

Memorandum



CITY OF DALLAS

DATE December 9, 2025

TO Honorable Members of the Committee on Finance; Chad West (Chair), Kathy Stewart (Vice Chair), Zarin Gracey, Maxie Johnson, Jesse Moreno, Jaime Resendez, Gay Donnell Willis

SUBJECT **Facilities Condition Assessment and Real Estate Master Plan Progress Updates**

This memorandum provides an update on Facilities and Real Estate Management (FRM) actions to date associated with the Real Estate Master Plan and Facilities Condition Assessment (FCA) projects.

On September 17, 2025, City Council adopted the City Manager's recommended FY25/26 budget, which allocates funding for a comprehensive Real Estate Master Plan and a Facilities Condition Assessment for General Fund facilities. Current progress and upcoming planned activities are summarized below.

Facilities Condition Assessment (FCA)

To ensure the upcoming FCA provides comprehensive, actionable data that integrates seamlessly with the City's existing asset and maintenance management systems, FRM staff determined that a formal RFQ/RFP process for professional services is the most effective approach. This process will allow the city to identify and shortlist qualified consulting firms with demonstrated experience conducting full-scale FCAs, who will then be invited to submit proposals. FRM will interview the top three ranked firms to support a thorough and well-informed selection.

The developed scope of services for the FCA includes:

- Identifying and documenting the current conditions of all City-owned, General Fund structures.
- This includes evaluating structural integrity, overall physical condition, and compliance with current building Codes.
- The City anticipates a Level 4 or 5 facilities condition assessment for all facilities, providing comprehensive, in-depth inspections and analysis of all structural elements and building systems.
- At the facility system level, repair and replacement identification and cost estimates for all deficiencies, for all building systems.
- Suggested priority list and/or timeline for accommodating the repair and/or replacement recommendations
- Preventive maintenance recommendations, to include minimum standards and anticipated costs associated with these recommendations.

- Provide a Facility Condition Index (FCI) for each facility, as well as a portfolio condition index, indicating the overall condition of city-owned facilities at the individual and portfolio level.

Completed and Planned Actions

Action/Activity	Status
Scope of Work / RFQ / RFP Development	Completed
RFQ Solicitation Posting in Bonfire	Completed
RFQ Pre-Submittal Meeting *	Completed
RFQ Submission	Completed
RFQ Proposal Evaluations / Short-Listing of Firms	Due January 5, 2026
RFP Interviews	Planned
RFP Proposal	Planned
RFP Negotiation	Planned
Council Agenda (Contract Award)	Planned

* Seventy-four (74) individuals, representing forty-six (46) firms, participated in the RFQ pre-submittal meeting.

Real Estate Master Plan

A well-structured master plan will support data-driven decision making, improve operational efficiency, and identify opportunities for cost savings and revenue generation through the sale of surplus properties. This work is essential to the City's long-term financial stability and strategic growth. To support this effort, the City is procuring a consultant to help ensure that the final specifications for the formal solicitation reflect industry best practices, include lessons learned from other municipalities, and provide the foundation for the strongest possible long-term plan.

While the consultant will help shape the scope of the final comprehensive solicitation, the following objectives and goals are anticipated for inclusion. These may be supplemented with best practices and recommendations from other organizations facing similar challenges. Core goals and objectives of the master plan include, but are not limited to:

- Conduct a comprehensive review of existing real estate asset data, including department ownership, basic descriptive information, maintenance funding and responsibility, and cross-referencing with tax records.
- Recommend a technology solution or necessary software upgrades to support the storage and ongoing maintenance of asset data, and identify any associated investment costs for these recommendations.

- Ensure that facilities and land are used efficiently to support departmental missions and community needs.
- Classify assets according to current or future need, intended purpose such as master planning, development, or environmental use, project funding status, and strategic value which may include retain, monetize, redevelop, designate as surplus, or abandon.
- Consolidate underutilized assets and improve space efficiency to reduce maintenance and utility costs.
- Align facility investments with future service delivery, population growth, staffing levels, and infrastructure needs.
- Establish criteria to guide future decisions regarding retention, investment, divestiture, or redevelopment.
- Recommend policies for acquisitions, dispositions, leasing, and facility use standards, if these are not addressed through the current work underway with CBRE.

Completed and Planned Actions

Action/Activity	Status
Informal Consultant Solicitation Development	Completed
Informal Consultant Solicitation Published	Completed
Consultant Proposal Evaluations	Completed
Consultant Contract Award	Underway
Development of Formal Specifications	Planned
Formal RFP Published	Planned
Contract Negotiation	Planned
Council Agenda (Contract Award)	Planned

In addition to this broader initiative, staff is working with CBRE on individual property brokerage efforts and the development or modernization of policies, procedures, and processes that support City operations related to acquisitions, pre-purchase due diligence, divestitures, and other real estate transactions.

If you have any questions, please contact John Johnson, Director, Facilities and Real Estate Management at john.johnson2@dallas.gov.

Service First, Now!


Donzell Gipson
Assistant City Manager

DATE December 9, 2025
SUBJECT **Facilities Condition Assessment and Real Estate Master Plan Progress Updates**
PAGE **4 of 4**

c: Kimberly Bizzor Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Baron Eliason, Inspector General (I)
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Robin Bentley, Assistant City Manager
Jack Ireland, Chief Financial Officer
Ahmad Goree, Chief of Staff to the City Manager
Directors and Assistant Directors