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Travis County Commissioners Court Agenda Request

Please consider the following item for: ^{wed.} ~~Tuesday~~, June ¹⁸ ~~17~~, 2008

Discuss and take appropriate action on joint proposal from the Executive Managers of Administrative Operations and Planning and Budget and the Special Assistant to the Commissioners Court on collaborative roles and strategies to coordinate consultant expertise and to successfully manage the various contractual phases for the Travis County Downtown Master Plan.

I. A. Request made by: Christian Smith Phone 854-9465

C. Approved by: _____
Signature of Commissioner or County Judge

II. A. All backup material needs to be attached to the Agenda and submitted with this Agenda Request (Original and eight copies).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request and send a copy of this Agenda Request and backup to them:

III. BUDGET OR PERSONNEL REQUESTS. Please check if applicable:

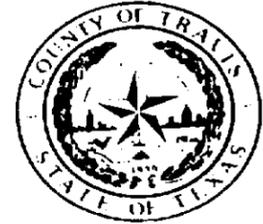
- _____ Additional funding for any department or for any purpose
- _____ Transfer of existing funds within or between any budget
- _____ A change in your department's personnel (reclassifications, etc.)

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COUNTY CLERK'S OFFICE
RECEIVED

Please coordinate through the County Planning and Budget Office (473-9106) or the Human Resources Department BEFORE submitting any agenda item that involves any budget or personnel issue.

AGENDA REQUEST DEADLINES

All Agenda Requests and supporting materials **MUST** be submitted to the County Judge's Office in writing by 5:00 PM on Monday for the next week's meeting. Agenda Requests missing this deadline will be considered for the next subsequent Commissioners Court meeting, as will Agenda Items without appropriate back-up material, including a signed budget transfer form.



314 W. 11th Street
P.O. Box 1748
Austin, Texas 78767

June 13, 2008

To: Members of the Commissioners Court

Re: Proposed Strategy for Central Campus Master Planning

As you know from discussions with the Commissioners Court in March and April, there has been some controversy over the development of a strategy for preparing a master plan for the downtown central County campus. Most of this discussion has centered on the roles and relationships of Facilities Management Department (FMD) and the Planning and Budget Office (PBO). We are pleased to report that these controversies have been resolved through the leadership of the Executive Manager Administrative Operations and the Executive Manager Planning and Budget, along with help and assistance of the County Judge.

The key management staff of FMD and PBO met during the morning and afternoon on June 9. After each staff member outlined their professional background, it became abundantly clear that there was a considerable amount of skill and experience present in the room. It also became clear that there was more than enough work for everyone, and that each person added considerable value to this complex project.

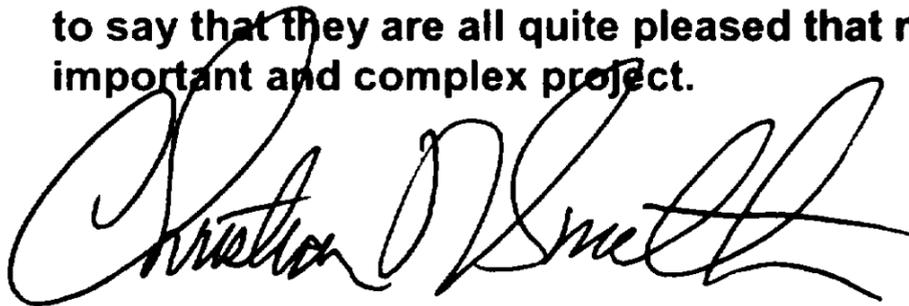
The staff was able to develop a strategy that was comprised of the following key elements:

- **Establishing one contract with one expert consulting firm.**
- **Breaking the project into three phases.**
- **Having one phase led by PBO ("Strategic Planning"), one phase led by FMD ("Facilities Planning"), and one phase led jointly ("Space and Parking Projections").**
- **Maximizing the existing technical and strategic expertise available to a consultant that exists in FMD and PBO along with the operational expertise and counsel that exists at the departmental level.**
- **Establishing a three-person Contract Management Team composed of the Executive Managers of Administrative Operations and Planning and Budget along with the Special Assistant to the Commissioners Court to oversee the contract on behalf of the Commissioners court and to ensure that full user and technical input is utilized.**
- **Establishing a Shareholders Advisory Group to review and comment at the end of each phase and before review by the Commissioners Court for authorization to proceed into the next phase.**

The next step in this process will be to develop a Request for Qualifications ("RFQ") and to then develop a Selection Committee for the choice of a consultant. Quite a bit of work has already been accomplished on the RFQ over the past several months, and a draft for your approval should be available within a month. Full consultation with the Court will also occur on the specific composition of this Selection Committee. A schedule for the solicitation, selection period and length of the various phases will also need to be established.

This item is on your agenda for approval on Wednesday, June 18 at 3:30, just before the employee public hearing. This schedule was necessary since the Executive Manager Planning and Budget is at a national professional committee meeting on Tuesday June 17 and is flying back to Austin the next day. Delaying the item another week until June 24 caused another challenge since two members of the Commissioner Court will be at a professional meeting on that day.

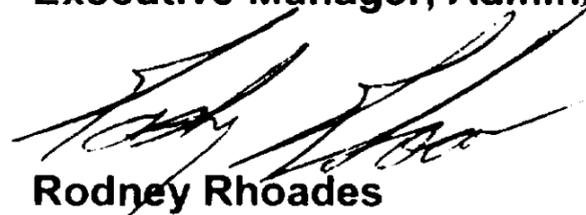
I should note that Judges Dietz and Shepperd have been consulted on this proposal along with the Purchasing Agent and the County Auditor, since they too have been so involved on the project over the past few months. I believe it is fair to say that they are all quite pleased that movement is taking place on this important and complex project.



Christian R. Smith
Special Assistant to the Commissioners Court



Alicia Perez
Executive Manager, Administrative operations



Rodney Rhoades
Executive Manager, Planning and Budget

CC: Judge John Dietz
Belinda Powell
Jim Barr
Cyd Grimes

Judge Eric Shepperd
Leslie Stricklin
Diana Ramirez

Susan Spataro
Roger El Khoury
Ken Gaede

HIGH LEVEL OUTLINE OF TASKS AND ROLES FOR STRATEGIC PLANNING, SPACE FORECASTING AND FACILITIES PLANNING

This is a single contract approach with a Contract Management Team comprised of the Executive Manager Administrative Operations, the Executive Manager of Planning & Budget and the Special Assistant to the Commissioners Court. A Stakeholder Advisory Group composed of all key end-users will give input to the consultant and comment upon end products after each phase of the work to complete a Travis County Central Campus Master Plan.

PHASE A: STRATEGIC PLANNING

PBO leads with FMD support & advice throughout.

General Questions Addressed

What operations and staff do we need?
Where do we need them? How do operations, staffing, technology & location interrelate? (The Team will need ITS assistance and leadership on all technology questions).

Operational and Staffing Projections, Technology, Location and Adjacency Needs: 5, 10, 15 and 25 years.

Sample Specific Questions Addressed

Who must/should be at the Central Campus? Who could/should be at North or South Campus? Who is flexible and could operate anywhere? How does location impact operations and staffing?
What departments need to be together in the same building within the same campus? What departments or functions should be in the same building as the District Courts? As the Commissioners Court? How does adjacency impact operations and staffing? Should the Family Courts be at a separate campus and who should be adjacent to them? How do location and adjacency choices impact operations and staffing? Are there ways in which courtrooms can be efficiently utilized and what are the implications? How does technology impact operations, staffing and location?

End Product: Statement of Operational Needs

Stakeholder Advisory Committee review and comment prior to Commissioners Court approval to move to Phase B.

PHASE B: SPACE & PARKING PROJECTIONS

PBO and FMD jointly.

General Questions Addressed

How much space do we need? How much parking do we need, public and employee? What transportation issues need to be addressed?

Space and Parking Projections: 5, 10, 15 and 25 years.

Sample Specific Questions Addressed

What are the projected high and low departmental space needs?
What is the projected high and low parking need, divided by public and staff?

End Product: Statement of Estimated Space and Parking Need

Stakeholder Advisory Committee review and comment prior to Commissioners Court approval to move to Phase C.

PHASE C: FACILITIES PLANNING

FMD leads with PBO support & advice throughout.

General Questions Addressed

How do we get what we need and where to meet the Strategic Plan and Space and Parking Projections?
How do site, facility and parking alternatives interrelate?

Reuse and Renovation of Existing Facilities and New Facility Alternatives: 5, 10, 15 and 25 years.

Sample Specific Questions Addressed

How is this space need impacted by facility alternatives?
How do City zoning and County policy alternatives impact parking needs? What are the opportunities for partnering with other public or private groups for parking development?
What is the value of existing owned facilities, remaining useful life, and potential re-use? What is highest and best use of currently owned properties – renovate existing or redevelop new? What is maximum or desirable development capacity of existing property? How much new land do we need where? How do security alternatives impact operations and staffing? What are the alternatives for renovating existing buildings and constructing new buildings and parking facilities? What are costs and schedule implications for the alternatives?

End Product: Recommendations for Implementation of Facilities Plan

Stakeholder Advisory Committee review and comment prior to Commissioners Court approval of Phase C.

HIGH LEVEL OUTLINE OF TASKS AND ROLES FOR STRATEGIC PLANNING, SPACE FORECASTING AND FACILITIES

PLANNING

This is a single contract approach with a Contract Management Team comprised of the Executive Manager Administrative Operations, the Executive Manager of Planning & Budget and the Special Assistant to the Commissioners Court. A Stakeholder Advisory Group composed of all key end-users will give input to the consultant and comment upon end products after each phase of the work to complete a Travis County Central Campus Master Plan.

<u>PHASE A: STRATEGIC PLANNING</u>	<u>PHASE B: SPACE & PARKING PROJECTIONS</u>	<u>PHASE C: FACILITIES PLANNING</u>
<p>PBO leads with FMD support & advice throughout.</p> <p>General Questions Addressed</p> <p>What operations and staff do we need? Where do we need them? How do operations, staffing, technology & location interrelate? (The Team will need ITS assistance and leadership on all technology questions).</p>	<p>PBO and FMD jointly.</p> <p>General Questions Addressed</p> <p>How much space do we need? How much parking do we need, public and employee? What transportation issues need to be addressed?</p>	<p>FMD leads with PBO support & advice throughout.</p> <p>General Questions Addressed</p> <p>How do we get what we need and where to meet the Strategic Plan and Space and Parking Projections? How do site, facility and parking alternatives interrelate?</p>
<p>Operational and Staffing Projections, Technology, Location and Adjacency Needs: 5, 10, 15 and 25 years.</p>	<p>Space and Parking Projections: 5, 10, 15 and 25 years.</p>	<p>Reuse and Renovation of Existing Facilities and New Facility Alternatives: 5, 10, 15 and 25 years.</p>
<p>Sample Specific Questions Addressed</p> <p>Who must/should be at the Central Campus? Who could/should be at North or South Campus? Who is flexible and could operate anywhere? How does location impact operations and staffing? What departments need to be together in the same building within the same campus? What departments or functions should be in the same building as the District Courts? As the Commissioners Court? How does</p>	<p>Sample Specific Questions Addressed</p> <p>What are the projected high and low departmental space needs? What is the projected high and low parking need, divided by public and staff?</p>	<p>Sample Specific Questions Addressed</p> <p>How is this space need impacted by facility alternatives? How do City zoning and County policy alternatives impact parking needs? What are the opportunities for partnering with other public or private groups for parking development? What is the value of existing owned facilities, remaining useful life, and potential re-use? What is highest and best</p>

<p>adjacency impact operations and staffing? Should the Family Courts be at a separate campus and who should be adjacent to them? How do location and adjacency choices impact operations and staffing? Are there ways in which courtrooms can be efficiently utilized and what are the implications? How does technology impact operations, staffing and location?</p>		<p>use of currently owned properties – renovate existing or redevelop new? What is maximum or desirable development capacity of existing property? How much new land do we need where? How do security alternatives impact operations and staffing? What are the alternatives for renovating existing buildings and constructing new buildings and parking facilities? What are costs and schedule implications for the alternatives?</p>
<p>End Product: Statement of Operational Needs Stakeholder Advisory Committee review and comment prior to Commissioners Court approval to move to Phase B.</p>	<p>End Product: Statement of Estimated Space and Parking Need Stakeholder Advisory Committee review and comment prior to Commissioners Court approval to move to Phase C.</p>	<p>End Product: Recommendations for Implementation of Facilities Plan Stakeholder Advisory Committee review and comment prior to Commissioners Court approval of Phase C.</p>