### FLORIDA DEPARTMENT OF TRANSPORTATION

### Procurement Office 605 Suwannee Street, MS 20 Tallahassee, Florida 32399-0450

Phone: (850) 414-4381

ADDENDUM NO. 1		<b>DATE</b> : August 28, 2017							
<b>RE: BID #:</b> <u>ITN 550:0360</u>	BID TITLE:	Lease of Office Space: 54,573 SF (+/- 5%) Tallahassee, Leon County, Florida							
DEADLINE FOR RECEIPT OF REP	LIES: Octobe	er 30, 2017, at 2:00PM LOCAL TIME							
Notice is hereby given of the following	ng changes to	the above-referenced BID:							
- Questions and Answers provided below									
- Sign-In Sheet from the Pre-Bid I	Meeting attach	hed below							
Procurement Office, by no later the subject the bidder/proposer to dis		ne for the receipt of replies. Failure to do so may  1.  Sherill Johnson, Procurement Agent							
Bidder/Proposer									
Address									
Submitted by (Signature)  Failure to file a protest within the time pres	scribed in Sectic	on 120.57(3), Florida Statutes, or failure to post the bond or							
other security required by law within the tir	me allowed for f	filing a bond shall constitute a waiver of proceedings under							

other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

#### FLORIDA DEPARTMENT OF TRANSPORTATION

#### Procurement Office 605 Suwannee Street, MS 20 Tallahassee, Florida 32399-0450 Phone: (850) 414-4381

ADDENDUM NO. 1 DATE: August 28, 2017

**RE: BID #:** <u>ITN 550:0360</u> **BID TITLE:** <u>Lease of Office Space: 54,573 SF (+/- 5%)</u>

Tallahassee, Leon County, Florida

**DEADLINE FOR RECEIPT OF REPLIES**: October 30, 2017, at 2:00PM LOCAL TIME

Question 1	We are bidding on the FDOT package (ITN #550:0360) and we respectfully request that you consider moving the boundaries one-half of a mile to include the 1-10 exchange at Hwy 90 (Mahan Drive). We own a professional office park with 500,000 sq ft of Class A office space that qualifies for the Florida Game and Freshwater Commission and Division of General Services space, but not for the FDOT space as the boundary is drawn. We ask for this exception as we have the most comprehensive office park from the broadband, redundancy and infrastructure aspects.
Answer 1	The boundaries were set to best meet our business needs.
Question 2	Is the agency considering staying at the existing property or due to growth, new space, new location, etc. the agency decided to move out at the end of the lease?
Answer 2	The agency has determined that it is in the best interest of the state to solicit.
Question 3	Is the existing location participating in the ITN?
Answer 3	The agency will consider all qualified offers.
Question 4	What is the agency's current rent payment?
Answer 4	\$23.96 per SF
Question 5	Has the agency already approved a rent price per SF budget for the new facility or will the agency take the rent price of the winner bid to get budget approvals latter in the process?
Answer 5	No rent price has been approved. Yes, the winning offer will establish the rent price. All appropriations are approved through a legislative budget request.
Question 6	Is the agency more incline to decide for a built to suit building or for an existing building considering that both option are available?
Answer 6	Agency has no preference and will consider all qualified offers.
Question 7	Can State provide more information about the desired workstations? Panel Height, fabric panel or laminateetc?

Answer 7	A standard workstation layout is attached
Question 8	Specifications state 53 80 SF workstations and 2 60 SF work stations. Is there a breakdown of how many of those are to be grouped together in various areas/departments?
Answer 8	The breakdown is included in the agency Space Allocation Worksheet.
Question 9	Is there any office, conference room, or other furniture not spelled out in the ITN that the Lessor will be responsible for?
Answer 9	No, further breakdown is included in the agency Space Allocation Worksheet
Question 10	There is no specification for seating in the work stations. Will the agencies be supplying their own seating?
Answer 10	The agency will supply our own seating.
Question 11	Will ownership of the workstations transfer to State at any time during the term of the lease?
Answer 11	No
Question 12	Is the state able to purchase the workstations directly? If not could les
Answer 12	It is not our preference in a tenant lease.
Question 13	Is there an opportunity to further breakdown the space requirements by department/team? Please include any adjacency requirements as well.
Answer 13	The breakdown is included in the agency Space Allocation Worksheet.
Question 14	Is it possible to state how many non-employed people visit these offices on a daily basis?
Answer 14	The Department receives many visitors on a daily basis. Those visitors range from members of the community to employees of firms attending meetings, visitors of Department employees, as well as other Florida state, county, and city personnel. At this time, we cannot state how many non-FDOT personnel visit our offices on a daily basis.



#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### SPACE ALLOCATION WORKSHEET

#### INTRODUCTION

Attached please find the DMS Space Allocation Worksheet, which has been designed to assist you in determining your agency's overall space requirements, and for DMS' use in the procurement of any additional or new space required for your agency. The Space Allocation Worksheet should be completed by the agency and submitted to DMS as part of your request for space.

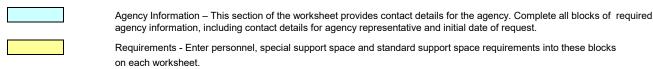
#### **UNDERSTANDING THE 'DMS Space Allocation Worksheet'**

This document is designed to assist your agency in documenting both current and future personnel/space requirements. This Introduction explains the information included in each subsequent Workbook Tab, and provides guidelines for completing the DMS Space Allocation Worksheets. The workbook consists of 18 workbook tabs as described below.

- Tab 1 Introduction Provides Introduction and Instructions for use of the Space Allocation Worksheet.
- **Tab 2 Summary** Summary of Agency Requirements from Division and Special Use tabs, and worksheet for determination of standard support area requirements.
- Tab 3 Special Use Tab Worksheet for use in identifying any requirements for special use support areas.
- Tabs 4 13 Div. 1 through 10 Tabs Worksheet for use in entering personnel requirements by division.
- Tab 14 DMS Space Standards Description of the five (5) DMS office/workstation space standards by job title and job function. Included for information and reference to worksheet user.
- Tab 15 Protoype Plan Illustratration of a prototypical office layout utilizing the DMS space standards and a 20% enclosed office/80% open workstation ratio. The plan also illustrates the size and capacity of the space standards, the use of interior offices, and the size and type of standard support spaces. Included for information and reference to worksheet user.
- **Tabs16-18 Sample Program Tabs -** The last three (3) tabs of the workbook include sample programs for a 25-Person agency, a 60-Person agency and a 200-person agency. The sample programs have been prepared to illustrate only the appropriate ratios of Standard Support Areas, and do not include any Special Support Areas, as these are specific to each agency, and are not included in the DMS 180 USF/employee efficiency target.

#### WHERE TO ENTER INFORMATION

To complete the Worksheets you only need to enter information into spaces that are color-coded as follows.



#### **USING THE DMS SPACE ALLOCATION WORKSHEET**

Prior to entering data into the worksheet review the instructions and familiarize yourself with the DMS Space Standards. Confirm your agency organization, personnel headcounts by division, and any special support requirements. Also confirm that personnel can be allocated by the existing DMS space standards, and identify any requirements that do not comply. Complete the worksheets in the following order.

- **Step 1:** Agency Information. Complete all requested agency Information in the blue box at the top of the worksheets in the Summary, Special Use and Division tabs.
- Step 2: Division 1 10 Tabs. Enter personnel requirements by division. There are 10 division tabs, although most agencies will be smaller. For agencies with multiple divisions, use one tab for each division. For agencies that do not have multiple divisions, or for very small requirements (40 persons or under), enter personnel data only in the Division 1 tab. Complete each division worksheet using the (5) five DMS Workplace Standards indicated on the worksheet (and included in the 'Space Standards' Tab of the workbook). If additional office or workstation types are required, please add these in the rows provided, and include a description of these requirements in the Notes section of the worksheet.
- Step 3: Special Support Tab. Enter all Special Support spaces that are required by your agency. Special Support spaces include both 'Public Use' space (areas that are specifically required by an agency to serve and/or accommodate public visitors, clients or service users) and Special Use spaces (areas that are specifically required to support the agency's mission or operations, and are required to supplement the Standard Support Areas included in the 'Summary' Tab Worksheet). Public Use includes spaces such as service counters, file rooms, interview rooms, etc., and Special Use includes spaces such as conference/training centers, labs or special workrooms. We have included a list of some of these space types as a guideline.
- Step 4: Summary Tab. Upon completion of Steps 1 and 2, return to the 'Summary' Tab. Division personnel requirements will have been automatically tabulated. The total agency personnel will appear on Line 30, and the total Useable Square Feet

of space required for personnel will appear on line 31. The total Useable Square Feet of special spaces required will appear on Line 51.

Based on the agency personnel total (Line 30), and utilizing the metrics provided (for example, 1 storage closet per 40 employees), enter the standard support space requirements on Lines 34 - 44. These will be different for each agency, depending on total personnel headcount. Round up or down as required (based on the number being above or below 50% of the metric). The total number of agency personnel should be divided by the number indicated for each type of space. Refer to the examples below for the typical space tabulations for both a large (200 person) and small (60 or below person) agency.

200 Persons:	Reception	1	60 Persons or Below:	Reception	1	
	LAN Room	1		LAN Room	1	
	Open Files	100 Files		Open Files (60 person 30 Files		
	Storage	5		Storage	2	
	Pantry/Copy	3 Each		Pantry/Copy	1 Each	
	Conference (10-12)	2 Each		Conference (10-12)	1	
	Conference (Other)	5 Each		Conference (6-8)	1	
				Conference (2-4)	1	
				Open Team Area	2	

**Note**: For agencies of 60 persons or smaller, assume agency gets a minimum of I Reception, 1 Lan Room, 1 Pantry and I Copy (these may be combined for 40 persons or smaller), and 1 each of conference and meeting rooms (groups smaller than 40 persons also may not require a 350 SF Conference Room).

**Completed Worksheet.** Once Step 3 is complete, refer to the section of the worksheet titled 'Total Agency Area Requirements,' which summarizes the following items.

**Sub-total Usable Area SF** (total Personnel Area + the Total Support Area + a 35% circulation factor). This tabulation is automatic and should not be altered by the worksheet user.

Usable SF/Employee (Sub-total Usable Area / Total Personnel). This tabulation should average to 180 SF/person.

Total Usable Area SF (Adds the Sub-total Usable Area + the Special Support Area ). This tabulation is automatic .

Total Useable Square Feet/Employee (Total Usable Area/Total Personnel). This tabulation is automatic.

#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

AGENCY INFO	ORMATION								
Agency Name:	FDOT		Contact P	ers	on:	Steven Marshall			
Location:	Tallahassee, FL		Telephon	e:		850-414-4020			
Building:	Rhyne Building		Email:			<u>steven.marsl</u>	all@dot.state.fl.us		
Lease No:	720-0138		Date:		12/9/17	Revised:	00/00/	0000	
AGENCY SPA	CE NEEDS				Current Sp	ace Needs	Future Nee	-	
Personnel Area	ae	Tynica	l Size SF	v	No	= Area		us = Area	
Type A	Enclosed Office	Executive	225		5	1,125	140.	0	
турот	window office	Excodite	220	^	Ŭ.	1,120		Ö	
Туре В	Enclosed Office	Administrator	150	×	43	6,450		0	
. , , , ,	window or interior off		100	^		0, 100		J	
Type C	Enclosed Office	Manager & Professional	100	х	139	13,900		0	
<b>71</b> -	interior office	Requiring Confidentiality				-,			
Type D	Workstation	Professionals &	80	х	53	4,240		0	
71		Supervivising Processional				ŕ			
Type E	Workstation	ParaProfessional	60	х	2	120		0	
				Х	0	0	0	0	
				х	0	0	0	0	
						ŭ	Ü	O	
			l Personr		242		0		
Ctandard Cupp	ant Araba		l Otal Pers		nel Area SF	<b>25835</b> = Area	No.	= Area	
Standard Supp General Supp		Туріса	II SIZE SF	X	INO.	- Alea	INO.	- Alea	
Reception	OI C	1 per Suite or Floor	200	_	3	600	0	0	
LAN Room		1 per Suite or Floor	75		6	450	0	0	
Open Files		6 lin.ft./person/12lin.ft./file		X	6	54	J	0	
Storage		1 per 40 employees	100		6	600	0	0	
Pantry		1 per 60 employees	200		4			0	
Сору		i poi de dilipidyede				800			
000)		1 per 60 employees	200			800 800	0	_	
Conference/M	eetinas	1 per 60 employees	200		4	800	U	0	
Conference/M Conference F				х	4	800	0	0	
Conference F	Room (10-12 Person	) 1 per 80 employees	350	x	3	1,050		0	
Conference F Conference F	Room (10-12 Person Room (6-8 Person)	) 1 per 80 employees 1 per 40 employees	350 250	x x x	3 5	1,050 1,250	0	0 0	
Conference F Conference F	Room (10-12 Person Room (6-8 Person) Room (2-4 Person)	) 1 per 80 employees	350	x x x	3	1,050		0	
Conference F Conference F Conference F	Room (10-12 Person Room (6-8 Person) Room (2-4 Person)	) 1 per 80 employees 1 per 40 employees 1 per 40 employees	350 250 100 100	x x x x	3 5 3	1,050 1,250 300	0	0 0	
Conference F Conference F Conference F Open Team	Room (10-12 Person Room (6-8 Person) Room (2-4 Person)	) 1 per 80 employees 1 per 40 employees 1 per 40 employees	350 250 100 100	x x x x	3 5 3 5	1,050 1,250 300 500	0	0 0	
Conference F Conference F Conference F Open Team	Room (10-12 Person Room (6-8 Person) Room (2-4 Person) Work Area Area Requirements	) 1 per 80 employees 1 per 40 employees 1 per 40 employees	350 250 100 100 <b>Total S</b>	x x x x	3 5 3 5 0ort Area SF	1,050 1,250 300 500	0	0 0	
Conference F Conference F Conference F Open Team	Room (10-12 Person Room (6-8 Person) Room (2-4 Person) Work Area Area Requirements	) 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees  *Usable Area (Sum of Pers	350 250 100 100 <b>Total Si</b> onnel and	× × × × × v	3 5 3 5 oort Area SF upport Areas) usable area)	1,050 1,250 300 500 <b>6,404</b>	0	0 0 0 0	
Conference F Conference F Conference F Open Team	Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area  Area Requirements  Net	) 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees  *Usable Area (Sum of Pers	350 250 100 100 <b>Total S</b> o onnel and (35% of a	x x x x x y upp	3 5 3 5 oort Area SF upport Areas) usable area)	32,239 11,284 43,523	0	0 0 0 0 0	
Conference F Conference F Conference F Open Team	Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area Area Requirements Net	) 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees  *Usable Area (Sum of Pers Circulation Stare Feet/Employee (180 U	350 250 100 100 <b>Total S</b> onnel and (35% of a ub-Total U	x x x x x yupp	3 5 3 5 oort Area SF upport Areas) usable area) uble Area SF rage Target)	32,239 11,284 43,523 180	0	0 0 0 0 0	
Conference F Conference F Conference F Open Team	Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area Area Requirements Net	) 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees  *Usable Area (Sum of Pers	350 250 100 100 Total So onnel and (35% of institute of the control of the contro	x x x x x yupp Su net	3 5 3 5 oort Area SF upport Areas) usable area) uble Area SF rage Target) Worksheet)	32,239 11,284 43,523 11,050	0	0 0 0 0 0 0	
Conference F Conference F Conference F Open Team	Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area Area Requirements Net	) 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees  *Usable Area (Sum of Pers Circulation Stare Feet/Employee (180 U	350 250 100 100 Total Si onnel and (35% of indub-Total U	x x x x x x y pp	3 5 3 5 oort Area SF upport Areas) usable area) bble Area SF rage Target) Worksheet) bble Area SF	32,239 11,284 43,523 180	0	0 0 0 0 0	



#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

#### AGENCY SPECIAL SUPPORT REQUIREMENTS

AGENCY INFO	RMATION							
	on:	Steven Mars	hall					
Location:	FDOT Tallahassee, FL	Telephon			850-414-4020			
Building:	Rhyne Building	Email:	О.		steven.mars	state flus		
Lease No:	720-0138	Date:		12/9/17		Revised: 00/00/0000		
	. 20 0.00	2 4.101			ent Space Future Space			
					leeds	Needs		
Public Use Spa	ce	Size SF	х	No.	= Area	No.	= Area	
Main Reception		200		3			0	
	ter/Waiting Area (Permits)	100		2	200		0	
Interview Roo		150	х	1	150		0	
Court/Hearing		0	х		0		0	
		0	х		0		0	
		0	х		0		0	
		0	х		0		0	
		0	х		0		0	
		0	х		0		0	
					0		0	
	Tot	al Public l	Use	Space	950		0	
Special Use Sp		Size SF		No.	= Area	No.	= Area	
	nter (Maintenance)	390		1	390		0	
	conference room	350		2	700		0	
	er (Atkins Building)	1465		1	1,465		0	
	coom (Transportation Disadvantaged)	395		1	395		0	
Recording Bo		120		1	120		0	
	ce Room (JAD Room)	1100		1	1,100		0	
OIS Conferen	ce Room (Room 201)	700		1	700		0	
	enter (utilized by all)(Rm 330)	730		1	730		0	
	enter (Inspector General)	420		1	420		0	
TSSO Workro	oom	260		1	260		0	
Supply Room		100		3	300		0	
	d Files (Transportation Disadvantaged)	100		7	700		0	
	nce Room (OIG)	150		1	150		0	
IT Lab (OIG)		120		1	120		0	
		0			0		0	
		0			0		0	
		0			0		0	
		0			0		0	
		0	Х		0		0	
	Tata	I Cnacial I		Cnoos	7.550		0	
		Special (			<b>7,550</b>		0	
	Net Usable Area (				8,500		0	
	Circulation 30				2,550	0		
	Total Usable Special Sup	port Area	Re	equired	11,050		0	

#### Notes:

Reception must be secured area.

Mail, Copy, and Supply Room may be combined.

All future conference rooms should have video conference capabilities.

"Cafeteria" is break room that should have food preparation capabilities.



#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### SPACE ALLOCATION WORKSHEET

#### AGENCY DIVISION SUMMARY

DIVISION INFORMATION
Agency Name: FDOT Dept. Contact: Steven Marshall
Division: Telephone: 850-414-4020

Email: steven.marshall@dot.state.fl.us

**Date**: 12/9/17 **Revised**: 00/00/0000

			Jaie.		12/3/17	iteviseu.	00/00	70000
DIVISION SPACE	NEEDS				Current Space Needs		Future Space Needs	
Personnel Areas		Typical	Size SF	х	No.	= Area	No.	= Area
Type A	Enclosed Office window office	Executive	225	х	1	225		0
Type B	Enclosed Office window or interior office	Administrator	150	Х	11	1,650		0
Type C	Enclosed Office interior office	Manager & Professional Requiring Confidentiality	100	Х	30	3,000		0
Type D	Workstation	Professionals & Supervising Professionals	80	х		0		0
Type E	Workstation	ParaProfessional	60	X		0		0
				х		0		0
				Х		0		0
		Total	Personn	iel	42		0	
			Total F	Per:	sonnel Area	4,875		0

#### NOTES

IT Lab - 120 sq. ft.

Locked evidence room - 150 sq. ft.

Interview room - 150 sq. ft.

Conference center - 420 sq. ft.

Main reception area - 200 sq. ft.

Copy room - 100 sq. ft.

Break room - 200 sq. ft.

LAN room - 75 sq. ft.

(4) 10-12 person conference rooms - 350 sq. ft. each

(1) 2-4 person conference room - 100 sq. ft.

(2) Open file areas - 9 sq. ft. each

Storage - 300 sq. ft.

Total Personnel Space: 4,875 sq. ft. Total Special use space: 3,233 sq. ft.

TOTAL OIG SPACE REQUIREMENT: 8,108 sq. ft.

Technical

Updates for OIG: Requirements Projector's for each conference room (4, plus 330)

Projector Screen's for each conference room (4, plus 330)

WePresent/Mirror Op for each conference room (4, plus 330)

Sufficient network cabling for for each conference room (4, plus 330)

Sufficient network cabling for Computer Lab for 5 - 6 Computers

Copy Room must include proper cables for 2 Copiers

See Special Support tab - Delete 1 Interview Room See Special Support tab - Add 1 Receptionist Area/Waiting Room

We need location where the Fleet is located/maintained due to frequent travel requirements

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#### STATE OF FLORIDA

#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

#### **AGENCY DIVISION SUMMARY**

DIVISION INFORMATION
Agency Name: FDOT Dept. Contact: Steven Marshall

Division: Telephone: 850-414-4020

 Email:
 steven.marshall@dot.state.fl.us

 Date:
 12/9/17 Revised: 00/00/0000

			Date.		12/3/17	iteviseu.	00/00	70000
DIVISION SE	PACE NEEDS				Current Sp	ace Needs		Space eds
Personnel Ar	reas	Typical	Size SF	х	No.	= Area	No.	= Area
Type A	Enclosed Office	Executive	225	х	1	225		0
	window office							
Type B	Enclosed Office	Administrator	150	х	8	1,200		0
	window or interior o	ffice						
Type C	Enclosed Office	Manager & Professional	100	Х	91	9,100		0
	interior office	Requiring Confidentiality						
Type D	Workstation	Professionals &	80	Х		0		0
		Supervising Professionals						
Type E	Workstation	ParaProfessional	60	Х		0		0
				х		0		0
				Х		0		0
				^				
		Total	Personi	nel	100		0	
			Total I	Per	sonnel Area	10,525		0

#### **NOTES**

Main reception area - 200 sq. ft.

TSSO workroom - 260 sq. ft.

Recording booth - 120 sq. ft.

Conference Room - 700 sq. ft.

Conference Room - 1100 sq. ft.

Copy room - 100 sq. ft.

Break room - 200 sq. ft.

- (2) LAN room 75 sq. ft. each
- (1) 10-12 person conference room 350 sq. ft.
- (2) 6-8 person conference rooms 250 sq. ft. each

Storage - 300 sq. ft.

(2) Open file area - 9 sq. ft. each

Total Personnel Space: 10,525 sq. ft.

Total Special Use Space: 3,998 sq. ft.

TOTAL OIT SPACE REQUIREMENTS: 14,523 sq. ft.

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#### STATE OF FLORIDA

#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

#### **AGENCY DIVISION SUMMARY**

DIVISION INFORMATION
Agency Name: FDOT Dept. Contact: Steven Marshall

Division: Telephone: 850-414-4020

 Email:
 steven.marshall@dot.state.fl.us

 Date:
 12/9/17 Revised: 00/00/0000

			Date:		12/9/17	Reviseu:	00/00	/0000
DIVISION S	PACE NEEDS				Current Sp	ace Needs	Future Nee	=
Personnel A	reas	Typical	Size SF	х	No.	= Area	No.	= Area
Type A	Enclosed Office window office	Executive	225	Х	1	225		0
Type B	Enclosed Office window or interior o	Administrator ffice	150	х	7	1,050		0
Type C	Enclosed Office interior office	Manager & Professional Requiring Confidentiality	100	Х	16	1,600		0
Type D	Workstation	Professionals & Supervising Professionals	80	Х	9	720		0
Type E	Workstation	ParaProfessional	60	Х	2	120		0
				х		0		0
				х		0		0
		Total	Personi	nel	35		0	
			Total I	Per	sonnel Area	3 715		0

#### NOTES

Main reception - 200 sq. ft. Break room - 200 sq. ft. Copy room - 100 sq. ft. LAN room - 75 sq. ft. Storage - 300 sq. ft. Open file area - 9 sq. ft.

Total Personnel Space: 3,715 sq. ft. Total Special Use Space: 884 sq. ft.

TOTAL TRAFFIC OPERATIONS SPACE REQUIREMENTS: 4,599 sq. ft.

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#### STATE OF FLORIDA

#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

#### **AGENCY DIVISION SUMMARY**

DIVISION INFORMATION
Agency Name: FDOT Dept. Contact: Steven Marshall

Division: Telephone: 850-414-4020

 Email:
 steven.marshall@dot.state.fl.us

 Date:
 12/9/17 Revised: 00/00/0000

			Jate:		12/9/17	Revisea:	00/00/	/0000
DIVISION SI	PACE NEEDS				Current Sp	ace Needs	Future Nee	-
Personnel A	reas	Typical	Size SF	Х	No.	= Area	No.	= Area
Type A	Enclosed Office window office	Executive	225	Х	1	225		0
Type B	Enclosed Office window or interior o	Administrator ffice	150	Х	10	1,500		0
Type C	Enclosed Office interior office	Manager & Professional Requiring Confidentiality	100	х	1	100		0
Type D	Workstation	Professionals & Supervising Professionals	80	Х	3	240		0
Type E	Workstation	ParaProfessional	60	Х		0		0
				х		0		0
				Х		0		0
		Total	Personi	iel	15		0	
			Total I	er <sup>2</sup>	sonnel Area	2.065		0

#### **NOTES**

Main reception - 200 sq. ft. Conference room - 395 sq. ft.

Equipment and file areas - 900 sq. ft.

Break room - 200 sq. ft. Copy room - 100 sq. ft. LAN room - 75 sq. ft.

(1) 10-12 person conference room - 350 sq. ft.

Total Personnel Space: 2,065 sq. ft. Total Special Use Space: 2,220 sq. ft.

TOTAL TRANSPORTATION DISADVANTAGED SPACE REQUIREMENTS: 4,285 sq. ft.

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#### STATE OF FLORIDA

#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

#### **AGENCY DIVISION SUMMARY**

 DIVISION INFORMATION

 Agency Name:
 FDOT
 Dept. Contact:
 Steven Marshall

 Division:
 Telephone:
 850-414-4020

Email: steven.marshall@dot.state.fl.us

**Date:** 12/9/17 **Revised:** 00/00/0000

			Date:		12/9/17	Reviseu:	00/00	/0000
DIVISION S	PACE NEEDS				Current Sp	ace Needs	Future Ne	Space eds
Personnel A	reas	Typical	Size SF	Х	No.	= Area	No.	= Area
Type A	Enclosed Office window office	Executive	225	Х	1	225		0
Type B	Enclosed Office window or interior o	Administrator ffice	150	х	7	1,050		0
Type C	Enclosed Office interior office	Manager & Professional Requiring Confidentiality	100	Х	0	0		0
Type D	Workstation	Professionals & Supervising Professionals	80	Х	31	2,480		0
Type E	Workstation	ParaProfessional	60	Х		0		0
				х		0		0
				Х		0		0
		Total	Personi	iel	39		0	
			Total I	Per	sonnel Area	3 <b>7</b> 55		0

#### NOTES

Main reception area - 200 sq. ft. Command center - 390 sq. ft.

Break room - 200 sq. ft. Copy room - 100 sq. ft. LAN room - 75 sq. ft. Storage -300 sq. ft.

(2) Open file area - 9 sq. ft. each Total Personnel Space: 3,755 sq. ft. Total Special Use Space: 1,283 sq. ft.

TOTAL OFFICE OF MAINTENANCE SPACE REQUIREMENTS: 5,038 sq. ft.



**DIVISION INFORMATION** 

#### STATE OF FLORIDA

#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

#### **AGENCY DIVISION SUMMARY**

Agency Name:FDOTDept. Contact:Steven MarshallDivision:Telephone:850-414-4020

Email: <u>steven.marshall@dot.state.fl.us</u>

**Date:** 12/9/17 **Revised:** 00/00/0000

			Date:		12/9/17	Revisea:	00/00	/0000
DIVISION SI	PACE NEEDS				Current Sp	ace Needs	Future Nee	-
Personnel A	reas	Typical	Size SF	Х	No.	= Area	No.	= Area
Type A	Enclosed Office window office	Executive	225	Х		0		0
Type B	Enclosed Office window or interior o	Administrator ffice	150	Х		0		0
Type C	Enclosed Office interior office	Manager & Professional Requiring Confidentiality	100	х	1	100		0
Type D	Workstation	Professionals & Supervising Professionals	80	Х	10	800		0
Type E	Workstation	ParaProfessional	60	Х		0		0
				х		0		0
				Х		0		0
		Total	Personr	iel	11		0	
			Total I	er <sup>2</sup>	sonnel Area	900		0

#### NOTES

Main reception area - 200 sq. ft.

Service counter/waiting area - 200 sq. ft.

Break room - 200 sq. ft. Copy room - 100 sq. ft. LAN room - 75 sq. ft. Storage - 300 sq. ft. Open file area - 9 sq. ft.

Total Personnel Space: 900 sq. ft. Total Special Use Space: 1,084 sq. ft.

TOTAL PERMITS OFFICE SPACE REQUIREMENTS: 1,984 sq. ft.



#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

#### AGENCY DIVISION SUMMARY

DIVISION INF								
Agency Name:	FDOT		Dept. Cor	ntac	et:	Steven Marsh	all	
Division:			Telephon	e:		850-414-4020		
			Email:			steven.marsha	all@dot.state.fl.	<u>us</u>
			Date:		12/9/17	Revised:	00/00	/0000
DIVISION SPA	ACE NEEDS				Current Sp	ace Needs		Space eds
Personnel Are	eas	Typica	I Size SF	х	No.	= Area	No.	= Area
Type A	Enclosed Office window office	Executive	225	х		0		(
Туре В	Enclosed Office window or interior or	Administrator ffice	150	х		0		(
Type C	Enclosed Office interior office	Manager & Professional Requiring Confidentiality	100	х		0		(
Type D	Workstation	Professionals & Supervising Professionals	80	Х		0		(
Туре Е	Workstation	ParaProfessional	60	х		0		(
				х		0		(
				х		0		(
		Tota	l Personn	iel	0		0	
			Total F	Pers	sonnel Area	0		(

Agency computer training room for FDOT. This office has special requirements for Computer Aided Drafting and Design (CADD) office, computer based testing and computer based training needs for DOT headquarters and district offices. The scope of work requires specialty equipment to mirror and support headquarters and district field offices.

Training Center - 1,465 sq. ft.

# THE STORY

#### **STATE OF FLORIDA**

#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

### **AGENCY DIVISION SUMMARY**

DIVISION INFO Agency Name:	DRMATION FDOT		Dept. Co	nta	ct:	Steven Marsha	all	
Division:			Telephor			850-414-4020		
			Email: Date:		12/9/17	steven.marsha Revised:	all@dot.state.fl.u 00/00	
DIVISION SPA	CE NEEDS				Current Sp		Future Nec	Space
Personnel Area	as	Typica	l Size SF	х	No.	= Area	No.	= Area
Туре А	Enclosed Office window office	Executive	225	Х		0		0
Туре В	Enclosed Office window or interior of		150	Х		0		0
Туре С	Enclosed Office interior office	Manager & Professional Requiring Confidentiality	100			0		0
Type D	Workstation	Professionals & Supervising Professionals	80	Х		0		0
Туре Е	Workstation	ParaProfessional	60	Х		0		0
				Х		0		0
				Х		0		0
		Tota	l Personr		0		0	
			Total I	<sup>2</sup> er	sonnel Area	0		0
Conference Ce	nter - 730 sq. ft. (Cu	ırrent Room 330)						
	(-	,						



#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

### **AGENCY DIVISION SUMMARY**

Date: 12/9/17 Revised: 00/00/0000  DIVISION SPACE NEEDS  Current Space Needs  Personnel Areas  Typical Size SF x No. = Area  N	Division:	<b>DRMATION</b> FDOT		Dept. Cor Telephon Email:			850-414-4020 steven.marsha	Steven Marshall 850-414-4020 steven.marshall@dot.state.fl.us				
Personnel Areas Typical Size SF x No. = Area No. = Area  Type A Enclosed Office Executive 225 x 0 0 window office  Type B Enclosed Office Administrator 150 x 0 window or interior office  Type C Enclosed Office Manager & Professional 100 x 0 interior office Requiring Confidentiality  Type D Workstation Professionals & 80 x 0 Supervising Professionals  Type E Workstation ParaProfessional 60 x 0 0 Total Personnel 0 0 Total Personnel Area	DIVISION SPA	CE NEEDS		Date:		12/9/17  Current Sp	Revised:	Future	Space			
Type A Enclosed Office Executive 225 x 0 0	Porgonnal Aras	20	Typioo	l Sizo SE								
Type B Enclosed Office Administrator 150 x 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0						INO.		NO.	– Alea			
Type B Enclosed Office Administrator 150 x 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 )   0 / 1		EXOCULIVO	220	^		o .					
window or interior office       Type C     Enclosed Office interior office     Manager & Professional 100 x 2 20 20 20 20 20 20 20 20 20 20 20 20 2	Type B		Administrator	150	х		0					
interior office Requiring Confidentiality  Type D Workstation Professionals & 80 x		window or interior of	ffice									
Type D Workstation Professionals & 80 x	Type C	Enclosed Office		100	х		0		(			
Supervising Professionals												
Type E Workstation ParaProfessional 60 x 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Type D	Workstation			х		0					
Total Personnel 0 0 0 Total Personnel Area 0	Туре Е	Workstation			х		0		(			
Total Personnel 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					Х		0		(			
Total Personnel 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					.,		0					
Total Personnel Area 0					Х		U					
			Tota					0				
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#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

### AGENCY DIVISION SUMMARY DIVISION INFORMATION

Agency Name: Division:			Dept. Con Telephon Email: Date:		e <b>t</b> : 12/9/17	Steven Marsh 850-414-4020 steven.marsh Revised	) <u>all@dot.state.fl</u>	<u>.us</u> )/0000
DIVISION SPA	ACE NEEDS				Current Sp	ace Needs		Space eds
Personnel Are	eas	Typica	l Size SF	х	No.	= Area	No.	= Area
Type A	Enclosed Office window office	Executive	225	х		C	)	0
Туре В	Enclosed Office window or interior of	Administrator fice	150	х		C	)	0
Type C	Enclosed Office interior office	Manager & Professional Requiring Confidentiality	100	Х		C	)	0
Type D	Workstation	Professionals & Supervising Professionals	80	х		С	)	0
Type E	Workstation	ParaProfessional	60	х		C	)	0
				х		C	)	0
				х		C	)	0
		Total	Personr	iel	0		0	
			Total I	Pers	sonnel Area	0		0

#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**

### **DMS SPACE STANDARDS**

Allocation	Position Classification	Office or WS	Position Example	SF
Code				Size
Type A	Executive	Office	Agency Head Department Secretary	225
Type B	Administrator	Office	Deputy Secretary Division Director	150
Type C	Manager	Office	Deputy Division Director Executive Assistant	100
	Professional (Requiring Confidentiality)	Office or WS	Attorney Inspectors Probation Officer	
Type D	Manager Supervising Professional	WS	Bureau Director District Supervisor District Director	80
	Supervising Professionals	WS	Section Chiefs Job Service Supervisor Assistant Bureau Chief	
	Professional	WS	Engineers Landscape Architect	
Type E	ParaProfessional	WS	Policy/Budget Analyst Auditor Administrative Assistant Customer Service Specialist Purchasing Agent	60



#### **DEPARTMENT OF MANAGEMENT SERVICES**

#### **SPACE ALLOCATION WORKSHEET**





#### DEPARTMENT OF MANAGEMENT SERVICES

#### **SPACE ALLOCATION WORKSHEET**

	QUIREWENTS SU							
AGENCY INFO								
Agency Name:	FDOT		Contact P			Steven Mars		
Location:	Tallahas		Telephone	e:		850-414-402		
Building:	Rhyne E		Email:			steven.marsl		
Lease No:	720-013	8	Date:		12/9/17	Revised:		00/0000
AGENCY SPA	CE NEEDS					ent Space		re Space
						leeds		leeds
Personnel Area			I Size SF	Х		= Area		= Area
Туре А	Enclosed Office window office	Executive	225	Х	5	1,125	0	0
Type B	Enclosed Office	Administrator	150	х	1	150	0	0
	window or interior of	fice						
Type C	Enclosed Office	Manager & Professional	100	х	4	400	0	0
<b>,</b> ,	interior office	Requiring Confidentiality						
Type D	Workstation	Professionals &	80	х	18	1,440	0	0
] ''		Supervising Professionals				,		
Type E	Workstation	ParaProfessional	60	Х	2	120	0	0
				х	0	0	0	0
				Х	0	0	0	0
		Tota	/ Daysaya		20			
			l Personn Personne		30	3,235	0	0
		Iotal		31 Z	rea se	5 / 55		
Standard Supp	ort Arono					•	No	- Aron
Standard Supp			l Size SF			= Area	No.	= Area
General Suppo		Typica	l Size SF	Х	No.	= Area		
General Suppo Reception		Typica 1 per Suite or Floor	I Size SF 200	x	No.	= Area	0	0
General Suppo Reception LAN Room		Typica  1 per Suite or Floor  1 per Suite or Floor	200 150	x x x	No. 1	= Area 200 150	0	0
General Suppo Reception LAN Room Open Files		Typica  1 per Suite or Floor  1 per Suite or Floor  6 lin.ft./person/12lin.ft./file	200 150 9	x x x x	No. 1 1 14	= Area 200 150 126	0 0 0	0 0 0
General Suppo Reception LAN Room Open Files Storage	ort	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees	200 150 9	x x x x	No. 1 1 14 14	= Area 200 150 126 100	0 0 0	0 0 0
General Suppo Reception LAN Room Open Files Storage Pantry (Comb		Typica  1 per Suite or Floor  1 per Suite or Floor  6 lin.ft./person/12lin.ft./file  1 per 40 employees  1 per 60 employees	200 150 9 100 200	x x x x x	No.  1 1 14 11 11	= Area 200 150 126 100 200	0 0 0 0	0 0 0 0
General Suppo Reception LAN Room Open Files Storage Pantry (Comb Copy	oined Pantry/Copy) eetings	Typica  1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees	200 150 9 100 200 200	x x x x x x	No.  1 1 14 11 0	= Area 200 150 126 100	0 0 0	0 0 0
General Suppo Reception LAN Room Open Files Storage Pantry (Comb Copy Conference/M	oined Pantry/Copy) eetings Room (10-12 Person	Typica  1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees ) 1 per 80 employees	200 150 9 100 200 200	x x x x x x	No.  1 1 14 11 11	= Area  200 150 126 100 200 0	0 0 0 0	0 0 0 0
General Suppo Reception LAN Room Open Files Storage Pantry (Comb Copy Conference/M	oined Pantry/Copy) eetings	Typica  1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees	200 150 9 100 200 200 350 250	x x x x x x x	No.  1 1 14 11 0	= Area  200 150 126 100 200 0	0 0 0 0 0 0	0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Comba Copy Conference/M Conference F Conference F	oined Pantry/Copy) eetings Room (10-12 Person	Typica  1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees ) 1 per 80 employees	200 150 9 100 200 200	x x x x x x x	No.  1 1 14 14 1 0 0	= Area  200 150 126 100 200 0 0 250	0 0 0 0 0 0	0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Comba Copy Conference/M Conference F Conference F	pined Pantry/Copy)  eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person)	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees	200 150 9 100 200 200 350 250 100	x x x x x x x x x x x x x x x x x x x	No.  1 1 14 11 0 0 1 0 1 1	= Area  200 150 126 100 200 0 250 0 100	0 0 0 0 0 0	0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Combactory Conference/M Conference F Conference F Conference F Open Team \	eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees	200 150 9 100 200 200 350 250	x x x x x x x x x x x x x x x x x x x	No.  1 1 14 11 0 0 1 0 1 1	= Area  200 150 126 100 200 0 0 250	0 0 0 0 0 0	0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Combactory Conference/M Conference F Conference F Conference F Open Team \	prined Pantry/Copy)  eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area	Typica  1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees  1 per 80 employees 1 per 40 employees	200 150 9 100 200 200 350 250 100 100 al Suppor	x x x x x x x x x rt /	No.  1 14 14 1 0 0 1 1 0 1 Area SF	= Area  200 150 126 100 200 0 250 0 100	0 0 0 0 0 0	0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Combactory Conference/M Conference F Conference F Conference F Open Team \	prined Pantry/Copy)  eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees	200 150 9 100 200 200 250 100 100 al Suppor	x x x x x x x x x x x x x x x x x x x	No.  1 1 14 1 0 0 1 1 Area SF	= Area  200 150 126 100 200 0 250 0 100 1,126	0 0 0 0 0 0	0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Combactory Conference/M Conference F Conference F Conference F Open Team \	prined Pantry/Copy)  eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees	200 150 9 100 200 200 250 100 100 al Suppor	x x x x x x x x x x x x x x x x x x x	No.  1 1 14 1 1 0 0 1 Area SF	= Area  200 150 126 100 200 0  0 250 0 100 1,126 4,361 1,744	0 0 0 0 0 0	0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Combactory Conference/M Conference F Conference F Conference F Open Team \	eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Work Area  rea Requirements  Net Usak	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees Circulation (40%	200 150 9 100 200 200 350 250 100 100 al Suppoi	x x x x x x x x x x x x x x x x x x x	No.  1 14 14 1 0 0 1 Area SF	= Area  200 150 126 100 200 0 0 250 0 1,126 4,361 1,744 6,105	0 0 0 0 0 0	0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Combactory Conference/M Conference F Conference F Conference F Open Team \	prined Pantry/Copy)  eetings  Room (10-12 Person)  Room (6-8 Person)  Room (2-4 Person)  Work Area  rea Requirements  Net Usak	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees Circulation (40% Sub-Toteet/Employee (180 USF/F	200 150 9 100 200 200 350 250 100 100 al Suppo and Suppo of net us	x x x x x x x x x x x x general formula for the formula formula for the formula formula for the formula for the formula formula for the formul	No.  1 14 14 1 0 0 1 Area SF F Areas) le area) Area SF Target)	= Area  200 150 126 100 200 0  250 0 100 1,126 4,361 1,744 6,105 204	0 0 0 0 0 0	0 0 0 0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Combactory Conference/M Conference F Conference F Conference F Open Team \	prined Pantry/Copy)  eetings  Room (10-12 Person)  Room (6-8 Person)  Room (2-4 Person)  Work Area  rea Requirements  Net Usak	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees Circulation (40% Sub-Tote Special Support Area (From	200 150 9 100 200 200 350 250 100 100 al Support	x x x x x x x x x x x x x y trt A	No.  1 14 14 1 0 0 1 Area SF  Areas) Je area) Area SF  Target) ksheet)	= Area  200 150 126 100 200 0 250 0 100 1,126 4,361 1,744 6,105 204 11,050	0 0 0 0 0 0	0 0 0 0 0 0 0 0
General Support Reception LAN Room Open Files Storage Pantry (Combactory Conference/M Conference F Conference F Conference F Open Team \	prined Pantry/Copy)  eetings  Room (10-12 Person)  Room (6-8 Person)  Room (2-4 Person)  Work Area  rea Requirements  Net Usak	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees Circulation (40% Sub-Tote Special Support Area (From	200 150 9 100 200 200 250 100 100 al Suppor and Suppor and Suppor for net us tal Usabl Page 2 Val Useabl	x x x x x x x x x x x x x x x y x x x x	No.  1 14 14 1 0 0 1 Area SF Target) Area SF	= Area  200 150 126 100 200 0  250 0 100 1,126 4,361 1,744 6,105 204	0 0 0 0 0 0	0 0 0 0 0 0 0 0 0



#### DEPARTMENT OF MANAGEMENT SERVICES

#### **SPACE ALLOCATION WORKSHEET**

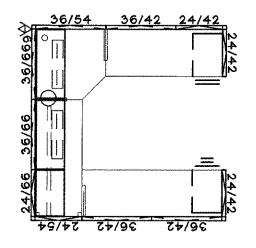
BECTERVET HARL	RMATION							
			Contact D	oro	on:	Stoven Mere	hall	
Agency Name: Location:	FDOT Tallahassee, FL		Contact P Telephone		OH.	Steven Mars 850-414-402		
Building:	Rhyne Building		Email:	₹.		steven.mars		state flue
Lease No:	720-0138		Date:		12/9/17	Revised:		00/0000
AGENCY SPACE			Date.			ent Space		re Space
AGENCT SPAC	DE NEEDS					leeds		leeds
Personnel Area	c	Typica	l Size SF	v		= Area		= Area
Type A	Enclosed Office	Executive	225	X	1 1	225	0	<u> </u>
Type A	window office	Executive	223	Х		223	U	U
Туре В	Enclosed Office	Administrator	150	х	2	300	0	0
Туре Б	window or interior of		130	^	_	300		O
Type C	Enclosed Office	Manager & Professional	100	х	10	1,000	0	0
Туре С	interior office	Requiring Confidentiality	100	^	10	1,000		O
Type D	Workstation	Professionals &	80	х	42	3,360	0	0
1 ypc D	v v Of NotatiOff	Supervising Professionals		^	72	3,300	J	U
Type E	Workstation	ParaProfessional	60	х	5	300	0	0
Type L	VVOINStation	i didi lolossional	00	^		300	Ŭ	O
				х	0	0	0	0
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		Tota	l Personn	101	60		0	
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Standard Suppo	ort Areae		I Size SF			= Area		- A
	JIL AI Gas	i ypica						= ArA3
II-dharai Siinna	ort	,,	1012001		1	- Alea	IVO.	= Area
General Suppo	ort							
Reception	ort	1 per Suite or Floor	200	х	1	200	0	0
Reception LAN Room	ort	1 per Suite or Floor 1 per Suite or Floor	200 150	x x	1	200 150	0	0
Reception LAN Room Open Files	ort	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file	200 150 9	x x x	1 1 30	200 150 270	0 0 0	0 0 0
Reception LAN Room Open Files Storage	ort	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees	200 150 9 100	x x x	1	200 150 270 150	0 0 0	0 0 0
Reception LAN Room Open Files Storage Pantry	ort	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees	200 150 9 100 200	x x x x x	1 1 30	200 150 270 150 200	0 0 0 0	0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy		1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees	200 150 9 100	x x x	1 1 30	200 150 270 150	0 0 0	0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo	eetings	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees	200 150 9 100 200 200	x x x x x	1 1 30	200 150 270 150 200 200	0 0 0 0 0	0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo	eetings Room (10-12 Person	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees	200 150 9 100 200 200	x x x x x	1 1 30	200 150 270 150 200 200	0 0 0 0 0	0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Me Conference R	eetings Room (10-12 Person Room (6-8 Person)	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees ) 1 per 80 employees 1 per 40 employees	200 150 9 100 200 200 350 250	x x x x x x	1 1 30	200 150 270 150 200 200 350 250	0 0 0 0 0 0	0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Me Conference R Conference R Conference R	eetings Room (10-12 Person Room (6-8 Person) Room (2-4 Person)	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees ) 1 per 80 employees 1 per 40 employees	200 150 9 100 200 200 350 250 100	x x x x x x	1 30 2 1 1 1	200 150 270 150 200 200 350 250	0 0 0 0 0 0	0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Me Conference R Conference R	eetings Room (10-12 Person Room (6-8 Person) Room (2-4 Person)	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees ) 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees	200 150 9 100 200 200 350 250 100 100	x x x x x x x x x x x x x x x x x x x	1 30 2 1 1 1 1	200 150 270 150 200 200 350 250	0 0 0 0 0 0	0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo Conference R Conference R Conference R Open Team V	eetings Room (10-12 Person Room (6-8 Person) Room (2-4 Person)	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees ) 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees	200 150 9 100 200 200 350 250 100	x x x x x x x x x x x x x x x x x x x	1 30 2 1 1 1 1	200 150 270 150 200 200 350 250 100	0 0 0 0 0 0	0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo Conference R Conference R Conference R Open Team V	eetings Room (10-12 Person Room (6-8 Person) Room (2-4 Person) Vork Area	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees ) 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees	200 150 9 100 200 200 350 250 100 100	x x x x x x x x x x x x x x x x x x x	1 30 2 1 1 1 1 1 2 Area SF	200 150 270 150 200 200 350 250 100	0 0 0 0 0 0	0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo Conference R Conference R Conference R Open Team V	eetings Room (10-12 Person Room (6-8 Person) Room (2-4 Person) Vork Area	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees Total	200 150 9 100 200 200 350 250 100 100 al Suppoi	x x x x x x x x x x x x x x x x x x x	1 30 2 1 1 1 1 1 2 Area SF	200 150 270 150 200 200 350 250 100 200 2,070	0 0 0 0 0 0	0 0 0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo Conference R Conference R Conference R Open Team V	eetings Room (10-12 Person Room (6-8 Person) Room (2-4 Person) Vork Area	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees Total	200 150 9 100 200 200 350 250 100 100 al Suppoi	x x x x x x x x	1 30 2 1 1 1 1 2 Area SF	200 150 270 150 200 200 350 250 100 200 <b>2,070</b>	0 0 0 0 0 0 0	0 0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo Conference R Conference R Conference R Open Team V	eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Vork Area rea Requirements Net Usak	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees Total	200 150 9 100 200 200 350 250 100 100 al Suppoi	x x x x x x x x x x coord	1 1 30 2 1 1 1 1 1 1 1 2 Area SF	200 150 270 150 200 200 350 250 100 200 <b>2,070</b> 7,255 2,902	0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo Conference R Conference R Conference R Open Team V	eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Vork Area rea Requirements Net Usak	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees Total	200 150 9 100 200 200 350 250 100 100 al Support of net use stal Usabl	x x x x x x x x x x x cab	1 1 30 2 1 1 1 1 1 1 1 2 Area SF  Area SF  Target)	200 150 270 150 200 200 350 250 100 2,070 7,255 2,902 10,157	0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0
Reception LAN Room Open Files Storage Pantry Copy Conference/Mo Conference R Conference R Conference R Open Team V	eetings Room (10-12 Person) Room (6-8 Person) Room (2-4 Person) Vork Area rea Requirements Net Usak	1 per Suite or Floor 1 per Suite or Floor 6 lin.ft./person/12lin.ft./file 1 per 40 employees 1 per 60 employees 1 per 60 employees 1 per 80 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees 1 per 40 employees Circulation (40% Sub-Tote Special Support Area (From	200 150 9 100 200 200 350 250 100 100 al Support of net use stal Usabl	x x x x x x x x x x x x x x x x x y cab	1 1 30 2 1 1 1 1 1 1 1 1 2 Area SF  Target)  rksheet)	200 150 270 150 200 200 350 250 100 200 2,070 7,255 2,902 10,157 169	0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0



#### DEPARTMENT OF MANAGEMENT SERVICES

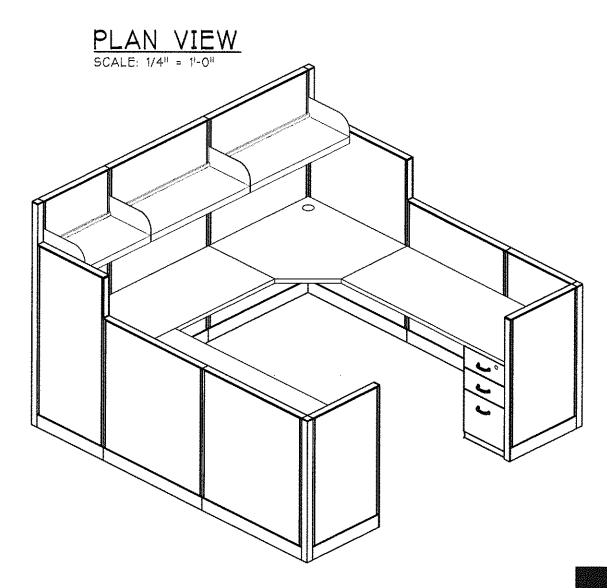
#### **SPACE ALLOCATION WORKSHEET**

AGENCY INFO	QUIREWENTS SU							
	FDOT		Contact P	oro		Staven Mere	hall	
Agency Name:			_			Steven Mars		
Location:	Tallahassee, FL		Telephone	<b>e</b> :		850-414-402		-t-t- fl
Building: Lease No:	Rhyne Building 720-0138		Email: Date:		10/0/17	steven.marsl Revised:		00/0000
AGENCY SPA			Date.		12/9/17			re Space
AGENCY SPA	SE NEEDS					ent Space leeds		re Space leeds
Personnel Area	.0	Typica	l Size SF	.,		= Area	No.	= Area
Type A	Enclosed Office	Executive	225	X	2	450	0	<u>- Alea</u> 0
1 ype A	window office	Lxeculive	223	Х		450	U	U
Туре В	Enclosed Office	Administrator	150	Х	8	1,200	0	0
Турс Б	window or interior of		100	^		1,200	U	J
Type C	Enclosed Office	Manager & Professional	100	Х	30	3,000	0	0
1 )   0	interior office	Requiring Confidentiality	100	^	00	0,000	Ŭ	Ü
Type D	Workstation	Professionals &	80	Х	140	11,200	0	0
. , , , ,	TT OTROCATION	Supervising Professionals		^		11,200	ŭ	J
Type E	Workstation	ParaProfessional	60	Х	20	1,200	0	0
. , , , , _						1,200		
				Х	0	0	0	0
						_		
				Х	0	0	0	0
		Total	Personn	iel	200		0	
		Total	Personne	el A	Area SF	17,050		0
Standard Supp		Typica	Size SF	Χ	No.	= Area	No.	= Area
General Suppo	ort							
Reception		1 per Suite or Floor	200	Х	1	200	0	0
LAN Room		1 per Suite or Floor	150	Χ	1	150	0	0
Open Files		6-9 lin.ft./person/12lin.ft./fi		Χ	100	900	0	0
Storage		1 per 40 employees	100	Χ	5	500	0	0
Pantry		1 per 60 employees	200	X	3	600	0	0
Сору		1 per 60 employees	200	X	3	600	0	0
Conference/M								
(Contarance l						700	0	0
	Room (10-12 Person		350		2		_	
Conference F	Room (6-8 Person)	1 per 40 employees	250	Х	5	1,250	0	0
Conference F Conference F	Room (6-8 Person) Room (2-4 Person)	1 per 40 employees 1 per 40 employees	250 100	X X	5 5	1,250 500	0	0
Conference F	Room (6-8 Person) Room (2-4 Person)	1 per 40 employees 1 per 40 employees 1 per 40 employees	250 100 100	x x x	5 5 5	1,250 500 500		0
Conference F Conference F Open Team V	Room (6-8 Person) Room (2-4 Person) Vork Area	1 per 40 employees 1 per 40 employees 1 per 40 employees	250 100	x x x	5 5 5	1,250 500	0	0
Conference F Conference F Open Team V	Room (6-8 Person) Room (2-4 Person) Work Area rea Requirements	1 per 40 employees 1 per 40 employees 1 per 40 employees  Tota	250 100 100 al Suppor	x x x rt A	5 5 5 Area SF	1,250 500 500 <b>5,900</b>	0	0 0 0
Conference F Conference F Open Team V	Room (6-8 Person) Room (2-4 Person) Work Area rea Requirements	1 per 40 employees 1 per 40 employees 1 per 40 employees Tota	250 100 100 al Suppoi	x x x rt /	5 5 7 5 Area SF	1,250 500 500 <b>5,900</b> 22,950	0	0 0 0
Conference F Conference F Open Team V	Room (6-8 Person) Room (2-4 Person) Work Area rea Requirements	1 per 40 employees 1 per 40 employees 1 per 40 employees Total	250 100 100 al Suppor and Support of net us	x x rt A	5 5 Area SF t Areas) le area)	1,250 500 500 <b>5,900</b> 22,950 9,180	0	0 0 0 0
Conference F Conference F Open Team V	Room (6-8 Person) Room (2-4 Person) Vork Area  rea Requirements  Net Usal	1 per 40 employees 1 per 40 employees 1 per 40 employees Total	250 100 100 al Suppor and Suppor 5 of net us tal Usabl	x x rt A	5 5 Area SF t Areas) le area) Area SF	1,250 500 500 <b>5,900</b> 22,950 9,180 <b>32,130</b>	0	0 0 0 0 0 0
Conference F Conference F Open Team V	Room (6-8 Person) Room (2-4 Person) Vork Area  rea Requirements  Net Usal  Usable Square F	1 per 40 employees 1 per 40 employees 1 per 40 employees Total ble Area (Sum of Personnel Circulation (40% Sub-Total	250 100 100 al Suppor and Suppor of net us tal Usabl	x x x rt A coord cab	5 5 Area SF t Areas) le area) Area SF Target)	1,250 500 500 <b>5,900</b> 22,950 9,180 <b>32,130</b> 161	0	0 0 0 0 0 0
Conference F Conference F Open Team V	Room (6-8 Person) Room (2-4 Person) Vork Area  rea Requirements  Net Usal  Usable Square F	1 per 40 employees 1 per 40 employees 1 per 40 employees Tota ble Area (Sum of Personnel Circulation (40% Sub-Tota Special Support Area (From	250 100 100 al Suppor and Suppor of net us tal Usabl FE Averaç Page 2 V	x x x rt A cab	5 5 Area SF t Areas) le area) Area SF Target) ksheet)	1,250 500 5,900 22,950 9,180 32,130 161 11,050	0	0 0 0 0 0 0 0
Conference F Conference F Open Team V	Room (6-8 Person) Room (2-4 Person) Vork Area  rea Requirements  Net Usal  Usable Square F	1 per 40 employees 1 per 40 employees 1 per 40 employees Tota ble Area (Sum of Personnel Circulation (40% Sub-Tota Special Support Area (From	250 100 100 al Suppor and Suppor of net us tal Usabl E Averaç Page 2 V	x x x rt A cab de A ge Voi	5 5 Area SF t Areas) le area) Area SF Target) Area SF	1,250 500 500 <b>5,900</b> 22,950 9,180 <b>32,130</b> 161	0	0 0 0 0 0 0



#### FEATURES:

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

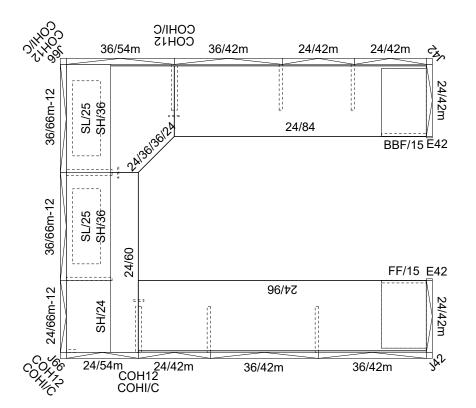


KICK 8X8 VALUE

GSA

DRAWN BY: SOLUTIONS RESOURCE TEAM KB

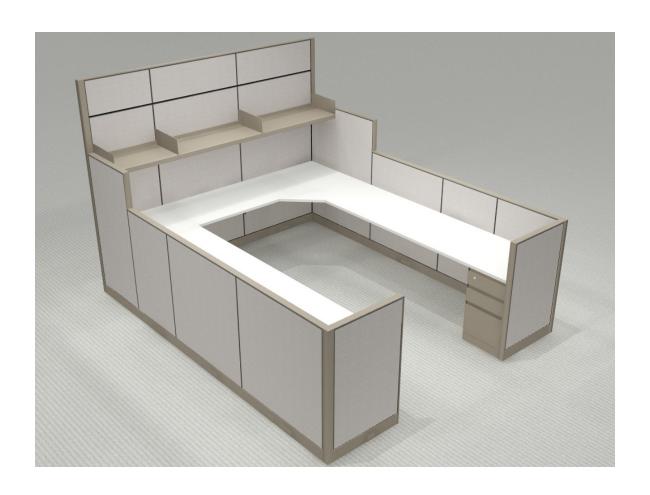
DATE: 10/05/01 REVISED: 10/27/06 Steelcase



Scale: 3/8" = 1'

#### **FEATURES**:

- -Overhead shelves w/ task light
- -Power at base
- -Kick worksurfaces and pedestals
- -Monolithic panels
- -Kick group A fabric/standard paint



Sign-In Sheet
Pre-Bid Conference
ITN 550:0360
Lease of Office Space: 54,573 SF (+/- 5%) Tallahassee, Leon County, Florida
August 16, 2017

Shepill Showing	STEVEN MATURETA	Down Holsey	Also HARTUNG	Pur thurs	Jeff Billingsley	Name
Sherill whom a dot state flow	STOUCH, MARLYANC DIOF, Ft. START	Dand O TBS F2. con	Chip/arting/orbhama: / com	PHULLES C. NOTEBULY COM	billiansley a johnspolve realty . com	Email Address
LON3 Jobs	FOOT	CBR E	Enical. com Comm. Page.	Windows Thus fante	Craig Connerial Realty	Firm/Agency Represented

Sign-In Sheet
Pre-Bid Conference
ITN 550:0360
Lease of Office Space: 54,573 SF (+/- 5%) Tallahassee, Leon County, Florida
August 16, 2017

	- Telemorece	Eduardo Tesi - Teleanference	Ricardo Hernandez-Telpanevence	John Mc Neill Teleconfirence	App Papsini - Televanterence	Flavia Eternal - Teleponterence	Maura Kohl-Teleonterence	hain Crystal - Teleantrere	Name
			ence			00			Email Address
	Richard Terre I	Rivier Print Development		NAT Tolor	(1389)		Blanco Commercia De 18 into	Heller Williams	Firm/Agency Represented