



CITY COUNCIL REGULAR MEETING AGENDA

CITY COUNCIL CHAMBERS, CITY HALL
7351 ROSANNA STREET, GILROY, CA
95020

MAYOR

Marie Blankley

COUNCIL MEMBERS

Rebeca Armendariz

Dion Bracco

Tom Cline

Zach Hilton

Carol Marques

Fred Tovar

MONDAY, NOVEMBER 18, 2024 | 6:00 PM

CITY COUNCIL PACKET MATERIALS ARE AVAILABLE ONLINE AT www.cityofgilroy.org
AGENDA CLOSING TIME IS 5:00 P.M. THE TUESDAY PRIOR TO THE MEETING

PUBLIC COMMENTS ON AGENDA ITEMS ARE TAKEN BEFORE THE CITY COUNCIL TAKES ACTION. [Please keep your comments to 3 minutes](#). Time restrictions may vary based on the Mayor's discretion.

Send written comments on any agenda item to publiccomments@cityofgilroy.org or City Hall, 7351 Rosanna Street, Gilroy, CA 95020. Comments received by 1 p.m. on the meeting day will be distributed to the City Council before the meeting. Comments are also available at bit.ly/3NuS1IN.



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



If you dispute any planning or land use decision from this meeting in court, you may only raise issues you or someone else presented at this meeting's public hearing or in written letters to the City Council before the hearing. Be aware that the time to seek a judicial review of any final decision made at this meeting is defined by Section 1094.6 of the California Code of Civil Procedure.

During this meeting, a Closed Session may be called under Government Code Section 54956.9 (d)(2). This will happen if, in the City's legislative body's opinion (based on current facts, circumstances, and legal advice), there's a significant risk of a lawsuit against the City.

Additional materials submitted after agenda distribution are available on www.cityofgilroy.org as soon as possible.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204.

If you need translation assistance, contact the City Clerk 72 hours before the meeting at 408-846-0204 or cityclerk@cityofgilroy.org.

Si necesita un intérprete durante la junta y gustaría dar un comentario público, comuníquese con el Secretario de la Ciudad un mínimo de 72 horas antes de la junta al 408-846-0204 o envíe un correo electrónico a la Oficina del Secretario de la Ciudad a cityclerk@cityofgilroy.org.



To access written translation during the meeting, please scan the QR Code or click this link:

Para acceder a la traducción durante la reunión, por favor escanee el código QR o haga clic en el enlace:

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Choose Language and Click Attend | *Seleccione su lenguaje y haga clic en asistir*

Use a headset on your phone for audio or read the transcript on your device.

Use sus auriculares para escuchar el audio o leer la transcripción en el dispositivo.

The agenda for this meeting is outlined as follows:

- 1. OPENING**
 - 1.1. Call to Order**
 - 1.2. Pledge of Allegiance**
 - 1.3. Invocation**
 - 1.4. City Clerk's Report on Posting the Agenda**
 - 1.5. Roll Call**
 - 1.6. Orders of the Day**
 - 1.7. Employee Introductions**
- 2. CEREMONIAL ITEMS - Proclamations and Awards**
- 3. COUNCIL CORRESPONDENCE (Informational Only)**
- 4. PRESENTATIONS TO THE COUNCIL**
 - 4.1. Annual Presentation by the Personnel Commission**
 - 4.2. Annual Presentation by the Planning Commission**

4.3. PUBLIC COMMENT BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE CITY COUNCIL

This part of the meeting allows public address on non-agenda topics within the Council's jurisdiction. To speak, complete a Speaker's Card from the entrances and give it to the City Clerk. Speaking time ranges from 1-3 minutes based on the Mayor's discretion. Extended discussions or actions on non-agenda items are restricted by law. For Council action, the topic may be listed on a future agenda.

Email written comments on non-agenda topics to publiccomments@cityofgilroy.org or mail them to City Hall, 7351 Rosanna Street, Gilroy, CA 95020, by 1:00 p.m. on the meeting day. These comments, available at City Hall, will be shared with the Council and included in the meeting record. Late submissions will be shared as soon as possible. A 10-page limit applies to hard-copy materials, but electronic submissions are unlimited.

5. REPORTS OF COUNCIL MEMBERS

Council Member Bracco – Downtown Committee, Santa Clara County Library Joint Powers Authority, Santa Clara Valley Water Joint Water Resources Committee, SCRWA

Council Member Armendariz – Downtown Committee, Santa Clara County Library Joint Powers Authority (*alternate*), Santa Clara Valley Habitat Agency Governing Board, Santa Clara Valley Habitat Agency Implementation Board, Silicon Valley Clean Energy Authority JPA Board (*alternate*)

Council Member Marques – ABAG, Downtown Committee, Gilroy Gardens Board of Directors, Santa Clara Valley Habitat Agency Governing Board, Santa Clara Valley Habitat Agency Implementation Board, SCRWA (*alternate*)

Council Member Hilton – CalTrain Policy Group (*alternate*), Silicon Valley Clean Energy Authority JPA Board, VTA Policy Advisory Committee

Council Member Cline – Gilroy Economic Development Partnership (*alternate*), Gilroy Gardens Board of Directors (*alternate*), Gilroy Sister Cities Association, Gilroy Youth Task Force, Silicon Valley Regional Interoperability Authority Board, VTA Policy Advisory Committee (*alternate*), Visit Gilroy California Welcome Center Board, VTA Mobility Partnership Committee

Council Member Tovar – Downtown Committee, Gilroy Youth Task Force (*alternate*), Santa Clara County Expressway Plan 2040 Advisory Board, Santa Clara Valley Water Commission, SCRWA, South County Youth Task Force Policy Team

Mayor Blankley – ABAG (*alternate*), CalTrain Policy Group, Downtown Committee, Gilroy Economic Development Partnership, Gilroy Sister Cities Association (*alternate*), Gilroy Youth Task Force, Santa Clara Valley Water Joint Water Resources Committee, SCRWA, South County Youth Task Force Policy Team, VTA Board of Directors, VTA Mobility Partnership Committee

6. CONSENT CALENDAR

Items under the Consent Calendar are deemed routine and approved with one motion. If a Council member or a member of the public wishes for a separate discussion on an item, it must be requested for removal before the Council's approval vote. If removed, the item will be discussed in its original order.

6.1. Approval of the Action Minutes of the November 4, 2024 City Council Regular Meeting

6.2. Acceptance of Cash and Investment Report as of September 30, 2024

7. BIDS AND PROPOSALS

7.1. Award a Contract to Villalobos and Associates for the FY25 Annual CDBG Sidewalk/Curb Ramp Project No. 25-PW-291 in the amount of \$141,755, Approve a Project Contingency of \$38,188.33, and Approve a Total Project Expenditure of \$179,943.33 for Construction

1. Staff Report: Daniel Padilla, City Engineer
2. Public Comment
3. Possible Action:

Award a contract to Villalobos and Associates in the amount of \$147,755, approve a project contingency of \$38,183.33, approve a total project expenditure of \$179,943.33 for the construction of the FY25 Annual CDBG Sidewalk/Curb Ramp Project (No.25-PW-291), and authorize the City Administrator to execute the contract and associated documents.

7.2. Award a Contract to Villalobos and Associates for the FY25 Annual Citywide Curb Ramp Project No. 25-PW-290 in the amount of \$356,100, Approve a Project Contingency of \$53,415, Approve a Total Project Expenditure of \$409,515 for Construction, and Adopt a Resolution to Amend the Adopted Budget by \$169,515

1. Staff Report: Daniel Padilla, City Engineer
2. Public Comment
3. Possible Action:

1. Award a contract to Villalobos and Associates in the amount of \$356,100, approve a project contingency of \$53,415, approve a total project expenditure of \$409,515 for the construction of the FY25 Annual Citywide Curb Ramp Project (No.25-PW-290), and authorize the City Administrator to execute the contract and associated documents.
2. Adopt a resolution amending the budget.

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

1. Staff Report: Bryce Atkins, Assistant to the City Administrator
2. Public Comment
3. Possible Action:

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.

8. PUBLIC HEARINGS

9. UNFINISHED BUSINESS

10. INTRODUCTION OF NEW BUSINESS

10.1. Receive Preliminary Fiscal Year 2023-24 (FY24) Year-End Financial Report and Adopt a Resolution Amending Fiscal Year 2024-25 (FY25) Budget to Appropriate Mid-cycle Budgetary Adjustments

1. Staff Report: Harjot Sangha, Finance Director
2. Public Comment
3. Possible Action:

1. Receive preliminary Fiscal Year 2023-24 (FY24) year-end financial report.
2. Adopt a resolution amending the FY25 budget to appropriate mid-cycle budget adjustments.
3. Approve the Pension and Other Post-Employment Benefits (OPEB) Section 115 Trust contributions pursuant to the Council adopted policies.

10.2. Adoption of a Resolution Approving and Authorizing the City Administrator to Enter into an Agreement with Applicant Gilroy Logistics LLC for 951-981 Renz Lane Agricultural Mitigation

1. Staff Report: Sharon Goei, Community Development Director
2. Public Comment
3. Possible Action:

Adopt a Resolution to approve an Agreement with Gilroy Logistics LLC to utilize 12.8 acres of the conservation easement that the City caused to be purchased on the Van Dyke property to satisfy compliance with the City of Gilroy's Agricultural Mitigation Policy and authorize the City Administrator to execute the Agreement.

11. FUTURE COUNCIL INITIATED AGENDA ITEMS

12. CITY ADMINISTRATOR'S REPORTS

12.1. Santa Teresa Fire Station Update

13. CITY ATTORNEY'S REPORTS

14. CLOSED SESSION

15. ADJOURN TO OPEN SESSION

Report of any action taken in Closed Session and vote or abstention of each Council Member if required by Government Code Section 54957.1 and GCC Section 17A.13(b); Public Report of the vote to continue in closed session if required under GCC Section 17A.11(5).

16. ADJOURNMENT

FUTURE MEETING DATES

December 2024

9 Regular Meeting - 6:00 p.m

January 2025

6 Regular Meeting - 6:00 p.m

27 Regular Meeting - 6:00 p.m

February 2025

3 Regular Meeting - 6:00 p.m

24 Regular Meeting - 6:00 p.m

Meetings are live streamed on the City of Gilroy's website at gilroy.city/meetings and on YouTube at <https://bit.ly/45jor03>.

Access the 2024 City Council Meeting Calendar at <https://bit.ly/3LLzY1n>.

**CITY COUNCIL ACTION MINUTES
MONDAY, NOVEMBER 4, 2024 | 6:00 PM**

1. OPENING

1.1. Call to Order

1.2. Pledge of Allegiance

The Pledge of Allegiance was provided by Council Member Zach Hilton.

1.3. Invocation

Pastor Malcolm McPhail led the invocation.

1.4. City Clerk's Report on Posting the Agenda

Management Assistant, Kylie Katsuyoshi, advised the agenda was posted on Friday, November 1, 2024 at 10:17 A.M.

1.5. Roll Call

Attendance	Attendee Name
	Dion Bracco, Council Member
	Rebeca Armendariz, Council Member
	Carol Marques, Council Member
	Zach Hilton, Council Member
	Tom Cline, Council Member
	Fred Tovar, Council Member
	Marie Blankley, Mayor
Absent	None

1.6. Orders of the Day

None

1.7. Employee Introductions

Utilities Director, Heath McMahon introduced Christian Ochoa, Engineer 1.

2. CEREMONIAL ITEMS - Proclamations and Awards

3. COUNCIL CORRESPONDENCE (Informational Only)

4. PRESENTATIONS TO THE COUNCIL

4.1. PUBLIC COMMENT BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE CITY COUNCIL

Mayor Blankley opened Public Comment.

Eli Aizerman spoke about illegal dumping on the property at 315 Las Animas Ave., and how the City continues to obstruct their project.

Ron Kirkish spoke about the election literature sent out by a committee Ten South supported and that the literature is full of lies and false innuendos.

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There being no further speakers, Mayor Blankley closed Public Comment.

5. REPORTS OF COUNCIL MEMBERS

Council Member Bracco

Noted he recently attended a meeting of the Santa Clara County Library Joint Powers Authority and encouraged the public to use the library programs.

Council Member Armendariz

No report.

Council Member Marques

Advised she attended the Gilroy Gardens Board of Directors meeting, which was also attended by two representatives of the Gilroy Garlic Festival. They asked if the Garlic Festival could be held at Gilroy Gardens, additional information to come over the next several months. The annual Holiday Lights will be starting on the Friday after Thanksgiving.

Council Member Hilton

Noted Silicon Valley Clean Energy Authority JPA Board approved a \$100,000 allocation to create the Expanded Education Fund, that seeks to enhance the offering of local nonprofits in youth engagement and education.

Council Member Cline

No report.

Council Member Tovar

No report.

Mayor Blankley

Noted the City is processing Ten South's application that it has received.

6. CONSENT CALENDAR

- 6.1. Approval of the Action Minutes of the October 21, 2024 City Council Regular Meeting.**
- 6.2. Adoption of a Resolution of the City of Gilroy to approve the Santa Clara County Community Wildfire Protection Plan (CWPP) and the Gilroy Annex.**
- 6.3. Approval of a second Amendment to the Agreement with Circlepoint, Inc. for the Gilroy Data Center Project Environmental Impact Report in the amount of \$36,757.25 for a total project cost of \$244,009.30.**
- 6.4. Claim of Jesus Diaz Chavez (The City Administrator recommends a "yes" vote under the Consent Calendar shall constitute denial of the claim).**
- 6.5. Claim of Roberto Patricio Justor (The City Administrator recommends a "yes" vote under the Consent Calendar shall**

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constitute denial of the claim).

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

Council Member Marques requested Agenda Item 6.3 be pulled for discussion.

MOTION: Approve Agenda Item Nos. 6.1, 6.2, 6.4, and 6.5.

RESULTS:	PASS: 7-0 ROLL CALL VOTE
MOVER:	Dion Bracco, Council Member
SECONDER:	Fred Tovar, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

Enactment No.: Resolution No. 2024-53

MOTION: Approve Agenda Item Nos. 6.3

RESULTS:	PASS: 7-0 ROLL CALL VOTE
MOVER:	Carol Marques, Council Member
SECONDER:	Tom Cline, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

7. BIDS AND PROPOSALS

8. PUBLIC HEARINGS

9. UNFINISHED BUSINESS

9.1. Approval of a Notice of Acceptance of Completion for the FY23 Citywide Pavement Rehabilitation Project No. 23-PW-278 and Approval of a Final Contract with Teichert Construction in the Amount of \$5,977,011.86

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

MOTION: Approve a Notice of Acceptance of Completion for the FY23 Citywide Pavement Rehabilitation Project No. 23-PW-278. And approve a final contract in the amount of \$5,977,011.86 with Teichert Construction for the FY23 Citywide Pavement Rehabilitation Project No. 23- PW-278.

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RESULTS:	PASS: 7-0 ROLL CALL VOTE
MOVER:	Fred Tovar, Council Member
SECONDER:	Rebeca Armendariz, Council Member
AYES:	BRACCO, ARMENDARIZ, MARQUES, HILTON, CLINE, TOVAR, BLANKLEY
NOES:	
ABSENT:	
ABSTAIN:	

9.2. Zoning Ordinance Update Progress Report

Mayor Blankley opened Public Comment.

There being no speakers, Mayor Blankley closed Public Comment.

10. INTRODUCTION OF NEW BUSINESS

None

11. FUTURE COUNCIL INITIATED AGENDA ITEMS

None

12. CITY ADMINISTRATOR'S REPORTS

12.1. VTA Grant Award

12.2. Santa Teresa Fire Station Update

City Administrator, Jimmy Forbis advised the City received news from Valley Transportation Authority that the U.S. Department of Transportation gave a grant of \$900,000 for the Gilroy Station Area Plan, and VTA will match with \$225,000.

The Fire Station property is going through the appraisal process, and it should be completed by the beginning of December. Several city engineering staff will be traveling to Morgan Hill to visit their new fire station.

Lastly, praise was given to the Recreation Division for hosting the VSP Vision Eyes event where 60 seniors were able to get their eyes checked and get fitted with glasses, and on December 7th the annual Santa breakfast will be held with sitting times of 8:30 A.M. and 10:30 A.M.

13. CITY ATTORNEY'S REPORTS

No report.

14. CLOSED SESSION

15. ADJOURN TO OPEN SESSION

16. ADJOURNMENT FUTURE MEETING DATES

The meeting was adjourned at 6:29 P.M.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the City Council of the City of Gilroy.

DocuSigned by:
Beth Minor
D4244EA57BF7425...

/s/Beth Minor

Interim City Clerk



DRAFT



City of Gilroy

STAFF REPORT

Agenda Item Title: Acceptance of Cash and Investment Report as of September 30, 2024

Meeting Date: November 18, 2024

From: Jimmy Forbis, City Administrator

Department: Finance

Submitted By: Harjot Sangha, Finance Director

Prepared By: Harjot Sangha, Finance Director

STRATEGIC PLAN GOALS

Develop a Financially Resilient Organization

RECOMMENDATION

Accept and file the cash and investment report as of September 30, 2024.

BACKGROUND

The quarterly investment reports are prepared pursuant to the City's investment policy to keep the City Council apprised of the City's investment activities.

ANALYSIS

As of September 30, 2024, the City's cash and investments totaled \$181.8 million, of which primary investments include: \$43.4 million in the Local Agency Investment Fund (LAIF), \$106.8 million in US Treasury securities, and \$26.6 million in California CLASS PRIME Fund. The fiscal year interest earnings are \$2.2 million, which includes accrued interest as well as amortization of the discount on the US Treasury securities. The effective rate of return is 4.6%.

In addition, approximately \$15.5 million is held by Fiscal Agents in the Trustee capacity for various bond issues such as bond proceeds, debt service reserves, bond payments, and other post-employment benefits (OPEB) and pension. The majority of this balance (\$10.7 million) consists of the City of Gilroy's share of the Acquisition and Construction

Funds for the SCRWA Plant Expansion Project, and the remaining primarily consists of the Section 115 Trusts for OPEB and pension (\$4.5 million).

FISCAL IMPACT/FUNDING SOURCE

There are no direct fiscal impacts to receiving and filing the quarterly cash and investment report. This is an activity included in the Finance Department's annual workplan.

Attachments:

1. Cash and Investment Report as of September 30, 2024

CITY OF GILROY

INVESTMENT REPORT

SEPTEMBER 2024



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City of Gilroy
Portfolio Management
Portfolio Summary
September 30, 2024

City of Gilroy
 7351 Rosanna Street
 Gilroy, CA 95020
 (408)846-0294

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
LAIF	43,386,850.32	43,386,850.32	43,386,850.32	24.54	1	1	4.428	4.490
Treasury Notes Securities	85,568,500.00	83,225,765.27	83,773,381.14	47.38	554	280	4.665	4.730
Treasury Bill -Amortizing	23,248,000.00	22,724,400.08	23,040,184.89	13.03	364	70	4.997	5.066
Other Investments	26,626,919.90	26,626,919.90	26,626,919.90	15.06	1	1	5.337	5.411
	178,830,270.22	175,963,935.57	176,827,336.25	100.00%	310	142	4.751	4.817
Investments								
Cash								
Passbook/Checking (not included in yield calculations)	5,015,718.10	5,015,718.10	5,015,718.10		1	1	0.000	0.000
Total Cash and Investments	183,845,988.32	180,979,653.67	181,843,054.35		310	142	4.751	4.817

Total Earnings	September 30 Month Ending	Fiscal Year To Date
Current Year	700,315.11	2,187,168.37
Average Daily Balance	186,638,755.05	190,164,208.28
Effective Rate of Return	4.57%	4.56%
6 Month T-Bill Benchmark:	4.38%	

NOTES:

1. See "Monies Held by Fiscal Agents" for additional amounts held in the capacity of a trustee.

2. The Maturity Aging Factor of the City's Portfolio = 4.73 months.

3. The unrealized loss resulting from an decrease in Market Values obtained from U.S. Bank of all Securities (excluding LAIF) = \$863,400.68

As the City keeps the investments until maturity this loss does not affect the City's cash and investments.

4. The LAIF balance shown includes \$5,606,295.02 in bond proceeds from the Gilroy Library 2010 Bonds that can be used exclusively for the construction of the library.

This is to certify that this schedule of investments is in compliance with the City of Gilroy's investment policy and that there are adequate funds available to meet the City's budgeted and actual expenses for the next six months.

Harjot Sangha
 Harjot Sangha, Finance Director

11/08/2024

Reporting period 07/01/2024-09/30/2024

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City of Gilroy
Portfolio Management
Portfolio Details - Investments
September 30, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
LAIF												
SYSLAIF01	LAIF01	LAIF - City of Gilroy			29,247,773.01	29,247,773.01	29,247,773.01	4.490	4.428	4.490	1	
SYSLAIF03	LAIF03	LAIF - Industrial Dev. Auth.			8,532,782.29	8,532,782.29	8,532,782.29	4.490	4.428	4.490	1	
LAIF05	LAIF05	LAIF LIBRARY			5,606,295.02	5,606,295.02	5,606,295.02	4.490	4.428	4.490	1	
Subtotal and Average			43,786,850.32		43,386,850.32	43,386,850.32	43,386,850.32		4.428	4.490	1	
Treasury Notes Securities												
912828Z52	USB-10	U. S. TREASURY NOTES		05/01/2023	8,419,000.00	8,230,414.40	8,346,076.22	1.375	4.037	4.093	122	01/31/2025
91282CGX3	USB-11	U. S. TREASURY NOTES		07/31/2023	8,186,000.00	8,097,918.64	8,137,750.64	3.875	4.881	4.949	211	04/30/2025
91282CAB7	USB-14	U. S. TREASURY NOTES		11/07/2023	8,915,000.00	8,466,129.75	8,579,689.41	0.250	4.970	5.039	303	07/31/2025
9128283V0	USB-15	U. S. TREASURY NOTES		11/07/2023	506,000.00	497,868.58	501,575.02	2.500	5.171	5.243	122	01/31/2025
9128284M9	USB-17	U. S. TREASURY NOTES		11/07/2023	646,000.00	633,868.12	637,984.75	2.875	5.059	5.129	211	04/30/2025
91282CJE2	USB-20	U. S. TREASURY NOTES		01/31/2024	9,294,000.00	9,295,115.28	9,348,176.46	5.000	4.368	4.429	395	10/31/2025
91282CHN4	USB-21	U. S. TREASURY NOTES		04/30/2024	9,905,300.00	9,870,136.19	9,875,541.43	4.750	5.052	5.122	303	07/31/2025
912828ZL7	USB-22	U. S. TREASURY NOTES		04/30/2024	10,747,600.00	10,330,378.17	10,462,724.81	0.375	5.067	5.138	211	04/30/2025
91282CAB7	USB-23	U. S. TREASURY NOTES		07/31/2024	868,700.00	837,129.32	837,129.32	0.250	4.720	4.786	303	07/31/2025
91282CAT8	USB-24	U. S. TREASURY NOTES		07/31/2024	10,461,900.00	9,981,969.41	9,981,969.41	0.250	4.606	4.670	395	10/31/2025
91282CBH3	USB-25	U. S. TREASURY NOTES		07/31/2024	10,092,000.00	9,554,484.09	9,554,484.09	0.375	4.499	4.562	487	01/31/2026
912828YM6	USB-6	U. S. TREASURY NOTES		11/01/2022	7,527,000.00	7,430,353.32	7,510,279.58	1.500	4.296	4.355	30	10/31/2024
Subtotal and Average			83,682,049.13		85,568,500.00	83,225,765.27	83,773,381.14		4.665	4.730	280	
Treasury Bill -Amortizing												
912797HE0	USB-13	U.S. TREASURY BILL		11/02/2023	12,248,000.00	12,033,170.08	12,196,969.34	5.000	5.270	5.343	30	10/31/2024
912797JR9	USB-19	U.S. TREASURY BILL		01/25/2024	11,000,000.00	10,691,230.00	10,843,215.55	4.501	4.690	4.755	114	01/23/2025
Subtotal and Average			22,995,578.19		23,248,000.00	22,724,400.08	23,040,184.89		4.997	5.066	70	
Other Investments												
CLASS PRIME	CLASS	California Class			26,626,919.90	26,626,919.90	26,626,919.90	5.411	5.337	5.411	1	
Subtotal and Average			28,855,375.09		26,626,919.90	26,626,919.90	26,626,919.90		5.337	5.411	1	
Total and Average			186,638,755.05		178,830,270.22	175,963,935.57	176,827,336.25		4.751	4.817	142	

**City of Gilroy Portfolio
Management Portfolio
Details - Cash
September 30, 2024**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity
Wells Fargo Checking											
SYSWFB	WELLS FARGO	WELLS FARGO			4,405,824.30	4,405,824.30	4,405,824.30		0.000	0.000	1
Other Banks-Misc.Account-Petty Cash											
SYSUNDERCOV	UNDERCOV	CHASE BANK MUFG /		07/01/2024	698.30	698.30	698.30		0.000	0.000	1
SYS/MUFG	MUFG	UNION BANK PETTY		07/01/2024	0.00	0.00	0.00		0.000	0.000	1
SYSPETTY	PETTY	CASH		07/01/2024	2,661.56	2,661.56	2,661.56		0.000	0.000	1
SYS/USBANK	USB-CASH	U. S. BANK		07/01/2024	14,075.71	14,075.71	14,075.71		0.000	0.000	1
SYSBAIL	BAIL	WELLS FARGO		07/01/2024	0.00	0.00	0.00		0.000	0.000	1
SYSDISCOVERY	DISCOVERY	WELLS FARGO		07/01/2024	131,208.54	131,208.54	131,208.54		0.000	0.000	1
SYSICS	ICS	WELLS FARGO		07/01/2024	459,654.69	459,654.69	459,654.69		0.000	0.000	1
SYSWORKING	WORKING	WORKING CASH		07/01/2024	1,595.00	1,595.00	1,595.00		0.000	0.000	1
Average Balance			0.00								1
Total Cash and Investments			186,638,755.05		183,845,988.32	180,979,653.67	181,843,054.35		4.751	4.817	142



City of Gilroy
Investments by Issuer
Active Investments
Grouped by Type - Sorted by Type
September 30, 2024

City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408)846-0294

CUSIP	Investment #	Security Type	Investment Class	Book Value	Current Rate	Market Value	Market Date	YTM 365	Redemption Date	Call Date Collateral
Type: CHECKING ACCOUNTS										
CHASE BANK										
SYSUNDERCOV	UNDERCOV	Other Banks-Misc.Account-Petty Cash	Fair	698.30		698.30	09/30/2024			1
Subtotal and Average				698.30		698.30				1
California Class										
CLASS PRIME	CLASS	Other Banks-Misc.Account-Petty Cash	Fair	26,626,919.90	5.041	26,626,919.90	09/30/2024	5.041		1
Subtotal and Average				26,626,919.90		26,626,919.90		5.041		1
LAIF - City of Gilroy										
SYSLAIF01	LAIF01	LAIF	Fair	29,247,773.01	4.540	29,247,773.01	09/30/2024	4.540		1
Subtotal and Average				29,247,773.01		29,247,773.01		4.540		1
LAIF - Industrial Dev. Auth.										
SYSLAIF03	LAIF03	LAIF	Fair	8,532,782.29	4.540	8,532,782.29	09/30/2024	4.540		1
Subtotal and Average				8,532,782.29		8,532,782.29		4.540		1
LAIF LIBRARY										
LAIF05	LAIF05	LAIF	Fair	5,606,295.02	4.540	5,606,295.02	09/30/2024	4.540		1
Subtotal and Average				5,606,295.02		5,606,295.02		4.540		1
MUFG / UNION BANK										
SYS/MUFG	MUFG	Other Banks-Misc.Account-Petty Cash	Fair	0.00		0.00				1
Subtotal and Average				0.00		0.00				
PETTY CASH										
SYSPETTY	PETTY	Other Banks-Misc.Account-Petty Cash	Fair	2,661.56		2,661.56	09/30/2024			1
Subtotal and Average				2,661.56		2,661.56				1
U. S. BANK										
SYS/USBANK	USB-CASH	Other Banks-Misc.Account-Petty Cash	Fair	14,075.71		14,075.71	09/30/2024			1

City of Gilroy
Investments by Issuer
Grouped by Type - Sorted by Type

CUSIP	Investment #	Security Type	Investment Class	Book Value	Current Rate	Market Value	Market Date	YTM 365	Redemption Date	Call Date	Collateral
Subtotal and Average				14,075.71		14,075.71				1	
WELLS FARGO											
SYSWFB	WELLS FARGO	Wells Fargo Checking	Fair	4,405,824.30		4,405,824.30	09/30/2024				1
SYSBAIL	BAIL	Other Banks-Misc.Account-Petty Cash	Fair	0.00		0.00					1
SYSDISCOVERY	DISCOVERY	Other Banks-Misc.Account-Petty Cash	Fair	131,208.54		131,208.54	09/30/2024				1
SYSICS	ICS	Other Banks-Misc.Account-Petty Cash	Fair	459,654.69		459,654.69	09/30/2024				1
Subtotal and Average				4,996,687.53		4,996,687.53				1	
WORKING CASH											
SYSWORKING	WORKING	Other Banks-Misc.Account-Petty Cash	Fair	1,595.00		1,595.00	09/30/2024				1
Subtotal and Average				1,595.00		1,595.00				1	
Type: NOT CALLABLE											
U.S. TREASURY BILL											
912797HE0	USB-13	Treasury Bill -Amortizing	Fair	12,196,969.34	5.000	12,200,232.80	09/30/2024	5.343	10/31/2024		30
912797JR9	USB-19	Treasury Bill -Amortizing	Fair	10,843,215.55	4.501	10,845,560.00	09/30/2024	4.755	01/23/2025		114
Subtotal and Average				23,040,184.89		23,045,792.80		5.066			69
U. S. TREASURY NOTES											
912828Z52	USB-10	Treasury Notes Securities	Fair	8,346,076.22	1.375	8,331,442.40	09/30/2024	4.093	01/31/2025		122
91282CGX3	USB-11	Treasury Notes Securities	Fair	8,137,750.64	3.875	8,165,371.28	09/30/2024	4.949	04/30/2025		211
91282CAB7	USB-14	Treasury Notes Securities	Fair	8,579,689.41	0.250	8,638,724.15	09/30/2024	5.039	07/31/2025		303
9128283V0	USB-15	Treasury Notes Securities	Fair	501,575.02	2.500	502,579.44	09/30/2024	5.243	01/31/2025		122
9128284M9	USB-17	Treasury Notes Securities	Fair	637,984.75	2.875	640,696.34	09/30/2024	5.129	04/30/2025		211
91282CJE2	USB-20	Treasury Notes Securities	Fair	9,348,176.46	5.000	9,396,419.88	09/30/2024	4.429	10/31/2025		395
91282CHN4	USB-21	Treasury Notes Securities	Fair	9,875,541.43	4.750	9,958,293.36	09/30/2024	5.122	07/31/2025		303
912828ZL7	USB-22	Treasury Notes Securities	Fair	10,462,724.81	0.375	10,506,531.33	09/30/2024	5.138	04/30/2025		211
91282CAB7	USB-23	Treasury Notes Securities	Fair	837,129.32	0.250	841,778.99	09/30/2024	4.786	07/31/2025		303
91282CAT8	USB-24	Treasury Notes Securities	Fair	9,981,969.41	0.250	10,056,919.85	09/30/2024	4.670	10/31/2025		395
91282CBH3	USB-25	Treasury Notes Securities	Fair	9,554,484.09	0.375	9,644,520.72	09/30/2024	4.562	01/31/2026		487
912828YM6	USB-6	Treasury Notes Securities	Fair	7,510,279.58	1.500	7,506,074.94	09/30/2024	4.355	10/31/2024		30
Subtotal and Average				83,773,381.14		84,189,352.68		4.730			280
Total and Average				181,843,054.35		182,264,633.80		4.642			138



**City of Gilroy
Purchases Report
Sorted by Type - Type
July 1, 2024 - September 30, 2024**

City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408)846-0294

CUSIP	Investment #	Type	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
CHECKING ACCOUNTS													
SYSUNDERCOV	UNDERCOV	CHECKING	PA2	CHASE	698.30	07/01/2024	08/01 - Monthly	698.30					698.30
SYS/MUFG	MUFG	CHECKING	PA2	MUFG	0.00	07/01/2024	01/31 - Monthly	0.00					0.00
SYSPEPTY	PETTY	CHECKING	PA2	PETTY	2,661.56	07/01/2024	08/01 - Monthly	2,661.56					2,661.56
SYS/USBANK	USB-CASH	CHECKING	PA2	USBANK	9,577.64	07/01/2024	07/01 - Monthly	9,577.64					14,075.71
SYSBAIL	BAIL	CHECKING	PA2	WFB	0.00	07/01/2024	08/01 - Monthly	0.00					0.00
SYSDISCOVERY	DISCOVERY	CHECKING	PA2	WFB	131,097.59	07/01/2024	02/01 - Monthly	131,097.59					131,208.54
SYSICS	ICS	CHECKING	PA2	WFB	909,077.71	07/01/2024	10/31 - Monthly	909,077.71					459,654.69
SYSWORKING	WORKING	CHECKING	PA2	WORKIN	1,595.00	07/01/2024	08/01 - Monthly	1,595.00					1,595.00
Subtotal					1,054,707.80			1,054,707.80	0.00				609,893.80
NOT CALLABLE													
91282CAB7	USB-23	NOT	TRC	USTN	868,700.00	07/31/2024	01/31 - 07/31	830,669.31		0.250	07/31/2025	4.786	837,129.32
91282CAT8	USB-24	NOT	TRC	USTN	10,461,900.00	07/31/2024	10/31 - 04/30	9,906,638.53	6,538.69	0.250	10/31/2025	4.670	9,981,969.41
91282CBH3	USB-25	NOT	TRC	USTN	10,092,000.00	07/31/2024	01/31 - 07/31	9,486,052.91		0.375	01/31/2026	4.562	9,554,484.09
Subtotal					21,422,600.00			20,223,360.75	6,538.69				20,373,582.82
Total Purchases					22,477,307.80			21,278,068.55	6,538.69				20,983,476.62



**City of Gilroy
Maturity Report
Sorted by Maturity Date**

City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
(408)846-0294

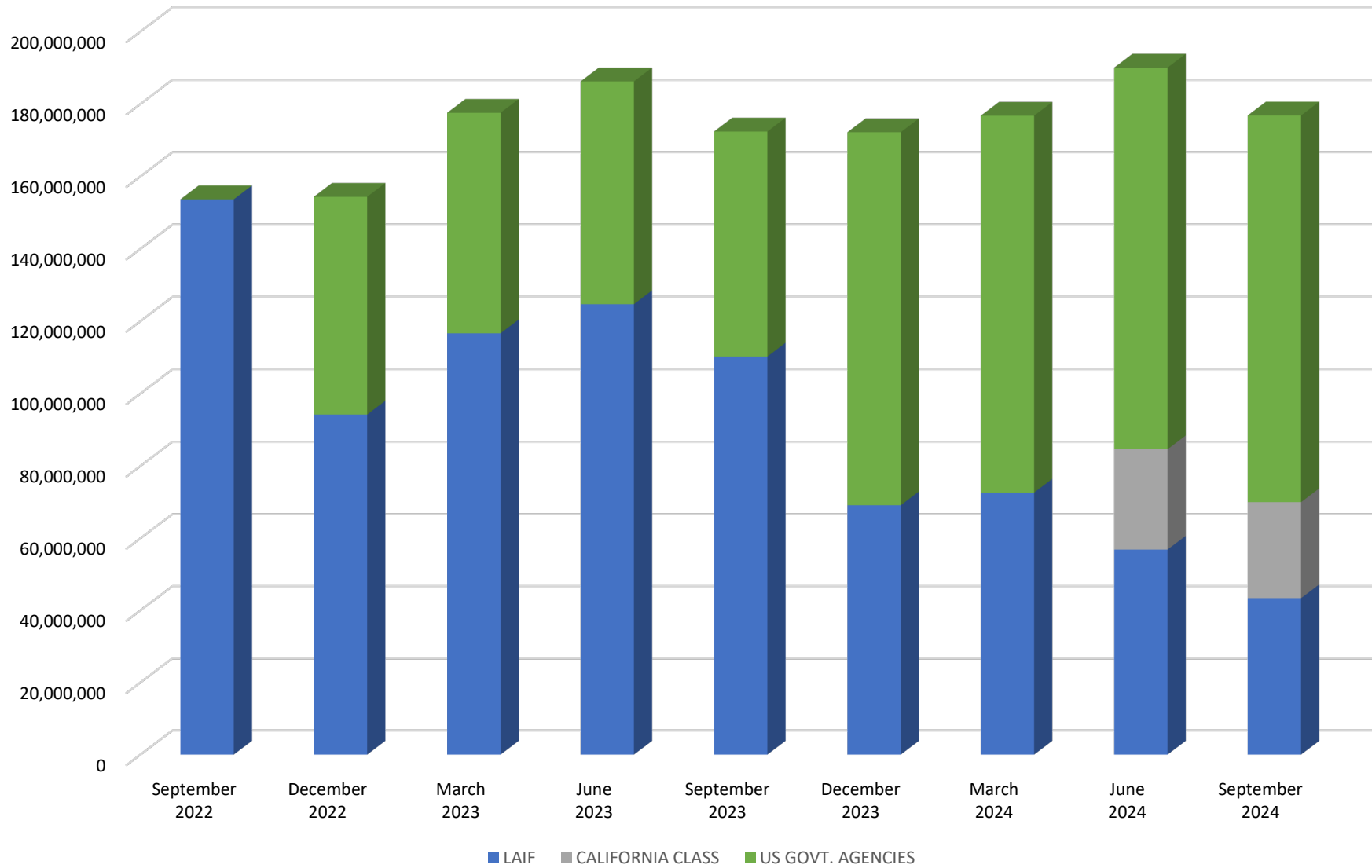
Amounts due during July 1, 2024 - September 30, 2024

CUSIP	Investment #	Type	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date	Rate at Maturity	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
91282CFA4	USB-18	NOT	TRC	USTN	12,078,000.00	07/31/2024	11/07/2023	3.000	12,078,000.00	181,170.00	12,259,170.00	181,170.00
9128282N9	USB-8	NOT	TRC	USTN	7,586,000.00	07/31/2024	11/01/2022	2.125	7,586,000.00	80,601.25	7,666,601.25	80,601.25
Total Maturities					19,664,000.00				19,664,000.00	261,771.25	19,925,771.25	261,771.25

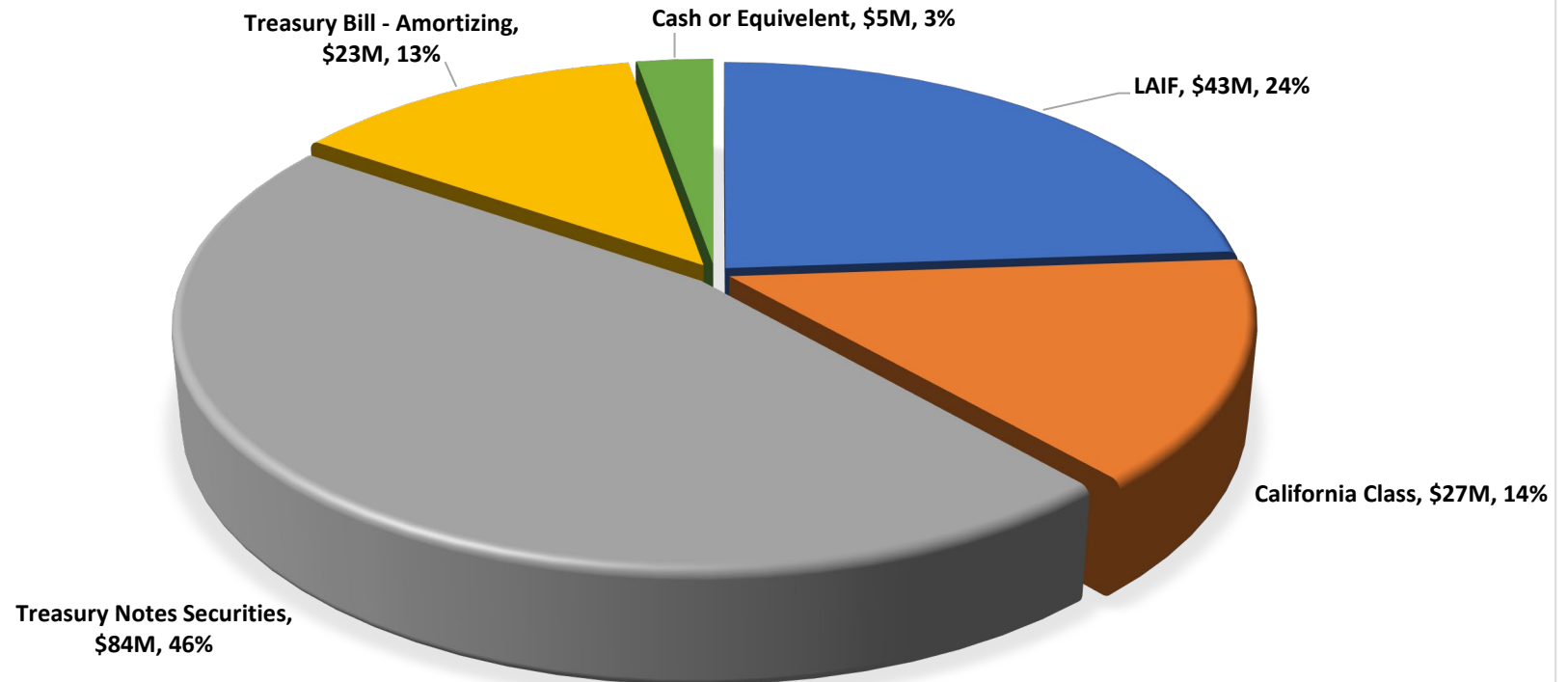
Quarterly Movement over the Last 4 Quarters

DESCRIPTION	DEC 2023	MAR 2024	JUN 2024	SEP 2024	% of Total SEP
LAIF:					
CITY OF GILROY	28,719,992	31,701,394	42,981,586	29,247,773	16.54%
GILROY INDUSTRIAL DEV AGENCY	35,000,001	35,461,388	8,340,144	8,532,782	4.83%
GILROY LIBRARY 2010 BOND	5,430,581	5,485,138	5,543,745	5,606,295	3.17%
SUB TOTAL	69,150,575	72,647,920	56,865,475	43,386,850	24.54%
 CALIFORNIA CLASS	 -	 -	 27,751,932	 26,626,920	 15.06%
US GOVERNMENTAL AGENCIES:					
TREASURY NOTES SECURITIES	87,926,764	81,636,984	82,669,517	83,773,381	47.38%
TREASURY BILL-AMORTIZING	15,118,397	22,477,218	22,757,163	23,040,185	13.03%
SUB TOTAL	103,045,161	104,114,202	105,426,680	106,813,566	60.41%
 GRAND TOTAL (Book Value)	 172,195,736	 176,762,122	 190,044,087	 176,827,336	 100.00%

**City of Gilroy
Investments From:
September 30, 2022 to September 30, 2024**

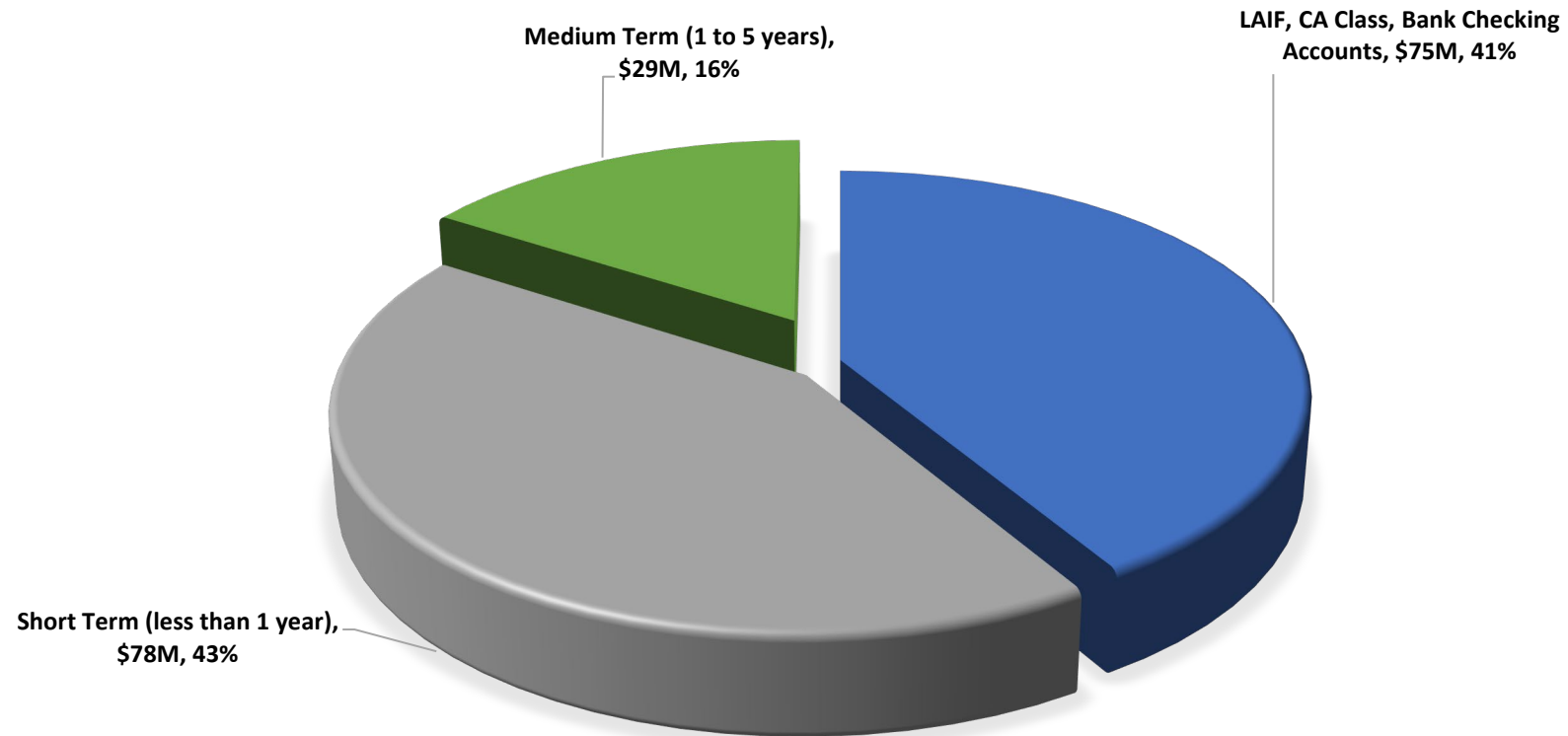


Book Value by Investment Type As of September 30, 2024



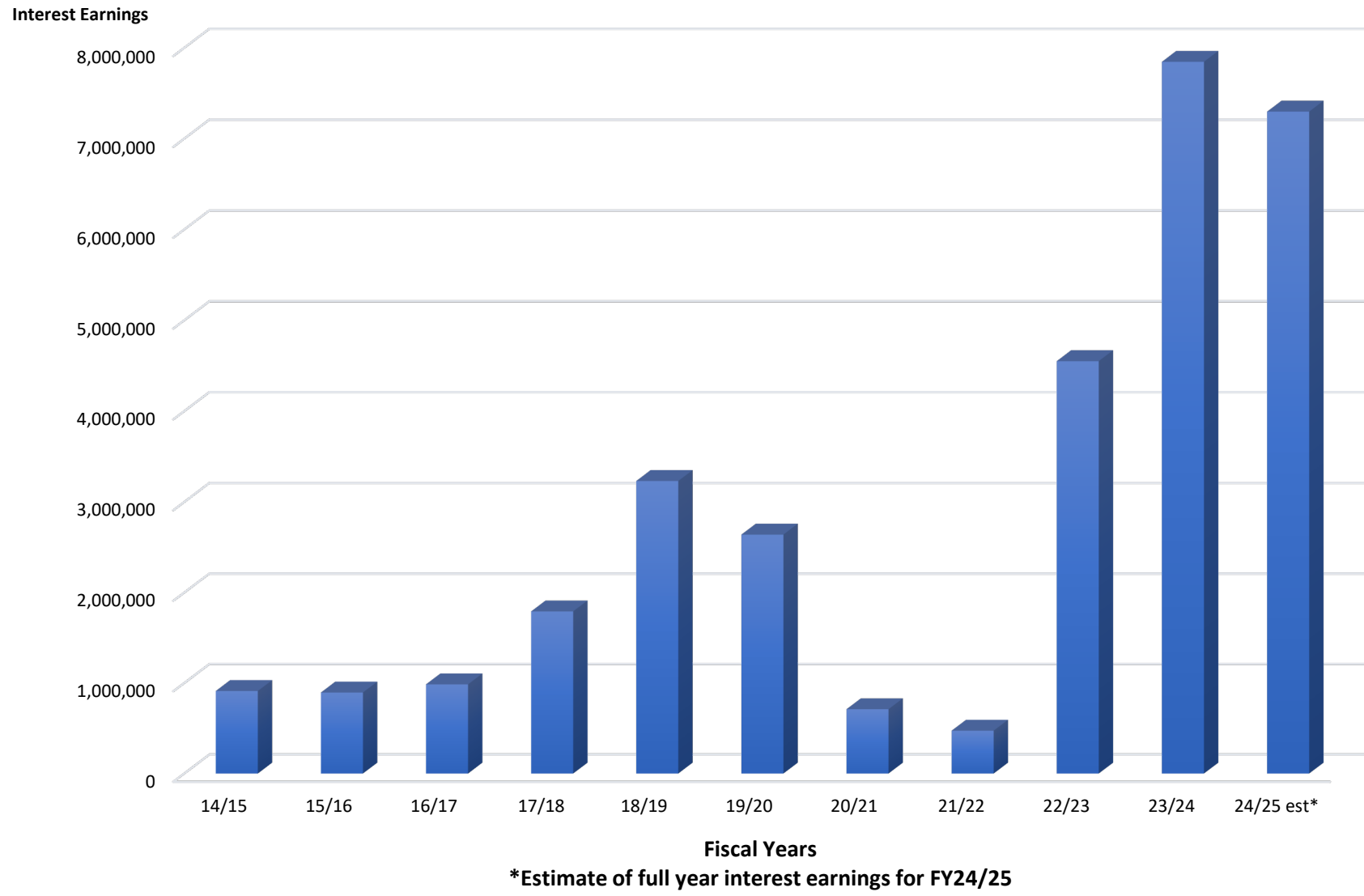
Value of Portfolio: \$181,843,054

Portfolio By Maturity As Of September 30, 2024



Value of Portfolio: \$181,843,054

City of Gilroy Interest Earnings FY2015 - FY2025



**CITY OF GILROY
MONIES HELD BY FISCAL AGENTS**

DESCRIPTION	VALUE ** AS OF 9/30/24
<u>HIGHWAY 152 SPECIAL TAX BONDS SERIES 2018</u>	
<u>SPECIAL TAX FUND - Bond REVENUE - HELD BY U.S. BANK - GL Acct 810-10435</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	8,336.28
<u>RESERVE FUND - HELD BY U.S. BANK - GL Acct 810-10430</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	291,823.44
<u>SPECIAL TAX FUND - INTEREST ACCOUNT - HELD BY U.S. BANK - GL Acct 810-10550</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	0.09
<u>SPECIAL TAX FUND - PRINCIPAL ACCOUNT - HELD BY U.S. BANK - GL Acct 810-10445</u>	
GOLDMAN SACHS MONEY MARKET FUND #466, CUSIP #3814W265	0.00
<u>GILROY PUBLIC FACILITIES FINANCING AUTHORITY REFUNDING LEASE REV BONDS 2020A</u>	
<u>REVENUE FUND - HELD BY U.S. BANK - GL Acct 520-10435</u>	
GOLDMAN SACHS FINANCIAL SQUARE MMKT #466, CUSIP #38141W265	38.85
<u>INTEREST ACCOUNT - HELD BY U.S. BANK - GL Acct 520-10440</u>	
GOLDMAN SACHS FINANCIAL SQUARE MMKT #466, CUSIP #38141W265	258.90
<u>PRINCIPAL ACCOUNT - HELD BY U.S. BANK - GL Acct 520-10445</u>	
GOLDMAN SACHS TR FINL SQ GV ADM #466, CUSIP #38141W265	568.17
<u>GILROY PUBLIC FACILITIES FINANCING AUTHORITY REFUNDING LEASE REV BONDS 2022A</u>	
<u>INTEREST ACCOUNT - HELD BY U.S. BANK - GL Acct 510-10440</u>	
FIRST AM.GOV'T OB FD CL D, CUSIP #31846V401, U.S. TREASURY BILL #912796C31	33.31
<u>PRINCIPAL ACCOUNT - HELD BY U.S. BANK - GL Acct 510-10445</u>	
FIRST AM.GOV'T OB FD CL D, CUSIP #31846V401, U.S. TREASURY BILL #912796C31	146.25
<u>GILROY PUBLIC FACILITIES FINANCING AUTHORITY WASTEWATER REV BONDS 2021A</u>	
<u>BOND PAYMENT FUND - HELD BY U.S. BANK - GL ACCT 700-10428</u>	
FIRST AM.GOV'T OB FD CL D, CUSIP #31846V401, U.S. TREASURY BILL #912796C31,	1,985.26
<u>ACQUISITION AND CONSTRUCTION FUND - HELD BY U.S. BANK - GL Acct 700-10426</u>	
LAIF MONEY MARKET FUND #5399989H9	10,694,267.23
<u>GILROY POST - SECTION 115 TRUST HELD BY PARS</u>	
OPEB	557,669.87
PENSION	3,964,874.16
TOTAL	15,520,001.81

** Market Values



City of Gilroy

STAFF REPORT

Agenda Item Title: **Award a Contract to Villalobos and Associates for the FY25 Annual CDBG Sidewalk/Curb Ramp Project No. 25-PW-291 in the amount of \$141,755, Approve a Project Contingency of \$38,188.33, and Approve a Total Project Expenditure of \$179,943.33 for Construction**

Meeting Date: November 18, 2024
 From: Jimmy Forbis, City Administrator
 Department: Public Works
 Submitted By: Daniel Padilla, City Engineer
 Prepared By: Susana Ramirez, Engineer I

STRATEGIC PLAN GOALS

Ensure Neighborhood Equity from City Services
 Maintain and Improve City Infrastructure

RECOMMENDATION

Award a contract to Villalobos and Associates in the amount of \$147,755, approve a project contingency of \$38,183.33, approve a total project expenditure of \$179,943.33 for the construction of the FY25 Annual CDBG Sidewalk/Curb Ramp Project (No.25-PW-291), and authorize the City Administrator to execute the contract and associated documents.

EXECUTIVE SUMMARY

The City receives Community Development Block Grant (CDBG) Program funds from the U.S. Department of Housing and Urban Development (HUD). Eligible activities that can be funded under Capital Improvements include annual curb ramp and sidewalk improvements to be used within low and moderate-income neighborhoods. The FY25 Annual CDBG Sidewalk/Curb Ramp Project (Project), No. 25-PW-291, will install new curb ramps that are in compliance with the Americans with Disabilities Act (ADA).

7.1

Award a Contract to Villalobos and Associates for the FY25 Annual CDBG Sidewalk/Curb Ramp Project No. 25-PW-291 in the amount of \$141,755, Approve a Project Contingency of \$38,188.33, and Approve a Total Project Expenditure of \$179,943.33 for Construction

The CDBG capital improvement allocation for the Project was approved by the City Council on May 6, 2024, for the Program Year 2024-25. The grant award amount for the FY25 Annual CDBG Sidewalk/Curb Ramp Project was \$179,943.33. The Annual Action Plan identified the sidewalk and curb ramp projects as public improvements that create safe pedestrian pathways in low and moderate-income neighborhoods. Based on U.S. Census tract data, Gilroy has neighborhoods that meet the low and moderate-income thresholds. The curb ramps identified in this project were chosen at locations in these neighborhoods where there currently are no curb ramps or the existing ramps are in disrepair and are non-ADA compliant ramps.

The Project consists of installing 20 new curb ramps and associated work. The lowest responsive and responsible Base Bid, which consists of the installation of 14 new curb ramps and associated work, was received from Villalobos and Associates in the amount of \$101,385.00. The project also includes two Bid Additive Alternates to upgrade 6 additional curb ramps, which were bid at \$40,370.00. The Base Bid and Bid Additive Alternates total \$141,755.00. The addition of \$38,188.33 (27%) in contingency brings the total Project expenditure to the grant award amount of \$179,943.33. The project will be funded with CDBG Grant Funds.

BACKGROUND

The City is a designated “entitlement” jurisdiction participating in HUD’s CDBG Program. This classification as an “entitlement” jurisdiction allows the City to receive an annual allocation of CDBG funds. The City is required to spend a minimum amount of these funds each year. The City is also required to submit an Annual Action Plan (Plan), which identifies specific projects/activities within that fiscal/program year. Staff from the Community Development and Public Works Departments collaborated to identify projects that qualify as defined by HUD.

Eligible activities that can be funded under Capital Improvements include the annual curb ramp and sidewalk improvements, principally within low and moderate-income neighborhoods. The FY25 Annual CDBG Sidewalk/Curb Ramp Project, No. 25-PW-291, was created to install new curb ramps that are in compliance with ADA. Staff identified substandard sidewalks, curb ramps, and areas that lack curb ramps in low and moderate-income neighborhoods and assembled a bid package to keep costs within available CDBG funds.

ANALYSIS

The FY25 Annual CDBG Sidewalk/Curb Ramp Project includes the installation of 14 new ADA compliant curb ramps and associated work.

In addition to the 14 curb ramps in the Base Bid, the Project also advertised the following two bid additive alternates:

7.1

Award a Contract to Villalobos and Associates for the FY25 Annual CDBG Sidewalk/Curb Ramp Project No. 25-PW-291 in the amount of \$141,755, Approve a Project Contingency of \$38,188.33, and Approve a Total Project Expenditure of \$179,943.33 for Construction

- Bid Additive Alternate 1 – Install 2 ADA-Compliant Curb Ramps and Associated Work
- Bid Additive Alternate 2 – Install 4 ADA-Compliant Curb Ramps and Associated Work

The Project was advertised in the San Jose Mercury News and on the City's website on September 27, 2024. Staff conducted the bid opening on October 16, 2024, and the City received four bids. A bid summary is provided below.

RANK	COMPANY NAME	TOTAL BASE BID	BID ADDITIVE ALTERNATE 1	BID ADDITIVE ALTERNATE 2	TOTAL
1	Villalobos & Associates	\$101,385.00	\$13,520.00	\$26,850.00	\$141,755.00
2	Rapid Grading Services	\$131,739.28	\$17,466.00	\$34,658.00	\$183,863.28
3	FBD Vanguard	\$179,191.00	\$25,560.00	\$39,800.00	\$244,551.00
4	McKim Corporation	\$182,950.00	\$34,000.00	\$67,500.00	\$284,450.00

The lowest responsive and responsible bidder was Villalobos and Associates, with a total base bid of \$101,385.00. The Engineer's Estimate was \$156,475.00. The lowest bid was 35% lower than the Engineer's Estimate. Staff recommends awarding the contract to the lowest bidder, Villalobos and Associates, with at total bid of \$141,755.00 (including the Base Bid and Bid Additive Alternates 1 & 2).

The 20 curb ramps included in this year's project are located at the following intersections:

1. Cypress Ct/ Laurel Dr (2)
2. Cypress Ct/ Juniper Dr (2)
3. Welburn Ave/ Doris Ct (2)
4. Welburn Ave/ Carmel St (1)
5. Welburn Ave/ Diane Ct (2)
6. Sherwood Dr/ Carmel St (2)
7. Sherwood Dr/ David Ct (1)
8. Irish Ct/ Parish Wy (2)
9. Ryan Ct/ Parish Wy (2)

7.1

Award a Contract to Villalobos and Associates for the FY25 Annual CDBG Sidewalk/Curb Ramp Project No. 25-PW-291 in the amount of \$141,755, Approve a Project Contingency of \$38,188.33, and Approve a Total Project Expenditure of \$179,943.33 for Construction

10. El Cerrito Wy/ Hanna St (4)

These locations were selected based on feedback from residents and in coordination with the FY25 Annual Citywide Curb Ramp Project, which will be constructing curb ramps at another 51 locations.

ALTERNATIVES

The alternative to the staff recommendation is to reject all bids. Staff does not recommend this option as there is a grant deadline to spend the monies and submit reimbursement to HUD by April 15, 2025. Not meeting the set deadline would jeopardize the allocation of future CDBG funds from HUD due to not utilizing funds in a timely manner.

FISCAL IMPACT/FUNDING SOURCE

The Total Bid, including the Base Bid and Bid Additive Alternates 1 & 2, is \$141,755. Staff also recommends approval of a contingency in the amount of \$38,188.33 (27%) for a total construction allocation of \$179,943.33. The 27% contingency would be for potential unforeseen conditions, additional sidewalk repair adjacent to the curb ramp locations, or potential changes in the scope of work during construction. Additionally, any unused funds would be returned to the CDBG Fund and would not be available for use on any other Public Works Projects.

The City's CDBG Fund (Fund 245) receives CDBG Program funding annually from HUD. The Project will be funded through the City's approved Program Year 2024-25 CDBG allocation. The necessary budgetary appropriations to accommodate this project's expenditure are included with the separate comprehensive citywide mid-cycle budget adjustments agenda item on the November 18th City Council meeting.

PUBLIC OUTREACH

Affected residents will be notified in advance of the construction by the City and the contractor.

NEXT STEPS

Upon Council's approval of this contract, the contract will be executed, and staff will work with the contractor to develop a final project schedule to begin construction in December 2024.

Attachments:

7.1

Award a Contract to Villalobos and Associates for the FY25 Annual CDBG Sidewalk/Curb Ramp Project No. 25-PW-291 in the amount of \$141,755, Approve a Project Contingency of \$38,188.33, and Approve a Total Project Expenditure of \$179,943.33 for Construction

1.Villalobos and Associates - Agreement

SECTION 00500 AGREEMENT

FY25 ANNUAL CDBG SIDEWALK/CURB RAMP PROJECT NO. 25-PW-291

THIS AGREEMENT, made this 18th day of November 2024, by and between the City of Gilroy, hereinafter called the "City," and Villalobos & Associates hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, the City has caused the Contract Documents to be prepared comprised of bidding and contract requirements and technical specifications and drawings for the construction of the FY25 Annual CDBG Sidewalk/Curb Ramp Project No. 25-PW-291, as described therein, and

WHEREAS, the Contractor has offered to perform the proposed work in accordance with the terms of the Contract Documents.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the City and Contractor agree as follows:

Article 1. Work.

Contractor shall complete the Work as specified or indicated in the Contract Documents.

Article 2. Contract Time.

The Work shall be completed by the Contractor in accordance with the Contract Documents within the time period required by Paragraph 00810-2.0, Time Allowed for Completion, subject to extension as expressly provided in the Contract Documents.

Article 3. Liquidated Damages.

The city and the contractor recognize that the city will suffer substantial damages and significant financial loss as a result of the contractor's delays in performance of the work described in the contract documents. The city and the contractor hereby acknowledge and agree that the damages and financial loss sustained as a result of any such delays in performance will be extremely difficult and impractical

to ascertain. Therefore, the city and contractor hereby agree that in the event of such delays in performance, the city shall be entitled to compensation by way of liquidated damages (and not penalty) for the detriment resulting therefrom in accordance with paragraph 00700-6.5, liquidated damages, of the contract documents. The city and the contractor further agree that the amounts designated as liquidated damages are a reasonable estimate of the city's damages and financial loss in the event of any such delays in performance considering all of the circumstances existing as of the date of this agreement, including the relationship of such amounts to the range of harm to the city which reasonably could be anticipated as of the date of this agreement and the expectation that proof of actual damages would be extremely difficult and impractical.

By initialing this paragraph below, the parties hereto signify their approval and consent to the terms of this article 3.

City's Initials



Contractors Initials

Article 4. Contract Price.

In consideration of the Contractors performance of the Work in accordance with the Contract Documents, the City shall pay the Contract Price set forth in the Contract Documents.

Article 5. Contract Documents.

The Contract Documents which comprise the entire agreement between City and Contractor concerning the Work consist of this Agreement (Section 00500 of the Contract Documents) and the following, all of which are hereby incorporated into this Agreement by reference with the same force and effect as if set forth in full.

- Invitation to Bid
- Instructions to Bidders
- Bid Documents
- Designation of Subcontractors
- Bid Guaranty Bond
- Agreement
- Acknowledgements
- Performance Bond
- Payment Bond
- General Conditions
- Supplementary Conditions
- General Requirements
- Standard Specifications (Caltrans)
- Technical Specifications

Drawings
Addenda, if any
Executed Change Orders, if any
Maintenance Bond
Notice of Award
Notice to Proceed

Article 6. Miscellaneous.

Capitalized terms used in this Agreement which are defined in Section 01090, References, of the Contract Documents will have the meanings set forth in Section 01090, References.

Contractor shall not assign any rights, obligations, duties, or responsibilities under or interest in the Contract Documents without the prior written consent of the City, which consent may be withheld by the City in its sole discretion. No assignment by the Contractor of any rights, obligations, duties or responsibilities under or interests in the Contract Documents will be binding on the City without the prior written consent of the City (which consent may be withheld in City's sole discretion); and specifically but without limitation monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, executed by the City, no assignment will release or discharge the assignor from any liability, duty, obligation, or responsibility under the Contract Documents.

Subject to the foregoing, the Contract Documents shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Nothing contained in the Contract Documents shall in any way constitute a personal obligation of or impose any personal liability on any employees, officers, directors, agents or representatives of the City or its successor and assigns.

In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against Contractors if a complaint regarding a latent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, this agreement has been executed on this 18th day of November 2024.

Villalobos & Associates
Name of Contractor

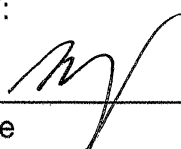
Signature of City


Signature of Contractor

City Administrator
Title of Signator

President
Title of Signator

Approved as to form by
City Attorney

ATTEST:

Signature

ATTEST:

Signature

Secretary
Title of Signator

Title of Signator

END OF SECTION



City of Gilroy

STAFF REPORT

Agenda Item Title: Award a Contract to Villalobos and Associates for the FY25 Annual Citywide Curb Ramp Project No. 25-PW-290 in the amount of \$356,100, Approve a Project Contingency of \$53,415, Approve a Total Project Expenditure of \$409,515 for Construction, and Adopt a Resolution to Amend the Adopted Budget by \$169,515

Meeting Date: November 18, 2024
 From: Jimmy Forbis, City Administrator
 Department: Public Works
 Submitted By: Daniel Padilla, City Engineer
 Prepared By: Susana Ramirez, Engineer I

STRATEGIC PLAN GOALS

Maintain and Improve City Infrastructure

RECOMMENDATION

1. Award a contract to Villalobos and Associates in the amount of \$356,100, approve a project contingency of \$53,415, approve a total project expenditure of \$409,515 for the construction of the FY25 Annual Citywide Curb Ramp Project (No.25-PW-290), and authorize the City Administrator to execute the contract and associated documents.
2. Adopt a resolution amending the budget.

EXECUTIVE SUMMARY

City Council adopted the FY24 and FY25 budget, and the Capital Improvement Program (CIP) for FY24 through FY28 on June 5, 2023. The FY25 Annual Citywide Curb Ramp Project is included in the FY24-FY28 CIP as Project #800070. The budget allotted for the FY25 Annual Citywide Curb Ramp Project No. 25-PW-290 (Project) was \$418,247.00.

7.2

Award a Contract to Villalobos and Associates for the FY25 Annual Citywide Curb Ramp Project No. 25-PW-290 in the amount of \$356,100, Approve a Project Contingency of \$53,415, and Approve a Total Project Expenditure of \$409,515 for Construction, and Adopt a Resolution to Amend the Adopted Budget by \$169,515

The Project consists of installing 51 new curb ramps and associated work. The lowest responsive and responsible Base Bid, which consists of the installation of 36 new curb ramps and associated work, was received from Villalobos and Associates in the amount of \$260,020.00. The project also includes two Bid Additive Alternates to upgrade 15 additional curb ramps, which were bid at \$96,080.00. The Base Bid and Bid Additive Alternates total \$356,100.00. The addition of \$53,415.00 (15%) in contingency brings the total Project expenditure to the amount of \$409,515.00. The Project will be funded with Transportation Development Act (TDA) Article 3 Grant funds, Vehicle Registration Fees (VRF), and Gas Taxes.

BACKGROUND

The Annual Citywide Curb Ramp project upgrades existing deficient curb ramps to meet ADA compliance. Staff has prioritized locations where there currently are no curb ramps followed by upgrading existing non-compliant curb ramps to improve accessibility for the City's residents and visitors. Staff have identified approximately 65 locations around the City with no pedestrian curb ramps. Based on the Engineer's Estimate and the available funding for this project, staff anticipated that up to 51 curb ramps could be installed.

ANALYSIS

The FY25 Annual Citywide Curb Ramp Project includes the installation of 36 new ADA-compliant curb ramps and associated work.

In addition to the 36 curb ramps in the Base Bid, the Project also advertised the following two bid additive alternates:

- Bid Additive Alternate 1 – Install 7 ADA-Compliant Curb Ramps and Associated Work
- Bid Additive Alternate 2 – Install 8 ADA-Compliant Curb Ramps and Associated Work

The Project was advertised in the San Jose Mercury News and on the City's website on September 27, 2024. Staff conducted the bid opening on October 15, 2024, and the City received four bids. A bid summary is provided below.

RANK	COMPANY NAME	TOTAL BASE BID	BID ADDITIVE ALTERNATE 1	BID ADDITIVE ALTERNATE 2	TOTAL
1	Villalobos & Associates	\$260,020.00	\$44,850.00	\$51,230.00	\$356,100.00
2	Sposeto Engineering	\$348,850.00	\$55,500.00	\$63,400.00	\$467,750.00
3	FBD Vanguard	\$364,933.00	\$73,650.00	\$76,200.00	\$514,783.00
4	McKim Corporation	\$370,619.80	\$73,750.00	\$84,250.00	\$528,619.80

7.2

Award a Contract to Villalobos and Associates for the FY25 Annual Citywide Curb Ramp Project No. 25-PW-290 in the amount of \$356,100, Approve a Project Contingency of \$53,415, and Approve a Total Project Expenditure of \$409,515 for Construction, and Adopt a Resolution to Amend the Adopted Budget by \$169,515

The lowest responsive and responsible bidder was Villalobos and Associates, with a total base bid of \$260,020.00. The Engineer's Estimate was \$363,700.00. The lowest bid was 28.5% lower than the Engineer's Estimate. Staff recommends awarding the contract to the lowest bidder, Villalobos and Associates, with at total bid of \$356,100.00 (including the Base Bid and Bid Alternates 1 & 2).

The 51 curb ramps included in this year's project are located at the following intersections:

- | | | |
|-----|--------------------------------|-----|
| 1. | Calabrese Wy/Taryn Ln | (2) |
| 2. | El Dorado Dr/Denville Ct | (2) |
| 3. | El Dorado Dr/Catalina Ct | (2) |
| 4. | El Dorado Dr/Delta Dr | (2) |
| 5. | Mantelli Dr/Kern Ave | (3) |
| 6. | Ramona Wy/Amanda Ave | (4) |
| 7. | Maria Wy/Amanda Ave | (2) |
| 8. | Lawrence Dr/Gary St | (2) |
| 9. | Fernwood Ln/Westwood Dr | (2) |
| 10. | Kertwood Ct/Westwood Dr | (2) |
| 11. | San Miguel St/Santa Barbara Dr | (2) |
| 12. | San Miguel St/Santa Inez Ct | (1) |
| 13. | San Miguel St/Santa Maria Ct | (2) |
| 14. | San Miguel St/Los Padres Ct | (1) |
| 15. | San Miguel St/El Roble Ct | (2) |
| 16. | Second St/Filice Dr | (2) |
| 17. | Second St/Miller Ave | (2) |
| 18. | Second St/Rea St | (2) |
| 19. | Second St/Princevalle St | (3) |
| 20. | Third St/Santa Theresa Dr | (1) |
| 21. | Third St/Filice Dr | (4) |
| 22. | Third St/Miller Ave | (3) |
| 23. | Fourth St/Princevalle St | (1) |
| 24. | Eschenburg Dr/Princevalle St | (2) |

These locations were selected based on feedback from residents and in coordination with the FY25 Annual CDBG Sidewalk/Curb Ramp Project, which will be constructing curb ramps at another 20 locations.

ALTERNATIVES

The alternative to the staff recommendation is to reject all bids. Staff does not recommend this option as there is a TDA grant deadline to spend the monies by June 30, 2025.

FISCAL IMPACT/FUNDING SOURCE

7.2

Award a Contract to Villalobos and Associates for the FY25 Annual Citywide Curb Ramp Project No. 25-PW-290 in the amount of \$356,100, Approve a Project Contingency of \$53,415, and Approve a Total Project Expenditure of \$409,515 for Construction, and Adopt a Resolution to Amend the Adopted Budget by \$169,515

The Total Bid, including the Base Bid and Bid Additive Alternates 1 & 2, is \$356,100. Staff also recommends approval of a contingency in the amount of \$53,415.00 (15%) for a total construction allocation of \$409,515.00. The 15% contingency would be for potential unforeseen conditions or potential changes in the scope of work during construction.

The Project will be funded from Transportation/Mobility Grant (Fund 215), Vehicle Registration Fees (Fund 220), and Gas Taxes (Fund 205). At the time the budget was adopted, in June 2023, staff estimated drawing \$81,753 from the Countywide Transportation Development Act (TDA) Article 3 allocation in FY25 for this project; however, given that Gilroy had unused allocations from prior years, staff requested and was approved to utilize a total of \$240,000 in FY25. In addition, the Vehicle Registration Fee allocation was estimated at \$20,000 but the approved allocation is \$40,000. The below table outlines the adopted and the recommended funding for the project, and the necessary budget amendment to fully appropriate the expenditure for this project. The budget amendment resolution is included with this staff report.

Funding Source	FY25 Budgeted	FY25 Recommended	Budget Amendment
Transportation/Mobility Grant (215)	\$ 81,753	\$240,000	\$158,247
Vehicle Registration Fees (220)	\$ 20,000	\$40,000	\$20,000
Gas Taxes (205)	\$ 138,247	\$129,515	(8,732)
Total	\$ 240,000	\$409,515	\$169,515

PUBLIC OUTREACH

Affected residents will be notified in advance of the construction by the City and the contractor.

NEXT STEPS

Upon Council's approval of this contract, the contract will be executed, and staff will work with the contractor to develop a final project schedule to begin construction in January 2025.

Attachments:

1. Budget Amendment Resolution
2. Villalobos and Associates – Agreement

Award a Contract to Villalobos and Associates for the FY25 Annual Citywide Curb Ramp Project^{7.2}
No. 25-PW-290 in the amount of \$356,100, Approve a Project Contingency of \$53,415, and
Approve a Total Project Expenditure of \$409,515 for Construction, and Adopt a Resolution to
Amend the Adopted Budget by \$169,515

RESOLUTION NO. 2024-XX**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF GILROY AMENDING THE BUDGET FOR
THE CITY OF GILROY FOR 2024-2025 FISCAL
YEAR**

WHEREAS, the City Administrator prepared and submitted to the City Council a budget for the City of Gilroy for Fiscal Years 2023-2024 and 2024-2025, and the City Council carefully examined, considered and adopted the same on June 5, 2023; and

WHEREAS, City Staff has prepared and submitted to the City Council proposed amendments to the budget for Fiscal Year 2024-2025 (FY25) for the City of Gilroy in the staff report dated November 18, 2024, for the award of the FY25 Annual Citywide Curb Ramp Project.

NOW, THEREFORE, BE IT RESOLVED THAT the expenditure appropriations for Fiscal Year 2024-2025 in Fund 215 – Transportation/Mobility Grant Fund shall be increased by \$158,247, in Fund 220 – Vehicle Registration Fund shall be increased by \$20,000, and in Fund 205 – Gas Taxes Fund shall be decreased by \$8,732.

PASSED AND ADOPTED this 18th day of November 2024 by the following roll call vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

APPROVED:

Marie Blankley, Mayor

ATTEST:

Beth Minor, Interim City Clerk

SECTION 00500 AGREEMENT

FY25 ANNUAL CITYWIDE CURB RAMP PROJECT NO. 25-PW-290

THIS AGREEMENT, made this 18th day of November 2024, by and between the City of Gilroy, hereinafter called the "City," and Villalobos & Associates hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, the City has caused the Contract Documents to be prepared comprised of bidding and contract requirements and technical specifications and drawings for the construction of the FY25 Annual Citywide Curb Ramp Project No. 25-PW-290, as described therein, and

WHEREAS, the Contractor has offered to perform the proposed work in accordance with the terms of the Contract Documents.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the City and Contractor agree as follows:

Article 1. Work.

Contractor shall complete the Work as specified or indicated in the Contract Documents.

Article 2. Contract Time.

The Work shall be completed by the Contractor in accordance with the Contract Documents within the time period required by Paragraph 00810-2.0, Time Allowed for Completion, subject to extension as expressly provided in the Contract Documents.

Article 3. Liquidated Damages.

The city and the contractor recognize that the city will suffer substantial damages and significant financial loss as a result of the contractor's delays in performance of the work described in the contract documents. The city and the contractor hereby acknowledge and agree that the damages and financial loss sustained as a result of any such delays in performance will be extremely difficult and impractical

to ascertain. Therefore, the city and contractor hereby agree that in the event of such delays in performance, the city shall be entitled to compensation by way of liquidated damages (and not penalty) for the detriment resulting therefrom in accordance with paragraph 00700-6.5, liquidated damages, of the contract documents. The city and the contractor further agree that the amounts designated as liquidated damages are a reasonable estimate of the city's damages and financial loss in the event of any such delays in performance considering all of the circumstances existing as of the date of this agreement, including the relationship of such amounts to the range of harm to the city which reasonably could be anticipated as of the date of this agreement and the expectation that proof of actual damages would be extremely difficult and impractical.

By initialing this paragraph below, the parties hereto signify their approval and consent to the terms of this article 3.

City's Initials

TV

Contractors Initials

Article 4. Contract Price.

In consideration of the Contractors performance of the Work in accordance with the Contract Documents, the City shall pay the Contract Price set forth in the Contract Documents.

Article 5. Contract Documents.

The Contract Documents which comprise the entire agreement between City and Contractor concerning the Work consist of this Agreement (Section 00500 of the Contract Documents) and the following, all of which are hereby incorporated into this Agreement by reference with the same force and effect as if set forth in full.

- Invitation to Bid
- Instructions to Bidders
- Bid Documents
- Designation of Subcontractors
- Bid Guaranty Bond
- Agreement
- Acknowledgements
- Performance Bond
- Payment Bond
- General Conditions
- Supplementary Conditions
- General Requirements
- Standard Specifications (Caltrans)
- Technical Specifications

Drawings
Addenda, if any
Executed Change Orders if any
Maintenance Bond
Notice of Award
Notice to Proceed

Article 6. Miscellaneous.

Capitalized terms used in this Agreement which are defined in Section 01090, References, of the Contract Documents will have the meanings set forth in Section 01090, References.

Contractor shall not assign any rights, obligations, duties, or responsibilities under or interest in the Contract Documents without the prior written consent of the City, which consent may be withheld by the City in its sole discretion. No assignment by the Contractor of any rights, obligations, duties or responsibilities under or interests in the Contract Documents will be binding on the City without the prior written consent of the City (which consent may be withheld in City's sole discretion); and specifically but without limitation monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, executed by the City, no assignment will release or discharge the assignor from any liability, duty, obligation, or responsibility under the Contract Documents.

Subject to the foregoing, the Contract Documents shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Nothing contained in the Contract Documents shall in any way constitute a personal obligation of or impose any personal liability on any employees, officers, directors, agents or representatives of the City or its successor and assigns.

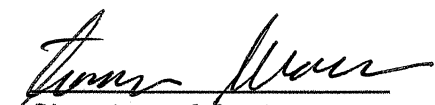
In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against Contractors if a complaint regarding a latent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

IN WITNESS WHEREOF, this agreement has been executed on this 18th
day of November 2024.

Villalobos & Associates

Name of Contractor

Signature of City


Signature of Contractor

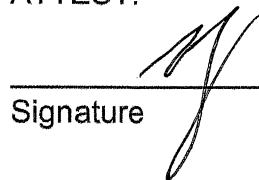
City Administrator
Title of Signator

President

Title of Signator

Approved as to form by
City Attorney

ATTEST:


Signature

Secretary

Title of Signator

ATTEST:

Signature

Title of Signator

END OF SECTION



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

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
Group 4 Architecture	\$749,200 ¹	70.92

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.

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

\$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)

Statement of Qualifications

Civic Center Master Plan Consultant Services

CITY OF GILROY

No. 24-RFP-AD-506

November 1, 2024



November 1, 2024

Attention: Bryce Atkins, Assistant to the City Administrator
City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020-6197

SUBJECT: Request for Proposals for Civic Center Master Plan Consultant Services

Dear Bryce and Selection Committee:

Modernizing your Civic Center through a new master plan will mark an important milestone in Gilroy's history, offering the city's staff and citizens a central location that supports not only civic services but a community-wide sense of belonging. We are grateful for the chance to collaborate with your team on this important effort and to assist you in seeing the project to completion.

Over the past thirty years, EMC has built a trusted working relationship with the City of Gilroy. And for almost a decade, ELS and EMC Planning Group have enjoyed working together to help cities and communities achieve long-term planning goals through master plans and related efforts. Together, the ELS/EMC team brings architectural, master planning, and CEQA experience, combined with nuanced local knowledge and a history of effective community outreach. Joining us is a talented and experienced team of consultants including SWA Group and Tramutola. The internationally recognized SWA Group brings an award-winning team of landscape architects with a gift for establishing a sense of place; their understanding of civic design and local plant knowledge will help ensure that the Gilroy Civic Center is a year-round model of gracious, sustainable beauty. Larry Tramutola is recognized as one of the country's leading figures in community engagement, political strategy, and crafting tax measures that can get passed. He has worked collaboratively with clients to plan for and win 400+ local tax elections that have produced well over \$50 billion in new revenue for community facilities, services, and programs around California, from civic centers and schools to hospitals and rec centers. Together, our team comprises the leadership needed to guide the city through the processes of community engagement, planning and city council approvals, and project funding and delivery.

Founded in 1967 and headquartered in Berkeley, California, ELS (the firm's legal name) is an award-winning architectural practice with a 57-year tradition in design for the public realm. We are a privately held C Corporation registered in

California, with a board of directors comprising five of the firm's senior design leaders.

Established in 1978 and located in Monterey, EMC is an interdisciplinary land use and environmental planning firm that assists municipalities with a range of consulting services. In its earliest days, EMC wrote EIRs for entities in Monterey County, and since then, the focus has been on supporting cities, counties, and special districts throughout California.

At ELS, we have a passion for designing places that respond to and enliven their surroundings, becoming the heart of the communities they serve. With 200+ design awards to our name, we're proud of our track record of helping communities throughout the Bay Area realize their dreams through the collaborative design of public places. This includes comprehensive and buildable master plans and other design services that help cities articulate and achieve targets for sustainable growth. Regardless of type, our projects inspire renewed civic participation, encourage interaction, and support personal and collective achievement among all users.

We understand that the creation of a Master Plan to modernize Gilroy's Civic Center commences a long-held dream for the City. Fulfilling that dream will involve the collaborative development of a clear vision, an action plan, a timeline, and a financial strategy. When taken together and they are once built out, these components will meet your government's administrative and operational needs while also articulating and supporting the aspirations of the entire Gilroy community (yourself included)!

As our approach will show in detail, we're excited by the many assets of Gilroy's existing civic center and by this project's massive potential. We're ready to focus more deeply with your team on envisioning an ultra-functional, community-oriented site that will streamline civic and administrative operations while also becoming a destination for residents and visitors alike.

The planning and design work of ELS, as the prime consultant, will be supplemented by EMC and the additional subconsultant firms listed later in this response. Together, our team will cover the full range of disciplines called for in the RFP. ELS and any subconsultants performing work for ELS are free of any conflict of interest. ELS acknowledges our review and acceptance of the City's standard agreement. As an ELS principal and a board member, I, David Masenten, am authorized to bind the firm to the provisions of this RFP and any awarded contract. We have received Addendum 1, Addendum 2, and the Question and Answer document.

Thank you for the chance to add to Gilroy's identity through a remarkable new public space.

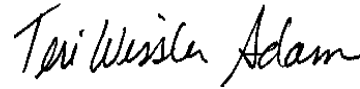
Sincerely,

ELS Architecture and Urban Design



David Masenten, AIA, LEED AP BD+C
Principal
dmasenten@elsarch.com
510.734.6143

EMC Planning Group



Teri Wissler Adam
Senior Principal
wissler@emcplanning.com
831.649.1799 x203

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5. + Proposed Timeline
6. + Pricing
7. + Additional Information





Cañada College Kinesiology & Wellness Building | Redwood City, CA

1 + company background

Company Background

ELS ARCHITECTURE AND URBAN DESIGN | Prime

Founded in 1967 and headquartered in Berkeley, California, ELS is an award-winning architectural practice with a 57-year tradition in design for the public realm. Our firm is a privately held C Corporation registered in California, governed by a board of directors comprising five of the firm's senior design leaders. The firm focuses on public, municipal, historic preservation, sports, recreational, community, educational, adaptive reuse, urban design, retail, and mixed-use projects. With an experienced staff of 40+ professionals, we provide complete architectural services from master planning, programming, and conceptual design through construction administration. Our work also includes site analysis, interior design, integrated sustainable design, LEED and WELL certification, and community outreach. ELS has been honored with nearly 200 design awards with projects recognized by the California Parks and Recreation Society, California Preservation Foundation, The National Trust for Historic Preservation, and AIA California and local chapters. The firm was a recipient of the prestigious AIA California Council Firm Award and has been included in the Architect 50 for many consecutive years. ELS is also regularly included in Architectural Record's Top 300 Architecture Firms.

ELS' approach to master planning unites analytical strength with creative expertise in community engagement, physical planning, building design and sustainability efforts tailored to their context. Most recently we have been working with municipal clients to help them update their physical facilities in ways that respond to the rapidly changing environment for office work and sustainable operations. For efforts like these, our goal is to maximize the value of each dollar spent while extending the impact of operational and managerial staff. In many cases, we develop a thorough and broad-based outreach plan that empowers municipal leaders to fulfill their roles as civic representatives while instilling our planning with the voices of the broadest and most diverse community possible.

Our interest in sustainable design and planning informs our architectural solutions and ensures that sustainability is more than merely a check mark in the process; rather, it is a significant design goal that shapes our creative process. ELS initiates each project with the belief that environmentally sensitive design results in quality projects that bring long-term benefits. We integrate holistic thinking to our master-planning process, with the understanding that building, landscape, circulation, transit/parking, and connectivity all play a role in supporting one another and in long-term resilience.

EMC PLANNING GROUP | CEQA Consulting

EMC Planning Group is an interdisciplinary land use and environmental planning firm that has assisted cities, counties, and special districts with environmental and planning consulting services for the past 46 years. Established in 1978, EMC Planning Group began writing EIRs for Monterey County, and over the past 46 years has grown to provide a wide variety of planning and environmental services.

The firm's environmental staff assists public agencies with preparation of environmental documentation in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), obtaining various regulatory permits from regional, state, and federal agencies for capital improvement projects, and conducting technical site assessments. Our land use planners not only provide support to public agency planning departments by reviewing and processing development project applications ranging from conditional use permits to large annexations and subdivisions, but are also capable of providing long-range planning services such as preparing general plan updates and implementation measures, specific plans, master development plans, housing element updates and pro housing designations, and are experienced with grant writing for public improvement projects.

SWA GROUP | Landscape Architecture

Founded in Northern California, SWA is a global leader in landscape architecture, planning, and urban design. Over our 67-year history, we have maintained a passion for imaginative, solution-oriented design that enhances land, cities, and people's lives. Our work covers a broad range of market sectors and includes hundreds of master planning and civic projects. With over four decades of collaboration, we have successfully completed many projects with ELS.

We believe successful master plans carefully consider the unique characteristics of each site and community. We design frameworks that encompass ecological, social, and economic insights. Throughout each project stage, we keep our eye on the prize—valuable, stunning, high-performing places that start strong and grow better over time.

SWA operates across eight studio-based offices with 250 talented team members. We are led by an Executive Committee and managed by two Co-CEOs and a CFO, with each studio overseen by a Managing Principal. Our projects are principal-led, with involvement from inception to completion.

TRAMUTOLA | Tax Bond Strategy

About Tramutola LLC Established over thirty years ago to help public entities plan for and pass bond and parcel tax measures, Tramutola is regarded as the premier tax election strategist in the state. We provide specialized advice related to tax election feasibility, timing and sequencing of elections, planning, and communications that build community support. Tramutola has helped public agencies of all sizes and demographic profiles pass local revenue measures, some, multiple times. We are known for our effective strategies, grassroots approach to community outreach, and most importantly, thoughtful and candid political advice.

Tramutola has worked collaboratively with our clients to plan for and win over 400 local tax elections in California that have produced well over \$50 billion in new revenue for community facilities (schools, hospitals, recreation centers, senior centers, services, and programs). As a small firm, we intentionally limit the number of clients we accept, as we recognize that each client has unique challenges. We have learned that success, especially when super majority votes are required, demands individualized attention and often training of local citizens. The strategies Tramutola develops are always customized to meet each clients' unique needs. We are adept at navigating complex scenarios or the presence of organized opposition. We think strategically and encourage public entities to take a long-term view of success. As a result, most of our clients are repeat clients who desire our specialized approach.

HAYAT BROWN | Financing Strategy

Hayat Brown is a national engineering, advisory and development firm that helps mission-oriented institutions advance objectives related to the management of their infrastructure and real estate assets. The firm offers a full suite of public-private partnership advisory services to support the analysis, execution, and delivery of complex real estate and infrastructure projects.

Whether delivering a new capital improvement project, adaptively reusing an existing facility, monetizing or recycling an underutilized asset, or revitalizing an under-served community, our experts help clients analyze, evaluate, structure, and execute transactions from concept and valuation through procurement and negotiation.

Our professionals craft single asset or portfolio-wide real estate repositioning strategies that are not just aspirational but executable and underpinned by rigorous market and financial feasibility analyses.

Our experts understand the criticality of strong program and asset management during operations to monitor performance, address challenges, and leverage opportunities. We can assist with cash flow analyses, conduct financial and transaction restructuring, and provide expert witness support.

HEXAGON | Traffic Consulting

Hexagon Transportation Consultants, Inc. was founded in 1998 in San Jose, California with the goal of providing quality, professional transportation consulting services to private and public entities. Hexagon provides services in all major aspects of transportation planning and traffic engineering.

Hexagon has completed transportation analysis for various projects throughout Gilroy since the early 2000s. With the opening of our Gilroy office in 2005, Hexagon has completed over 100 transportation studies for private developments as well as public projects in Gilroy, ranging from small to major land development projects to specific area plans, interchange studies, new roadway connections, and the completion of the traffic impact analysis for the 2040 General Plan, adopted in November 2020. We have completed design work for numerous projects in Gilroy, including traffic signal improvements at five locations, about three miles of new bike lane striping, a button-activated flashing beacon crosswalk system, school crosswalk improvements at 15 different locations, school zone flashing beacon systems at eight different schools, and new ADA curb ramps at 16 intersections in school zone areas.

BKF ENGINEERS | Civil Engineering & Land Survey

BKF provides civil engineering, land surveying, land planning services, and funding resources for government agencies, institutions, developers, design professionals, contractors, school districts, and corporations. BKF's decades of engineering, surveying, and planning experience is evident in our legacy projects throughout the West Coast. By leveraging our diverse project portfolio in combination with innovative design solutions, BKF's team of more than 500 experienced staff is dedicated to successfully delivering sustainable and dynamic projects for our communities and partners.

BKF offers experienced and available team members who work seamlessly with large and small Municipal Public Works departments. Our extensive knowledge encompasses a comprehensive and detailed understanding of the various services, infrastructure, and development needs that communities require. Relevant experience includes: Downtown Monterey Road Rehabilitation and Egleberry & 7th Parking Lot in Gilroy; civic center master plans for Campbell, Cupertino, Santa Clara County, and Foster City; Los Altos Community Center Master Plan;

San Bruno Master Plan; Brentwood Innovation Center Master Plan with ELS; and Terra Linda Park & Community Center Master Plan in San Rafael.

BRIGHTWORKS | LEED Consulting

Founded in 2001, the same year as the launch of the LEED green building rating system, Brightworks Sustainability has since maintained a position of leadership in the sustainable design, construction, operation, and maintenance of real estate assets. Brightworks is recognized as a LEED Proven Provider by the U.S. Green Building Council, and the firm routinely navigates complex LEED certification management scopes for municipal clients throughout California and beyond. Brightworks has 57 staff, more than 20 of which operate as broad-based sustainability project managers to manage LEED, as well as other green building programs.

Brightworks offers deep experience and time-tested approaches to leading project teams through a certification process. In our 23-year history, we have managed the successful certification of over 600 LEED projects. Our clients appreciate our approach to leading teams to set clear goals, identifying practical strategies to achieve them, and providing the content-expertise and project management follow-through needed to support and document those strategies and achieve successful certification. Our approach has proven successful for public clients especially, who are frequently charged with setting a positive example for their citizens on tight budgets. Having an experienced green building consulting partner is key to managing risk and uncertainty, as rating systems like LEED continue to raise the bar for sustainability performance.

PRESERVATION ARCHITECTURE | Historic Resources

Mark Hulbert is the sole proprietor of his firm, Preservation Architecture. He brings extensive experience in the planning, design, evaluation and interpretation of architectural, historical, and cultural resources. As a registered architect and a certified architectural conservator with a career-long dedication to existing and historic buildings, he provides detailed and hands-on direction and assistance to building rehabilitation and preservation efforts. He focuses on delivering an independent and distinctly balanced approach to the complex issues surrounding existing and historic sites and buildings. He has been based in Oakland since 2002, with projects throughout the greater San Francisco Bay Area. His professional qualifications exceed the Secretary of the Interior's Professional Qualifications Standards in the fields of Historic Architecture, Architecture and Architectural History, and he is listed by the State of California Historical Resources Information System (CHRIS) as a qualified historical architect and historic preservation consultant. Mark holds a Certificate in

Architectural Conservation from UNESCO's International Centre for the Conservation and Restoration of Cultural Property (ICCROM) in Rome, Italy. He has been a California-registered architect since 1989.

FORELL/ELSESSER | Structural Engineering

Established in 1960, Forell Elseser Structural Engineers (F/E) is one of the most active structural and earthquake engineering firms in the Western U.S., known for providing innovative, customized solutions across all product types. F/E was a pioneer in seismic base isolation systems now common today and is a leader implementing new strategies such as buckling restrained-braced frames, passive damped systems, and mass timber as a structural and aesthetic design solution. F/E is committed to building stronger, more resilient communities through sustainable and innovative structural design. F/E focuses on creating safe, long-lasting structures that enhance the well-being of people they serve. By integrating advanced seismic technologies and pioneering new ideas, we ensure that our designs contribute to the vitality and sustainability of the communities we work with, making a lasting positive impact.

GUTTMANN & BLAEVOET | MEP ENGINEERING

Guttmann & Blaevoet has provided continuous engineering services to architects and building owners for over 60 years. Our team of 42 consists of licensed and certified mechanical, electrical, and plumbing engineers, lighting designers, low voltage experts, controls specialists, energy/carbon analysts, and commissioning providers.

Guttmann & Blaevoet has completed 100+ facility assessments, master plans, and design for cities, counties, and other public agencies for a wide variety of program spaces, including administration offices, essential services, public safety buildings, health and wellness centers, libraries, community centers, as well as recreation facilities and parks.

The proposed team consists of Mechanical Engineer, Gurdaver Singh, PE, LEED AP, who has 30+ years of experience in HVAC, plumbing, and fire protection systems, and Electrical Engineer, Mark Brown, PE, who has 25 years of industry experience in power, lighting, low voltage, and fire alarm systems.

CUMMING | Cost Estimating

Cumming Management Group, Inc. (Cumming Group) is a privately held corporation founded in California in 1996. Cumming Group is a leader in providing project consulting services to the A/E/C industry, including cost and project management, planning and scheduling, and construction dispute resolution. Cumming Group has grown to more than 2,000 team members within 50+ offices globally, including many

of the brightest minds in the industry. Cumming Group is passionate about helping its clients execute large scale, complex projects on-time and within budget. Services are specifically tailored to each client's needs and add meaningful value at every step of a project's development. Drawing on deep expertise in the communities and sectors they serve, Cumming Group anticipates and solves problems, delivers solutions, and drives results.

For this project, Cumming Group will serve as cost consultant. Cumming Group's cost team is one of the largest providers of cost estimating and management services in the U.S., including a skilled team of in-house MEP cost specialists. Cumming Group works on more than 400 estimates each month, delivering unparalleled experience in this discipline. Core cost management services include budgeting, milestone cost estimating, value analysis, cost validation, peer review, and change order evaluation. Cumming Group has completed more than 2,100 projects for city- and county-operated facilities. These projects have involved parks, public spaces, city halls, civic centers, police/fire facilities, libraries, offices, community centers, animal shelters, transit centers, operations and maintenance facilities, and public works, among others.

CALIFORNIA CONSULTING | Grant Writing

California Consulting a full-service grant writing firm has offices in Central and Southern California. Our team has experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants, and post submission follow-up.

With over 200 years of cumulative experience our assertive grant writers have a proven track record of success and have mastered their skills of identifying, researching, and obtaining funding for significant projects at every level of government. Our grant writers are diligent and stay current on every Federal, State, and private grant available on a myriad of different topics and public policy areas. Our team has written over 1000 competitive successful grant applications that have been awarded.



Cañada College Fine Arts & Business Building

ELS ORGANIZATION

BOARD OF DIRECTORS: FIRM GOVERNANCE



Gerald Navarro
AIA
Director of Operations
and CFO
Principal



Kim-Van Truong
AIA, LEED AP BD+C, Assoc DBIA
Principal



Clarence D. Mamuyac, Jr.
FAIA, LEED AP BD+C
President/CEO



David Masenten
AIA, LEED AP BD+C
Director of
Mixed-Use Practice
Principal



William Gordon
AIA, LEED AP BD+C
Director of Interior
Architecture
Principal

PRINCIPALS AND ASSOCIATE PRINCIPALS



Anthony Grand
AIA, LEED AP BD+C
Design Director
Associate Principal



Christopher Jung
Assoc. AIA, LEED AP
Design Director
Associate Principal



Kenneth M. Loretto
AIA, LEED Green Associate
Design Director
Associate Principal



Lauren Wynveen
AIA
Urban Designer
Associate Principal



Kenneth Hasegawa
AIA
Principal Designer
Principal



Susan Vutz
AIA, LEED AP, DBIA
Project Manager
Associate Principal



Jeffrey Zieba
AIA, CASp, LEED AP
Resource Principal
Principal

DIRECTORS



Diana Banh
Director of Marketing
and Communications



Cheri Lafontaine
Director of
Administration

SPECIALISTS



Jose Rodriguez
Assoc. AIA
Visualization Designer and
Spanish Outreach Specialist
Designer



Dana Vollmer-Grant
Assoc. AIA, WELL AP, CBSM
5x Olympic Gold Medalist
Wellness and Recreation
Programming Leader
Associate



Tracy Chan
Assoc. AIA
BIM Resource and
Computational Design
Leader
Senior Associate



Marc A. Chu
Architect, LEED AP
Construction Administration
Specialist
Senior Associate



Antonia Bowman
AIA, LEED AP BD+C, Assoc DBIA
Construction Administration
Specialist
Senior Associate

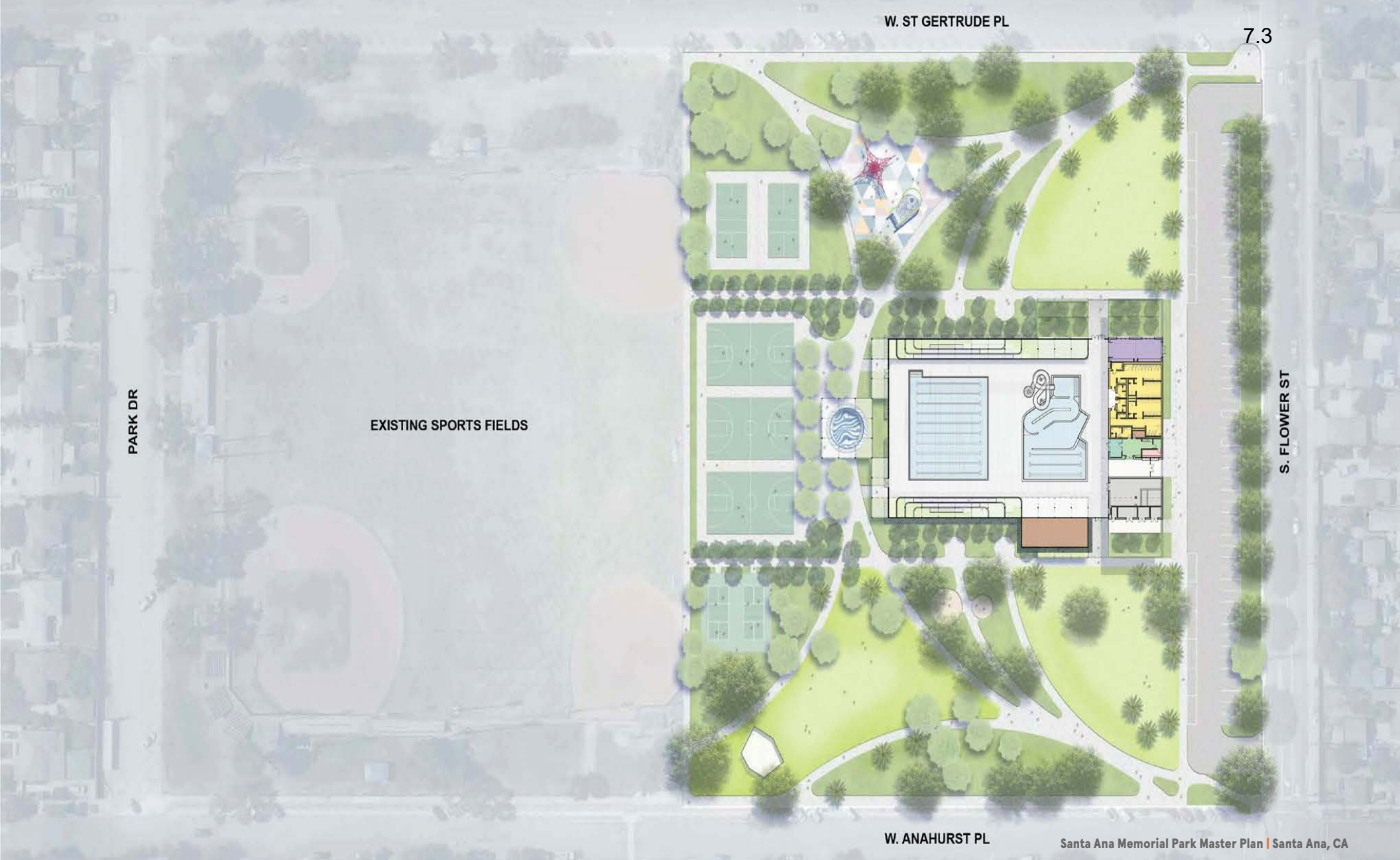


Beckie Denio
AIA, LEED AP
Project Manager
Senior Associate



Dana Bazzi
Project Manager
Senior Associate

please see elsarch.com/people for full staff list



2 + company and project team qualifications



Millbrae Recreation Center | Millbrae, CA

2a + qualifications and related experience
of personnel who will perform work

Project Team Organizational Chart



City of Gilroy



Larry Tramutola

Lead Tax Bond Strategist
Tramutola Consulting
75%



Teri Wissler Adam

Environmental Consultant
EMC
80%



David Masenten
AIA, LEED AP BD+C
Principal-in-Charge/PM

ELS
80%



Marco Esposito
PLA, ASLA
Principal Landscape Architect

SWA
75%



Jose Rodriguez
Assoc. AIA
Designer/Spanish Language
Outreach Specialist
ELS
80%



Lauren Wynveen
AIA
Urban
Designer
ELS
100%



Kenneth Hasegawa
AIA
Design
Principal
ELS
80%



Susan Vutz
AIA, LEED AP, DBIA
Project
Architect
ELS
75%



Clarence D. Mamuyac, Jr.
FAIA, LEED AP BD+C
Principal for
Sports & Rec
ELS
50%



Dana Vollmer-Grant
Assoc. AIA, WELL AP, CBSM
Sports, Rec & WELL Programmer/
Comm. Outreach Specialist
ELS
75%

CONSULTANTS

Tax Bond Strategy
Larry Tramutola
Tramutola Consulting

Financing Strategy
Jenifer Boss
Hayat Brown

Landscape Architecture
Marco Esposito, RLA
SWA Group

Environmental/CEQA
Teri Wissler Adam
EMC

Traffic
Jeffrey A. Elia, P.E.
Hexagon Transportation
Consultants

Historic Preservation
Mark Hulbert
Preservation Architecture

Cost Estimating
Nick Mata, CPE
Cumming Group

Civil
Eric Girod, PE, LEED AP
BKF

Structural Engineering
Allen Nudel, SE, DBIA
Forelll Elsesslor

MEP
Gurdaver Singh, PE, LEED AP
Guttmann & Blaevoet

LEED
Lauren Fakhoury, LEED AP
BD+C, LEED AP O+M
Brightworks Sustainability

Grant Writing
David Marquez
California Consulting

ELS FIRM DIVERSITY + JUST ORGANIZATION

ELS is a minority-owned business, and our ownership includes both minority and women partners as well as management at senior levels. ELS is the very first organization in California to be named a JUST 2.0 organization by the International Living Future Institute; the JUST label represents our commitment to social equity, transparency, and diversity in our practice. With our diverse staff of designers, we are committed to diversity in our business practices particularly as it reflects the communities that we serve.



dmasenten@elsarch.com

David Masenten, AIA, LEED AP BD+C

PRINCIPAL IN CHARGE/PROJECT MANAGER

David is a **Principal** at ELS and has extensive experience designing large, multi-use projects that incorporate the best green practices. David manages the on-call contracts for the cities of Berkeley, Oakland, San Jose, Millbrae, Hollister and Hercules in California, as well as San Mateo County in California, which have included a wide range of projects including new community and recreation centers, historic renovations, fire station remodels, emergency housing, parking structures, urban design/planning, parks and open space and safety improvements. His additional project experience includes high-rise commercial and residential buildings, large-scale urban master planning and urban design, town planning, commercial tenant fit-out for national retailers, and corporate interiors for international companies. David has worked on numerous complex projects that involve lengthy and challenging approvals requiring political outreach and public sensitivity. He has also worked strategically with developers to create economic strategies for long-term planning scenarios.

EDUCATION

Masters in City Planning,
Massachusetts Institute of
Technology

BFA, B.Arch, Rhode Island
School of Design

PROFESSIONAL REGISTRATION

CA Architect C 29921

AFFILIATIONS

MEMBER, SPUR

Member, ICSC

TIME DEVOTED TO PROJECT

80%

RELEVANT PROJECTS

- **NewPark Specific Plan** | *City of Newark* | Newark, CA
- **Newark Civic Center Concept** | *City of Newark* | Newark, CA
- **Marana Town Center Master Plan** | *Tucson Urban* | Marana, AZ
- **Cupertino Housing Element** | *EMC Planning* | Cupertino, CA
- **Greentree Urban Design Services** | *EMC Planning* | Vacaville, CA
- **Objective Design & Development Standards** | *EMC Planning* | Fairfax, CA
- **Belvedere Housing Element Assistance** | *EMC Planning* | Belvedere, CA
- **Downtown Dublin Preferred Vision** | *City of Dublin* | Dublin, CA
- **Project Elevate Retail Mixed-Use Master Plan** | *City of Elk Grove* | Elk Grove, CA
- **Third Street Bloomington Mixed-Use Retail District** | *Trinitas* | Bloomington, IN
- **AEG Mixed-Use and Entertainment District at Nashville Yards** | *AEG* | Nashville, TN
- **On-Call Services: Malonga Casquelourd Center for the Arts Feasibility Study** | *City of Oakland* | Oakland, CA
- **Fremont Bank Headquarters** | *Fremont Bank* | Fremont, CA
- **Park Meadows Mall and Parking Garage** | *Brookfield* | Lone Tree, CO
- **University Town Center East** | *Benderson* | Sarasota, FL
- **Hillsdale Shopping Center North Block** | *Bohannon Development Corporation* | San Mateo, CA
- **Tempe Mixed Use** | *Catellus* | Tempe, AZ
- **On-Call Services: Fire Station #2 Remodel Project** | *City of Berkeley* | Berkeley, CA
- **On-Call Services: Fire Station #6 Remodel** | *City of Berkeley* | Berkeley, CA
- **San Mateo City Hall Office TI** | *City of San Mateo* | San Mateo, CA
- **On-Call Services: Harrison Restrooms** | *City of Berkeley* | Berkeley, CA
- **On-Call Services: Fire Department EOC** | *City of Berkeley* | Berkeley, CA
- **On-Call Services: Evans Lane Emergency Interim Housing** | *City of San Jose* | San Jose, CA
- **Rossmoor Community Facilities Master Plan** | *Golden Rain Foundation* | Walnut Creek, CA
- **Ohlone College District Facilities Master Plan** | *Ohlone College* | Fremont, CA
- **53rd Street District Mixed-Use Master Plan** | *University of Chicago* | Chicago, IL
- **Dublin Station Apartments** | *Invesco* | Dublin, CA



khasegawa@elsarch.com

Kenneth Hasegawa, AIA, NCARB

DESIGN PRINCIPAL

Kenneth is a **Principal** at ELS and returned to the firm in 2023, working with the firm's leadership and talent to broaden the firm's coverage on California assignments and add to the firm's design voice and dialogue.

Kenneth is an architect with a multifaceted approach to form and place — one that balances the unique qualities of each project's context with simple and elegant design solutions. He first joined ELS in 2012, and collaborated on the firm's notable projects such as the UC Berkeley Legends Aquatic Center, USC Uytensu Aquatics Center, and Hillsdale Shopping Center. He is now leading two aquatic center designs: a \$22MM project for the City of Santa Ana and concepts for a \$30MM project for the City of Alameda.

Before rejoining ELS, he helped shape prominent cultural, multi-use and residential projects at Michael Maltzan Architecture in Los Angeles; Kengo Kuma & Associates in Tokyo; and PARA Project in New York.

RELEVANT PROJECTS

- **Mueller Town Center Master Plan** | *Catellus* | Austin, TX
- **City Aquatics Center** | *City of Alameda* | Alameda, CA
- **Santa Ana Memorial Park Aquatics Center & Master Plan** | *City of Santa Ana* | Santa Ana, CA
- **Hillsdale Shopping Center North Block** | *Bohannon Development Corporation* | San Mateo, CA
- **California Legends Aquatic Training Center** | *UC Berkeley* | Berkeley, CA
- **Mo'ili'ili Gateway** | *GGP* | Honolulu, HI
- **Uytensu Aquatics Center** | *University of Southern California* | Los Angeles, CA
- **Hellman Tennis Center** | *UC Berkeley* | Berkeley, CA
- **Fremont Indoor Sports Center** | *City of Fremont* | Fremont, CA

EDUCATION

Master of Architecture
with Distinction, Harvard
Graduate School of Design

Bachelor of Arts in
Architecture with Highest
Honors, UC Berkeley
College of Environmental
Design

PROFESSIONAL REGISTRATION

CA Architect License C
40341

AFFILIATIONS/ ACHIEVEMENTS

Araldo A. Cossutta Prize
for Design Excellence,
2018, Harvard Graduate
School of Design

TIME DEVOTED TO PROJECT

80%



cmamuyac@elsarch.com

EDUCATION

M.Arch with Distinction,
UC Berkeley

B.A. in Architecture and
Landscape Architecture,
UC Berkeley

First Prize, Thomas
D. Church Design
Competition, UC Berkeley
CED

**PROFESSIONAL
REGISTRATION**

CA Architect C 19182

CA Landscape Architect
3617

**AFFILIATIONS/
ACHIEVEMENTS**

Chair, Dean's Advisory
Council, UC Berkeley CED

Fellow, AIA

John S. Bolles, FAIA Fellow,
AIA California

AIA California Council,
Director, 2002 - 2003;
Urban Design Committee,
2004 - 2005; Monterey
Design Conference
Committee, 2004 - 2005

AIA East Bay, President,
2003; Director, 2000-2003

**TIME DEVOTED TO
PROJECT**

50%

Clarence D. Mamuyac, Jr., FAIA, LEED AP BD+C, NCARB

PRINCIPAL FOR SPORTS AND RECREATION

Clarence D. Mamuyac, Jr. serves as **President/CEO** of ELS. He joined ELS in 1983 and brings over 35 years of experience in community, recreation, sports, aquatics, and education projects to his assignments. Clarence is a national leader in sports and recreation design, and he has a strong interest in assisting and guiding complex client groups through a process of workshops and engagement that helps them achieve clear direction and decision-making power through a transparent, consensus-based building process. Clarence's portfolio includes award-winning community design projects for dozens of municipalities throughout Northern California including Millbrae, Redwood City, Mountain View, Elk Grove, Oakland, Santa Clara, Morgan Hill, and Fremont, as well as venues for some of the best known schools in the PAC 12 conference—UC Berkeley, Stanford University, and USC.

As President/CEO, Clarence has led ELS to a consistent presence over the past several years among the Architect 50, which ranks the nation's top firms for Design, Sustainability and Business. His work has been published in Architectural Record, Progressive Architecture, and Architect, and his projects have been honored by the AIA, Athletic Business, and CPRS.

RELEVANT PROJECTS

- **Newark Civic Center Concept** | *City of Newark* | Newark, CA
- **Berkeley High School Renovation** | *Berkeley USD* | Berkeley, CA
- **Morgan Hill Aquatics Center** | *City of Morgan Hill* | Morgan Hill, CA
- **Church Street Plaza** | *Arthur Hill & Co* | Evanston, IL
- **Athletics Region Master Plan** | *Stanford University* | Stanford, CA
- **Elk Grove Civic Aquatics Center** | *City of Elk Grove* | Elk Grove, CA
- **Mission Inn Hotel & Spa** | *Carley Capital Group* | Riverside, CA
- **East Oakland Sports Center** | *City of Oakland* | Oakland, CA
- **California Legends Aquatic Training Center** | *UC Berkeley* | Berkeley, CA
- **Wally Pond Irvington Community Center** | *City of Fremont* | Fremont, CA
- **First Presbyterian Church of Berkeley** | *First Presbyterian Church* | Berkeley, CA
- **North Portland Aquatic Center** | *City of Portland* | Portland, CA
- **Placentia Community Center Concept** | *City of Placentia* | Placentia, CA
- **Veterans Memorial Senior Center & Joint YMCA** | *City of Redwood City* | Redwood City, CA
- **International Swimming Hall of Fame** | *City of Santa Clara* | Santa Clara, CA
- **Balboa Park Pool** | *City & County of San Francisco* | San Francisco, CA
- **Career Education Complex Concept** | *San Jose City College* | San Jose, CA
- **Simpkins Family Swim Center** | *City of Santa Cruz* | Santa Cruz, California



lwynveen@elsarch.com

EDUCATION

B.Arch with Highest
Distinction, UC Berkeley

**PROFESSIONAL
REGISTRATION**

CA Architect C 36356

**AFFILIATIONS/
ACHIEVEMENTS**

TAP & Leadership
Scholarship Application
Evaluator, UC Berkeley
Alumni Association,
2015-Present

Habitat Restoration,
HandsOn Bay Area,
2018-Present

Home Tour Docent, AIA
East Bay, 2013-Present

Mentor, Fam1st
Architecture Summer
Camp, 2018-2019

Home Tour Docent,
AIA San Francisco,
2015-Present

**TIME DEVOTED TO
PROJECT**

100%

Lauren Wynveen, AIA

URBAN DESIGNER

Lauren is an **Associate Principal** at ELS. Since joining ELS in 2013, Lauren has led project teams on a variety of projects, including civic, educational, historic, mixed-use, planning, and retail centers, and has experience in residential building design as well. Lauren strongly believes that good, thoughtful design can substantially improve the environment.

Lauren is an accomplished designer who considers her client first, listening carefully to their voice and values. She then synthesizes the information quickly into plan options and 3D visualizations for client review and input. Lauren works at many phases of the design process, including feasibility studies and master planning, bringing her creative talents in both conceptual and technical phases to a variety of projects. Lauren was an integral designer on the new mixed use and residential development designed for the University of Indiana at Bloomington, leading community workshops and production of drawings. As lead designer for the renovation of Lissner Hall at Mills College, Lauren developed the design for the new outdoor deck/event space and facilitated the creek permit approval process with the city of Oakland. She was also responsible for the successful and invisible integration of new building systems into the structure's historic fabric.

RELEVANT PROJECTS

- **Marana Town Center Master Plan** | *Tucson Urban* | Marana, AZ
- **Downtown Dublin Preferred Vision** | *City of Dublin* | Dublin, CA
- **City of Brentwood Innovation Center** | *City of Brentwood* | Brentwood, CA
- **Project Elevate Retail Mixed-Use Master Plan** | *City of Elk Grove* | Elk Grove, CA
- **Third Street Bloomington Mixed-Use Retail District** | *Trinitas* | Bloomington, IN
- **NewPark Specific Plan** | *City of Newark* | Newark, CA
- **Austin Energy Corporate Headquarters** | *Catellus* | Austin, TX
- **San Mateo City Hall Office TI** | *City of San Mateo* | San Mateo, CA
- **Dublin SCS Property** | *City of Dublin* | Dublin, CA
- **Fremont Bank Headquarters** | *Fremont Bank* | Fremont, CA
- **Del Monte Center Retail Redevelopment** | *American Assets Trust* | Monterey, CA
- **Greentree Urban Design Services** | *EMC Planning* | Vacaville, CA
- **53rd Street District Mixed-Use Master Plan** | *University of Chicago* | Chicago, IL
- **Housing Element Assistance** | *City of Larkspur* | Larkspur, CA
- **On-Call Services: Emergency Interim Housing at E-Lot** | *City of San Jose* | San Jose, CA
- **Ohlone College District Facilities Master Plan** | *Ohlone College* | Fremont, CA
- **Plaza West Covina** | *Starwood* | West Covina, CA



svutz@elsarch.com

EDUCATION

M.Arch, UC Berkeley

B.S. in Architecture, Cal Poly San Luis Obispo

PROFESSIONAL REGISTRATION

CA Architect C 16975

AFFILIATIONS/ ACHIEVEMENTS

DBIA Member, with Certification

Adjunct Faculty Member, Diablo Valley College

TIME DEVOTED TO PROJECT

75%

**Susan Vutz, AIA, LEED AP, DBIA
PROJECT ARCHITECT**

Susan is an Associate Principal at ELS. She joined the firm in 2015 and is skilled in all project phases, from site feasibility and green building practices to design, entitlements, construction documents, and construction administration. Her ability to understand complex project requirements and knowledge of sustainable construction practices makes her a key member of every team.

Susan was the project manager for the Kinesiology & Wellness Center at Cañada College for the San Mateo County Community College District. For this complex structure, she completed an extensive DSA review including multiple meetings with DSA and their third-party reviewer, routinely leading design review meetings for up to 20 consultants and clients.

As an adjunct faculty member at Diablo Valley College in the Contra Costa Community College District, Susan has taught classes in construction detailing and materials, working drawings, and green buildings.

RELEVANT PROJECTS

- **Ohlone College District Facilities Master Plan** | Ohlone College | Fremont, CA
- **On-Call Services: Mental Health Services Offices Renovation** | City of Berkeley | Berkeley, CA
- **Cañada College Kinesiology & Wellness Center** | San Mateo CCD | Redwood City, CA
- **Veterans Memorial Senior Center & Joint YMCA** | City of Redwood City | Redwood City, CA
- **Balboa Park Pool** | City & County of San Francisco | San Francisco, CA
- **Lisser Hall** | Mills College at Northeastern University | Oakland, CA
- **California Legends Aquatic Training Center** | UC Berkeley | Berkeley, CA
- **Universal Locker Room** | UC Berkeley | Berkeley, CA
- **Fremont Bank Headquarters** | Fremont Bank | Fremont, CA
- **Orange Memorial Park Aquatic Center** | City of South SF | South San Francisco, CA
- **Piedmont Community Pool** | City of Piedmont | Piedmont, CA
- **Crane Cove YMCA** | YMCA of San Francisco | San Francisco, CA
- **South Oxnard Aquatics Center** | City of Oxnard | Oxnard, CA
- **Rugby Clubhouse** | St. Mary's College | Moraga, CA
- **Canyonview Aquatic Center** | UC San Diego | San Diego, CA
- **Diego Rivera Theater Concept** | City College of San Francisco | San Francisco, CA
- **Downtown Oakland YMCA Locker rooms** | City of Oakland | Oakland, CA
- **North Portland Aquatic Center** | City of Portland | Portland, OR
- **On-Call Services: Littlefield Concert Hall Elevator** | Mills College at Northeastern University | Oakland, CA
- **On-Call Services: Art Museum Accessible Path** | Northeastern | Oakland, CA
- **On-Call Services: Carnegie Hall Steam Repair** | Northeastern University | Oakland, CA



dvollmer-grant@elsarch.com

EDUCATION

B.A. in Anthropology, UC Berkeley

AFFILIATIONS/ ACHIEVEMENTS

3x Olympian representing the United States (2004, 2012, 2016)

7x Olympic medalist: 5 gold, 1 silver, and 1 bronze

35 international medals

Competed in 100+ different aquatics facilities in 17 different countries

Speaker & Workshop Facilitator developing athletes' sense of self to embrace uniqueness, build confidence, and reach goals on their own terms.

Keynote speaker at the WELL Conference | 2024

Keynote speaker at the CW3 Confidence Summit | 2021

Keynote speaker at the WIN (Women in Negotiation) Summit | 2020

TIME DEVOTED TO PROJECT

75%

**Dana Vollmer-Grant, Assoc. AIA, WELL AP, CBSM,
5x Olympic Gold Medalist
SPORTS, RECREATION, AND WELL PROGRAMMER, COMMUNITY
OUTREACH SPECIALIST**

Dana Vollmer-Grant is an Associate at ELS and a Programming Specialist for our sports and recreation projects. She brings a wealth of relevant experience as one of the most gold-medaled female USA Olympians of all time, with five Olympic gold medals. She is currently ranked fourth.

At ELS, Dana works with clients on design ideas to fit their specific athletic programming needs. She draws on her sports background in swimming, basketball, and volleyball to work through diagrams that optimize space, pedestrian traffic, and usability while incorporating the lesser-known traits that make a facility favored by competitors of any caliber. As a mother, she also has user insight into design practices that help sports camps, youth lessons, and programming features cover the widest possible programming spectrum.

Dana's Olympic career began in 2004 at the Athens Olympics, where she won gold as part of the world record-setting 4x200-meter freestyle relay. In 2012 she won three gold medals while setting two world records at the London Olympics. After having her first child in 2015, Dana returned to the pool and quickly regained her place among the top swimmers in the world. At the 2016 Olympics in Rio, she won bronze in the 100-meter butterfly, silver and an American Record in the 4x100-meter freestyle relay, and gold in the 4x100-meter medley relay. Her gold in the 2016 Olympics is the USA Swimming's first ever gold medal won by a mother.

As a WELL-accredited professional, she draws on her training in WELL Building strategies and Community-Based Social Marketing to ensure that each space designed by ELS is able to inspire and ensure repeated visits over many years while optimizing occupant health.

RELEVANT PROJECTS

- **Santa Ana Memorial Park Aquatics Center & Master Plan** | City of Santa Ana | Santa Ana, CA
- **Cañada College Kinesiology & Wellness Center** | San Mateo CCD | Redwood City, CA
- **North Portland Aquatic Center** | City of Portland | Portland, CA
- **New Miwok Center for Wellness & Recreation** | College of Marin | Novato, CA
- **City Aquatics Center** | City of Alameda | Alameda, CA
- **Osher Marin JCC Aquatics Master Plan** | Osher Marin JCC | San Rafael, CA
- **Rengstorff Park Aquatics Center** | City of Mountain View | Mountain View, CA
- **Orange Memorial Park Aquatic Center** | City of South SF | South San Francisco, CA
- **Santa Rosa Junior College Athletics Complex** | Sonoma County Jr College District | Santa Rosa, CA
- **Piedmont Community Pool** | City of Piedmont | Piedmont, CA
- **South Oxnard Aquatics Center** | City of Oxnard | Oxnard, CA
- **Canyonview Aquatic Center** | UC San Diego | San Diego, CA
- **Cal Women's Basketball Locker Room Renovation** | UC Berkeley | Berkeley, CA
- **Irvin Deutscher Family YMCA** | YMCA of the East Bay | Pleasant Hill, CA



jrodriguez@elsarch.com

EDUCATION

B.Arch, University of California, Berkeley

AFFILIATIONS/ ACHIEVEMENTS

The Achievement Award Program (TAAP) Scholarship (Awarded by UC Berkeley)

Hispanic Scholarship Fund Scholarship (Awarded by The Hispanic Scholarship Fund)

TIME DEVOTED TO PROJECT

80%

Jose Rodriguez, Assoc. AIA

DESIGNER, SPANISH LANGUAGE OUTREACH SPECIALIST

Jose joined ELS in 2021 as a **Designer**. He has worked on a variety of projects including the South Oxnard Aquatics Center, the South San Francisco Orange Park Aquatics Center, the East Los Angeles Community College Aquatic Center Concept, and the Foster City Recreation Community Facility Concept. Jose's graphic communication skills include creating professional renderings, 3D models, inspiration boards, and visual communication diagrams. He uses Revit and the Adobe suite in his support of the marketing team on project pursuits. He also draws on his fluency in Spanish to communicate effectively with a wider audience. He has been a key member on the South Oxnard aquatic center project, where he is responsible for all Spanish communications with the community.

RELEVANT PROJECTS

- **Rossmoor Community Facilities Master Plan** | *Golden Rain Foundation* | Walnut Creek, CA
- **Santa Ana Memorial Park Aquatics Center & Master Plan** | *City of Santa Ana* | Santa Ana, CA
- **Orange Memorial Park Aquatic Center** | *City of South SF* | South San Francisco, CA
- **North Portland Aquatic Center** | *City of Portland* | Portland, CA
- **Piedmont Community Pool** | *City of Piedmont* | Piedmont, CA
- **South Oxnard Aquatics Center** | *City of Oxnard* | Oxnard, CA
- **Downtown Oakland YMCA Locker rooms** | *City of Oakland* | Oakland, CA
- **Eshleman Hall Wudu Accommodations** | *UC Berkeley* | Berkeley, CA
- **Woodlands Mall** | *Brookfield Properties* | Woodlands, TX



wissler@emcplanning.com

EDUCATION

B.S. California Polytechnic State University at San Luis Obispo, Business Administration, Concentration in Environmental Management, 1991

AFFILIATIONS/ ACHIEVEMENTS

Member, Association of Environmental Professionals

Presenter, CEQA Seminar, Lorman Education Services

Presenter, CEQA Workshop, Association of Environmental Professionals

Contributor, Environmental Mitigation Handbook, California's Coalition for Adequate School Housing, February 2009

Past Director/President/Newsletter Editor, Monterey Bay Area Chapter, Association of Environmental Professionals

TIME DEVOTED TO PROJECT

80%

Teri Wissler Adam

SENIOR PRINCIPAL, ENVIRONMENTAL CONSULTANT

A **Senior Principal** at EMC Planning Group, Teri Wissler Adam joined the firm in 1991. Her area of expertise is in California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance.

Teri directs the CEQA and NEPA compliance projects for the firm. She has been responsible for a large variety of private projects, including residential, commercial, industrial, mixed-use, and large specific plan and general plan projects. She has also managed several projects for public facilities, such as recycled water projects, roadway projects, bikeway projects, bridge projects, elementary schools, high schools, and college campuses, and other public facilities, such as health clinics, landfills, child development centers, and federal research facilities. She has represented public clients throughout Monterey County, San Benito County, Santa Clara County, Merced County, San Luis Obispo County, San Mateo County, Santa Cruz County, and as far south as Los Angeles County.

RELEVANT PROJECTS

- **Gilroy 2040 General Plan and Program Environmental Impact Report** | *Mintier Harnish* | Gilroy, CA
- **Glen Loma Ranch Specific Plan EIR Addendum** | *City of Gilroy* | Gilroy, CA
- **Gilroy Sports Park Ice Center IS/MND** | *City of Gilroy* | Gilroy, CA
- **Gilroy Sports Park Master Plan EIR** | *City of Gilroy* | Gilroy, CA
- **Project Garlic Industrial Distribution Facility IS/MND** | *City of Gilroy* | Gilroy, CA
- **Gilroy Square Commercial Project IS/MND** | *City of Gilroy* | Gilroy, CA
- **Luchessa Avenue – Holloway Road Industrial Warehouse Project 15183 Consistency Analysis** | *City of Gilroy* | Gilroy, CA
- **951 Renz Lane Industrial Warehouse 15183 Consistency Analysis** | *City of Gilroy* | Gilroy, CA
- **Gilroy Residential Vacant Land Inventory** | *City of Gilroy* | Gilroy, CA
- **Hecker Pass Specific Plan EIR** | *City of Gilroy* | Gilroy, CA
- **Glen Loma Ranch Specific Plan EIR** | *City of Gilroy* | Gilroy, CA
- **Downtown Gilroy Specific Plan IS/MND** | *City of Gilroy* | Gilroy, CA
- **Gonzales Community Center Complex CEQA/NEPA Compliance** | *City of Gonzales* | Gonzales, CA
- **Los Altos Community Center IS/MND** | *City of Los Altos* | Gonzales, CA
- **Santa Clara County Civic Center Relocation CEQA Compliance** | *County of Santa Clara* | San Jose, CA
- **Los Banos Police Station IS/ND** | *City of Los Banos* | Los Banos, CA
- **San Pablo City Hall Specific Plan Amendment and IS/MND** | *City of San Pablo* | San Pablo, CA
- **Rancho Cielo Youth Campus Master Plan EIR** | *County of Monterey* | Unincorporated Monterey County, CA
- **Community Hospital of the Monterey Peninsula Master Plan EIR** | *City of Monterey* | Monterey, CA
- **Monterey Peninsula College Master Plan IS/MND** | *Monterey Peninsula Community College District* | Monterey, CA
- **North Forty Specific Plan EIR** | *Town of Los Gatos* | Los Gatos, CA
- **King City Downtown Addition Specific Plan Amendment and Supplemental EIR** | *Suzie Rava* | King City, CA



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sissem@emcplanning.com

EDUCATION

M.R.P. University of North Carolina at Chapel Hill, Urban and Regional Planning, 1995

B.S. University of California at Santa Barbara, Geography, 1982

B.A. University of California at Santa Barbara, Environmental Studies, 1982

AFFILIATIONS/ACHIEVEMENTS

Awards, *City of Salinas Economic Development Element*, 2014
 • Outstanding Planning Document-Association of Environmental Professional (2016)
 • Economic Planning and Development Award of Excellence-American Planning Association, California Chapter, Northern Section (2015)
 • Economic Planning and Development Award of Merit-American Planning Association California Chapter (2015)

Presenter, Advanced CEQA Workshop, Association of Environmental Professionals (2009, 2010, 2013)

Ron Sissem, MRP SENIOR PRINCIPAL, ENVIRONMENTAL CONSULTANT

A **Senior Principal** at EMC Planning Group, Ron Sissem worked for the firm for three years writing environmental impact reports in the 1980s before taking on international assignments with USAID and the World Bank. His international experience includes national resource and protected area management in Mongolia, environmental auditing/impact evaluation to address business development lending risks in Bosnia and Herzegovina, clean technology deployment in India to reduce greenhouse gas emissions, and environmental compliance for USAID-funded economic development projects.

In 2002, Ron returned to EMC Planning Group. His primary responsibilities are to manage large land planning and environmental review projects. He assists public agencies with California Environmental Quality Act (CEQA) compliance for diverse, complex projects; manages preparation of specific plans and general plans; and manages planning and entitlement processes for private clients.

Ron is the firm's climate change/greenhouse gas emissions specialist. He manages climate change impact analyses for CEQA documents, consults local agencies on integrating climate planning strategies/policy/emission reduction measures into advanced planning documents (e.g. general plans and specific plans), and consults developers on climate change mitigation project design.

RELEVANT PROJECTS

- **NewPark Place Specific Plan and CEQA Compliance** | *City of Newark* | Newark, CA*
- **Gilroy 2040 General Plan and Program Environmental Impact Report** | *Mintier Harnish* | Gilroy, CA
- **Gilroy Sports Park Ice Center IS/MND** | *City of Gilroy* | Gilroy, CA
- **Project Garlic Industrial Distribution Facility IS/MND** | *City of Gilroy* | Gilroy, CA
- **Gilroy Square Commercial Project IS/MND** | *City of Gilroy* | Gilroy, CA
- **Luchessa Avenue ~ Holloway Road Industrial Warehouse Project 15183 Consistency Analysis** | *City of Gilroy* | Gilroy, CA
- **951 Renz Lane Industrial Warehouse 15183 Consistency Analysis** | *City of Gilroy* | Gilroy, CA
- **San Pablo City Hall Specific Plan Amendment and IS/MND** | *City of San Pablo* | San Pablo, CA
- **Ferrasci Specific Plan EIR** | *City of Salinas* | Salinas, CA
- **Vista Lucia Specific Plan EIR** | *City of Gonzales* | Gonzales, CA
- **Hecker Pass Specific Plan EIR** | *City of Gilroy* | Gilroy, CA
- **Walnut Avenue Commercial Area Specific Plan and EIR** | *City of Greenfield* | Greenfield, CA
- **North Monterey County High School Campus Improvements IS/MND** | *Lozano Smith* | Salinas, CA
- **Carmel High School Stadium Improvements EIR** | *Carmel Unified School District* | Unincorporated Monterey County, CA
- **110 Wood Road (Los Gatos Meadows) Senior Living Community EIR** | *Town of Los Gatos* | Los Gatos, CA
- **San Juan School Campus Reconstruction IS/MND** | *San Juan Aromas Unified School District* | San Juan Bautista, CA

*Project with ELS



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poulter@emcplanning.com

EDUCATION

M.C.R.P. California Polytechnic State University-San Luis Obispo, City and Regional Planning Program, Environmental Planning Concentration, 2015

B.A. Santa Clara University, History, 2008

AFFILIATIONS/ACHIEVEMENTS

Member, Association of Environmental Professionals (AEP), 2014-Present; Monterey Bay-Silicon Valley Chapter Board of Directors, Secretary (2017-2019); Member-at-Large (2024-Present)

Member, American Planning Association (APA), California Chapter, 2014-Present

Award, *Town of Corte Madera 6th Cycle (2023-2031) Housing Element Update Subsequent EIR*, Award of Merit (Outstanding Environmental Analysis Document), 2024 AEP Awards

Stuart Poulter, AICP, MCRP SENIOR PLANNER, ENVIRONMENTAL CONSULTANT

Stuart Poulter, a **Senior Planner** at EMC Planning Group, joined the firm in 2015. As a Senior Planner, his responsibilities include project management and preparation of environmental review documentation in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), with a primary interest and project experience in addressing impacts associated with wildfire hazards, historical (built) resources, and visual/scenic resources.

Stuart has demonstrated experience across a range of project types including recreation facilities, school sites, residential development, transportation facilities, coastal development/infrastructure, and commercial/ tourism development.

In addition to his environmental work, Stuart provides staff support services to various municipal planning departments, including the cities of Gilroy, Carmel-by-the-Sea, and Sand City. Processing development applications includes plan review and comments to the applicant, preparation of staff reports, findings, and resolutions, and presentations at public hearing. Additionally, he provides private clients with permit processing and entitlement assistance, constraints analyses, land use assessments, and feasibility analyses.

Prior to joining the firm and while completing his graduate degree in City and Regional Planning at Cal Poly-San Luis Obispo, Stuart worked as an environmental planning intern/technician in the private sector where he was responsible for the preparation of environmental documents in compliance with CEQA/NEPA and the preparation of permit application packages for various coastal and inland projects.

RELEVANT PROJECTS

- **Gilroy 2040 General Plan and Program Environmental Impact Report** | *Mintier Harnish* | Gilroy, CA
- **Gilroy Sports Park Ice Center IS/MND** | *City of Gilroy* | Gilroy, CA
- **951 Renz Lane Industrial Warehouse 15183 Consistency Analysis** | *City of Gilroy* | Gilroy, CA
- **Hecker Pass Specific Plan EIR** | *City of Gilroy* | Gilroy, CA
- **Ferrasci Specific Plan EIR** | *City of Salinas* | Salinas, CA
- **Vista Lucia Specific Plan EIR** | *City of Gonzales* | Gonzales, CA
- **North Monterey County High School Campus Improvements IS/MND** | *Lozano Smith* | Salinas, CA
- **Carmel High School Stadium Improvements EIR** | *Carmel Unified School District* | Unincorporated Monterey County, CA
- **110 Wood Road (Los Gatos Meadows) Senior Living Community EIR** | *Town of Los Gatos* | Los Gatos, CA
- **San Juan School Campus Reconstruction IS/MND** | *San Juan Aromas Unified School District* | San Juan Bautista, CA



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lutz@emcplanning.com

EDUCATION

B.S. California State University Monterey Bay, Environmental Science Technology and Policy, Emphasis in Ecology and Natural Resources, 2014

AFFILIATIONS/ACHIEVEMENTS

Member, Association of Environmental Professionals

Shoshana Lutz SENIOR PLANNER, ENVIRONMENTAL CONSULTANT

Shoshana Lutz, an **Senior Planner** at EMC Planning Group, joined the firm in 2017 with the primary responsibility of writing and managing initial studies, environmental impact reports, and categorical exemptions in compliance with the California Environmental Quality Act (CEQA). Shoshana also prepares categorical exclusions under the National Environmental Policy Act (NEPA).

She has experience across a range of project types including residential and commercial development, school sites, recreation facilities, and coastal development/infrastructure. In addition to her environmental work, Shoshana provides private clients with permit processing and entitlement assistance as well as ongoing municipal planning assistance and representation at public meetings.

Prior to joining EMC Planning Group, Shoshana worked for the City of Carmel-by-the-Sea in the Community Planning and Building Department. Her responsibilities included assisting with preliminary plan check review for building and planning applications, conducting preliminary site assessments on residential properties, and conducting preliminary design reviews in residential and commercial areas.

RELEVANT PROJECTS

- **Gilroy 2040 General Plan and Program Environmental Impact Report** | *Mintier Harnish* | Gilroy, CA
- **Project Garlic Industrial Distribution Facility IS/MND** | *City of Gilroy* | Gilroy, CA
- **Gilroy Square Commercial Project IS/MND** | *City of Gilroy* | Gilroy, CA
- **Luchessa Avenue – Holloway Road Industrial Warehouse Project 15183 Consistency Analysis** | *City of Gilroy* | Gilroy, CA
- **951 Renz Lane Industrial Warehouse 15183 Consistency Analysis** | *City of Gilroy* | Gilroy, CA
- **Gonzales Community Center Complex CEQA/NEPA Compliance** | *City of Gonzales* | Gonzales, CA
- **King City Downtown Addition Specific Plan Amendment and Supplemental EIR** | *Suzie Rava* | King City, CA
- **Ferrasci Specific Plan EIR** | *City of Salinas* | Salinas, CA
- **Vista Lucia Specific Plan EIR** | *City of Gonzales* | Gonzales, CA
- **San Juan School Campus Reconstruction IS/MND** | *San Juan Aromas Unified School District* | San Juan Bautista, CA
- **Meridian Village Residential Subdivision IS/MND** | *City of Hollister* | Hollister, CA



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mortensen@emcplanning.com

EDUCATION

M.S. California State University Monterey Bay, Environmental Science, 2019

B.S. California State University Monterey Bay, Environmental Science Technology and Policy, 2017

A.S. Cerritos College, Natural Sciences, 2015

AFFILIATIONS/ACHIEVEMENTS

UC San Diego CEQA Practice Certification, current enrollment

Successful completion Grade I Wastewater Plant Operator Examination, 2014

Zane Mortensen, MS ASSOCIATE PLANNER, ENVIRONMENTAL CONSULTANT

Zane Mortensen, an **Associate Planner** at EMC Planning Group, joined the firm in 2022 to provide support in the preparation of environmental planning and land use documents for a variety of development projects such as residential sites, schools, subdivisions, specific plans, hospitals, and recreational facilities. Primary responsibilities involve conducting air quality and greenhouse gas emissions modeling and analysis, as well as the preparation of environmental review documentation in compliance with CEQA/NEPA regulatory standards.

In May 2019, he was awarded a Master's of Science degree from the Environmental Science Graduate Program at California State University, Monterey Bay (CSUMB). During his academic career, he developed a range of skills to apply to environmental issues within the community while working on projects for both State and County entities. He also had the opportunity to participate in research focused on the development of water treatment technology aimed at remediating agricultural pollutants from local tributaries.

Upon receiving his Master's of Science degree in Environmental Science from CSUMB, Zane was hired by the Rural Community Assistance Corporation to facilitate planning efforts that supported drinking water, wastewater, and stormwater infrastructure development for low-income rural communities. His role largely involved overseeing State funded consolidation efforts between small rural community water systems and larger local utility providers.

RELEVANT PROJECTS

- **Ferrasci Specific Plan EIR** | *City of Salinas* | Salinas, CA
- **Vista Lucia Specific Plan EIR** | *City of Gonzales* | Gonzales, CA
- **San Juan School Campus Reconstruction IS/MND** | *San Juan Aromas Unified School District* | San Juan Bautista, CA
- **Gilroy Sports Park Ice Center IS/MND** | *City of Gilroy* | Gilroy, CA
- **Gilroy Square Commercial Project IS/MND** | *City of Gilroy* | Gilroy, CA
- **951 Renz Lane Industrial Warehouse 15183 Consistency Analysis** | *City of Gilroy* | Gilroy, CA
- **North Monterey County High School Campus Improvements IS/MND** | *Lozano Smith* | Salinas, CA
- **Carmel High School Stadium Improvements EIR** | *Carmel Unified School District* | Unincorporated Monterey County, CA
- **San Juan School Campus Reconstruction IS/MND** | *San Juan Aromas Unified School District* | San Juan Bautista, CA
- **Meridian Village Residential Subdivision IS/MND** | *City of Hollister* | Hollister, CA



mesposito@swagroup.com

EDUCATION

BA Landscape Architecture, with High Honors, University of California, Berkeley

PROFESSIONAL REGISTRATION

CA Landscape Architect #2908

AFFILIATIONS

Member, Urban Land Institute

Member, American Society of Landscape Architects

Member, San Francisco Planning and Urban Research Association

TIME DEVOTED TO PROJECT

75%

Marco Esposito, RLA PRINCIPAL LANDSCAPE ARCHITECT

Marco Esposito is a **Principal** focused on creating vibrant, iconic, and walkable outdoor places. His four decades of experience include leading multi-disciplinary teams on large-scale master planning and civic projects and collaborating with architects and engineers on projects of all sizes. His project portfolio features many successful collaborations with ELS.

RELEVANT PROJECTS

- **Ohlone College Facilities Master Plan** | Ohlone CCD | Fremont, CA*
- **Veterans Memorial Building & Senior Center** | City of Redwood City | Redwood City, CA*
- **Cañada College Kinesiology & Wellness Building** | San Mateo County CCD | Redwood City, CA*
- **Millbrae Recreation Center** | City of Millbrae | Millbrae, CA*
- **Downtown Dublin Urban Design & Town Square** | City of Dublin | Dublin, CA*
- **Rengstorff Park Aquatics Center** | City of Mountain View | Mountain View, CA*
- **Piedmont Community Pool** | City of Piedmont | Piedmont, CA*
- **Elk Grove Aquatic Center** | City of Elk Grove | Elk Grove, CA*
- **New Miwok Aquatic Center** | College of Marin | Novato, CA*
- **Santa Rosa Junior College Athletics Modernization** | Sonoma CCD | Santa Rosa, CA*
- **Stadium Clubhouse** | St. Mary's College | Moraga, CA*
- **Aquatic Center at Orange Memorial Park** | City of South San Francisco | South San Francisco, CA*
- **South Oxnard Aquatic Center** | City of Oxnard | Oxnard, CA*
- **College of Marin Master Plan** | College of Marin | Novato, CA*
- **Burlingame Town Square** | City of Burlingame | Burlingame, CA
- **Franklin Canyon Master Plan** | GreenPark Group | Hercules, CA
- **Santa Clara County Fairgrounds District Vision Plan** | Johnson Consulting | San Jose, CA
- **Mountain House Community Park Amphitheater** | Mountain House Developer | Mountain House, CA
- **North Livermore Specific Plan and Open Space Program** | Alameda County Planning Services | Livermore, CA
- **San Jose State University Master Plan** | Field Paoli Architects | San Jose, CA
- **University of the Pacific, North Campus Master Plan** | University of the Pacific | Stockton, CA
- **Pacific Union College Master Plan** | Pacific Union College | Angwin, CA
- **Golden Gate Seminary Master Plan** | Congregation Kol Shofar | Mill Valley, CA
- **Truckee Streetscape Master Plan** | Mactec Engineering and Consulting | Truckee, CA

*Project with ELS

TRAMUTOLA



larryt@tramutola.com

EDUCATION

B.A. in Political Science with Distinction, Stanford University

TIME DEVOTED TO PROJECT

75%

Larry Tramutola LEAD TAX BOND STRATEGIST

Larry Tramutola is recognized as one of the country's top strategists in community engagement, political strategy, and passing difficult tax measures. He is **President/CEO** of Tramutola. Larry has written three books on organizing and tax elections, including *Sidewalk Strategies: A Practical Guide for Candidates, Causes, and Communities*. Larry is the founder of The Organizing and Leadership Academy whose mission is to train the next generation of organizers and leaders.

Now regarded as the premier tax election strategist in the state, Larry Tramutola established the firm 37 years ago to help public entities plan for and pass bond and parcel tax measures. He and his colleagues provide specialized advice related to tax election feasibility, timing and sequencing of elections, planning, and communications that build community support. Tramutola has helped public agencies of all sizes and demographic profiles pass local revenue measures (some, multiple times). Tramutola is known for effective strategies, a grassroots approach to community outreach, and most importantly, thoughtful and candid political advice. Tramutola has worked collaboratively with our clients to plan for and win over 400 local tax elections in California that have produced well over \$50 billion in new revenue for community facilities (schools, hospitals, recreation centers, senior centers, services, and programs).

TRAMUTOLA



christiang@tramutola.com

EDUCATION

B.A. in Political Science, CSU Chico

Masters in Public Policy, UC Berkeley Goldman School

Christian Garcia POLITICAL STRATEGIST

Christian Garcia works with a broad range of clients, including school districts, cities, candidates, statewide propositions, and community health issues. Working closely with Larry Tramutola, he provides daily direction, training, and strategic advice on voter engagement and community outreach to clients. As a fluent Spanish speaker, he believes in training community members who don't typically engage in the political process in their community.



jen.boss@hayatbrown.com

Jenifer Boss

SENIOR FINANCING STRATEGIST

Jenifer Boss, a **Managing Director** at Hayat Brown, is an expert in P3 program development, transaction structuring, and project management. With over 15 years of public sector and advisory experience for universities and all levels of government, she specializes in project selection and delivery, capturing value, partner selection, and risk allocation strategies. Jenifer has served as the project manager for several relevant real estate and P3 engagements, including at Dartmouth College, Howard and Carlow Universities as well as mixed-use developments in Travis County, TX and Falls Church, VA.

RELEVANT PROJECTS

- **The City of Pflugerville, TX: Downtown East Civic Center Development** | Jennifer is currently providing transaction structure support for the development of a Civic Center that includes a city hall, recreation center and mixed-use development across 29 acres to support a rapidly expanding population. Work includes risk analysis, delivery options analysis, financial feasibility analysis, developer proposal evaluation, and transaction negotiation support.
- **City of Falls Church, VA: City Gateway Commercial Redevelopment** | Jennifer advised the City on a \$350 million commercial development on a city-owned, 10-acre parcel adjacent to its middle and high school education campus to offset the \$120 million cost of constructing a new high school. She provided market research, financial analysis, strategic planning, negotiation support, and P3 delivery method analysis.
- **Travis County, TX: Courthouse P3 and Mixed-Use Development** | As project manager, Jennifer advised Travis County for the monetization of a County-owned parcel in downtown Austin under a long-term ground lease to offset the cost of constructing a new \$330 million Civil and Family Courthouse. She crafted a solicitation for the development, drafted RFP evaluation criteria, evaluated financial elements of proposals, and crafted and delivered executive briefings and recommendations. She is now supporting the construction monitoring of the courthouse.
- **St. Louis County, MO: Administrative Facility Development** | As St. Louis County Government explores real estate options to upgrade or replace aging facilities in Clayton, Jennifer is supporting market and land value analyses, site identification, and financial and feasibility studies.

EDUCATION

Master of Urban Planning,
University of Michigan

Bachelor of Arts, St. Xavier
University

PROFESSIONAL AFFILIATIONS

Urban Land Institute (ULI)

Project Management
Institute

CERTIFICATIONS

PMP

Six Sigma

CCIM

Series 50 & 54 – Municipal
Advisor



daughan.pitts@hayatbrown.com

Daughan Pitts

PROJECT MANAGER FOR FINANCING STRATEGY

Daughan Pitts, a **Project Manager** at Hayat Brown, specializes in financial analysis and program management. She has served as the project manager for P3 projects representing more than \$2.5 billion in development. Daughan has provided project and program management, as well as transaction support from feasibility analysis and pre-solicitation through post-closing asset management to a variety of public and private sector clients including the Department of Veterans Affairs and the FDIC. Prior to joining Hayat Brown Daughan worked at JLL in a variety of advisory roles providing clients with financial analysis, asset management and transaction support services.

RELEVANT PROJECTS

- **Jefferson County, AL** | Daughan served as the project lead to the County as it engaged with a private partner to redevelop a 40+ acre hospital campus into a large mixed-use development. Daughan analyzed and evaluated the County's financing requirements and provided additional financial analysis, transaction structuring expertise and negotiations support.
- **DC Office of the Deputy Mayor for Planning and Economic Development: Project Good Hope** | Daughan is leading the Hayat Brown team supporting DMPED by providing market analysis and financial modeling to evaluate the feasibility of a potential stadium-anchored development on the land currently occupied by the disused RFK Stadium and the surrounding federal lands. The District of Columbia anticipates acquiring these lands from the federal government in the near future.
- **City of Austin, TX: P3 Advisory** | Daughan has supported Austin Economic Development Corporation in redeveloping two city owned sites. She is advising on creative financing mechanisms that will allow the redevelopment of the South Central Waterfront site. She is also assisting with the financial and feasibility analysis of potential uses on the Convention Center site, creating a development program to accommodate the city's goals with an emphasis on affordability and equity.
- **California State University, Long Beach, CA** | Daughan led an engagement evaluating the feasibility of the University's capital program. In this engagement, Daughan provided pro forma review as well as scenario and feasibility analysis. Additionally, Daughan developed the analysis used by CSULB to gain approval to issue bonds for the renovation of the Los Alamitos and Los Cerritos residence Halls.
- **Howard University, Washington, DC** | Daughan has provided financial analysis support to Howard University's Office of Real Estate Development and Capital Asset Management. She is currently supporting negotiations on a 450,000+ SF mixed-use urban development and supporting the negotiation of a 250-unit multifamily monetization project.

EDUCATION

Masters of Business
Administration, The
Wharton School

B.B.A. Finance, Howard
University

PROFESSIONAL AFFILIATIONS

Urban Land Institute,
DC Women's Leadership
Initiative Steering
Committee

Equitable Development
Initiative, African American
Real Estate Professionals

CERTIFICATIONS

Real Estate Broker

DC: SP98377043

MD: 655407



jelia@hextrans.com

EDUCATION

Bachelor of Science in Civil Engineering [Cum-Laude],
San Jose State University

PROFESSIONAL REGISTRATION

Registered Professional Engineer in the State of California (68719)

AFFILIATIONS/ ACHIEVEMENTS

Member, Institute of Transportation Engineers

Member, American Society of Civil Engineers

Charter Member, Transportation and Development Institute of ASCE

"Using Video Data to Measure Vehicle Operating Modes for Prediction of Emissions", Transportation Research Record 1664, September 1999. (Co-author)

Jeffrey A. Elia, P.E.

PRINCIPAL ASSOCIATE, TRAFFIC CONSULTANT

Jeffrey Elia is a **Principal Associate**. Since 1998, Jeffrey has worked on a variety of site traffic analyses, traffic engineering projects, signal design projects, signing and striping design projects, temporary traffic control plans, and transportation planning projects. He also spent 14 months working for the City of San Mateo Public Works Department as a contract employee, which involved a variety of traffic engineering issues, such as traffic control warrant analyses, investigating reports of unsafe intersections, drafting and assisting with new City transportation policies, reviewing traffic engineering reports, implementing traffic calming measures, overseeing grant projects and working with the City's traffic consultants. Jeffrey currently manages Hexagon's design practice and supervises the majority of design work conducted by the company. Jeffrey has a proven track record of effectively managing projects of all sizes and completing them on schedule and in a way that meets or exceeds client expectations.

RELEVANT PROJECTS

- **Luchessa and Holloway Off-Site Design** | *Kier & Wright* | Gilroy, CA
- **Bolsa Road Industrial Development TA** | *City of Gilroy* | Gilroy, CA
- **First and Kern Signal Design** | *City of Gilroy* | Gilroy, CA
- **6503 Cameron Blvd TCPs** | *Kier & Wright* | Gilroy, CA
- **Gilroy Citywide Traffic Monitoring Program** | *Mintier Harnish* | Gilroy, CA
- **600 Ellis Street Off-Site Design** | *Kier & Wright* | Mountain View, CA
- **Adobe North Tower Off-Site Design** | *Kier & Wright* | San Jose, CA
- **Valley Fair Mall Traffic Signals** | *HMH Engineers* | San Jose, CA
- **Crow Canyon Widening** | *RJA* | San Ramon, CA
- **40517 Albrae Street Off-Site Design** | *Kier & Wright* | Fremont, CA
- **River Islands Phase 1-2 Signal Designs** | *Rivers Islands* | Lathrop, CA
- **Stevens Creek Cycle Track Design** | *Bellecci+Associates* | Cupertino, CA
- **Caribbean Corporate Campus Off-Site Design** | *Kier & Wright* | Sunnyvale, CA
- **Intuitive Surgical Headquarters Phase 1 and 2 Off-Site Design** | *Kier & Wright* | Sunnyvale, CA
- **Coleman Highline Phase 1-2 and Earthquakes Stadium Off-Site Design** | *Kier & Wright* | San Jose, CA
- **Broadway Plaza Improvements** | *Kier & Wright* | Redwood City, CA
- **Top Golf Off-Site Design** | *HMH Engineers* | San Jose, CA
- **Bascom Station Off-Site Design** | *CBG* | San Jose, CA
- **675 Almanor Avenue Crosswalk Study** | *Kier & Wright* | Sunnyvale, CA
- **Pathline Park Phase 3, 4 and 5 Off-Site Design** | *Kier & Wright* | Sunnyvale, CA



egirod@bkf.com

EDUCATION

B.S., Civil Engineering,
Santa Clara University

PROFESSIONAL REGISTRATION

Professional Civil Engineer,
CA No. 59903

AFFILIATIONS/ ACHIEVEMENTS

LEED Accredited Professional

U.S. Green Building Council

American Society of Civil Engineers

Eric Girod, PE, LEED AP

PRINCIPAL, CIVIL ENGINEERING

A **Principal** at BKF, Eric follows a management approach that is grounded in clear communication and hands-on involvement. He strives to gain a thorough understanding of a project's needs and goals from the onset, which frames the process for delivering projects. Combining these objectives with the specific project issues, constraints, and opportunities, Eric forms a work plan to guide the design effort. He coordinates this work plan with other consultants, agencies, and special interests to provide a systematic design solution. With a critical eye on scope, schedule, and budget, Eric manages his projects to meet his clients' goals and expectations.

Eric has successfully managed a comprehensive portfolio of land development projects that range from large master planned mixed-use redevelopment, to regional infrastructure, to single-family residential. By emphasizing urban in-fill, transit-oriented development, and redevelopment projects, Eric promotes sustainable design

RELEVANT PROJECTS

- **Orange Memorial Park Aquatic Center** | *City of South San Francisco* | South San Francisco, CA*
- **Piedmont Aquatics Center** | *City of Piedmont* | Piedmont, CA*
- **Rengstorff Aquatics Center** | *City of Mountain View* | Mountain View, CA*
- **Rugby Clubhouse** | *St. Mary's College* | Moraga, CA*
- **The Exchange** | *Kilroy Realty* | San Francisco, CA
- **Flowermart** | *Kilroy Realty* | San Francisco, CA
- **Mission Bay (Storm Water & Parks)** | *Mission Bay Development Group* | San Francisco, CA
- **Gateway Campus Master Plan** | *Alexandria Real Estate Equities* | South San Francisco, CA
- **Oyster Point Redevelopment (multiple sites)** | *City of South San Francisco* | South San Francisco, CA
- **Southline Redevelopment** | *Berkeley Commons, LLC.* | South San Francisco, CA
- **South S.F. Downtown SALUP & Environmental Review** | *Page Southerland Page, Inc.* | South San Francisco, CA
- **Prologis Master Plan Support Services** | *Alexandria Real Estate Equities* | South San Francisco, CA
- **Lincoln Centre Campus** | *BioMed Realty Trust, Inc.* | Foster City, CA
- **Larkspur Smart Station Area Plan** | *City of Larkspur* | Larkspur, CA
- **El Camino Downtown Specific Plan** | *City of Menlo Park* | Menlo Park, CA
- **Mcdonald Dorsa Quarry Feasibility Master Plan** | *Braddock & Logan Associates* | Cupertino, CA
- **Warm Springs South Fremont Community Plan** | *City of Fremont* | Fremont, CA
- **Hayward 238 Entitlement Study** | *City of Hayward* | Hayward, CA
- **Mission Boulevard Corridor Specific Plan** | *City of Hayward* | Hayward, CA
- **Contra Costa County Grove County Crisis Hub Master Plan** | *City of Concord* | Concord, CA
- **Concord Downtown Specific Plan** | *City of Concord* | Concord, CA
- **Coliseum Area Specific Plan** | *City of Oakland* | Oakland, CA
- **Diridon Station Area Specific Plan** | *City of San Jose* | San Jose, CA
- **Center for Innovation (multiple sites)** | *USF Project Management*



sreynolds@bkf.com

Steven Reynolds, PE, LEED AP, QSD SENIOR PROJECT MANAGER, CIVIL ENGINEERING

With over 17 years of experience in the civil engineering industry, Steven is dedicated to enhancing communities through innovative park and recreation projects. As a **Senior Project Manager**, he brings expertise in planning, design, and execution, ensuring that every project meets the highest standards of quality and sustainability.

Steven has successfully led numerous park and recreation initiatives, ranging from urban park revitalizations and community center developments. He brings a deep understanding of the balance between environmental conservation, public engagement, and recreational functionality, allowing delivery of projects that not only meet client objectives but also enrich the lives of community members.

EDUCATION

B.S., Civil Engineering,
California Polytechnic
State University, San Luis
Obispo

PROFESSIONAL REGISTRATION

Professional Civil Engineer,
CA No. 77988

Qualified SWPPP
Developer

AFFILIATIONS/ ACHIEVEMENTS

LEED AP, U.S. Green
Building Council

RELEVANT PROJECTS

- **Orange Memorial Park Aquatic Center** | *City of South San Francisco* | South San Francisco, CA *
- **Piedmont Aquatics Center** | *City of Piedmont* | Piedmont, CA*
- **Rengstorff Aquatics Center** | *City of Mountain View* | Mountain View, CA*
- **Rugby Clubhouse** | *St. Mary's College* | Moraga, CA*
- **Canada College Kinesiology & Wellness Center** | *San Mateo Community College District* | Redwood City, CA *
- **The Exchange** | *Kilroy Realty* | San Francisco, CA
- **Flowermart** | *Kilroy Realty* | San Francisco, CA
- **Gateway Campus Master Plan** | *Alexandria Real Estate Equities* | South San Francisco, CA
- **East Grand EGA Campus** | *Alexandria Real Estate Equities* | South San Francisco, CA
- **Santa Clara County Family Justice Center** | *Santa Clara County Superior Court* | San Jose, CA
- **Piedmont Blair Park Improvements** | *City of Piedmont* | Piedmont, CA
- **Contra Costa County Grove County Crisis Hub Master Plan** | *City of Concord* | Concord, CA
- **California State University, East Bay Master Plan** | *California State University East Bay* | Hayward, CA
- **San Pablo City Hall** | *City of San Pablo* | San Pablo, CA
- **BF Sisk Courthouse Renovation** | *Fresno County Superior Court* | Fresno, CA
- **Plumas Forest Service Work Center** | *US. Department of Agriculture* | Chico, CA
- **AOC Willows Glenn County Courthouse** | *Judicial Council of California* | Willows, CA
- **USDA High Glade Lookout Design-Build** | *US. Department of Agriculture* | Upper Lake, CA

*Project with ELS



lauren.fakhoury@brightworks.net

Lauren Fakhoury, LEED AP BD+C, LEED AP O+M SUSTAINABLE HEALTHY BUILDINGS PRACTICE LEAD, LEED CONSULTANT

Drawing on more than a decade in the green building industry, Lauren Fakhoury consistently guides project teams to successfully achieve their sustainability goals and distinguish themselves in the competitive landscape of Bay Area real estate. As **Sustainable Healthy Buildings Lead**, she frequently manages aggressive sustainability programs for technology companies, governments, universities, and schools throughout the region. Lauren and the Brightworks team collaborate frequently with ELS Architects on local municipal work.

Before Brightworks, Lauren was a senior analyst in Accenture's San Jose office, focused on business and systems integration, energy, and smart buildings. She managed a team in creating a database of energy rebates, incentives, and commissioning programs and evaluated her client's product information to validate alignment with LEED criteria. She also established the project management office for a marketing transformation project, putting together a handbook for ongoing operations within the team.

RELEVANT PROJECTS

- **Fremont Civic Center Sustainability Plan - LEED Equivalency and Sustainable Master Planning Consultant** | *City of Fremont* | Fremont, CA
- **Santa Ana Memorial Park Aquatic Center - LEED Feasibility Consultant** | *City of Santa Ana* | Santa Ana, CA*
- **Piedmont Community Pool - LEED Consultant** | *City of Piedmont* | Piedmont, CA*
- **Rengstorff Park New Aquatic Center - LEED Consultant** | *City of Mountain View* | Mountain View, CA*
- **Mulford Library - LEED Consultant** | *City of San Leandro* | San Leandro, CA
- **Richmond Library Historic Rehabilitation - LEED Consultant** | *City of Richmond* | Richmond, CA
- **Napa Civic Center Design - Sustainable Design Consultant** | *City of Napa* | Napa, CA
- **Northside Branch Library - LEED Consultant** | *City of Santa Clara* | Santa Clara, CA
- **Hillview Community Center Redevelopment - LEED Equivalency Consultant** | *City of Los Altos* | Los Altos, CA
- **Madera County Courthouse - LEED Consultant** | *California Courts (AOC)* | Madera, CA

*Project with ELS

EDUCATION

Master of Science in
Construction Management,
Washington University in
St. Louis

Bachelor of Science in Civil
Engineering, Washington
University in St. Louis

PROFESSIONAL ACCREDITATIONS

LEED AP BD+C
LEED AP O+M
MyGreenLab Assessor
Fitwel Ambassador
Parksmart Advisor

AFFILIATIONS

LEED Location and Planning
Technical Advisory Group
(TAG) Member



mhulbert@
preservationarchitecture.com

EDUCATION

Bachelor of Science, Civil
Engineering, University of
California, Berkeley

PROFESSIONAL REGISTRATION

CA Architect License C
21014

Mark Hulbert HISTORIC ARCHITECT

As **Owner** of Preservation Architecture, Mark Hulbert has forty years of professional preservation experience on many important historical projects as a consultant, planner, architect and author. The range of his work includes preservation and rehabilitation consultation to property owners, project sponsors and their project teams; the preparation of historic structures reports, landscape reports, and preservation plans; cultural and historical resources evaluation and consultation specific to local, state and national criteria; and historic preservation tax credit applications. His professional qualifications exceed the Secretary of the Interior's Professional Qualifications Standards in the fields of History, Historic Architecture and Architecture, and he is listed by the State of California Historical Resources Information System as a CEQA qualified historical architect and historic preservation consultant. He also holds a Certificate in Architectural Conservation from UNESCO's International Centre for the Conservation and Restoration of Cultural Property (ICCROM) in Rome, Italy.

RELEVANT PROJECTS

- **Cesar Chavez Community Center** | City of Riverside | Riverside, CA*
- **Pier 70/20th Street Historic Buildings** | Orton Development Inc./Port of SF | San Francisco, CA
- **HJK/Oakland Auditorium** | Orton Development Inc./City of Oakland | Oakland, CA
- **La Bahia Hotel/Casa del Rey** | ACRM Architects/Seaside Co.J | Santa Cruz, CA
- **Historic Renovations** | Saint Mary's College | Moraga, CA
- **Tomales Town Hall** | Town of Tomales | Tomales, CA
- **Marin County Civic Center Chambers** | Marin County | San Rafael, CA
- **Claremont Branch Library** | City of Berkeley | Berkeley, CA
- **Richmond Civic Center** | City of Richmond | Richmond, CA
- **Ford Assembly Building** | Orton Development Inc./City of Richmond | Richmond, CA
- **Clark Kerr Campus Buildings and Landscape** | UC Berkeley | Berkeley, CA
- **Municipal Boathouse (City of Oakland)** | Oakland, CA
- **Los Gatos High School Theatre** | Los Gatos, CA
- **Campbell High School Auditorium** | Santa Clara Unified School District | Campbell, CA**
- **Lucie Stern Community Theater** | City of Palo Alto | Palo Alto, CA**
- **Geary Theater** | San Francisco, CA**

*Project with ELS

**Project Completed Prior to Preservation Architecture



a.nudel@forell.com

EDUCATION

MS, Structural Engineering,
University of California,
Berkeley

BS, Architectural
Engineering, California
Polytechnic State
University, San Luis Obispo,
CA

PROFESSIONAL REGISTRATION

California SE License
#4508

California CE License
#57521

Allen Nudel, SE, DBIA PRINCIPAL, STRUCTURAL ENGINEERING

Allen is a **Principal** at Forell Elsesser Engineers with 29 years of structural engineering experience, specializing in civic and community-focused projects. He excels in new construction, seismic retrofits, and historic renovations for public facilities, consistently optimizing structural materials and systems for efficiency and performance. Known for his methodical approach, design creativity, and exceptional attention to detail, Allen ensures the production of well-coordinated contract documents.

Allen's experience spans a variety of community projects, including collaborations with ELS on civic and aquatic facilities like the Piedmont Aquatic Center, Legends Aquatic Center at UC Berkeley, Cañada College Kinesiology & Wellness Center, College of Marin's Miwok Campus Aquatic Facility, and the City of Millbrae's new Recreation Center. Currently, Allen serves as Project Principal for the South San Francisco Civic Campus, which includes the design and construction of three major buildings: an 80,000-sf Library/Parks and Recreation Building with a City Council Chamber, a 45,000-sf Police Station, and a 9,000-sf Fire Station, all located on a 7.9-acre site. Allen is committed to enhancing the built environment for communities through resilient and innovative structural solutions.

As Principal in Charge, Allen will take a lead role in developing the project structural design criteria and obtaining structural design approval. Allen will also take responsibility for overall project quality control and delivery, as well as the administrative, financial, contract, and production management for this project.

RELEVANT PROJECTS

- **City of South San Francisco Civic Campus** | San Francisco, CA
- **City of South San Francisco Orange Memorial Park Aquatic Center** | San Francisco, CA*
- **City of Morgan Hill Public Library** | Morgan Hill, CA
- **City of Morgan Hill Recreation Center** | Morgan Hill, CA
- **City of Cupertino Civic Center, Library and Community Hall** | Cupertino, CA
- **Veterans Memorial Building & Senior Center** | Redwood City, CA
- **City of Carmichael Public Library** | Carmichael, CA
- **City of Berkeley Civic Center** | Berkeley, CA*
- **Laney College Theater Modernization** | Oakland, CA*
- **City of Elk Grove Aquatic Center** | Elk Grove, CA*
- **City of Millbrae Recreation Center** | Millbrae, CA*
- **City of Piedmont Aquatic Center** | Piedmont, CA*
- **UC Berkeley Legends Aquatic Center** | Berkeley, CA*
- **Cañada College Kinesiology & Wellness Center** | Redwood City, CA*
- **College of Marin Miwok Campus, Aquatic Facility** | Novato, CA*
- **College of San Mateo Health and Wellness** | San Mateo, CA
- **Taube-Koret Campus for Jewish Life Community Center** | Palo Alto, CA
- **City College of San Francisco Chinatown/North Beach Campus** | San Francisco, CA
- **City College of San Francisco Daycare Center Evaluation** | San Francisco, CA
- **UCSF Ray & Dagmar Dolby Regeneration Medicine Building** | San Francisco, CA
- **CSU East Bay CORE Library** | Hayward, CA
- **CSU East Bay Student Services & Administration Building** | Hayward, CA

*Project with ELS



gsingh@gb-eng.com

EDUCATION

B.S. with Honors in Mechanical Engineering, Dundee University, Dundee, UK

PROFESSIONAL REGISTRATION

CA Engineering License #M33399

AFFILIATIONS/ACHIEVEMENTS

LEED Accredited Professional

American Society of Heating, Refrigeration & Air Conditioning Engineers

American Institute of Architects, Central Valley Chapter

Gurdaver Singh, PE, LEED AP PRINCIPAL, MEP ENGINEERING

Gurdaver is a **Principal** at Guttman & Blaevoet. He brings 30 years of experience as a principal engineer in mechanical and electrical design for building services in civic/public, higher education, commercial, and healthcare projects. He provides exceptional project management, delivering on time and within the budget.

As a strong proponent of sustainable design, he is specialized in low to zero net energy and zero carbon/all-electric buildings. He has won three ASHRAE Technology Awards for creative design solutions and is a frequent speaker at industry conferences and seminars. Educated and professionally trained in the United Kingdom, he is very familiar with both LEED and BREEAM (UK) criteria.

RELEVANT PROJECTS

- **Facilities Master Plan (2027-2037)** | *San Jose-Evergreen Community College District* | San Jose, CA
- **Facility Assessment & Master Plan for 25 Buildings** | *UC Davis Health* | Sacramento, CA
- **Corporation Yard Site Feasibility & Modernization Plan** | *City of Sunnyvale* | Sunnyvale, CA
- **Facility Assessment & Upgrade Site Assessment for 96 buildings** | *PG&E* | Northern California
- **East Campus Operations Center Programming & Criteria Documents** | *Sacramento Municipal Utility District* | Sacramento, CA
- **Critical Facility Feasibility Study** | *Sacramento Municipal Utility District* | Sacramento, CA
- **Facilities Master Plan** | *VA Palo Alto Health System* | Menlo Park, CA
- **City Hall 3rd Floor Renovation** | *City of Mountain View* | Mountain View, CA
- **Planning & Criteria Documents for 3 Fire Stations** | *County of San Mateo* | San Mateo, CA
- **Department of Public Utilities Operations Building** | *City of Fresno* | Fresno, CA
- **Animal Services Center** | *County of Santa Clara* | San Martin, CA
- **Employment & Human Services Building 2nd Floor Tenant Improvement** | *County of Contra Costa* | Hercules, CA
- **BART Police Department Renovation** | *Bay Area Rapid Transit District* | Oakland, CA
- **San Leandro Senior Center** | *City of San Leandro* | San Leandro, CA
- **Pickleweed Park Community Center** | *City of San Rafael* | San Rafael, CA
- **Heather Farm Park Aquatic/Community Center** | *City of Walnut Creek* | Walnut Creek, CA
- **Valley Hi-North Laguna Library** | *City of Sacramento* | Sacramento, CA
- **Milpitas Library** | *County of Santa Clara* | Milpitas, CA
- **Walnut Creek Library** | *County of Contra Costa* | Walnut Creek, CA
- **Rengstorff Park Aquatics Center** | *City of Mountain View* | Mountain View, CA
- **Orange Memorial Park Aquatic Center** | *City of South San Francisco* | South San Francisco, CA*
- **Piedmont Community Pool** | *City of Piedmont* | Piedmont, CA*
- **Animal Shelter** | *County of San Mateo* | San Mateo, CA
- **Reach Code Technical Assistance** | *City of Healdsburg* | Healdsburg, CA
- **Valley Health Centers** | *County of Santa Clara Valley Health & Hospital System* | Gilroy, Milpitas, Sunnyvale, CA

*Project with ELS



mbrown@gb-eng.com

EDUCATION

B.S. Electrical Engineering, San Francisco State University, San Francisco, CA

PROFESSIONAL REGISTRATION

CA Engineering License #E19513

AFFILIATIONS/ACHIEVEMENTS

Institute of Electrical and Electronics Engineers

National Society of Professional Engineers

Mark Brown, PE ASSOCIATE PRINCIPAL, ELECTRICAL ENGINEERING

Mark is an **Associate Principal** at Guttman & Blaevoet. He has a combined 25 years of experience in electrical engineering design, commissioning, and hands on field operations in normal and emergency power distribution, lighting, fire alarm, control, and low voltage systems.

He has worked closely with civic/public, higher education, commercial, healthcare, and industrial clients as well as design and construction trade partners. He also brings special knowledge in industrial engineering, controls, and power plant maintenance and operations.

Mark is passionate about providing fully integrated, functional design solutions that not only meet his clients' needs from day one but also support their facility's future growth.

RELEVANT PROJECTS

- **Facilities Master Plan (2027-2037)** | *San Jose-Evergreen Community College District* | San Jose, CA
- **Facility Assessment & Upgrade Program Validation for 11 Service Centers** | *PG&E* | Northern California
- **Planning & Criteria Documents for 3 Fire Stations** | *County of San Mateo* | San Mateo, CA
- **Oak Grove Crisis Hub Campus Improvements & Feasibility Study** | *County of Contra Costa* | Concord, CA
- **City Hall 3rd Floor Renovation** | *City of Mountain View* | Mountain View, CA
- **City Hall Locker Room Tenant Improvement** | *City of Mountain View* | Mountain View, CA
- **Mountain View Fire Station #1 Extension** | *City of Mountain View* | Mountain View, CA
- **Mountain View Fire Station #4 Extension** | *City of Mountain View* | Mountain View, CA
- **Superior Court Tenant Improvement** | *County of Kings* | Hanford, CA
- **Animal Services Center** | *County of Santa Clara* | San Martin, CA
- **Gene Friend Recreation Center** | *City and County of San Francisco* | San Francisco, CA
- **Pleasant Hill Senior Center** | *Pleasant Hill Recreation and Park District* | Pleasant Hill, CA
- **Lakewood Branch Library & Learning Center** | *City of Sunnyvale* | Sunnyvale, CA
- **Petaluma Regional Library Refresh** | *County of Sonoma* | Petaluma, CA
- **Heather Farm Park Aquatic/Community Center** | *City of Walnut Creek* | Walnut Creek, CA
- **Rengstorff Park Aquatics Center** | *City of Mountain View* | Mountain View, CA*
- **Orange Memorial Park Aquatic Center** | *City of South San Francisco* | South San Francisco, CA*
- **Piedmont Community Pool** | *City of Piedmont* | Piedmont, CA*
- **South Oxnard Aquatics Center** | *City of Oxnard* | Oxnard, CA*
- **Santa Ana Memorial Park Aquatics Center** | *City of Santa Ana* | Santa Ana, CA*
- **Casa Peralta Improvements** | *City of San Leandro* | San Leandro, CA
- **Downtown Core Improvements** | *City of Livermore* | Livermore, CA
- **San Francisco Conservatory of Flowers Renovation** | *City and County of San Francisco* | San Francisco, CA

*Project with ELS



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Nick Mata, CPE SENIOR COST ESTIMATOR

Nick serves as Cumming's **Regional Director**, with 22 years of cost estimating experience within the construction industry. With a diverse portfolio of project experience, Nick's work has spanned services for science and technology, healthcare, K12, higher education, civic, and other markets in California. As a cost management leader, Nick's background in research and conceptual estimating for large-scale projects is invaluable. He is skilled in leading cost teams through milestone estimating, value engineering analysis, change order evaluation, and estimate reconciliation for projects across all sectors. He is proficient at providing services for capital programs, master plans, facility studies, renovations, new construction, and modernizations alike.

EDUCATION

Bachelor of Science, Civil Engineering, University of California, Berkeley

PROFESSIONAL REGISTRATION

Certified Professional Estimator (CPE), American Society of Professional Estimators

RELEVANT PROJECTS

- **New City Hall** | *City of San Ramon* | San Ramon, CA
- **Civic Center Modernization Master Plan** | *City of Sunnyvale* | Sunnyvale, CA
- **New Animal Care and Control Building** | *City and County of SF* | San Francisco, CA
- **Traffic Company and Forensic Services Division Facility** | *City and County of SF* | San Francisco, CA
- **Bahia Childcare Center Renovations** | *Berkeley, CA**
- **Mental Health Services Building Renovation** | *City of Berkeley* | Berkeley, CA*
- **Rose Garden Trellis Repair/Rehabilitation Options** | *City of Berkeley* | Berkeley, CA*
- **Telegraph-Channing Parking Garage Elevator Upgrades** | *City of Berkeley* | Berkeley, CA*
- **Downtown Oakland Senior Center Improvements** | *City of Oakland* | Oakland, CA*
- **Zero Waste Office Division Renovations** | *City of Berkeley* | Berkeley, CA
- **City Center Renovation** | *City of Cupertino* | Cupertino, CA
- **City Hall Renovation & Expansion Options for Dept. Consolidation and New Community Dev. Center** | *City of Healdsburg* | Healdsburg, CA
- **New Operations Center** | *City of Palo Alto* | Palo Alto, CA
- **New Public Safety Building and Parking Garage** | *City of Palo Alto* | Palo Alto, CA
- **New Emergency Operations Center Feasibility Study** | *Contra Costa County* | Martinez, CA
- **New Public Safety Building and Emergency Operations Center** | *Contra Costa County* | Martinez, CA
- **New County Office Bldg. 3** | *County of San Mateo* | Redwood City, CA
- **Civic Center Campus Renovation/New Construction Master Plan** | *County of Santa Clara* | San Jose, CA
- **Crime Lab Water Quality Project** | *County of Santa Clara* | San Jose, CA
- **New Ambulatory Specialty Center** | *County of Santa Clara* | San Jose, CA
- **East Wing Building Management System Upgrade Phase 2** | *County of Santa Clara* | San Jose, CA
- **Former City Hall Re-Use Feasibility Study** | *County of Santa Clara* | San Jose, CA
- **Sheriff Admin. Bldg. New 12kV Switchgear & MV Breakers Replacement** | *County of Santa Clara* | San Jose, CA
- **New 911 Facility Assessment/Study** | *Snohomish County* | Everett, WA
- **New Empire Branch Library** | *Stanislaus County* | Empire, CA

*Project with ELS



david@californiaconsulting.org

David Marquez SENIOR GRANT WRITER

David Marquez, **Senior Grant Writer**, has been with California Consulting for over 12 years. He is focused on developing capacity building and community development-related services on behalf of nonprofit agencies, local government, and the private sector to serve the diverse communities of California. He has extensive experience and familiarity in the area of community and economic development, social and health services, and planning and land use issues. He has combined his knowledge of varied issues with his experience in policy development, coalition building, grant management, fund development, and local government to develop both strategies for issue-oriented advocacy and program sustainability for his clients.

David served as Chief Deputy of Legislation and Policy for former Los Angeles Councilmember Mike Hernandez, where he managed the legislative and planning staff. He began his career as a community organizer, over twenty years ago in East Los Angeles.

EDUCATION

Master's Degree, University of La Verne

Bachelor of Arts, University of La Verne

RELEVANT PROJECTS

- **California Natural Resources Agency-Urban Greening** | *CalFire* | City of Baldwin Park
- **Prop 64 Public Health and Safety Program** | *Board of State and Community Corrections and Culture* | County of San Benito
- **LA County Parks and Recreation Prop Competitive Grant Fund Open Space** | *Los Angeles County* | City of Maywood
- **LWCF Grant** | *California Department of Parks and Recreation* | City of Berkeley
- **CalFire Urban Forest Improvement and Expansion Grant** | *CalFire* | City of Maywood
- **Statewide Park Development and Community Revitalization Program (SPP)** | *California Dept. of Parks & Recreation* | City of Baldwin Park
- **Statewide Park Development and Community Revitalization Program (SPP)** | *California Dept. of Parks & Recreation* | City of Bell
- **Project Proposal Requests for federal funding through the FY23 Appropriations process** | *Congresswoman Grace Napolitano - Community Project Fund* | City of Baldwin Park
- **Los Angeles County Open Space District, Maintenance, Operations and Excess Funds (MS&E) Grant** | *Los Angeles County* | City of Baldwin Park
- **Measure A - Facility** | *Los Angeles County Regional Parks and Open Space District* | *Measure A - Facility* | City of Bell
- **Community Benefit Grant Program** | *Kaiser Permanente* | City of Baldwin Park
- **State Budget Request for Community Projects** | *Assemblywoman Blanca Rubio-State Budget Request* | City of Baldwin Park
- **Urban Greening Grant** | *California Natural Resources Agency* | City of Baldwin Park
- **Summer Concert Grant** | *Los Angeles County Department of Arts* | City of Maywood
- **SPP Prop 68 Round 4** | *State of CA, Department of Parks and Recreation* | City of Baldwin Park
- **Southern California Association of Governments (SCAG)** | *Sustainable Communities Grant* | City of Maywood
- **SPP Prop 68 Round 4** | *State of CA, Department of Parks and Recreation* | City of Baldwin Park
- **SPP Prop 68 Round 4** | *State of CA, Department of Parks and Recreation* | City of Berkeley
- **Clean California Local Grant Program** | *Caltrans* | City of Maywood



Project Elevate Retail Mixed-Use Master Plan | Elk Grove, CA

2b + prior relevant experience

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els+ E M C



NewPark Specific Plan | Newark, CA

+ prior relevant experience
civic projects



Veterans Memorial Senior Center | CITY OF REDWOOD CITY

ELS is collaborating with the City of Redwood City Parks, Recreation, and Community Service Department on the \$61M construction of a new, 46,000 sf Veterans Memorial Building in Red Morton Park. The project provides new educational, fitness, and recreational resources for the community while preserving and expanding valued green space in Red Morton Park. It will feature exhibition space honoring local veterans and NFL alumni of Northern

California, including interactive displays and rotating exhibits.

The naturally ventilated buildings are targeting LEED Platinum and Zero Net Energy, following an innovative approach using solar chimneys, hydraulic piping, thermal mass, solar mitigation, and daylighting strategies. A robust community process, including a traffic calming study, engaged neighborhood and stakeholder groups in developing

the design approach. The new facility has an active pedestrian promenade enlarging the amount of walkable space in Red Morton Park with updated landscaping of native plants including 100 newly planted trees, permeable paving, and bioswales. This project, currently in construction, is the winner of the all-electric leadership award for 2021 from Peninsula Clean Energy and the New Buildings Institute.





Newark Civic Center Master Plan Concept | CITY OF NEWARK

ELS, together with its design-build partner, envisioned this reorganization of Newark's existing civic center site and buildings, starting with the demolition of the old city hall and inserting the necessary components of a modern civic campus. Our work called for three new, ground-up structures (city administration, library, and police department). This work also sought to relocate the library following the conversion of its existing historic shell to other uses.

For this effort, we focused on the quality of the user experience, with efficient vehicular and pedestrian circulation complemented throughout by paving materials that offered variations in color and texture. We raised the building pads of the three new structures by 1.5 feet to eliminate the expense of off-hauling site soils; this also served to enhance the civic presence of the library and administration buildings along the adjacent boulevard and sidewalk

while facilitating a pleasing entry sequence. For the project's three new buildings, we proposed a chassis-based modular structure system that offered numerous benefits including reductions in cost, waste, and noise.





NewPark Specific Plan | CITY OF NEWARK

The NewPark Specific Plan, developed in collaboration with EMC Planning Group, charts a course for a new, mixed-use urban center surrounding a revitalized regional mall. ELS' strategy transforms vast parking lots into mixed-use parcels, streets, and plazas that support and enhance the core retail asset and deliver public amenities currently unavailable in Newark. Key to the plan is the reimagining of the mall anchors into retail and

entertainment destinations that drive circulation in and outside the mall.

Each parcel was designed with the flexibility to respond to changing market forces, supporting a variety of configurations. The plan strategically focuses development opportunity to create a critical mass that can catalyze the larger commercial district.

7.3





Brentwood Innovation Center | CITY OF BRENTWOOD

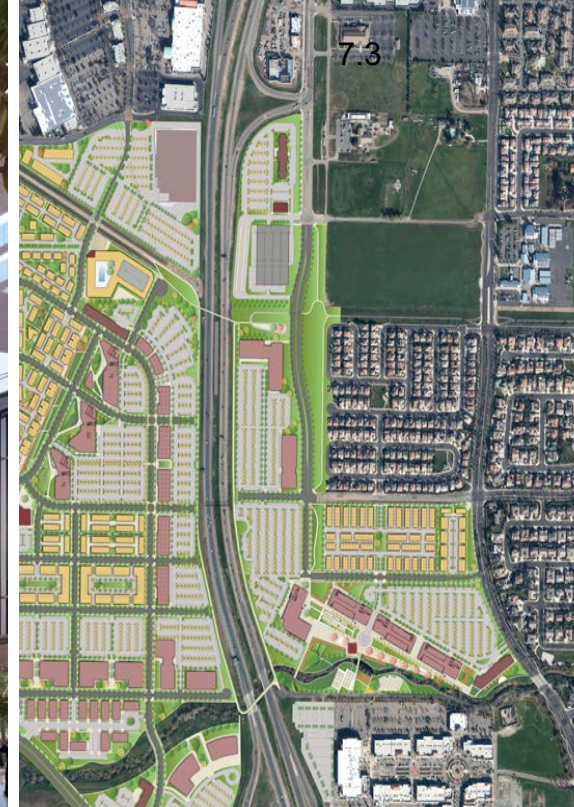
ELS worked with Brentwood city officials and EMC Planning Group to masterplan this 300-acre project geared toward use as a next-generation town center and mixed-used development.

Our vision makes the most of connections to existing lifestyle, retail, and residential areas while harnessing the multi-modal potential of nearby bicycle and pedestrian trails, a planned BART station, and two freeway exits. Our

vision seamlessly weaves the existing streets of Brentwood through the site, linking future employers and employees with established shops, grocery stores, schools, theaters, new homes, and direct connections to parks and trail systems.

Parcel sizes are flexible, aimed at accommodating employer preferences. The development is attractive to a variety of life science/medtech and mixed-use developers and

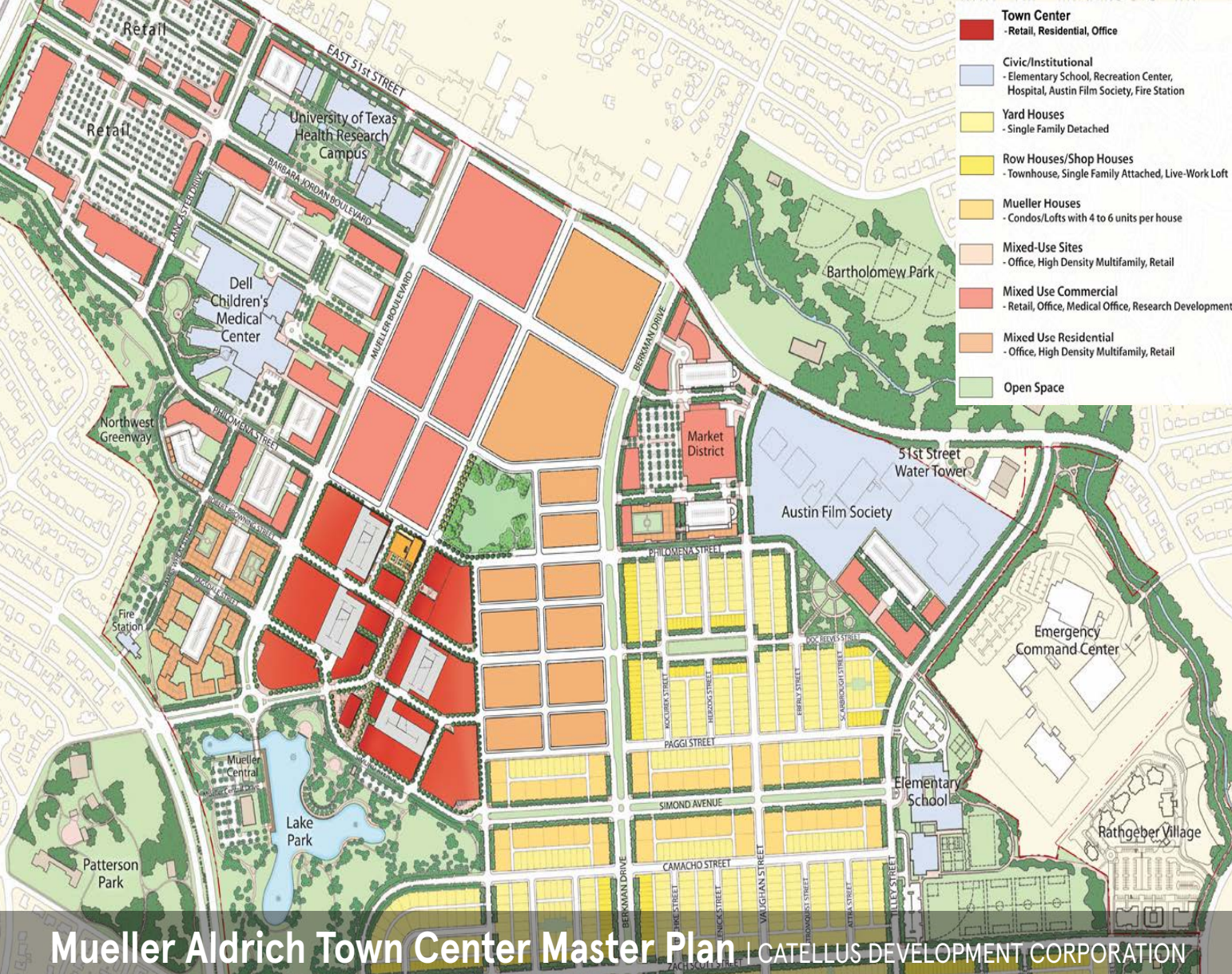
represents one of the few remaining shovel-ready properties of this scale in the entire San Francisco Bay Area.





Millbrae Recreation Center | Millbrae, CA

+ prior relevant experience
recreation projects



Mueller Aldrich Town Center is the commercial and social center of the broader 745-acre redevelopment of the Mueller Airport in Austin, Texas. ELS worked with Catellus to develop a pedestrian oriented, mixed-use district with an experiential main street bridging the Urban North Park to the regional destination Lake Park at the south. After organizing the street and block structure, ELS master planned each block with

detailed plans for various housing, office, retail, and entertainment uses that Catellus then used to entice, and negotiate terms with third party developers such as Amli and Shorenstein. The blocks were designed to accommodate both wrapped and podium garage configurations. The sustainably designed, LEED ND Gold certified mixed-use district has been developed over time with multiple architects. ELS provided the planning for many

of the developments, ensuring that the building program developed by third party developers contributed to the life on the street and other overarching goals of the development.

Following the conclusion of our master plan services on the Town Center, ELS collaborated with a local architect to design the four-story, 275,000-sf Austin Energy Headquarters, which was ultimately certified LEED Platinum and WELL Platinum.



Millbrae Recreation Center | CITY OF MILLBRAE

Following the destruction of a previous recreation center in a 2016 fire, its swift replacement was one of the Millbrae City Council's highest priorities.

This social and recreational resource occupies the same, park-adjacent site as its predecessor; at 23,500 sf, it is 5,000 sf larger than before. Design and construction, at a cost totaling \$28MM, were fast-tracked through a design-build model. The facility holds a licensed preschool, fitness classes,

and seniors' activities, with a spacious and flexible grand room supporting an array of community events and boasting great natural daylight and views of the park and San Francisco Bay. A roll-down door allows the community room and kitchen to be used after hours, even when the rest of the building is closed.

This project is the recipient of a National Award of Merit from the Design-Build Institute of

America's Western Pacific Region, in the Civic/Assembly category.





Berkeley High School Extension | BERKELEY UNIFIED SCHOOL DISTRICT

The new athletics and aquatics complex at Berkeley High School enlivens the urban campus and encourages after-hours use by students and community members. Located on a narrow site at the edge of campus, the addition completes a central quadrangle envisioned as part of the school's 1930s-era master plan. ELS' work includes a gymnasium, a 50-meter indoor pool, dance studios, a student union and dining hall, a library, offices,

and a college counseling center. ELS designed the addition to take maximum advantage of daylight, exceeding state energy standards. The gym and pool areas feature large clerestory windows and the north side of the library's reading room is fully glazed. The project also emphasized recycled and renewable materials, low-emission glazing, and the use of energy-efficient equipment.

This project's honors include an Award of

Excellence from AIA California, a Merit Award from AIA East Bay, an Innovative Architecture and Design Award from *Recreation Management Magazine*, and the President's Award from the Downtown Berkeley Association.





Cañada College Wellness Center | SAN MATEO COUNTY CCD

Cañada College's new LEED Gold-certified Wellness and Aquatics Center replaces a 1967-built gym. Uniting kinesiology, athletics and dance facilities into a dynamic, holistic home for wellness, the center helps students advance in movement studies, competitive sports, and fitness. The facility includes two pools, basketball/volleyball courts with retractable bleachers, a weight room, dance studios, cafe, and locker room facilities for the men's and

women's basketball and volleyball teams. It offers a membership option for the general public, making it the only public pool available in Redwood City. Cantilevered 30 feet over its hillside location, the facility is marked by a three-story-translucent lightbox that provides natural light by day and illuminates the core by night. Located in a Wildland-Urban Interface, the building uses discreet fire-safety solutions including infrared flame-detectors.

This project has received awards from AIA San Mateo County, AIA East Bay, Community College Facility Coalition, DBIA Western Pacific Region, Silicon Valley Business Journal, ENR National and ENR California, among many others.



7.3





Grand Theatre Center for the Arts| Tracy, CA

+ prior relevant experience
historic projects



San Jose Civic | TEAM SAN JOSE/CITY OF SAN JOSE

Built in 1936, the San Jose Civic (formerly known as the City National Civic, among other names) is a Spanish Mission-style, dual-level venue that historically hosted a wide range of civic events, including performing arts, conventions, city dances and general assembly. Retaining the building's historic character, ELS renovated the Civic to feature 3,000 seats in concert form (or 500 seats in banquet form), four meeting rooms for 110

seats, five food and beverage concession spaces, restroom improvements, as well as improvements to the 380-seat Montgomery Theatre that is home to San Jose Children's Musical Theater. Much of the rehabilitation was completed while the theater remained in operation.

Officially reopened, the Civic continues its tradition as the favored concert venue for Silicon Valley under the promotion of Nederlander

Concerts and provides a major program venue for the McEnery Convention Center directly across on San Carlos Street.





César Chávez Community Center | CITY OF RIVERSIDE

For this important community landmark, ELS is overseeing essential upgrades that will ensure the vitality of the site for generations to come. Originally comprising a public school and a vocational building, the complex was designed in the Spanish Colonial Revival style by prominent Los Angeles architect John C. Austin and built in 1928. Today, this community center hosts numerous non-profit organizations, with original classrooms now used

for instruction in dance, music, and the visual and performing arts, along with office space for local non-profits and a community meeting room. Our goal is to support these uses by upgrading the overall experience, reverse prior non-historic modifications, and enabling new, revenue-generating programming opportunities.

All in accordance with the Secretary of the Interior's Standards for the Treatment of Historic

Properties, our scope has included upgrading the auditorium in support of more live performances, making ADA improvements, and replacing exterior windows; we are also modifying the classrooms to address their specific uses, along with upgrades to the fire protection and HVAC systems and installing new lobby seating areas.





Lisser Hall | MILLS COLLEGE AT NORTHEASTERN UNIVERSITY

The renovated historic Lisser Hall provides state-of-the-art academic teaching facilities for the dance, theater and digital arts departments, with three flexible venues available for community rentals. The building renovation included a complete seismic retrofit and created a fully accessible facility with a new elevator, stage lift, entry ramp and restrooms.

A new 2,000 sf deck overlooks Leona Creek and provides an outdoor gathering space for students. Located at the heart of the campus, the renovated Lisser Hall serves as an interdisciplinary center, activating student use by hosting a wide range of lectures, readings, performances, conferences and community events.

This project won a Preservation Design Award from the California Preservation Foundation.





Grand Theatre Center for the Arts | CITY OF TRACY

The Grand Theatre Center for the Arts integrates several restored buildings on half a city block into a new arts complex, which includes a 560-seat proscenium theater, a 100-seat black box theater, dance, visual arts, and music studios, and art galleries located in former street front retail spaces.

The former spaces between the buildings have been captured as programmed space to create a new lobby lit by skylights. Rather than seeking a

unifying design vocabulary, each building expresses its individual character, maintaining the rich variety and personality of a downtown that feels attractively authentic.

This project won a Preservation Design Award from the California Preservation Foundation and a California Heritage Council Award.





Brentwood Innovation Center | Brentwood, CA

3 + references

References

Below are references for work performed by ELS within the past 10 years.

SUZI FURJANIC

Parks Planning Manager,
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714.571.4241

Memorial Park Aquatics Center & Master Plan City of Santa Ana

ELS+SWA are working with the City of Santa Ana to provide concept planning for a new aquatics facility and master plan for Memorial Park. Dedicated in May 1950, this is a 16.3-acre city park located near the city center, surrounded by single-family homes. It currently holds ballfields, a concession/restroom building, basketball courts, courts for volleyball and handball, areas for fitness equipment and a playground area, a band shell and lawn areas, and the city's largest municipal swimming pool, from 1956. The project will provide a strategic method of redevelopment for Memorial Park, including rebuilding the aquatics facility.

The project scope is currently projected to include rooms for public events and fitness training, a splash park, sports courts (for basketball, volleyball, hand ball, pickle ball), and areas for fitness equipment, picnicking, recreation, and concerts. The new pool will measure 25 feet by 50 meters, with a maximum depth of seven feet. Our low-rise design for this project draws on the residential typologies found throughout the adjacent neighborhood while its sawtooth roof line pays tribute to the area's agricultural past.

CHRIS BETH

Retired Director of Parks, Recreation, and Community Services,
City of Redwood City
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Veterans Memorial Senior Center & Joint YMCA City of Redwood City

ELS is collaborating with the City of Redwood City Parks, Recreation, and Community Service Department on the \$61M construction of a new, 46,000 sf Veterans Memorial Building in Red Morton Park. The project provides new educational, fitness, and recreational resources for the community while preserving and expanding valued green space in Red Morton Park. It will feature exhibition space honoring local veterans and NFL alumni of Northern California, including interactive displays and rotating exhibits. The buildings are naturally ventilated and are targeting LEED Platinum and Zero Net Energy. The innovative approach includes solar chimneys, hydraulic piping, thermal mass, solar mitigation, and daylighting strategies. A robust community process, including a traffic calming study, engaged neighborhood and stakeholder groups in developing the design approach. The new facility has an active pedestrian promenade enlarging the amount of walkable space in Red Morton Park with updated landscaping of native plants including 100 newly planted trees, permeable paving, and bioswales. This project is the winner of the all-electric leadership award for 2021 from Peninsula Clean Energy and the New Buildings Institute.

CHRIS DELA ROSA

Vice President,
Ohlone College
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Ohlone College Facilities Master Plan Fremont & Newark, CA

ELS, in conjunction with SWA and NeuCampus Planning, performed facilities assessments (including space utilization and physical condition reviews) at the College's original Fremont Campus and the more recent Newark Center, noting where existing buildings can be modernized in addition to identifying key areas for enhancement; we also proposed the addition of a new student housing project—the first such development for Ohlone College. We identified growth opportunities related to financing, diversity, and community engagement, looking closely at post-pandemic enrollment alongside the area's evolving demographics and challenging costs of living. By helping Ohlone forge new connections among its adjoining cities, we have worked to expand the College's reach by identifying programs and partnerships that would be mutually beneficial for the College and those cities, including sharing agreements and on-campus commercial uses. We also explored methods to appeal to non-traditional students and to develop a greater emphasis on continued learning and enrichment programs.

TERRENCE GRINDALL**Former Assistant City Manager, City of Brentwood**

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Brentwood Innovation Center**City of Brentwood**

ELS worked with Brentwood city officials and EMC Planning Group to masterplan this 300-acre project geared toward use as a next-generation town center and mixed-used development.

Our vision makes the most of connections to existing lifestyle, retail, and residential areas while harnessing the multi-modal potential of nearby bicycle and pedestrian trails, a planned BART station, and two freeway exits. Our vision seamlessly weaves the existing streets of Brentwood through the site, linking future employers and employees with established shops, grocery stores, schools, theaters, new homes, and direct connections to parks and trail systems. Parcel sizes are flexible, aimed at accommodating employer preferences. The development is attractive to a variety of life science/medtech and mixed-use developers and represents one of the few remaining shovel-ready properties of this scale in the entire San Francisco Bay Area.

HAZEL WETHERFORD**Deputy City Manager, City of Dublin**

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Downtown Dublin Preferred Vision**City of Dublin**

The City of Dublin selected ELS in partnership with Urban Field Studio, to develop an actionable urban design plan for their downtown. The resulting Preferred Vision includes a new and extensive street grid network, including a main street experience, a new town square, and a mix of supportive land uses such as retail, office, hotel, and residential. The plan will create a focal point and sense of place for the surrounding community. The district is anchored by a town square, a one-acre park envisioned with surrounding shops and restaurants. Featuring open space designed for activation, the town square could host classes, concerts, movies, markets, and other events. Surrounding the square, a new street grid breaks down existing blocks into smaller, more walkable segments, lined with active ground-floor uses. The mixed-use format of the proposed downtown helps diversify the economic base of the entire district, inviting a range of activity and creating the flexibility to endure changing economic conditions. The Preferred Vision reflects influence and support from both private and public sectors and will guide future development, elevating the City's ability to be a regional destination for jobs, housing, and cultural activities. The project received an Award of Merit in Urban Design from the APA California Northern Chapter – Northern Section, 2022, and an Honor Award from the AIA California Urban Design Awards, 2021.

Samples of Past Work**BRENTWOOD INNOVATION CENTER**

<https://www.brentwoodca.gov/home/showpublisheddocument/6558/638061902855700000>

innovatebrentwood.com

MEMORIAL PARK AQUATICS CENTER & MASTER PLAN

<https://tinyurl.com/5n8xudy7>

OHLONE COLLEGE FACILITIES MASTER PLAN

<https://tinyurl.com/237frbbc>



Lisser Hall Historic Renovation, Mills College at Northeastern University | Oakland, CA

4 + proposed methodology

Proposed Methodology

Project Understanding

In planning for the future of its civic campus, the City of Gilroy has something that many municipalities in similar circumstances do not: a large amount of consolidated, amenity-ready land in an ideal, community-friendly location. Several newer facilities can remain on site, helping to reduce overall costs; the City will also benefit from a wonderful and historic community gym (at the corner of Church St. and W. 6th) that could easily anchor the site's corner. Retaining these existing structures will support the project by averting the unnecessary release and replacement of their embodied energy. Another asset comes from the subdivision of the project area by Hanna Street, which offers a chance to capture land for development and/or to improve site access.

Like many sites that are built up over decades, the Civic Center has a significant opportunity to expand the space available for development by consolidating and simplifying the parking areas. While any new uses are likely to increase the overall parking count, the current seven-lot parking configuration is highly inefficient and can be streamlined so that land can be given back in return for uses that reflect best practices in strategic development.

In short, we're excited by the many assets of Gilroy's existing civic center and we're ready to focus more deeply with your team on creating an ultra-functional, community-oriented site that will streamline the city's administrative operations while also becoming a destination for residents and visitors alike.

ELS Architecture and Urban Design and **EMC Planning Group** have joined together to bring their combined history of design, planning and environmental experience to assist the City of Gilroy in advancing its vision on a new community-centered vision for the Gilroy Civic Center. The team is ready to provide an updated, comprehensive Civic Center Master Plan (superseding the 2002 adopted plan) that will create a clear vision, an action plan, a timeline, and a financial strategy in order to meet the City government's administrative and operational needs through City build-out while also meeting the needs of the Gilroy community. Joining the ELS/EMC team will be a group of key experts to assist in planning, financing assessment, and environmental planning. Our all-Bay Area team is available to start upon selection and is well positioned to see the Civic Center project through by designing a buildable vision. We can also providing guidance to the City as it moves forward with subsequent steps, including the selection of a delivery method and consultants, advising on a general obligation bond, and issues surrounding land use, infrastructure, and urban design.

We are very excited to have on our team **Larry Tramutola**, one of the state's foremost experts in getting bonds passed through the election process. His firm, Tramutola, was established almost 40 years ago to help public entities plan for and pass bond and parcel tax measures. The firm provides specialized advice related to tax election feasibility, timing and sequencing of elections, planning, and communications that build community support. Tramutola has helped public agencies of all sizes and demographic profiles pass local revenue measures through effective strategies, a grassroots approach to community outreach, and most importantly, thoughtful and candid political advice. Larry has worked collaboratively with our clients to plan for and win 400+ local tax elections in California leading to \$50 billion in new revenue for community facilities (schools, hospitals, recreation centers, senior centers, services, and programs). Especially when super majority votes are required, success demands individualized attention and often training of local citizens.

In addition to Larry Tramutola, our team is composed of firms that are specific to the challenges presented by the Gilroy Civic Center. Those consultants include:

- **SWA Group** is an internationally celebrated firm that has designed some of the most striking civic landscapes of the last half century. ELS and SWA have been teaming up on projects for the last 30 years and are currently performing numerous important civic projects together.
- **Hayat Brown** has 12 years of experience helping municipalities navigate the complexities of private-public-partnerships while determining which delivery method is best for each project. Their real estate advisory services guide clients through all stages of the early process, from feasibility and financial structuring to transaction execution.
- **Hexagon Transportation Consultants** brings years of experience working in Gilroy and with EMC on planning and environmental issues. Hexagon provides services in all major aspects of transportation planning and traffic engineering. Their years of community relationships will be a huge asset for our team.
- **BKF Engineers** has been in the Bay Area for over a century, diligently guiding projects from their initial stages of due diligence and feasibility to project designs and permitting approvals and concluding with construction and implementation. Their diverse project portfolio, combined with innovative design solutions and extensive local experience, will allow them to start the project with a large base of knowledge that benefits the whole team.

- **Brightworks** offers deep experience and time-tested approaches to the process of leading project teams through LEED certification. They've successfully certified 600+ LEED projects by setting clear goals, identifying practical strategies for achieving them, and providing the content-expertise and project management follow-through needed to support and document those strategies.
- **Mark Hulbert** and ELS have teamed on important historic projects such as Riverside's Cesar Chavez Community Center. As a preservation architect, Mark combines thorough knowledge of historic structures with an understanding of project delivery in today's cost climate. He identifies practical solutions for revitalizing historic structures targeting long-term use and durability.
- **Cumming Group**, founded in California in 1996, is a leader in providing project consulting services to the A/E/C industry, including cost and project management, planning and scheduling, and construction dispute resolution. Cumming Group's cost team is one of the largest providers of cost estimating and management services in the country, including a skilled team of in-house MEP cost specialists. ELS teams frequently with Cumming so that our projects can benefit from their extensive knowledge of local construction pricing and the nuances of market conditions.

We have also brought on the experienced teams of **Forell/Elssesser** and **Guttman & Blaevoet** to provide structural and MEP assessments, respectively, for the existing buildings, to provide systems recommendations for renovations and new buildings (with a focus on achieving and maintaining embodied energy efficiency), and to identify the most sustainable systems for long-term operation and ownership.

Throughout our history, ELS has focused on "putting the pieces together," that is, designing places and spaces that bring community interests together for the benefit of all stakeholders. ELS' award-winning land-use planning and urban design practice is dedicated to sensitive, efficient, buildable place-making solutions designed around a flexible framework that can be built as a single development or over time in phases. In our experience, a master plan that is informed by a broad spectrum of voices can help navigate all manner of challenges and opportunities, delivering an authentic and endearing place. This is especially important for the Gilroy Civic Center, given the numerous City departments, civic entities, and community stakeholders that must each have a say in the site's future.

ELS' national reputation for successful design and sensitive, context-based planning is formed from years of working with municipalities across California and the nation, developing enduring civic and master

plans that stand the test of design due to their timeless aesthetic and flexibility that allows the future and the present to coexist. ELS' urban design work includes collaborations with public clients on projects including: the City of Sunnyvale's Downtown Plan, which transforms a historic main street and a failing mall into a mixed-use, transit-oriented district; the Midtown Study for the City of Fort Collins, Colorado, where we proposed the revitalization of an aging retail corridor; and Mueller Aldrich Town Center, in Austin, Texas, where our master plan for a former airport led to a locally inspired, 1.3-million-square-foot mixed-use neighborhood. These experiences serve your project well, in that the Gilroy Civic Center should do more than simply provide services—this should be a true city center that, through daily use by numerous user types, acts as a community asset. Our 50+ years of experience in urban design gives us a deep understanding of how community spaces succeed. Our experience also helps ensure that the land use and infrastructure can create an armature of economic, operational, and environmental health.

EMC Planning Group is an interdisciplinary land use and environmental planning firm that has assisted cities, counties, and special districts with environmental and planning consulting services for the past 46 years. Established in 1978, EMC Planning Group began writing EIRs for Monterey County, and over the past 46 years has grown to provide a wide variety of planning and environmental services. The firm's environmental staff assists public agencies with preparation of environmental documentation in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), obtaining various regulatory permits from regional, state, and federal agencies for capital improvement projects, and conducting technical site assessments. Our land use planners provide support to public agency planning departments by reviewing and processing development project applications ranging from conditional use permits to large annexations and subdivisions, and are capable of providing long-range planning services such as preparing general plan updates and implementation measures, specific plans, master development plans, housing element updates and pro housing designations, and are experienced with grant writing for public improvement projects.

STAFFING PLAN

For our staffing plan, please see the Fee Proposal in Section 6. For the availability of key staff, please see the team organization chart and resumes in Section 2.

LOCAL DESIGN GROUNDED IN COMMUNITY

The ELS/EMC team believes in grounding planning and design solutions in sustainable design principles. We must take advantage

of any assets already in place while simultaneously addressing real-world financial and technical shortcomings. This will afford the Gilroy Civic Center a positive identity and create a new, unique community space with expanded outdoor public spaces to define the site as a place of gathering and service to all users. Key to the success of the modernized Gilroy Civic Center will be a strong sense of place: visitors must know this is a venue for civic purpose and potential. We can achieve this sensibility through careful land planning, a human-scaled civic landscape design, regularized street furniture, a cohesive street scape, and multi-modal, pedestrian-friendly connectivity that allows visitors to easily enter and navigate the Civic Center.

Sustainable financing and authentic placemaking when done right will corroborate each other. We achieve this balance through strategic, open-minded collaboration that, even when a project's vast scale seems to put unique place-making at risk, tackles complex design challenges by prioritizing human-scaled, cohesive community experiences and facilitating a successful transition from planning to building. The Gilroy Civic Center is at such a crucial juncture. We are excited by the opportunity to join and engage with the City to preserve the integrity of the civic functions and make it stronger and more resilient as we redesign it towards a true community home.

A sensitive understanding of Gilroy's growing, vibrant community will be key to this project's success. Gilroy's crossroads location between Silicon Valley and our state's agricultural heartland gives it a unique socio-economic mix not often seen elsewhere in the region. The city's demographics are marvelously diverse, with a bedrock Latino community that contributes immeasurably to the cultural landscape, as reflected in countless ways including commerce, cuisine, festivals, and art. The city's parks, climate, viticulture, and proximity to the Santa Cruz Mountains have made it a destination for families and others seeking a calm, balanced, outdoor-friendly lifestyle where the Californian lifestyle comes to life. The ELS/EMC team sees these qualities as essential to shaping the Civic Center modernization.

The ELS/EMC team is an ideal fit for the Gilroy Civic Center Master Plan because the team blends local knowledge, technical capacity, and similar experiences with cities hoping to enhance their communities through great urban projects. The ELS/EMC team can help you make the Civic Center master plan a viable, long-term success by streamlining city services and creating a new centerpiece for Gilroy's remarkable growth.

Project Approach

The ELS/EMC team with SWA Group's landscape architects will collaborate on urban design, architectural design, environmental/CEQA analysis, financial feasibility, and landscape and urban design,

marrying EMC's extensive community and environmental planning specialties with ELS and SWA's expertise in creating great urban spaces. At the core of each of our practices is the innovative design of buildable, authentic places balanced by real-world financial solutions. Our team's management style is thorough, hands-on, and rooted in community decision making. The planning effort will consist of many voices. Our goal will be to give each voice a role in shaping the future of the Gilroy Civic Center.

Below we will focus on this project's most essential, character-defining issues and identify how they will support our work on the Gilroy Civic Center Master Plan:

Master Planning the Public Realm

The largest scale at which we work—cities and districts—are planned to encourage the celebration of the public realm. Working at this scale, we look at economics, placemaking and redevelopment strategies to create vibrant, memorable districts that people love returning to again and again.

We will work closely with the City, community members and other stakeholders to understand the aspirations for this important site, focusing on creating public spaces that accommodate a variety of social environments (large groups, small groups, couples, families, singles, youth, seniors, etc.) increasing the relevance of the place for the community and encouraging diversity among the people it attracts. Gilroy is a family-oriented city, and the needs of children must be reflected in the Civic Center vision, whether through dedicated play areas, water features, or other child-focused amenities.

We believe that the Civic Center modernization should promote a sense of arrival and an awareness that one has entered a pedestrian, civic, slow-driving district where the community takes priority. We also believe that identifiable, safe, reliably available parking is crucial to the success of any large development. The project team will assess current and future parking needs with respect to different development strategies. We will present case studies drawn from our work with other appropriate cities facing similar challenges.

Place-Sensitive Design

A comprehensive approach to urban design includes an active pedestrian realm, a signage program that ties the district together, architectural design that is timeless, and sculpture, murals, and other artwork as an integral aspect of planning.

The modernized Civic Center has an ideal location that could make it a green oasis within its broader district, more so given Gilroy's warm year-round climate. The creation of great spaces requires a strategic framework process that prioritizes shared vision and public

advocacy for the plan. To that end, our consultant team will collect and analyze local data, present a variety of opportunities, prompt discussion around those ideas, foster openness and debate, identify new opportunities, and create a publicly driven resolution for the future. As the plan is implemented, our understanding of funding options and project delivery will influence the plan and its phasing, requiring consistent input and support from the community. The strategic framework must introduce this notion of engagement while establishing a process for amendments to the vision. The result will be a plan that is locally sourced, credible, flexible, advocated for by the community, and most importantly, unique to its people and place.

Phasing to Achieve Results

We will create a phased plan that is grounded in constructability, with results that can be developed.

The ELS/EMC team is experienced in phasing master plans in ways that encourage the best future outcome with the fewest disruptions possible. This comes from a strong understanding of constructability, City goals for each department, and scheduling. That includes fostering a level of flexibility that facilitates the most cost-efficient construction types and timelines. This is achieved through a detailed understanding of each city department's needs, the way each department can move, how the site parking can be shifted over the development timeline and how to maintain a civic front door over the entire construction timeline. Included in this is the allowance for different parking strategies, a clear understanding of contractor space requirements, and how the overall economics of the project and potential bond and grant timelines can lead to a speedy timeline for completion.

Identifying a Financial Approach for Success

Project funding will determine the best development route & timeline.

The master plan must be buildable and financeable. The development of appropriate financing strategies has been key to the successful realization of many ELS/EMC projects. That starts with the cost estimate, which, for existing buildings planned for upgrade, must address the highly technical work involved—simple square foot costs are not enough to get an estimate with high confidence. With the master plan and estimates in hand, our experienced team will identify funding options that achieve the City's goals. Bond funding is a long process, and if done with a strong knowledge of the community's political terrain, can be essential for bringing the project to fruition.

Creating a Unique Civic Experience

Unique experiences are core to creating a sense of place. We aim to weave socially engaging open spaces and landscapes into the civic center site to create an identity and opportunity found nowhere else.

Revitalizing the Civic Center site requires creating an active, engaging outdoor environment with an interconnected open space network that improves and expands upon pedestrian and cyclist opportunities. We can lay atop this landscape, a host of civic events, which are central to the life of a city: activities such as a weekly farmers market, regular fairs for art and food, food trucks, outdoor movies in the warm months, and other exciting draws will lead to a perception among residents and visitors that this place is worth checking out year-round.

Fostering Sustainability

Concerns about urban sprawl, traffic congestion, resource depletion and environmental impacts are spurring communities to integrate sustainability into their planning efforts. Sustainable development means considering how current decisions impact the community's long-term economic vitality, quality of life, diversity, resource usage, social well-being and environmental health. When we combine environmental stewardship, resource conservation, community needs, and the principles of new urbanism, we produce innovative development approaches that create value for generations of residents and visitors.

The Gilroy Civic Center can lead in green design by prioritizing sustainability in a range of areas, from improving storm water quality and conserving water to reducing greenhouse gas emissions through environmental policy and green building technologies. The ELS/EMC master plan will include best practices in sustainability, focusing on standards for the selected development team to create the most environmentally friendly development possible, positioning the modernized district as a new benchmark for sustainable growth.

ELS is recognized as a California Green Business and is a participant in the AIA's 2030 Commitment to reduce the operational energy use of our buildings. ELS master planned the 39-acre Mueller Aldrich Town Center, now steadily being built out. Our town center is part of the 700-acre Mueller Development, which earned a Stage 2 Silver certification in LEED's Neighborhood Development Pilot Program. Our Austin Energy Headquarters is also LEED Platinum and WELL Platinum certified. David Masenten, ELS' Principal and Director of Mixed-Use Practice, managed the Emeryville Marketplace Redevelopment, which made history as the first LEED ND Platinum project, while with his previous firm.

Energizing the District

The Civic Center redevelopment will build energy for the community as a gathering space, creating further synergy by emphasizing physical and visual linkages so that the Civic Center becomes key to the larger neighborhood.

The urban design plan needs to address how the Civic Center relates to its surroundings, supporting the neighborhood places it connects to and confirming that it doesn't add to traffic or parking issues. Our urban design approach always looks beyond project boundaries to understand important sightlines and affirming how the new development will fit into the framework of the city.

PROJECT EXAMPLES

The projects summarized below illustrate our team's collective experience in engaging stakeholders for visioning and design input, crafting land use and urban design solutions, generating technical and economic analyses, and integrating these inputs into creative, implementable master plans. The projects also demonstrate the team's deep understanding of public sector work and show how we produce developments that are grounded in place, relevant to the community, and operationally superior. Representative CEQA experience for plan-based projects is also included.

City of Newark NewPark Specific Plan and CEQA. EMC Planning Group and ELS collaborated on the preparation of this Specific Plan, which charts a course for a new mixed-use urban center around a revitalized regional mall. The team's strategy transforms vast parking lots into mixed-use parcels, streets, and plazas that support and enhance the core retail asset and deliver public amenities and activities currently not available in Newark. Key to the plan is re-imagining the anchor tenants into retail and entertainment destinations that drive circulation inside and outside the mall. Each mixed-use parcel has been designed with the flexibility to respond to changing market forces, supporting a variety of office and housing configurations. The plan strategically concentrates development opportunities to create a critical mass meant to catalyze the larger commercial district. ELS' role focused on the urban-design component of the Specific Plan. EMC Planning Group collaborated on and integrated urban design inputs into a comprehensive specific plan providing development flexibility with clear, precise development guidance aimed at facilitating efficient development implementation. EMC Planning Group also prepared CEQA documentation for the specific plan.

City of Newark NewPark Specific Plan Implementation Planning and CEQA. Support Newark's NewPark Specific Plan implementation process, EMC Planning Group is leading a team that includes ELS and technical subconsultants. Our team is responding to Brookfield Properties' proposal of amendments to the approved specific plan and project-specific entitlements to develop two distinct projects: a residential/retail mixed-use site and a commercial retail complex. EMC Planning Group is preparing amendments to the specific plan,

supporting the development review process, and preparing a unified CEQA document that analyzes the combined effects of both projects. EMC Planning Group technical subconsultants are peer-reviewing studies submitted by applicants, while ELS is providing key urban design review support services to ensure that the specific plan amendments and project designs are consistent with the specific plan's urban design vision.

City of Sand City Vibrancy Plan, City Staff Planning Support, and EIR. EMC Planning Group prepared the Sand City Vibrancy Plan and provided City staff with planning support. The Vibrancy Plan, which won an APA Northern California Chapter award, articulates a vision in the City's General Plan to transition the historically industrial West End and South of Tioga districts into a cohesive, vibrant mixed-use community. The Vibrancy Plan is an economic development document that addresses fundamental planning issues relating to land use, circulation, parking, street scape improvements, and aesthetics. Its implementation framework addresses processing and regulatory issues, with strategies for investment in physical improvements and catalyst projects. EMC Planning Group led a public outreach program, prepared the EIR, assisted with acquiring an incidental take permit from the U.S. Fish and Wildlife Service, prepared the project consideration package, and represented the project in front of the City Council. To kick-start the Vibrancy Plan's implementation, EMC Planning Group also prepared rezoning documentation for a portion of the plan area and prepared mixed-use zoning district standards. In addition, EMC Planning Group provided planning support services to the City to process the South of Tioga redevelopment project, which will anchor one end of the Vibrancy Plan area with 356 new residences and a 216-room hotel.

City of Greenfield Walnut Avenue Specific Plan, Planning Services and EIR. EMC Planning Group prepared a specific plan and EIR for the City of Greenfield for a 60-acre project site located north of Walnut Avenue and immediately east of US Highway 101. The specific plan is intended to catalyze commercial and high-density residential uses, respond to the City's economic development needs, and fulfill the community's desire for placemaking amid a community destination. The specific plan allows land-use flexibility within a framework of assumptions regarding development capacity. EMC Planning Group designed and implemented a stakeholder outreach process that included several community meetings and design consultations with affected property owners. EMC Planning Group also prepared an EIR and provided planning support services by preparing staff reports, resolutions and ordinances, and project and CEQA findings.

City of Salinas Travel Center Specific Plan – City Staff Entitlement Support and EIR. EMC Planning Group was retained by the City of

Salinas to provide City staff planning support services and to prepare an EIR for a 62-acre commercial and industrial project at the U.S. Highway 101/Airport Boulevard interchange. Entitlements included annexation, pre-zoning, specific plan, general plan amendment, parcel map and site plan review approvals. Entitlement support services included interfacing with the applicant, reviewing and managing the applicant's specific plan content and preparation process, preparing the annexation application, managing supporting technical documentation, and preparing the project consideration package (staff report, findings, ordinances, and resolutions). EMC Planning Group biologists completed a U.S. Army Corps of Engineers Nationwide Permit and a Central Coast Regional Water Quality Control Board Section 401 Permit to support the applicant's permit process.

City of Atwater Ferrari Ranch Master Plan – City Staff Entitlement Support and EIR. EMC Planning Group provided entitlement management, planning, and CEQA services to the City of Atwater to facilitate development of a 358-acre site adjacent to the City of Atwater. Entitlements included a general plan amendment, pre-zoning, annexation, master plan, vesting tentative map, and development agreement. New development capacity included 191 residential units; 2,494,000 square feet of commercial and business park uses; 667,000 square feet of hospital and medical office uses; and a 20-acre regional park. EMC Planning Group coordinated technical inputs, peer-reviewed applicant technical inputs, prepared the annexation application and managed the LAFCO review process, prepared the project consideration packages (staff report, resolutions and ordinances, project findings, CEQA findings, statement of overriding considerations, mitigation monitoring program, and conditions of approval) and provided substantial input to the applicant's master plan. EMC Planning Group also prepared a comprehensive program EIR.

Town of Los Gatos North Forty Specific Plan EIR. EMC Planning Group prepared an EIR for a mixed-use retail, office, and residential project for the Town of Los Gatos. The EIR focused on traffic and circulation, air quality, greenhouse gas emissions, historic resources, visual impacts, noise, farmland, surface water drainage, biological resources, and schools. The project, anticipated in the Town's General Plan for more than twenty years, led to vigorous public debate on how the specific plan fits within the municipal vision. Other significant public concerns addressed traffic conditions, adequacy of walking and bicycling connections, protection of viewsheds, preservation of historic agricultural ties, and the potential for this project to affect the town's thriving downtown business district.

Dunes at Half Moon Bay Specific Plan. EMC Planning Group is currently providing entitlement management services to the landowner for a fifty-acre high-end hotel, high-end RV park and hostel visitor-

serving project on the coast in Half Moon Bay. EMC Planning Group prepared a comprehensive project application, supporting technical documentation, and a draft specific plan. EMC Planning Group is also managing the work of associated technical consultants, representing the project in meetings with the City, responsible agencies, and the Coastal Commission, and participating in the public relations process. Required entitlements include a coastal development permit, rezoning and tentative map. The project is highly controversial given its location on vacant land adjacent to Dunes State Beach and has dealt with the public's perception that it is entitled to its open space and related aesthetic benefits.

Greentree Specific Plan. EMC Planning Group is currently representing the landowner in preparing a specific plan, technical reports, and a project application for a 250-acre infill site in the City of Vacaville. The project includes a mix of senior housing, medium- to high-density housing, and a commercial center. Required entitlements include a general plan amendment, rezoning, tentative map and design review. As a subconsultant to EMC Planning Group, ELS is providing urban design inputs to the specific plan with particular focus on placemaking, non-vehicular connectivity, and commercial center design. EMC Planning Group is also preparing GHG/air quality and cultural resources reports as inputs to the City's CEQA process, and coordinating the work of additional technical consultants whose work also supports the CEQA process.

City of Sunnyvale Urban Design Plan. ELS was engaged by the City of Sunnyvale to update a ten-year-old specific plan for the City's commercial core. ELS staff facilitated a series of six stakeholder workshops, five City staff technical meetings, and fifteen other meetings, including a planning commission presentation and a City Council presentation. Stakeholder groups included residents, business owners, the downtown businesses association, local developers, major property owners, and City agencies. Workshops established a vision for the future and addressed current market forces, future market opportunities, possible public infrastructure upgrades, traffic impacts, and identification of opportunity sites. The urban design plan took shape and evolved concurrently with the workshop process. Ultimately the stakeholder committee voted to approve the plan and recommended it to the City Council. The plan was adopted, and the City revised the specific plan and the zoning ordinance.

City of Fort Collins Midtown Commercial Redevelopment Study. ELS completed an urban design study for the City of Fort Collins, Colorado, recommending improvements to a three-mile bus transit corridor in the midtown commercial core and devising a strategy to revitalize a failing mall. A series of stakeholder and community

workshops informed the design and helped create public support for new residential density and placemaking opportunities.

Mueller Aldrich Town Center Master Plan. In collaboration with the City of Austin and Catellus, ELS facilitated multiple workshops with residents of the community of Mueller, Texas. The public process has had a profound influence on the character, density, and configuration of public space in the town center design. The result is a home-grown urban design plan that sets the stage for a variety of social activities that are dear to Mueller residents. Workshops were first organized to vet larger concepts and build consensus, followed by subsequent workshops dealing with the plan's finer points. The process enabled the community to come together under a common understanding that facilitated the resolution of challenging details. The result is a natural and organic development process, occurring over time, that is enriched by multiple designers and the community.

Telegraph Avenue Design Charrette. Volunteering with the Berkeley Design Advocates, ELS has helped facilitate community workshops, walking tours, two design charrettes, and the final reports for the revitalization of Telegraph Avenue in Berkeley. Telegraph Avenue's legacy is crucial to the identity of the Berkeley community and the history of the movement for free speech. For over a hundred years, Telegraph Avenue has been the gathering place for students, innovators, activists, tourists, and the people that live there. Recently, the street has suffered from neglect and high vacancy rates. These Telegraph Avenue design charrettes have engaged the community, raised awareness of the potential for change, and renewed the energy of public-realm advocates. Charrette participants included community activists, environmental leaders, architects, transit engineers, and politicians, all coming together to identify issues and propose creative solutions. The charrette results represent a collaborative community effort, proactively improving a legacy district.

Project Scope

TASK 1 –PROJECT INITIATION AND PROJECT MANAGEMENT: 2 Weeks/Ongoing

The ELS/EMC Team will prepare a project schedule for the Civic Center Master Plan and implementation from the start of the project through the opening of the new Gilroy Civic Center. The schedule will account for all of the required meetings with stakeholders, Planning Commission and City Council, along with the working group identified by the City of Gilroy.

ELS/EMC will work with City staff to schedule a project kick-off meeting to discuss goals and present the draft schedule for discussion. The team will review a project timeline and plan for frequent check-ins

with City Staff so that we can work collaboratively with all stakeholders to meet the project requirements.

Once the project has been kicked off, the ELS/EMC team will schedule regular coordination meetings with City project management staff, including the Civic Center Development Team (CCDT). Our team will keep meeting minutes for all CCDT meetings. Project coordination meetings are anticipated to be virtual, occurring bi-weekly with the City's project manager. Throughout the process the team will maintain and update a project schedule with key milestones, including City Council and Commission meetings and the CEQA timeline.

DELIVERABLE: Project schedule.

MEETINGS: Kick-off meeting with City staff.

TASK 2 –EXISTING CONDITIONS ASSESSMENT: 5 Weeks

The ELS/EMC Team will carefully review existing conditions and documents to identify site opportunities and constraints. Planning documents will be analyzed for confirmation of the existing situation and to identify all opportunities and necessary alterations. The ELS/EMC team is experienced in facilities assessments and will bring a team of experts to review the existing buildings and prepare a report on conditions along with a recommendation of work needed. The tasks for this phase include:

1. Identify existing land uses and property ownership boundaries, including easements
2. Review of General Plan and Civic Center Master Plans
3. Review General Plan EIR and its relationship to potential changes
4. Research existing environmental conditions
5. Locate and review existing infrastructure information as much as possible; it is anticipated that the City of Gilroy will assist in providing information

DELIVERABLE: Civic Center Existing Conditions and Opportunities and Constraints Assessment.

MEETINGS: One site-walk of all existing facilities to review conditions.

TASK 3–NEEDS ASSESSMENT: 16 Weeks

The ELS/EMC team will bring its robust community engagement team to deliver a process that is inclusive and comprehensive while developing the input needed to advance the project to the design phase. The team will achieve this as follows:

1. ELS/EMC will develop an online survey for user groups;

2. ELS/EMC will develop an online survey for community members;
3. ELS/EMC will prepare workshop materials including graphics, presentations and large-format boards with project information;
4. ELS/EMC will hold five (5) community meetings scheduled in collaboration with the City. These meetings will be provided at different times and in different formats to ensure the largest number of people are able to participate. ELS/EMC will provide Spanish translation as needed.
5. ELS/EMC will participate in a workshop with the Planning Commission once feedback has been received from the stakeholder process. This meeting will give Planning Commissioners the opportunity to hear findings from the process thus far and to provide input on the work to come.
6. ELS/EMC will participate in a workshop with the City Council once the Planning Commission workshop is completed. The team will work collaboratively with council members to discuss options and outcomes.
7. ELS/EMC will participate in a City Council presentation outlining the community and user input, summarize the workshop process, and present the Civic Center Vision Report.

DELIVERABLES:

- Survey results from both community and user surveys.
- Report outlining community outreach meetings.
- Civic Center Vision Report.

MEETINGS: up to ten (10) total meetings, including community meetings, one (1) Planning Commission meeting, and two (2) City Council meetings.

TASK 4–MASTER PLAN DESIGN: 10 Months

Based on what ELS/EMC learned from the existing civic center analysis, stakeholder and community meetings, the team will develop a detailed vision concept for the Gilroy Civic Center redevelopment. This will outline the components of the final master plan and establish which programmatic elements are preferred. With the vision developed, the team will embark on designing at least three Civic Center alternatives that meet the requirements developed in the vision. These will focus on creating a town center and hub of civic activity that connect with the city's broader fabric and position the civic center redevelopment as a new destination. Included in this effort are the following tasks:

- **Land survey:** The team will survey the site to establish an effective base for the project as our work moves into the design phases. This

will include property lines, building locations, utility infrastructure and other site features.

- **Circulation study:** Critical to all site design is an understanding of how the site's modes of circulation. This includes micro-modal, bike, pedestrian, cars, delivery trucks, and public transit. Site access and circulation review will be conducted to determine the adequacy of the proposed site layouts and to identify access and circulation issues for improvement. This will include a qualitative review of the internal roadway layout and access points to the surrounding roadway system and a quantitative analysis of the anticipated traffic volumes at the site's driveways. The review will focus on the adequacy of site access points based on overall anticipated trip generation, considering the following:
 - > sight distance and vehicle queues at site access driveways,
 - > driveway locations, traffic control requirements, alignment, and dimensions
 - > on-site layout and circulation
 - > large vehicle access and circulation
 - > pedestrian access and circulation

The circulation analysis of the final site layouts will be included as part of the optional Transportation Analysis completed for the Project's EIR. This study will be provided as a separate document for Planning Commission review.

- **Parking alternatives study:** The ideal location for parking areas—potentially combining and relocating the site's existing seven lots into a more efficient lot or structure—will be critical to success of the Civic Center. The team will assess quantity and type, targeting the most efficient parking system for different modes of transportation. Their analysis will estimate the recommended number of parking spaces that should be provided for inclusion in the Master Plan, based on the planned program, count data, City standards, and potential for shared parking.
- **Open space study:** Great civic spaces begin with the creation of an interconnected circulation system and a structure of differently-sized open spaces that share characteristics and sitewide connections. Our study will weigh the benefits of consolidating the program against the desired outdoor amenities and their overall cost. Open spaces resulting from this project will become significant public assets, available to residents year round. They are key to the success of this master plan.
- **Phasing Study and Construction Sequencing Plan:** Our team will explore how to keep facilities open during construction, adopting a phased approach that supports existing buildings, limits overall

disruption, and provides adequate parking throughout the site's transformation. Based on these findings, the team will make a recommendation for sequencing construction in ways that limit overall disruption to facilities.

- **Site master plan:** The final plan for the project will adopt this consideration for phasing while showing the final build-out of the campus once completed. The master plan will reflect a full integration of sustainable design practices and will ensure that all storm water requirements are met sitewide.
- **Building location alternatives:** Accounting for the varied conditions within and immediately adjacent to the site, the ELS team will develop potential alternate locations and options for facilities based on how the site master plan progresses through construction sequencing.
- **Architecture:** ELS will develop architectural concepts that capture Gilroy's particular civic identity and values while reflecting sustainable design strategies. The final architectural designs will show exterior building materials, color renderings, and context including parking and landscape.
- **Community outreach:** The ELS team will participate in at least five (5) community meetings to gather input on the vision and design options. The team will keep the public informed on the project's progress by assisting the City in writing monthly website postings and quarterly articles. The team will prepare surveys that will be coordinated with the other community outreach efforts.
- **Council input:** Once the team has received input from the community and revised our plans and concepts based on those comments, the team will attend a City Council workshop to receive feedback on our progress and provide additional direction.
- **Floor plans:** The ELS team will develop floor plans based on the massing approved through the community and council process. These plans will be developed based on the Task 3 space needs assessment, reflecting departmental aspirations. The team will meet again with individual departments to confirm findings of the needs assessment and to comment on preliminary building layouts followed by a workshop for all departments. The team will deliver a set of approved floor plans and color renderings that show the building entries and other key features.
- **Preliminary landscape plan:** Starting early in Task 4, and working concurrently with ELS, SWA Group will develop landscape plans that incorporate the civic spaces discussed in the needs assessment and public process. These will be scaled and designed to accommodate the types of community events that the City of

Gilroy wishes to hold, and will integrate seamlessly with the master plan and architectural design process.

- **Sustainability:** As a leader in sustainable design, ELS will work with all consultants on a sitewide holistic approach to creating an environmentally conscious campus with the resilience necessary to allow for long-term success. Using LEED Platinum as a baseline, the team will work individually with our building-system engineers to identify the most effective and efficient building operations. The team will develop a conceptual LEED scorecard that shows the best course to achieving LEED Platinum and Net Zero energy consumption.
- **Final site master plan:** Once the above studies and tasks are completed, the team will generate a final site master plan that represents the culmination of the master plan process. During this time, the team will meet with City Council in a workshop setting twice to receive comments and direction.
- **Master Plan Report:** The ELS/EMC team will prepare a final report for adoption by City Council. This report will describe the full planning process and incorporate all relevant documents, including all deliverables listed below. The report will include information on the process and key decision points so that future planners can understand the rationale for our decisions.

DELIVERABLES:

- Complete Land Survey
- 3 Land Use Alternative Diagrams
- Circulation Study
- Parking Alternatives Study
- Site Master Plan
- Landscape Plan
- Open Space Plan
- LEED Scorecard
- Phasing Plan
- Construction Sequencing Plan
- Building Location Alternatives
- Architectural Building Massing Designs
- Architectural Floorplans
- Final Site Master Plan
- Master Plan Report

MEETINGS: up to eight (8) total meetings including a departmental workshop, meetings with individual departments and community meetings, three (3) City Council meetings.

Program Environmental Impact Report: 12 Months

The RFP indicates that the City of Gilroy anticipates that preparation of a program EIR may be appropriate CEQA documentation and process for the master plan update. EMC Planning Group will review the draft master plan update, once it is available, and will make a recommendation as to whether a more appropriate process, such as a mitigated negative declaration, would be appropriate. This may depend on how the master plan update treats the historic Wheeler Auditorium. The following scope of work is proposed:

Task A Project Management/Consultation

This task includes coordinating staff, general management and administration, coordinating with City staff, ELS and the consulting team, and providing CEQA consultation for City staff. This includes up to five (5) hours of meetings.

Task B Tribal Consultation

This task includes preparing letters to the tribes offering consultation under AB52 and CEQA. This includes up to two (2) hours of meetings. EMC Planning Group has assisted Gilroy staff with tribal consultation on other projects.

Task C Notice of Preparation

EMC Planning Group will prepare the notice of preparation (NOP) that will be released prior to preparation of the EIR to solicit feedback from public agencies on the scope and content of the EIR in accordance with CEQA Guidelines Section 15082. A draft NOP will be sent as a PDF to the City for review and comment. EMC Planning Group will incorporate any and all comments into the final NOP, which will be provided to the City for their submittal to the State Clearinghouse.

This proposal assumes that the City will post the NOP with the County Clerk and the State Clearinghouse and will send copies to recipients on the City's distribution list. If desired, EMC Planning Group can assist with this effort for an additional fee.

Task D Administrative Draft Program EIR

The administrative draft EIR will include the following sections:

- **Table of Contents:** A table of contents will be included to assist the reader in finding the analysis of different subjects and issues, as well as a listing of tables, figures, and appendices.
- **Introduction:** This section of the EIR will address the purpose of preparing the EIR, the impact methodology, the EIR process, and terminology.

- **Summary:** The summary will include a project description summary, each significant effect with proposed mitigation measures and alternatives that would reduce or avoid that effect, areas of controversy known to the City of Gilroy including issues raised by agencies and the public, and issues to be resolved, including the choice among alternatives and whether or how to mitigate the significant effects.
- **Environmental Setting:** This section will include a description of the physical environmental conditions in the vicinity of the Gilroy Civic Center and the broader built environment. This environmental setting constitutes the baseline physical conditions by which an environmental impact will be determined to be significant. The purpose of this requirement is to give Gilroy's public and decision makers the most accurate and understandable picture possible of the project's likely near-term and long-term impacts. The setting will also include the existing number of employees at the Civic Center and the documented number of visitors.
- **Project Description:** The project description will present each of the components of the master plan update, focusing on those changes that would determine the environmental impacts. Maps, figures and tables will be used as appropriate.

The master plan update objectives will be clearly defined, which will assist in developing a reasonable range of alternatives to evaluate in the EIR and will aid in preparing findings or a statement of overriding considerations, if necessary. The statement of objectives should include the underlying purpose of the project and will discuss the project benefits.

The project description will also include a statement briefly describing the intended uses of the EIR, a list of the agencies that are expected to use the EIR in their decision making, a list of permits and other approvals required to implement the project, and a list of related environmental review and consultation requirements required by federal, state, or local laws, regulations, or policies.

- **Air Quality:** In addition to possible demolition of existing buildings and construction of new buildings, the master plan update has the potential to allow for an increase in the number of employees and visitors to the Civic Center, all of which could result in significant air quality impacts.

This section of the EIR will address whether the project would: conflict with or obstruct implementation of the applicable air quality plan; result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard;

expose sensitive receptors to substantial pollutant concentrations; or result in other emissions (such as those leading to odors) adversely affecting a substantial number of people.

- **Emission Modeling:** The California Emissions Estimator Model (CalEEMod) will be used to quantify criteria air pollutant emissions volumes generated from construction activities and from project operational activities. The model assumptions and methodology will be described in the initial study and the modeled results will be presented in appendices of the document. Three model runs will be conducted to quantify: 1) operational emissions under existing conditions; 2) unmitigated project construction and operational emissions; and 3) operational emissions under a mitigated project scenario, if necessary.
- **Air Quality Analysis:** The City of Gilroy is in the San Francisco Bay Air Basin, which is under the jurisdiction of the Bay Area Air Quality Management District (the "air district"). The air district's 2022 CEQA Guidelines provide a framework for assessing air quality impacts from land use projects.

This section of the EIR will first address whether the master plan update would conflict with or obstruct implementation of the applicable air quality management plan. The volume of criteria air pollutant emissions generated, potential generation of and potential exposure of sensitive receptors to toxic air contaminants, and consistency with regional air quality plans will then be evaluated to determine impact significance based on air district thresholds of significance. If significant impacts are identified, mitigation measures will be presented to lessen or potentially avoid impact significance.

Air district documents, policies, and regulatory requirements will be reviewed and a brief description of the air basin's physical and climatological characteristics will be provided.

- **Biological Resources:** With the exception of one residential parcel, the approximately 14-acre Civic Center site is currently a developed, urban area, with minimal habitat for special-status species. The Civic Center does include a substantial number of existing trees that provide habitat for nesting birds, which are protected during the nesting season.

This section of the EIR will address potential impacts to nesting birds and roosting bats that may be protected, applying the Habitat Conservation Plan to the project.

- **Cultural Resources:** The existing civic center is made of up several different buildings: City Hall, City Hall Annex, Wheeler Gymnasium, Police Department Headquarters, Gilroy Senior

Center, Gilroy Library, and four single family residential homes. The Wheeler Gymnasium is the only building that is currently on the Gilroy historic resources list. Some of the older buildings, such as City Hall, the City Hall Annex, and the Senior Center, may be old enough for evaluation to determine whether the buildings could be considered historic, recognizing that the City may have already completed this analysis for other purposes.

According to General Plan EIR Figure 3.5-1, the civic center is in a low archaeological sensitivity zone. There is always the possibility of uncovering significant archaeological resources during ground-disturbing activities.

This section of the EIR will address whether the master plan update would cause a substantial adverse change in the significance of a historical resource or a unique archaeological resource, or disturb any Native American human remains. The scope of work includes obtaining an updated records search of significant historic resources from the Northwest Information Center. Although it is unknown at this time whether the master plan update will include building demolition or alteration, this proposal also includes a budget for the historical evaluation of up to two on-site buildings that may be considered historic and that may be altered or demolished during implementation of the master plan update.

- **Greenhouse Gas Emissions:** In addition to possible demolition of existing buildings and construction of new buildings, the master plan update has the potential to allow for an increase in vehicle miles traveled (VMT) associated with the number of employees and visitors to the Civic Center, all of which could result in significant impacts from greenhouse gas emissions.

This section of the EIR will address whether the project would generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment; or would conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases.

The air district's current Greenhouse Gas (GHG) impact analysis guidance, found in the 2022 CEQA Thresholds for Evaluating the Significance of Climate Impacts from Land Use Projects and Plans, provides that GHG impacts of typical residential, commercial, and office projects can be found to be less than significant if the project is consistent with a qualified plan for reducing GHG emissions. However, the City of Gilroy has not prepared a qualified plan against which consistency of the proposed project can be assessed. In lieu of an available qualified plan, the air district's performance standard-based approach for evaluating impacts will be applied.

The air district has determined that projects which meets the following performance standards would have a less than significant GHG impact: 1) applicant commits to installing no permanent natural gas infrastructure to support the project (the project will be all electric and use no natural gas); 2) the applicant commits to meeting the Tier 2 electric vehicle support infrastructure standards in the latest version of the California Green Building Standards Code; 3) the project energy impacts are found to be less than significant; and 4) the project is found to have a less than significant VMT impact.

The master plan update is not anticipated to include residential, commercial or office uses beyond the civic center office use. Nevertheless, operations of existing and proposed municipal institutional uses would generate GHGs from similar sources as the other noted uses, including vehicular sources and building energy sources. Therefore, the air district guidance is deemed to be applicable for the proposed project.

The proposed project will be reviewed to determine if it meets either or both of the first two performance standards. If not, conformance with these standards will be required as mitigation. The significance of energy impacts will be summarized, as will the results of the VMT analysis, to make a final determination about GHG impact significance.

- **Transportation:** Hexagon will complete a VMT report to be included in the EIR. The VMT report will be completed in accordance with CEQA requirements.

Pursuant to SB 743, the Governor's Office of Planning and Research (OPR) released the current CEQA Guidelines Update (Technical Advisory on Evaluation Impacts in CEQA) in late 2018, which proposes VMT as the replacement metric for LOS in the context of CEQA. In accordance with CEQA, all proposed land use and transportation projects are required to analyze transportation as a component of environmental review using VMT.

Since the City of Gilroy has yet to formally adopt its own City-specific guidelines for the CEQA evaluation of projects based on VMT, the City relies on OPR's VMT analysis guidelines and impact threshold recommendations as they work towards establishing their own guidelines. Thus, for the purpose of this analysis, a VMT assessment will be completed based on OPR's guidelines and the final project information obtained from the site development and review phase.

- **Tribal Cultural Resources:** According to General Plan EIR Figure 3.5-1, the civic center is in a low archaeological sensitivity zone.

However, there is always the possibility of uncovering significant archaeological resources during ground-disturbing activities.

This section of the EIR will summarize the tribal consultation process, further discussed in Task 2, Tribal Consultation, above, and present any mitigation measures that may be determined through that process.

- **No Impacts or Impacts Anticipated to be Less than Significant:** In addition to the environmental topic area discussed above, it is expected that there would be no impact, or that impacts would be less than significant, in the following areas: aesthetics, agriculture and forestry resources, energy, geology and soils, hazards and hazardous materials, hydrology and water quality, land use and planning, mineral resources, noise, population and housing, public services, recreation, utilities and service systems, and wildfire. Each of these topic areas will be evaluated and discussed in this section of the EIR. If it is determined that a significant impact could occur associated with one or more of these topics, a full analysis would be conducted.
- **Cumulative Impacts:** This section will address the project's contribution to cumulative city-wide environmental impacts associated with build-out of the general plan and determine whether the project's incremental effect is cumulatively considerable.
- **Significant and Unavoidable Impacts:** This section will summarize those impacts evaluated in any previous sections that are significant and cannot be avoided if the proposed project is implemented.
- **Growth Inducing Impacts:** This section will discuss the ways in which the proposed project could foster economic or population growth, or the construction of additional housing, either directly or indirectly, in the surrounding environment.
- **Alternatives:** This section will describe and evaluate a range of reasonable alternatives to the project, or to the location of the project, which would feasibly attain most of the basic objectives of the project but would avoid or substantially lessen any of the significant effects of the project and will evaluate the comparative merits of the alternatives. Up to three alternatives, including the "No Project" alternative, are included in the budget. The alternatives will be determined in consultation with City staff and the ELS team.
- **Organization and Persons Contacted:** This section will identify all federal, state, or local agencies, other organizations, and private

individuals consulted in preparing the draft EIR, and the persons, firm, or agency preparing the draft EIR.

- **Sources:** This section will include a listing of the sources used in preparation of the EIR.
- **Appendices:** Appendices will be included, where appropriate.

Task E Public Review Draft Program EIR

EMC Planning Group will prepare the public review draft EIR after reviewing and incorporating all City comments on the administrative draft EIR. EMC Planning Group will electronically provide one (1) PDF copy of the public review draft EIR and appendices for the City's use in the distribution process. No hard copies will be provided. The City is also responsible for uploading the public review draft EIR to the City's website. EMC Planning Group can help with this process, if requested.

Task F Administrative Final Program EIR

Upon completion of the 45-day public review period, EMC Planning Group will evaluate the comments received on the public review draft EIR and prepare written responses in consultation with City staff. EMC Planning Group will prepare an administrative final EIR, which will include comments and recommendations received on the draft EIR either verbatim or in summary, a list of persons, organizations, and public agencies commenting on the draft EIR, proposed responses to significant environmental points raised in the review and consultation process, and any other information to be added by the City.

The budget accommodates responding to up to ten (10) comment letters. If the level of effort needed to respond to comments exceeds that amount, a contract amendment may be required.

Task G Final Program EIR

EMC Planning Group will prepare a final EIR, addressing comments by City staff, and provide a PDF copy to the City to provide to those agencies commenting on the draft EIR.

Task H Mitigation Monitoring and Reporting Program

A draft and final mitigation monitoring and reporting program will also be prepared.

Task I CEQA Findings and Statement of Overriding Considerations

EMC Planning Group will prepare draft and final CEQA findings and statement of overriding considerations for review and approval by City staff.

Task J Public Hearings

EMC Planning Group will attend two public hearings, one Planning Commission and one City Council, to answer questions on the environmental analysis and documentation.

Task K Notice of Determination

EMC Planning Group will prepare the notice of determination for the City staff to file with the County Clerk and the State Clearinghouse.

DELIVERABLE: Program Level Environmental Impact Report

TASK 5 – MASTER PLAN ADOPTION: 6 Weeks

The ELS/EMC team will assist the City in writing a recommended phasing plan and financing plan that together spell out the costs for each development phase. The draft Final Master Plan and draft Final Financing Plan will be presented to Council for consideration of adoption no later than May 30, 2026.

DELIVERABLES:

- **Draft Final Master Plan**
- **Financing Strategy Plan**
- **Project Delivery Method Analysis and Recommendation**

TASK 6 – PROJECT FINANCING: 12 Months

The ELS/EMC has expertise in grant research and writing, Public/Private Partnerships, and the process of developing and issuing General Obligation Bonds. To identify the funding approach, the team will complete the following steps:

- **Cost estimate:** The team will start this phase by preparing a cost estimate for each recommended alternative that is inclusive of all hard costs and soft costs. The team will work with the City in identifying the projected City staffing needs and all required approvals.
- **Financing Recommendations:** ELS/EMC, working with our financing strategist Hayat Brown, will advise city officials on financing strategies and financial approaches to support the City of Gilroy's Civic Center project. With a deep understanding of traditional and alternative project delivery methods, we will evaluate a range of suitable options, including Public-Private Partnerships (P3), traditional, and design-build strategies to ensure alignment with the city's fiscal and project-specific goals. Multiple California Civic Center projects have benefited from a Design-Build-Finance-Operate-Maintain delivery model, in which a private consortium finances, executes, and operates facilities long term. We will explore this option to identify an optimal approach to delivering the project. Our analysis and recommendations will consider each approach's benefits, risks, and long-term implications, empowering the city to make informed decisions that optimize funding, enhance project delivery, and ensure sustainable, long-term benefits for the community.

- **Funding Opportunities:** Our team will identify a range of funding opportunities available to the city, including federal and state grants, municipal bonds, revenue-backed financing, value capture tools, such as tax increment financing or assessment districts. Each funding source will be evaluated for its terms, potential impact, and alignment with the city's project objectives. Using this information, we will craft a detailed analysis of each option, highlighting potential benefits, limitations, and compliance requirements to facilitate the City Council's decision-making process. By outlining viable, impactful funding solutions, we aim to help the city ensure long term project feasibility.
- **Project delivery:** Having led project teams through design-bid-build, design-build and public-private partnership models, the ELS/EMC team is ideally suited to provide professional recommendations regarding which path most closely meets the City's needs, ranking the relative value of potential approaches.
- **Bond assistance:** The team will work with the City staff to identify funding potential through General Obligation Bonds, providing professional assistance in preparation of the ballot measure language and election documents and promoting the bond to the public through informational material for distribution to voters by the City. Included in this effort:
 - Assessing the community's ability to pay based on bond proposals;
 - Gathering information regarding rating agency factors and assessing data relating to determine general rating estimation. Identifying ways to maximize the final rating for the sale of bonds;
 - Identifying funding priorities if bond support is not available. Identifying the highest rated components of the plan with the highest likelihood of approval.
 - Working with the City and consultants/counsel to complete the sale of bonds if approved by voters.

DELIVERABLES:

- **Comprehensive financial options plan**
- **Development of general obligation bond documents and associated support for November 2026 election**

TASK 7 – PROJECT DEVELOPMENT, DESIGN ENGINEERING AND CONSTRUCTION ASSISTANCE: 18 Months

If the City of Gilroy requests assistance during development team selection and construction, the ELS/EMC team is prepared to provide experienced guidance. Having delivered projects of this scale

previously, we are well versed in the challenges faced by complex projects when the site remains an active location for city services. Upon request, the team will provide the following:

- **Temporary services relocation:** the ELS/EMC team is prepared to help the City coordinate the temporary relocation as part of the construction process. This may include studying potential relocation spaces, working with the selected construction team to develop a timeline for relocations to minimize disruption, and making recommendations on how the City can keep the facilities accessible throughout construction.
- **Plan review:** ELS holds on-call contracts with numerous municipalities across the Bay Area and is prepared to provide plan review upon request to ensure that the contract documents fulfill the City's goals and are compliant with local and state codes. The team can assess budgets and operational costs to ensure they are within expectations.
- **Permit assistance:** ELS can work with the City to ensure that the construction team gets permitted as required per local requirements.
- **Quality assurance:** Upon request, ELS can assist the city in confirming that all required testing and inspection compliance can be met for the project's construction process.
- **Sustainability review:** Through our experience specifying thousands of sustainable building materials over the course of countless projects, ELS can make recommendations on proposed materials and sustainable design processes.
- **Certificate of Occupancy:** The ELS team is prepared to assist the City and selected construction team in understanding which specific issues, if any, are contributing to a delay in the issuance of a Certificate of Occupancy; we can also advise on how the project could utilize a Temporary Certificate of Occupancy to stay on schedule as minor issues at project closeout are resolved.

DELIVERABLES:

- Assist the city in the development team selection process
- Provide bid-support
- Provide consulting to the selected teams as requested by the City.

TASK 8 – PROJECT CLOSEOUT: 1 Month

Once the project is complete and the project is ready for move-in, the ELS/EMC team is prepared to support the City's move into the

modernized Civic Center. As part of that effort, it is critical that the contractor turns over all manuals and provides all necessary training for building operations. It is our goal that, from day one and for decades to come, the City of Gilroy can use these new facilities as efficiently and sustainably as possible.

QUALITY CONTROL

At ELS, the caliber of our quality-control practices directly relates to our culture of continuous improvement. Through a highly structured QC process, we minimize errors, mitigate risks, and deliver high-quality documents that meet regulatory requirements and fulfill or even surpass client expectations.

Throughout our firm's 57-year history and across hundreds of projects, ELS has become known for its remarkably low staff turnover, which, among other benefits, helps to maintain a sense of institutional knowledge across the firm's work. Our Quality Control process is critical to ensuring the firm's trademark technical accuracy, code compliance, and design quality. The process is organized into the following parts:

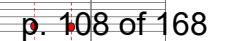
- **Document Control System:** ELS has implemented a robust document control system to manage versions, revisions, approvals, and design options within BIM software as well as our folder structure. This system ensures that people working on the project can access the right materials efficiently, while our BIM standards for drawing coordination ensure a consistent final product. ELS uses quality control tools to systematically evaluate documents for errors, omissions, and deviations from requirements. This includes the following reviews for each project:
 - › **Technical Review:** Senior architects within the organization that are outside the specific structure of the project conduct a thorough technical review to identify gaps in the documentation and ensure consistency and continuity across the drawings and specifications at the conclusion of each project phase.
 - › **Management Review:** Project managers or designated management personnel review documents to ensure they align with project goals, client requirements, and regulatory standards.
 - › **Peer Review:** In some cases, such as in complex projects with unusual conditions, peer reviews are conducted where colleagues not directly involved in the project examine documentation to provide additional perspectives and identify potential errors or inconsistencies.

- **Verification and Validation:** Prior to submitting final documents, the team's Project Architect verifies that exiting calculations, building areas and heights and other technical data are accurate and reliable.
- **Revision and Correction Process:** The ELS team marks up projects on a common drawing set, saved in Bluebeam, to which the whole team has access. A group collaboration helps younger staff learn and contribute, while reducing conflicting direction from multiple reviewers. The team then works collectively to pick up the comments, with the project manager responding as questions arise. The Bluebeam markup is distributed to consultants so they can coordinate their work to any changes.
- **Final Approval and Sign-off:** Once all comments have been addressed and consultant work coordinated, the team obtains a final approval and sign-off from the project manager once documents have completed the QC review and all necessary revisions and corrections have been addressed.
- **Documentation and Record Keeping:** For each project at ELS, we maintain comprehensive records of all QC activities, including the Bluebeam review comments, revisions, approvals, and consultant coordination. This ensures that documentation is well organized, accessible, and securely stored for future reference and audit purposes.
- **Training and Education:** ELS believes that the strength of the company lies in its employees. Maintaining the intellectual capital and maintaining a history of teams working consistently with the same clients builds confidence and allows us to refine and improve our project delivery. For new employees, ELS provides training and education on document development and review to ensure they understand and adhere to QC procedures and standards.

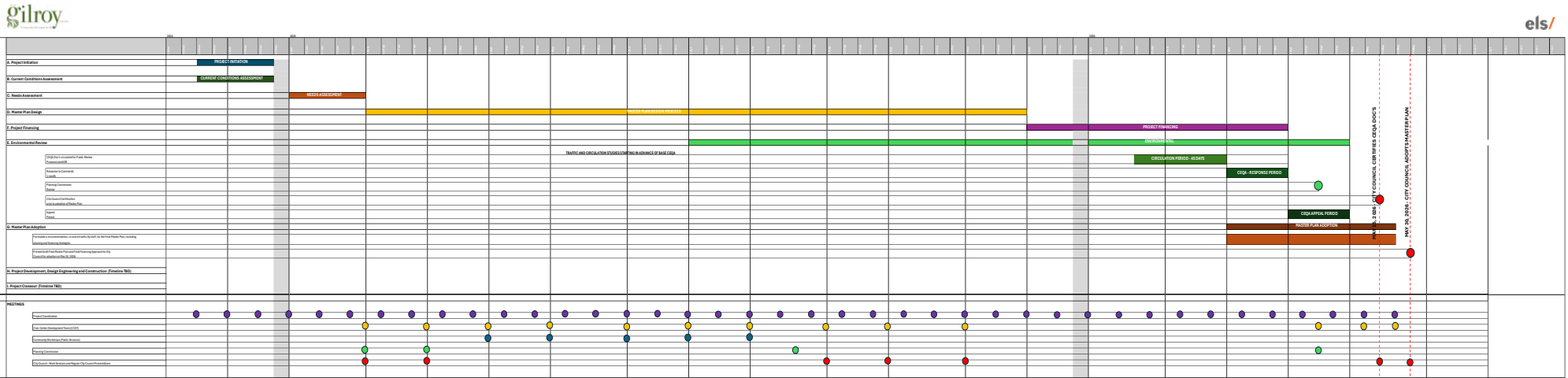


Project Elevate Retail Mixed-Use Master Plan | Elk Grove, CA

5 + proposed timeline



Proposed Timeline - Critical Path Overview





The District at Latimer Square | Bloomington, IN

6 + pricing

Fee Proposal

The ELS/EMC team has assembled a team of highly qualified consultants that range from internationally recognized designers to the state's leading public bond strategist. The requested scope is broken into core requirements that can be scoped and priced based on our experience. This work will run from project kick-off through the adoption of the master plan, including the CEQA process, and is expected to prepare the project for the financing phase, selection of a development team, construction, and project closeout/move-in.

The level of effort required in these phases is subject to such a wide range of variables that providing a budget is not currently feasible. For a solution, we recommend an approach that involves making further cost decisions at or around the 18-month mark, at which point the scope can be accurately priced according to the project characteristics at that time. The ELS/EMC team is staffed and prepared to deliver the base scope for the Gilroy Civic Center master plan for an anticipated hourly budget of \$749,899. ***Please see the following page for the specific breakdown of those costs.***

REIMBURSABLES

The base budget provided above will be billed hourly and excludes reimbursables. For this work, the City of Gilroy should account for \$20,000 in reimbursables. These include printing of documents and boards for community meetings, local travel and other typical project expenses.

ADDITIONAL TASKS

The ELS/EMC team is excited to see the Gilroy Civic Center Master Plan through to completion and can provide assistance on an hourly basis as requested by the City. In addition, we are staffed and prepared to deliver scope on an hourly basis for the following:

- Task 6 – Project Financing
- Task 7 – Project Development, Design Engineering, and Construction Assistance
- Task 8 – Project Closeout

Once the master plan direction has been defined, the ELS/EMC team is happy to provide an informed budget estimate for these tasks that will provide best value to the city. By providing this budget later in the process, we avoid charging fees for studies and options that may not be necessary to fulfill the project's development or financing.

ELS/EMC is always happy to discuss different options for delivering the Gilroy Civic Center Master Plan to ensure we address only what the City requires, without unnecessary expenditures.

EXCLUSIONS/PROVISIONS

The following items of work are excluded from our services:

1. Unless otherwise provided, the Architect and its Consultants shall have no responsibility for the discovery, presences, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB), or other toxic substances.
2. Geotechnical analysis and soils report, as these services are not covered by our professional practice insurance policy. This also includes any soils remediation in connection with site characteristics including, but not limited to, liquefaction and water table.
4. Obtaining and paying for construction permits.
5. ADA and/or a CAsp survey of existing conditions.

FEE SCHEDULE

	ELS Architecture					EMC Planning Group										BKF					Mark Hulbert	SWA			Hexagon				Cumming Group				Brightworks				Forell Elsesser			Guttman & Blaevoet			Subtotal (\$)							
	David Maertien Principal in Charge	Kenneth Hargrave Design Principal	Susan Vutz Project Manager	Lauren Wynveen Project Architect	Jose Rodriguez Designer	Teri Weiler Adam Principal in Charge	Ron Sissam Senior Principal	Shawn Poffel Project Manager	Zane Mortensen Associate Planner	Vanesa Potter Registered Professional Archaeologist	Jared Walter Principal Biologist	Rose Ashbach Associate Biologist	Matt Puparello GIS/Graphics Technician	Tiffany Robinson Production Manager	Shannon Davis Administrative Assistant	Principal	Associate Principal	Project Manager	Engineer/Survey Manager	Project Engineer/Survey	Tech IV	2 Man Survey	Mark Hulbert Historical Architect	Marco Esposito Principal	Al Davitt Associate	Xiaoming Ma Associate	Principal	Senior Associate	Associate	Admin	Director/Regional Director	Associate Director	Senior Cost Manager	Cost Manager	Director	SRP Lead	Consultant	Analyst	Allen Nufel Principal in Charge	Engineer	Drafter	Gudhwar Singh Principal		Mark Brown Associate Principal	Engineering					
Billing Rate	\$220	\$220	\$185	\$175	\$125	\$295	\$295	\$205	\$175	\$145	\$225	\$170	\$140	\$125	\$115	\$302	\$273	\$260	\$239	\$195	\$203	\$365	\$225	\$286	\$181	\$137	\$290	\$270	\$200	\$120	\$325	\$250	\$220	\$195	\$350	\$225	\$180	\$165	\$255	\$215	\$175	\$340	\$320	\$290						
Task 1 - Project Initiation																																																		
1.1 Kick-off Meeting	2	2	2	2																			12	8	4	4																								
1.2 Project Outline and Timeframe	2		4																			12	8	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Subtotal Task A (Hours)	4	2	6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	8	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Subtotal Task A (Cost)	\$880	\$440	\$1,110	\$350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,700	\$2,288	\$724	\$548	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Task 2 - Current Conditions Assessment																																																		
2.1 Review Planning Documents	2	2	2																					8																										
2.2 Assessment of Facilities			8	8																			65	8	24	48																								
2.3 Policy and Regulation Analysis	4																						8	8																										
2.4 Opportunities and Constraints Report				16	24																		24	24	48																									
2.5 Topographic Survey	6	2	12	25	24	0	0	0	0	0	0	0	0	0	0	0	2	0	10	20	0	0	65	48	48	96	0	0	0	0	0	0	0	0	0	10	10	0	4	12	24	56	16	16						
Subtotal Task B (Hours)	\$1,320	\$440	\$2,220	\$4,375	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$546	\$0	\$2,390	\$3,900	\$0	\$0	\$14,625	\$13,728	\$6,888	\$13,152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250	\$1,800	\$0	\$1,020	\$2,580	\$4,200	\$19,040	\$5,120	\$4,640						
Subtotal Task B (Cost)																																																		
Task 3 - Needs Assessment																																																		
3.1 Outreach Materials	4	8	8	40	80																		8	8	8																									
3.2 Community Meetings	10	6	10	10		4		4															8	48	14																									
3.3 Stakeholder Meetings	10		10	10																																														
3.4 Vision Report and Survey Results	8	16	40	60	80																		8																											
Subtotal Task C (Hours)	32	30	68	120	80	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	16	56	22	8	0	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0				
Subtotal Task C (Cost)	\$7,040	\$6,600	\$12,580	\$21,000	\$10,000	\$1,180	\$0	\$820	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,600	\$16,016	\$3,982	\$1,096	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$675	\$540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Task 4 - Master Plan Design																																																		
4.1 Master Plan Alternatives	4	8	8	40	120												4	20	80	40				30	80	40																								
4.2 Survey																																																		
4.3 Project Phasing Alternatives	8		4	24	40																																													
4.4 Architectural Concepts	4	40	16	24	120																																													
4.5 Floor Plan Options	4	24		16	80																																													
4.6 Preliminary Landscape Plan			4																																															
4.7 Sustainable Design Plan	8	4	16	24																				80	40																									
4.8 Construction Sequencing Plan			16																																															
4.9 Master Plan	4			16	40																																													
4.10 Circulation Study	1			16																																														
4.11 Parking Alternates Study	1			16																																														
4.12 Open Space Plan	1				16																																													
4.13 CEQA Analysis	2		8			55	8	330	40	27	2	10	20	18	20									40																										
4.14 Master Plan Report	8	4	20	20	80																																													
Subtotal Task C (Hours)	45	80	92	196	504	55	8	330	40	27	2	10	20	18	20	4	20	4	88	40	9	8	0	140	160	320	16	78	117	2	0	0	0	0	2	28	28	13	4	20	12	16	28	48						
Subtotal Task C (Cost)	\$9,900	\$17,600	\$17,020	\$34,300	\$65,000	\$16,225	\$2,360	\$67,650	\$7,000	\$3,915	\$450	\$1,700	\$2,800	\$2,250	\$2,300	\$1,208	\$5,460	\$1,040	\$21,032	\$7,800	\$1,827	\$2,920	\$0	\$40,040	\$28,960	\$43,840	\$4,640	\$21,060	\$23,400	\$240	\$0	\$0	\$0	\$0	\$700	\$6,300	\$5,040	\$2,145	\$1,020	\$4,300	\$2,100	\$5,440	\$8,960	\$13,920						
Task 5 - Master Plan Adoption																																																		
5.1 Prepare Development Recommendation	8		40		40																			24	8	8																								
5.2 Draft Final Master Plan	8		8		80																			24	8	8																								
Subtotal Task C (Hours)	16	0	48	0	120	0	0	0	0	0	0	0	0	0	0	1	6	0	4	0	0	0	0	24	8	8	0	0	0	0	0	0	0	0	1	8	6	0	0	0	0	0	2	2	2					
Subtotal Task C (Cost)	\$3,520	\$0	\$8,880	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$302	\$1,638	\$0	\$956	\$0	\$0	\$0	\$0	\$6,864	\$1,448	\$1,096	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350	\$1,800	\$1,080	\$0	\$0	\$0	\$0	\$680	\$640	\$580							
TOTAL ESTIMATED LABOR BUDGET	\$22,660	\$25,080	\$41,810	\$60,025	\$91,000	\$17,405	\$2,360	\$68,470	\$7,000	\$3,915	\$450	\$1,700	\$2,800	\$2,250	\$2,300	\$1,510	\$7,644	\$1,040	\$24,378	\$11,700	\$1,827	\$2,920	\$20,925	\$78,936	\$43,802	\$59,732	\$4,640	\$21,060	\$23,400	\$240	\$0	\$0	\$0	\$0	\$1,050	\$11,025	\$8,460	\$2,145	\$2,040	\$6,880	\$6,300	\$25,160	\$14,720	\$19,140						
BASE BUDGET PER FIRM/TOTAL	\$240,575					\$108,650					\$51,019					\$20,925					\$182,470																													

Rate Sheet

ELS ARCHITECTURE AND URBAN DESIGN

Principals	\$ 230–300
Associate Principals	\$ 175–225
Associates	\$ 160–180
Professional Staff	\$ 90–160
Technical/Support Staff	\$ 85–160

EMC PLANNING GROUP

Senior Principal	\$ 295
Senior Planner	\$ 205
Associate Planner	\$ 175
Reg. Prof. Archaeologist	\$ 145
Principal Biologist	\$ 225.
Associate Biologist	\$ 170
Graphics	\$ 140
Production Manager	\$ 125
Admin./Production	\$ 115

SWA GROUP

Principal, Marco Esposito	\$ 286
Associate, Al Dewitt	\$ 181
Associate, Xiaomeng Ma	\$ 137
Design Staff	\$ 110–125

TRAMUTOLA

Political Strategists	\$ 350–450
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HAYAT BROWN

Managing Director	\$ 420
Senior Director	\$ 350
Director	\$ 320
Manager	\$ 280
Senior Associate	\$ 240
Associate	\$ 210
Analyst	\$ 190
Technical Writer	\$ 135

HEXAGON

President	\$ 335
Principal	\$ 290
Senior Associate II	\$ 270
Senior Associate I	\$ 250
Associate II	\$ 225
Associate I	\$ 200
Planner/Engineer II	\$ 170
Planner/Engineer I	\$ 140
Admin/Graphics	\$ 120
Assistant Planner/Engineer	\$ 115
Technician	\$ 85

BKF ENGINEERS

Principal	\$ 302
Associate Principal	\$ 273
PM	\$ 260
Eng/Sur Mgr	\$ 239
Sr Eng/Sur	\$ 222
Project Eng/Sur	\$ 195
Design Eng/Sur	\$ 170
Tech IV	\$ 203
2-Man Survey	\$ 365

BRIGHTWORKS

Principal	\$ 300
Director	\$ 250
Lead	\$ 225
Senior Consultant	\$ 200
Senior Specialist/Senior Energy Analyst	\$ 200
Consultant	\$ 180
Specialist/Energy Analyst II	\$ 180
Analyst/Energy Analyst I	\$ 165
Coordinator	\$ 150
Administrative Support	\$ 100

PRESERVATION ARCHITECTURE

Mark Hulbert	\$ 225
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FORELL/ELSESSER

Senior Principal	\$ 265
Principal	\$ 255–260
Research/Development Manager	\$ 240
Senior Engineer	\$ 195–240
Engineer	\$ 180–185
Designer	\$ 170–175
CADD/BIM Specialist	\$ 150–155
BIM Modeler	\$ 100
Senior Project Administration	\$ 130
Project Administration	\$ 80

GUTTMANN & BLAEVOET

Principal	\$ 340
Associate Principal	\$ 320
Senior Associate	\$ 290
Associate	\$ 280
Senior Engineer	\$ 260
Senior Building Performance Analyst	\$ 250
Cad Lead	\$ 225
Engineer II	\$ 215
Engineer I	\$ 205
Building Performance Analyst	\$ 205
Designer II	\$ 190
Designer I	\$ 180
Construction Administrator	\$ 155
Project Assistant	\$ 125

CUMMING

Executive/Senior Vice President	\$ 450
Managing Principal/Vice President	\$ 375
Managing Dir/Dir/Regional Dir	\$ 325
Associate Director	\$ 250
Senior Cost Manager	\$ 220
Cost Manager	\$ 195
Assistant Cost Manager/	
Estimating Technician/Intern	\$ 135

CALIFORNIA CONSULTING

Senior Grant Writer/Grant Writer	\$ 150
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Fees listed here are subject to increase annually for cost-of-living escalation in the State of California.

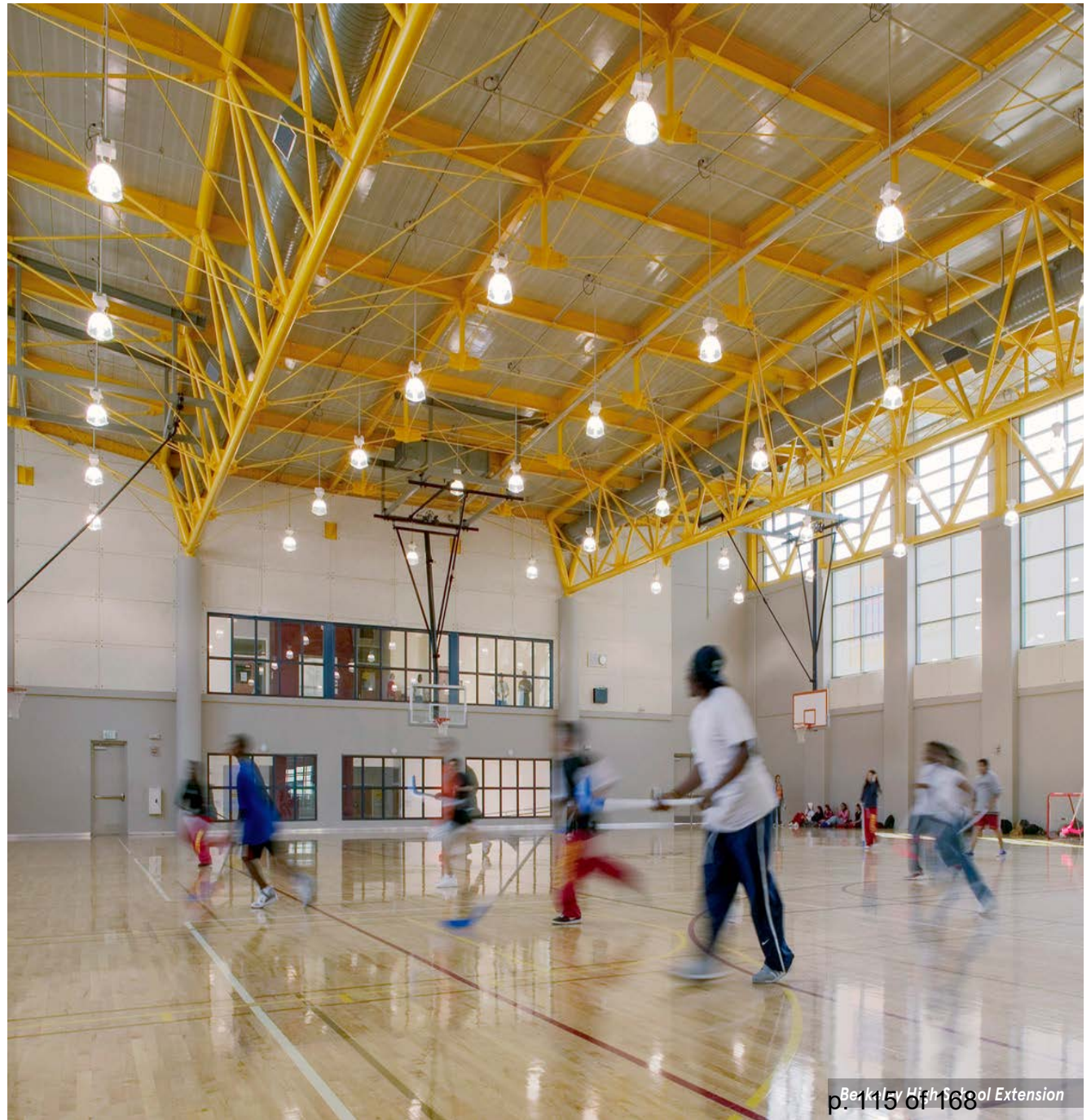


Berkeley High School Extension | Berkeley, CA

7 + additional information

Agreement Statement

ELS has reviewed the Gilroy standard contract and takes no exception to the terms and conditions as provided.



Beekmantown High School Extension
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elsarch.com

BERKELEY | 510.549.2929
2040 Addison Street
Berkeley, CA 94704

LOS ANGELES | 213.348.1155
950 S. Grand Avenue, Ste 400
Los Angeles, CA 90015

SACRAMENTO | 916.301.4411
800 Howe Ave Ste 330
Sacramento, CA 95825

SAN DIEGO | 619.919.0620
3131 Camino Del Rio N, Ste 1030
San Diego, CA 92108



City of Gilroy Administration Department

Request for Proposals Civic Center Master Plan Consultant Services

No. 24-RFP-AD-506

ATTN: Bryce Atkins
City Of Gilroy
7351 Rosanna Street
Gilroy, CA 95020-6197

**Proposals Due by: 4:00 pm Pacific Time,
Friday, October 18, 2024**



**Request for Proposal
No. 24-RFP-AD-506**

Notice is hereby given that the Purchasing Coordinator of the City of Gilroy at 7351 Rosanna Street, Gilroy, CA 95020-6197 will receive proposal submittals via e-mail. The City of Gilroy is soliciting proposals from firms to develop a new Gilroy Civic Center Master Plan for the redevelopment of Civic Center, as described in the attached Request for Proposals (RFP). Submittals will be accepted up until 4:00 PM, PST, Friday, October 18, 2024, via e-mail to the addresses specified in this RFP. Proposals received after that time and date will not be considered. The City of Gilroy accepts no responsibility if delivery is made to another e-mail address other than the one specified within this RFP. An evaluation team will review submitted proposals and select the best qualified firm based on the evaluation criteria and selection process outlined in the RFP. The selected Consultant will then be recommended to the City Council for awarding of an agreement to conduct the work.

A free electronic copy of the RFP can be obtained by going to the City of Gilroy website, and selecting bid opportunities located under the Business and Development Services Tab, or directly by going to the following link: <http://www.cityofgilroy.org/Bids.aspx>).

Respectfully Requested,
Carina Baksa
Purchasing Coordinator

RFP No. 24-RFP-AD-506

Request for Proposals for Civic Center Master Plan Consultant Services

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Introduction and Project Description

The City of Gilroy (City) is seeking proposals from qualified firms (Consultants) for the preparation of an updated, comprehensive Civic Center Master Plan to supersede the 2002 adopted plan, that will create a clear vision, action plan, timeline, and financial strategy for the re-development of the Gilroy Civic Center to meet the City government's administrative and operational needs through City buildout and the needs of the Gilroy community. The City is requesting proposals from qualified consulting firms to develop the plan and implement it, based on the proposed scope of work contained in this request for proposals. The selected firm's overriding purpose is to assist the City in seeing the project through from initiation of the project through the development and approval of a Master Plan, and through to completion of construction of the legislatively approved Master Plan and move-in of replaced or renovated buildings.

The Project includes the re-development of the existing Civic Center site as described in the project background below. The Master Plan will be the guiding document for the final project. An awareness and understanding of the City's cultural, socio-economical, and operational nature is crucial for success.

This RFP is intended to be as descriptive as possible. However, omissions or oversights may be present in this document and the scope of work. Proposing firms are not to take advantage of these in preparing their documents or proposals and are to identify issues in either the question and answer period of the RFP process, or identify them in the proposal as it relates to the proposed methodology to perform the scope of work.

The City of Gilroy is a charter city located in southern Santa Clara County with a population of approximately 60,000. The City is a council-administrator form of government with the mayor elected at large for a four-year term and six City Councilmembers who are elected at large for four-year terms. Development activity in the original Gilroy town site dates back to the early 1800s, with the City formally incorporating in 1870. Since then, the City experienced several annexations and growth periods throughout the 20th and 21st centuries.

Information regarding the City and its organization, such as governmental structure, services provided, the Current Operating and Capital Budgets, Annual Financial Reports, and the most recent Comprehensive Fee Schedule, is available on the City website at www.cityofgilroy.org

The City is currently seeking proposals from qualified firms with experience in conducting the work as described above, and more fully detailed in the proposed scope of work and deliverables as provided later in this request for proposals.

Issuing Office

The City Administrator's Office is the Issuing Office for this Request for Proposal (RFP) and the point of contact for all process and contract questions as well as protests.

Contact

City Administrator's Office
 Bryce Atkins, Assistant to the City Administrator
 7351 Rosanna Street
 Gilroy, CA 95020
bryce.atkins@cityofgilroy.org

Anticipated RFP Schedule

The Administration Department anticipates the following general timeline for this RFP and the schedule may change as necessary.

Issuance of RFP documents	September 5, 2024
Deadline for RFP questions and comments	5:00 p.m., PST, September 20, 2024
Response to questions available on website	5:00 p.m., PST, September 27, 2024
Deadline for proposal submission	4:00 p.m., PST, October 18, 2024
Review of submissions (estimated completion)	Friday, November 1, 2024
Finalist interviews/presentations (if needed)	Thursday, November 7, 2024
Issue the Notice of Intent to Award	Friday, November 8, 2024
Date Consultant is to sign contract and provide all required attachments	Monday, November 11, 2024
Council award of contract at regular City Council meeting	Monday, November 18, 2024

Submission Date and Location

Each responding Consultant must provide one electronic copy of their proposal in PDF format to bryce.atkins@cityofgilroy.org, with a copy to carina.baksa@cityofgilroy.org. The e-mail shall be entitled "Gilroy Civic Center Master Plan Proposal". The proposals must be received by the City issuing office via e-mail by the Deadline for Proposal Submission, as defined above.

Solicitation Documents and Changes (Addenda)

All solicitation documents may be viewed or printed online from the City's website at <https://www.cityofgilroy.org/Bids.aspx> or may be viewed onsite at the Issuing Office at the address listed above.

Proposals received from other sources will not be considered valid documents. Please contact the Issuing Office listed above with any problems viewing solicitation documents.

All questions regarding this solicitation shall be submitted in writing via e-mail. The questions will be researched and the answers will be communicated to all known interested Consultants and posted on the City's website after the deadline for receipt of questions.

Prospective Consultants shall not contact City officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. Any unauthorized contact may be considered undue pressure and cause for disqualification of the Consultant.

Consultants are responsible for checking the City's website for the issuance of any addenda prior to submitting a proposal. The Consultant is held responsible for all addenda/changes to the documents and may be considered non-responsive if their proposal does not reflect those addenda/changes.

Protests

Any complaints or perceived inequities related to this RFP shall be made in writing and directed to the Issuing Office at the address listed above and accordance with the City purchasing policy. This policy may be found on the City's website, located here: <https://www.cityofgilroy.org/DocumentCenter/View/10774/Gilroy-Purchasing-Policy->.

Rejection of Proposals

The City reserves the right to reject any and all proposals submitted. The City also reserves the right to waive or not waive any informalities or irregularities in proposal responses.

Partial Funding or Award

The City reserves the right to fund only a portion of the total funding identified in its sole discretion. The City may make a partial award of an amount it determines to be appropriate, based on the financial resources available and operational considerations.

Modification / Withdrawal

Unless otherwise specified, modification of the proposal will not be permitted; however a Consultant may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of proposals; any Consultant may withdraw their proposal, either personally or by written request to the Issuing Office. Withdrawal of proposal shall not disqualify the Consultant from submitting another Proposal provided the time for receipt of Proposals has not expired.

Cancellation

The City reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of award.

Duration of Proposals

Proposals must remain valid for at least 120 days. Proposals must be signed by an official authorized to bind the Consultant.

Public Record

All proposals submitted are the property of the City and are public records. All documents received by the City are subject to public disclosure after the City selects a Consultant.

Incurring Costs

The City is not liable for any cost incurred by Consultants prior to execution of a contract.

Selection Process

The City reserves the right to select the Consultant on the basis of the proposals or to conduct interviews with the highest qualified Consultant(s) following evaluation and scoring of the proposals, whichever is determined to best serve the needs of the City. The City reserves the right to seek clarifications on any or all proposals.

Project Background

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 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 authorized the preparation of a new Civic Center Master Plan to carry out this purpose.

The Civic Center Master Plan 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. Site layouts and designs must maximize site use and meet space needs for applicable City staff and programming at City buildout.

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.

A Civic Center Master Plan framework and long-term site development plan are to be established that provide a foundation and implementation timeline for detailed design, funding, phasing, and construction of Civic Center projects. Responding firms must have demonstrated experience in analyzing municipal functions, space needs and responsibilities, managing the public participation process, and recommending sound planning and architectural solutions.

The entire City-owned property that comprises the Civic Center, and adjacent rights-of-way, are to be considered in master planning the site, as well as the three privately-owned, single-family residences.

The Master Plan process should be approached collaboratively with the community, stakeholders, and staff. The project schedule should include 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.

The existing Gilroy Civic Center Master Plan that was adopted in 2002, and can be found on the City of Gilroy's website here:

<https://www.cityofgilroy.org/DocumentCenter/View/6945/Civic-Center-Master-Plan---June-2002?bidId=>

Scope of Work

The scope of work, in general, consists of the following phases:

A. Project Initiation

1. Development of an outline and timeline of Civic Center Master Plan and implementation work to be completed under the proposed agreement that provides timing and schedules from start of the project to completion, concluding with implementation and opening of the Civic Center facilities.

2. A kick-off meeting will be held after award of contract. Consultant and its team will meet with City of Gilroy staff to conduct introductions, discuss scope of services, timelines, and implementation process.
 3. Deliverables
 - i. Project outline and timeframe
 - ii. Kickoff meeting with regular meetings scheduled
- B. Current Conditions Assessment
1. Review, analysis, and written summary of applicable key planning documents that provide land use, design, circulation, and other planning and policy context. These documents include:
 2. Inventory and assessment of all Civic Center facilities and amenities and nearby City-owned properties and other areas necessary for consideration in the study. Must include, at a minimum, a description of the facilities or sites, year built, lot and building sizes, and current uses, specifying existing municipal services, programs, and staff (collectively, “programming”) currently housed in or delivered from existing Civic Center facilities, and adjacent and nearby City facilities.
 3. Provide a comprehensive policy and regulations analysis of all City documents pertaining to the Gilroy Civic Center. This analysis should look at the City’s regulations from an economic and design related standpoint to determine how the codes and policies are affecting the economic environment of the Civic Center.
 4. Deliverables
 - i. Report of Civic Center sites issues, constraints, and opportunities, including inventory of current assets with assessment, and description of applicable policies and regulations to this project.
- C. Needs Assessment
1. Development of stakeholder information materials and delivery of workshops and surveys to assess City government and community needs and determine Civic Center Master Plan facilities required and desired. Assessment and stakeholder input reports identifying Civic Center vision, existing service and facilities gaps, desired Civic Center facilities and amenities, and priority items.
 2. Hold at least five community meetings and make presentations and solicit input from the community and other stakeholders.
 3. Obtain input from local stakeholders including Gilroy residents, customers to the current Civic Center, local merchants, neighboring properties near the Civic Center, City staff and elected officials.
 4. Allocate time for a minimum of five public stakeholder meetings, one Planning Commission Meeting and two City Council Meetings. (Minimum of ten total meetings).
 5. Deliverables

- i. Survey, assessment, and report of programming to be provided at the new Civic Center sites that incorporates the administrative and operational needs and recommendations of City departments.
- ii. Community Civic Center needs and desires survey and report.
- iii. Civic Center vision report based on City and community input.

D. Master Plan Design

1. Work in conjunction with City Staff, City Consultants, and the City Council, to help create a detailed vision concept for the Gilroy Civic Center re-development project. This includes building prototypes, potential streetscape improvements, and recommendations for improved and updated design requirements.
2. Development at least three (3) recommended Civic Center Master Plan alternatives, each of which is to be designed to meet the following criteria:
 - i. Complements the design of surrounding structures that are to remain, if any.
 - ii. Projects the Gilroy Civic Center as a locus of civic pride with enhanced civic identity and public interface that improves the experience and sense of place.
 - iii. Makes City government more accessible to all.
 - iv. Represents the City's civic identity and expresses the community's civic values of open engagement with the government through site design and architectural expression.
 - v. Provides enough meeting space for the conduct of City business and allows for flexible scheduling for use by the community.
 - vi. Provides larger meeting and program space, and parking, for public activities and events.
 - vii. Incorporates high sustainability standards into buildings and site design.
 - viii. Maximizes the resulting life of the buildings.
 - ix. Minimizes life-cycle costs of buildings.
3. Development of a phased approach to project implementation to minimize disruptions to existing City Civic operations, including interim City operations currently provided at the Civic Center.
4. Architectural Concepts. An initial series of architectural concepts should be developed that would evaluate options for building height, shape and location. After receiving initial feedback from the City the most promising concepts would be developed further and presented to the community through community meetings (at least five for receiving input) and finally the City Council for input. A final set of two or three concepts would then be developed for final selection. Final concepts would be developed to show exterior building materials, with color renderings showing the site context with parking, circulation and basic landscape features. The final architectural concept selected would then become part of the overall site Master Plan.
5. Building Floor Plan. Once the building height and shape have been selected, floor plans for each floor of the new City Hall will be developed

from the space needs determination developed in the Needs Assessment phase. Prior to completing this task, individual meetings will be conducted with representatives of each department to better understand staffing, the need for adjacencies and service delivery needs. Preliminary floor plans will be presented for feedback in a workshop setting for all departments and then refined into a final floor plan for City approval. Floor plans will be developed to meet all applicable building codes and include support spaces such as equipment rooms, elevators, stairs and other common areas. Based on the approved floor plan color renderings should be prepared showing the primary building entry(ies), as well as other pertinent features for inclusion in the final Master Plan.

6. Preliminary Landscape Plan. The plan for the Civic Center should incorporate, to the degree possible, a civic plaza for community events, include outdoor patio spaces as appropriate, and consider an accessible green roof feature. Initial concepts should be developed and based on feedback from the City included with architectural concepts as they are developed and refined.
7. Sustainable Design Features. City Hall, and as many of the other Civic Center buildings as possible, should be planned as a LEED Platinum facilities. Initial ideas for sustainable design features will be presented to the City for initial review and input. Based on this input as the Master Plan becomes more complete a preliminary LEED check list should be prepared to demonstrate how the City can best achieve a LEED Platinum rating considering initial cost, operating costs and environmental benefits. As an option, making City Hall a net zero energy consuming building should be evaluated considering costs and simple payback. The final LEED check list will be presented to staff and documented in the final Master Plan.
8. Construction Sequencing Plan. Depending on final building(s) siting, determine whether new buildings, such as City Hall, can be built while other Civic Center facilities remain occupied. Make recommendations to efficiently sequence new construction, renovations, demolition and site improvements. Identify needs for temporary office spaces as needed and include estimated costs.
9. Site Master Plan. A primary goal for this stage of the project is to develop a long-term Master Plan for the entire Civic Center Campus. The City wants to ensure that improvements completed are compatible and complimentary to existing buildings not being replaced or remodeled, and consistent with any potential future phasing of the project. The overall Master Plan should show the end state of the campus after all project phases have been completed.
10. Building Location Alternatives. An important component of master planning is deciding the locations of future buildings. As the Civic Center area is bounded within existing residential on all sides, it will be important that future locations of buildings and the overall plan design is developed to ensure the ultimate build out of the campus is efficient, sustainable and

meets long-term service delivery needs. The task for master planning will be to create alternative scenarios for building siting. Each building scenario should include a site plan with building footprints and site planning elements including: site circulation, parking configuration, adjacent open space features such as entry plazas or outdoor patio spaces. Concepts for building location scenarios will be presented to City staff for feedback.

11. **Circulation Study.** Site circulation is a key component of site planning that will effect building placement, parking layout, and open space amenities. Key goals include: creating a welcoming, safe, and attractive environment for all modes of transportation; improving the usability of open spaces; including appropriate sustainable design features; and ensuring that circulation is supportive of customer service needs and operational demands. Existing public streets through the campus include Hanna Street. The purpose of the circulation study is to evaluate a variety of options, consider their benefits and impacts, and decide on a circulation plan that best meets the City's current and future needs. The circulation study will be a distinct work product that will be presented to City Council for final decisions. It's envisioned that this component of the Master Plan would be delivered early in the process to inform final building placement, parking solutions, and open space amenities. A draft Circulation Study should be brought to the City's Planning Commission for review and feedback, as the board responsible for bicycle and pedestrian infrastructure review, as well as planning functions generally. The Study shall also incorporate the following:
 - i. **Parking Quantity.** Based on the planned program, count data, City standards, and potential for shared uses recommend a final parking quantity for inclusion in the Master Plan, including what parking facilities should be built.
 - ii. **Parking Type.** Evaluate a full range of parking types including: surface, stand-alone parking structures (with or without underground levels), parking under new buildings, and automated stacked parking solutions. Prepare conceptual layouts so various options can be drawn to scale in draft site plans. Prepare preliminary cost estimates to evaluate options on a cost per net new space basis.
 - iii. **Sustainable Design Features.** Planned parking facilities should be planned to be energy efficient, properly treat storm water runoff, and considered as possible locations for solar power generation. Planned sustainable features should be documented in the appropriate LEED checklist.
13. **Open Space Plan.** One of the opportunities identified in planning efforts to date is the ability to consolidate and expand open space on the campus.

Ultimate quantities of open space will depend on to what extent we convert existing single-story buildings to multi-story, convert surface parking to structured parking and reconfigure the existing circulation network. Opportunities to create more and better open space amenities on the campus must be balanced with project costs and functional needs. Initial concepts for open space should be developed and presented to staff for feedback and then a refined set of open space amenities brought back for a recommendation. The final Master Plan should clearly identify open space elements to be included.

14. Sustainable Design Features. The Master Plan should be developed to include sustainable design features applicable to the site including energy efficient lighting, drought resistant landscaping, appropriate building orientations, and preservation of mature trees where possible. Site sustainability features should be documented on the appropriate LEED checklist.
15. Land Survey. A complete land survey of the Civic Center Campus should be completed to establish base sheets that can be used for the Master Plan and future plans and specifications. Property lines, building locations, utility infrastructure and other site features should be located as part of the survey. A title search should be completed to document all easements and property restrictions.
16. Developing the final site Master Plan will necessarily be an iterative process where some decisions will need to be made along the way. Two interactive workshops should be planned with City Council at key decision points during the development process.
17. Environmental Review. An integral part of the Master Plan is completing the CEQA analysis. The environmental document should be prepared, circulated for public review, reviewed by the Planning Commission, and certified by the City Council prior to any final decisions to adopt a Master Plan. For planning purposes, the environmental document is assumed to be a Program-level Environmental Impact Report that covers all elements of the Master Plan with sufficient detail to enable the City to proceed with construction of the project. The Environmental analysis should include a Traffic Impact Analysis done in accordance with City and other applicable agency standards as well as other technical studies needed for CEQA compliance.
18. Community Outreach. The master planning process is intended to be built on community engagement activities by soliciting community input during development of the Master Plan. City Council meetings and workshops as well as numerous commission reviews as previously outlined will be publicized by the City as opportunities for community input. Community surveys and regular postings to a project website will supplement outreach activities. Consultant should plan to coordinate with the City and prepare materials for: up to three community surveys; multiple community meeting

session cohorts¹, held multiple times throughout the process; monthly website postings; and quarterly articles for the City's quarterly report through the Master Plan process.

19. Project Management and Meetings. Regular coordination with City project management staff is an important component of the project.
 - i. Civic Center Development Team. The City will appointed a Civic Center Development Team (CCDT) comprised of staff from multiple City departments. The role of the CCDT is to provide general guidance and feedback on draft work products as they are developed. CCDT meetings will generally be scheduled prior to all City Council meetings and public presentations. Consultant will provide minutes of all CCDT meetings.
 - ii. Project Coordination. Regular bi-weekly progress meetings will be held with the City's Project Manager either virtually or in person depending on agenda topics.
 - iii. Project Schedule. A project schedule will be developed to illustrate planned activities, major milestones, key decision points, and the schedule for delivering draft and final work products. The schedule should show all City Council and Commission meetings, in addition to the timeline for CEQA notices and hearings.
20. Master Plan Report. A Master Plan Report will be prepared for final adoption by City Council that will document site plans, illustrations, estimated project costs for improvements, LEED check lists, and other documentation that would support the final Master Plan.
21. Deliverables
 - i. Review, identification and compliance plan Report with City policies, General Plan, Specific Plan, zoning, design standards and other applicable City guidelines into the Project and eventual proposed alternatives.
 - ii. Complete required CEQA documentation and environmental requirements for adoption of the Civic Center Master Plan
 - iii. Development of at least three (3) recommended Civic Center alternatives with program elements to meet City and community needs for Council consideration.
 - iv. Approved project schedule.
 - v. Develop a community outreach and input plan for City staff review, then implement the plan.
 - vi. Development of all identified reports above, including:
 - a) Architectural Concepts
 - b) Building Floor Plan
 - c) Preliminary Landscaping Plan
 - d) Sustainable Design Features

¹ Cohort sessions involve convening multiple community meeting sessions of the same topic, but at different days, times, and locations to capture the most public input as possible. They should be scheduled in a relatively short window. Any time typically a community meeting would be held in similar projects, a cohort of meetings instead shall be held.

- e) Construction Sequencing Plan
- f) Site Master Plan
- g) Building Location Alternatives
- h) Circulation Study
- i) Parking Alternatives Study
- j) Open Space Plan
- k) Land Survey
- l) Environmental Review Document(s)

vii. Master Plan Report

E. Master Plan Adoption

1. Formulate a recommendation with an associated development phasing plan and an associated financing plan which would identify the costs of each development phase.
2. The draft Final Master Plan, along with the draft Final Financing Plan, must be presented to Council for consideration of adoption by May 30, 2026.
3. Deliverables
 - i. Process for Council evaluation and selection of preferred alternative; and
 - ii. Final Master Plan report for Council selected alternative that includes:
 - a) Programming document, conceptual plans, and phased capital improvement plan with timeline, milestones, and estimated costs.
 - b) Financing strategy plan.
 - c) Project delivery method analysis and recommendation.

F. Project Financing

1. Calculation of a total cost estimate for each recommended alternative that is all inclusive of design and construction costs, demolition, and removal of existing building(s); City project staffing; testing and inspection; environmental reviews and potential remediation requirements; permit fees; site work; construction; project and construction management; community outreach; relocation; furniture; fixtures; and equipment.
2. Provide professional advice and recommendations on financing and financial approaches, including, but not limited to P-3, traditional, and design-build.
3. Identify funding opportunities and approaches for the City Council's consideration.
4. Identify General Obligation Bonds process, work with City staff and financial consultants to identify best path (open market or direct placement), preparation of ballot measure language and election documents, informational documents, handouts, and public information releases. Additionally:
 - i. Assess community's ability to pay, economic and demographic studies, surveys, and testing to determine most likely passage

levels for bond approvals to maximize funding level for project build-out.

- ii. Gather pertinent information regarding rating agency factors early in the project to identify and assess data relating to factors to determine general rating estimation, and identify areas for improvement and steps to improve factors to maximize final rating for the sale of bonds
- iii. Identify funding priorities if insufficient support for full funding by bond measure isn't possible, and identify order of construction to meet the highest community supported components of the Civic Center Master Plan buildings/service areas.
- iv. Work with City staff and financial consultants, as well as secure additional bond counsel and consultants, to complete the sale of bonds if approved by voters, up to deposit of sale proceeds with the City.

5. Deliverables:

- i. Comprehensive Financial Options Plan.
- ii. Development of general obligation bond documents, staff report, ballot measure language, and all necessary supporting documentation to place ballot measure for November 2026 election.

G. Project Development, Design Engineering and Construction

- 1. Advise in coordinating the temporary relocation and continuing City operations prior to and during construction.
- 2. Upon request, oversee plans and specifications for quality; safety; building code compliance; CALGreen compliance, fire code compliance; future operation costs; and budget.
- 3. Upon request, oversee that all permits are procured, and the applicant is in compliance with all local requirements.
- 4. Propose, develop and implement Project quality assurance plan (e.g., testing and inspection program, etc.).
- 5. Upon request offer advice that all materials used are approved by City staff as environmentally appropriate.
- 6. Assist and advise on obtaining Certificate of Occupancy.
- 7. Deliverables:
 - i. In conjunction with City staff, secure design-build or design-bid-build contractor(s).
 - ii. Provide bid support and coordination efforts.
 - iii. Provide consulting services to the design drawings and construction management teams.

H. Project Closeout

- 1. Assist and advise City Hall staff with move back into the City Hall building once construction is complete.
- 2. Assist and advise contractors to provide the necessary operational training for any new equipment.

I. Tasks Performed in All Phases

1. Facilitate all project-related meetings, including noticing, development of meeting agenda, and preparation of meeting agenda and minutes.
 2. Upon request of the City Administrator or designated staff, attend all project-related meetings and make presentations to the City Council, Planning Commission, other boards and commissions, and other agencies and organizations as needed.
 3. In coordination with staff, develop, implement, manage, monitor, and report on public engagement (includes outreach and community input) campaigns for each phase of the Project
 4. Upon request, coordinate and participate in negotiations with potential Project partners.
 5. Upon request, serve as contract monitor.
 6. Advise and assist with the selection of the professional team as directed through the appropriate process (e.g., RFP, RFB, RFI) for: Architect, Engineer, Design Consultant, Hazardous Materials Abatement, CEQA/Permitting, Construction Management & Inspection, Utility, and site security.
 7. Upon request, Prepare and distribute RFP/RFB/RFI documents and participation in the evaluation and interview process.
 8. Coordinate with the City Attorney and staff in the preparation and review of contracts.
 9. Assist with execution of consultant contracts.
 10. Upon request, ensure that the consultants, contractor, and their subcontractors are properly insured and bonded.
 11. Upon request, review and recommend payment of consultant and contractor invoices.
 12. Upon request, assist review and advise on overall program schedule and a detailed construction project schedule with the City's interest in mind.
 13. Track milestones and assertively suggest corrective actions in order to stay on schedule.
 14. Ensure a reasonable and realistic budget is developed and maintained. Upon request, offer advice on the project budget to maintain the quality or integrity of the project.
 15. Change order management: review - manage the contract to avoid unnecessary change orders or potential change orders for the project.
 16. Review progress billings and when necessary, upon request negotiate revisions.
 17. Offer advice on applicable federal, state, and local requirements.
 18. Assist with obtaining outside agency approvals for the project.
 19. Assist with resolving disputes or claims that may occur.
- J. Preliminary Project Schedule
1. The project schedule shall have the draft final Civic Center Master Plan, Financial Plan, and general obligation bond ballot measure documents ready for Council consideration of adoption by May 15, 2026, to make the first City Council meeting in June to provide sufficient time to make the

November 2026 election ballot for voters to consider adoption of bonds to fund the project.

2. Consultant shall work backward from that point to develop their schedules, in consultation with staff.
3. This project is expected to last for multiple years and there is not a firm schedule currently. This RFP includes the submission of a draft schedule. It is anticipated that the selected Consultant will work with staff to refine and create a preliminary schedule and it is the City's expectation that the Scope of Services will be completed in a timely manner, avoiding needless delays. The ideal Consultant candidate will have available resources and personnel, either in-house or under subcontract, to ensure the completion of the Scope of Services at the earliest possible time.

Proposal Contents

The proposal package shall be organized to include the following sections. Each proposal shall have the sections identified below as separate sections in the proposal document. The contents for each section are listed below and must be presented in the same order. The proposers shall be responsible for preparing an effective and clear proposal. Concise proposals without needless duplication are encouraged. Only one proposal from a firm may be submitted.

Proposals must be structured, presented, and labeled in the following manner:

- Cover Letter.
 - The firms' proposal must provide a written transmittal of the proposal in the form of a cover letter. The cover letter must be signed by a company officer empowered to bind the proposer to the provisions of this RFP and any contract awarded pursuant to it. The cover letter will reference and respond to each of the following bulleted items:
 - Consultant's legal name and corporate structure.
 - A high-level statement of the credentials to deliver the services sought under the RFP.
 - Briefly state the Consultant's understanding of the work to be performed and why the Consultant believes it is best qualified to perform the duties and tasks outlined and described in the scope of work contained in this request.
 - Primary contact name, mailing address, e-mail address, and telephone number.
 - Identification of use of subconsultant(s), if any, and scope of work to be performed by subconsultant(s).
 - A statement that the Consultant or any individual who will perform work for the Consultant is free of any conflict of interest.

- Statement of acknowledgement that the City's standard agreement has been reviewed and accepted.
 - Signature of a company officer empowered to bind the Consultant to the provisions of this RFP and any contract awarded pursuant to it.
- Table of Contents.
- Section 1. – Company Background.
 - Provide history of the individual or proposing firm's experience, as well as those of any subconsultants, which specifically addresses the individual or firm's experience at producing the deliverables and project as described in this RFP.
 - The proposal shall include an organizational chart, including those of any subconsultants proposed, and describe the organizational structure that is proposed to handle the project.
 - Describe the specific types of services that your organization and/or subconsultants provide.
 - Number of years your organization and any subconsultants have been in business.
 - Describe your agency's basic organization and management structure, and those of any subconsultants. Be sure to include the number of personnel involved in your organization.
- Section 2. – Company and Project Team Qualifications.
 - Qualifications and Related Experience of Personnel Who Will Perform Work. Résumés of all personnel who are proposed to provide professional services to the City within the Scope of Work outlined and described in this request shall be included. Résumés shall include all relevant experience, education, and other qualifications over the past three years, at a minimum.
 - At a minimum, this should include the project manager/principal agent, associates in charge when project manager/principal agent is unavailable, key personnel, firm size, and an organization chart identifying only those who will perform work for the proposed project and the percentage of each individual's time devoted to this project. The project manager/principal agent shall be the primary contact person to represent your firm and will be the person to conduct the presentation, if invited for an interview.
 - Prior Relevant Experience. A description of prior work experience and projects relevant to the Scope of Work outlined and described in this request shall be included.
- Section 3. – References.

- References of Local Government Clients. Please include a list of at least three (3) current and/or previous local government clients for which the Consultant that would be assigned to this project has rendered professional services similar to the scope of work outlined and described in this request.
 - Provide a description of the project, client name, and the name, title, email address and telephone number of the primary contact person.
 - References may not be older than 10 years from the deadline of proposal submission.
 - Three samples of prior work completed by Consultant similar to the project requested by this RFP may be included as representative samples of the Consultant's past work, which may be added as an appendix to the proposal, or links to the documents.
- Section 4. – Proposed Methodology.
 - Consultant shall provide a work plan identifying the major tasks and subtasks anticipated by the Consultant associated with the completion of the project, including the proposed approach and detailed, projected timeline to conduct and complete each item in the Scope of Work.
 - Provide a staffing plan for the project. Specifically show the availability of staff to provide the necessary resource levels to meet the City's needs.
 - The proposal shall include a detailed outline which demonstrates the firm's understanding of the scope of work. This outline should include the anticipated approach, tasks necessary for successful completion, deliverables, and suggestions or special concerns that the City should be made aware of. Identify any assumptions and/or exclusions used in preparation of the scope of work and associated fee estimate.
 - Describe the quality control procedures and associated staff responsibilities which will ensure that the deliverables will meet the City's needs.
- Section 5. – Proposed Timeline
 - Provide a detailed critical-path-method schedule for completion of the tasks and sub-tasks required to accomplish the scope of work. Note all deliverables and interim milestones on the schedule.
 - Also prepare an overall, high-level proposed timeline for the project. Proposal shall include a timeline to complete the project, based upon the Scope of Work and availability of skilled labor force.
- Section 6. – Pricing
 - Proposal shall have a project cost estimate with justification.
 - Proposal shall include hourly rates for all personnel on the project.

- Proposal shall provide the cost estimate for the project as a time and materials based contract, with a proposed total estimate based on the scope of work. Identify the personnel and materials proposed, their hourly rates, and subtotals for each proposed phase of the workplan contained in the proposal.
- Proposal shall include the schedule of the firm's and subconsultants' hourly billable rates per staff person, and any proposed annual increases and their effective periods.
- Section 7. – Additional Information
 - Agreement Statement. The proposal shall include a statement outlining your concurrence, proposed modifications or concerns with any and all provisions as contained in the sample agreement attached to this RFP.

Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the City's sole discretion, result in the rejection of the Proposal.

Proposal Evaluation Criteria and Scoring

Proposal packages will be reviewed and scored, per the criteria below. Based on the number and quality of responses, Consultants may be asked to continue to an interview/presentation step in the process, should the evaluators determine it in the best interest of the City to do so.

The City will be the sole determiner of suitability to the City's needs. Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of this Request for Proposals and the proposed scope of work, compatibility with the City's current technology and operations, prior experience with similar scope of work, financial capabilities, delivery, and cost.

Subsequently, the City may interview a qualified Firm, prior to deciding whether or not to recommend the award of an Agreement.

It is the City's intent to select one (1) firm to provide services to the City. The City reserves the right to make final decisions regarding the selected firm and the number of selected firms based on the quantity and quality of the RFPs received.

The City will select the proposal, if any, which best fulfills the City's requirements. The City will then further refine the scope and schedule with that firm and request a fee and materials proposal with a not-to-exceed fee and budget. The City will negotiate the fee with that firm. The City reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. If the City is unable to negotiate an agreeable fee for services with the top firm, the City will negotiate with the next firm chosen among the top firms.

Each proposal may receive a maximum of 100 points, as summarized below:

CRITERIA	POINTS
Consultant firm's experience and qualifications as it relates to the scope of services of the RFP • Professional experience in performing and completing tasks similar in scope and complexity. City will weigh the evidence that the Proposer has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress. • Past, recently completed, or on-going Civic Center Master Plan services that will substantiate experience. • Quality of Proposer's previous work examples. • References from customers and/or clients to whom firm has delivered similar services.	20
Project Methodology • Ability to provide services as outlined in the RFP. • Approach and proposed methodology to project scope of work. • Demonstrated knowledge of the work required. • Innovative approaches and internal measures to ensure timely and quality completion of work. • Ability to demonstrate its qualifications in a clear and compelling manner and ability to follow all directions included in this RFP. • Review and negotiation of acceptance or exceptions to the City's Professional Services Agreement • Quality and thoroughness of proposer's schedule and milestone timeline. Ability to meet project timeliness. The capacity to perform work within the desired timeframe. • The proposer's responsiveness to the RFP including completeness and thoroughness of proposal; all required information must be provided in the format specified. • Proposed plan to achieve the Scope of Services described herein and produce the required outcome in a timely manner. • Overall approach is most likely to result in the desired outcome for the City.	40
Staffing plan and project team qualifications • Consultant's team is clearly identified, along with its full capabilities relevant to the project at hand. • Demonstrates relevant experience of key personnel based on resumes showing technical knowledge and experience. • Stability and consistency of staff on project over time. • Identifies all other firms (subconsultants) included on the Project Team along with the Consultant and describes the scope of the Consultant's and each consultant or firm's services and	20

responsibilities during the project. • Adequate immediate supervision and review of staff performing the work as well as appropriate independent peer review of the work by qualified technical staff not otherwise involved in the project. • Availability of key staff to perform the services throughout the duration of the project. • Assignment of appropriate staff in the right numbers to perform the Scope of Services. • Appropriate communication and reporting relationships to meet the City's needs. • Relevance of experience of the proposing firm (to provide support resources to the project team). • Relevance of experience and strength of qualifications of the Project Manager. • Relevance of experience and strength of qualifications of the key personnel performing the work. • Relevance of referenced projects and client review of performance during those projects.	
Project Timeline • Ability to complete the work in the shortest schedule possible. • Proposed timeline meets the deadlines as contained in the scope of work. • Timeline proposed is consistent with the proposed methodology and are reasonable timeframes for achievement of the scope of work.	10
Cost Proposal • Competitive pricing as compared to other qualified proposer's RFP responses	10
TOTAL	100



City of Gilroy

STAFF REPORT

Agenda Item Title: Receive Preliminary Fiscal Year 2023-24 (FY24) Year-End Financial Report and Adopt a Resolution Amending Fiscal Year 2024-25 (FY25) Budget to Appropriate Mid-cycle Budgetary Adjustments

Meeting Date: November 18, 2024
 From: Jimmy Forbis, City Administrator
 Department: Finance
 Submitted By: Harjot Sangha, Finance Director
 Prepared By: Carina Baksa, Finance Manager

STRATEGIC PLAN GOALS

Develop a Financially Resilient Organization

RECOMMENDATION

1. Receive preliminary Fiscal Year 2023-24 (FY24) year-end financial report.
2. Adopt a resolution amending the FY25 budget to appropriate mid-cycle budget adjustments.
3. Approve the Pension and Other Post-Employment Benefits (OPEB) Section 115 Trust contributions pursuant to the Council adopted policies.

EXECUTIVE SUMMARY

This report serves to inform the City Council about the City's Fiscal Year 2024 (FY24) preliminary year-end financial performance. The General Fund is the primary focus of this report, as it is the primary funding source for essential City services. All the non-general funds' information is presented in aggregate in the latter part of the report.

BACKGROUND

The City of Gilroy adopts two, one-year operational budgets through a biennial budget process. The FY24 and FY25 budgets were adopted on June 5, 2023. Staff has provided Council with a quarterly financial report throughout FY24, with the Third

Quarter report to Council presented on May 20, 2024. This report provides the preliminary FY24 year-end financial report and the recommended mid-cycle adjustments.

ANALYSIS

General Fund

Revenues

For FY24, the General Fund revenues totaled \$68.1 million, approximately \$1.7 million better than the amended budget of \$66.4 million. The table below provides a breakdown of General Fund revenues by category and a comparison to the amended budget, which are further discussed below.

(In Millions)				
General Fund Revenues by Category	FY24 Amended Budget	Actuals through June 30, 2024		
		(Unaudited)	% of Budget	
Sales Tax	\$ 21.8	\$ 21.1	97%	
Property Tax	20.4	20.4	100%	
Utility User Tax	6.5	6.6	100%	
Franchise Tax	2.3	2.2	99%	
Transient Occupancy Tax	2.0	1.6	80%	
Business License Fee	0.7	0.9	122%	
Other Revenues	12.7	15.3	120%	
Total	\$ 66.4	\$ 68.1	102%	

Sales Tax – Sales Tax is one of the General Fund’s primary sources of revenue. The FY24 budget for sales tax revenue was \$21.8 million. Based on the previous quarterly sales tax report, it was reported that the City’s sales tax revenue for FY24 was expected to come in under budget by approximately \$0.9 million. Sales tax revenue performed slightly better than expected, coming in at \$21.1 million, approximately \$0.7 million under budget for FY24.

Property Tax – Property Tax is the second major source of revenue for the General Fund. The FY24 budget for property tax revenue was \$20.4 million of which \$20.4 million were received, which includes \$2.0 million from the Excess Educational Revenue Augmentation Fund (ERAF).

Utility Users Tax (UUT) - Utility taxes are assessed against the value of energy and telecommunications, such as gas, electricity, steam, cable, and phone charges. The current tax rates are 4.5% for telecommunications and 5% for gas and electricity. The FY24 budget for utility user tax was \$6.5 million of which \$6.6 million were received.

Franchise Tax - The City receives franchise tax revenue from three franchise types, including gas and electric, cable tv, and garbage/refuse. The FY24 budget for franchise tax was \$2.3 million of which \$2.2 million were received.

Transient Occupancy Tax (TOT) - The City's TOT revenue comes from a 9% tax on hotel room rentals under 30 days, as well as from some of the RV parks in the City. FY24 budget for TOT was \$2.0 million of which \$1.6 million was received, approximately \$0.4 million under budget. This is primarily a result of lower-than-projected occupancy throughout the year. The City's current adopted work plan for FY24 and FY25 includes a review of the TOT return for all lodging operators to further ensure the assessments are correctly being assessed and collected from the transients.

Business License - The FY24 budget for Business License fees was \$0.7 million of which \$0.9 million was received. The additional \$0.2 million is a result of the additional discovery and collections efforts undertaken during the year.

Other General Fund revenues - This category comprises departmental service charges, general administration charges, fines and forfeitures, and other intergovernmental revenues. The FY24 budget for this aggregate revenue category was \$12.7 million of which \$15.3 million was received. This is \$2.6 million higher than budget, primarily due to catch-up payments received from Gilroy Gardens pursuant to their Lease Agreement, approximately \$0.7 million (one-time) and higher than anticipated interest revenue of about \$0.8 million. Interest revenue is largely dependent on the performance of the City's cash investments.

Expenditures

For FY24, the General Fund expenditures, including outstanding encumbrances, were \$73.0 million, approximately 2%, or about \$1.8 million under budget. The table below provides a breakdown of General Fund expenditures by Department or Function and a comparison to the amended budget.

(In Millions)				
General Fund Expenditures by Department/Function	FY24 Amended Budget	Actuals through June 30, 2024		
		(Unaudited)	% of Budget	
Administration	\$ 3.8	\$ 3.7	98%	
Recreation Transfer	1.5	1.5	100%	
Other Transfers	1.0	1.0	100%	
Human Resources	1.7	1.5	84%	
Community Development	6.1	5.3	87%	
Finance	1.2	1.2	97%	
Fire	15.8	15.9	101%	
Other General Government	3.2	3.7	115%	
Police	30.8	30.4	99%	
Public Works	9.7	8.8	91%	
Total	\$ 74.8	\$ 73.0	98%	

The preliminary FY24 ending General Fund balance is \$33.4 million, or about 46%. The minimum required fund balance establish by the Council is 30%, or about \$21.9 million. The recommended mid-cycle budgetary adjustments for the General Fund and Non-General Funds is outlined further below in the “**Mid-Cycle Budget Adjustments**” section of the Analysis.

Non-General Funds

Revenues

The City has approximately 60 non-general funds. The information for these funds is presented in the table below in aggregate, by fund type, along with a brief description of what is included in these categories. Non-General Fund revenues for FY24 totaled \$83.4 million or 87% of the amended budget of \$96.1 million. The low receipts in Capital/Development Funds is primarily related to bond proceeds of \$12.5 million that were budgeted for the Gilroy Ice Center in FY24, but is now expected to occur in FY25. This is further discussed on the next page, with the Capital/Development Funds subsection.

(In Millions)				
Non-General Fund Revenues by Fund Type	FY24 Amended Budget	Actuals through June 30, 2024		
		(Unaudited)	% of Budget	
Special Revenue	\$ 9.6	\$ 9.0	94%	
Recreation	2.3	2.3	100%	
Capital/Development	32.1	15.2	47%	
Debt Service	5.0	5.0	100%	
Internal Service	16.2	16.3	101%	
Sewer	16.4	18.9	115%	
Water	14.5	16.8	115%	
Total	\$ 96.1	\$ 83.4	87%	

Special Revenues – The primary source of this fund type is intergovernmental funds in the manner of tax sharing or grants from Federal, State, County, and other regional governments. For the City of Gilroy, these Special Revenues provide funding for transportation (Gas Taxes, Vehicle Registration, and Measure B), public safety (Proposition 172 sales tax, Gang Prevention, and regional task forces), and community development (CDBG and housing) among others. The FY24 budget for Special Revenues Funds is \$9.6 million of which \$9.0 million was received.

Recreation – The Recreation Fund receives an annual allocation of \$1.5 million from the General Fund and, in addition, acquires revenues from charges for services or grants related to recreation programs. The FY24 budget for Recreation revenue was \$2.3 million of which \$2.3 million was received.

Capital/Development Impact Funds – Revenues in the Capital and Development Impact Funds are primarily generated by new development approvals and the required contributions to offset infrastructure impacts. Revenue depends on the size and impact of the development and the timing of the project; therefore, revenue is not evenly distributed throughout the fiscal year. The FY24 budget for Capital/Development Funds revenue was \$32.1 million of which \$15.2 million was received. This revenue category came under budget primarily because it included \$12.5 million expected revenue from bond proceeds for the Gilroy Ice Center Project, which is now expected to occur in FY25. Large capital projects, such as the Gilroy Ice Center, are typically financed by the issuance of Bonds to fund different phases of the project and the project is delivered over multiple fiscal years. Bond financing can be a single issuance or multiple issuances for different phases of the project. The Gilroy Ice Center project is expected to be a design-build project and was originally budgeted to commence design-build in FY24, with completion in FY25 with approximately \$12.5 million bond proceed in each fiscal year. The project is currently undergoing environmental clearance and is now expected to enter design-build phase in FY25, with completion in FY26. The final bond financing plan will be determined and brought before the Council for formal approval.

Debt Service - Debt Service funds receive their revenue from annual property tax levies and/or via interfund transfers from other funds and are typically aligned with the timing of the debt service payment. The FY24 budget for Debt Service revenue was \$5.0 million of which \$5.0 million was received.

Internal Service – Internal Service Funds (Information Technology (IT), Fleet, Facilities, Worker’s Compensation, and Liability Funds) primarily receive their revenue from charges to other departments and funds in the City. These charges are typically assessed in equal monthly amounts based on the budget. The FY24 budget for Internal Service Funds revenue was \$16.2 million of which \$16.3 million was received, the increase was primarily due to higher interest revenue received.

Sewer Enterprise– The FY24 budget for Sewer revenue is \$16.4 million of which \$18.9 million was received. The Sewer Enterprise Fund generates its revenue from utility user charges. The increase in revenues in this Fund are primarily due to higher interest revenue received.

Water Enterprise – The FY24 budget for Water revenue is \$14.5 million of which \$16.8 million was received. Like the Sewer Fund, the Water Fund generates its revenues from utility user charges. The increased revenues in this Fund are primarily due to higher interest revenue received as well as increased revenue from new connection and installation charges, more than projected.

Expenditures

For FY24, in aggregate, the Non-General Fund expenditures, including outstanding encumbrances, totaled \$100.9 million, approximately \$38.4 million, or 28%, less than the appropriated budget. The table below provides a breakdown of Non-General Fund expenditures by Fund and a comparison to the amended budget.

(In Millions)				
Non-General Fund	FY24 Amended		Actuals through	
Expenditures by Fund Type	Budget		June 30, 2024	
			(Unaudited)	% of Budget
Special Revenue	\$	15.3	\$	13.1
Recreation		2.1		1.8
Capital/Development		37.9		15.2
Debt Service		4.9		5.0
Internal Service		22.0		16.0
Sewer		36.5		31.1
Water		20.6		18.7
Total	\$	139.3	\$	100.9

Special Revenues – For FY24, the City expended \$13.1 million, or 85%, of the \$15.3 million in special revenue appropriations. The primary category of expenditures for special revenue funds is capital outlay (Gas Taxes, Measure B, Vehicle Registration, and SB1) and special revenue grants for the Police Department. The underspending was primarily in capital outlay within the Sidewalk Repairs fund, and the Vehicle Registration Fund, followed by materials and services category within the Police Grant Funds for grant such as Title II, which are expected to now occur in FY25.

Recreation – For FY24, the Recreation Fund expended \$1.8 million, approximately \$0.3 million, or 12%, less than the appropriated budget. The underspending was primarily related to salary savings and materials and services.

Capital/Development Impact Funds – For FY24, the City expended \$15.2 million, or 40%, of the \$37.9 million appropriations in the Capital/Development Impact Funds. The underspending was primarily in the capital outlay expenditures notably within the Public Facilities Impact Fund related to the Gilroy Ice Center project, which is now expected to occur in FY25, and the Downtown Beautification Fund (\$3.9 million grant for Gourmet/Railroad alley) contract which was awarded, and majority of the expenditures will occur in FY25 as the project is will be completed in fall of 2024.

Internal Service Funds (ISFs) – For FY24, the City expended \$16.0 million, or 73%, of the \$22.0 million appropriations in the Internal Service Funds. The underspending was primarily in the capital outlay expenditures in the Equipment Outlay Fund from the Citywide Energy Conservation Measures and the Fire Stations upgrade and remodel projects. Both projects are expected to commence in the current fiscal year, FY25.

Debt Service – For FY24, this fund type expended the full budgeted amount of approximately \$5.0 million to make the annual debt payments for the outstanding loan, and the general obligation and lease revenue bonds.

Sewer Enterprise – For FY24, the Sewer Fund expended \$31.1million, or 85%, of the \$36.5 million appropriations. The underspending was primarily in the capital outlay expenditures related to the Sewer Treatment Plant Expansion Project and the Joint Morgan Hill Trunk Line Repair project. The Sewer Treatment Plant Expansion project is expected to substantially be complete within the FY25, and the Trunk Line Repair project is expected to commence design phase in fall of 2024.

Water Enterprise – For FY24, the Water Fund expended \$18.7 million, or 91%, of the \$20.6 million appropriations. The underspending was in the capital outlay expenditures for various water utility capital improvement projects.

Mid-Cycle Budget Adjustments

Included with this report are adjustments to the revenues and expenditures in various funds as part of this mid-cycle report. Majority of the budget adjustments are carryforward of projects or initiatives the City Council approved as part of the adopted FY24 and FY25 budget but were not commenced or otherwise encumbered during the fiscal year. These adjustments are itemized and included as Exhibit A to the attached budget amendment resolution and major adjustments are discussed below by Fund Type.

Summary by Fund Type	Revenues	Expenditures
General Fund	\$ 199,946	\$ 3,941,172
Special Revenue Funds	658,781	1,716,791
Capital/Development Funds	700,000	4,997,733
Internal Services Funds	(1,403,540)	3,513,167
Enterprise Funds	-	1,771,535
Agency Funds	-	15,000
ALL FUNDS TOTAL	\$ 155,187	\$ 15,955,398

General Fund:

- Revenues: \$0.2 million - A net increase in General Fund revenue of \$0.2 million is included in the mid-cycle adjustments. Key adjustments to the General Fund revenues include a decrease to the FY25 Sales Tax revenue of \$0.6 million, which is offset by the projected increase in investment income of \$0.4 million. The remaining adjustments are primarily related to Grant revenues for the Emergency Operations Center and a Federal Grant for the Public Works Department for the development of Local Roads Safety Plan.
- Expenditures: \$3.9 million – Of this total, approximately \$2.0 million is for the Public Works Department for Capital Projects, which includes: an increase to citywide park restroom rehabilitation project (\$0.2 million), Miller Park electrical undergrounding project (\$0.1 million) general citywide park improvements for equipment and structures (\$0.3 million), an increase to the FY25 pavement rehabilitation project by reprogramming the savings realized from FY23 pavement rehabilitation project (\$0.7 million), development of a grant funded Local Roads and Safety Plan (\$0.2 million), traffic calming improvements (\$0.2 million), and an investment to procure special events street barriers (\$0.3 million). \$0.5 million for the Community Development Department primarily includes the Climate Action Plan development. In addition, there is total of \$0.9 million included as Section 115 Trust contributions for the Pension and OPEB Trusts based on City Council's adopted policies.

Non-General Funds

- **Special Revenue Funds**
 - Revenues: \$0.7 million – The revenue adjustments are primarily related to Police grant funds which were not received/expended in FY24 and are being carryforward as allowed by the Grantors.
 - Expenditures: \$1.7 million – The expenditures adjustments are primarily related to Police grants for the amount of \$0.5 million; a carry forward of capital outlays totaling \$0.6 million for the Public Works Department for sidewalk repair and maintenance, annual traffic signal upgrades and safe routes to school, and additional landscape upgrades within the Landscape Community Facilities Districts. The remaining amount is related to CDBG final allocations for FY25, and increase in operation costs for the street lights.
- **Capital/Development Funds**
 - Revenues: \$0.7 million – The revenue adjustment is for the recently awarded state and federal grants for the Gateway Apartments Pedestrian Crossing Safety improvements.
 - Expenditures: \$5.0 million – The expenditure adjustments are primarily for capital outlay related to the Pedestrian Cross Safety improvements (0.7 million, Water well CIP (\$2.8 million), Gilroy Ice Center related infrastructure improvements (\$0.5 million), Civic Center Masterplan development (\$0.8 million), and State mandated stormwater compliance projects (\$0.2 million).
- **Internal Service Funds**
 - Revenues: A net decrease of \$1.4 million revenue adjustments is primarily related to a decrease of \$2.0 million related to the Citywide Energy Savings Measure project, offset by increases to Fleet and General Liability insurance charges of \$0.6 million to the Departments for increases in ongoing operations and insurance costs. The Energy Saving Measures project was anticipating reimbursements from PG&E at the completion of the project, which now are not expected to materialize at the same level due to PG&E enacted changes to their qualification's metric for the related program. Therefore, both the revenue and the related expenditure are being adjusted down for the project.
 - Expenditures: \$3.5 million – The expenditure adjustments are primarily related to the Citywide Energy Savings Measures project of \$1.7 million which is now expected to be completed in FY25, \$0.7 million for Information Technology related expenditures for Cybersecurity assessment implementation, and \$0.7 million for Facilities carryforward of capital outlay for the Old City Hall HVAC and the Shooting Range Lead Abatement projects.
- **Enterprise Funds**
 - Expenditures: \$1.8 million – The expenditures adjustments include \$0.2 million in the Sewer Fund for increases to the Fleet and insurance

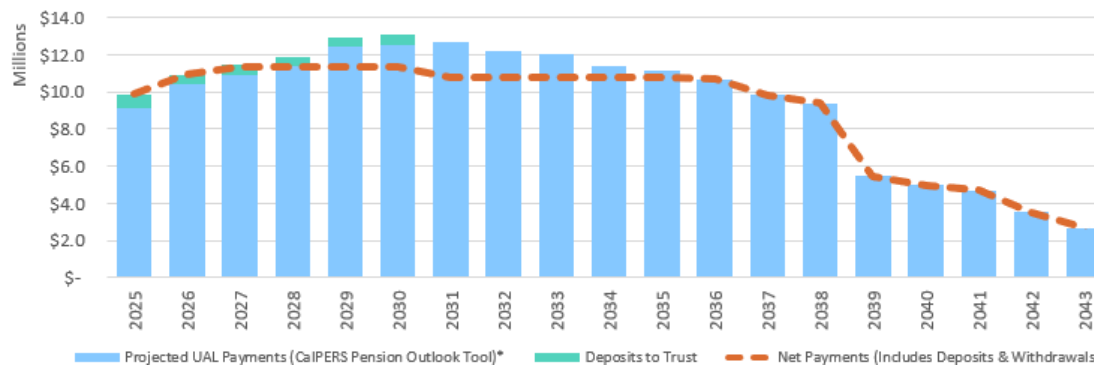
charges, and additional one-time expenditures for repairs at the Annex building which will house the newly established Utilities Department. \$1.6 million expenditure adjustment is in the Water Fund for Water Reservoir projects (\$1.0 million), and the remaining is for the increase in operational costs, notably the fleet and insurance charges, electricity, and one-time repairs at the Annex building for the newly established Utilities Department.

- Agency Funds
 - Expenditures: The increase of \$15,000 is to the Highway 152 Agency Fund, which is expected to have increases in contractual services related to the administration and the annual disclosure filings required by the outstanding Bonds. The expenditures are recouped via the annual levies of assessments within the district.

Other Financial Updates

- Pensions – The City has an unfunded accrued liability (UAL) associated with its CalPERS pension plans. As of June 30, 2022, the City's UAL was \$110.7 million; however; CalPERS reported investment returns of 6.1% for FY23, which were lower than CalPERS target investment return of 6.8%, increased the City's UAL to \$117.4 million as of June 30, 2023, based on the recently released actuarial valuation reports. In July 2024, CalPERS announced preliminary investment returns of 9.3% for the fiscal year ending June 30, 2024, which is expected to lower the City's UAL to \$111.0 million. The impact of the lower UAL and related lower UAL payment is expected to take effect in FY27 onwards. The City has taken prudent efforts to mitigate the impacts of rising pension costs by establishing the Section 115 Pension Trust and making annual contributions. As of September 30, 2024, the Pension Trust had a balance of \$4.0 million – earning a very strong return of 21.2% over the past year. Given the year-over-year projected increases of the annual UAL payments, continuing to grow the Pension Trust through additional deposits and investment earnings is recommended and will serve to help lessen the impact on the General Fund in future years when UAL payments are highest. Staff expect in the next couple years, beginning in FY27, the City will be able to leverage the Pension Trust (withdraw funds) in a strategic manner, ranging from \$0.5 million up to \$1.8 million annually, to help pay for a portion of the annual UAL payments and lessen the burden to the City's General Fund, resulting in a net savings of up to \$2.0 million.

Below is an illustrative example, which assumes 6.8% discount rate for CalPERS, 9.3% FY24 CalPERS investment return, and 6.8% investment returns from FY25 onwards, as well as the City's continuing its contributions to the Pension Trust based on Council adopted policy.



- Property Tax – Excess Educational Revenue Augmentation Fund (ERAF) – Staff have previously provided updates to the City Council regarding Excess ERAF, which has faced challenges both by the California School Boards Association and more recently from the State Controller’s Office (SCO). While the California School Boards Association matter was put to rest by the Third District Court of Appeals, the SCO’s review of the County’s Excess ERAF calculation is still not resolved. Based on the recent update provided by the County, the matter will extend into calendar year 2025, with potential resolution by summer of 2025. The annual negative impact on local jurisdictions Excess ERAF for FY25 is approximately 20%. The City of Gilroy’s Excess ERAF allocation is estimated to be \$2.1 million, so the potential impact is about \$420,000 reduction in Excess ERAF amount. Staff have made the adjustments to accommodate this potential reduction and will continue to monitor and provide updates. The SCO’s claim includes a retroactive provision for the adjustments going back to FY21; however, staff continue to forecast the best-case scenario that any adjustments will be made on a going forward basis.

ALTERNATIVES

There are no recommended alternatives to receiving the preliminary FY24 year-end report.

The City Council could elect to not approve any single, multiple, or all the mid-cycle adjustments to the expenditures. Staff does not recommend this option.

FISCAL IMPACT/FUNDING SOURCE

There is no direct fiscal impact from the preliminary FY24 year-end report. As noted, the General Fund ended the year with better-than-expected revenues and under budget in expenditures.

The fiscal impact from the recommended mid-cycle adjustments would result in adjustments to the FY25 budget of a net increase in revenues of \$0.2 million, and a net increase in expenditures of \$15.9 million for all funds. This is further outlined in Exhibit A of the resolution.

Attachments:

1. Resolution and Exhibit A – Recommended FY25 Mid-Cycle Adjustments

RESOLUTION NO. 2024-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY
AMENDING THE BUDGET FOR THE CITY OF GILROY FOR
FISCAL YEAR 2024-2025 AND APPROPRIATING PROPOSED
EXPENDITURE AMENDMENTS**

WHEREAS, the City Administrator prepared and submitted to the City Council a budget for the City of Gilroy for Fiscal Years 2023-2024 and 2024-2025, and the City Council carefully examined, considered and adopted the same on June 5, 2023; and

WHEREAS, City Staff has prepared and submitted to the City Council proposed amendments to said budget for Fiscal Year 2024-2025 for the City of Gilroy in the staff report dated November 18, 2024 for Preliminary Fiscal Year 2023-2024 year-end report and mid-cycle adjustments for Fiscal Year 2024-2025.

NOW, THEREFORE, BE IT RESOLVED that the appropriations for Fiscal Year 2024-2025 shall be adjusted (increased or decreased) in respective funds as outlined on Exhibit A to this resolution.

PASSED AND ADOPTED this 18th day of November 2024 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

APPROVED:

Marie Blankley, Mayor

ATTEST:

Beth Minor, Interim City Clerk

CERTIFICATE OF THE CLERK

I, **BETH MINOR**, Interim City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2024-XX** is an original resolution, or true and correct copy of a City Resolution, duly adopted by the Council of the City of Gilroy at a Regular Meeting of said held on Council held **Monday, Date**, with a quorum present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this **Date**.

Beth Minor
Interim City Clerk of the City of Gilroy

(Seal)

EXHIBIT A: RECOMMENDED MID-CYCLE ADJUSTMENTS TO FY25 BUDGET

Summary by Fund Type	Revenues	Expenditures
General Fund	\$ 199,946	\$ 3,941,172
Special Revenue Funds	658,781	1,716,791
Capital/Development Funds	700,000	4,997,733
Internal Services Funds	(1,403,540)	3,513,167
Enterprise Funds	-	1,771,535
Agency Funds	-	15,000
ALL FUNDS TOTAL	\$ 155,187	\$ 15,955,398

Itemized Detail

Line	Fund>Department>Description	Revenue Adjustment	Expenditure Adjustment
1	100-GENERAL FUND TOTAL	\$ 199,946	\$ 3,941,172
2	Administration	46,200	46,200
3	Federal Grant: Emergency Management Performance Grant	21,200	21,200
4	State Grant: Listos California Community Emergency Response Team (CERT) Support Grant	25,000	25,000
5	Administrative Services		31,500
6	Fire Department Annual Life Scan Exams		31,500
7	Community Development	(11,254)	512,229
8	ADU Pre-Reviewed Plans Program		50,000
9	CDBG FY2024-2025 Allocation Adjustment	(11,254)	
10	Climate Action Plan/VMT/TDM Policy		400,000
11	Commercial Linkage Fee Nexus and Feasibility Study		30,000
12	Community Development Focused Fee Study		30,000
13	Increase in Fleet User Fees		2,229
14	Finance	(25,000)	912,000
15	Admin Fee-Garbage	70,000	
16	Business Licenses	100,000	
17	Documentary Transfer Tax	(80,000)	
18	Franchise Garbage	85,000	
19	FY24 General Fund Pension Contribution from Budget Savings		450,000
20	FY24 General Fund OPEB Contribution from Budget Savings		450,000
21	FY25 Sales Tax Reduction	(600,000)	
22	Investment Income	400,000	
23	Transient Occupancy Tax Compliance Audit Review		12,000
24	Fire		219,821
25	Increase in Fleet User Fees		112,821
26	Lexis Nexis SOP Manual		35,000
27	Six portable radios		72,000
28	General Government		131,529
29	Increase in Fleet User Fees		2,529
30	Liability Insurance Premium Increase		129,000
31	Police		127,524
32	Increase in Fleet User Fees		127,524
33	Public Works	190,000	1,960,369
34	Citywide Park Restroom Reroofing/Rehabilitation		200,000
35	Federal Grant: Local Roads Safety Plan	190,000	190,000
36	General Park Improvements (Shades/Equipment)		300,000
37	Special Events: Street Barriers		300,000
38	Increase funding for FY25 Pavement Rehabilitation (Savings from FY23 Project)		700,000
39	Increase in Fleet User Fees		22,569
40	Miller Park Restrooms Electrical Undergrounding		97,800
41	Traffic Calming		150,000
42	200-SIDEWALK REPAIR RESERVE FUND TOTAL TOTAL		329,322
43	Public Works		329,322

Line	Fund>Department>Description	Revenue Adjustment	Expenditure Adjustment
44	Sidewalk Maintenance Program		329,322
45	205-GAS TAX FUNDS TOTAL	(175,570)	290,339
46	Administrative Services		85,000
47	Electricity for street lights (PG&E)		85,000
48	Finance	(175,570)	
49	State Gas Taxes	(175,570)	
50	Public Works		205,339
51	Annual Citywide Traffic Signal Upgrades		117,474
52	Annual Safe Routes to Schools		62,600
53	On-Call Geotechnical Eng & Material Testing		10,000
54	Traffic Data Collection		15,265
55	215-TRANSPORT/MOBILITY GRANT FUND TOTAL	182,600	182,600
56	Public Works	182,600	182,600
57	Lions Creek Trail West of Santa Teresa and Day	182,600	182,600
58	223-OTS PD GRANT TOTAL	28,500	28,500
59	Police	28,500	28,500
60	Office of Traffic Safety PT24079	28,500	28,500
61	225-POLICE GRANTS FUND TOTAL	19,822	19,994
62	Police	19,822	19,994
63	Board of State and Community Corrections Wellness		172
64	Justice Assistance Grant Community Room	19,822	19,822
65	227-SOUTH COUNTY YOUTH TASK FORCE TOTAL	6,000	35,124
66	Police	6,000	35,124
67	South County Youth Task Force - FY25 County District Attorney's Office Grant	6,000	6,000
68	South County Youth Task Force FY24 Unspent Grant budget		29,124
69	228-BRD STATE&COMM CORR TITLE II TOTAL	469,183	469,183
70	Police	469,183	469,183
71	Board of State and Community Corrections Title II	469,183	469,183
72	245-COMMUNITY DEV BLOCK GRANT FUND TOTAL	128,246	127,795
73	Community Development	128,246	127,795
74	CDBG FY2024-2025 Allocation	128,246	127,795
75	250-HOUSING TRUST FUND TOTAL		10,000
76	Community Development		10,000
77	Arbitrator for Mobile Home Rent Stabilization Ordinance		10,000
78	260-COMMUNITY FACILITIES FUND TOTAL		223,004
79	Public Works		223,004
80	CFD Irrigation and Landscape Upgrades		153,504
81	Vehicle		65,000
82	Contractual Services - Tree Removal		4,500
83	290-RECREATION FUND TOTAL		930
84	Administration		930
85	Increase in Fleet User Fees		930
86	400-CAPITAL PROJECT FUND TOTAL	700,000	700,000
87	Public Works	700,000	700,000
88	Gateway Senior Apartments Pedestrian Crossing Safety Improvements	700,000	700,000
89	410-STORM DRAIN DEVELOPMENT FUND TOTAL		205,228
90	Public Works		205,228
91	State Trash Amendments Stormwater Compliance Project		118,800
92	Stormwater NPDES Compliance		86,428
93	425-TRAFFIC IMPACT FUND TOTAL		511,207
94	Public Works		511,207
95	Gilroy Ice Center		511,207
96	435-WATER DEVELOPMENT FUND TOTAL		2,831,298
97	Utilities		2,831,298
98	McCarthy Site Well #9 CIP Project # 800050		2,831,298
99	440-PUBLIC FACILITIES IMPACT FUND TOTAL		750,000
100	Public Works		750,000

Line	Fund>Department>Description	Revenue Adjustment	Expenditure Adjustment
101	Civic Center Master Plan		750,000
102	600-FLEET SERVICES FUND TOTAL	300,000	215,000
103	Administrative Services	300,000	215,000
104	Fleet - Emergency/Unplanned repairs		100,000
105	Fleet - Parts		85,000
106	Increase in Fleet User Fees	300,000	
107	Liability Insurance Premium Increase		30,000
108	610-LIABILITY INSURANCE FUND TOTAL	300,000	300,000
109	Administrative Services	300,000	300,000
110	Municipal Pooling Authority	300,000	300,000
111	615-FACILITY SERVICES FUND TOTAL		655,811
112	Administrative Services		655,811
113	Increase in Fleet User Fees		3,111
114	Liability Insurance Premium Increase		15,000
115	Old City Hall HVAC Project		360,700
116	Shooting Range lead abatement measures		277,000
117	620-INFORMATION TECHNOLOGY FUND TOTAL	19,822	686,000
118	Finance		435,000
119	Cyber Security Assessment Implementation		200,000
120	Firewall for Redundant Internet Connection		25,000
121	Network Security Software		30,000
122	Next Generation Wi-Fi		70,000
123	SeeClickFix		50,000
124	Verizon VOIP DID Trunk Circuit		60,000
125	Police	19,822	186,000
126	AT&T Data Circuit for CLETS		46,000
127	Network Equipment Purchases		10,000
128	PD Community Room A/V Upgrade	19,822	130,000
129	Public Works		35,000
130	Public Works Workstation Class Computers		35,000
131	Utilities		30,000
132	Firewall and Switch for SCADA Systems		30,000
133	625-EQUIPMENT OUTLAY TOTAL	(2,023,362)	1,656,356
134	Other General Government	(2,023,362)	1,656,356
135	Citywide Energy Savings Measures	(2,023,362)	1,656,356
136	700-SEWER FUND TOTAL		211,755
137	Utilities		211,755
138	Annex Repairs for Utilities Department Equipment, Furniture		70,000
139	Increase in Fleet User Fees		11,664
140	Liability Insurance Premium Increase		60,000
141	Office, Computer Supplies		35,000
142	Old Gilroy Chesnut to Forest Sewer Upgrade CIP#800550		35,091
143	705-WATER FUND TOTAL		1,559,780
144	Finance		60,000
145	Customer Engagement Portal		60,000
146	Utilities		1,499,780
147	Annex Repairs for Utilities Department Equipment, Furniture		70,000
148	Electricity for Water's wells and boosters (PG&E)		200,000
149	Forest and Eighth CIP #800620		66,419
150	Increase in Fleet User Fees		14,961
151	Liability Insurance Premium Increase		60,000
152	Office, Computer Supplies		15,000
153	PFAS Outreach		45,000
154	St Louise Hospital Large Meter Install CIP Project # 800670		63,200
155	Water Reservoir A and B Painting CIP Project # 800690		483,200
156	Water Reservoir A and B Retrofit Overflow Piping CIP Project # 800700		482,000
157	810-HWY 152 BOND SERIES 2018 FUND TOTAL		15,000

Line	Fund>Department>Description	Revenue Adjustment	Expenditure Adjustment
158	Finance		15,000
159	CFD Administration		10,000
160	Annual Disclosure Filings		5,000
GRAND TOTAL		\$ 155,187	\$ 15,955,398



City of Gilroy

STAFF REPORT

Agenda Item Title: Adoption of a Resolution Approving and Authorizing the City Administrator to Enter into an Agreement with Applicant Gilroy Logistics LLC for 951-981 Renz Lane Agricultural Mitigation

Meeting Date: November 18, 2024
 From: Jimmy Forbis, City Administrator
 Department: Community Development
 Submitted By: Sharon Goei, Community Development Director
 Prepared By: Cindy McCormick, Planning Manager

STRATEGIC PLAN GOALS

Not Applicable

RECOMMENDATION

Adopt a Resolution to approve an Agreement with Gilroy Logistics LLC to utilize 12.8 acres of the conservation easement that the City caused to be purchased on the Van Dyke property to satisfy compliance with the City of Gilroy's Agricultural Mitigation Policy and authorize the City Administrator to execute the Agreement.

EXECUTIVE SUMMARY

Gilroy Logistics LLC (applicant) is seeking to develop a 12.8-acre industrial site located at 951 and 981 Renz Lane and must comply with the City of Gilroy's Agricultural Mitigation Policy ("Policy"). The Policy applies when land that is currently (or previously) used for agricultural uses is later converted to urban uses. It requires conservation of another agricultural property in a 1:1 ratio of the land to be developed. The applicant has not found it possible to purchase land or development rights over land of roughly that size that would satisfy their obligation under the Policy. In 2020, the City of Gilroy provided funding to the Land Trust of Santa Clara Valley to allow the Land Trust to purchase an Agricultural Conservation Easement over approximately 108.4 acres of land to satisfy compliance of the Policy for development of the Gilroy Sports Park. The amount of land covered by the Conservation Easement exceeds

what is needed for the development of the Sports Park and is therefore available to utilize as mitigation for public or private property within the City of Gilroy. The applicant has asked the City for permission to use 12.8 acres of the conserved property to satisfy its mitigation requirement.

BACKGROUND

On March 9, 2023, the City of Gilroy approved an Architectural and Site Review application (AS 22-03) for construction of two industrial warehouse buildings located at 951 and 981 Renz Lane (Assessor Parcel Numbers 841-18-080 and 841-18-081) in the C-3 (Shopping Center Commercial) zoning district, with a General Services Commercial General Plan land use designation. The subject property is part of the Pacheco Pass Planned Unit Development (PUD), which anticipated a mix of commercial and industrial uses. The project includes two buildings. Building 1 totals 95,639 square feet and building 2 totals 110,675 square feet. The project is required to comply with the City of Gilroy's Agricultural Mitigation Policy ("Policy") because it was considered prime farmland when the Policy was adopted in 2004, following adoption of the 2020 General Plan in 2002.

The Policy applies to such land when it is converted to urban uses, including but not limited to industrial and commercial uses. Similarly, development of the Gilroy Sports Park requires compliance with the Agricultural Mitigation Policy.

Mitigation may be accomplished through one of two options. The first option is to purchase an equal amount of agricultural land (1:1 ratio) within the "Preferred Preservation Areas" illustrated in the Policy. The second option is to purchase development rights to a 1:1 ratio of agricultural land within the "Preferred Preservation Areas". In both cases, ownership of the land or rights to the easement must be transferred to the Silicon Valley Land Conservancy (now called The Land Trust of Santa Clara Valley) or other City-approved agency. Both options also include payment of all costs to cover program administration, monitoring and management of established easements.

ANALYSIS

As noted above, the development of the Gilroy Sports Park required compliance with the Agricultural Mitigation Policy. On or about Jan. 6, 2020, the City Council approved an agreement with the Land Trust of Santa Clara Valley to purchase an Agricultural Conservation Easement over approximately 108.4 acres of property, owned by the Van Dyke family, located at 7665 Crews Road ("Conserved Property"). The City provided funding for the purchase and also the perpetual stewardship of the Conserved Property in the amount of \$1,298,850. The 108.4 acres of land exceeds what is needed for the development of the Sports Park and is therefore available to utilize as mitigation for another City of Gilroy owned property, or for a privately owned property within the City of Gilroy.

Finding a “right sized” property that exactly fits the Policy’s 1:1 ratio requirement is highly infeasible, leading applicants (private and public) to either not finding a property that is large enough to meet the 1:1 ratio or finding a property that far exceeds the 1:1 ratio. This issue can be a major hurdle (financial and/or logistical) to developers who need to comply with the Policy.

Gilroy Logistics LLC (applicant) is seeking to develop a 12.8-acre industrial site located at 951 and 981 Renz Lane and must comply with the Policy. The applicant has not found it possible to purchase land or development rights over land of roughly that size that would satisfy their obligation under the Policy, and accordingly has asked the City for permission to, in effect, use 12.8 acres of the Conservation Easement for its mitigation. The remaining 95.6 acres of the Conserved Property is sufficient acreage for build-out of the Sports Park.

If approved by the City Council, the owner has offered to pay the City’s appraised land value for the use of the 12.8 acres of the Conservation Easement as well as the pro rata share of the stewardship fee that was paid to the Land Trust to manage the Conservation Easement, which is calculated to be \$207,265. The \$207,265 payment must be received on or prior to June 21, 2025. Otherwise, the fee will be increased by three percent if received between June 21, 2025 and June 21, 2026, or by six percent if received after June 21, 2026. The term of the Agreement shall expire on June 30, 2026, unless extended in writing by the City of Gilroy and Gilroy Logistics LLC. Furthermore, neither this Agreement nor permission to use the Conserved Property for agricultural mitigation may be assigned or transferred to another party without the express written consent of the City. The payment amount must be received by the City in full before the City is obligated to issue the first building permit for the construction of the Renz Lane Project, and the City may withhold issuing any building permit until the payment amount is received in full.

ALTERNATIVES

Council may choose to not allow Gilroy Logistics LLC to utilize 12.8 acres of the Conservation Easement to satisfy compliance with the City of Gilroy’s Agricultural Mitigation Policy. This is not recommended as it is unlikely for the Applicant to secure an appropriately sized property, which will further delay development of this project.

FISCAL IMPACT/FUNDING SOURCE

Pursuant to the agreement, prior to the owner’s receipt of a building permit for the project, the Applicant will be required to remit between \$207,265 - \$219,701, depending on when the payment is made during the term of the agreement, which expires on June 30, 2026. The 2020 Conservation Easement was primarily paid for by the City’s Public Facilities Impact Fund, thus it is recommended the payment pursuant to this agreement be deposited back to the Public Facilities Impact Fund.

In addition, the Applicant has paid the Community Development Department's processing fees for the application.

Attachments:

1. Draft Resolution
2. Draft Agreement

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY ALLOCATING A PORTION OF THE ACREAGE OF THE CONSERVATION EASEMENT PURCHASED BY THE CITY OVER THE VAN DYKE PROPERTY TO BE USED FOR AGRICULTURAL MITIGATION FOR A PROJECT PROPOSED BY GILROY LOGISTICS LLC ON RENZ LANE

WHEREAS, The City of Gilroy (“City”) has an Agricultural Mitigation Policy (the “Policy”) that was adopted on May 3, 2004 and revised on January 4, 2016; and

WHEREAS, Pursuant to the Policy, projects on land proposed in certain specified areas in the City must partially mitigate the environmental impact of a development project upon the preservation of certain agricultural land (the “Affected Land”) in the City by the purchase of certain other agricultural lands or by the purchase of development rights over such agricultural land (“Mitigation Land”) and transfer of such development rights to a City-approved agency; and

WHEREAS, On or about Jan. 6, 2020, the City Council approved an agreement (the “Conservation Agreement”) with the Land Trust of Santa Clara Valley (“Land Trust”) by which the Land Trust agreed to purchase an Agricultural Conservation Easement (the “Easement”) over approximately 108.4 acres of property located at 7665 Crews Road owned by the Van Dyke family (the “Conserved Property”). The City provided funding for the purchase and also the perpetual stewardship of the Conserved Property in the amount of \$1,298,850; and

WHEREAS, The Easement over the Conserved Property complies with the provision of the Policy to purchase development rights over the Conserved Property, and thus provides to the City agricultural mitigation pursuant to the Policy to allow the potential mitigation for the agricultural impact on 108.4 acres of Affected Land. Such a project could be any combination of City and private projects. The City intends to partially use the Conservation Easement as mitigation for future development of the City’s own Sports Park, but does not need the full acreage of the Conservation Easement for such purposes; and

WHEREAS, A company called Gilroy Logistics LLC (“Owner”) is seeking to develop an industrial site of 12.8 acres located at 951 and 981 Renz Lane in the City and needs to comply with the City’s Policy. Owner has not found it to be possible to purchase land or development rights over land of roughly that size that would satisfy their obligation under the Policy, and accordingly has asked the City for permission to, in effect, use 12.8 acres of the Conserved Property for its mitigation, thus reducing the amount of Conserved Property remaining to 95.6 acres; and

WHEREAS, Owner has offered to pay the City’s appraised land value for the use of the 12.8 acres of Conserved Property; and

WHEREAS, the Council determines that it is in the public interest to accept Owner's offer and to allow Owner to use 12.8 acres of the Conserved Property for agricultural mitigation pursuant to the Policy.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The City Council of the City of Gilroy finds that the remaining 95.6 acres of the Conserved Property is sufficient acreage of Conserved Property available for its needs, including any possible build out of the Sports Park.
- 2) It is in the public interest to approve the attached agreement with Owner by which Owner will be granted the right to use 12.8 acres of the Conserved Property for its own agricultural mitigation.
- 3) The compensation from Owner in the Agreement is based on an appraisal of the property rights at issue as well as Owner's pro rata share of the stewardship fee that was paid to the Land Trust to manage the Agricultural Conservation Easement.
- 4) The Agreement with Owner attached hereto as Exhibit A is hereby approved and the City Administrator is authorized to execute said agreement.

PASSED AND ADOPTED this 18th day of November 2024 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

APPROVED:

Marie Blankley, Mayor

ATTEST:

Beth Minor, Interim City Clerk

CERTIFICATE OF THE CLERK

I, **BETH MINOR**, Interim City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2024-XX** is an original resolution, or true and correct copy of a City Resolution, duly adopted by the Council of the City of Gilroy at a Regular Meeting of said held on Council held **Monday, Date**, with a quorum present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this **Date**.

Beth Minor
Interim City Clerk of the City of Gilroy

(Seal)

EXHIBIT A

AGREEMENT BETWEEN CITY OF GILROY AND GILROY LOGISTICS LLC FOR AGRICULTURAL MITIGATION FOR RENZ LANE PROJECT

THIS AGREEMENT (the “Agreement”) is made and entered into this ____ day of _____, 2024, by and between the City of Gilroy, a California municipal corporation (“City”), and Gilroy Logistics LLC, a Delaware limited liability company (“Owner”).

RECITALS

WHEREAS, the City adopted an Agricultural Mitigation Policy on May 3, 2004, (the “Policy”) in order to, among other things, enable the continued viability of agriculture and agri-tourism in the Gilroy Area, and the Policy allows for partial mitigation for the environmental impact of a project upon agricultural resources by purchasing either agricultural lands in a designated area of the City or development rights to such land; and

WHEREAS, the City has provided funding to allow the Land Trust of Santa Clara Valley (“Land Trust”) to purchase a conservation easement encumbering that certain real property located at 7665 Crews Road, Gilroy, California (“Conserved Property”), which will preserve the Conserved Property as agricultural lands, and prevent the development thereof (“Conservation Easement”); and

WHEREAS, the City intends that the Conservation Easement shall serve as an agricultural mitigation measure for its development of the Gilroy Sports Park, and other developments that might support or promote the City’s Agricultural Mitigation Policy; and

WHEREAS, the Land Trust is a private, non-profit corporation that conducts a land conservation program which includes the acceptance, holding, and monitoring of lands subject to conservation easements, as well as the management of lands acquired in fee simple for conservation and related purposes; and

WHEREAS, Owner has obtained planning entitlements (specifically Architectural and Site Review Application No. AS 22-03, approved on March 9, 2023), to construct two industrial buildings for wholesale establishments or warehouse (the “Renz Lane Project”), subject to conditions of approval and mitigation measures adopted pursuant to CEQA) to develop its property located at 951 and 981 Renz Lane in the City (the “Gilroy Logistics Property”). The Gilroy Logistics Property is approximately 12.84 acres in size, so under the Policy Owner must either purchase suitable fee land or purchase development rights to that amount of suitable property; and

WHEREAS, the Conserved Property comprises 108.4 acres of land and thus under the Policy could serve as agricultural mitigation for the development of 108.4 acres. The City is willing to allow Owner to use 12.84 acres of the Conserved Property (the “Gilroy Logistics Mitigation Allocation”) as mitigation for its Renz Lane Project. This would leave the City with 95.6 acres remaining of mitigation for the Sports Park or other uses chosen by the City; and

WHEREAS, the portion of the Conserved Property comprising the Gilroy Logistics Mitigation Allocation has been appraised and Owner is willing to pay the appraised value of the 12.84 acres of land, plus its pro rata share of the fee paid by the City to the Land Trust for stewardship of the Conservation Easement (the appraised value plus such pro rata share of the fee, as more particularly described in Section 1 below, shall be collectively referred to as the “Payment Amount”), and City is willing to accept such Payment Amount as representing the fair market value (plus applicable fees) of the rights being allocated to Owner.

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

AGREEMENT

1. Payment by Owner. As a condition to Owner’s receipt of a building permit for the Renz Lane Project, Owner shall pay to City, and City shall accept as payment in full for the Gilroy Logistics Mitigation Allocation the sum of money defined in this Paragraph as the Payment Amount, without offset or deduction. The Payment Amount shall consist of the amount set forth in clause (a), (b) or (c), as applicable depending upon when the Payment Amount is made: (a) if paid on or prior to June 21, 2025, the sum of \$207,265; or (b) if the amount specified in clause (a) is not paid by June 21, 2025 but is paid on or prior to June 21, 2026, then such amount specified in clause (a) shall be increased by three percent; or (c) if the amount specified in clause (a) is not paid on or prior to June 21, 2026, then such amount specified in clause (a) shall be increased by six percent. The Payment Amount must be received by the City in full before the City is obligated to issue the first building permit for the construction of the Renz Lane Project, and the City may withhold issuing any building permit until the Payment Amount is received in full.

2. Agricultural Mitigation. Upon receiving the full Payment Amount, City shall allow Owner the full benefit of the Gilroy Logistics Mitigation Allocation and shall accept the Payment Amount as full and complete mitigation for agricultural impacts for the Renz Lane Project and full satisfaction of the requirements of the Policy on the Gilroy Logistics Property, and for no other purpose. Nothing in this agreement gives Owner any right, title, or interest in the Conserved Property itself.

3. Term: Amendment; Termination. The term of this Agreement shall expire on June 30, 2026, unless extended in writing by the Parties. This Agreement may be terminated or amended during its original or any extended term only by mutual written agreement of Owner and the City.

4. Notices. Notices given pursuant to this Agreement, including notices for enforcement purposes, shall be deemed delivered when deposited in the United States Mail, postage prepaid, or when delivered by facsimile or overnight delivery courier and addressed as follows:

To City: City of Gilroy
 7351 Rosanna Street
 Gilroy, CA 95020

Attn: City Administrator

To Owner: Gilroy Logistics LLC
19700 S. Vermont, Suite 101
Torrance, CA 90502
Attn: CEO

5. Applicable Law. This Agreement has been made and delivered within the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with California law. Venue for any legal dispute between the parties shall be exclusively in Santa Clara County.

6. Successors and Assigns. Neither this Agreement nor permission to use the Conserved Property for agricultural mitigation may be assigned or transferred by Owner without the express written consent of the City, which consent may not be unreasonably withheld, conditioned or delayed. Any such assignment or transfer may only be made in conjunction of a transfer of fee ownership in the Gilroy Logistics Property, and the Gilroy Logistics Mitigation Allocation may be used by any party only in connection with agricultural mitigation for the Renz Lane Project on the Gilroy Logistics Property. Any purported transfer in violation of this section shall be null and void. This Agreement is binding upon and shall inure to the benefit of the parties hereto and their respective representatives, heirs, predecessors, affiliated entities, transferees, assigns and successors in interest.

7. Severability. Should any paragraph, clause or provision of this Agreement be construed to be against public policy or determined by a court of competent jurisdiction to be void, invalid or unenforceable, such construction and decisions shall affect only those paragraphs, clauses or provisions so construed or interpreted, and shall in no event affect the remaining paragraphs, clauses or provisions of this Agreement, which shall remain in force.

8. No Third Party Beneficiaries. This Agreement is not intended to, and will not be construed to, create any right on the part of any third party to bring an action to enforce any of its terms.

9. Authority to Execute; Counterparts. Each party represents that it has legal authority to enter into this Agreement and to perform its obligations hereunder. This Agreement may be signed in counterparts, and all counterparts when taken together shall constitute one document.

10. Cooperation. Each party agrees to cooperate with the other to ensure that the terms, provisions, and purpose of this Agreement are effectively carried out at all times. To that end, each party agrees to execute any and all documents that may be reasonably necessary, helpful, or appropriate to carry out the terms, provisions, and purpose of this Agreement. Without limiting the generality of the forgoing, upon Owner's request at any time following Owner's payment of the Payment Amount, City shall upon request execute suitable and appropriate documentation to confirm that the Owner has fully and forever satisfied the requirements of City's Agricultural Mitigation Policy for the Renz Lane Project.

11. Indemnity. If any legal claim or challenge is made to this Agreement or to the ability of the City to make the allocation to Owner provided for herein, Owner shall defend, through counsel approved by City (which approval shall not be unreasonably withheld), indemnify and hold harmless City, its officers, representatives, agents and employees against any and all suits, damages, costs, fees, claims, demands, causes of action, losses, liabilities and expenses, including without limitation attorneys' fees, arising or resulting directly or indirectly from such claim or challenge.

12. Entire Agreement. This Agreement is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. Each party has cooperated in the drafting and preparation of this Agreement, and this Agreement shall not be construed against any party on the basis of drafting.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first set forth above.

CITY OF GILROY

OWNER

Gilroy Logistics LLC, a Delaware limited liability company

By: _____
City Administrator

By: _____
Manager

Date: _____

Date: _____

By: _____

President

By: _____
City Clerk

Date: _____

Approved as to Form

By: _____
City Attorney

Date: _____