



REQUEST FOR PROPOSALS (RFP) CITY HALL REPLACEMENT

Frequently Asked Questions (FAQs)

Background: Burlingame City Hall, located at 501 Primrose Road, is a roughly 26,000 square foot facility constructed in the early 1970s. The 50,417 square foot site is situated within a multi-family neighborhood and is zoned High-Density Residential (R4). Although the building was adequate for the City's needs at the time, it now needs approximately \$11.5 million in seismic and other safety improvements, and the size of the facility is inadequate for today's needs.

Q: When will the RFP be released? When are responses due?

The RFP for the City Hall replacement project was released on April 17, 2015. Responses are due by 5:00 p.m. on Friday, June 19, 2015.

Q: Is there a preferred location for a new City Hall?

Respondents to the RFP may consider placing a new City Hall on any of the City-owned public parking lots located within the area of Downtown bounded by Howard Avenue, California Drive, Bellevue Avenue and Primrose Road. Additionally, public parking lots on Chapin Avenue, between Primrose Road and El Camino Real, may be considered. Respondents may also choose to offer other, private sites that they control for the new City Hall location.

Q: What would happen to the existing City Hall?

The site has been identified as a "housing opportunity site" within the City's recently updated 2015-2023 Housing Element. The Housing Element projects the potential for 46 to 57 dwelling units on the property, though this number could vary based upon the actual design of a proposed project. It is the City's intent to transfer title of the property at 501 Primrose Road to the selected developer as a site for housing development.

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Q: Will the responses be available to the public for review?

Not initially. City staff and a subcommittee of two City Council members will review and evaluate the responses to the RFP. Once the review and evaluation phase is complete, a recommendation will be made regarding developers with which further discussions should occur. This recommendation will also include an identification of all respondents and their responses and will be made available to the public at that time.

Q: What will happen to the supply of public parking in the selected parking lot if a new City Hall is constructed upon it?

All respondents are being asked to address the need to replace public parking spaces displaced by the City Hall development in some manner as part of their individual proposals. It is the intent of the City that, at a minimum, the spaces shall be replaced on a one-to-one basis; though the City strongly encourages respondents to consider providing additional public parking above the number required to replace the existing supply. Respondents are also required to ensure that they provide sufficient parking for their proposed development of the former City Hall site at 501 Primrose Road.

Q: Will the City contribute public funds to encourage development by the selected developer?

It is the City's position that the only asset that it brings to the table in the discussions with the developer is its properties (i.e. the current City Hall property and the parking lots). Ideally, the City would not contribute additional public dollars to the project if developed.

Q: Will the City retain ownership of the parking lots? What about the former City Hall property?

Though there is a preference for the City to retain title to its properties, the RFP permits the respondents to put forth proposals for occupancy of the properties that include a long-term lease or fee ownership to provide the greatest opportunity for ensuring the project's financial feasibility. The City intends to transfer title of the former City Hall property at 501 Primrose Road to the selected developer.

Q: What other public benefits would the City like to receive from the selected developer?

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The RFP notes that the provision of additional public benefits beyond the minimum scope of the project may be viewed more favorably. Such benefits may include, but are not limited to:

1. Additional public parking to alleviate the current deficit of parking spaces in the Downtown area.
2. Inclusion of a range of affordable housing unit types on the redeveloped site at 501 Primrose Road.
3. Provision of significant community meeting facilities over and above the minimum required for the new City Hall.
4. Inclusion of a significant public open space amenity that can serve as a public gathering space for the community.
5. Reconfiguration of the intersection of Primrose Road/Bellevue Avenue/Douglas Avenue.
6. Inclusion of a significant public art feature that enhances the site development.

Q: Does selection of a preferred developer mean that the concept it proposes is already approved by the City without community input?

No. Respondents are being asked to prepare concepts for development only to demonstrate project viability and a familiarity with the City's development policies and standards. Concepts reflected in the responses do not represent the final project. The City will work with the selected developer to engage in extensive public outreach so that the community's perspective is incorporated into any final plans, and the developer will need to adhere to the City's permit requirements and other approvals.