



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS # 13-10-947
AMENDMENT # ONE
FOR OFFICE SPACE IN CHATTANOOGA, TENNESSEE

DATE: **September 14, 2015**

RFP # **13-10-947** IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Note: highlighted dates indicate revisions.

EVENT	TIME (central time zone)	DATE (all dates are state business days)	Updated/ Confirmed
1. RFP Advertised		On or shortly before publication date	Confirmed
2. RFP Published		September 4, 2015	Confirmed
3. Disability Accommodation Request Deadline		September 9, 2015	Confirmed
4. Pre-proposal Conference (if applicable)		N/A	Confirmed
5. Notice of Intent to Propose		September 11, 2015	Confirmed
6. Written "Questions & Comments" Deadline	4:00 p.m. Central Time	September 11, 2015	Confirmed
7. State Response to Written "Questions & Comments"		September 17, 2015	Confirmed
8. Proposal Deadline and Opening	2:00 p.m. Central Time	September 25, 2015	Confirmed
9. Notice to Proposers of Mandatory Pass/Fail		September 29, 2015	Confirmed
9. State Completion of Proposal Evaluations		October 20, 2015	Confirmed
11. State Notice of Intent to Award Issued / Finalization of Lease Agreement <u>and</u> RFP Files Opened for Public Inspection		October 27, 2015	Confirmed

12. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is greater than 5 years or annual rent is greater than \$150,000)		November 23, 2015	Confirmed
13. Lease is circulated to successful Proposer for signature		December 3, 2015	Confirmed
14. Lease Signature Deadline		December 31, 2015	Confirmed
15. Construction Substantial Completion Date		May 2, 2016	Confirmed
*15. Desired Occupancy Date		June 1, 2016	Confirmed

2. RFP Attachment 5.2, Section A, Location. Add the following language to the Location section:

The office will provide case management and monitoring of probationers and parolees by Department staff. Preference may therefore be given to office locations where the property line is not less than 1,000 feet from the property line of any school (both public and private), day care centers, parks, playgrounds, recreations or athletic fields.

3. RFP Attachment 5.2, Section A, Scope of Lease, Project Specific Requirements: Only one page of the programming needs are shown in the RFP. Replace the single page of the Space Needs Analysis with the attached document.

Space Needs Analysis Report

SNA Number: 32901-33-01

Agency: TDOC Hamilton Co.

Description: Chattanooga, TN

Prepared by: FMG

Checked by:

Personnel Total: 68 SNA Date: 8/31/2015

Type	Standard	Description	Wall	Area	Count
P	00000	Correctional Admin. Deputy District Director.	H	120	1
P	00000	P/P Officer 1	O	51	1
P	00000	District Trainer	O	51	1
P	00000	NCIC Staff	None	0	1
Work space included in Secure Computer Area.					
P	00000	Re-entry Director	H	120	1
Contract staff.					
P	00000	Contract Staff Counselor	O	51	1
P	00000	Contract Spectrum Trainer	O	51	1
P	00000	Contract Teacher	O	51	1
P	02942	Secretary	O	51	3
P	02943	Administrative Secretary	O	51	1
P	09830	Account Clerk	O	51	2
P	75553	IRSS 4	O	51	1
Information Resource Support Specialist 4.					
P	78139	District Director	H	120	1
P	78142	P/P Officer 2	O	51	35
P	78142	P/P Officer 2	O	20	7
Field Staff.					
P	78143	P/P Officer 3	O	51	2
P	78144	P/P Manager 1	O	51	6
P	79661	Forensic Social Worker	H	120	2
S	BR	Break Room	H	345	1
With base and wall cabinets countertop with sink. Lessor to provide a minimum of 7 - Duplex outlets each on its own 120V/ 20 amp. dedicated circuit with isolated neutral for agency supplied 2 - coffee makers, 2 - microwaves, 2 - refrigerators and possible vending machine.					
S	CFR	Closed File Room	H	484	1

Includes space for 30 - 36" Wide Single Faced Open Shelving Units (used to file closed case files) and 4 - Lateral File Cabinets for closed personnel files that must be kept on site. Agency is currently storing closed case files in 60 - 4 Drawer Vertical File Cabinets that will be converted to 30 - Single Faced Open Shelving Units when agency moves to new location.

S	CIPU	CIP Unit	O	235	1
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Includes space for 5 - hoteling stations and small meeting table that will be used by local Police Officers when needed.

S	CIR	Client Interview Room	HA	72	4
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Used for conducting interviews with clients without the need for client to leave the waiting room area. Each room will require 2 doors 1 - accessible from waiting room (for client use) and 1 - accessible from staff office side of waiting room (for staff use). Each room will be separated by a wall with pass thru glass window between client and staff with each side having a 2' deep worksurface.

S	CR	Conference Room	H	550	1
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Seating for 35.

S	CSA	Computer Storage Area	O	80	1
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Secure area used by IRSS 4 position. Use tall panels with door. This area is used to store new computers awaiting installation and old computers waiting to be surplus. Also provides space to load new software on new computers and unload old software from old computers before they are surplus.

S	DTWR	Drug Testing Work Room	H	160	1
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With watercloset and stainless steel counter top and sink. Includes additional space for work area. Also includes space for refrigerator.

S	E	Enclave	H	120	2
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S	GIR	Group Intake Room	H	250	1
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Space for finger print machine, photo ID equipment including laminator and related supplies.

S	IR	Interview Room	HA	100	4
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S	MA	Mail Area	O	80	1
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S	MFP	Multi-Function Printer	O	50	3
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S	PSB	Paper Shredder Bin	O	6	2
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S	SC	Shared Cubical	O	51	3
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Used by traveling Forensic Social Worker Supervisor, Interns, Community Service Worker and Volunteers.

S	SCA	Secure Computer Area	O	120	1
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Area will house 2 - National Crime Information Center (NCIC) computers. Equipment for each computer is as follows; 1 - CPU, 1 - keyboard; 1 - monitor and 1 - printer. Limited number of staff will need access to this area.

S	SCR	Small Conference Room	H	235	2
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Seating for 14.

S	SGS	Security Guard Station	O	51	2
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Space for contract security guards paid for by agency.

S	SRC	Shared Reception Cubical	O	51	1
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Secretarial staff will share the use of this cubical when serving clients in the waiting room.

S	SS	Supplemental Space	O	120	1
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Space for 15 additional - Lateral File Cabinets located in wide hallways close to staff who will be using them. The following will be the breakdown. 2 - Cabinets for Administrative Secretary, 1 - Cabinet for District Trainer, 1 - for each Account Clerk (2), 1 - for each Manager (6), 1 - for IRSS and 1 - for each of the shared cubicals (3). One of the seven Manager positions will be storing GPS monitoring bracelets in one of the drawers of their additional Lateral File Cabinet.

S	SSR	Supply/ Storage Room	H	230	1
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Use to store office supplies, bullet proof vests, utility belts and pepper spray.

S	TC	Telecom. Closet	H	80	1
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For telephone and computer equipment. Room must be temperature controlled.

S	TR	Training Room	H	300	1
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Table based training for 10 people. Used for District training, LSCMI training and offender training. Room will also be used for video conference.

S	VCR	Video Conference Room	H	150	1
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Used for Board Parole Hearings and Victim Witness Statements.

S	WR	Waiting Room	HA	800	1
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With transaction countertop and locking sliding pass-thru window to Shared Reception Cubical. Includes space for 18 chairs and 2 - kiosk pay stations. Waiting Room must have direct access to one single stall client mens restroom and one single stall client womens restroom. Client and Staff Restrooms will be separate and will not share the same plumbing wall.

S	WR	Work Room	H	120	1
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Used by Re-entry Services.

Comment:

Regional and Field office for BOP&P. This office will be a sex offender reporting station and needs to be accessible to public transportation.

SNA Number: 32901-33-01

Major Circulation:	30%	3,401
Total Area Needed:		11,338
GRAND TOTAL:		14,739 <i>Min. Usable</i>