

**Questions and Answers**

**RFP 2017-51-0002-FAC**

**Request for Proposals**

**For**

**Office Space for the Workforce Solutions South Plains Lubbock Workforce Center System**

**October 16, 2017**

**To: Prospective Offerors:**

**The following information supplements and clarifies the Request for Proposals 2017-51-0002-FAC**

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| Question Date | Question | Response Date | Response |
| 10/3/2017 | Can you tell me if the units were to be split what would be the approximate square footage of the units.  Does the agency pay their own utilities and janitorial? | 10/3/2017 | Currently Workforce Solutions Childcare, Workforce, and Youth services are housed in a 24,000-square foot building located at 1218 14th Street. Texas Workforce Commission Vocational Rehabilitation staff are housed in a separate office building located at 5121 69th Street and 22 Briercroft Office Park. I have requested information regarding the space the Vocational Rehabilitation staff are currently occupying. That information will be sent when it is received. Workforce Solutions pays for utilities and janitorial services.  The space at #22 Briercroft is 4,125 sq. ft., and the office on 69th St. is 8,782 sq. ft. |
| 10/4/2017 | Does the 40,000-sq. ft. leasable include restrooms and hallways or is it net of those areas? | 10/4/2017 | The RFP provides an estimated space need, the 40,000-sq. ft. does include restrooms, and hallways. |
| 10/4/2017 | I was wanting to inquire about the new facility. Is there plans and specs I could pick up? When is the bid date for this project? Do you know if there is a budget or timeline for the project? | 10/4/2017 | Workforce Solutions does not have plans or specs for the facility beyond the information included in the RFP.  Proposers would provide that information to Workforce Solutions as part of their submission.  The proposal end date is November 1, 2017.  There is not an established budget, the timeline for the project is to have the facility ready for occupancy on June 1, 2018 with a lease begin date of July 1, 2018. |
| 10/4/2017 | Do you have anything in office that I may pick up that has more information or details? | 10/4/2017 | Workforce Solutions does not have additional information or details available. |
| 10/5/2017 | In regard to the RFP, we have a couple of additional questions that need to be answered at this time:  1.) Setup for the three shared conference rooms, i.e. perimeter seating, classroom seating, centered table seating, etc.?  2.) Size and location of reception areas for each division?  3.) Size and setup of division conference rooms? | 10/5/2017 | Workforce Solutions is not able to provide you the information you have requested in your questions.  Workforce Solutions will be working with the Texas Workforce Commission Building services on the actual floor design and layout of the building.  The RFP is specifically designed to find a building of the proper size, with adequate parking, and a building that meets the American with Disabilities Act (ADA) requirements or is capable of being made to meet ADA requirements.  The building must be within a city block of public transportation. |
| 10/9/17 | What size cubicles should we provide space for? |  | The cubicles in the Workforce Solutions office at 1218 14th street are 6’x8’. |
| 10/10/17 | The specifications call for 3 conference rooms (assuming a 12 person regular conference room) in addition to the 3 – 50 people conference rooms with tables.  Is that being interpreted correctly that there needs to be 3 regular conference rooms and 3 – 50 people conference rooms with tables? | 10/10/17 | The RFP specifications address a facility that would accommodate three separate program providers; the Texas Workforce Commission Vocational Rehabilitation services, Workforce Solutions Childcare Services, and Workforce Solutions Workforce Division Services.  A small conference room is required for each program provider.  The three conference rooms that would accommodate up to 50 people are shared conference/training rooms with tables.  The RFP provides an option for more than one facility which could change the small conference room requirements.  The Texas Workforce Commission Vocational Rehabilitation services and Workforce Solutions Workforce Division services are required to be located in the same facility. |