

Grant Sawyer State Office Building

Programming and Feasibility Studies



Volume One | Program Needs Assessment

January 2, 2019





**Grant Sawyer State Office Building
Programming and Feasibility Studies
Volume One**

**Prepared for the Nevada State Public Works Division
January 2, 2019**

Project Team:

- KGA**
Architecture and Interior Design
- NV5 Consulting Engineers + Bombard**
Mechanical, Plumbing and Electrical Engineering
- Lochsa Engineering**
Civil Engineering
- John A. Martin & Associates**
Structural Engineering
- HKA Elevator Consulting**
Elevator Consultants
- OCMI**
Cost Estimating

The project team wishes to extend a special word of thanks to the members of the State Public Works Division and Buildings and Grounds Section, and to each of the twenty-three additional departments and agencies who participated in the property condition and program needs assessment surveys, interviews, and site visits. The access, support and information provided by the individuals involved have been invaluable to our team and have made the contents of this study possible.



January 2, 2019

We are pleased to submit within these three volumes the Programming and Feasibility Studies prepared by KGA and its consultant team for the Grant Sawyer State Office Building. As home to a range of critical state agencies and departments, and as a touchpoint for the many citizens who visit these agencies each year, the Grant Sawyer State Office Building is an important facility for the operations of the state of Nevada.

In Volume One, the Program Needs Assessment, we provide a comprehensive overview of the current and projected future space needs of the twenty-three subject departments and agencies. Volume Two, the Property Condition Assessment, provides a detailed overview of the current condition and future needs of building systems and components.

In the third volume, Proposed Implementations, the project team proposes a series of potential courses of action for facility improvements. These six concepts are organized by the three 'R's - Repair, Reprogramming and Replacement - which represent a broad range of options which will address the needs of Grant Sawyer occupants looking forward to the year 2040.


As the vital service of the building's occupants to the citizens and economy of the state of Nevada will continue until 2040 and beyond, it is our hope and intent that in the contents of this study, the State will find the best way forward to supporting the physical space needs of the subject departments and agencies through the next two decades.

We thank the State for the opportunity to be involved in this important and exciting project. Please contact us at any time if we can be of further assistance in the process of interpretation and implementation of this study.

Sincerely,


James C. Lord II
Partner, CEO


Brian Henley
Partner, Director of Design


Scott Carter
Associate, Senior Project Manager


Kris Piyaachariya
Senior Designer

Las Vegas
9075 West Diablo Drive, Suite 300
Las Vegas, NV 89148

Austin
1701 Directors Boulevard, Suite 770
Austin, TX 78744

kga.design

Volume One | Program Needs Assessment



Volume One | Program Needs Assessment

Executive Summary

Volume One of the Grant Sawyer Programming and Feasibility Studies represents a comprehensive assessment of the programmatic needs of state departments and agencies which are either located currently in the Grant Sawyer State Office Building, or for whom a relocation into the building may present advantages. Design team and State Public Works Division representatives surveyed and interviewed twenty-five various state departments and agencies, twenty-three of whom are ultimately recommended by this study for consideration to occupy an ideal future reimagining of the Grant Sawyer facility.

Representatives of each department were surveyed in detail regarding the details of their current facilities, as well as any additional facility needs that are not currently being met or are anticipated to arise in the foreseeable future. This survey information was compiled into a space program, which was shared with department or agency representatives during the course of an interview discussion which allowed members of the design team and State Public Works Division to thoroughly observe existing facilities and ask detailed questions of the selected representatives, who were selected by each department or agency based on their extensive knowledge of the department's operations and facilities.

Final space programs, compiled in this volume, provide the basis for a bigger-picture overview of the Grant Sawyer building's long-term programmatic needs. In the program summary table included in this study, space allocations can be compared for each building occupant, organized by today's actual space allocation, today's actual needs, and projected future needs in the years 2023 (when a revised Grant Sawyer campus might feasibly come online) and 2040 (to allow for the projection of long-term needs).

For consistency among departments and with other state facilities, space needs by department are standardized using the State Public Works Division Leasing Services departmental standards. In order to present potential efficiencies for the State's consideration, and to reflect a stated desire by many departments for shareable facilities, programs for shared areas such as an Innovation Center meeting and co-working space are included along with all of the relevant departments and agencies.

Volume One | Contents Index

Existing Site Assessment

6

Existing Floor Area Usage Assessment

8

Program Needs Assessment By Department

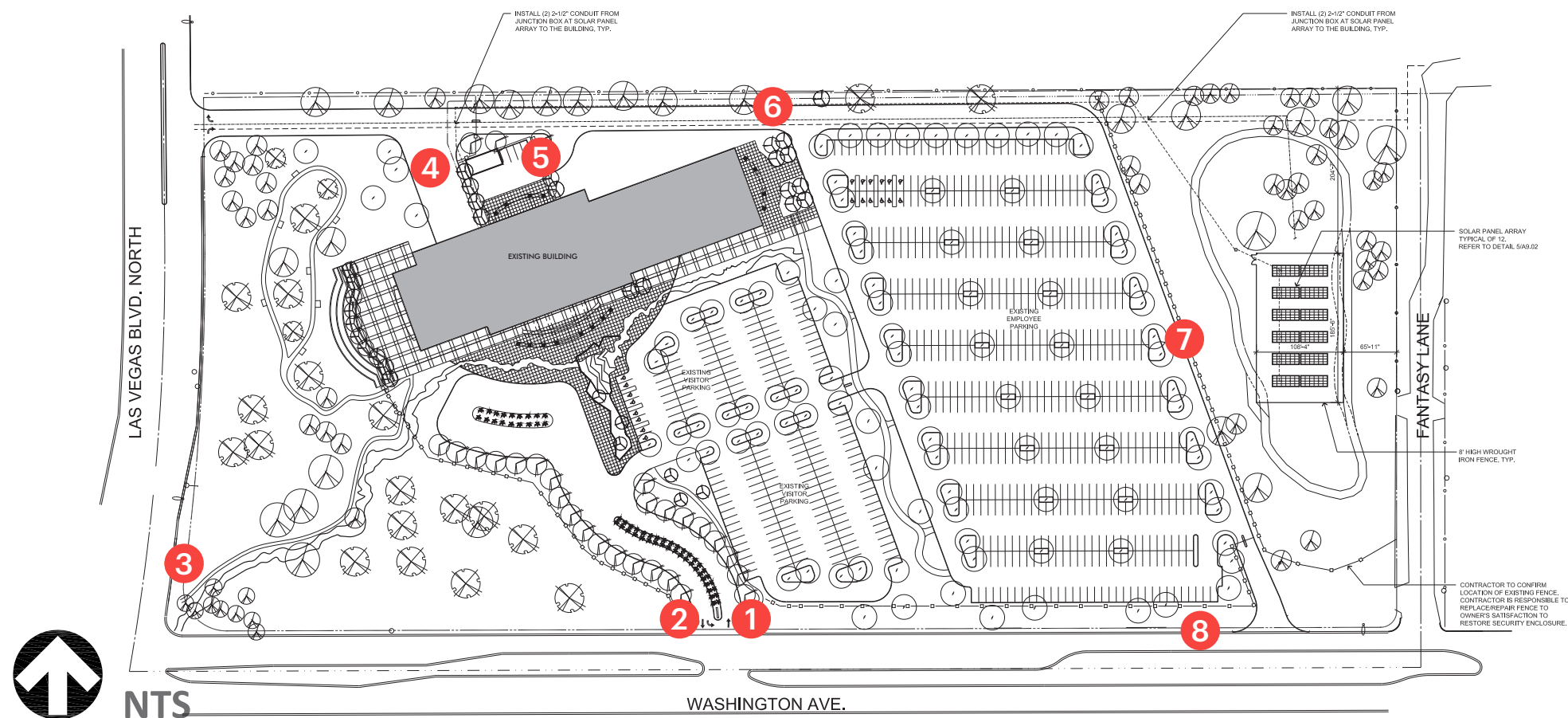
14

Program Needs Assessment Summary

91

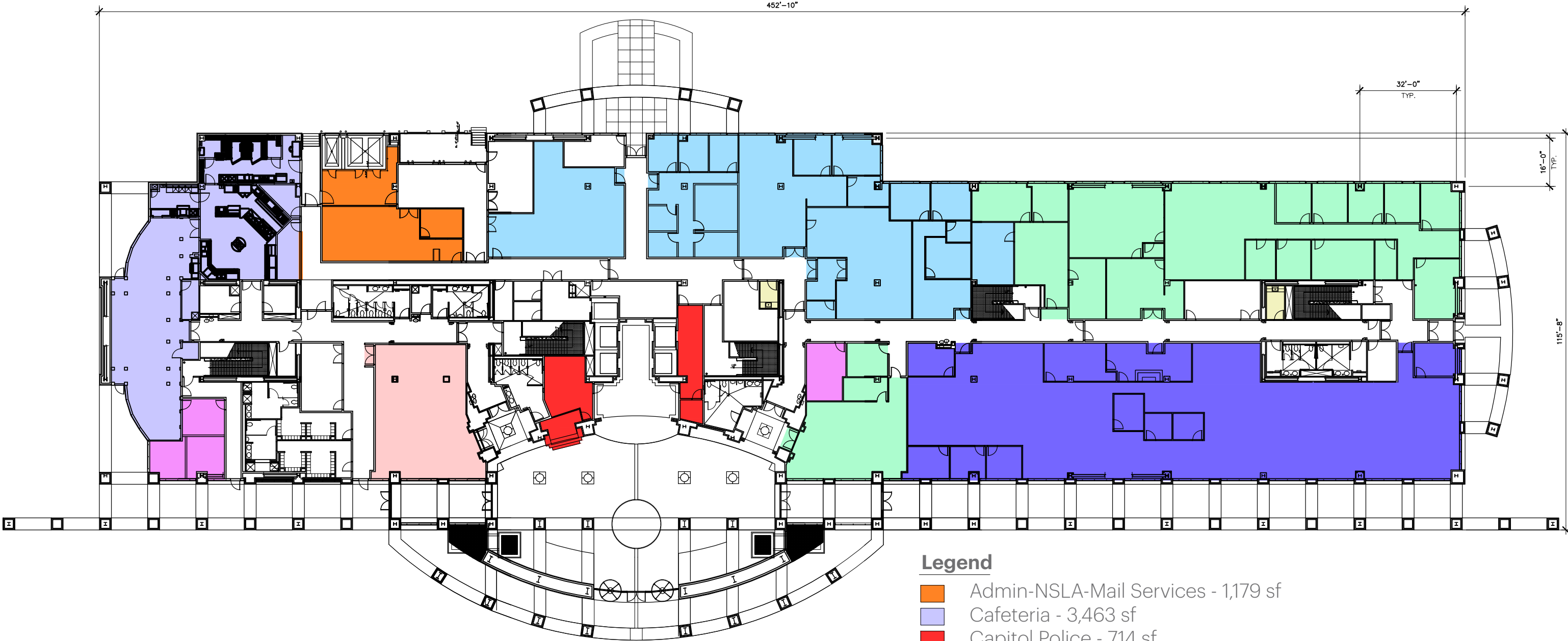
Existing Site Assessment



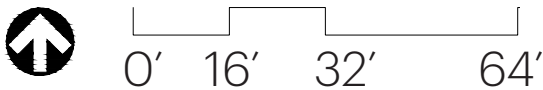


Existing Floor Area Usage Assessment

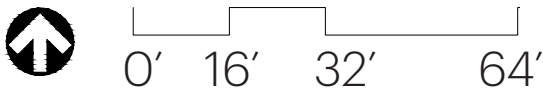
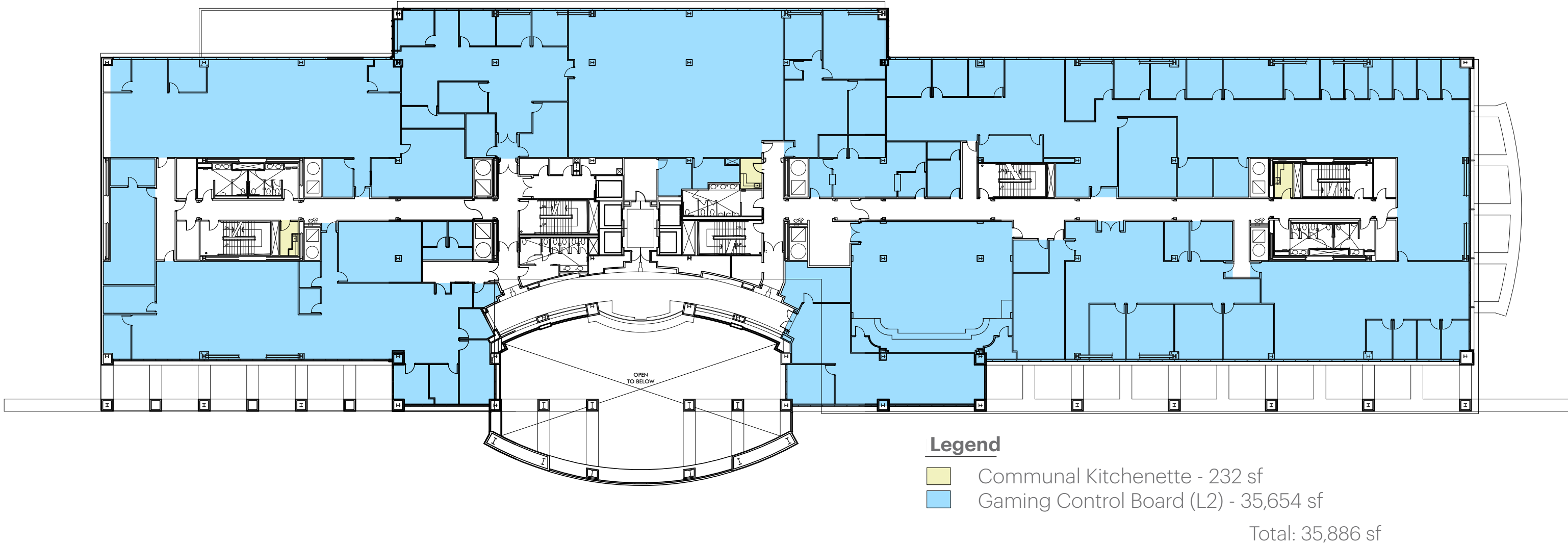


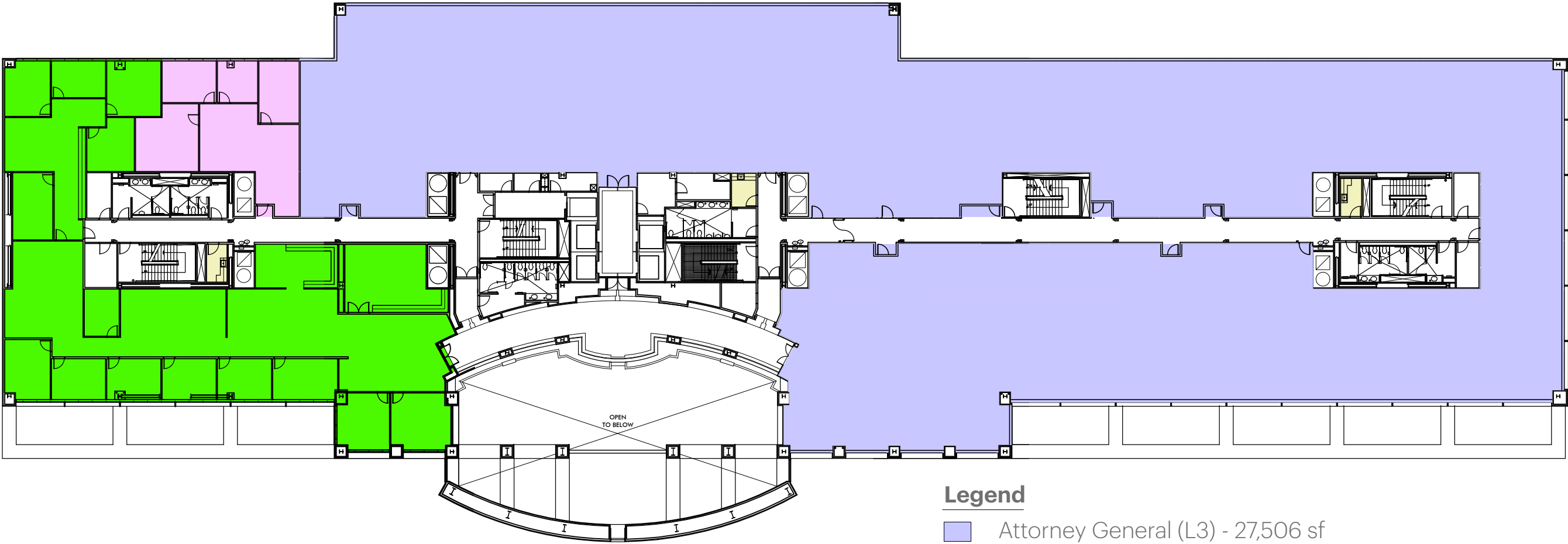


- Legend**
- Admin-NSLA-Mail Services - 1,179 sf
 - Cafeteria - 3,463 sf
 - Capitol Police - 714 sf
 - Communal Kitchen - 131 sf
 - Communal Meeting Room - 1,456 sf
 - Department Of Human Resources Management - 7,105 sf
 - Department Of Taxation - 7,737 sf
 - DPS Investigations Division - 752 sf
 - Gaming Control Board (L1) - 6,507 sf



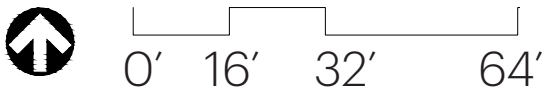
Total: 29,044 sf

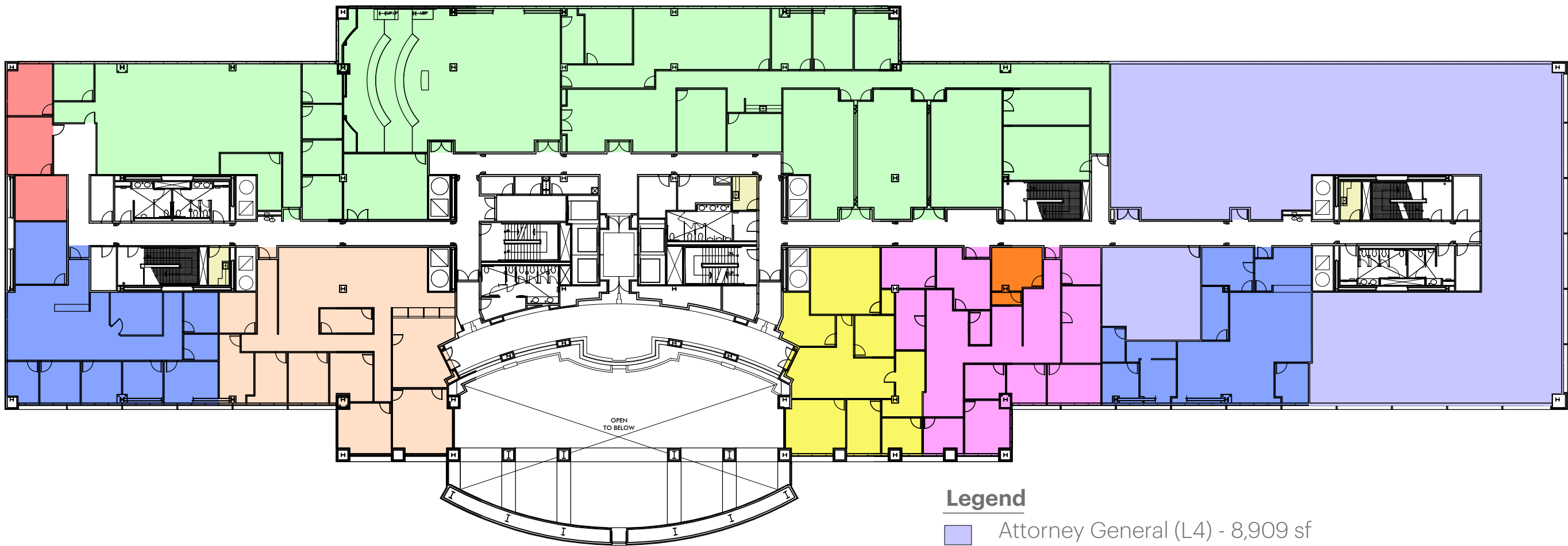




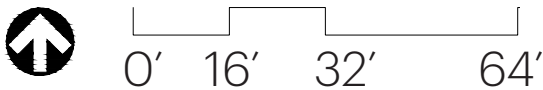
- Legend**
- Attorney General (L3) - 27,506 sf
 - Colorado River Commission Of Nevada - 7,355 sf
 - Communal Kitchenette - 231 sf
 - Veterans Services - 1,590 sf

Total: 36,682 sf

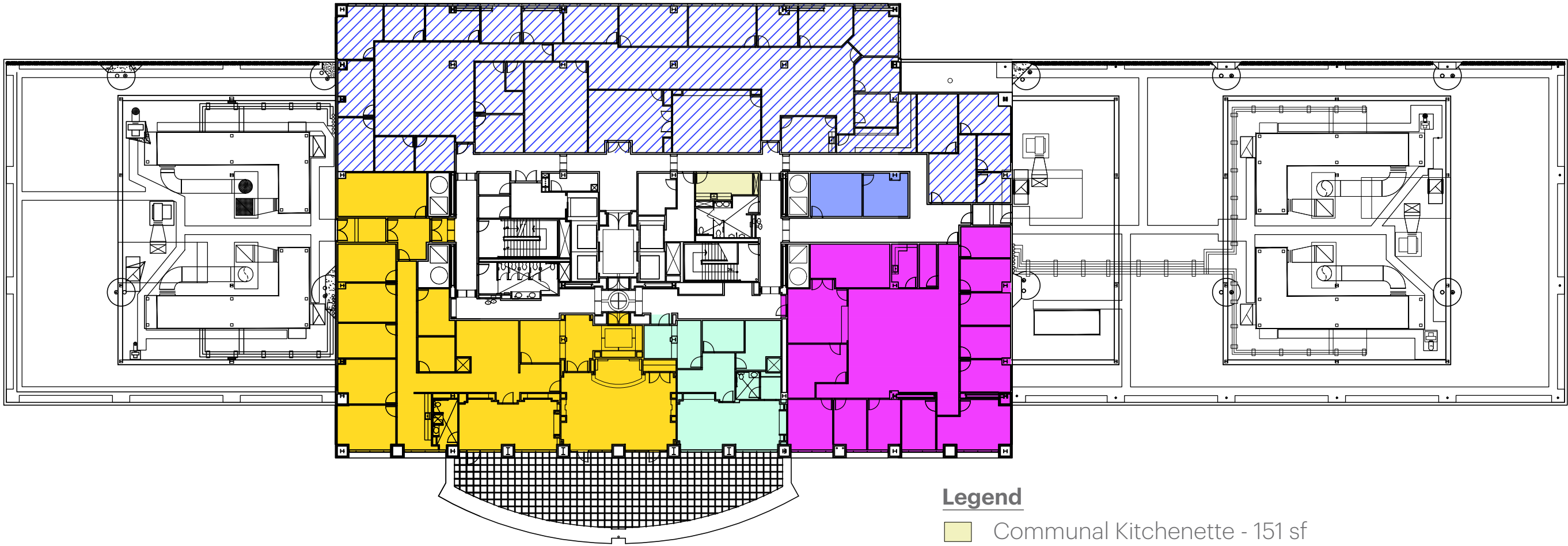




- Legend**
- Attorney General (L4) - 8,909 sf
 - Commission On Ethics - 223 sf
 - Communal Kitchenette - 241 sf
 - Consumer Health Assistance - 2,773 sf
 - Controller's Office - 647 sf
 - Department Of Taxation
 - Marijuana Enforcement Division - 3,312 sf
 - Governor's Office Of Workforce Innovation (OWINN) - 1,991 sf
 - Legislative Council Bureau - 12,936 sf
 - State Treasurer - 4,408 sf

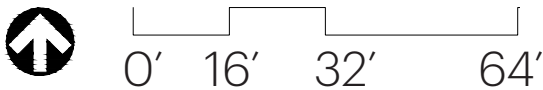


Total: 35,440 sf



- Legend**
- Communal Kitchenette - 151 sf
 - State Treasurer (L5) - 354 sf
 - Governor's Office - 4,785 sf
 - Governor's Office Of Economic Development (GOED) - 3,865 sf
 - Lieutenant Governor's Office - 1,281 sf
 - Vacant Space - 8,044 sf

Total: 18,480 sf



Program Needs Assessment | By Department

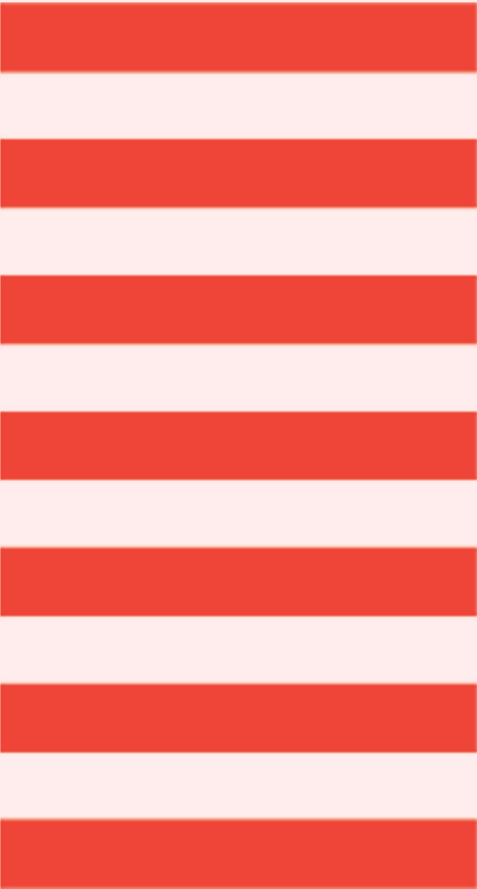


Table of Contents

DEPARTMENTS/AGENCIES	CURRENT LOCATIONS	PAGE
Admin-NSLA-Mail Services (Mail Room)	Suite 1200	16
Attorney General	Suite 3900, Suite on Level 4	19
Capitol Police	Suite 1000, Unlabeled Sergeant's Office on Level 1	21
Colorado River Commission of Nevada	Suite 3100	24
Commission on Ethics	Suite 4774	26
Consumer Health Assistance	Suite 4800	28
Controller's Office - Vendor Database Services	Suite 4300	31
Department of Employment, Training and Rehabilitation	<i>Off-Site</i>	33
Department of Employment, Training and Rehabilitation - Optional Call Center	<i>Off-Site</i>	34
Department of Employment, Training and Rehabilitation - Cafeteria	Suite on Level 1	35
Department of Public Safety - Investigation Division	Suites 1013, 1014, 1850	39
Department of Taxation	Suite 1300	42
Department of Taxation - Marijuana Enforcement Division	Suite 4100	45
Department of Veterans Services	Suite 3200	46
Division of Human Resources Management	Suites 1400, 1500	48
Gaming Control Board	Suites on Level 1, Suite 2600, <i>Off-Site</i>	52
Governor's Office of Economic Development (GOED)	Suite 5400	58
Governor's Office of Workforce Innovation (OWINN)	Suite 4900	62
Legislative Counsel Bureau	Suites 4000, 4400	65
Lieutenant Governor's Office	Suite 5500	71
Nevada State Fire Marshal	<i>Off-Site</i>	74
Nevada State Treasurer	Suites 4200, 4600, 5300	75
Office of the Governor	Suite 5100	80
Secretary of State	<i>Off-Site</i>	85
Proposed Communal Break Room/Fitness Room	Various Locations; (12) currently exist	86
Proposed Communal Innovation Center	Suite 1100	88

NOTE: Departments/Agencies are arranged in alphabetical order; Proposed Communal Spaces are listed at the end

Grant Sawyer State Office Building Program

Space Program - Admin./NSLA/Mail Services

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Lobby	1	1	1	55	55	Lockable Main Entrance; Front Counter requires lockable half door	Re-use existing furniture
Main Room	1	4	4	595	595		Re-locate modified-as-required casework
Office	1	1	1	140	140		Re-use furniture
						GENERAL NOTES: Direct access to Inside Dock area and Outside Loading Dock required; Currently at #1200 Inside Dock area currently shared, housing Capitol Police X-Ray machine; Existing Mailboxes in public Corridor to be retained (front-loaded) Power, Data, Telephone to be provided, UON Acoustical Insulation for private Offices, UON	
Circulation					237	30% circulation factor	
SUBTOTAL			6		1,027		
Potential Future Expansion					-	No Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			6		1027		





Grant Sawyer State Office Building Program

Space Program - Nevada Office of the Attorney General - Las Vegas Office

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Existing Suite 3800					26940		
Existing Level 4 Suite					7880		
TOTAL Existing Suites*			167		34820	*(141) Current Total occupied work spaces with (26) Open Surplus	
(New) AG Lobby West Hallway	1	1	1	350	350	Verify Current Size of Corridor to incorporate for security reason; Current Lobby has (3) Windows and (1) Office	Seats (10)
(New) Dedicated Interview Area	1	4	4	230	230	15'-0"x15'-0"; Currently no dedicated home and using Conference Room; Video recording capabilities; 2-way glass window; Adjacent and direct access to Lobby	
(New) WCFU Compliance Audit Investigator Space	1	4	4	390	390	Verify desired Size; (3) Cubicles	
(New) WCFU Offices	2	1	2	100	200	Requested during meeting	
Conference Room (4500)	1	0	0	3,000	3,000	Currently 30'-0"x40'-0" (1,200 SF) and is inadequate; Used for all-office staff meeting and Summit Hosting	Currently seats (50); (150) Capacity desired
(New) Trial Prep (War Room)	3	1	3	230	690	15'-0"x15'-0"; Used by the Deputies; Video Conference; Presentation (PPT); Currently using Law Library	
(New) Deputy Attorney General's Office- Bureau of Criminal Justice (Growth)	2	1	2	250	500	Verify desired Size	
(New) Office	1	1	1	100	100	10'-0"x10'-0"; formerly Break Room (aka Café'4)	
Fraud Unit Compliance Investigator's Office	1	4	4	130	130	10'-0"x12'-0"; (3) Full-Time staff and (1) occasional assigned Intern	
(New) Fraud Unit Office	3	1	3	170	510	15'-0"x15'-0"	
(New) Fraud Unit Cubicles	2	1	2	130	260	10'-0"x10'-0"	
Armory	1	1	1	100	100	8'-0"x12'-0"; Storage for weapons, ammunition, range supplies, etc.; Adjacent to Chief of Investigation; Mantrap with double locks	
Open Office: Secretarial and Admin. Assistants Cubicles	4	1	4	75	300	Current 5'-0"x5'-0" (need to be larger)	
(New) Private Restroom(s)	1	0	0	-	-	Interpreted as Private "Departmental" Restrooms not shared with other Departments or Public; Exact plumbing counts and area TBD; SF currently accounted for in 30% Circulation line item below; Potentially achievable in current layout by encapsulating portion of Public Corridor as internal circulation as requested in Lobby/West Hallway; In Survey: requested as 5'-0"x10'-0" for "each private Office" with Sink and Toilet	
(New) Gym/Fitness Center (Shared)	1	0	0	-	-	30'-0"x30'-0"; For use of OAG staff; Requested as communal to be shared with entire building; Refer to the Proposed Communal Break Room's Program for this information and SF	
Attorney General IT (3691)	1	0	0	150	150	11'-6"x13'-0"; Main Server Room/Data Closet; Own Server; Requires dedicated A/C	
Attorney General IT (4523)	1	0	0	110	110	5'-6"x13'-0"; IT Storage Room; Own Server; Requires dedicated A/C	
(New) Break Room	1	0	0	625	625	25'-0"x25'-0"	(30) Occupants
(New) Attorney's Office	5	1	5	130	650	Requested indicated on Questionnaire Page 1 as incorporating staff at Off-Site Charleston location	
(New) Open Office Cubicles	2	1	2	130	260	Requested indicated on Questionnaire Page 1 as incorporating staff at Off-Site Charleston location	
Copy Station	1	0	0	180	180		Large work table for compiling documents
TOTAL New Space			38		8,735		
(New) Spaces - Adjustment Factor	1	-27	-27	-	-	*With existing (26) open spaces (which is (167) available-(141) occupied as indicated above) factored in, total space count comes to (205) which is (27) in excess of the indicated desired (178); therefore this line item (-27) accounts for the program adjustment.	

Continued on Next Page

						GENERAL NOTES: Power, Data, Telephone to be provided, Unless Otherwise Noted;	
						Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
						Shares Office at back of suite (separate entrance) with the Governor's Office of Economic	
						Development;	
						Repair or replace blinds in Conference Room, Kitchen, and Offices	
Circulation					13,067	30% circulation factor	
SUBTOTAL			178		56,622		
Potential Future Expansion			6		1,132	2% Potential Anticipated 3-to-5-year Growth: Indicated as minimum (4)-(6) non-executive staff's offices added - (6) x 120 SF = 720 SF + 30% Circulation (216 SF) = Minimum 936 SF	
ANTICIPATED TOTAL FOR 2023			184		57,754		

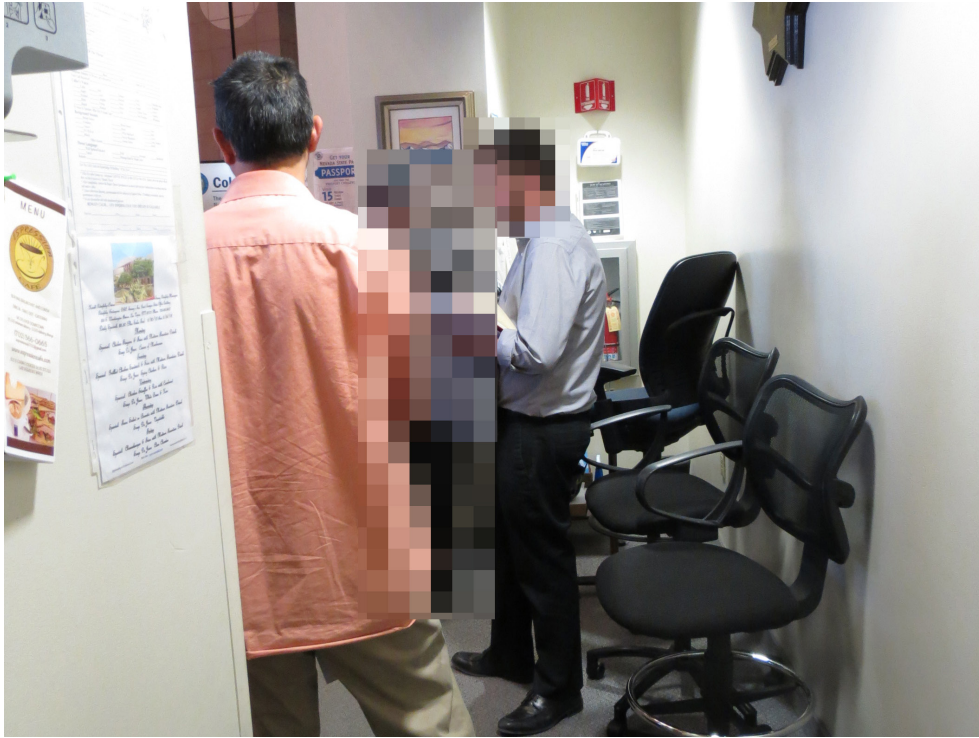
NOTE: -Due to unavailability of further detailed data and information pertaining to existing suites of this Department at the time the studies were concluded, the overall square footage and total staff number were utilized.
-Due to unavailability of photographs of the existing suites of this Department at the time the studies were concluded, photograph section of the report is omitted.

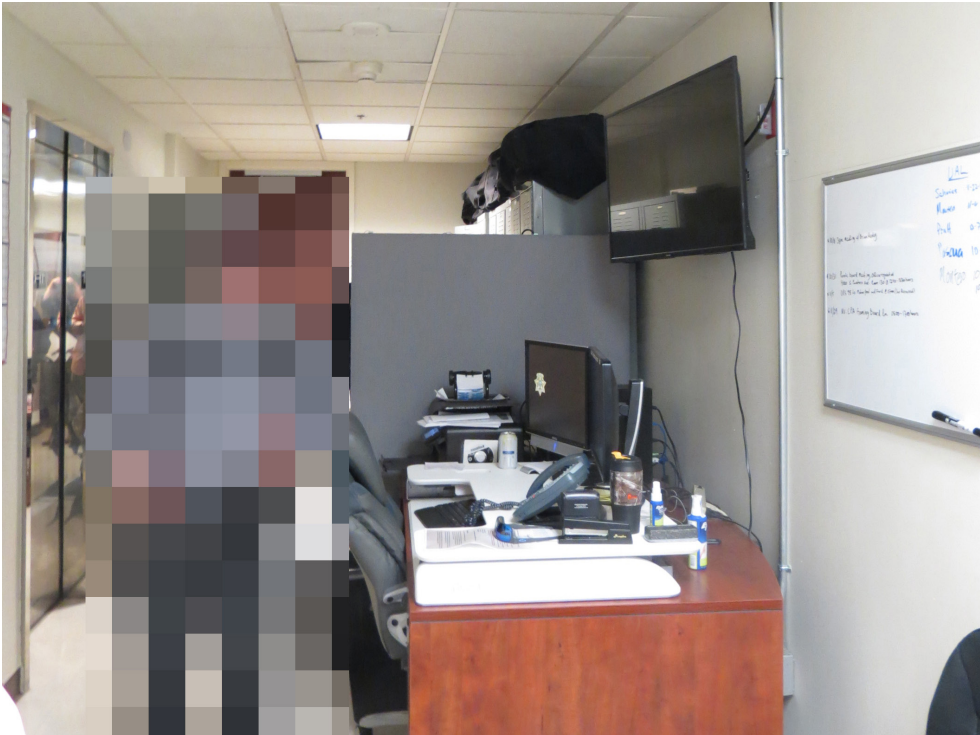
Grant Sawyer State Office Building Program

Space Program - Capitol Police

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Potential (New) Security Podium (Atrium)	1	1	1	80	80	Centrally located in the Atrium with 360 degree visibility and convenient volunteers' access	
Security Counter (Ste. 1000, West Wing)	1	0	0	130	130	Requires secured bulletproof façade and direct access from Atrium (currently only accessible via Office); Requires Secondary Exit	
Open Office Cubicles Area (Suite 1000)	1	8	8	300	300	Surveillance TV Monitor	Requires (8) L-shaped 6'-0"x6'-0" Officers' cubicles, gear lockers
Sergeant's Office (Unlabeled Suite, East Wing)	1	1	1	300	300	Currently also functions as Break Room, Locker Room (ideally to be separated into); Existing direct rear Elevator door to be retained (Escape Route); Requires Secondary Exit; Surveillance TV Monitor	
Expanded Storage Room (Lockable)	1	0	0	100	100	Currently 60SF but requires enlargement; Stores guns and safe	
(New) Server Room	1	0	0	60	60	Requires dedicated A/C System	
(New) Shower Room	1	0	0	50	50		
(New) Expanded Footprint for Open Office (Suite 1000)					129	30% (Requested 20-30% growth from current square footage) Therefore, SF shown above remains close to Existing current Suite.	
						GENERAL NOTES: Currently located in two separate spaces flanking Level 1 Elevator Lobby; Requires additional space and consolidation into a contiguous space with secondary access point for security; Power, Data, Telephone to be provided, Unless Otherwise Noted; Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
Circulation					230	20% circulation factor (self-contained suites)	
SUBTOTAL			10		1,379		
Potential Future Expansion					-	TBD Potential Anticipated 3-to-5-year Growth: Expecting to grow proportional with building's growth	
ANTICIPATED TOTAL FOR 2023			10		1,379		



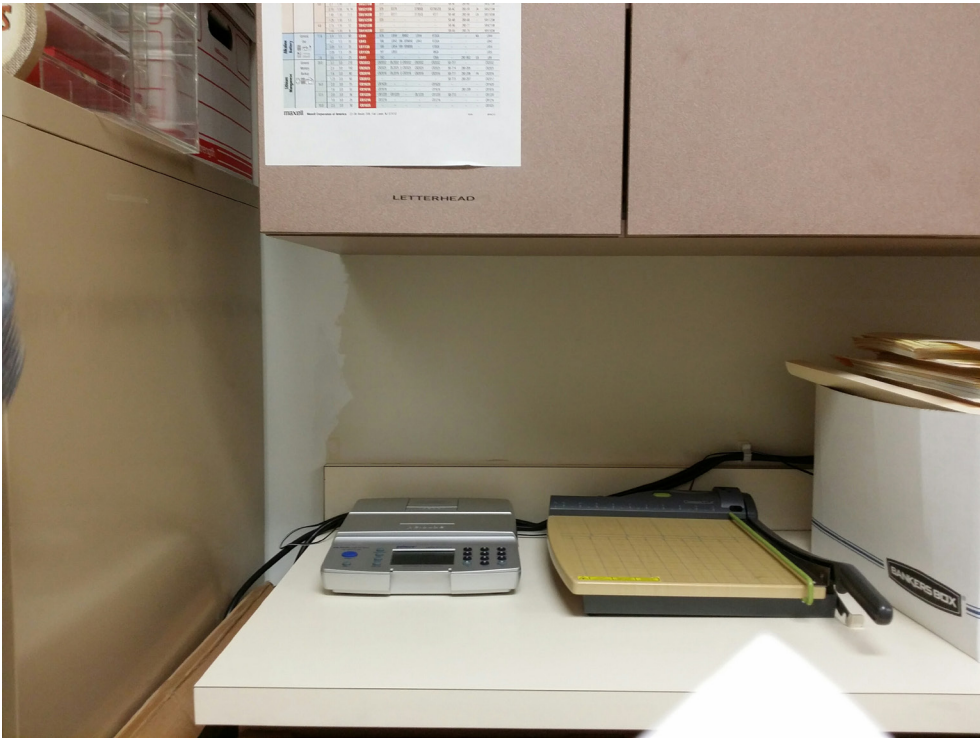


Grant Sawyer State Office Building Program

Space Program - Colorado River Commission of Nevada (CRCNV)

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Reception Station	1	2	2				
Small Conference Room	1	0	0				
Deputy's Office	1	1	1				
Office Manager's Office	1	1	1				
Copy Room	1	0	0				
IT Office	1	2	2				
Open Office - Admin Cubicles	2	1	2				
IT Storage	1	0	0			Adjacent to Server Room	
Office	2	2	4				
Open Office - Cubicles	2	2	4				
Break Room	1	0	0				
Office	4	1	4				
File Storage Room	1	0	0				
Office	2	1	2				
Open Office - Large Admin Cubicles	2	1	2				
Office	4	1	4			With private Conference area	
TOTAL			28		6,330	This total SF number has 511 SF subtracted due to the requested expanded area of Conference Rm. is listed below	
Conference Room/(New) Hearing Room	1	0	0	1,200	1,200	Currently 18'x22'; Would like to expand to 30'x40' for use as Hearing Room for Commission Board Meetings; Explore potential spatial growth in two directions; Dais	New Dais, chairs, audio/video equipment
(New) Server Room	1	0	0	256	256	Between 12'x12' and 16'x16'; Independent HVAC; Centrally-located; close to Communication Room; Walls to extend to Bottom of Structure above; Raised Floor; (2) 220 power sockets, and (4) cat 6 connections to Communications Room	Re-use server rack, large desk, multiple tower servers; UPS batteries
(New) Break-Out Conference Room	2	0	0	300	600	Requested due to team of (4) Auditors occupying existing one for a month every year	
TOTAL			-		2,056		
				-		GENERAL NOTES: Power, Data, Telephone to be provided, Unless Otherwise Noted Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted	
Circulation					2,516	20% circulation factor (Internal Circulation already factored into Overall Existing area)	
SUBTOTAL			28		8,386	Current total of (28) including 2 Attorney General personnel's in the Suite	
Potential Future Expansion			4		1,174	14% Anticipated 3-to-5-year Growth: Indicated as (3)-(4) of (28) total	
ANTICIPATED TOTAL FOR 2023							
			32		9,560		



Grant Sawyer State Office Building Program

Space Program - Commission on Ethics

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Single-Suite Office	1	3	3	180	180	Currently a satellite office with single occupant but (2) additional ones can share; Preferably located near Assembly Chambers and/or Proposed shared Conference Center as the Commission serves on meetings	(3) Individual workstations and a print station
						GENERAL NOTES: Currently in Suite 4774 (next to Consumer Health Assistance);	
						Power, Data, Telephone to be provided, Unless Otherwise Noted;	
						Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
Circulation					36	20% circulation factor (self-contained Suite)	
SUBTOTAL			3		216		
Potential Future Expansion					-	No Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			3		216		



Grant Sawyer State Office Building Program

Space Program - Consumer Health Assistance

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Lobby/Receptionist	1	2	2	-	-	(2) Window Stations; Bulletproof glass and possibly a panic button	
Conference Room 1	1	0	0	-	-	Video Conference capability	Seats (15)-(18)
Consult Room	1	0	0	-	-	reconfigure existing Conference Room to create additional Consult Room	Seats (4)
Director's Office	1	1	1	-	-		
Management's Office	1	1	1	-	-		
Open Office - Cubicles	1	13	13	-	-	Privacy for handling confidential data	
Open Office - Visitor's Cubicle	1	1	1	-	-		
Expanded Storage (lockable)	1	0	0	290	290	Currently 8'-0"x18'-0" (144 SF); Requested to be doubled	
Break Alcove/Kitchenette	1	0	0	-	-		
(New) Consult Room	3	0	0	-	-	Adjacent and direct access with Lobby; reconfigure and enlarge (1) Conference Room to create (4) Consult Rooms	Seats (4) each
TOTAL			18		3,360	Additional 600 SF added to ensure requested additional Consult Rooms will fit	
						GENERAL NOTES: Currently occupying Suites 4800 & 4817 (indicated in Survey as 30'-0"x40'-0": 1,200 S.F.) but is in fact larger (2,800 SF) when verified with existing Floor Plan; Power, Data, Telephone to be provided, Unless Otherwise Noted; Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
Circulation					730	20% circulation factor (Internal Circulation already factored into Overall Existing area)	
SUBTOTAL			18		4,090		
Potential Future Expansion			3		818	20% Potential Anticipated 3-to-5-year Growth (Indicated on Questionnaire as up to (3) staffs)	
ANTICIPATED TOTAL FOR 2023			21		4,908		





Grant Sawyer State Office Building Program

Space Program - Controller's Office - Vendor Database Services

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Open Office	1	4	4	630	630	Space shared between (3) Full-Time and (1) Visiting; (1) Open station; No Foyer or Reception required; No Kitchenette within suite required (can utilize Communal one with seating preferred) Controller has a private Office (190 SF) within the space	(3) Full-Time Employees' desk and (1) Visiting from Main office (Carson City, NV); (3) large lockable overhead compartment
						GENERAL NOTES: Power, Data, Telephone to be provided, UON Acoustical Insulation for private Offices and Conference Rooms, UON	
Circulation					126	20% circulation factor (Self-contained suite)	
SUBTOTAL			4		756		
Potential Future Expansion					-	No anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			4		756		



Grant Sawyer State Office Building Program

Space Program - Department of Employment, Training, and Rehabilitation

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
(New) Shared DETR Lobby	1	0	0	40	40	Lobby shared between (2) DETR Departments and staff area of reception accessible to (optional) DERT Call Center	Lobby seats (4) Claimants
(New) Shared Receptionists	1	2	2	60	60	Security thick plexiglass façade (Not required to be bulletproof)	Seats (2) Receptionists
(New) Shared Conference Room	1	0	0	280	280	Video Conference capability;	Seats (12)-(14)
(New) Shared Break Room	1	0	0	125	125	Existing 100 SF room is inadequate and requires enlargement	
(New) NERC Office	17	1	17	120	2,040	Private Office needed; Currently (15) staff; (2) additional needed	(2) guest chairs
(New NERC Storage	1	0	0	80	80	8'-0"x10'-0"	
(New) Commission on Post Secondary Education Supervisor Office	1	1	1	130	130		
(New) Commission on Post Secondary Education Open Office Cubicle	5	1	5	130	650	Current (4) Staff in private office but can be in cubicle	
(New) Commission on Post Secondary Education Storage	1	0	0	120	120		
						GENERAL NOTES: Currently off-site; Nevada Equal Rights Commission (NERC) with (20) Staff currently in 3,800 SF space and expecting to grow into 5,000 SF space;	
						Commission on Postsecondary Education (4) Staff currently in 1,590 SF space and can be smaller;	
						Both Departments have the potential to move into Grant Sawyer;	
						Power, Data, Telephone to be provided, Unless Otherwise Noted;	
						Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
						Will use shared Conference Facilities if available	
Circulation					1,058	30% circulation factor	
SUBTOTAL			25		4,583		
Potential Future Expansion				-	No Potential Anticipated 3-to-5-year Growth (both Departments are stable; not rise and fall with economy)		
ANTICIPATED TOTAL FOR 2023			25		4,583		

Grant Sawyer State Office Building Program

Space Program - Department of Employment, Training, and Rehabilitation - OPTIONAL Call Center

(Not Selected for Inclusion in Proposed Implementations)

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Call Center Open Office - Cubicles	50	1	50	100	5,000	large open flexible space; Ideally accessible from DETR's Staff area Reception, sharing Entrance, Break Room, etc.	
						GENERAL NOTES: Required with economic downturn	
						Not accessible to Public;	
						Power, Data, Telephone to be provided, Unless Otherwise Noted;	
						Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
Circulation					1,000	20% circulation factor (Between-Cubicles circulation already factored in above)	
SUBTOTAL			50		6,000		
Potential Future Expansion				-		No Potential Anticipated 3-to-5-year Growth (Needs only necessitated if economic downturn occurs)	
ANTICIPATED TOTAL FOR 2023			50		6,000		

Grant Sawyer State Office Building Program

Space Program - Department of Employment, Training, and Rehabilitation - Business Enterprise - Cafeteria

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Kitchen/Food Prep Area	1	2	2	529	529	16'-0"x33'-0"	F&B Program depends on capacity; if low, will likely be cold-only menu
Cafeteria Serving Line	1	2	2	1,009	1,009	Micro Market vision; Slats wall; Redesign with updated aesthetic on soffit fascia (possibly remove existing hood); Desired look and feel of Einstein Bagels, Panera, Starbucks; possible Island Salad Bar	
Cafeteria Seating Area	1	0	0	1,530	1,530	32'-0"x33'-0"; more open plan; verify removable non-structural (faux) columns; some Communal tables; Events	Exact number of seats and layout TBD
Potential Patio Seating	1	0	0	-	-	TBD; With view to existing open Court and the Memorial; possibly with retractable doors	
(New) Logo Store	1	1	1	175	175	11'-0"x17'-0"; Converted from existing Kitchen's dishwashing area into State's Logo merchandizes and opened to Dining Area as in Carson City	
Storage	1	0	0	30	30	5'-6"x6'-0"	
Janitor's Closet	1	0	0	75	75	6'-0"x13'-0"	
						GENERAL NOTES: Cafeteria is operated by visually-impaired staff member; the design must be cognizant of Operator's needs; Possibly provide Catering Service to Proposed Communal Conference Center Power, Data, to be provided, Unless Otherwise Noted;	
Circulation					846	30% circulation factor	
SUBTOTAL			5		4,194		
Potential Future Expansion					-	No Potential Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			5		4,194		







Grant Sawyer State Office Building Program

Space Program - Department of Public Safety - Investigation Division (NDI)

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Southern Area Major Crimes Office Open Office - Cubicles	1	5	5	540	540	14'-4"x24'x0" Currently Suites 1013-1014 (Detective, Admin, and Reception); Near Sgt. Office, Polygraph Interview Rm. & Polygraph, Interview Viewing Room; Unobstructed Windows; Secured and away from Public	(5) New 6'-0"x6'-0" Cubicles and Reception Desk; Re-use desks
Southern Area Major Crimes Sgt. Office	1	1	1	200	200	12'-0"x12'-0" Currently Suites 1013-1014; (Detective, Admin, and Reception); Near Detective Bay, Polygraph Interview Rm. & Polygraph, Interview Viewing Room; Secured and away from Public	New Desk, Small round Conference table, and file cabinets; Re-use old desk set
(New) Storage	1	0	0	100	100	10'-0"x10'-0"; Replaces Storage function removed from Polygraph/Interview Viewing Room	A gun safe
(New) Conference Room	1	0	0	100	100	Prefer to have own space but can share Communal	Large white board
(New) Break Room/Kitchenette Alcove	1	0	0	80	80	Prefer to have own space but can share Communal	
(New) Southern Area Major Crimes Polygraph/Interview Room	1	1	1	80	80	Non-Contiguous; 8'-0"x10'-0"; Currently sharing Suite 1850 (with Storage); Near Detective Bay, Sgt. Office; Soundproof; ethernet (fiber optic preferred); Can be shared with Capitol Police, AG Investigators, and Secretary of State Investigators; Secured and away from Public	N/A
Polygraph/Interview Viewing Room	1	1	1	100	100	Non-Contiguous; 11'-0"x19'-0" Currently Suite 1850 and also functions as Storage (New dedicated Storage added to other Suite; Near Detective Bay, Sgt. Office, and Polygraph Interview Rm.; Soundproof; ethernet (fiber optic preferred); Secured and away from Public GENERAL NOTES: 1013-1014's Current location with direct access to outside is ideal; Alternate upstairs location only acceptable if has direct access with Elevators; The Department also performs function of Back-Up for Capitol Police; Power, Data, Telephone to be provided, Unless Otherwise Noted; Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted	Requires Monitors (not one-way glass window); New Partitions and bookshelves
Circulation					240	20% circulation factor (self-contained Suites)	
SUBTOTAL			8		1,440		
Potential Future Expansion			2		288	20% Anticipated 3-to-5-year Growth - Currently (6) Full-time with (4) Part-time; Expecting to add up to (2)	
ANTICIPATED TOTAL FOR 2023			10		1,728		





Grant Sawyer State Office Building Program

Space Program - Department of Taxation

January 2, 2019

[illegible]





Grant Sawyer State Office Building Program

Space Program - Department of Taxation, Marijuana Enforcement Division (Department Not Selected for Inclusion in Proposed Implementations)

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
(New) Vestibule	2	0	0	50	100	(2) Next to one another; First one opens to main public entrance and Security Trap; Second into main Office	
Security Trap/Receptionist	1	0	0	60	60	Security Mantrap	
Lobby Waiting	1	0	0	360	360	18'-0"x20'-0"; Adjacent to and with direct access to Conference Room	Seats (14); Re-use visitors' chairs
Lobby Front Counter	4	1	4	24	96	[4' Length Each; 6' Seating/Circulation]; Security bulletproof glass	
Small Conference Room	1	0	0	290	290	Video Conference capability; adjacent with direct access to Lobby area and main Office space; needs windows	Seats (4); Re-use table, chairs, small desks, TV, and IT equipment
Secure Vault	1	0	0	320	320	Security keypad access; Away from public area	
Secure Counting Room	1	0	0	120	120	10'x12'; Acoustically Insulated; Security Surveillance	
Secure Mantrap	1	0	0	110	110	Adjacent and with direct access to Secure Count Room and Exterior Sallyport	
(Enlarged) Storage (Supply Room)	1	0	0	160	160	12'x13'; Adjacent and with direct access to Secure Count Room and Exterior Sallyport; Current space is 6'-0"x16'-0" (100 SF)	Re-use Safe, lockable refrigerator for seized products (commercial grade with double doors), bookcases
Exterior Secure Sallyport (Enclosed Garage)	1	0	0	1,080	1,080	(2) Car in tandem; Adjacent and direct access to Secure Vault and Counting Room's Mantrap	
Deputy Director's Office	1	1	1	170	170	12'-0"x14'-0"; Centrally-located with no window	Re-use desk, chairs, and bookcase
(New) Assistant to Dep. Director's Cubicle	1	1	1	160	160	10'-6"x15'-0"; In front of Deputy Director's Office	To have (2) Visitor's chairs
Chief Compliance Audit Investigator's Office	1	1	1	170	170	12'-0"x14'-0"; Current space has Structural Bracing that inhibits efficient furnishings layout	Re-use desk, chairs, and bookcase
Compliance Audit Investigator's Office	1	3	3	250	250	Currently 12'-0"x14'-0" (170 SF); Current space is inadequate; needs larger space and temperature control	
IT Office	1	2	2	200	200	Currently L-Shaped 170 SF; Current space is inadequate; needs larger space	Re-use desk, chairs, and bookcase
(New) IT Storage	1	0	0	80	80	8'-0"x10'-0"	
(New) IT Room	1	0	0	70	70	8'-0"x9'-0"	
Administrative Law Judge's Office	1	1	1	120	120	10'x12'	Re-use desk, chairs, and bookcase
Marijuana Program Supervisor's Office	1	1	1	100	100	8'x12'	Re-use desk, chairs, and bookcase
(New) Office (Growth)	1	1	1	210	210	14'x15'	New desk, chairs, and bookcase
Open Office: Cubicles	38	1	38	100	3,800	8'x8' Cubicle with office system	Re-use desk, chairs, and file cabinets
Large Conference Room	1	0	0	290	290	Video Conference capability;	Seats (12); Re-use visitors' chairs; small desks, TV, and IT equipment
Break Room	1	0	0	100	100	8'-0"x12'-0"; Centrally-located; Adjacent to main open Office Cubicles area	
Copy Station	1	0	0	90	90	8'-0"x11'-0"; Centrally-located and opened to main open office; lower and upper storage cabinets	Copy machine
(New) Storage Closet	1	0	0	50	50	5'-0"x10'-0"	Shelving required
Circulation					2,567	30% circulation factor	
SUBTOTAL			53		11,123		
Potential Future Expansion			12		2,225	20% [12 Occupants] Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			65		13,347		

Grant Sawyer State Office Building Program

Space Program - Department of Veterans Services

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Foyer (Not Lobby) / Central Space	1	0	0	270	270	Existing L-shaped space; No Reception Desk required	Seating; Display Flags; New Interns' Cubicles in Central space
DDPS (Deputy Director)'s Office	1	1	1	250	250	12'x15'	New desk, chair, credenza; Re-use desk, whiteboard, bookshelves, file cabinet, tables, chairs
Deputy Dir. Admin. Assistant Office	1	1	1	130	130	11'-5"x11'x5"	New chair; Re-use desk, file cabinet, storage cabinet if feasible
Conference Room	1	0	0	320	320	15'x18'; 9'-0" Ceiling; Video Conference; Acoustically Insulated; Not required to be enclosed	Seats (14)-(16) on average (10) but up to (21)
(NEW) HR Office	1	1	1	130	130	10'-0"x12'-0" (Existing: 8'-2"x9'-6"); Centrally-located; Visibility Window	New desk and chair; Re-use file cabinet; Built-in Shelves, Credenza, Counter
(New) Outreach Director's Office	1	1	1	200	200	10'-0"x12'-0" (Existing: 8'-2"x9'-6"); Centrally-located; Visibility Window	New desk and chair; Re-use file cabinet
(New) Storage (Lockable)	1	0	0	140	140	larger than 6'-10"x10'6"; Centrally-located; to store equipment, packets, and leaflets	New wall shelving required; Re-use existing Cabinet
Veteran's Information System (VIS)/ Women's Outreach Room (lockable)	1	2	2	221	221	11'-5"x19'-0" currently divided into (2) areas by partition; Needs permanent wall and new entrance door (likely involves MEP modifications); Centrally-located; Used for processing confidential database	(2) New desks and chairs; Re-use desks, chairs, file cabinet
						GENERAL NOTES: Power, Data, Telephone to be provided, Unless Otherwise Noted	
						Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted	
Circulation					498	20% circulation factor (Internal Circulation already factored into Overall Existing area)	
SUBTOTAL			6		2,159		
Potential Future Expansion					-	No Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			6		2,159		



Grant Sawyer State Office Building Program

Space Program - Division of Human Resource Management

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
AHRS-Room 1400-4 (Personnel Analyst)	1	1	1	130	130	11'-6"x13'-0" (with 2'-6"x4'-0" Brace furring on exterior wall); Adjacent to AHRS Personnel Officer and AHRS Personnel Technician preferred; Existing Exterior windows acceptable; Accessible to customers	None
AHRS-Room 1400-5 (Personnel Technician)	1	1	1	100	100	11'-6"x13'-0"; Adjacent to AHRS Personnel Officer and AHRS Personnel Analyst preferred; Meeting for up to (3); Existing Exterior windows acceptable; Accessible to customers	None
AHRS-Room 1400-8 (Personnel Officer)	1	1	1	170	170	11'-3"x13'-0"; Adjacent to AHRS Personnel Analyst and AHRS Personnel Technician preferred; Meeting for up to (3); Existing Exterior windows acceptable; Accessible to customers	None
AHRS-Room 11 (Office)	1	1	1	280	280	Reconfigure half of the existing 14'-0"x20'-0" Formerly DHRM Conference Room (seats 15-20); Brace furring on exterior wall; Existing Exterior windows acceptable; Adjacent to AHRS's (3) other Offices and Storage	Divided into (2) Cubicles; New Desk, Chair, and Office furniture; Existing conference table and chairs to be relocated
AHRS-Room 10 (File Storage) Room	1	1	1	91	91	7'-0"x13'-0"; Currently Functions as DHRM Administrator's Office; Adjacent to AHRS PO1, AHRS PA2, and AHRS PT2 preferred; Ease of access to secured Personnel Files and other confidential documents (locked when AHRS staff not present); Existing Exterior windows acceptable	(4)-(5) New horizontal file cabinet; Re-use existing furniture
CC&R-Room 1400 (Front Desk Reception)	1	2	2	226	226	11'-0"x20'-5" Awkward space; Double doors to Public Corridor; Opened to Conference Room and Main office area; Currently the shared main public entrance for entire Department	None
CC&R-Office 13 (Open - formerly Veterans' Services, Doug Williams' Office)	1	0	0	170	170	<u>(Non-contiguous with Main Office)</u> 10'-1"x13'-5"; Current Direct access to Public Corridor; Open for growth	None
CC&R-Office 1400-3 (Adrian Foster)	1	1	1	150	150	11'-5"x13'-0"; Opened to Main Office's Corridor; Conference table not required	None
CC&R-Office 1400-6 (Heather Dapice)	1	1	1	200	200	12'-8"x15'-0"; Opened to Main Office's Corridor; Conference table not required	None
DHRM-Conference Room 1	1	0	0	640	640	Verify Size; Videoconference capability; Existing A/V and Chair Storage at corner	Table seats (32); Retain existing multiple small tables for Training use/flexibility
DHRM-Room 1400-7 (Copier/File Room)	1	0	0	100	100	9'-9"x13'-0"; Opened to Main Office's Corridor; Shared by all Departments	New secure file room? or cabinet? for Agency HR Services (Questionnaire Page 2)
DHRM-Room 1400-9 (File/Supply Storage) - A	1	0	0	75	75	Existing 11'-6"x13'-0" to be divided into (2) equal offices with new wall and door added (per Questionnaire Page 2); Secured with magnetic lock; Only new Paint finish requested	None
(New) DHRM-Room 1400-9 (File/Supply Storage) - B	1	0	0	75	75	New space sub-divided from 1400-9-A listed above	
(New) DHRM Office	1	1	1	100	100	Enclosing existing 9'3"x9'-6" Cubicle into office; Formerly outsourced to EITS; Opened to Main Office's Corridor	
EEO-(Multiple) Suites 1500, 1500-1 (New Doug Williams' Office) 1500-2, 1500-3, and 1500-4	1	3	3	1,120	1,120	Verify individual room sizes; Occupied by EEO Director, Investigator, Admin. Assistant, and visiting Colleagues (Rooms 1500-1 and 1500-4); There is Receptionist Desk in the common area (Room 1500); New wall opening in 1500-4 to connect Suites 1400 and 1500 (retain the rest as an Office)	None; Room 1500-4 has existing storage cabinet
OED-Suite 1400 Open Office Area-Cubicles A, B, C, D, F, G, H, and I	1	7	7	820	820	Existing Cubicles: Front Reception for AA II (6'-7"x7'-4"); A, B, D (8'-0"x11'-6"); F,G,H,I (6'-6"x9'-0"); Occupied by Admin. Assistant II, Space for EDM; (4) Trainers, (1) Program Officer; (1) open cubicle, and (1) cubicle used as Communal Print Station and Library	None
OED-Office 2 (Rob Horgan, EDM Office)	1	1	1	200	200		None
OED-Room 12 (Training Room)	1	0	0	1,020	1,020	<u>(Non-contiguous with Main Office)</u> Verify Size; Used for Training, Meeting, OED Classed, and shared with other Divisions and Agencies; Requires a small TV monitor opposite the existing large screen	Seats (40); Classroom set-up; Retain loose seating for flexibility

Continued on Next Page

						GENERAL NOTES: Power, Data, Telephone to be provided, Unless Otherwise Noted; Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted; Finishes (Paint and Carpet) requested throughout for this Division, Unless Otherwise Noted; For this Division, due to required confidentiality, provide Acoustical Insulation at all walls shared with Corridors and adjacent Suites.	
Circulation					1,700	30% circulation factor	
SUBTOTAL			21		7,367		
Potential Future Expansion					-	No Potential Anticipated 3-to-5-year Growth (Existing open workstations in current spaces will cover growth)	
ANTICIPATED TOTAL FOR 2023			21		7,367		





Grant Sawyer State Office Building Program

Space Program - Gaming Control Board

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
ADM: Administration Division - Operations Section							
ADM-Front Desk/Reception	1	2	2	1,500	1,500	20'-0"x125'-0"; Does not need to be exactly the current size; For IT Security, not ideal to not be enclosed	Accommodates up to (150) Occupants for public meetings; Typically used by (15)-(20) at any given time
ADM-(New) Chief's Office	1	1	1	200	200	12'-0"x15'-0"	
ADM-(New) Conference Room	1	0	0	200	200	10'-0"x15'-0"; Near Chief's Office	Seats (6)-(10)
ADM-(New) Public Record Viewing Area	1	2	2	100	100	10'-0"x10'-0"; Adjacent to Lobby for direct Public access	
ADM-(New) Storage	1	0	0	450	450	15'-0"x30'-0"	
ADM-Supervisor's Office & Storage	1	1	1	180	180	12'-0"x15'-0"	
ADM-(New) AAIH Training and HR	1	1	1	100	100	12'-0"x15'-0"	
ADM-(New) Travel Staff Office	1	2	2	180	180	12'-0"x15'-0"	
Total			9		2,910		
ADMIT: Administration Division - Info Tech Section							
ADMIT-Conference Room	1	0	0	200	200	12'-0"x16'-0"	Seats (10)
ADMIT-Data Center	1	0	0	1,010	1,010	28'-0"x36'-0"; Server	
ADMIT-Manager's Office	1	0	0	130	130	12'-0"x12'-0"	
ADMIT-Engineer's Office	7	1	7	100	700	10'-0"x12'-0"	
Total			7		2,040		
EXEC: Board Commission - Admin. Hearings							
EXEC-Chief's Office	1	1	1	200	200	Existing	
EXEC-Office	5	1	5	170	850	Existing	
EXEC-(New) Open Office Cubicles	6	1	6	130	780	Requested new spaces for up to 6 additional staffs needing dedicated space	
EXEC-(New) Open Office Cubicles	5	1	5	75	375	Requested for spaces for (5) part-time staffs	
EXEC-(New) Open Office Cubicles-Visitor	1	1	1	75	75	Requested for spaces for (3)routinely-traveled Carson City Visitors; (1) dedicated and (2) sharing with part-time	
EXEC-Meeting Room	1	0	0	2,200	2,200	Assumed currently dedicated (not shared or already accounted for in other Department's Program)	Indicated as Max. Occupants (110); Confirm Size
EXEC-(New) Large Conference Room	1	0	0	250	250		
EXEC-(New) Small Conference Room	1	0	0	100	100		
EXEC-(New) Hearing Room	1	0	0	2,000	2,000		Confirm required size
			18		6,830		
AUD: Audit Division							
AUD-Conference Room 1	1	1	1	300	300	Not for Public; Verify Current and Desired Size	Seats (10)-(15)
AUD-Conference Room 2	1	1	1	140	140	Verify Current and Desired Size	
AUD-Offices	19	1	19	140	2,540	(1) large Chief's Office for meeting of (4)-(5); (2) large Deputies Offices; (16) Regular	
AUD-Open Office Cubicles	62	1	62	60	4,650	6'-0"x6'-0" Small Cubicles (Field Staff)	
AUD-File Rooms	2	0	0	300	600	15'-0"x20'-0"	
Total			83		8,230		

Continued on Next Page

Total			83		8,230		
ENF: Enforcement Division (Field Services, Operations, Analyst Section)							
ENF-Office Space	1	49	49	5,520	5,520	(1) Chief's Office, (2) Deputies' Offices, (5) Typical Offices, (41) Cubicles; Verify Current and Desired Size	
ENF-Training Area	1	0	0	600	600	Verify Current and Desired Size	Table seats (25)-(30); Modular/movable for flexibility
ENF-File Storage	1	0	0	300	300	15'-0"x20'-0"	
ENF-Evidence Vault	1	0	0	400	400	Verify Current and Desired Size	Confirm if any additional special requirements and features
ENF-Armory (Secured)	1	0	0	300	300	Secured by lock; Verify Current and Desired Size	Confirm if any additional special requirements and features
ENF-ERU and Background Investigation Work Area (Level 1)	1	19	19	1,975	1,975	<u>Non-Contiguous Space</u> ; (1) Supervisor in private office; (18) Cubicles Expanding	
ENF-ERU and Background Investigation Briefing Room (Conference)	1	0	0	600	600	<u>Non-Contiguous Space</u> ; Verify Current and Desired Size	Seats (8)-(10)
ENF-Special Investigation (Level 1) Open Office-Cubicles	1	9	9	1,170	1,170	<u>Non-Contiguous Space</u> ; All Cubicles (larger than standard size)	
Total			77		10,865		
INV: Investigations Division							
INV-Front Open Office: Admins Cubicles	7	1	7	75	525	8'-0"x11'-0"; Need paper storage	
INV-Conference Room	1	0	0	400	400	Verify Current and Desired Size; Video Conference Capability	Table seats (15)-(20)
INV: Chief Investigations Division's Office	1	1	1	200	200	12'-0"x13'-0"; Meeting up to (4)	
INV: Investigations Division Chief's Conference Room/Shared Workspace	1	0	0	200	200	Verify Current and Desired Size; Video Conference Capability; Also functions as Shared Workspace for Visiting Colleagues	Table seats (6)-(8)
INV: Deputy Chief Investigations Division's Office	1	2	2	170	170	12'-0"x13'-0"; Meeting up to (4)	(2) Desks
INV-Supervisor-Investigation Division (Non-restricted)'s Office	2	1	2	130	260	12'-0"x13'-0"; Meeting up to (4); Larger space needed	
INV-Supervisor-Investigation Division's (Restricted) Office	4	1	4	130	520	12'-0"x13'-0"; Typical space acceptable	
INV-Open Office: Agents' Cubicles	26	1	26	130	3,380	7'-0"x8'-0";	
INV-Copier/Printer Room/Supply Room (LVIVL1)	1	0	0	150	150	7'-0"x21'-0"	
INV-Printer (LVIVL2)	2	0	0	100	200	7'-0"x8'-0"	
INV-Lounge (Kitchenette)/Lactation Room	1	0	0	160	160	12'-0"x13'-0"; counter, sink, refrigerator, microwave; Lactation Room can be shared in the building	Break table seats (5)-(10)
Total			42		6,165		
TNL: Tax & License Division							
TNL-Admin. Area	1	2	2	260	260	(2) Cubicles	
TNL-Conference Room	1	0	0	240	240	10'-0"x12'-0"	Table seats (12) with Storage Cabinet
TNL-(New) Storage Room	1	0	0	150	150	To store excess items in Storage Cabinet	
TNL-Chief's Office	1	1	1	200	200	Verify Current and Desired Size;	
TLN-(New) Managers' Office	3	1	3	170	510	Verify Current and Desired Size; Manager requires private office (Currently in cubicle within shared space)	
TLN-Agents' Open Office-Cubicles	1	8	8	1,000	1,000	6'-0"x6'-0" Small Cubicles (Field Staff)	
TNL-Copy, File, Supply Room	1	0	0	150	150	Work Counter	
Total			14		2,510		

Continued on Next Page

TECH: Technology Division						ENTIRE DIVISION CURRENTLY OFF-SITE (Pilot Road near Airport) in 7,928 SF space	
TECH-Reception Area	1	0	0	290	290	16'-0"x18'-0"	
TECH-Conference Room	1	0	0	340	340	14'-0"x24'-0"	
TECH-Audit Room (lockable)	1	0	0	450	450	14'-0"x32'-0"; Daylighting preferred; Printer, Office Supplies, System testing, Storage; Acoustical Insulation	
TECH-Server Room (lockable)	1	0	0	220	220	12'-0"x18'-0"; increased A/C and power requirements, raised floor, Acoustical Insulation	
TECH-Media Archive/Burn Room (lockable)	1	0	0	290	290	12'-0"x24'-0"; Archive digital storage media provided by gaming industry; Adjacent to Testing Lab; No window Secured on all sides including ceiling, functioning as secure Storage Vault	
TECH-Chief's Office	1	1	1	200	200	12'-0"x24'-0"; Meeting up to (4); Daylighting required; away from Cubicle area	
TECH-Manager's Office	1	1	1	170	170	14'-0"x16'-0"; Meeting up to (4); Daylighting preferred; glass window to Cubicle area preferred	
TECH-Supervisor's Office	4	1	4	130	520	12'-0"x14'-0"; Meeting up to (4); Daylighting preferred	
TECH-Field Office (Open)	1	1	1	100	100	12'-0"x14'-0"; Field service prep, equipment storage, guest office, remote location	
TECH-Open Office - Cubicles	20	1	20	130	2,600	Currently (19) occupants in 1600 SF space	up to (20) Cubicles
TECH-Forensic Lab & Vault (lockable)	1	0	0	240	240	12'-0"x20'-0"; Secured Forensic processing of digital equipment and Evidence Storage; No window or dropped ceiling; Potentially increased A/C and power,	
TECH-Open Office - Cubicles II	1	11	11	1,150	1,150	Currently (19) occupants in 1600 SF space; Assumed 11 Occupants based upon average	
TECH-Lab	1	0	0	240	240	24'-0"x24'-0" (in Forwarded E-mail, not in Room Survey)	
TECH-Lab	1	0	0	480	480	12'-0"x40'-0" (in Forwarded E-mail, not in Room Survey)	
TECH-Lab	1	0	0	670	670	24'-0"x28'-0" (in Forwarded E-mail, not in Room Survey)	
TECHTesting/Printer/Office Supply	1	0	0	450	450	14'-0"x32'-0" (in Forwarded E-mail, not in Room Survey)	
TECH-Break Room	1	0	0	450	450	16'-0"x28'-0"	
Total			38		8,860	Forwarded E-Mail indicated Approximate Area of 7,928 SF; the total at left derived from Questionnaire/Survey	
						GENERAL NOTES: Ideal to be all contiguous on same level and prefers to retain; Power, Data, Telephone to be provided, Unless Otherwise Noted; Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
						ROOM PREFIX LEGENDS: ADM: Administration Division - Operations Section ADMIT: Administration Division - Info Tech Section EXEC: Board Commission - Admin. Hearings AUD: Audit Division ENF: Enforcement Division INV: Investigations Division TNL: Tax & License Division TECH: Technology Division	
Circulation					14,523	30% circulation factor	
SUBTOTAL			288		48,410		
Potential Future Expansion			44		7,262	15% Potential Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			332		55,672		







Grant Sawyer State Office Building Program

Space Program - Governor's Office of Economic Development (GOED)

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
GS-Lobby	1	0	0	225	225	15'-0"x15'-0"; Seating	
GS-(Enlarged) Large Conference Room	1	0	0	560	560	12'-0"x35'-0"; Currently 12'-0"x20'-0" Relocated IT; Adjacent to Lobby; Video Conference capability	Seats (24)-(28); Currently seats (14)
GS-(New) Small Conference Room	1	0	0	200	200	13'-0"x20'-0"; Non Video Conference	Seats (8)-(10)
GS-Executive Director's Office	1	1	1	300	300	13'-0"x16'-0"	
GS-Deputy Director's Office	1	1	1	250	250	12'-0"x13'-0"	
GS-Industry Specialist Healthcare's Office	1	1	1	170	170	9'-0"x13'-0"	
GS-Program Manager's Office	1	1	1	130	130	9'-0"x13'-0"	
GS-Director, International Division's Office	1	1	1	170	170	9'-0"x13'-0"	
GS-Communications Director's Office	1	1	1	170	170	9'-0"x13'-0"	
GS-Workforce Development Program Coordinator	1	1	1	100	100	9'-0"x13'-0"	
GS-Deputy Director International Division's Office	1	1	1	250	250	9'-0"x13'-0"	
GS-International Business Manager's Office	1	1	1	130	130	9'-0"x13'-0"	
GS-Vacant Office (Future Growth)	1	1	1	130	130	9'-0"x13'-0"	
GS-Open Office: Admin. Assistant, Business Development's Cubicle	1	1	1	75	75	Verify Current Size	
GS-Open Office: Admin. Assistant, International Division's Cubicle	1	1	1	75	75	Verify Current Size	
GS-Open Office: Executive Assistant, Program Management Specialist's Cubicle	1	1	1	130	130	Verify Current Size	
GS-Open Office: Vacant Cubicle (Future Growth)	1	1	1	75	75	Verify Current Size	
GS-Open Office: Intern's Cubicle	1	1	1	75	75	Smaller size acceptable	
Kitchenette/Break Room	1	0	0	100	100	8'-0"x12'-0"	
Copy Room	1	0	0	100	100	15'-0"x15'-0"; Work Area	
Storage (Lockable)	1	0	0	80	80	6'-0"x12'-0"	
GS-TOTAL			15		3,495		
NFO-Reception/Entry/Display Room	1	1	1	300	300	14'-0"x21'-0"; Movie Posters/Screens/Display	
NFO-Conference/Media Room	1	0	0	160	160	13'-0"x20'-0"	
NFO-Director's Office	1	1	1	300	300	13'-0"x20'-0"	
NFO-Assistant Director's Office	1	1	1	250	250	12'-0"x13'-0"	
NFO-Film Incentive Analyst's Office	1	1	1	130	130	10'-0"x12'-0"	
NFO-Film Resource Coordinator's Office	1	1	1	130	130	10'-0"x12'-0"	
NFO-Copy/Storage/Server Room	1	0	0	100	100	8'-0"x12'-0"	
NFO-Kitchenette Area	1	0	0	60	60	7'-0"x8'-0"	
NFO-Storage (Film Office)	1	0	0	180	180	13'-0"x14'-0"	
NFO-TOTAL			5		1,610		

Continued on Next Page

NFO-TOTAL			5		1,610		
PTAC, POP-Reception	1	0	0	120	120	10'-0"x12'-0"	
PTAC, POP-Conference Room	1	0	0	130	130	10'-6"x12'-0"	
PTAC, POP-Director's Office	1	1	1	300	300	9'-0"x12'-0"	
PTAC, POP-Deputy Director's Office	1	1	1	250	250	9'-0"x12'-0"	
PTAC, POP-(New) Open Office (Growth)	1	1	1	130	130	9'-0"x12'-0"	
PTAC, POP-Open Office: Cubicles 2, 3, 4	1	3	3	130	130	16'-0"x19'-0"	
PTAC, POP-Kitchenette/Storage Room	1	0	0	115	115	6'-0"x19'-0"	
PTAC, POP-TOTAL			6		1,175		
						GENERAL NOTES: Power, Data, Telephone to be provided, Unless Otherwise Noted;	
						Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
						ROOM PREFIX LEGENDS: GS: Grant Sawyer	
						NFO: Nevada Film Office	
						PTAC-POP: Nevada Procurement Technical Advisory Center	
Circulation					1,884	30% circulation factor	
SUBTOTAL			26		8,164	(14) Currently in GS; (10) Off-Site Like to move in; (2) Visiting	
Potential Future Expansion					-	No Potential Anticipated 3-to-5-year Growth	





Grant Sawyer State Office Building Program

Space Program - Governor's Office of Workforce Innovation (OWINN)

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Reception Area/Open-Office Central Area	1	1	1	400	400	Confirm current Size; Relocate Receptionist Desk closer to entrance and before private offices	(3) New Carson City Visitors and Interns' Cubicles
Conference Room	1	0	0	400	400	Confirm current Size; Adjacent Storage	Seat (15)-(20)
Copy/Break Area (Kitchenette)	1	1	1	200	200	Confirm current Size; What are the current required adjacencies?; Kitchenette counter with Sink required if to continue to double as Break Room; Prefer to separate Break Room function?; Acceptable to be partially open	
Office#1 (Executive Director)	1	1	1	300	300	Confirm current Size; Prefer to not be directly accessible to Lobby before Receptionist	New privacy blinds
Office#2 (State Apprenticeship Director)	1	1	1	250	250	Confirm current Size; What is the current required adjacency?; Add (1) additional desk	New additional desk and privacy blinds; Re-use deck, book shelf, and credenza
Office#3 (Data Manager)	1	1	1	170	170	Confirm current Size; What is the current required adjacency?	New privacy blinds
Office#4 (Program Administrator/Officer)	1	1	1	130	130	Confirm current Size; What is the current required adjacency?	None
Office#5 (For (4) Personnel)-Cubicles	1	4	4	75	75	Confirm current Size; What is the current required adjacency?; Explore potential to alleviate wall's angle to offer improved spatial efficiency	TBD
(New) Storage	1	0	0	100	100		
Circulation					608	30% circulation factor	
SUBTOTAL			10		2,633		
Potential Future Expansion			10		1,316	50% Potential Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			20		3,949		





Grant Sawyer State Office Building Program

Space Program - Legislative Counsel Bureau

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
4400-Reception/Lobby	1	1	1	400	400	18'-0"x33'-0"; Adjacent and with direct access to 4401 Committee Room (Acoustical Insulation needed)	Lobby seats (15)-(20) currently functions as overflow space with TV monitors
4404A-Conference Room	1	0	0	240	240	16'-0"x20'-6"; Video Conference capability; Existing exposed Electrical panels/Breaker box needs to be covered second access point opened to internal corridor to be retained	Seats (12)
4404B-Conference Room	1	0	0	240	240	15'-6"x17'-6"; Video Conference capability; Still awaiting Room Survey sheet	Assumed Seats (12)
4405-Office (LW)	1	1	1	200	200	11'-0"x18'-0"	Re-use desk, chairs, shelf, file cabinets
4410-Office (FB)	1	1	1	210	210	12'-0"x18'-0"	Re-use desk, chairs, shelf, file cabinets
4411-Legal Office (JH)	1	1	1	210	210	12'-0"x18'-0"	Re-use desk, chairs, shelf, file cabinets
4413-Office (MA)	1	1	1	230	230	13'-0"x18'-0"	Re-use desk, chairs, shelf, file cabinets
4405 Legislative Police Office	1	3	3	130	130	12'-6"x18'-0"; Required reconfiguration into separate offices (not cubicles)	Re-use desk, safe, file cabinets, IT Equipment
4402-A/V Room	1	4	4	460	460	19'-0"x24'-6"; Serves as camera control station for Video Conference hearings	New built-in shelves and storage cabinets; Re-use racks, v/c equipment, chairs, and bookcases
4412D-Server Room/Storage	1	0	0	260	260	10'-6"x25'-0"; Also functions as computers storage; Lock requested for the double door	
4408-Copy Room	1	0	0	100	100	11'-0"x16'-0"; work counter with upper and lower cabinets requested	
(New) Storage Room	1	0	0	260	260	For tables and chairs currently stored on hallway (4407)	
4409-Kitchen Area	1	0	0	110	110	Acceptable to remain open; Currently has storage cabinet and counter, refrigerator, microwave, ice machine	
Break Room	1	0	0	200	200	Existing 100 SF room is inadequate and requires enlargement	
Suite 4000-Lobby, Copy Area, Supply Room	1	2	2	620	620	This suite is currently spatially-underutilized; Lobby area is larger than needed; prefer to reduce and add meeting room with video conference	Can accommodate up to (25) occupants
Suite 4000-Conference Room (CR4000)	1	0	0	160	160	11'-6"x12'-6"; Also functions as Photo Room for ID badges; window in the door or side light requested	Seats (8); Re-use table, chairs, computer equipment, camera
Suite 4000-Office 5 (JT)	1	1	1	130	130	10'-6"x11'-6"; Exterior window preferred	Re-use desk, chairs, shelf
Suite 4000-Office 14 (CH)	1	1	1	150	150	11'-6"x13'-0"; Acoustical Insulation needed at shared exterior window	Re-use desk, chairs, shelf, and cabinet
Suite 4000-Office 22 (MM)	1	1	1	120	120	10'-6"x11'-6"; Acoustical Insulation needed at shared exterior window	Re-use desk, chairs, shelf, and cabinet
Suite 4000-Office 16 (Spare Research Office)	1	1	1	130	130	11'-6"x12'-0"; Accessible to all staff; Currently used by staff requiring H/C Accessibility and functions well	Re-use desk, chairs, shelf, and cabinet
Suite 4000-Open Office Cubicle Area/	1	1	1	1,420	1,420	Currently (1) Cubicle; Formerly (9) Cubicles; Sink requested at Kitchenette; Subdivide into additional Offices, 8'-0"x8'-0" Cubicles; Add (5) New cubicles for Carson City visitors	Re-use tables, chairs, shelf, paper storage, chair rack, fridge, water cooler
Suite 4000-(New) Committee Room	2	0	0	-	-	To be reconfigured within Suite 4000's 1,420 SF open area (above item)	Dias seats and total seats TBD
Suite 4000-(New) Legislator's Office	5	1	5	300	1,500	U-shaped desk with private round conference table; for Legislator's meetings	
Storage/Kitchenette/Break Area	1	0	0	200	200	Meeting Rooms, Break Room, Storage	
Committee Room (4401)	1	0	0	2,600	2,600	41'-0"x63'-0"; Hearing Room with Video Conference capability; Double Dais, Open Audience Seating, and Witness Table; "Splintering" wood at Dais needs repair; Adjacent and direct access to A/V Room to be retained;	Two-Tier Dias seats (23); Seats up to (125) occupants; Re-use TV, chairs, and tables
Committee Room (4406) (In Ste. 4400)	1	0	0	260	260	41'-0"x63'-0"; Hearing Room with Video Conference capability; Move door at South to open to public Corridor	Seats (15)-(20) occupants
Committee Room (4412)	1	0	0	2,380	2,380	37'-6"x63'-6"; Hearing Room with Video Conference capability; Single-Row Dais, Open Audience Seating, and Witness Table; "Splintering" wood at Dais needs repair; Adjacent and direct access to A/V Room to be retained Request to remove (6) partition, doors and (3) exit doors (confirm Fire Life Safety Master Egress compliance), explore reconfiguration around existing column, to maximize footprint and visibility	One-Tier Dias seats (13);Seats (15)-(20) occupants Re-use witness table
Committee Room (4412E)	1	0	0	390	390	15'-6"x25'-0"; Hearing Room with Video Conference capability; shared between 4412E and 4412; Retain separate Staff entrance	Seats (20) occupants; Re-use v/c equipment, tables, and chairs
(New) Committee Room	2	0	0	1,300	2,600	Requesting higher ceiling in new and existing Committee Rooms; existing flexible loose seating works well and to remain (as opposed to fixed)	One-Tier Dias seats (15); Seats up to (50)-(60) occupants

Continued on Next Page

						GENERAL NOTES: Finishes maintenance requested: paint, floor tiles, ceiling tiles, doors' faded areas throughout;	
						Power, Data, Telephone to be provided, Unless Otherwise Noted;	
						Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
						Likely not use shared Conference Facilities if available; Current Hearing Rooms shared with	
						Executive branch and other Departments; This Agency is one of the most-visited in the building	
Circulation					5,091	30% circulation factor (2 additional % account for circulation at open-office Cubicles area)	
SUBTOTAL			24		21,001		
Potential Future Expansion			8		6,930	33% Potential Anticipated 3-to-5-year Growth (as indicated Maximum (24): (6) added to current (18))	
ANTICIPATED TOTAL FOR 2023			32		27,932		









Grant Sawyer State Office Building Program

Space Program - Office of the Lieutenant Governor

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Lobby Waiting/Reception	1	1	1	200	200	Confirm current Size; Note existing column in middle of room; Prefer window to public Corridor if Codes allow	
Foyer (Open Office)	1	1	1	180	180	Confirm current Size; Storage and Counter; for Print, Scan, Materials assembly, and food/drink prep; Also functions as Guest Station and accommodate Kitchenette Cabinet	
Lt. Governor's Office	1	1	1	320	320	Confirm current Size; Requires Conference capability for up to (8); Soundproof; Adjacent to Private Restroom; Direct access to Balcony preferred for security reasons (current layout has (1) entry/exit at public Corridor)	
Lt. Governor's Private Restroom	1	0	0	80	80	Confirm current Size; Adjacent to Lt. Governor's Office; Acoustical Insulation	
Deputy Chief of Staff's Office (Ext. 62410)	1	1	1	200	200	Confirm current Size; Requires Conference capability for up to (3); Proximity to Reception area	
Communications Director's Office (Ext.62405)	1	1	1	200	200	Confirm current Size; Requires Conference capability for up to (3); Proximity to Reception area	
						GENERAL NOTES: Power, Data, Telephone to be provided, UON	
						Acoustical Insulation for private Offices and Conference Rooms, UON	
Circulation					354	30% circulation factor	
SUBTOTAL			5		1,534		
Potential Future Expansion					-	No Potential Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023			5		1,534		





Space Program - Nevada State Fire Marshal (Department Not Selected for Inclusion in Proposed Implementations)

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Open Office - Cubicle	1	0	0	150	150	Not for public reception Admin. Cubicle	Admin. Desk
Conference Room	1	0	0	200	200	Video Conference capability	Seats (10)
Manager's Office	1	1	1	150	150		New Desk and chair; Optional Round Conference Table
Building Inspectors' Office	1	2	2	180	180	(2) 9'-0"x9'-0" Cubicles	(2) New Desks and chairs
Investigators' Office	1	2	2	180	180	(2) 9'-0"x9'-0" Cubicles	(2) New Desks and chairs
File/Storage (lockable)	1	0	0	120	120		
Break Alcove?	1	0	0	100	100		
Circulation					324	30% circulation factor (Self-contained suite)	
SUBTOTAL			5		1,404		
Potential Future Expansion				-		No Potential Anticipated 3-to-5-year Growth (this space will accommodate growth)	
ANTICIPATED TOTAL FOR 2023			5		1,404		

Grant Sawyer State Office Building Program

Space Program - Nevada State Treasurer

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
UP-Lobby/Reception	1	1	1	100	100	Bulletproof Windows (Cash handling, valuables storing); Improved ventilation	Accommodates up to (10)
UP-Conference Room	1	0	0	500	500	Video Conference capability	Seats (10)-(25); New Conference Table
UP-Dep. Treasurer's Office	1	1	1	250	250		Re-use furniture
UP-Auditor III's Office	1	1	1	170	170	Daylighting	New Desk; Re-use Desk, chairs, table, file cabinet, Equipment
UP-Management Analyst II's Office	1	1	1	100	100		New Desk; Re-use Desk, chairs, table, file cabinet, Equipment
UP-Management Analyst IV's Office	1	1	1	130	130		Re-use Desk, chairs, table, file cabinet, Equipment
UP-Open-Office Cubicles/Print Station	1	8	8	600	600	Cubicles to be configured for work groups adjacencies	(4) New Cubicles; Re-use Cubicles, printer/copiers
UP-Vault	1	0	0	300	300	Located in secured interior space with no exterior window; Power, Data, Phone	Tables, shelving's, file cabinets
UP-Storage	1	0	0	200	200	Can be open area; if so, no visibility from window	New Shelving and Re-use shelving
UP-Break Room	1	0	0	200	200	Sink, microwave, refrigerator	Accommodates up to (5); New table and chairs
Total			13		2,550		
CS-Front Desk/Reception	1	1	1	150	150	Improved Ventilation; Moppable floor finish preferred	Accommodates up to (5)-(15); If combined with UP, (2) separate windows needed
CS-(New) Treasurer's Office	1	1	1	300	300	Elected-Official size; for Public meetings; Adjacent to COS Office; Daylighting	(New) desk, chairs, Conference table Seats(6)
CS- Deputy Treasurer's Office	1	1	1	250	250	Adjacent to College Savings Staff	New desk and chairs; Re-use desk and chair
CS-(Enlarged) Chief of Staff's Office	1	1	1	200	200	Currently 127 SF and within Suite 4200; Public and staff Conference up to (4); Adjacent to Treasurer's Office; Daylighting	New desk and chairs, conference table seats (4)
CS-Conference Room	1	0	0	200	200	Confirm Video Conference capability; Adjacent to College Savings	Seats (10); New Conference Table
CS-MA III with GGMS's Office	1	1	1	170	170	Adjacent to College Savings	New furniture
CS-Marketing Coordinator's Office	1	1	1	130	130	Adjacent to College Savings	New furniture
CS-Program Officer III/Pre-paid Tuition's Office	1	1	1	130	130	Adjacent to College Savings	New furniture
CS-Senior Deputy Treasurer's Office	1	1	1	250	250	Adjacent to College Savings; Adjacent to Chief of Staff's Office	New desk and chairs, conference table seats (4); Re-use desk, chairs, book cases
CS-Open-Office Cubicles/Print Station	1	3	3	980	980	Cubicles to be configured for work groups adjacencies	(4) New Cubicles; Re-use Cubicles, printer/copiers
CS-Expanded Storage	1	0	0	400	400	Room partially exists currently; required expanded footprint to include workstation for assembling materials Adjacent to College Savings; Similar function to Mail Room/Large Copy Room	
Total			11		3,160		
(New) Public Hearing Room	1	0	0	1,300	1,300	Similar to Legislative Counsel Bureau's Level 4 or City Hall Level 2; Can be shared	One-Tier Dias seats (15); Seats up to (50)-(60) occupants
(New) Dedicated Server Room	1	0	0	300	300	Currently sharing and in Gaming Control Board's space; Dedicated HVAC	
						GENERAL NOTES: Prefers consolidation into a contiguous footprint particularly for security access reason	
						If consolidated, (1) Large Conference and (1) Break-Out accommodating (5)-(6) is acceptable,	
						and with Video Conference capabilities	
						Power, Data, Telephone to be provided, UON	
						Acoustical Insulation for private Offices, UON	

Continued on Next Page

						ROOM PREFIX LEGENDS: UP: Unclaimed Property Division (Suite 4200)	
						CS: College Savings / Prepaid Tuition Division (Suite 4600)	
						CONF-STOR: Conference-Storage Suite (Suite 5300)	
Circulation					2,193	30% circulation factor	
SUBTOTAL			24		7,310		
Potential Future Expansion			3		1,023	14% Anticipated 3-to-5-year Growth (Indicated in Questionnaire as growth of (3) from current (21)	







Grant Sawyer State Office Building Program

Space Program - Office of the Governor - Las Vegas

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Lobby/Receptionist Area	1	1	1	700	700	13'-0"x27'-0" Enclosed with Surveillance monitored by Capitol Police with (2) cameras with capability to see entire lobby area; Accessible to entire suite and Conference Room; Ability to control access to other areas of the suite (Conference Room, main Office Suite, public Corridor) via locked doors; Acoustical insulation; Bulletproof glass separation from public side	Receptionist (Admin. Assistant's desk); Waiting area seats (5); Accommodate group from (2)- (35); New "Executive Chairs"/sofa, new comfortable chair for Receptionist
Conference Room (Lockable)/Media Room	1	0	0	530	530	22'-0"x24'-0" Video Conference for internal and public and Media Room; Access to Balcony; Relocated IT equipment not in use; Adjacent to Governor's Office Lobby and Balcony; Mechanical system's independent temperature control requested due to varying number of occupants	Table seats (16)-(18); Accommodates (25)- (35); New comfortable, high-back, adjustable chairs with firm cushion; New window blinds requested
Governor's Office	1	1	1	400	400	Currently 10'-0"x32'-0" (Private but accessible to the rest of the Suite; Soundproof; Existing windows (daylighting); independent temperature control if possible (Summer heat gain is a concern)	New Lounge Area furniture (Sofa and (2) chairs); New window blinds; Adjacent to Private Restroom, Private Conference Room?, Balcony;
Governor's Private Restroom	1	0	0	120	120	Confirm current size; Sink, Toilet, and Shower	
(New) Governor's Conference Area	1	0	0	300	300	12'-0"x18'-0"; A/V Closet with Video Conference equipment, extra furniture, and misc. equipment?	Verify desired number of occupants; Conference room chairs (adjustable with firm cushion); Seats (6)
Office Manager/Director's Office	1	1	1	250	250	11'-0"x14'-0"; Requires Conference capability for up to (4); Convenient access to internal office Corridor and the rest of the suite; Existing exterior window; independent temperature control if possible	New blinds for the window; Re-use TV Cabinet
Governor's Detail's Office	1	1	1	130	130	9'-0"x9'-0"; Maintain existing wall safe and security cameras access; Accessible to Governor's Office	Re-use supply cabinet
Senior Staff's Office	1	4	4	200	200	Currently 10'-0"x15'-0" (150 SF); Requires Conference capability for up to (5); Also Library for Reports to the Governor; A	New desk; Re-use filing cabinet and desk
Communication's Office	1	1	1	170	170	10'-0"x14'-0"; No Full-Time Occupants; Requires Conference capability for up to (4); Cable Access for News; Accessible from the entire suite	New desk and chairs; Re-use cabinet, book shelf, and TV
Open Office (Future Growth)	1	1	1	130	130	10'-0"x14'-0"; Requires Conference capability for up to (4);	New desk and matching book shelves; Re-use desk and book shelves
Business War Room (lockable)	1	0	0	180	180	10'-0"x18'-0"; Video Conference capability; Accessible from the entire suite; Currently utilized by GOED	Table seats (4); New table and comfortable adjustable mobile chairs; white boards
Intern Work Stations (Open Office)	3	1	3	240	720	14'-0"x17'-0" Non-Full-Time Positions; Also functions as Copy Machine/Fax Area and open workstation	Re-use large table
Kitchenette/Break Room	1	0	0	140	140	10'-0"x14'-0"; Sink, refrigerator, microwave; Accessible from the entire suite	Table seats (3)
Supply Room/Storage	1	0	0	110	110	9'-0"x12'-0"; Accessible from the entire suite	New "durable" storage shelves
Circulation					1,224	30% circulation factor	
SUBTOTAL			13		5,304		
Potential Future Expansion			-		-	Potential Anticipated 3-to-5-year Growth: Depends on Administration	
ANTICIPATED TOTAL FOR 2023			13		5,304	Typically (3) Full-Time and up to (7) Staff; Total Occupants accounts for visiting staff and open workspace	









Grant Sawyer State Office Building Program

Space Program - Nevada Secretary of State

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Lobby/Reception	1	0	0	250	250	Currently (3) Customer Service Windows; (2) additional required in 3-5 years	Lobby seats (25)
Conference Room	1	0	0	500	500	Video Conference capability;	Seats (20)-(25)
Director's Office	1	1	1	300	300		
Deputy Director's Office	5	1	5	250	1,250		
Division Head's Office	9	1	9	200	1,800		
Deputy Division Head's Office	12	1	12	170	2,040		
Middle Supervisors & Professional's Office	5	1	5	130	650		
First Line Supervisor's Cubicle	3	1	3	100	300		
Clerical Support/Technician's Cubicle	8	1	8	90	720		
File/Storage (lockable)	1	0	0	120	120		
Break Room	1	0	0	200	200	Existing 100 SF room is inadequate and requires enlargement	
						GENERAL NOTES: Currently off-site at City Hall of the City of North Las Vegas;	
						If in Grant Sawyer, to be on Level 1 for public access, and in a contiguous space;	
						Power, Data, Telephone to be provided, Unless Otherwise Noted;	
						Acoustical Insulation for private Offices and Conference Rooms, Unless Otherwise Noted;	
						Will use shared Conference Facilities if available	
Circulation					2,602	32% circulation factor (2 additional % account for circulation at open-office Cubicles area)	
SUBTOTAL			43		10,732		
Potential Future Expansion			2		537	5% Potential Anticipated 3-to-5-year Growth (based upon indication of 2 new employees)	
ANTICIPATED TOTAL FOR 2023			45		11,268		

Grant Sawyer State Office Building Program

Space Program - PROPOSED COMMUNAL BREAK ROOM

January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Communal Break Room	1	0	0	300	300	Counter, sink, refrigerator, microwave, upper and lower cabinets	Groupings of break tables and chairs
Gym/Fitness Center	1	0	0	900	900	30'-0"x30'-0" Requested by Attorney General's Office to be shared with the entire building	
						GENERAL NOTES: Proposed new Communal Break Room to be shared by smaller Departments; To be adjacent to the wing where smaller Departments are grouped together	
Circulation					360	30% circulation factor required	
SUBTOTAL		0		1,560			
Potential Future Expansion				-		No Additional Potential Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023		0		1,560			



Grant Sawyer State Office Building Program

Space Program - PROPOSED INNOVATION CENTER (CONFERENCE AND CO-WORKING)



January 2, 2019

Space	Quantity	Occ. (Ea.)	Occ. (Total)	Area (Ea.)	Area (Total)	Space Notes	Furniture Notes
Vestibule Space	1	0	0	300	300	Pre-Function/Central Space	Accommodates up to (35); Seating groups; Space for Check-In tables, if required
Large Conference Room	1	0	0	400	400	Video Conference capability	Seats (35)
Medium Conference Room	2	0	0	250	500	Video Conference capability	Seats (15)
Small Conference Room	2	0	0	150	300	Video Conference capability	Seats (8)
Co-Working Space	1	0	0	500	500	Communal Tables, Counters, Seating Groups, Printer/Copier/Fax	Seats (20)
Kitchenette/Break Area	1	0	0	300	300	Optional: Open-Plan Configuration and integrated into Co-Working Space; Potential enclosed area for Caterer's	Accommodates up to (10)
						Staging and Service access	
Storage	1	0	0	200	200	10'-0"x20'-0" for chairs, table, misc. storage	Shelves on (1) wall
						GENERAL NOTES: Proposed new shared Conference and Co-Working Facility; Daylighting if feasible	
						Ideally centrally located on Level 1 for convenient public access, and nearby Public Restrooms	
						Acoustical Insulation for privacy sound control;	
						(Optional) Operable Partition system to create a flexible/larger space	
Circulation					750	30% circulation factor required	
SUBTOTAL		0		3,250			
Potential Future Expansion				-		No Additional Potential Anticipated 3-to-5-year Growth	
ANTICIPATED TOTAL FOR 2023		0		3,250			







Program Needs Assessment | Summary



Grant Sawyer State Office Building Feasibility Studies

Spaces and Growth Projection Needs Analysis and Summary

January 2, 2019

Department/Agencies	Current Location in 2018	Anticipated Location in 2023	Existing Staff in 2018	Anticipated Staff in 2040	Existing Area (If in Grant Sawyer) - 2018 (Square Feet) Based upon Provided CAD Drawings	Current Needs Area (Square Feet) Based upon Surveys/Interviews	Area with Anticipated Growth - 2023 (Square Feet)	Area with Projected Growth - 2040 (Square Feet)	Specific Needs and Requirements
Admin-NSLA-Mail Services (Mail Room)	GS 1200	GS	6	9	1,179	1,027	1,130 Default 10% Growth	1,514 2% per year x 17	Level 1 for loading dock access
Attorney General	GS 3900, Level 4 Suite	GS	167	190	36,415 (Level 3: 27,506 + Level 4: 8,909)	56,622	57,754 (2% Growth)	59,372 (0.4% per year) x 17 years	
Capitol Police	GS 1000, Level 1 Un- labeled Sergeant's Office	GS	10	16	714	1,379	1,931 Proportional 40% Growth	3,012 8% per year x 17	Contiguous space required; (2) access points and Direct Elevator access; Growth indicated to be proportional with building's growth
Colorado River Commission of Nevada	GS 3100	GS	28	39	7,355	8,386	9,560 (14% Growth)	11,434 (2.8% per year) x 17 years	
Commission on Ethics	GS 4774	GS	1	5	223	216	238 Default 10% Growth	318 2% per year x 17	Near Chambers and/or Proposed Conference Center
Consumer Health Assistance	GS 4800	GS	18	27	2,773	4,090	4,908 (20% Growth)	6,282 (4% per year) x 17 years	
Controller's Office - Vendor Database Services	GS 4300	GS	4	6	647	756	832 Default 10% Growth	1,114 2% per year x 17	
Department of Employment, Training and Rehabilitation	Off-Site	GS	0	34	0	4,583	5,041 Default 10% Growth	6,755 2% per year x 17	
Department of Employment, Training and Rehabilitation - Cafeteria	GS Level 1 Suite	GS	5	7	3,463	4,194	4,613 Default 10% Growth	6,182 2% per year x 17	
Department of Public Safety - Investigation Division	GS 1013, 1014, 1850	GS	6	13	752 (1013-1014: 505 + 1850: 247)	1,440	1,728 (20% Growth)	2,212 (4% per year) x 17 years	Level 1 for convenient access to Exterior
Department of Taxation	GS 1300	GS	89	128	7,737	15,795	17,059 (8% Growth)	21,699 (1.6% per year) x 17 years	Level 1 for Public access
Department of Taxation - Marijuana Enforcement Division	GS 4100	Off-Site	53	0	3,312	- Off-Site: 11,123	- Off-Site: 13,347	- Off-Site	Department indicated the goal to vacate Grant Sawyer State Office Building and move into off-site stand-alone building with Secured Sallyport for security purposes
Department of Veterans Services	GS 3200	GS	6	9	1,590	2,159	2,375 Default 10% Growth	3,182 2% per year x 17	
Division of Human Resources Management	GS 1400, 1500	GS	21	29	7,105	7,367	8,104 Default 10% Growth	10,859 2% per year x 17	Prefers Level 1 for convenience of Public access for Training
Gaming Control Board	GS Level 1 Suite, 2600 Off-Site (7,928 SF)	GS	288	402	42,161 (Level 1: 6,507 + Level 2: 35,654)	48,410	55,672 (15% Growth)	67,363 (3% per year) x 17 years	Combined Current Spaces (GS and Pilot Rd.) 42,161 + 7,928 = 50,089 SF
Governor's Office of Economic Development (GOED)	GS 5400	GS	24	35	3,865	8,164	8,980 Default 10% Growth	12,034 2% per year x 17	
Governor's Office of Workforce Innovation (OWINN)	GS 4900	GS	10	26	1,991	2,633	3,950 (50% Growth Anticipated)	5,055 (4% per year) x 17 years	Assume 4% Growth per year after the anticipated major growth as indicated
Legislative Counsel Bureau	GS 4000, 4400	GS	24	41	12,936	21,001	27,931 (33% Growth Anticipated)	35,752 (4% per year) x 17 years	Highly-visited Agency; Committee Rooms shared with Executive Branch; Prefers to remain on Level 4; Assume 4% Long-Term Growth
Lieutenant Governor's Office	GS 5500	GS	4	7	1,281	1,534	1,687 Default 10% Growth	2,261 2% per year x 17	
Nevada State Treasurer	GS 4200, 4600, 5300	GS	21	33	4,762 (4200: 2,392+4600: 2016+5300: 354)	7,310	8,333 (14% Growth Anticipated)	9,967 (2.8% per year) x 17 years	
Office of the Governor	GS 5100	GS	7	18	4,785	5,304	5,834 Default 10% Growth	7,818 2% per year x 17	
Secretary of State	Off-Site	GS	0	49	0	10,600	11,130 (5% Growth)	11,909 (1% per year) x 17 years	Level 1 for public access

Continued on Next Page

Proposed Communal Break Room/ Fitness Room	GS (12) currently exist	GS	0	0	986 Range from 53-151 SF each	1,560	1,560 (No Growth Anticipated)	1,560 (No Growth Anticipated)	Majority of larger Departments requested their own Break Rooms within suite; New Program, hence no growth factored in
Proposed Communal Innovation Center	GS 1100 (1) currently exist	GS	0	0	1,456	3,250	3,250 (No Growth Anticipated)	3,250 (No Growth Anticipated)	New Program, hence no growth factored in
Vacant Spaces	GS Level 5		0	0	8,044	-	-	-	
Subtotal (Net)			792	1,123	155,532	217,780	243,600	290,904	
Unspecified Utilities Space Circulation, Restrooms, and Utilities: Includes L1 Locker Room (896 SF), and Loading Dock Area (275 SF)					8938 59,530	82,756	92,568	110,543	Existing Circulation, Restrooms and Utilities' areas for the Existing (2018) was generated from Provided CAD Plans
Subtotal (Gross)					224,000	300,536	336,168	401,447	

GENERAL NOTES: __

Departments/Agencies are arranged in alphabetical order; Proposed Communal Spaces are listed at the end.

All individual Departments/Agencies' Square Footages shown above Subtotal Line are Net (Occupiable).

Gross Square Footages shown only include enclosed occupiable spaces; Central Plant, Governor's Garage, and Balcony were not Included.

Existing Areas shown were based upon the provided CAD drawing files.

Current Needs Areas were based upon completed Surveys/Questionnaires; when information provided were deemed insufficient for Program purposes, information from field verification and/or provided CAD drawings were used instead.

Misc. Existing Areas: Governor's Garage: Approximately 1,311 SF; Governor's Balcony: 1,672 SF; Central Plant: 12,340 SF

The provided Space Allocation Standards for Offices, Conference Rooms, Copy Rooms, and Break Rooms were applied to individual Departments/Agencies Programs.

REFERENCE AREA INFORMATION: __

Current Net (Occupiable) Square Footage in Grant Sawyer State Office Building:	
Level 1:	29,044 SF
Level 2:	35,886 SF
Level 3:	36,682 SF
Level 4:	35,440 SF
Level 5:	18,480 SF
Unspecified Utilities Space	58,918 SF
Existing Net Total:	214,450 SF

Current Gross Square Footage in Grant Sawyer State Office Building:	
Level 1:	52,297 SF
Level 2:	46,289 SF
Level 3:	47,073 SF
Level 4:	46,975 SF
Level 5:	23,599 SF
Unspecified Utilities Space	7,767 SF
Existing Gross Total:	224,000 SF

Potential Occupiable Area at Atrium Infill: 4,261 SF (each level) x 3 Levels = 12,783 SF

End of Volume One

