



Rockdale County

Administration Building Master Plan



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PROGRAM

Space Standards				
SPACE #	COMPONENT	SPACE STANDARD	WORK SPACE	COMMENTS
0.000	Space Standards			
0.100	Administrative			
0.101	Elected Official	225	Office	IE Commissioners Office
0.102	Executive Level	225	Office	County Manager, Deputy County Manager, Asst. County Manager, CFO
0.103	Directors	200	Office	
0.104	Asst. Directors, Senior Staff	180	Office	Direct report to the director. Reserved for larger departments
0.105	Managers	150	Office	Supervises Other team members
0.106	Senior Technical Staff	100	Office	Senior Technical Staff that have private conversations, non-collaborative environment
0.107	Senior Technical Staff	80	Large Workstation	Senior Technical Staff , collaborative environment, or position using large format plans/reviews
0.108	Administrative, Reception, Assistants, Coordinators, Technicians	64	Workstation	
0.109	Service Counter with workstation	80	Workstation	
0.200	Support Spaces			
0.201	Reception/Wating Area	Varies	Room	20 SF/Person
0.202	Conference Room	Varies	Room	22SF/Person, Min 12'-0" wide, AV/Tech one one wall
0.203	Huddle Room	120	Room	room for 3-4 people, AV/tech on one wall
0.204	Break/Coffee Alcove	60	Alcove	Small UC Ref, Coffee maker, sink
0.205	Inrerview/Classroom	Varies	Room	25 SF/person



PROGRAM

SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
1.000	Building Common Spaces				
1.100	Lobby / First Floor Entry				
1.101	Lobby Vestibules (entrance/exit)	2	64	128	
1.102	Public Lobby	1	800	800	
1.103	Security Screening Area	0	0	0	
1.104	Metal Detector	0	0	0	
1.105	Security Office	1	200	200	
1.200	Public Toilets				
1.201	Public Toilet (Male)	2	240	480	Assumes 4 Floors
1.202	Public Toilet (Female)	2	240	480	Assumes 4 Floors
1.203	Janitor's Closet	2	50	100	Assumes 4 Floors
1.204	Mail Room	1	120	120	First floor location close to entrance.
1.300	BOC Meeting Room				
1.301	Sloped Floor/BOC Meeting Room	1	2500	2,500	Current Space is 1728 SF
1.400	Shared Conference Center				
1.401	Large Training/Conference/Flex Room	1	700	700	
1.402	Small Training/Conference/Flex Rooms	2	180	360	One large room with a divider to make into smaller conference rooms. Smaller rooms to hold up to 6-8 persons.
1.500	Staff Break Room				
1.501	Staff Break Room	1	600	600	
1.502	Kitchenette	1	120	120	
1.503	Staff Toilets	2	64	128	
1.600	Building Services				
1.601	Building Storage	1	600	600	
1.602	Maintenance Office	1	120	120	
			NSF	7,436	
			Gross @ 35%	2,603	
TOTAL Department GSF for Bldg Common Space				10,039	



PROGRAM

BOC Administration Offices					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
2.000	BOC - Administration Offices				
2.100	Administrative				
2.101	Admin/Reception	1	64	64	Open workstation to Public Lobby
2.102	Public Lobby /Suite Entrance	1	200	200	Seats 4-6
				NSF	264
				Gross @ 45%	119
					383
2.200	Staff Offices				
2.201	Commission Chair	1	225	225	Chairman
2.202	Commissioners	4	225	900	
2.203	Chief of Staff	1	200	200	
2.204	Senior Staff	2	180	360	
2.205	Executive Level Offices	2	200	400	
2.206	Dir Of Legislative Director/County Clerk	1	200	200	
2.207	Executive Assistant to the Chairman	1	150	150	
2.208	Admin Positions	2	64	128	
2.209	Administrative Manager	1	120	120	
2.210	On Call Admin	2	64	128	Various Temps
				NSF	2,586
				Gross @ 45%	1,164
					3,750



PROGRAM

BOC Administration Offices					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
2.000	BOC - Administration Offices				
2.100	Administrative				
2.101	Admin/Reception	1	64	64	Open workstation to Public Lobby
2.102	Public Lobby /Suite Entrance	1	200	200	Seats 4-6
				NSF	264
				Gross @ 45%	119
					383
2.200	Staff Offices				
2.201	Commission Chair	1	225	225	Chairman
2.202	Commissioners	4	225	900	
2.203	Chief of Staff	1	200	200	
2.204	Senior Staff	2	180	360	
2.205	Executive Level Offices	2	200	400	
2.206	Dir Of Legislative Director/County Clerk	1	200	200	
2.207	Executive Assistant to the Chairman	1	150	150	
2.208	Admin Positions	2	64	128	
2.209	Administrative Manager	1	120	120	
2.210	On Call Admin	2	64	128	Various Temps
				NSF	2,586
				Gross @ 45%	1,164
					3,750
2.300	Support Spaces				
2.301	Conference Room	1	250	250	Seats 10-12
2.302	Huddle Room	2	120	240	room for 3-4 people, AV/tech on one wall
2.302	Break/Coffee Alcove	1	60	60	Small UC Ref + Coffee maker
2.303	Copy/Storage/Files	1	250	250	
				NSF	800
				Gross @ 35%	280
					1,080
TOTAL Department GSF for BOC Administration Offices				5,213	Existing Bldg is 4105 SF



PROGRAM

Public Relations					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
3.000	PR				
3.100	Administrative				
3.101	Admin/Reception	1	64	64	On Call, Temp Position
			NSF	64	
			Gross @ 35%	22	
				86	
3.200	Staff Offices				
3.201	PR & Marketing, Director	1	200	200	
3.202	Operations Manager	1	150	150	
3.201	Marketing, Comm. & Tourism Manager	1	150	150	
3.202	PR Specialist	2	64	128	
3.203	Audio/Visual Coordinator	2	64	128	
		5	NSF	406	
			Gross @ 45%	183	
				589	
3.300	Support Spaces				
3.301	Conference Room	0	0	0	Shared part of the Public Conference Center or BOC Area
3.302	Huddle Room	0	0	0	Shared with BOC Suite
3.303	Break/Coffee Alcove	0	0	0	Shared with BOC Suite
3.304	Storage Print Media/Marketing Items	1	150	150	
3.305	Radio Sound Booth	1	36	36	locate off the studio space
3.306	Studio Space	1	400	400	Announcements, Head Shots, Table Interviews
3.307	Control Room for AV BOC Meeting room	1	160	160	rectangular configuraiton
			NSF	746	
			Gross @ 45%	336	
				1,082	
TOTAL Department GSF for PR				1,757	



PROGRAM

Stormwater					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
4.000	Stormwater				
4.100	Administrative				
4.101	Waiting Area	1	160	160	Shared with Planning and Development
4.102	Reception Counter & Workstation	2	80	160	Shared with Planning and Development
		2		320	
			Gross @ 45%	144	
				464	
4.200	Staff Offices				
Stormwater					
4.201	Director	1	200	200	
4.202	Deputy Director	1	180	180	
4.203	Principal Engineer	1	150	150	
4.204	Stormwater Engineer I	2	100	200	
4.205	Engineering & Construction Mgr	1	180	180	
4.206	Environmental & Compliance Specialist	1	100	100	
4.207	Erosion & Sediment Control Splst.	2	100	200	
4.205	Financial & Customer Service Mgr	1	120	120	
4.206	Customer Acct & Bus Services	1	100	100	
4.207	Stormwater Customer Rep	2	80	160	
4.208	Growth Offices	2	100	200	
4.209	Placeholder	0	0	0	
4.210	Placeholder	0	0	0	



PROGRAM

SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
4.700	Support Spaces				
4.701	Large Conference Room	1	280	280	12 person capacity (off waiting room) 20sf/person - Shared with P&D
4.702	Huddle Room	1	120	120	room for 3-4 people, AV/tech on one wall
4.703	Copy/Work Room	1	100	100	
4.704	Record Room	1	150	150	
4.705	Supply Closet	1	80	80	
4.706	Break Alcove	1	60	60	with Sink/Coffee Maker
				2,580	
				Gross @ 45%	1,161
				3,741	
TOTAL NSF for Stormwater				3,741	



PROGRAM

Coroner					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
5.000	Coroner				
5.100	Administrative				
5.101	Admin/Reception	1	80	80	
5.102	Public Lobby /Suite Entrance	1	100	100	Seats 4-5 people
				NSF	
				Gross @ 45%	
				180	
				63	
				243	
5.200	Staff Offices				
5.201	Coroner	1	200	200	
5.202	Deputy Coroner	3	150	450	
		4		NSF	
				Gross @ 45%	
				650	
				293	
				943	
5.300	Support Spaces				
5.301	Conference Room	0	0	0	Shared part of the Building Conference Center
5.302	Huddle Room	0	120	0	room for 3-4 people, AV/tech on one wall
5.302	Break/Coffee Alcove	1	60	60	Shared part of the Public Conference Center
5.303	Copy/Storage/Files	1	150	150	
				NSF	
				Gross @ 45%	
				210	
				95	
				305	
TOTAL Department GSF for Coroner				1,490	



PROGRAM

Finance					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
6.000	Finance				
6.100	Administrative				
6.101	Admin Assistant /Reception	1	80	80	Includes Service window to Public Lobby, Handles cash/checks, cash drawer and/or floor safe
6.102	Public Lobby /Suite Entrance	1	120	120	Seats 5-6
			NSF	200	
			Gross @ 45%	70	
				270	
6.200	Staff Offices				
6.201	Director, Finance	1	200	200	
6.202	Deputy Director, Finance	1	180	180	
6.202	Purchasing & Procurement Manager	1	150	150	
6.203	Accounting Manager	1	150	150	
6.204	Finance Manager	1	150	150	
6.205	Grant Management Coordinator	1	120	120	
6.206	Administrative Coordinator	1	100	100	
#REF!	Grant Compliance Officer	1	120	120	
#REF!	Staff Accountant	2	120	240	
#REF!	Contracts Specialist	1	100	100	
#REF!	Fiscal Officer	2	100	200	
#REF!	Buyer	1	100	100	
#REF!	CFO	1	200	200	
		15	NSF	2,010	
			Gross @ 45%	905	
				2,915	



PROGRAM

Finance					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
6.000	Finance				
6.100	Administrative				
6.101	Admin Assistant /Reception	1	80	80	Includes Service window to Public Lobby, Handles cash/checks, cash drawer and/or floor safe
6.102	Public Lobby /Suite Entrance	1	120	120	Seats 5-6
				NSF	
				Gross @ 45%	
				200	
				70	
				270	
6.200	Staff Offices				
6.201	Director, Finance	1	200	200	
6.202	Deputy Director, Finance	1	180	180	
6.202	Purchasing & Procurement Manager	1	150	150	
6.203	Accounting Manager	1	150	150	
6.204	Finance Manager	1	150	150	
6.205	Grant Management Coordinator	1	120	120	
6.206	Administrative Coordinator	1	100	100	
#REF!	Grant Compliance Officer	1	120	120	
#REF!	Staff Accountant	2	120	240	
#REF!	Contracts Specialist	1	100	100	
#REF!	Fiscal Officer	2	100	200	
#REF!	Buyer	1	100	100	
#REF!	CFO	1	200	200	
		15		NSF	
				Gross @ 45%	
				2,010	
				905	
				2,915	
6.300	Support Spaces				
6.301	Conference Room	0	0	0	Shared part of the Public Conference Center
6.302	Huddle Room	2	120	240	room for 3-4 people, AV/tech on one wall
6.302	Break/Coffee Alcove	1	60	60	Small UC Ref + Coffee maker
6.303	Copy/Storage/Files	1	200	200	
				NSF	
				Gross @ 45%	
				500	
				225	
				725	
TOTAL Department GSF for Finance				3,910	



PROGRAM

IS&T					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
7.000	IS&T				
7.100	Administrative				
7.101	Public Lobby /Suite Entrance	1	80	80	
			NSF	80	
			Gross @ 45%	28	
				108	
7.200	Staff Offices				
7.201	Director	1	200	200	
7.201	Chief Information Officer	1	180	180	
7.202	Technicians	1	64	64	
7.203	Applications	1	64	64	
		4	NSF	508	
			Gross @ 45%	229	
				737	
7.300	Support Spaces				
7.301	Conference Room	0	0	0	Shared part of the Building Conference Center
7.302	Huddle Room	0	120	0	room for 3-4 people, AV/tech on one wall
7.302	Break/Coffee Alcove	1	60	60	Small UC Ref + Coffee maker
7.301	Data Center	0	0	0	Switch to Cloud
7.302	Network Switching	1	200	200	
7.303	Hardware Storage/Staging	1	600	0	
7.304	Work Bench Area	1	400	400	
			NSF	660	
			Gross @ 45%	297	
				957	
TOTAL Department GSF for IS&T				1,802	



PROGRAM

Talent Management					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
8.000	Talent Management				
8.100	Administrative				
8.101	Admin Assistant /Reception	1	80	80	On Call -- Various Temp Employees
8.102	Public Lobby /Suite Entrance	1	150	150	Seats 5-6
			NSF	230	
			Gross @ 45%	104	
				334	
8.200	Staff Offices				
8.201	Talent Management, Director	1	200	200	
8.202	Deputy Director	1	180	180	
8.203	Employee Relations Mgr	1	150	150	
8.204	Benefits Manager	1	150	150	
8.205	Talent Acquisition Administrator	1	100	100	
8.206	Risk Management Administrator	1	100	100	
8.207	Talent Management Generalist	1	100	100	
8.208	Talent Management Information Specialist	1	120	120	
8.209	Administrative Coordinator	1	100	100	
8.210	Growth Offices	2	100	200	
		11	NSF	1,400	
			Gross @ 35%	630	
				2,030	



PROGRAM

Talent Management					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
8.000	Talent Management				
8.100	Administrative				
8.101	Admin Assistant /Reception	1	80	80	On Call -- Various Temp Employees
8.102	Public Lobby /Suite Entrance	1	150	150	Seats 5-6
			NSF	230	
			Gross @ 45%	104	
				334	
8.200	Staff Offices				
8.201	Talent Management, Director	1	200	200	
8.202	Deputy Director	1	180	180	
8.203	Employee Relations Mgr	1	150	150	
8.204	Benefits Manager	1	150	150	
8.205	Talent Acquisition Administrator	1	100	100	
8.206	Risk Management Administrator	1	100	100	
8.207	Talent Management Generalist	1	100	100	
8.208	Talent Management Information Specialist	1	120	120	
8.209	Administrative Coordinator	1	100	100	
8.210	Growth Offices	2	100	200	
		11	NSF	1,400	
			Gross @ 35%	630	
				2,030	
8.300	Support Spaces				
8.301	Conference Room	0	0	0	Shared part of the Building Conference Center
8.302	Huddle Room	1	120	120	room for 3-4 people, AV/tech on one wall
8.302	Break/Coffee Alcove	1	60	60	Small UC Ref + Coffee maker
8.303	Skills Test / ID Room	1	120	120	locate off the public lobby with "back door from the staff area
8.303	Copy/Storage/Files	1	200	200	
			NSF	500	
			Gross @ 45%	225	
				725	
TOTAL Department GSF for Talent Management				3,089	



PROGRAM

Planning & Development					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
9.000	Planning & Development				
9.100	Administrative				
9.101	Waiting Area	1	600	600	Waiting for 30 people = 20/person
9.102	Reception Counter	3	40	120	Part of workstation
				NSF	
				Gross @ 45%	
				720	
				324	
				1,044	
9.200	Planning & Zoning				
Planning					
9.201	P & D Director	1	200	200	4 person conference area included.
9.202	P&D Deputy Director	1	180	180	
9.203	Planner	1	120	120	
9.204	Zone Administrator	1	120	120	
9.205	Development Plan Review Specialist	1	100	100	
9.206	Administrative Assistant	1	64	64	Open Workstation
Protective Inspection					
9.207	Chief Building Official	1	180	180	
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
Licensing					
9.208	Dev & Business Relations Mgr	1	150	150	
9.209	Licensing & Permit Analyst	2	100	200	
Code Enforcement					
9.210	Old Covington Facility	0	0	0	
				9	
				Gross @ 45%	
				1164	
				524	
				1,688	



PROGRAM

SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
9.300	Support Spaces				
9.301	Large Conference Room/Work Session	0	0	0	Shared with Stormwater
9.302	Huddle Room	1	120	120	room for 3-4 people, AV/tech on one wall
9.303	Copy/Work Room	1	100	100	
9.304	Record Room	1	150	150	
9.305	Supply Closet	1	80	80	
9.306	Break Alcove	1	60	60	With Sink/Coffee Maker
				510	
				Gross @ 45%	230
				740	
TOTAL NSF for Planning & Development				3,471	



PROGRAM

Tax Assessors					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
10.000	Tax Assessor				
10.100	Administrative				
10.101	Admin/Reception	1	80	80	
10.102	Public Lobby /Suite Entrance	1	150	150	Seats 4-5 people
			NSF	230	
			Gross @ 45%	104	
				334	
10.200	Staff Offices				
10.201	Director/Chief Appraiser	1	200	200	
10.202	Deputy Director	1	180	180	
10.203	Tax Appraisers (II & III)	7	120	840	
10.204	Personal Property Appraiser	1	120	120	
10.205	Administrative Manager	1	120	120	
10.206	Administrative Tax Clerk	3	64	192	Workstations
		14	NSF	1,652	
			Gross @ 45%	743	
				2,395	
10.300	Support Spaces				
10.301	Conference Room	0	0	0	Shared part of the Building Conference Center
10.302	Huddle Room	1	120	120	room for 3-4 people, AV/tech on one wall
10.302	Break/Coffee Alcove	1	60	60	
10.303	Copy/Storage/Files	1	150	150	
			NSF	330	
			Gross @ 45%	149	
				479	
TOTAL Department GSF for Tax Assessors				3,207	



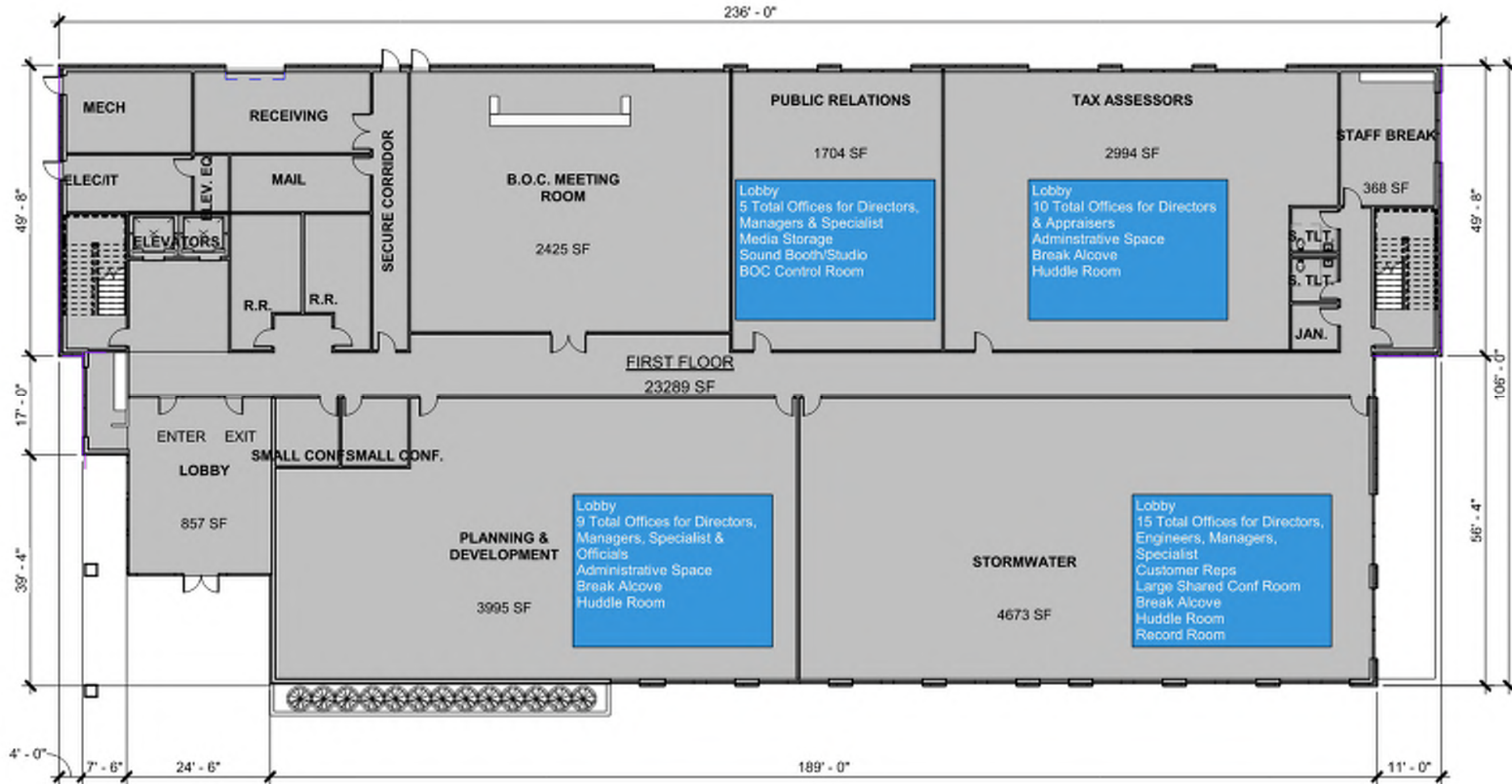
PROGRAM

Tax Assessors					
SPACE #	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
10.000	Tax Assessor				
10.100	Administrative				
10.101	Admin/Reception	1	80	80	
10.102	Public Lobby /Suite Entrance	1	150	150	Seats 4-5 people
				NSF	230
				Gross @ 45%	104
					334
10.200	Staff Offices				
10.201	Director/Chief Appraiser	1	200	200	
10.202	Deputy Director	1	180	180	
10.203	Tax Appraisers (II & III)	7	120	840	
10.204	Personal Property Appraiser	1	120	120	
10.205	Administrative Manager	1	120	120	
10.206	Administrative Tax Clerk	3	64	192	Workstations
				NSF	1,652
				Gross @ 45%	743
					2,395
10.300	Support Spaces				
10.301	Conference Room	0	0	0	Shared part of the Building Conference Center
10.302	Huddle Room	1	120	120	room for 3-4 people, AV/tech on one wall
10.302	Break/Coffee Alcove	1	60	60	
10.303	Copy/Storage/Files	1	150	150	
				NSF	330
				Gross @ 45%	149
					479
TOTAL Department GSF for Tax Assessors					3,207

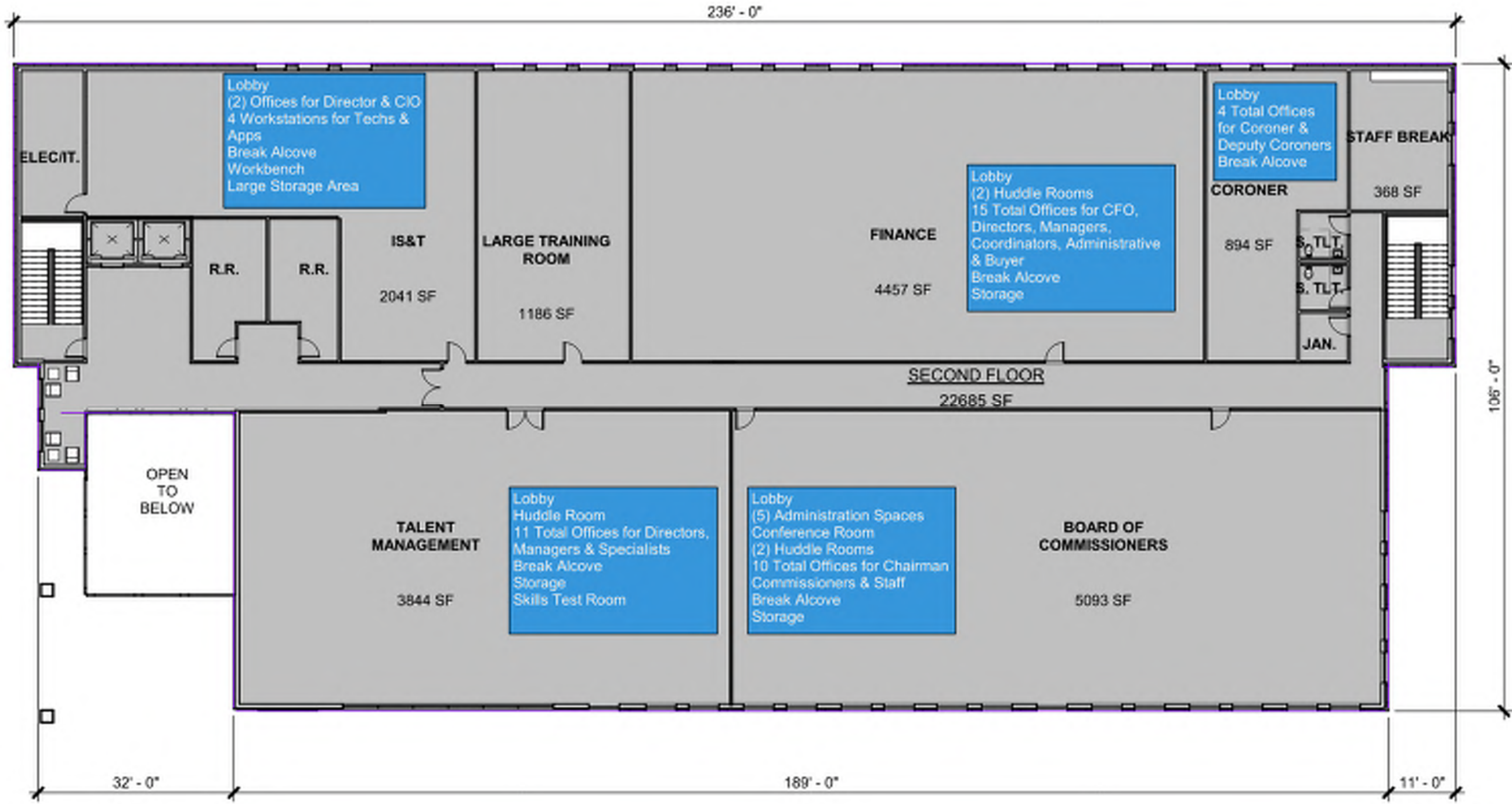
SITE PLAN



FLOOR PLAN - LEVEL 1



FLOOR PLAN - LEVEL 2



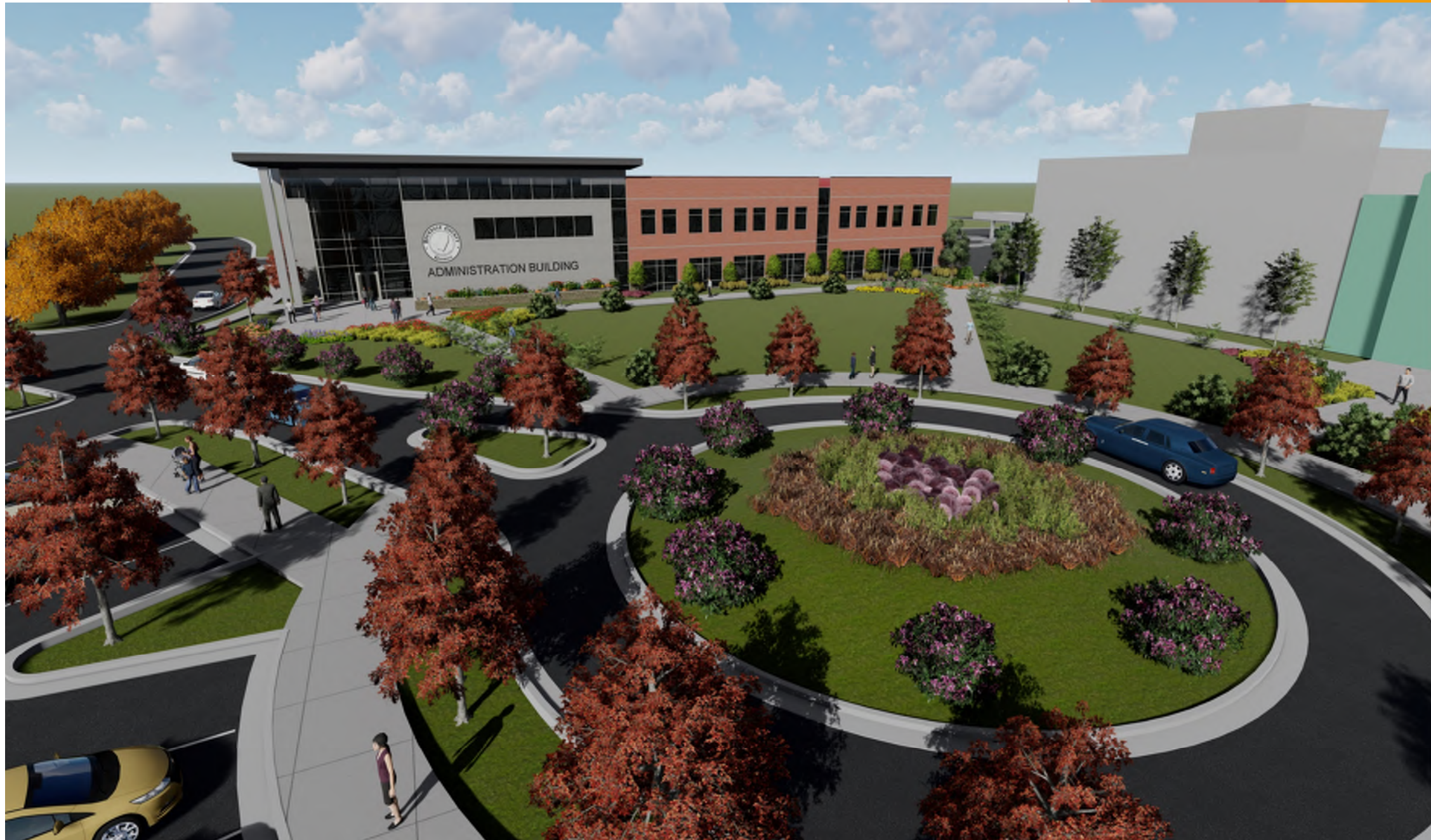
RENDERINGS



RENDERINGS



RENDERINGS



RENDERINGS



COST ESTIMATE



Project Budget		
PROJECT SUMMARY: New 42,000 SF Administration Building. Existing buildings to be demolished and new greenspace and parking area to be created.		
8/17/21		BUDGETS
Design Services		
1	A. Geotechnical	\$ 40,000
2	B. Survey	\$ 10,000
3	C. A&E Services	
4	C.1 Civil	\$ 80,000
5	C.2 Architectural @ 7%	\$ 1,132,306
6	C.3 Detailed Cost Estimating	\$ 60,000
7	E. Construction & Special Inspection Testing (.25% to 3%)	0.0% \$ 150,000
8	F. Commissioning Agent	\$ -
9	G. IFC 510	\$ -
10	H. Legal	\$ 3,000
11	OTHER	\$ 25,000
	Subtotal (Design Services)	\$ 1,500,306
Miscellaneous		
12	A. Water Service Fees	\$ 50,000
13	B. Sewer Capacity Fees	\$ 50,000
14	C. Power Service Fees	\$ 50,000
15	D. Gas Service Fees	\$ 50,000
16	E. Communications Service Fees	\$ 10,000
17	F. Moving & Storage Expenses	\$ 50,000
18	G. OTHER	
	Subtotal (Miscellaneous)	\$ 260,000
Fixtures, Furniture and Equipment /IT		
19	A. Hard Furniture, Fixtures & Equipment Cost (\$12-\$18/SF)	\$13/SF \$ 536,380
20	B. Soft Cost Furniture, Fixtures & Equipment Cost	\$ 53,638
21	C. OTHER	
	Subtotal (FF&E)	\$ 590,018
General Construction		
22	Site Demolition	\$ 250,000
23	Site Work - New Parking Areas	\$ 1,000,000
24	Site Work Contingency	\$ 250,000
25	New Admin Building (41,200 SF x \$300)	\$ 12,360,000
26	Building Construction Contingency	\$ 618,000
27	Plaza/Hardscape	\$ 250,000
28	New Construction Contingency @ 10%	\$ 1,447,800
	Subtotal (General Construction)	\$ 16,175,800
Signage		
25	A. Monument	\$ 15,000
26	B. Site Way Finding	\$ 15,000
27	C. OTHER	
Escalation/Owner Contingency		
29	A. Escalation - Bid Third Quarter 2022	\$ 808,790
30	B. Owner Contingency	\$ 500,000
31	C. OTHER	
	Subtotal (Signage)	\$ 1,308,790
GRAND TOTAL PROJECT COST		\$ 19,834,914