Agreement. The Design-Builder agrees (1) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability; (2) to include a provision similar to that contained in subsection (a) in any subcontract; and (3) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

5. **Assignment**

5.1 Design-Builder shall not assign this Agreement without the City's prior written consent. Any assignment of this Agreement without such consent shall be null and void.

6. Miscellaneous

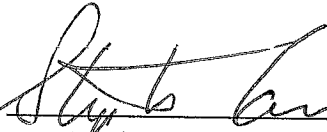
- 6.1** Design-Builder and the City agree that Design-Builder, its team members, and their respective employees are not agents of the City as a result of this Stipend Agreement.
- 6.2** All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend and include the singular. All words used in any gender shall extend to and include all genders.
- 6.3** This Agreement together with the RFP, as amended from time to time, the provisions which are incorporated herein by reference, embodies the entire agreement of the parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained herein or in the RFP. This Agreement shall supersede all previous communications, representation, or agreements, either verbal or written, between the parties herein.
- 6.4** It is understood and agreed by the parties hereto that if any part, term, or provision of this Agreement is held to be illegal or in conflict with any law of the State of California by a court of competent jurisdiction, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provisions held to be invalid.
- 6.5** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

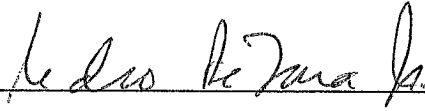
IN WITNESS WHEREOF, this Agreement is signed by the City of San Diego, acting by and through its Mayor or designee, pursuant to San Diego Municipal Code section 22.3207, authorizing such execution, and by Design-Builder.

THE CITY OF SAN DIEGO

APPROVED AS TO FORM AND LEGALITY

Jan I. Goldsmith, City Attorney

By: 
Stephen Samara
Senior Contract Specialist
Public Works Contracting Group

By: 
Print Name: Pedro Delara, Jr.
Deputy City Attorney

Date: 2/25/14

Date: 2/25/14

CONTRACTOR

By: 

Print Name: West Reese

Title: CEO

Date: 1-07-14

City of San Diego License No.: B2009008065

State Contractor's License No.: 912130

City of San Diego

CITY CONTACT: Clementina Giordano- Contract Specialist, Email:CGiordano@sandiego.gov.
Phone No. (619) 533-3481, Fax No. (619) 533-3633

ADDENDUM "1" REQUEST FOR PROPOSAL (RFP) FOR



SKYLINE HILLS BRANCH LIBRARY DESIGN-BUILD CONTRACT

RFP NO.: _____ K-14-5903-DB2-3
SAP NO. (WBS/IO/CC): _____ S-00692
CLIENT DEPARTMENT: _____ 1311
COUNCIL DISTRICT: _____ 4
PROJECT TYPE: _____ BB

PROPOSAL DUE:

**12:00 NOON
FEBRUARY 25, 2014
CITY OF SAN DIEGO
PUBLIC WORKS CONTRACTING GROUP
1010 SECOND AVENUE, 14th FLOOR, MS 614C
SAN DIEGO, CA 92101**

A. CHANGES TO CONTRACT DOCUMENTS

The following changes to the RFP are hereby made effective as though originally issued with the RFP. The Design-Builders are reminded that all previous requirements to this solicitation remain in full force and effect.

THE SUBMITTAL DATE FOR THIS PROJECT HAS BEEN **EXTENDED TO FEBRUARY 25, 2014.**

B. CLARIFICATIONS

1. The pre-proposal meeting that took place on January 09, 2014 is voided and will not apply to this Request for Proposal (RFP).
2. A new **mandatory** pre-proposal meeting will be held January 23, 2014 at 10:00 a.m.

C. CHANGES TO THE REQUEST FOR PROPOSALS

1. To Section 6, Selection and Award Schedule, subsection 6.2, page 6, **DELETE** in its entirety and **SUBSTITUTE** with the following:

6.2 The City anticipates that the process for selecting a Design-Builder, and awarding the contract, will be according to the following tentative schedule:

6.2.1	Mandatory Pre-Proposal Meeting	January 23, 2014
6.2.2	Proposal Due Date	February 25, 2014
6.2.3	Presentations	March 11, 2014
6.2.4	RESERVED	
6.2.5	Selection and Notification	March 2014
6.2.6	Limited Notice to Proceed	March 2014
6.2.7	Design Notice to proceed	June 2014
6.2.8	Foundation Notice to Proceed	November 2014
6.2.9	Building Notice to Proceed	July 2015
6.2.10	Construction Completion	December 2016

James Nagelvoort, PE
Interim Director & City Engineer
Public Works Department

Dated: *January 10, 2014*
San Diego, California

JN/bd/rir

City of San Diego

CITY CONTACT: Clementina Giordano- Contract Specialist, Email:CGiordano@sandiego.gov.
Phone No. (619) 533-3481, Fax No. (619) 533-3633

ADDENDUM "2"

REQUEST FOR PROPOSAL (RFP)



FOR

SKYLINE HILLS BRANCH LIBRARY DESIGN-BUILD CONTRACT

RFP NO.: _____ K-14-5903-DB2-3
SAP NO. (WBS/IO/CC): _____ S-00692
CLIENT DEPARTMENT: _____ 1311
COUNCIL DISTRICT: _____ 4
PROJECT TYPE: _____ BB

PROPOSAL DUE:

**12:00 NOON
FEBRUARY 25, 2014
CITY OF SAN DIEGO
PUBLIC WORKS CONTRACTING GROUP
1010 SECOND AVENUE, 14TH FLOOR, MS 614C
SAN DIEGO, CA 92101**

A. CHANGES TO CONTRACT DOCUMENTS

The following changes to the RFP are hereby made effective as though originally issued with the RFP. The Design-Builders are reminded that all previous requirements to this solicitation remain in full force and effect.

B. BIDDER'S QUESTIONS

Q1. Can the 50' driveway easement be relocated as long as the access to the shopping center is maintained?

A1. No, The 50 'driveway easement cannot be relocated.

Q2. You've described an attribute of Value as exceeding the minimum program area yet there is a maximum allowable area. Is additional program area considered an enhancement or penalty? If an enhancement can you define areas of priority? Can you characterize these values?

A2. The Library usable space shall be 15,000 sf as stated in the RFP.

Q3. Another attribute of Value has been characterized as Excellence in Design. Can you characterize these values?

A3. The "Excellence in Design" is well defined in Attachment G, Par. 4: Technical Approach and Design Concept. A general interpretation of "Excellence in Design" is defined by the display of excellent functionality, aesthetics and economy.

Q4. Another attribute of Value has been characterized as Value Added Enhancements. Can you prioritize your preferred value enhancements?

A4. The Value Added Enhancements are optional and there are no preferred value enhancements by the City.

Q5. Are there any preliminary thoughts on the future of the Open Space area?

A5. No, however, the access from the Library site to the open space shall be provided.

Q6. Are there requirements for the street frontage bus drop off within this agreement?

A6. No

Q7. The design aesthetic has been described as being sensitive to the context and community interests. Can you provide any further detail on the architectural vocabulary desired?

A7. The RFP defines the aesthetic expectations. We have no further guidance on the aesthetics chosen by the individual D-B teams.

- Q8. How will community comments regarding the design proposals be scored?
- A8. Attachment G, Par. 7, defines how much value the Community comments hold.
- Q9. Can the adjacent Open Space be used as soils borrow/balancing site and or construction staging area?
- A9. The adjacent open space may only be used for the construction staging area.
- Q10. Does the City desire to sell any excess property unused?
- A10. No
- Q11. The RFP, page 26, Item 2.10.2, states "Provide a summary of proposed utilization between Furniture, Fixtures and Equipments (FF&E), material and finish upgrades and thematic elements." Please provide additional clarification for the proposed utilization between FF&E, material finish upgrades and thematic elements.
- A11. The City would like a short summary of the proposed FF&E, materials and thematic elements and any elements that would be considered an enhanced value beyond the budgeted value. This mostly applies to the thematic element.
- Q12. The City's CIP Project Home Page shows it was updated on January 1, 2014; however, the Skyline Library project information conflicts with the RFP project cost and description
- A12. The project cost and description as indicated in the RFP is the latest information.
- Q13. **Page 5, Item 2.4 Subcontractor Participation |SLBE 3.3% & ELBE 9.0%:** Please clarify if participation goals apply to the Subcontractor Workforce only or will the city include certified SLBE and ELBE design team members in the goal percentages?
- A13. Subcontractor participation includes subcontractors and subconsultants.
- Q14. **Page 14, Item 17.7.1 - Payroll Records-** Does the requirement for submission of certified weekly payroll apply to the A/E team? Our experience with City on previous projects is that it only applied to the Contractor and Subcontractors
- A14. Certified weekly payrolls apply to the Contractor, Subcontractors, and A/E team.
- Q15. **Page 15, Item 17.8 - Prevailing Wages Rates** Please confirm that the Prevailing Wage Rates apply to construction activities only and not design effort.
- A15. Prevailing wage requirements apply to design and construction.
- Q16. **Page 16, Item 17.10 - Reference Standards** On past City projects our design team was allowed to use AutoCad. Will the use of AutoCad be allowed for Skyline Library. More importantly with Revit being the current industry standard and offering many more benefits to the design, can Revit be used in lieu of AutoCad?

The standards also call for final drawings to be on mylar. Please confirm this requirement. It seems like an unnecessary expense. There would be a set of mylars for bid documents and another updated set once “as-builts” are completed.

- A16. AutoCad or Revit can be used. Mylar is only required for “As-Built” Drawings.
- Q17. **Page 26, Item 2.9 - Project Budget** What is the budget for Special Inspection? It is not indicated in the chart.
- A17. See “THE WHITE BOOK”, Page 33, Subsection 4-1.3.4.
- Q18. **Page 33, Item 2.18.1.F - General Performance Requirements (Thermal Comfort)** Please confirm that controllability of systems within individual spaces is required. In recent City projects the requirement only applied to staff areas and not public areas. Staff did not want the public to change settings.
- A18. Controls and sensors shall meet 2013 Title 24 requirements. DDC space temperature sensors shall have integral manual override and set point adjustment capability which can be supervised and disabled at Owner's workstation.
- Q19. **Page 72, Item 2.18.28.D - Minimum Illumination Performance Requirements** Chart indicates 40 – 50 FC in Book Stacks at working plane level. Should this not indicate the FC requirement for the bottom shelf, and if so, what is City’s requirement? In the second chart it indicates 35FC. Please clarify which is to be implemented.
- A19. The table on pages 72-73 should be separated into two tables. The bottom two rows should be a separate table referring to vertical lighting level requirements (See Item C.2. in this Addendum). Additionally, reference page 122, section 39, item 2 for more qualitative description of requirements.
- Q20. **Page 111, Item 2.27.10 - General Building** Please confirm that 42” aisle is to be provided.
- A20. Confirmed, but Code still requires main aisles to be 44". Comply with CBC 2013 and current ADA requirements.
- Q21. **Page 122, Item 2.27.39.2 – Stacks** What is FC requirement at bottom shelf?
- A21. See answer for Q19. above
- Q22. **Page 123, Item 2.27.42.1 - Photovoltaic System Requirements** What is the required capacity of the system for the project? Is the City open to a Purchase Power Agreement for the system?
- A22. The City is not open to Purchase Power Agreement. As stated in the RFP Page 123, the Design Build Team shall design, procure and install a grid connected Photovoltaic (PV) System. The DB shall Purchase a PV system and install it as part of D-B’s contract.

- Q23. **Page 133, Item 2.27.60.1.14** Please confirm that DB team will be required to retain a Physiotherapist consultant when designing millwork and selected furniture.
- A23. A physiotherapist will be needed if custom furniture is designed. Specified furniture is usually covered by the manufacturer.
- Q24. **Page 153 Appendix B**-Please confirm if the items listed in Appendix B are to be Procured under the Furnishings Allowance of \$1,000,000
- A24. Confirmed.
- Q25. **Appendix B – Furniture, Fixtures, & Equipment Lists** - Table sizes are not indicated. What size should be assumed for this design effort?
- A25. Tables should be based on 4 persons: Study tables should be 4 persons, computer tables, 2 person per table, and Study Room tables up to 6 persons per table.
- Q26. Please confirm there is to be only one executed price proposal submitted. No additional copies of the price proposal needed.
- A26. Confirmed. Only need one price proposal as stated on page 11 section 13.4.3
- Q27. Please verify that under Attachment G the proposer shall respond to sections 1-6 only, as Section 7 (Community Comments) and section 8 (Presentation) are not applicable at the time of submission.
- A27. Correct
- Q28. Please verify size of full set and mounted boards.
- A28. 24”X36”
- Q29. Page 9, section 13.2.2 states that "The Technical Proposal shall be limited to 50 pages, **exclusive of resumes**, graphics, forms , pictures, photographs, dividers, front and back cover, etc., that address the technical proposal contents; and of Equal Opportunity Contracting documentation. "Please verify that resumes under Attachment G, page 270, 3.1: project team resumes will NOT be counted against the 50 page limit.
- A29. That is correct. The resumes will not be counted against the 50 page limit.
- Q30. Page 9, section 13.2.2 states that "The Technical Proposal shall be limited to 50 pages, **exclusive of** resumes, graphics, **forms**, pictures, photographs, dividers, front and back cover, etc., that address the technical proposal contents; and of Equal Opportunity Contracting documentation. " Please verify that **Form AA15** - Design Build List of Subcontractors, **Form AA60** - list of work made available and **Form AA30**- Design Build named equipment and material supplier list as itemized on page 17 and 18, Design-Builders' General Information

Form, and/or Required Document Schedule will NOT be counted against the 50 page limit.

- A30. That is correct. Any of Equal Opportunity Contracting documentation forms will not be counted against the 50 page limit.
- Q31. Page 9, section 13.2.2 states that "The Technical Proposal shall be limited to 50 pages, **exclusive of** resumes, graphics, forms , pictures, photographs, dividers, front and back cover, etc., that address the technical proposal contents; and of Equal Opportunity Contracting documentation. "Please verify that proof of valid DVE, MBE, DVBE, MBE certificates and SLBE-ELBE good faith documentations will NOT be counted against the 50 page limit.
- A31. That is correct that proof of valid DVE, MBE, DVBE, MBE certificates and SLBE-ELBE good faith documentations will not be counted against the 50 page limit as stated on page 9, section 13.2.2.
- Q32. Page 11, section 13.4.1.4 Should the Technical and Price Proposal be marked with the appropriate state contractors license designation which the design-builder holds? This is not requested in section 13.4.2.2 or 13.4.3.3?
- A32. Follow the procedures as is stated in section 13.4.2.2 on page 11 and section 13.4.3.3 on page 12.
- Q33. Per page 11, section 13.4.2.2, would you like the proposer to indicate which technical package is the original on the exterior of the sealed envelope?
- A33. You need to indicate which technical package is the Original on the cover of the technical package
- Q34. The designated building location on the site plan is not large enough for the programmed 16,500 sf. If the program is to remain the same, the building will encroach into the designated landscaped area. Is this approved by the City and Community? Is there any easement flexibility on the adjacent City lot in order to leave more of the landscape area?
- A34. If there is not enough area on the Proposed Site Plan for the programmed 16,500 sf library building, and/or for designated landscaped area, and/or for required parking spaces, the building shall encroach into the open space area as necessary. There is no flexibility for the easement on the adjacent City lot. The easement shall stay as is.

C. CHANGES TO THE REQUEST FOR PROPOSALS

1. To ADDENDUM 1, page 2, Section C, Item 1, **DELETE** in its entirety and **SUBSTITUTE** with the following:

6.2. The City anticipates that the process for selecting a Design-Builder, and awarding the contract, will be according to the following tentative schedule:

- 6.2.1. **Mandatory** Pre-Proposal Meeting January 23, 2014
- 6.2.2. Proposal Due Date February 25, 2014
- 6.2.3. Presentations/interviews February 28, 2014
- 6.2.4. RESERVED
- 6.2.5. Selection and Notification April 2014
- 6.2.6. Limited Notice to Proceed April 2014
- 6.2.7. Design Notice to proceed June 2014
- 6.2.8. Foundation Notice to Proceed November 2014
- 6.2.9. Building Notice to Proceed July 2015
- 6.2.10 Construction Completion December 2016

2. To Attachment A, Project Description, Scope of Work and Performance Specifications, page 72, Item 2, Scope of Work, Section 2.18, General Performance Requirements, Sub-section 2.18.28, General Lighting Requirements, Sub-item D, Minimum Illumination Performance Requirements, DELETE in its entirety and SUBSTITUTE with the following:

D. Minimum Illumination Performance Requirements: The following minimum lighting levels shall be provided:

Area	Maintained Horizontal Lighting Level at The Work Plane (Foot Candles)
Exterior Pathways/Walkways	1-2
Lobby	20-30
Book Check-Out Areas	40-50
Corridors	15-20
Book Stacks	40-50
Reading Areas	40-50
Work Rooms	40-50
Offices	50-60
Multi-Purpose Rooms	30-40 dimmable or switchable to 5 FC
Storage, Restrooms, Equipment Rooms	20-30

Area	Maintained Vertical Lighting Level at the Work Plane (Foot Candles)
Book Stacks	35

James Nagelvoort, Director
Public Works Department

Dated: *February 3, 2014*
San Diego, California

JN/BD/egz

City of San Diego

CITY CONTACT: Clementina Giordano, Contract Specialist, Email: cgiordano@sandiego.gov
Ph. No. (619) 533-3481 - Fax No. (619) 533-3633



ADDENDUM "3"

REQUEST FOR PROPOSAL (RFP)

FOR

SKYLINE HILLS BRANCH LIBRARY DESIGN-BUILD CONTRACT

RFP NO.: K-14-5903-DB2-3
SAP NO. (WBS/IO/CC): S-00692
CLIENT DEPARTMENT: 1311
COUNCIL DISTRICT: 4
PROJECT TYPE: BB

PROPOSAL DUE:

**12:00 NOON
FEBRUARY 25, 2014
CITY OF SAN DIEGO
PUBLIC WORKS CONTRACTING GROUP
1010 SECOND AVENUE, 14TH FLOOR, MS 614C
SAN DIEGO, CA 92101**

A. CHANGES TO CONTRACT DOCUMENTS

The following changes to the RFP are hereby made effective as though originally issued with the RFP. The Design-Builders are reminded that all previous requirements to this solicitation remain in full force and effect.

B. BIDDER'S QUESTIONS

Q1. Anonymity of Submission - Page 303, Item 2.1.3.1 states that Drawings and Models will be anonymously displayed to the community. However, on Page 304, Item 2.1.3.3 the RFP states "Design Builder shall attend three meetings and make presentations necessary, as determined by the City to the community, Council Committee, Public Building Review Committee and citizen groups to provide them with the information about its proposed library." This requirement wipes out anonymity. What is the City's intent? Do you want our drawings/models submitted anonymously or should we plan on presenting our proposed library as stated on Page 304 of the RFP?

A1. Drawings and Models will be anonymously displayed to the Community for their comments as stated in the RFP, Page 303, Item 2.1.3.1. The Design Builders will only make presentation to the Selection Panel comprising of three representatives from the Community Groups, one representative from Library Department, and two representatives from Public Works Department.

Q2. LED Lighting - Please confirm that only USA made LED fixtures are to be specified for the project.

A2. Yes, USA made LED lights only.

Q3. Page 60, Item 2.18.16.B.2 Mechanical/HVAC – HVAC System Type - Please confirm if alternative HVAC system types which meet or exceed the level of quality indicated in the referenced section and meet the energy goals of the project may be proposed.

A3. See Item C.1 in this Addendum.

- Q4.** Page 61, Item 2.18.16.C Mechanical/HVAC – HVAC Zoning - The referenced section of the RFP requires control for “each space” and then also provides limits on the number of exterior offices (with two outside walls) and maximum square footage for interior rooms. There are a couple conflicts in this requirement. For example, how are exterior offices (or other types of spaces) that only have a single wall to be zoned? Please clarify the requirement for “each space”. This seems to imply that every “space” or “room” requires a separate zone which is more stringent than the remaining requirements of this section which allows for combined rooms into a single zone. There is also mention of operable windows in the RFP. Please review the zoning requirements and provide clarification on the minimum requirements.
- A4.** See Item C.2 in this Addendum.
- Q5.** Page 62, Item 2.18.16.I Mechanical/HVAC – Ducting Design Criteria - Is the return air duct distribution system required to be fully ducted?
- A5.** Yes.
- Q6.** Page 107, 2.27.2.a Energy Efficiency and Sustainable Design – Window Switches - The referenced RFP requires operable windows to allow for natural ventilation. In order to provide natural ventilation, ASHRAE guidelines provide prescriptive requirements such as the number, size and location of openings. In addition, in order to conserve energy, the HVAC system should be provided with window switches to disable the HVAC system serving the zone in which the occupant has opened the window. Disabling the HVAC becomes problematic when multiple rooms are combined on a single HVAC zone. Please consider this in the response to the HVAC zoning RFI. Please clarify if a fully designed natural ventilation system is required as briefly described in this RFI as this will add significant construction cost to the project or if the design is limited to providing operable windows without any additional consideration.
- A6.** HVAC system shall meet minimum requirements for LEED Silver rating and shall comply with CA Title 24.
- Q7.** Page 114, Item 2.27.21.f Equipment Room – Telecomm Room Temperature and Humidity Control Requirements - This section of the RFP requires 24/7/365 operation at a temperature of 64F-75F, 30%-55% humidity, with positive pressure. This seems excessive for this small Telecomm Room. If it is required, this will require a CRAC unit with humidity control and reheat capability as well as a dedicated supply fan to positively pressurize the room 24/7/365 while the main HVAC system is turned off. Please confirm the intent.
- A7.** See Item C.3 in this Addendum.

- Q8.** There is no requirement for a Prep-Kitchen in the Multipurpose Room. Since this room will be used by the Community, should there not be a Pre-Kitchen for events that may be catered or food brought in by users?"
- A8.** Page 89 of the RFP requires a Serving Room of 130 SF in the Public Meeting Room. Pages 150 and 151 of the RFP describe a Kitchenette adequately for direction to the DB Team.
- Q9.** Page 131, Item 59.1 - Storage Efficiency - This item indicates specific shelf heights and number of shelves per height. Appendix B on page 153 under heading of "Shelving" indicates specific quantity, height, and number of shelves which is different from what is called for on page 131. Please clarify.
- A9.** Page 131, Item 59.1 are recommendations that act as guidelines for the DB Teams. Appendix B shows an estimate of shelves required for the intended book collection. Ultimately, the DB teams need to provide the amount of shelving required for the actual book collection.
- Q10.** Are the drawings, 3D model, etc., included in page count for the Skyline RFP Response?
- A10.** No.
- Q11.** Is there a survey and topographic map in AutoCad available for this property?
- A11.** The Design Builder is responsible for all surveying as stated in the RFP.
- Q12.** Is parking allowed within the 50' easement in addition to the access road?
- A12.** The DB teams are responsible for reviewing the Municipal Code and ascertain whether parking on the easement is allowed.
- Q13.** What is the capacity requirement for the Photo Voltaic system?
- A13.** Provide a photovoltaic (PV) on-site power production facility. The PV system shall be grid-tied utilizing a UL-listed utility interactive inverter by either a load-side or line-side connection. The weighted CEC efficiency of the inverter shall be a minimum of 96%. PV module arrays shall be roof mounted and shall comply with all applicable Building Department and Fire Department regulations. Provide a fixed (non-tracking) racking system specifically designed for PV module support, compatible with the building roofing and structural system. The contractor shall include processing of utility company interconnection application and permits. Utility company rebates if available shall remain the property of the contractor and shall be applied to reduce the installed cost of the system. Power Purchase Agreements (PPA) is not acceptable. PV system size shall be 50kWAC minimum. Larger systems may be proposed for consideration.

C. CHANGES TO THE REQUEST FOR PROPOSALS

1. To Attachment A, "Project Description, Scope of Work and Performance Specifications," Page 60, Section 2.18.16., "MECHANICAL / HVAC, item B. "Basic Requirements," number 2, "HVAC Systems," **ADD** the following:
 - v. Alternate HVAC types shall be considered if the design-build Contractor provides supporting documentation including, but not limited to, a 20 year life cycle cost analysis for the (4) approved systems and any alternate systems during the schematic design phase. Life cycle costs shall be based on owning and operating costs in accordance with the most recent "ASHRAE Handbook – HVAC Applications" with all first costs, water costs, energy costs, replacement costs and maintenance costs included. The owner's representative will review and approve any alternate systems

2. To Attachment A, "Project Description, Scope of Work and Performance Specifications," item C, "Thermostat Control," page 61, Section 2.18.16., "MECHANICAL / HVAC," **DELETE** in its entirety and **SUBSTITUTE** with the following:
 - C. Thermostat Control: Provide separate thermostat control for each zone. Each zone shall be composed of similar functions and building orientation. Exterior spaces shall not be grouped with interior ones to form a zone. For exterior zones, a maximum of three offices (all with one common exterior wall and orientation) shall constitute a single zone. Any space with two or more walls and orientations shall be a single zone. The maximum interior area comprising one zone shall be 1,200 sf.

3. To Attachment A, "Project Description, Scope of Work and Performance Specifications," Section 2.27. "General Building," number 21, "Equipment Room," item f, "HVAC," Page 114, **DELETE** in its entirety and **SUBSTITUTE** with the following:
 - f. **HVAC.** Positive pressure may be introduced by providing minimal outside air without any direct relief.

James Nagelvoort, Director
Public Works Department

Dated: *February 7, 2014*
San Diego, California

JN/BD/lis

City of San Diego

CITY CONTACT: Clementina Giordano - Contract Specialist, Email: cgiordano@sanidiego.gov
Phone No. (619) 533-3481, Fax No. (619) 533-3633

ADDENDUM "4" REQUEST FOR PROPOSAL (RFP)



FOR

SKYLINE HILLS BRANCH LIBRARY DESIGN-BUILD CONTRACT

RFP NO.: K-14-5903-DB2-3
SAP NO. (WBS/IO/CC): S-00692
CLIENT DEPARTMENT: 1311
COUNCIL DISTRICT: 4
PROJECT TYPE: BB

PROPOSAL DUE:

**12:00 NOON
FEBRUARY 25, 2014
CITY OF SAN DIEGO
PUBLIC WORKS CONTRACTING GROUP
1010 SECOND AVENUE, 14th FLOOR, MS 614C
SAN DIEGO, CA 92101**

A. CHANGES TO CONTRACT DOCUMENTS

The following changes to the RFP are hereby made effective as though originally issued with the RFP. The Design-Builders are reminded that all previous requirements to this solicitation remain in full force and effect.

B. BIDDER'S QUESTIONS

Q1. The Graphic Submittals shown in the RFP on page 28, Item F, indicate that a "monochromatic wood, chipboard or museum board..." can be used for the Massing Study Model. Please advise if using acrylic for the Massing Model is an acceptable material to use. Also, can clear plastic be used in lieu of glass?

A1. Acrylic and clear plastic material can be used for the Massing Model.

Q2. On page 126, Item 47.1, Telecommunications Outlet of the RFP it states that "each seat in the library shall have a minimum of four information outlet ports, and two power outlets. Every seat in the library shall be considered as a workstation and equipped with a telecommunications outlet. At a minimum a 1" dedicated conduit with a home run from each and every data outlet to the telecommunications room is required, and a conduit is required for power. Cabling outlets required are:....." In Appendix B, shown on page 153 indicates 228 chairs in the Multi-Purpose & Study rooms and 115 chairs for Reader's seats for a total of 343 chairs. Please clarify what the intent is for the telecommunications outlets requirement is. Appendix B, shown on page 153 indicates 228 chairs in the Multi-Purpose & Study rooms and 115 chairs for Reader's seats for a total of 343 chairs. Please clarify what the intent is for the telecommunications outlets requirement is.

A2. See changes to the RFP, item C.3 in this Addendum.

Q3. On page 119, Item 33, 2nd paragraph, states "Every seat and workstation in the library shall have access to a duplex receptacle for power, and data communications and/or telephone outlets. All outlets shall provide duplex power receptacles, and at least space for four data ports (coaxial, fiber and twisted pair wires with a box large enough to accommodate all four types of wire). At a minimum a 1" dedicated conduit with a home run from each and every data outlet to the telecommunications room is required, and a 1" conduit is required for power. automated systems require dedicated telephone lines." In Appendix B, shown on page 153 indicates 228 chairs in the Multi-Purpose & Study rooms and 115 chairs for Reader's seats for a total of 343 chairs. Please clarify what the intent is for the telecommunications outlets requirement is.

A3. See changes to the RFP, item C.2 in this Addendum.

Q4. Is it acceptable to provide MC cable for areas to receive raised flooring?

- A4. No, MC cable is not allowed per City standards.
- Q5. Please confirm/advise if any dedicated circuits are required per the furniture and computer station layout plan.
- A5. Dedicated circuits are required only for special loads such as copiers. Design for not more than three (3) computer stations per 20A circuit.
- Q6. On page 262, Item 3.1.2. of the RFP, it states that "Light fixtures will be high quality, long lasting, brand name Energy Efficient and made in the U.S.A. with easy to replace lamps." Please advise if light fixtures for the project can be produced outside of the USA provided that all other requirements noted above are met.
- A6. The Design-Builder shall furnish and install Light Fixtures made in the USA.
- Q7. Please provide clarification on conflicting information in the RFP regarding the cabling requirements:
- Page 78, 2.18.44 A1 is calling out for the use of Category 6 cabling to all work stations.
 - Page 125, 44.2 Is calling out for the use of Category 6A cabling to all workstations.
 - Page 125, 44.4 is stating that the library prefers a "Fiber to the workstation" solution if within budget.
- A7. The Design-Builder shall furnish and install Fiber Cabling to all work stations.
- Q8. Please confirm that the completed Attachment H, "Design-Builder's General Information," is to be submitted in the Skyline Price Proposal Package.
- A8. Confirmed.
- Q9. What document should the Addenda be noted on?
- A9. All addenda shall be noted on the Design-Builders technical Proposals in accordance with Attachment G – Proposal Submittal Requirement and Selection Criteria.
- Q10. Is a bid bond required to be submitted with the proposal?
- A10. A Bid Bond is not required.
- Q11. Where is Form AA60 located in the RFP document?
- A11. Form AA60 is found at the following link
- <http://www.sandiego.gov/eoc/forms/index.shtml>

- Q12. Appendix H, page 256, Item 1.1.22 of the RFP states “Facilities needing 80 Ton of Air conditioning or more will specify a hydronic system to be installed...” However, based on preliminary load calculations, the new library would require less than 100 Tons of cooling. With this size HVAC load it is cost prohibitive to provide a chilled water plant for this building. We would like to propose the exclusion of this requirement and allow the design/build bidders the opportunity to propose systems which meet the temperature and zone control requirements of the RFP within the budgetary constraints.
- A12. Alternate HVAC types shall be considered if the Design-Builder provides supporting documentation including, but not limited to, a 20 year life cycle cost analysis for the (4) approved systems and any alternate systems during the schematic design phase. Life cycle costs shall be based on owning and operating costs in accordance with the most recent “ASHRAE Handbook – HVAC Applications” with all first costs, water costs, energy costs, replacement costs and maintenance costs included. The City will review and approve any alternate systems.
- Q13. Page 26, Item 2.11 - Written Submittals - Please confirm that all RFP requirements covered on Pages 26 and 27, Item 2.11.1 through 2.11.7 are to be submitted in the Pricing Package. In addition to the schedule requirement on Page 27, Item 2.11.1, the technical package has schedule/phasing requirements on Page 271, Item 4.2.6 and again on Page 271, Item 5.1.2 and Item 5.1.3. Please clarify.
- A13. See items C.1 and C.2 in this Addendum
- Q14. Please advise if the City of San Diego has a reciprocal access agreement for the parking lot that is directly north of the project boundary. If the City is able to provide a copy of the Title Report for the project it would also be another avenue to determine this information.
- A14. No.
- Q15. The "White Book", page 376, item 703-3, states that the "CITY'S RESPONSIBILITY. The City will be responsible for any Hazardous Substances and Hazardous Waste as defined by §§25316 and 25117 of the California Health and Safety Code, uncovered or revealed at the Site which existed prior to the date of the NTP and was not identified in the Contract Documents to be within the scope of the Work. The City shall not be responsible for any such materials brought to the Site after the NTP." Please confirm that the City of San Diego will be responsible for all cost impacts related to hazardous material for the project.
- A15. The City will be responsible for costs associated for any Hazardous Substances and Hazardous Waste as defined by §§25316 and 25117 of the California Health and Safety Code, uncovered or revealed at the Site which existed prior to the date of the NTP and was not identified in the Contract Documents to be within the scope of the Work.

- Q16. Art. 56, pg. 130 requires that “an interior designer be part of the planning system.” It further states that “the interior designer shall be selected and approved by the library prior to design development.” Art. 57 further describes the interior design services to be provided. Question: Are these services described in Art. 56 & 57 to be included in the base bid and part of the \$7M budget or are they to be included and budgeted in the \$1M FFE budget.
- A16. The cost of Interior designer consultant services is included in the D-B’s \$7M budget.
- Q17. There are existing SDG&E vaults that may require relocation. Contractors are not permitted to move SDG&E equipment. Please confirm that if relocation is required that the cost impact will be paid by the Owner.
- A17. The Design Builder is responsible for the design and coordination with various utility companies for installation of all underground utilities. The Design Builder will be compensated for the utility fees through Utility Fee Allowances.
- Q18. The RFP, page 266, Item 4.4.4 Generators, Motors, Controllers and Fire Alarms, Item A, states "Generator KW rating must be at least 10% more than calculated load for future use requirements. Kohler generators only. Documentation and repair manuals will be supplied". Please advise if this is a specific requirement for this project since the project will have inverters in place.
- A18. This is a reference document and general guideline from Facilities Division for all City projects. The requirements are generic standards and shall be applied to individual projects as applicable. If the DBE does not plan to use a generator to provide backup power for this project, then language referring to generator requirements is not relevant to this project.

C. CHANGES TO THE REQUEST FOR PROPOSALS

1. To Attachment A, page 26, “PROJECT DESCRIPTION, SCOPE OF WORK AND PERFORMANCE SPECIFICATIONS”, Section 2, “Scope of Work,” Sub-section 2.11, “Written Submittals,” **DELETE** in its entirety.
2. To Attachment A, page 119, “PROJECT DESCRIPTION, SCOPE OF WORK AND PERFORMANCE SPECIFICATIONS,” Section 2, “Scope of Work,” Sub-section 27.7 “General Building”, Item 33, “Electrical Requirements,” Second Paragraph, **DELETE** in its entirety and **SUBSTITUTE** with the following:

Prior to pouring floors, or enclosing conduit in walls, the Design-Builder, and representatives from City's data processing department, and library staff shall "walk" the site to make sure that outlets are properly placed. Every workstation in the library shall have access to a duplex receptacle for power, and data communications and/or telephone outlets. All outlets shall provide duplex power receptacles, and at least space for four data ports (coaxial, fiber, and twisted pair wires, with a box large enough to accommodate all four types of wire). At

minimum a 1" dedicated conduit with a home run from each and every data outlet to the telecommunications room is required, and a 1" conduit is required for power. Automated systems require dedicated telephone lines. Provide at least one 4-gang hardwired data outlet and one 4-gang power outlet to the "podium" position of the Multi-purpose Room. If the room is to be divided, provide equal accommodations to the opposite side. Provide one 4-gang data and on 4-gang data outlet every 12 linear feet of wall (if glass, every 12 linear feet of floor adjacent to the glass). In addition, the Multi-Purpose Room is required to be served by WiFi. Study Rooms shall have at least one 4-gang hardwired data and one 4-gang power outlet for every 12 linear feet of wall or floor if glass walls and WiFi.

3. To Attachment A, page 126, "Project Description, Scope of Work and Performance Specifications," Section 2, "Scope of Work," Sub-section 27.7 "General Building", Item 47, "Telecommunications Outlet ," **DELETE** in its entirety and **SUBSTITUTE** with the following:

47. Telecommunication Outlet

47.1 Each workstation in the library shall be equipped with a telecommunications outlet and have a minimum of four information outlet ports, and duplex power receptacle. At minimum a 1" dedicated conduit with a home run from each and every data outlet to the telecommunications room is required, and a 1" conduit is required for power. Refer to page 119, Item 33 Electrical Requirements for additional clarification at workstations and other areas of the library. Cabling outlets required are:

1. **Voice.** 100 ohm UTP for Voice, T568A or T568B wiring. Conform to current City IT standards.
2. **Data.** 100 ohm UTP 4~pair, 150 ohm STP 2-pair, or 62.5/1251-µm fiber for data.

4. To Attachment G, page 271, "PROPOSAL SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA", Item 4, "Technical Approach and Design Concept (20 Points Max)" and Item 5, "Project Schedule and Construction Plan (20 Points Max)", **DELETE** in their entirety and **SUBSTITUTE** with the following:

4. Technical Approach and Design Concept (20 Points Max)

4.1 Describe in detail the proposed design concept for this Project. Include detailed descriptions, conceptual design drawings, schematics, a list of major equipment, and any other information deemed necessary to allow the City to make an informed evaluation of the Design-Builder's technical approach. The

completeness and technical merit of the design concept will be evaluated.

4.2 The following elements shall be included in this Technical Proposal:

4.1.1 Project Design Description (limit 2 pages): A narrative description of the basis of design. Include reference to each of the systems; structural, electrical, mechanical and plumbing, as well as architectural, civil and landscape approaches. Address how the proposed design achieves programmatic goals and performance requirements of the project. Include narrative descriptions of the quality levels; proposed finish, and material selections; special design features; and performance characteristics. Clearly convey the design intent and philosophy of the proposed design and how it achieves the City's goals for the project.

4.1.2 Aesthetics and Functionality will be determined based on the aesthetics, including scale, massing and articulation of the proposed building(s), functionality and overall quality of the proposed project(s).

4.1.3 The City wants to encourage design and construction creativity within the limits of the project budget, schedule, and context. The D-B shall provide the optimal design and aesthetics in accordance with the RFP program, design guidelines and performance requirements.

4.1.4 The City desires aesthetically attractive, functional, cost effective and practical project(s). The design of the project should be guided by the neighborhood context in its use of form, materials, and colors. The design should provide a good balance of exterior materials providing a well thought out and distinctive form.

4.1.5 Project Budget: The D-B's Fixed Lump Sum Price for the project. Budget shall include cost detail by major building components.

4.1.6 Project Compliance with Minimum Program and Performance Requirements: A brief written statement certifying that all mandatory program and performance requirements of the RFP are met by the proposal.

4.1.7 LEED New Construction Project Checklist with explanatory notes for how each point will be achieved with

accompanying Summary of Value-Added Enhancements (as appropriate).

4.1.8 Summary of Value-Added Enhancements (optional): A brief narrative description of any proposed value-added enhancements.

4.1.9 The site layout of all improvements shall give special consideration to the functionality of the following where applicable:

- Identification and access to a main public entrance.
- Identification and access to a secondary, or community room entrance.
- Integration into existing circulation (both pedestrian and vehicular). Landscape integration with building design.

5. Project Schedule and Construction Plan (20 Points Max)

5.1 Project Schedule: The Design-Builder identification of, and commitment to, key milestones from Notice to Proceed through Guaranteed Completion Date. The schedule shall identify significant design and construction activities; their duration and completion dates; document submittal dates; allowances for City and other agency review periods, including schematic design documents, design development documents, final plans and specifications; and regulatory agency review periods for the project. All dates must be indicated by calendar dates. The schedule shall be in color and in 11"x 17" foldout format.

5.2 Construction plan shall include the following, at a minimum:

5.2.1 Construction approach and methods

5.2.2 Plan for phasing of construction activities

5.2.3 Traffic Control Management

5.2.4 Community Impact.

James Nagelvoort, Director
Public Works Department

Dated: *February 14, 2014*
San Diego, California

JN/BD/lis

City of San Diego

CITY CONTACT: Clementina Giordano, Contract Specialist, Email: cgiordano@saniego.gov
Ph. No. (619) 533-3481 - Fax No. (619) 533-3633



ADDENDUM “5”

REQUEST FOR PROPOSAL (RFP)

FOR

SKYLINE HILLS BRANCH LIBRARY DESIGN-BUILD CONTRACT

RFP NO.:	K-14-5903-DB2-3
SAP NO. (WBS/IO/CC):	S-00692
CLIENT DEPARTMENT:	1311
COUNCIL DISTRICT:	4
PROJECT TYPE:	BB

PROPOSAL DUE:

**12:00 NOON
FEBRUARY 25, 2014
CITY OF SAN DIEGO
PUBLIC WORKS CONTRACTING GROUP
1010 SECOND AVENUE, 14TH FLOOR, MS 614C
SAN DIEGO, CA 92101**

A. CHANGES TO CONTRACT DOCUMENTS

The following changes to the RFP are hereby made effective as though originally issued with the RFP. The Design-Builders are reminded that all previous requirements to this solicitation remain in full force and effect.

B. CHANGES TO THE REQUEST FOR PROPOSALS

1. To ATTACHMENT B, page 161, "PHASE FUNDING PROVISIONS", PHASED FUNDING SCHEDULE AGREEMENT, **DELETE** in its entirety and **SUBSTITUTE** with page 3 of this Addendum.

James Nagelvoort, Director
Public Works Department

Dated: *February 21, 2014*
San Diego, California

JN/BD/lis

PHASED FUNDING SCHEDULE AGREEMENT

Check one:

- First Phased Funding Schedule Agreement
 Final Phased Funding Schedule Agreement

BID NUMBER: _____

CONTRACT OR TASK TITLE: _____

CONTRACTOR: _____

Funding Phase	Phase Description	Phase <u>Start</u>	Phase <u>Finish</u>	Not-to-Exceed Amount
1	Design; Construction of Building Foundation and Underground Utility Lines	May 2014	November 2014	\$6,500,000
2	<u>Construction of Library Building</u>	December 2014	December 2016	\$2,300,000
Total				\$8,800,000

Notes:

- (1) City Supplements 9-3.6, "PHASE FUNDING COMPENSATION" applies.
- (2) The total of all funding phases shall be equal to the TOTAL BID PRICE as shown on BID SCHEDULE 1 - PRICES.
- (3) This PHASE FUNDING SCHEDULE AGREEMENT will be incorporated into the CONTRACT and shall only be revised by a written modification to the CONTRACT.

CITY OF SAN DIEGO

CONTRACTOR

By: _____

By: _____

Name: _____

Name: _____

Project Manager

Department Name: _____

Title: _____

Date: _____

Date: _____

- END OF PHASE FUNDING SCHEDULE AGREEMENT -