



*City  
Council  
Report*

Item: 6.  
Category: Consent  
Meeting Date: December 3, 2013

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**TITLE: Authorize the Public Works Director to Execute a Consultant Services Agreement with Anderson Brulé Architects for Master Planning Services for the Campbell Civic Center Complex (Resolution/Roll Call Vote)**

**RECOMMENDATION**

That the City Council:

1. Adopt the attached resolution authorizing the Public Works Director to execute a consultant services agreement with Anderson Brulé Architects for Master Planning Design Services in an amount not to exceed \$150,000 and encumber a design contingency in an amount not to exceed \$10,000 for a total contract amount not to exceed \$160,000; and
2. Approve a budget adjustment in the amount of \$160,000.

**BACKGROUND**

On September 17, 2013, the Council authorized the Public Works Director to issue a Request for Proposals (RFP) for consulting services for the development of a Civic Center Master Plan.

On August 20, 2013, the City Council held a Study Session to discuss the potential to address future facility needs related to the Civic Center complex. One of staff's recommendations at this Study Session was to move forward with a master plan for the Civic Center complex in conjunction with further planning for a new Campbell Library.

A number of competing and complementary issues have been discussed by the Council over the past several years regarding the Civic Center complex. These include the completed Civic Center East Master Plan, the Library Needs Study, the possible creation of a Heritage Orchard adjacent to the Ainsley House, the Museum/Ainsley House Strategic Plan, and the possibility of a future parking structure to serve both a new library as well as the Downtown area.

Additionally, City Hall is now in excess of forty years old and is in deteriorating condition. Staff is moving forward with some short-term improvements that may provide aesthetic improvements; however, these improvements may not adequately address the longer term space requirements of the City or infrastructure deficiencies associated with the current structure.

**Authorize the Public Works Director to Execute a  
Consultant Services Agreement with Anderson Brulé  
Architects for Master Planning Services for the  
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In an effort to coordinate all of the needs and various options for development of the Civic Center complex, staff recommends moving forward with a comprehensive Civic Center Master Plan that would review program needs for the City's assets in this area and determine how to best integrate the competing space and program needs.

**DISCUSSION**

A request for proposals was issued on September 18, 2013. Proposals were solicited from firms who were known to the City, either by having done previous work here or performing similar work for other local municipalities. On October 18, 2013, proposals were received from six firms:

- Anderson Brulé Architects
- Group 4 Architecture
- Gruen Associates
- LPA Inc.
- Steinberg Architects
- Studios Architecture

After a review of the proposals, four firms – Anderson Brulé, Group 4, Steinberg Architects, and Studios Architecture – were selected for follow up interviews. Following the interviews, staff made the determination that Anderson Brulé Architects was the best qualified firm to complete the conceptual design for the Civic Center Master Plan.

The proposed components for the Civic Center Master Plan would include:

- Reviewing the existing Civic Center East Master Plan, Library Needs Study, Heritage Orchard Study and Campbell Historical Museum Strategic Plan;
- Performing a community needs assessment that includes an evaluation of both current and projected needs for Library and City Hall space;
- Developing a vision for the Civic Center complex;
- Adopting guiding principles for the development;
- Performing an analysis of relocating the existing Historical Museum or constructing an annex within or adjacent to a new library building that could provide additional exhibit space and display space for agriculture artifacts;
- Assessing the parking implications of larger buildings and evaluating the feasibility of providing additional parking – including a parking structure – for the Civic Center complex;
- Addressing needs for replacing the City's EOC as part of a new library or other component of the Civic Center complex;
- Holding at least one Community Meeting and make presentations and solicit input from Library and Museum stakeholders, including the Civic Improvement Commission and Historic Preservation Board;

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- Providing two or more Civic Center complex conceptual layouts with accompanying development strategies;
- Formulating a recommendation with an associated development (phasing) plan and an associated financing plan which would identify the costs of each development phase; and
- Identifying revenue options for funding the construction associated with this Master Plan.

The Master Plan would coordinate and evaluate the Civic Center asset needs and provide plan layout and preliminary cost projections. The project schedule is anticipated to be as follows:

Issue Requests for Proposals	September 18, 2013
Proposals due	October 18, 2013
Selection of Consultant	November 15, 2013
Council Approval of Consultant Agreement	December 2013
Initiate Master Plan Process	January 2014
Community Meetings/Council Study Session	Spring/Summer 2014
Council Approval of final Master Plan	Spring 2015

**FISCAL IMPACT**

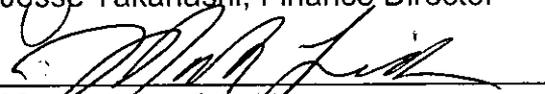
Currently there is no funding for the master planning effort. Funding is available in the CIPR and staff is recommending that a budget adjustment be made in the amount of \$160,000 (which includes the contingency) for this project.

**ALTERNATIVES**

1. Do not move forward with the Civic Center Master Plan work at this time.
2. Direct staff to move forward with a project of reduced scope.

Prepared by:   
Todd Capurso, Public Works Director

Reviewed by:   
Jesse Takahashi, Finance Director

Approved by:   
Mark Linder, City Manager

Attachment: 1 – Resolution  
2 – Budget Adjustment

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE A CONSULTANT  
SERVICES AGREEMENT WITH ANDERSON BRULÉ ARCHITECTS FOR  
CONCEPTUAL DESIGN SERVICES FOR  
THE CIVIC CENTER MASTER PLAN**

**WHEREAS**, on September 17, 2013, the Campbell City Council authorized the Public Works Director to release a Request for Proposals from architectural firms to perform master planning services for the Campbell Civic Center complex; and

**WHEREAS**, proposals were solicited from firms that were known to the City and other local municipalities from having performed similar work; and

**WHEREAS**, on October 18, 2013 proposals were received from six firms; and

**WHEREAS**, after review of the proposals staff interviewed four of the firms and selected Anderson Brulé Architects to complete the project.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Campbell hereby authorizes the Public Works Director to negotiate and execute a consultant services agreement with Anderson Brulé Architects in an amount not to exceed \$150,000 and encumber a design contingency not to exceed \$10,000 for a total contract amount not to exceed \$160,000 for design services related to the Civic Center Master Plan.

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of December, 2013, by the following roll call vote:

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT:        COUNCILMEMBERS:

APPROVED:

\_\_\_\_\_  
Evan D. Low, Mayor

Attest

\_\_\_\_\_  
Anne Bybee, City Clerk

## City of Campbell Request for Budget Adjustments

Department/Program	Division	Date	Request No.
Public Works	CIP 14-QQ Civic Center Master Plan	December 3, 2013	BA 11

### Budget to be Reduced

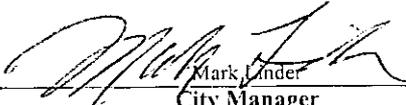
Fund	Account Number	Description	Amount
101	3641	CIPR  CIP 14-QQ Civic Center Master Plan	160,000

### Budget to be Increased

Fund	Account Number	Description	Amount
435	14QQ.7430	Professional Services  CIP 14-QQ Consultant	160,000
435	990.6999	Capital Transfer In  CIPR for CIP 14-QQ	160,000
101	14QQ.9999	Capital Transfer Out  CIPR funding for Civic Center Master Plan	160,000

#### REASON FOR REQUEST - BE SPECIFIC:

Capital Improvement Reserve funds (CIPR) to be used for consulting services for master planning of the civic center complex (CIP 14-QQ).

 Todd Capurso Public Works Director	 Jesse Takahashi Finance Director	 Mark Linder City Manager
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