

County Of Sonoma Agenda Item Summary Report

Clerk of the Board Use Only	
Meeting Date / /	Held Until / /
Agenda Item No: _____	Agenda Item No: _____

Department: General Services

4/5 Vote Required

Contact:
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(707) 565-3211

Board Date:
11/03/2009

Deadline for Board Action:

AGENDA SHORT TITLE: Comprehensive County Facilities Plan.

REQUESTED BOARD ACTION:

1. Authorize staff to prepare the Comprehensive County Facilities Plan (Strategic Project #28).
2. Adopt a resolution authorizing budgetary adjustments to the F.Y. 2009-2010 Final Budget for the Capital Project Fund - Comprehensive County Facilities Plan, in the amount of \$1,013,254, requiring four-fifths vote.
3. Authorize the Chair to execute a contract with M. Arthur Gensler Jr. & Associates, in the amount of \$805,859.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES:

ADDITIONAL FUNDS REQUIRING BOARD APPROVAL:

Estimated Cost	\$1,013,254	Contingencies (Fund Name:)	\$0
Amount Budgeted		Unanticipated Revenue (Source:)	\$0
Other Available Appropriations (Explain Below)	\$0	Other Transfers (Source:) 102160	\$1,013,254
Additional Requested	\$1,013,254	Additional Funds Requested	\$1,013,254

Explanation (if required): Total project budget estimate is \$1,208,745. Per CAO direction, FY 2009-10 funding request includes total consultant fee plus project expenses to end of FY 2009-10 only. Additional project funding for FY 2010-11 to be requested separately.

Prior Board Action:

- 02/26/08 – Authorized consulting for Strategic Plan Implementation
- 07/08/08 – Approved Implementation Plan for Sonoma County Strategic Plan
- 04/07/09 – Presentation of County Administration Center Site Evaluation & Opportunities Analysis

Alternatives – Results of Non-Approval: Proceed with certain phases and wait until later to proceed with others, at likely additional cost and delay; Reduce level of detail in the study, with likely reduced effectiveness of resulting recommendations; Disapprove project and continue ad-hoc facility and real estate portfolio management.

Background:

The County owns a large inventory of general government facilities, including over 90 County-owned buildings (includes detention facilities) with 1.6 million square feet of space on almost 500 acres of real estate, and another 400,000 square feet of leased space used by County departments. Over two thirds of the owned buildings in this inventory are reaching the end of their useful lives. At the same time, County real estate assets are valuable because of their size and location. The County owns three major campuses in Santa Rosa: County Administration Center, Chanate Medical Complex, and Los Guilicos. The County also owns several sites throughout the County, including Veterans Buildings, and others. However, these real estate assets are generally not developed or used to their highest and best potential and are not providing their highest value to the County.

County Strategic Plan

The County's Strategic Plan recognizes that future determination and use of County facilities and real estate assets represent both challenges and opportunities, and concludes that the County must adopt a strategic approach in planning and managing facilities. The C.C.F.P. project will help implement the County's Strategic Plan facilities goal as stated in Goal #4: "Plan, procure, operate, maintain and manage Sonoma County's facilities and real estate assets at their highest and best use, such that they provide the best value to the County."

The Project Charter for the C.C.F.P. project was approved as part of the County Strategic Implementation Plan by the Board on July 8, 2008. The Plan will contain three key elements:

- (1) Service Delivery Plan: A written document that includes research, analysis, and recommendations relative to how and where all County services will be delivered.
- (2) Real Estate Plan: A written document that includes research and analysis of County-owned real estate assets and leased facilities, and recommendations for how they will be developed and used to meet the goals established in the Service Delivery Plan.
- (3) Financial Plan: A written document that includes: (a) options, analysis, and recommendations for funding the capital improvements and related costs associated with the Real Estate Plan, (b) analysis of potential surplus real estate, which could be leased, sold, or developed in partnership with another entity to help offset costs, and (c) a project development and delivery strategy for implementing the recommendations in the Real Estate Plan.

Project Organization

The General Services Department is the Project Owner. The management and oversight structure includes:

1. Board of Supervisors
2. C.C.F.P. Steering Committee
3. C.C.F.P. Coordinating Committee
4. C.C.F.P. Finance Committee
5. Department Liaisons

All County departments will be involved. Many departments will have representatives on one or more of the management and oversight committees and all departments will have a liaison to provide information and input. The Architecture Division is the project manager and as such will be responsible for the overall planning effort. A consultant is proposed for collecting, evaluating, and synthesizing specific information into useful and relevant findings and conclusions, developing options, and preparing the documents, including the final C.C.F.P.

Consultant Selection

A formal, qualifications-based, selection process was used to identify a preferred consultant for this project. M. Arthur Gensler, Jr. and Associates (Gensler) was selected as the overall first ranked consultant by the Coordinating Committee on the basis of objective evaluation criteria using a consistent and documented selection process. Gensler is a world-wide planning, consulting, and facility design firm which has extensive experience and expertise in service delivery, real estate and financial/implementation planning, including work with numerous California counties, agencies and cities on strategic facility and real estate-related plans similar to the C.C.F.P.

Scope of Services/Project Approach

The proposed approach is an iterative process in which data is gathered and analyzed, options are developed and evaluated, and concepts are finalized and documented in a report.

The following summarizes the project phases and services – a more detailed description of the services is included in the attached Staff Report and attached to the Professional Services Agreement:

- Phase 1 - Project Start-Up:** Establish and confirm the project objectives, the roles and responsibilities of the consultant and County staff, and the logistics and process for the project including data collection methodology.
- Phase 2 - Data Collection:** Data gathering, including information about County programs and services, existing facilities, real estate and financial assets, market conditions and trends, and County constraints and requirements.
- Phase 3 - Analysis and Preliminary Vision Creation:** Analyze the data and develop preliminary visions for service delivery, real estate, and finances through a variety of meetings and workshops.
- Phase 4 - Options Development:** Develop options for using County real estate to meet the service delivery and financial objectives.
- Phase 5 - Final Vision and Facilities Plan:** Document the three plans, including a financial and implementation strategy, into a combined final report.

Consultant Fees and Overall Project Budget

Proposed Fee

An overall Consultant fee of \$805,859, which includes reimbursable expenses such as printing and delivery costs, is proposed. The fee pays for Gensler’s services plus several sub-consultants that are providing real estate and other related expertise. Staff reviewed and evaluated the overall fee for this project to confirm that the fees were fair and reasonable for the work. Prior to negotiating the fee with Gensler, staff discussed the likely consultant fee range for the C.C.F.P. with other consultants and concluded it would be between \$670,000 and \$850,000, not including reimbursable expenses; the Gensler fee is close to the median value. Additionally, a table summarizing a comparison of the C.C.F.P. scope and fee to other similar planning projects is included to the Staff Report.

Project Budget

A project budget has been developed which includes the Gensler fee and the other project costs associated with this effort, including the estimated cost of Architecture Division Services. It is estimated that staff will spend over 2,100 hours over 17 months at a cost of \$278,000 on this project. At the end of the project, any unspent contingency will be returned to the Capital Budget for other use.

The recommended project budget is as follows:

Item	Budget
Consultant Fees (includes reimbursement.)	\$ 805,859
Architecture Division Services	\$ 278,000
Other project expenses*	\$ 15,000
Contingency (10%)*	\$ 109,886
Total Budget	\$1,208,745

*The “Other project expenses” category allows for County Counsel consultation as well as miscellaneous internal printing or other presentation media expenses. The project “Contingency” allows for as-yet unplanned additional project research, meetings or reviews, or other additional or unanticipated presentations or workshops.

Funding

A project in the approved F.Y. 2009-2010 Capital Budget has been identified as a possible funding source for the C.C.F.P.; County Center Planning (Index 102160). Sufficient funding is appropriated in this capital project index to pay for the project. Staff is requesting that a new Capital Project Index be established for the C.C.F.P. and that the funds be transferred to this index to allow tracking the C.C.F.P. expenditures separately. \$1,013,254 is requested at this time to encumber the consultant contract for the entire project, and to pay for Architecture Division project staff support and other project costs to the end of FY 09-10. Funding for the balance of the project budget (\$194,491) will be determined as part of the FY 2010-11 capital projects budget.

Schedule

The Project Charter commits to a November 1, 2011, completion date. The proposed project approach allows independent data collection and findings activities to run in parallel, such that the project can be completed in 2011 – and possibly sooner than the Charter anticipates.

Beneficial Outcomes

The proposed project budget represents a substantial investment by the County; at the same time it faces very difficult financial challenges. However, this planning effort offers significant benefits to the County as it prepares for the future. The C.C.F.P. will:

- Inform the Board of the value of the County’s assets and present options for their use or disposition
- Develop improved service delivery and facility solutions to serve County residents, from which the community overall will benefit
- Propose and evaluate options for more cost effective, financially sustainable service delivery methods
- Provide a framework for rational management of County real estate and facility portfolio assets
- Offer a comprehensive approach towards achieving ambitious goals for reducing greenhouse gas, including using new ways and new locations to provide County services.

Requested Board Actions

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Attachments: Resolution - Budgetary Adjustment; Staff Report.

On File With Clerk: None.

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Board Action (If other than “Requested”)	Vote: