

Travis County Commissioners Court Agenda Request

Please consider the following item for: **Tuesday, March 9, 2010**

Consider and take appropriate action regarding various matters related to the Downtown Central Campus Master Plan, including:

- a. Phase Two steps for the master planning process as outlined in the County's contract with Broaddus and Associates;**
- b. Proposed community outreach process;**
- c. Proposed collaboration diagram to help guide the process;**
- d. Proposed contract modification for named project executive; and**
- e. Other related items.**

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.)

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.



Special Assistant to the Commissioners Court

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

February 22, 2010

To: Members of the Commissioners Court

Re: Phase Two of the Downtown Central Campus Master Plan

With your unanimous approval on February 2 of the Phase One Needs Assessment for the Downtown Campus Master Plan, we are now ready to begin Phase Two. The details of this work are outlined in the contract signed with Broaddus and Associates in May, 2009. A very brief summary of the contract follows, along with a schedule, a proposed collaboration diagram, an update on the proposed community outreach process, along with a few other items related to this project.

1. Summary of Phase Two

While Phase One was to develop a Needs Assessment, Phase Two is to “establish a strategic facilities master plan to develop the necessary facilities supporting the civil and criminal justice system, and certain general government functions”. The most critical parts of this analysis are summarized below. For those of you who wish to review the details of each of these parts, they are outlined in 14 pages of the Broaddus contract and can be distributed upon request.

- A. Community Outreach -- to solicit a variety of public and stakeholder views about the Downtown County Campus. Focus groups, individual meetings and community workshops are all a part of this process, which is intended to listen to various viewpoints from various stakeholders. Some of these groups include the historical community, key neighborhood associations, Wooldridge park interests, transportation interests, downtown business interests, the Austin Bar Association, and a variety of others. Groups will be identified for small meetings and larger focus groups in order to get a “pulse” of critical community issues prior to a “Public Listening Session”.

As the plan develops, additional major community input meetings will occur in the form of a community outreach “charette” and reporting of the draft final plan. A “charette” is commonly used as a collaborative session to develop a solution to a design problem in which the aptitudes and interests of a diverse group of people is incorporated into the solution. Follow-up community workshops will be held at key milestones in Phase Two. The public will be kept informed about the planning progress through our project website and other methods.

- B. Physical Analysis -- to develop an understanding of the existing systems and infrastructure capacity of County-owned structures downtown, with an eye toward assessing their useful life and appropriateness or feasibility for renovation or

adaptive reuse. This work will include historic building impacts, mechanical and electrical systems, data infrastructure issues, and civil site utility infrastructure. Zoning and other regulatory constraints for site redevelopment will also be analyzed. It is intended to consider how physical facility constraints may affect future planning options along with backfill opportunities for courts, court-support space and general government related functions. Each building that could be expanded or retained and/or remodeled will be reviewed and possible sites for new construction will be evaluated as future potential options to meet the county's space needs into 2015, 2025 and 2035.

Additionally, this phase of the work will include an analysis of general site utility infrastructure issues for the campus, including data system interconnectivity, parking and transportation management, water and waste water, among other reviews.

C. Conceptual Planning Alternatives and Master Plan Development– to provide conceptual master plan alternatives based on programmatic needs, along with infrastructure and systems analysis. These alternatives will consider key issues of access and adjacency of courts functions, near term and long range potential space needs, parking requirements and other County needs. They will also address historical relationships to existing facilities and site capacity limitations such as zoning and view corridors as well as likely extent of reuse of existing spaces.

Broaddus is expected to establish approximately three scenarios for developing the downtown campus that meet the space requirements established in the Needs Assessment through 2035. A "scenario" is defined in the contract as "an integrated and cohesive conceptual development program for new, renovated and existing facilities" Each scenario will contain a preliminary set of blocking, stacking and massing diagrams to address the County's needs identified in Phase One and reflecting which functions are on each floor for the 2035 program. Each scenario will address the parking needs to support the identified functions, as well as pedestrian impacts. Sites for new buildings will be determined in consultation with the County and its real estate consultant.

Consideration of each of the three scenarios will involve an evaluation of pros and cons including rough order-of-magnitude cost impact. A qualitative scoring system for comparing Scenarios will be developed. A Community Outreach meeting will also help to provide further input on the choices. Considering input from key stakeholders and the community, a "Preferred Scenario" will be recommended which is intended to best satisfy the highest priority criteria and that can be supported by consensus. This analysis will provide the technical documentation for the Commissioners Court to make a decision on acquiring new and/or utilizing current County-owned sites, narrowing alternatives and ultimately selecting a

Preferred Scenario. (This "Preferred Scenario" has also been called a "Preferred Concept Plan".)

Once a "Preferred Scenario" (or "Concept Plan") is established, then the development of a master plan will address in more detail the issues such as setbacks and massing, zoning constraints, access and security requirements, treatment of open space and entrances, and general code compliance which may affect both new construction and renovations. The developed plan will address options for program site locations, while considering impacts on campus landscape, infrastructure, transportation, parking, and new building construction. Broaddus will consult with the County's real estate broker to address issues of property acquisition, lease or divesture. Broaddus will also prepare a phasing plan diagram depicting the approach to accomplish the plan by the 2015, 2025 and 2035 planning horizons, along with phasing strategies for new construction, renovation or expansion. Broaddus will also prepare conceptual estimates of construction and overall project costs for each planning interval.

2. Proposed Collaboration Diagram --- The "organization chart" developed for Phase One seemed to work reasonably well to ensure the many officials participating in the Needs Assessment were consulted and involved. This chart was called an "organization chart" since the Needs Assessment was more internally focused with County officials. The Committees that met during Phase One have completed their task and should be proud of their efforts.

Now that Phase Two is about to begin with a more external focus, a "collaboration diagram" has been developed to help guide us through the analysis. Four groups are identified as critical components of the many collaborations that will be necessary to make Phase Two successful. They are: Community Outreach Group, Justice Focus Group, 700 Lavaca Core Team, and Data Center Team. A Steering Committee is also proposed, composed of key leaders that will be critical to the success of this effort. In addition, our real estate consultant is identified on this diagram, since one or more scenarios may involve a real estate option. The proposed composition of each group is identified in the enclosed diagram. Your approval of this enclosed chart is requested. Naturally, if an official feels left out or wishes to be involved in greater detail, then they will be encouraged to participate.

3. Contract Modification for Named Project Executive---- You may remember that my role in this project ceases at the end of May, 2010, unless renewed by the Commissioners Court, since my tenure is on a year-by-year basis. I would like to continue my role in this project next year. I see that my salary is currently in the Target Budget and I do not ask for any changes to that salary. If you wish to have me continue, I will be happy to work with the County Attorney's office to update my agreement with you for subsequent approval.

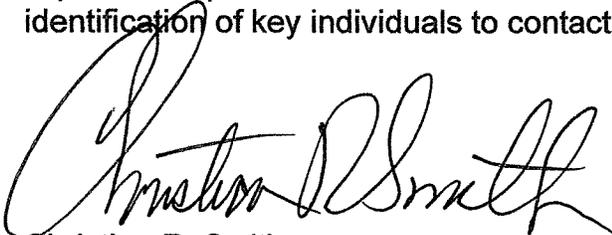
In the meantime, a review of the contract by the County Auditor's Office has revealed that this contract does not allow anyone other than the Project Executive to sign and approve

payment to Broaddus. And this contract only names the Special Assistant to the Commissioners Court as the Project Executive. As you know, I will not be in Austin over the summer and Rodney Rhoades has agreed to act as Project Executive in my absence as he successfully did last summer.

Therefore, a contract modification will be necessary for the Court to approve to name him as Project Executive in my absence and thereby be empowered to approve payments this summer. If you renew my agreement next year, then I would return October 1.

4. Schedule --- A detailed schedule for Phase Two is under development. In general, however, the public input process should go through January 2011. The physical analysis review should be finished by early May 2010, and the three scenarios should be identified by July, with a Preferred Concept identified by mid-September. Master Plan development and concept drawings should be completed by early November, and specific phasing proposals for the Master Plan should be available for review in December. The final plan is anticipated to be presented to the Commissioners Court for approval in January 2011, with draft reports the document these various steps available for reviews by late February 2011.

I know that the entire Project Management Team and the other key involved officials look forward to discussing this matter with you at a future meeting of the Commissioners Court. After consultation with Judge Biscoe, it looks like March 9 might be a good time to do so. I expect that special attention will be focused on the public outreach process and the identification of key individuals to contact for an invitation to be involved.



Christian R. Smith
Special Assistant to the Commissioners Court

CC: John Dietz Eric Shepperd Bob Perkins
 David Crain Susan Spataro Belinda Powell
 Lora Livingston Debra Hale Peg Liedtke
 Rodney Rhoades Leslie Stricklan Roger El Khoury
 Dana Debeauvoir Joe Harlow Keith Zimmerman
 Cyd Grimes Julie Kocurek Greg Hamilton
 Rosemary Lehmborg David Escamilla Executive Managers
 Darlene Byrne John Neal James Collins
 Steve Capelle Jim Sylvester Michelle Brinkman
 Susan Bell Stephen Coulston Heather Walton
 Mark Sawa Nancy Hohengarten Darren Long
 Brenda Kennedy Vicki Skinner Budget
 Amalia Rodriguez-Mendoza