



USDA FOREST SERVICE
ROCKY MOUNTAIN REGION
NEBRASKA NATIONAL FOREST

PRELIMINARY PROJECT ANALYSIS (PPA)
FOR THE
PINE RIDGE DISTRICT OFFICE

OCTOBER 2005

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PRELIMINARY PROJECT ANALYSIS
SIGNATURE PAGE
FOR THE
NEBRASKA NATIONAL FOREST
PINE RIDGE DISTRICT OFFICE
FACILITY

OCTOBER 2005

Recommended By: _____
Project Coordinator Date

Recommended By: _____
District Ranger Date

Reviewed By: _____
Forest Engineer Date

Reviewed By: _____
Resource Staff Officer Date

Reviewed By: _____
Services Staff Officer Date

Approved By: _____
Forest Supervisor Date

Approved By: _____
Regional Engineer Date

EXECUTIVE SUMMARY

The Pine Ridge District office in Chadron, Nebraska is currently leased by the Nebraska National Forest for \$26,000 a year. The initial lease term of five years expires on November 30, 2006 at which time two five-year renewal options are available. The building was originally constructed as a boat shop and does not meet accessibility requirements, has numerous operational deficiencies and is approximately 2000 square feet smaller than the District's staffing needs. The approved Forest Facilities Master Plan (FMP) recommends evaluating the best alternative for the Pine Ridge District office. This Preliminary Project Analysis (PPA) is required to evaluate the best alternative for the Pine Ridge District.

A team of District, Forest, and Regional Office employees participated in the PPA for the Pine Ridge District office. Minimum requirements for a feasible alternative and evaluation criteria were determined based on the needs and objectives of meeting the deficiencies of the existing office, timeliness to implement an alternative, health and safety issues and Forest visitor impacts.

Several alternatives were identified and evaluated as part of the PPA including do nothing and renew the current lease, construct or lease a new office near the US 385 and US 20 intersection, expand the Supervisor's Office to accommodate the District staff or construct a new office at the Chadron work center.

The Choosing-By-Advantages decision making process was used to evaluate the alternatives for benefit to the USDA Forest Service relating to the established evaluation criteria. The Net Present Value of each alternative was evaluated for a 20 year life cycle and the benefit to cost ratio of each alternative was evaluated and compared.

Relocating the Pine Ridge District to the Nebraska National Forest Supervisor's Office is the most advantageous and cost effective alternative. The Capital Investment Program (CIP) funding to relocate the District to the Supervisor's Office is not immediately available therefore the interim recommendation is to proceed with a new long term (10-15 year) lease that meets the District's requirements to allow time for planning and funding of the Supervisor's Office renovations and relocation at the end of the new lease term unless the Region can fund the SO renovations as an emergency CIP project in FY2007 or FY2008. A decision regarding CIP project funding will be made by mid-December 2005.

Capital improvement costs for renovations to the Nebraska National Forest Supervisor's Office are estimated to be \$730,000 for building and parking modifications including design, contract administration and cost pools. CIP funding for SO renovations should be planned to coincide with the termination of a new 10-15 year District office lease unless the region can fund the project in FY2007. A new full service lease meeting the Pine Ridge District needs is expected to cost \$70,000 to \$75,000 per year. A new building will need to be constructed to meet the Pine Ridge District office requirements for this new lease. The existing office lease will need to be extended one year from the November 30, 2006 initial termination to allow time for a new lease office to be constructed or for the Supervisor's Office to be renovated for the Pine Ridge District.

BACKGROUND

The Nebraska National Forest, Pine Ridge District office is currently located at 1240 West 16th Street in Chadron, Nebraska. The leased 4,800 square foot metal building (3,300 square feet of office and 1,500 square feet of garage) was originally constructed as a boat shop and was first occupied by the Forest Service in December 2001. The initial lease term for this building expires on November 30, 2006 at which time two five-year renewal options are available. The annual rent for this facility not including utilities is \$26,000 per year. Currently the District spends an additional \$14,000 per year for utilities and operational costs to run the office.

The approved Nebraska National Forest Facilities Master Plan indicates that the ultimate goal for the Pine Ridge District is to combine with the Supervisor's Office also located in Chadron. In an effort to identify the best benefit-cost alternate to the government for adequate office facilities for the Pine Ridge District this Preliminary Project Analysis (PPA) was conducted by the Forest.

The current Pine Ridge District Office has several key issues and challenges that do not meet the needs of the District or building code standards. The office space and parking lot do not meet the current and projected staffing needs. The office is approximately 2,000 square feet shy of approved staffing needs, with undersized conference, VIS, break room, and office support areas. The parking area is gravel surfaced and does not fully meet accessibility requirements. The building entrances and restrooms do not fully meet accessibility requirements, lighting is inadequate and safe drinking water has been an issue since the Forest Service occupied the building. The landlord has been aware of the building deficiencies and has done little to fix any problems.

The Pine Ridge District office is currently not earmarked on the Regional Capital Investment Program (CIP) for construction funding to build a new District office therefore short term and long term recommendations will be made if large sum Capital Investment Program dollars are required for new construction. Regional CIP projects will be programmed through FY2008 by December 2005. It is possible for a Pine Ridge District CIP project to make it into the FY2007 or FY2008 CIP program based on emergency needs, benefit to the government and priority of other projects in the region. The Forest plans to contribute approximately \$26,000 from Forest conveyances if a CIP project can be funded in FY2007 or FY2008. However at the time of this report CIP funding for a new Pine Ridge District project was assumed to be at least eight or more years away based on the existing list of regional CIP projects identified.

This Preliminary Project Analysis was conducted in accordance with EM-7310-2 "Making Sound Facility Development Decisions" with the exception that the "Choosing By Advantages" analysis process was utilized instead of the Pairwise Comparison Method.

ISSUES, NEEDS AND OBJECTIVES

The key issues, needs and objectives identified by the project team at the onset of this study include the following:

- Issues:
 - Initial lease period expires on November 30, 2006.
 - Nebraska National Forest Supervisor's Office located nearby.
 - Existing office has health, safety and accessibility problems.
 - Existing landlord is non-responsive in correcting deficiencies.
- Needs:
 - Adequate office space.
 - Minimize health and safety concerns from facility.
 - Sufficient parking space for fleet, employees and visitors.
 - Fully accessible facilities.
- Objectives:
 - Protect the public and employee health, safety, and welfare.
 - Adequately be able to serve the public.
 - Address issues and needs in a timely manner and within budget constraints.

EVALUATION CRITERIA

The project team utilized the following evaluation factors for choosing an appropriate alternative for the District office facility:

- Prevent loss, maintain, and/or improve natural and physical resources.
- Accommodate Forest "visitors."
- Protect employee and public health, safety, and welfare.
- Minimize cost pool burden
- Minimize direct maintenance burden.
- Timeliness and impact to office operations during implementation.
- Provides positive Forest Service image & promote sustainable developments.

MINIMUM REQUIREMENTS

Minimum office space and parking requirements for a feasible alternative were determined based on current and projected District staffing ([See Appendix C](#)). A minimum 5000 square feet of office space and 42 parking spaces were determined to meet the District needs. Additionally a facility meeting all current federal accessibility standards was determined to be a minimum requirement for an acceptable alternative.

The projected District staffing used for calculating minimum requirements includes sixteen full time employees and nine seasonal employees staffed at the District office.

An additional 1300 square feet of special purpose space such as conference rooms, restrooms, and public visitor areas were assumed in the office space totals. Should the District be collocated with the SO two full time employee positions will be eliminated and two positions will be shared by the SO and District. Office support and special purpose areas will be shared by both the District and SO.

District vehicle parking needs were identified as eleven secure government fleet parking spaces, twenty-one employee parking spaces, and ten visitor spaces. Allowances for accessible parking spaces were made in each parking area and three pull through RV parking spaces were accounted for in the visitor area.

ALTERNATIVES

Five preliminary alternatives were determined for further investigation based on acquisition method and availability of excess land or office space:

- Alternative A – Do nothing or no change alternative, utilizing the existing facilities without modification. Includes renewing the current lease for two five year renewals until November 30, 2016. For comparison purposes this option was assumed to be renewable for the full life cycle of this analysis.
- Alternative B – Acquire new land and build a new government owned District office in Chadron, Nebraska with high visibility and easy access from US 385 and US 20.
- Alternative C – Lease a new facility in Chadron, Nebraska with high visibility and easy access US 385 and US 20.
- Alternative D – Collocate the Pine Ridge District office at the existing Nebraska National Forest Supervisor's Office. This option would require extensive renovation of the existing building and parking areas including an approximate 2000 square foot addition.
- Alternative E – Construct a new government owned District office at the Chadron work center on government owned land with high visibility and easy access to US 385.

Several alternatives were dismissed prior to evaluation including developing outside of Chadron or on the east side of Chadron. The primary reasons for not developing these alternatives included limited exposure to Forest visitors outside the US 385 and US 20 corridor and limited availability of community amenities outside of Chadron.

RESEARCH DATA

Background information was gathered to help assess the feasibility of each alternative as well as to make informed decisions during the evaluation process.

Existing Pine Ridge District Office

The Pine Ridge District is currently located in a leased 4800 square foot metal building with numerous deficiencies. The building has one large office room with fourteen foot high ceilings and surface mounted fluorescent light fixtures. The arrangement of the office area creates loud general office noise levels and provides poor lighting which must be mitigated with task lights at each desk. The building has no visitor reception area, a small conference room and inadequate break room and restroom facilities. Upper mezzanine levels house a mechanical room and the water heater. Fifteen hundred square feet of the building is an unnecessary garage bay with two fifteen foot high overhead doors with manual operators. The building has separate gender specific minimally accessible single user restrooms. The parking area is gravel surfaced with inadequate accessible parking and no secure fleet parking. The main entrance to the building does not meet accessibility requirements. The building water is supplied by a well located on-site, natural gas and electricity are supplied by utility companies. The well is under the direct influence of surface water and has frequently failed coliform tests. The Nebraska Health and Human Services office has issued a "For Cause Inspection" to the landlord. In spring 2005, the owner installed a Culligan Ultraviolet treatment unit. The water system modification has not been approved by the state of Nebraska. The landlord has been fully aware of all deficiencies with the building and has done little to correct any problems. The Forest Service pays for all utilities at this facility and has accrued additional annual expenses to repair and maintain portions of the facility that would typically be maintained by the building landlord.

Supervisor's Office (SO) Research

The Supervisor's Office (SO) for the Nebraska National Forest is also located in Chadron, Nebraska at 125 North Main Street approximately two miles from the Pine Ridge District office. The 12,000 square foot government owned building was built in 1985 for the railroad on a 2.1 acre site. The building is in good condition, has approximately fifteen hundred feet of excess space not utilized by the SO, and meets most current accessibility requirements. The building currently has parking on all sides of the building and does not have any RV parking available. The site has municipal water, wastewater, gas and electric utility connections.

Minimum office space requirements for the Supervisor's Office staff with and without the Pine Ridge District staff were analyzed ([See Appendix D and E](#)). The Supervisor's Office staff includes thirty-eight full time employees and eight work study/seasonal employees. The Supervisor's Office staff alone requires an estimated 10,300 total square feet including approximately 2,900 square feet of special purpose areas such as conference rooms, restrooms, and break rooms. A total of seventy-eight parking spaces are required for visitor, employee and fleet parking for the Supervisor's Office staff alone. The Supervisor's Office currently has 96 total parking spaces of which seven spaces are identified as accessible. Additional street parking including trailer and recreational vehicle parking may be available on Main Street.

A total of fifty full time employees and seventeen seasonal employees will occupy the Supervisor's Office if the District is collocated with the Supervisor's Office ([See Appendix E](#)). The combined staff will require a minimum 13,700 total square feet for personnel occupied areas, common office support areas and common special purpose areas. Existing interior wall configurations limit the total number of employees able to fit within the existing building walls to 48 employees with minor modifications. Areas such as mail rooms, VIS areas, conference rooms, and restrooms are assumed to be shared by both staffs. The combined staff will require a minimum of 104 parking spaces for employees, fleet and visitors including RV and accessible spaces.

Required building and site modifications to make the Supervisor's Office meet the minimum project requirements include:

- Parking lot modifications for accessibility.
- Parking lot modifications for RV parking.
- VIS area improvements.
- Electrical and telecommunications additions and improvements.
- Minor interior architectural modifications to include new partitions and doors.
- A 2000± square foot office addition.

The construction cost to remodel the Supervisor's office is estimated to be \$514,000. An additional \$118,000 is estimated for project design and contract administration. Project cost pool burden is estimated to be \$95,000 for a total project cost of \$727,000 if constructed in 2005 ([See Appendix F](#)).

Chadron Work Center Research

The Chadron work center is located approximately two miles south of the existing District office and three miles south of downtown Chadron. The work center is approximately 80 acres with easy access and good visibility from US Highway 385. The Pine Ridge District office was located in a converted two-story bunkhouse at the work center prior to 2001. The 2345 square foot converted bunkhouse built in 1973 is not accessible and has only one unisex restroom. The site has ample room for construction of a new office building. The site is served by a Forest Service water system, on-site wastewater system, propane gas and municipal electricity.

The Chadron work center currently has three buildings larger than 1000 square feet including a 1768 square foot shop, a 3200 square foot shop utilized by the Supervisor's Office, and the 2345 square foot old District office/bunkhouse. No facilities currently exist at the work center that could be modified to meet the needs of the District therefore a new office building would need to be constructed at the site to make this alternative feasible.

The road into the Chadron work center is asphalt in poor condition and the work center is approximately 200 yards from U.S. Highway 385. The work center is visible from U.S. Highway 385 but is currently not signed. Acceleration and deceleration lanes on U.S.

385 should not be required if a new office is located at the work center. An extensive traffic impact study was not conducted as part of this analysis.

Visitor Services Research

The community of Chadron, Nebraska has a population of approximately 6,000 people and is located at the cross roads of U.S. Highway 20 and U.S. Highway 385. The closest major city is Rapid City, South Dakota located approximately 100 miles to the north with a population of approximately 60,000 people. The Nebraska National Forest is the only major federal land management agency in the area. A majority of the Pine Ridge District is located to the south and west of Chadron and provides hunting, fishing, camping, and many other outdoor recreation opportunities to the local and visiting public.

The Nebraska National Forest “National Visitor Use Monitoring Results” published in August 2003 estimates 160,000 forest visits occur per year on the entire Nebraska National Forest. Of those forest visits approximately 5% of the people were from the Chadron area or approximately 8,000 forest visits per year from area residents.

The Pine Ridge District office and the Nebraska National Forest Supervisor’s Office both have visitor information services that assist local residents and the traveling public with information about the Nebraska National Forest in Chadron. Approximately 20-25 walk-in visits per day can be expected at the Pine Ridge District office during hunting seasons and warm weather months.

Land/Office Availability Research

A market survey report was prepared by Tim Hansen, Senior Review Appraiser, Rocky Mountain Region, USDA Forest Service ([See Appendix G](#)). According to Tim Hansen’s preliminary report dated September 26, 2005 there is a limited amount of existing office space for rent in the Chadron area. Three buildings of comparable size and utility were located. One building was located in which the owner was willing to remodel to suit any tenant needs and a portion of that building is currently being renovated for new State of Nebraska office space. Current government lease rates are \$10.75 to \$14.26 per square foot per year with full service leases which include utilities and other amenities closer to the upper range.

Commercial land is in relatively short supply in Chadron. Several available parcels have recently been purchased for commercial construction. There is a new proposed commercial development being discussed on the west side of town near the junction of US Highway 385 and 20. This would be a mixed use development with retail, office space, a bank and possibly a restaurant. There is an abundance of agricultural land along the highways, but it would require subdivision and willing sellers. Current commercial land costs are between \$4000 and \$6600 per acre.

EVALUATION ANALYSIS

The Choosing-By-Advantages analysis process was used to determine the benefit to the Forest Service for each alternative ([See Appendix H](#)). Seven factors were analyzed for each alternative based on the evaluation criteria. Points were assigned for each alternative's seven factors based on the advantages one alternative had over the other alternatives for the same factor. Factor 6, "Timeliness for short term and long term solutions and impact to office operations during implementation" was chosen as the paramount factor for the analysis. Each alternative was then assigned importance points for each factor based on its apparent advantage relative to the paramount factor. The summation of factor points for each alternative represents the benefit of that alternative relative to the chosen criteria.

The net present value of each alternative was determined over a 20 year lifecycle following guidelines of the Office of Management and Budget and Legislation Circular A-94 and the Forest Service Handbook ([See Appendix I](#)). The net present value was calculated for both construction of a new government owned facilities and lease alternatives.

The benefit versus cost of each alternative was then compared to help determine the best alternative. The most advantageous alternative identified by the Choosing By Advantages process was alternative D -- relocate the Pine Ridge District to the Nebraska National Forest Supervisor's Office. This alternative was closely followed by alternative C -- contract a new long term lease near the intersection of US 385 and US 20. The most advantageous alternative and the new lease alternative both received more than twice the assigned advantage points of the existing condition. The cost of the most advantageous alternative was also the most economical life cycle cost alternative evaluated. The benefit to cost ratio of relocating to the Supervisor's Office was 79.1, compared with the new lease alternative ratio of 37.8 and the existing condition of 32.9. This indicates that the advantage per dollar spent to relocate the Pine Ridge District to the Supervisor's Office is nearly three times as advantageous as the existing condition.

RECOMMENDATIONS

The recommended long term alternative for the Pine Ridge District office is to remodel and expand the Supervisor's Office approximately 2000 square feet to accommodate the full Pine Ridge District and Supervisor's Office staffs. The estimated \$730,000 capital investment funding required to expand and upgrade the Supervisor's Office is above the \$250,000 limit for small projects. Funding for this project could require at least eight years at current funding levels to have the project identified and programmed through the large Capital Investment Program unless the regional priority for this project allowed the project to be expedited and funded in FY2007 or FY2008.

The current deficiencies of the existing Pine Ridge District office facility and the uncertainty of timing for funding justify the need for an interim solution until the

Supervisor's Office can be renovated. The best alternative for the expected interim period of eight plus years is to enter into a new ten to fifteen year lease to allow adequate time for planning and funding of the Supervisor's Office renovations unless this project can be expedited to FY2007. A new short term lease (less than ten years) is not practical because no facilities currently exist in Chadron that meet the requirements of the Pine Ridge District and less than 10 years is not a long enough period for an owner to recover their construction expenses. Therefore, a long term lease that would allow sufficient time for an investor to recover construction expenses and build a new building meeting the District's needs is necessary. An estimated 18-24 months will be required from the time of the lease solicitation until the District can occupy a new facility therefore the existing lease must be renewed for at least one year past the November 30, 2006 initial termination. The existing lease may be terminated in ninety days with proper notification without early termination penalties during the renewal lease periods. If the Nebraska National Forest receives CIP funding in FY2007 based on emergency needs and regional priority for the Supervisor's Office renovations the existing lease will still need to be renewed past November 30, 2006. The programmed regional CIP project list should be finalized for FY2007 and FY2008 by December 2005.

The short term and long term recommended alternatives for the Pine Ridge District office are both justifiable based on the advantages over the existing condition and the ability to meet the District's minimum requirements. Forest facility annual operating costs are expected to decrease approximately \$29,000 per year once the District is relocated to the Supervisor's Office not accounting for the additional saving of eliminating several positions. Annual operating costs are expected to increase approximately \$34,000 per year during the short term alternative to acquire a new lease but are a justifiable expense based on the apparent advantage of this alternative and the ability to correct health and safety issues associated with the existing facility.

ANNUAL DISTRICT AND SO OPERATING EXPENSES

	Existing	SO Remodel	New Lease
District Lease	\$ 26,400	\$ 0	\$ 70,000
District Utilities & Operational Costs	\$ 14,700	\$ 0	\$ 6,000
SO WCF (\$1.5/SF assumed)	\$ 18,000	\$ 21,000	\$ 18,000
SO Utilities & Operational Costs	\$ 53,500	\$ 62,400	\$ 53,500
TOTAL FOREST ANNUAL COSTS	\$112,600	\$ 83,400	\$147,500

If the Nebraska National Forest Supervisor's Office expansion is not funded in FY2007 the next steps to be taken by the Forest are to arrange for the solicitation of a new long term office lease in Chadron, Nebraska, and secure the existing office lease until the new leased facility can be occupied. Planning for capital investment program funding for renovations to the Nebraska National Forest Supervisor's Office should begin shortly after the Pine Ridge District moves into the new leased facility and should be planned to coincide with the termination of the new lease. If CIP funding becomes available for FY2007 to expand the Supervisor's Office planning should begin immediately for design of the office modifications and the existing District lease should be renewed until the modifications are complete.

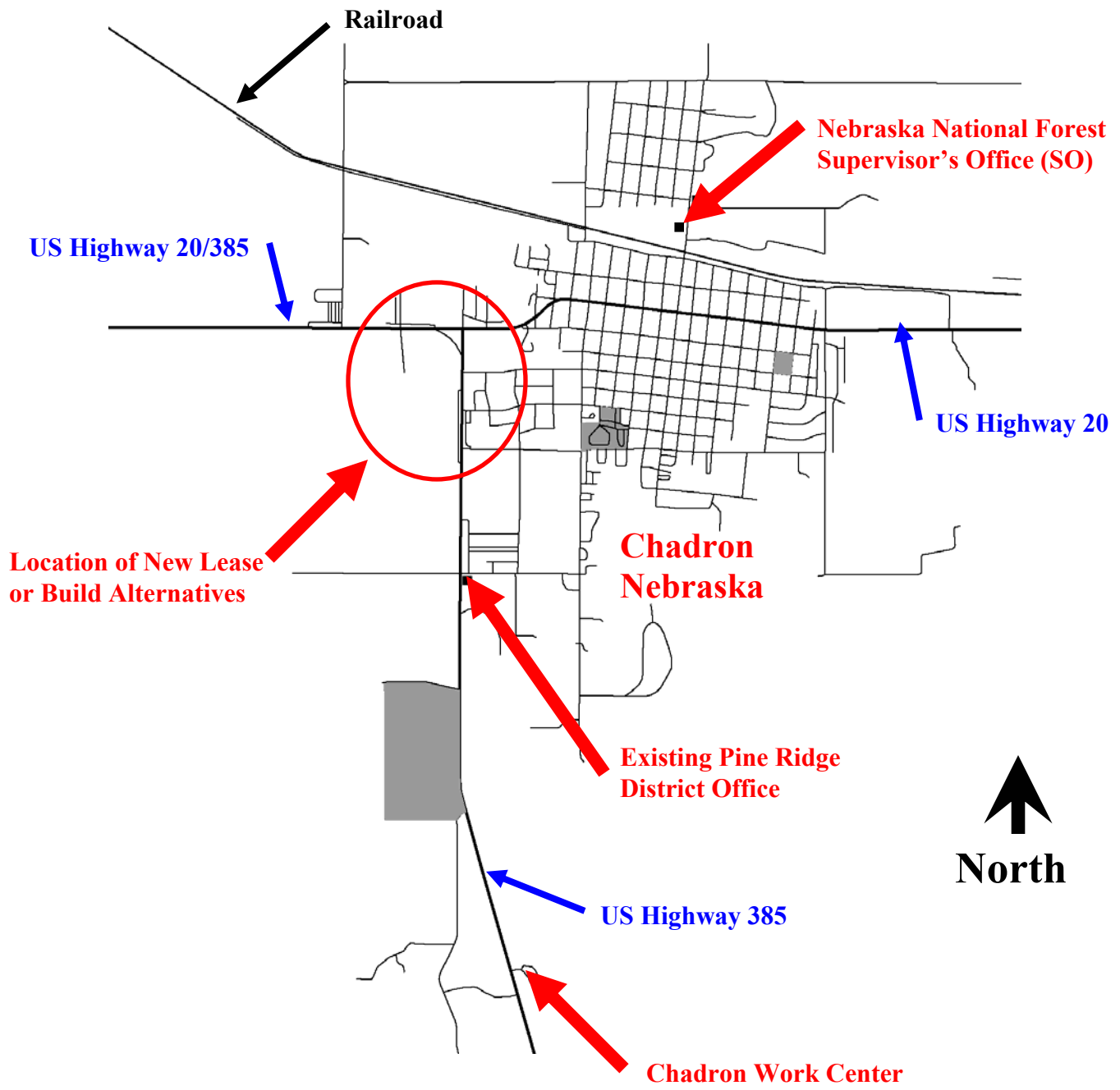
APPENDICES

APPENDIX A - List of Study Participants

NAME	TITLE
Don Bright	Nebraska NF, Forest Supervisor
Charlie Marsh	Pine Ridge District Ranger
Cassius Cash	Nebraska NF, Administrative Staff Officer
Janet Krivacek	Nebraska NF, Resource Staff Officer
Randy Gage	Nebraska NF, Forest Engineer
Thad Schroeder	R2 Engineering, Architect
Marc Staley	PSICC, Civil Engineer

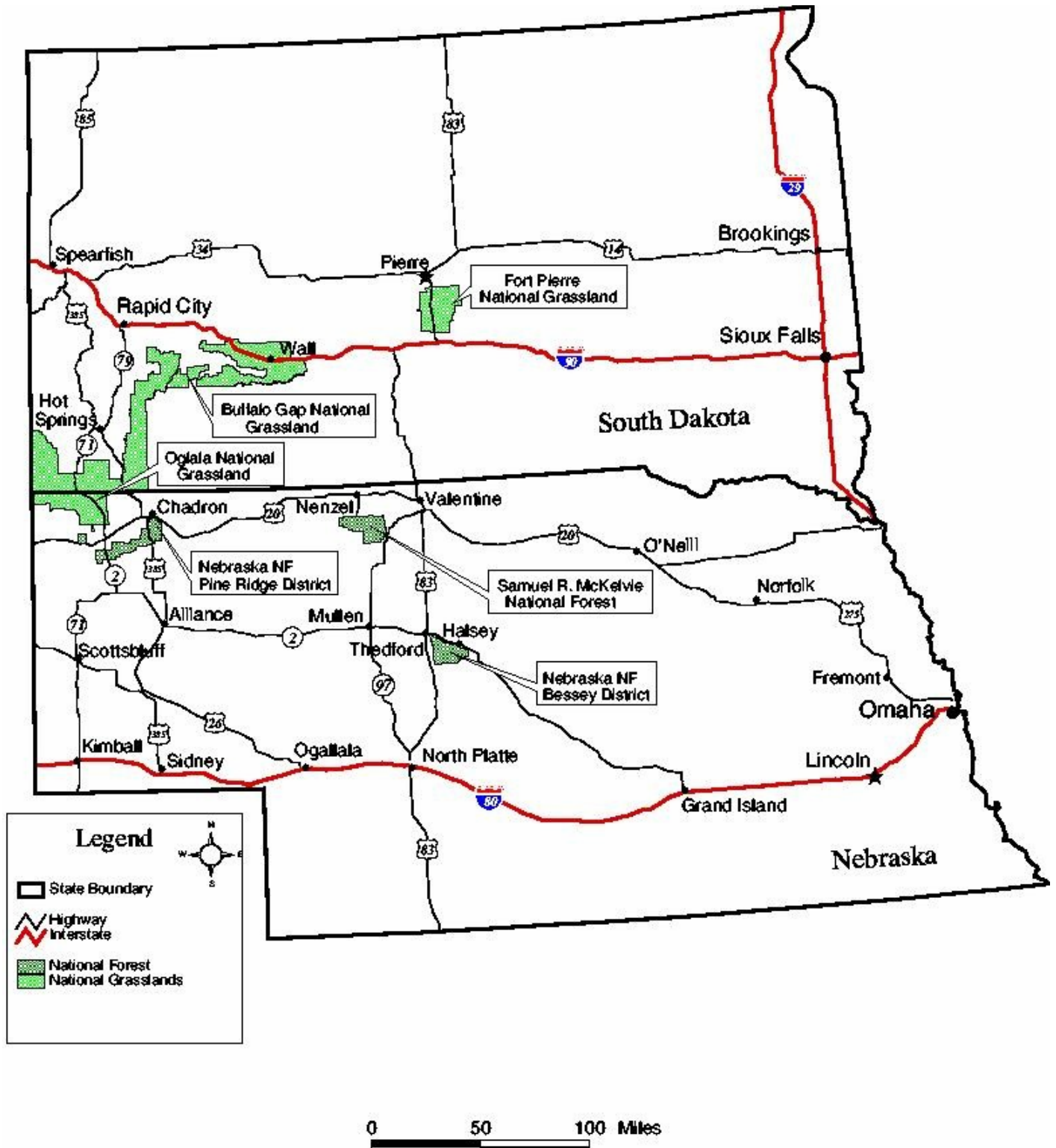
APPENDIX B – Project Maps

Chadron Nebraska Area Map



APPENDIX B – Project Maps (Continued)

Nebraska National Forest Map



APPENDIX C – Pine Ridge District Office Space Requirements

Office Space Requirements

Type of Space	FTE	Total Space Requirements
OCCUPIABLE SPACE		
PERSONNEL OCCUPIED AREA (POA) 4		
Permanent Positions		
District Ranger, GS-12 P.O.	1	200
SSS, GS-7 ¹	1	100
Information Assistant, GS-5 ¹	1	100
Interdisciplinary, GS-11	1	100
Range Management Specialist, GS-9	1	100
Wildlife Biologist, GS-9	1	100
Zone Silviculturist, GS-11	1	100
Forester, GS-9	1	100
Forester, GS-9	1	100
Forestry Tech, GS-7 ²	1	100
Forestry Tech. Recreation, GS-7	1	100
FMO, GS-9 ²	1	100
Assistant Engine Boss	1	100
Sup. Fire Engine. Op., GS-7	1	100
Rang Tech, GS-7 ²	1	100
Recreation Manager ³	1	60
Seasonal/Temporary Positions		
Fire Engine Crew (Perm. Seasonal), GS-2/3/4	0.5	60
Fire Engine Crew (Perm. Seasonal), GS-2/3/4	0.5	60
SCSEP Seasonal	0.5	60
SCSEP Seasonal	0.5	60
Range Seasonal	0.5	60
Range Seasonal	0.5	60
Recreation Seasonal	0.5	60
Recreation Seasonal	0.5	60
Wildlife/Range Seasonal	0.5	60
Total POA Area		2200
Total No. of Employees	20.5	
OFFICE SUPPORT AREA (OSA)		
Mail/Office Supplies		100
Files		100
VIS Area Reception		50
Printer/Copier Alcoves A-E (2@25 ft ² each)		50
Technical Library		50
Total OSA Area		350
Average Occupancy Rate (SF/person)		124
(POA Space + OSA Space)/No. Employees		

Type of Space	FTE	Total Space Requirements
SPECIAL PURPOSE SPACE (SPS)		
Conference Room		285
Computer/Telecom Room		100
Employee Break Room		200
Public Restrooms		150
Employee Restrooms		150
VIS Storage		50
VIS Area/Reception (Public Area)		200
Mechanical Room		100
Janitor's Room		50
Total SPS Area		1285
UNFINISHED STORAGE SPACE (USS)		
Open Storage Area		150
Total USS Area		150
SUB-TOTAL OCCUPIABLE SPACE		3985
Occupiable Space Partitions @6%		239
TOTAL OCCUPIABLE SPACE		4224
NON-OCCUPIABLE SPACE		
Common Area Factor for building circulation, corridors, stairs, foyers, custodial room, mechanical equipment room, etc.		
18% of Occupiable Space		760
Estimated Total Space Needs		4984
Existing Space		3000
Estimated Space Deficit/Surplus		(1984)

- 1: Only one of these positions will be filled if District moves to SO.
 2: Position is currently vacant.
 3: Transient position.
 4: Personnel Occupied Area (POA) includes office space and circulation into office space.
 P.O = Private office

Total number of employees = 25

APPENDIX C – Pine Ridge District Office Space Requirements

Parking Space Requirements

	Type of Parking Space	Vehicle Spaces	Average ft ² per space	Total required ft ²
VISITOR:				
	Vehicle Parking	6	405	2430
	Accessible Parking	1	675	675
	RV Parking (Pull-Through)	3	1000	3000
	Visitor Parking Subtotal:	10		6105
GOVERNMENT:				
	Vehicle Parking	10	405	4050
	Accessible Parking	1	675	675
	Pull-Through Parking	0	1000	0
	Government Parking Subtotal:	11		4725
EMPLOYEE:				
	Vehicle Parking	20	405	8100
	Accessible Parking	1	675	675
	Employee Parking Subtotal:	21		8775
VISITOR, GOVERNMENT, EMPLOYEE COMBINED				
	Total Parking Space Required	42		19605

Asphalt Space Assumptions

ADDITIONAL ASPHALT NEEDS:	
Access Road and Circulation Between Parking Areas	4901 SF
(Assume 25% of Parking Space Required)	
Total Asphalt Required	24506 SF

Building Lot Size Assumptions

Total Required Building Area	4984 SF
Future Building Expansion Area (Assume 30% of Required Area)	1495 SF
Total Asphalt Area Required	24506 SF
Minimum Landscaping, Setbacks, Snow Storage, etc.	7747 SF
(Assume 25% Building + Parking Total)	
Kiosk Area	200 SF
Outside Break Area	200 SF
TOTAL MINIMUM LOT SIZE REQUIRED	39133 SF
	0.90 ACRES

APPENDIX D – Nebraska National Forest Supervisor’s Office Space Requirements

Office Space Requirements

Type of Space	FTE	Total Space Requirements
OCCUPIABLE SPACE		
PERSONNEL OCCUPIED AREA (POA) ³		
Permanent Positions		
Forest Supervisor, GS-14 P.O.	1	275
Executive Assistant, GS-9	1	100
Services Staff Officer, GS-13 P.O.	1	150
Forest Engineer, GS-12	1	100
Civil Engineer, GS-11	1	100
Civil Engineering Tech, GS-9	1	100
Safety Officer, GS-11	1	100
Volunteer & Partnership Coordinator, GS-11	1	100
Volunteer & Partnership Work Study	1	60
Budget Analyst, GS-9	1	100
Purchasing Agent, GS-9	1	100
Property Management Specialist, GS-9	1	100
Supply Clerk, GS-5	1	60
PAO, GS-11	1	100
Secretary (Reception), GS-5	1	60
Resource Staff Officer, GS-13 P.O.	1	150
Range Cons, GS-12	1	100
Supervisory Archeologist, GS-11	1	100
Archeologist, GS-9	1	100
Zone Paleontologist, GS-11	1	100
FMO, GS-12	1	100
Fire Ecologist, GS-11	1	100
Realty Specialist, GS-11	1	100
Legal Assistant, GS-5	1	60
GIS Coordinator, GS-11	1	100
LEO ¹ P.O.	1	150
Nursery Marketing Specialist (BN), GS-12	1	100
Computer Specialist, (IRM)	1	100
Wildlife Biologist (RO)	1	100
Writer-Editor, GS-9 (Bighorn NF)	1	100
Wildlife Biologist (SO) GS-12 ¹	1	100
Database Manager ¹	1	100
NEPA, GS-11 ¹	1	100
Soils Hydrologist ¹	1	100
Timber ²	1	60
Recreation ²	1	60
AFMO ^{1,2}	1	60
Office Automation	1	60
Seasonal/Temporary Positions		
SCSEP	0.5	60
Engineering Work Study	0.5	60
Archeology Work Study	0.5	60
Paleontologist, Work Study	0.5	60
Fire Work Study	0.5	60
Wildlife Work Study	0.5	60
Carto Tech, GS-5	0.5	60
GIS Work Study	0.5	60
Total POA Area		4285
Total No. of Employees	42	
OFFICE SUPPORT AREA (OSA)		
Mail/Office Supplies		100
Files		300
Forms & Storage, Mail & Repo		200
VIS Area Reception		140
Engineering and GIS storage		150
Technical Library		200
Storage		32
Total OSA Area		1122
Average Occupancy Rate (SF/person)		129
(POA Space + OSA Space)/No. Employees		

Type of Space	FTE	Total Space Requirements
SPECIAL PURPOSE SPACE (SPS)		
Conference Room (46 people x 15 SF/person)		690
Computer/Telecom Room		271
Employee Break Room		250
Public Restrooms		380
Employee Restrooms		314
VIS Storage		25
VIS Area/Reception (Public Area)		523
Mechanical Room		104
Janitor's Room		49
Sales Storage		20
Conference Room Storage		53
Telephone Closet		187
Total SPS Area		2866
UNFINISHED STORAGE SPACE (USS)		
Open Storage Area		0
Total USS Area		0
SUB-TOTAL OCCUPIABLE SPACE		8273
Occupiable Space Partitions @6%		496
TOTAL OCCUPIABLE SPACE		8769
NON-OCCUPIABLE SPACE		
Common Area Factor for building circulation, corridors, stairs, foyers, custodial room, mechanical equipment room, etc.		
18% of Occupiable Space		1578
Estimated Total Space Needs		10348
Existing Space		12000
Estimated Space Deficit/Surplus		1652

Footnotes:

1: Position is currently vacant.

2: Transient position.

3: Personnel Occupied Area (POA) includes office space and circulation into office space.

P.O. = Private Office

Total number of employees = 46

APPENDIX D – Nebraska National Forest Supervisor’s Office Space Requirements Parking Space Requirements

	Type of Parking Space	Vehicle Spaces	Average ft ² per space	Total required ft ²
VISITOR:				
	Vehicle Parking	13	405	5265
	Accessible Parking	2	675	1350
	RV Parking (Pull-Through)	2	1000	2000
	Visitor Parking Subtotal:	17		8615
GOVERNMENT:				
	Vehicle Parking	13	405	5265
	Accessible Parking	1	675	675
	Pull-Through Parking	0	1000	0
	Government Parking Subtotal:	14		5940
EMPLOYEE:				
	Vehicle Parking	45	405	18225
	Accessible Parking	2	675	1350
	Employee Parking Subtotal:	47		19575
VISITOR, GOVERNMENT, EMPLOYEE COMBINED				
	Total Parking Space Required	78		34130

Asphalt Space Assumptions

ADDITIONAL ASPHALT NEEDS:	
Access Road and Circulation Between Parking Areas	8533 SF
(Assume 25% of Parking Space Required)	
Total Asphalt Required	42663 SF

Building Lot Size Assumptions

Total Required Building Area	10348 SF
Future Building Expansion Area (Assume 30% of Required Area)	3104 SF
Total Asphalt Area Required	42663 SF
Minimum Landscaping, Setbacks, Snow Storage, etc.	14029 SF
(Assume 25% Building + Parking Total)	
Kiosk Area	200 SF
Outside Break Area	200 SF
TOTAL MINIMUM LOT SIZE REQUIRED	70543 SF
	1.62 ACRES

APPENDIX E – Combined SO and District Office Space Requirements

Office Space Requirements

Type of Space	FTE	Total Space Requirements
OCCUPIABLE SPACE FOR SO EMPLOYEES		
<u>PERSONNEL OCCUPIED AREA (POA) ⁴</u>		
<u>Permanent Positions</u>		
Forest Supervisor, GS-14 P.O.	1	275
Executive Assistant, GS-9	1	100
Services Staff Officer, GS-13 P.O.	1	150
Forest Engineer, GS-12	1	100
Civil Engineer, GS-11	1	100
Civil Engineering Tech, GS-9	1	100
Safety Officer, GS-11	1	100
Volunteer & Partnership Coordinator, GS-11	1	100
Volunteer & Partnership Work Study	1	60
Budget Analyst, GS-9	1	100
Purchasing Agent, GS-9	1	100
Property Management Specialist, GS-9	1	100
Supply Clerk, GS-5	1	60
PAO, GS-11	1	100
Secretary (Reception), GS-5	1	60
Resource Staff Officer, GS-13 P.O.	1	150
Range Cons, GS-12	1	100
Supervisory Archeologist, GS-11	1	100
Archeologist, GS-9	1	100
Zone Paleontologist, GS-11	1	100
FMO, GS-12	1	100
Fire Ecologist, GS-11	1	100
Realty Specialist, GS-11	1	100
Legal Assistant, GS-5	1	60
GIS Coordinator, GS-11	1	100
LEO ¹ P.O.	1	150
Nursery Marketing Specialist (BN), GS-12	1	100
Computer Specialist, (IRM)	1	100
Wildlife Biologist (RO)	1	100
Writer-Editor, GS-9 (Bighorn NF)	1	100
Wildlife Biologist (SO) GS-12 ¹	1	100
Database Manager ¹	1	100
NEPA, GS-11 ¹	1	100
Soils Hydrologist ¹	1	100
AFMO ¹	1	60
Office Automation	1	60
<u>Seasonal/Temporary Positions</u>		
SCSEP	0.5	60
Engineering Work Study	0.5	60
Archeology Work Study	0.5	60
Paleontologist, Work Study	0.5	60
Fire Work Study	0.5	60
Wildlife Work Study	0.5	60
Carto Tech, GS-5	0.5	60
GIS Work Study	0.5	60
Total POA Area		4165
Total No. of Employees	40	

Total SO employees = 44
Total District employees = 23

Type of Space	FTE	Total Space Requirements
OCCUPIABLE SPACE FOR DISTRICT EMPLOYEES		
<u>PERSONNEL OCCUPIED AREA (POA) ⁴</u>		
<u>Permanent Positions</u>		
District Ranger, GS-12 P.O.	1	200
Interdisciplinary, GS-11	1	100
Range Management Specialist, GS-9	1	100
Wildlife Biologist, GS-9	1	100
Zone Silviculturist, GS-11	1	100
Forester, GS-9	1	100
Forester, GS-9	1	100
Forestry Tech, GS-7 ¹	1	100
Forestry Tech. Recreation, GS-7	1	100
FMO, GS-9 ¹	1	100
Assistant Engine Boss	1	100
Sup. Fire Engine. Op., GS-7	1	100
Range Tech, GS-7 ¹	1	100
Recreation Manager ¹	1	60
<u>Seasonal/Temporary Positions</u>		
Fire Engine Crew (Perm. Seasonal), GS-2/3/4	0.5	60
Fire Engine Crew (Perm. Seasonal), GS-2/3/4	0.5	60
SCSEP Seasonal	0.5	60
SCSEP Seasonal	0.5	60
Range Seasonal	0.5	60
Range Seasonal	0.5	60
Recreation Seasonal	0.5	60
Recreation Seasonal	0.5	60
Wildlife/Range Seasonal	0.5	60
Total POA Area		2000
Total No. of Employees	18.5	
<u>COMMON OFFICE SUPPORT AREA (OSA)</u>		
Mail/Office Supplies (Combined)		100
SO Files		300
District Files		100
Forms & Storage, Mail & Repo		200
VIS Area Reception		140
Printer/Copier Alcoves		50
Engineering and GIS storage		150
SO Technical Library		200
District Technical Library		50
SO Storage		32
Small Conference Room		270
Total OSA Area		1592
Average Occupancy Rate (SF/person)		133
(POA Space + OSA Space)/No. Employees		

1: Position is currently vacant.
2: Personnel Occupied Area (POA) includes office space and circulation into office space.
P.O. = Private office

APPENDIX E – Combined SO and District Office Space Requirements

Office Space Requirements (Continued)

Type of Space	FTE	Total Space
SPECIAL PURPOSE SPACE (SPS)		
Conference Room (67 people x 15 sf/person)		1005
Computer/Telecom Room		271
Employee Break Room		250
Public Restrooms		380
Employee Restrooms		314
VIS Storage		50
VIS Area/Reception (Public Area)		523
Mechanical Room		104
Janitor's Room		49
Sales Storage		20
Conference Room Storage		53
Telephone Closet		187
Total SPS Area		3206
UNFINISHED STORAGE SPACE (USS)		
Open Storage Area		0
Total USS Area		0
SUB-TOTAL OCCUPIABLE SPACE		
		10963
Occupiable Space Partitions @6%		658
TOTAL OCCUPIABLE SPACE		11621
NON-OCCUPIABLE SPACE		
Common Area Factor for building circulation, corridors, stairs, foyers, custodial room, mechanical equipment room, etc.		
18% of Occupiable Space		2092
Estimated Total Space Needs		13713
Existing Space		12000
Estimated Space Deficit/Surplus		(1713)

APPENDIX E – Combined SO and District Office Space Requirements Parking Space Requirements

	Type of Parking Space	Vehicle Spaces	Average ft ² per space	Total required ft ²
VISITOR:				
	Vehicle Parking	10	405	4050
	Accessible Parking	2	675	1350
	RV Parking (Pull-Through)	4	1000	4000
	Visitor Parking Subtotal:	16		9400
GOVERNMENT:				
	Vehicle Parking	20	405	8100
	Accessible Parking	1	675	675
	Pull-Through Parking	0	1000	0
	Government Parking Subtotal:	21		8775
EMPLOYEE:				
	Vehicle Parking	65	405	26325
	Accessible Parking	2	675	1350
	Employee Parking Subtotal:	67		27675
VISITOR, GOVERNMENT, EMPLOYEE COMBINED				
	Total Parking Space Required	104		45850

Asphalt Space Assumptions

ADDITIONAL ASPHALT NEEDS:	
Access Road and Circulation Between Parking Areas	11463 SF
(Assume 25% of Parking Space Required)	
Total Asphalt Required	57313 SF

Building Lot Size Assumptions

Total Existing Building Area	12000 SF
Future Building Expansion Area	2000 SF
Total Asphalt Area Required	57313 SF
Minimum Landscaping, Setbacks, Snow Storage, etc.	17828 SF
(Assume 25% Building + Parking Total)	
Kiosk Area	200 SF
Outside Break Area	200 SF
TOTAL MINIMUM LOT SIZE REQUIRED	89541 SF
	2.06 ACRES
TOTAL EXISTING LOT SIZE AVAILABLE	2.1 ACRES

APPENDIX F – Supervisor’s Office Renovation Estimate

INTERIOR RENOVATIONS TO EXISTING BUILDING

	Unit Price	Units	Quantity	Total
Demolition (carpet, drywall, partitions, VIS area)	\$3,000	ls	1	\$3,000
Architectural (new doors, walls, VIS, patch work)	\$31,000	ls	1	\$31,000
Furniture modifications	\$4,500	ls	1	\$4,500
Electrical (lighting, wiring, security)	\$9,000	ls	1	\$9,000
Communications (Cat 6 wiring, additional phones)	\$4,500	ls	1	\$4,500
SUB-TOTAL INTERIOR RENOVATIONS				\$52,000

EXTERIOR RENOVATIONS TO EXISTING BUILDING

	Unit Price	Units	Quantity	Total
Demolition (concrete curb & gutter, trees, etc)	\$17,000	ls	1	\$17,000
Building Addition	\$150	sf	2000	\$300,000
Planting and revegetation	\$5,000	ls	1	\$5,000
Parking Lot Modifications	\$25,000	ls	1	\$25,000
SUB-TOTAL EXTERIOR RENOVATIONS				\$347,000

TOTAL CONSTRUCTION COSTS

Construction Mobilization	6%	of	\$484,600	=	\$29,100
Total Interior SO Construction Costs					\$52,000
Total Exterior SO Construction Costs					\$347,000
Project Contingency for Growing Scope	20%	of	\$428,100	=	\$85,600
TOTAL ESTIMATED CONSTRUCTION COSTS					\$513,700

TOTAL PROJECT COSTS

Project Design	15%	of	\$513,700	=	\$77,100
Construction Administration	8%	of	\$513,700	=	\$41,100
Cost Pools	15%	of	\$631,900	=	\$94,800
TOTAL ESTIMATED PROJECT COSTS					\$726,700

Note: Estimated costs are for calendar year 2005.

APPENDIX G – Preliminary Market Survey Report



United States
Department of
Agriculture

Forest
Service

Rocky
Mountain
Region

P.O. Box 25127
Lakewood, CO 80225-0127
Delivery: 740 Simms St.
Golden, CO 80401
Voice: 303-275-5350
TDD: 303-275-5367

File Code: 5410/6440-3-1 **Date:** September 26, 2005
Route To: Randall Gage, Pine Ridge RD, Marcus Staley, Pike and San Isabel NFs
Subject: Market Survey of Office Space and Vacant Lands
Pine Ridge Ranger District
Nebraska National Forest
Cc: Elsa Lee, R2 Regional Office
To: Forest Supervisor, Nebraska NF

MARKET SURVEY REPORT

At your request, I have completed a market survey of the commercial real estate market in Western Nebraska related to the Pine Ridge District Office in Chadron, Nebraska. This survey included commercial land costs in Chadron, Nebraska, current lease rates of office space in Chadron and surrounding areas, lease renewal rates, typical capitalization rates found in the market area, and availability of office space and land suitable for construction of new office space in Chadron.

This market survey is a valuation service, for which there are no specific performance standards under the *Uniform Standards of Professional Appraisal Practice (USPAP)*. I have complied with those portions of USPAP that apply to general appraisal practice such as the Ethics Rule and Competency Rule. The client for this consulting assignment is the USDA Forest Service, which is also the intended user of this report. The use of this report by others is not intended.

This is an internal working document and as such is exempt from release under the Freedom of Information Act (FOIA).

The following summarizes the market information requested in this assignment:

Commercial Land Costs:	> 1 Acre – \$4,000 - \$6,000 per acre <1 Acre – \$0.10 - \$0.15 per square foot
Current Lease Rates:	Government Leases \$10.75 per s.f. /yr - \$14.26 per s.f. /yr Private Leases \$4.92 per s.f. /yr - \$13.71 per s.f. /yr (Full service leases, including utilities, are generally at the top of both ranges with the lower rates including more tenant paid expenses.)
Lease Renewal Rates:	The most common terms are 5 years with a 5 year option. Chadron is seeing some turnover because of the consolidation of all State offices into one location. Many commercial buildings are being purchased by former lessees and are now owner occupied. If the lease on the

APPENDIX G – Preliminary Market Survey Report

Pine Ridge District Market Summary

2

current office were renewed, rates for similar leases are running in the \$10 - \$13 per s.f. /yr. range.

Capitalization Rates: Rates in Western Nebraska range from 6.71% to 10.47% with the most rates falling between 8.25% and 8.6%.

Availability of Office Space: There is a limited amount of existing office space for rent in the Chadron area. Three buildings of comparable size and utility were located. One building was located in which the owner was willing to remodel to suit any tenant needs and a portion of that building is currently being renovated for new State of Nebraska office space.

Availability of Land: Commercial land is in relatively short supply in Chadron. Several available parcels have recently been purchased for commercial construction. There is a new proposed commercial development being discussed on the west side of town near the junction of US Highway 385 and 20. This would be a mixed use development with retail, office space, a bank and possibly a restaurant. There is an abundance of agricultural land along the highways, but it would require subdivision and willing sellers.

Date of Market Survey: September 26, 2005

The above is a short summary of the research conducted pursuant to this assignment. More detailed information is included in my workfile and available upon request. If you have any questions regarding my analyses and the data presented, please feel free to contact me at (303) 275-5378 or 720-480-4724 (cell).

Thank you for the opportunity to assist you with this assignment.

/s/ Timothy J. Hansen

Timothy J. Hansen, RPRA
Senior Review Appraiser, Rocky Mountain Region, USFS
Colorado State-Certified General Appraiser
Certificate No. CG01317401 – Expires 12/31/2006

September 26, 2005

APPENDIX H – Choosing By Advantages Analysis

ALTERNATIVES										
	Alternative – A (Existing No Change)	Pts	Alternative – B (Build New FS Owned)	Pts	Alternative – C (New Lease Building)	Pts	Alternative – D (Combine SO & District)	Pts	Alternative – E (Move to Work Center)	Pts
PROTECT NATURAL AND CULTURAL RESOURCES										
FACTOR 1 - Prevent Loss, Maintain, and/or Improve Natural and Physical Resources										
Attributes/ Characteristics	<ul style="list-style-type: none"> * Does not affect any undeveloped land. * Does not create any additional unoccupied office space in Chadron 		<ul style="list-style-type: none"> * Minor site disturbance of open field. (potential loss of range land) * Potential landscape improvements * Adds one additional unoccupied office building in Chadron 		<ul style="list-style-type: none"> * Minor site disturbance of existing commercial real estate. * Potential landscape improvements * Adds one additional unoccupied office building in Chadron 		<ul style="list-style-type: none"> * Does not affect new site. Minor disturbance of existing commercial site. * Potential landscape improvements * Adds one additional unoccupied office building in Chadron 		<ul style="list-style-type: none"> * Site disturbance at administrative work center. (potential loss of grass and trees) * Potential landscape improvements * Adds one additional unoccupied office building in Chadron 	
Advantages	<ul style="list-style-type: none"> * No loss of open space * No additional office space burden on community. 	10		0	<ul style="list-style-type: none"> * Minimal loss of open space. 	5	<ul style="list-style-type: none"> * Minimal loss of open space. 	5		0
PROVIDE FOR VISITOR USE AND EXPERIENCE										
FACTOR 2 – Accommodate Local Partnerships and Forest "Visitors" (permittees, etc.)										
Attributes/ Characteristics	<ul style="list-style-type: none"> * Located in old boat shop at the edge of town * Two buildings for SO and District * No collocation potential with non-Forest Service agencies. * Known location 		<ul style="list-style-type: none"> * Located in new building at main cross roads in town * Two buildings for SO and District * Potential for collocation with non-Forest Service agencies. * High visibility from main traffic routes 		<ul style="list-style-type: none"> * Located in new building at main cross roads in town * Two buildings for SO and District * Potential for collocation with non-Forest Service agencies. * High visibility from main traffic routes 		<ul style="list-style-type: none"> * Located in renovated building at center of town. * One building for SO and District * No collocation potential with non-Forest Service agencies. * Off main highways but on Main Street. 		<ul style="list-style-type: none"> * Located one mile south of town on major road. * Two buildings for SO and District * Minor potential for collocation with non-Forest Service agencies. 	
Advantages		40	<ul style="list-style-type: none"> * New building, with high visibility and central location 	60	<ul style="list-style-type: none"> * New building, with high visibility and central location 	60	<ul style="list-style-type: none"> * One stop shop for SO and District 	55		45

APPENDIX H – Choosing By Advantages Analysis (Continued)

ALTERNATIVES										
	Alternative – A (Existing No Change)	Pts	Alternative – B (Build New FS Owned)	Pts	Alternative – C (New Lease Building)	Pts	Alternative – D (Combine SO & District)	Pts	Alternative – E (Move to Work Center)	Pts
PROTECT EMPLOYEE AND PUBLIC HEALTH SAFETY AND WELFARE										
FACTOR 3 - Protect Employee and Public Health, Safety and Welfare										
Attributes/ Characteristics	* Accessibility deficiencies * Bad drinking water * Insufficient lighting * Noisy office interior * No secure parking * More remote than in town locations provides lower sense of security * Fair vehicle access from major highway with good sight distances * No natural disaster protection (tornados)		* New building meeting accessibility req. * Municipal water * Adequate lighting * Potential traffic noise * Secure parking * Location in town provides greatest sense of security * Located near busiest traffic intersection in town. * Provide moderate natural disaster protection (tornados)		* New building meeting accessibility req. * Municipal water * Adequate lighting * Potential traffic noise * Secure parking * Location in town provides greatest sense of security * Located near busiest traffic intersection in town. * Provide moderate natural disaster protection (tornados)		* Renovated building meeting access. req. * Municipal water * Adequate lighting * Separate work areas. * Build secure parking * Location in town provides good sense of security. * Located on city street with low speed traffic. * Solid building with good natural disaster protection (tornados)		* New building meeting accessibility req. * FS water system * Adequate lighting * No noise concerns * Secure Parking * Location outside of town provides lowest sense of security. (isolated site) * Located outside of town on major highway with fair sight distances. * Provide moderate natural disaster protection (tornados)	
Advantages		10	* More FS control over building features relating to security and safety than lease	80		75	* Best location and building to minimize traffic, security and safety issues	90		60

APPENDIX H – Choosing By Advantages Analysis (Continued)

ALTERNATIVES									
	Alternative – A (Existing No Change)	Pts	Alternative – B (Build New FS Owned)	Pts	Alternative – C (New Lease Building)	Pts	Alternative – D (Combine SO & District)	Pts	Alternative – E (Move to Work Center)
PROVIDE EFFICIENCY OF MANAGEMENT OPERATIONS									
FACTOR 4 – Minimize Cost Pool Burden									
Attributes/ Characteristics	* Large annual lease. * Annual utility costs for separate SO and District facilities. * Lease is in place and ready for renewal.		* No lease costs. * Annual utility costs for separate SO and District facilities. * Land must be acquired by F.S.		* Largest annual lease. * Annual utility costs for separate SO and District facilities.		* No lease costs. * Annual utility costs for single SO and District facility. * Land is already owned by the F.S. * Up to four fewer total Forest employees		* No lease costs. * Annual utility costs for separate SO and District facilities. * Land is already owned by the F.S.
Advantages		10		30		0	* No lease costs and lowest Forest costs for building utilities and operations.	80	40
FACTOR 5 – Minimize Direct Maintenance Burden									
Attributes/ Characteristics	* No facilities WCF * Minimal annual Forest maintenance burden (water, parking, etc)		* Facilities WCF increases 5000 SF. * New facility with minimal initial maintenance burden.		* No facilities WCF * Building maintenance is landlord responsibility.		* Forest facilities WCF total increase only 2000 square feet. * Renovated building with moderate maintenance burden.		* Facilities WCF increases 5000 SF. * New facility with minimal initial maintenance burden.
Advantages	* No WCF and minimal maintenance burden.	65		20	* No F.S. facility maintenance burden	95	* Minimal increase in WCF and actual maintenance burden.	60	0

APPENDIX H – Choosing By Advantages Analysis (Continued)

ALTERNATIVES										
	Alternative – A (Existing No Change)	Pts	Alternative – B (Build New FS Owned)	Pts	Alternative – C (New Lease Building)	Pts	Alternative – D (Combine SO & District)	Pts	Alternative – E (Move to Work Center)	Pts
FACTOR 6 – Timeliness for Short Term and Long Term Solutions and Impact to Office Operations During Implementation										
Attributes/ Characteristics	<ul style="list-style-type: none"> * Limited term left on existing lease. * Renewal only delays disruption. * Short term renewal of lease is easy with no impact to District. 		<ul style="list-style-type: none"> * Potential 10+ years before CIP funding available for project. * Potential multiple moves for District. 		<ul style="list-style-type: none"> * Funding available immediately for new lease. * Potential for only one move for District. 		<ul style="list-style-type: none"> * Minimum 3-5 years prior to CIP funding available for project. * Potential multiple moves for District. * Disruption to SO staff during renovation and reorganizing building 		<ul style="list-style-type: none"> * Potential 10+ years before CIP funding available for project. * Potential multiple moves for District. * Land already owned by F.S. 	
Advantages	* Short term renewal of existing lease already in place	30		30	* Fastest timeline to implement with least disruption to District.	100	Shorter funding and construction timeframe than new F.S. construction.	60	* Land acquisition not required with this alternative.	40
OTHER										
FACTOR 7 - Provide a Positive Forest Service Image and Promote Sustainable Developments										
Attributes/ Characteristics	<ul style="list-style-type: none"> * Located in old boat shop. * No VIS area. * Urban setting. * Existing building with limited opportunity for energy savings. 		<ul style="list-style-type: none"> * Construct to BEIG. * VIS area. * Urban setting. * New building with opportunity for energy savings. 		<ul style="list-style-type: none"> * Construct to BEIG. * VIS area. * Urban setting. * New building with opportunity for energy savings. 		<ul style="list-style-type: none"> * Existing building image. * VIS area. * Urban setting. * Existing building with limited opportunity for energy savings. 		<ul style="list-style-type: none"> * Construct to BEIG. * VIS area. * Rural setting w/ trees * New building with opportunity for energy savings. 	
Advantages		5	* More control over building design and appearance than with leased buildings	40	* New construction will have better energy savings than existing buildings.	30		25	* More control over building design & appearance & located in a natural setting.	45

APPENDIX H – Choosing By Advantages Analysis (Continued)

ALTERNATIVES										
	Alternative – A (Existing No Change)	Pts	Alternative – B (Build New FS Owned)	Pts	Alternative – C (New Lease Building)	Pts	Alternative – D (Combine SO & District)	Pts	Alternative – E (Move to Work Center)	Pts
TOTAL IMPORTANCE OF ADVANTAGES		170		260		365		375		230
LIFE CYCLE COST (Net Present Value)	-\$516,756		-\$881,890		-\$966,431		-\$474,310		-\$881,890	
ADVANTAGE TO COST RATIO	32.9		29.5		37.8		79.1		26.1	

APPENDIX I – Life Cycle Cost Analysis

TABLE 1 -- BASIC DATA

	Alt. A	Alt. B	Alt. C	Alt. D	Alt. E
Initial Lease Period: (years)	1	N/A	15	N/A	N/A
Gross building square feet:	4,800	5,000	5,000	4,427	5,000
Net usable square feet:	3,000	4,200	4,200	3,630	4,200
Initial Lease Rate / gross square foot	\$5.50	N/A	\$14.00	N/A	N/A
Renewal Lease Rate / gross square foot	\$5.50	N/A	\$15.00	N/A	N/A
One Time Ancillary Costs:	\$0	\$0	\$0	\$0	\$0

Notes:

Alternative A includes 3000 SF of office space and 1500 SF of warehouse space.

Alternative A lease initial term ends Nov. 30, 2006 with two 5 year optional renewals. According to Elsa Lee renewal rate is the same as the initial lease.

Alternatives B, C & E gross square feet equals minimum gross square footage from District Office Space Requirements

Alternative D gross square feet equals District's prorated square footage of remodeled 14000 square foot SO. Prorated area based on number of District FTEs divided by total SO and District FTEs stationed at the office = (14000 SF) x (18.5 District / 58.5

One time ancillary costs are assumed equal for all alternatives.

Per Tim Hansen, 9/26/2005, current government lease rates are \$10.75-\$14.26/sf. Full service leases are near the top of the range.

Interest Rates:			
Nom U.S. Treasury Rate	20 Yr	4.90%	(Used to determine the 20 year net present value of each alternative)
(See OMB A-94, App C)	3 Yr	3.70%	(Used to determine the federal interest accrued during construction)
Analysis Period (in Years)		20	
Design & Construction period (years)		2	(Design and Land Acquisition in Year 1 and Construction in Year 2)
Economic Life (Construction)		50	

Notes:

OMB Circular A-94 Appendix C (Revised Jan. 2005) Nominal Interest Rates, 30 Year = 5.2%, 10 Year = 4.6%, 3 Year = 3.7%

Twenty year nominal interest rate determined from average of 30 year and 10 year nominal interest rates.

APPENDIX I – Life Cycle Cost Analysis (Continued)

TABLE 2 -- CONSTRUCTION AND INTEREST DURING CONSTRUCTION (ESTIMATED)

	Alt. A	Alt. B	Alt. C	Alt. D	Alt. E
Construction	N/A	\$1,020,000	N/A	\$513,700	\$1,020,000
Design Costs	N/A	\$153,000	N/A	\$77,100	\$153,000
Contract Supervision	N/A	\$81,600	N/A	\$41,100	\$81,600
CIP Cost Pool	N/A	\$188,200	N/A	\$94,800	\$188,200
Land Value or actual cost	N/A	\$6,500	N/A	\$4,300	\$6,500
Total Construction	N/A	\$1,449,300	N/A	\$731,000	\$1,449,300

Notes:

Alternative A - Construction, Design, and Contract Supervision costs equal \$0 because this is the no action option.

Alternative B - Construction costs equals \$204/sf of gross building area.(See note below)

Alternative C - No construction costs because this is the lease option.

Alternative D - (See appendix F for additional information regarding SO renovation estimated costs)

Alternative E - Construction costs equals \$204/sf of gross building area. (See note below)

Building construction cost estimates determined from the average of the government estimate and all project bids for the Bessey Office. Total cost of project per square foot equals = \$204/SF. Average Bessey office bid = \$1,552,610.

Assumed design costs equal 15% of the assumed construction costs per typical regional design costs.

Assumed contract supervision costs equal 8% of the assumed construction costs per typical regional design costs.

Assumed CIP cost pools equal 15% of construction costs + design + construction administration costs.

Alternative B- Land value assumed to be \$6,500 for 1 acre based on preliminary market analysis conducted by Tim Hansen, RO Appraiser. Upper end of commercial market value is \$0.15 per square foot (1 acre = 43560 square feet = \$6534 @ \$0.15/acre)

Alternative D- Imputed land value assumed equal to Districts prorated portion of total 2.1 acre site. Prorated District acres = 2.1acres x 18.5 FTEs/58.5 FTEs = 0.66 acres for District use x \$6500/acre =\$4300 market value of District land at SO

Alternative E- Imputed land value assumed to be \$6,500 for 1 acre based on preliminary market analysis conducted by Tim Hansen. Upper end of commercial market value is \$0.15 per square foot (1 acre = 43560 square feet = \$6534 @ \$0.15/acre)

APPENDIX I – Life Cycle Cost Analysis (Continued)

Alt. B		Year	Federal Appropriation	One-Half Annual Funding	Prior Years Funding	Prior Years Interest	Amount for Computing Interest	Federal Interest During Construction
All design + land purchased in Yr 1		1	\$159,500	\$80,000	\$0	\$0	\$80,000	\$2,960
% Constr & Supv in Yr 2:	100.00%	2	\$1,101,600	\$551,000	\$159,500	\$2,960	\$713,460	\$26,400
% Constr & Supv in Yr 3:	0.00%	3	\$0	\$0	\$0	\$0	\$0	\$0
		Total:	\$1,261,100				Total:	\$29,360

Alt. D		Year	Federal Appropriation	One-Half Annual Funding	Prior Years Funding	Prior Years Interest	Amount for Computing Interest	Federal Interest During Construction
All design + land purchased in Yr 1		1	\$81,400	\$41,000	\$0	\$0	\$41,000	\$1,520
% Constr & Supv in Yr 2:	100.00%	2	\$554,800	\$277,000	\$81,400	\$1,520	\$359,920	\$13,320
% Constr & Supv in Yr 3:	0.00%	3	\$0	\$0	\$0	\$0	\$0	\$0
		Total:	\$636,200				Total:	\$14,840

Alt. E		Year	Federal Appropriation	One-Half Annual Funding	Prior Years Funding	Prior Years Interest	Amount for Computing Interest	Federal Interest During Construction
All design + land purchased in Yr 1		1	\$159,500	\$80,000	\$0	\$0	\$80,000	\$2,960
% Constr & Supv in Yr 2:	100.00%	2	\$1,101,600	\$551,000	\$159,500	\$2,960	\$713,460	\$26,400
% Constr & Supv in Yr 3:	0.00%	3	\$0	\$0	\$0	\$0	\$0	\$0
		Total:	\$1,261,100				Total:	\$29,360

APPENDIX I – Life Cycle Cost Analysis (Continued)

Table 3 -- ANNUAL EXPENDITURES AND REVENUES

	Alt. A	Alt. B	Alt. C	Alt. D	Alt. E
	Do Nothing	New FS Bld	New Lease	Combine w/ SO	Move to WC
Lease payment	\$26,400	N/A	\$70,000	N/A	N/A
Renewal Period	\$26,400	N/A	\$75,000	N/A	N/A
Real Estate Taxes	*	\$10,265	*	\$9,089	\$10,265
Insurance	*	\$7,247	*	\$6,417	\$7,247
Building Maintenance	\$500	\$7,500	*	\$6,641	\$7,500
Utilities	\$11,119	\$12,500	*	\$11,298	\$12,500
Operations Costs	\$2,700	\$7,500	\$5,000	\$6,567	\$7,500
Lease Administration	\$396	N/A	\$1,050	N/A	N/A
Total Annual Costs	\$41,115	\$45,012	\$76,050	\$40,012	\$45,012
Residual Value		\$1,873,928		\$1,348,467	\$1,873,928

* =Included in Lease Contract

Notes:

Real Estate Taxes for alternatives A and C are assumed to be incorporated in the lease rate for the property and paid by the landlord.

Real Estate Taxes for alternatives B, D, & E are assumed to be equal to 2.5% of the assumed assessed market value of the land and structures. Assume the assessed market value for new property equals 40% of the assumed land and construction costs.

Insurance costs for alternatives A and C are assumed to be incorporated in the lease rate for the property and paid by the landlord.

Imputed insurance costs for alternatives B & E are assumed to be equal to 0.50% of the associated total construction costs.

Imputed insurance costs for alternative D are assumed to be proportional to option B & E based on square footage

Building Maintenance costs for alternative A are based on actual expenses paid by Forest Service to maintain leased building.

Building Maintenance costs for alternative B & E are assumed to be equal to \$1.50/SF of gross building area.

Building Maintenance costs for alternative C is assumed to be incorporated in the lease rate for the property and paid by the landlord.

Building Maintenance costs for alternative D are assumed to be proportional to option B & E based on square footage.

Utility costs for alternative A are based on actual utility costs in FY05 (Gas= \$1586, Elec= \$3305, Phone= \$4242, Garbage= \$706, Bot. H20= \$710, H20 Test= \$570)

Utility costs for alternatives B & E are assumed to be equal to \$2.50/sf of the gross building area. (District = \$2.32/sf total, \$3.71 occupiable and SO = \$2.98/sf±)

Utility costs for alternative C is assumed to be incorporated in the lease rate for the property and paid by the landlord.

Utility costs for alternative D are based on actual utility costs in FY05 prorated for District area (Elec= \$15,695, Gas= \$2990, City= \$2640, Phone = 14400)

Operational costs for alternative A are based on actual operational costs (Janitor= \$1500, Floor maint= \$500, Mat serv = \$200, Clean supplies= \$400, Snow= \$100)

Operational costs for alternatives B & E are assumed to be equal to \$1.50/sf of the associated gross building area. (SO = \$1.48/sf)

Operational costs for alternative C are assumed to be \$1.00/sf of the associated gross building area. (Current District = \$0.90/useable SF)

Operational costs for alternative D are actual operational costs prorated for District area (Carpet= \$1500, Janitor=\$10700, Lawn= \$3700, Pest= \$400, Snow= \$1500)

Lease Administration costs are assumed to be equal to 1.5% of the fixed term annual lease rate.

No Residual Building Value for alternatives A & C because these are lease options that remain the property of the landlord.

Residual Building Value for alternatives B, D & E are assumed equal to only 2% interest return per year on building costs for full life cycle minus CIP cost pools

Residual Building Value for alternatives D is assumed equal to 2% return per year on the cost to construct the building in current time (\$204/sf x 14000 SF) + land value prorated for District size (18.5 FTEs/58.5 FTEs total) (Does not count inflation of C

APPENDIX I – Life Cycle Cost Analysis (Continued)

TABLE 4 -- ANNUAL CASH FLOW

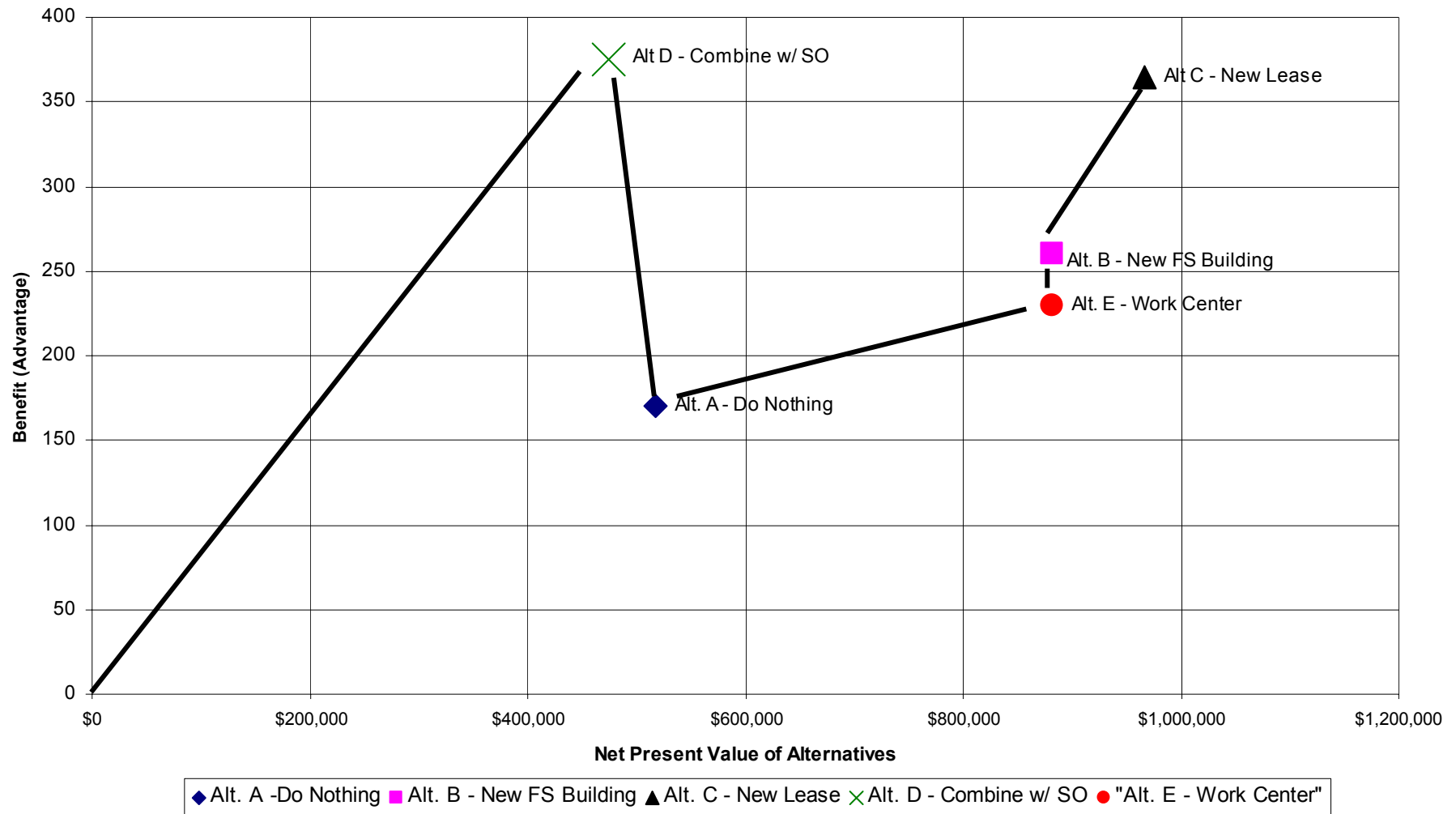
ANNUAL PAYMENTS					
Year	Alt. A Do Nothing	Alt. B New FS Bld	Alt. C New Lease	Alt. D Combine w/ SO	Alt. E Move to WC
1	-\$41,115.00	-\$156,540.00	-\$76,050.00	-\$79,880.00	-\$156,540.00
2	-\$41,115.00	-\$1,075,200.00	-\$76,050.00	-\$541,480.00	-\$1,075,200.00
3	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
4	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
5	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
6	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
7	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
8	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
9	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
10	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
11	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
12	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
13	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
14	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
15	-\$41,115.00	-\$45,011.50	-\$76,050.00	-\$40,011.82	-\$45,011.50
16	-\$41,115.00	-\$45,011.50	-\$81,050.00	-\$40,011.82	-\$45,011.50
17	-\$41,115.00	-\$45,011.50	-\$81,050.00	-\$40,011.82	-\$45,011.50
18	-\$41,115.00	-\$45,011.50	-\$81,050.00	-\$40,011.82	-\$45,011.50
19	-\$41,115.00	-\$45,011.50	-\$81,050.00	-\$40,011.82	-\$45,011.50
20	-\$41,115.00	-\$45,011.50	-\$81,050.00	-\$40,011.82	-\$45,011.50
Residual Value	\$0.00	\$1,873,928.26	\$0.00	\$1,348,466.78	\$1,873,928.26

Table 5 - SUMMARY

	Alt. A Do Nothing	Alt. B New FS Bld	Alt. C New Lease	Alt. D. Combine w/ SO	Alt. E Move to WC
Net Present Value	-\$516,756	-\$881,890	-\$966,431	-\$474,310	-\$881,890

APPENDIX J – Alternative Cost Versus Benefit Graph

Pine Ridge District Office Alternative Cost Vs. Benefit



APPENDIX K – Draft Prospectus

INTRODUCTION

The Pine Ridge Ranger District on the Nebraska National Forest requires an office facility to conduct administrative duties and serve the public.

DESCRIPTION OF PROJECT

General

The project provides adequate office space to effectively operate the Pine Ridge Ranger District.

Objectives

The objectives of this project are to provide an office facility that minimizes health, safety and welfare concerns, serves the public, minimizes annual operating costs and accomplishes these objectives in a timely manner.

General Location Requirements

The project will be located at the Supervisor's Office of the Nebraska National Forest in Chadron, Nebraska.

Space/Functional Needs

Refer to the Preliminary Project Analysis for minimum space requirements.

SUMMARY OF PRELIMINARY PROJECT ANALYSIS

The Nebraska National Forest conducted a Preliminary Project Analysis in October 2005 to determine the best alternative for the Pine Ridge District office.

Alternatives Considered During Preliminary Project Analysis

- Renew existing office lease.
- Construct a new building in Chadron, Nebraska.
- Lease a new building in Chadron, Nebraska.
- Relocate the District to the SO in Chadron, Nebraska.
- Build a new office at the Chadron work center south of town.

The alternative to expand and modify the Nebraska National Forest Supervisor's Office to meet the needs of the SO and District was identified as the most advantageous and cost effective alternative for the Pine Ridge District during the Preliminary Project Analysis.

PROJECT FUNDING

The project will be programmed by the Capital Investment Program (CIP).

APPENDIX K – Draft Prospectus (Continued)

DEVELOPMENT CONSIDERATIONS

The project consists of renovations to an existing 12,000 square foot office building, constructing an approximate 2000 square foot addition and parking modifications to meet the minimum requirements of the Nebraska National Forest Supervisor's Office staff and the Pine Ridge Ranger District staff.

Existing Structure

The existing office facility is structurally sound and meets most current accessibility requirements. Forty-two employee work stations will fit within the existing configuration of the building walls with the possible need for some modular furniture modifications. An additional six employees may be able to fit within the existing structure if minor modifications are made to the existing file/GIS area.

Functionality modifications are needed in the Visitor Information Services/reception area. The existing conference room must be expanded or relocated to accommodate the full SO and District staffs. Employee and public restrooms meet the requirements for the combined SO and District.

Building electrical, lighting, and communications should be upgraded during renovations to provide consistent infrastructure within the building and addition.

Building Addition

The proposed office addition will most likely expand from the northwest corner of the existing structure. The addition will require enough space for an additional nineteen work stations assuming forty eight work stations are provided in the existing structure. New heating venting and air conditioning will be required for the building addition. A new employee building entrance will be needed into the addition.

Restroom, conference, VIS, break, mail, computer, telecom, and storage rooms will all be located within the existing office structure and therefore will not require the development of any new water or wastewater utility connections.

Parking Modifications

Parking flow must be modified to allow for large vehicle parking (RV, trailer, etc.) and for flow around the building addition.

PROFESSIONAL SERVICES REQUIRED

Professional design services will be required for architectural, structural engineering, electrical engineering, mechanical engineering, civil engineering and landscape architecture.