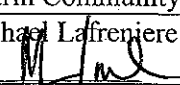
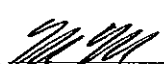


**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Motion to authorize planning and relocation of Burien Community Center operations to Burien Library		<b>Meeting Date:</b> November 17, 2008
<b>Department:</b> Parks, Recreation and Cultural Services (PaRCS)	<b>Attachments:</b> 1. <u>Draft RFQ for Space Planning at Burien Library</u> 2. Staff memo	<b>Fund Source:</b> Parks & General Government CIP <b>Activity Cost:</b> \$1,000,000 <b>Amount Budgeted:</b> \$1,000,000 <b>Unencumbered Budget Authority:</b> 0
<b>Contact:</b> Michael Lafreniere, PaRCS Director		✕
<b>Telephone:</b> (206) 988-3703		
<b>Adopted Work Plan Priority:</b> Yes X No	<b>Work Plan Item Description:</b> Complete recreation campus master plan, renovation planning for Burien Library, design and planning for Community Center replacement.	
<p><b>PURPOSE/REQUIRED ACTION:</b> The purpose of this agenda item is for Council to consider directing the City Manager to proceed with planning for the remodel of the Burien Library and to relocate the City's recreation programs from the Burien Community Center (BCC) to the Library.</p> <p><b>BACKGROUND (Include prior Council action &amp; discussion):</b> On September 8, September 15, 2008 and November 10, 2008, the Council discussed a staff recommendation that the City move forward with the relocation of recreation programs and PaRCS administrative operations from BCC to the Burien Library. Subsequently, staff met with existing tenants and others to outline staff recommendations. Staff and the Administration have recommended that:</p> <ol style="list-style-type: none"> <li>1) Pursue funding and construction of the new Burien Community Recreation Center at a more favorable time;</li> <li>2) Relocate the PaRCS Department, its recreation programs based in the BCC, and its administrative offices to the Burien Library in 2010;</li> <li>3) Parks Dept. should continue to manage and lease out the community center building on an interim basis to existing tenants, including the Burien Little Theatre and Burien Co-op Preschool; and</li> <li>4) While the City would continue current lease subsidy rates for existing tenants, PaRCS would work to maximize room rentals and office lease rates of building space in BCC to others beginning in 2010 in order to reduce overall subsidy of facility operational costs.</li> </ol> <p>With the Council's approval, the City Manager will direct staff to prepare the necessary supporting budget documents as part of the upcoming biannual budget process, and direct staff to secure the services of space planning and associated architectural consultants (see Attachment 1) for the necessary renovation of the Burien Library in 2009.</p> <p><b>OPTIONS (Including fiscal impacts):</b></p> <ol style="list-style-type: none"> <li>1) Direct staff to proceed with the relocation planning.</li> <li>2) Hold further discussion and examine additional options.</li> <li>3) Direct staff not to pursue relocation of the Community Center.</li> </ol>		
<b>Administrative Recommendation:</b> Authorize the City Manager to proceed with the remodel of the current Library and relocate the PaRCS Department's recreation programs and administrative offices from the Community Center to the Library in 2010.		
<b>Committee Recommendation:</b> N/A		
<b>Advisory Board Recommendation:</b> N/A		
<b>Suggested Motion:</b> Move to accept staff recommendations 1-4 and to authorize the City Manager to proceed with the remodel of the current Library and relocate the PaRCS Department's recreation programs and administrative offices from the Burin Community Center to the Library in 2010.		
Submitted by: Michael Lafreniere Administration 		City Manager 
<b>Today's Date:</b> November 12, 2008		<b>File Code:</b> r:\acclagenda bill 2008\111708pk-1 recreation center & library.docx

# Request for Statement of Qualifications

## for Master Planning, Renovation and Remodeling of Burien Library

The City of Burien is requesting Statements of Qualifications from qualified Architects that have experience with, and are interested in, providing design and programming services for remodeling the former Burien Library to support the relocation and operation of the Burien Community Center. The Burien Library was built and opened in 1970; it was purchased by the City of Burien in 2005. The City desires to renovate and expand its 20,000 square feet of space into a temporary home for the Burien Community Center to meet the needs of the Parks & Recreation Department and the users of the existing facility. Our Burien Community Center was constructed over 60 years ago as an elementary school and now provides limited use for exercise rooms, classrooms and office space. The City is desirous of master planning and budget development services for the former library facility to meet the changing needs of the community and the Department.

### **Background Information**

The City of Burien is a community of approximately 30,000 today with projections estimating a population of 45,000 in the next few years, pending future annexation. The City prides itself in providing premier recreation facilities and opportunities for its Citizens. Our motto is "Innovative Stewards of Public Trust" and as such Burien is well known for the quality of staff, programs, and facilities. We will have a high level of expectations from the firm chosen to do the design and construction administration for this project.

### **Content of Submittal**

Any firm that wishes to be considered for this project should submit their qualifications, accompanied with a letter of interest, to Michael Lafreniere, Director of Parks & Recreation, City of Burien, 425 SW 144<sup>th</sup> Street, Burien, Washington 98166. The submittal will include the following information as a minimum:

1. Name, address and phone number of the company/person submitting the qualifications and a list of subcontractors planned to be a part of the team.
2. Firm's past experience and performance with similar projects, list of clients and the name and phone number of a contact person with each client who can be reached as a reference.

3. Names, titles, position with the firm, and qualifications of individuals who would be assigned to the project, their projected role in the project, and their experience with projects of a similar nature and size. Also designate the individual who will act as project lead or manager.
4. EEO experience and current policy of firm.
5. Acknowledgment of City insurance requirements, (attached).
6. Other information that you deem pertinent to this project.

All submittals should be made in 8½ x 11 format. Respondent should provide four (4) copies of submittal to the City. Only those firms that clearly demonstrate substantial experience with municipal community centers will be considered for selection.

### **Selection Process**

All qualifications submitted will be reviewed by City Staff and ranked based upon information submitted. It is anticipated that after SOQs are reviewed, a finalist will be asked to prepare a more specific proposal and invited to make an oral presentation to a selection committee. Requests for additional information should be made to Michael Lafreniere at (206) 988-3700.

### **Project Schedule**

It is anticipated that the design and construction for the Senior Activity Center will be substantially completed before the end of 2009.

The master planning of Burien Commons will be completed by December 2008 so that we can roll the final plan into our budget process for 2009-2010.

### **When and Where are They Due**

Statements Of Qualifications must be addressed to Michael Lafreniere, Parks, Recreation & Cultural Services Director with "Library SOQ 7-08" stamped on the outside of the envelop and must be received not later than 3 p.m. on August 15, 2008 by the Parks, Recreation, and Cultural Services at 425 SW 144<sup>th</sup> Street., Burien, WA 98166.

**CITY OF BURIEN, WASHINGTON  
MEMORANDUM**

**TO:** Mayor Joan McGilton  
Councilmembers  
**cc:** Mike Martin, City Manager  
**FROM:** Michael Lafreniere, Director, Parks, Recreation, & Cultural Services  
**DATE:** November 12, 2008  
**SUBJECT:** Plans for Burien Community Center usage in 2010

With respect to Council inquiry concerning how the PaRCS Department's foresees operations of the Burien Community Center once the Department relocates to the Burien Library, the Department envisions the following parameters:

Financials

<u>EXPENSES</u>	<u>CURRENT (10/07-9/08)</u>	<u>ESTIMATE 2010</u>
Utilities	\$40,300	\$43,524
Service Contracts	\$33,700	\$36,396
Supplies	\$5,000	\$5,040
TOTAL	\$79,000	\$85,320
<u>REVENUES</u>		
Room Leases/Rentals	\$25,197	\$28,977
Existing Tenants	\$12,237	\$12,971
TOTAL	\$37,434	\$41,948
TOTAL % SUBSIDY	53%	51%

Leases and Rentals

- The PaRCS Department plans to continue renting to the same kinds of community groups and private groups as it does currently. This includes private events, office space, churches, and private events that are compatible with a public facility and with one another.
- Several nonprofit arts organizations have expressed interest in renting space for their own programming needs, including storage, music practice, office space.
- Any usage by private business would be at rates comparable to the fair market value for a comparable facility and its physical conditions.
- The Co-op is also likely to expand their operations to an additional classroom.
- The Department would continue its policy of excluding uses that are considered discriminatory.
- Time-limited leases or MOUs will be put in place with existing tenants, i.e. the Preschool Co-op, Para Los Ninos and Burien Little Theater.
- The Department will pursue other potential interim uses and negotiate appropriate rental and/or lease contracts, subject to review by the Administration.