

**COUNTY OF MILWAUKEE**  
**Inter-Office Communication**

**DATE:** August 16, 2011

**TO:** Michael Mayo, Sr., Chairman, Committee on Transportation, Public Works & Transit

**FROM:** Jack H. Takerian, Director, Department of Transportation & Public Works

**SUBJECT:** **Comprehensive Facilities Plan – INFORMATIONAL REPORT**

**POLICY**

At its March 17, 2011 meeting, the Milwaukee County Board of Supervisors authorized and directed the Director of the Department of Transportation and Public Works (DTPW) to prepare and issue a request for proposals for the development of a comprehensive facilities plan for Milwaukee County.

**BACKGROUND**

On March 14, 2011, the Long Range Strategic Planning Committee approved a resolution recommending the hiring of an outside consultant to perform ongoing space needs, facilities planning and the sale of surplus properties for Milwaukee County. The resolution further recommended that several elements be addressed in a comprehensive strategic facilities plan including:

- more efficient use facilities by reviewing the facilities occupied by Milwaukee County as an owner or tenant that are vacant or underutilized, which properties are leased and the amount of space inhabited by either employees of the County or the clients served;
- review of all County facilities to assess any safety issues and determine whether a building is obsolete or cost effective for County use;
- development of a plan that focuses on sustainability per the County's Green Print policy;
- consideration of potential market value of County-owned property;
- recommendation to policymakers of a planning and/or management structure (e.g. flow chart) for carrying out the elements recommended in the facilities strategic plan; and
- development of a strategy to prioritize the recommendations of the strategic facilities plan using criteria that can be understood by stakeholders.

Based on this direction, DTPW prepared and distributed a request for proposal (RFP) in May 2011 and received six proposals from six teams of consultants. Each team was interviewed by a

panel of County staff representing the Department of Transportation and Public Works (Director's Office and Facilities Management), Community Development Business Partners, County Board, Department of Administrative Services – Fiscal Affairs and Department of Human Services. The panel then scored and ranked each proposal based on the RFP requirements.

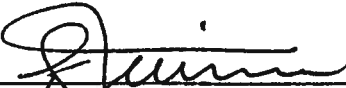
Proposals were submitted by teams led by Boer Architects, CBRE, Continuum Architects, Siegel Gallagher, True Vine Development and Venture Architects.

#### CONCLUSION

The panel of County staff that reviewed the consultant proposals ranked the team led by CBRE the highest. The CBRE proposal was determined to be the most comprehensive response to the RFP. The CBRE team recommends that the first phase of the comprehensive strategic facilities plan for Milwaukee County include an evaluation of the 25 largest county-owned facilities. These facilities include the Courthouse, Criminal Justice Facility, Coggs Building and City Campus. The total cost for the first phase is \$450,000.

Prepared by: Julie Esch, Budget & Policy Administrator

Approved by:



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Jack H. Takerian, Director  
Department of Transportation & Public Works

cc: Christopher Abele, County Executive  
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