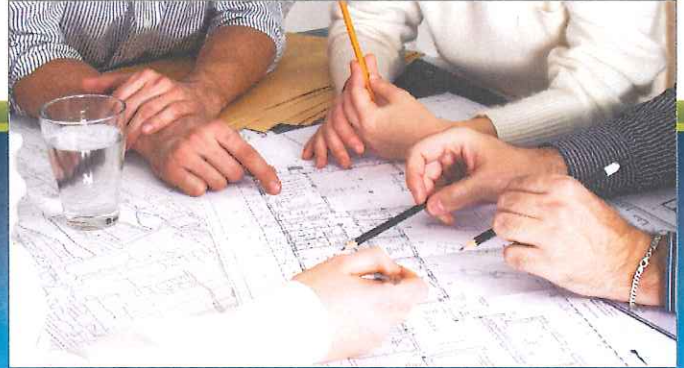


2011 NCSHA Award Nomination
Ohio Housing Finance Agency



OHIO HOUSING
FINANCE AGENCY



Management Innovation: Operations

**Ohio Housing Finance Agency
Facility Renovation**

Douglas Garver, Executive Director
Barbara Creech, Director of Operations

2011 NCSHA Award Nomination – Ohio Housing Finance Agency

Management Innovation – Operations

Ohio Housing Finance Agency Facility Renovation

Douglas Garver, Executive Director

Barbara Creech, Director of Operations

The demand for additional working space at the Ohio Housing Finance Agency (OHFA) became critical in 2010 with the need to increase the number of staff in the Office of Homeownership with approximately 50 new staff members. Additional staff was needed to manage the complexities of allocating and distributing \$570.4 million awarded to Ohio from U.S. Treasury to assist Ohioans facing foreclosure.

During the planning process, staff reviewed the cost and availability of leasing outside space and additional space at the current location. After evaluating both options, the OHFA Board and executive staff determined the best and most cost effective plan was to reconfigure OHFA's current office space. The facilities renovation project team determined the following objectives for the project:

- Provide adequate working space for 170 staff members;
- Allow for incremental growth if necessary;
- Provide sufficient amenity spaces for meetings and kitchenettes;
- Stay within our current building footprint;
- Arrange all of the Office of Homeownership on one floor;
- Provide adjacencies between departments;
- Complete the project quickly with minimal disruption to staff;
- Be cost effective; and
- Be environmental conscious.

After we established goals for the renovation project, we began designing a layout of our building and assigning employees to new workspaces. It was important to consider the impact that workspaces can have on the culture of our organization and on overall employee engagement. Several employees expressed concerns regarding the office reconfiguration. Some even shared their displeasure with being asked to give up their current workspaces. The facilities renovation project team collaborated with OHFA's senior management and worked hard to understand the concerns raised by staff. We could not underestimate the importance of an employee's workspace and how the environment impacts an employee's overall daily work experience. The more satisfied employees are with the work environment, the more likely they are to be satisfied with their job.

To effectively manage the renovation, maintain a good work environment, and guarantee a successful transition, the executive director kept staff informed by sending bi-weekly emails, sharing various floor plans with the Agency and requesting feedback, and scheduling meetings with each office to explain the renovation process and gather input. The facilities renovation project team also arranged for a model workstation to be constructed onsite at the Agency. During each meeting with various offices, the executive director invited staff to help choose the accent fabrics. Employee input lead to a redesign of the workstations that increased privacy.

This was especially important for those counseling distressed homeowners. In the end, every staff member had an opportunity to be involved and they were kept informed as to the status of the renovation.

Several strategies were put in place to minimize disruption so the Agency could remain open during the construction process. One strategy was to stage the work so that disturbance to a work area was limited. The first step was to consolidate the Office of Finance into a smaller footprint. This cleared space for other work to be done. Following the renovation in the Office of Finance, other areas were undertaken and completed one at a time. The majority of the work which created dust, noise and fumes such as moving furniture, laying carpeting and painting was performed after work hours. The construction crew started each evening around 5 PM and worked until late at night. Smaller tasks, such as voice and data wiring, were accomplished during work hours without interfering with Agency work. Several elements of the project reflected our commitment to the environment including recycling demolition and construction waste.

Through careful management of the Agency's renovation, we were able to complete the project at a savings of over 25 percent of the original budget. Most of the savings were achieved by choosing used and partially refurbished modular furniture -- the largest component of the original budget. The project was also completed on time, with staff beginning to move into their new space slightly earlier than originally planned. No single element of the project was particularly revolutionary, but the synergy of each element: communication and employee involvement, sensitivity to decreasing disruption; environmental awareness and responsible use of financial resources made this project a huge success.

Creech, Barbara J.

From: Garver, Douglas A.
Sent: Wednesday, January 12, 2011 5:37 PM
To: *OHFA
Subject: Space Update
Attachments: OPT 11 - Staff Recommendation.pdf; BHDP Presentation12-15-2010 with summary.ppt; OHFA Presentation OPT 5-10.pdf

Good afternoon. As you know, OHFA's immediate space need has changed dramatically due to the recent and rapid growth of our staff. In mid-December, I forwarded some initial concepts that the Board's Long-Term Facilities Committee was to consider in an effort to address this need. In working with the Committee, we have tried to achieve as many of the following objectives as possible:

- Put all of homeownership on one floor
- Put like "uses" (e.g., PP&D and PC) together on one floor
- Adequate working space for every staff member
- Cost effective
- Quick turnaround with minimal disruption to ongoing work functions
- Stay within our current footprint
- Allow for incremental growth if necessary (expand if necessary in vacant space on west side of first floor)


Since the Committee last met on December 15, we have continued to evaluate a number of options and make refinements. I want to acknowledge the good work of Barb and John in coordinating the input of the architect and answering questions raised by the Committee. While we should not get caught up in numbers, as many as eleven options were considered that range from a least cost/do nothing scenario to leasing and finishing the remaining square footage on the first floor. I have attached all of these options; as a result of input from Senior Staff and Committee members, we will be recommending option 11 for consideration by the LT Facilities Committee, the Finance Committee, and then the full Board next week. This option involves the following work:

- Moving Internal Audit to the second floor
- Moving PP&D and Legal to the fourth floor
- Consolidation of Finance to the northeast quadrant of the Third Floor
- Moving Homeownership to the west side of Three North as well as the area vacated by PP&D/Legal

The LT Facilities Committee will be meeting on Tuesday the 18th to initiate consideration of this recommendation. If you have any questions regarding the recommended option or the short-term space evaluation process, please don't hesitate to contact Barb, John or me.

If the Board approves the recommendation of the Facilities Committee, we will then return to the original charge of the Committee: to evaluate OHFA's long-term space needs and make appropriate recommendations to the Board.

Doug

 Ohio Housing Finance Agency
Douglas A. Garver / Executive Director

Ohio Housing Finance Agency
57 E Main Street Columbus OH 43215
Phone 614.466.8050
Fax 614.995.1951
Email DGarver@ohiohome.org
www.ohiohome.org

From: Doug Garver <dgarver@ohiohome.org>
Subject: Agency Update
Reply: dgarver@ohiohome.org



May 23, 2011

Good morning OHFA!

Approximately 100 office and cubicle relocations were accomplished during construction and renovation at OHFA since mid April. The **Office of Facilities** is working the contractors to complete the carpet repairs in conference room 320 and A/V equipment installation in conference rooms 320 and 209.

Our original Board-approved budget was \$250,000 for the renovation and we should come in just under \$180,000. The additional project to replace the carpet on the 4th and 5th floors should be completed no later than the end of May. The building owner is also replacing the flooring in the front elevator and the 3rd floor kitchenette. Thanks to the **Offices of Facilities and IT** for doing a terrific job and making this major transition as easy as possible for everyone.

2011 Hermes Creative Awards

Congratulations to the **Office of Communications and Marketing** for winning a Platinum Award for the 2010 OHFA Community Impact video and an Honorable Mention for the 2010 OHFA Annual Report. [Hermes Creative Awards](#) are prestigious awards that recognize excellence, quality and creativity. Congrats on this tremendous achievement!

Employee News

Clare Long will fill our **Director of Human Resources** vacancy on June 6. Clare has held Human Resources positions with the State of Ohio at several agencies and most recently was the Deputy Director of the Human Resources Division at DAS.

Ashleigh Conkey will fill a new position as our **Employee Development Manager** on June 6. Ashleigh comes to our Agency from the Department of Commerce and will administer our Training and Employee Development programs.

The **Office of Homeownership** has grown with the addition of several Restoring Stability team members including **Jonathan Adkins**, **Chris Oyer** and **Caleb Poe**. Additionally, **Pam Lewis** and **Eric Toney** moved from temporary employees to project staff. **Andi Clark** joined the team as a **Consumer Advocacy Consultant** and **Sarah Yersavich** as a Graduate Intern. The entire Homeownership staff celebrated with a luau lunch last Friday.

Community Outreach

Several staff members have traveled to locations across the state to increase Agency awareness and promote OHFA's programs. **Anjie Spence** and **Jeannette Welsh** in the **Office of Homeownership** and **Sally Rodgers** in the **Office of Communications and Marketing** attended the COOHIO Conference to spread the word about the work the Agency is doing. **Pete Simpson**, **Dana Smith** and **Tom Walker** in the **Office of Homeownership** attended the 2011 OMBA Annual Convention. **Tom Walker** and **Gail Robinson** in the **Office of Homeownership** represented OHFA at the Annual Pastors Appreciation Breakfast.

OHFA plans to participate in a number of events over the next few months. Please remember to check with the **Office of Communications and Marketing** to sign up for outreach events.

Dates to Remember

June 2	OHFA Tailgate at 12 PM to celebrate the great season for the Tribe (Bring your favorite side dish or dessert)
June 6, 13, 20, 27	\$2 dress down days to benefit the victims of the Tuscaloosa tornadoes
June 15	Mammograms at Grant Hospital

Have a great week,

Doug

Space Study

Challenge:

There is a need for an additional 25 seats for Homeownership to support Hardest-Hit Fund foreclosure prevention efforts.

Goal:

Add required seats within the current building. Provide multiple solutions for OHFA Committee review.

Options:

- Option 1 – “Least Cost”
- Option 2 – “Best Stacking Plan”
- Option 3 – “Room for Growth”
- Option 4 – “Go all the way”



Option 1

Scope:

- 1st Floor
- No work

2nd floor

- Program Compliance moves to 4th floor
- Reconfiguration of workstations in 2S to house most of Homeownership

3rd floor

- Finance is consolidated on the east side of 3N with reconfiguration/add of workstations
- Residual of Homeownership will be on the west side of 3N

4th Floor

- Program Compliance moves here

5th Floor

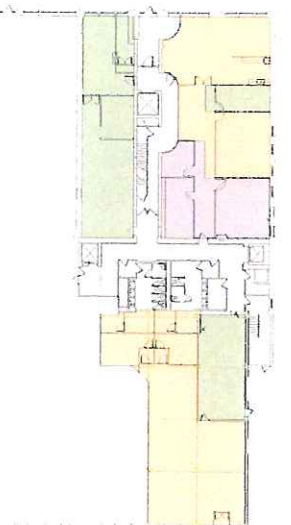
- No work

Total Seat Count: +22 Seats

+ 22 workstations, + 0 offices

Opinion of Probable Cost Total:

\$120,000 – \$256,000



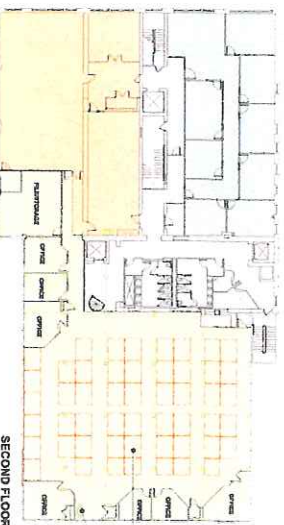
First Floor

Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:



Second Floor

Affected area: 5,200 sf

Unit: \$10/sf-\$15/sf

Const. Cost: \$52,000-\$78,000

Furn Cost: \$45,000 (refurb)

\$128,000 (new)



Third Floor

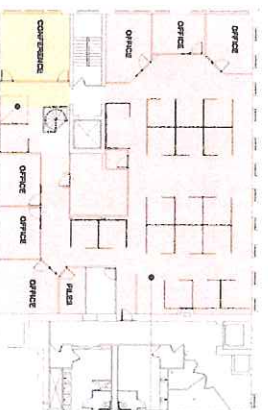
Affected area: 1,000sf

Unit: \$10/sf-\$15/sf

Const. Cost: \$10,000-\$15,000

Furn Cost: \$13,000 (refurb)

\$35,000 (new)



Fourth Floor

Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:



Ohio Housing Finance Agency

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Option 2

Scope:

- 1st Floor
- No work

2nd floor

- Program Compliance moves to 3rd floor
- Reconfiguration of workstations in 2S to house most of Homeownership

3rd floor

- Program Compliance moves to the east side of 3N
- Residual of Homeownership will be on the west side of 3N with the reconfiguration / addition of new workstations

4th Floor

- Finance moves here
- Construction of 3 new offices

5th Floor

- No work

Total Seat Count: +24 Seats

+ 20 workstations, + 4 offices

Opinion of Probable Cost:

\$167,500 - \$323,000



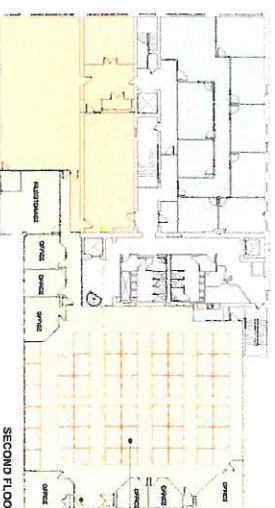
First Floor

Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:



Second Floor

Affected area: 5,200 sf

Unit: \$10/sf-\$15/sf

Const. Cost: \$52,000-\$78,000

Furn Cost: \$45,000 (refurb)

\$128,000 (new)



Third Floor

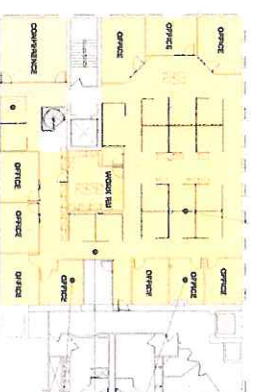
Affected area: 2,000sf

Unit: \$10/sf-\$15/sf

Const. Cost: \$20,000-\$30,000

Furn Cost: \$16,000 (refurb)

\$45,000 (new)



Fourth Floor

Affected area: 1,500 sf

Unit: \$15/sf-\$20/sf

Const. Cost: \$22,500-\$30,000

Furn Cost: \$12,000 (new)



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Option 3

Scope:

1st Floor

- Partial vacant lease space to be renovated to house the Boardroom & Boardroom support space

2nd floor

- Program Compliance moves to 4th floor
- Reconfiguration of workstations in 2S to house most of Homeownership
- Existing Boardroom is renovated to house 15 new workstations for Homeownership

3rd floor

- Program Compliance moves to the east side of 3N
- West side of 3N will allow for future growth for Program Compliance, PP&D, Internal Audit & Legal

4th Floor

- Finance moves here
- Construction of 3 new offices

5th Floor

- No work

Total Seat Count: +31 Seats

+27 workstations, + 4 offices

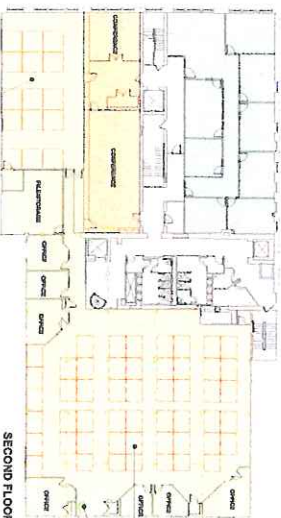
Opinion of Probable Cost:

\$384,500 - \$598,000



First Floor

Affected area: 3,200 sf
Unit: \$60/sf-\$80/sf
Const. Cost: \$192,000-\$256,000
Furn Cost: \$30,000 (new)



Second Floor

Affected area: 7,000 sf
Unit: \$10/sf-\$15/sf
Const. Cost: \$70,000-\$105,000
Furn Cost: \$58,000 (refurb)
\$165,000 (new)



Third Floor

Affected area: 0 sf
Unit:
Const. Cost:
Furn Cost:



Fourth Floor

Affected area: 1,500 sf
Unit: \$15/sf-\$20/sf
Const. Cost: \$22,500-\$30,000
Furn Cost: \$12,000 (new)



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Option 4

Scope:

1st Floor

- Entire vacant lease space to be renovated to house the Boardroom, additional conference, building support spaces (mail room, security, storage) & future office space

2nd floor

- Program Compliance moves to 4th floor
- Reconfiguration of workstations in 2S to house most of Homeownership
- Existing Boardroom is renovated to house 15 new workstations for Homeownership

3rd floor

- Program Compliance moves to the east side of 3N
- West side of 3N will allow for future growth for Program Compliance, PP&D, Internal Audit & Legal

4th Floor

- Finance moves here
- Construction of 3 new offices

5th Floor

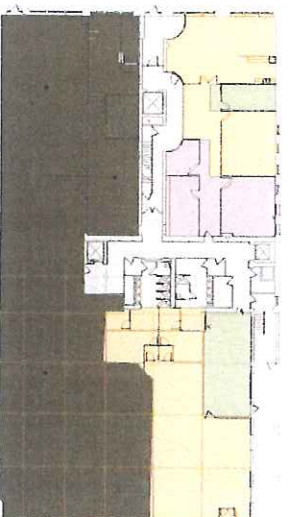
- No work

Total Seat Count: +31 Seats

+27 workstations, + 4 offices

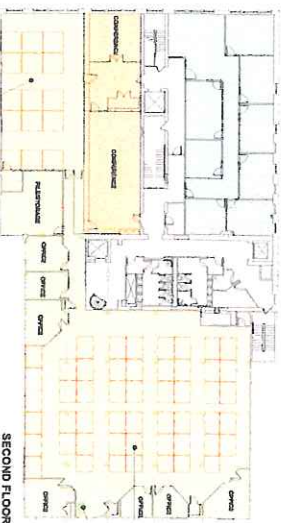
Opinion of Probable Cost:

\$927,500 - \$1,317,000



First Floor

Affected area: 12,000 sf
Unit: \$60/sf-\$80/sf
Const. Cost: \$720,000-\$960,000
Furn Cost: \$45,000 (new)



Second Floor

Affected area: 7,000 sf
Unit: \$10/sf-\$15/sf
Const. Cost: \$70,000-\$105,000
Furn Cost: \$58,000 (refurb)
\$165,000 (new)



Third Floor

Affected area: 0 sf
Unit:
Const. Cost:
Furn Cost:



Fourth Floor

Affected area: 1,500 sf
Unit: \$15/sf-\$20/sf
Const. Cost: \$22,500-\$30,000
Furn Cost: \$12,000 (new)



Ohio Housing Finance Agency

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Option 5

Scope:

1st Floor

- No work

2nd floor

- Program Compliance & Homeownership moves to 3rd floor

- Law, Internal Audit & PP&D moves to this floor from 3S, Research stays here

- Construction of 5 Offices

3rd floor

- Program Compliance moves to the east side of 3N
- Homeownership moves to west side of 3N & 3S
- Demolition & Rework of workstations on 3S
- Large office west of stair becomes a Conference

4th Floor

- Finance moves here
- Construction of 3 new offices

5th Floor

- No work

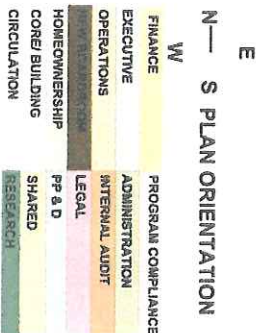
Total Seat Count: + 22 Seats

118 ws 47 Offices (Option 5)

100 ws 43 Offices (current)

Opinion of Probable Cost:

\$158,500 - \$255,500



First Floor

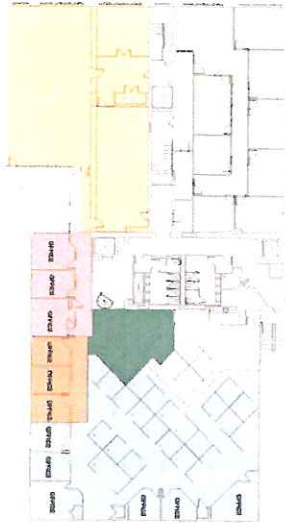
Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:

Seat Count: 2 ws 1 Office



Second Floor

Affected area: 1,100 sf

Unit: \$15/sf-\$20/sf

Const. Cost: \$16,500-\$22,000

Furn Cost: \$15,000 (new)

Seat Count: 24 ws 18 Offices



Third Floor

Affected area: 3,700 sf

Unit: \$15/sf-\$20/sf

Const. Cost: \$55,500-\$74,000

Furn Cost: \$37,000 (refurb)

Seat Count: \$102,500 (new)

75 ws 18 Offices



Fourth Floor

Affected area: 1,500 sf

Unit: \$15/sf-\$20/sf

Const. Cost: \$22,500-\$30,000

Furn Cost: \$12,000 (new)

Seat Count: 17 ws 10 Offices



Ohio Housing Finance Agency

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Option 6

Scope:

1st Floor

- No work

2nd floor

- Homeownership moves to 3rd floor
- Law & Internal Audit moves to this floor from 3S, Research stays here
- Construction of 5 Offices

3rd floor

- Finance consolidates to the east side of 3N
- Homeownership moves to west side of 3N & 3S
- Demolition & Rework of workstations on 3S

4th Floor

- PP&D moves here from 3S
- No construction work

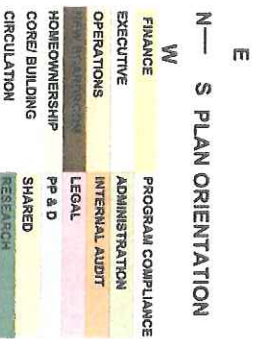
5th Floor

- No work

Total Seat Count: + 26 Seats

126 ws 43 Offices (Option 6)
100 ws 43 Offices (current)

Opinion of Probable Cost:
\$147,000 - \$258,500



First Floor

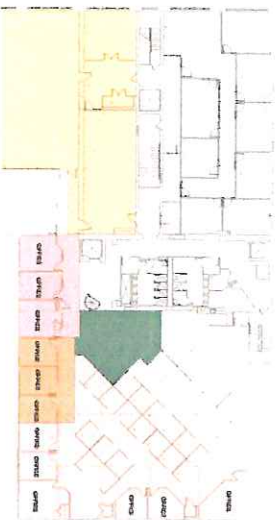
Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:

Seat Count: 2 ws 1 Office



Second Floor

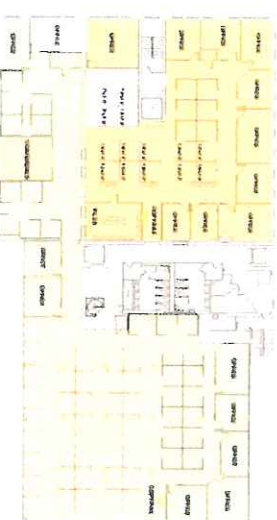
Affected area: 1,100 sf

Unit:

Const. Cost: \$15/sf-\$20/sf

Furn Cost: \$16,500-\$22,000

Seat Count: \$15,000 (new)
24 ws 18 Offices



Third Floor

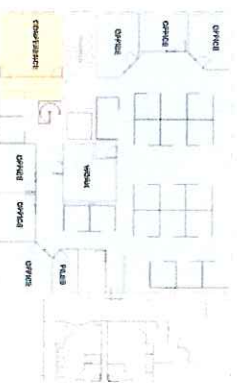
Affected area: 4,700 sf

Unit:

Const. Cost: \$15/sf-\$20/sf

Furn Cost: \$70,500-\$94,000

Seat Count: \$45,000 (refurb)
\$127,500 (new)
80 ws 18 Offices



Fourth Floor

Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:

Seat Count: 20 ws 6 Offices



Ohio Housing Finance Agency

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Option 7

Scope:

- 1st Floor
- No work

2nd floor

- Homeownership moves to 3rd floor
- Law Internal Audit & PP&D moves to this floor from 3S, Research stays here
- Construction of 5 Offices

3rd floor

- Finance consolidates to the east side of 3N
- Homeownership moves to west side of 3N & 3S
- Demolition & Rework of workstations on 3S

4th Floor

- Program Compliance moves here from 2S
- No construction work

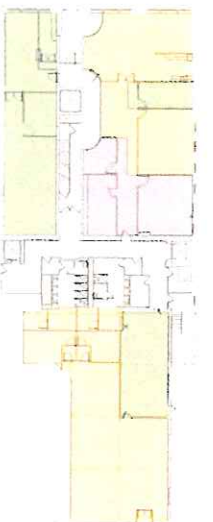
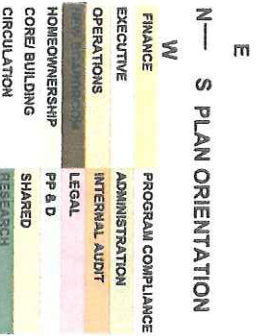
5th Floor

- No work

Total Seat Count: + 25 Seats

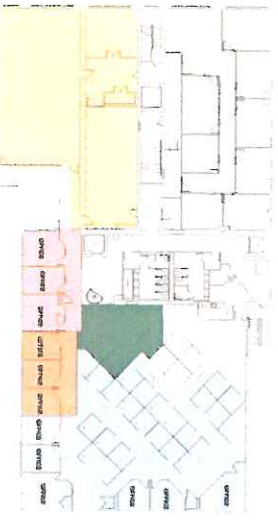
125 ws 43 Offices (Option 7)
100 ws 43 Offices (current)

Opinion of Probable Cost:
\$147,000 - \$258,500



First Floor

Affected area: 0 sf
Unit:
Const. Cost:
Furn Cost:
Seat Count: 2 ws 1 Office



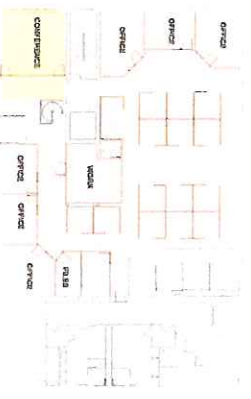
Second Floor

Affected area: 1,100 sf
Unit: \$15/sf-\$20/sf
Const. Cost: \$16,500-\$22,000
Furn Cost: \$15,000 (new)
Seat Count: 24 ws 18 Offices



Third Floor

Affected area: 4,700 sf
Unit: \$15/sf-\$20/sf
Const. Cost: \$70,500-\$94,000
Furn Cost: \$45,000 (refurb)
Seat Count: \$127,500 (new)
80 ws 18 Offices



Fourth Floor

Affected area: 0 sf
Unit:
Const. Cost:
Furn Cost:
Seat Count: 19 ws 6 Offices



Ohio Housing Finance Agency

www.ohiohome.org

Option 8

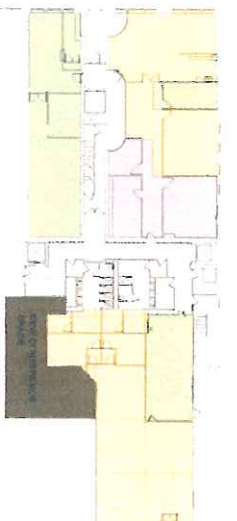
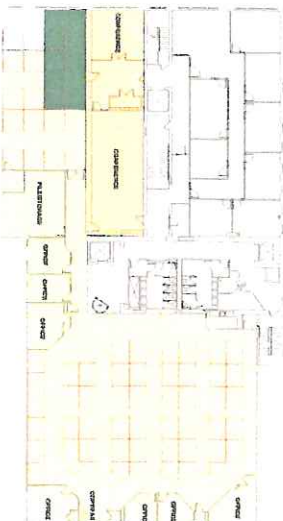
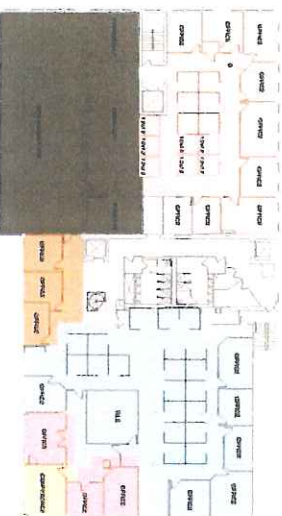
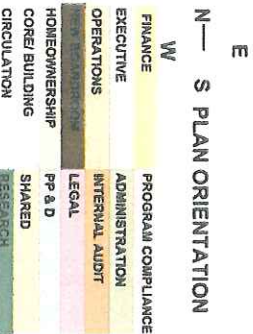
Scope:

- 1st Floor
 - Construction of new Conference space
- 2nd floor
 - Program Compliance moves to 3rd floor
 - Reconfiguration of workstations in 2S to house most of Homeownership
- Existing Boardroom is renovated to house 15 new workstations for Homeownership
- 3rd floor
 - Program Compliance moves to the east side of 3N
 - Demolition and reconstruction for new Boardroom
- 4th Floor
 - Finance moves here
 - Construction of 5 new offices
- 5th Floor
 - No work

Total Seat Count: + 19 Seats

117 ws 45 Offices (Option 8)
100 ws 43 Offices (current)

Opinion of Probable Cost:
\$402,500 - \$622,000



First Floor

Affected area: 1000 sf
Unit: \$60/sf-\$80/sf
Const. Cost: \$60,000-\$80,000
Furn Cost: \$0 (relocation)
Seat Count: 2 ws 1 Office

Second Floor

Affected area: 7,000 sf
Unit: \$10/sf-\$15/sf
Const. Cost: \$70,000-\$105,000
Furn Cost: \$58,000 (refurb)
Seat Count: \$165,000 (new)
67 ws 13 Offices

Third Floor

Affected area: 5,000 sf
Unit: \$30/sf-\$40/sf
Const. Cost: \$150,000-\$200,000
Furn Cost: \$30,000 (new)
Seat Count: 31 ws 21 Offices

Fourth Floor

Affected area: 1,500 sf
Unit: \$15/sf-\$20/sf
Const. Cost: \$22,500-\$30,000
Furn Cost: \$12,000 (new)
Seat Count: 17 ws 10 Offices



Ohio Housing Finance Agency

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Option 9

Scope:

1st Floor

- Construction of new Conference space

2nd floor

- Program Compliance moves to 4th floor
- Reconfiguration of workstations in 2S to house most of Homeownership

- Existing Boardroom is renovated to house 15 new workstations for Homeownership

3rd floor

- Finance consolidates to the east side of 3N
- Demolition and reconstruction for new Boardroom

4th Floor

- Program Compliance moves here from 2S
- No Construction work

5th Floor

- No work

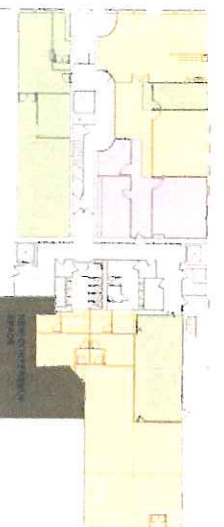
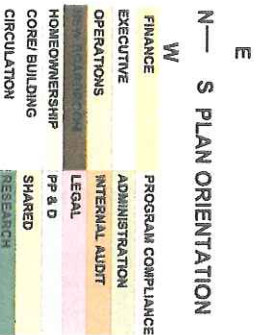
Total Seat Count: + 26 Seats

127 ws 42 Offices (Option 9)

100 ws 43 Offices (current)

Opinion of Probable Cost:

\$336,000 - \$555,000



First Floor

Affected area:

1000 sf

Unit:

\$60/sf-\$80/sf

Const. Cost:

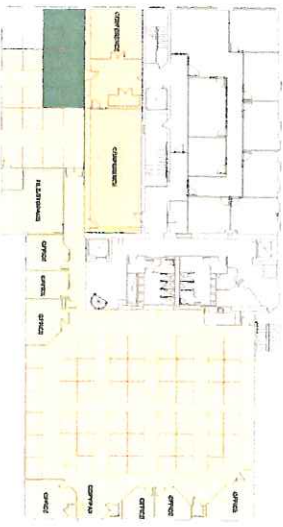
\$60,000-\$80,000

Furn Cost:

\$0 (relocation)

Seat Count:

2 ws 1 Office



Second Floor

Affected area:

7,000 sf

Unit:

\$10/sf-\$15/sf

Const. Cost:

\$70,000-\$105,000

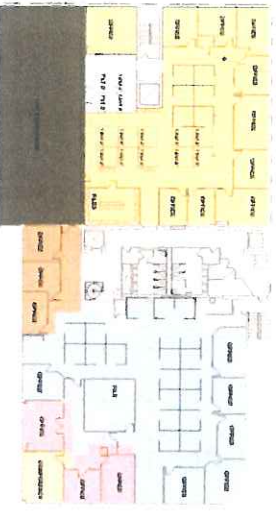
Furn Cost:

\$58,000 (refurb)

Seat Count:

\$165,000 (new)

67 ws 13 Offices



Third Floor

Affected area:

3,500 sf

Unit:

\$30/sf-\$40/sf

Const. Cost:

\$105,000-\$140,000

Furn Cost:

\$43,000 (refurb) +

new Additional

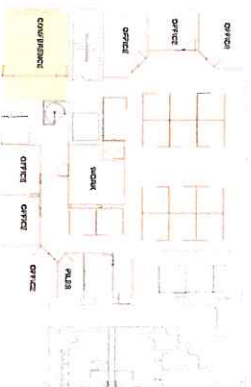
Boardroom (Furn)

Boardroom (Furn)

\$65,000 (new)

Seat Count:

39 ws 22 Offices



Fourth Floor

Affected area:

0 sf

Unit:

0 sf

Const. Cost:

0 sf

Furn Cost:

0 sf

Seat Count:

19 ws 6 Offices



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Option 10

Scope:

1st Floor

- No work

2nd floor

- Program Compliance & Homeownership moves to 3rd floor

3rd floor

- Law, Internal Audit & PP&D moves to this floor from 3S, Research stays here with reconfiguration / addition of new workstations
- Construction of 5 Offices

4th floor

- Program Compliance moves to the east side of 3N
- Homeownership moves to west side of 3N & 3S
- Demolition & Rework of workstations on 3 N & 3S
- Large office west of stair becomes a Conference (takes the place of Conference 312)

5th Floor

- Finance moves here
 - Construction of 5 new offices
- 5th Floor
- No work

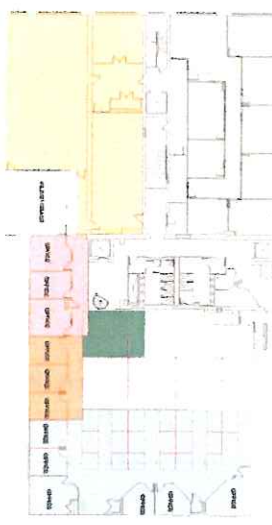
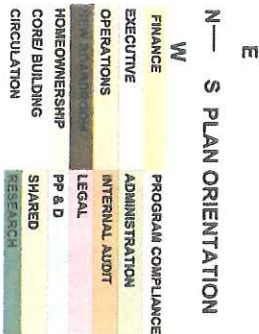
Total Seat Count: + 50 Seats

148 ws 45 Offices (Option 10)

100 ws 43 Offices (current)

Opinion of Probable Cost:

\$323,000 - \$571,000



First Floor

Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:

Seat Count: 2 ws 1 Office

Second Floor

Affected area: 6,000 sf

Unit: \$15/sf-\$20/sf

Const. Cost: \$90,000-\$120,000

Furn Cost: \$37,000 (refurb)

Seat Count: \$102,500 (new)

41 ws 18 Offices

Third Floor

Affected area: 6700 sf

Unit: \$15/sf-\$20/sf

Const. Cost: \$100,500-\$134,000

Furn Cost: \$61,000 (refurb)

Seat Count: \$172,500 (new)

88 ws 16 Offices

Fourth Floor

Affected area: 1,500 sf

Unit: \$15/sf-\$20/sf

Const. Cost: \$22,500-\$30,000

Furn Cost: \$12,000 (new)

Seat Count: 17 ws 10 Offices

Option 11- Staff Recommendation

Scope:

1st Floor

- No work

2nd floor

- Homeownership moves to the 3rd floor
- Internal Audit moves to this floor from the 3rd floor
- Research remains on this floor
- Program Compliance stays here
- One workstation is dedicated for PP&D

3rd floor

- Internal Audit moves to the 2nd floor
- PP&D & Legal move to the 4th floor
- Homeownership moves to west side of 3N & all of 3S
- Demolition & Rework of workstations on west side 3N & 3S
- Finance consolidates to the east side of 3N, rework of workstations

4th Floor

- PP&D moves here from the 3rd floor
- Legal moves here from the 3rd floor
- Addition of one workstation

5th Floor

- No work (Operations remains on this floor)

Total Seat Count: + 33 Seats

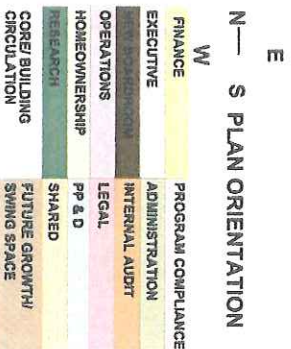
138 ws 39 Offices (Option 11)

100 ws 44 Offices (current)

Opinion of Probable Cost:

Request for Spending Authority:

\$250,000



First Floor

Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:

Seat Count: 2 ws 1 Office

Second Floor

Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost:

Seat Count: 34 ws 13 Offices

Third Floor

Affected area: 4,700 sf

Unit: \$15/sf-\$20/sf

Const. Cost: \$70,500-\$94,000

Furn Cost: \$102,500 (reuse of existing+new additional)

Seat Count: 82 ws 19 Offices

Fourth Floor

Affected area: 0 sf

Unit:

Const. Cost:

Furn Cost: \$1,000 (refurb)

Seat Count: 20 ws 6 Offices



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