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22 Apr 70

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Proposed Headquarters Garage Facility

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 9.

2. Through its dispatching service conducted from the Headquarters Building at Langley, the Agency's motor pool provides transportation for approximately 245,000 people yearly with a fleet of 96 vehicles consisting of buses, limousines, standard vehicles, and trucks. It also performs maintenance and servicing of approximately 186 Agency-owned vehicles at the [REDACTED] and overnight interior parking for 60 vehicles including buses, limousines, chauffeur-driven vehicles, and other various Agency-assigned vehicles. The major portion of the other Agency-owned vehicles are parked at the Headquarters site.

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3. In the near future we must vacate the [REDACTED] facility and we have acquired leased space in the [REDACTED] area to meet our immediate needs. However, looking to our long-range requirements we believe it sound to consider the construction of a new garage facility at Headquarters to provide the Agency with a more efficient, less costly, and more quick-responding motor pool servicing and transportation function. The following paragraphs set forth our rationale for this judgment together with cost estimates for the construction of a garage facility at Headquarters.

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4. The estimated yearly operational costs attributable to a garage function located at [REDACTED] will include rental, \$36,000; guardpost, \$42,600; additional vehicle mileage, \$25,200; and personnel (Chauffeur) overtime, \$15,000; for a total of \$118,800 per year of excess direct operating costs when compared to a Headquarters site.

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5. The proposed garage structure would be located on Agency property in the vicinity of the powerhouse bounded by the South Parking Lot, Gate Number 2, and the

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Excluded from automatic  
downgrading and  
declassification

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Scattergood-Thorne property. The masonry structure would be approximately 192 feet long by 70 feet wide and would provide 16,380 square feet of interior space. Its proposed design includes a one-story, vehicle maintenance/servicing/parking area with one end of the building raised to two stories to provide a storage area on the base level and a personnel and administration area on the second level. Other building features and equipment included are four standard hydraulic lifts, one heavy-duty hydraulic lift, car wash and drying equipment, a paint and body shop, and interior space to permanently park six vehicles. After-hours protection will be afforded through the installation of a security alarm system connected to the Headquarters Building central alarm console, and a guard position would be eliminated. The exterior design provides for two single gasoline pumps, a 10,000-gallon gasoline storage tank, a paved vehicle access-circulation area, an adjacent parking area for seven visitor vehicles, and a 94-vehicle parking lot equipped with protective overhead canopies.

6. Although the structure will exist on Agency property, a 50-foot-wide vehicle access-circulation space is required from the rear of the garage in the direction of the Bureau of Public Roads (BPR) property. Since the existing roads limit positioning of the building and permit only 25 feet of Agency land behind the garage, it would be essential that a minimum-sized strip of land 25 feet wide by 290 feet long be obtained from BPR. Construction of the 94-vehicle parking lot would require a use permit for three acres of BPR land.

7. The estimated cost of this project would be \$703,000 if construction were to start immediately. However, it is anticipated that up to 20 months (December 1971) may be required for architect-engineer selection, architect-engineer design, and administration and award of contract by the General Services Administration. In view of the expected cost increase due to inflation of one percent per month, it is estimated that the award price for this project in December 1971 will be \$844,000.

8. In view of the estimated \$844,000 project cost, the rental and operational costs of \$118,800 that will be incurred at the [REDACTED] garage location could be amortized in 7 years if a garage facility were constructed at the Headquarters site.

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9. It is recommended that you approve the project proposal for the design and construction of a new garage facility at the Headquarters site and authorize funds in the amount of \$844,000 for its implementation.

*RS*  
R. L. Bannerman  
Deputy Director  
for Support

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The recommendation contained in  
Paragraph 9 is APPROVED:

see routing sheet  
L. K. White  
Executive Director-Comptroller

1 June 70 - attached  
Date

Distribution:

- 0 - Adse (For return to OL)
- 2 - DD/S
- 1 - OL Official
- 1 - ER
- 1 - Signer's copy

Distribution withheld:

- 1 - OL/RECD
- 1 - D/L Chrono 25X1A
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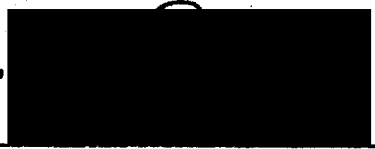
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

On 28 May 1970 the Executive Director-Comptroller verbally authorized the DD/S requested obligation of \$60,225 for A&E of a proposed Headquarters Garage Facility. O/PPB is taking appropriate allotment action. The Executive Director-Comptroller instructs that DD/S proceed on this matter in "low key".



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FROM: NAME, ADDRESS AND PHONE NO.		DATE
[Redacted] O/PPB		6/1/70
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