

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 #: ITN 550:0360

BID TITLE: Lease of Office Space: 54,573 SF (+/- 5%)  
Tallahassee, Leon County, Florida

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

Notice is hereby given of the following changes to the above-referenced BID:

- Questions and Answers provided below
- Sign-In Sheet from the Pre-Bid Meeting attached below

**Bidders/Proposers must acknowledge receipt** of this Addendum by completing and returning to the Procurement Office, by no later than the deadline for the receipt of replies. **Failure to do so may subject the bidder/proposer to disqualification.**

Sherill Johnson, Procurement Agent

\_\_\_\_\_  
Bidder/Proposer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Submitted by (Signature)

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or 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**  
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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 laminate...etc?

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.



**STATE OF FLORIDA**  
**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.

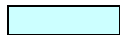
## UNDERSTANDING THE 'DMS Space Allocation Worksheet'

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.

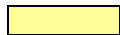
- Tab 1**      **Introduction** - Provides Introduction and Instructions for use of the Space Allocation Worksheet.
- Tab 2**      **Summary** - Summary of Agency Requirements from Division and Special Use tabs, and worksheet for determination of standard support area requirements.
- Tab 3**      **Special Use Tab** - Worksheet for use in identifying any requirements for special use support areas.
- Tab 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**     **Prototype Plan** - Illustration 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.
- Tab 16-18** **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.



Agency Information – This section of the worksheet provides contact details for the agency. Complete all blocks of required agency information, including contact details for agency representative and initial date of request.



Requirements - Enter personnel, special support space and standard support space requirements into these blocks on each worksheet.

## 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.

<b>200 Persons:</b>	Reception	1	<b>60 Persons or Below:</b>	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 1 Reception, 1 Lan Room, 1 Pantry and 1 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.



STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

**AGENCY REQUIREMENTS SUMMARY**

AGENCY INFORMATION							
Agency Name:	FDOT			Contact Person:	Steven Marshall		
Location:	Tallahassee, FL			Telephone:	850-414-4020		
Building:	Rhyne Building			Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>		
Lease No:	720-0138			Date:	12/9/17	Revised:	00/00/0000

AGENCY SPACE NEEDS							
				Current Space Needs		Future Space Needs	
Personnel Areas		Typical Size SF	x No.	= Area	No.	= Area	
Type A	Enclosed Office <i>window office</i>	Executive	225	x	5	1,125	0
Type B	Enclosed Office <i>window or interior office</i>	Administrator	150	x	43	6,450	0
Type C	Enclosed Office <i>interior office</i>	Manager & Professional Requiring Confidentiality	100	x	139	13,900	0
Type D	Workstation	Professionals & Supervising Professionals	80	x	53	4,240	0
Type E	Workstation	ParaProfessional	60	x	2	120	0
				x	0	0	0
				x	0	0	0
<b>Total Personnel</b>					<b>242</b>		<b>0</b>
<b>Total Personnel Area SF</b>					<b>25835</b>		<b>0</b>
Standard Support Areas		Typical Size SF	x No.	= Area	No.	= Area	
<b>General Support</b>							
	Reception	1 per Suite or Floor	200	x	3	600	0
	LAN Room	1 per Suite or Floor	75	x	6	450	0
	Open Files	6 lin.ft./person/12lin.ft./file	9	x	6	54	0
	Storage	1 per 40 employees	100	x	6	600	0
	Pantry	1 per 60 employees	200	x	4	800	0
	Copy	1 per 60 employees	200	x	4	800	0
<b>Conference/Meetings</b>							
	Conference Room (10-12 Person)	1 per 80 employees	350	x	3	1,050	0
	Conference Room (6-8 Person)	1 per 40 employees	250	x	5	1,250	0
	Conference Room (2-4 Person)	1 per 40 employees	100	x	3	300	0
	Open Team Work Area	1 per 40 employees	100	x	5	500	0
<b>Total Support Area SF</b>					<b>6,404</b>		<b>0</b>
<b>Total Agency Area Requirements</b>							
<i>Net Usable Area (Sum of Personnel and Support Areas)</i>						32,239	0
<i>Circulation (35% of net usable area)</i>						11,284	0
<b>Sub-Total Usable Area SF</b>						<b>43,523</b>	<b>0</b>
<b>Usable Square Feet/Employee (180 USF/FTE Average Target)</b>						<b>180</b>	<b>0</b>
<i>Total Special Support Area (From Page 2 Worksheet)</i>						<b>11,050</b>	<b>0</b>
<b>Total Useable Area SF</b>						<b>54,573</b>	<b>0</b>
<b>Total Useable Square Feet/Employee</b>						<b>226</b>	<b>#DIV/0!</b>



STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

**AGENCY SPECIAL SUPPORT REQUIREMENTS**

AGENCY INFORMATION						
Agency Name:	FDOT	Contact Person:	Steven Marshall			
Location:	Tallahassee, FL	Telephone:	850-414-4020			
Building:	Rhyne Building	Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>			
Lease No:	720-0138	Date:	12/9/17	Revised:	00/00/0000	

	Current Space Needs			Future Space Needs	
	Size SF	x No.	= Area	No.	= Area
<b>Public Use Space</b>					
Main Reception Area	200	x 3	600		0
Service Counter/Waiting Area (Permits)	100	x 2	200		0
Interview Rooms (OIG)	150	x 1	150		0
Court/Hearing Rooms	0	x	0		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
<b>Total Public Use Space</b>			<b>950</b>		<b>0</b>
<b>Special Use Space</b>					
Command Center (Maintenance)	390	x 1	390		0
10-12 person conference room	350	x 2	700		0
Training Center (Atkins Building)	1465	x 1	1,465		0
Conference Room (Transportation Disadvantaged)	395	x 1	395		0
Recording Booth (OIT)	120	x 1	120		0
OIS Conference Room (JAD Room)	1100	x 1	1,100		0
OIS Conference Room (Room 201)	700	x 1	700		0
Conference Center (utilized by all)(Rm 330)	730	x 1	730		0
Conference Center (Inspector General)	420	x 1	420		0
TSSO Workroom	260	x 1	260		0
Supply Room	100	x 3	300		0
Equipment and Files (Transportation Disadvantaged)	100	x 7	700		0
Locked Evidence Room (OIG)	150	x 1	150		0
IT Lab (OIG)	120	x 1	120		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
	0	x	0		0
<b>Total Special Use Space</b>			<b>7,550</b>		<b>0</b>
Net Usable Area (Special Support Areas)			8,500		0
Circulation 30% of net usable area			2,550		0
<b>Total Usable Special Support Area Required</b>			<b>11,050</b>		<b>0</b>

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.



STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES  
SPACE ALLOCATION WORKSHEET

**AGENCY DIVISION SUMMARY**

<b>DIVISION INFORMATION</b>	
Agency Name: FDOT	Dept. Contact: Steven Marshall
Division:	Telephone: 850-414-4020
	Email: <a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>
	Date: 12/9/17 Revised: 00/00/0000

Personnel Areas		Current Space Needs			Future Space Needs	
		Typical Size SF	x No.	= Area	No.	= Area
Type A	Enclosed Office <i>window office</i>	Executive	225	x 1	225	0
Type B	Enclosed Office <i>window or interior office</i>	Administrator	150	x 11	1,650	0
Type C	Enclosed Office <i>interior office</i>	Manager & Professional Requiring Confidentiality	100	x 30	3,000	0
Type D	Workstation	Professionals & Supervising Professionals	80	x	0	0
Type E	Workstation	ParaProfessional	60	x	0	0
				x	0	0
				x	0	0
<b>Total Personnel</b>				<b>42</b>		<b>0</b>
<b>Total Personnel Area</b>				<b>4,875</b>		<b>0</b>

<b>NOTES</b>
<p>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.  <b>TOTAL OIG SPACE REQUIREMENT: 8,108 sq. ft.</b></p>

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





STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

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<b>DIVISION INFORMATION</b>			
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Division:		Telephone:	850-414-4020
		Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>
		Date:	12/9/17
		Revised:	00/00/0000

Personnel Areas		Current Space Needs			Future Space Needs	
Type	Typical Size SF	x	No.	= Area	No.	= Area
Type A	Enclosed Office Executive <i>window office</i>	225	x	1	225	0
Type B	Enclosed Office Administrator <i>window or interior office</i>	150	x	8	1,200	0
Type C	Enclosed Office Manager & Professional <i>interior office</i> Requiring Confidentiality	100	x	91	9,100	0
Type D	Workstation Professionals & Supervising Professionals	80	x		0	0
Type E	Workstation ParaProfessional	60	x		0	0
			x		0	0
			x		0	0
<b>Total Personnel</b>				<b>100</b>		<b>0</b>
<b>Total Personnel Area</b>				<b>10,525</b>		<b>0</b>

**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.



STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

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

Personnel Areas		Current Space Needs			Future Space Needs		
Type	Typical Size SF	x	No.	= Area	No.	= Area	
Type A	Enclosed Office <i>window office</i>	Executive	225	x	1	225	0
Type B	Enclosed Office <i>window or interior office</i>	Administrator	150	x	7	1,050	0
Type C	Enclosed Office <i>interior office</i>	Manager & Professional Requiring Confidentiality	100	x	16	1,600	0
Type D	Workstation	Professionals & Supervising Professionals	80	x	9	720	0
Type E	Workstation	ParaProfessional	60	x	2	120	0
				x		0	0
				x		0	0
<b>Total Personnel</b>					<b>35</b>		<b>0</b>
<b>Total Personnel Area</b>					<b>3,715</b>		<b>0</b>

**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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DEPARTMENT OF MANAGEMENT SERVICES

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

Personnel Areas		Current Space Needs			Future Space Needs	
Type	Typical Size SF	x No.	= Area	No.	= Area	
Type A	Enclosed Office Executive <i>window office</i>	225 x	1	225		0
Type B	Enclosed Office Administrator <i>window or interior office</i>	150 x	10	1,500		0
Type C	Enclosed Office Manager & Professional <i>interior office</i> Requiring Confidentiality	100 x	1	100		0
Type D	Workstation Professionals & Supervising Professionals	80 x	3	240		0
Type E	Workstation ParaProfessional	60 x		0		0
		x		0		0
		x		0		0
			<b>Total Personnel</b>	<b>15</b>		<b>0</b>
			<b>Total Personnel Area</b>	<b>2,065</b>		<b>0</b>

**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.



STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

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		Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>
		Date:	12/9/17
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Personnel Areas		Current Space Needs			Future Space Needs	
Type	Typical Size SF	x No.	= Area	No.	= Area	
Type A	Enclosed Office Executive <i>window office</i>	225	x 1	225		0
Type B	Enclosed Office Administrator <i>window or interior office</i>	150	x 7	1,050		0
Type C	Enclosed Office Manager & Professional <i>interior office</i> Requiring Confidentiality	100	x 0	0		0
Type D	Workstation Professionals & Supervising Professionals	80	x 31	2,480		0
Type E	Workstation ParaProfessional	60	x	0		0
			x	0		0
			x	0		0
			<b>Total Personnel</b>	<b>39</b>		<b>0</b>
			<b>Total Personnel Area</b>	<b>3,755</b>		<b>0</b>

**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.



**STATE OF FLORIDA**  
**DEPARTMENT OF MANAGEMENT SERVICES**  
**SPACE ALLOCATION WORKSHEET**

**AGENCY DIVISION SUMMARY**

<b>DIVISION INFORMATION</b>			
<b>Agency Name:</b>	FDOT	<b>Dept. Contact:</b>	Steven Marshall
<b>Division:</b>		<b>Telephone:</b>	850-414-4020
		<b>Email:</b>	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>
		<b>Date:</b>	12/9/17
		<b>Revised:</b>	00/00/0000

Personnel Areas		Current Space Needs			Future Space Needs	
Type	Description	Typical Size SF	x No.	= Area	No.	= Area
Type A	Enclosed Office Executive <i>window office</i>	225	x	0	0	0
Type B	Enclosed Office Administrator <i>window or interior office</i>	150	x	0	0	0
Type C	Enclosed Office Manager & Professional <i>interior office</i> Requiring Confidentiality	100	x	1	100	0
Type D	Workstation Professionals & Supervising Professionals	80	x	10	800	0
Type E	Workstation ParaProfessional	60	x	0	0	0
			x	0	0	0
			x	0	0	0
<b>Total Personnel</b>				<b>11</b>	<b>0</b>	<b>0</b>
<b>Total Personnel Area</b>				<b>900</b>	<b>0</b>	<b>0</b>

**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.**



STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

**AGENCY DIVISION SUMMARY**

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<b>Agency Name:</b>	FDOT	<b>Dept. Contact:</b>	Steven Marshall
<b>Division:</b>		<b>Telephone:</b>	850-414-4020
		<b>Email:</b>	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>
		<b>Date:</b>	12/9/17
		<b>Revised:</b>	00/00/0000

<b>DIVISION SPACE NEEDS</b>		<b>Current Space Needs</b>			<b>Future Space Needs</b>			
Personnel Areas		Typical Size SF	x No.	= Area	No.	= Area		
Type A	Enclosed Office <i>window office</i>	Executive	225	x		0		0
Type B	Enclosed Office <i>window or interior office</i>	Administrator	150	x		0		0
Type C	Enclosed Office <i>interior office</i>	Manager & Professional Requiring Confidentiality	100	x		0		0
Type D	Workstation	Professionals & Supervising Professionals	80	x		0		0
Type E	Workstation	ParaProfessional	60	x		0		0
				x		0		0
				x		0		0
				<b>Total Personnel</b>	<b>0</b>		<b>0</b>	
				<b>Total Personnel Area</b>	<b>0</b>		<b>0</b>	<b>0</b>

**NOTES**

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.



STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES  
SPACE ALLOCATION WORKSHEET

**AGENCY DIVISION SUMMARY**

<b>DIVISION INFORMATION</b>			
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Division:		Telephone:	850-414-4020
		Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>
		Date:	12/9/17
		Revised:	00/00/0000

DIVISION SPACE NEEDS				Current Space Needs		Future Space Needs		
Personnel Areas	Typical Size SF	x	No.	=	Area	No.	=	Area
Type A Enclosed Office Executive <i>window office</i>	225	x		=	0		=	0
Type B Enclosed Office Administrator <i>window or interior office</i>	150	x		=	0		=	0
Type C Enclosed Office Manager & Professional <i>interior office</i> Requiring Confidentiality	100	x		=	0		=	0
Type D Workstation Professionals & Supervising Professionals	80	x		=	0		=	0
Type E Workstation ParaProfessional	60	x		=	0		=	0
		x		=	0		=	0
		x		=	0		=	0
<b>Total Personnel</b>					<b>0</b>			<b>0</b>
<b>Total Personnel Area</b>					<b>0</b>			<b>0</b>

**NOTES**

Conference Center - 730 sq. ft. (Current Room 330)



STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES  
SPACE ALLOCATION WORKSHEET

**AGENCY DIVISION SUMMARY**

<b>DIVISION INFORMATION</b>			
Agency Name:	FDOT	Dept. Contact:	Steven Marshall
Division:		Telephone:	850-414-4020
		Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>
		Date:	12/9/17
		Revised:	00/00/0000

Personnel Areas				Current Space Needs		Future Space Needs		
	Typical Size SF	x	No.	=	Area	No.	=	Area
Type A	Enclosed Office <i>window office</i>		Executive	225	x			0
Type B	Enclosed Office <i>window or interior office</i>		Administrator	150	x			0
Type C	Enclosed Office <i>interior office</i>		Manager & Professional Requiring Confidentiality	100	x			0
Type D	Workstation		Professionals & Supervising Professionals	80	x			0
Type E	Workstation		ParaProfessional	60	x			0
					x			0
					x			0
<b>Total Personnel</b>								<b>0</b>
<b>Total Personnel Area</b>								<b>0</b>

**NOTES**





STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

**AGENCY DIVISION SUMMARY**

<b>DIVISION INFORMATION</b>			
Agency Name:	FDOT	Dept. Contact:	Steven Marshall
Division:		Telephone:	850-414-4020
		Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>
		Date:	12/9/17
		Revised:	00/00/0000

Personnel Areas		Current Space Needs			Future Space Needs	
Type	Typical Size SF	x	No.	= Area	No.	= Area
Type A	Enclosed Office <i>window office</i>	Executive	225	x		0
Type B	Enclosed Office <i>window or interior office</i>	Administrator	150	x		0
Type C	Enclosed Office <i>interior office</i>	Manager & Professional Requiring Confidentiality	100	x		0
Type D	Workstation	Professionals & Supervising Professionals	80	x		0
Type E	Workstation	ParaProfessional	60	x		0
				x		0
				x		0
				<b>Total Personnel</b>	<b>0</b>	<b>0</b>
				<b>Total Personnel Area</b>	<b>0</b>	<b>0</b>

**NOTES**



STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

**DMS SPACE STANDARDS**

Allocation Code	Position Classification	Office or WS	Position Example	SF 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



**STATE OF FLORIDA**  
**DEPARTMENT OF MANAGEMENT SERVICES**  
**SPACE ALLOCATION WORKSHEET**



- Legend**
- Work Areas
  - Work Area Circulation  
\*Included in work area calculations
  - Support Areas
  - Main Circulation Areas
  - Building Core Areas

Prototypical Floor Plan & Key







STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

**AGENCY REQUIREMENTS SUMMARY**

<b>AGENCY INFORMATION</b>									
Agency Name:	FDOT			Contact Person:	Steven Marshall				
Location:	Tallahassee, FL			Telephone:	850-414-4020				
Building:	Rhyne Building			Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>				
Lease No:	720-0138			Date:	12/9/17	Revised:	00/00/0000		
<b>AGENCY SPACE NEEDS</b>									
		Typical Size SF		x No.		Current Space Needs = Area		Future Space Needs = Area	
Personnel Areas									
Type A	Enclosed Office	Executive	225	x	5	1,125	0	0	
	<i>window office</i>								
Type B	Enclosed Office	Administrator	150	x	1	150	0	0	
	<i>window or interior office</i>								
Type C	Enclosed Office	Manager & Professional	100	x	4	400	0	0	
	<i>interior office</i>								
Type D	Workstation	Professionals & Supervising Professionals	80	x	18	1,440	0	0	
Type E	Workstation	ParaProfessional	60	x	2	120	0	0	
				x	0	0	0	0	
				x	0	0	0	0	
<b>Total Personnel</b>					<b>30</b>			<b>0</b>	
<b>Total Personnel Area SF</b>						<b>3,235</b>		<b>0</b>	
Standard Support Areas									
		Typical Size SF		x No.		= Area		No. = Area	
<b>General Support</b>									
Reception	1 per Suite or Floor		200	x	1	200	0	0	
LAN Room	1 per Suite or Floor		150	x	1	150	0	0	
Open Files	6 lin.ft./person/12lin.ft./file		9	x	14	126	0	0	
Storage	1 per 40 employees		100	x	1	100	0	0	
Pantry (Combined Pantry/Copy)	1 per 60 employees		200	x	1	200	0	0	
Copy	1 per 60 employees		200	x	0	0	0	0	
<b>Conference/Meetings</b>									
Conference Room (10-12 Person)	1 per 80 employees		350	x	0	0	0	0	
Conference Room (6-8 Person)	1 per 40 employees		250	x	1	250	0	0	
Conference Room (2-4 Person)	1 per 40 employees		100	x	0	0	0	0	
Open Team Work Area	1 per 40 employees		100	x	1	100	0	0	
<b>Total Support Area SF</b>						<b>1,126</b>		<b>0</b>	
Total Agency Area Requirements									
<i>Net Usable Area (Sum of Personnel and Support Areas)</i>						4,361		0	
<i>Circulation (40% of net usable area)</i>						1,744		0	
<b>Sub-Total Usable Area SF</b>						<b>6,105</b>		<b>0</b>	
<b>Usable Square Feet/Employee (180 USF/FTE Average Target)</b>						<b>204</b>		<b>0</b>	
<i>Total Special Support Area (From Page 2 Worksheet)</i>						<b>11,050</b>		<b>0</b>	
<b>Total Useable Area SF</b>						<b>17,155</b>		<b>0</b>	
<b>Total Useable Square Feet/Employee</b>						<b>572</b>		<b>0</b>	



STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

**AGENCY REQUIREMENTS SUMMARY**

<b>AGENCY INFORMATION</b>									
Agency Name:	FDOT			Contact Person:	Steven Marshall				
Location:	Tallahassee, FL			Telephone:	850-414-4020				
Building:	Rhyne Building			Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>				
Lease No:	720-0138			Date:	12/9/17	Revised:	00/00/0000		
<b>AGENCY SPACE NEEDS</b>									
				<b>Current Space Needs</b>			<b>Future Space Needs</b>		
Personnel Areas				Typical Size SF	x	No.	= Area	No.	= Area
Type A	Enclosed Office	Executive	225	x	1	225	0	0	
	<i>window office</i>								
Type B	Enclosed Office	Administrator	150	x	2	300	0	0	
	<i>window or interior office</i>								
Type C	Enclosed Office	Manager & Professional	100	x	10	1,000	0	0	
	<i>interior office</i>								
Type D	Workstation	Professionals & Supervising Professionals	80	x	42	3,360	0	0	
Type E	Workstation	ParaProfessional	60	x	5	300	0	0	
				x	0	0	0	0	
				x	0	0	0	0	
<b>Total Personnel</b>					<b>60</b>		<b>0</b>		
<b>Total Personnel Area SF</b>						<b>5,185</b>		<b>0</b>	
<b>Standard Support Areas</b>									
				Typical Size SF	x	No.	= Area	No.	= Area
<b>General Support</b>									
Reception	1 per Suite or Floor		200	x	1	200	0	0	
LAN Room	1 per Suite or Floor		150	x	1	150	0	0	
Open Files	6 lin.ft./person/12lin.ft./file		9	x	30	270	0	0	
Storage	1 per 40 employees		100	x	2	150	0	0	
Pantry	1 per 60 employees		200	x	1	200	0	0	
Copy	1 per 60 employees		200	x	1	200	0	0	
<b>Conference/Meetings</b>									
Conference Room (10-12 Person)	1 per 80 employees		350	x	1	350	0	0	
Conference Room (6-8 Person)	1 per 40 employees		250	x	1	250	0	0	
Conference Room (2-4 Person)	1 per 40 employees		100	x	1	100	0	0	
Open Team Work Area	1 per 40 employees		100	x	2	200	0	0	
<b>Total Support Area SF</b>						<b>2,070</b>		<b>0</b>	
<b>Total Agency Area Requirements</b>									
<i>Net Usable Area (Sum of Personnel and Support Areas)</i>						7,255		0	
<i>Circulation (40% of net usable area)</i>						2,902		0	
<b>Sub-Total Usable Area SF</b>						<b>10,157</b>		<b>0</b>	
<b>Usable Square Feet/Employee (180 USF/FTE Average Target)</b>						<b>169</b>		<b>0</b>	
<i>Total Special Support Area (From Page 2 Worksheet)</i>						<b>11,050</b>		<b>0</b>	
<b>Total Useable Area SF</b>						<b>21,207</b>		<b>0</b>	
<b>Total Useable Square Feet/Employee</b>						<b>353</b>		<b>0</b>	



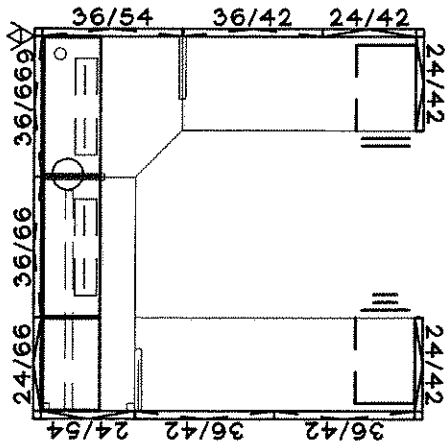
STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

SPACE ALLOCATION WORKSHEET

**AGENCY REQUIREMENTS SUMMARY**

<b>AGENCY INFORMATION</b>									
Agency Name:	FDOT			Contact Person:	Steven Marshall				
Location:	Tallahassee, FL			Telephone:	850-414-4020				
Building:	Rhyne Building			Email:	<a href="mailto:steven.marshall@dot.state.fl.us">steven.marshall@dot.state.fl.us</a>				
Lease No:	720-0138			Date:	12/9/17	Revised:	00/00/0000		
<b>AGENCY SPACE NEEDS</b>									
				<b>Current Space Needs</b>			<b>Future Space Needs</b>		
Personnel Areas				Typical Size SF	x	No.	= Area	No.	= Area
Type A	Enclosed Office	Executive	225	x	2	450	0	0	
	<i>window office</i>								
Type B	Enclosed Office	Administrator	150	x	8	1,200	0	0	
	<i>window or interior office</i>								
Type C	Enclosed Office	Manager & Professional	100	x	30	3,000	0	0	
	<i>interior office</i>								
Type D	Workstation	Professionals & Supervising Professionals	80	x	140	11,200	0	0	
Type E	Workstation	ParaProfessional	60	x	20	1,200	0	0	
				x	0	0	0	0	
				x	0	0	0	0	
<b>Total Personnel</b>					<b>200</b>		<b>0</b>		
<b>Total Personnel Area SF</b>						<b>17,050</b>		<b>0</b>	
<b>Standard Support Areas</b>									
				Typical Size SF	x	No.	= Area	No.	= Area
<b>General Support</b>									
Reception	1 per Suite or Floor		200	x	1	200	0	0	
LAN Room	1 per Suite or Floor		150	x	1	150	0	0	
Open Files	6-9 lin.ft./person/12lin.ft./fil		9	x	100	900	0	0	
Storage	1 per 40 employees		100	x	5	500	0	0	
Pantry	1 per 60 employees		200	x	3	600	0	0	
Copy	1 per 60 employees		200	x	3	600	0	0	
<b>Conference/Meetings</b>									
Conference Room (10-12 Person)	1 per 80 employees		350	x	2	700	0	0	
Conference Room (6-8 Person)	1 per 40 employees		250	x	5	1,250	0	0	
Conference Room (2-4 Person)	1 per 40 employees		100	x	5	500	0	0	
Open Team Work Area	1 per 40 employees		100	x	5	500	0	0	
<b>Total Support Area SF</b>						<b>5,900</b>		<b>0</b>	
<b>Total Agency Area Requirements</b>									
<i>Net Usable Area (Sum of Personnel and Support Areas)</i>						22,950		0	
<i>Circulation (40% of net usable area)</i>						9,180		0	
<b>Sub-Total Usable Area SF</b>						<b>32,130</b>		<b>0</b>	
<b>Usable Square Feet/Employee (180 USF/FTE Average Target)</b>						<b>161</b>		<b>0</b>	
<i>Total Special Support Area (From Page 2 Worksheet)</i>						<b>11,050</b>		<b>0</b>	
<b>Total Useable Area SF</b>						<b>43,180</b>		<b>0</b>	
<b>Total Useable Square Feet/Employee</b>						<b>216</b>		<b>0</b>	

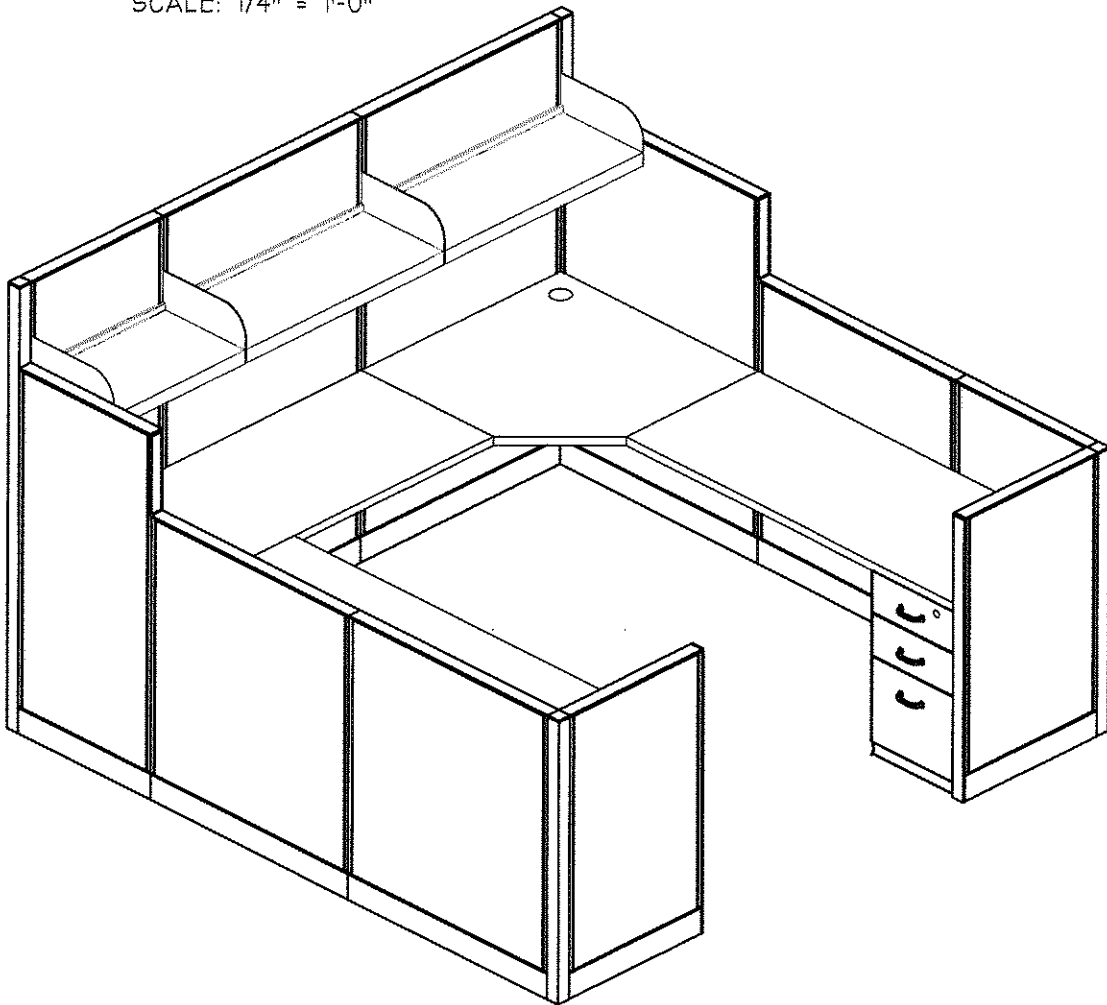


FEATURES:

- 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"



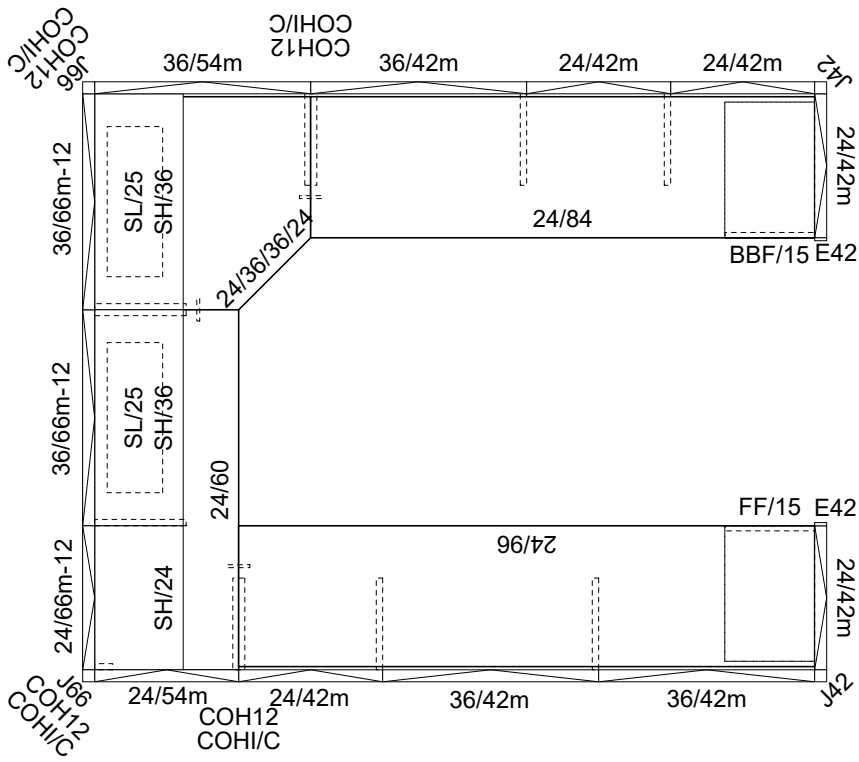
**KICK 8X8 VALUE**

**GSA**  
DRAWN BY: SOLUTIONS RESOURCE TEAM KB

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

**Steelcase**

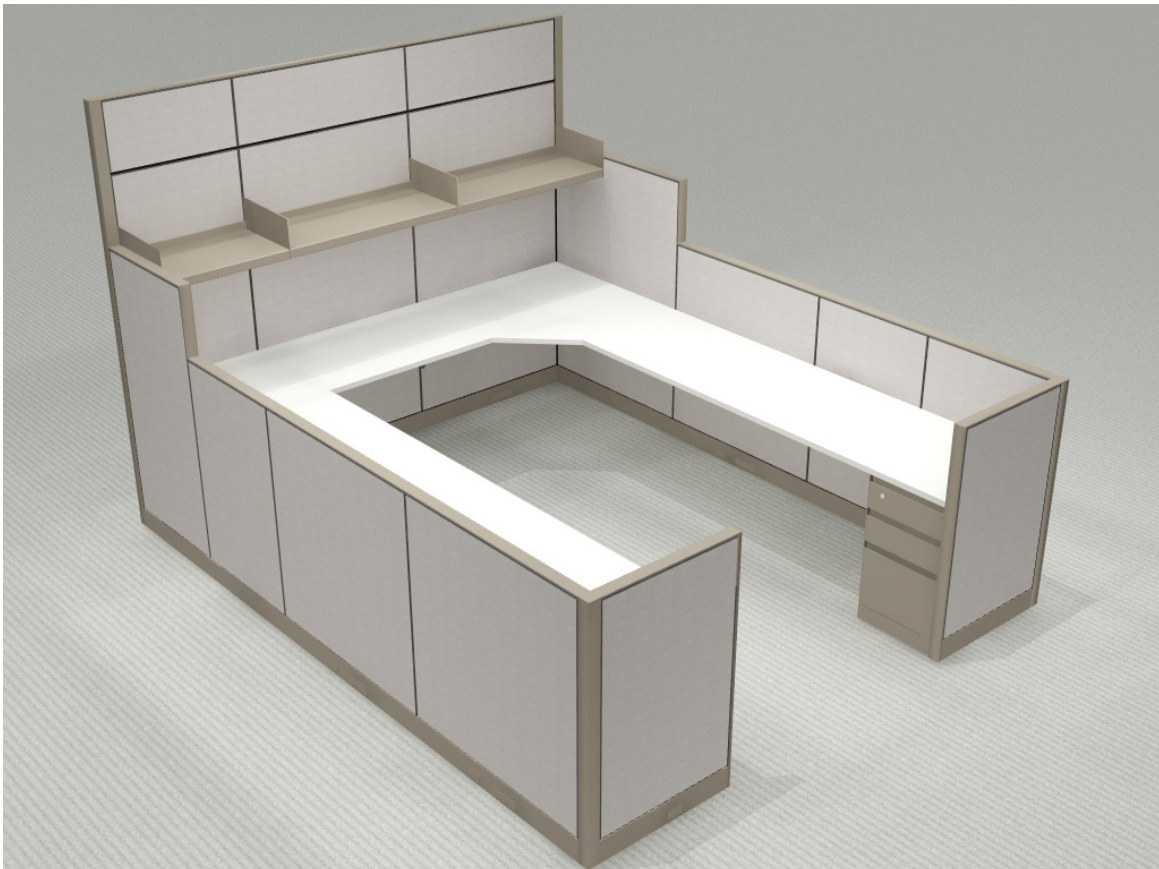




**FEATURES:**

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

Scale: 3/8" = 1'



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

Name	Email Address	Firm/Agency Represented
JEFF Billingsley	jbillingsley@jshaublierealty.com	Craig Commercial Realty
Phil Shellers	Phellers@dotnet.us.com	Winward Drive Park Summit Group Comm. Prop.
Ron Bradford	Ron.Bradford@summitgroupcommercial.com	Summit Group Comm. Prop.
CHRISTINA	christinag@bhmair.com	Commercial BANKER
David Halsey	David@TBSF2.com	CBRE
STEVEN WINTSHIRE	STEVEN.WINTSHIRE@DOT.NET.US	FDDT
Kristin Smith	kristin.smith@dot.state.fl.us	FDDT
Sherill Johnson	sherilljohnson@dot.state.fl.us	FDDT

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

Name	Email Address	Firm/Agency Represented
Kevin Crystal - Teleconference via		Keller Williams
Maura Kohl - Teleconference via		Blanca Commercial Real Estate
Flavia Esterrod - Teleconference via		Blanca Commercial Real Estate
Anna Passini - Teleconference via		ASBR
John McNeill - Teleconference via		NAT Talar
Ricardo Hernandez - Teleconference via		Dnc Commercial Real Estate
Eduardo Tesi - Teleconference via		Riviera Point Development Group
Andrea Dager - Teleconference		Rudnick Development