



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS # 14-02-905
AMENDMENT # ONE
FOR OFFICE SPACE IN CHATTANOOGA, TENNESSEE

DATE: **September 14, 2015**

RFP # **14-02-905** 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 13, 2015	Confirmed
11. State Notice of Intent to Award Issued / Finalization of Lease Agreement and RFP Files Opened for Public Inspection		October 30, 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
*16. Desired Occupancy Date		June 1, 2016	Confirmed

- 2. 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

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
CSOB-ABC TN Alcoholic Beverage Commission

Contact Mark Donner
Existing Location CSOB
Proposed Location Downtown Chattanooga Lease **Program Entered By** Erin Schumacher
 Revised 04/10/14: Per Mark Donner's Comments to total 15 FTE

Detailed Requirements	FTE		Spaces		Area (SF)
	Current		Current		Current
Meeting Spaces					
8. Conference Med (12-16) CONF-M 320	0		1	for Fraudulant Document classes, pre-raid beifings, interviews, etc.	320
Subtotal					320
Planning Factor (0.0%)					0
Total	0		1		320
Private Office					
4. Office - Standard OF-1 120	1	SAC	1	C. Westfall	120
5. Office - Standard OF-1 120	1	ASAC	1	J. Richardson	120
6. Office - Standard OF-1 120	1	Account Clerk	1		120

Space Needs Analysis

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
Agency **CSOB-ABC TN Alcoholic Beverage Commission**

Detailed Requirements	FTE		Spaces		Area (SF)
	Current		Current		Current
Private Office					
Subtotal					360
Planning Factor (35.0%)					126
Total	3		3		486
Open Office					
1. Workstation - 7x7		AGENTS			
WS-2 56.25		6		6	338
2. Workstation AA 7x7		ADMIN ASST 1			
WS-2AA 56		3		3	168
3. Workstation AA 7x7		ADMIN SEC			
WS-2AA 56		1		1	56
7. Workstation - 7x7		support staff			
WS-2 56.25		1		1	56
7. Workstation - 7x7			Growth		
WS-2 56.25		1	1		56
Subtotal					674
Planning Factor (55.0%)					371
Total	12		12		1,045

Space Needs Analysis

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
 CSOB-ABC TN Alcoholic Beverage Commission

Detailed Requirements	FTE		Spaces		Area (SF)
	Current	Current	Current	Current	Current
Support					
7. Med Storage RM ST-M	120	0	1		120
7. Waiting Area (ex-Commissioner) WT-S	120	0	1		120
9. Med Storage RM ER-1	450	0	1	- CMU walls extend to deck; CMU's must be core-filled. - Agency needs access 24/7; due to sensitive data, access must be limited to Agency personnel only; key may only be provided to Agency, not building maintenance or facility manager.	450
Subtotal					690
Planning Factor (35.0%)					242
Total	0		3		932
Equipment					
11. Storage Cabinet EQ-CAB	9	0	14	- 4'- 0" wide sections - (6) units to be located in the evidence room - (8) units to be located in the supply room	126
13. Storage Cabinet EQ-CAB	9	0	2	- Located in the Evidence Room	18
14. Lateral File 36"wide EQ-LF36	9	0	26		234

Space Needs Analysis

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
Agency **CSOB-AG Attorney General**

Contact Michael Leftwich
Existing Location CSOB
Proposed Location Downtown Chattanooga Lease **Program Entered By** Erin Schumacher
 Send as follow-up to phone conversation on 4-16-14 for approval to Michael Leftwich.
 Note:
 - The space will need to be in a separate suite.
 - All Attorney offices should have windows.
 - The space will need 24 hour access and security during regular business hours.

Detailed Requirements	FTE		Spaces		Area (SF)
	Current		Current		Current
Hoteling Space					
2. Workstation Hotelling/Visitor 4x4 WS-HT1 21	0		1	1	21
				Located in Waiting Room	
Subtotal					21
Planning Factor (0.0%)					0
Total	0		1		21
Meeting Spaces					
2. Conference Small (8-10) CONF-S 240	0		1		240

Space Needs Analysis

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
Agency **CSOB-AG Attorney General**

Detailed Requirements	FTE		Spaces		Area (SF)
	Current		Current		Current
Meeting Spaces					
Subtotal					240
Planning Factor (0.0%)					0
Total	0		1		240
Private Office					
1. Office - Standard			1 (vacant) office designated for visiting attorney/paralegal		
OF-3 140	2		3		420
Subtotal					420
Planning Factor (35.0%)					147
Total	2		3		567
Open Office					
2. Workstation AA 7x7		SECRETARY			
WS-2AA 56	2		2		112
Subtotal					112
Planning Factor (55.0%)					62
Total	2		2		174

Space Needs Analysis

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
Agency **CSOB-AG Attorney General**

Detailed Requirements	FTE		Spaces		Area (SF)
	Current	Current	Current	Current	Current
Support					
2. Bookcase EQ-BC 6	0		5	30	
			Located within conference space		
2. Waiting Area WT-S 120	0		1	120	
4. Med Storage RM ST-M 120	0		1	120	
			For central storage/records		
5. Copy/Break Room COPY/BRK 180	0		1	180	
Subtotal				450	
Planning Factor (35.0%)				158	
Total	0		8	608	
Equipment					
8. Lateral File 42"wide EQ-LF42 10.5	0		12	126	
Subtotal				126	
Planning Factor (55.0%)				69	
Total	0		12	195	

Space Needs Analysis

Chattanooga	Chattanooga State Agencies in Chattanooga
Building	CSOB- Lease Downtown Chattanooga Lease
Agency	CSOB-AG Attorney General

Total		1,369
Planning Factor (31.8% avg.)		435
Primary Circulation (0.0%)		0
Primary Circulation (15.0%)		271

Total	4	2,075
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Space Needs Analysis

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
CSOB-HRC Human Rights Commission

Contact	Sabrina Hooper	Programmer Name	Rhonda Walsh
Existing Location	CSOB		
Proposed Location	Downtown Chattanooga Lease	Program Entered By	Erin Schumacher

Reviewed again with Sabrina Hooper, 11/12/13 - Program is approved. Location needs to be accessible to the public (bus line & parking)
 Reviewed with Sabrina Hooper, 1/29

Must be near 2 small conference rooms that are adjacent to each other for mediations (rooms are used at the same time). Rooms are used about 2x/week.

Required number of meeting seats = 1, so no dedicated meeting rooms for HRC.

Detailed Requirements	FTE		Spaces		Area (SF)
	Current		Current		Current
Hoteling Space					
3. Workstation Hotelling/Visitor 4x4 WS-HT1 21	0		1		21
Subtotal					21
Planning Factor (0.0%)					0
Total	0		1		21

Meeting Spaces					
3. Conference Small (8-10) CONF-S 240	0		0		0

Must be near 2 small (SHARED) conference rooms that are adjacent to each other for mediations (rooms are used at the same time). Rooms are used about 2x/week.

Space Needs Analysis

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
Agency **CSOB-HRC Human Rights Commission**

Detailed Requirements	FTE		Spaces		Area (SF)
	Current		Current		Current
Meeting Spaces					
Subtotal					0
Planning Factor (0.0%)					0
Total	0		0		0
Private Office					
1. OFFICE-STANDARD OF-1 120	REGIONAL COORD		BARBARA GARDNER		
	1		1		120
2. OFFICE - STANDARD OF-1 120	INVESTIGATOR		RENEE SMITH		
	1		1		120
Subtotal					240
Planning Factor (35.0%)					84
Total	2		2		324
Support					
1. Bookcase EQ-BC 6					
	0		2		12
3. Copy/Print Room COPY 180			for printing of confidential documents and file storage		
	0		1		180

Space Needs Analysis

Chattanooga Building Agency Chattanooga State Agencies in Chattanooga
 CSOB- Lease Downtown Chattanooga Lease
CSOB-HRC Human Rights Commission

Detailed Requirements	FTE		Spaces		Area (SF)
	Current	Current	Current	Current	Current
Support					
3. Waiting Area (ex-Commissioner) WT-S 120	FOR 6 PPL 0		1		120
5. Lateral File 36"wide EQ-LF36 9	0		4		36
Subtotal					348
Planning Factor (35.0%)					122
Total	0		8		470
<hr/>					
Total					609
Planning Factor (33.8% avg.)					206
Primary Circulation (0.0%)					0
Primary Circulation (15.0%)					122
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Total	2				937