

# City Council Report

Item: 12.  
Category: New Business  
Meeting Date: September 17, 2013

**TITLE: Authorization to Issue Request for Proposals (RFP) – Civic Center Master Plan (Resolution/Roll Call Vote)**

## **RECOMMENDATION**

That the City Council adopt the attached resolution authorizing the Public Works Director to issue a Request for Proposals (RFP) for professional consulting services for development of a Civic Center Master Plan.

## **BACKGROUND**

On August 20, 2013, the City Council held a Study Session to discuss 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.

In an effort to coordinate all of the needs and various options for development of the Civic Center complex, staff is recommending 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**

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, 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;
- Hold 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;
- 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
- Identify revenue options for funding the construction associated with this master plan.

In order to further develop the Civic Center components, staff recommends issuing a Request for Proposals (RFP) for a Civic Center Master Plan. The Master Plan would coordinate and evaluate the Civic Center asset needs, and provide plan layout and preliminary cost projections.

Should Council approve the issuance of an RFP for a Master Plan, the preliminary project schedule is anticipated to be as follows:


Issue Requests for Proposals	September 18, 2013
Proposals due	October 18, 1013
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**

Staff estimates that the cost of the Master Plan will not exceed \$150,000. Funding will be identified when staff returns to Council requesting the approval of the Consultant Agreement.

**ALTERNATIVES**

1. Do not authorize staff to issue an RFP for the Civic Center Master Plan.
2. Change/modify the scope of the Civic Center Master Plan

Prepared by:   
Todd Capurso, Public Works Director

Approved by:   
Mark Linder, City Manager

Attachment: Resolution

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
AUTHORIZING THE PUBLIC WORKS DIRECTOR TO ISSUE A REQUEST FOR  
PROPOSALS FOR THE CIVIC CENTER MASTER PLAN**

**WHEREAS**, a Master Plan is needed to review program needs for the City's assets in the Civic Center area and determine how to best integrate the competing space and program needs; and

**WHEREAS**, the City seeks to hire an architectural design firm to further develop the Civic Center complex components; and

**WHEREAS**, there is adequate funding to support development of the Master Plan;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Campbell hereby authorizes the Public Works Director to issue a Request for Proposals for Professional Consulting Services for the Civic Center Master Plan.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of September 2013, by the following roll call vote:

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT:        COUNCILMEMBERS:

APPROVED:

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

ATTEST:

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