



City of Gilroy

STAFF REPORT

Agenda Item Title: Award a contract to ELS Architecture and Urban Design for Civic Center Master Plan Consultant Services in the amount of \$749,899

Meeting Date: November 18, 2024

From: Jimmy Forbis, City Administrator

Department: Administration

Submitted By: Bryce Atkins, Assistant to the City Administrator

Prepared By: Bryce Atkins, Assistant to the City Administrator

STRATEGIC PLAN GOALS

Maintain and Improve City Infrastructure

RECOMMENDATION

Council:

1. Award a contract to ELS Architecture and Urban Design in the amount of \$749,899; and,
2. Authorize the City Administrator to execute the agreement and all other related documents.

BACKGROUND

The City's current Civic Center Master Plan was adopted in 2002.

The Civic Center sites comprise approximately 14 acres in central Gilroy. The area is bordered by Sixth Street on the north and Seventh Street to the south, Dowdy Street to the west and Church Street to the east. Within the area, the City owns all property with the exception of three homes along Dowdy Street.

The Civic Center site currently contains: City Hall; the City Hall Annex (former Police Department headquarters, converted to house the Emergency Operations Center, computer training lab, and other extra office and storage spaces); Wheeler Gymnasium; Library; Senior Center; Current Police Headquarters, seven parking lots of various

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sizes; four single family residential homes (three are not currently city-owned); one small grass area; Wheeler Park; and a central open area.

With aging and underutilized Civic Center facilities due to condition and growing service demands, the need to modernize the City’s Civic Center Master Plan and prepare the financial measures to implement the re-development of the Civic Center has increased dramatically. The Gilroy City Council adopted this workplan item and authorized the preparation of a new Civic Center Master Plan and appropriated \$750,000 in Fiscal Year 2023-24 (FY24) for this purpose.

The Civic Center Master Plan update will inventory and analyze existing Civic Center facilities and open spaces and their uses. It will identify and compile Civic Center needs and desires based on City Council, staff, and community input. The Consultant is to identify opportunities and issues with the development of the Civic Center; present at least three (3) alternative programs and applicable conceptual design plans with cost estimates; and identify potential financing strategies, as well as proceed towards a general obligation bond ballot measure, for re-development of the Civic Center.

Alternatives are to be formulated to meet current and future City and community programming needs while addressing operational and logistical issues, including, but not limited to maintenance, traffic circulation, parking needs, and accessibility.

The consultant will gather, organize, and analyze data and inputs to formulate a vision of the Civic Center’s character and role in the community and develop recommendations of Civic Center programming and design alternatives for the Council’s consideration.

The Master Plan process will be approached collaboratively with the community, as described more fully in the Public Outreach section below.

ANALYSIS

The City issued the RFP in September of 2024 (attached) and received two responses. Due to the scope of work entailed in the Civic Center Master Plan update project, the awarded firm for this update is precluded from bidding on the design of each building for construction. This was a repeated question by firms in the question-and-answer phase of the procurement process. We suspect that the low number of proposals is related to this preclusion of future work on the engineering portion of the project. The two firms that submitted, and the scores of each, are below.

Firm Name	Estimated Cost	Average Score
ELS Architecture and Urban Design	\$749,899	71

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Group 4 Architecture	\$749,200 ¹	70.92
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The highest score, and the recommended firm for this contract, is ELS Architecture and Urban Design. The amount proposed for the agreement is \$749,899. Their proposal is also attached to this staff report.

Comments from the review team identified that the ELS proposal, despite a higher cost by approximately \$700, includes environmental work, which the Group 4 proposal identifies it as a separate work, which would be additional cost beyond their proposal amount, as well as extending the length of the project.

The contract will be the City's standard form of agreement, and the scope of work and milestone schedule will be based on the proposal's response timeframe and project phasing. The project timeframe is anticipated to extend over two years, and reach completion just in time for Council to consider funding mechanisms in time, including potential bond financing, during the 2026 election, should Council determine to proceed at that time. The project timeline is tight against that schedule. The estimated adoption date of the Civic Center Master Plan would be at a meeting of the City Council in late May or early June of 2026, right before the last meetings for Council to approve submitting a ballot measure. Any prolonged delay in implementing the project may remove the 2026 election as an option for the City Council to consider, potentially resulting in an additional two years before commencing the project, including a new community/youth center component.

Proposed Project Schedule (in summary)

Task 1 – Project Initiation – two weeks

Task 2 – Existing Conditions Assessment – five weeks

Task 3 – Needs Assessment – 16 weeks

Task 4 – Master Plan Design – 10 months

Task 5 – Master Plan Adoption – six weeks

Task 6 – Project Financing – 12 months

Task 7 – Project Development, Design Engineering, and Construction Assistance – 18 months

Financing consideration will be part-way into Task 6, between 1.5 and 2 years out from project commencement.

ALTERNATIVES

Council may refuse to award the agreement to ELS and reject all proposals. This is not recommended, as the procurement process would be required to restart, delaying the project. It is also anticipated that restarting the process would unlikely yield different results without reducing the scope of work, and may result in higher contract costs.

FISCAL IMPACT/FUNDING SOURCE

¹ The cost did not include the environmental work associated with the project, which would be an additional cost of an unstated amount in addition to this total.

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\$749,200 from the Public Facilities Impact Fund. The City Council appropriated \$750,000 for this project in Fiscal Year 2024. The Mid-Cycle Budget Review and Adjustments agenda item on the agenda for this meeting proposes to move these funds to Fiscal Year 2025, which will provide sufficient appropriations for the agreement. There is no impact to the General Fund.

PUBLIC OUTREACH

This item was included in budget discussions in May of 2023, and was included in the publicly posted agenda for this meeting. Additionally, the request for proposals was advertised in the San Jose Mercury News.

The Master Plan process will be approached collaboratively with the community, stakeholders, and staff. The project schedule includes working with community members and City staff, facilitating public participation, data gathering and analysis, document preparation, and facilitating reviews by key stakeholders and policy makers, including the public at-large, City staff, Planning Commission, and the City Council.

NEXT STEPS

If approved by Council, staff will complete the contract with the selected vendor and commence the project.

ATTACHMENTS

1. ELS Proposal - Civic Center Master Plan
2. Civic Center Master Plan Request for Proposals (24-RFP-AD-506)