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AMENDMENT NO. 1 to RFP #04911542
to Specifications and Proposal Forms

for the
Department of Economic Development, Division of Workforce Development;
Workforce Innovation Board of Southwest, Missouri;
Department of Social Services, Family Support Division;
Department of Industrial and Labor Relations;
Department of Public Services, Missouri Veterans Commission;
Department of Elementary and Secondary Education, Division of Vocational Rehabilitation
Jasper County
Joplin, Missouri
July 19, 2016

Bidders are hereby informed that the following changes must be incorporated in the above-referenced RFP: Increase in square footage from 11,019 square feet to 13,875 square feet to include the Department of Elementary and Secondary Education, Division of Vocational Rehabilitation.

Attachment A and B have been replaced. Attachment C for the Department of Elementary and Secondary Education, Division of Vocational Rehabilitation has been added.

The bid opening has been moved from 1:30 p.m. on August 10, 2016 to 1:30 p.m. on August 24, 2016.

All other terms and conditions of the original RFP shall remain the same.

Authorized by:

Richard Parks, Coordinator
Facilities Management, Design & Construction

rp:sn

c: Mike Gavara
Kevin Baclesse
Alan Lambert
David Craigg

Steve Brenner
Audrea Kurutz
Tim Norton
Karen Lupo (**Bids Only**)

Tammy Cavender
Chuck Mayer
Randy Libbert

ACKNOWLEDGMENT OF AMENDMENT RECEIPT

Please sign, date and return this acknowledgment of receipt of Amendment No.1 to RFP No. 04911542 with your proposal.

Bidder

Date

Rev. 5/2/2014

ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: Should be located within the city limits of Joplin, Missouri (Jasper County)

2. Square Footage Required: 13,875
3. Bid Opening Date: August 24, 2016
4. Bid Surety Amount: \$ 6,937.50 Effective Date: August 24, 2016 to March 24, 2017
5. Performance Surety Amount: \$ 13,875.00
6. Target Date for Completion: March 24, 2017 Target Date for Occupancy: March 24, 2017
7. Term of Lease: 5 years (one-year, with 4 one-year renewals)
8. Number of Employees: 44
9. Total Number of Parking Spaces: 95 Number of Accessible Spaces: 6
10. Staff Restrooms: Male 1 Female 1 Unisex
11. Public Restrooms: Male Female Unisex 2
12. Number of Hi/Lo Water Coolers: 2
13. Number of Workstations: 100
14. AMP/BTU Data Requirements:

<u>SPACE</u>	<u>EQUIPMENT</u> <u>TYPE</u>	<u>NUMBER</u>	<u>AMPS</u>	<u>BTUs/HR</u>	<u>TOTAL</u> <u>AMPS</u>	<u>TOTAL</u> <u>BTUs/HR</u>
Data/Telecom	Controller/Modem					
Office	Terminals/Printer					
15. The Tenant agency will install systems furniture.
16. Description of Program's use of Space: Hours 7:30am to 5:30 p.m.
Number of Clients Peak Periods of Traffic 8:00 a.m. to 5:00 p.m.
Brief Description To provide workforce development for the citizens of the State of Missouri in the Joplin (Jasper County) area.

Joplin**Consolidated Office Bldg. DSS/ DED/DPS/DESE**

State of Missouri

Office of Administration

Division of Facilities Management,
Design and Construction

Date: Revised 7/18/2016

Project Name: Space Analysis

Current Lease No. #04911542

301 West High Street, Room 730

Jefferson City, MO 65102

County : Coordinator Jasper - Parks

	Qty.	Sq. Ftg.	Total Sq. Ftg.	Comments
FSD - Resource Center				
CIS	4	96	384	Open
Greeter - SOSA	1	64	64	Open
DSS Staff Total	5		448	
FSD Support Area				
Client Work Stations	6	20	120	Open
Client Phone Stations	6	15	90	Open
Scanning Station	1	25	25	Open
PAW & MFD Printers	2	20	40	Open
Reception Area	1	300	300	Open
Hearing Room	1	120	120	Private
FSD Storage Room	1	120	120	Private
Support Space Subtotal:			815	
FSD Staff & Support SF Total	5		1,263	
Growth Factor	0.00%		-	
Departmental Circulation Factor:	30%		379	
Projected Total FSD S.F. w/ Circulation:			1,642	
DED - WD				
Regional Manager	1	120	120	Private
DWD Supervisor	1	96	96	Open
Specialist I	10	64	640	Open
Functional Leader	1	120	120	Private
Spec I - Partner Staff	12	64	768	Open
Supervisor - Partner PFH	1	120	120	Private
Staff Total	26		1,864	
DED Support Space				
Conference Rm.	3	420	1,260	Private
Computer Lab	1	420	420	Private
Employer Interview Rm.	1	120	120	Private
Reception Area	1	120	120	Open
Customer Waiting	1	1000	1,000	Open
GED Testing	1	480	480	Private
Work Area	1	200	200	Open
Skills Dev. PC.s	4	25	100	Open
Membership CPU's	2	15	30	Open
UI Phone Center	1	10	10	Open
ADA Station	1	15	15	Open
Support Space Subtotal:			3,755	
DED Staff & Support SF Total	26		5,619	
Growth Factor	0.00%		-	
Departmental Circulation Factor:	30%		1,686	
Projected Total DED S.F. w/ Circulation:			7,305	
DPS - Vets Comm.				
Veterans Service Officer	1	180	180	Private
Staff Total	1		180	

	Qty.	Sq. Ftg.	Total Sq. Ftg.	Comments
VETS Support Area				
Copy/File Room	1	150	150	Private
Reception Area	1	120	120	Private
Support Space Subtotal:			270	
VETS Staff & Support Total	1		450	
Growth Factor	0.00%		-	
Departmental Circulation Factor:	30%		135	
Projected Total VETS S.F. w/ Circulation:			585	
DOLIR				
UI Field Auditor I-II	2	120	240	Private
Staff Total	2		240	
DOLIR Support Area				
Copy/File/Storage Room	1	175	175	Private
Support Space Subtotal:			175	
DOLIR Staff & Support Total	2		415	
Growth Factor	0.00%		-	
Departmental Circulation Factor:	30%		125	
Projected Total DOLIR S.F. w/ Circulation:			540	
DESE - VR				
Director	1	120	120	Private
District Supervisor	1	120	120	Private
Counselors (I-IV)	4	120	480	Private
Medical Consultant	1	120	120	Private
Admin. Office Support Asst.	3	64	192	Open
Staff Total	10		1,032	
DESE Support Space				
Resource Rm.	1	120	120	Private
Mail/Copy/Storage/File Rm.	1	350	350	Private
Reception Area	1	200	200	Private
Conference Rm.	1	300	300	Open
Support Space Subtotal:			970	
DESE Staff & Support SF Total	10		2,002	
Growth Factor	0.00%		-	
Departmental Circulation Factor:	30%		601	
Projected Total DESE S.F. w/ Circulation:			2,603	
Building Core Space				
Employee Restroom - Female	1	220	220	Private - 4 closets, 2 sinks
Employee Restroom - Male	1	180	180	Private - 3 closets, 2 sink
Client Restroom	2	60	120	Private
Lounge	1	240	240	Private
Data Room	1	100	100	Private
Janitor Closet	1	64	64	Private
Core Space Subtotal:			924	
Departmental Circulation Factor:	30%		277	
Total Core with Circulation			1,201	
Allocation of Staff & Support Space			Sq. Ft.	%
Total DSS S.F. w/ Circulation:			1,642	12.96%
Total DED S.F. w/ Circulation:			7,305	57.64%
Total VETS S.F. w/ Circulation:			585	4.62%
Total DOLIR S.F. w/ Circulation:			540	4.26%
Total DESE S.F. w/ Circulation			2,603	20.54%
Total of ALL department Staff & SF	44		12,674	100.00%
Total Building Core w/ Circulation			1,201	

	Qty.	Sq. Ftg.	Total Sq. Ftg.	Comments
Total of ALL department SF			13,875	
Allocation of Core Area			Sq. Ft.	
DSS S.F.			156	
DED S.F.			692	
VETS S.F.			55	
DOLIR S.F.			51	
DESE S.F.			247	
Total of Core Area			1,201	
Total Allocation of Staff, Support & Core			Sq. Ft.	
DSS S.F.			1,798	
DED S.F.			7,997	
VETS S.F.			640	
DOLIR S.F.			591	
DESE S.F.			2,849	
Total			13,875	
Total of Staff, Support & Core Subtotals w/o Circulation:			10,673	
Growth Factor		0%	-	
Departmental Circulation Factor:		30%	3,202	
Total S.F. w/ Circulation:			13,875	

ATTACHMENT C

ADDITIONAL SPECIFICATIONS FOR OFFICE SPACE

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

DIVISION OF VOCATIONAL REHABILITATION

C-1. DATA/TELECOMMUNICATIONS REQUIREMENTS

C-1.1 Electrical: To accommodate data, the Lessor must provide two dedicated, non-switched, grounded 120V AC circuits with one duplex outlet on each circuit placed not more than 32" apart. To accommodate telecommunications, the Lessor must provide one dedicated, non-switched, grounded 120V AC circuit with two duplex outlets on each circuit placed not more than 32" apart.

C-1.2 Amp/Btu Data/Telecommunications (d/t) Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>VOLTS</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTU/HR</u>
Modem	2	120	10	4,092	20	8,184
Server/Router						
Telephone System						
Telephone Handsets	11					

Formula for Btu/hr = Amp X Volt X 3.41

C-1.3 Raceways: The communications raceway must be sized for a minimum of .18 square inch per workstation in the floor duct or raceway. A minimum of .75" conduit will be required to accommodate the wiring to each workstation and to a 2" X 4" box at the workstation. A single conduit and box will facilitate both data and telecommunications.

C-1.4 Each workstation requires one d/t box with conduit, one dedicated electrical duplex outlet and one general electrical duplex outlet. In addition, conference rooms and interview rooms are designated as workstations. All printer locations require a dedicated electrical duplex outlet as well as a d/t box with conduit, while copiers, shredders and postage machines require a dedicated electrical duplex outlet only. Fax machines require a general electrical duplex outlet and a d/t box with conduit.

C-1.5 Electrical Power Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>VOLTS</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>MAXIMUM PER #20 AMP CIRCUIT</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTU/HR</u>
Computers							
Laptop	7	120	1.8	736	6	12.6	5,152
Desktop	4	120	1.8	736	6	7.2	1,324
Monitor	11	120	1.8	736	6	19.8	8,090
Printer	4	120	6	2,455	5	12	9,820
Copier	1	120	10	4,092	1	10	4,092
Shredder	1	120	10	4,092	1	10	4,092
Postage Equipment	1	120	10	4,092	1	10	4,092
Fax	1	120			N/A		

Total Workstations = 15 (growth included)

Total Printers and Faxes = 5

Total 2" X 4" Data/Telecommunications Boxes = 20

Formula for Btu/hr = Amp X Volt X 3.41

NOTE: This does not include other equipment such as calculators, typewriters, etc.

C-2. EMPLOYEE ENTRANCE: A lighted separate employee entrance should be located to the rear or side of the facility away from the public entrance. A covered entry (approximately 6' X 6') for the employee should be provided. A keyless lock (Simplex L1000 or equivalent) with panic hardware and lock guard and closer should be installed on the staff entrance, along with a viewing device.

C-3. DOORS AT CLIENT-TO-WORKER ACCESS (i.e. interview/observation areas, conference rooms, reception areas) should be equipped with keyless locks (Simplex L1000 or equivalent), lock guards and closers.

C-4. DOORS WITH VISION PANELS should be provided in conference rooms, staff rooms, interview rooms, hearing rooms, reception area and staff hallways. Vision panels should be a minimum of 4" wide X 18" high.

C-5. POWER-ASSISTED DOORS must be provided for both doors of an airlock set on one leaf of each pair of doors in an airlock set at the main entry. Power-assisted door(s) must comply with ANSI BHMA A.156.19-1984. Such doors shall not open to back-check faster than three seconds and shall require no more than 15 LBF (66.6N) to stop door movement.

C-6. RECEPTION AREA: The reception window and ledge should measure 48" wide X 36" high and 36" high from finished floor. The window should be clear ¼" laminated glass with a 3" speak-hole and a 3" X 14" gap between ledge and glass. The ledge should be a 16"D high-pressure laminate shelf mounted 36" from finished floor to tip of counter.

Rev 3/29/11