



City Council Report

Item: 8.
Category: Consent
Meeting Date: October 21, 2014

TITLE: Authorize the Public Works Director to Execute an Amendment to the 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 adopt the attached resolution authorizing the Public Works Director to execute an amendment to the consultant services agreement with Anderson Brulé Architects (ABA) for Master Planning Design Services in an amount not to exceed \$35,200.

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.

On December 3, 2013 the City Council adopted Resolution 11621 authorizing the Public Works Director to negotiate and execute a consultant services agreement with ABA 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.

In January, 2014 a Civic Center Core Team - comprised of City staff, Library District staff, one Council member, one Planning Commissioner, and one Civic Improvement Commissioner - was formed to provide input to the planning process. Core Team meetings were held on February 12, 2014, June 11, 2014, July 2, 2014 and August 20, 2014.

Community meetings to solicit public input regarding the Civic Center Master Plan were held on March 12, 2014, April 9, 2014 and August 13, 2014. Additionally, three separate focus group meetings were held in April 2014 – one for City employees, one for Library employees, and one for community members.

DISCUSSION

The process has been progressing on schedule. However, there have been several areas where staff has identified the need for additional work to be performed by ABA to benefit the master planning process. At the direction of staff, ABA was asked to provide a proposal for additional services to address the following issues:

Community Needs Assessment Survey, 2nd Distribution

As a part of the Needs Assessment identification process associated with the Civic Center Master Plan, various community outreach efforts were conducted to gather input and priorities from the Campbell community. A large portion of the Campbell community consists of the 20-40 year old demographic. This demographic can be more difficult to reach and had proportionally low participation numbers in the first round of outreach. Council requested that efforts be made to increase the level of participation from the 20-40 year old demographic of their community. As a result, a second distribution of the survey was specifically targeted at this demographic. This additional input was then analyzed and incorporated into the findings and recommendations of the Needs Assessment.

Additional & Extended Core Team Meetings

The Core Team has been supporting and guiding the Master Plan effort as well as providing technical input along the way. Their role includes supporting efforts to gather community input, reviewing community input, and guiding the consultant team's work and making recommendations. During the Facility Program Phase, it became apparent that additional Core Team meeting time was needed to complete these efforts and increase the confidence level of the recommendations. The Core Team supports the recommendation that additional meeting time be added to the consultant team's scope of work to support their needs. This additional scope consists of one additional Core Team meeting and extending the length of each meeting prior to Council presentations.

Optional - Community Forum

The two community meetings during the Needs Assessment and the Facility Scenarios effort were well attended, gathered great input from the community, and were very well received. The Core Team recommends adding a third Community Forum to review master plan options and receive input prior to Council giving direction on next steps. The Core Team recommends that Council approve additional scope for the consultant to conduct a community forum to gather this input.

Optional – Additional Revisions

Staff also requested that ABA consider adding capacity to the agreement for additional revisions when the master plan options are brought forward for Council consideration in early 2015. ABA has included optional services for potential additions and/or revisions at the direction of the City. These services would be required only if requested by Council.

**Authorize the Public Works Director to Execute an Amendment
to the Consultant Services Agreement with Anderson Brule
Architects for Master Planning Services for the Civic Center Complex
October 21, 2014**

ABA has provided staff with a proposed fee schedule (attachment 2) in an amount not to exceed \$35,200 consisting of the following services:

Required Services:	
Additional Outreach	\$2,000
Additional Core Team Support	\$8,500
Optional Services:	
Community Forum	\$ 5,600
Additional Design Revisions	\$19,100


FISCAL IMPACT

There are sufficient resources to address this Additional Services Agreement in the City's FY15 Operating budget. \$50,000 has been budgeted for additional analysis related to the Civic Center Master Plan in the Public Works operating budget. No budget action is required.

ALTERNATIVES

1. Do not approve the amendment.

Prepared by:



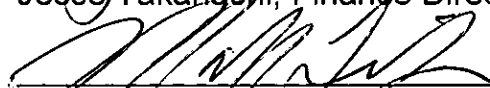
Todd Capurso, Public Works Director

Reviewed by:



Jesse Takahashi, Finance Director

Approved by:



Mark Linder, City Manager

Attachment: 1 – Resolution
2 – Additional Services Amendment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE AN
AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH ANDERSON
BRULÉ ARCHITECTS FOR MASTER PLANNING SERVICES FOR
THE CAMPBELL CIVIC CENTER COMPLEX**

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

WHEREAS, there have been four Core Team and three Community meetings over the past 10 months; and

WHEREAS, the City has now asked ABA to provide additional outreach and to consider future additions to the public outreach effort that might be needed based on the process to date.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Campbell hereby authorizes the Public Works Director to amend the consultant services agreement with Anderson Brulé Architects in an amount not to exceed \$35,200 for additional design services related to the Civic Center Master Plan.

PASSED AND ADOPTED this 21st day of October, 2014, by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

APPROVED:

Richard M. Waterman, Mayor

Attest

Anne Bybee, City Clerk



A N D E R S O N B R U L É A R C H I T E C T S

June 13, 2014

Todd Capurso
City of Campbell
70 N 1st St, Campbell, CA 95008
City of Campbell

**Re: Campbell Civic Center Master Plan
Additional Service Amendment #1 for Additional Meetings, Rescheduling, and Additional Community Survey Work**

Dear Todd,

At the request of the City of Campbell, Anderson Brulé Architects, Inc. (ABA) is providing this proposal for a contract amendment for the Master Plan scope of work.

Context

The City of Campbell is in the process of creating a Campus Master Plan to lay the direction for the future development of the Civic Center. At the request of the City, ABA was asked to provide additional outreach as part of the Master Plan:

- A second distribution effort of the Community Needs Assessment survey
- Additional analysis of survey and staff focus group
- An additional Core Team Meeting to further prepare the draft program, site criteria and scenarios for Council
- Adjust the schedule to accommodate the additional meetings and review efforts
- Additional Project Management meetings to review proposed changes and set revised schedule

ABA was also asked to consider future additions to the public outreach effort that might be needed based on the process to date. ABA has included optional services for potential additions at the direction of the City:

- An optional community forum to review the three Master Plan Design Options and gather public input
- An optional additional round of revision and review of the Master Plan Design with the Core Team and Council

Scope of Services

Outlined below are the tasks which comprise the scope for these Additional Services.

Community Needs Assessment Survey, 2nd Distribution

The Council was not satisfied with the level of participation from the 20-40 year old demographic of their community. Based on this a second distribution of the survey was requested. ABA will update the Community Needs Assessment Survey and provide a new link for a second round of distribution. ABA will then analyze and report the results to the Core Team and Council.

Core Team Meeting 3B

ABA will prepare for, facilitate and document a Core Team meeting to review:

- Refined Draft Facility Program
- Draft Facility Scenario Criteria
- City Council Meeting Preparation

Extend Core Team Meetings Prior to Council Meetings

ABA will extend the Core Team Meetings prior to a Council Meetings from 2 hours in length to 3 hours in length. This includes the following meetings:

- Core Team Meeting 4D
- Core Team Meeting 5A
- Core Team Meeting 5B

Reschedule Project

ABA will reschedule existing project meetings and work to accommodate the additional Core Team Meeting and 2nd distribution of the Community Needs Assessment Survey.

Community Forum (Optional)

ABA will prepare for, facilitate, and document a community forum intended to provide opportunity for the community at large to review and provide input and feedback on the three proposed Scenario Designs.

Additional Round of Revision to the Master Plan Design for Council & the Core Team (Optional)

ABA will provide an additional round of design revision refinement to the Master Plan Design. This will include a review meeting with the Core Team and a presentation to Council.

Fee Proposal

Below is our proposed fee for the project, excluding reimbursable expenses. Reimbursable allowances are not included as we do not anticipate needing to increase the reimbursable allowance already included in our agreement.

Additional Outreach	
• Community Needs Assessment Survey, 2 nd Distribution	\$2,000
• Additional Core Team Meeting, Extended Core Team Meetings, Project Rescheduling and Project Management Meetings	\$8,500
TOTAL	\$10,500
Community Forum (Optional)	\$5,600
Additional Round of Revision for Council & Core Team (Optional)	
• Architectural Services	\$10,300
• Subconsultant Services	\$8,800
TOTAL w/ Optional	\$35,200

Scope Authorization

This Agreement between Anderson Brulé Architects, Inc. and the City of Campbell is evidenced by the authorizing signatures below. We are prepared to proceed upon receipt of a signed copy of this agreement. Please contact me with any questions you may have regarding our proposal.

Sincerely,

ANDERSON BRULÉ ARCHITECTS, INC.

Pamela Anderson-Brulé, AIA
Principal

Pamela Anderson-Brulé
President
Anderson Brulé Architects, Inc

Date

Todd Capurso
Director of Public Works
City of Campbell

Date