

Preparation of a Facility Program and Relocation Strategy for Relocation of El Paso Independent School District Administration Functions, El Paso, TX

El Paso Independent School District (EPISD) contracted with Huitt-Zollars, Inc. (HZ) to provide programming and design services to relocate selected EPISD administration departments from an existing site to a downtown location. The project included the reuse and renovation an existing eight-story office tower of 88,000 gross square feet and construction of a new 40,000-gross-square-foot facility on an adjacent vacant site. The available maximum allowable construction cost was \$18 million for both buildings.

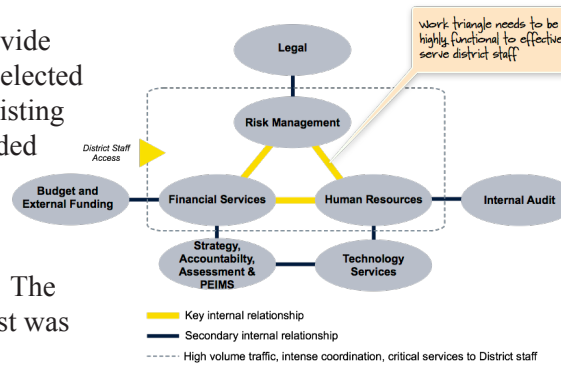
As a subcontractor to HZ, ARC prepared a programming phase report that describes departmental requirements and a relocation strategy that identifies which functions are to be housed in the new or existing facility.

ARC toured the existing and new facilities, conducted on-site interviews with selected EPISD staff, and presented findings at two meetings with an EPISD steering committee. Based on careful consideration of functional requirements and relationships, ARC prepared a relocation strategy that placed functions with high public interaction in the new facility, and other functions in the existing office tower by floor, based on their size and special needs.

The primary objective was to fill the tower as efficiently as possible, while the secondary objective was to keep the required size of the new building within the limits of the project budget.

Client: El Paso Independent School District

Completion: October 2017



Above: Relationship Analysis
Right and Below: Space and Stacking Proposal

EPISD - Downtown Relocation

Space and Staffing by Department

Floor	Department	NASF	DGSF	NASF % of total dgst	Staff	Fleet	GSF
8	Facilities and Construction	3,330	4,165	7.56%	32	0	
8	Finance and Operations	570	735	1.29%	2	0	
7,8	Athletics	1,514	1,895	3.44%	9	1	
7	Technology Services	4,055	5,070	9.21%	33	0	
6	Innovation Design and Development	2,152	2,690	4.89%	27	0	
6	School Leadership / Schools Divisions	782	980	1.78%	7	0	
6	Deputy Superintendent for Academics	370	465	0.84%	2	0	
5,6	Academics	4,080	5,100	9.27%	57	0	
5	Strategy, Accountability, Assessment, and PEIMS	3,212	4,015	7.30%	22	0	
4	Human Resources Parent and Student Services	2,726	3,410	6.19%	15	0	
4	Budget / External Funding	2,262	2,830	5.14%	23	0	
2,3	Human Resources	5,454	6,820	12.39%	45	0	
2	Financial Services	4,166	5,210	9.46%	37	0	
1	Risk Management	968	1,210	2.20%	6	0	
1	Finance and Operations - Treasury	408	510	0.93%	3	0	
M	Mail Room	1,033	1,295	2.35%	2	3	
G	Police Services	4,046	5,060	9.19%	20	6	
B	Building Common (Shared) Spaces Existing Building	2,895	3,620	6.58%	0	0	
Existing Tower Subtotal		44,023	55,060	100%	342	10	N/A
NB 2	Superintendent	2,030	2,540	8.38%	9	0	3,380
NB 2	Legal	1,082	1,355	4.47%	5	0	1,800
NB 2	Internal Audit	1,556	1,945	6.42%	12	0	2,590
NB 2	Community Engagement	3,144	3,930	12.98%	13	1	5,240
NB G,1	Building Common (Shared) Spaces New Building	11,382	14,230	46.99%	0	0	18,970
NB G	Print Shop	5,026	6,285	20.75%	12	2	8,380
New Building Subtotal		24,220	30,285	100%	51	3	40,360

