



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www. CityofSacramento.org

Consent  
June 21, 2007

Honorable Mayor and  
Members of the City Council

**Title: Agreement: Sacramento Archives and Museum Collection Center (SAMCC)  
Master Plan**

**Location/Council District: 1**

**Recommendation:** Adopt a **Resolution** 1) transferring \$150,000 from the SAMCC operating budget to the Archives Improvement and Maintenance Capital Improvement Project (PN: MA96) and 2) authorizing the City Manager to award a professional services agreement to Pfeiffer Partners Architects, Inc., in an amount not to exceed \$220,000 for the SAMCC Archives Master Plan.

**Contact:** Rebecca Bitter, Program Manager, 808-5047

**Presenters:** N/A

**Department:** Department of Convention, Culture and Leisure

**Division:** Sacramento Archives and Museum Collection Center (SAMCC)

**Organization No:** 4370

### **Description/Analysis**

**Issue:** The purpose of the Archives Master Plan is to provide the City with a needs analysis, program recommendations and conceptual planning culminating in a master plan for a new Archives facility. After completing a request for proposals and competitive selection process, staff has negotiated a contract with Pfeiffer Partners Architects, Inc., for the not to exceed amount of \$220,000. Funding for this project is available through existing resources within the SAMCC operating budget and the Archives Improvement and Maintenance Capital Improvement Project (MA96).

**Policy Considerations:** None

**Environmental Considerations:** The Environmental Services Manager has determined that this action does not constitute a project under Section 15061(b)(3) of the CEQA Guidelines.

**Commission/Committee Action:** None

**Rationale for Recommendation:** The current Sacramento Archives and Museum Collection Center facility, located at 551 Sequoia Pacific Blvd is facing serious deficiencies that need to be addressed in a new facility. Please see Attachment 1 for the project description as defined in the Request for Proposals.

A Request for Proposals was issued on March 12, 2007 with a submittal deadline of April 6, 2007. Nine proposals were submitted and ranked for interviews by a selection panel. Four firms were interviewed by the panel and ranked for selection. Pfeiffer Partners Architects, Inc., was ranked highest by the panel and the City has negotiated the contract being considered in this report.

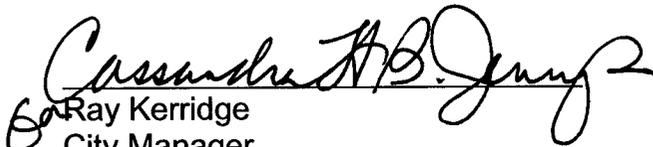
**Financial Considerations:** The proposed project with Pfeiffer Partners Architects, Inc., is for \$220,000. As part of the fiscal year 2006/07 budget process, Council appropriated \$150,000 to SAMCC for the master plan process. Staff recommends transferring the \$150,000 from the SAMCC operating budget to the Archives Improvement and Maintenance CIP (PN: MA96). The remaining balance of \$70,000 will be funded with current resources within CIP MA96.

**Emerging Small Business Development (ESBD):** This consulting firm has met the 20% participation goal for emerging and small business enterprises as required by Ordinance 99-007 and Resolution 99-055 relating to ESBD participation goals and policies, adopted by the City Council on February 9, 1999.

Respectfully Submitted by:   
Rebecca Bitter  
Program Manager

Approved by:   
Barbara E. Bonebrake  
Director, Convention, Culture and Leisure Department

Recommendation Approved:

  
Ray Kerridge  
City Manager

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## ATTACHMENT 1

### PROJECT DESCRIPTION:

#### **Background**

The current Sacramento Archives and Collection Center (SAMCC) facility, located at 551 Sequoia Pacific Blvd is facing serious deficiencies that need to be addressed in a new facility. Current structural and environmental problems facing the organization include the following:

- Its current location is in a flood plain with a lack of proper elevation to avoid potential damage and/or destruction of the collections housed at the facility.
- There is a lack of the proper environmental safeguards in the buildings physical structure to meet current standards for protection against fire and earthquake damage.
- The facility is full; there is no potential for expansion to keep up with collection growth.
- There are no loading dock facilities to accommodate the transfer of collections and large artifacts.
- Overall collection security in a remote location is difficult to maintain.
- Public facilities in the form of research areas (or reading rooms) for the general public are too small and are interspersed with office space.
- Because the facility is full there is inadequate space for staff and volunteers and interns to perform their work.
- The organization lacks a high security vault for highly valued artifacts.
- The storage space for archival materials and three-dimensional artifacts share the same space and should be segregated and each given proper micro-climate for maximum preservation.
- There is no current conservation space or receiving areas to treat artifacts that are damaged or segregate materials that may pose a threat of infestation.
- Because of the distance from city offices, SAMCC has no fiber optic connection to the city computer system.
- In order to deal with the overflow of collection material SAMCC also stores collections at McClellan Park which splits our already small staff and this facility has no public access, no climate control or proper security.

SAMCC also houses three non-profits under its roof including:

- Viewpoint Photographic Art Center: Viewpoint is a nonprofit educational organization that promotes the photographic arts in Sacramento County through exhibitions and educational programs in conjunction with SAMCC. SAMCC is currently negotiating a M.O.U. with the center.
- Sacramento County Historical Society: The Society (a membership organization of approximately 500 members) falls under the SAMCC umbrella by producing the society's publications.
- Sacramento History Foundation: A nonprofit affiliated with SAMCC.

## Scope of Work

Part I: Analysis of Collection Physical Types and Growth. Consultant will evaluate increased storage needs, storage systems, collection segregation, microclimates, present and future internet and computer requirements, GIS input and output capabilities, and space needs for City/County records management programs. See Appendix 1 for a detailed description of SAMCC collections.

Part II: Current and Future Space Needs in Both Public and Non Public Areas. Consultant will evaluate all functional areas of the proposed new facility, provide dependency charts, and determine the physical need of each area after working with SAMCC staff to determine how each space will function, its equipment needs, and staff necessary for the area to operate efficiently. See Appendix 2 for a detailed description of current space and future needs for the facility.

Part III: Public Spaces. Consultant will group these service areas in ways that make the proposed facility user-friendly for both the public and staff while protecting the collections housed within the facility; to include increasing public access and visibility, siting group public functions near the lobby/reception entrance, and providing an efficient path for the processing of collections.

Part IV: Facility Security. Consultant will propose systems to provide for a variety of security issues to include; intrusion, theft, fire, environmental systems failure or malfunction, weather, internal security systems, and a high security vault.

Part V: Analysis of Potential Site Locations. Consultant will identify the significant features in a desirable site and then identify potential sites. This analysis shall include the following; desirable site features, access and public visibility, public transportation, and partnership opportunities.

Part VI: Viability of a Campus and/or Grouping of Similar Functions. Staff believes that an assemblage of such facilities will benefit each individually and by grouping, be more customer friendly. Consultant will evaluate the campus concept of site development for this facility and identify potential partners in such ventures, such as museums, libraries, and collection facilities. Consultant will also evaluate whether the campus concept could become a "community resources campus".

Part VII: Staffing requirements. Consultant will determine staffing requirements based on facility size and program needs.

Part VIII: Diagram of Components and Dependencies. Consultant will produce renderings or other acceptable drawings of the various facility components for the new facility. The drawings should graphically indicate the interdependencies or relationships of the various building functions and spaces.

Part IX: Survey of Similar Projects. Consultant will provide a survey of recent projects of similar size and/or scope with analysis of applicability to SAMCC's future facility.

Part X: Phasing Plan. Consultant will include a phasing plan breaking the components of the facility into three phases should it be determined that the complete proposed project cannot be constructed at one time, in the following manner:

- Phase I: Core collections facilities and associated infrastructure and public spaces including entry/reception and reading rooms and Viewpoint Gallery.
- Phase II: Add Theater.
- Phase III: Add Exhibition Gallery (Grand Hall).

Part XI: Potential Commercial Partnership or Enhancement of the Facilities. Consultant will provide an analysis of potential partnerships or enhancements to include, but not be limited to, food service and/or retail opportunities, commercial use of the theater, and as a festival site.

Part XII: Public Participation. The planning process will include a series of meetings with a stakeholders' group as well as two to three public meetings. The consultant is expected to prepare for, and attend, such meetings. The number of meetings will be determined in conjunction with the selected consultant prior to execution of the consultant agreement.

## **RESOLUTION NO.**

Adopted by the Sacramento City Council

### **AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH PFEIFFER PARTNERS ARCHITECTS, INC., FOR THE SACRAMENTO ARCHIVES AND MUSEUM COLLECTION CENTER MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$220,000**

#### **BACKGROUND**

- A.** The current Sacramento Archives and Museum Collection Center facility, located at 551 Sequoia Pacific Blvd is facing serious deficiencies that need to be addressed in a new facility. The purpose of the Archives Master Plan is to provide the City with a needs analysis, program recommendations and conceptual planning culminating in a master plan for a new Archives facility.
- B.** A Request for Proposals was issued on March 12, 2007 with a submittal deadline of April 6, 2007. Nine proposals were submitted and ranked for interviews by a selection panel. Four firms were interviewed by the panel and ranked for selection. Pfeiffer Partners Architects, Inc., was ranked highest by the panel and the City has negotiated the contract being considered in this report.
- C.** The proposed project with Pfeiffer Partners Architects, Inc., is for \$220,000. As part of the fiscal year 2006/07 budget process, Council appropriated \$150,000 to SAMCC for the master plan process. In addition, SAMCC is using \$70,000 from the Archives Improvement and Maintenance Capital Improvement Project (PN CIP MA96).

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The City Manager is authorized to transfer \$150,000 (101-420-4251-4258) to the Archives Improvement and Maintenance Capital Improvement Project (PN: MA96). The remainder of the contract (\$70,000) will be funded within existing resources within CIP MA96.
- Section 2 The City Manager is authorized to execute a professional services agreement with Pfeiffer Partners Architects, Inc., in an amount not to exceed \$220,000 for the Sacramento Archives and Museum Collection Center Master Plan..