

# MEMORANDUM

TO: Programs, Projects and Operations Subcommittee

SUBJ: Discussion of NRC Office Renovation

DATE: July 1, 2010

FROM: Jean Friends Tait, Purchasing Agent

In October of 2009, I was tasked to get pricing for a possible office renovation. The tasking was based on the following issues. The first was that the District Auditors, Bland and Associates, had identified for the past several years the need for our Accounting Office to be moved into a secured office location. The second was the District's limited office space. The District has expanded its staff by five individuals (4 full-time, 1 part-time) in the past 8 years; all located in the west end of the NRC building; and with that said, issues such as privacy, noise, phones calls, general office conversations, etc. has made it difficult for some staff members to concentrate on their work.

In October 2009, Jean Tait and Trent Heiser coordinated a renovation project with Sheppard's Business Interiors (SBI). The project included moving the Accounting Office into the space currently being used as the Library and replacing the existing systems furniture and reconfiguring the open cubical areas to allow for additional space for growth, adding two additional work spaces. Estimated price for furniture replacement under GSA Contract was \$61,000, not including painting for the ceilings and walls or replacing the carpet. Staff estimated the total cost of the reconfiguration at \$80,000.

Upon briefing management with the SBI proposal, it was recommended that an architectural firm be hired under an RFP for their recommendations; after interviewing HDR and Alley-Poyner Macchietto Architecture, Alley-Poyner Macchietto was selected. On May 6, 2010, a Town Hall meeting was conducted. It included all staff members that would be affected by the renovation and identified the individual and section needs and requirements to operate effectively and efficiently in the current space made available. After that meeting, Alley-Poyner Macchietto prepared three office layouts that would best meet the District's needs to Jean Tait, John Winkler and Marlin Petermann. It was decided by Management to get pricing for option #1 of the floor plan that added 2 additional work spaces, 2 private offices and 2 hoteling offices. The estimated cost of the renovation is estimated at \$341,180.35.