



CONTRACTS AND AGREEMENTS

CONTRACT

\$520,000.00

Two (2) Professional Services Contracts With CBRE Group, Inc., In The Amount Of \$235,000.00, And With Eppstein Uhen Architects, Inc. (EUA), In The Amount Of \$285,000.00 For Planning Services For The Integrated Facilities Master Plan And Workspace Design Initiative

***Kareem Heshmat, Senior Planner and
Keisha Seals, Assistant Director, Environmental &
Neighborhood Services***

Background

✓ 8 official master plans

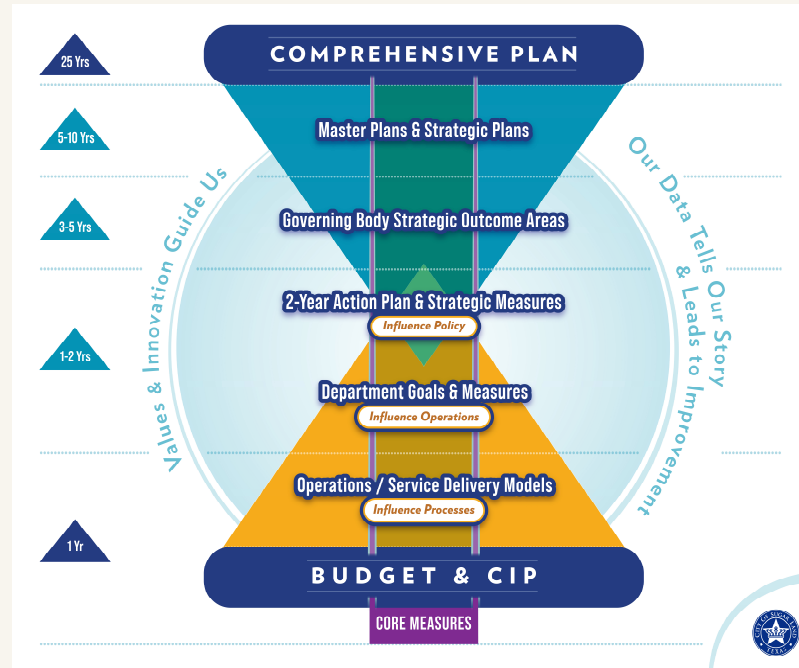
📄 Elements of Comprehensive Plan

👁️ Refine vision for specific subject area

📄 Documents policy direction

👥 Implemented through CIP and department work plans

🕒 Updated every 5-10 years



Background

- **Facilities Master Plan last updated in 2015**
 - **80% of projects implemented**
 - **2020 and 2021 Master Plan Annual Reports recommended an update**
- **Previous plans focused on identifying space needs for each department and creating a plan to satisfy those needs**
 - **Staff growth based on city population growth/expected population build-out of 145K**
 - **Based on city policy for each position's space standards**
 - **New facilities needed based on the projected growth through GO Bonds**



Why Update the Facilities Master Plan?



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Why Update the Facilities Master Plan?

- Change within organizational culture
 - Taking bolder risks with bolder vision
 - Adapt to the changing times
 - Employees as stakeholders
 - Multi-function spaces and buildings
- Respond to changing workspace demands
 - World of open-space and hybrid workplace
- Address aging infrastructure

Experience per SF™ proves scientifically that there is a direct correlation between your workplace environment and employee engagement. Whether you are CEO, CFO or a leader in real estate, HP or IT, our process pinpoints the drivers of your people's workplace experience and arms you with the actionable insights to create an unparalleled experience for your people. Experience per SF™ is the only tool that can add the workplace experience lever to your efforts to drive improved engagement, productivity and bottom line results.

1 Are your employees engaged?
We all like to think that our employees are engaged, but the truth is that very few of us really take the time to consider this as a data-point toward the health of our business.

2 How do you know?
Measuring softer metrics — such as how an employee feels — is difficult. You have to compile information across multiple aspects of both their professional and personal life.

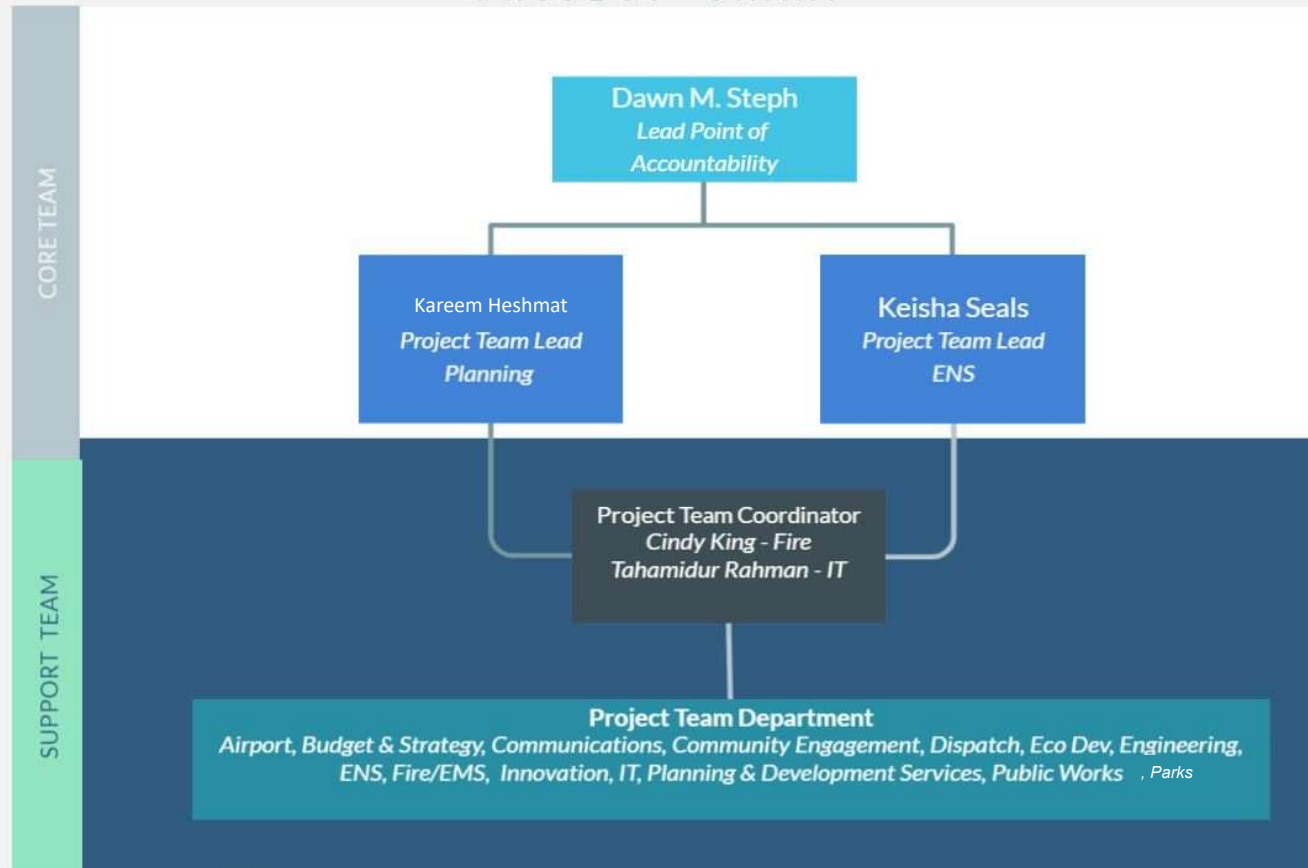
3 Why should you care?
We spend a third of our life at work. Quite simply, companies with an engaged workforce are consistently more productive and successful. There are significant benefits to ensuring your workforce is engaged.

4 What can you do?
Start thinking about how your employees' work experience affects their overall engagement. By analyzing their experience per sf, you will get a comprehensive recommendation that balances your people, place and technology.



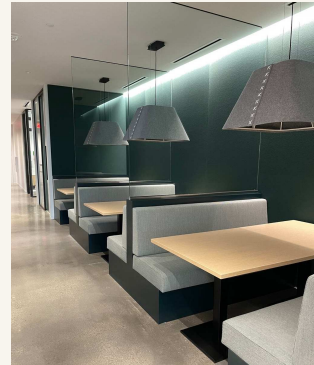
Facilities Master Plan

PROJECT CHART



ALL-IN Initiative

- **Prioritization for facility work based on foot traffic, age, and location of buildings**
- **Exploration of other private and public workspaces**
- **Enlightened to innovative solutions for facility spaces**
- **Creating amazing experiences for both community and employees**



SELECTION PROCESS

- **Selection in accordance with City Policy PU-109 for Procurement of Professional Services**
- **CBRE and EUA were selected as consultants to move forward with presentations**
- **Both brought various expertise, meeting the city's cultural values and future direction**



SELECTION PROCESS

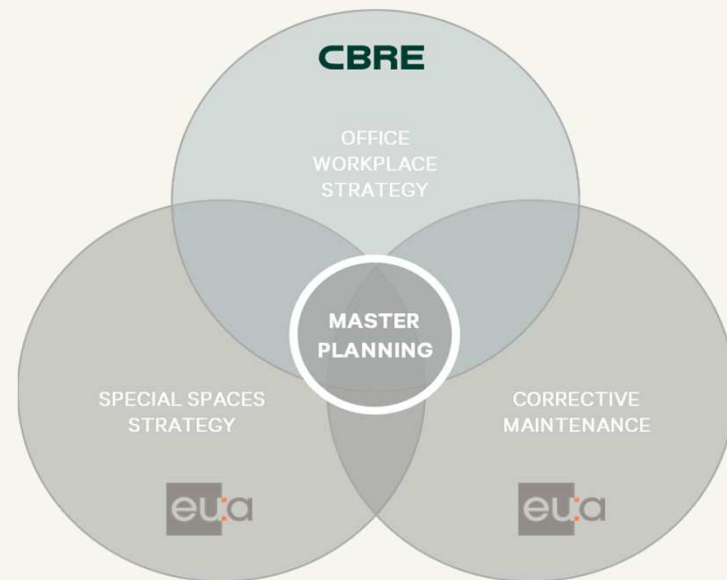
- **CBRE-** Assessment and consulting services firm that specializes in evaluating commercial real estate assets, discovering opportunities to grow revenue through comprehensive real-estate strategies and hybrid-workspaces
- **EUA-** Multi-faceted architecture, interior design, engineering and planning firm specializing in welcoming, caring environments, long-term growth needs and corrective/deferred maintenance



SCOPE OF SERVICES/DELIVERABLES

What does CBRE Bring to the Table?

- Office Workplace Strategy recommendations
- Workstyle and Office Standards in a Hybrid Workplace
- Space Utilization Analysis
- Assets Portfolio (i.e., revenue generating opportunities)
- Space Standards and Policy Development



SCOPE OF SERVICES/DELIVERABLES

What does EUA Bring to the Table?

- **Corrective Maintenance Plan**
- **10-YR Action Plan of Facilities Assessed**
- **Lead Stakeholder Engagement Efforts**

Final document to include both consultants' deliverables



WHY THIS TEAM?

Only Thing Constant in Life is Change!!!

- **City is moving from a "Growth" to a "Maturing" city**
- **Competing with commercial/private businesses for the same talent pool**
- **Cities and businesses are changing the way they view facilities:**
 - **No longer just a place to come work and then leave**
 - **Used as retention and recruitment tools**
 - **Bridge the gap between multi-generational workforces (Boomers, Millennial's, Gen'ers)**
 - **Workplace used to enhance employee's innovation**



Integrated Facilities Master Plan & Workspace Design Initiative



Address Immediate, Short-Long Range Needs



Culture and Values/Retention & Recruitment



Integrated Workplace Management



Revenue Generators



Corrective Maintenance/Aging Infrastructure



Stakeholders Engagement

PROJECT BUDGET and SCHEDULE

FUNDING:

- Available Budget: \$520,000
- Professional Services Fee for FMP: CBRE \$235,000 and EUA \$285,000
- Funding Source: FY22 Mid-Year, All-In Initiative

SCHEDULE:

- Notice to Proceed: November 2022
- Consultants committed to completing the FMP process within a year



RECAP



NEXT STEPS

- **Kickoff meeting**
 - **Set strategic and aggressive plan for short- and long-term goals**
- **Collaborate on asset inventory and portfolio opportunities process**
- **Project Team to conduct assessments (HVAC, roofs, electrical, etc.)**
- **Milestone achievements and implementation**
 - **Implementation of “Pilot Programs” and/or “Immediate” Goals**



Recommendation

The Planning and Development Services and Environmental and Neighborhood Services Departments recommend that the City Council authorize the execution of two professional services contracts in the amount of \$235,000 with CBRE and \$285,000 with EUA (total fee \$520,000) for the Integrated Facilities Master Plan and Workspace Design Initiative



CLARIFYING QUESTIONS FOR STAFF



COUNCIL MOTION & DISCUSSION

CITY OF SUGAR LAND





CITY OF SUGAR LAND