

ADDENDUM NO. 2
to the consultants for
DESIGN SERVICES FOR THE NEW CITY HALL COUNCIL CHAMBERS ADDITION
Request for Proposals
Due Date: February 15, 2019

TO PROSPECTIVE CONSULTANTS: The following clarifications and changes shall be made part of the request for proposals for this project:

Request for Information

1. *Are resumes and references considered part of the 20 page maximum page count?*
 - Yes, resumes and references must be included within the maximum page count of 20 pages.

2. *Is the Preliminary Cost Estimate requested as part of Item H on Page 7 intended to be for design services or construction services?*
 - Item H on Page 7 is requesting a Preliminary Cost Estimate to perform the design services scope outlined in the RFP.

3. *Is the scope of design services to include alterations of the existing 5555 Perimeter building as well as the new City Hall Council Chambers addition?*
 - Yes, renovations to the existing 5555 Perimeter Drive building that are necessary to best and most efficiently accommodate City staff relocating from the existing City Hall are also intended to be included in the design services scope.
 - The attached New City Hall - 5555 Perimeter Programming Analysis is attached for reference.

Terminus for Addendum No. 2

DEPARTMENT	TITLE	NAME	TYPE	QTY.	SF REQUIRED	TOTAL SF	ADJACENCIES/NOTES
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New City Hall - 5555 Perimeter

City Manager Growth: None							
	City Manager	Dana McDaniel	Private Office	1	160	160	
	Assistant City Manager	Michelle Crandall	Private Office	1	160	160	
	Govt and International Relations Management Assistant	Nancy Richison	Private Office	1	160	160	
	Administrative Assistant	Nick Plouck	Workstation	1	64	64	
	Administrative Assistant	Candace Jones	Workstation	1	64	64	
	Intern		Workstation	2	64	128	
	Print Room	12X15		1	180	180	
	Supplies / Storage	10x12		1	120	120	
	Large Conference - (14 seats)	18x30		1	540	540	reserved for office of City Manager
	Small Conference (6 people)	12x18		1	204	204	easy access by public for meetings with public
					7 workspaces	1780 SF	

Human Resources Growth: potentially Benefits Administrator Position							
	Director of HR	Homer Rogers	Private Office	1	160	160	<i>*Important for Homer to be next to Jennifer</i>
	HR Manager	Jennifer Miglietti	Private Office	1	120	120	
	Risk Manager/Safety Administrator	Ron Whittington	Private Office	1	120	120	<i>Very mobile worker. Uses training room a lot.</i>
	Talent Director	Robin Myers	Private Office	1	160	160	
	HR Business Partner	Whitney Aebker, Allison Stir, Kelly Rose	Private Office	3	120	360	<i>Currently in Development Building, Police Department. This assumes they would move under one roof. Also assumes they are at a "manager" level. Indicated a high level of confidential conversations.</i>
	Administrative Support II	Lisa Williamson	Workstation	2	64	128	<i>Admin to Homer</i>
	Risk Management Assistant	Lori Bailey	Workstation	1	64	64	
	Wellness & Benefits Coordinator	Janan Hay	Workstation	1	64	64	
	Coordinator (Seasonal)	Stacy Hahaway	Workstation	1	64	64	
	Print Room	12X15		1	180	180	
	Supplies / Storage	10x12		1	120	120	
	Small Conference (6 people)	12x18		1	204	204	
	Open office huddle space	8x8		1	64	64	
					12 workspaces	1808 SF	

Communications and Public Information Growth: None indicated							
	Director of Communications and Public Information	Sue Burness	Private Office	1	160	160	<i>PIO and PIA should be near Sue.</i>
	Public Information Officer	Sarah McQuaide, Josh Poland, Cameron Keir	Private Office	3	120	360	<i>PIO and PAO should sit near each other Assumes manager level position. Indicated high degrees of privacy required for daily conversations.</i>
	Public Affairs Officer	Lindsay Weisenauer	Private Office	1	120	120	<i>PIO and PAO should sit near each other Assumes manager level position. Indicated high degrees of privacy required for daily conversations.</i>
	Digital and Brand Team	Bruce Edwards and Justin	Workstation	1	64	64	<i>2 benching style workstations in digital lab</i>
	Interns	TBD	Workstation	2	64	128	
	Digital Media Room/Film Stage	18x16		1	288	288	
	Print Room	12X15		1	180	180	<i>Would be convenient to have access to a plotter</i>
	Supplies / Storage	10x12		1	120	120	
	Medium Conference (10 people)	18x16		1	288	288	
	Open office huddle space	8x8		1	64	64	
					8 workspaces	1772 SF	

Finance							Growth: potentially 1 new employee, 2 interns	
	Director of Finance	Angel Mumma	Private Office	1	160	160		
	Deputy Director of Finance	David Gaines	Private Office	1	160	160		
	Chief Accountant	Jerry O'Brien	Private Office	1	160	160	<i>We are assuming this employee as a director position based on work chart. Confirm.</i>	
Tax	Director of Taxation	Faye Gibson	Private Office	1	160	160		
Tax	Tax Manager	Kevin Robison	Private Office	1	120	120		
	Payroll	Linda Glick, Jacob Archer	Workstation	2	64	128		
	A/P	Vickie Hassel	Workstation	1	64	64		
	Budget Manager	Melody Kennedy	Workstation	1	64	64		
	Financial Analyst	Matt Stiffler	Workstation	1	64	64		
	Accounting Specialist	Sharon Kaufman, Michelle Green	Workstation	2	64	128	<i>Provide locking storage for cash that is at desk</i>	
	Accountant	Robyn Howard	Workstation	1	64	64		
	Administrative Support III	JoAnna Clark	Workstation	1	64	64		
							<i>All tax employees: Everything needs to be secure, need higher cubicle walls to help keep phone calls confidential, key card access to tax dept. so that only tax employees are able to enter</i>	
Tax	Corporate Auditors	Joe Veltre, Brenda Hammond	Workstation	2	64	128		
Tax	Auditor	Valery Kelly	Workstation	1	64	64		
Tax	Accounting Specialist	Vacant	Workstation	1	64	64		
Tax	Accounting Assitant	Gina Martinez	Workstation	1	64	64		
	Future Position	TBD	Workstation	1	64	64		
	Interns	TBD	Benching	2	20	40		
	Hoteling		Benching	4	20	80	<i>Work ramps up during tax time, need extra space to work for extra help</i>	
	Reception	8'x3'	Reception counter	1	24	24		
	Print Room	12x15		2	180	360	<i>bullet proof glass, have a window to pass things back and forth</i>	
	Supplies / Storage	10x12		2	120	240	<i>Need a tax drop box for after hours</i>	
	Small Conference (6 people)	12x18		2	204	408	<i>1 for finance, 1 for tax</i>	
	Open office huddle space	8x8		1	64	64	<i>locked storage room for cash, storage space for box files</i>	
				19	workspaces	2936	<i>1 located outside of department to meet with citizens</i>	
							<i>64 file cabinets w/ high top for meeting</i>	

Law							
	Jennifer Reader	Law Director	Private Office	1	160	160	
				1	workspace	120	SF

IT							Growth = potentially 4 people + 2 Interns	
	CIO	Doug McCullough	Private Office	1	160	160		
	Director of IT	Mark Clark	Private Office	1	160	160		
Network Operations	Network Operations Manager	Bob Schaber	Private Office	1	120	120		
	Project Leader	Maria Renzetti	Private Office	1	120	120	<i>assuming manager level role. Confirm</i>	
	Project Leader	Cyndy Barney	Private Office	1	120	120	<i>assuming manager level role. Confirm</i>	
	Project Leader	Kyle McKee	Private Office	1	120	120	<i>assuming manager level role. Confirm</i>	
	Administrative Assistant	Brandi Fox	Workstation	1	64	64		
	Network Engineer	Brad Jones, Josh Adkins	Workstation	2	64	128		
	Support Services Analyst	Nate Shane, Ryan Daniels, Eric Dickinson, CJ Cox	Workstation	4	64	256		
	IT Growth	TBD	Workstation	4	64	256		
	Interns	TBD	Workstation	2	20	40		
	IT Staging/Work Room		15x20	1	300	300	<i>Locked room for device storage, repair, work etc</i>	
	Open office huddle space		8x12	1	96	96	<i>Prefer lounge furniture for informal conversations</i>	
	Small Conference (6 people)		18x12	1	216	216		
				19		1940	SF	

Shared Meeting and Common Spaces				Note: need technology in meeting spaces.		
	Large Conference - (16 seats)	18x30	1	540	540	For use by all departments. CPI use for large meetings, training by HR, and hosting conferences/large meetings
	Medium Conference - (10 seats)	18x16	2	288	576	For use by all departments
	Small Meeting Room	8x10	2	80	160	1 small meeting room off of lobby for meetings with visitors. 1 privacy room. Include countertop and refrigerator. Required by law to have a lactation room.
	Café	25x48	1	1200	1200	
	IT Closet	10x12	1	120	120	
	Reception / Lobby	25x30	1	750	750	
3346 SF						

Total department work area 10,356 SF

Total Shared Meeting and Common Spaces 3,346 SF

Subtotal 13,702 SF

Circulation 30% 4,111 SF

Total	17,813 SF
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