

Attachments to RFP #2019-0371

- 1) Space Programming Worksheet
- 2) Building **example** based on current building with new square footage requirements added
- 3) Features requested for the new Gaylord Radio Shop (below)

Features Requested for the Gaylord Radio Shop:

- Approximately 7126 total square feet:
 - Approximately 1200 square feet of finished office space:
 - Approximately 800 square feet of workshop space
 - Approximately 5126 square feet garage/storage space
- Features:
 - 200 amp service
 - LED lighting
 - Built-in generator for power outages, or, at minimum, a transfer switch and wiring for a portable generator (to operate overhead doors and other essentials in a power outage)
 - 10 x 18' conference room
 - LAN closet
 - 1 unisex employee bathroom
 - Break room with plumbed sink
 - Four 14' overhead doors, two with drive-through building capability
 - 16' minimum vertical clearance inside garage space
 - Eye wash station
 - Radiant heat in garage/storage space
 - Option for MPSCS to move and install an existing radio tower on property: a small, ground-mounted, self-supported tower to be mounted with a concrete pad. Wiring would come from the building with no trenching necessary. No other antennas are necessary.
 - Parking area: 14 parking spots, lighted but not fenced
 - Location: 5-mile radius of downtown Gaylord

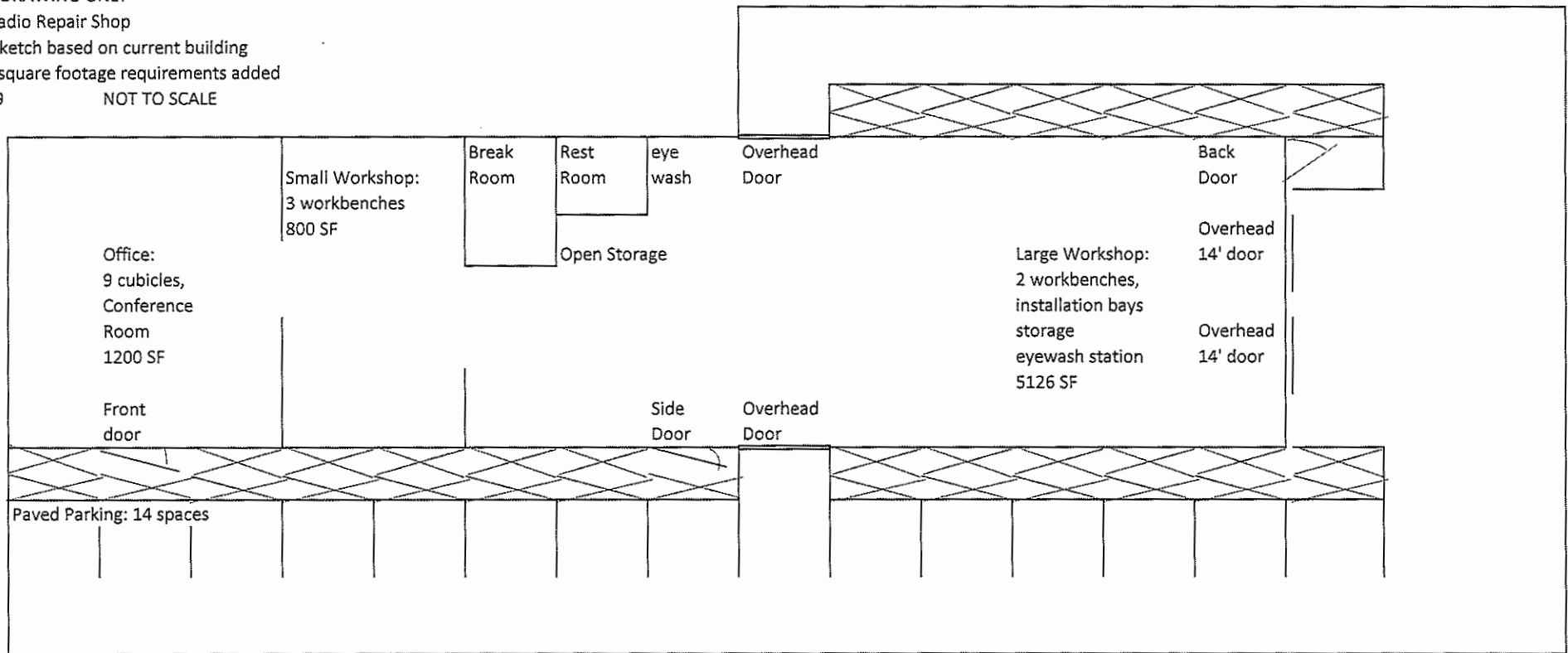
CONCEPT DRAWING ONLY

Gaylord Radio Repair Shop

Building sketch based on current building
with new square footage requirements added

8/6/2019

NOT TO SCALE



Office Work Area Requirements

					Current Space Needs		Future Space Needs			
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)
Department Director	Enclosed Office	350		x		0		0	0	
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0	
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0	
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x		0		0	0	
Special Designation Office (requires justification)	Enclosed Office	150		x		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors	Open Office	80		x	1	80	1	2	160	
Professionals, Technicians	Open Office	64		x	4	256	3	7	448	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0	
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements Staff Area 5 336		Total Future Work Area Requirements Staff Area 9 608			

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(Must be submitted with your 618)

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Special Support Area Requirements

							Space Needs		
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments	
Reception Area		N/A		x	N/A		0		
Service Counter/Waiting Area		N/A		x	N/A		0		
Security Guard Station		N/A		x	N/A		0		
Interview Rooms		120		x	N/A		0		
Public Access Toilet Facilities		80		x	N/A	0	0		
TOTAL PUBLIC USE SPACE:							0		
Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)	
Conference (40+ Person)		800	N/A	x	0		0		
Conference (10-12 Person)		225	180	x	0	1	180		
Conference (6-8 Person)		150	N/A	x	0		0		
Conference (2-4 Person)		100	N/A	x	1	0	0		
Team Work Area		120		x	0		0		
TOTAL CONFERENCE & MEETING SPACE:							180		
Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)	
Mail Area		80		x	1	0	0	No mail at this location.	
Records & Storage	Enclosed file / supply storage.	100		x	0	0	0	Offsite.	
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	0	0	Included in Conference Room.	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1	0	0	Included in Lunch Room.	
Lunch / Break Room	(Assumes 20% usage)	100		x	0	1	100		
First Aid Room		120		x	0		0		
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	5	0	0	Under desk.	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150	100	x	1		100		
TOTAL SPECIAL USE SPACE:							200		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							380		

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Summary Page

DMB Project Number:					
	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Office Work Area Requirements					
Enclosed Office	0	0	0	0	
Open Office	5	336	9	608	
TOTAL NET WORK AREA REQUIREMENTS:	5	336	9	608	
			Space Needs		Comments
Special Support Area Requirements				Area	
Public Use Area				0	
Conference & Meeting Area				180	
Special Use Area				200	
User Defined Area				4,000	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				4,380	
TOTAL NET OFFICE SPACE REQUIREMENTS:				4,988	
<p>Net to Usable Ratio: 70%</p> <p>User Override Net to Usable Ratio: </p> <p>TOTAL USABLE OFFICE SPACE REQUIREMENTS: 7,126 Square Feet</p> <p>Total Current Staff: 5</p> <p>Total Future Staff: 9</p> <p>Percent Growth: 80%</p>					