

**REQUEST FOR PROPOSALS (RFP) DESIGN-BUILD  
BORREGO SPRINGS BRANCH LIBRARY, PARK AND SHERIFF OFFICE  
PROGRAM REQUIREMENTS**

**1.0 LIBRARY PROGRAM REQUIREMENTS**

The County of San Diego is seeking a Design-Build Entity to work with its stakeholders to construct a new Borrego Springs Branch Library. The San Diego County Library (SDCL) was recently honored with the 2012 Library of the Year award from Gale Cengage/Library Journal. This prestigious award is given out each year to the best public library in the nation. SDCL was conferred the award due to its innovative programs and services, robust circulation of materials, and flexible building spaces. Each year SDCL offers over 31,000 free programs and checks out 11.5 million items to 5.9 million people walking through our doors. San Diego County Library's mission to inform, educate, inspire, and entertain is reflected in the vibrancy of services provided – offering everything from employment assistance, an award winning 1000 Books Before Kindergarten program, free summer meals and literacy programs for all ages. Each SDCL branch provides a wide range of activities both within the building and by using surrounding outside space.

Libraries of the 21st century are community gathering places; third spaces, distinctive, informal gathering places where civic engagement brings citizens together for civic dialog to discuss issues, interact and network. Public libraries create a sense of belonging, develop civic pride, and foster relationships that can be seen in everything from shared access to technology to cultural programs that encourage diversity and even in public forums of today's most urgent concerns.

Borrego Springs Library serves a diverse population of 5,000 people. Each year Borrego Springs Library checks out 78,000 items to 70,000 customers. Important features of the community will need to be considered in the design process for the new Borrego Springs Library. For example, in order to provide services to a population that doubles in size between the months of October through May with part time renters, tourists and snowbirds the Borrego Springs Branch will require a certain amount of space and flexibility that offer enrichment programs for all ages while remaining sensitive to the unique needs of this diverse community. The overriding goal for Borrego Springs is that the new library is a community focal point that provides access to meeting spaces, opportunities to gather and engage in civic enrichment activities and to use technology. The Borrego Springs community is proud of its designation as a dark sky community. It is surrounded by the 600,000 acre Anza-Borrego Desert State Park. The park and town are famous worldwide for the magnificent desert wildflowers that bloom from February through April. This area attracts artists, naturalists, hikers, bikers and families who visit the area for its natural beauty. It is important that the new library reflect the environment in its design. .

The principal facility is anticipated to be a freestanding, one-story structure, of approximately 13,500 square feet and to attain a minimum LEED® Gold certification and County Net Zero Energy initiative. The Project will be located on a County-owned parcel on the corner of Country Club Blvd. and Sunset Rd.

**1.1 GENERAL PROGRAM REQUIREMENTS**

A. The County's space and adjacency requirements, design guidelines, narrative descriptions,

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and performance requirements are the basis of the programmatic needs.

1. 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. Any Core Factor saving will be put back into functional Library Spaces as to maintain the total allotted square footage.
  2. Program Adjacency Diagram: The project shall provide a fully functioning facility that conforms to the requirements of the Program Adjacency Diagram.
  3. Program Design Guidelines and Narrative: The project shall provide a fully functioning facility that meets or exceeds the descriptive conditions of the Program Narrative.
    - 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, or other items are not noted, designers are encouraged to offer alternatives. Spaces required for utilities, data and circulation are not included in the narrative text.
  4. Performance Requirements: The project shall provide a fully functioning facility that meets or exceeds the prescriptive provisions of the *Performance Requirements*, Section 8.
    - 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.
- B. Sustainable Design
1. DB-E shall integrate sustainable principles into the design, development and construction of the project. Reduce the total cost of ownership of the facility using a whole building, life-cycle approach.
  2. Provide a narrative describing the integrated sustainable design strategies and features to minimize the energy consumption of the facilities; conserve resources; minimize adverse effects to the environment; and improve occupant productivity, health, and comfort.
  3. Provide a narrative describing compliance with the sustainable goals including minimum sustainable characteristics of materials and systems used in project and completed LEED checklist.
  4. Provide a narrative and complete the NetZero energy detail to demonstrate that the design is NetZero achievable.
- C. Site Design
1. The site layout of all improvements shall give special consideration to the functionality of the following where applicable:
    - a. Identification and access to a main public Library entrance.
    - b. Integration into existing circulation (both pedestrian, bike and vehicular).
    - c. Landscape and integration with building design.

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- d. Integration and access to Community Room from the public plaza.
- e. Provide 2 electric charging stalls.
- f. Integration of shaded parking stalls in library parking lot.

**1.2 MODIFICATIONS DURING DESIGN**

- A. As the design is developed by the D-BE 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 County, and may be accepted with the following conditions:
  - 1. 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 D-BEs.
  - 2. If the proposed modifications are creative solutions that enhance the basic space and adjacency requirements as identified by the County, such modifications shall be considered “closed” and shall not be noticed to the other D-BEs.
  - 3. The County, in its sole discretion, shall determine the acceptability of proposed modifications.
- B. 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 be provided.

**1.3 PROGRAM SPACE REPORT (Net Square Feet)**

Note: Square footage allocations below are approximate.  
See Exhibit B – Adjacency Diagram for Area Adjacencies

LOBBY	Area	Square Footage
	Public entry	300
	Conversation cafe	300
	Friends of the Library Bookstore	300
	Main restrooms	425
	<b>SUBTOTAL LOBBY</b>	<b>1385</b>
<b>COMMUNITY SPACES</b>		
	Community Room (Provide room divider to separate into two equal rooms that both access Lobby and one to maintain access to existing Senior Center)	2300
	Serving Room	160
	Storage	200
	2 Meeting Rooms	300
	<b>SUBTOTAL COMMUNITY SPACE</b>	<b>2960</b>
<b>COMPUTER LAB</b>		<b>550</b>
<b>GREAT ROOM</b>		
	Marketplace	820

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	Customer Service Desk	80
	Self-Checkout	50
	Holds (customer requests)	50
	SUBTOTAL GREAT ROOM	<b>1000</b>
ADULTS		
	Living Room	250
	Fiction Collection w/ Adjacent Seating	1000
	Nonfiction Collection w/ Adjacent Seating	750
	Study Rooms 2)	225
	SUBTOTAL ADULTS	<b>2225</b>
CHILDREN'S		
	Service Desk	60
	Themed Entrance	100
	Picture Book Collection/Storytime Area	450
	Early Literacy "Discovery Zone" & Computers	200
	Juvenile Fiction/Nonfiction Collections w/ Adjacent Seating	650
	SUBTOTAL CHILDREN'S	<b>1560</b>
HOMEWORK CENTER		<b>200</b>
MAKER SPACE		<b>394</b>
GREEN ROOM		<b>200</b>
TEENS		
	Teen Collection w/ Adjacent Seating	450
	Study rooms (2)	200
	SUBTOTAL TEENS	<b>650</b>
STAFF		
	Office	100
	Workroom & Receiving	500
	Storage Closet	120
	Staff Lounge	120
	Restroom	65
	Janitor	40
	SUBTOTAL STAFF	<b>945</b>
DGS		
	Storage room (accessed from exterior)	100
	SUBTOTAL INTERIOR USEABLE AREA	12,250
	REMAINING USEABLE CORE FACTOR	1,250

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	<b>TOTAL BUILDING AREA</b>	13,500
	<b><u>MINIMUM TOTAL GROSS AVAILABLE AREA</u></b>	<b>13,500</b>
<b>EXTERIOR AREA</b>		
	Poet's Patio(Approximate)	800
	Covered Trash Bin Enclosure	As Required
	Shaded exterior seating area(s)	As Required
	Bicycle Rack	As Required
	Prominently Located Exterior Building Signage "Library"	As Required

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**2.0 PARK PROGRAM REQUIREMENTS**

**2.1 GENERAL PROGRAM REQUIREMENTS**

The County of San Diego is seeking a Design-Build Entity to work with its stakeholders to construct a new community park in Borrego Springs. Parks are community gathering places and outdoor recreation facilities that are designed to serve all ages, interests and abilities. Their primary purpose is to enhance quality of life by promoting recreation through activities such as sports, special events, play areas for children, and providing space for residents to gather and socialize through picnic areas, pavilions, amphitheaters and dog parks. Parks bring county residents and visitors together as they share a mutual appreciation for nature, and community engagement. Parks create a sense of belonging, develop civic pride, and foster relationships. The park will focus on meeting community-based recreational needs, as well as preserving unique landscapes and open space. . Community parks typically have a variety of park and recreation facilities and amenities. Facilities may include restrooms, turf and landscaped areas (if climatic conditions allow), and specialized recreation facilities and/or equipment.

*Borrego Springs*

The unincorporated community of Borrego Springs is a 70 square-mile area surrounded by the Anza-Borrego Desert State Park. Borrego Springs is home to a diverse population of 3,429 citizens, made up of both seasonal and year-around residents living in semi-rural to rural lands. Agriculture became an important activity in the Borrego Valley after World War II, however, by the mid-1960's agricultural pursuits became less profitable and planning efforts began to investigate other opportunities. The village of Borrego Springs has a pueblo-style Visitor's Center & Chamber of Commerce, as well as two shopping malls, several restaurants, accommodations and individual shops. There are no stoplights in Borrego Springs and night time lighting is kept to a minimum to protect the views of the night sky. Borrego Springs is a nationally designated dark sky area where astronomers of all ages can enjoy the cool desert nights as they experience the educational and recreational elements of stargazing. Residents and seasonal visitors diligently strive to maintain its quality of life and the atmosphere of a small rural desert community.

*Community Engagement*

The County of Supervisors established policy I-44, Procedure for Designing New and County-owned Community/Local Parks. Because the design of new County developed Parks is not subject to the County zoning ordinance, there is no formal permitting process to obtaining public input on the design of a new park. Policy I-44 provides the community the opportunity to give input and design review of new parks. Borrego Springs community members take pride in their community and the types of amenities offered. The Borrego Springs Community Sponsor Group is an information link between the community and the County of San Diego on planning and land use matters in their community. The County has solicited community input from a variety of park stakeholders on the initial development of the Borrego Springs Park through two community outreach meetings (Workshop #1, April 29, 2015 and Workshop #2, October 22, 2015), social media (Borrego Springs 92004; a public Facebook site), and online surveys sent to Borrego Sun, local community/business groups, the community library, school district, and Facebook from June 4 – July 17, 2015. Input from the community has helped the County determine the community's wants and needs and the types of desirable amenities for seniors, adults, and youth. The on-line survey determined the following elements as high priority:

- Picnic tables, shade trees, shaded benches, water misters and an off-leash dog park
- Swings, a playground and misters for youth

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- Picnic tables with BBQ's, outdoor exercise equipment, and a bandstand stage area for adults
- Shaded event area, bandstand area, and a bocce ball court/lawn bowling for seniors.

*Park Location*

The Borrego Springs Park site is on a County-owned 16-acre property (APNs 198-020-30 and 198-020-34). The park is bordered by Country Club Drive and Sunset Road and Church Lane. County staff has developed a park concept based on community feedback. The contracted Design-Build Enterprise should use the concept to produce a design concept tailored to fit the community character of Borrego Springs. The final park design should address the community's input, existing site conditions (i.e. desert environment, dwindling aquifer, proximity in floodplain, etc.), neighboring uses and environmental constraints, if any. Innovative water catchment elements and native, drought-tolerant landscaping should be incorporated into the design where feasible. It is important to note that the community's highest priority was maximum shade in the park. Desired park features include the following:

- Picnic areas with BBQ's
- Children's play areas (swings included) for ages 2-5 and 5-12 with ample shade trees
- Basketball court , tennis/pickle ball court, Bocce ball court, and lawn bowling court
- Covered exercise stations
- Amphitheater
- Meditation and sculpture garden
- Fenced dog park
- Small observatory
- Water fountains
- Misters
- Parking spots with ADA access and decomposed granite footpaths around the park
- Volunteer pad
- Sheriff's office

Park access is proposed along Country Club Drive and Church Lane. A portion of Sunset Lane may be closed to through traffic (except for emergency access) to allow unhindered pedestrian flow between the park and the proposed library.

*Operations and Maintenance*

Operation and routine maintenance of the Borrego Springs Park will be absorbed in the DPR Mountain Preserves work group with the addition of a part-time Park Attendant and 20 hours per week of volunteer service from a live-on volunteer. Park amenities must be designed to be low maintenance with minimal use of disposable supplies. A shared bathroom attached to the Sheriff's office is planned. Park attendants and volunteers will be responsible for trash service, storm water compliance, park inspections and general maintenance. Recycling will be encouraged by placing recycling cans located next to each trashcan in the park. DPR will work with community service groups to sponsor activities in the park like small concerts and stargazing events.

*Hours of Operation, Safety, and Security*

The Borrego Springs Park will be a non-fenced park facility with hours of operation from sunrise to sunset. Night lighting is not envisioned due to the County's dark sky policy for the area. Night time observatory stargazing will be supervised by docents or community volunteers on a scheduled basis. During non-operating hours, park entry will be illegal and trespassing violations

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will be enforced by County Sheriff. Signage for No soliciting/loitering, hours of operation, and park rules will be posted around the perimeter of the park, as needed. Access to parking lots will be restricted outside of operating hours. Crime prevention through environmental design (CEPTED) guidelines should be implemented to reduce criminal behavior and secure the location.

*California Environmental Quality Act (CEQA)*

The County of San Diego Department of General Services (DGS) analyzed proposed project impacts following the CEQA Initial Study Environmental Checklist Form. Impacts to biological resources, hazards and hazardous materials, utilities and service systems, geology and soils, and hydrology and water quality may be potentially significant or less than significant with mitigation incorporated. DGS finds that effects to the environment will be minimized or mitigated. A Mitigated Negative Declaration has been prepared.

**2.2 GENERAL PROGRAM REQUIREMENTS**

The County's design guidelines, narrative descriptions, community feedback and performance requirements are the basis of the programmatic needs.

1. Park Land Dedication Ordinance: The project shall provide a fully functioning facility that meets or exceeds the requirements in the County Park's Park Land Dedication Ordinance.
  2. Conformance with Board Policy I-44: In accordance with Board Policy I-44. A design concept must be prepared and brought to the Borrego Springs Sponsor group for review and recommendation. A final design concept must then be brought forward to the Board of Supervisors for review and approval prior to preparation of construction drawings.
  3. Program Design Guidelines and Narrative: The project shall provide a fully functioning facility that meets or exceeds the descriptive conditions of the Program Narrative.
    - a. The Program Narrative requires context sensitivity, amenities to be included and general project parameters.
    - b. The Program Narrative is intended to provide information about the general nature of the park. It is not exhaustive in scope; where specific finishes, materials, or other items are not noted, designers are encouraged to offer alternatives and enhancements. Space required for utilities, sidewalks and circulation are not included in the narrative text.
    - c. The park shall conform to the following design guidance documents, among others: Active Living Park Design Guidelines, Green Building Park Design, and Crime Prevention through Environmental Design (CPTED).
  4. Performance Requirements: The project shall provide a fully functioning facility that meets or exceeds the prescriptive provisions of the *Performance Requirements*, Section 8.
    - 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.
- B. Sustainable Design**
1. DB-E shall integrate sustainable principles into the design, development and construction of the project. Reduce the total cost of ownership of the facility using a whole facility, life-cycle approach.
  2. Provide a narrative describing the integrated sustainable design strategies and features to minimize energy consumption; conserve resources; minimize adverse effects to the environment; and improve occupant productivity, health, and comfort.



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3. Provide a narrative describing compliance with the sustainable goals including minimum sustainable characteristics of materials and systems used in project and completed LEED checklist.
4. Provide a narrative and complete the NetZero energy detail to demonstrate that the design is NetZero achievable.

C. Site Design

1. The site layout for park improvements shall use the following design guidelines in the overall design of the proposed park:
  - a. Identification and access to a main park entrance.
  - b. In addition to the main park entrance, access to park amenities via connecting park pathways.
  - c. Access across Sunset to proposed library building.
  - d. Addition of removable bollards to provide safe pedestrian access from the park to the library across Sunset Rd in two locations.
  - e. Fire Truck turnaround at Sunset Rd. and Church Lane. (by County)
  - f. Application of Crime Prevention through Environmental Design (CPTED) checklist and standards from DPR to be applied to the park design.
  - g. Application of Green Building Checklist to be applied to park design.
  - h. Application of Healthy Living checklist from DPR to be applied to the park design.
  - i. Application of Federal and State of California ADA standards and codes.
  - j. Application of State of California Environmental requirements.
  - k. Application of County Fire Marshall requirements for fire truck access.
  - l. Consider the compatibilities and locations of the program elements , such as separating the meditation garden from the more active and noisy areas of the dog park and children's play areas, and minimize impacts to the church properties south of the project.
  - m. Separate program elements from one another via earth berms, vegetation or other means for noise attenuation/reduction to create a sense of separate outdoor rooms with distinct activities.
  - n. Provide extensive shade via trees and/or shade structures and/or misters as appropriate to shelter park users in the hot desert environment.
2. Program Elements (ADA compliancy and standards to be applied throughout):
  1. Amphitheater with stage and shade for approx. 100-person capacity.
  2. Meditation (quiet area) and sculpture garden with seating and shade trees with use of local artwork and from County wide design competitions.
  3. Picnic areas with BBQ's, picnic tables, and shade elements (covered pavilions & shade trees). (Provide 2-3 separate areas dispersed throughout park site).
  4. Drinking Fountains and Misters adjacent to picnic areas and activity areas as appropriate.
  5. Exercise Equipment area with shade.

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6. Children’s play areas with swings and shade (one separate junior lot (ages 5-12) and another separate tot lot (ages 2-5) area). Shall meet CPSI and NRPA standards. Provide close to main entry.
7. Main park entry with information kiosk near Sunset Rd. and Country Club. Dr.
8. Volunteer Pad with sewer and electrical hookups & perimeter fencing (see DPR standards for volunteer pad layout). Locate along Country Club Dr.
9. Multi-use Tennis Court and Pickle ball courts
10. Bocce ball courts
11. Lawn bowling with adjacent shaded seating areas
12. Fenced Dog Park –away from other park elements due to noise.
13. Small Observatory.
14. Park entry signage (2 total) – one at Sunset and Country Club Dr. and the other at Church Lane and Country Club Dr.
15. Parking lots, with ADA compliant stalls per code (no-dead end parking lot configuration). Number of stalls to be based upon parking design standards for occupancy of various program elements. Coordinate locations of parking lots with program elements to reduce walking distances.
16. 5’ min. width decomposed granite-stabilized access paths to connect from entry’s to all park elements with ADA compliancy.
17. Preserve existing vegetation between proposed new park elements where practical.
18. New Trees and shrubs: Provide drought tolerant plant materials, southwest indigenous plants are preferable. Keep in mind the limited water supply/aquifer in Borrego Springs as the water source. Keep groupings of new vegetation around the new program elements and preserving the existing vegetation in between , where practical.
19. Drip Irrigation system: Provide drip irrigation system with Calsense ‘smart’ controller for permanent watering or plant establishment of the new plantings, as applicable.

**2.3 MODIFICATIONS DURING DESIGN**

- A. As the design is developed by the D-BE as a part of its proposal, the design may suggest modifications to the park. Modifications shall be considered by the County, and may be accepted with the following conditions:
  1. If the proposed modifications demonstrate the need for a fundamental change to basic park assumptions, such modifications shall be considered “open” and shall be noticed to all D-BEs.
  2. If the proposed modifications are creative solutions that enhance the basic park requirements as identified by the County, such modifications shall be considered “closed” and shall not be noticed to the other D-BEs.
  3. The County, in its sole discretion, shall determine the acceptability of proposed modifications.
  4. Final Design concept requires a recommendation from the Community Sponsor Group and approval by the Board of Supervisors.

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- B. If there is a conflict between the Design Guidelines and the Performance Requirements for any individual elements, the more restrictive criteria shall be provided.

2.4 SCHEDULE

Design review will occur in four phases; 30%, 60%, 90%, and 100%. Four-hour design review meetings will be held with the contracted D-BE.

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**3.0 SHERIFF SPACE ALLOCATIONS**

<b>1</b>	<b>Program</b>	<b>Approximate Area (+/- 10%)</b>
	Public Lobby	100 Square Feet
	Lobby Interface	100 Square Feet
	Workstations (bullpen)	460 Square Feet
	Support Area	180 Square Feet
	Restroom	80 Square Feet
	Evidence Processing + Storage	200 Square Feet
	Secured Intake In-custody Area (excludes holding cell)	220 Square Feet

*Holding cell and utility rooms' sizes and configurations to be recommended by D-BE, while taking into account all relevant codes and regulations.*