



## **CITY COUNCIL STAFF REPORT**

**ITEM NO. 6.12**

**DATE:** October 13, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Brent Smith, Community Development Director

**SUBJECT:** Resolution authorizing the execution of an agreement with Noll and Tam Architects in an amount not-to-exceed \$302,140 and a term ending December 31, 2030, to provide plans, specifications, and engineering services during construction for the Civic Center Library Teen Space Improvement Project BL202418.

### **RECOMMENDED ACTION**

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute an agreement with Noll and Tam Architects in an amount not-to-exceed \$302,140 and a term ending December 31, 2030, to provide design and construction support services for the Civic Center Library Teen Space Improvement Project BL202418.

### **DECISION TYPE**

Administrative

### **SUMMARY**

The Civic Center Library currently lacks designated spaces tailored to the needs and interests of teen patrons. The Teen Space Improvement Project will renovate an approximately 1,700 square foot portion of the Civic Center Library to create a glass enclosed teen zone. The project includes new carpets, furniture, and electrical enhancements. The project also includes safety and storage improvements. This agreement with Noll and Tam Architects, in an amount not to exceed \$302,140, provides design and construction support services.

### **DISCUSSION**

At present, the Civic Center Library does not offer dedicated zones or programming areas for the teen demographic which represents an opportunity for targeted engagement and broadened access to tailored programming. The new teen zone will provide an area for teens to collaborate and work without disturbing other library patrons along with additional required storage and safety improvements. New improvements include group study areas and a student lounge through a newly separated teen center

room. This includes constructing new walls within the existing library to create a teen room, including the associated changes to electrical, HVAC and lighting, painting, carpet, casework, and furniture. New furniture will be selected for the teen area. The work will also include designing new doors and a storage area behind the service areas to provide greater security for library staff.

In 2024, City staff issued a request for proposals for various City capital improvement projects and Noll and Tam Architects was selected as the most qualified candidate for the Civic Center Library Teen Space Improvement Project after internal evaluations of the proposals were received. The total fee of \$302,140 is approximately 19% of the total estimated construction cost of \$1,600,000 which is typical for design, bidding and construction support services for this type of tenant improvement which can be up to 20% of the construction cost.

### **FISCAL AND ADMINISTRATIVE IMPACTS**

The budget for the Civic Center Library Teen Space Improvement Project in the current 2025-30 five-year Capital Improvement Plan covers the cost of this agreement and other project costs including construction, change orders, construction management, project management, and materials testing. No additional appropriations are required. A total of \$2,500,000 is allocated for this project as part of the 2025-30 Capital Improvement Plan. The project funding comes from the CIP Government Reserves fund and Library Donations.

### **COMMUNITY PILLAR**

4. Inclusive & Inviting Spaces & Places

### **GOAL**

8: Improve Library facilities to increase safety, comfort, and functionality.

### **ATTACHMENTS**

1. [Location Map](#)
2. [Resolution](#)
3. [Exhibit A - Agreement](#)

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Approved by:



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Fiscal Review by:



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Tina Olson  
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