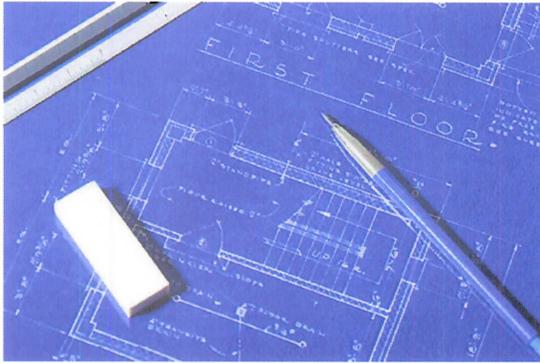


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# Human Services - Otsego County

*Programming Analysis*



**Date: February 10, 2012**

Provided by **HAWORTH**

For CB Richard Ellis and the Department of Technology,  
Management & Budget's Real Estate Division

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# Overview

## *For Human Services—Otsego County*

The Department of Management and Budget, Real Estate Division, is seeking lease proposals on behalf of the Michigan Department of Human Services—Otsego County.

This document outlines the square footage requirements for the Otsego County Office staff as well as their requirements of a facility. Vestibules, restrooms, janitorial closets, mechanical and data rooms, etc. are *not* included and will require additional space. These needs are dependent on code requirements and the physical space being proposed; therefore, they cannot be defined at this juncture. It is incumbent upon the lessor to understand how codes and the number of floors would impact the size and quantity of areas such as vestibules, restrooms, janitorial closets, and mechanical/electrical rooms for the space proposed. It is also the lessor's responsibility to submit a proposal based on *all* the criteria included in this document as well as DTMB's Standards and Specifications (see attached).

As you work through this document, you will find three sections:

**Build-Out Requirements**  
**Overall Exterior Requirements**  
**Overall Interior Requirements**

### *Attachments:*

Minimum Office Building Standard 2011 Final.pdf  
DHS Building Standards Revised Aug 2010.pdf

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# Build-Out Requirements

## *For Human Services—Otsego County*

**These build-out needs are specific to this lease and are required *without exception*.**

- Lobby walls and all conference, interview, visitation, and observation rooms are to be floor-to-deck.
- All floor-to-ceiling rooms (lobby, conference, office, interview, visitation, observation and storage) require an outlet and data port on **3 (three)** of the four walls. In a raised floor application, the power requirements would be the same, but the locations would be in the floor.
- All conference rooms that are floor-to-ceiling require **1 (one)** wall to be reinforced with 3/4" plywood. (Assume a full sheet of plywood the length of one wall in every room. The State understands it to be any wall other than the wall the door is located in to avoid custom door frames).
- The State of Michigan has standardized on **1 (one)** power feed per **4 (four)** modular workstations. Each power feed is an 8-wire system consisting of 3) hots, 3) neutrals, 1) common, and 1) isolated ground. Power may come through the ceiling, floor, and/or wall but may not exceed the ratio stated above.
- The break room consists of cabinetry, counter, and sink with a disposal. The break room will include **2 (two)** refrigerators, microwaves, and coffee machines. Power will need to be sufficient to support all listed equipment.
- The conference rooms as well as the visitation and observation rooms will have extensive equipment including video, microphones, and/or flat screens, etc. Although the State will be providing these items, electrical and communication rough-in and support will be required.

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## Build-Out Requirements Continued

### *For Human Services—Otsego County*

- The lobby will require **3 (three)** counters; **2 (two)** at ADA height and **1 (one)** at stand up height. The client requires clear, bullet-resistant partitions above the counters with either dip trays or a pass-through large enough for the transfer of clip boards and documents.
- A panic button is required on the employee side of the counter. This panic button contacts security and/or managers. Reception will also need a release button for each counter so clients may gain entrance into the suite without staff leaving the counter to unlock the door.
- A foyer/vestibule is required to maintain a more constant temperature in the lobby.
- Sound Masking (a.k.a. white noise) is required in the open office area and in the lobby near the windows to give clients more audio privacy.
- The visitation and observation room need to be adjacent to each other with a one-way window allowing staff in the observation room to view the visitation room. It is critical that the entire observation room can be monitored.
- The State of Michigan looks favorably on energy efficient systems and appliances, raised floors with under-floor air, direct and indirect lighting, and any other amenity that decreases energy usage, improves air quality, and/or is proven as a superior alternative to basic industry standards.

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# Overall Exterior Requirements

*For Human Services—Otsego County*

**Overall Exterior Requirements** - this includes parking, entrances, etc.

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# Human Services-Otsego County - Exterior Requirements

## Exterior AMMENITIES

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**Staff Parking** ( spaces for 35 staff and 4 state cars)

**Visitor Parking** (spaces for 20 visitors)

**Entrance** (Main)

**Employee / Back Entrance** (with box truck access)

**Bike Racks** (8-12 bikes)

**Secure Drop Box** (for document deposit after hours)

**Dumpster** (3 yard, emptied weekly)

Staff parking does not need to be gated, but it does need to be separated from Visitor parking either by the building, landscaping, etc.

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## Overall Interior Requirements

### *For Human Services—Otsego County*

The Department of Human Services requires 8,413.3 square feet for their program needs. Although it is incumbent upon the lessor to understand how codes and the configuration of the proposed space would impact the size and quantity of vestibules, restrooms, janitorial closets, and mechanical/electrical rooms, DTMB is anticipating these needs will be an additional 8-10% of the tenant's program needs. Under optimal conditions, DTMB would expect proposed facility(ies) to fall within 9,086 to 9,255 square feet.

The next three pages outline the square footage assigned to every component required for the operation of this office. *Please pay special attention to the items with a hatch pattern (dots) as this indicates a space that is required to be floor-to-ceiling.*

# Human Services - Otsego County

## PROGRAMS & STAFF SQUARE FEET

|                           |                |
|---------------------------|----------------|
| Division/Office           |                |
| <i>(see Staff Tab I)</i>  | 2,326.1        |
| <i>(see Staff Tab II)</i> | 1150.8         |
| <b>SUBTOTAL</b>           | <b>3,476.9</b> |

## ANCILLARY AREAS SQUARE FEET

| <b>Public Areas</b>  |                |
|--|----------------|
| Lobby <i>(seating for 12-15)</i>                               | 300.0          |
| Public Restroom  | 100.0          |
| Janitorial Closet & Water Fountain                             | 40.0           |
| Lobby Conference Room (6-8)                                    | 180.0          |
| **Clerical Office  | 150.0          |
| Kiosk  | 100.0          |
| <b>Service Areas</b>   |                |
| Copy /Print Area I   | 48.0           |
| Copy Print Area II   | 48.0           |
| Copy / Print Area III  | 48.0           |
| Copy/Print, Director   | 12.0           |
| Mail Area  | 85.0           |
| EBT / EPPIC Area   | 48.0           |
| Scanning Area  | 24.0           |
| Service File Area - Foster Care                                | 64.0           |
| Service File Area - CPS  | 72.0           |
| Service File Area - Adult & Prevention & Guardianship          | 50.0           |
| Fiscal File Area   | 45.0           |
| CDC Files  | 90.0           |
| Closed Files   | 64.0           |
| Obsolete File Area / Contract Obsolete Files                   | 210.0          |
| Miscellaneous Files  | 24.0           |
| Intern Workstations (2)  | 50.0           |
| Delivery Area / Back Door                                      | 80.0           |
| Volunteer / Parent Aid Workstations (2)                        | 96.0           |
| Hoteling Workstation (1)                                       | 64.0           |
| Safe   | 10.0           |
| Data Room  | 100.0          |
| Storage/Donation Room <i>(14' by 16')</i>                      | 224.0          |
| Break Room   | 250.0          |
| <b>Conference Areas</b>  |                |
| Conference Room <i>(12-18)</i>                                 | 250.0          |
| Interview Rooms <i>(two rooms 12' by 12'-6")</i>               | 300.0          |
| Visitation & Observation Room <i>(square footage combined)</i> | 300.0          |
| Circulation (40%)  | 1,410.4        |
| <b>SUBTOTAL</b>  | <b>4,936.4</b> |

**TOTAL 8,413.3**

\*\*This represents *only* the additional square feet needed to create the walls, doors, counters, and circulation to secure the clerical area. The square footage for the contents of this room has been accounted for under Service Areas and Administrative Support.

# Human Services - Otsego County

| Position Description                  | Level | Sq. Ft.        |
|---------------------------------------|-------|----------------|
| <b>Administration</b>                 |       |                |
| Director                              | 17    | 150            |
| Storage                               | N/A   | 4.5            |
| <b>Family Independent Specialists</b> |       |                |
| Manager                               | 13    | 64             |
| Family Independent Specialists        | P11   | 64             |
| Family Independent Specialists        | E9    | 64             |
| APW                                   | E10   | 64             |
| APW                                   | E9    | 64             |
| APW                                   | E10   | 64             |
| Information Technology Team           | 10    | 64             |
| Storage                               | N/A   | 54             |
| <b>Adult Services</b>                 |       |                |
| Manager                               | 13    | 64             |
| Service Specialist                    | 11B   | 64             |
| Service Specialist                    | 11B   | 64             |
| Service Specialist                    | 11B   | 64             |
| Storage                               | N/A   | 18             |
| <b>Administrative Support</b>         |       |                |
| Supervisor                            | 11    | 64             |
| General Office Assistant              | E7    | 64             |
| General Office Assistant              | E7    | 64             |
| General Office Assistant              | E7    | 64             |
| General Office Assistant              | E7    | 64             |
| General Office Assistant              | E7    | 64             |
| Storage                               | N/A   | 27             |
| <b>Subtotal</b>                       |       | <b>1661.5</b>  |
| Circulation (40%)                     |       | 664.60         |
| <b>Total</b>                          |       | <b>2326.10</b> |
| Per Person                            |       | 101.1          |

# Human Services - Otsego County Continued

| Position Description             | Level | Sq. Ft.        |
|----------------------------------|-------|----------------|
| <b>Child Protective Services</b> |       |                |
| Manager                          | 14    | 64             |
| Service Specialist               | 9B    | 64             |
| Service Specialist               | 9M    | 64             |
| Service Specialist               | 11B   | 64             |
| Service Specialist               | 9B    | 64             |
| Service Specialist               | 9B    | 64             |
| Storage                          | N/A   | 27             |
| <b>Foster Care</b>               |       |                |
| Manager                          | 14    | 64             |
| Service Specialist               | 11M   | 64             |
| Service Specialist               | 11B   | 64             |
| Service Specialist               | 11B   | 64             |
| Service Specialist               | 11B   | 64             |
| Service Specialist               | 9B    | 64             |
| Storage                          | N/A   | 27             |
| <b>Subtotal</b>                  |       | <b>822</b>     |
| Circulation (40%)                |       | 328.80         |
| <b>Total</b>                     |       | <b>1150.80</b> |
| Per Person                       |       | 95.9           |