

**RFP-LA-07-25 (Office space for lease for the Department of
Budget and Management)**

1. DBM – (3) open area space are listed under required area, but in the projection it looks like each of these spaces are 110SF. Please confirm if these are 110 SF open area workstations or 110SF Offices.
A. Correct, the 3 110 SF Assistant/Budget Analyst positions should be 110 SF offices. This will be reflected in an upcoming amendment.
2. Will the state reduce the minimum number of parking spaces required by this RFP?
A. No.
3. Will the state reduce the number on-site parking spaces required by this RFP?
A. No.
4. Approximately how many visitors does the Cashier's Office have on a daily basis?
A. The amount of people varies, but we would estimate 100 visitors per day
5. What public services are provided by the Cashier's Office?
A. The cashier's office functions to answering questions and facilitate payment of bills for any outstanding tax, debt, and fee related issues.
6. Is there a preference for Department adjacencies between OPSB, CHRO, EBD, ELRD, PSD, CAS, RED, CMD, EEO, CCU & OAG?
A. OPSB is its own operating unit containing CHRO, EBD, ELRD, PSD, CAS, RED, CMD, and any other units designated a such on the space program. EEO, CCU, and OAG are also independent units. There are no further adjacencies beyond keeping the larger divisions together.
7. Can any of the (7) bullet point areas in the Shared DBM Program requirements or the (6) bullet point areas in the Office of Personnel Services and Benefits (OPSB) Auxiliary Functions be located in any of the walled off suites?
A. The shared DBM program requirements should be in a centrally located area for all units of DBM to access. The Auxiliary Functions of OPSB should be with the remainder of the OPSB program requirements that are not in walled off areas and should be accessible to all OPSB staff.

8. Can areas such as the 1,000 sf Training Room or 1,500 sf conference room or even the 400 sf Storage Rm be located on a separate floor (for example the 1st floor) than the rest of the shared items or other Departments?
A. Yes.
9. Is the 125 sf reception and waiting area for the Office of Personnel Services and Benefits (OPSB) Auxiliary Functions and the 125 sf reception and waiting area for the Office of the Chief HR Officer (CHRO) the same space or are they two separate reception areas?
A. They are two separate reception areas. One is specifically for the CHRO unit and the other is for the entire OPSB department.
10. Regarding all the support spaces (the (6) bullet point areas in the Office of Personnel Services and Benefits (OPSB) Auxiliary Functions), is this all contained in 1 area/suite or spread out between departments?
A. These are common area program requirements in a central location for all OPSB staff.
a. If spread out, between what departments specifically?
A. They should not be within the closed off departments.
b. Are there any adjacencies for each of these (6) areas? If so, what are they?
A. They should be in a central location for all OPSB staff.
11. All Departments that are to be walled off, should they be accessible by the public from the public/common corridor?
A. The public should not be able to access any of the DBM space other than the cashiers office.
12. Will any file rooms have high density filing (rolling files)?
A. No.
13. Are there any Departments or shared areas that could be “split off” from the rest of the Departments and potentially located on a 1st floor or different floor from the other areas and Departments?
A. OPSB, CCU, EEO, and OAG respectively should be kept together. The shared DBM areas should be in a centrally located area.
14. In the Central Collection Unit (CCU), it is noted that the Cashiers Office is to be located on the ground floor or in secure area. Does the Main Office area from the CCU need to be located adjacent on the ground floor or can that go on a different floor?
A. The main office area should not be located on the ground floor. It should be located elsewhere in the building with the remainder of the DBM space.

15. In the Cashiers Office, would the 200sf office and transaction counter be to service people in the Waiting area? I assume the door to the office would exit somewhere other than the Waiting Area or it does not matter?
A. The transaction counter will service people in the waiting area. There should be separate entrances for staff to access the transaction area, and for visitors to access the waiting area.
16. Are there any offices or spaces to be on the glass line?
A. Workstations should take priority to be located along the glass line per the RFP.
17. If the space being proposed is equipped with existing offices on the perimeter window line that have full glass fronts, would it be acceptable to preserve the existing construction for this RFP?
A. Refer to the answer to question 16.
18. Would it be acceptable to reuse existing furniture within the proposed space for this RFP?
A. All space should be built out per the space program provided in the RFP.
19. Does the EEO department have any special purpose spaces?
A. No
20. What adjacencies between Divisions are required? If a group or groups needed to be located on another floor, which divisions could be separate?
A. All of CCU, OAG, and EEO need to be together. Within OPSB there are separate divisions with no inter unit agencies, however everybody should generally be in the same area.
21. Does the shared DBM Program Requirements need to be located in a separate suite, or could these be located within the DBM space but separated from staff areas by secure doors?
A. Ideally this would be located in a separate centrally located area.
22. Do any divisions require their own suite other than the CCU Cashier Office?
A. Yes- please refer to the space program.
23. For the CCU Cashier Office, the program states that it must be ground floor or secure area with separate staff and client entrance. Does this require street access? Or could this be on an upper floor with elevator access?
A. Ideally this will be ground floor with street access, however offeror's are permitted to propose secure space on an upper floor with elevator access.
24. How many seats are required in the waiting area of the CCU Cashier office?
A. There isn't a specific chair count in mind- maximize the space with however many chairs fit.

25. How many staff sit at the Cashier Office Transaction window?
A. The transaction window will be split into 3 stations. The windows will be required to have bullet proof glass installed.
26. For the CHRO could this be a suite within the larger OPSB division or does it require its own suite off common area?
A. It should be a suite within the larger OPSB division. Please refer to the space program as there are several units within OPSB that need to be walled off.
27. Should the IT Equipment Storage Room be adjacent to the Server room?
A. They're not required to be adjacent to each other.
28. In the 1,500 SF Conference Room with moveable partition, how many people do you want to accommodate in this room?
A. There will be roughly 75-100 people at most in the room.
- a. Will this be set up with moveable training type tables?
A. Yes.
- b. Does this room need storage adjacent for extra tables and chairs? Would this be the 400 SF Misc. Storage Room?
A. Yes.
29. In the 1,000 SF Training Room- will this be set up with laptops or desktops?
A. The room will be furnished with desktop computers.
30. Should the 600 SF agency lunchroom be adjacent to the training and conference rooms for ease of serving for meetings?
A. Ideally yes.
31. Within the OPSB Division are there any adjacencies that need to be met?
A. No, so long as everybody is generally in a similar area. All the uses are inter-related.
32. Can parking spaces be allocated from an adjacent garage? If so, what is the true minimum that needs to be on-site (at the building)?
A. 60 of the parking spaces are required to be on-site. The remaining 50 can be allocated to an adjacent garage.