

Cockrill Bend Development

Nashville, Tennessee

Consolidated Master Plan

SBC Project No. 529/017-01-2016

Prepared for the State of Tennessee Department of General Services

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Thanks to

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Tennessee Department of General Services (DGS)

State of Tennessee Real Estate Asset Management (STREAM)

Tennessee Department of Correction (TDOC)

Tennessee Department of Safety & Homeland Security (TDOS)

Tennessee Bureau of Investigation (TBI)

Tennessee Law Enforcement Training Academy (TLETA)

Peace Officer Standards Training Commission (P.O.S.T.)



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Training Academy



Firing Range



EVOC Track



TDOC & TDOS Headquarters Building



Service Center

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- A. Traffic Impact Analysis
- B. Geotechnical Data Review
- C. Preliminary Geotechnical Study Report
- D. Historical Overview
- E. Archaeological Reconnaissance
- F. Waters of the United States Delineation Report
- G. Flora and Fauna Survey
- H. Assessment of Environmental Noise
- I. Bat Study

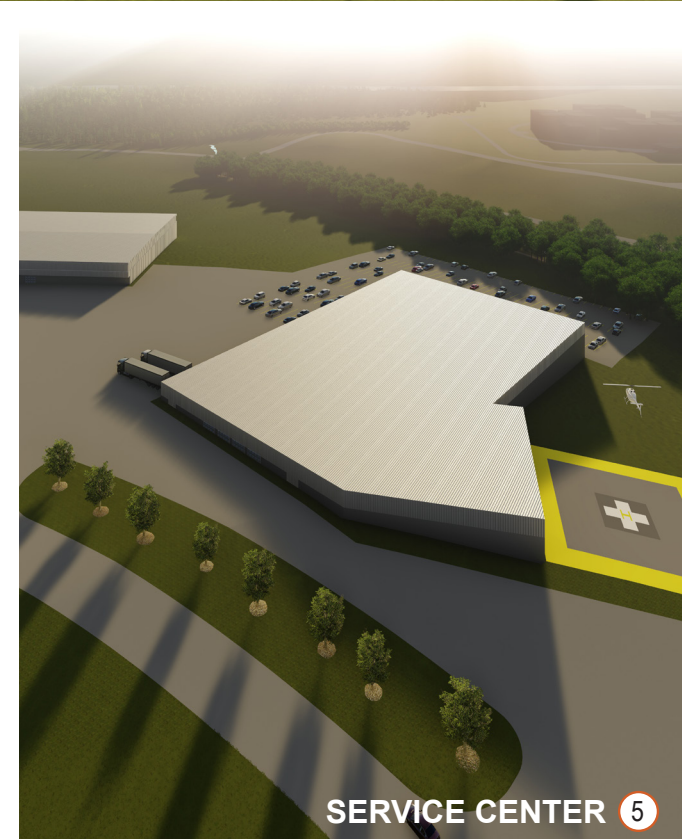
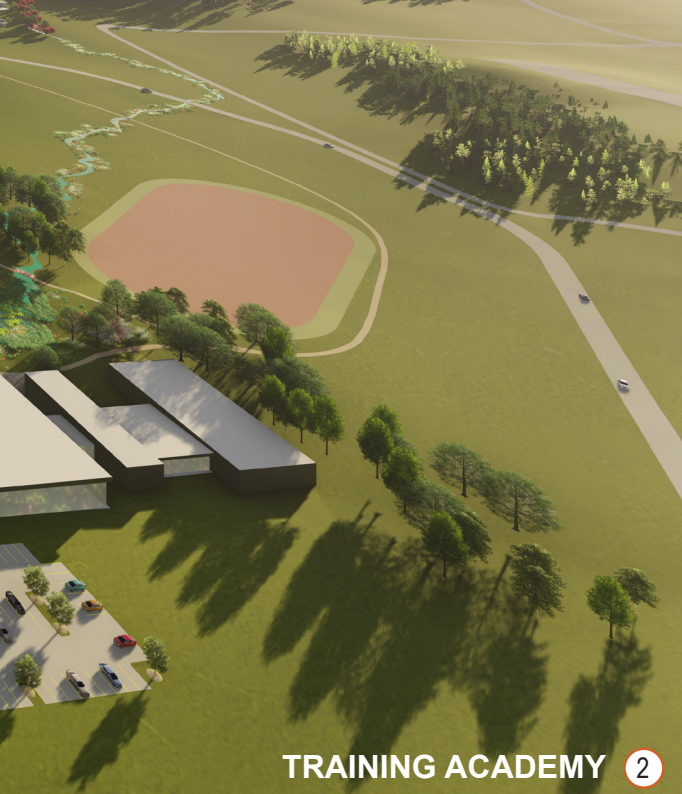
Aerial View: Cockrill Bend Development



TDOC & TDOS Headquarters Building

EVOC Track

Firing Range



Tab F

Program

Program

The Design Team has developed detailed programs for all departments, agencies, functions and stakeholders currently planned to be located at the Cockrill Bend site. The Design Team has completed over 42 separate, group and individual data gathering meetings to determine specific needs of all stakeholders for this site. Also potential savings in space and functions by combining the three major criminal justice training agencies have been incorporated, along with TBI and TCI. During the programming process, the Design Team researched a number of similar facilities for additional input.

40 Based upon our conversations with these facilities, the Design Team feels that the State should anticipate that numerous additional State and local agencies will be requesting use of the Cockrill Bend training facilities resulting in a very high demand. The Design Team has built-in some growth and has included a 15 year projection of space requirements. TDOS gave us specific growth for their headquarters' requirements.

Square Footage Requirements

The Design Team initially reviewed recently completed program studies prepared for the TDOC, TDOS, and TCA. The Design Team then developed very detailed square footage requirements based on previous programs, meeting with users and department planning staff, and

analyzing historical data and the State of Tennessee's space requirements. Once net square footages were determined a multiplier from 15% to 66% was applied to create a gross building square footage required. These multipliers came from historical data and the previous programs. Also, KSA recently completed a detailed program and construction of the TDOT Region 2 Headquarters which had very similar buildings in its eight different building types.

Growth Projections

Growth projections are notoriously incorrect. Potential growth was discussed with every group going to the Cockrill Bend site. Their projections for the future ranged from extreme growth, like 100%, to shrinking. One group stated that they had shrunk in the past few years. CGL is one of our Team members and a nationally recognized programming consultant for these type projects. They project Tennessee with a 25% growth in law enforcement by 2032. The Design Team has integrated these varying opinions and made what is felt to be relatively conservative projections.

Following is a detailed list of proposed programmed space for each agency, department or function, along with comments, and in some cases, our logic and our proposed solutions. Parking

requirements at each site have been included. As individual designers are selected for each of the development elements, they will need to revisit these programs with each department or agency who will use these facilities.

Please note that both of these departments can be greatly impacted by changes in legislation and laws requiring unexpected addition of staff to meet the new requirements.

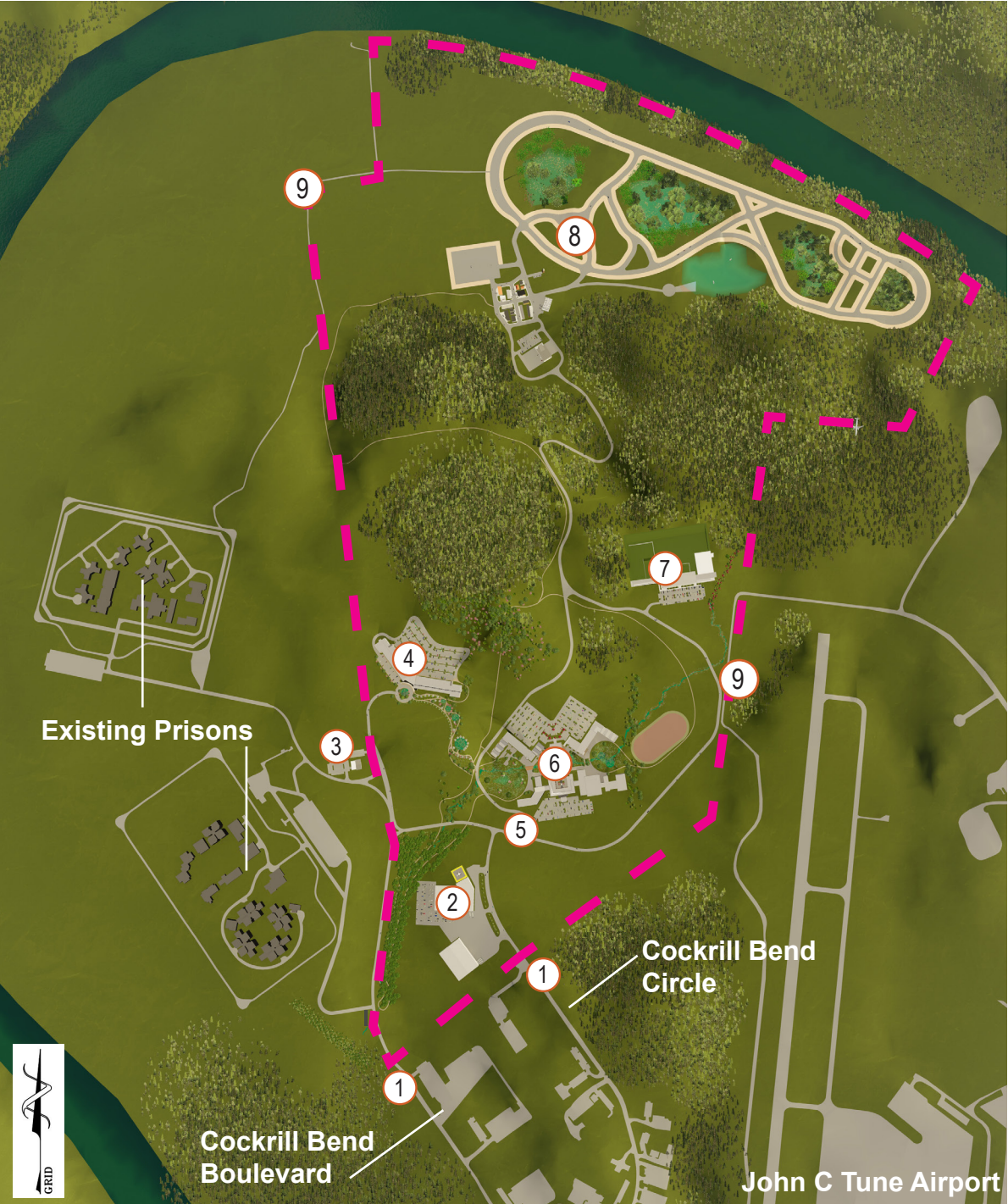
Program Note:

Following are detailed programs. The final numbers have been rounded to the nearest 100. Specific Designers will need to revisit the program with each user group.

Site Development Key Plan

Key Plan

- 1. Site Access
- 2. Service Center Complex
 - TDOC Service Center
 - THP Multi-Purpose Service Center
 - Helipad
 - Fleet Storage For THP Vehicles
- 3. Prison Access and THP District Office
- 4. TDOS & TDOC Administrative Headquarters Building
- 5. Training Academy Controlled Access
- 6. Training Academy Facility
 - Cadet Housing
 - Dining Hall / Cafeteria
 - In-Service Housing
 - Sport Field & Track
 - POST & TCI
 - Gym, Training Pool, Mock Detention Pod and support
 - Hiking & Jogging Trails / ATV Trails
 - Kennel
 - Forensic Training Facilities
- 7. Firing Range
 - Outdoor Rifle Range
 - Outdoor Shot Gun Range
 - Outdoor Pistol Range
 - Indoor Pistol Range
 - Firing Range Support Building
- 8. EVOC Track
 - Scenario Village
 - Obstacle Course
 - Shoot House
 - Vehicle Garage & Classrooms
 - Training Pond
 - Observation / Rappelling Tower
- 9. Proposed Development area Perimeter



Administrative Headquarters Building for TDOC and TDOS



location on site



Plan Key

1. TDOC Headquarters

2. TDOS Headquarters

3. Common Space



TDOC & TDOS Headquarters Building Program

The Design Team has had two separate teams programming TDOC & TDOS. As the programming progressed and they began sharing information, it became apparent that these departments have similar requirements. There were also a number of uses and spaces which could be shared by the departments. They include, but are not limited to, the following:

- Emergency Response Command Center
- Service Entry and Lobby
- Food Service / Café
- Media Center for sporadic public information, interviews, press releases, etc.
- Secure Vehicle Sallyport. Both departments have the need for secure areas for internal affairs and a secure “back door entry” for individuals.

Based on the program needs, the Design Team is proposing two separate low-rise office towers with a 1-story connector housing the common use functions. Each department would have controlled access. Both departments have agencies and in-house groups that require secure suites or perimeter. Many of the staff are dealing with criminal and health records and conversations are often required to be kept private and secure by law.

These requirements are well suited to a double loaded closed corridor lined with large suites. Each suite will contain the necessary offices, cubicles, file rooms, etc. required by that specific group.

Building Type Recommendation:

The Master Plan Design Team is not specifically designing the Headquarters Building. The following is our suggestion based on the program data collected to date and is the basis of our budget:

This building is approximately 200,000 sf. The buildings use is very typical to an office park; flexible, low rise office building. Each department should have its own office tower, 3-story (TDOC), and 4-story (TDOS).

- This results in a 1st floor footprint of approximately 80,000 sf.
- The building structure could be steel framed, Type IIB, unprotected, fully sprinklered, with no fire separation required.
- Code allows business occupancy to have 4 floors and 86,000 sf. per floor.
- Based on anticipated rock elevation, quality of limestone in Nashville, and adequate land, the Design Team strongly recommends using a geothermal water source heat pump HVAC system with 500' wells. This should reduce power demand by approximately 25% ± over standard

HVAC systems. DOE has determined Geothermal HVAC systems are the most economical to operate.

- This building’s aesthetic should reflect its use as an office building.

The placement of the Headquarters Building is intended to acknowledge it as the primary building on the site and to let it be the primary focal point that you will see as you enter the Cockrill Bend development. The view of the prisons to the west is blocked by the hillside as you enter the site.

TDOC Program Requirements Summary

I TDOC HEADQUARTERS DEPARTMENTS

Gross Sq. Footage

A Commissioner's Office Suite	4,500
B Operational Support	21,000
C Finance Office	5,500
D Administration	4,600
E Communications & Public Relations	2,800
F Legal Services	2,600
G Investigation & Compliance	12,100
H Research and Planning	900
I Facilities	1,500
J Community Supervision	4,800
K Rehabilitative Services	5,800
L TDOC Communications Center	<u>3,000</u>
TDOC Headquarters Subtotal	69,100 s.f.

Program Note: Following are detailed programs. The final numbers have been rounded to the nearest 100. Specific Designers will need to revisit the program with each user group.

TDOC Relationship Matrix

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LEGEND:		ACCESS		SHARED SPACE		MAXIMUM AREA (SF)		COCKRILL BEND ADMINISTRATIVE CENTER - TDOC HEADQUARTERS	
PUBLIC/PRIVATE ACCESS AND SHARED SPACES		C	N	S				SPACE RELATIONSHIP MATRIX	
P	PUBLIC								
N	NONPUBLIC								
S	SEMI PUBLIC								
ADJACENCY									
1	DIRECTLY ADJACENT								
2	NEAR TO								
3	ISOLATED FROM								
SPACE TYPE									
O	OPEN								
C	CLOSED								
E	EXTERIOR								
C	N	S	4,500 SF	TDOC COMMISSIONER'S OFFICE SUITE					
C	N	S	5,800 SF	TDOC OPERATIONAL SUPPORT OFFICE SUITE (INCLUDES 01,02,03,05,07,08,09)	2				
C	N	S	4,800 SF	TDOC OFFENDER ADMIN - SENTENCING MANAGEMENT'S OFFICE SUITE	1	2			
C	N	S	1,000 SF	TDOC OFFENDER ADMIN - CLASSIFICATION & CENTRAL DISPATCH	1	1	2		
C	N	S	5,200 SF	TDOC CRIMINAL CONVICTION RECORDS UNIT'S OFFICE SUITE	1	1	2	2	
C	N	S	600 SF	TDOC ES(IT)'S OFFICE SUITE	2	2	2	2	1
C	N	S	3,200 SF	TDOC PROPERTY DEVELOPMENT'S OFFICE SUITE	2	2	2	2	2
C	N	S	5,500 SF	TDOC FINANCE OFFICE'S OFFICE SUITE	2	2	2	2	2
C	N	S	4,600 SF	TDOT ADMINISTRATION DEPUTY COMMISSIONER'S OFFICE SUITE	2	2	2	2	2
C	N	S		TDOT ADMINISTRATION MISSION SUPPORT'S OFFICE SUITE	1	2	2	2	2
C	N	S		TDOT ADMINISTRATION TRAINING OFFICE'S SUITE	1	1	2	2	2
C	N	S		TDOT ADMINISTRATION INFORMATION SYSTEMS' OFFICE SUITE	1	1	2	2	2
C	N	S		TDOT ADMINISTRATION HUMAN RESOURCES' OFFICE SUITE	1	1	2	2	2
C	N	S	2,800 SF	TDOT COMMUNICATIONS & PUBLIC RELATIONS' OFFICE SUITE	2	2	2	2	2
C	N	S	2,600 SF	TDOT LEGAL SERVICES' OFFICE SUITE	2	2	2	2	2
C	N	N	12,100 SF	TDOT INVESTIGATION & COMPLIANCE'S OFFICE SUITE	2	2	2	2	2
C	N	S	900 SF	TDOT RESEARCH & PLANNING'S OFFICE SUITE	2	2	2	2	2
C	N	S	1,500 SF	TDOT FACILITIES' OFFICE SUITE	2	2	2	2	2
C	N	S	4,800 SF	TDOT COMMUNITY SUPERVISION'S OFFICE SUITE	2	2	2	2	2
C	N	S	5,800 SF	TDOT REHABILITATION SERVICES' OFFICE SUITE	2	2	2	2	2
C	N	N	3,000 SF	COMMUNICATIONS CENTER	2				
			68,200 SF	SUBTOTAL TDOC HEADQUARTERS	1	3	3	3	3
C	Y	N	8,100 SF	COMMAND CENTER	3	3	3	3	3
C	Y	S	18,300 SF	COMMON AREAS (FOOD SRVCS, MAIL RM, MEETING RMs, MULTI MEDIA RM, LOBBY, ETC.)	3	2			
C	N	S	129,956 SF	DOS OFFICE SUITES (SEE ADMIN. CENTER - TDOS's matrix)	3				
			224,556 SF	TOTAL ADMINISTRATIVE CENTER					

Detailed Program for TDOC Administrative Headquarters

A. Division 0.00 Commissioner's Office Suite												
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments	
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.		
0	Commissioner's Office Suite											
00.00.00.00	Commissioner's Office	HW	4	1	350	350						
00.00.00.01	Commissioner's Restroom/SHOWER		1	1	69	69					within 00.00.00.00	
00.00.00.02	Commissioner's Private Conference Room		12	1	400	400	NOTE: 10% EXPANSION SPACE IS BUILT INTO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATED FOR THE TOTAL AREA NEEDED IN 2032.				within or directly adjacent to 00.00.00.00	
05.00.00.00	Executive Admin Assistant(EAA1)	HW	1	1	120	120						directly adjacent to 00.00.00.00
05.01.00.00	ASA 3	CU	1	1	48	48						near 05.00.00.00
01.00.00.00	Chief of Staff/Deputy Commissioners Office	HW	4	1	180	180						near 00.00.00.00
01.00.00.01	Deputy Commissioners Restroom		1	1	48	48						within 01.00.00.00
01.00.01.00	Admin Assistant 2	CU	1	1	68	68						near 01.00.00.00
01.01.00.00	Grant Program Manager	CU	1	1	48	48						near 00.00.00.00
01.01.01.00	AA 2	CU	1	1	48	48						near 01.01.00.00
01.02.00.00	Executive Admin Assistant(EAA1)	CU	1	1	48	48						
01.02.01.00	Training Officer	CU	1	1	48	48					near 00.00.00.00	
06.00.00.00	Executive Admin Assistant(EAA3)	HW	1	1	100	100						
09.00.00.00	Legislative Liaison(EAA3)	HW	1	1	100	100					near 00.00.00.00	
11.00.00.00	Judicial Liaison (BPP TS D	HW	1	1	100	100					near 00.00.00.00	
13.00.00.00	Talent Management Dir 4	CU	1	1	48	48					near 00.00.00.00	
13.01.00.00	ASA 2	CU	1	1	48	48						
14.00.00.00	Executive Admin Assistant(EAA3)	CU	1	1	48	48						
Subtotal				18		1,919					15 of these spaces are offices	

Detailed Program for TDOC Administrative Headquarters

A. Division 0.00 Commissioner's Office Suite

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				576					
	Expansion Space	0.1				192					
	Subtotal					2,687					
	Grossing Factor	0.66				1,773					
	Component Total					4,500				4,950	
	Growth Factor	0.1									
	Total Number of Offices			15							

Detailed Program for TDOC Administrative Headquarters											
B. Division 02.00 Operational Support Suite											
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
02	Deputy Commissioner's Office Suite										near Commissioner's Suite
02.00.00.00	Deputy Commissioner's Office	HW	4	1	225	225					
02.00.00.01	Deputy Commissioner's Restroom		1	1	48	48					within 02.00.00.00
02.00.00.02	Deputy Commissioner's Private Conference Room	HW	10	1	350	350					with in or directly adjacent to 02.00.00.00
02.00.01.00	Admin Assistant(AA2)	CU	1	1	68	68					
02.01.00.00	Director of Transportation	HW	1	1	150	150					near 02.00.00.00
02.02	Executive Admin Assistant 3	CU	1	1	68	68					
02.02.01.00	Manager 1	CU	1	1	68	68					
02.03.00.00	Executive Admin Assistant 3	CU	1	1	68	68					
02.03.01.00	Director of Food Services	CU	1	1	68	68					near 02.00.00.00
02.03.01.01	Dietician	CU	1	1	68	68					near 02.03.01.00
02.03.01.02	Food Services Consultant	CU	1	1	68	68					near 02.03.02.00
02.05.00.00	Manager 2	CU	1	1	68	68					
02.07.00.00	Intelligence Analyst	CU	1	1	48	48					
02.08.00.00	Director of Jail Resource Center	CU	1	1	68	68					near 02.00.00.00
02.09	Facilities Maintenance and Management Office	CU	1	1							Located in Central Servicers Center
	SUBTOTAL			15		1,433					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				430					
	Expansion Space	0.1				143					
	SUBTOTAL					3,439					
	Grossing Factor	0.66				2,270					
B.	Component Total					5,800					6,380
	Growth Factor	0.1									
	Total Number of Offices			15							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATED FOR THE TOTAL AREA NEEDED IN 2032.

Detailed Program for TDOC Administrative Headquarters

Detailed Program for TDOC Administrative Headquarters											
B-1.	Division 02.04.01 Operational Support - Offender Administration - Sentencing Management Services										
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
02.04	Offender Administration										
02.04.00.00	Director of Offender Administration	HW	1	1	180	180					
02.04.01	Sentencing Management Services										
02.04.01.00	Director's Office	HW	3	1	120	120					Adjacent to 02.00.00.00
02.04.01.00.02	Conference Room		10	1	350	350					TO SEAT 16 TO 32
02.04.01.00.01	Admin Serv Assistant(ASA 2)	CU	1	1	68	68					
02.04.01.01	Supervisor of Sentencing Computation Services	HW	1	1	100	100					
02.04.01.02	Supervisor of Sentencing Information Services	HW	1	1	100	100					
02.04.01.01.1-7	Analyst Offices	CU	1	7	48	336					
02.04.01.00.1-20	Technicians Offices	CU	1	20	48	960					
	SUBTOTAL			32		2,214					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				664					
	Expansion Space	0.1				221					
	SUBTOTAL					3,100					
	Grossing Factor	0.66				2,046					
B-1	Component Total					5,200				5,720	
	Growth Factor	0.1									
	Total Number of Offices			31							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATED FOR THE TOTAL AREA NEEDED IN 2032.

Detailed Program for TDOC Administrative Headquarters											
B-3.	Division 02.04.03 Operational Support - Offender Administration - Classification and Central Dispatch										
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
02.04.03	Classification and Central Dispatch										Near 02.00.00.00
02.04.03.00	Director's Office	HW	3	1	180	180					
02.04.03.01	Manager	CU	1	1	68	68					
02.04.03.02	Central Dispatch Office	CU	2	1	48	48					
02.04.03.02.01	CORR/CORPORAL	CU	1	1	48	48					
02.04.03.03	ASA 3	CU	1	1	48	48					
	SUBTOTAL			5	5	392					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				118					
	Expansion Space	0.1				39					
	SUBTOTAL					549					
	Grossing Factor	0.66				362					
B-3	Component Total					1,000				1,100	
	Growth Factor	0.1									
	Total Number of Offices			4							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

Detailed Program for TDOC Administrative Headquarters

Detailed Program for TDOC Administrative Headquarters											
B-4.	Division 02.04.04 Operational Support - Offender Administration - Criminal Conviction Records Unit										
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
02.04.04	Criminal Conviction Records unit										NEAR 02.00.00.00
02.04.04.00	Manager's Office	HW	3	1	100	100					
02.04.04.1-44	Staff offices	CU	1	44	48	2,112					
	SUBTOTAL			45		2,212					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				664					
	Expansion Space	0.1				221					
	SUBTOTAL					3,097					
	Grossing Factor	0.66				2,044					
B-4	Component Total					5,200					5,720
	Growth Factor	0.1									
	Total Number of Offices			45							

NOTE:
10% EXPANSION SPACE IS BUILT
IN TO THE 2018 NEEDS COLUMN
AND AN ADDITIONAL 10% FUTURE
GROWTH IS CALCULATION FOR
THE TOTAL AREA NEEDED IN 2032.

This department is an
outgrowth of the Public
Safety Act

400 SF central /meeting
area
100 SF files storage room.
150 SF break room
The only departure from
that of a standard office
environment is that the
entire space must be
completely secure behind
two (2) locked doors.

Detailed Program for TDOC Administrative Headquarters

B-5. Division 02.06.01 Operational Support - Facilities, Planning and Construction - IT Services											
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
02.06.01.00	ES (IT) Services - ITS										NEAR 02.00.00.00
02.06.01.00	Director's Office	HW	4	1	180	180					
02.06.01.01	Clerk	CU	1	1	48	48					
	SUBTOTAL				2	228					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				68					
	Expansion Space	0.1				23					
	SUBTOTAL					319					
	Grossing Factor	0.66				211					
B-5	Component Total					600				660	
	Growth Factor	0.1									
	Total Number of Offices			2							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

Note:
There are 16 IRSS3s and two supervisors that are located in East or West, TN that are not going to the Cockrill Bend site.
The Manger (02.06.01.01) and 10 staff(02.06.01.00.02 and 02.06.01.00.03) of ES (formerly IT) will be located in the Service Center. See SERVICE CENTER summary sheet.

Detailed Program for TDOC Administrative Headquarters

Detailed Program for TDOC Administrative Headquarters											
B-6. Division 02.06.02 Operational Support - Facilities, Planning and Construction - Property Development and Management											
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
02.06	Facilities, Planning and Construction										
02.06.00.00	Director of Facilities and Planning and Construction	CU	1	1	180	180					office located in Director's suite
02.06.02	Property Development & Management										
02.06.02.00	Director's Office	HW	4	1	180	180					
02.06.02.02	Safety Director	HW	1	1	100	100					
02.06.02.02.01	Assistant Safety Director	CU	1	1	49	49					
02.06.02.02.01.01	Safety Manager	CU	1	1	49	49					
02.06.02.03	Lease Management (ASA 3)	CU	1	1	48	48					
02.06.02.03.01	ASA 2	CU	1	1	49	49					
02.06.02.04	Assist Director - Capitol Projects	HW	1	1	100	100					
02.06.02.04.01	Construction Specialist	CU	1	1	49	49					
02.06.02.05	Fac Construction Admin	CU	1	1	49	49					
02.06.02.05.01	Architect	CU	1	1	49	49					
02.06.02.06	Corr Prog Supp Coordinator	CU	1	1	49	49					
	Conference Room		10	1	240	240					
	File Storage			1	150	150					
	SUBTOTAL			13		1,341					
	Printer alcoves, breakrooms, waiting area	0.3				402					
	Expansion Space	0.1				134					
	SUBTOTAL					1,877					
	Grossing Factor	0.66				1,239					
B-6	Component Total					3,200					3,520
	Growth Factor	0.1									
	Total Number of Offices			11							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

Detailed Program for TDOC Administrative Headquarters

Detailed Program for TDOC Administrative Headquarters											
C. Division 03 Finance Office											
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
03	Finance Office										
03.00.00.00	Chief Financial Officer - Deputy Commissioner 2	HW	4	1	180	180					
03.00.00.01	Administrative Assistant	HW	2	1	120	120					
03.01.00.00	Fiscal Services Director 3	CU	3	1	120	120					
03.01.00.01	Ex Sec 1	CU	1	1	100	100					
03.01.01.00	Jud Cost Acct	CU	1	1	64	64					
03.01.01.01	Accountant and Tech Offices	CU	1	2	48	96					
03.01.02.00	Fiscal Services Director 2	CU	1	1	100	100					
03.01.02.01	Manager Offices	CU	2	3	64	192					
03.01.02.02	Accountant, Tech & Clerk offices	CU	1	13	48	624					
03.01.03.00	Fiscal Director 1	CU	1	1	64	64					
03.01.04.00	Fiscal Director 2 (Budget)	CU	1	1	64	64					
03.01.04.01-03	Analysts and Clerks Offices	CU	1	3	48	144					
03.02.00.00	Director 1	CU	2	1	64	64					
03.03.00.00	ASA 3	CU	1	1	64	64					
03.04.00.00	Director of Contract Admin	CU	1	1	64	64					
03.04.01.00	ASA 3	CU	1	1	64	64					
03.05.00.00	Director of Procurement	CU	1	1	64	64					
03.05.00.01-03	Procurement Off(s)	CU	1	3	48	144					
	SUBTOTAL			37		2,332					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				700					
	Expansion Space	0.1				233					
	SUBTOTAL					3,265					
	Grossing Factor	0.66				2,155					
C.	Current Component Total					5,500					6,050
	Growth Factor	0.1									
	Total Number of Offices			36							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

Detailed Program for TDOC Administrative Headquarters

D. Division 04 Administration

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
04 Administration											
04.00.00.00	Deputy Commissioner 2	HW	4	1	180	180					
04.00.01.00	Admin Asst 2	CU	1	1	48	48					
04.04.00.00	Ex Admin Asst 2	CU	1	1	48	48					
04.01 Mission Support											
04.01.00.00	Director	HW	1	1	100	100					
04.01.01.00	ASA 4		1	1	48	48					
04.01.01.01	BPP PG Sp		1	1	48	48					
04.01.01.02.01	Prop Off 2		1	2	48	96					
04.01.02.00	Farm Manager		1	1	48	48					
04.01.03.00	Info Sys Analyst 2		1	1	48	48					
04.02 Training											
04.02.00.00	Director	HW	1	1	100	100					
04.02.01.00	Support Coordinator		1	1	48	48					
04.05 Human Resources											
04.05.00.00	Director	HW	3	1	180	180					
04.05.00.01	ASA 2	CU	1	1	48	48					
04.05.01.00	Deputy Director	HW	1	1	100	100					
04.05.01.01	Manager	CU	1	1	68	68					
04.05.01.02	ASA 3	CU	1	1	48	48					
04.05.01.03	Affirmative Action Officer	CU	1	1	48	48					
04.05.02.00	Assistant Director	CU	1	1	68	68					
04.05.02.01	Manager	CU	1	1	68	68					
04.05.02.01a	Analyst 2	CU	1	1	48	48					
04.05.02.01a1	Tech 3	CU	1	1	48	48					
04.05.02.01b	Analyst 2	CU	1	1	48	48					
04.05.02.01b1	Tech 2	CU	1	1	48	48					
04.05.02.02	Manager	CU	1	1	68	68					
04.05.02.02a	Transaction Supervisor	CU	1	1	48	48					
04.05.02.02.01	Technicians	CU	2	1	48	48					
04.05.02.02b	Analyst 3	CU	1	1	48	48					
04.05.03.00	Assistant Director	CU	1	1	68	68					

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

04.05.03.01	Field Managers & Analysts	CU	?	1	48	48					
	SUBTOTAL			30		1,960					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				588					
	Expansion Space	0.1				196					
	SUBTOTAL					2,744					
	Grossing Factor	0.66				1,811					
D	Component Total					4,600				5,060	
	Growth Factor	0.1									
	Total Number of Offices			30							

Detailed Program for TDOC Administrative Headquarters

E. Division 07 Communications and Public Relations

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
07 Communications and Public Relations											
07.00.00.00	Correction Communications Director		3	1	180	180					
07.01.00.00	Officers 07.01 - 07.03		1	3	68	204					
07.04.00.00	Support Coordinator		1	1	48	48					
07.05.00.00	Photographer/Videographer		1	1	48	48					
07.06	Central Communications Center										
07.06.00.00	Director	HW	1	1	100	100					
07.06.01.00	Prog Director		1	1	68	68					
07.06.01.01-06	Analysts		1	6	48	288					
07.06.02.00	ASA3		1	1	68	68					
07.06.03.00	Manager		1	1	68	68					
07.06.03.01-.02	Analysts		1	2	48	96					
	SUBTOTAL			18		1,168					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				350					
	Expansion Space	0.1				117					
	SUBTOTAL					1,635					
	Grossing Factor	0.66				1,079					
E.	Component Total					2,800				3,080	
	Growth Factor	0.1									
	Total Number of Offices			18							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

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Detailed Program for TDOC Administrative Headquarters

Division 08 Legal Services

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
08 Legal Services											
08.00.00.00	Director	HW	4	1	150	150					
08.01.00.00 to 05.00.00	Attorneys	HW	1	5	150	750					
08.06.00.00	Policy Development Manager	CU	1	1	68	68					
08.07.00.00	Admin Services Assistant 4	CU	1	1	68	68					
08.08.00.00	Ex Sec 1	CU	1	1	48	48					
SUBTOTAL				9		1,084					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				325					
	Expansion Space	0.1				108					
SUBTOTAL						1,518					
	Grossing Factor	0.66				1,002					
F.	Component Total					2,600					2,860
	Growth Factor	0.1									
	Total Number of Offices			9							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

Detailed Program for TDOC Administrative Headquarters

Division 10 Investigation & Compliance

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
10 Investigation and Compliance										Ground Floor with private entrance	
10.00.00.00	Director	HW	4	1	180	180					
10.00.01.00	Admin Sec	CU	1	1	48	48					
10.05.00.00	PREA Coordinator	CU	1	1	68	68					
10.01 AEU (Apprehension Enforcement Unit)										NOTE: 10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.	works with US Marshals Office
10.01.00.00	Director's Office	HW	1	1	100	100					
10.01.01.00	Special Agent in Charge	CU	1	1	68	68					
10.01.01.01 to 09	Special Agent Offices	CU	1	9	48	432					
10.01.01.10-	US Marshall Liaison Offices	CU	1	2	48	96					
10.02 INVESTIGATIONS (LEU - Law Enforcement Unit?)											
10.02.00.00	Director's Office	HW	1	1	100	100					
10.02.01.00	Special Agents In Charge Offices	CU	1	1	48	48					
10.02.01.00.01 to 02	Special Agent Offices	CU	1	2	48	96					
10.03 STG (Security Threat Group?)											
10.03.00.00	Director's Office	HW		1	100	100					
10.03.01-03	Special Agents In Charge Offices	CU	1	3	48	144					
10.03.04-06	Analysts Offices	CU	1	3	48	144					
10.04 Special Operations Unit										There are four Strike Force Units - SF ONE is located in Nashville & does training of all	Are these offices to be located in the Strike Force One /Building?
10.04.00.00	Director's Office	HW	1	1	100	100					
10.04.01.00	Canine Unit's Office	CU	1	1	100	100					
10.04.02.00	Tactical Coordinator's Office	CU	1	1	48	48					
10.05 PREA											
10.05.00.00	PREA Coordinator's Office/Corr Prog Dir 2	HW	1	1	100	100					
02.06.02.01.00.01											

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10.06.00.00	Director's Office	HW	1	1	100	100														
10.06.01.00	Assistant Director's Office	CU	1	1	68	68														
05	Offices	CU	1	5	48	240														
10.06.02.01-04	Auditors Offices	CU	1	4	48	192														some work from home
	Evidence Storage			1	500	500														
	Sally Port			1	750	750														
	Private Vestibule			1	200	200														
	Secure Holding Room		1	1	100	100														while waiting to be interviewed
	Interview Rooms		2	2	100	200														
	Observation Room		4	1	200	200														
	Lab			1	200	200														
	Interview Restroom			1	50	50														
	Vestibule			1	100	100														
	Files			1	200	200														
	Showers			2	50	100														
	SUBTOTAL			51		5172														
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area		0.3			1,552														
	Expansion Space		0.1			517														
	SUBTOTAL					7,241														
	Grossing Factor		0.66			4,779														
G.	Component Total					12,100														13,310
	Growth Factor		0.1																	
	Total Number of Offices				40															
Some type of temporary housing is desired for special events.																				

Detailed Program for TDOC Administrative Headquarters

Division 12 Research and Planning

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
12 Res and Planning											
12.00.00.00	Director's Office	CU	3	1	180	180					
12.01.00.00	Budget Analyst Coordinator	CU	1	3	48	144					
12.01.01.00	ASA 4	CU	1	1	168	168					
12.02.00.00	Stat Analyst 3	CU	1	1	48	48					
	SUBTOTAL			6		540					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				162					
	Expansion Space	0.1				54					
	SUBTOTAL			6		540					
	Grossing Factor %	0.66				356					
H.	Component Total					900				990	
	Growth Factor %	0.1									
	Total Number of Offices			6							

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

Detailed Program for TDOC Administrative Headquarters											
Division 15 Facilities											
Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2021				Projected 2026				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
15 Facilities											
15.00.00.00	Assistant Commissioner	CU	4	1	180	180					
15.00.01.00	Admin Assistant 1	CU	1	1	48	48					
15.01.00.00	Correctional Administrator East Division	CU	1	1	68	68					
15.02.00.00	Correctional Administrator Middle Division	CU	1	1	68	68					
15.03.00.00	Correctional Administrator CCA Facilities	CU	1	1	68	68					
15.04.00.00	Correctional Administrator West Division	CU	1	1	68	68					
15.05.00.00	Manager's Office	CU	1	1	68	68					
15.06.00.00	Director's Office	CU	1	1	68	68					
	SUBTOTAL			8		636					
	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				191					
	Expansion Space	0.1				64					
	SUBTOTAL					890					
	Grossing Factor	0.66				588					
I.	Component Total					1,500				1,650	
	Total Number of Offices			8							

NOTE:
10% EXPANSION SPACE IS BUILT
IN TO THE 2018 NEEDS COLUMN
AND AN ADDITIONAL 10%
FUTURE GROWTH IS
CALCULATION FOR THE TOTAL
AREA NEEDED IN 2032.

Detailed Program for TDOC Administrative Headquarters

Division 16 Community Supervision

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
16 Community Supervision											
16.00.00.00	Assistant Commissioner	HW	4	1	180	180					
16.01.00.00	Community Corrections Manager's Office	CU	1	1	68	68					
16.02.00.00	BPP Field Services Administrator's Office	HW	1	1	150	150					
16.02.01.00	Probation Admin's Office	HW	1	1	150	150					
16.02.02.00	Parole Admin.'s Office	HW	1	1	150	150					
16.02.03.00	Asst 5	CU	1	1	68	68					
16.02.05.00	Training Specialist Office	CU	1	1	68	68					
16.02.06.00	Asst 5	CU	1	1	68	68					
16.03.00.00	West TN Comm Resources Director's Office	CU	1	1	68	68					
16.04.00.00	West Region Correctional Administrator's Office	HW	1	1	150	150					
16.05.00.00	Middle Region Correctional Administrator's Office	HW	1	1	150	150					
16.06.00.00	East Region Correctional Administrator's Office	HW	1	1	150	150					
16.02.04 BPP	Probation/Parole Program										
16.02.04.00	Director's Office	HW	1	1	150	150					
16.02.04.01	Parole Warrants Office	CU	1	1	68	68					
16.02.04.02	PPO 2	CU	1	1	68	68					
16.02.04.03	Interstate Compact Office	CU	1	1	68	68					
16.02.04.03.01	ISC Probation Office	CU	1	1	68	68					
16.02.04.04	IPO Manager's Office	CU	1	1	68	68					
16.02.04.05	Tech Office	CU	1	1	68	68					
16.02.04.06	BPP PG SP office	CU	1	1	68	68					

NOTE:
10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.

	SUBTOTAL			20		2,046				
02.06.02.01.0 0.01	Printer alcoves, breakrooms, conference rooms and file storage, waiting area	0.3				614				
	Expansion Space	0.1				205				
	SUBTOTAL					2,864				
	Grossing Factor	0.66				1,891				
J.	Component Total					4,800			5,280	
	Growth Factor	0.1								
	Total Number of Offices			20						

Detailed Program for TDOC Administrative Headquarters

Division 17 Rehabilitative Services

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2021				Projected 2026				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
17 Rehabilitative Services											
17.00	Assistant Commissioner	HW	4	1	180	180					NOTE: 10% EXPANSION SPACE IS BUILT IN TO THE 2018 NEEDS COLUMN AND AN ADDITIONAL 10% FUTURE GROWTH IS CALCULATION FOR THE TOTAL AREA NEEDED IN 2032.
17.00.01 to 03	Admin Asst Offices	CU	1	3	48	144					
17.04	Director of Women's Programming Services	HW	1	1	100	100					
17.04.01	Director 1	CU	1	1	68	68					
17.01 Offender Development and Rehabilitation											
17.01	Director's Office	CU	1	1	68	68					
17.01.00.01	ASA 3	CU	1	1	48	48					
17.01.01	Religious/Volunteer Programs Director	HW	1	1	100	100					
17.01.01.01	Victim Services Coordinator	CU	1	1	48	48					
17.01.01.01a	Ex Secretary 1	CU	1	1	48	48					
17.01.02	Director of Education	HW	1	1	100	100					
17.01.02.01	Dir Release for Success	HW	1	1	100	100					
17.01.03.00	Corr Prog Dir 1	CU	1	1	68	68					
17.01.03.01	Coordinator	CU	1	1	48	48					
17.01.03.02	Inmate Program Specialist	CU	1	1	68	68					
17.01.03.03	Offender Workforce Development Office	CU	1	1	68	68					
17.01.03.04	Housing coordinator	CU	1	1	48	48					
17.01.03.05 to 06	Counselors Offices	CU	1	2	48	96					
17.01.04	Deputy Director of Offender Dev Rehab Services	HW	1	1	100	100					

Detailed Program for TDOC Administrative Headquarters

Division 18 TDOC Communications CENTER

Reference No.	Space / Position	Office Type: CU - Cubicle Work Space HW- Hardwall Work Space with Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
07 Communications and Public Relations											
CC 01	Communications Center		1	1	1500	1,500	1	1	1500	1,500	Adjacent to Command Center
CC02	Supervisor's Offices	HW		2	150	300		2	150	300	Adjacent to Command Center
	SUBTOTAL			3		1,800		3		1,800	
	Grossing Factor	0.66				1,188				1,188	
L.	Component Total					3,000				3,300	
	Growth Factor	0.1									
	Future Component Total										
	Total Number of Offices			6							

TDOC Headquarters Total = 68,200 SF

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TDOS Program Requirements Summary plus common space for both TDOC & TDOS

II TDOS HEADQUARTERS DEPARTMENTS

Gross Sq. Footage

A Commissioner's Office	5,150
B Command Staff	2,568
C Communications & Public Service	3,772
D Human Resources	19,150
D Special Investigation	10,998
F Fiscal Services	4,782
G Homeland Security	5,862
H Information Systems	8,685
I Internal Audit	1,575
J Inspection Services Bureau (Internal Affairs)	2,609
K Legal Division	10,083
L Research, Planning & Development	7,623
M Financial Responsibilities	9,010
N Information Processing / Document Management	7,623
O THP Safety Office	2,995
P Commercial Drivers License (Drivers Service)	1,765
Q Drivers License Issuance	5,505
R Commercial Vehicle Enforcement	1,890
S Talent Management	<u>6,655</u>

Dedicated TDOS Headquarters Subtotal

118,300 s.f.

III COMMON SPACE FOR BOTH TDOC AND TDOS

Common Space, Food Court, Central Conference Rooms, Support Space,
Emergency Response Command Center and additional support space.

26,350 s.f.

**TDOC and TDOS Administrative Headquarters Offices and
Common Space total:**

212,750 s.f.

Parking for TDOC and TDOS 700+-

TDOS Relationship Matrix

		SPACE TYPE	ACCESS SHARED SPACE	MAXIMUM AREA (SF)	COCKRILL BEND ADMINISTRATIVE CENTER - TDOS HEADQUARTERS SPACE RELATIONSHIP MATRIX	
C	N	S		5,151 SF	TDOS COMMISSIONER'S OFFICE SUITE	1
C	N	S		2,568 SF	TDOS COMMAND STAFF	2
C	N	S		3,772 SF	TDOS COMMUNICATIONS AND PUBLIC RELATIONS	3
C	N	S		19,150 SF	TDOS HUMAN RESOURCES	3
C	N	S		10,998 SF	TDOS SPECIAL INVESTIGATIONS BUREAU	3
C	N	S		4,782 SF	TDOS FISCAL SERVICES	3
C	N	S		5,862 SF	TDOS HOMELAND SECURITY	3
C	N	S		8,685 SF	TDOS INFORMATION SYSTEMS	3
C	N	S		1,575 SF	TDOS INTERNAL AUDIT	3
C	N	S		2,609 SF	TDOS INSPECTIONAL SERVICES BUREAU	3
C	N	S		10,083 SF	TDOS LEGAL DIVISION	3
C	N	S		7,751 SF	TDOS RESEARCH PLANNING AND DEVELOPMENT	3
C	N	S		9,010 SF	TDOS FINANCIAL RESPONSIBILITY	3
C	N	S		7,623 SF	TDOS INFORMATION PROCESSING/DOCUMENT MANAGEMENT	3
C	N	S		2,995 SF	TDOS THP SAFETY OFFICE	3
C	N	S		1,765 SF	TDOS COMMERCIAL DRIVERS LICENSE	3
C	N	S		5,505 SF	TDOS DRIVERS LICENSE ISSUANCE	3
C	N	S		1,890 SF	TDOS COMMERCIAL VEHICLE ENFORCEMENT	3
C	N	S		6,655 SF	TDOS TALENT MANAGEMENT	3
				118,301 SF	SUBTOTAL TDOS HEADQUARTERS	3
C	Y	N		8,100 SF	COMMAND CENTER	3
C	Y	S		18,300 SF	COMMON AREAS (FOOD SRVCS, MAIL RM, MEETING RMS, MULTI MEDIA RM, LOBBY, ETC.)	3
C	N	S		68,200 SF	TDOC OFFICE SUITES (SEE ADMIN. CENTER - TDOC's matrix)	3
				221,901 SF	TOTAL ADMINISTRATIVE CENTER	

LEGEND:	
PUBLIC/PRIVATE ACCESS AND SHARED SPACES	
P	PUBLIC
N	NONPUBLIC
S	SEMI
ADJACENCY	
1	DIRECTLY ADJACENT
2	NEAR TO
3	ISOLATED FROM
SPACE TYPE	
0	OPEN
C	CLOSED
E	EXTERIOR

Detailed Program for TDOS Administrative Headquarters												
Division 1 Commissioner's Office (a)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
1.01	Commissioner	closed		5	1	200	200	5	1	200	200	Table for 5 people
1.01.01	Executive Admin Assistant 2	open	1.01	1	1	51	51	1	1	51	51	
1.02	Policy Advisor	closed		3	1	120	120	3	1	120	120	
1.02.01	Executive Admin Assistant 3	open	1.02	2	1	51	51	2	1	51	51	
1.03	Chief of Staff	closed		3	1	120	120	3	1	120	120	Table for 5 people
1.03.01	Executive Admin Assistant 2	open	1.03	1	1	51	51	1	1	51	51	
1.04	Assistant Commissioner Administration	closed		3	1	120	120	3	1	120	120	
1.04.01	Executive Admin Assistant 2	open	1.04	3	1	51	51	3	1	51	51	
1.05	Attorney 3	closed		3	3	120	360	3	3	120	360	
1.06	Admin Services Assistant 3	open		1	1	51	51	1	1	51	51	Gatekeeper
1.07	Reception Area	open		6	1	132	132	6	1	132	132	6 chairs
1.08	File Room	closed			3	250	750		3	250	750	
1.09	Breakroom/Kitchenette	closed			1	182	182		1	182	182	5ft. base cabinet; microwave, and refrigerator.
1.10	Copy/Supplies Room	closed			1	100	100		1	100	100	
1.11	Large Conference Room	closed		25	1	460	460	25	1	460	460	
1.12	Small Conference Room	closed		10	1	240	240	10	1	240	240	
1.13	Lactation Room	closed		1	1	64	64	1	1	64	64	
Subtotal					21	2,363	3,103		21	2,363	3,103	
	Grossing Factor	0.66					2,048				2,048	
A.	Component Total						5,151				5,151	

Detailed Program for TDOS Administrative Headquarters

Division 2 Command Staff (b)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
2.01	Colonel	closed		3	1	120	120	3	1	120	120	
2.01.01	Executive Administrative Assistance 1	open	2.01	1	1	51	51	1	1	51	51	Close to Colonel's office.
2.02	Lieutenant Colonel	closed	2.01	3	2	120	240	3	2	120	240	Close to Colonel's office.
2.03	Major	open	2.01	1	6	51	306	3	6	51	306	
2.05	Executive Administrative Assistance/ Receptionist	open		1	3	51	153	1	3	51	153	
2.06	Conference Room	closed		30	1	0	0	30	1	0	0	500 s.f. conference room located in shared conference room area
2.07	Small Conference Room	closed		15	1	312	312	15	1	312	312	10-15 people; 10ft. dia. table; near Conference Room and Colonel's Office; must be in suite.
2.08	Lobby			6	1	104	104	6	1	104	104	4-6 people; card reader access
2.09	THP Public Information Officer	open		1	1	51	51	1	1	51	51	Conducts media presentations.
2.10	File/Copier Room	closed			1	154	154		1	154	154	8 filing cabinets/ 5 drawer/ 42" wide
2.11	Secure Storage Room	closed			1	400	400		1	400	400	Gun locker w/ card access
2.12	Kitchenette				1	40	40		1	40	40	Refrigerator, microwave, and sink; locate close to Conference Room
2.13	Men's Toilet				1	40	40		1	40	40	Includes urinal
2.14	Women's Toilet				1	35	35		1	35	35	
Subtotal					22	1,529	2,006		22	1,529	2,006	
	Grossing Factor	0.28					562				562	
B.	Component Total						2,568				2,568	

Detailed Program for TDOS Administrative Headquarters												
Division 3 Communication and Public Relations (c)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
3.01	Office	closed		3	3	120	360	3	3	120	360	Close to building lobby
3.02	Media Room	closed			1	720	720		1	720	720	Talk show set arrangement for interviews, and promotional videos. Green screen capabilities.
3.03	Printing Room	closed	3.02		1	200	200		1	200	200	Part of Media Room; 5ft. x 2ft. printer and collaboration space included
3.03	Staff Support Space											
3.03.01	Cubicles	open		1	2	51	102	1	2	51	102	
3.04	Storage Room	closed			1	200	200		1	200	200	
3.05	Editing Room	closed	3.02	3	1	100	100	3	1	100	100	Soundproof room
3.06	Conference Room	closed		14	1	590	590	14	1	590	590	Room large enough to accommodate 30 people.
Subtotal					10	1,981	2,272		10	1,981	2,272	
	Grossing Factor	0.66					1,500				1,500	
C.	Component Total						3,772				3,772	

General Note: Centrally located.

Detailed Program for TDOS Administrative Headquarters

Division 4 Human Resources (d)

Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
				4.01	Director	closed		3	1	120	120	
4.02	Manager 2	open	4.01	1	3	51	153	1	4	51	204	
4.03	Manager 1	open	4.01	7	2	51	102	7	4	51	204	
4.04	HR Analyst 3/ Supervisor	open		1	8	51	408	1	10	51	510	
4.05	Admin. Service Assist. 4	open		1	1	51	51	1	1	51	51	
4.06	HR Analyst 2	open		1	1	51	51	1	1	51	51	
4.07	HR Analyst 2	open		1	11	51	561	1	13	51	663	Low cubicle walls
4.08	HR Technician	open		1	3	51	153	1	3	51	153	Low cubicle walls
4.09	Receptionist	open		1	1	51	51	1	1	51	51	
4.10	Reception Area w/ Kiosks	closed		50	1	288	288	50	1	288	288	
4.11	Media Room/ Teleconference	closed		30	1	432	432	30	1	432	432	Used twice a month and 2x those days; Could be a shared space
4.12	Conference Room	closed		20	1	800	800	20	1	800	800	Occupied 3-4 times per week.
4.13	Secure Storage	closed			1	900	900		1	900	900	
4.14	Active Storage	closed			1	600	600		1	600	600	
4.15	Scan and File Retrieval Area/ Secure with Copier Area	closed			1	600	600		1	600	600	
4.16	Office Storage	closed			1	480	480		1	480	480	
4.17	Interview Room	closed		4	10	144	1,440	4	10	144	1,440	
4.18	Interview Waiting Room	closed		50	4	800	3,200	50	4	800	3,200	Maximum usage every 4 months
4.19	Kitchenette w/ Dining Area	closed		4	1	130	130	4	1	130	130	5 ft. base cabinet; microwave, and refrigerator w/ ice maker. Table seating 4
4.20	Collaboration Area	open		10	1	165	165	10	1	165	165	Open area with seating and white board
4.21	Exit Interview Room	closed		2	4	144	576	2	4	144	576	
4.22	Lactation Room	closed		1	1	35	35	1	1	35	35	Include sink
4.23	Enclave	closed		6	2	120	240	6	2	120	240	
Subtotal					61	6,166	11,536		68	6,166	11,893	
	Grossing Factor	0.66					7,614				7,849	
D.	Component Total						19,150				19,742	

General Comments: Located in Training Facility or nearby; Public access is minimal; 50-75 people a day two weeks per year; 600 THP

Detailed Program for TDOS Administrative Headquarters

Division 5 Special Investigations Bureau (e)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
5.01	Major	closed		3	1	120	120	4	1	120	120	Bookcase and filing cabinet
5.01.01	ASA 5	open	5.01	1	1	51	51	1	2	51	102	
5.03	Captains (CID, ICU)	open	5.01	1	2	51	102	1	4	51	204	Filing cabinet
5.04	Lieutenants (CID/ICU/CIRT/IP)	closed		1	4	120	480	1	6	120	720	2ft.x 3ft. safe in offices
5.05	Sergeant (ICU - Polygraph/Forensic Sgt.)	closed	5.06	1	1	120	120	1	1	120	120	2ft.x 3ft. safe in office
5.06	Polygraph Room	closed	5.05		3	120	360		4	120	480	desk and 2 chairs; no window
5.07	Sergeants (CID/CIRT)	open		1	5	51	255	1	8	51	408	Out of office frequently
5.08	Troopers/120 Daily Employees (ICU/CIRT/IP/TFO)	open		13	13	36	468	16	16	36	576	120 employees/ part time (25 hrs. per week)
5.08	DL Examiner (ICU)	open		1	2	51	102	1	4	51	204	
5.09	Analyst	open		1	3	51	153	1	3	51	153	
5.10	ASA 2 (TIES)	open		1	1	51	51	1	2	51	102	
5.11	Reception Area	open		6	1	132	132	6	1	132	132	6 chairs
5.12	Out of Town Investigator	open		1	2	36	72	1	3	36	108	Open area with 5 foot countertop for computer and layout space
5.13	Conference Room	closed			1	544	544		1	544	544	30 people max. 3x year
5.14	Kitchenette/Breakroom	closed			1	120	120		1	120	120	Table for 3 people; 5 ft. base cabinet; microwave, and refrigerator.
5.15	Storage Room	closed			1	200	200		1	200	200	Keycard access; Evidence storage
5.16	File Room	closed			1	325	325		1	325	325	12-14 lateral files 5 ft. tall; Files are on site 5 yrs. before archiving; General office supplies.
5.17	2 Bay Garage	closed			1	621	621		1	621	621	2 automobile lifts; Include eye wash
5.17.01	Toilet and Shower	closed	5.17		1	140	140		1	140	140	
5.17.02	Bay Work Area	open	5.17		1	130	130		1	130	130	12ft. work surface; include area for equipment (jacks, etc.).
5.17.03	Bay Storage	closed	5.17		1	3,070	3,070		1	3,070	3,070	
5.18	Enclave	closed		6	2	120	240	6	3	120	360	

Subtotal					49	6,260	7,856		66	6,260	8,939	
	Grossing Factor	0.40					3,142				3,576	
E.	Component Total						10,998				12,515	

General Comments: Suite is keycard accessed (secured); Locate suite on first floor

Abbreviations: Tenn. Info. Enforcement System (TIES); Criminal Investigation Dept. (CID); Identity Crime Unit (ICU); Critical Incident

Detailed Program for TDOS Administrative Headquarters												
Division 7 Fiscal Services (f)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
7.01	Budget Director	closed		3	1	120	120	3	1	120	120	Bookcase
7.02	Contracts Coordinator	open		1	1	51	51	1	1	51	51	
7.03	Payroll Director	open		1	1	51	51	1	1	51	51	
7.04	Fiscal Director 1 (AP)	closed		3	1	120	120	3	1	120	120	
7.05	Fiscal Director 1 (Revenue)	closed		3	1	120	120	3	1	120	120	
7.06	Controller	open		1	1	51	51	1	1	51	51	
7.07	Safe Room	closed		1	1	100	100	1	1	100	100	Do not locate on an exterior wall; fireproof.
7.08	Administrative Secretary	open		1	1	51	51	1	1	51	51	
7.09	Budget/ Procurement											
7.09.01	Budget Coordinator	open		1	1	51	51	1	1	51	51	
7.09.02	Auditor 2	open		1	1	51	51	1	1	51	51	
7.09.03	Auditor 3	open		1	1	51	51	1	1	51	51	
7.09.04	Procurement Officer 1	open		1	1	51	51	1	1	51	51	
7.09.05	Procurement Officer 2	open		1	2	51	102	1	2	51	102	
7.09.06	Payroll Tech (4)	open		1	4	51	204	1	4	51	204	
7.10	Accounting											
7.10.01	Accounting Tech 1	open		1	4	51	204	1	4	51	204	
7.10.02	Accounting Tech 2	open		1	2	51	102	1	2	51	102	
7.10.03	Accountant 2	open		1	1	51	51	1	1	51	51	
7.10.04	Accountant 1	open		1	1	51	51	1	1	51	51	
7.10.05	Accountant 3	open		1	4	51	204	1	4	51	204	
7.10.06	Account Clerk	open		1	2	51	102	1	2	51	102	
7.11	File Room	closed			1	120	120		1	120	120	Five lateral file cabinets; secured room; some files are transferred to state archives periodically; B&W copier and color copier in open office area
7.12	Supply Room	closed			1	150	150		1	150	150	
7.13	Conference Room	closed		15	1	345	345	15	1	345	345	Regular 6 person mtgs.; 12-15 person mtgs. Once a month
7.14	Kitchenette	open			1	120	120		1	120	120	Refrigerator, microwave, sink, table for 4
7.15	Enclave	closed		6	2	129	258	6	2	129	258	

Subtotal					38	2,140	2,881		38	2,140	2,881
	Grossing Factor %	0.66					1,901				1,901
F.	Component Total						4,782				4,782

General Comments: 4ft. tall cubicle walls

Detailed Program for TDOS Administrative Headquarters

Division 8 Homeland Security (g)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of spaces	Net S.F.	Total Net S.F.	
8.01	Office/ Assist. Commissioner	closed		4	1	150	150	4	1	150	150	
8.02	Office/ Director	closed		3	1	120	120	3	1	120	120	
8.03	Office/Admin. Services Mgr. (HR)	open		1	1	51	51	1	1	51	51	
8.04	Agents	open		5	5	51	255	5	5	51	255	
8.05	Closet/ Storage	closed		1	1	300	300	1	1	300	300	20ft.x15ft.; grant info. stored 3 5 yrs.
8.06	Secure Conference Room	closed		1	1	500	500	1	1	500	500	Safe (3 drawer filing cabinet type), sound blankets in wall; video equip. low voltage connections; 20x25 seating 25-30 people; use special guidelines for conference room design
8.07	Cubicle/ Admin. Assist. and Shared Work Space	open		6	6	500	3,000	6	6	500	3,000	20ft.x15ft. total area
8.08	Entry vestibule	closed		1	1	42	42	1	1	42	42	Keypad entry
8.09	Waiting Area	open		2	1	42	42	2	1	42	42	Seating for two
8.1	Enclave	closed		6	1	120	120	6	1	120	120	
Subtotal					19	1,876	4,580		19	1,876	4,580	
	Grossing Factor	0.28					1,282				1,282	
G.	Component Total						5,862				5,862	

General Comments: Can share a common Break Room

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Detailed Program for TDOS Administrative Headquarters

Division 9 Information Systems (h)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
9.01	IT Director	closed		3	1	120	120					
9.02	ASA 4	open		1	1	51	51					
9.03	IT Manager SR	open		1	2	51	102					
9.04	Project Manager SR	open		1	1	51	51					
9.05	Software Developer Lead	open		1	2	51	102					
9.06	Info. Security Analyst JR	open		1	1	36	36					
9.07	Info. Security Analyst SR	open		1	1	36	36					
9.08	IT Bus. Adm. Intermediate	open		1	1	36	36					
9.09	IT Bus. Adm. Advanced	open		1	1	36	36					
9.10	System Adm. Lead	open		1	2	36	72					
9.11	Business Analyst SR	open		1	3	36	108					
9.12	Business Analyst Advanced	open		1	1	36	36					
9.13	Project Mgr Intermediate	open		1	3	36	108					
9.14	Software Dev. Advance	open		1	6	36	216					
9.15	Software Dev. JR	open		1	3	36	108					
9.16	Application Adm. ADV	open		1	2	36	72					
9.17	Business Intel. Spec. ADV	open		1	1	36	36					
9.18	Database Adm. Advance	open		1	1	36	36					
9.19	Database Adm. Intermed.	open		1	1	36	36					
9.20	Business Tech Support ADV	open		1	4	36	144					
9.21	Business Tech Support Int.	open		1	5	36	180					
9.22	GIS Tech Intermediate	open		1	1	36	36					
9.23	Project Manager Associate	open		1	1	36	36					
9.24	Testing Analyst Lead	open		1	1	36	36					
9.25	System Adm. ADV	open		1	3	36	108					
9.26	System Adm. Intermediate	open		1	1	36	36					
9.27	Contractor Work Area	open		1	6	36	216					
9.28	Supply Closet	closed			1	100	100					
9.29	Storage Room	closed			1	1,500	1,500					Accessed from Loading Dock; secure at grade level, keycard access
9.30	Conference Room	closed			1	200	200					Used all day

NOTE:
No specific growth was indicated. We recommend 10% expansion be anticipated.

9.31	Conference Room	closed			1	0	0					500 s.f. conference room located in shared conference room area
9.32	Break Room	closed			1	182	182					5ft. base cabinet; microwave., and refrigerator w/ ice maker. Table seating 4
9.33	Enclave	closed			3	120	360					
9.34	Q&A Lab	closed			1	500	500					
9.35	Collaborative Open Work Environment	closed			1	200	200					Incl. conference table with power/ data receptacle
Subtotal					66	3,918	5,232		0	0	0	
	Grossing Factor	0.66					3,453				0	
H.	Component Total						8,685				9,553	

General Comments: Low wall cubicles; accessible from first floor and carport

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Detailed Program for TDOS Administrative Headquarters												
Division 10 Internal Audit (i)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
10.01	Director's Office	closed		3	1	120	120	3	1	120	120	
10.02	Auditor 4	open	10.01	1	2	51	102	1	2	51	102	
10.03	Auditor 3	open		1	5	51	255	1	5	51	255	
10.04	CDL Auditor (Part-time)	open		1	2	36	72	1	2	36	72	
10.05	Conference Room	closed		6	1	220	220	6	1	220	220	Used twice a week 2-8 hours total
10.06	Storage/ File Room/ Copier/ Printer	open			1	180	180		1	180	180	
Subtotal					12	658	949		12	658	949	
	Grossing Factor	0.66					626				626	
I.	Component Total						1,575				1,575	

General Comments: High wall cubicles; accessible from first floor and carport

Detailed Program for TDOS Administrative Headquarters												
Division 11 Inspectional Services Bureau (Internal Affairs) (i)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected Need - 2018				Projected Need - 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
11.01	Director/Captain	closed		1	1	120	120	1	1	120	120	
11.02	Assistant Director/Lieutenant	open	11.01	2	1	51	51	2	1	51	51	
11.03	ASA 2	open		1	3	51	153	1	4	51	204	
11.04	Investigator/Sergeant	open		1	8	51	408	1	16	51	816	
11.05	Interview room	closed		3	1	120	120	3	2	120	240	One way glass window from Investigator Office; average 1 interview per week
11.06	Paralegal	open		3	1	51	51	3	2	51	102	
11.07	Conference Room	closed		15	1	315	315	15	1	315	315	
11.08	Kitchenette/Breakroom	closed			1	120	120		1	120	120	Shared with other departments; Refrigerator., microwave, sink, table for (4)
11.09	Storage Room	closed			1	400	400		1	400	400	Deadbolt and keyed lock; 4-6 lateral files
11.10	Supply Closet	closed			1	65	65		1	65	65	
11.11	Copier Room	closed			1	65	65		1	65	65	
11.12	Vestibule	closed			1	50	50		1	50	50	Include a gun box; guests are escorted; card accessed entry
11.13	Enclave	closed		6	1	120	120	6	1	120	120	
Subtotal					22	1,579	2,038		33	1,579	2,668	
	Grossing Factor	0.28					571				747	
J.	Component Total						2,609				3,415	

General Comments: Locate department on first floor near building entry, Commissioner, Colonel, Legal Division, and Human Resources.

Detailed Program for TDOS Administrative Headquarters

Detailed Program for TDOS Administrative Headquarters												
Division 12 Legal Division (k)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	Qty.	Net S.F.	Total Net	Occ. Per Space	Qty.	Net S.F.	Total Net	
12.01	Administration											Near Commissioner's suite
12.01.01	General Counsel Office	closed		3	1	120	120	3	1	120	120	
12.01.02	Deputy General Counsel Ofc	closed		3	1	120	120	3	1	120	120	
12.01.03	Assist General Counsel Ofc	closed		3	1	120	120	3	1	120	120	
12.01.04	Attorney 3 Office	closed		3	3	120	360	3	4	120	480	
12.01.05	Legislative Liaison Office	open		3	2	51	102	3	2	51	102	
12.01.06	Conference Room	closed		12	1	275	275	12	1	275	275	
12.01.07	File/Supply Room	closed			1	150	150		1	150	150	
12.02	Forfeiture Appeals/Human Resources Section											
12.02.01	Attorney 3	closed		3	1	120	120	3	1	120	120	
12.02.02	ASA 2/Receptionist	open		1	1	51	51	1	1	51	51	
12.02.03	Conference Room	closed		6	1	182	182	6	1	182	182	Sound control room
12.02.04	File/Supply Room	closed			1	150	150		1	150	150	
12.03	Driver Improvement Section											Near main building entrance
12.03.01	DI Manager/Attorney 4 Ofc	closed		3	1	120	120	3	1	120	120	
12.03.02	Admin Secretary/Receptionist	open		1	1	51	51	1	1	51	51	
12.03.03	Hearing Officer Office	open		1	3	51	153	1	3	51	153	One officer is part-time
12.03.04	Safety Examiner Office	open		1	1	51	51	1	1	51	51	
12.03.05	File/Supply Room	closed			1	150	150		1	150	150	
12.03.06	Waiting Room	open		15	1	380	380	15	1	380	380	
12.04	Asset Forfeiture Section											
12.04.01	Attorney 3 Office	closed		3	2	120	240	3	2	120	240	
12.04.02	ASA 2 / Receptionist	open		1	1	51	51	1	1	51	51	
12.04.03	ASA4	open	12.04.04	3	1	51	51	3	1	51	51	
12.04.04	File Room	closed			1	150	150		1	150	150	
12.04.05	Support Staff			1	5	16	80	1	5	16	80	Secure glass transaction counter/wall adjacent to Reception
12.04.06	TIES	closed		2	1	100	100	2	1	100	100	Lockable room
12.04.07	Administrative Secretary	open		1	1	51	51	1	1	51	51	
12.04.08	Administrative Secretary	open		1	1	51	51	1	1	51	51	
12.04.09	Reception/Clerk	open	12.04.10, 12.04.11	1	1	48	48	1	1	48	48	Secured area

12.04.10	Clerk	open		1	1	51	51	1	1	51	51	
12.04.11	Clerk	open		1	1	51	51	1	1	51	51	
12.04.12	File Room	closed			1	150	150		1	150	150	
12.04.13	Storage/Supply Room	closed			1	150	150		1	150	150	
12.04.14	Hearing/Training Room	closed	12.04.15	25	1	774	774	25	1	774	774	Asset Forfeiture hearings held daily must accommodate attorney, claimants, judge, court reporter, officers, witnesses and public.
12.04.15	Waiting Area/Room	open	12.04.16, 12.04.17, 12.04.18	30	1	605	605	30	1	605	605	Used by claimants, witnesses, and the public.
12.04.16	Consultation Room	closed		4	2	156	312	4	2	156	312	
12.04.17	Men's Public Restroom	closed		2	1	84	84	2	1	84	84	
12.04.18	Women's Public Restroom	closed		2	1	84	84	2	1	84	84	
12.05	Shared Areas for Legal											
12.05.01	Kitchenette/Break Room	closed		32	1	336	336	32	1	336	336	
Subtotal					47	5,341	6,074		48	5,341	6,194	
	Grossing Factor	0.66					4,009				4,088	
K.	Component Total						10,083				10,282	

Abbreviations: Tenn. Info. Enforcement System (TIES)

Detailed Program for TDOS Administrative Headquarters

Division 13 Research, Planning, and Development (I)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected Need - 2018				Projected Need - 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
13.02	Director	closed		3	1	120	120	3	1	120	120	Include table for 4 people
13.01	Captain	open		1	1	51	51	1	1	51	51	
13.03	Grants Analyst 3	open		1	1	51	51	1	1	51	51	
13.04	Lieutenant	open		1	2	51	102	1	3	51	153	
13.05	Forms & Publications	open			1	80	80		1	80	80	36 inch plotter; two 4 foot filling cabinets; 5ft. countertop; paper supply storage
13.06	Sergeant (CALEA)	open		1	1	51	51	1	1	51	51	CALEA & CAD computer
13.07	Sergeant (IID)	open		1	5	51	255	1	7	51	357	High cubicle walls
13.08	GIS Contractor, Interns, & Temp Vendors	open		1	3	36	108	1	4	36	144	
13.09	Trooper (IID)	open		1	3	36	108	1	4	36	144	
13.10	Adm Serv Asst 2 (IID) & CALEA	open		1	3	51	153	1	4	51	204	Suite gate keeper
13.11	Adm Serv Asst 4 (IID)	open		1	1	51	51	1	1	51	51	
13.12	Statistical Research Manager	open		1	1	51	51	1	2	51	102	Need additional local area network drops
13.13	Statistical Analyst 4	open		1	2	51	102	1	3	51	153	Need additional local area network drops
13.14	Statistical Analyst 3	open		1	2	51	102	1	2	51	102	Need additional local area network drops
13.15	GIS Analyst	open		1	1	51	51	1	2	51	102	
13.16	Adm Serv Asst 3	open		1	2	51	102	3	1	51	51	
13.17	Adm Serv Asst 2 (Fatality Accident Reporting Statistics)	open		2	2	51	102	2	2	51	102	
13.18	IRSS / TITAN Tech	open		1	5	51	255	1	7	51	357	Separate Room for techs; direct access to building exterior; work bay for vehicles; deal with vendors and public
13.19	Appriss Vendors (TITAN)	open		1	3	51	153	1	4	51	204	
13.20	Info Sys Consultant Program Mgr. (TITAN)	open		1	1	51	51	1	1	51	51	
13.21	Secure Storage	closed			1	120	120		1	120	120	Permanent storage onsite
13.22	Active Storage	closed			1	120	120		1	120	120	Office supplies
13.23	Work Room	closed		15	1	240	240	15	1	240	240	Include A/V white board and projector; bookcases 12ft. length; eight 4ft. filing cabinets; copier; 5ft. Countertop

13.24	Work Room (TITAN TECH)	closed		5	5	240	1200	15	7	240	1680	TITAN Techs work area to do software or hardware installations where multiple machines can be worked at the same time. This will need to be locked when not in use.
13.25	Conference Room	closed		25	1	500	500	25	1	500	500	Used 2 hours 4-6 times a month
13.26	Break Area	open		35	1	150	150	35	1	150	150	5ft. base cabinet, sink, and microwave.; two refrigerators
13.27	Enclave	closed		6	2	120	240	6	3	120	360	
Subtotal					53	2,578	4,669		67	2,578	5,800	
	Grossing Factor	0.66					3,082				3,828	
L.	Component Total						7,751				9,628	

Detailed Program for TDOS Administrative Headquarters

Division 14 Financial Responsibility (m)

Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
				14.01	Director's Office	closed		3	1	120	120	
14.02	Driver Control Manager 2	open		1	1	51	51	3	1	51	51	
14.03	Driver Control Manager 1	open		1	1	51	51	3	1	51	51	
14.04	Admin. Svcs. Assist. 2	open		1	2	51	102	1	2	51	102	Lockable file cabinets
14.05	Supervisor Office	open		1	1	36	36	1	1	36	36	Shared office for temporary use
14.06	Correspondence/Help Desk Zone 1											
14.06.01	Safety Exam Supervisor 1 - Correspondence (SES1c)	open		1	1	51	51	1	2	51	102	
14.06.02	Safety Examiner 1 (SE1)	open		1	4	51	204	1	4	51	204	
14.06.03	Safety Examiner 2 (SE2)	open		1	4	51	204	1	4	51	204	
14.06.04	Clerk 2	open		1	2	51	102	1	3	51	153	
14.06.05	Clerk 3	open		1	1	51	51	1	2	51	102	
14.06.06	Printer Area	open		1	1	45	45	1	1	45	45	Stand alone printer due to high volume
14.07	Correspondence/Help Desk Zone 2											
14.07.01	Driver Control Manager 1	closed		1	1	51	51	1	1	51	51	
14.07.02	Safety Examiner 1 (SE1)	open		1	2	51	102	1	2	51	102	
14.07.03	Safety Examiner 2 (SE2)	open		1	4	51	204	1	4	51	204	
14.07.04	Administrative Secretary	open		1	2	51	102	1	3	51	153	
14.07.05	Secretary	open		1	3	51	153	1	3	51	153	
14.07.06	Printer Area	open		1	1	45	45	1	1	45	45	Stand alone printer due to high volume
												Correspondence Zones 1 & 2 General Comment: 1 Printer and fax machine; minimize through traffic/ limit distractions; need natural light; 6ft. tall cubicles
14.08	DL Call Center Team 1											
14.08.01	Safety Examiner Supervisor 1 - Correspondence (SE2cc)	open		1	1	51	51	1	1	51	51	
14.08.02	Safety Examiner 2 (SE2cc)	open		1	13	51	663	1	15	51	765	

14.09	DL Call Center Team 2											
14.09.01	Safety Examiner Supervisor 1 - Correspondence (SE2cc)	open		1	1	51	51	1	1	51	51	
14.09.02	Safety Examiner 2 (SE2cc)	open		1	13	51	663	1	15	51	765	
												DL Call Center Team 2 General Comment: 1 Printer and fax machine; minimize through traffic/ limit distractions; need natural light; 6ft. tall cubicles
14.10	Conference Room	closed		25	1	600	600	25	1	600	600	
14.11	Small Call Center Training Room	closed		9	1	320	320	9	1	320	320	
14.12	Kitchenette /Breakroom	closed		16	1	350	350	16	1	350	350	5ft. base cabinet; microwave; refrigerator
14.13	Coffee Bar	open			1	40	40		1	40	40	5ft. countertop, microwave, and sink located in office area
14.14	Storage Room	closed			1	340	340		1	340	340	8 filing cabinets; secured space
14.15	Supply Room	closed			1	180	180		1	180	180	Paper and supplies; secured space
14.16	Shred Bin Storage	closed			1	136	136		1	136	136	Secured room
14.17	Enclave	closed		6	3	120	360	6	4	120	480	
Subtotal					70	3,199	5,428		79	3,199	5,956	
	Grossing Factor	0.66					3,582				3,931	
M.	Component Total						9,010				9,887	

General Comments: 8,000 calls a week; minimize through traffic/ distractions; more secure area; need natural light; 6ft. tall cubicles

c= Correspondence

cc = Call Center

Detailed Program for TDOS Administrative Headquarters

Division 15 Information Processing/ Document Mgmt. (n)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
15.01	Director	closed		3	1	120	120	3	1	120	120	
15.02	Admin. Services Assist. 2	open		1	1	51	51	1	1	51	51	
15.03	Admin. Services Assist. 3	open		1	1	51	51	1	1	51	51	
15.04	Conference room	closed		8	1	214	214	8	1	214	214	
15.05	Safety Examiner Supv 2	open		1	1	51	51	1	1	51	51	
15.06	Safety Examiner Supv 1	open		1	1	51	51	1	1	51	51	
15.07	Break Room	closed		16	1	448	448	16	1	448	448	
15.08	Mail Department											
15.08.01	Mail/Sort/Batch Area	open			1	408	408		1	408	408	Sort bins, sort area, mail boxes, mail open area
15.08.02	Mailbox Drop Off/Outside Pickup	open			1	127	127		1	127	127	
15.08.03	Mailbox Area	open			1	127	127		1	127	127	
15.08.04	Supervisor	open		1	1	51	51	1	1	51	51	
15.08.05	Batch Tech.	open		1	4	51	204	1	4	51	204	
15.09	Records Mgmt. Area											
15.09.01	Supervisor	open		1	1	51	51	1	1	51	51	
15.09.02	Microfilm Tech	open		1	4	51	204	1	3	51	153	10-12 filing cabinets in open office area
15.09.03	Temporary Cubicle	open		1	2	36	72	1	2	36	72	
15.09.04	Microfilm Storage	closed			1	504	504		1	504	504	
15.10	Scan Department											
15.10.01	Scan Area	open			1	230	230		1	230	230	
15.10.02	Scan Tech	open		1	3	51	153	1	3	51	153	
15.10.03	Storage Room	closed			1	320	320		1	320	320	
15.10.04	Shred Bin Storage	closed			1	700	700		1	700	700	9 shred bins
15.10.05	Destruction Area	closed			1	140	140		1	140	140	2 computer scan/copy

15.11	Dispositions & Violations/Data Entry/ Fix-Up/ verify/THP/ Crash												
15.11.01	Dispositions & Violations/Crash Area	open		12	1	48	48	12	1	48	48	Work surface	
15.11.02	Data Processing/THP Citation Area	open		5	1	48	48	5	1	48	48	Work surface	
15.11.03	Supervisor	open		1	1	51	51	1	1	51	51		
15.11.04	Supply closet	closed			1	48	48		1	48	48		
15.12	Enclave	closed		6	1	120	120	6	1	120	120		
Subtotal					35	4,148	4,592		34	4,148	4,541		
	Grossing Factor	0.66					3,031				2,997		
N.	Component Total						7,623				7,538		

Detailed Program for TDOS Administrative Headquarters

Division 16 THP Safety Office (o)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No of spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No of spaces	Net S.F.	Total Net S.F.	
16.01	Director	closed		3	1	120	120	3	1	120	120	Bookshelves
16.02	State Finance Administrator	closed	16.01	3	1	120	120	3	1	120	120	
16.03	State Mgmt. Supervisor	closed	16.01	3	1	120	120	3	1	120	120	
16.04	PGM Mgmt. Administrator	closed	16.01	3	1	120	120	3	1	120	120	
16.05	Asst. PGM Mgmt. Administrator	open	16.01	1	1	51	51	1	1	51	51	
16.06	State Admin. Assistant	open		1	1	51	51	1	1	51	51	
16.07	UT Admin. Assistant	open	16.06	1	1	51	51	1	1	51	51	
16.08	Program Managers	open		1	7	51	357	1	8	51	408	
16.09	Claims Analysts	open		1	4	51	204	1	5	51	255	
16.10	LEL (Law Enforcement Liaison) Office	open		1	1	51	51	1	1	51	51	Uses office cubicle twice a month part of the day
16.11	Public Information Officer	open		3	1	51	51	3	1	51	51	
16.12	NHTSA Representative (Federal Overseer)	open		1	1	51	51	1	1	51	51	In office 3-4 times per month 3 days min.
16.13	Storage Room	closed			1	192	192		1	192	192	12ft.x16ft.; stored 3 years
16.14	Off Site Storage (long term/external)	closed			1	192	192		1	192	192	12ft.x16ft.; stored 7 years
16.15	Work Room (copier, printer, etc.)	open			1	48	48		1	48	48	Three 4 drawer hanging files cabinet
16.16	Parking for UT cars (on site/ external)											
16.17	Conference Room	closed		25	1	120	120	25	1	120	120	Serves 25 people once a quarter.
16.18	Break Area				1	120	120		1	120	120	Shared common area on floor
16.19	Enclave	closed		6	1	120	120	6	1	120	120	
Subtotal					27	1,680	2,139		29	1,680	2,241	
	Grossing Factor	0.4					856				896	
O.	Component Total						2,995				3,137	

General Comments: 15-17 staff; 1/2 staff on-site regularly, other half out Feb.-Aug. Department mostly federally funded and responsible for enforcement, education, and driver behavior adjustment. Needs to be a suite arrangement due to confidential discussions.

Detailed Program for TDOS Administrative Headquarters												
Division 17 Commercial Drivers License (Drivers Services) (p)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected Need - 2018				Projected Need - 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
17.01	Medcert-CSTIMS	open		1	8	51	408	1	8	51	408	
17.02	CDL Director	closed		3	1	120	120	3	1	120	120	
17.03	CDL Program Manager	open		1	1	51	51	1	1	51	51	
17.04	Grants Manager	open		1	1	51	51	1	1	51	51	
17.05	CDL Trainer	open		1	1	51	51	1	1	51	51	
17.06	CDL/IT Help Desk	open		1	1	51	51	1	1	51	51	
17.07	Court Liaison	open		1	1	51	51	1	1	51	51	Works with county clerks
17.08	ASA3	open		1	1	51	51	1	1	51	51	
17.09	ASA4	open		1	1	51	51	1	1	51	51	
17.10	Secure Storage	closed			1	80	80		1	80	80	Keypad and key access; shelves and sliding files
17.11	Supply Room	closed			1	56	56		1	56	56	2 file cabinets
17.12	Kitchenette	open			1	120	120		1	120	120	Refrigerator, microwave, sink, table for 4
17.13	Enclave	closed		6	1	120	120	6	1	120	120	
Subtotal					20	904	1,261		20	904	1,261	
	Grossing Factor	0.4					504				504	
P.	Component Total						1,765				1,765	

General Comments: Minimum public contact; group together Commercial Drivers License (CDL), Financial Responsibility (FR), and Drivers License Issuance (DLI)

Detailed Program for TDOS Administrative Headquarters

Division 18 Drivers License Issuance (Drivers Services) (q)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected Need - 2018				Projected Need - 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
18.01	Assistant Commissioner 2	closed		3	1	150	150					
18.02	Driver License Issuance Dir.	closed		3	1	120	120					
18.03	Safety Program Manager	open		1	3	51	153					
18.04	Admin. Services Assist 4	open		1	1	51	51					
18.05	Exec. Admin. Assist 2	open	18.01	1	4	51	204					Near the Assist. Commissioner 2
18.06	Admin. Services Assist 5	open		1	1	51	51					
18.07	Safety Examiner 2	open		1	2	51	102					Deal with public
18.08	Admin. Services Assist. 2	open		1	2	51	102					One Admin. Svcs. Assist 2 shall be near the entry/answer calls
18.09	Clerk/ Receptionist	open		1	1	51	51					Gatekeeper
18.10	Returned Mail Sorter	open		1	7	48	336	No specific growth was indicated. We recommend 10% expansion to be anticipated.				Receive returned mail; secured area
18.11	Customer Service	closed		2	3	155	465					No immediate public access
18.12	Lobby			4	1	80	80					Guest seating for 4 located near Clerk
18.13	Secured File Storage	closed			1	84	84					4-5 lateral files, 5ft.; keypad and keyed access
18.14	Supply Closet	closed			1	84	84					
18.15	Large Conference Room	closed		14	1	0	0					300 s.f. conference room located in shared conference room area
18.16	Small Conference Room	closed		7	1	215	215					Weekly meeting, 1 hour
18.17	Kitchenette	open			1	120	120					Refrigerator., microwave, sink, table for 4
18.18	Men's Locker Room	closed			1	250	250					
18.19	Women's Locker Room	closed			1	250	250					
18.20	Fitness Area	closed			1	250	250					
18.21	Enclave	closed		6	1	120	120					
Subtotal					36	2,283	3,238					
	Grossing Factor	0.7					2,267					
Q.	Component Total						5,505					6,055

General Comments: Group together Commercial Drivers License (CDL), Financial Responsibility (FR), and Drivers License Issuance (DLI)

Detailed Program for TDOS Administrative Headquarters												
Division 19 Commercial Vehicle Enforcement (Drivers Services) (r)												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
19.01	Captain	closed		6	1	120	120	6	1	120	120	Table seating 4-6 people
19.02	Lieutenant	open	19.01	1	2	51	102	1	3	51	153	1 of 2 Lieutenants close to Captain
19.03	ASA 2	open		1	1	51	51	1	1	51	51	3 filing cabinets, 5ft. hgt.
19.04	Sergeant	open		1	4	51	204	1	6	51	306	
19.05	Trooper/Sergeant	open		1	1	51	51	1	2	51	102	
19.06	ASA 4	open		1	1	51	51	1	1	51	51	
19.07	Admin Secretary	open		1	3	51	153	1	4	51	204	Gatekeeper; 2 chairs for visitors to the department
19.08	Accountant 2	open		1	1	51	51	1	2	51	102	
19.09	Account Tech 1	open		1	1	51	51	1	1	51	51	
19.10	Clerk 2	open		1	1	51	51	1	1	51	51	
19.11	Touchdown Space	open		1	3	24	72	1	3	24	72	Temp. space for plugging in 2 at a time, countertop work surface
19.12	Conference Room	closed		12	1	273	273	12	1	273	273	3 meetings per month
19.13	Enclave	closed		6	1	120	120	6	1	120	120	
Subtotal					21	996	1,350		27	996	1,656	
	Grossing Factor	0.4					540				662	
R.	Component Total						1,890				2,318	
General Comments: Department is accessible to the public, but not a suite; not required to be close to any other departments; most storage is electronic												

Detailed Program for TDOS Administrative Headquarters												
Division 20 Talent Management												
Ref. No.	Space / Position	Space Type	Adjacencies	Projected 2018				Projected 2032				Comments
				Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
20.01	Multipurpose Room	open		36	2	1,485	2,970	36	2	1,485	2,970	Six round tables 60 inch dia. plug-in stations on each table; 3ft. deep moveable tables along walls; projector in the ceiling, dry erase wall, tables that can be configured for small groups.
20.01.01	Storage Closet	closed	20.01		1	35	35		1	35	35	Secured room; contains electronic equip., awards, supplies, etc.
20.02	Director	open		3	1	120	120	3	1	120	120	
20.03	Asst. Director	open		1	1	51	51	3	1	51	51	
20.04	Training Officer	open		1	2	51	102	1	2	51	102	
20.06	Training Specialist	open		1	1	51	51	1	1	51	51	
20.07	Library/Conference Area	closed		15	1	560	560	15	1	560	560	Collaborative space including 3ft. wide tables, shelves, and file cabinets.
20.08	Kitchenette	closed		5	1	120	120	5	1	120	120	5ft. base cabinet; microwave.; under counter refrigerator with ice maker; coat hooks
Subtotal					10	2,473	4,009		10	2,473	4,009	
	Grossing Factor %	0.66					2,646				2,646	
S.	Component Total						6,655				6,655	

General Comments: Locate near building entrance (2-3) classes a week, 4 hours each; twice a year (Feb. & Aug.); 40 hour class one week each; Commissioning Academy six times a year (1) day a month.

TDOS Headquarters Total = 118,301 SF

(Projected 2032) TDOS stated they had shrunk in recent years, and, in most cases, supplied the Team with specific areas of growth. We added 10% in the areas where they could not be specific.

Detailed Program for TDOC & TDOS Headquarters Complex - Common Areas											
Reference No.	Space / Position	CU - Cubicle Work Space HW-Hardwall Work Space w/ Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
Common Areas											
	Secure Lobby/Atrium			1	3500	3,500					
	Common Conference Rooms			4	1200	4,800					
	Media Meeting Area			1	800	800					
	Security Areas			1	100	100					
AC FS 01	Food Services										
	Café			1	2000	2,000					
	Table and Chair Storage		1	1	500	500					
	Food Prep			1	800	800					
	Dry Storage			1	800	800					
	Cold Storage			1	800	800					
AC MR	Mail Room			1	500	500					
SUBTOTAL				13		14,600					
	Grossing Factor	0.25				3,650					
	Component Total					18,250				18,250	

Detailed Program for Incident Command Center at TDOC / TDOS Headquarters Complex											*Multidepartment shared space
Reference No.	Space / Position	CU - Cubicle Work Space HW-Hardwall Work Space w/ Door	Need thru 2018				Projected 2032				Comments
			Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	Occ. Per Space	No. of Spaces	Net S.F.	Total Net S.F.	
INCIDENT COMMAND CENTER											
ICC 01	Sallyport*			1	60	60					
ICC 02	Control Room*			1	70	70					
ICC 03	Restroom and Shower			1	250	250					
ICC 04	Incident Command Center*			1	2,280	2,280					For how many?
ICC 05	Radio Room*			1	380	380					
ICC 06	Sleeping Quarters*			2	240	480					
	Conference Room			1	660	660					
	Team Office			1	400	400					
	Private Office			1	195	195					
	Security Electronics			1	80	80					
Subtotal				11		4,855					
	Grossing Factor	0.66				3,204					
	Component Total					8,100				8,910	
	Growth Factor	0.1									
	Total Number of Offices			2							

No specific growth was indicated. We recommend 10% expansion to be anticipated.

Headquarters Common Space Total = 26,350 SF

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