

# CAPITOL COMPLEX BUILDING INVENTORY EVALUATION

## EXECUTIVE SUMMARY

# ACKNOWLEDGMENTS

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# EXECUTIVE SUMMARY

## CAPITOL COMPLEX BUILDING INVENTORY EVALUATION

The study was conducted by CO-OP Architecture, under the direction of the Bureau of Administration, as mandated by the South Dakota State Legislature. Input was received from the Capitol Complex Leadership Committee and the Agency Interviewees. The project study took place between July 17th, 2020, and December 1st, 2020.

The state of South Dakota has a large inventory of buildings, both owned and leased, located throughout the Pierre area - which is under the management of the Bureau of Administration. Understanding the use and efficiency of those buildings to maximize taxpayer dollars and the services they provide should be a priority. Strategic investment in select buildings (or reduced funding when necessary), consolidation when appropriate, having the right mix of leased and owned buildings, the right swing spaces during construction projects, appropriate ADA and health code functionality, understanding energy/cost use, promoting remote work cost savings, and maximizing the effectiveness of the state workforce can lead to many benefits for the State. Before accomplishing these tasks, it was important to understand what the State of South Dakota currently occupies in Pierre. Leases are constantly being negotiated, departments grow and shrink regularly, leadership and staff change, even walls and floor plans are renovated regularly, creating for complicated property management. An audit of the current facilities - which is the baseline data required for smart, cost-effective planning, was the core goal of this planning effort.

**The essential question of this study was: “What are the appropriate agency locations (buildings) to consolidate for financial and functional gain and how should we plan efficiently for future State agencies?”**

This Capitol Complex Long-Range Building Plan Evaluation contains an audit of current facilities, both leased and owned. Plans of state-owned facilities were cataloged, leased buildings were addressed

and recorded, and agency occupants were surveyed and interviewed. Building a strong foundation for an effective plan paves the road for efficient future building use, and a more effective state workforce.

Agency data was collected through a survey and interview process conducted by CO-OP Architecture. Most five-year staffing projections anticipate minimal expansion throughout the Pierre/ Ft. Pierre state workforce, reflecting the projected needs of the departments and the services provided. Included in the separate detail document (posted on the Bureau of Administration’s website) are the agency topic items recorded during the collection process.

The Pierre area is composed of 21 state-owned buildings and 36 leased buildings excluding the underground tunnel system (Reference Image 1.0: Agency Occupied State-owned and Leased Buildings in Pierre, SD ). Within all owned and leased buildings, the State houses 29 government agencies including the executive, judicial, and legislative branches. A detailed breakout of these spaces is included in the complete study document.

The state-owned buildings in the Pierre area total approximately 855,431 square feet, incorporating approximately 2,415 state employees including elected officials. The leased buildings in the Pierre area consist of 36 individual locations. Those locations include both office spaces and storage facilities. The total amount of leased space is approximately 202,639 square feet, with approximately 390 state employees.

The leased buildings in the Pierre area embody approximately 19% of the State’s occupied space. This percentage of leased space has a noteworthy effect on the State’s fiscal budget. The planning team collected extensive data and after consultation and analysis with the Bureau of Administration, initiated a series of five recommendations for the next phase (Phase Two) of strategic planning, listed on the next page as following:

## RECOMMENDATIONS:

### 1. A Capitol Building Master Plan

- *Identify who belongs in the Capitol Building*
- *Develop opportunities to maximize existing space, may include renovations*
- *Re-purpose, reprogram non-essential spaces*
- *Remove/repurpose basement swing space from the Capitol Building*

### 2. Maximize all Pierre Campus Building Space, Leased and Owned

- *Consolidate appropriate leased agency locations back to the Capitol Complex*
- *Co-locate agencies where necessary and synergistically appropriate*

### 3. Identify a New Swing Space During Construction

- *Determine building location, financial feasibility and spatial functionality.*
- *Determine appropriate proximity to the Capitol Complex*

### 4. Develop Statewide Remote Work Policy

- *Determine evaluation standards within each agency*
- *Perform a trial study for long-term feasibility*

### 5. Develop a Capitol Complex Land Use Study (including Green Spaces & Parking)

- *Identify state-owned properties in adjacency to the Capitol Complex*

We recommend a period of 9 months for the team to conduct Phase Two. Phase Two will also contain cost benefit analysis for leasing verses owning. It will also consider estimated project costs, useful for future budgeting for any proposed projects, should there be any. This future document will also provide direction for maintenance and building upgrades, understanding that certain buildings, leased or owned, may or may not be a part of a longer occupancy strategy. Within this document you will see how all Pierre area government buildings, leased and owned, are currently being utilized.

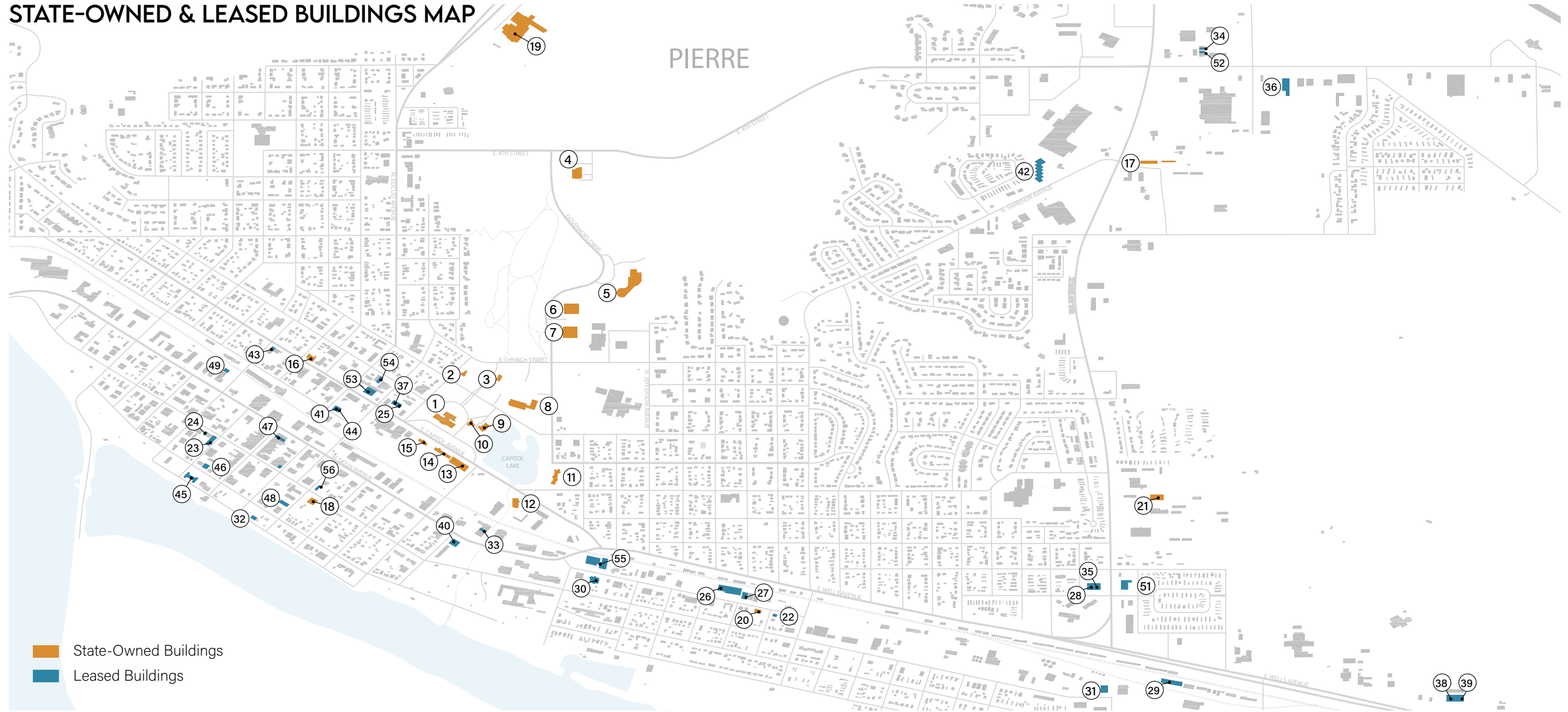
In summary, this document, the Capitol Complex Long-Range Building Plan Evaluation, sets the groundwork for laying out an achievable strategy to make the Pierre area government buildings as efficient and cost effective as possible.

# STATE-OWNED & LEASED BUILDINGS MAP

PROJECT YEAR: 2020

EXECUTIVE SUMMARY: CAPITOL COMPLEX, STATE OF SOUTH DAKOTA

CO-OP ARCHITECTURE



- State-Owned Buildings
- Leased Buildings

Image 1.0: Agency Occupied State-owned and Leased Buildings in Pierre, SD

## STATE - OWNED BUILDINGS

1. South Dakota State Capitol Building-1910/1930
2. Bureau of Administration Nicollet Building-1964
3. Paul Kinsman Building-2012
4. Health Laboratory-1996
5. Cultural Heritage Center-1989
6. MacKay Building-1976
7. Richard F. Kniep Building-1974
8. Becker-Hansen Building-1965
9. Visitor Center & Boiler Plant-1915/1971
10. Dr. Robert Hayes Building-1950/1971
11. Governor's Residence-2004

12. Dolly-Reed Plaza-2008/2009(Reno)
13. Joe Foss Building & Matthews Training Center-1967 (Foss) & 1990 (Matthews)
14. Sigurd Anderson Building-1951
15. Soldier and Sailors World War Memorial Building-1919
16. Sutherland Building-1906
17. East Bypass Shop-1966
18. National Guard Museum & Trades/ Carpenter Shop-1947
19. George S. Mickelson Building-2005
20. Risk Management Building-1988
21. Fleet and Records Management-1968

## LEASED BUILDINGS

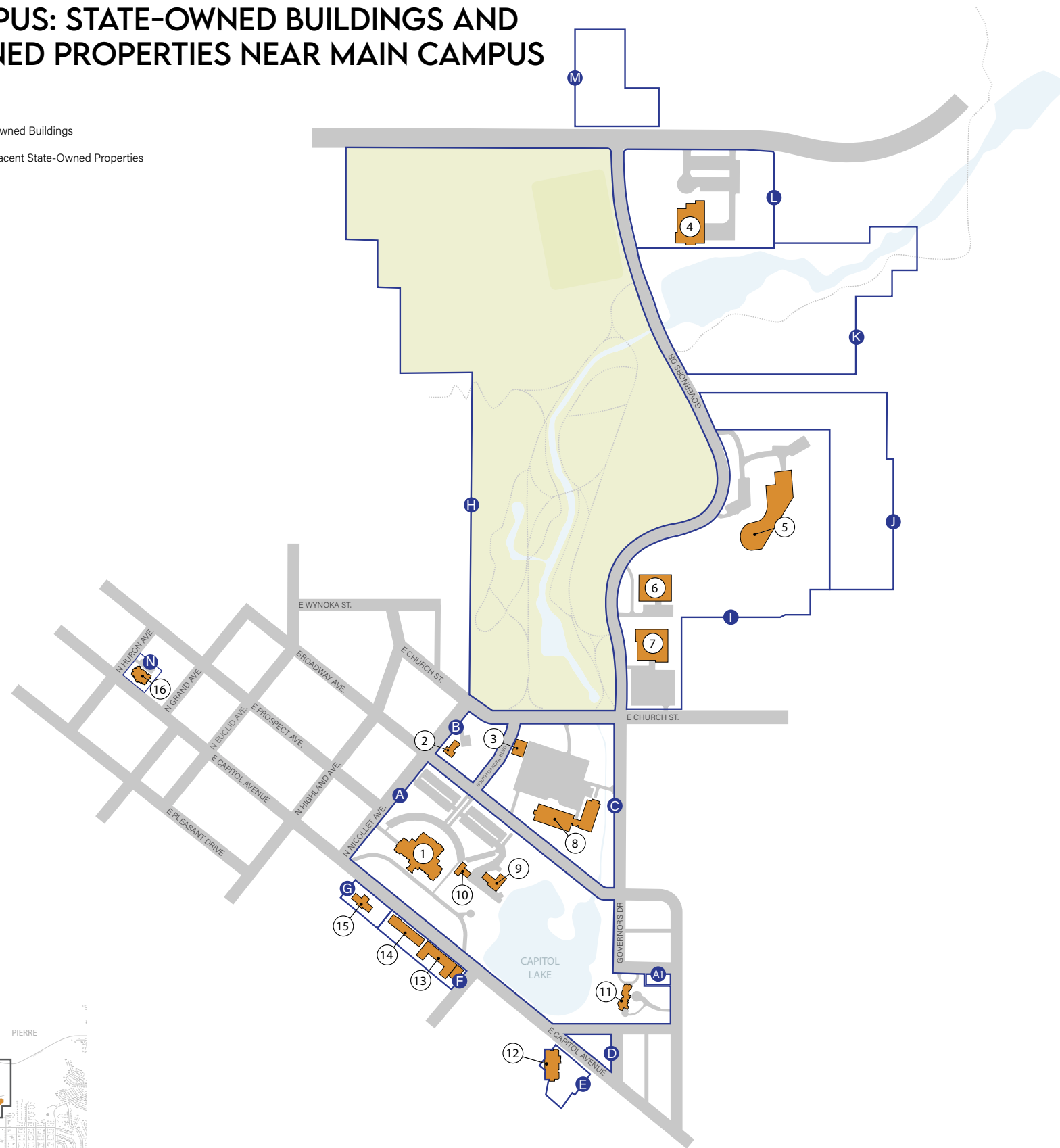
22. 1503 E Sioux Ave. Unit #2
23. 411 & 413 S Fort St
24. 209 W Dakota Ave
25. 306-314 E Capitol Ave
26. 1320 E Sioux Ave
27. 1414 E Sioux Ave, Warehouse #3
28. 2510 E Irwin St
29. 2800 Industrial Rd, Ste 1
30. 925 E Sioux Ave
31. 2315 E Dakota Ave
32. 207 E Missouri Ave, Ste 1A

33. 740 E Sioux Ave
34. 3100 Airport Rd
35. 2510 E Irwin St
36. 3317 Airport Rd
37. 306 E Capitol Ave, Suite 310
38. 3800 E Hwy 34, Ste 1 (DHS)
39. 3800 E Hwy 34, Ste 1 (BHR)
40. 701 E Sioux Ave
41. 124 S Euclid Ave, Ste 201 & 202
42. 1601 N Harrison, Ste 1
43. 221 W Capitol Ave, Ste 101
44. 124 S Euclid Ave, Ste 104
45. 123 W Missouri Ave

46. 116 W Missouri Ave
47. 308 S Pierre St
48. 427 S Chapelle St
49. 221 S Central Ave
50. 20570 293rd Ave (not depicted)
51. 420 S Garfield Ave, Ste 600
52. 3100 Airport Rd, 3A & B
53. 222 E Capitol Ave, Ste 8
54. 215 E Prospect Ave
55. 910 & 912 E Sioux Ave
56. 302 E Dakota Ave
57. 124 E Dakota Ave

# MAIN CAMPUS: STATE-OWNED BUILDINGS AND STATE-OWNED PROPERTIES NEAR MAIN CAMPUS

- Capitol Complex State-Owned Buildings
- Capitol Grounds and Adjacent State-Owned Properties



## STATE - OWNED BUILDINGS

- ① South Dakota State Capitol Building
- ② Bureau of Administration Nicollet Building
- ③ Paul Kinsman Building
- ④ Health Laboratory
- ⑤ Cultural Heritage Center
- ⑥ MacKay Building
- ⑦ Richard F. Kniep Building
- ⑧ Becker-Hansen Building
- ⑨ Capitol Lake Visitor Center & Boiler Plant
- ⑩ Dr. Robert Hayes Building
- ⑪ Governor's Residence
- ⑫ Dolly-Reed Plaza
- ⑬ Joe Foss Building & Matthew Training Center
- ⑭ Sigurd Anderson Building
- ⑮ Soldiers and Sailors World War Memorial Building
- ⑯ Sutherland Building

*\* DISCLAIMER: All state-owned buildings in the Pierre area are included in the Inventory Evaluation. Although, not all state-owned buildings are depicted in the above illustration due to proximity to the Capitol Complex Main Campus.*

## STATE - OWNED PROPERTIES

- A Capitol Grounds, Capitol Lake, Governor's Residence, and A1 (small State corner lot) - 33.4 Acres
- B BOA Building Lot - 2.45 Acres
- C Becker-Hansen Building - 13.27 Acres
- D Civil War Memorial - .65 Acres
- E Dolly-Reed Plaza - 1.5 Acres
- F Sigurd Anderson and Joe Foss Building Lot - 2.03
- G Soldiers and Sailors Building (Deed Restriction for this purpose from the railroad) - 1.1 Acres
- H Hilger's Gulch & Hilger's City Lots - 84.5 Acres
- I Kniep Building, Historical Society - 24.5 Acres
- J Historical Society/Archives - 10.8 Acres
- K Hilger's Gulch to Mickelson Pond Trail - 20.66 Acres
- L State Health Laboratory - 9.54 Acres
- M Vacant Land North of 4th Street - 4.5 Acres
- N Sutherland Building - 0.564 Acres

*\* DISCLAIMER: This illustration only depicts State-Owned Property in direct adjacencies to the Main Campus of the Capitol Complex.*

# BUILDING AREA PER PERSON: STATE-OWNED BUILDINGS

PROJECT YEAR: 2020

EXECUTIVE SUMMARY: CAPITOL COMPLEX, STATE OF SOUTH DAKOTA

CO-OP ARCHITECTURE

STATE-OWNED BUILDINGS	TOTAL NET AREA (SF)	AGENCY OCCUPANT	AGENCY NET AREA (SF)	CURRENT FTE	AREA (SF) PER FTE
Sigurd Anderson	28,332	Department of Revenue CAM / Shared Cost	21,894 6,438	110	199 SF
Becker Hansen	84,459	Department of Transportation Department of Social Services Bureau of Information and Telecommunications Bureau of Human Resources CAM / Shared Cost	51,886 482 10,966 983 20,142	250 + (27 Pierre Region Office) 0 N/A 0	208 SF TBD TBD TBD
Boiler/Visitor Center	6,933	Bureau of Administration CAM / Shared Cost	6,438 495	0	
Bureau of Admin. Nicollet	4,521	Bureau of Administration Bureau of Finance and Management CAM / Shared Cost	2,235 1,032 1,254	5 8	447 SF 129 SF
Bypass Shop	9,460	Bureau of Administration Department of Public Safety Department of Transportation CAM / Shared Cost	6,626 565 2,066 203	20 0 N/A	331 SF TBD TBD
Capitol Building	TBD	South Dakota Governor's Office Secretary of State State Treasurer Legislature and Legislative Research Council  State Auditor Unified Judicial System Office of School and Public Lands Public Utilities Commission Bureau of Administration Bureau of Finance and Management Bureau of Human Resources Bureau of Information and Telecommunications CAM / Shared Cost	TBD TBD TBD TBD  TBD TBD 1,386 3,963 TBD TBD TBD TBD TBD TBD	N/A 8 6 27 Full-time Legislators Session Staff Interns/Aides Pages 16 47 6 28 19 17 23 N/A	TBD TBD TBD TBD  TBD TBD 231 SF 142 SF TBD TBD TBD TBD TBD
Trade/Carp Shop	15,661	Department of Military Bureau of Administration CAM / Shared Cost	8,528 6,444 689	N/A 19	TBD 339 SF
Cultural Heritage Center	69,026	Department of Education CAM / Shared Cost	58,346 10,680	34	1,716 SF
George S. Mickelson Building/ DCI	139,770	South Dakota Attorney General Bureau of Information and Telecommunication Department of Public Safety CAM / Shared Cost	92,868 2,470 12,193 32,239	117 0 N/A	793 SF TBD TBD
Dolly-Reed Plaza	25,074	Governor's Office of Economic Development Department of Revenue Department of Tribal Relations Department of Tourism CAM / Shared Cost	5,867 4,967 1,231 6,647 6,362	22 20 7 28	267 SF 248 SF 176 SF 237 SF
Fleet and Rec Management	11,260	Bureau of Administration CAM / Shared Cost	10,946 314	13	842 SF
Health Administration	8,742	Department of Health Inactive Area CAM / Shared Cost	6,447 1,116 1,179	44	147 SF
Health Lab	34,927	Department of Health CAM / Shared Cost	25,027 9,899	70	358 SF
Joe Foss	58,209	Bureau of Administration Department of Agriculture Department of Environment and Natural Resources Department of Game, Fish & Parks CAM / Shared Cost	7,016 6,752 24,474 10,961	18 35 134 32	390 SF 193 SF 183 SF 343 SF
Knip	75,253	Bureau of Administration Bureau of Information and Telecommunication Department of Social Services CAM / Shared Cost	196 23,616 33,769 382	0 400 210	TBD TBD 161 SF
Mackay	47,253	Department of Education CAM / Shared Cost	39,756 7,430	131	303 SF
Governor's Residence	21,339	Bureau of Administration	21,339	0	TBD
Paul Kinsman	3,753	Bureau of Administration	3,753	19	198 SF
Sutherland Building	20,100	Department of Public Safety CAM / Shared Cost	15,335 4,766	74	207 SF
Risk Management	2973	Bureau of Administration CAM / Shared Cost	3,497 476	8	437 SF
Soldiers and Sailors	10,924	Bureau of Finance and Management Department of the Military Department of Veteran's Affairs CAM / Shared Cost Inactive Area	2,354 2,313 1,600 3,953 703	14 3 8	168 SF 771 SF 200 SF



# BUILDING AREA PER PERSON: LEASED BUILDINGS

LEASED BUILDINGS (LOCATION)	TOTAL NET AREA (SF)	AGENCY OCCUPANT	AGENCY NET AREA (SF)	CURRENT FTE	AREA (SF) PER FTE
DOA - Pierre - 1503 East Sioux Unit #2 Storage	509	AGRICULTURE Storage	509	0	TBD
DOA - Animal Industry Board - Pierre - 411 & 413 S. Fort St	5600	ANIMAL INDUSTRY BOARD	5600	N/A	TBD
SD Brand Board - Pierre - 209 W Dakota	3000	ANIMAL INDUSTRY BOARD	3000	N/A	TBD
Board of Regents - Pierre - 306-314 E. Capitol Ave	5593	BOARD OF REGENTS	5593	23	243 SF
BOA - Pierre - 1320 E. Sioux Ave	28944	BUREAU OF ADMINISTRATION	28944	20	1,447 SF
BOA - Pierre - 1414 E Sioux Ave - Warehouse #3	5200	BUREAU OF ADMINISTRATION Storage	5200	N/A	TBD
DOC - Pierre - 2510 E. Irwin	1600	CORRECTIONS	1600	N/A	TBD
DOE - Pierre - 2800 Industrial Rd Ste 1	2150	EDUCATION	2150	0	0
DOE-BTE - Pierre - 925 E. Sioux Avenue	2600	EDUCATION Storage	2600	0	0
DENR - Pierre - 2315 E Dakota	700	ENVIRONMENT AND NATURAL RESOURCES Storage	700	0	0
DOH - Pierre - 207 E Missouri Ste 1A	1527	HEALTH	1527	9	170 SF
DOH WIC - Pierre - 740 E Sioux Ave	3240	HEALTH	3240	10	0
DOH Pierre 3100 Airport Road	15200	HEALTH	15200	0	0
DOH Pierre 2510 East Erwin	7,789	HEALTH	7,789	26	300 SF
DOH - Pierre - 3317 Airport Rd	1,800	HEALTH Storage R Center	1,800	1	1800 SF
BHR - Pierre - 306 E Capitol Ave, Suite 310	1722	HUMAN RESOURCES	1722	0	0
DHS - Pierre - 3800 E. Hwy 34, Ste. 1	13720	HUMAN SERVICES	13720	61	225 SF
DSS - Pierre - 910 & 912 E Sioux Ave	17002	HUMAN SERVICES	17002	9	1,889 SF
BIT - Pierre - 3800 E. Hwy 34, Ste. 1	7500	INFORMATION AND TELECOMMUNICATIONS Storage	7500	0	0
BIT - Pierre - 701 E Sioux Ave	3800	INFORMATION AND TELECOMMUNICATIONS Sub lease to BHR	3800	18	211 SF
DLR - Insurance - Pierre - 124 S Euclid Ste 201 & 202	6000	LABOR AND REGULATION	6000	26	231 SF
DLR - Banking - Pierre - 1601 N Harrison Ste 1	3056	LABOR AND REGULATION	3056	11	278 SF
DLR - Pierre - 221 W Capitol Ave, Ste. 101	2315	LABOR AND REGULATION	2315	7	331 SF
DLR - Securities - Pierre -124 S Euclid, Ste. 104	1299	LABOR AND REGULATION	1299	8	162 SF
DLR - Pierre - 123 W. Missouri	9487	LABOR AND REGULATION	9487	36	2634 SF
DLR - Pierre - 116 W Missouri	5210	LABOR AND REGULATION	5210	10	521 SF
DLR - Pierre - 308 S Pierre St	3068	LABOR AND REGULATION	3068	9	341 SF
Legislative Audit - Pierre - 427 S Chapelle	6250	LEGISLATIVE AUDIT	6250	0	0
DPS Emergency Management 221 South Central Pierre	10485	PUBLIC SAFETY	10485	29	362 SF
DPS - Highway Patrol - Pierre - 20570 293rd Ave	3600	PUBLIC SAFETY	3600	0	0
DPS Drivers Licensing - Pierre - 420 South Garfield Ste. 600	1469	PUBLIC SAFETY	1469	2	735 SF
DPS EM & HS Pierre 3100 Airport Rd 3A & B	3600	PUBLIC SAFETY Storage	3600	0	0
SD Retirement - Pierre - 222 E Capitol Ave Ste 8	11504	RETIREMENT SYSTEM	11504	32	360 SF
SOS - Pierre - 215 East Prospect	3500	SECRETARY OF STATE	3500	0	0
DSS - Pierre - 910 & 912 E Sioux Ave	17002	SOCIAL SERVICES	17002	60	283 SF
DOT Aeronautics - Pierre - Airport road	800	TRANSPORTATION Airport State Plane Hanger	800	0	0
Tribal Relations - Pierre - 302 E Dakota	1800	TRIBAL RELATIONS	1800	0	0
Treasurer - 124 E. Dakota Avenue	4,800	UNCLAIMED PROPERTY - STATE TREASURER	4,800	7	686 SF

**\* DISCLAIMER:** *The above information charts are a reflection of the buildings net area categorized by agency occupancy and divided by the overall total agency personnel (FTE) occupying the net agency area.*

*This square footage per person does NOT include the personnel job description define in the South Dakota; Guidelines for the State Work Environment (Policy ES-09) issued by the South Dakota Bureau of Administration.*

*To develop further evaluations of the square footage per person a detailed individual facilities assessment will need to be performed for each individual state occupied building (owned and leased). This facilities assessment would be conducted during Phase II.*

