



CITY HALL NEEDS ASSESSMENT AND ALTERNATIVES ANALYSIS CONTRACT

City Council
September 14, 2023



BACKGROUND

420 and 421 Capitola Ave

- 7 Acre site
- Capitola City Hall
- Police Station
- Capitola History Museum
- Police Annex
- Lower & Upper Pacific Cove parking lots





BACKGROUND

City Hall and Police Station are older buildings nearing a stage in which significant investment will be necessary to maintain functionality.





BACKGROUND

March 1, 2022, the City Council identified City Hall Needs Assessment as a goal and allocated \$50,000 in Fiscal Year 2022-23 Budget to assess options for City Hall and Police Station.





Phase 1: Needs Assessment

1. Description of Structures and Site
2. Existing conditions report including:
 - Overview of the existing site and structures,
 - Visual assessment of the existing structures,
 - Quantitative breakdown of current use
 - Functionality of the buildings for the purpose they serve relative to accepted architectural standards for workspaces and community meeting space,
 - Qualitative analysis of current site's advantages/disadvantages, and
 - Environmental constraints and hazards.
3. 20-year Projections
4. Summary of Findings



Phase 2: Goal Setting and Alternatives Analysis

1. Identify goals for future City Hall

- Community input meeting to identify goals for a City Hall

2. City Council Meeting

- Consultant presents broad list of potential goals from community input

3. Alternatives Analysis

- At least three alternatives for the site(s)
- Conceptual site plans, quantitative descriptions, cost estimates, strengths and weakness





Request for Proposals

May 15, 2023 – July 21, 2023





Selection

May 15, 2023 – July 21, 2023

4 Firms Submitted Proposals

Group 4 Architecture selected

- Prior experience
- Competitive pricing
- Understanding of scope



Fiscal Impact

FY 2022-23 Budget includes \$50,000 for study.

\$49,950 for Phase One

\$66,138 for Phase Two

If the City Council decides to move forward with Phase Two, a budget amendment will be necessary.



Recommended Action

Authorize the City Manager to execute a Professional Services Agreement with Group 4 Architecture for Phase 1 of the City Hall Sites Needs Assessment and Alternatives Analysis Report in the amount of \$49,950.



Phase 2: Goal Setting and Alternatives Analysis

1. Identify goals for future City Hall

- Community input meeting to identify goals for a City Hall
- Community engagement strategy

2. City Council Meeting

- Consultant presents broad list of potential goals for City Hall site from community meeting
- Work with Council to narrow the goals for Alternative Analysis





Phase 2: Goal Setting and Alternatives Analysis

3. Alternatives Analysis

- Findings of needs assessment
- Summary of public input from community meeting
- Council goals for the City Hall site
- Site description(s)
- At least three alternatives for the site(s)
- Recommendation





Phase 2: Goal Setting and Alternatives Analysis

4. Alternatives for the site(s)

- Written description of alternative
- Conceptual site plan
- Quantitative data on breakdown of area per proposed use/function
- Cost estimates
- Qualitative analysis of strength and weakness.

