

SURVEY OF AGENCY SPACE NEEDS IN THE BISMARCK AREA

The interim Government Services Committee has been assigned a study of facility needs of state agencies located in the Bismarck area pursuant to Section 37 of 2013 House Bill No. 1015. This study includes an evaluation of current and projected facility needs of state agencies, facilities on the Capitol grounds currently being used by state agencies, and facilities owned or leased by state agencies that are not located on the Capitol grounds. The committee, at its January 16, 2014, meeting asked the Legislative Council staff to conduct a survey of state agencies in the Bismarck area to collect information on space usage and needs. A summary of the results of the survey responses are below.

Governor's Office						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	5,142	N/A	Office	19	No projected space needs at this time.

Secretary of State						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	4,399	N/A	Office	29	2,000 additional square feet are needed at the Capitol to accommodate all personnel in one location.
1661 Capitol Way	Leased	1,500	\$0*	Office	8	

*Using Information Technology Department space in the North Dakota Association of Counties building.

Office of Management and Budget (OMB)						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	12,688	N/A	Office	56	No projected space needs at this time.
Judicial wing	Leased	6,402	\$11.29	Office, storage	13	
1600 Century Avenue	Leased	1,616	\$13.88	Office, storage	5	
Igoe Industrial Park	Leased	18,000	\$2.50	Warehouse	5	

Information Technology Department (ITD)						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	17,688	N/A	Office	109	None - The majority of ITD staff will be moving into a leased building north of Bismarck in summer 2014.
1929 North Washington	Leased	10,948	\$15.25	Office	65	
1615 Capitol Way	Leased	10,378	\$14.64	Office, storage	44	
1661 Capitol Way	Leased	12,000	\$14.75	Office	68	
3451 North 14 th Street	Leased	24,000	\$12.50	Office	102	

State Auditor						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	4,684	N/A	Office, storage	36	671 square feet are needed in the Capitol building to accommodate existing employees and a meeting room.
425 North Fifth Street	Leased	1,000	\$12.10	Office, storage	6	

State Treasurer						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	3,167	N/A	Office, storage	8	No projected space needs at this time.

Attorney General						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	11,078	N/A	Office	45	9,500 square feet are needed to accommodate the expanded Bureau of Criminal Investigation staff, the Information Technology Division staff, and four offices for legal staff.
2641 East Main Avenue	Owned	19,000	N/A	Office, laboratory	27	
4205 North State Street	Leased	23,376	\$13.00	Office	67	
500 North Ninth Street	Leased	10,000	\$9.60	Office	23	
1050 East Interstate Avenue	Leased	8,300	\$14.61	Office	18	
250 North 31 st Street	Leased	5,477	\$12.40	Office, storage	9	

Tax Commissioner						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	19,510	N/A	Office, storage, printing, mail	124	6,500 square feet are needed to accommodate current staffing levels. Additional space would ensure employee safety and confidentiality of taxpayer information.
State Office Building	Owned	Varies	N/A	Office	Varies (up to 43 during processing season)	

Office of Administrative Hearings						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
2911 North 14 th Street	Leased	2,145	\$14.50	Office	4	710 square feet are needed to relocate one position from West Fargo to Bismarck and to create one additional hearing room.

Legislative Council						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	11,517	N/A	Office, storage, library, meeting space	32	No projected space needs at this time.

Judicial Branch						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Judicial wing	Owned	21,604	N/A	Office	61	24,660 square feet are needed for additional office space, workstations, a conference room, storage, staff training, and to meet Americans with Disabilities Act requirements.
116 North Fourth Street	Leased	11,018	\$11.64	Office	14	
515 ½ East Broadway, Suite 102	Leased	700	\$13.46	Office	4	

Commission on Legal Counsel for Indigents						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
314 East Thayer, Suites 200 and 222	Leased	1,810	\$14.85	Office	5	200 square feet are needed at this time for additional workspace. An additional 100 square feet may be needed to accommodate new administrative staff if case assignments continue to increase.
314 East Thayer, Suite 26	Leased	200	\$11.70	Storage	0	

Retirement and Investment Office						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
1930 Burnt Boat Drive	Leased	6,094	\$12.95	Office, storage	19	No projected space needs at this time.

Public Employees Retirement System						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
400 East Broadway	Leased	9,044	\$15.00	Office	35	Potential full-time equivalent (FTE) position increases would require an additional 200 square feet per FTE position.

Department of Public Instruction						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	16,709	N/A	Office, storage	75	None, however, the department believes it could remodel its existing space in the Capitol building. Efficiencies gained from the remodel would allow the department to vacate the 2,157 square feet used in the Liberty Memorial Building.
Liberty Memorial Building	Owned	2,157	N/A	Office	11	
1050 East Interstate Avenue	Leased	3,155	\$11.40	Office	10	

Department of Trust Lands						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
1707 North Ninth Street	Owned	9,600	N/A	Office	29	Projected needs include 600 square feet of office space and 300 square feet of common space within three years.
1450 43 rd Avenue NE	Leased	275	\$0.33	Cold storage	0	
1701 West Cavalry Drive	Leased	560	\$0.26	Cold storage	0	

State Library						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Liberty Memorial Building	Leased (from OMB)	30,000	\$0.47	Office, book collection, library public space	35	No projected space needs at this time.

School for the Deaf						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
418 East Broadway	Leased	584	\$11.81	Office	2	500 square feet are needed for group activity space. Projected needs include 300 square feet of office space within five years.

School for the Blind						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
418 East Broadway	Leased	320	\$9.00	Office	1	No projected space needs at this time.

Department of Career and Technical Education						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	6,987	N/A	Office, storage	27	No projected space needs at this time.

North Dakota University System Office						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	2,800	N/A	Office	15	Projected needs include 555 square feet to 740 square feet within three years. Would prefer to be located at a single site.
Bismarck State College (BSC) Horizon Building	Leased (from BSC)	5,684	\$22.20	Office, storage, common space	9	
925 Basin Avenue	Leased	384	\$14.00	Office	1	

State Department of Health						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
2635 East Main Avenue	Owned	30,350	N/A	Office, laboratory	61	1,152 square feet are needed to accommodate eight new FTE positions approved by the 2013 Legislative Assembly.
2637 East Main Avenue	Owned	4,837	N/A	Office, morgue	5	
2639 East Main Avenue	Owned	5,944	N/A	Office, training	7	
918 East Divide Avenue	Leased	40,025	\$12.88	Office	125	
400 East Broadway	Leased	1,266	\$15.32	Office	2	
1200 Industrial Drive	Leased	23,520	\$5.70	Office, warehouse	3	
Judicial wing	Leased (from OMB)	28,943	\$11.29	Office	144	

Tobacco Prevention and Control Executive Committee						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
4023 State Street	Leased	3,895	\$9.43	Office	10	1,200 square feet are needed to expand the conference room and provide storage space.

Indian Affairs Commission						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Judicial wing	Owned	748	N/A	Office	5	Additional square feet are needed; however, estimates of additional space needed have not been determined.

Department of Veterans' Affairs						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
925 Basin Avenue	Leased	768	\$14.00	Office	3	550 square feet are needed to expand offices, expand the conference room, create one additional office, and provide additional storage.

Department of Human Services						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Judicial wing	Leased (from OMB)	33,475	\$10.27	Office, storage	175	Additional square feet are needed to reduce employee overcrowding; however, estimates of additional space needed have not been performed.
1237 West Divide Avenue	Leased	65,286	\$15.69	Office, storage	221	
1929 North Washington	Leased	10,046	\$13.73	Office, training	46	
1600 East Century Avenue	Leased	9,644	\$14.11	Office, storage	55	
316 North Fifth Street	Leased	7,844	\$12.50	Office	25	

Protection and Advocacy Project						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
400 East Broadway	Leased	4,661	\$12.75	Office	15	No projected space needs at this time.

Job Service North Dakota						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
1000 East Divide Avenue	Owned	40,000	N/A*	Office	146	No projected space needs at this time.
1601 East Century Avenue	Owned	17,470	N/A	Office	20	

*Lease parking lot at an annual cost of \$22,800.

Insurance Commissioner						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Leased (from OMB)	5,544	\$11.29	Office, storage	29	The department has adequate space; however, it would like to have no more than two locations for security purposes.
1701 South 12 th Street	Leased	4,800	\$14.65	Office	15	
4023 State Street	Leased	3,297	\$14.27	Office	8	

Industrial Commission						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Leased (from OMB)	817	\$9.08	Office, storage	2	No projected space needs at this time.
Heritage Center	Owned	Unknown	N/A	Office, laboratory	3	
1016 East Calgary Avenue	Leased	17,317	\$14.35	Office	44	
1000 East Calgary Avenue	Leased	9,248	\$17.16	Office	18	
3801 Saratoga Avenue	Leased	5,580	\$5.12	Storage	1	

Labor Commissioner						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	2,638	N/A	Office, storage	12	450 square feet requested to create additional offices.

Public Service Commission						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	10,208	N/A	Office, storage	45	No projected space needs at this time.

North Dakota Aeronautics Commission						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
2301 University Drive	Leased	2,471	\$14.70	Office, storage	6	No projected space needs at this time.

Department of Financial Institutions						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
2000 Schafer Street	Leased	4,480	\$15.25	Office	19	No projected space needs at this time.

Securities Department						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Owned	1,504	N/A	Office	8	No projected space needs at this time.

Bank of North Dakota						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
1200 Memorial Highway	Owned	61,000	N/A	Office	181	No projected space needs at this time.
1152 Summit Boulevard	Owned	3,280	N/A	Storage	0	

Housing Finance Agency						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
2624 Vermont Avenue	Leased	13,760	\$15.50	Office	40	No projected space needs at this time.

Workforce Safety and Insurance (WSI)						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
1600 East Century Avenue	Owned	54,144	N/A	Office, storage	255	No projected space needs at this time.
1611 East Century Avenue	Leased	1,546	\$15.75	Office	5	

Highway Patrol						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Judicial wing	Leased	4,008	\$1.52	Office	13	Additional training facilities are needed.
Department of Transportation building (DOT)	Leased (from OMB)	961	\$7.57	Permits section	5	
Capitol building	Leased	558	\$0	Office, security	11	
601 Channel Drive	Leased	13,600	\$13.00	Office, storage	27	
1320 Schafer Street	Owned	30,000	N/A	Training	7	
Bismarck Airport	Leased	2,000	\$3.39	Aircraft hangar	1	

Department of Corrections and Rehabilitation (DOCR)						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
DOCR building	Owned	27,052	N/A	Office, pharmacy	52	No projected administrative/office space needs at this time.
State Penitentiary	Owned	404,177	N/A	Prison	306	
Missouri River Correctional Center	Owned	56,905	N/A	Prison	38	
Roughrider Industries	Owned	80,000	N/A	Prison industries	34	
Youth Correctional Center	Owned	148,259	N/A	Juvenile correctional facility	99	
921 South Ninth Street	Leased	1,779	\$13.52	Office	7	
206 West Main Street, Mandan	Leased	2,387	\$15.00	Office	6	
250 North 31 st Street	Leased	7,133	\$13.92	Office	25	

Adjutant General						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Fraine Barracks	Owned	139,571	N/A	Office, storage, residential	250	2,400 square feet of climate-controlled storage space is needed for disaster-related supplies and equipment. An additional 3,000 square feet will be needed for environmental response equipment, supplies, and material related to changes in threats and hazards in North Dakota.
4200 East Divide Avenue	Owned	221,023	N/A	Office, storage	160	
3400 Yegen Road	Owned	165,207	N/A	Office, storage, air hangar	69	
1825 46 th Street, Mandan	Owned	15,498	N/A	Office, chapel	6	
2930 North 14 th Street	Leased	2,016	\$24.25	Office	4	
1850 East Expressway	Leased	7,200	\$15.64	Office	19	
2385 Vermont Avenue	Leased	7,800	\$6.30	Storage	0	
1751 93 rd Street NE	Leased	23,000	\$2.66	Storage	0	

Department of Commerce						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
1600 East Century Avenue	Leased	16,789	\$13.70	Office, storage	72	No projected space needs at this time.

Department of Agriculture						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Capitol building	Leased (from OMB)	7,601	\$3.40	Office, storage	37	No projected space needs at this time.
1221 West Divide Avenue	Leased	2,640	\$15.09	Office	15	
1930 Hancock Drive	Leased	400	\$5.40	Storage	0	
7100 North 19 th Street	Leased	2,640	\$1.64	Storage	0	

North Dakota Racing Commission						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
500 North Ninth Street	Leased	872	\$9.57	Office	4	No projected space needs at this time.

State Historical Society						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
Heritage Center	Owned	224,000	N/A	Office, storage, museum, archives	67	No projected space needs at this time.
Storage east and Lincoln storage	Leased	Unknown	Unknown	Storage	0	

Council on the Arts						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
1600 East Century Avenue	Leased	1,460	\$13.20	Office, storage	4	Projected needs in the next five years include additional meeting space and one additional office.
U-Haul Storage	Leased	50	\$16.79	Storage	0	

Game and Fish Department						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
100 North Bismarck Expressway	Owned	43,056	N/A	Office	71	No projected space needs at this time.
3001 Main Avenue	Owned	5,736	N/A	Office, shop	13	

Parks and Recreation Department						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
1600 East Century Avenue	Leased	6,169	\$13.36	Office, storage	24	Projected space needs include space for an employee who will be relocating from the field to the headquarters office.
3801 Saratoga Avenue	Leased	1,500	\$5.32	Storage, shop	0	
Fort Abraham Lincoln State Park	Owned	952	N/A	Office	3	

State Water Commission						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
State Office Building	Owned	21,645	N/A	Office	83	No projected space needs at this time.
2901 East Main Avenue	Owned	7,500	N/A	Shop	5	

Department of Transportation						
Bismarck Area Location	Leased or Owned	Square Feet	Cost Per Square Foot	Use	Employee Headcount	Projected Future Space Needs
DOT building*	Owned	96,000*	N/A	Office, storage, licensing	452	No projected space needs at this time.
300 Airport Road	Owned	20,646	N/A	Office, storage, laboratory	35	
218 Airport Road	Owned	5,624	N/A	Office	24	
District shop, 216 Airport Road	Owned	28,800	N/A	Shop	34	
Radio shop, 216 Airport Road	Owned	3,000	N/A	Office, garage	6	

*DOT is temporarily leasing 42,311 square feet of office space offsite while an asbestos abatement project is in process.