

CITY OF LEON VALLEY

PUBLIC WORKS DEPARTMENT - ADMINISTRATION BUILDING



AUGUST 24, 2021


ARDURRA


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recommended new administration building

A new administration building would help alleviate many of the functional issues present at the overcrowded existing building while providing the opportunity to create a safe, modern, inspiring work setting for Leon Valley employees.

The list below summarizes the proposed spaces for a new 4,000 sq. ft. building:

- Secured vestibule and reception area
- Offices (9-10)
- Multipurpose workroom/storage room: plotter, files, supplies
- Miscellaneous storage closet
- Conference room to accommodate 10-15 people
- Break room / Training room to accommodate 30-40 people
- Male and female restrooms with showers, lockers, and changing areas
- Support spaces to include custodial, mechanical, electrical, IDF, and fire riser rooms

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recommended square footages

The new administration building is outlined below per room and its recommended square footage. The net square footage is the total actual or assignable space needed for offices, storage rooms, or equipment such as copy machines. A grossing factor is applied to allow for required circulation, building structure, wall thicknesses, and support spaces such as janitor closets, mechanical rooms, and electrical rooms. The total gross square footage is then determined and is indicated as the last line item.

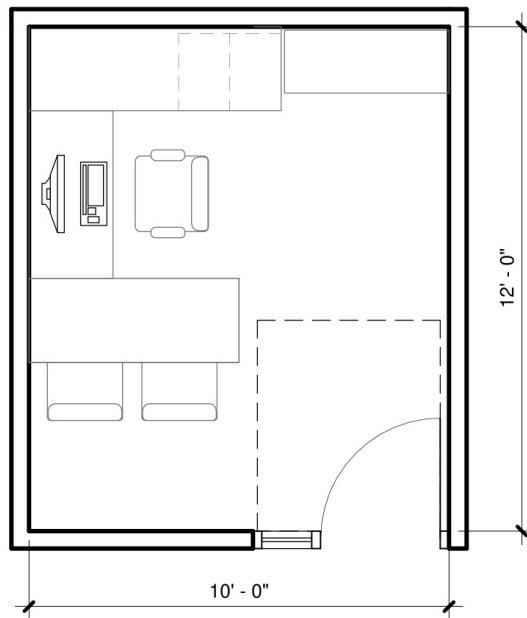
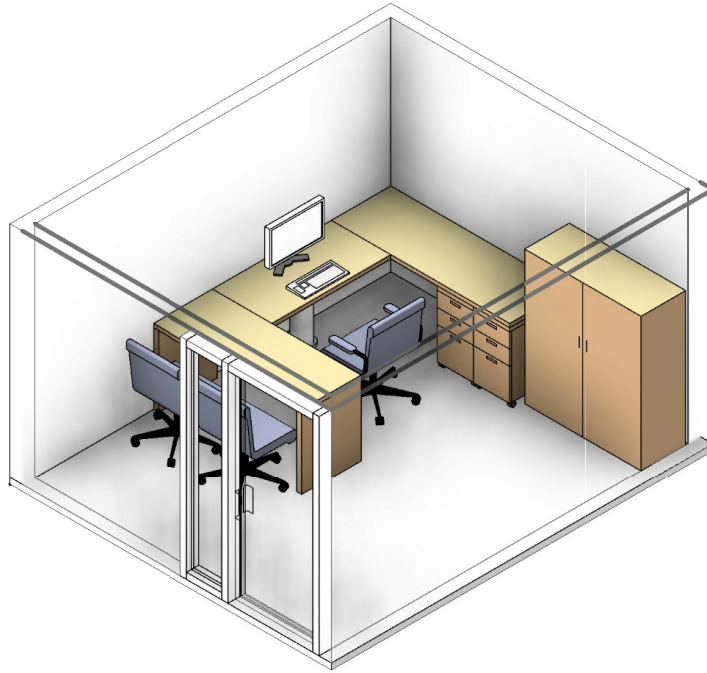
PROPOSED NEW ADMINISTRATION BUILDING			
Room	Square Footage	Quantity	Subtotal
Secured Vestibule	350	1	350
Reception	150	1	150
Visitor Toilet Room	64	1	64
Office	150	10	1500
Workroom/Storage Room	250	1	250
Miscellaneous Storage	48	1	48
Conference Room	350	1	350
Break Room/Training Room	620	1	620
Toilet Room/Shower/Locker	315	2	630
Net Square Footage			3332
Grossing Factor		20%	666
TOTAL GROSS SQUARE FOOTAGE			3998

recommended space standards

The diagrams below are graphic representations of typical spaces proposed for the new administration building, with the intent of conveying general proportions and layouts. Once programming and design begin, various factors may necessitate deviations from these general standards.

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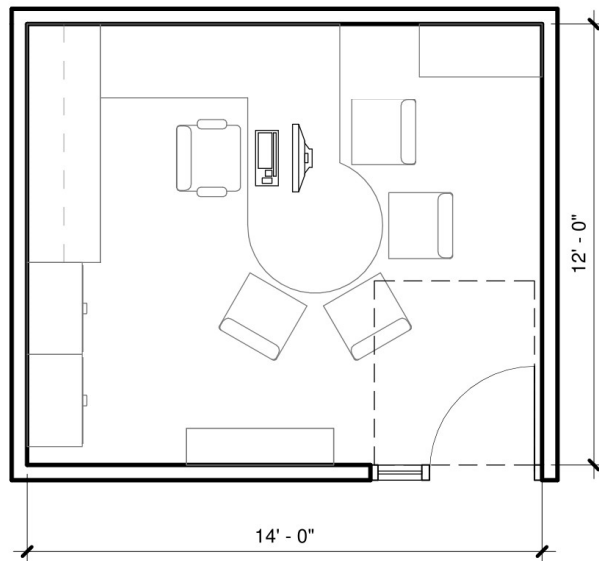
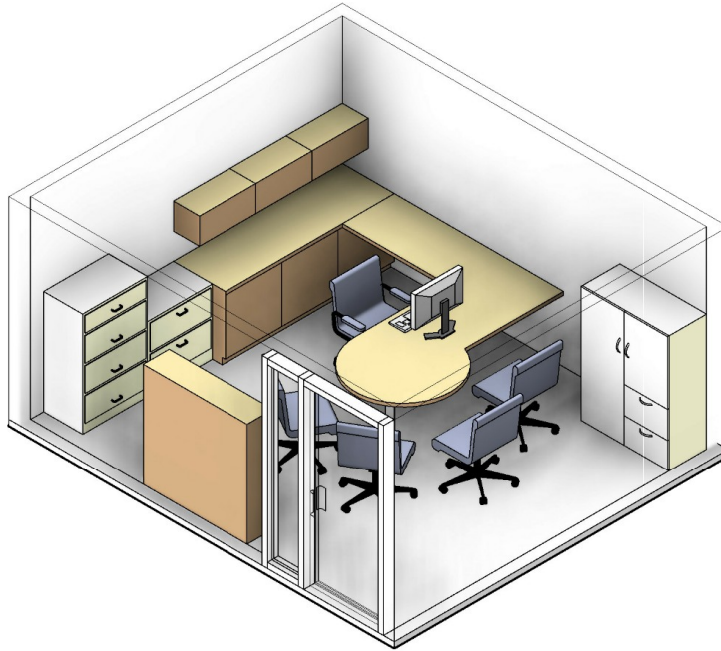
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Private Office 120 SF

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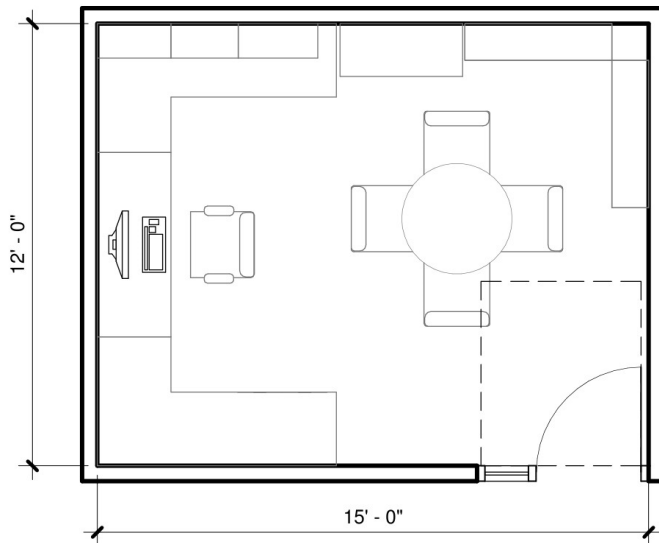
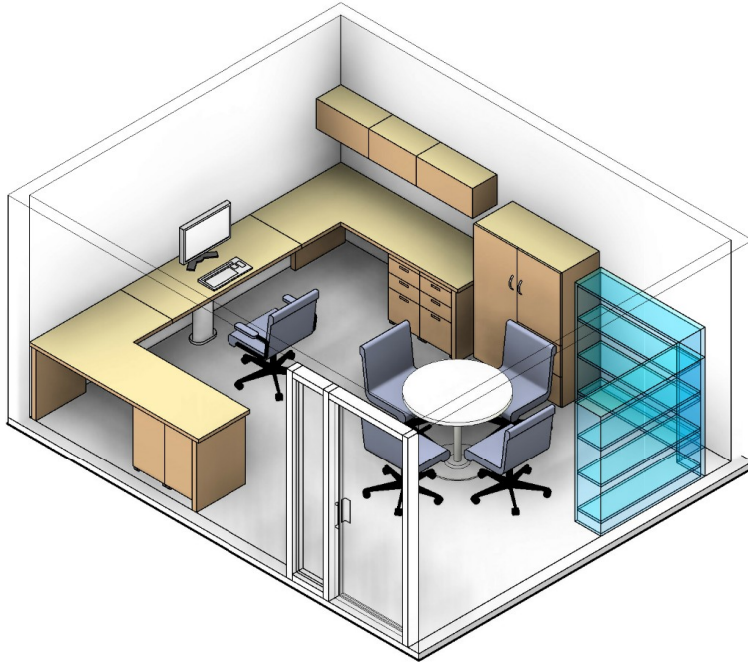
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Private Office 168 SF

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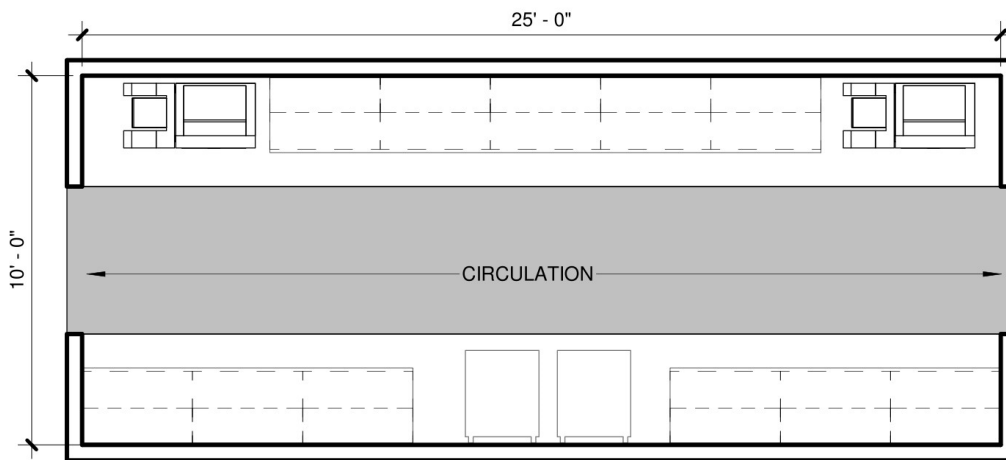
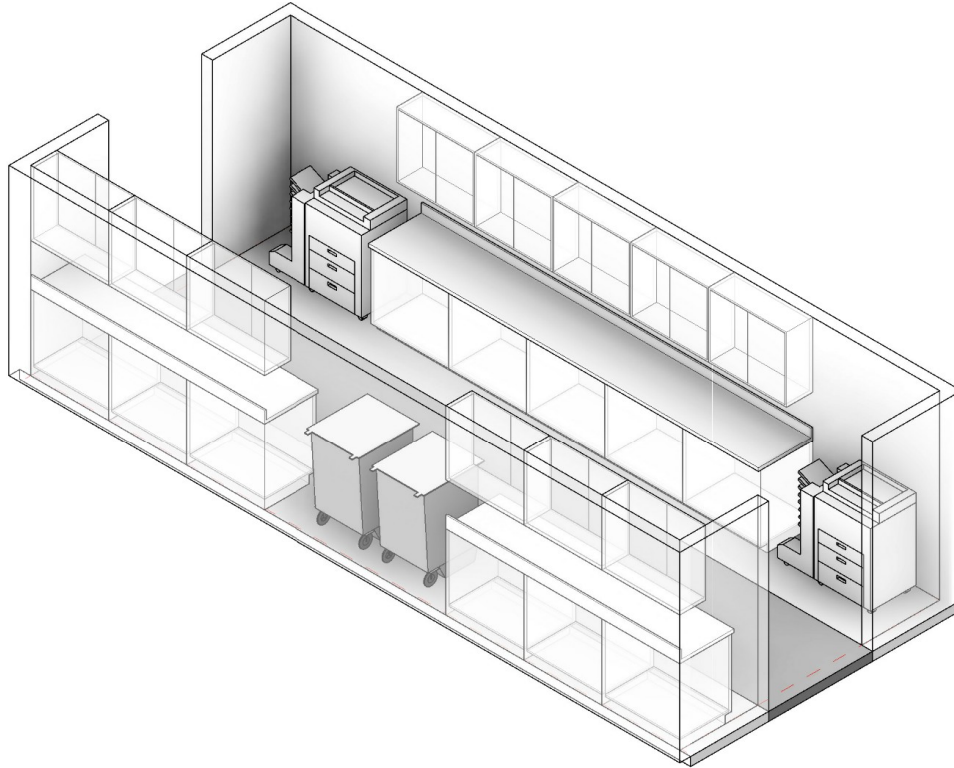
PUBLIC WORKS DEPARTMENT – ADMINISTRATION BUILDING



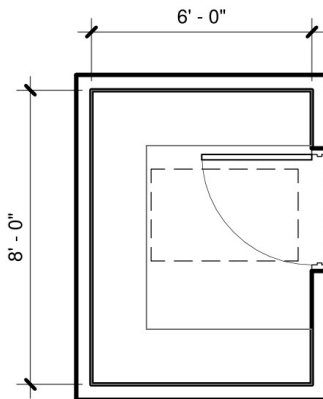
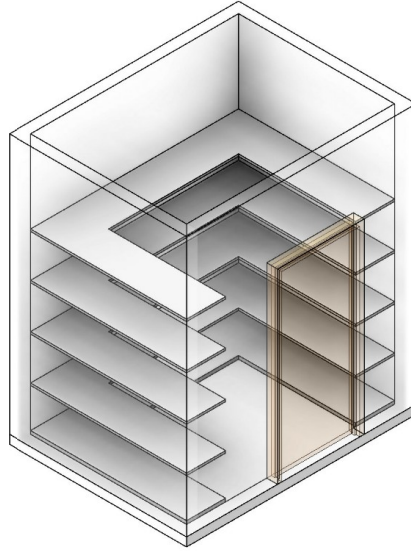
Private Office 180 SF

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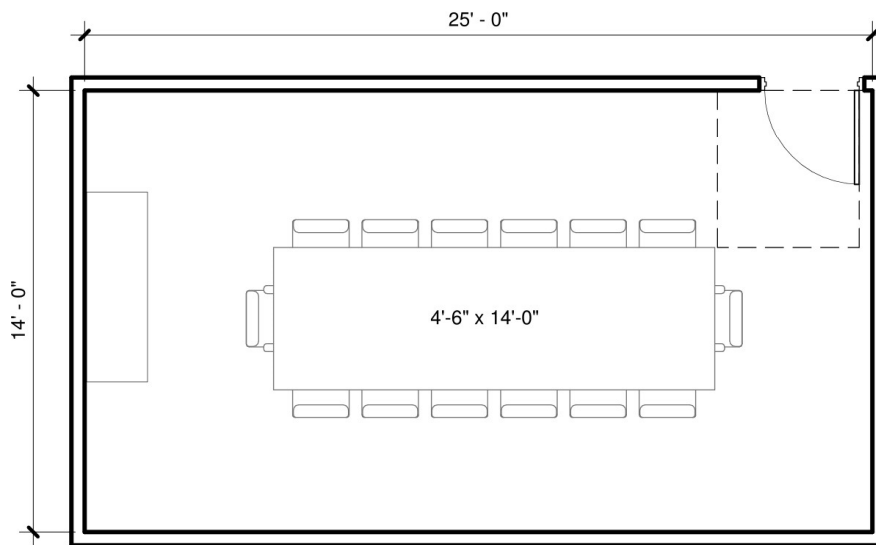
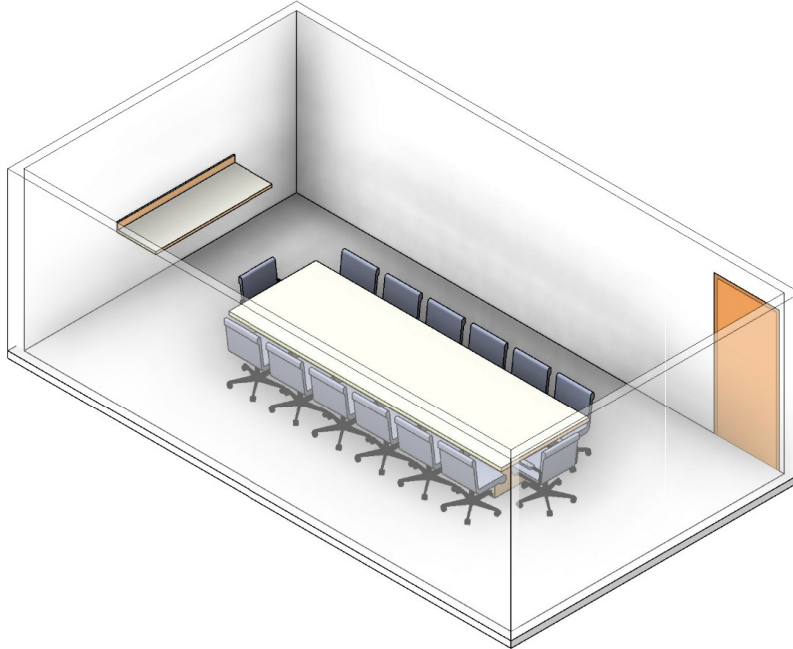
Workroom/Storage Room 250 SF



Miscellaneous Storage Room 48 SF

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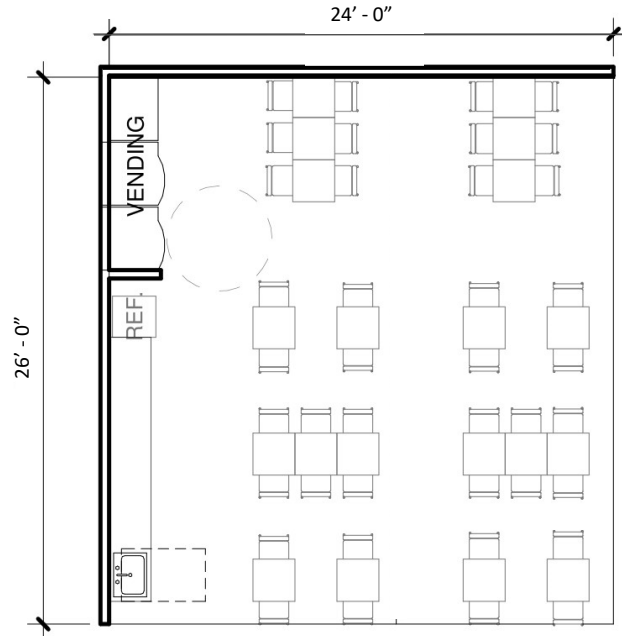
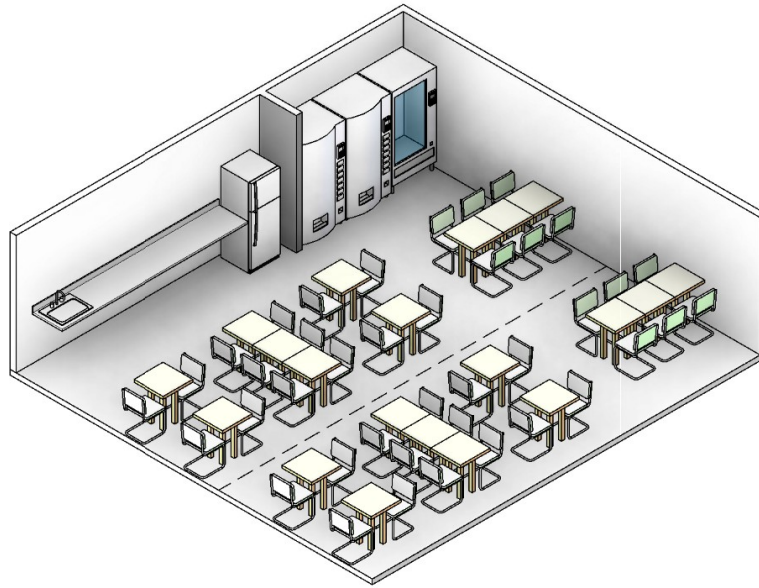
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Conference Room 350 SF

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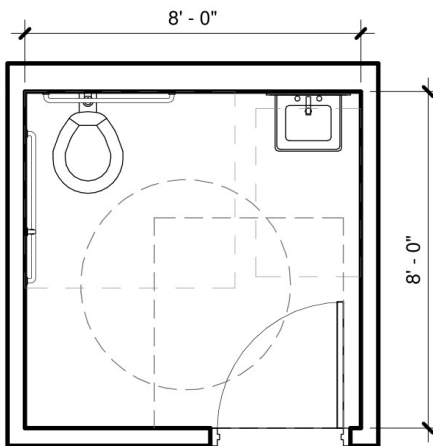
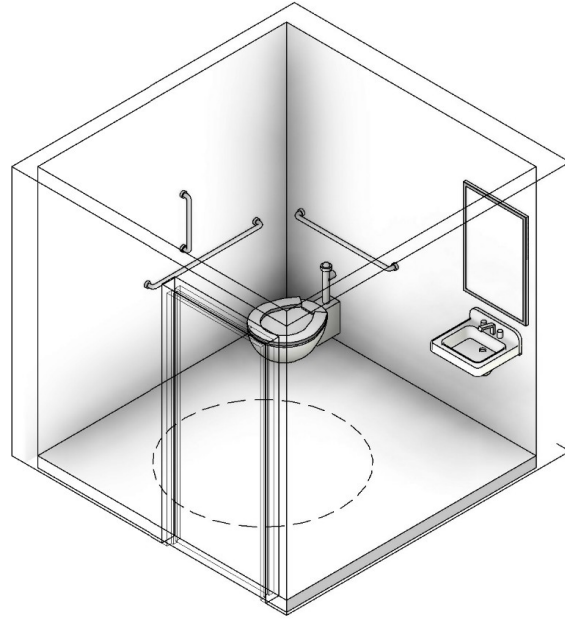
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Break Room/Training Room 626 SF

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Visitor Toilet Room 48 SF

estimated opinion of probable costs

An estimated opinion of probable construction cost has been assigned to the proposed administration building, based on an estimated cost per square foot. Also estimated is the “soft costs” for the project such as permitting, insurance, furniture, etc. Finally, an estimated architectural and engineering (MEP and Structural) services fee is provided as well, with the qualification that this may change depending on project scope and contract discussions. Once variables are better defined, these estimations can be further vetted and used to establish a project budget.

New administration building – 4,000 sq. ft.....	\$1,300,000
Estimated total soft costs	\$475,000
Estimated total Architectural, MEP, and Structural services fee.....	\$175,000
ESTIMATED GRAND TOTAL.....	\$1,950,000

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