

**GEORGIA STATE FINANCING AND INVESTMENT COMMISSION
PROCUREMENT DIVISION
270 WASHINGTON STREET, SECOND FLOOR
ATLANTA, GEORGIA 30334
PHONE NUMBER: (404) 463-5740
FAX NUMBER: (404) 463-5699
JEFF LACKS
(jlacks@gsfic.ga.gov)**

ADDENDUM ONE

Request for Proposal No.: SPC-7443
Request for Proposal Name: Leased Office Space
Georgia Department of Human Services
Department of Family and Children Services
Gwinnett County

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING INFORMATION INTO THE REFERENCED REQUEST FOR PROPOSALS.

- 1) Section 6 EVALUATION AND SELECTION PROCESS of the RFP, paragraph titled, STEP I – PROPOSAL REVIEW, list certain minimum requirements that must be met for a proposal to be considered by the ERC. The minimum requirement that a property “must be within 3/8 of a mile from a current or approved Gwinnett County public transportation bus stop” is modified as follows:

Proposed property must be on an existing Gwinnett county bus route and be within 3/8 of a mile from an existing bus stop or have the written support of the County to create a bus stop that meets this proximity requirement.

All other minimum requirements remain as stated.

- 2) Exhibit-D Preliminary Administrative Space Program of the Request for Proposals (RFP) has been revised to reflect updated space needs of DFCS. The following revised Preliminary Administrative Space Program replaces the program originally issued as Exhibit D of the RFP.

(See the attached Preliminary Administrative Space Program)

SPACE UTILIZATION PROGRAM
for
THE DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY AND CHILDREN SERVICES
LAWRENCEVILLE/GWINNETT COUNTY
AND REGION XV OFFICES
 LAWRENCEVILLE, GEORGIA
 updated by the SPC.5/7/2013

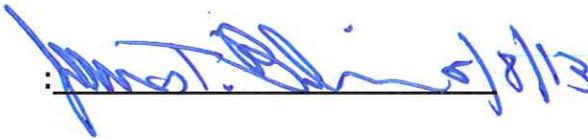
SUMMARY

Division/section name	Staffing Number	Square Feet Required	Notes
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SUMMARY by sub-sections

Regional	28	4,919	
Office of Family Independence (OFI)	205	21,946	
Social Services (SS)	115	16,033	
County Administration	12	2,692	
County other	7	1,936	
Shared Space	0	31,801	
GRAND TOTALS	367	79,327	216.1 sf/pos

D.H.R. Leasing approval

:  5/8/13

DHR Regional approval

: _____

D.H.R. divisional approval

: _____

D.H.R. Local approval

: D'Anna K. Liber

D.H.R. I.T. approval

: _____

Regional

Space name	Staffing Number	Quantity	Size	Square Feet Required	NOTES
Regional Field Operations & Regional Accounting					
Staff					
<u>Enclosed offices</u>					
Manager	1		150	150	
Manager	2		150	300	
Supervisor	6		120	720	
<u>Open office workstations</u>					
Professional	17		64	1,088	
Professional (growth)			64	0	
Clerical	2		48	96	
Ancillary/Support					
Regional					
Secured open file room		1	80	80	
Copier/fax/mail rooms		2	80	160	
Group meeting room		1	150	150	
Secured Supply room		1	400	400	
Secured Storage Rm for Checks, etc		1	500	500	
SUB-TOTAL				3,644	
35% Circulation				1,275	
TOTAL		28		4,919	

OFI

Space name	Staffing Number	Quantity	Size	Square Feet Required	NOTES
Office of Family Independence (OFI)					
Staff					
<u>Enclosed offices</u>					
Manager	1		150	150	
Manager	1		150	150	
Supervisor	15		120	1,800	
Supervisor - (growth)	8		120	960	
<u>Open office workstations</u>					
Professional	76		64	4,864	
Professional - (growth)	63		64	4,032	
Clerical	11		48	528	
Clerical - growth	4		48	192	
Interns	4				(included in work area)
Partner Agencies	22				(included in work area)
<u>Ancillary/Support</u>					
Team meeting room - large		1	400	400	
Team meeting room - small		1	250	250	
Secured Open File Room		1	1,125	1,125	
Copier/fax/mail room		1	80	80	
Storage room		1	400	400	
Work Area (adjacent to file Room)		1	500	500	
Calendar events storage		1	150	150	
Secured File Room-Medicaid		1	675	675	
SUB-TOTAL				16,256	
35% Circulation				5,690	
TOTAL		205		21,946	

Space name	Staffing Number	Quantity	Size	Square Feet Required	NOTES
Social Services (SS)					
Staff					
<u>Enclosed offices</u>					
Manager	1		150	150	
Supervisor	19		120	2,280	
<u>Open office workstations</u>					
Professional	86		64	5,504	
Clerical	9		48	432	
Ancillary/Support					
Family Visitation rooms		6	150	900	
Viewing room		3	60	180	
Child's ADA tub & shower		1	100	100	
Team meeting room - large		1	400	400	
Team meeting room - small		1	250	250	
Secured Open File Room		1	1200	1,200	
Copier/fax/mail rooms		1	80	80	
Storage room		1	400	400	
SUB-TOTAL				11,876	
35% Circulation				4,157	
TOTAL		115		16,033	

Space name	Staffing Number	Quantity	Size	Square Feet Required	NOTES
County Administration					
Staff					
<u>Enclosed offices</u>					
Manager	2		150	300	
Supervisor	4		120	480	
<u>Open office workstations</u>					
Professional	6		64	384	
Professional (growth)			64	0	
Ancillary/Support					
Team meeting room - large		1	400	400	
Team meeting room - small		1	250	250	
Copier/fax/mail rooms		1	80	80	
Storage room		1	100	100	
SUB-TOTAL				1,994	
35 Circulation				698	

Space name	Staffing Number	Quantity	Size	Square Feet Required	NOTES
County - Other					
Staff					
<u>Enclosed offices</u>					
Supervisor	1		120	120	
<u>Open office workstations</u>					
Professional	6		64	384	
Professional (growth)			64	0	
Ancillary/Support					
Team meeting room - large		1	400	400	
Team meeting room - small		1	250	250	
Copier/fax/mail rooms		1	80	80	
Supply room		1	100	100	
Storage room		1	100	100	
SUB-TOTAL				1,434	
35% Circulation				502	
TOTAL		7		1,936	

Shared Space

Space name	Staffing Number	Quantity	Average Size	Square Feet Required	NOTES
County - Other					
Ancillary/Support					
Shared spaces					
BOP (Business Operations Plan)					
Information		1	600	600	
Compass room		1	1,000	1,000	(38) computer & scanning stations
Telephone room		1	500	500	(20) Telephone stations
Front desk (caseworkers)		1	900	900	(10) Caseworkers
General public waiting/reception		1	500	500	
Clerical/reception		1	1,500	1,500	Includes copier, fax area
Interview rooms		50	100	5,000	
Switchboard		2	0	0	Included in Clerical/Reception
Children's education area		4	80	0	Included under waiting/reception
Public ladies restroom		1	188	188	
Public men's restroom		1	188	188	
Large Conference/Training room		1	5,000	5,000	To accommodate (500) occupants (to be divisible into 4-6 sections)
Conference Room Storage		1	200	200	
Central Mail Room		1	200	200	
Secured file room - Closed Files		1	3,500	3,500	
Common areas					
Staff ladies restroom		5	188	940	
Staff men's restroom		5	188	940	
Staff break room		1	1,000	1,000	
Mini break areas		8	80	640	w/ sink, counter, cabinets (if multi-floor building, need 120sf on 1st and 80 sf on each floor directly above, each with special AC units. Longest cabling run no more that 290' from Server Room)
GTA Telecommunications		1	250	250	
Electrical		1	200	200	
Primary Mechanical Room		1	250	250	
Primary Janitor's closet		1	60	60	
SUB-TOTAL				23,556	
35% Circulation				8,245	
TOTAL		0		31,801	

END OF ADDENDUM NUMBER ONE