

**Eric R. Greitens**  
Governor



**Catherine F. Brown**  
Director

**Sarah H. Steelman**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Facilities Management  
Design and Construction  
730 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
**INTERNET:** <http://www.oa.mo.gov/fmdc>  
**E-MAIL:** FMDC Real Estate@oa.mo.gov

(573) 751-1003  
FAX (573) 526-4138

**AMENDMENT NO. 1 to RFP #08811618**

to Specifications and Proposal Forms  
for the Department of Corrections, Board of Probation and Parole;  
the Department of Health and Senior Services;  
and the Department of Social Services, Family Support and Children's Divisions  
Moberly (Randolph County), Missouri  
RFP No. 08811618  
September 13, 2017

Bidders are hereby informed that the following changes must be incorporated in the above-referenced RFP: Increase in square footage from 11,084 square feet to 11,214 square feet; Attachment A and B have been replaced; Item C-2 in Attachment C for the Department of Health and Senior Services and the Department of Social Services has been deleted.

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

Authorized by:

Jayne Masek, Coordinator  
Facilities Management, Design & Construction

JM:sn

c: Dana Peters  
Peg McClure  
Kevin Baclesse  
David Craigg

Audrea Kurutz  
Terrill Newton  
Kevin Kolb

---

**ACKNOWLEDGMENT OF AMENDMENT RECEIPT**

Please sign, date and return this acknowledgment of receipt of Amendment No. 1 to RFP No. 08811618 with your proposal.

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
Date

Rev. 01/10/2017

ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: Should be located within the city limits of Moberly

---

2. Square Footage Required: 11,214
3. Bid Opening Date: November 15, 2017
4. Bid Surety Amount: \$ 5,607.00 Effective Date: November 15, 2017 to May 16, 2018
5. Performance Surety Amount: \$ 11,214.00
6. Target Date for Completion: June 1, 2018 Target Date for Occupancy: June 2, 2018
7. Term of Lease: 5 years (one-year, with 4 one-year renewals)
8. Number of Employees: 50
9. Total Number of Parking Spaces: 75 Number of Accessible Spaces: 3
10. Staff Restrooms: Male 1 Female 1 Unisex
11. Public Restrooms: Male  Female  Unisex 1
12. Number of Hi/Lo Water Coolers: 2
13. Number of Workstations: 69
14. AMP/BTU Data Requirements:

<u>SPACE</u>	<u>EQUIPMENT TYPE</u>	<u>NUMBER</u>	<u>AMPS</u>	<u>BTUs/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTUs/HR</u>
Data/Telecom	Controller/Modem	6	20	2,000	1,20	12,000
Office	Terminals/Printer	51	1.5	756	76.50	37,536

15. The Tenant agency will install systems furniture.
16. Description of Program's use of Space: Hours 7:30 a.m. to 5 p.m.  
 Number of Clients 50 per day Peak Periods of Traffic 8 a.m. to 5 p.m.  
 Brief Description Office operations to support clients.

---



---

## Attachment B

<b>Moberly</b> <b>Consolidated Office Bldg. DSS/DOC/DHSS</b> Date: 9/12/17 Project Name: Space Analysis Current Lease No. #08800204 & 08800721 County : Coordinator Randolph - Jayne Masek		<b>State of Missouri</b> <b>Office of Administration</b> <b>Div. of Facilities Management,</b> <b>Design and Construction</b> 301 West High Street, Room 840 Jefferson City, MO 65102		
	Qty.	Sq. Ftg.	Total Sq. Ftg.	Comments
<b>Family Support Division</b>				
Office Support Asst.	1	64	64	Open
Temp Staff	2	64	128	Open
CIS	1	64	64	Open
Band Manger 1	1	120	120	Open
Eligibility Specialist	7	64	448	Open
Eligibility Specialist Supervisor	2	96	192	Open
<b>FSD Staff Total</b>	<b>14</b>		<b>1,016</b>	
<b>Children's Division</b>				
Band Manger 1	1	120	120	Open
Children's Service's Supervisor	2	96	192	Open
Senior Office Support Assistant	1	64	64	Open
Management Analyst II	1	64	64	Open
Children's Service's Worker	13	64	832	Open
<b>CD Staff Total</b>	<b>18</b>		<b>1,272</b>	
<b>FSD / CD Support Area</b>				
Mail Area	1	100	100	Private
Hearing Rm.	1	120	120	Private
FSD Storage Room	1	120	120	Private
CD Storage Room	1	120	120	Private
Family Observation Room	1	120	120	Private
Observation Room	1	48	48	Private
CD Team Meeting Room	1	200	200	Private
CD File Room	1	240	240	Private
FSD Files	1	200	200	Open
Misc. Equipment	1	120	120	Open
Resource Area	1	600	600	Open
<b>Support Space Subtotal:</b>			<b>1,988</b>	
<b>FSD &amp; CD Staff &amp; Support SF Total</b>	<b>32</b>		<b>4,276</b>	
Departmental Circulation Factor:	30%		1,283	
<b>Projected Total FSD &amp; CD S.F. w/ Circulation:</b>			<b>5,559</b>	
<b>DOC - P&amp;P Staff</b>				
Correction Manager B1	1	120	120	Private
P&P Unit Supervisor	1	96	96	Private
P&P Officer II	9	96	864	Open
Senior Office Support Assistant	1	64	64	Open
Office Support Assistant	2	64	128	Open
<b>Staff Total</b>	<b>14</b>		<b>1,272</b>	
<b>DOC - P&amp;P Support Area</b>				
UA Room	1	60	60	Private
Interview Room	2	80	160	Private
Misc., Equip.	1	120	120	Open
File Room	1	200	200	Private
Storage Room	1	240	240	Private
Reception	1	240	240	Private
<b>Support Space Subtotal:</b>			<b>1,020</b>	
<b>DOC - P&amp;P Staff &amp; Support SF Total</b>	<b>14</b>		<b>2,292</b>	
Departmental Circulation Factor:	30%		688	
<b>Projected Total DOC - P&amp;P S.F. w/ Circulation:</b>			<b>2,980</b>	

	Qty.	Sq. Ftg.	Total Sq. Ftg.	Comments
<b>DHSS Staff</b>				
DHSS Staff	2	64	128	Open
<b>Staff Total</b>	<b>2</b>		<b>128</b>	
<b>DHSS Support Area</b>				
Misc., Equip.	1	120	120	Open
<b>Support Space Subtotal:</b>			<b>120</b>	
<b>DHSS Staff &amp; Support SF Total</b>	<b>2</b>		<b>248</b>	
Departmental Circulation Factor:	30%		74	
<b>Projected Total DHSS S.F. w/ Circulation:</b>			<b>322</b>	
<b>Building Core Space</b>				
Conference Room	1	480	480	Private
Conference Room/Training Room	1	500	500	Private
Staff Men's Restroom - 1 unrinal, 1 closet, 1 sink	1	150	150	Private
Staff Women's Restroom - 3 closets, 2 sinks	1	180	180	Private
Public Unisex Restroom	2	60	120	Private
Lounge	1	240	240	Private
Data Room	1	80	80	Private
Janitor Closet	1	60	60	Private
<b>Core Space Subtotal:</b>			<b>1,810</b>	
Departmental Circulation Factor:	30%		543	
<b>Total Core with Circulation</b>			<b>2,353</b>	
<b>Allocation of Staff &amp; Support Space</b>			<b>Sq. Ft.</b>	<b>%</b>
<b>Total FSD &amp; CD S.F. w/ Circulation:</b>			<b>5,559</b>	62.73%
<b>Total P&amp;P S.F. w/ Circulation:</b>			<b>2,980</b>	33.63%
<b>Total DHSS S.F. w/ Circulation:</b>			<b>322</b>	3.64%
<b>Total of ALL department Staff &amp; SF</b>	<b>48</b>		<b>8,861</b>	100.00%
<b>Total Building Core w/ Circulation</b>			<b>2,353</b>	
<b>Total of ALL department SF</b>			<b>11,214</b>	
<b>Allocation of Core Area</b>			<b>Sq. Ft.</b>	
FSD & CD S.F.			1,476	
P&P S.F.			791	
DHSS S.F.			86	
<b>Total of Core Area</b>			<b>2,353</b>	
<b>Total Allocation of Staff, Support &amp; Core</b>			<b>Sq. Ft.</b>	<b>Sq. Ft./Per Person</b>
FSD & CD S.F.			<b>7,035</b>	219.8421398
P&P S.F.			<b>3,771</b>	269.3455483
DHSS S.F.			<b>408</b>	204.0069249
<b>Total</b>			<b>11,214</b>	
<b>Total of Staff, Support &amp; Core Subtotals w/o Circulation:</b>			<b>8,626</b>	
Departmental Circulation Factor:			30%	2,588
<b>Total S.F. w/ Circulation:</b>			<b>11,214</b>	