February 23, 2015

TO: ACHD Commissioners, Director and Deputy Directors

FROM: Dale Kuperus, P.E.
      Adam Zaragoza

SUBJECT: Facilities Expansion Plan Update
          Staff Report for March 4, 2015 Commission Meeting

**Executive Summary**

On October 8, 2014 the Commission approved the Building Committee Tiger Team report to improve ACHD’s facilities at Headquarters, Adams Maintenance Yard, and Cloverdale Maintenance Yard. All phases on the facilities project are planned to be completed no later than 2018.

Staff is planning to release a Request for Proposals (RFP) to interested and qualified architects to begin the headquarters site planning and then proceed into final architectural plans. The RFP is planned for advertisement on March 9, 2015. No Commission action is needed at this time.

**Facts and Findings**

In May 2013, a Building Committee Tiger Team was formed by Director Wong to investigate the feasibility of maintaining existing ACHD facilities as well as identifying and analyzing potential alternatives for new facilities. The Team’s findings and recommendations were based on interviews, consultations, past studies and projections for future staffing needs.

The team’s short term recommendations included:

1. Lease nearby office space to relieve overcrowding at Headquarters
2. Lease nearby warehouse for paint strip trucks
3. Acquire properties north of the Cloverdale Maintenance Yard
4. Acquire properties south and west of the Headquarters
5. Negotiate an agreement with Garden City for temporary expansion of Headquarters
6. Negotiate an agreement with Boise City Airport for the new Adams Maintenance Yard location

The team’s long term recommendations included:

- Maintain the headquarters at Adams and expand the campus
- Relocate the Adams Maintenance and Traffic Operations near Gowen and Victory Road
- Maintain and improve the Cloverdale Maintenance Yard and acquire property to the north
Current Status

1. Lease nearby office space to relieve Headquarters overcrowding.
   a. Staff still evaluating.

2. Lease nearby warehouse for paint strip trucks
   a. Completed, however staff will start looking for another location in February/March 2015.

3. Acquire properties north of the Cloverdale Maintenance Yard
   a. The offer to the land-owner was issued prior to the end of 2014. A property exchange has been ruled out. Staff is proceeding with the purchase of the property.

4. Acquire properties south and west of the Headquarters
   a. Appraisals have started and will be complete by the end of March 2015.

5. Negotiate an agreement with Garden City for temporary expansion of Headquarters
   a. Staff continues to have dialogue with Garden City staff. We are evaluating the timing of the agreement.

6. Negotiate an agreement with Boise City Airport for the new Adams Maintenance Yard location
   a. At this time, staff feels this is the lowest priority but will continue to assess based on real estate market conditions.

Fiscal Implications

Staff has proposed an FY15 first adjustment of $175,000 to begin the site planning and architectural services. In addition, preliminary cost estimates for the Headquarters construction ranges from $10 to $12.8 million, not including property acquisitions, possible TMC changes or the Adams and Cloverdale facility changes.

Policy Implications

Complies with the Commission approval of the Facilities Plan on October 8, 2014. Staff will continue to update the Executive Team and Commissioners as planning efforts, contracts and major milestones are pending.