

# Space Planning and Facilities Optimization Study

Board of Supervisors Meeting  
June 9, 2026

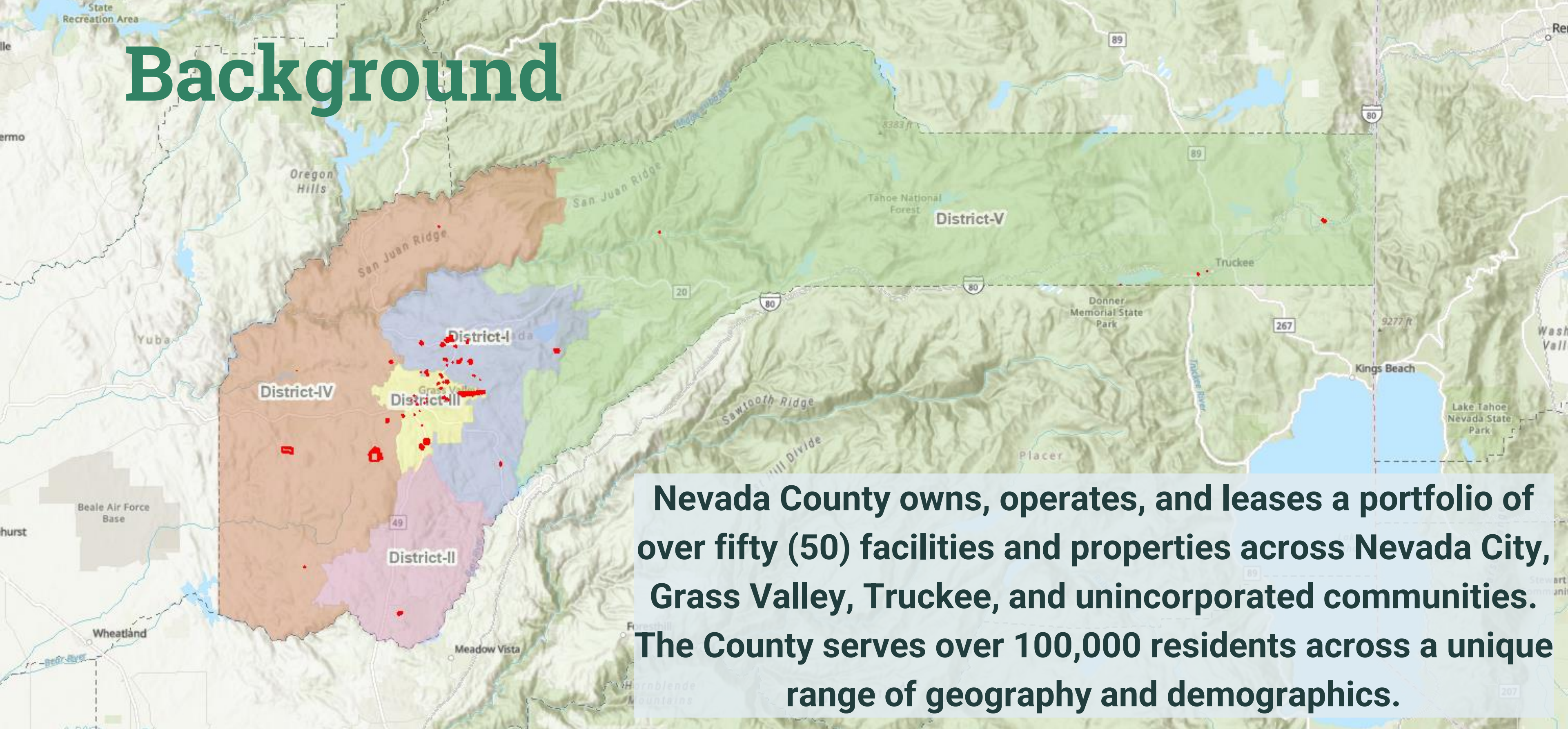
Craig Griesbach, IGS Agency Director  
Justin Drinkwater, Director of Facilities



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# Background



**Nevada County owns, operates, and leases a portfolio of over fifty (50) facilities and properties across Nevada City, Grass Valley, Truckee, and unincorporated communities. The County serves over 100,000 residents across a unique range of geography and demographics.**

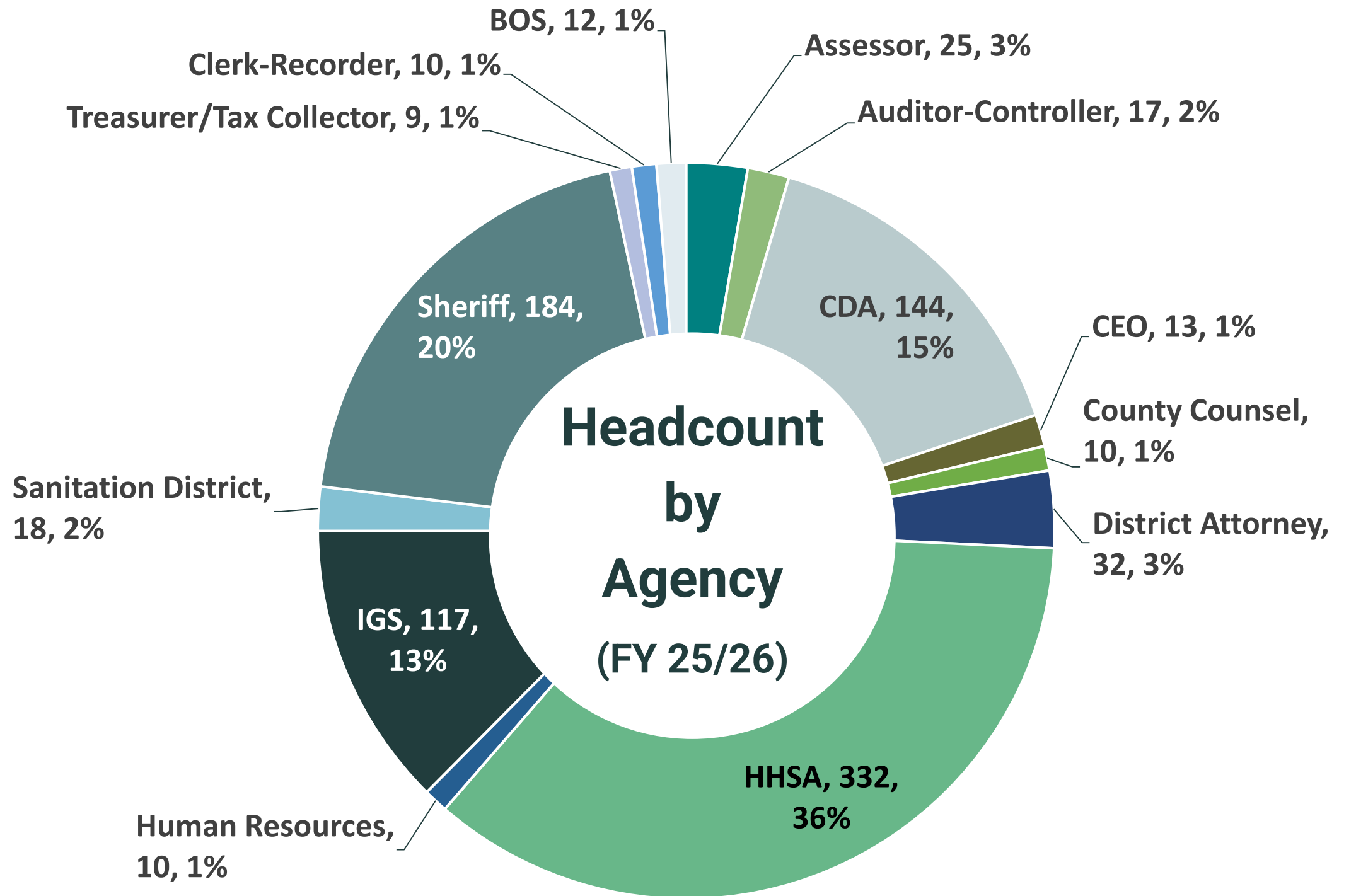


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# Background

Nevada County's 932 full-time staff provide a wide range of unique services that encompass a variety of facilities needs.

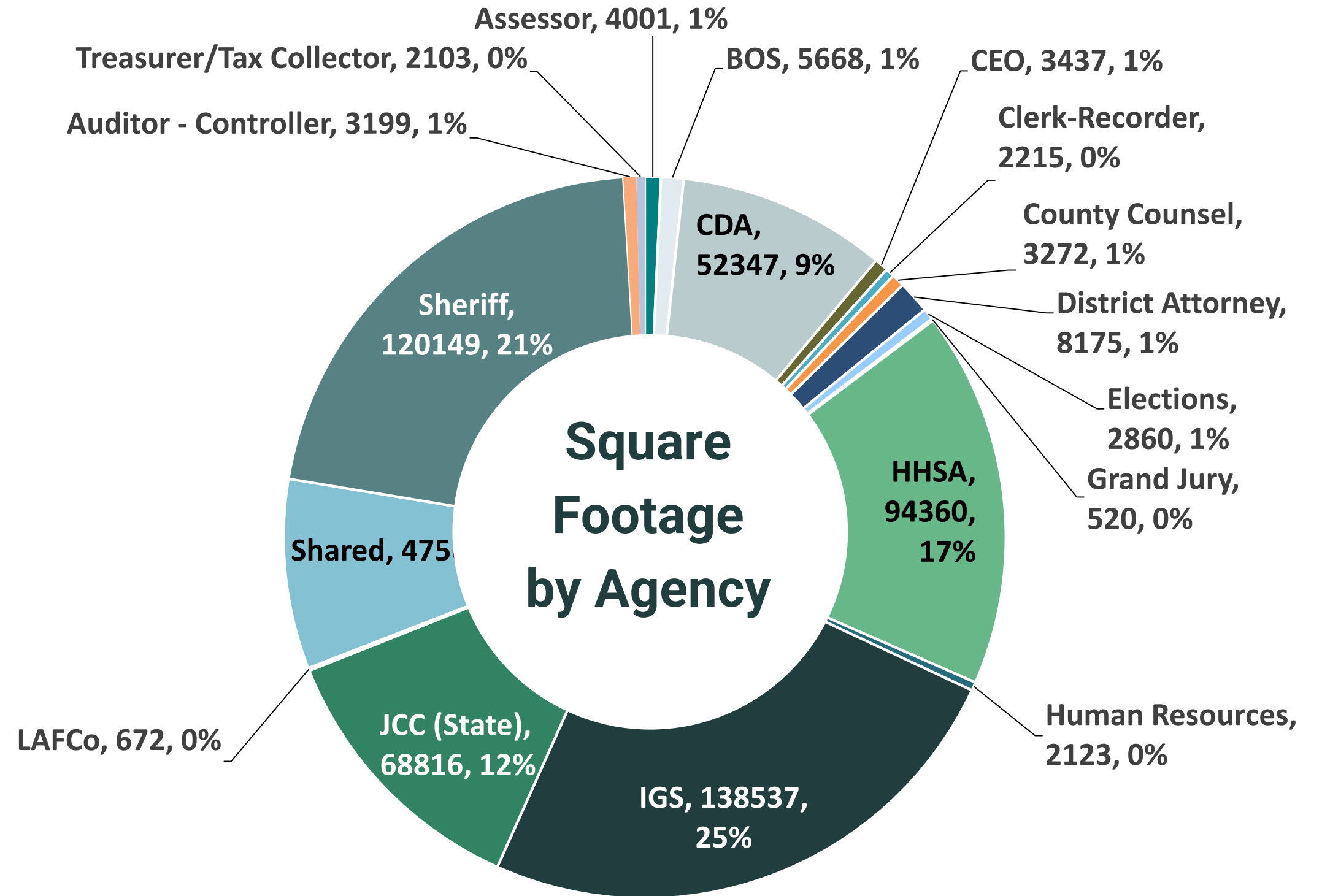
The way staff works continues to evolve and no holistic long-term facilities plan currently exists.



# Background

## Nevada County:

- Operates (41) owned and (7) leased facilities
- Manages approximately 560,000 SF of buildings and operational sites
- Holds (38) parcels of vacant land





# Objective

Nevada County seeks to evaluate its current facility inventory, including County-owned and leased properties, to better understand space utilization, forecast future facility needs, and identify opportunities for optimization. This project will result in a strategic plan to guide capital investments and decision-making. The project aligns with the County's goals of operational efficiency, fiscal responsibility, and long-term sustainability.



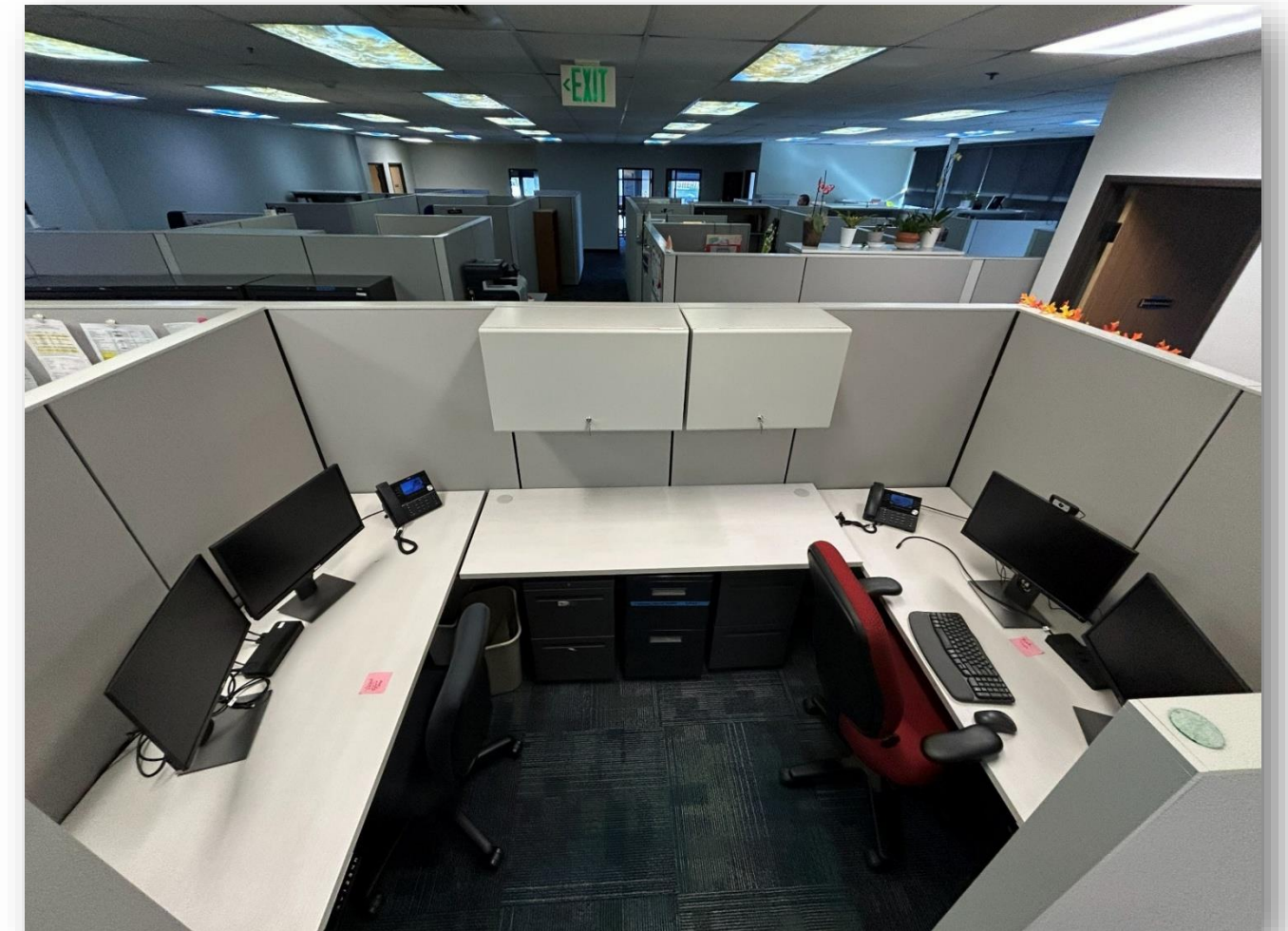
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# What are we solving for?

**The County's facility portfolio must evolve to keep pace with how services are delivered and how employees work.**

**Today we face:**

- **Evolving service demands and public expectations**
- **Changing work patterns**
- **Aging facilities & under- or over-utilized assets**
- **Commitment to fiscal accountability and smart capital investment**



# Benefits of a countywide, integrated planning approach

- **Eliminates Siloed Decision-Making** Ensures space needs are evaluated in the context of the entire facility portfolio, not just one department, resulting in smarter, more coordinated solutions.
- **Identifies Systemwide Inefficiencies** Centralized assessment reveals under-utilized assets, overlapping functions, operational misalignment, and opportunities for shared resources.
- **Improves Utilization & Reduces Costs** Right-sizing and reallocating space supports fiscal accountability by reducing unnecessary leasing, capital expenditures, and deferred maintenance burdens.
- **Aligns Facilities With Evolving Service Delivery** Incorporates changing work patterns, hybrid staffing models, and shifting public expectations into long-term physical space decisions.
- **Supports Strategic, Long-Term Investments** Provides leadership with a defensible, data-driven roadmap to prioritize capital projects, improve budgeting accuracy, and guide future land and facility decisions.
- **Enhances Employee Experience & Service Delivery** Creates functional, modern, and well-planned work environments that improve collaboration, productivity, and service outcomes across the county.

# Timeline & Deliverables



- Kickoff Meeting
- Request For Information

- Space Analysis
- Departmental:
  - Observations
  - Surveys
  - Interviews
  - Profiles

- Adjacency Mapping
- Utilization Analysis
- Headcount Modeling
- Capacity Assessment
- Space Standards

- Optimization Scenarios
- Forecast Facility Needs
- Alternatives Scenarios

- Planning Recommendations
- Decision Making Matrix
- Final Report

- Presentation

\* Team is coordinating with the East County Visioning Project, a parallel effort, focused on community engagement for facilities planning in East County.

# RFP Overview

## Request For Proposals (RFP 209438)

- Released February 2026
- Eight (8) proposals received and scored by committee
- Four (4) highest ranked were interviewed and scored by committee

Evaluation committee included representatives from:

- CEO's Office
- Health and Human Services (HHSA)
- Sheriff's Office
- Building Department
- Facilities Management

# Recommended Partner

Based on:

- Experience & qualifications of the firm
- Experience & qualifications of the proposed staff
- Understanding of the project and proposed project plan
- Cost proposal
- Interview performance

**CBRE Inc.** is the highest ranked and recommended firm to partner on this project.



# Recommendation

**Staff recommends that the Board:**

- **Approve the professional services contract with CBRE for the Space Planning & Facilities Optimization Study, in the amount of \$302,800.**
- **Authorize the Chair to execute the contract.**
- **Authorize the Deputy Purchasing Agent to approve change orders up to the contingency amount of \$30,280.**
- **Direct the Auditor-Controller to release \$233,080 from the Capital Facilities Assignment in the General fund and amend the FY 25/26 Facilities Budget.**

Questions?



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