



PUBLIC WORKS DEPARTMENT
CITY HALL
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CITY COUNCIL STAFF REPORT
Meeting: March 4, 2014

Subject

Approval of an agreement for consultant services for the Civic Center Master Plan & Parking Garage Conceptual Design.

Recommendation

Authorize the City Manager to execute a consultant agreement with Perkins+Will for urban planning and architectural design services for the Civic Center Master Plan & Parking Garage Conceptual Design, from the date of execution through March 31, 2015 for an amount not to exceed Five Hundred Seventy-one Thousand Dollars (\$571,000) in substantially similar format to the attached draft agreement.

Background

The Capital Improvements Program Budget for FY2013/14, approved by Council in June 2013, includes four projects at the Civic Center complex.

- Civic Center Master Plan
- Civic Center - Parking Structure – Conceptual Design
- Library - Book Drop-off Shade Canopy
- Library Story Room Expansion

A consultant selection process was initiated in August to select one or more consultants to provide the professional services necessary to undertake the design work of the projects.

Discussion

A Request for Qualifications (RFQ) was issued on October 1, seeking Statements of Qualifications (SOQ) from interested urban planning/architectural services firms. The City received nine SOQs by the October 30th due date. A four-person selection panel, including two department directors, the Community Librarian, and an architect from another city, reviewed and ranked the firms based on selection criteria. The five highest ranked firms were invited to interview. Interviews were conducted on December 3rd by

a panel of five, made up of the same four members plus the City Manager. The five firms were evaluated and ranked based on selection criteria.

Perkins+Will, from San Francisco, was the top-ranked firm. Perkins+Will is an international firm with a Bay Area presence. The firm has a strong history of urban planning and architecture in the Bay Area for municipal facilities, including having performed the design services for the Cupertino Library and Community Hall, and the earlier stage of the Civic Center master planning effort that resulted in the Civic Center Master Plan Framework, completed in 2012.

Staff proposes to use the services of Perkins+Will for all four projects and also proposes that their work on the four projects be executed under three agreements –

1. Civic Center Master Plan & Parking Garage Conceptual Design
2. Library - Book Drop-off Shade Canopy (Design)
3. Library Expansion (Design)

Civic Center Master Plan & Parking Garage Conceptual Design Agreement:

Given that parking and traffic circulation are major factors to be considered in the master plan, staff recommends merging the master planning and the garage conceptual design efforts under a single agreement. The traffic circulation, parking options, and conceptual design options for a garage will be early products for Council consideration during the course of the master planning process.

Starting from the Alternative 3-Civic Life plan of the Civic Center Master Plan Framework, the consultant's scope of services is to carry out a process to develop and refine a preferred plan for Council approval. The scope of services includes community outreach, traffic and parking analyses, along with cost analysis and funding strategies for the Civic Center. The process includes three occasions when the project status will be presented to City Council and input will be solicited.

Additional Concurrent Agreements:

Agreements for architectural design services for the Library - Book Drop-off Shade Canopy and the Library Expansion are anticipated to be approved by the Director of Public Works under existing authority and to be in effect and underway concurrent with the Civic Center/Parking Garage design process. The Library Story Room Expansion project will track in parallel with the Civic Center Master Plan & Parking Garage Conceptual Design.

Environmental Analysis

An agreement(s) for environmental analysis for the Civic Center Master Plan & Parking Garage Conceptual Design and the Library Story Room Expansion projects will be authorized under the authority of the Director of Public Works, and will run concurrently with the planning and design projects. Alteration or expansion of facilities, or expansion of programming at the Civic Center site, whether at the Community Hall, City Hall, or Library, or any other proposed future facility, must be considered collectively for the supporting environmental analysis.

Recommendation

Staff recommends that Council approve the agreement with Perkins+Will for the Civic Center Master Plan & Parking Garage Conceptual Design in the amount of \$571,000. The agreement includes \$521,000 for the basic urban planning and architectural service and an allowance of \$50,000 for additional services as needed or desired during the course of the project, which would be authorized by the Director of Public Works.

Fiscal Impact

The FY2013/14 appropriations for the Civic Center Master Plan (Budget Unit 420-9144) and the Civic Center - Parking Structure – Conceptual Design (Budget Unit 420-9272) projects are collectively sufficient to encumber for the amount of the recommended agreement.

The potential for additional expansion of the library resulting from the design processes for the Library Story Room Expansion and the Civic Center Master Plan projects may require additional funding be committed to the project.

Prepared by: Katy Jensen, CIP Manager

Reviewed by: Timm Borden, Director of Public Works

Approved for Submission by: David Brandt, City Manager

Attachments:

A - Draft of Agreement for consultant services for the Civic Center Master Plan & Parking Garage Conceptual Design