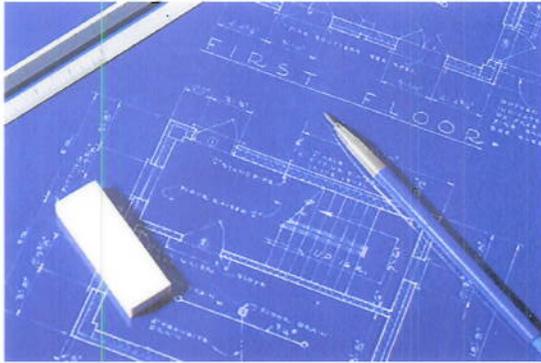

Human Services - Walled Lake

Programming Analysis



Date: August 23, 2012

Provided by **HAWORTH®**

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

Overview

For Human Services—Walled Lake

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

This document outlines the square footage requirements for the Walled Lake 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 Office Building Standards 2011.pdf

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Build-Out Requirements

For Human Services—Walled Lake

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

- Lobby and reception walls and all conference, interpreter, and data rooms are to be floor-to-deck.
- All floor-to-ceiling rooms (lobby/reception, conference, office, interview, interpreter, 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 State also anticipates 2 (two) vending machines to be located near the break room that will require power.
- The conference rooms as well as the lobby and reception may 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—Walled Lake

- 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 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.

Overall Exterior Requirements

For Human Services—Walled Lake

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

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Human Services-Walled Lake - Exterior Requirements

Exterior AMMENITIES

Staff Parking *(spaces for 92 staff and 2 state cars)*

Visitor Parking *(spaces for 35 visitors)*

Entrance with Vestibule *(Main)*

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

Bike Racks *(4-8 bikes)*

Dumpster *(6 yards, emptied bi-weekly)*

Staff Parking does not need to be gated, but it does need to be separated from Visitor Parking and clearly marked as employee only parking. Parking requirements do not include additional spaces required for Handicap Parking.

Overall Interior Requirements

For Human Services—Walled Lake

The Department of Human Services requires 19,950.70 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 21,547 to 21,946 square feet.

The next five 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 - Walled Lake

PROGRAMS & STAFF SQUARE FEET

Division/Office	
<i>(see Staff Tab I)</i>	3,476.90
<i>(see Staff Tab II)</i>	3,260.60
<i>(see Staff Tab III)</i>	3,068.80
SUBTOTAL	9,806.30

ANCILLARY AREAS SQUARE FEET

Public Areas	
Lobby <i>(seating for 30-35)</i>	1,000.00
Public Restroom	425.00
Janitorial Closet & Water Fountain	40.00
Lobby Conference Room (6-8)	180.00
Interpreter Room	120.00
**Reception Office	250.00
Guard Station	36.00
Children's Area	120.00
Lobby Navigator	36.00
Kiosk <i>(4)</i>	100.00
Service Areas	
Copy /Print Area I	64.00
Copy Print Area II	64.00
Copy / Print Area III	64.00
Copy/Print Area IV	64.00
Copy/Print Area V	64.00
Copy/Print Area VI	48.00
Copy/Print Area VII	48.00
Copy/Print Area VIII	48.00
Copy/Print Area VIII	48.00
Mail Area	80.00
Mail Boxes	120.00
Scanning Area	48.00
Active Files	1,026.00
Closed Files	500.00
RSS Area	168.00
Delivery Area / Back Door	80.00
Hoteling Workstation <i>(2)</i>	96.00
Volunteers <i>(3)</i>	144.00
Safe	10.00
Circulation (40%)	2,036.40
SUBTOTAL	7,127.40

Summary I Sub Total 16,933.70

**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 Administrative Support.

Human Services - Walled Lake

ANCILLARY AREAS CONTINUED.....	SQUARE FEET
Service Areas	
Stock Room (12' by 15')	180.00
Data Room	100.00
Storage/Donation Room (10' by 12')	120.00
Break Room	350.00
Vending	20.00
Conference Areas	
Conference Room (2-4)	100.00
Conference Room (2-4)	100.00
Conference Room (4-6)	150.00
Conference Room (8-12)	225.00
Conference Room (12-18)	360.00
Conference Room (18-25)	450.00
Circulation (40%)	862.00
SUBTOTAL	3,017.00
GRAND TOTAL	19,950.70

Human Services - Walled Lake

Position Description	Level	Sq. Ft.
Administration		
Director	17	150
Secretary	9	64
Department Analyst	11	64
Storage	N/A	13.5
Administrative Support		
Supervisor	11	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
General Office Assistant	E7-9	64
Store Keeper	7	64
Information Technology Team	10	64
Storage	N/A	67.5
Family Independent Specialists		
Program Manager	15	64
Accounts Payable Supervisor	12	64
Family Independent Specialists	ES11	64
Eligibility Specialist	E8-10	64
Storage	N/A	40.5
Family Independent Manager	13	64
Eligibility Specialist	E8-10	64
Eligibility Specialist	E8-10	64
Eligibility Specialist	E8-10	64
Case Manager	ES11	64
Storage	N/A	36
Subtotal		2,483.50
Circulation (40%)		993.40
Total		3,476.90
Per Person		99.34

Human Services - Walled Lake

Position Description	Level	Sq. Ft.
Family Independent Specialists Continued		
Accounts Payable Supervisor	12	64
Eligibility Specialist	E8-10	64
Vacant	E8-10	64
Storage	N/A	40.5
Accounts Payable Supervisor	12	64
Family Independent Specialists	ES11	64
Eligibility Specialist	E8-10	64
Vacant	E8-10	64
Storage	N/A	40.5
Family Independent Manager	13	64
Eligibility Specialist	E8-10	64
Eligibility Specialist	E8-10	64
Eligibility Specialist	E8-10	64
Case Manager	ES11	64
Case Manager	ES11	64
Case Manager	ES11	64
Vacant	E8-10	64
Storage	N/A	36
Accounts Payable Supervisor	12	64
Eligibility Specialist	E8-10	64
Storage	N/A	36
Subtotal		2,329.00
Circulation (40%)		931.60
Total		3,260.60
Per Person		95.90

Human Services - Walled Lake

Position Description	Level	Sq. Ft.
Family Independent Specialists Continued		
Accounts Payable Supervisor	12	64
Eligibility Specialist	E8-10	64
Storage	N/A	36
Accounts Payable Supervisor	12	64
Eligibility Specialist	E8-10	64
Storage	N/A	36
Accounts Payable Supervisor	12	64
Eligibility Specialist	E8-10	64
Storage	N/A	36
Accounts Payable Supervisor	12	64
Eligibility Specialist	E8-10	64
Storage	N/A	36
Subtotal		2,192.00
Circulation (40%)		876.80
Total		3,068.80
Per Person		95.90

Special Needs

For Human Services—Walled Lake

Human Services - Walled Lake has 93 (ninety-three) seven-high filing cabinets. These cabinets have an overall height of 92.5". If the lessors proposed space has a sprinkler system and can not accommodate this height, please add another 300 square feet to Walled Lake's program needs.

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