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**NEVADA COUNTY BOARD OF SUPERVISORS**

**Board Agenda Memo**

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**MEETING DATE:** June 9, 2026

**TO:** Board of Supervisors

**FROM:** Justin Drinkwater, Director of Facilities

**SUBJECT:** Resolution approving a Professional Services Contract between the County of Nevada and CBRE, Inc. for Space Planning and Facilities Optimization Study in the amount not to exceed \$302,800, authorizing the Chair of the Board of Supervisors to execute the Contract, authorizing the Purchasing Agent to execute change orders in the amount not to exceed \$30,280, for a total not to exceed amount of \$333,080, and directing the Auditor-Controller to amend the Facilities Fiscal Year 2025/26 Budget (4/5 affirmative vote required)

**RECOMMENDATION:** Adopt the Resolution.

**FUNDING:** This project is funded through a combination of the Capital Facilities Assignment of fund balance in the General Fund in the amount of \$233,080 and the Health and Human Services Administration amount of \$100,000. The Health and Human Services Administration has the budget available in Fiscal Year 2025/26. A budget amendment for the Capital Facilities is required and has been included for Fiscal Year 2025/26 for approval.

**BACKGROUND:** Nevada County owns and operates over 500,000 square feet of administrative, public safety, health and human services, libraries, operational, and other facilities across Nevada City, Grass Valley, Truckee, and unincorporated communities. Many facilities face aging infrastructure, fragmented or inefficient layouts, shifting service delivery needs, post-pandemic hybrid workforce impacts and rising capital and operational costs.

To address these challenges, County staff issued RFP No. 209438 for a comprehensive Space Planning Facilities Optimization Study, in accordance with the 2026-2031 Capital Facilities Master Plan (CFMP) presented to the Board of Supervisors during the January 2026 Workshop.

The County received proposals from eight (8) firms. The evaluation committee reviewed written proposals and advanced four (4) shortlisted firms to interviews based on qualifications and cost. CBRE ranked highest overall due to demonstrated expertise with public-sector space planning, strong methodology for utilization analysis, forecasting, and scenario modeling, and competitive pricing.

Approval of this contract will provide the County with a comprehensive, data-driven 25-year facilities roadmap that improves operational efficiency, departmental adjacencies, asset stewardship, long-term capital planning, and service delivery to the community. This action supports the Board's priorities around fiscal responsibility, resilient infrastructure, and effective governance.

Purchasing Policy section 7.1(B) requires Board approval for all contracts with a total annual cost of more than \$50,000 in accordance with the Nevada County Code.

**Item Initiated by:** Andy Blakeslee, Facilities Project Manager

**Approved by:** Justin Drinkwater, Director of Facilities