

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**Date:** March 24, 2014

**To:** Supervisor Michael Mayo, Chairman  
Transportation, Public Works and Transit Committee

**From:** Greg High, Director, AE&ES Section, DAS-FM

**Subject:** **Status Update Regarding the Consolidated Facilities Plan (CFP)  
For Information Only**

**BACKGROUND**

In early Spring 2013 CBRE, Inc. completed a comprehensive review of Milwaukee County's core facilities and presented a series of recommendations to the Transportation, Public Works and Transit (TPW/T) Committee. The Department of Administrative Services (DAS) has subsequently formed a working team to continue implementation of the **Consolidated Facilities Plan (CFP)** based on CBRE's recommendations. The 2014 adopted operating budget authorized DAS to retain CBRE to continue its work on the CFP. This informational report is the 1<sup>st</sup> of regular status reports to be submitted to the County Board on a quarterly basis.

In the January 2014 County Board committee cycle, DAS presented to the TPW/T Committee the results of a second CBRE report titled CFP – Strategies for Marcia P. Coggs Human Services Center and City Campus. This Phase 1 of implementation was titled "City Campus Go/No Go?" The summary of conclusions in that report is:

1. The existing City Campus building complex is not a viable alternative for long-term occupancy.
  - Highest Occupancy Cost Per Employee
  - Immediate & Urgent Capital Needs
2. The existing Marcia Coggs building may be an alternative for long-term occupancy.
  - Possible Long-term Lease W/State
3. A new building is best economically.
  - Lowest Cost Per Employee
  - Lower Operating Costs
  - Maximizing Space Utility

**PROGRESS OF CFP IN 1ST QUARTER**

Negotiations have been completed with CBRE on the implementation of the next phase, Phase 2 of implementation titled "If Not City Campus, Then Where?" The summary of scope of work for this phase is as follows:

*Detailed Space Program & Relocation Strategy – City Campus (CC)*

- Confirm new office space standards based on the original CFP report
- Program space for current City Campus business units
  - Headcount, future growth, and support spaces
  - Define adjacency requirements at business unit level

- Provide test fit generic floor plans for each business unit developed from the space program (provided by the County)
- Align City Campus detailed space plan with County Master Space Plan (Milwaukee County Courthouse Space Needs Study, July 2002, by Plunkett/Raysich & Milwaukee County Space Allocation and Analysis, September 2009, by Continuum Architects)
- Identify quick fit solutions (i.e. business units that can relocate to final location based on a County Master Space Plan)
- Develop short term flex space plan to bridge “today” and the County Master Space Plan
- Provide test fit floor plans for each business unit (Quick Fit & Flex Space) (provided by the County)

#### County Master Space Plan

- Milwaukee County must identify business units to be included in a Master Space Plan (provided by the County)
- Conduct detailed senior level business unit review regarding work process and adjacency
- Identify Strategic business hubs and projected space requirements at macro level
  - Bubble Diagrams (provided by the County)
  - Adjacency Mapping (provided by the County)
  - Block level space requirements (provided by the County)
- Prioritize strategic business hub implementation plan.
- Align Master Space Plan with CFP Strategies

#### Real Estate Support

- Transaction support for current State negotiations for the Marsha Coggs Center
  - Develop 2-Tier financial analysis
  - Long Term State Lease / Asset Sale
  - Short Term State Lease / County Remains / Should the County take 100% of the building over time
- Transactional support for the disposal of City Campus

#### **NEXT STEPS**

A detailed schedule for implementation of the above Phase 2 tasks is attached. In November 2014, we anticipate commencement of Phase 3 of implementation titled “Countywide Strategy (2014-2016)”. The basic summary of scope of work for this 3<sup>rd</sup> phase is as follows:

1. County Grounds Community Planning
2. Vacate City Campus
3. Vacate Coggs?
4. Continue Facility and Facility Management Consolidation

The TPW/T Committee referral from the 1/22/14 committee meeting requested a policy directive resolution from DAS that reflects a specific time period in which an initial policy decision will be made and also reflects the broader plan to allow time for the County Board to begin budget and strategic planning. A separate report will be submitted in the May or June 2014 County Board Committee cycle regarding this referral.

Approved by:



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Gregory G. High, P.E., Director  
AE&ES Section, DAS-FM Division  
Department of Administrative Services

Attachment: Phase 2 CBRE Implementation Schedule

cc: County Executive Chris Abele  
Amber Moreen, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, County Board of Supervisors

