

SPARTANBURG COUNTY, SC

NOTICE OF RFP

Bid No. **17-10**

October 23, 2009

Bid No. **17-10**

Sealed proposals for: **Spartanburg County Office Space For Department Of Social Services, Department Of Veterans Affairs, Voter Registration And Elections, And Clemson Extension Services.**

subject to the conditions on the reverse side hereof, and all provisions, etc. set forth herein and attached, will be received at:
**County Purchasing office, Room 1220
366 North Church Street
Spartanburg, SC 29303**

or bids may be mailed to:
**Spartanburg County Purchasing Division
P. O. 5666
Spartanburg, SC 29304**

Proposals must be received by: **2:00 PM** EST. **December 03, 2009**, then publicly opened.

The commodities and/or services must be furnished as described and specified, and delivered as specified. The prices bid must include all costs of transportation to the required destination.

THE BID No. **17-10** and description: **SPARTANBURG COUNTY OFFICE SPACE FOR DEPARTMENT OF SOCIAL SERVICES, DEPARTMENT OF VETERANS AFFAIRS, VOTER REGISTRATION AND ELECTIONS, AND CLEMSON EXTENSION SERVICES.**

must be put on the outside of your envelope with your firm name and address

GENERAL DESCRIPTION OF COMMODITIES OR SERVICES

SPARTANBURG COUNTY IS SEEKING PROPOSALS FOR THE
SPARTANBURG COUNTY OFFICE SPACE FOR DEPARTMENT OF SOCIAL SERVICES, DEPARTMENT OF VETERANS AFFAIRS, VOTER REGISTRATION AND ELECTIONS, AND CLEMSON EXTENSION SERVICES. REQUIREMENTS AND MINIMUM SPECIFICATIONS FOR THIS PROJECT WILL BE OUTLINED WITHIN THE RFP PACKAGE

Bidder has examined copies of all Bidding Documents, the Advertisement for Bids, and of the following Addenda (receipt of which is hereby acknowledged):

Addenda Number: _____ **Date:** _____
Addenda Number: _____ **Date:** _____
Addenda Number: _____ **Date:** _____

LUMP SUM BID PRICE: \$ _____ (price proposal information)

NOTICE TO BIDDERS: Bids must be submitted on this form. Bids made otherwise will be subject to rejection. Bid is to include all taxes including SC state sales tax.

BIDDER INFORMATION

Name: _____
Address: _____
City, State, Zip Code: _____
Contact: _____
Telephone: _____
Email: _____

Read instructions, conditions, and sign bid on the second page of this form.

1. Unless otherwise required, submit one original and three copies of each bid.
2. Bids or withdrawal requests, received after the time advertised for opening, will be void regardless of when they were mailed.
3. Enter bidder's name on any specifications or descriptive papers submitted with this bid.
4. Address and mark bids as indicated in this notice.

CONDITIONS

1. The County (Agency/Institution) reserves the right to reject any and all bids, and to waive all technicalities.
2. All materials and products offered must be guaranteed to meet the requirements of the specifications indicated, given or referred to.
3. Unless otherwise indicated by County (Agency/Institution) prices must be firm.

BID

Date: _____

In compliance with invitation, and subject to all conditions, thereof, the undersigned offers and agrees, if this bid is accepted within 60 days of opening, to furnish any or all items quoted at the prices as set forth after the item and unless otherwise specified, within _____ days after receipt of order, delivered, all transportation costs included, for a lump sum of

_____.

(Bidder)
(Street or PO Box)
(City)

By: _____ Title: _____

 (Signature)

RFP Number

17-10
A
Request for Proposal
County of Spartanburg, South Carolina

Sealed Proposals will be received in the Purchasing Department, 366 N. Church Street, Room 1220, Spartanburg, South Carolina until 2:00pm, EST, December 03, 2009. All interested vendors are invited to submit proposals to Spartanburg County for the following:

Spartanburg County Office Space for Department of Social Services, Department of Veterans Affairs, Voter Registration and Elections, and Clemson Extension Services.

Submit: One (1) unbound Original, three (3) copies of the proposal, and a CD containing digital copy of proposal documents, must be received on or before 2:00pm, EST, December 03, 2009.

Address To: Spartanburg County Government
Office of Purchasing Room 1220
Attention: Mike Emory, Director of Purchasing

Mailing Address: P.O. Box 5666
Spartanburg, South Carolina 29304

Office Address: 366 North Church Street
Spartanburg, South Carolina 29303

Tel./Fax/Email: 864-596-2519 (telephone)
864-596-2297 (fax)
Email: memory@spartanburgcounty.org

Mark Envelope: RFP # 17-10 "Spartanburg County Office Space for Department of Social Services, Department of Veterans Affairs, Voter Registration and Elections, and Clemson Extension Services."

Deadline Enforced

Proposals delivered after the time and date set for receipt of proposals will NOT be accepted and will be returned unopened to the proposer. It is the proposer's responsibility to ensure timely delivery of a proposal. Facsimile and other electronic forms of proposal will not be accepted.

Introduction

Any offer submitted as a result of this Request for Proposal (RFP) shall be binding on the proposer for one hundred and twenty (120) calendar days following the specified opening date. Any proposal for which the proposer specifies a shorter acceptance period will be rejected.

This RFP provides basic information regarding the County's requirements. Services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed, shall be included in this submittal.

The words "Contractor", "Vendor", "Bidder", "Offeror", "Consultant", "Proposer", are used interchangeably throughout this RFP to define the companies submitting proposals.

If the Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify the County of such error, in writing, and request modification or clarification of the document. The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP or it shall be deemed waived.

The County reserves the right to reject any and all proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the proposals submitted; and to award the contract based on the established criteria and according to the proposal which best serves the interest of the County.

This RFP is being issued by Spartanburg County Government, Department of Purchasing. Direct all questions or requests for clarification of this RFP, in writing, to: Mike Emory, Purchasing Director, at the mailing address, telephone number, fax number, or email listed above. Vendors are specifically directed not to contact any other County personnel for meetings, conferences, or technical discussions related to this RFP. Failure to adhere to this policy may be grounds for rejection of proposals.

Proposers are cautioned that any statements made by County staff persons, which may materially change any portion of the bid document, shall not be relied upon unless they are subsequently ratified by a formal written addenda to the bid document. Any revisions to this RFP will be issued and distributed as an addendum.

Offerors who are aggrieved in connection with the solicitation or award of contract may protest in accord with Spartanburg County Procurement Regulations. Protests shall be submitted in writing to the Procurement Director.

A proposal received by Spartanburg County is considered a public document under provisions of the South Carolina Freedom of Information Act (FOIA) unless it contains information that may clearly be considered accepted and excluded from disclosure according to State statute. All information that is to be considered confidential and/or proprietary must clearly be identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped as **CONFIDENTIAL**, in bold font of at least 12-point type, in the upper right hand corner of the page.

Overview

Spartanburg County is seeking to identify and secure suitable space in which to locate several governmental functions currently housed at the Evans Human Resources Center. They are Department of Social Services, Department of Veterans Affairs, Voter Registration and Elections, and Clemson Extension Services.

The county is seeking proposals that fully address the needs described herein. Owners or agents of properties that may address one but not all users are encouraged to partner with other owners or agents with other properties to create complete proposals. Proposals that do not address all needs described will be accepted as information only.

Proposals will be evaluated based in part on the projected 20-year full cost to the county. Proposals may include any combination of new construction, purchases and/or leases for that period. Proposals are to include any necessary repairs, renovations, or modifications with estimates prepared by qualified professionals, including any system upgrades and other maintenance anticipated over the 20 year period.

The county will then select the top 2 or 3 proposals and perform its own review and inspection of the properties. The county will utilize third party advisers and experts as necessary.

Office Space Needs

Proposals can address the county's needs in any of the following configuration scenarios (A, B, or C). Needs are summarized below. ***The attached report prepared by Chinn Planning Inc. provides important additional information.***

A. All 4 tenants in one facility.

- a) Space needed: 75,000 sq ft
- b) Parking needed: 434 spaces
- c) Required location attributes: access to public transit, adequate parking
- d) Desired location attributes: centrally located, easy to find, availability of overflow parking, expansion possibilities/potential site for future health department relocation, opportunity to catalyze nearby redevelopment

B. Each of 4 tenants in separate locations.

1. Department of Social Services

- a) Space needed: 50,000 sq ft
- b) Parking needed: 330 spaces
- c) Required location attributes: access to public transit, adequate parking
- d) Desired location attributes: centrally located, easy to find, availability of overflow parking, expansion possibilities/potential site for health department, proximity to other Human Service agencies, opportunity to catalyze nearby redevelopment,

2. Department of Veteran's Affairs

- a) Space needed: 3,0400 sq ft
- b) Parking needed: 15 spaces
- c) Required location attributes: access to public transit, accessible for handicapped and elderly
- d) Desired location attributes: centrally located, easy to find, availability of overflow parking, expansion possibilities, etc. etc...

3. Voter Registration and Elections

- a) Space needed: 16,800 sq. ft.

- b) Parking needed: 60 spaces
 - c) Required location attributes: access to public transit, covered loading dock adjacent to large storage area for voting machines
 - d) Desired location attributes: centrally located, easy to find, availability of overflow parking, expansion possibilities, etc. etc...
4. Clemson Extension
- a) Space needed: 4,600 sq. ft.
 - b) Parking needed: 25 spaces
 - c) Required location attributes: access to public transit, demonstration kitchen
 - d) Desired location attributes: centrally located, easy to find, availability of overflow parking, expansion possibilities, etc. etc...

C. Any other scenarios addressing all the needs described above.

Evaluation Criteria

The evaluation committee will evaluate proposals according to the following criteria.

1. **Cost to County (30%)** *Proposals shall include a spreadsheet illustrating any and all costs anticipated to be borne by the county related to the occupancy of the space as proposed for a 20 year period. This should include any of the following that may apply: purchase price, construction costs, lease payments, renovation costs, utility costs, and anticipated maintenance for the 20 year period. The county will consider the net present value of the proposals including the residual value of any purchased facilities.*
2. **Risk/Uncertainties (10%)** The degree to which a proposal is dependent on estimates or other uncertainties will affect the score in this criterion.
3. **Functionality/Efficiency for Tenants (30%)** This criterion will involve consideration of the degree to which the layout of the proposed space supports the organizations productivity and whether the location allows the agencies to serve their clients easily and efficiently.
4. **Other Community Impacts (20%)** This criterion will involve consideration of the proposal's potential impact on its surroundings and the community at large including whether the proposal supports the positive redevelopment of its surrounding area, whether the proposal addresses blight or involves positive reuse of currently vacant properties, whether the site proposed for DSS allows for the possibility of future nearby placement of the county health department to allow for the two departments to realize collocation synergies, and other related questions that may arise.
5. **Quality and Experience of Proposal Team (10%)** This criterion involves a review of the professional credentials of the individuals and firms involved in the proposal.

Review and Selection Committee

The review committee will be selected by the County Administrator and will likely composed of the following (or their designee) among others as necessary:

1. County Administrator
2. Director of DSS
3. Director of Veterans Affairs
4. Director of Voter Registration
5. Director of Clemson Extension
6. Spartanburg City Manager

The committee will utilize other professional resources at it determines necessary including input from the County Facilities Manager and the County Budget and Financial Analysts. In addition, the committee may utilize outside neutral real estate professionals as necessary.

Special Terms and Conditions

Proposal Acceptance Period: Proposals resulting from this solicitation shall be valid for a period of 120 days from deadline for receipt. At the end of the 120-day period, proposals may be withdrawn at the written request of the vendor. If not withdrawn within five days subsequent to the one hundred twenty-day period, the proposal shall remain in effect until an award is made or the solicitation is cancelled.

Proposal submittal documents (must be provided with proposal):

1. Notice of RFP Bid Sheet Pages One and Two.
2. Descriptions of properties including floor plans and photos.
3. Documentation of ownership or authorized representation for properties.
4. Proposed financial terms in both tabular and narrative form.
5. Spreadsheet (as described in criteria 1) illustrating costs and timing of any anticipated costs to the county.
6. Descriptions of the credential and professional experience of individuals and firms involved in the proposal.
7. Contractor Fraud Acknowledgement form.
8. Loss Prevention Eligibility Requirements form.

General Terms and Conditions

Purchasing Regulations: This solicitation is subject to the provisions of the Spartanburg County Government's Purchasing Regulations and any revisions thereto. A copy of Purchasing Regulations may be obtained by contacting the Department of Purchasing (864) 596-2519. Spartanburg County reserves the right to negotiate and contract with any individual firm deemed suitable to provide the services required. At the County's discretion, one or more firms may be engaged for this work.

Applicable Laws and Compliance: This solicitation and any resulting contract shall be governed in all respects by the laws of the State of South Carolina. The contractor shall comply with applicable federal, State, and local laws and regulations. By submitting this proposal, the vendor certifies it is currently and will remain in compliance with:

The Federal Civil Rights Act of 1964, as amended;
The Federal Immigration Reform and Control Act of 1986;
The Americans with Disabilities Act

Public Record: Upon award, copies of the proposals will be made available for public inspection, under the supervision of County Purchasing Department staff, from 8:30 a.m. until 5:00 p.m., Monday through Friday, at 366 N. Church Street, Room 1220, Spartanburg, South Carolina.

Debarment Status: By submitting a proposal, vendors assert that they are not currently debarred from bidding on contracts by any agency of the State of South Carolina, nor are they an agency of any person or entity currently debarred from submitting proposals on contracts by an agency of the State of South Carolina.

Vendor Qualification: The Spartanburg County Government may make such reasonable investigations, including inspections of the vendor's physical plant, as deemed proper and necessary to determine the ability of the vendor to perform stipulated contract work and the vendor shall furnish the Spartanburg County Government all such information and data for this purpose as may be requested.

Indemnification: The selected consultant covenants to save, defend, keep harmless, and indemnify the County and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and costs, including court costs, attorney's fees, charges, liability, and exposure, however caused, resulting from, arising out of, or in any way connected to the selected consultant's negligent performance or nonperformance of the terms of the contract.

Independent Consultant: The selected vendor shall be legally considered an independent consultant and neither the vendor nor its employees shall, under any circumstances, be considered employees of the County; and the County shall at no time be legally responsible for any negligence or other wrong doing by the vendor or its employees. The County shall not withhold from the contract payment to the consultant any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to consultant. Further, the County shall not provide to the vendor any insurance coverage or other benefits, including Worker's Compensation.

Audit: The contractor hereby agrees to retain all books, records, and other documents relative to this engagement for five (5) years after final payment for services. Spartanburg County Government, its authorized agents, and agents of the State and federal government shall have full access to documents and the right to examine any materials during the said period.

Fraud Policy: Vendors submitting proposals to Spartanburg County Government must review the County's policy related to fraudulent activities and acknowledge their responsibilities for protection against acts of fraud in the conduct of business.

Additional Information: Spartanburg County Government reserves the right to seek clarification of information, request information deemed missing from the proposal, or request additional information as may be deemed necessary or desirable.

Vendor Obligation: In submitting a proposal, the vendor covenants that he/she has satisfied him/herself of the conditions to be met in this solicitation, that he/she is fully aware of obligations contained herein, and that he/she will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

Availability of Funds: By signing this proposal, the vendor agrees that the Spartanburg County Government shall be bound only to the extent funds are available and appropriated by the duly elected body of Spartanburg County for the purpose of any resultant contract.

Notice of State Sales Tax: Failure to include all service costs, including any applicable South Carolina State sales tax will result in the disqualification of the vendor.

Form of Proposal: All proposals shall be submitted in one original and three copies. All proposals shall be returned in a sealed envelope or package by the date and time shown on the RFP cover sheet prepared by the Office of Purchasing. All RFP's shall be returned to the Spartanburg County Office of Purchasing, 366 North Church St, Spartanburg, South Carolina 29303. Bids received by facsimile or by electronic transmission will not be accepted.

<p>The Spartanburg County Council reserves the right to accept or reject any or all RFP's, parts thereof, and to waive any technicality when the best interest of the County shall be served.</p>
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Spartanburg County

Contractor's Fraud Acknowledgement Form

Bid No:
Bid Name:
Bidder Information: Contractor: _____ Address: _____ City, State, Zip: _____ Contact: _____ Telephone: _____ Email: _____

The signature below acknowledges that I am aware of and have read the Spartanburg County Fraud Policy adopted by Spartanburg County Council on July 18, 2005. As a contractor/vendor engaged in a business relationship with Spartanburg County, I understand that I am responsible for aiding in the protection against fraudulent acts (which are defined in the Fraud Policy) by complying with all aspects of the Fraud Policy.

Contractor's Signature

Date Signed

Copies of Spartanburg County's Fraud Policy can be obtained as follows:

1. Spartanburg County's website at www.spartanburgcounty.org under the link to Auditor/Internal.

Request a copy from Internal Audit at 596-3538.

STATE OF SOUTH CAROLINA
COUNTY OF SPARTANBURG

**LOSS PREVENTION
ELIGIBILITY REQUIREMENTS**

WHEREAS, Spartanburg County is often required to contract or retain independent contractors and vendors to perform maintenance, repair, construction and demolition services for or on behalf of the County for the public good, welfare and safety; and

WHEREAS, when independent contractors and vendors undertake to provide such work and services for the County, the risk of liability for accidents and incidents involving county personnel and property as well as private citizens and property may arise as a result of the activities of such independent contractors and vendors and their agents and employees; and

WHEREAS, to protect the County employees and County property as well as private citizens and private property from loss that may occur from the activities of independent contractors and vendors, the County has determined that all such independent contractors and vendors should be properly insured and/or bonded and should warrant their compliance with OSHA and other applicable safety standards.

NOW THEREFORE, to establish eligibility for contracting with the County or to qualify for the performance of certain work or services for or on behalf of the County, the undersigned independent contractor or vendor, agrees, affirms and warrants as follows:

1. That the undersigned independent contractor or vendor warrants and affirms that it shall comply with OSHA and other applicable safety standards for any work or services that may be performed by the employees of the independent contractor or vendor during the course of work or services for the County.
2. That the undersigned independent contractor or vendor warrants that it is properly bonded and/or maintains adequate liability insurance to cover any and all damages, losses, claims or costs, whether involving County personnel or property, private parties, private property or businesses, that arise or may arise, in whole or in part, from any work, services or activities performed by the independent contractor or vendor for the County.
3. That the undersigned independent contractor or vendor warrants and affirms that it maintains adequate workers compensation insurance to cover any and all damages, losses, claims by any employee that may arise or occur during the course of any work, services or activities by the independent contractor or vendor.
4. Notwithstanding any other provision or agreement, the undersigned independent contractor or vendor indemnifies and holds Spartanburg County harmless from any and all claims, damages, losses or costs that arise or may arise, in whole or in part, from any work, services or activities performed by the independent contractor or vendor during the course of any construction, maintenance, repair or service of County facilities, buildings, property and equipment including demolition and removal of unsafe structures.

INDEPENDENT CONTRACTOR/VENDOR

By: *X*

Date:

Its:

Company Name:

Address:

Telephone:

Facsimile:

INSTRUCTIONS: County departments should have this form signed by each independent contractor and vendor before awarding any contract or before commencement of work. The original should be kept on file or delivered to the Risk Manager.

Spartanburg County Evans Building Replacement Space Allocation

FINAL REPORT

Presented to:
Spartanburg County
Spartanburg, South Carolina

Prepared by:
Chinn Planning, Inc.



October, 2009

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SECTION **I**

Introduction

INTRODUCTION

In May 2008, Spartanburg County, SC contracted with McMillan Smith and Partners and Chinn Planning, Inc. to develop a Space Utilization and Workflow Analysis for Health and Human Service Operations. This included developing space allocation plans for the Spartanburg County Department of Social Services (DSS), the Spartanburg Alcohol and Drug Abuse Commission (SADAC), and the Spartanburg County Health Department (DHEC). It was the County objective to assess the immediate space requirements of these agencies, determine appropriate square footage required to effectively and efficiently provide for service operations, and make recommendations related to workflow, enhanced service delivery resulting from collocation of services, space and site requirements and estimated construction costs to meet the long term space requirements.

In August of 2009, Spartanburg County extended their contract with McMillan Smith and Partners and Chinn Planning, Inc. to develop space allocation plans for three other County services, including Veterans Affairs, Voter Registration, and Clemson Extension. These three agencies, and the Spartanburg County Department of Social Services, are all located in the Evans Building. The County wanted to determine the space needs of all tenants in the Evans Building due to a possible need to relocate all of the County functions in the Evans Building. The space allocation for the Department of Social Services was revised and updated from the 2008 report. This report presents the space needs for all of the tenants of the Evans Building.

Project Advisory Committees were established to oversee the study process. Project Advisory Committee members included:

PROJECT ADVISORY COMMITTEE MEMEBERS

1. Steve Strom, Director, Spartanburg DSS
2. Ginger Johnson, Lead Agent, Clemson Extension
3. Jerry Kiehl, Director, Veterans Affairs
4. Henry Laye, Director, Voter Registration
5. Chris Story, Assistant County Administrator

After an initial meeting to discuss the study process, Project Advisory Committee members reviewed personnel projections, space standards, space allocations and parking requirements. In addition, meetings were held with each Department to review a space needs survey instrument which each Department completed as part of the study process.

The report which follows summarizes the study process. Report sections include:

- Section I..... Introduction
- Section II..... Personnel Projections
- Section III.....Space Programs and Parking Requirements

SECTION **II**

Personnel Projections

PERSONNEL PROJECTIONS

Personnel Forecast Methodology

The forecast models detailed below were utilized to complete personnel projections for each Department. The first three models were completed for each Department. The fourth model is the Department's recommendation. The personnel forecast recommended by Chinn Planning, Inc., is shown at the bottom of each projection table.

❑ **Model 1 – Historic Department Staff Growth Model**

This model is the estimate of future growth based on the average actual number increase in staff per year for the Department. The average staff increase was calculated for the period of time from FY 2002 to FY 2009 in which data was available.

❑ **Model 2 – Department Staff Percent Growth**

This model is the rate of future growth based on the average percent increase in staff per year for the Department. The average staff percentage increase was calculated for the period of time from FY 2002 to FY 2009 in which data was available.

❑ **Model 3 – Ratio to County Population Model**

Model 3A uses the average ratio of staff per 10,000 County population for the period of time from FY 2002 to FY 2009 in which data was available. **Model 3B** uses the high ratio of staff per 10,000 County population to project future personnel growth.

❑ **Model 4 – Department Growth Estimates**

This model is the Department estimate of employee growth.

PERSONNEL FORECAST AND SUMMARY

Table 2-1 Spartanburg County Evans Building Replacement Space Allocation Summary Personnel Forecast				
DEPARTMENTS	Recommended Personnel Forecast			
	2010	2015	2020	2025
EVANS BUILDING				
> Department of Social Services	146	153	159	166
> Veteran Affairs	5	5	6	7
> Voter Registration	10	10	11	11
> Clemson Extension	8	8	9	9
TOTAL PERSONNEL FORECAST	169	176	185	193

Source: Chinn Planning, Inc.

Table 2-2 Department of Social Services Spartanburg County, SC							
Staffing	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
Department of Social Services Historic Staff	135	122	120	121	121	129	136
Historic County Population	259,327	261,509	263,661	266,764	271,087	273,315	275,543
Social Services Staff/10,000 County Pop.	5.21	4.67	4.55	4.54	4.46	4.72	4.94
Forecast Period FY2002-2008	# Change		% Change		2002-2008		
	Number	Per Year	Number	Per Year	Average		
Historic Staff	1.00	0.17	0.7%	0.1%	126.29		
Social Services Staff/10,000 County Pop.	(0.27)	(0.05)	-5.2%	-0.9%	4.73		
Projection	FY 2010	FY 2015	FY 2020	FY 2025			
County Population	280,000	293,180	306,350	319,520			
Forecast Models	FY 2009	FY 2010	FY 2015	FY 2020	FY 2025		
(1) Actual Number Increase = .17/year	136	136	137	138	139		
(2) Percentage Increase = .1%/year	136	136	137	138	139		
(3) Ratio to 10,000 County Population							
(A) Average Ratio = 4.73	130	132	139	145	151		
(B) High Ratio = 5.21	143	146	153	159	166		
(4) Department Projection	136	146	158	170	182		
RECOMMENDED FORECAST: Model 3B	143	146	153	159	166		

Source: Chinn Planning, Inc.

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Table 2-3 Veterans Affairs Spartanburg County, SC					
Staffing	FY 2009				
Veterans Affairs Historic Staffing	5				
Historic County Population	280,738				
Staff/10,000 County Population	0.18				
Forecast Period FY2002-2008	# Change		% Change		2002-2008
	Number	Per Year	Number	Per Year	Average
Historic Staff	-	-	-100.0%	-100.0%	5.00
Staff/10,000 County Population	(0.18)	(0.09)	-100.0%	-100.0%	0.18
Projection	FY 2010	FY 2015	FY 2020	FY 2025	
County Population	280,000	293,180	306,350	319,520	
Forecast Models	FY 2010	FY 2015	FY 2020	FY 2025	
(1) Actual Number Increase	5	5	5	5	
(2) Percentage Increase					
(3) Ratio to 10,000 County Population					
(A) Average Ratio = .18	5	5	5	6	
(B) High Ratio = .18	5	5	5	6	
(4) Department Projection	5				
RECOMMENDED FORECAST:	5	5	6	7	

Source: Chinn Planning, Inc.

9/27/2009

Table 2-4 Voter Registration Spartanburg County, SC						
Staffing	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Voter Registration Department Historic Staff	10	10	10	10	8	8
Historic County Population	263,661	266,764	271,087	273,315	275,543	280,738
Staff/10,000 County Population	0.38	0.37	0.37	0.37	0.29	0.28
Forecast Period FY2003-2008	# Change		% Change		2004-2009	
	Number	Per Year	Number	Per Year	Average	
Historic Staff	(2.00)	(0.40)	-20.0%	-4.0%	9.33	
Staff/10,000 County Population	(0.09)	(0.02)	-24.9%	-5.0%	0.34	
Projection	FY 2010	FY 2015	FY 2020	FY 2025		
County Population	280,000	293,180	306,350	319,520		
Forecast Models	FY 2010	FY 2015	FY 2020	FY 2025		
(1) Actual Number Increase = -.40/year	8	7	6	5		
(2) Percentage Increase = -4.0%/year	8	6	4	3		
(3) Ratio to 10,000 County Population						
(A) Average Ratio = .34	10	10	11	11		
(B) High Ratio = .38	11	11	12	12		
(4) Department Projection	8	8	9	10		
RECOMMENDED FORECAST: 3A	10	10	11	11		

Source: Chinn Planning, Inc.

9/27/2009

Table 2-5 Clemson Extension Spartanburg County, SC					
Staffing	FY 2007	FY 2008	FY 2009		
Clemson Extension Historic Staffing	8	9	7		
Historic County Population	273,315	275,543	280,738		
Staff/10,000 County Population	0.29	0.33	0.25		
Forecast Period FY2002-2008	# Change		% Change		2002-2008 Average
	Number	Per Year	Number	Per Year	
Historic Staff	(1.00)	(0.50)	-12.5%	-6.3%	8.00
Staff/10,000 County Population	(0.04)	(0.02)	-14.8%	-7.4%	0.29
Projection	FY 2010	FY 2015	FY 2020	FY 2025	
County Population	280,000	293,180	306,350	319,520	
Forecast Models	FY 2010	FY 2015	FY 2020	FY 2025	
(1) Actual Number Increase = -.50/year	7	4	2	-1	
(2) Percentage Increase = -6.3%/year	7	4	2	0	
(3) Ratio to 10,000 County Population					
(A) Average Ratio = .29	8	8	9	9	
(B) High Ratio = .33	9	10	10	10	
(4) Department Projection	6	7	7	7	
RECOMMENDED FORECAST:					
3A	8	8	9	9	

Source: Chinn Planning, Inc.

9/27/2009

SECTION **III**

**Space Programs and
Parking Requirements**

SPACE PROGRAM FORMAT

In this Section, a space table is presented for each Department included in the study. Each table shows the following:

- **Area Net Square Feet**
Net square feet of space (inside wall to inside wall) for each component shown in the space tables.

- **Circulation Factor**
A factor added to the total net square feet to account for circulation between spaces within each component (varies between components).

- **Total Usable Area Required**
Total square feet for net areas and circulation within each component. This is shown for 2010 through 2025 based on projected staff growth.

SPACE FORECAST SUMMARY

Table 3-1 shows a summary of the Space Forecasts (net and circulation combined). In addition, a 20% Building Gross Factor is added to the usable square footage to account for mechanical, electrical spaces, elevator areas, major corridors, wall thickness and other building areas.

Table 3-1 Summary Space Forecast (Departmental Gross Square Feet DGSF) Spartanburg County Evans Building Replacement Space Allocation				
DEPARTMENTS	Recommended Space Forecast (DGSF)			
	2010	2015	2020	2025
EVANS BUILDING				
1.100 - DSS Administration and Shared Support	11,354	11,509	11,509	11,664
1.200 - DSS Human Services	14,907	15,292	15,484	15,773
1.300 - DSS Economic Services	13,055	13,242	13,616	13,897
Subtotal - Department of Social Services	39,316	40,043	40,609	41,334
2.000 - Veteran Affairs	2,551	2,551	2,707	2,860
3.000 - Voter Registration	13,845	13,845	13,956	13,956
4.000 - Clemson Extension	3,671	3,671	3,795	3,795
Subtotal - Other Departments in Evans Building	20,067	20,067	20,457	20,610
Total DGSF - Evans Building	59,383	60,109	61,066	61,944
Building Gross Factor (20%)	11,877	12,022	12,213	12,389
GRAND TOTAL BGSF - EVANS BUILDING	71,259	72,131	73,279	74,332

Source: Chinn Planning, Inc.

DEPARTMENT SPACE ALLOCATIONS

EVANS BUILDING - DEPARTMENT OF SOCIAL SERVICES – 1.000

TABLE 3-2: DEPARTMENT OF SOCIAL SERVICES

Department: Administration and Shared Support - 1.100

Component Number	Personnel Description	Area SqFt	Current Staff 2008	Subtotal NSF	Projected Staff				Remarks
					2010	2015	2020	2025	
1.100	Director	250	1	250					
1.101	HR Specialist	120	1	120					
1.102	Business Manager	120	1	120					
1.103	Fiscal Tech	80	2	160					
1.104	Clerical	64	2	128					1 for Legal
1.105	Attorneys	144	2	288					
1.106	Paralegal	120	3	360					
Total Net Square Feet (NSF)				1,426					
Future Staff Required			12		13	14	14	15	
Sqft/person				119	119	119	119	119	
Personnel Space Subtotal				1,426	1,547	1,666	1,666	1,785	

Component Number	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
	Administration								
1.107	Waiting Area	75	1	75	75	75	75	75	4 to 6 persons
1.108	Conference Room	500	1	500	500	500	500	500	25 persons; 40 persons Board Room at Lobby
1.109	Visiting Attorney Office	120	1	120	120	120	120	120	
1.110	Office Supplies	80	1	80	80	80	80	80	
1.111	File Storage	80	1	80	80	80	80	80	
1.112	Testing/Interview Room	150	1	150	150	150	150	150	4 to 6 persons
1.113	Personnel File Storage	80	1	80	80	80	80	80	separate, secure
1.114	Copy/Workroom	100	1	100	100	100	100	100	copier, printer, fax, shredder

TABLE 3-2: DEPARTMENT OF SOCIAL SERVICES (continued)

Department: Administration and Shared Support - 1.100

Component Number	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
	<u>Shared Support</u>								
1.115	Entry Vestibule	150	1	150	150	150	150	150	
1.116	Public Lobby	1,500	1	1,500	1,500	1,500	1,500	1,500	100 persons; w/child play area
1.117	Public Restrooms	200	2	400	400	400	400	400	male/female
1.118	Child Changing Restroom	70	1	70	70	70	70	70	
1.119	Information Desk	36	1	36	36	36	36	36	at lobby
1.120	Security Station	36	1	36	36	36	36	36	at lobby
1.121	Community Meeting Room	1,000	1	1,000	1,000	1,000	1,000	1,000	75 persons
1.122	Community Meeting Storage	150	1	150	150	150	150	150	adjacent to meeting room
1.123	Kitchen	200	1	200	200	200	200	200	adjacent to meeting room
1.124	Kitchen Storage	100	1	100	100	100	100	100	
1.125	Staff Toilets	100	2	200	200	200	200	200	
1.126	Staff Breakroom	400	1	400	400	400	400	400	20 persons, frig, sink, microwave
1.127	Mailroom	300	1	300	300	300	300	300	
1.128	File Server Room	100	1	100	100	100	100	100	
1.129	Janitor Closet	30	2	60	60	60	60	60	
1.130	Bulk Storage	1,000	1	1,000	1,000	1,000	1,000	1,000	
1.131	Maintenance/Work Room	200	1	200	200	200	200	200	
1.132	Recycle Area	100	1	100	100	100	100	100	
1.133	Loading Dock	-	-	-	-	-	-	-	
1.134	Grounds Maintenance Storage	-	-	-	-	-	-	-	
1.135	Outdoor Staff Area	-	-	-	-	-	-	-	adjacent to breakroom
	Support Space Subtotal	-	-	7,187	7,187	7,187	7,187	7,187	
	Total Net Area Required	-	-	8,613	8,734	8,853	8,853	8,972	
	(Personnel & Support Areas)								
	30% Circulation (Sqft)	-	-	2,584	2,620	2,656	2,656	2,692	
	TOTAL USABLE AREA REQUIRED	-	-	11,197	11,354	11,509	11,509	11,664	

TABLE 3-3: DEPARTMENT OF SOCIAL SERVICES

Department: Human Services - 1.200

Component Number	Personnel Description	Area SqFt	Current Staff 2008	Subtotal NSF	Projected Staff				Remarks
					2010	2015	2020	2025	
1.200	Human Services Coordinator II	144	2	288					
1.201	Human Services Coordinator I	120	9	1,080					
1.202	CPS Intake Worker	64	2	128					
1.203	CPS Investigations/Assessment	80	6	480					
1.204	CPS Treatment	64	18	1,152					
1.205	Foster Care	64	18	1,152					
1.206	Foster Care Licensing	64	4	256					
1.207	Adult Protective Services	64	7	448					
1.208	Homemakers	64	4	256					
1.209	Clerical	64	4	256					
Total Net Square Feet (NSF)				5,496					
Future Staff Required			74		79	83	85	88	
Sqft/person				74	74	74	74	74	
Personnel Space Subtotal				5,496	5,846	6,142	6,290	6,512	

Component Number	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
1.210	Waiting Area	1125	1	1,125	1,125	1,125	1,125	1,125	50 persons
1.211	Public Toilets	100	2	200	200	200	200	200	at waiting
1.212	Counter Area	144	1	144	144	144	144	144	at waiting, 3 stations
1.213	Conference Room	400	1	400	400	400	400	400	20 persons; capability to subdivide
1.214	Interview Rooms	80	4	320	320	320	320	320	4 to 6 persons
1.215	Family Visitation Room	150	4	600	600	600	600	600	soft furnishings

TABLE 3-3: DEPARTMENT OF SOCIAL SERVICES (continued)

Department: Human Services - 1.200

Component Number	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
1.216	Viewing Room	40	2	80	80	80	80	80	w/2 way mirror view into family visiting
1.217	Copy/Workroom	150	2	300	300	300	300	300	copier, printer, shredder, fax, supplies
1.218	Intern Work Area	36	2	72	72	72	72	72	
1.219	Records Area	500	1	500	500	500	500	500	high density; secured
1.220	Inactive Records	200	1	200	200	200	200	200	secured
1.221	HIPPA Records	200	1	200	200	200	200	200	secured
1.222	Print Material Storage	150	2	300	300	300	300	300	includes forms
1.223	Office Supply Storage	100	1	100	100	100	100	100	
1.224	Clothing Storage/Donations	500	1	500	500	500	500	500	shelving
1.225	Equipment/Supplies Storage	150	1	150	150	150	150	150	car seats, smoke detectors, supplies
1.226	Bulk Item Storage	200	1	200	200	200	200	200	
1.227	Staff Toilets	100	2	200	200	200	200	200	
1.228	Janitor Closet	30	1	30	30	30	30	30	
Support Space Subtotal		-	-	5,621	5,621	5,621	5,621	5,621	
Total Net Area Required		-	-	11,117	11,467	11,763	11,911	12,133	
<i>(Personnel & Support Areas)</i>									
30% Circulation (Sqft)		-	-	3,335	3,440	3,529	3,573	3,640	
TOTAL USABLE AREA REQUIRED		-	-	14,452	14,907	15,292	15,484	15,773	

TABLE 3-4: DEPARTMENT OF SOCIAL SERVICES

Department: Economic Services - 1.300

Component Number	Personnel Description	Area SqFt	Current Staff 2008	Subtotal NSF	Projected Staff				Remarks
					2010	2015	2020	2025	
1.300	Economic Services Program Dir.	180	1	180					
1.301	Family Independence Program Coordinator	144	1	144					
1.302	Family Independence Supervisor	120	2	240					
1.303	Food Stamp Supervisor	120	3	360					
1.304	Food Stamp Eligibility Workers	64	20	1,280					
1.305	Family Independence Case Mgrs	64	6	384					
1.306	Family Independence Eligibility	64	6	384					
1.307	Food Stamp Employment & Training	80	1	80					w/files
1.308	Family Independence Grant Position	64	1	64					
1.309	Clerical Supervisor	100	1	100					
1.310	Work Force Developer	80	1	80					
1.311	Child Care Specialist	80	1	80					
1.312	Claims	48	2	96					
1.313	Clerical	48	6	288					includes reception, switchboard
	Total Net Square Feet (NSF)			3,760					
	Future Staff Required		52		54	56	60	63	
	Sqft/person			72	72	72	72	72	
	Personnel Space Subtotal			3,760	3,888	4,032	4,320	4,536	

TABLE 3-4: DEPARTMENT OF SOCIAL SERVICES (continued)

Department: Economic Services - 1.300

Component Number	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
1.314	Waiting Area	750	2	1,500	1,500	1,500	1,500	1,500	50 persons each (possibly one area)
1.315	Public Toilets	100	4	400	400	400	400	400	2 (male/female) at each waiting
1.316	Counter Area	144	1	144	144	144	144	144	3 to 4 stations at waiting, adjacent to records
1.317	Central Records	800	1	800	800	800	800	800	high density, with copier/fax
1.318	Inactive Records	300	1	300	300	300	300	300	
1.319	Copy/Workroom	150	2	300	300	300	300	300	copier, printers, fax, shredder, supplies
1.320	Conference Room	400	1	400	400	400	400	400	20 persons; capability to subdivide
1.321	Intern Work Area	36	2	72	72	72	72	72	
1.322	Interview Room	80	6	480	480	480	480	480	4 to 6 persons
1.323	Food Pantry	400	1	400	400	400	400	400	w/shelving
1.324	Office Supply	100	1	100	100	100	100	100	
1.325	Client Classroom	400	1	400	400	400	400	400	20 persons, w/computer, video capability
1.326	EBT Cashier Area	48	1	48	48	48	48	48	secured
1.327	EBT Storage	80	1	80	80	80	80	80	secured, at cashier area
1.328	Print Material Storage	150	2	300	300	300	300	300	forms storage
1.329	Bulk Item Storage	200	1	200	200	200	200	200	
1.330	Staff Toilets	100	2	200	200	200	200	200	
1.331	Janitor Closets	30	1	30	30	30	30	30	
Support Space Subtotal		-	-	6,154	6,154	6,154	6,154	6,154	
Total Net Area Required (Personnel & Support Areas)		-	-	9,914	10,042	10,186	10,474	10,690	
30% Circulation (Sqft)		-	-	2,974	3,013	3,056	3,142	3,207	
TOTAL USABLE AREA REQUIRED		-	-	12,888	13,055	13,242	13,616	13,897	

EVANS BUILDING - VETERAN AFFAIRS – 2.000

Table 3-5

Department: Veteran Affairs - 2.100

Component Number	Personnel Description	Area SqFt	Current Staff 2009	Subtotal NSF	Projected Staff				Remarks
					2010	2015	2020	2025	
2.100	Director	180	1	180					
2.101	Assistant Director	144	1	144					
2.102	Agents	100	2	200					
2.103	Administrative	64	1	64					
Total Net Square Feet (NSF)				588					
Staff Required			5		5	5	6	7	
Sqft/person				118	118	118	118	118	
Personnel Space Subtotal				588	588	588	708	826	

	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
2.104	Waiting Area	150	1	150	150	150	150	150	10-12 person, display boards, view from counter area
2.105	Counter Area	64	1	64	64	64	64	64	at waiting
2.106	File Room-Active	250	1	250	250	250	250	250	active files, near waiting and Admin staff
2.107	File Room-Inactive	150	1	150	150	150	150	150	
2.108	Conference/Meeting Room	160	1	160	160	160	160	160	8 to 10 persons
2.109	Supply Storage	80	1	80	80	80	80	80	print material, forms, office supplies
2.110	Bulk Item Storage	150	1	150	150	150	150	150	wheel chair, walker, crutches, other items

Table 3-5
Department: Veteran Affairs - 2.100 (continued)

	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
2.111	Homeless Service Storage	100	1	100	100	100	100	100	w/shelving, for clothing and other donations
2.112	Copy/Workroom	80	1	80	80	80	80	80	w/copier, fax, shredder, supplies
2.113	File Server	40	1	40	40	40	40	40	
2.114	Break Area	100	1	100	100	100	100	100	w/sink, frig, table and chairs
2.115	Restrooms	50	1	50	50	50	50	50	
Support Space Subtotal		-	-	1,374	1,374	1,374	1,374	1,374	
Total Net Area Required (Personnel & Support Areas)		-	-	1,962	1,962	1,962	2,082	2,200	
30% Circulation (Sqft)		-	-	589	589	589	625	660	
TOTAL USABLE AREA REQUIRED		-	-	2,551	2,551	2,551	2,707	2,860	

EVANS BUILDING - VOTER REGISTRATION – 3.000

**Table 3-6
 Department: Voter Registration - 3.000**

Component Number	Personnel Description	Area SqFt	Current Staff 2009	Subtotal NSF	Projected Staff				Remarks
					2010	2015	2020	2025	
3.100	Director	180	1	180					
3.101	Assistant Director	144	1	144					
3.102	Deputies	64	3	192					
3.103	Voting Machine Technician	48	2	96					
3.104	Part Time Deputies	64	1	64					
	Total Net Square Feet (NSF)			676					
	Staff Required		8		10	10	11	11	
	Sqft/person			85	85	85	85	85	
	Personnel Space Subtotal			676	850	850	935	935	

Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks	
				2010	2015	2020	2025		
3.105	Entry Vestibule	60	1	60	60	60	60	60	secure, controlled access
3.106	Reception/Lobby	1,000	1	1,000	1,000	1,000	1,000	1,000	check-in counter, work area, printers for registration cards
3.107	Elections Results Room	80	1	80	80	80	80	80	secure, controlled access
3.108	Board Room	800	1	800	800	800	800	800	40 users, also used as classroom
3.109	Classroom	800	1	800	800	800	800	800	50 users, machine demos, wireless
3.110	Breakroom	250	1	250	250	250	250	250	sink, frig, microwave, table-staff and volunteers

Table 3-6
Department: Voter Registration - 3.000 (continued)

	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
3.111	Restrooms	100	2	200	200	200	200	200	near Boardroom, classroom, break area
3.112	Voter Registration File Room	400	1	400	400	400	400	400	permanent record of all registered voters
3.113	Election Results File Room	300	1	300	300	300	300	300	permanent storage of election results, controlled access
3.114	Absentee Ballot Room	200	1	200	200	200	200	200	process requests for absentee ballots, shelving
3.115	Technician Work Area	200	1	200	200	200	200	200	w/storage, part of voting machine storage area
3.116	Electronic Voting Machine Storage	4000	1	4,000	4,000	4,000	4,000	4,000	700 voting machines, 100 communication packs
3.117	Poll Manager Supplies and Equip. Storage	1000	1	1,000	1,000	1,000	1,000	1,000	staging area for all precinct materials
3.118	Electronic Registration-Laptop Storage	200	1	200	200	200	200	200	laptop storage, w/table for program set up
3.119	Storage/Supplies	200	1	200	200	200	200	200	office supplies, print material, absentee ballot supplies
3.120	Copy/Workroom	80	1	80	80	80	80	80	copier, shredder, fax, supplies
3.121	Janitor Closet	30	1	30	30	30	30	30	
3.122	Loading Dock								all 1st floor access, loading machines
Support Space Subtotal		-	-	9,800	9,800	9,800	9,800	9,800	
Total Net Area Required (Personnel & Support Areas)		-	-	10,476	10,650	10,650	10,735	10,735	
30% Circulation (Sqft)		-	-	3,143	3,195	3,195	3,221	3,221	
TOTAL USABLE AREA REQUIRED		-	-	13,619	13,845	13,845	13,956	13,956	

EVANS BUILDING - CLEMSON EXTENSION – 4.000

Table 3-7
 Department: Clemson Extension - 4.000

Component Number	Personnel Description	Area SqFt	Current Staff 2009	Subtotal NSF	Projected Staff				Remarks
					2010	2015	2020	2025	
4.100	Lead Agent	144	1	144					
4.101	Extension Agent	100	3	300					
4.102	Regulatory	64	1	64					w/file storage
4.103	Administrative Assistant	64	1	64					w/file storage
Total Net Square Feet (NSF)				572					
Staff Required			6		8	8	9	9	
Sqft/person				95	95	95	95	95	
Personnel Space Subtotal				572	760	760	855	855	

	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
4.104	Waiting Area	90	1	90	90	90	90	90	6-8 person, with display boards, durable floor surface
4.105	Counter Area	64	1	64	64	64	64	64	adjacent to waiting, 2 stations
4.106	Lab/Workroom	80	1	80	80	80	80	80	w/sink, soil sampling, adjacent to waiting
4.107	Meeting Room	200	1	200	200	200	200	200	10 to 12 persons
4.108	Volunteer Workroom	150	1	150	150	150	150	150	shared use area, Master Gardening
4.109	File Storage	100	1	100	100	100	100	100	

Table 3-7
 Department: Clemson Extension - 4.000 (continued)

	Support Area/Equip. Description	Area SqFt	Quantity	Subtotal NSF	Net Area Required				Remarks
					2010	2015	2020	2025	
4.110	Equipment/Extension Materials	200	1	200	200	200	200	200	w/shelving, extension print and other materials, promotional items
4.111	Copy/Workroom	60	1	60	60	60	60	60	copier, fax, printers, shredder, supplies
4.112	Demonstration Kitchen	800	1	800	800	800	800	800	w/seating for 25, demonstration table, full kitchen
4.113	Kitchen Storage	150	1	150	150	150	150	150	tables, chairs, demonstration, kitchen bulk items
4.114	File Server	40	1	40	40	40	40	40	
4.115	Restrooms	50	2	100	100	100	100	100	
4.116	Janitor Closet	30	1	30	30	30	30	30	
Support Space Subtotal		-	-	2,064	2,064	2,064	2,064	2,064	
Total Net Area Required (Personnel & Support Areas)		-	-	2,636	2,824	2,824	2,919	2,919	
30% Circulation (Sqft)		-	-	791	847	847	876	876	
TOTAL USABLE AREA REQUIRED		-	-	3,427	3,671	3,671	3,795	3,795	

PARKING REQUIREMENTS

Table 3-8 presents a summary of the projected parking requirements for the Departments located in the Evans Building. A total of 434 parking spaces are required for staff, visitors, and assigned vehicles.

Table 3-8 Summary Parking Requirements Spartanburg County Evans Building Replacement Space Allocation				
DEPARTMENTS	Assigned ¹ Vehicles	Estimated ² Visitor Parking	2025 Projected Staff	Grand Total Parking Required
EVANS BUILDING				
1.100 - DSS Administration and Shared Support (All Divisions)	-	5	-	-
1.200 - DSS Human Services	10	75	-	-
1.300 - DSS Economic Services	-	75	-	-
Subtotal - Department of Social Services	10	155	166	331
2.000 - Veteran Affairs	-	10	7	-
3.000 - Voter Registration	1	50	11	-
4.000 - Clemson Extension	5	10	9	-
Subtotal - Other Departments in Evans Building	6	70	27	103
TOTAL - PARKING IN EVANS BUILDING	16	225	193	434
Notes:				
(1) Secure parking area required for assigned vehicles.				
(2) Bus/Van drop off and pick-up area near building entrance desired.				

Source: Chinn Planning, Inc.