

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: February 10, 2020
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Civic Campus Master Plan Consultant Introduction

BACKGROUND

On January 6th, 2020, the City Council approved a Professional Services Agreement with BKV Group for the Civic Campus Master Plan.

Staff has been working with BKV Group since that time to assemble data and develop a schedule for the study. The Staff Team has also met with BKV recently to kick off the project and review the schedule and goals for the Master Plan.

BKV Group's Project Manager, Bruce Schwartzman, and Coal Dorius from Zan Associates will be at the meeting to introduce themselves and start the conversation with the City Council on the Civic Campus Master Plan. They will also present the preliminary schedule for the study.

Zan Associates is a subcontractor to BKV Group and will be managing the engagement component of the study. On the attached preliminary schedule, the public engagement touch points are highlighted in orange. Engagement efforts include engagement with staff, the VFW, tenants of the retail center, area residents and the general public.

The preliminary schedule also shows City Council touchpoints (highlighted in yellow) and Staff Team touchpoints (highlighted in green).

BKV and Zan will make a brief introduction, discuss the schedule and answer any questions the Council may have.

FINANCIAL IMPACTS

The Professional Services Agreement with BKV Group for the Civic Campus Master Plan has a not-to-exceed fee of \$57,000.

STAFF RECOMMENDATION

Receive a brief presentation from the Civic Campus Master Plan consultant, BKV Group, and their subcontractor, Zan Associates.

REQUESTED COUNCIL ACTION


Receive a brief presentation from the Civic Campus Master Plan consultant, BKV Group, and their subcontractor, Zan Associates.


Prepared by: Marc Culver, Public Works Director
Attachments: A: Preliminary Schedule for Civic Campus Master Plan study

Civic Campus Master Plan Study - Preliminary Schedule

| Day | Dates | Task / Action Items |
|-----------|-------------------------------|--|
| Thursday | 1/23/2020 1/31/2020 | Obtain existing data / discovery items from the City (complete list of staffing data) Planning Team Reviews / Existing Data + Internal Conference call |
| Wednesday | 2/5/2020 Week of Feb 10 | Client & Team Kickoff Workshop Team tour of existing buildings (break up into groups to cover PW and CH / PD separately) |
| Monday | 2/10/2020 | City Council Meeting (agenda: schedule overview and community outreach) |
| Tuesday | 2/11/2020 | End of day draft department questionnaires sent to City PM for review |
| Wednesday | 2/12/2020 | Questionnaires issued to department heads |
| Thursday | 2/20/2020 2/21 to 2/26 | Departments complete on line questionnaires Team reviews questionnaires data and develops initial space programs |
| Thursday | 2/27/2020 | Department Interviews |
| Thursday | 3/5/2020 | Issue Draft Space Programs to the Departments for review |
| Thursday | 3/12/2020 | Department Conference Calls to Review Draft Programs |
| Monday | 3/23/2020 | Council Meeting (Review of initial data and outreach information) (Tuesday before the mtg) |
| Tuesday | 3/31/2020 | Meetings with Stakeholders |
| Wednesday | 4/1/2020 | Community Meeting |
| Thursday | 4/2/2020 4/3 - 4/22/2020 | Meeting with City PM (debrief on information heard and review early prelim concept planning options) Concept Plan Option Development |
| Wednesday | 4/22/2020 | Issue draft concept options to City PM |
| Thursday | 4/23/2020 | Concept Option Review with City PM |
| Tuesday | 4/28/2020 4/29 - 5/11/2020 | Review concept options with departments Finalize Concept Options |
| Monday | 5/11/2020 | Council Meeting |
| Tuesday | 5/19/2020 | Meetings with Stakeholders |
| Tuesday | 5/19/2020 | Community Meeting |
| Thursday | 5/21/2020 5/22 - 6/3/2020 | Meeting with City PM (debrief on input and review phasing of concept plans and prelim cost estimates) Finalize draft report, estimates, proposed implementation schedule and funding strategy |
| Thursday | 6/4/2020 | Issue draft report |
| Wednesday | 6/17/2020 | Draft Report Review Meeting |
| Monday | 7/20/2020 | Council Meeting |
| Tuesday | 7/28/2020 | Meeting with Stakeholders |
| Tuesday | 7/28/2020 | Community Meeting |
| Thursday | 8/6/2020 | Issue final report |
| Monday | 8/24/2020 | Present final report summary to the City Council |

 Council Meeting

 Dept Staff Meeting

 Public Outreach Meetings