

COB 3rd Floor Renovations

August 22, 2019 Project Brief

PURPOSE

Albemarle County School's Central Office currently operates out of the 3rd floor of the County Office Building at 401 McIntire Road. This includes about 60 employees from the following departments/offices: Superintendent, Instruction, Student Services, Community Engagement, Fiscal Services, and Strategic Planning/Communication. The building was originally Lane High School, and the County purchased it in 1978. The conversion from the original school building and subsequent incremental modifications over time have resulted in an odd layout and hodgepodge of spaces that do not meet the current needs of the staff that regularly nor students, parents, and community members who visit.

Some examples of the inadequacies include:

- There are redundant, parallel corridors that has created an efficient layout that if corrected could allow more staff to be accommodated at this central location.
- There are many private offices, but none are truly acoustically separated which makes discussing private student or personnel matters difficult.
- Several offices have no natural light.
- Meeting rooms and other more 'public' functions are not close to the entrance and elevators.
- There are not enough offices, so some employees are doubled up and others are in spaces not intended to be offices resulting in heating/cooling issues.

Our overarching goal for this work is to create an environment that:

- Promotes employee well-being and productivity,
- Promotes collaboration
- Increases access to daylight
- Models a contemporary work environment that we are creating in our schools
- Removes inefficiencies of the current layout
- Improves customer service and experience of the public/outside visitors.
- Maintains central location and working relationship with county and shared services.

SCOPE + PRELIMINARY BUDGETS

Renovation work would include demolition, new flooring, drywall partitions, interior doors and glazing, painting, and miscellaneous trim as needed. Plumbing, sprinkler, mechanical, and electrical work would also be completed as needed to support the new layout. Existing furniture and technology will be used based if in good condition but it will be supplemented by new pieces where required.

The project will be phased by areas of the building. Preliminary budgets have been created on unit prices and will be more defined as the design is finalized.

- Phase 1 (6,600sf) = \$750,000 - \$950,000
- Phase 2 (4,500 sf)= \$450, 000 - \$650,000
- Phase 3 (2,500 sf)= \$200,000 - \$400,000