

**DGIF New Headquarters**  
**Frequently Asked Questions**  
December 27, 2012

**1. Why does DGIF need a new HQ?**

An independent engineering study in 2007 of DGIF's current headquarters campus located in three buildings at 4000-4016 West Broad Street in Richmond concluded that it would cost \$12.7 million to repair the buildings and bring them up to standards. Even if the money were spent to bring the campus up to standards, DGIF would still have an office complex that is divided and inefficient from a workforce productivity standpoint and an energy and maintenance perspective. The resulting market value of the property would be far less the \$12.7M required to repair the campus.

The engineering study considered options ranging from repairing the existing buildings, building a new building on the existing site, and buying or building a new building on another site. Each option has its pros and cons. In the end, DGIF decided, with the Board's approval that building on a new site was the best alternate for its customers and staff.

**2. By what authority was DGIF able to pursue this project?**

With the passage of line C-113.05 of the Budget Bill, the General Assembly authorized DGIF to construct a headquarters at a new site. They authorized the Agency to spend \$10 million for the design and construction of a new headquarters and identified state property to use in the Atlee area of Hanover County. This property was transferred to the Agency for use to build the new headquarters or for use in an agreement for a new headquarters elsewhere if the cost would be under the \$10 million cap.

**3. What process was used to select the site?**

The Public-Private Educational Infrastructure Act (PPEA) process was initiated when the Agency accepted an unsolicited proposal for a site next to Green Top Sporting Goods on Route 1 just north of the Virginia Center Commons shopping area in Hanover County. The Agency advertised for competing proposals, and received three. A total of four sites were evaluated. The leading proposal was selected after several independent reviews and interviews conducted by a group of Agency senior staff aided by the Department of General Services and Board Members. Once the best proposal was selected and it was decided that the State would own the property upon which the building would be built a Design Build process was pursued.

**4. How much will the design and construction of the headquarters cost?**

No more than \$10 million. The General Assembly appropriated \$10 million for the new building, but it is important to remember that an appropriation is just permission to spend money; it is not actually the money to spend. In other words, the General Assembly is allowing DGIF to spend no more than \$10 million of its own, non-general fund, money on a headquarters building. DGIF can also apply the value of its current headquarters campus and its property in Atlee to the project. The Office of the Attorney General and the Department of General Services played a major role in advising the Agency throughout this process to ensure compliance and good value.

**5. Where is the proposed site?**

The site is part of the Northlake Business Park know as A10 at this link (<http://www.north-lake.com/location-map.htm>) in Hanover County, about 0.3 mile north of the intersection of Lakeridge Parkway and Lewistown Road. Lewistown Road is at exit 89 on I-95. Many can relate to the Bass Pro Shops location. If the driver takes the Lewistown Road exit off I-95 toward Bass Pro, at the intersection where you would turn left to go to Bass Pro, you turn right onto Lakeridge Parkway and proceed 0.35 miles to north. The site is on the left side of the parkway.

Get [Bing directions](#) to the new site (which doesn't have an address yet) by using a neighboring address: 11525 North Lakeridge Parkway, Ashland, Virginia 23005.

**6. How/why did you choose this site?**

The Agency's Building Committee, which involved staff members from Administration, Infrastructure, Finance, and the state's Department of General Services, considered the full value of each of the four proposals. It took into consideration the developer's responsiveness to the Agency's needs, the size and location of the properties in relation to highways for easy customer access, and obviously the cost of the proposal.

The desired location offers the best combination of all these factors. It is located close to an interchange with I-95 so customer access is improved. The land is large enough to allow for onsite training of our staff and for the Agency to offer outdoor programs and demonstration areas right at the facility. The site is conveniently located close to eating and shopping for Agency employees. Hanover County is very supportive of the move.

This project will support Virginia's economy as all partners in the project are Virginia-based companies.

**7. Where will DGIF find the money to pay for a new building?**

In order to pay for the design and construction of the headquarters, the Agency will borrow \$5 million in low-interest bond money from the state and furnish the remaining costs (not to exceed \$5 million) from its non-general Game Protection Fund. The purchase of the land will be funded from the Game Protection Fund while proceeds from the sale of the current headquarters property and the Atlee site will be returned to the Game Protection Fund when they sell.

**8. Was the FY2012 license increase needed to fund the new HQ?**

The license fee increase passed by the Board in March 2011 was necessary to pay DGIF's operating expenses so it could continue to provide its current services whether or not a new headquarters was pursued. Revenue projections have been proven accurate and the Agency will now have an easier time funding this project without having to take money from other efforts. As explained above, an independent engineering study found that it would cost as much or more money to stay in the current inefficient buildings versus building a new efficient office with workforce productivity at its core. A new headquarters is the right business decision to reduce overall expenses while improving productivity.

**9. How big is the new office compared to the space DGIF occupies at the current HQ?**

The Agency occupies approximately 65,000 square feet at the West Broad Street campus and leases about 9,000 square feet of warehouse space on Hamilton Street. The new office will have about 37,000 square feet for the office portion of the building, and will have an attached 7,000 square foot warehouse. That means we are moving from 74,000 square feet of inefficiently-designed space to 44,000 square feet of efficiently-designed space – a 40% reduced footprint. We will also be constructing an energy efficient structure (to LEED Silver standards).

**10. I see an employee pavilion and fitness center in the plans. Are you building a palace?**

The Agency is not building a palace. This headquarters will be an efficient, energizing, and productive environment which will support improved services to the public and an invigorating and engaging workspace for employees. DGIF wants to retain and attract the best staff it can and believes it will be more successful at this strategic imperative if it provides productive environments for each person. Most staff members are passionate about the outdoors and the current campus does not allow employees to connect with wildlife easily. Placing a pavilion with a roof, lighting, power, and technology on the new property will allow staff to work, meet, or eat outside and conduct many of our educational programs for the public. This connection with nature reinforces a common theme the Agency communicates to all, a connection with nature is necessary for overall health and well-being. DGIF can put its words into practice.

The fitness center will serve dual purposes. In the short-term, it will provide an onsite facility for our law enforcement recruits to train during their academy class. In the long-term, it provides a means for increased physical fitness for all staff members to improve their quality of life, satisfaction with work, improved health, and reduced medical expenses. DGIF will look to sponsors to donate the fitness equipment or surplus fitness equipment through the Department of General Services.

**11. What do the grounds include?**

DGIF will own  $\pm$ 15.45 acres. Part of this acreage has an easement on it for storm water management, and the parcel has a storm water retention pond with some opportunities to make improvements to the pond. Part of the property is in a wooded floodplain area that may be suitable for trails, wildlife interpretation, habitat improvements, archery range, etc. The property will have a covered picnic pavilion with electricity. The building will have a patio at the ground level and a deck attached to the second floor near the eating area. There will be a wash station for cleaning Agency-owned vehicles. The Agency will utilize drought-resistant native vegetation to the greatest extent practical.

**12. When will DGIF move?**

An 18-month construction period is anticipated so the building could be ready by summer 2014. Allowing for unforeseen contingencies, the building should be ready no later than the end of 2014.

**13. How will this impact DGIF services?**

There is not expected to be a change in services to the public outside of easier access for those pulling trailers and those who frequent the landmark outdoor-related stores in the immediate area. There will likely be some service interruption during the actual physical move of staff and equipment between locations, but DGIF will work to minimize the impact and will do its best to communicate this impact via its website <http://www.dgif.virginia.gov/> or [www.HuntFishVa.com](http://www.HuntFishVa.com).

**14. What will happen to DGIF's current HQ?**

The Department owns its current headquarters and is authorized to sell the property. DGIF is entertaining interested parties and will list the property for sale in the coming months. The proceeds from this sale will be placed into DGIF's Game Protection Fund.

**15. What will happen to DGIF's Atlee site?**

DGIF's Atlee site was determined to be less desirable for our needs than this new location. DGIF's Atlee site will also be sold and is currently on the market. The Department of General Services is managing the listing on behalf of the Agency. The proceeds from this sale will be placed into DGIF's Game Protection Fund.

**16. What if I have more questions?**

Please visit the Department's website [www.dgif.virginia.gov](http://www.dgif.virginia.gov) or [www.HuntFishVa.com](http://www.HuntFishVa.com) and check the "Issues" page under "About VDGIF" in order to stay abreast of any developments. DGIF will update this FAQ sheet as it hears from the public so the most efficient process for all involved would be to check the website first. You may also contact Matt Koch, Chief Operating Officer, at [matt.koch@dgif.virginia.gov](mailto:matt.koch@dgif.virginia.gov) or 804-614-0795.