

**DUVAL COUNTY, FLORIDA  
ITN #590:3161**

**ADDENDUM 2**

- ANSWERS TO QUESTIONS
- ATTACHMENTS:
  - EVALUATION CRITERIA
  - ATTACHMENT K SPECIAL POWER OF ATTORNEY
  - EXAMPLES OF FLOOR PLANS
  - EXAMPLES OF CUBICLE PROTOTYPES
  - STANDARD METHOD OF SPACE MEASUREMENT

**ANSWERS TO WRITTEN QUESTIONS:**

<b>1. Is more than (1) Official Contact Person per Offeror allowed?</b>
<b>A: If they are an authorized representative, listed as owner(s) or disclosed in the Special Power of Attorney.</b>
<b>2. When will a "Special Power of Attorney" form be posted for use as discussed on the call?</b>
<b>A: The Special Power of Attorney will be attached and posted along with these answers to the written questions.</b>
<b>3. Please describe the channels of negotiation related to the different elements of the ITN ie meeting facility requirements, proposed rent etc.</b>
<b>A: Please refer to Section V. on pages 12-17 in the ITN document regarding processes and specifications.</b>
<b>4. Please provide an explanation of the requirement of 7.5 parking spaces per 1,000 sf (vs FL Building Code that requires 5 parking spaces per 1,000 sf for this use</b>
<b>A: To provide enough spaces for DCF staff and clients.</b>
<b>5. Please provide the projected amount of clients to be served with case management services broken down to daily and hourly turnover, length of stay etc.</b>
<b>A: The storefront would be expected to serve on average 350 to 400 clients per day with a turnover rate of an average of 30 minutes.</b>
<b>6. Should the space be prepared and Certificate of Occupancy achieved prior to March 1, 2021, can the lease commence earlier</b>
<b>A: No.</b>
<b>7. Regarding the Scope of Work outlined in Attachment A, can a proposed layout be provided by the DCF for the Call Center and Access Storefront activities</b>
<b>A: See attached sample floor plans for call center and Access Storefront.</b>
<b>8. Without the benefit of plans and defined specs today, will another round of RFI's be designated to assist Offeror's in the formulation of Tenant Improvement costs prior to December 9, 2019?</b>

<b>A: No, but if an offeror chooses to hire a space planner to develop a test-fit, it will help trades to develop budgets and estimates.</b>
9. Will Value Engineering or equivalents be acceptable for qualifying purposes on specs that are called out in the ITN and allowances be allocated for specs not called out in the ITN.
<b>A: Yes, during negotiations.</b>
10. Attachment A contains the phrase “telephone purchase and installation and other services as required” within the definition of full service lease. Please clarify.
<b>A: The Department uses VOIP system and only requires computer drops in office and training areas. Telephones will be provided by DCF. DCF will only require a couple of analog lines for faxes.</b>
11. If a proposed layout per activity is not provided, how would we establish the number of cable & data drops will be required
<b>A: See space requirements for number of employees and work areas.</b>
12. Please provide specs for the modular systems requirement
<b>A: See attached prototypes. 4-foot panels for the call center staff; 5-foot panels for the Storefront staff. Locking drawer(s), keyboard pad, 2 data drops, 1 outlet.</b>
13. What does “Floor to Ceiling” mean in Attachment A within the Special Requirements column of Space Requirement section for Conference Room, Interview Rooms, Training Center, and Lactation room within the DCF access storefront and the Training Center, IT Storage/Receiving/Workroom, and Conference Room for the DCF Call Center.
<b>A: Walls that extend from the floor to under the ceiling grid.</b>
14. What is a Transitional Room? What is its function and where does it need to be located within the space?
<b>A: It’s another term for training room. The ACCESS storefront will have 2 training rooms and they can be located together anywhere in the staff work area.</b>
15. Can the two LAN rooms be in the same room or do they need to be in two separate physical rooms?
<b>A: If a consolidated location is chosen, they can be in one. If separate locations are chosen, 2 will be required.</b>
16. Do the Toilets need to be tankless?
<b>A: No.</b>
17. Does wall tile in restrooms need to be floor to ceiling or, if not, installed to what height?
<b>A: No. There is no height requirement.</b>
18. Please confirm the address of 655 W 8th St, the significance of the address and weight of the geographic location within the 10-mile radius in Attachment B
<b>A: There is no significance, see attached evaluation criteria and points.</b>
19. Does the Section 252.385(4) (b), Florida Statutes relating to the use of the Premises as a public hurricane evacuation shelter apply here?
<b>A: No.</b>
20. Who is responsible for FF&E, including workstations: the property owner or the Department of Children and Families?
<b>A: DCF is responsible for furniture. Property owners are responsible for workstations.</b>
21. Is there any circumstance we can receive written notice from tenants (that will vacate the Proposed Space prior to lease commencement) after the reply and before the negotiation stage?

<b>A: If you can show a lease that is expiring, that will satisfy tenant acknowledgement. They must be vacating the space with enough lead time for construction.</b>
22. What are the 2 unique zoning uses for the call center and access storefront per the city of Jacksonville ordinance code?
<b>A: No special zoning requirements for call center or service center that DCF is aware of.</b>
23. How many parking spaces are required? The ITN referred to 7.5/1000, but the call mentioned that 246 spaces were required.
<b>A: 7.5/1000</b>
24. Are the parking ratios the same for the call center and access storefront?
<b>A: Yes.</b>
25. I am asking a question and did not understand an answer that was given surrounding a discussion on the top item on page 13 of 66 regarding points awarded for proximity. I cannot understand why this is an issue. Where is the preferred area and why?
<b>A: It has been changed. See attached Evaluation Criteria.</b>
26. While I see the "***NOTE" regarding the certain areas that are not to be counted under the net rentable square feet, what if the full building that we are submitting is fully occupied by the Department of Children and Families?
<b>A: If DCF occupies the entire building or space and restrooms are exclusive to the agency, they will pay for the space. See the attached "Standard Method of Space Measurement" attachment.</b>
27. I see that the total building space is 26,585 (+/- 3%) although what is the tolerance for room size/spaces within the building as seen on pages (24-25)?
<b>A: Space to be designed to accommodate the <u>approximate</u> size and number of offices/rooms listed. All quotes must include modular systems.</b>

2. **EVALUATION CRITERIA.** All Submissions will be evaluated on the factors below:

<p><b>Criterion 1 - Rental rates per square foot for basic term of lease:</b>  Rental rates evaluated, using total present value methodology for basic term of lease, by application of the present value discount rate of <u>1.43%</u> Each Offeror's rental rate per square foot for each year of the basic term of the lease will be totaled and averaged.  The following formula will be used to calculate the score for this criterion:  (Lowest average rental rate per square foot offered / Offeror's average rental rate per square foot offered) x Total Maximum Points = Offeror's Score for this criterion.</p> <p style="text-align: right;"><b>Maximum points: <u>35</u></b></p>
<p><b>Criterion 2 - Rental rates per square foot for optional renewal terms of lease:</b>  Rates evaluated, using total present value methodology for renewal terms of lease, by application of the present value discount rate of <u>1.43%</u> Each Offeror's rental rate per square foot for each year of the basic term of the lease will be totaled and averaged.  The following formula will be used to calculate the score for this criterion:(Lowest average rental rate per square foot offered / Offeror's average rental rate per square foot offered) x Total Maximum Points = Offeror's Score for this criterion.</p> <p style="text-align: right;"><b>Maximum points: <u>10</u></b></p>
<p><b>Criterion 3 - Location: The effect of the facility's location on the efficient and economical conduct of Agency operations planned for the requested space. Proximity of facility to the department's preferred area.</b></p> <p>A. Within <u>the 10-mile radius in Attachment B</u> <span style="float: right;"><b>10 pts</b></span></p> <p>B. <u>Outside the 10-mile radius, but within Duval County</u> <span style="float: right;"><b>5 pts</b></span></p> <p style="text-align: right;"><b>Maximum points: <u>10</u></b></p>
<p><b>Criterion 4 - Parking: The Department needs <u>7.5</u> parking spaces per 1,000 SF (7.5:1,000).</b></p> <p>A. Exclusive contiguous parking adjacent to the building <span style="float: right;"><b>10 pts</b></span>  Non-Exclusive or non-contiguous parking adjacent to the building <span style="float: right;"><b>8 pts</b></span>  Exclusive or non-exclusive, contiguous or non-contiguous parking onsite <span style="float: right;"><b>6 pts</b></span></p> <p>B. Exclusive offsite parking <span style="float: right;"><b>3 pts</b></span></p> <p>C. Non-exclusive offsite parking <span style="float: right;"><b>0 pts</b></span></p> <p style="text-align: right;"><b>Maximum points <u>10</u></b></p>
<p><b>Criterion 5 – Distance of the offered space from public transportation:</b></p> <p>A. Within zero (0) to two tenth (0.2) mile radius <span style="float: right;"><b>5 pts</b></span></p> <p>B. More than two tenth (0.2) up to four tenth (0.4) mile radius <span style="float: right;"><b>2 pts</b></span></p> <p>C. More than four tenth (0.4) up to five tenth (0.5) mile radius <span style="float: right;"><b>1 pt</b></span></p> <p>D. More than five tenth (0.5) mile radius <span style="float: right;"><b>0 pts</b></span></p> <p style="text-align: right;"><b>Maximum points: <u>5</u></b></p>
<p><b>Criterion 6: Facility present condition- proximity to a physical plant, (including the physical characteristics of the building and the property the building sits on, adjacent structures and surrounding neighborhood.</b></p> <p>Each question below will receive 1 point if the answer is "yes" or 0 points if the answer is "no".</p> <p>A. Are there good transportation links?</p> <p>B. Are there amenities (gas stations, restaurants, convenience stores, etc.) sufficient to meet the needs of the occupants of the Proposed Space?</p> <p>C. Does the building have a security system relatively adequate to protect the persons and property of the occupants of the proposed space?</p>

- D. Is the building well-maintained?
- E. Are the surrounding properties, buildings, streets and sidewalks relatively well maintained, free from debris and visible evidence that the properties or buildings are in violation of any law, ordinance, rule or regulation, and any enforcement proceedings relating thereto, or are being used for any unlawful purpose

**Maximum points: 5**

**Criterion 7:**

**Security issues posed by the building, associated parking and surrounding neighborhood, as evidenced by police reports, quality of exterior lighting and obstructed entrances/exits.**

Each question below will receive 1 point if the answer is “yes” or 0 points if the answer is “no”.

- A. Are there perimeter controls such as gates, fences, walls, landscaping, etc. that restricts access to the property?
- B. Are the parking lots well marked and well-lit at night?
- C. Are the sidewalks and walk ways enshrouded by over growth and easily seen and are there no hidden alley ways, access routes or hiding places?
- D. Are there amenities present (lighting, patrolled hallways and parking areas, escorted ingress/egress, etc.) that aid after hour access and operation?
- E. Do the police reports indicate that the Proposed Space is Located in a relatively safe neighborhood?

**Maximum points: 5**

**Criterion 8: The extent to which the offered space is designed for efficient layout and good utilization of space and energy** (i.e. house service units in proximity to interdependent units, Sustainable building Rating or Energy Rating).

Each question below will receive 3 points if the answer is “yes” or 0 points if the answer is “no”.

- A. Is the offered space in a square or rectangle and not a building that is shaped differently?
- B. Is the present configuration of the offered space in an open plan that requires a lower tenant improvement cost?

**Maximum points: 6**

**Criterion 9: The contiguity of the offered space** (providing the aggregate square footage in a single building on a single floor is preferred):

- A: Aggregate space in a single building, single floor on a first story. **10 pts**
- B: Aggregate space in a single building, on two or more floors or upper floor **5 pts**
- C: Aggregate space in two buildings, connected by sidewalks/overhangs, on a single floor **2 pts**
- D. Aggregate space in two buildings, connected by sidewalks/overhangs, on two or more floors **1 pt**
- E. Aggregate space in two buildings, not connected by sidewalks/overhangs or aggregate space in three or more buildings **0 pts**

**Maximum points: 10**

**Criterion 10: *Building BOMA Rating*** (At time of submittal):

Class A-	A Building = <b><u>4 pts</u></b>
Class B-	B Building = <b><u>3 pts</u></b>
Class C -	C Building = <b><u>2 pts</u></b>
Class D -	D Building = <b><u>0 pts</u></b>

**Maximum points: 4**

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consummated. This is only a basic standard lease form. Other terms and conditions may be required by the State in order for a lease to be consummated.

**Attachment D** Disclosure of Ownership – Each Offeror must complete and return this form with the Reply.

**Attachment E** State Fire Marshal – This attachment provides general directives with regard to the Offeror’s compliance with the requirements of the State Fire Marshal.

**Attachment F** Energy Performance Analysis – This Attachment provides a description of the State’s energy requirements for the Proposed Space.

**Attachment G** Employee Eligibility Verification – This Attachment requires each offeror to enroll and participate in the Employment Eligibility Verification Program (“E-Verify”) administered by the U. S. Department of Homeland Security (“DHS”)

**Attachment H** Agency Disclosure and Commissions Agreement – This attachment provides an Agency Disclosure and Commissions Agreement relating to The Tenant Broker as agent for the State. Each Offeror must execute and return a copy of this Agreement with the Reply.

**Attachment I** Description of the Proposed Space and Certifications Regarding Public Entity Crimes and Lease Terms and Conditions

**Attachment J** Documentation Checklist.**Attachment K** Special Power of Attorney (if applicable), must be completed and executed by the owner and returned with the reply.

**Attachment K** Special Power of Attorney (if applicable), must be completed and executed by the owner and returned with the reply.

Each Offeror should read and understand each Attachment in its entirety prior to completion of the Reply. Additionally, should an Offeror’s Proposed Space be selected, the Offeror will, to the extent applicable, be required to adhere to the terms and conditions contained in all Attachments and/or shall be required to complete/provide the information required in any such Attachment. Indicate your review and understanding of the Attachments below.

**THIS SPACE INTENTIONALLY LEFT BLANK**

**ATTACHMENT K**  
**Special Power of Attorney**

**SPECIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, \_\_\_\_\_,  
Name Street Address  
\_\_\_\_\_, \_\_\_\_\_, appoint \_\_\_\_\_,  
City, State Zip Code Name  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
Street Address City, State Zip Code

as my attorney in fact to act in my capacity to do any and all of the following:  
Any acts necessary regarding the entering of a bid for Lease Agreement No. 800:0416

with the State of Florida, Department of Juvenile Justice,

for the Building at \_\_\_\_\_, \_\_\_\_\_, FL  
Street Address City  
\_\_\_\_\_, title to said property being held by \_\_\_\_\_,  
Zip Code Name

The rights, powers, and authority of my attorney in fact to exercise any and all of the rights and powers granted shall remain in full force and effect until this Power of Attorney is revoked by me or, the herein above Lease is awarded by the Department of Juvenile Justice.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_  
Signature

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_,  
Name  
personally known to me, who, after first being sworn by me, affixed his/her signature in the  
space provided above this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_ (SEAL)

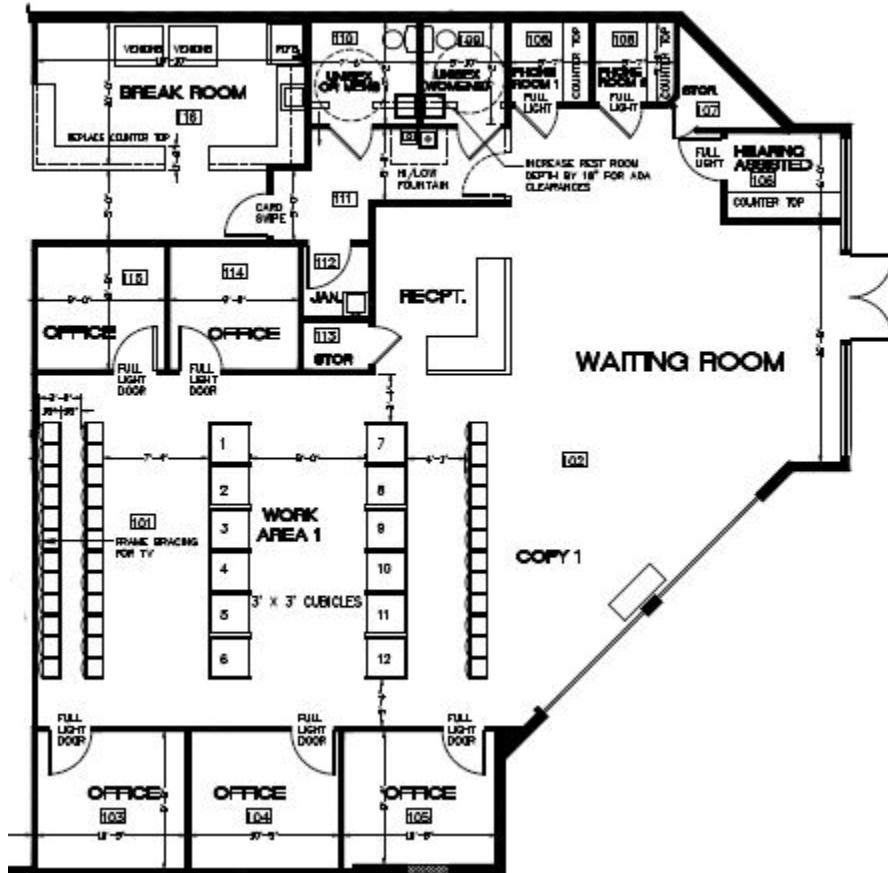
Notary Public

Printed Name of Notary Public

My Commission Expires:



# Example of ACCESS Storefront Layout



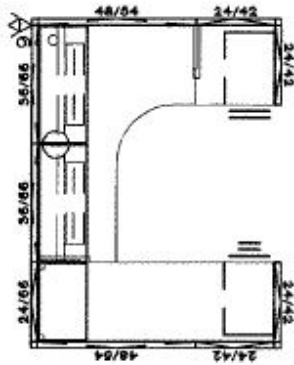


DCF ITN #590:3161

JACKSONVILLE

PROTOTYPES OF MODULAR FURNITURE

6'X8' TYPICAL

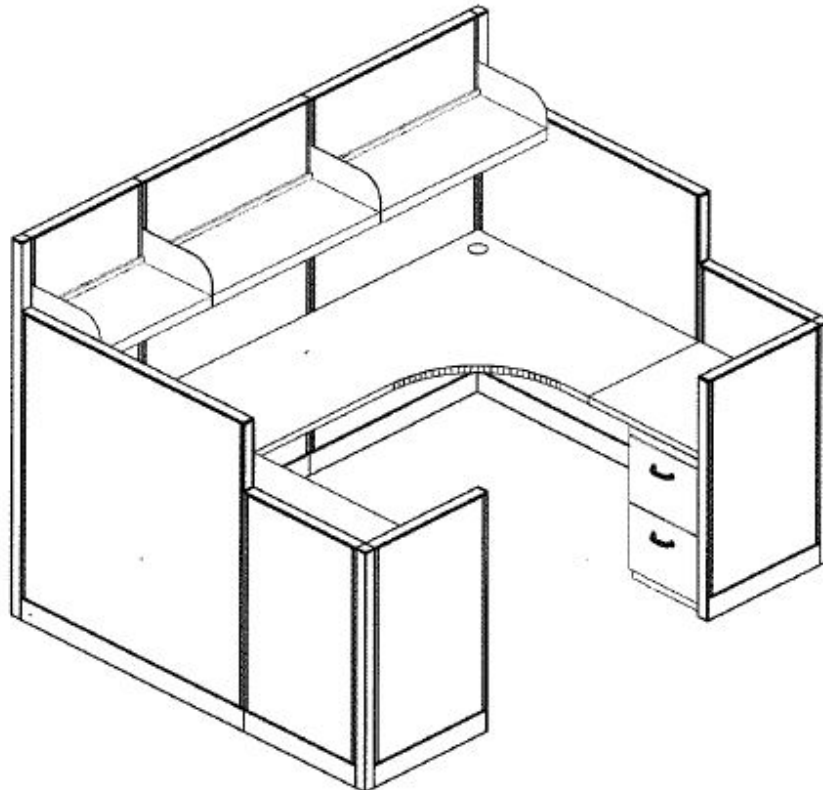


FEATURES:

- OVERHEAD SHELVES W/TASK LIGHT
- POWER AT BASE
- KICK WORKSURFACES AND PEDESTALS
- MONOLITHIC PANELS
- KICK GROUP A FABRIC/STANDARD PAINT

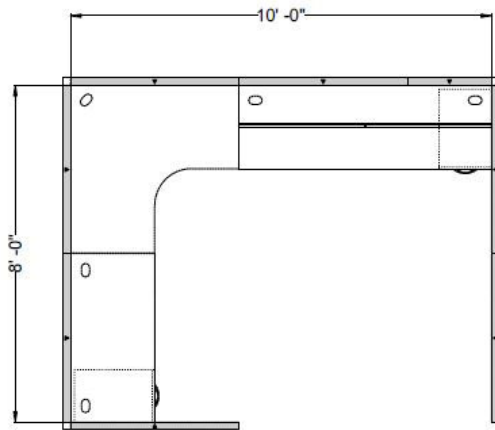
PLAN VIEW

SCALE: 1/4" = 1'-0"



## Modular Prototypes (Con't.)

### 8x10 WORKSTATION



## **STANDARD METHOD OF SPACE MEASUREMENT**

- A. The purpose of this standard is to permit communication and computation on a clear and understandable basis. Another important purpose is to allow comparison of values on the basis of a generally agreed upon unit of measurement (net square footage).
- B. It should also be noted that this standard can and should be used in measuring office space in old as well as new buildings, leased office space as well as state-owned space. It is applicable to any architectural design or type of construction because it is based on the premise that the area being measured is that which the agency may occupy and for its furnishings and its people.
- C. This standard method of measuring office space measures only occupiable space undistorted by variances in design from one building to another. It measures the area of office building that actually has usable (rental) value and, therefore, as a standard can be used by all parties with confidence and with a clear understanding of what is being measured. Area measurement in office buildings is based in all cases upon the typical floor plans, and barring structural changes which affect materially the typical floor, such measurements stand for life of the building, regardless of readjustments incident to agency layouts.
- D. All usable (rentable) office space, private section leased, state-owned, or other publicly-owned shall be computed by:
  - 1. Measuring to the finish of permanent building walls to the office side of corridors and/or other permanent partitions, and to the center of partitions that separate the premises from adjoining usable areas. This usable (rentable) area shall EXCLUDE: bathrooms, public corridors, stairs, elevator shafts, flues, pipe shafts, vertical ducts, air-conditioning rooms, fan rooms, janitor closets, electrical closets, telephone equipment rooms (such other rooms not actually available to the tenant for his furnishings and personnel), and their enclosing walls.
  - 2. No deductions shall be made for columns and projection structurally necessary to the building.
- E. The floor plan (page 2 of 2 of this Attachment) illustrates the application of this standard.

## **PREPARING FLOOR PLANS & SQUARE FOOTAGE CALCULATIONS**

- A. Floor plans verifying the net rentable square footage are to be submitted for new leases or modifications to increase or decrease square footage of leases 3,000 square feet or greater. This requirement may be met by using either a scaled line drawing or an architect's blueprint. The plans must contain all dimensions and calculations following the standard method of space measurement, necessary to compute the net rentable square footage. They should be signed by the person who physically measured the leased premises. On page 2 of 2 of this Attachment is a sample scaled line drawing floor plan.
- B. Floor plans should be prepared and square footage calculations completed and the rentable square footage verified before lease document preparation commences. The square footage on the floor plans and the lease document must agree
- C. Drawings are to be clear with measurement lines showing to which surface of the wall the measurement applies. Many times an architect's drawing will not indicate measurement procedure. In such cases measurement lines and distances may be drawn on the floor plans to make them correct.
- D. Square footage calculations must be clear and easy to follow. For clarity areas of the facility may be designated with an alpha letter which is referenced to the calculations. Areas may be color coded if desired to make them easier to understand.
- E. Any subsequent lease actions which changes the square footage is to be accompanied by a new set of plans indicating the total new square footage.

**CALCULATION OF SQUARE FOOTAGE**

- A. Set calculate to three decimal places.
- B. Calculate all measurements to three decimal places using the decimal equivalents provided as shown on the following page.
- C. Do not round off any figures used in calculations until final square footage is obtained, then round off to nearest square foot to arrive at net rentable square footage for the facility.

**DECIMAL EQUIVALENTS FOR SQUARE FOOTAGE CALCULATIONS:**

(To be used for all square foot calculations)

1/4" = .021	2 1/4" = .188	4 1/4" = .354	6 1/4" = .521	8 1/4" = .688	10 1/4" = .854
1/2" = .042	2 1/2" = .208	4 1/2" = .375	6 1/2" = .542	8 1/2" = .708	10 1/2" = .875
3/4" = .063	2 3/4" = .229	4 3/4" = .396	6 3/4" = .563	8 3/4" = .729	10 3/4" = .896
1" = .083	3" = .250	5" = .417	7" = .583	9" = .750	11" = .917
1 1/4" = .104	3 1/4" = .271	5 1/4" = .438	7 1/4" = .604	9 1/4" = .771	11 1/4" = .938
1 1/2" = .125	3 1/2" = .292	5 1/2" = .458	7 1/2" = .625	9 1/2" = .792	11 1/2" = .958
1 3/4" = .146	3 3/4" = .313	5 3/4" = .479	7 3/4" = .646	9 3/4" = .813	11 3/4" = .979
2" = .167	4" = .333	6" = .500	8" = .667	10" = .833	

Reference: Florida Administrative Code (60H-2.003); Department Standard Method of Space Measurement - <https://www.flrules.org/>

**Standard Method of Space Measurement (Example Floor Plan)**

