



# STAFF REPORT

AGENDA NO: 9f

MEETING DATE: October 6, 2025

**To: Honorable Mayor and City Council**

**Date: October 6, 2025**

**From: Bradley McCulley City Librarian – (650) 558-7401**

**Subject: Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with Group 4 Architecture to Provide Audi-Visual Technology and Design Improvements for the Main Library Lane Community Room for a Not to Exceed Amount of \$47,700**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to negotiate and execute a Professional Services Agreement with Group 4 Architecture (Group 4) to provide audio-visual technology and architectural design related services for the Main Library Lane Community Room for an amount not to exceed \$47,700.

## **BACKGROUND**

Prior to the Pandemic Lockdown in 2020 the Main Library community room was in need of a complete audio-visual technology overhaul and in 2019 plans had been made to begin the formal process.

However, because of supply chain and overall scheduling issues after coming out of lockdown the project was deferred until the current year. And after many discussions with stakeholders, it was also decided that a more robust renovation of the entire space would be sensible at the same time.

## **DISCUSSION**

The City and Group 4 will be finalizing the scope of work and other terms of the Agreement, so the attached Agreement is a draft in the substantive form of the final Agreement. The scope of work will include schematic (preliminary) design and development of construction documents. But the following will be reviewed and discussed:

- Updating the current audio-visual (“AV”) equipment and technology needed for events, meetings, presentations, movies, etc.
- Replace the current lighting system with one that moves away from classroom style lighting and to fixtures that better fit with the library’s current style and décor.

- Replace drop ceiling tiles depending on the style of lighting chosen.
- Replace carpet with flooring consistent with multi-use meeting spaces. Functions can vary from elementary age arts and crafts to publicly noticed government meetings.
- Potential light remodel of the kitchenette.
- Potential platform at the north end of room.

### **FISCAL IMPACT**

Other than some staff time this project will not impact the general fund in any way. The Burlingame Library Foundation, with the help of a \$100,000 grant, will fund this project in totality.

Group 4 has completed high quality work and has served as architect for both the 1996 re-construction, the 2015 renovation of the Main Library, and the recent construction of the Community Center. Because this firm completed both library projects and has complete familiarity with this building, staff feel it is unnecessary to find competing bids.

Pursuant to the draft Agreement, total compensation under the agreement for these services, including all supplemental services, is not to exceed \$47,700.

Exhibits:

- Resolution
- Agreement

