



## MEMORANDUM

To:	Lesley Xavier, Project Manager, City of Santa Clara	Date:	June 16, 2023
		From:	Peter Winch Senior Planner
		Ref. No.:	08334.02
		Project:	Santa Clara Civic Center Relocation Study
		Pages:	2
		Re:	Additional Case Study Evaluation

CC: Jim Stickley, Principal, WRT

WRT and our subconsultant partners are working closely with City Staff and the Downtown Community Task Force on a Civic Center Relocation Study to consider the potential costs and benefits of shifting city functions to Downtown Santa Clara. The City has requested that WRT propose a scope and fee for conducting two additional case studies of comparable city hall relocation projects around the U.S.

The WRT Team's original budget for the case studies subtask was \$17,290. Each member of our Team used considerably more time than we budgeted for to complete the case studies. Based on this experience, we request a fee of \$16,000 to complete two additional studies. This would include \$6,000 for EPS and \$5,000 each for WRT and PFAL.

EPS's portion of this effort could be shifted from their remaining budget of \$11,400 in Task 5. This budget was provided for up to 40 hours of Principal-level as-needed project support. If this approach is taken, the need for additional budget would be reduced to \$10,000. The additional proposed scope of work is summarized on the following page.



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### **Santa Clara Civic Center Relocation Study: Additional Services**

#### **Task 9: Additional Case Studies**

In Task 3, WRT, EPS, and PFAL evaluated six case studies of City Hall relocation projects across the United States. At the request of members of the Downtown Community Task Force and City Staff, the Team will analyze two (2) additional case studies: Sandusky, Ohio and Winter Garden, Florida. For each case study, WRT will evaluate the way city hall relocation functioned in its physical urban context. EPS will conduct research to understand each city hall project based on City documents, hearing transcripts, media reporting, and other readily available sources, and will contact each city to seek an interview with staff about the project, including benefits, challenges, and lessons learned, etc. EPS will report on outcomes, including the degree to which private investment has followed public investment. PFAL will consider financing and procurement aspects of the case studies.

#### Meetings:

- Meeting with City Staff
- Task Force presentation (to be combined with existing presentation)

#### Deliverables:

- Additional Case Studies presentation

Timeframe: 1 month

Cost: \$16,000