

Preparation of a Facility Program for the New Mexico Office of the Secretary of State, Santa Fe, NM

The New Mexico Office of the Secretary of State (NM SOS) is an elected state office that maintains the official records of State government and the legislature.

NM SOS currently occupies the entire third level of the Capitol North building, along with a suite of office space in the basement level of the eastern section of the Bataan Memorial building. NM SOS is preparing vacate its current Capitol North location because the state legislature requires the space for other purposes.

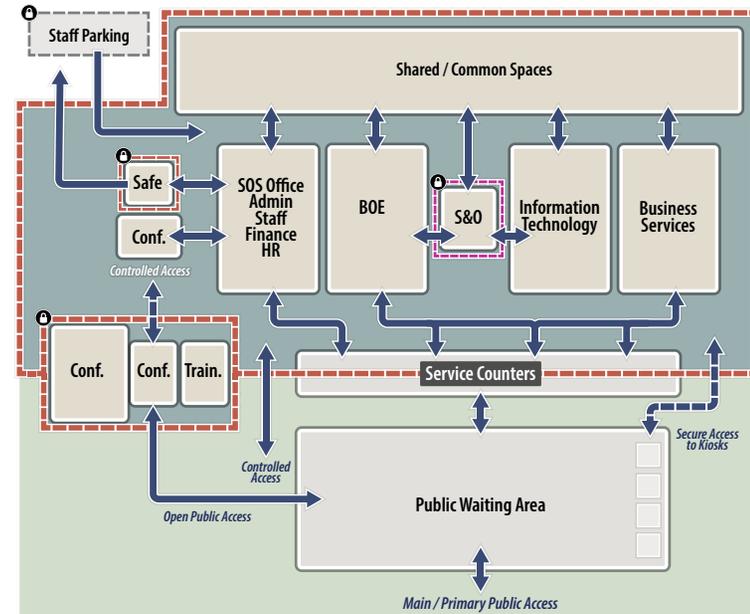
NM SOS retained ARC to prepare a facility program that identifies the agency's current and future space requirements, which will guide the design of its next space for either state-owned or leased locations.

Based on space tours, interviews, and workshops with key stakeholders, ARC identified a need for approximately 16,600 usable square feet, or 22,200 gross square feet. The facility program will be used to explore various relocation options, including new construction, leased space, or renovation of existing state owned space. One possible option under consideration is to occupy a section of the Executive Office Building planned for the Capitol Campus.

Client: New Mexico Office of the Secretary of State

Completion: 2022

Left: NM SOS relationship diagram



Right: Space Needs Summary

Space Needs and Staffing by Department				
Department	NASF	USF	NASF % of Total USF	Staff Total
1.0 Secretary of State's Office / SOS Administration	1,707	2,135	12.84%	7
2.0 Finance Team	470	590	3.54%	6
3.0 Human Resources	210	265	1.58%	1
4.0 Business Services	1,358	1,700	10.22%	21
5.0 Bureau of Elections	2,320	2,900	17.45%	21
6.0 Security & Oversight	526	660	3.96%	5
7.0 IT Department	1,862	2,330	14.01%	15
8.0 Shared / Common Spaces	4,840	6,050	36.41%	0
Subtotal	13,293	16,630	100.00%	76
Tare @ 60% Efficiency	8,867			
Gross Square Feet	22,160			

Notes:

- Staff Total includes 13 future positions above the current 63
- 6 summer intern positions are not included in Staff Totals (see 8.0, Shared, Common Spaces)
- 2 receptionist staff counted with 3.0 Business Services, but will be located in Reception area (see 8.0, Shared, Common Spaces)