

# Capitola City Council

## Agenda Report



**Meeting:** February 23, 2023

**From:** Public Works Department

**Subject:** Design Contract for the Community Center Renovation Project

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**Recommended Action:** Authorize the City Manager to execute a Professional Services Agreement with Boone Low Ratliff Architects in an amount not to exceed \$149,713 for the design of the remodel of the Community Center in substantially similar form, as approved by the City Attorney, as the attached Agreement.

**Background:** On November 22, 2022, the City entered a Long-Term Use Agreement between the City of Capitola and Soquel Union Elementary School District for the Jade Street Park Property inclusive of the Capitola Community Center. The agreement requires the City to complete certain specific infrastructure improvements to the Community Center within four years. Staff estimates the cost for those improvements will likely total \$720,000. Additional “ancillary” improvements, such as replacement of flooring and partitions, specified as intended improvements to be made by the City are estimated at an additional \$725,000.

**Discussion:** Staff issued a request for proposals (RFP) for a project architect on November 28, 2022. The RFP was advertised on the City’s website, on industry sites, and through direct solicitation of experienced firms in order to solicit qualified consultants. Proposals were due on January 18, 2023, providing a seven-week response period. Four proposals were submitted.

A selection panel consisting of Capitola Public Works and Recreation staff evaluated and ranked all proposals using the evaluation criteria included in the RFP. Three firms (Boone Low Ratliff Architects, Goring & Straja Architects and Jayson Architecture) were interviewed by the review panel on January 30, 2023. Based upon their rankings and interviews, the panel recommends Boone Low Ratliff Architects. Boone Low Ratliff Architects is located in Santa Cruz, has led multiple successful remodel projects for public buildings, and has worked locally on projects in Santa Cruz County.

Following the selection process, staff began negotiations with Boone Low Ratliff Architects, based on their proposed scope of work. The scope (Attachment 1) includes stakeholder outreach and input, site analysis, preparation of conceptual alternatives, presentations to City Council, and development of initial construction documents. The negotiated fee of \$149,713 is incorporated into the Professional Services Agreement (Attachment 2).

Upon the award of contract, meetings with the Boone Low Ratliff Architects team will begin immediately to run much of the design efforts in coordination with the design of the Universally Accessible Park. Staff anticipates the Community Center will be fully designed by the end of 2023.

**Fiscal Impact:** The FY 2022-23 Capital Improvement Program Budget has allocated \$150,000 to this project; therefore, sufficient funds are available for approval of this Professional Services Agreement.

The proposed agreement is for Phase 1 of the Community Center design, which is inclusive of community outreach, alternative analysis, and 50% construction documents. Phase 2 will consist of completion of final plans, specifications, and estimates for construction, bidding support and construction administration. Additional costs for Phase 2 are estimated at \$95,000, dependent on final project construction scope.

Future budget allocations will be required to complete the design process and fully fund the construction project.

Attachments:

1. Scope of Work
2. Professional Services Agreement

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Moss, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager