



County of Orange Facilities Master Plan Annual Report

November 2007

**Resources and Development
Management Department
Internal Services
Corporate Real Estate**

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Your honorable Board adopted the County Facilities Master Plan and fifteen specific initiatives for immediate attention in October 2006. One of those initiatives was to monitor progress in implementing the County Facilities Master Plan and to report back to the Board annually. This County Facilities Master Plan Annual Report 2007 reports significant progress made to date on the initial 15 initiatives of the Facilities Master Plan.

Adoption of the County Facilities Master Plan

The Board of Supervisors approved a contract engaging M. Arthur Gensler Jr. & Associates to prepare a County Facilities Master Plan (FMP) in June 2005. The goals of the study were to examine the County facilities and create a facility plan for the next 5, 10, and 20 years. John Wayne Airport, O.C. Parks, RDMD/Road Division, and Flood Control Division were not a part of the FMP. The Board received the FMP in October 2006. At that time, the Board adopted an implementation plan that included fifteen initiatives to carry out the first phase of the FMP.

Implementing the FMP

The Board gave Resources and Development and Management Department/Internal Services/Corporate Real Estate (RDMD) the task of implementing the action projects adopted by the Board. The Board also instructed RDMD to report back to the Board in one year to provide an annual update to the FMP.

RDMD Action Plan

At the Board's direction, RDMD set out to implement all of the Board's fifteen action projects. Project Managers were assigned to each project, each project was assigned tasks to accomplish, and a timeline was set to complete the tasks for each project. A monthly meeting is being held to monitor the progress of each project. The CEO's office and County Agencies and Departments have been kept abreast of the progress. Agencies and Departments have also been involved in the development of projects that most closely affect them. RDMD/Architecture and Engineering has been an integral part of implementing the FMP projects.

FMP Budget

The CEO allocated \$2,182,000 to initiate the implementation of the FMP as directed by the Board. The amount of funds for each of the projects is shown in Appendix A-1, Capital Fund Projects, Facilities Master Plan.

Annual Progress Report

This Facility Master Plan Annual Report provides the Board a progress report on the fifteen Action items that the Board adopted in October 2006.

II. BOARD ACTIONS AND IMPLEMENTATION

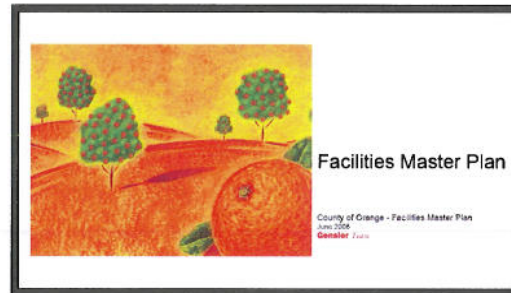
Board Action #1 — County Facilities Master Plan:

Receive the County Facilities Master Plan (FMP) from M. Arthur Gensler Jr. & Associates, Inc. (dba Gensler) and direct Resource and Development Management Department (RDMD) Corporate Real Estate to distribute copies to all agencies and departments.

Action Status: Completed

The Board received the FMP formally at its meeting on October 17, 2006. All Agency and Department management received hard and electronic copies of the FMP. The FMP has been placed on the County Internet for easy access by the public. The link to the FMP is as follows:

<http://www.ocrdmd.com/services/admin.aspx>



Board Action #2 — Workspace Design Guidelines:

Approve the Workspace Design Guidelines in the FMP for use by all agencies and departments for space planning of new or reconfigured County-owned and leased facilities. Direct all agencies and departments to include discussions of conformance with these guidelines in any request to the Board or CEO for funding approval for leased or owned facilities requiring reconfiguration or addition to existing facilities or acquisition of new facilities.

Action Status: Implemented

Workspace Design Guidelines were distributed in November 2006 to all Agencies and Departments and Guidelines are being applied to new and reconfigured space.

Calendar 2008 Action Plans: A meeting is being scheduled for the Spring of 2008 to bring together the County's space planners and interested real estate staff to discuss the effectiveness Guidelines and if there are any revisions that need to be incorporated and recommended to the Board of Supervisors.

Adopt the County Real Estate Database (CRED) as the central database of the County's real property inventory. Direct Agencies and Departments, under Corporate Real Estate guidance, to maintain their real property inventories on the CRED. Direct RDMD/Corporate Real Estate, in conjunction with Agencies and Departments, to develop and implement a plan and process for maintaining a space and occupancy inventory and asset management reporting functions as part of the CRED.

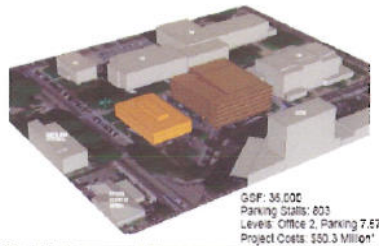
CRED is being implemented with all Agencies and Departments having assigned Database Administrators. A User Manual has been produced and distributed. Hands-on training session for users has been completed and data input is in the process of being completed. Agencies/Departments are to have the CRED populated by November 30, 2007.

Calendar 2008 Action Plans: (1) A **GIS feature** is planned with an RFP being issued in the first quarter of 2008. The GIS feature will enhance CRED with important features of mapping owned and leased facilities and providing related aerial photos. Adding the GIS features will make CRED more user friendly. (2) A **save/search feature** will also be added to allow users to save their database searches and retrieve them on command. (3) A new **reporting system** and standard reports will be added to improve the output of data. (4) Agencies and Departments will be audited for full compliance with updating all facility information into CRED.

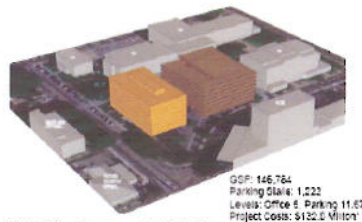


Board Action #4 — Building 16:

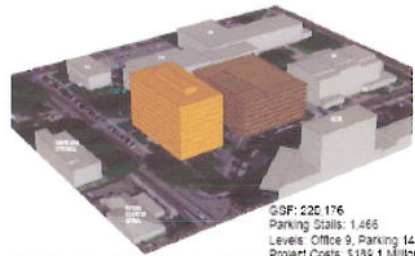
Direct RDMD/Corporate Real Estate to prepare for Board consideration development plan options with estimated construction and facility operation costs to optimize the use of the Civic Center Building 16. Direct that, at a minimum, the options include a plan for an optimal new replacement structure and parking garage, a separate plan for refurbishment and remodeling of the existing structure, and the recommended occupancies for each option.



Scenario 2: Building 16 Replacement



Scenario 3: Mid Range Low Rise



Scenario 4: Mid Range High Rise

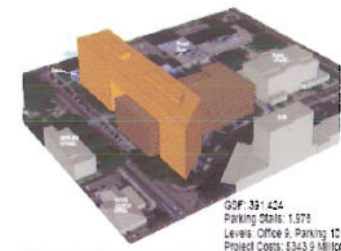
Action Status: Completed

The Board received the Gensler Building 16 Site Reuse Study at their meeting on September 23, 2007. The Study presented costs to refurbish or replace Building 16 and four other options to build a larger facility. The Board directed RDMD to proceed with a contract to remove the existing Building 16 and to conduct a Civic Center Demand Study that will identify the optimum structure and develop financing options and potential occupancy scenarios.

Calendar 2008 Action Plans: RDMD will prepare an RFP to contract with a construction firm to remove Building 16. An RFP will be prepared to retain consultant resources for a Civic Center Demand Study that will explore the potential occupancy and financing options of the various building scenarios presented in the Gensler Report. Both contracts will be brought to the Board for final approval.



Scenario 5A: Maximum; Version A



Scenario 5B: Maximum; Version B

Board Action #5 — Document Imaging:

Direct the County Information Officer (CIO) in conjunction with RDMD/Corporate Real Estate to conduct a **study of current and potential document imaging** by County Agencies and Departments to (a) ascertain where file and document storage space and costs can be reduced, (b) to develop cost-effective standards, and (c) report back to the Board with findings, recommendations and priorities for County document imaging.

Action Status: In Process

RDMD, in cooperation with CEO/Information Technology, issued an RFP to retain a consultant to conduct a study of current and potential document imaging in the County. The RFP was issued on August 23, 2007. There were five responses to the RFP, and at the time of this writing, they are being ranked for Board selection for final contract negotiations. Three vendors qualified for oral presentations in October 2007. The results of those interviews are being analyzed for Board recommendation.

Calendar 2008 Action Plans: A consultant will complete the document imaging study and report its findings, recommendations and priorities for development of a comprehensive document imaging program for the County. The goal is to have this study completed by the end of the 4th Quarter of Fiscal Year 2007-2008.

Board Action #6 — Chestnut Storage Facility:

Direct RDMD/Real Estate and Asset Management, in conjunction with the CIO and Agencies and Departments, to (a) periodically conduct and maintain an inventory of current and future document storage requirements of County Agencies and Departments, and (b) prepare an optimal site plan for a new storage facility at 1119 Chestnut Street, Santa Ana.

Action Status: In Process

RDMD/Architecture and Engineering issued an RFQ to obtain an A&E firm specializing in **warehouse development**. There were two responses which are scheduled for Board consideration in November 2007. The consultant's study will run parallel with the document imaging RFP. The study will explore the latest warehouse technologies and include site due diligence.

Calendar 2008 Action Plans: After collaboration with all Agencies and Departments, the study will be completed by the end of Fiscal Year 2007-2008. The study will be followed by development of a master plan for the site and storage facility designs.

Board Action #7 — HCA 17th Street Public Health Facility:

Direct the Health Care Agency (HCA) to (a) research information from industry contacts in the medical community and from other sources on best practices, techniques and methodologies relative to laboratory construction and technology improvements for public health facilities, (b) use this information to ascertain those improvements recommended to be included in new public health facilities that may be developed on the current site at 1719-1729 W. 17th Street, Santa Ana, and (c) issue a request for proposal(s) to prepare a site plan with estimated construction and facility operation costs for Agency and Board consideration.

Action Status: In Process

This project is being implemented in two phases. In Phase I RDMD/Architecture and Engineering has prepared an RFP/RFQ for a consultant to research and determine technical innovations available to the programs located at the site. The selected consultant will work with HCA to determine space needs of the programs now located at the site. This RFP/RFQ was issued on October 10, 2007.

Calendar 2008 Action Plans: The goal is to complete the Phase I survey of program technologies and needs. Following Phase I, a Phase II consultant will prepare a master plan for the site that will incorporate the new technologies of the Public Health program. The master plan will include revenue producing medical/retail uses on the 17th street frontage.



Board Action #8 — Animal Care Services

Direct the Health Care Agency/Animal Care Services to (a) update its existing Animal Care Services improvement and design plans to include best practices, techniques and methodologies relative to animal care, and (b) initiate with RDMD/Corporate Real Estate site planning for relocating the Animal Care Services to the County Operations Center, Santa Ana.



Action Status: In Process

HCA/Animal Care Services is having its design of a new Animal Care facility updated which incorporates the latest technologies in animal care. RDMD is working with HCA on locating the best site for the new facility which has been narrowed to a site at either the Tustin Marine Base or the County Operations Center, with the preferred site being the Tustin Marine Base.

FY 2008-2009 Action Plans: The decision to relocate the Animal Care Services facility will be made in calendar 2008. The first option is the Tustin Marine Base. The County Operations Center is a viable option, and if selected, this option will be included in the master plan for the entire County Operations Center. Another option would be to construct a new facility at the current site. This is only possible if an easement held by the City of Orange for extension of Metropolitan Way can be removed. The city has refused to consider this option when previously asked. HCA and Corporate Real Estate will again explore this option with the city before making a final commitment to a site. In any case, it is planned that an RFP/RFQ to construct the facility will be presented to the Board in FY 2008-2009.



Board Action #9 — County Operations Center

Direct RDMD/Corporate Real Estate to (a) prepare a master plan for development of the County Operations Center in Santa Ana to include certain County operations located at the Fruit Street Complex in Santa Ana and the Animal Care Services located in Orange, (b) initiate planning and coordinate with the City of Santa Ana, where appropriate, on potential uses of the vacated Fruit Street Complex site, and (c) return to the Board with options for development of the vacated site.

Action Status: Implementing

RDMD/Architecture and Engineering will focus on this property in November 2007 to develop an RFP/RFQ for a master plan of the site. RDMD/Corporate Real Estate is reviewing options for an additional ingress/egress path for the facilities that will be developed for RDMD/ Facilities Operations.

Calendar 2008:Action Plans An RFP/RFQ will be issued to master plan the County Operations Center and determine the alternative occupancies for the site. (Environmental Assessment work continues and the results will determine what measures will be needed to mitigate any problems that are found.) The Fruit Street Complex will be a separate study that will be coordinated with the Civic Center Demand Study.



Board Action #10 — Santa Ana Blvd. Parcel

Direct RDMD/Corporate Real Estate and Housing and Community Services to initiate discussions with Caltrans for acquisition or joint development of County and Caltrans-owned parcels located at Santa Ana Boulevard and Interstate 5, and coordinate with the City of Santa Ana in discussion of possible development of housing or other uses for the site; and report back to the Board on the discussions and possible options.

Action Status: On Hold

The city of Santa Ana is negotiating to purchase the Caltrans parcel that adjoins the County parcel. RDMD is monitoring these negotiations, and depending on the outcome, will develop a strategy to include the Santa Ana Blvd. parcel in a joint development or a potential sale of the site.

Calendar 2008: Action Plans Monitor the impending sale of the Caltrans parcel to the city of Santa Ana and develop a strategy for development and/or disposition of the County's parcel.



Board Action #11 — El Toro Land Parcel

Direct RDMD/Corporate Real Estate to work with the County Executive Office to (a) prepare a Request for Proposal (RFP) for developing options and estimated costs/revenues for other potential uses of the former MCAS El Toro 100 acre site and (b) return to the Board for approval of the RFP and to obtain further direction for the project.



Action Status: Implemented

A scope of work was developed and the Board selected Gensler. Gensler completed the El Toro Parcel Utilization Stakeholder Outreach Report that summarized interviews with 29 public, non-profit, and private sector interested parties. The interviews provided stakeholders the opportunity to express their interest in using all or a portion of the property. Gensler is also preparing revenue projections on different property use scenarios. The report is scheduled for Board consideration in November 2007.

Calendar 2008 Action Plans: If approved by the Board, an RFP will be issued to have a consultant conduct due diligence on the site that will identify opportunities, constraints, and hurdles associated with the parcel. The revenue study will be completed with an examination of interim and long term uses of the property.

Board Action #12 — Lease Conveyance Properties

Direct RDMD/Corporate Real Estate to monitor all County real property transactions that have lease/conveyance buyout provisions to ensure the County's property interests are protected and to return to the Board as needed to implement buyout provisions.

Project Status: Completed/Monitoring

The Board approved the acquisition of the OCPL headquarters at 1501 St. Andrew Place, Santa Ana, and the property was purchased in December 2006, creating a permanent home for the library headquarters. OCPL and RDMD/Facilities Operations are working together to implement long-term maintenance and asset management procedures for the building.

Calendar 2008 Action Plans: RDMD has set up a procedure to monitor all aspects of the lease conveyance properties. Special efforts are now concentrated on Housing and Community Services headquarters at 1770 N. Broadway, Santa Ana, which contains an option to acquire the property in 2010 and the Social Services Agency building located at 800/840 Eckoff, Orange, which contains an option to acquire in 2009. Capital improvements are being planned in 2008 for the SSA headquarters at 888 N. Main, Santa Ana, and the DA headquarters at 401 Civic Center Drive, Santa Ana.

Board Action #13 — South Justice Center

Direct RDMD/Corporate Real Estate in regard to the South Justice Center property in Laguna Niguel to (a) consult with agencies and departments to ascertain if there are space requirements that may be met in new facilities developed on the site, (b) analyze the potential uses and revenue sources that may be developed from the site, (c) obtain preliminary entitlements for two office buildings on that part of the parcel not identified for Court or other uses that may be included in the site plan for future development, and (d) negotiate proposed terms of sale for a portion of the site to the City of Laguna Niguel for a city hall and initiate all necessary steps to finalize the proposal for Board consideration .

Project Status: Implementing

Pertinent Agencies and Departments were interviewed to determine their interest in any future space requirements at the South Justice Center. A consultant has completed a retail revenue study of County property, including the South Justice Center property, which will be presented to the Board in calendar 2008. The process to acquire entitlements for two office buildings adjacent to the court site continues. The negotiation for the sale of the Laguna Niguel city hall site has concluded and documents are being prepared for the conveyance and the Board's approval.

Calendar 2008 Action Plans: The sale of a portion of the property to the city of Laguna Niguel will be completed in the 4th Quarter of FY 2007-2008. The entitlements for two office buildings on the site should be concluded.

Board Action #14 — Agency/Department Facility Master Plans

Direct the County Executive Office and RDMD/Corporate Real Estate to (a) monitor the progress of all County Agency and Department facility master planning, (b) report to the Board annually on the status and updates to the County's Facilities Master Plan, and (c) request that the Health Care Agency, the Social Services Agency, the Probation Department, the Public Defender, the Sheriff and the District Attorney prepare five and ten-year facility master plans.

Project Status: Implementing

RDMD has met with Agencies and Departments to discuss their facility master planning. All Agencies and Departments will present facility plans listing their facility concerns and facility projects of special interest. The larger Agencies and Departments named in the Board recommendations have initiated development of five and ten-year master plans.

Calendar 2008 Action Plans: RDMD will continue to work with Agencies and Departments in their facility planning and will assist in the preparation of five and ten-year master plans. An update to the Facilities Master Plan will be brought to the Board in November 2008.

Board Action #15 — Facilities Master Planning Group

Direct the County Executive Office and RDMD/Corporate Real Estate to form an Agency and Department Facilities Master Planning Group to meet regularly to discuss projects and the progress of facility planning within the agencies and departments and to exchange ideas that would be useful in maximizing the implementation and benefits of the County's Facilities Master Plan.

Project Status: Implemented

The Facilities Master Planning Group held their first meeting in July 2007. All County Agencies and Departments were represented at the meeting. The group agreed to meet quarterly to discuss asset management facility issues in the County and the progress of the County Facilities Master Plan. The next meeting is scheduled for December 5, 2007.

FACILITIES MASTER PLAN PROJECT	IMPLEMENTATION	CALENDAR 2008 ACTION PLANS
1. FMP Distribution	FMP distributed to all Agencies and Departments and made available to the public on the County's intranet site	Will provide copies of Facilities Master Plan Annual 2007 Report to all Agencies and Departments and make it available to the public on the County's internet site.
2. Workspace Guidelines	Workspace Guidelines distributed to all Agencies and Departments and are being used in space planning of new and reconfigured spaces	County space planners and interested real estate staff will meet in 2008 to discuss the Guidelines and if any revisions need to be recommended to the Board of Supervisors.
3. County Real Estate Database (CRED)	CRED has been implemented with assignment of Agency and Department Administrators. Users have been trained and a User Manual has been distributed. Agencies and Departments are inputting real estate data.	Population of the database will be completed. A GIS feature is being planned along with a better reporting system and save/search features.
4. Building 16	The Board received the Gensler Building 16 Site Reuse Study and approved the demolishing of Building 16. The Board directed RDMD to conduct a Civic Center Study that will develop financing options and occupancy scenarios for the optimal buildings presented in the Reuse Study.	An RFP will be issued for a consultant to conduct a Civic Center Study.
5. Document Imaging	A Document Imaging RFP was issued and the Board will select a consultant in November or December 2007.	Consultant will complete a Document Imaging Study that will analyze document imaging in the County and make recommendations for technologies and a cohesive unified program for the future.

FACILITIES MASTER PLAN PROJECT	IMPLEMENTATION	CALENDAR 2008 ACTION PLANS
6. Chestnut Storage Facility	RFQ was issued to obtain an A&E firm specializing in warehouse development. The consultant's study will run parallel with the Document Imaging study.	The warehouse development study will be completed and be followed by issuance of an RFP to obtain a consultant to prepare a master plan for the Chestnut site.
7. HCA 17 th St. Public Health Facility	Phase I is being implemented to engage a consultant to research and determine the latest technical innovations in public health and appropriate space requirements for the County public health programs.	Phase I will be completed in 2008 and an RFP/RFQ will be issued to obtain an A&E firm to master plan the site based upon the results of the Phase I study.
8. Animal Care Services	Animal Care Services in updating their facility design to include the latest in animal care technologies.	A site will be selected for the new Animal Care Services facility which will be either the Tustin Marine Base or the County Operations Center.
9. County Operations Center	An RFP/RFQ is being developed to determine the potential County uses to be located at the site. Ingress/Egress issues are being explored.	RFP/RFQ will be issued for a consultant to interview prospective County tenants for an expanded County Operations Center. An RFP/RFQ will be issued to master plan the site based upon the first phase.
10. Santa Ana Parcel	Staff is monitoring the potential sale of the Caltrans parcel adjoining the Santa Ana Blvd. Parcel to the city of Santa Ana.	Staff will develop a strategy to present to the Board for disposition of the County surplus parcel.
11. El Toro Parcel	Gensler is completing a report summarizing interviews with 29 public, non-profit, and private sector parties that have expressed an interest in using the County's parcel. Gensler is also preparing a revenue report on possible use scenarios.	Staff will recommend that a consultant be obtained to conduct due diligence on the site that will identify opportunities, constraints and hurdles associated with the parcel.

FACILITIES MASTER PLAN PROJECT	IMPLEMENTATION	CALENDAR 2008 ACTION PLANS
12. Lease Conveyance Properties	The Board approved acquisition of the OCPL Headquarters in December 2006.	Staff will concentrate on the Housing and Community Services Headquarters at 1770 N. Broadway, Santa Ana, having an option to acquire in 2010 and the SSA building at 800/840 Eckoff, Orange, with an option to acquire in 2010. Capital improvements are also planned for the SSA Headquarters at 888 N. Main, Santa Ana, and the District Attorney Headquarters at 401 Civic Center Drive, Santa Ana.
13. South Justice Center	Agencies and Departments have been interviewed to determine interests in any future space requirements at the site. Process to acquire entitlements for two office buildings in being implemented. Negotiations for the sale of a portion of the property to the city of Laguna Niguel have been concluded.	Sale of a portion of the site to the city of Laguna Niguel for a city hall will be brought to the Board. A retail revenue study will be completed which will include the South Justice Center site.
14. Agency/Department Facility Plans	Staff has met with Agencies and Departments to discuss their facility master plans. Larger Agencies and Departments have initiated five and ten year plans.	RDMD will continue to work with the Agencies and Departments. A Facilities Master Plan Annual Report will be prepared for November 2008.
15. Facility Master Planning Group	The first meeting was held in July 2007. The group agreed to meet quarterly to discuss facilities issues and progress on the FMP projects. The second meeting is schedule for December 5, 2007.	Quarterly meetings will be held in 2008.

**CAPITAL PROJECTS BUDGET
FACILITIES MASTER PLAN
FY 2007-2008**

EXHIBIT A-1

FACILITIES MASTER PLAN¹	\$2,182,000
Project	Budget
Building 16 Optimal Site Plan	\$216,000
<i>Additional fees anticipated for Gensler to implement any Board directives after Gensler submits the optimal site plans.</i>	
Building 16 Refurbishment	\$10,000
<i>CRE time to interface on project and work with Gensler to combine report with Building 16 Optimal site plan.</i>	
Chestnut Storage Facility Site Plan	\$166,000
<i>Fee to acquire warehouse consultant and for consultant to prepare site plan and due diligence for site.</i>	
Chestnut Document Imaging Study	\$100,000
<i>Fee for consultant to conduct imaging study and make recommendations on document imaging storage for County.</i>	
County Operations Center Site Plan	\$500,000
<i>Fee for consultant to prepare site plan for COC and commence due diligence. Consultant to place uses of Fruit Street and Animal Shelter at COC.</i>	
Fruit Street Development Plan	\$500,000
<i>Fees for consultant selection and consultant's preparation of development opportunities at a vacated site.</i>	
HCA 17th Street Site Plan	\$250,000
<i>Fee for consultant to commence due diligence and prepare site plan.</i>	
El Toro Concept Plan/Due Diligence	\$250,000
<i>Gensler to prepare Concept Use Plan and conduct preliminary master plan or any other directives of the Board.</i>	
Retail Feasibility Study	\$100,000
<i>Consultant to conduct retail feasibility study for potential County sites at various County locations.</i>	
Santa Ana Parcel (135 Funds)	\$0
<i>Funds to cover due diligence and sale of parcel and work with Caltrans for possible combining of sites.</i>	
Real Estate Database	\$90,000
<i>Data input via temporary help and funds to enhance the features of the database.</i>	
Total:	\$2,182,000

¹ Includes site plans, feasibility studies, due diligence, etc
Corporate Real Estate hours.