

PROGRAMMING DELIVERABLE

**Pueblo of
Pojoaque Tribal
Administration
Building**



10.25.2024

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Introduction

PROJECT TEAM, BUILDING COMMITTEE, AND DESIGN TEAM

PROJECT TEAM



Owner



Civil Engineering



BUILDING COMMITTEE

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Governor
Lieutenant Governor
Tribal Treasurer
Tribal Secretary
Planning & Development Director
Grants & Project Coordinator
Tribal Historic Preservation Officer

DESIGN TEAM

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Jeremy Shelton
Kate Dimock
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SMA | Senior Engineer
Dekker | Principal - In - Charge
Dekker | Visioning & Programming
Dekker | Design & Documentation
Dekker | Design & Documentation

Introduction

EXECUTIVE SUMMARY

PROJECT SUMMARY

This project is the conceptual design of a new Tribal Administration Building for the Pueblo of Pojoaque. Currently, tribal departments and programs are scattered across multiple buildings and locations. It is a priority of Pojoaque Leadership to have one central building that hosts many of the departments under one roof, in order to create a one-stop-shop providing increased efficiency and quality customer service.

The project site is located northeast of the Cities of Gold Casino, across from the Tribal Council Chambers. There is a total of six acres, but due to topographical constraints, roughly three acres of the site is buildable without incurring unnecessary cost. The first steps of the project are the Visioning, Programming, and Conceptual Design phases. Upon completion of these phases, the Pueblo of Pojoaque will have a defined set of goals, scope of work, and conceptual design for the new Tribal Administration Building.

This document is an assessment of the Visioning and Programming phases.

PROCESS

The Visioning and Programming phase began with a Guiding Principles meeting with members of the project's Building Committee, focused on developing an understanding of specific design criteria and goals for the Pueblo of Pojoaque Tribal Administration Building. The group participated in a visioning exercise to explore what users like about their current facilities and wish for in the new facility. The project team synthesized the comments gathered from the exercise into a set of Guiding Principles, conceptual pillars that will inform decision-making throughout the project, and form a baseline by which the project is considered successful.

After establishing the Guiding Principles, the amount of space needed for the facilities functionality and expansion, potential building square footage, and adjacencies were determined for the project. The design team made numerous trips to the Pueblo of Pojoaque to conduct in-person interviews

with each department. The information gathered from the interviews was then synthesized into a program of spaces, which was reviewed with Tribal Leadership to determine which spaces will be in the new facility to ensure it aligns with the Pueblo of Pojoaque's goals. Included with this program of spaces are space standards, which provide a visual study of each of the spaces, as well as an adjacency diagram which provides a visual of which spaces are near one another.

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Project site looking southwest



Tribal Council Chambers



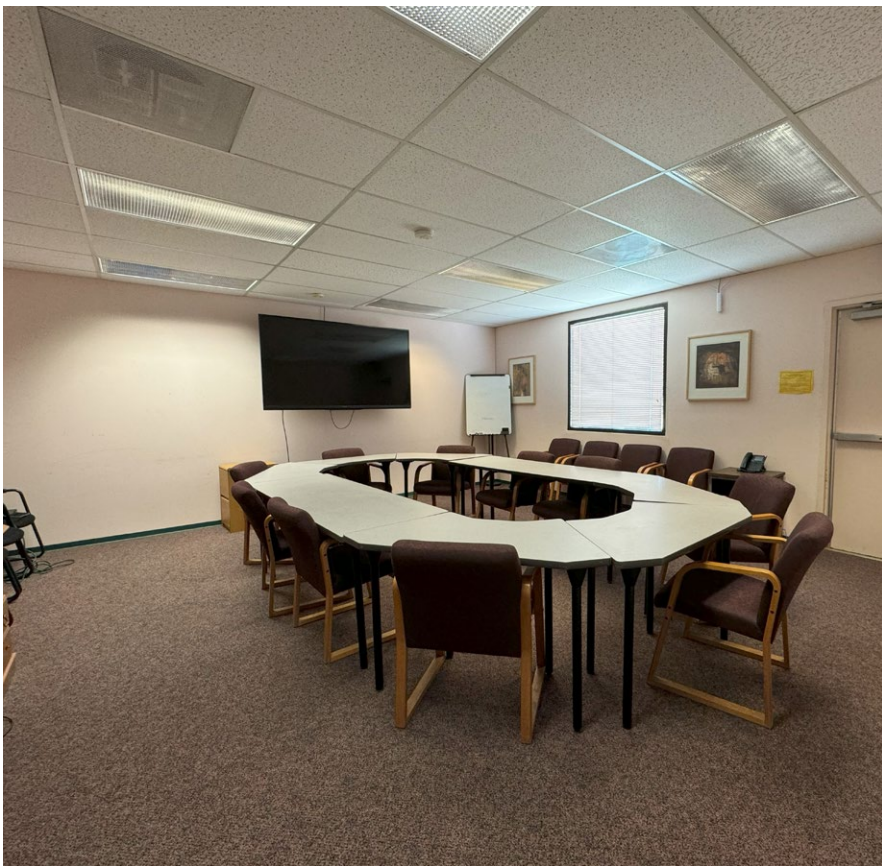
Project site looking west

Process Recap

Visioning and Programming

Kick Off Meeting	August 22
Guiding Principles Meeting	September 10
Programming Departmental Interviews & Tours	September 9 - 20
Guiding Principles + Draft Program Meeting	October 1 & 8
Final Program Review Meeting	October 15
Final Program Deliverable	Friday, October 25

Photos taken during tours of existing spaces



Conference Room at current Tribal Administration Building



Environmental Department Office

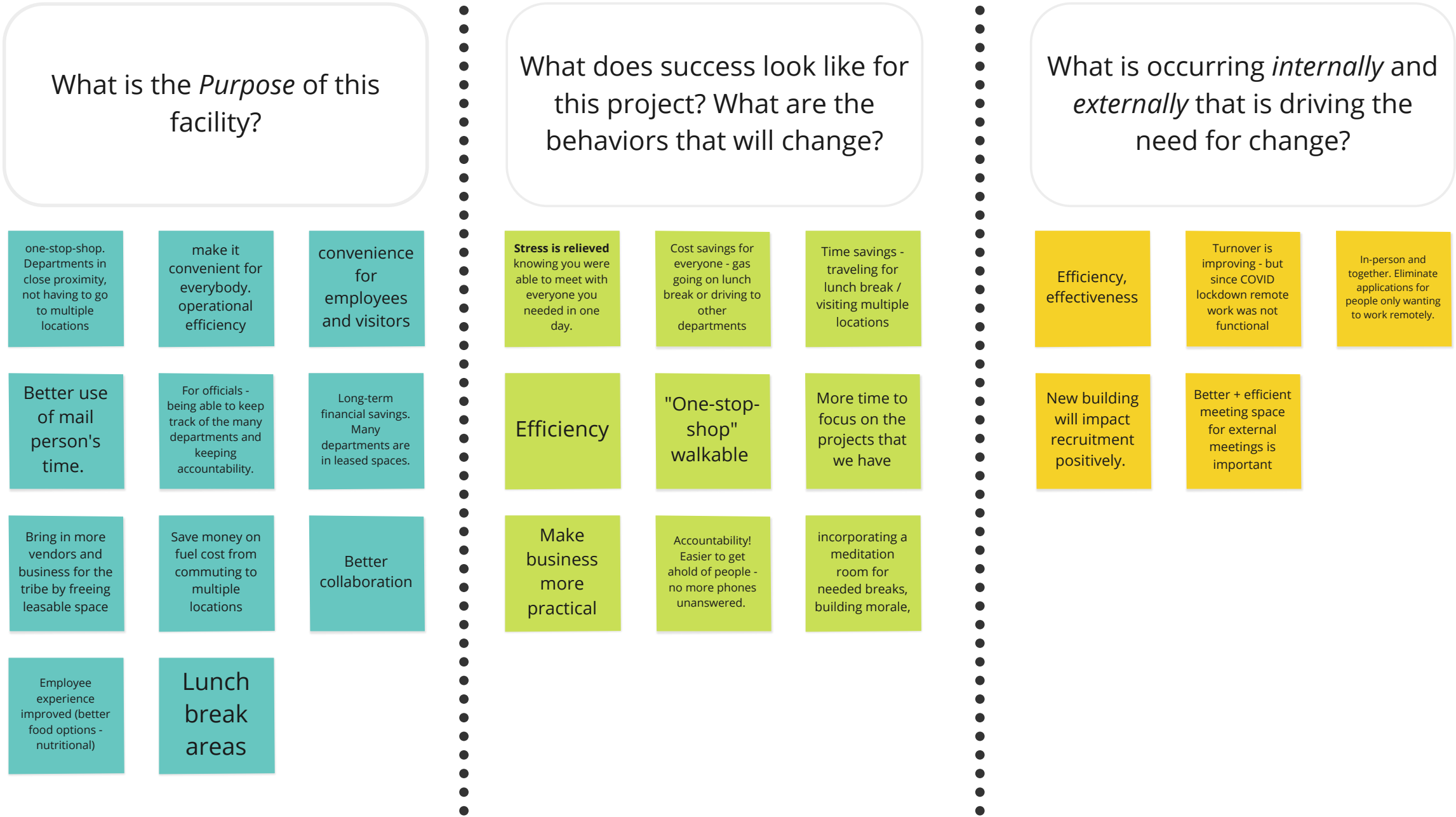


Breakroom at current Tribal Administration Building

Guiding Principles

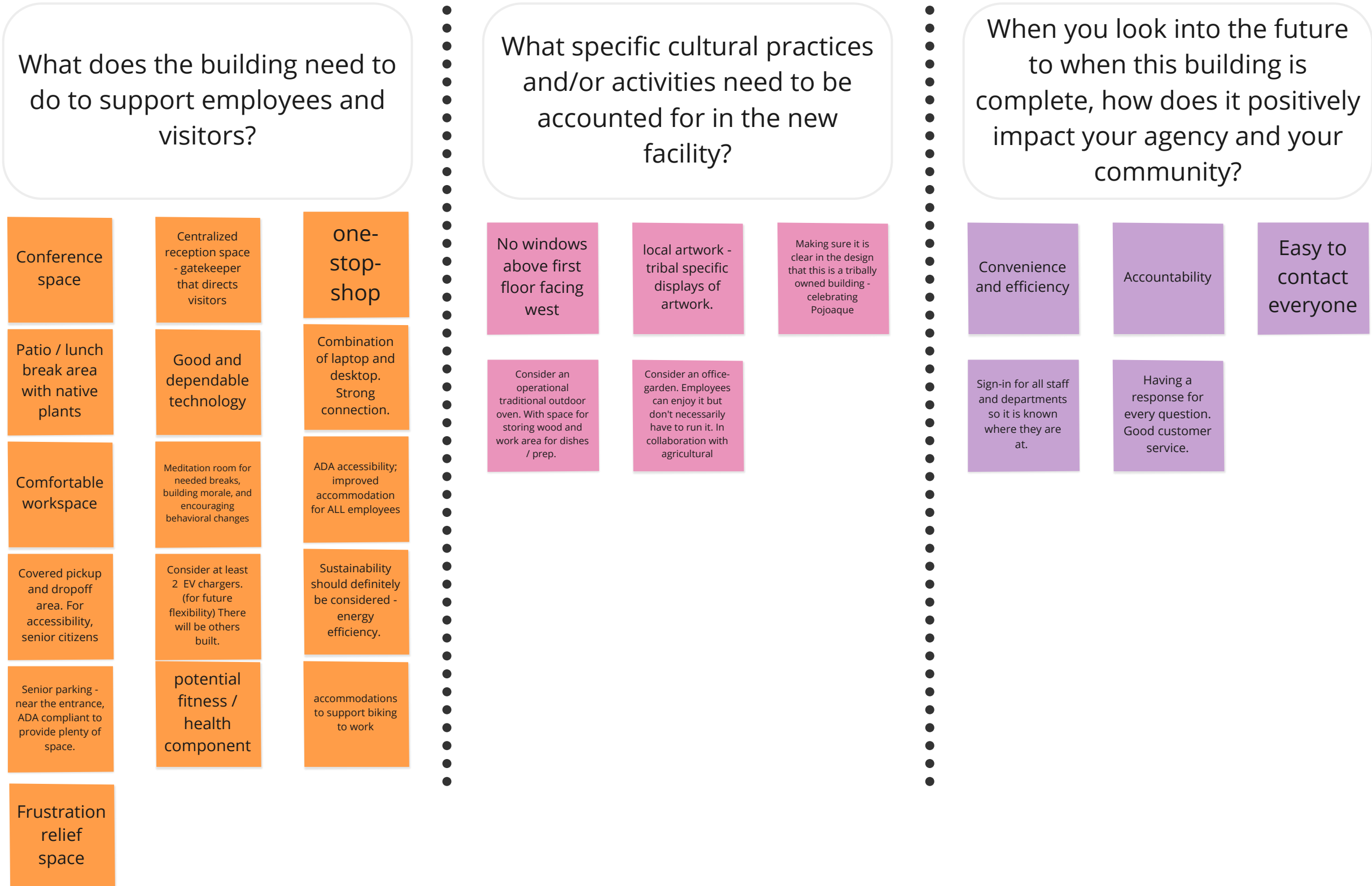
FEEDBACK ANALYSIS

The Visioning and Programming phase kicked off with a meeting of the project’s Building Committee to establish design criteria for the Pueblo of Pojoaque Tribal Administration Building. Participants engaged in a visioning exercise to identify what they like about their current facilities and their wishes for the new building. The following pages document that visioning exercise.



Guiding Principles

FEEDBACK ANALYSIS



Guiding Principles

FEEDBACK ANALYSIS

We Won't Miss

Aspects of the current administration facilities and processes that we are happy to say goodbye to.

- Multiple locations - spread out departments
- Some HVAC issues - inequality of temperature control
- leaky roof
- Vending Machines

We Like

Aspects of the current administration facilities and processes that are working well and should be maintained.

- Dining Area - kitchen area
- Meeting space for working lunches or a place to get food within the building (NO VENDING MACHINES)
- Some have good lighting, some don't

We Wish

Aspects of the current administration building and processes that could be modified to enhance services and operations in the new design.

- Provide nutritious food
- One stop shop
- More secured office areas - public can't wander around
- Efficient HVAC for comfortable temperatures that is the same for EVERYONE
- Public restrooms / separate staff - only restrooms
- NEW - climate control access, flexible zoning. A lot of controllability
- Solar parking
- Parity / uniformity
- Green building
- Low flow fixtures - energy efficiency
- Generator on-site for essential functions. Intense rainstorms and wind
- Water harvesting?

Guiding Principles

FEEDBACK ANALYSIS

BRINGING YOUR SPACE TO LIFE

Choose five words that describe your ideal vision for tribal administration building from the list below.

- | | | | |
|------------------|---------------|----------------|------------------|
| Active | Diverse | Knowledgeable | • Relaxed |
| Adventurous | Dramatic | Lively | • Reliable |
| Approachable | Dynamic | Local | Resilient |
| Aspirational | Edgy | Loyal | Respectful |
| • Authentic | Elegant | Magical | Responsible |
| • Balanced | • Energetic | Mature | Revolutionary |
| Blessing | Environmental | Mellow | • Safe |
| Bold | Ethical | Mindful | Sanctuary |
| Brave | Familiar | Modern | • Sense of Pride |
| Bright | Flexible | Modest | Sensible |
| Brilliant | Focused | Momentum | Simple |
| • Calm | •• Friendly | Motivating | Smart |
| Casual | Fun | Natural | Sophisticated |
| Celebrated | Futuristic | Neighborhood | Special |
| Clever | Global | Neutral | Spontaneous |
| •• Collaborative | • Healthy | Nurturing | Stable |
| Collision | High-Quality | Open | • Strong |
| Colorful | Hipster | Open-Minded | Stylish |
| Comfortable | Honest | • Organized | • Supportive |
| • Community | Iconic | Passionate | Surprising |
| Complex | Imaginative | Patient | Tech-Savvy |
| Confident | • Impressive | Peaceful | Thoughtful |
| •• Connected | Inclusive | Personality | Traditional |
| Controlled | Industrial | ••• Positive | • Transparent |
| • Convenient | Influential | Powerful | Trendy |
| Cool | Innovative | Practical | Unique |
| Community | • Inspiring | Private | Upscale |
| Cosmopolitan | Integrated | • Productive | Vibrant |
| Cozy | Intelligent | • Professional | Vivid |
| Creative | Intentional | Provocative | Warm |
| Cutting-Edge | Interesting | Pure | • Welcoming |
| Dependable | Invigorating | Quiet | Whimsical |
| Disciplined | • Involved | Rebellious | Witty |
| Distinctive | Joyful | Refreshing | Youthful |
| | Kind | Refuge | Zoned |

● = high-priority words from Design Committee

- **Positive, Sense-Of-Pride, Inspiring, Feels Good**
- **Collaborative, Connected**
- **Organized, Reliable, Professional**
- **Welcoming, Transparent, Accountability, Communication**

Guiding Principles

SYNTHESIZED

The input from the Visioning exercise was synthesized by the Design Team into a series of statements. These statements were vetted and approved by the Design Committee. These Guiding Principles will guide decision-making and define success for this project.

Topics:

Culturally Respectful
Tribally Oriented
Familiar
Environmentally Responsible

- Incorporate traditional elements that illustrates a tribally owned building that celebrates Pojoaque
- Provide a welcoming, familiar, and sustainable environment that represents and celebrates Pojoaque's culture
- Proudly exhibit Tribal ownership through locally oriented, environmentally respectful design.
- Exhibit Tribal ownership through a design that respects the local environment and context.

Accessible
Convenient
One-Stop-Shop
Accountability
Efficient

- Be a one-stop-shop, increasing efficiency and accessibility for visitors and collaboration between staff
- Be a one-stop-shop, increasing accountability and collaboration between staff and efficiency for visitors
- Become a one-stop shop that provides efficiency for visitors and increases accountability and professionalism amongst staff.

Reliable
Functional
Safe
Cost Effective

- Provide cost efficiency without compromising function and security.
- Provide a reliable and secure space designed for the users while being cost-conscious.
- Be cost-conscious without compromising on reliability, functionality, and safety.

Visitor Experience
Welcoming
Comfortable
Professional

- Provide a welcoming, familiar environment that supports safety and respect to members of Pojoaque
- Establish a welcoming setting for visitors that feels friendly yet professional.
- Establish an environment that welcomes visitors and elicits friendly professionalism.

Wellbeing
Employee Experience
Inspiring
Sense-Of-Pride

- Promote employee wellbeing in comfortable, equitable spaces that inspire a sense of pride.
- Inspire a sense of pride and wellbeing for staff in spaces that are comfortable and equitable.

Consider at least 2 EV chargers. (for future flexibility) There will be others built around town.

Low flow fixtures - energy efficiency

Water harvesting?

Green building

Solar parking

Sustainability should definitely be considered - energy efficiency.

Making sure it is clear in the design that this is a tribally owned building - celebrating Pojoaque

Consider an operational traditional outdoor oven. With space for storing wood and work area for dishes / prep.

local artwork - tribal specific displays of artwork.

No windows above first floor facing west

For officials - being able to keep track of the many departments and keeping accountability.

Accountability! Easier to get ahold of people - no more phones unanswered.

Save money on fuel cost from commuting to multiple locations

Sign-in for all staff and departments so it is known where they are at.

Stress is relieved knowing you were able to meet with everyone you needed in one day.

Accountability, Communication

Accountability

In-person and together. Eliminate applications for people only wanting to work remotely.

More time to focus on the projects that we have

Better + efficient meeting space for external meetings is important

Better collaboration

Easy to contact everyone

Currently at multiple locations - spread out departments

Collaborative, Connected

one-stop-shop. Departments in close proximity, not having to go to multiple locations

one-stop-shop

"One-stop-shop" walkable

One stop shop

Convenience and efficiency

Time savings - currently traveling for lunch break / visiting multiple locations

Better utilize mail carrier's time.

convenience for employees and visitors

make it convenient for everybody. operational efficiency

Efficiency, effectiveness

Make business more practical

Efficiency

More secured office areas - public can't wander around

Bring in more vendors and business for the tribe by freeing leasable space

Long-term financial savings. Many departments are in leased spaces.

Public restrooms / separate staff - only restrooms

Generator on-site for essential functions. Intense rainstorms and wind

Cost savings for everyone - gas going on lunch break or driving to other departments

Lunch break areas

Centralized reception space - gatekeeper that directs visitors

Combination of laptop and desktop. Strong connection.

no more leaky roofs

Conference space

Good and dependable technology

Turnover is improving - but since COVID lockdown remote work was not functional

Welcoming, Transparent

Organized, Reliable, Professional

Having a response for every question. Good customer service.

Senior parking - near the entrance, ADA compliant to provide plenty of space.

Covered pickup and dropoff area. For accessibility, senior citizens

Positive, Sense-Of-Pride, Inspiring, Feels Good

New building will impact recruitment positively.

Meditation room for needed breaks, building morale, and encouraging behavioral changes

Frustration relief space

incorporating a meditation room for needed breaks, building morale

NEW - climate control access. flexible zoning. A lot of controllability

Some HVAC issues - inequality of temperature control

Some have good lighting, some don't

Efficient HVAC for comfortable temperatures that is the same for EVERYONE

Parity / uniformity

ADA accessibility; improved accommodation for ALL employees

Comfortable workspace

No Vending Machines

Employee experience improved (better food options - nutritional)

potential fitness / health component

accommodations to support biking to work

Provide nutritious food

Dining Area - kitchen area

Meeting space for working lunches or a place to get food within the building (NO VENDING MACHINES)

Patio / lunch break area with native plants

Consider an office-garden. Employees can enjoy it but don't necessarily have to run it. In collaboration with agricultural

Guiding Principles

FINAL

This Building Should:

- Exhibit Tribal ownership through a design that respects the local environment and context.
- Become a one-stop-shop that provides efficiency for visitors and increases accountability and professionalism amongst staff.
- Be cost-conscious without compromising on reliability, functionality, and safety.
- Establish an environment that welcomes visitors and elicits friendly professionalism.
- Inspire a sense of pride and wellbeing for staff in spaces that are comfortable and equitable.

DEPARTMENT MEETINGS

Interviews were conducted with the members of each department to determine their needs, wants, and operations. Afterwards, the design team toured the existing facilities to better understand each department's needs.

Departmental Interview Surveys

[illegible]

Tribal Officials' Open Office



THPO Storage



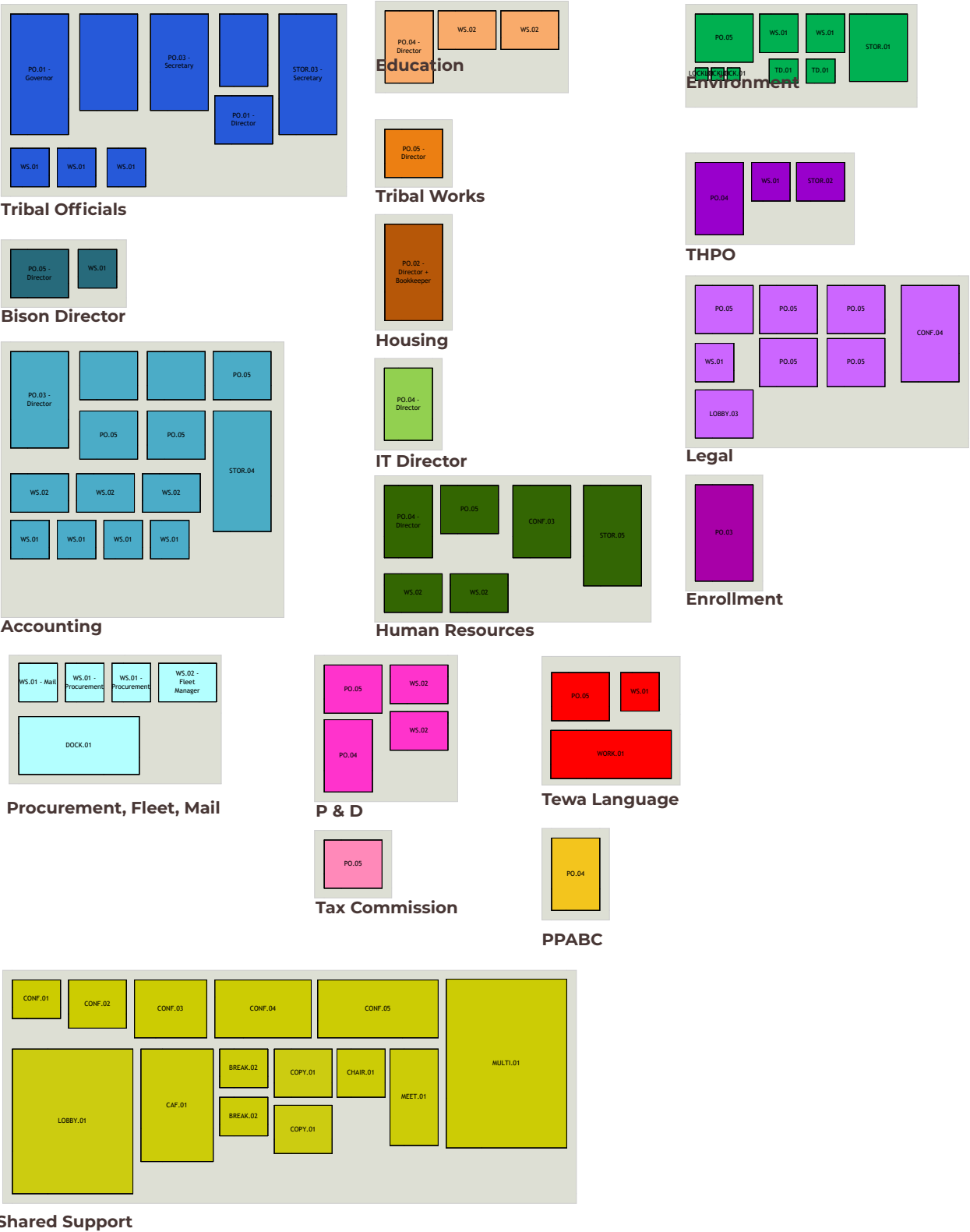
Break Area at Poeh Cultural Center

Space Program Summary

Below is a summary of space allocated to each department, determined from departmental interviews and meetings with the Design Committee. This summary aggregates to a total anticipated building size of 23,758 square feet. The 20% Building Multiplier accounts for building support space, such as mechanical, electrical, restrooms, etc.

DEPARTMENT	STAFF	SUBTOTAL SF
Tribal Officials	8	2,372 sf
Bison Director	2	283 sf
Accounting	13	2,591 sf
Procurement, Fleet, Mail	4	905 sf
Education	3	526 sf
Tribal Works Director	1	185 sf
Housing	3	369 sf
IT Director	1	231 sf
Human Resources	3	1,188 sf
Environment	5	765 sf
THPO	2	452 sf
Legal	6	1,575 sf
Enrollment	1	369 sf
Planning & Development	4	711 sf
Tax Commission	1	185 sf
Tewa Language Program	2	668 sf
PPABC Director	1	231 sf
Shared Spaces	2	5,400 sf
Total Assignable	62	19,006 sf
Building Multiplier - 20%		4,752 sf
TOTAL		23,758 SF
Parking Count (1 space : 200 sf)		129 spaces

Graphic Space Program Summary



Department Overview

TRIBAL OFFICIALS - 2,372 SF

Description

The Tribal Officials and their team oversee the administration of civil and Tribal law enforcement, as well as social services, Tribal health, education, welfare, and economic development programs.

Adjacencies

- Legal
- Planning & Development

Head Count

8

Dedicated Spaces

- 5 Private Offices
- 3 Workstations
- Storage

Support Spaces

- Public Lobby / Waiting Area
- Multipurpose Room
- Large Conference Room
- Break Area

BISON - 283 SF

Description

The Bison Department manages the Tribal Bison Herd. Part of their job is to package, distribute, and sell meat to tribal members. The Bison Director and Assistant will be moving to the new facility while the rest of the staff remain off-site.

Adjacencies

- N/A

Head Count

2

Dedicated Spaces

- Private Office
- Workstation

Support Spaces

- N/A

Department Overview

ACCOUNTING - 2,591 SF

Description

The Accounting Department handles finances for all departments and the Tribe itself. Payments are collected from the public and Tribal departments.

Adjacencies

- Public Lobby

Head Count

13

Dedicated Spaces

- 6 Private Offices
- 5 Workstations
- Storage

Support Spaces

- Public Lobby / Waiting Area
- Large Conference Room

PROCUREMENT, FLEET, MAIL - 905 SF

Description

The role of Procurement is to intake and distribute all deliveries for the Tribe and Tribal departments. The Fleet Manager manages Tribal vehicles while the Mail Clerk delivers mail and packages to the Tribal departments.

Adjacencies

- Accounting

Head Count

4

Dedicated Spaces

- 4 Workstations
- Loading Dock

Support Spaces

- N/A

Department Overview

EDUCATION - 526 SF

Description

The Education Department oversees the educational needs for Tribal members of all ages. Education is responsible for handling scholarships for college and private schools and organizing events.

Adjacencies

- Accounting

Head Count

3

Dedicated Spaces

- Private Office
- 2 Workstations

Support Spaces

- Public Lobby / Waiting Area
- Multipurpose Room
- Large Conference Room

TRIBAL WORKS DIRECTOR - 185 SF

Description

Tribal Works oversees Utilities, Transportation, Solid Waste, and Tribal Maintenance. The department mainly handles payments and tenant needs. The Tribal Works Director will be moving to the new facility while the rest of the staff remain off-site.

Adjacencies

- Environmental
- IT

Head Count

1

Dedicated Spaces

- Private Office

Support Spaces

- Small Conference Room

Department Overview

HOUSING - 369 SF

Description

The Housing Department manages mortgages, rental projects, and new housing. The department supports Tribal Members with home ownership and provides educational opportunities. The Housing Bookkeeper will be moving to the new facility, with a Satellite space for the Housing Director and Assistant Director, while the rest of the staff remains off-site.

Adjacencies

- Tribal Works
- Accounting

Head Count

3

Dedicated Spaces

- Private Office

Support Spaces

- Large Conference Room

IT DIRECTOR - 231 SF

Description

The IT Department manages IT infrastructure, including networks, software, and hardware for the Tribe. The director provides hands on support and training to staff and can provide initial assessments. The IT Director will be moving to the new facility while the rest of the staff remain off-site.

Adjacencies

- Tribal Officials
- Planning & Development

Head Count

1

Dedicated Spaces

- Private Office

Support Spaces

- Public Lobby / Waiting Area

Department Overview

HUMAN RESOURCES - 1,188 SF

Description

Human Resources manages employees across all departments. The department is responsible for handling recruitment, on boarding, benefits, record management, and hosting trainings.

Adjacencies

- N/A

Head Count

3

Dedicated Spaces

- Private Office
- 2 Workstations
- Small Conference Room
- Storage

Support Spaces

- N/A

ENVIRONMENT DIRECTOR - 765 SF

Description

The Environmental Department handles all environmental services such as water analysis, wildlife metering and national security items.

Adjacencies

- Bison Director
- Environmental
- Tribal Works Director
- THPO

Head Count

5

Dedicated Spaces

- Private Office
- 2 Workstations
- Touchdown Workstation
- Storage
- Lockers

Support Spaces

- Meeting Area
- Medium Conference Room

Department Overview

THPO - 452 SF

Description

The Tribal Historic Preservation Office (THPO), protects the Tribe’s cultural interests both within the boundaries of the reservation and eternally. The director is responsible for managing land use and people on sites.

Adjacencies

- Tribal Works Director
- Public Lobby

Head Count

2

Dedicated Spaces

- Private Office
- Workstation
- Storage

Support Spaces

- Multipurpose Room
- Medium Conference Room

LEGAL - 1,575 SF

Description

The Legal department operates similarly to a law firm. Legal’s role is to advise the tribe on legal issues.

Adjacencies

- Tribal Officials

Head Count

6

Dedicated Spaces

- 2 Private Offices
- Workstation
- Lobby / Waiting Area
- Medium Conference Room

Support Spaces

- Break Area

Department Overview

ENROLLMENT DIRECTOR - 369 SF

Description

The Enrollment Department is responsible for keeping records of all Tribal Members such as birth certificates, social security numbers, etc. The department is responsible for issuing Tribal Identification cards.

Adjacencies

- Education
- Housing
- Public Lobby

Head Count

1

Dedicated Spaces

- Private Office

Support Spaces

- Public Lobby / Waiting Area

PLANNING & DEVELOPMENT - 711 SF

Description

Planning and Development manages all Pojoaque projects and are responsible for grant writing in pursuit of new projects.

Adjacencies

- All Departments

Head Count

4

Dedicated Spaces

- 2 Private Offices
- 2 Workstations

Support Spaces

- Large Conference Room
- Copy / Print Room
- Public Lobby / Waiting Area

Department Overview

TAX COMMISSION - 185 SF

Description

The Tax Commission Department handles and reports tax and revenue for both Tribal and corporate entities including gaming commission. Tax Commission also manages the taxes, water, and trash for the other departments.

Adjacencies

- Accounting

Head Count

1

Dedicated Spaces

- Private Office

Support Spaces

- Copy / Print Room
- Medium Conference Room

TEWA LANGUAGE - 668 SF

Description

The Tewa Language Department provides opportunities for the Pojoaque community and other Tewa-speaking pueblos to learn the Tewa language and world view through immersive, hands-on classes.

Adjacencies

- Public Lobby

Head Count

2

Dedicated Spaces

- Private Office
- Workstation
- Work Area

Support Spaces

- Pubic Lobby / Waiting Area
- Multipurpose Room

Department Overview

PPABC DIRECTOR - 231 SF

Description

The PPABC Director is responsible for liquor licensing commissioning. The director also hosts educational courses and works closely with new and existing vendors.

Adjacencies

- Taxation
- Accounting

Head Count

1

Dedicated Spaces

- Private Office

Support Spaces

- Small Conference Room
- Medium Conference Room
- Large Conference Room

SHARED SPACES - 5,400 SF

Description

Spaces to be shared by two or more departments, distributed equitably across the new building.

Adjacencies

- See Department Overviews

Head Count

2

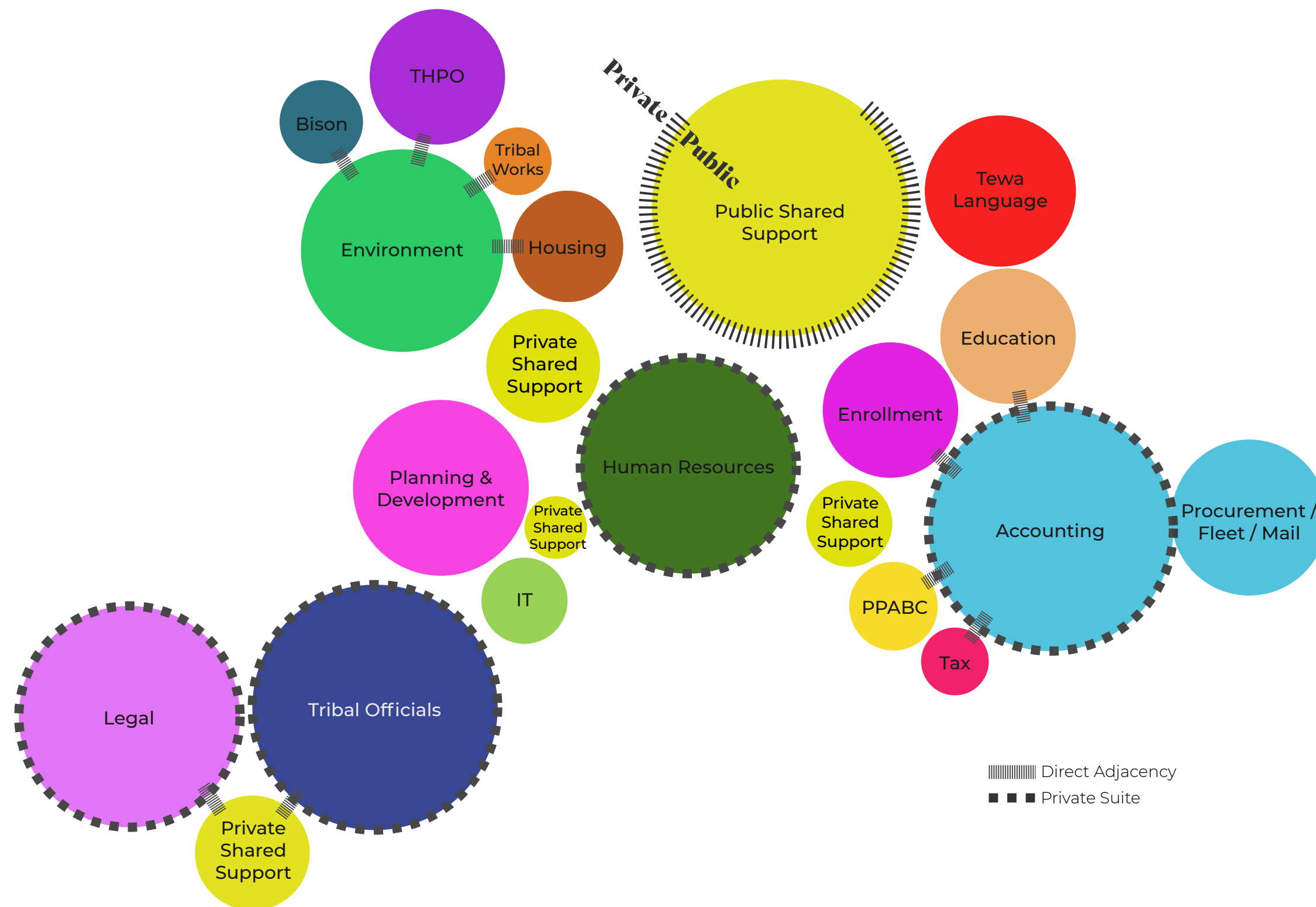
Dedicated Spaces

- Focus / Phone
- Huddle Room
- Small Conference Room
- Medium Conference Room
- Large Conference Room
- Multipurpose / Community Room
- Table & Chair Storage / Multipurpose
- Meeting Area
- Coffee / Break Area
- Grab-and-Go Cafe
- Public Lobby / Waiting Area
- Copy / Print Room

Support Spaces

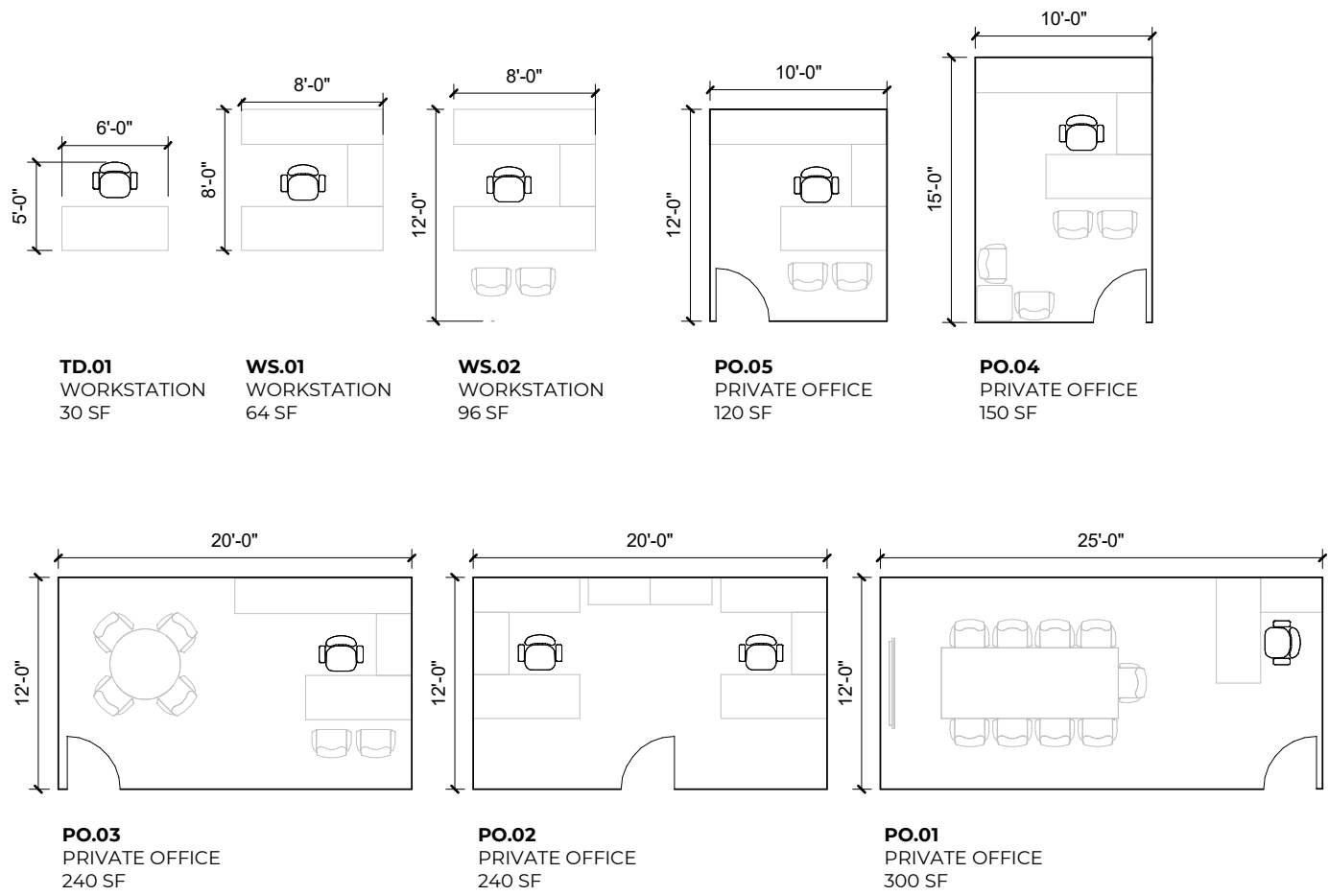
- N/A

Adjacency Diagram



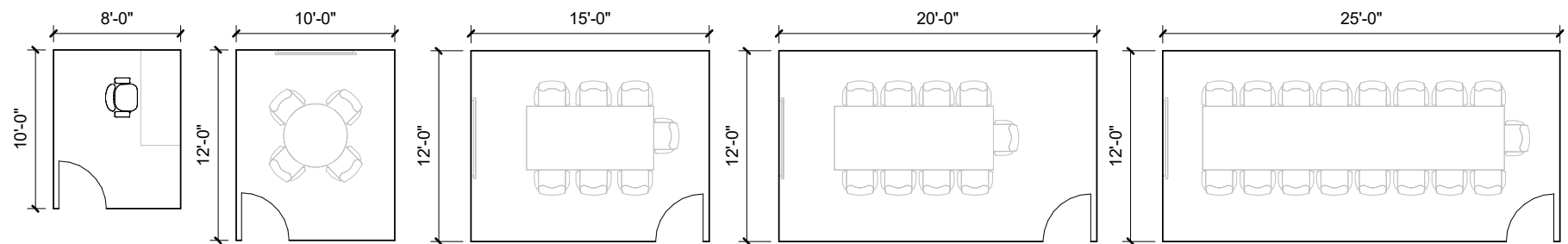
Space Standards

WORK SPACE



Space Standards

SUPPORT SPACE



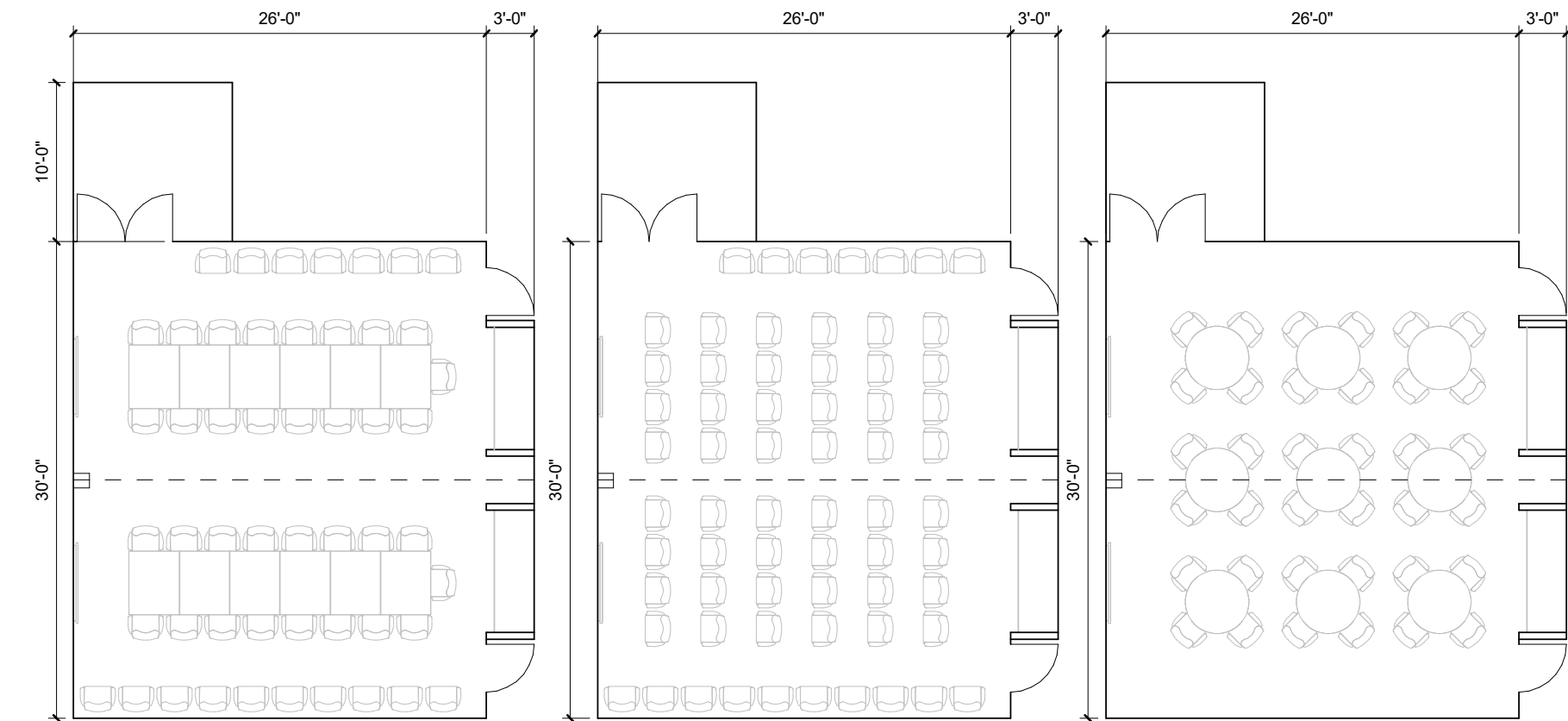
CONF.01
FOCUS / PHONE
80 SF

CONF.02
HUDDLE
120 SF

CONF.03
SMALL CONFERENCE
180 SF

CONF.04
MEDIUM CONFERENCE
240 SF

CONF.05
LARGE CONFERENCE
300 SF



MULTI.01
56 PEOPLE
870 SF

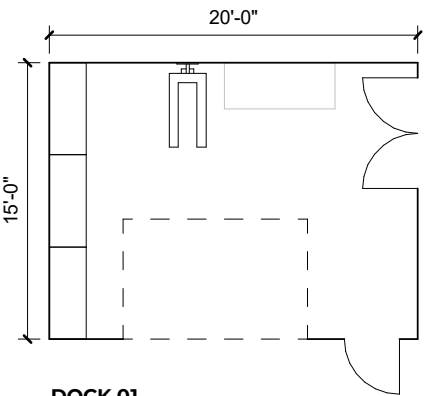
CHAIR.01
TABLE & CHAIR STORAGE
100 SF

MULTI.01
65 PEOPLE
870 SF

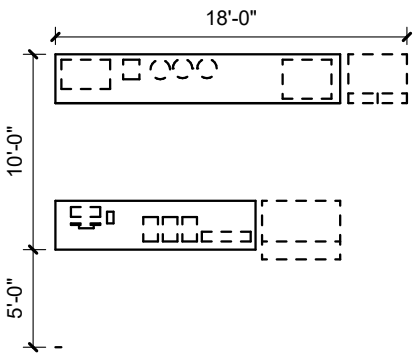
CHAIR.01
TABLE & CHAIR STORAGE
100 SF

MULTI.01
36 PEOPLE
870 SF

CHAIR.01
TABLE & CHAIR STORAGE
100 SF



DOCK.01
LOADING DOCK
300 SF



CAFE.01
GRAB & GO CAFE
270 SF

Space Program

The following pages show a detailed Program of Spaces, containing information on each department's space and storage requirements for the new facility.

Tribal Officials													
Separate entrance shared with Legal . Potentially located on 2nd floor to be less public.	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency	
	PO.01	Private Office	300	Jenelle Roybal	Governor	Workspace	1	1	1	1	300	Office with 10 person conference table with mobile smart TV	
	PO.03	Private Office	240	Jamie Viarrial	Lt. Governor	Workspace	1	1	1	1	240		
	PO.03	Private Office	240	Annette Hooper	Secretary	Workspace	1	1	1	1	240		
	PO.04	Private Office	150	Shirley Viarrial	Treasurer	Workspace	1	1	1	1	150	x3 locking file cabinets located outside of office.	
	PO.05	Private Office	120	Future	Tribal Administrator	Workspace	1	1	1	1	120	10/15 Decision for future hire Tribal Administrator	
	WS.01	Workstation	64	Lois Edwards	Governor Assistant	Workspace	1	1	1	1	64	x2 file cabinets.	
	WS.01	Workstation	64	Stephanie	Lt. Governor Assistant	Workspace	1	1	1	1	64		
	WS.01	Workstation	64	Melissa	Receptionist / Assistant	Workspace	1	1	1	1	64		
	STOR.03	Storage - Tribal Officials	300			Support Space	1	1	1		300	Estimated x10 4-drawer lateral filing cabinets for Secretary. 10/1 - Storage room dedicated to Secretary under lock & Key is needed.	
	Total Quantities (Spaces + Staff)							9	9	9	8		
	Subtotal (Net Square Footage)											1542	
Internal Circulation - 35%											830		
Subtotal Assignable Square Footage											2372		
Adjacencies		Legal; Indirect adjacency to Planning & Development											
Bison Director													
Manages tribal Bison herd. Packages, distributes, and sells meat to Tribal members. Director and Assistant to move while rest of Bison staff remain at Bison Office.	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency	
	PO.05	Private Office	120	Phil Viarrial	Director	Workspace	1	1	1	1	120		
	WS.01	Workstation	64		Assistant	Workspace	1	1	1	1	64		
Total Quantities (Spaces + Staff)							2	2	2	2			
Subtotal (Net Square Footage)											184		
Internal Circulation - 35%											99		
Subtotal Assignable Square Footage											283		
Adjacencies													

Space Program

Accounting												
Accounting: Handles finances for all departments as well as the Tribe. Sometimes payments are collected from the public with drop-ins occurring often. Should be adjacent to the public lobby but secured. Would utilize shared conference spaces.	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	PO.03	Private Office	240	Jeff Lords	Director	Workspace	1	1	1	1	240	
	PO.05	Private Office	120	James Martinez	Controller	Workspace	1	1	1	1	120	
	PO.05	Private Office	120	Sharon Serrano	Grant Accountant Lead	Workspace	1	1	1	1	120	Adjacent to Storage
	PO.05	Private Office	120	Valerie J. Archuleta	Accounts Payable Specialist	Workspace	1	1	1	1	120	Adjacent to General Ledger. Should be near Storage.
	PO.05	Private Office	120	Holly Garcia	Payroll Administrator	Workspace	1	1	1	1	120	
	PO.05	Private Office	120	Christalle Money	Accounting Support Specialist	Workspace	1	1	1	1	120	HR specific to Accounting. X2 File cabinets in office. Role will stay specific to Accounting, will not move to HR department.
	WS.02	Workstation	96	Dorea Garcia	Assistant Controller	Workspace	1	1	1	1	96	
	WS.02	Workstation	96	Stephanie Maestas and Nancy Garcia	Grant Accountant	Workspace	2	2	2	2	192	Adjacent to Storage and Grant Accountant Lead.
	WS.01	Workstation	64	Stephanie Wallace and Steve Chacon	General Ledger Accountant	Workspace	2	2	2	2	128	Adjacent to accounts payable.
Shared Spaces: Public Lobby Waiting Area (LOBBY.01), Large Conference (CONF.05)	WS.01	Workstation	64	Patrick Bednark	Accounting Technician	Workspace	1	1	1	1	64	Accounts Receivable' Safe / locking bolted cabinet for Checks received boxes (small).
	WS.01	Workstation	64	Brittany Gutierrez	Travel & Procurement Specialist	Workspace	1	1	1	1	64	
	STOR.04	Storage - Accounting	300			Support Space	1	1	1		300	Large File Storage Room with dedicated space for General Accounting (x6 lateral cabinets) Grants Files (X4 lateral cabinets), and Accounts Payable (x3 Lateral File Cabinets).
	Total Quantities (Spaces + Staff)						14	14	14	13		
	Subtotal (Net Square Footage)										1684	
Internal Circulation - 35%											907	
Subtotal Assignable Square Footage											2591	
Adjacencies												
Public Lobby												
Procurement, Fleet Management, and Mail												
Procurement: Intakes then distributes all deliveries for the tribe as well as all tribal departments.	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	WS.01	Workstation	64	Forrest Tafoya	Mail Courier	Workspace	1	1	1	1	64	
Fleet Management: Manages tribal vehicles.	WS.01	Workstation	64	John Wheat	Procurement Specialist	Workspace	1	1	1	1	64	X1 File storage cabinet. x1 shelves for general stock supplies (in-suite, not located in workstation)
	WS.01	Workstation	64	Juan Aldaz	Mail & Procurement Specialist	Workspace	1	1	1	1	64	
Mail Clerk: Delivers mail and packages to tribal departments.	WS.02	Workstation	96	Tito Terrazas Jr.	Fleet Manager	Workspace	1	1	1	1	96	Works with IT often
	DOCK.01	Loading Dock	300			Support Space	1	1	1		300	Loading Dock with space for procurement storage. Shipping & Receiving Area, with pallet jack. Designed for delivery vehicles but not 18-wheelers. With space for Mail Clerk's Equipment and sorting table.
Total Quantities (Spaces + Staff)							5	5	5	4		
Subtotal (Net Square Footage)											588	
Internal Circulation - 35%											317	
Subtotal Assignable Square Footage											905	
Adjacencies												
Accounting												

Space Program

Education												
Education - works closely with Boys & Girls Club, Library, Senior Center, Wellness, occasionally Accounting. Forsees x2 new hires as well as 7 contract employee tutors. Tutors do not need workspace. Oversees educational needs for all ages of tribal members and handles scholarships for College and Private schools. Shared Spaces: Public Lobby Waiting Area (LOBBY.01), Large Conference (CONF.05), Multipurpose (MULTI.01)	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	PO.04	Private Office	150	Cristal Suazo	Director	Workspace	1	1	1	1	150	Meets with families / visitors in office at computer for private conversations.
	WS.02	Workstation	96	Future	Family & Children Services (College)	Workspace	0	1	1	1	96	
	WS.02	Workstation	96	Future	School Age Kids (Private School)	Workspace	0	1	1	1	96	
	Total Quantities (Spaces + Staff)						1	3	3	3		
	Subtotal (Net Square Footage)										342	
	Internal Circulation - 35%										184	
Subtotal Assignable Square Footage										526		
Adjacencies						Indirectly adjacent to Accounting						
Tribal Works Director												
Director only moving - staff to remain at satellite location near Sinclair gas station which is going to be expanded. Sub-departments are Utilities, Transportation, Solid Waste, and Maintenance. Meets almost weekly with every department, specifically Realty, Environmental , PD, IT, Boys & Girls, Wellness, Daycare. Shared Spaces: Small Conference (CONF.03)	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	PO.05	Private Office	120	Randy Vigil	Director	Workspace	1	1	1	1	120	1 File cabinet. Constantly in meeting but those typically occur on-site not in-office. Typically only in office 1-2 hours / day.
	Total Quantities (Spaces + Staff)						1	1	1	1		
	Subtotal (Net Square Footage)										120	
	Internal Circulation - 35%										65	
	Subtotal Assignable Square Footage										185	
	Adjacencies						Environmental, IT					
Housing												
Manages rental properties and maintenance requests. Supports tribal members in pursuing home ownership. Works most often with Tribal Works and Accounting . Director & Bookeeper to move while rest of staff remains satellite. Will utilize shared conference space to host 15-person classes. Shared Spaces: Large Conference (CONF.05)	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	PO.02	Private Office	240	Linda Diaz	Director	Workspace	1	1	1	1	240	2-Person Office shared between director, assistant director, and book keeper. With 2 locking, fireproof file cabinets. Director and Future Assistant Director will share a desk. Will utilize shared conference space for meetings..
					Book keeper					1	0	
					Future Assistant Director					1	0	
	Total Quantities (Spaces + Staff)						1	1	1	3		
	Subtotal (Net Square Footage)										240	
	Internal Circulation - 35%										129	
Subtotal Assignable Square Footage										369		
Adjacencies						Tribal Works, Accounting						

Space Program

IT Director														
Staff to move to new facility with director only at Tribal Admin. Works with PD, Officials , and P&D on a daily basis. Shared Spaces: public lobby waiting area (LOBBY.01)	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency		
	PO.04	Private Office	150	Rick Carlisle	Director	Workspace	1	1	1	1	150	Space to meet with up to 4 people, with map holder storage and wall mounted smartboard. 10/1 IT support person will share satellite office with Director as needed. Verified that Programming station in current office will not be moving to this facility.		
	Total Quantities (Spaces + Staff)						1	1	1	1				
	Subtotal (Net Square Footage)											150		
	Internal Circulation - 35%											81		
Subtotal Assignable Square Footage												231		
Adjacencies						Officials, Planning & Development								
Human Resources														
Handles HR for the tribal departments. Confidentiality plus Open-Door. All drug testing done by Gaming.	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency		
	PO.04	Private Office	150	Phoenix Vigil	Director	Workspace	1	1	1	1	150	2-Drawer locking file cabinet + storage in desk. With table to host additional people for private conversations.		
	WS.02	Workstation	96	Future	Benefits & Training Coordinator	Workspace	1	1	1	1	96			
	WS.02	Workstation	96	Future	Generalist / Specialist	Workspace	1	1	1	1	96			
	CONF.03	Small Conference	180			Support Space	1	1	1		180	Dedicated 6-8 person conference room for interviews / HR use. With smartboard and hosting capability.		
	STOR.05	Storage - HR Records Management	250			Support Space	1	1	1		250	Dedicated storage room for records management. copy/printer and filing worktable, fingerprinting equipment, and x9 lateral filing cabinets.		
Total Quantities (Spaces + Staff)							5	5	5	3				
Subtotal (Net Square Footage)												772		
Internal Circulation - 35%												416		
Subtotal Assignable Square Footage												1188		
Adjacencies														
Environment														
Environment Department works for EPA and with DOE. Handles all environmental services such as surface water analysis, wildlife metering, and national security items (requires privacy). Shared Spaces: Meeting Area (MEET.01), Medium Conference (CONF.04)	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency		
	PO.05	Private Office	120	Adam Duran	Director	Workspace	1	1	1	1	120	Glass is okay as long as computer screens are not visible.		
	WS.01	Workstation	64		Finance Manager	Workspace	1	1	1	1	64			
	WS.01	Workstation	64		Technician	Workspace	1	1	1	1	64			
	TD.01	Touchdown Workstation	30		Summer Intern	Workspace	2	2	2	2	60			
	STOR.01	Storage - Environment	168			Support Space	1	1	1		168	Dedicated locking storage for radiological raydon monitoring equipment (2'x2'x11') Water testing suitcase, 6 lateral file cabinets, drone, office supplies.		
	LOCK.01	Lockers	7			Support Space	3	3	3		21	Lockers for change of clothes - site visits can be very dirty.		
Total Quantities (Spaces + Staff)							9	9	9	5				
Subtotal (Net Square Footage)												497		
Internal Circulation - 35%												268		
Subtotal Assignable Square Footage												765		
Adjacencies						Bison, indirectly adjacent to Environmental, Tribal Works, THPO								

Space Program

Tribal Historic Preservation Office (THPO)													
Protects the Tribe's cultural interests both within the boundaries of the reservation and externally. Adjacent to Maintenance , Tribal Works , Realty, Housing, and Public Lobby . Exterior door for moving equipment / confidential artifacts. Shared Spaces: Multipurpose Room (MULTI.01), Medium Conference (CONF.04)	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency	
	PO.04	Private Office	150	Fermin Lopez	THPO (Tribal Historic Preservation Officer)	Workspace	1	1	1	1	150	No viewing into office, often handling artifacts that are not supposed to be seen by anyone. Exterior door to suite preferred.	
	WS.01	Workstation	64		Field Technician	Workspace	0	1	1	1	64	Workstation with equipment.	
	STOR.02	Storage - THPO	80			Support Space	1	1	1		80	Dedicated storage for maps, files, and artifacts. Artifacts may be anything but typically are stored in bankers boxes on shelves (held for 4-5 months) 1x lateral fireproof filing cabinet. If in a secured suite - this can be a storage area.	
	Total Quantities (Spaces + Staff)						2	3	3	2			
	Subtotal (Net Square Footage)											294	
Internal Circulation - 35%												158	
Subtotal Assignable Square Footage												452	
Adjacencies						Tribal Works, Public Lobby							
Legal													
Separate entrance, adjacent to Tribal Officials . Secure, confidential space. Advises Tribal, General and leadership on legal issues, works with Corporate side regularly. Operates as a Law Firm.	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency	
	PO.05	Private Office	120	Diana	General Council	Workspace	1	1	1	1	120		
	PO.05	Private Office	120	Aliciana & Robert	Associate Council	Workspace	2	3	4	4	480		
	WS.01	Workstation	64		Administrator / Reception	Workspace	1	1	1	1	64	serves as receptionist in Lobby - Legal	
	LOBBY.03	Lobby - Legal	120			Support Space	1	1	1		120	Small waiting area, staffed by Administrator / Receptionist with secured separation between waiting area and legal offices. 2-4 chairs for visitors.	
	Shared Spaces: Break Area (BREAK.02)	CONF.04	Medium Conference	240			Support Space	1	1	1		240	12 person conference room with very high acoustic privacy and security. May be utilized by PD and Officials from time-to-time as a safe discussion space.
Total Quantities (Spaces + Staff)						6	7	8	6				
Subtotal (Net Square Footage)												1024	
Internal Circulation - 35%												551	
Subtotal Assignable Square Footage												1575	
Adjacencies						Tribal Officials							
Enrollment													
Record keeping of all Tribal Members (birth certificates, socials). Issues Tribal ID's. Works with all departments daily but specifically Education , Housing , and PD. Shared Spaces: Public Lobby Waiting Area (LOBBY.01)	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency	
	PO.03	Private Office	240	Alurie Ann Romero	Director	Workspace	1	1	1	1	240	Combination office and ID making. Must hold 4-5 visitors plus space for ID making: (photo backdrop with flags, camera on tripod, ID computer, ID Printer, Certificates printer) Locking storage cabinet needed in office.	
	Total Quantities (Spaces + Staff)						1	1	1	1			
	Subtotal (Net Square Footage)											240	
	Internal Circulation - 35%											129	
	Subtotal Assignable Square Footage											369	
Adjacencies						Education, Housing, Public Lobby							

Space Program

Planning & Development												
Manages all Pojoaque projects including grant writing for pursuing projects. Needs to be near officials but would like to remain easily accessible to all departments . Meet with people from the public regularly. Shared Spaces: Large Conference (CONF.05)Copy / Print Room (COPY.01), and Public Lobby Waiting Area (LOBBY.01) Total Quantities (Spaces + Staff) Subtotal (Net Square Footage) Internal Circulation - 35% Subtotal Assignable Square Footage Adjacencies	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	PO.04	Private Office	150	Christy Ladd	Director	Workspace	1	1	1	1	150	
	PO.05	Private Office	120	Fredrica Maestas	Project Manager	Workspace	1	1	1	1	120	
	WS.02	Workstation	96	Future	Admin Assistant	Workspace	0	1	1	1	96	locking drawer in desk for contractor's checks.
	WS.02	Workstation	96	Future	Admin Assistant	Workspace	0	0	1	1	96	
							2	3	4	4		
											462	
											249	
											711	
		accessible to all departments										
Tax Commission												
Handles taxes and revenue for tribal and corporate entities including gaming commission. Adj. to accounting . Shared Spaces: Medium Conference Room (CONF.04), Copy/Print Room (COPY.01) Total Quantities (Spaces + Staff) Subtotal (Net Square Footage) Internal Circulation - 35% Subtotal Assignable Square Footage Adjacencies	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	PO.05	Private Office	120	Margarita Montoya	Director	Workspace	1	1	1	1	120	x2 lateral filing cabinets in office (x1 used daily, x1 not used daily). And bookshelf.
							1	1	1	1		
											120	
											65	
											185	
		Accounting										
Tewa Language Department												
Provides opportunities for community and other Tewa-speaking pueblos to learn the Tewa language and worldview through immersive, hands-on classes in home-like environment. Curriculum is under development and classes are very new. Classes may be held in this facility (in Multipurpose Room) or off-site. Shared Spaces: Public Lobby (LOBBY.01), Multipurpose Room (MULTI.01) Total Quantities (Spaces + Staff) Subtotal (Net Square Footage) Internal Circulation - 35% Subtotal Assignable Square Footage Adjacencies	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	PO.05	Private Office	120	Sam Catanach	Director	Workspace	1	1	1	1	120	Bookshelf, 2-drawer filing cabinet. A lot of digital coordination with language partner based in Canada.
	WS.01	Workstation	64	Future	Administrative Assistant	Workspace	0	1	1	1	64	Admin support for department.
	WORK.01	Work Area - Tewa Language	250	Future	Instructor / Mentee	Support Space	1	1	1	0	250	Open area to support various functions for Tewa Language that can accommodate added staff in Touchdown stations as the Department grows. Could potentially be utilized to host small classes in a more intimate setting than the Multipurpose Room.
							2	3	3	2		
											434	
											234	
											668	
		Public Lobby										

Space Program

PPABC Director												
Liquor licensing commissioning. Hosts classes 2x / month, Works with to Taxation, Accounting , and Gaming. Works mainly with new and existing vendors. Shared Spaces: Small Conference Room (CONF.03), Medium Conference Room (CONF.04), Large Conference Room (CONF.05) Total Quantities (Spaces + Staff) Subtotal (Net Square Footage) Internal Circulation - 35% Subtotal Assignable Square Footage Adjacencies	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	PO.04	Private Office	150	Kim Enriquez	Director	Workspace	1	1	1	1	150	x3 file cabinets in office. x2 Additional file cabinets to stay with Commissioners. Office needs x2 desktop computer-one is specifically for badge printing.
							1	1	1	1		
											150	
											81	
											231	
		Taxation, Accounting										
Shared Support												
Spaces shared by two or more Departments. Distributed equitably across the anticipated two floors.	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
	CONF.01	Focus / Phone	80			Support Space	1	1	1		80	Shared 1-2 Person Conference Room. Will also be used as wellness room and nursing mothers room. First Floor
	CONF.02	Huddle	120			Support Space	1	1	1		120	Shared 2-4 Person Conference Room First Floor
	CONF.03	Small Conference	180			Support Space	1	1	1		180	Shared 6-8 Person Conference Room Second Floor
	CONF.04	Medium Conference	240			Support Space	1	1	1		240	Shared 10-12 Person Conference Room First Floor
	CONF.05	Large Conference	300			Support Space	1	1	1		300	Shared 15-18 Person Conference Room. Second Floor.
	MULTI.01	Multipurpose / Community Room	870			Support Space	1	1	1		870	40-person dividable conference room. Multi-purpose / Community room that can be used for after-hours classes, potlucks, or large meetings. First Floor
	CHAIR.01	Table & Chair Storage - Multipurpose	100			Support Space	1	1	1		100	
	MEET.01	Meeting Area	200			Support Space	1	1	1		200	Open seating / meeting space for up to 5 people for informal meetings. First Floor
	BREAK.02	Coffee / Break Area	80			Support Space	2	2	2		160	Coffee Area with refrigerator, dishwasher, double basin sink, microwave, and coffee machines. x1 First Floor , x1 Second Floor
	CAFÉ.01	Grab-and-Go Café	270			Support Space	1	1	1		270	Community ran Grab&Go Style Café providing healthy food and drink options. Capability for basic warming and prep but not full cooking functions (air-fryer, microwave, refrigerator, etc.) staffed by rotating community members.
	LOBBY.01	Lobby - Public	750	Diane & Jonna		Support Space	1	1	1	2	750	Main Public Lobby with 10-person waiting area and x2 receptionists. First Floor
	COPY.01	Copy / Print Room	120			Support Space	2	2	2		240	Share Copy/Print Workroom with large copier /printer, paper shredder, and filing worktable. X1 First Floor , x1 Second Floor
							14	14	14	2		
											3510	
											1890	
											5400	

Space Program

This page captures outdoor spaces that were requested, but does not calculate into the total building size.

Outdoor Amenity / Parking												
Outdoor spaces. Square footage does not contribute to overall building size.	Code	Description	SF	Name	Position	Category	2024	2027	2029	HC	Ext SF	Notes / Adjacency
		Solar Parking Covers										
		Secured Fleet Vehicle Parking (10 spaces)										
		Outdoor Respite / Break Area / Garden										
		Covered Pick-Up / Drop-Off Portico										
		Generator										
		Water Harvesting										
		Smoking Area										
Total Quantities (Spaces + Staff)							0	0	0	0		
Subtotal (Net Square Footage)											0	

Space Program Summary

Department Totals	Headcount	Subtotal Square Footage
Tribal Officials	8	2372
Bison Director	2	283
Accounting	13	2591
Procurement, Fleet Management, and Mail	4	905
Education	3	526
Tribal Works Director	1	185
Housing	3	369
IT Director	1	231
Human Resources	3	1188
Environment	5	765
Tribal Historic Preservation Office (THPO)	2	452
Legal	6	1575
Enrollment	1	369
Planning & Development	4	711
Tax Commission	1	185
Tewa Language Department	2	668
PPABC Director	1	231
Shared Support	2	5400
TOTAL:		
Subtotal Assignable	62	19006
Building Multiplier - 20%		4752
Total		23758

Parking Requirements:	1 space : 200 sf	119	per Santa Fe County requirements						
	Fleet Vehicles	10	in secured area per fleet manager request						
TOTAL PARKING SPACES		129							
Total EV		1	5% per State of NM, is not required on Pueblo la						
Total Accessible		8	Per State of NM, is not required on Pueblo						

PROGRAMMING DELIVERABLE

Pueblo of Pojoaque Tribal Administration Building