

MEMORANDUM

TO: Members of the Legislative Space Working Group

FROM: Angus Maciver, Legislative Auditor

DATE: February 7, 2024

RE: Conditions/stipulations to Department of Administration proposals for relocation of the Legislative Audit Division

At the January 26, 2024 meeting of the Legislative Space Working Group members discussed the proposal from the Department of Administration (DOA) for relocation of the Legislative Audit Division (LAD) workspace. Working group staff requested we provide clarification on any conditions or stipulations the Legislative Council could consider in its decision-making process.

Following discussion with members of the Legislative Audit Committee, LAD has identified "Option 2 – Full Renovation Scenario" as being the only available option that meets our requirements. However, as DOA notes in its proposal, certain aspects of this scenario are dependent on exterior and mechanical renovations planned for the Mitchell building as a whole, which may involve a phased approach to the relocation project. In general, this could involve stipulating that LAD may move to the new location when all interior and surface renovations are complete (phase1), and that final project completion include replacing certain mechanical systems and building exterior repairs/renovations, which would take place after the renovated interior is occupied (phase2).

Specifically, the following considerations could be included as conditions or stipulations to this phased approach to managing the project:

- LAD acceptance of the space would be conditioned on completion of all work necessary to deliver the space substantially configured as shown in the concept plan on page 10 of the DOA proposal dated January 8, 2024 and described by DOA to include *"Demolition of most of the existing interior walls, creation of spaces per Space Type Needs and Quantities Table"*.
- Renovation of the space interior should be complete as detailed in the DOA proposal to include *"...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."*
- LAD should work with DOA staff and contracted architects/designers on interior renovations, including fixtures, fittings and furniture, but should be responsible for final decision-making on these items within a pre-determined budget and legislative appropriations.

- LAD may occupy the space prior to completion of building exterior renovations and updated HVAC systems with the stipulation that DOA provide a detailed project plan for this work to occur, including a proposed budget, and that the procurement process is initiated.
- Adherence to these conditions and stipulations will constitute completion of the requirements identified in section 14, subsection 6(b) of House Bill 856.

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