



**DEPARTMENT OF
ADMINISTRATION**

HB 856 REQUIRED PROPOSAL TO LEGISLATIVE COUNCIL TO MOVE THE LEGISLATIVE AUDIT DIVISION OUT OF THE CAPITOL INTO AN EXISTING, RENOVATED, OR CONSTRUCTED BUILDING ON THE CAPITOL COMPLEX

Report to:

Legislative Council

Legislative Audit Committee

Legislative Finance Committee

Governor Greg Gianforte
Department of Administration
Director Misty Ann Giles



Director's Office
Greg Gianforte, Governor
Misty Ann Giles, Director

To: Legislative Council
Legislative Audit Committee
Legislative Finance Committee

Date: January 8, 2024

From: Department of Administration

Re: Required proposal to Legislative Council to move the Legislative Audit Division out of the Capitol into an existing, renovated, or constructed building on the Capitol Complex.

I. INTRODUCTION

House Bill 856 was passed during the 68th session in 2023. HB 856 “Generally Revise Capitol Complex Administration Laws” defines and codifies space within the Capitol Complex. As codified, § 2-17-805(6) MCA, directs the Department of Administration to “submit a proposal to legislative council to move the legislative audit division out of the capitol into an existing, renovated, or constructed building on the capitol complex.” The statute further requires that “The department proposal to legislative council must conform to space requirements identified by the legislative audit division and must result in space allocation that is equal to or exceeds the existing space occupied in the capitol by the legislative audit division.”

II. BACKGROUND

In 2020, DOA initiated the Remote Office Workspace Study (ROWS). ROWS encapsulates reconfiguring space to create modern, safe, efficient workspaces for State employees while reducing the leased space footprint across the enterprise, and deferred maintenance debt on the Capitol Complex. The Legislative Audit Division (LAD) participated in the initial ROWS data collection and analysis process and can utilize that analysis for the configuration of new space. HB 856 appropriated \$19 million to facilitate renovations or incurred costs associated with establishing a new location for LAD.

LAD has outlined their specific space needs in a memo that has been attached to the end of this document.

III. LAD'S SPACE REQUIREMENTS

DOA has identified the fourth-floor west wing of the Mitchell Building as the space that best meets LAD's requirements as a long-term space solution, pending Legislative Council approval.

In their space requirements memo, LAD references seven key requirements essential to their business needs.

1. Contiguous Space
2. Branch Separation
3. Physical Security
4. Public Reception Area
5. Parking
6. IT Infrastructure
7. Workspace Configuration

Contiguous Space: The fourth-floor west wing of the Mitchell Building is one contiguous space connected in the center with a lobby. This space totals just under 9,500 ft² and meets current space needs while allowing for potential future growth. This space is 2,100 ft² larger than the LAD's current space in the Capitol.

Branch Separation: This space is located on a shared floor, but the building structure allows for proper branch separation with the addition of access-controlled doors.

Physical Security: The identified space on the fourth floor eliminates security concerns currently faced while being on the first floor of a building. This location can be secured using access control and cameras. In addition, this space has one central point of entry to allow for proper monitoring of individuals entering and leaving.

Public Reception Area: The current space configuration allows for a public reception area outside of the secured access areas. Stairs and elevators lead directly to a lobby that could be used as a reception area. Renovations of the lobby area could provide a welcoming and comfortable waiting area.

Parking: Parking is available on city streets in the vicinity as well as in shared State-owned parking lots. The parking lot attached to the Mitchell Building would provide two reserved parking spaces for LAD employees and contains 26 one-hour parking spots for visitors.

IT Infrastructure: The proposed space is currently wired with State IT infrastructure.

Workspace Configurations: LAD participated in the initial ROWS study to identify specific workspace requirements tied to their remote work and HR data. Most workers were classified in the medium-low to medium-high telework eligibility. LAD's business case and medium telework coupled with their consistent off-site interactions with other agencies allows for significant workspace reconfiguration. The space identified in the Mitchell Building would allow for renovations that create a modern, efficient workspace with a mix of private offices, personal workstations, hoteling/reservable spaces, private meeting spaces, and a variety of collaborative spaces for different-sized work groups.

In addition to meeting the space needs outlined by LAD, the space identified is centrally located within the Capitol Complex, facilitating short walks to the Capitol Building and neighboring agencies on campus.

IV. FINDINGS

DOA has identified the fourth-floor west wing of the Mitchell Building as the space that best meets LAD's requirements as a long-term space solution, pending Legislative Council approval. This space solution will require moderate levels of renovation. Timelines associated with LAD's potential relocation are tied to two renovation options. If LAD determines complete renovations are necessary to move into the identified space, the scope of renovations will directly affect the move timeline. If LAD determines that a scaled-back renovation (renewal) is appropriate as a temporary measure, their move could be accelerated to take place before the 2025 Session.

Option #1: LAD can move into the identified space with limited renovations. Paint, carpet, and access control would be the main areas of focus. This option creates an expedited timeline to relocate LAD. Renovations beyond paint and carpet would have to be completed after the primary move-in date around employee's workstations. At the earliest, this option would allow LAD to move into the Mitchell building before the 2025 Session.

Option #2: Renovations could be completed before LAD moves into space as part of the larger ROWS-related projects. This option slows LAD's move out of the Capitol building but allows for the completion of renovation projects while the space is vacant. Impact to LAD employees would be minimal as they would move into the identified space after work is completed. Timelines around option #2 will directly be affected by renovation timelines.

Depending on which option the Legislative Council chooses, DOA and its consulting architecture firm will continue to work with LAD to develop floorplans and designs to facilitate the timely relocation of LAD. If Option #1 is chosen, an expedited decision would be required to meet timelines.

V. ATTACHMENTS

1. LAD Space Requirements Memo
2. Current Mitchell Space Configuration
3. SMA Architecture Renovation Scope Options

LEGISLATIVE AUDIT DIVISION

Angus Maciver, Legislative Auditor
Deborah F. Butler, Legal Counsel



Deputy Legislative Auditors:
Cindy Jorgenson
William Soller

MEMORANDUM

TO: Misty Giles, Director, Department of Administration
Russ Katherman, Administrator, Architecture & Engineering Division
Steve Baiamonte, Administrator, General Services Division

FROM: Angus Maciver, Legislative Auditor

DATE: July 12, 2023

RE: Legislative Audit Division office space requirements

ATTACHMENT: LAD Position Space Allocations

House Bill 856 passed during the 2023 legislative session requires the Department of Administration to submit a proposal to the Legislative Council to move the Legislative Audit Division (LAD) out of the Capitol into an existing, renovated, or constructed building on the capitol complex. The department proposal to Legislative Council must conform to space requirements identified by LAD. The following establishes these space requirements.

Contiguous Space

Any alternate space will need to be contiguous and self-contained in a single location, either within the entirety of one building or a single floor of a large building with multiple occupants. LAD operates with a unified organizational and management structure, with staff frequently working in cross-functional teams that require close proximity to maximize productivity.

Branch Separation

To maintain the principles of separation of powers and audit independence, any alternate space in a state-owned building where LAD would be co-located with an agency or agencies from the other branches of government must be physically separate. Physical separation must effectively provide for segregation by sight and sound between workspaces occupied by staff from different branches. Physical separation must be achieved through permanent interior/exterior walls, floors, ceilings and openings.

Physical Security

Any alternate workspace must be physically secure through a single access point that allows for supervised control of all people entering. If located in a multi-floor building, LAD workspace cannot be on the basement or ground floor level or otherwise located in a manner that would allow for easy physical access from public areas, streets etc. All physical entry and exit points must be secure both externally and internally (common areas, stairwells, elevators etc.) LAD accesses and analyzes sensitive and confidential information as a routine part of its business and needs to maintain a secure physical environment to meet state and federal laws.

Public Reception Area

Any alternate workspace should include a public-facing reception area that is separate and can be secured from the main staff offices. In addition to legislators, other legislative staff and agency personnel, the LAD office should be accessible to the public and the division should be able to maintain control over mail and other deliveries through a secure public entrance point.

Parking

Any alternate workspace outside of the Capitol campus where shared lot parking is not available must have enough off-street parking spaces as determined by local ordinances to accommodate our maximum FTE count of 52.

Room 160 · State Capitol Building · P.O. Box 201705 · Helena, MT · 59620-1705
Phone (406) 444-3122 · FAX (406) 444-9784 · E-Mail lad@legmt.gov
<https://leg.mt.gov/lad>

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Version 0.3
1/8/2024
Page 4 of 11

Information Technology Infrastructure

Any alternate workspace will need to meet the following IT requirements: A minimum of 60 network jacks will be required for secure LAD equipment and personnel. The LEG network, VLANs, and wireless access coverage must be extended to provide a secure path back to Legislative Branch IT resources, servers, and systems behind the LEG firewall. The network must be able to support live video transmission over IP and VOIP phone communications of up to 60 phone lines. Additionally, the location must support two analog fax lines. If the alternate workspace is not located within the Capitol complex, special consideration may have to be made to ensure appropriate network connectivity and security, potentially including running new physical connections (fiber) back to the Capitol core network switches.

Floor Plan / Workspace Configuration

LAD currently occupies a workspace in the Capitol that was custom designed for division needs during the building renovation in the late 1990s. The space layout was designed to maximize efficient use of space through an open-plan layout, with the majority of the space being used for cubicle workstations and a minimal number of closed-door offices. Recent redesign work with the A&E contracted architectural firm also maximized efficient use of space by further shrinking our cubicle footprint to add more collaborative meeting rooms within our existing space. The current total space allocation in the Capitol for LAD is 7,642 square feet. Under the terms of HB 856, any alternate workspace must equal or exceed this gross square footage.

The attached list of LAD staff positions and required office space is based on the executive branch ROWS study space standards. Any alternate workspace must be configurable to meet these specific requirements in terms of the number of offices, workstations, meeting rooms and other space amenities. These requirements are summarized in the following table:

Space Type	# Units	Unit Area (sq. ft.)	Total Area (sq. ft.)
Large Office	1	200	200
Medium Office	4	120	480
Small Office	2	100	200
Workstation A	9	64	576
Workstation B	36	48	1,728
Large Conference Room	1	450	450
Medium Conference Room	1	300	300
Huddle Room	2	100	200
Café / Break Room	1	400	400
Storage / File Room	2	150	300
Total Area			4,834
Gross Square Feet with Circulation			7,251

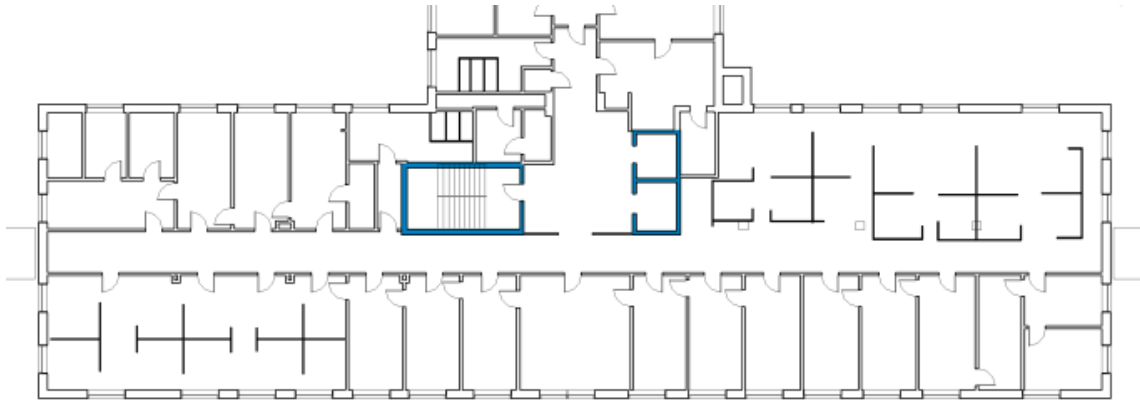
Other Requirements

Additional circumstances may affect our determination regarding our space requirements. This could include issues such as proximity to the Capitol, access to bathroom facilities, or environmental conditions (natural light etc.) We will communicate these requirements as necessary during discussions with the executive branch regarding different options or proposals.

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Current Mitchell Space Configuration

Size	Cost FY 2024
9,442 ft ²	11.36/ft ²



(Roberts St. View)



architecture + design

HELENA

920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933

BOZEMAN

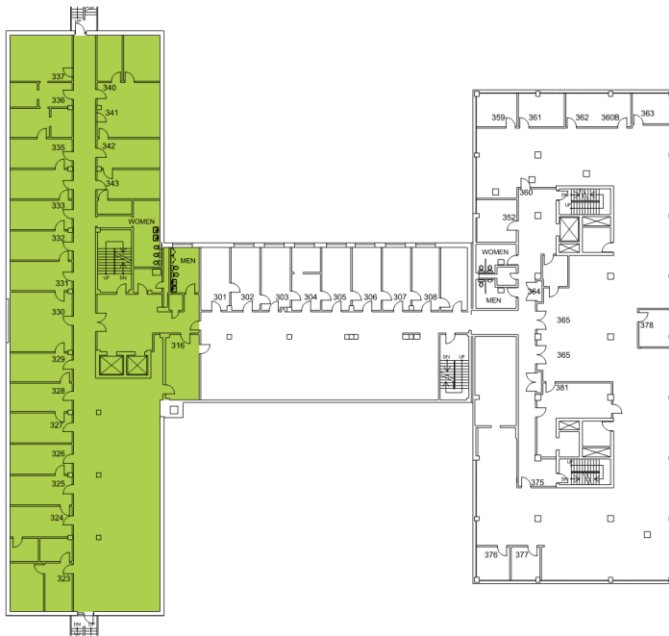
428 East Mendenhall Street
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Mitchell Building, Level 4 West Wing Renovation Scoping

issued 2023-11-17

Targeted Renovation Area: West wing of Mitchell Building, Level 4
(Highlighted area in green)



Option 1 – Move In as Is Scenario

Timeline: 4 weeks for drawings, 3-4 months for construction depending on award

Construction Delivery: Design Bid Build

Consultants Required: None

Building Permit Required: No

Scope of Renovation: As shown at attached concept plan - Excludes exterior improvements, demolition of walls, doors, ceilings, and bathroom fixture modifications. Includes replacement of carpet, paint, rubber base, and access control hardware only.



architecture + design

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Option 2 – Full Renovation Scenario

Timeline: 4.5 months* for drawings, 6 months for construction depending on award

Construction Delivery: Design Bid Build

Consultants Required: Structural, Mechanical, Electrical, Plumbing and Environmental engineer

Building Permit Required: Yes

Scope of Renovation: As shown at attached concept plan

- Included: Demolition of most of the existing interior walls, creation of spaces per Space Type Needs and Quantities Table, replacement of carpet, paint, rubber base, relocation of doors, rerouting of mechanical and electrical equipment, addition of new plumbing fixtures and residential appliances, design of new ceiling locations, and access control hardware specification.
- Excluded: Exterior improvements, building deferred maintenance**, modifications to existing restroom facilities

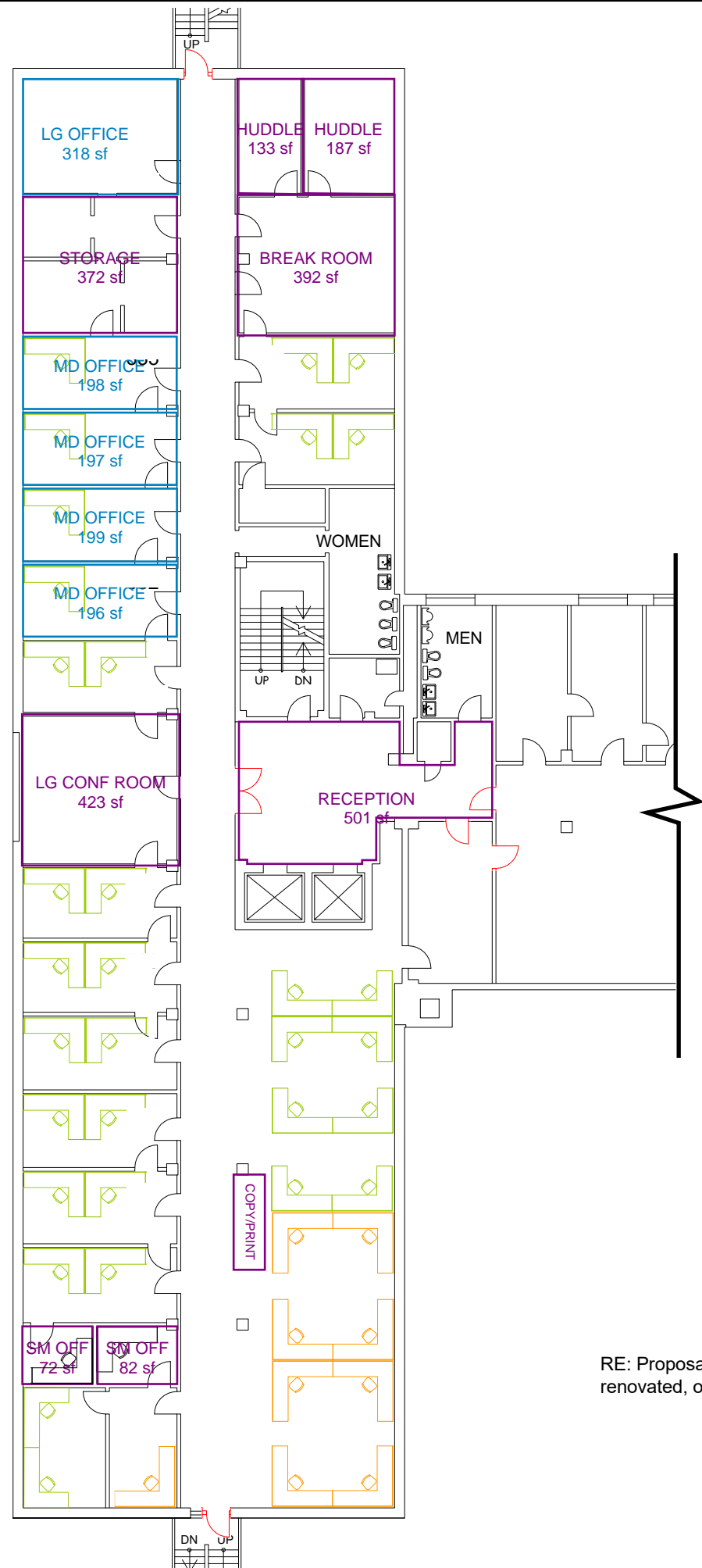
*Timeline determined without consultant input, duration could vary based on MEP engineer availability

** It is unclear if this renovation timeline would align with Mitchell Building renovations, mechanical modification design has potential to align with HVAC system to replace existing

For the sake of simplicity we are not proposing changes to the restroom facilities at this time. We triple checked my math back at the office – the 4 toilets at the east side of the building would be suitable to serve the 15,000sf of space left at Level 4 without the west wing – but operationally we would not recommend this approach. While 4 toilets may be acceptable as a code minimum, this will leave 2/3 of the building with less fixtures than they likely will need given the proposed increased density.

SPACE TYPE NEEDS AND QUANTITIES

Space Type	# Units	Unit Area (sq. ft.)	Total Area (sq. ft.)	# Units at Concept	Total at Concept (sq. ft.)
Large Office	1	200	200	1	318
Medium Office	4	120	480	4	790
Small Office	2	100	200	2	154
Workstation A	9	64	576	9	576
Workstation B	36	48	1,728	32	1,344
Large Conference Room	1	450	450	1	423
Medium Conference Room	1	300	300	0	0
Huddle Room	2	100	200	2	320
Café / Break Room	1	400	400	1	392
Storage / File Room	2	150	300	1	372
Total Area			4,834		4,689
Gross Square Feet with Circulation			7,251		



MITCHELL BLDG - LEVEL 4 WEST WING

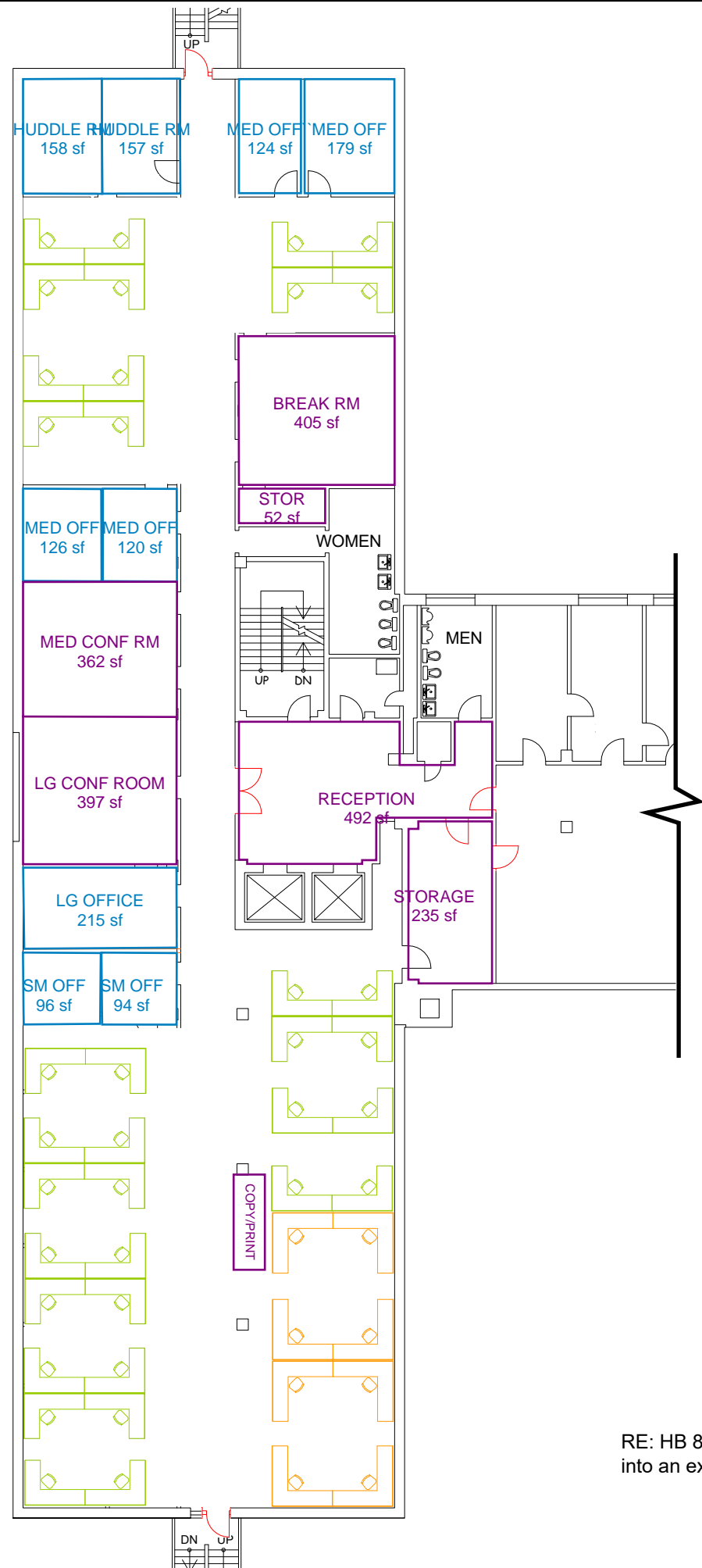
TOTAL SPCE AVAILABLE: 9,442 SF

RE: Proposal to Legislative Council to move the Legislative Audit Division out of the Capitol into an existing, renovated, or constructed building on the Capitol Complex.



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Medium Office	4	120	480	4	790
Small Office	2	100	200	2	154
Workstation A	9	64	576	8	576
Workstation B	36	48	1,728	36	1,344
Large Conference Room	1	450	450	1	423
Medium Conference Room	1	300	300	1	0
Huddle Room	2	100	200	2	320
Café / Break Room	1	400	400	1	392
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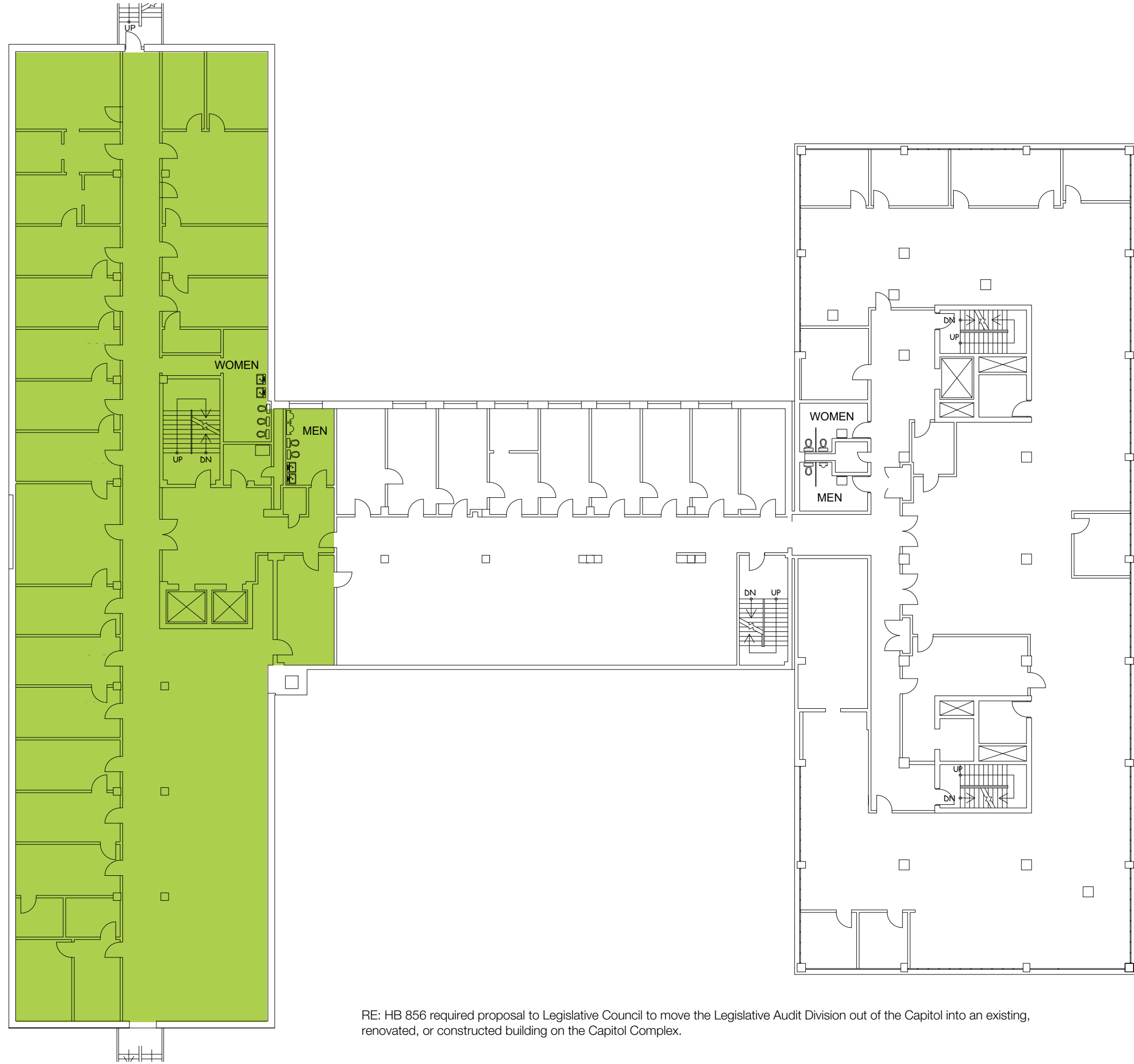
MITCHELL BLDG - LEVEL 4 WEST WING

TOTAL SPCE AVAILABLE: 9,442 SF

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