

## Introduction

Rider 82, 88<sup>th</sup> Texas Legislature, Regular Session required the Texas Education Agency (TEA) to maximize efficiency in space planning and utilization of the William B. Travis (WBT) building by consolidating its footprint within the WBT building and renovating its smaller workplace to improve the equipment and technology for its hybrid workforce. TEA has partnered with the Texas Facilities Commission (TFC) to consolidate and renovate its workspace in the WBT building through the TFC 24-25 Maintenance & Renewal Program (MRP) project. This report provides an update on the progress of this project.

## Texas Education Agency, Rider 82

**Space Planning and Utilization.** It is the intent of the Legislature that the Texas Education Agency (TEA) shall maximize efficiency in space planning and utilization at its headquarters in the William B. Travis Building and shall vacate space used on two floors so that they may be utilized by other state agencies, resulting in long-term savings for the state. Accordingly, included in appropriations above in Strategy B.3.4, Central Administration, is \$3,800,000 from the General Revenue Fund in fiscal year 2024 for TEA to contract with the Texas Facilities Commission (TFC) or other entities as necessary for moving services, space configuration and minor construction, furniture, conference room technology, carpet replacement, secure entry points, and related expenses to achieve the consolidation of operations into no more than five floors before the end of the 2024-25 biennium. The TEA and TFC shall submit a progress report to the Legislative Budget Board no later than July 1, 2024.

Any unexpended balances as of August 31, 2024, are appropriated for fiscal year 2025 for the same purpose.

## Purpose

In recent years, TEA stakeholders and the broader workforce in Texas have come to expect hybrid opportunities for collaboration and coordination. Since the agency's shift to a hybrid posture, TEA has had the opportunity to coordinate more effectively with stakeholders throughout the state and to recruit talented Texans living outside of the Austin metro area. Before the 88<sup>th</sup> Legislative Session, TEA maintained seven floors in the WBT building, leased private space at the Moody Bank building, and maintained a large warehouse in Austin used to store old furniture and records. This expanse of square footage was inefficient from a physical space perspective given the agency's new hybrid workforce.

To maximize the efficiency of space use and increase staff productivity, the agency requested funding from the Legislature to consolidate and retrofit its physical workplace to be responsive to the current hybrid work environment. This would include relinquishing the off-site warehouse and leased space at the Moody Bank building, consolidating the agency's footprint within the WBT building, and prioritizing renovations to support a hybrid workforce.

## Rider 82 Implementation: Travis Master Plan

Following the 88<sup>th</sup> Legislative Session, TEA incorporated the Rider 82 requirements into its Strategic Plan with key actions and initiatives to significantly improve the agency's workplace to support hybrid experiences for in-person and remote engagement. These improvements will be implemented through the Travis Master Plan project.

In addition to including the Rider 82 requirements of consolidating the agency's footprint within the WBT building to no more than five floors, the Travis Master Plan includes the following goals:

1. Update the consolidated space in the WBT building and provide technology resources to accommodate regular in-person and hybrid work
2. Update security processes and supports to improve staff and visitor safety at the agency
3. Relinquish Moody Bank building space and off-site warehouse space for long-term storage
4. Create and execute a plan to remove old equipment and properly retain records from the WBT building, Moody Bank building, and the warehouse

Per rider requirements, TEA has partnered and contracted with the Texas Facilities Commission (TFC) to accomplish the space consolidation and physical updates through the TFC 24-24 Maintenance & Renewal Program (MRP).

### TFC 24-25 Maintenance & Renewal Program (MRP)

The 24-25 MRP project at the WBT building includes significant renovations or updates to office areas on Floors 2, 3, 5, & 6 and select public areas on Floors Ground and 1. The TFC 24-25 MRP project is managed by TFC and involves the design work of McKinney York Architects (MYA). The TFC 24-25 MRP project is funded through TFC's appropriations, with TEA contributions from funding provided through Rider 82. [Attachment A](#), provided by TFC, includes a project dashboard and additional information about the coordinated TFC 24-25 MRP project at the WBT building.

The TFC 24-25 WBT MRP project has two phases:

- **Phase One: Full renovations to Floors 1 and 3 and updates to Floor 2.** This phase includes renovations to all common spaces and meeting rooms on Floor 1 (impacting all WBT tenants) and updates to workspaces on Floors 2 and 3 (impacting the Texas Education Agency). Phase One of the project began in January 2024 with pre-design activities facilitated by MYA, and construction is anticipated to begin in January 2025.
- **Phase Two: Full renovations to Floors 5 and 6.** This phase includes renovations to all areas on Floors 5 and 6, which TEA is relinquishing per Rider 82 requirements. Phase Two is scheduled to begin upon the conclusion of Phase One. This work does not involve TEA and is currently on hold pending new tenants in the WBT building.

## Activities to Date

To align with TFC's 24-25 MRP project, TEA has organized the Travis Master Plan Project into three high-level phases with anticipated timelines based on TFC's project schedule outlined below:

- **Phase I: Planning and Preparation (June 2023- May 2024)**
- **Phase II: Design Finalization and Change Management (June - December 2024)**
- **Phase III: Construction (January 2025 - December 2026)**

To date, TEA has completed the activities in planning and preparation for the upcoming physical renovations and has moved into the early stages of Phase II. High-level activities for each phase have been outlined below.

### Phase I: Planning and Preparation

#### Pre-Design and Visioning Process (Summer 2023)

TEA began this process with pre-design and visioning activities in Summer 2023, in collaboration with TFC and their selected architecture and planning firm Gensler Design. This effort included an employee survey and visioning workshop to identify key needs and initial concepts to inform the redesign. The visioning and design process led TEA leadership to select a renovation focus on updates on Floors 2 and 3 to impact the most space and maximize the upgrades needed for a hybrid workplace.

#### Space Consolidation for Floors 5 and 6 (August 2023 – Ongoing)

As part of the Rider 82 requirements, TEA agreed to relinquish Floors 5 and 6 of the WBT building to be used by other tenants. Consolidation on Floors 5 and 6 began in August 2023. Due to the hard work of our team, we were able to completely vacate Floor 6 in December 2023. The final clear-out on Floor 5 will align with the all-staff move to Floor 4 during renovations.

#### External Warehouse Consolidation and Records Management (November 2023 – January 2024)

Beginning in November 2023, TEA began moving stored equipment and secured, long-term records from the external warehouse. Activities included the inventory, surplus, and disposal of hundreds of unserviceable items through TFC. Records management included the review and appropriate disposition for over 4,500 record boxes by TEA staff. Due to the dedication and hard work of TEA staff, the agency was able to complete this effort by January 2024.

#### Space Coordination and Equipment and Records Inventory (January – May 2024)

In preparation for TFC's notice to vacate existing spaces for renovations, TEA coordinated with offices and divisions plan to plan space adjustments during and after construction. TEA developed processes for appropriately handling equipment and records prior to renovations, identifying physical space needs for staff, and moving workspaces to the temporary office space.

In May, teams across the agency worked to complete a comprehensive Equipment and Records Inventory to organize and determine the amount of equipment and records within the WBT building. This process served as an opportunity to clear out unnecessary equipment and records whose retention periods had elapsed, preserving the most relevant and highest-quality items to use in the temporary and future spaces.

At the end of the inventory process, teams organized and cleared out spaces to become "move ready." Information collected through the inventory will inform space planning and the next steps for our agency-wide move to Floor 4.

## Upcoming Activities

Consolidation and renovation activities required by Rider 82 are anticipated to continue through June 2026. The following timeline reflects high-level activities for the Travis Master Plan implementation through the 24-25 TFC MRP.

### Phase II: Design Finalization and Change Management

During Phase II, TFC and MYA will finalize the TFC 24-25 MRP design development for the WBT building in partnership with TEA. Construction and bid document processes will also be finalized during this phase. During this time, TEA will retrofit the temporary office space on Floor 4 and meeting spaces on the Ground Floor to accommodate staff needs during renovations.

### Phase III: Construction

TFC expects that construction for Phase One of the TFC 24-25 MRP project will last 18 – 24 months. Construction is expected to begin in January 2025 and may finish as early as June 2026, with anticipated move-in shortly after.

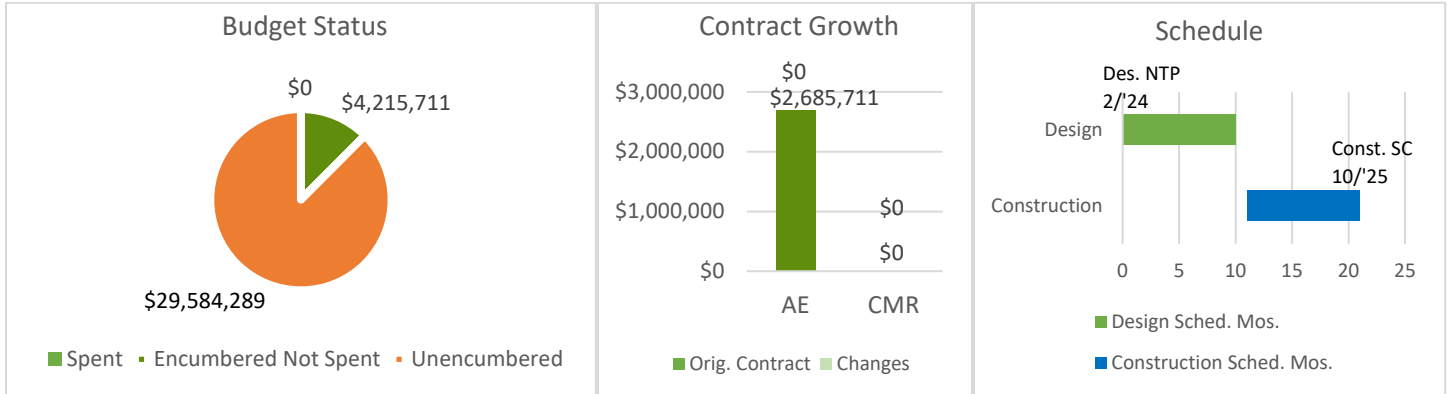
# ATTACHMENT A

## (TFC) Project Dashboard 5/16/2024

Project No.:	24-003-4202
Budget:	\$33,800,000
Next Milestone:	Schematic Design Submittal June of 2024.



**TFC FY 24-25 Maintenance & Renewal WBT**  
Maintenance and Renewal program to study and address recommended floor plan upgrades, revised plan layouts, finishes, and infrastructure improvements at the William B. Travis building including consolidation and modernization of the space for the Texas Education Agency.



**Project Status: Procurement** - As of May 16, 2024, the Texas Facilities Commission (TFC) has procured the services of McKinney York Architects to serve as architect of record for the project along with the necessary sub-consultants of various disciplines such as mechanical, electrical and plumbing engineering. Procuring construction management services is the second step, and pricing has been requested from a shortlist of two construction management firms. This contract award is planned for approval in the June 20 Commission meeting. Procurement of the remaining necessary professional services, such as HVAC testing and balancing, will be expedited through TFC's Indefinite Delivery Indefinite Quantity professional services contract program.

**Scope** – This project will provide the necessary design and remodeling construction services to effectively consolidate the Texas Education Agency (TEA) into a new efficient space footprint that accommodates hybrid work models and modernizes their workspace to meet current office trends and standards. The project's TEA portion will focus on levels 1, 2, and 3 of the Travis building. Additionally, floors 5 and 6 of Travis will be renewed to provide modernized workspace and arrangements for the growing State workforce and to satisfy the numerous requests for space received by TFC.

**Schedule** – TFC has scheduled the completion of the construction documents for the TEA space by the end of November '24. The construction manager will subsequently bid on the project through December '24, and the start of construction is scheduled for January '25. Substantial completion of the TEA space where beneficial occupancy can be achieved is scheduled for October '25. The design and implementation of the complete Maintenance and Renewal project will be divided into 2 phases to expedite the completion of the TEA space. The 5<sup>th</sup> and 6<sup>th</sup>-floor modernizations will be launched for design as soon as the TEA-phased design is complete near the end of '24.

**Budget** – The budget for the entire MRP project is parametrically proportioned as follows and based on 'TFC's data from numerous previous projects. Adjustments will be made as scopes of work and additional contracts are negotiated.

Technical Services (Architect, Proj. Mgmt., Commissioning, etc.)	\$ 5,875,000
Construction	\$ 21,280,000
Testing	\$ 375,000
HazMat Abatement	\$ 80,000
FF&E	\$ 3,400,000
Miscellaneous	\$ 240,000
Contingency	\$ 1,950,000
<b>Total</b>	<b>\$ 33,200,000</b>