

MDHS & CPS Pre-Proposal Meeting Minutes

June 25, 2018

2:30 pm

Woolfolk Building/Executive Conference Room

Purpose of Meeting Discuss DHS Proposal

Note taker: Kim Christian

Attendees: Glenn Kornbrek, Kris Jones, Sherry Johnson, Cory Collins, Jeff Speed, Jim Ingram, Chip Butler

Minutes

Agenda item: Establishing Policies and Guidelines for submitting MDHS / CPS Request for Lease Proposal

Discussion:

Glenn Kornbrek facilitated the meeting and stated that the MDHS / CPS Request for Lease Proposals will be presented to the October PPRB meeting for approval on the 1st Wednesday in October, unless a Special PPRB meeting is held. We are open to the possibility of a Special PPRB meeting, depending on the feedback from the Proposers.

DFA does not reimburse expenses for putting together proposals and there are no guarantees on anything.

Agenda item: Section 2 - RLP

Discussion:

Space Requirements

- a. The Space Program is included as Exhibit A in the RLP that all meeting attendees should have received.
- b. Currently, space is a big issue with the State; however, there are allowed by our rules, variations of +/-10% for any given space but the overall net should be no more than 250 SF per person, in order to be in compliance with the DFA regulations. Otherwise, the DFA will have to go before an oversight board to explain why it is excessive, with the possibility of the result being a denial by the Board.

Utilities

- a. There is not a stipulated set of utilities that must be provided; however, there are conditions written in subsection 2.6 of the RLP that apply to usage. If Lessor is not including certain utilities within base rent, they need to be metered.
- b. For clarification purposes, Jim Ingram asked if they indeed have the right to separately meter utilities. Glenn Kornbrek reiterated they have the right to not include all or certain utilities in the Lease Proposal, but to clearly identify in response and to inform that there is a billing meter for such utilities.
- c. If utilities are not provided, estimates need to be given for comparison purposes.

Janitorial Services

- a. Janitorial services are not required to be provided but if they are, the scope of work written in subsection 2.7 shall apply.

Form of Lease

- a. Form of Lease is included in the RLP as form RPM 5, which has recently been modified. It specifies in detail what "tenantable condition" means for the State, i.e. carpet, flooring and paint expectations.
- b. Plumbing is the responsibility of the Landlord and not the State's.

Parking

- a. MDHS is a large agency with great parking demands which have been defined in section 2.9 of the RLP. A minimum of 550 reserved spaces are required and dedicated for the agency's employees and a minimum of 20 reserved spaces are required and dedicated for visitors.
- b. An additional 150 parking spaces may be shared with other tenants, on a first come first served basis.
- c. Jim Ingram asked for clarification of the additional 150 shared parking spaces.
- d. Chip Butler explained that a dedicated number of 550 reserved parking spaces are for MDHS employees and 150 additional spaces are overflows that are "free for alls" on a first come first served basis.

Additional Hours of Operation

- a. Expectations are written in subsection 2.10
- b. Exclusions and differentiation of certain utilities should be indicated in proposal for comparison purposes.
- c. Jeff Speed asked for verbal clarification of subsection 2.10.1 as it pertains to 24/7 office operations.
- d. Glenn clarified that section 2.10.1 indicates there needs to be separation of areas (i.e., DHS Executive Director Office, Call Center, IT Rooms and the entire MIS Operations Suite) so that HVAC system(s) are designed to support operation of these spaces without operating unoccupied spaces.
- e. Chip Butler stated there will be three (3) different Call Centers that will need to be in multiple rooms for legal reasons. Two (2) of the three (3) Call Centers will require 24/7 operations. The one with 40 people and the one with 30 people will be 24/7 operational.
- f. Jim Ingram inquired of how many people will be in the building at one time.
- g. Chip Butler replied to Jim's inquiry, stating there will be 650 people (at the most) in the building at one time.

Additional Security

- a. Camera systems and Access Control Systems are not in DFA's standard lease but it is required for this lease and detailed in section 2.10.
- b. Glenn Kornbrek stated the Access Control Center is to be furnished by Lessor but controlled by MDHS.
- c. Everything exterior needs to be a card reader and monitored by camera.
- d. Stairwells inside and out should be provided with card readers in order to monitor access to various floors.
- e. Elevators should have card readers as well to limit access to certain floors.
- f. Lobbies and Corridors (shared and not shared spaces, that barrier needs to be protected and monitored by cameras.

Lighting for Parking Areas

- a. All parking areas should be illuminated meeting foot candle requirements, secure and monitored by cameras.
- b. All surface lots should be provided with security fencing.

IT Requirements

- a. Cat 6 distribution cabling is required for phone and data.
- b. Section 2.10.3 explains how many drops per location are required as well.
- c. Coordination of the computer lab locations need to be established because that will depend on furniture layout.
- d. UPS needed to be provided, IT Rooms and Operations as well.
- e. Chip Butler stated his large operations center printer has its own UPS on it already that puts out 60kw.

Electrical Requirements

- a. Areas with 24/7 operations need to be supported by a generator in case of power outages.
- b. Compact shelving systems and wellness equipment have unique requirements as well.

Finish Requirements

- a. Jim Ingram asked for clarification on DFA wanting a tenant improvement allowance.
- b. Glenn Kornbrek stated that DFA does not want a tenant improvement allowance. Everything just needs to meet requirements.
- c. There are performance requirements and basis of design products identified for carpet and flooring but they just need to meet requirements. Quality and presentable is what we are looking for.
- d. Cory Collins asked Chip Butler if they plan to move the rubber flooring over into the Wellness area.
- e. Chip Butler replied that he wasn't sure if they were moving the rubber flooring or having to purchase new. Chip would need to circle back with Cory with an answer.
- f. Glenn Kornbrek stated that if MDHS plans to move the rubber flooring into the Wellness area, he will need to modify the program to specify that.

- g. Glenn Kornbrek stated the RLP is not asking for cubicles but if there are cubicles that are offered, we will consider them. The cubicles must meet requirements and be included in the proposal and in order to calculate potential cost savings.

Proposal Form

- a. Proposal Forms must be completed fully, without leaving any blanks.
- b. If there are any questions about the RLP documents please contact DFA / Bureau of Building, Grounds and Real Property Management for clarification.
- c. Any interested parties who may want to schedule a site visit with DHS, please contact Chip Butler or Kris Jones as MDHS.

Questions / Concerns

- a. Jim Ingram proposed a question on the Lease, Sections 9 and 10 as they pertain to the appropriation paragraph. If DHS and CPS are not fully funded by the State, DFA has the right to fully or partially terminate the lease to match the allocation that is no longer made by the State.
- b. Glenn Kornbrek stated there is language in the RLP that indicates if there is a return of part of a space that is not feasible, they may offer a smaller or larger reduction for consideration.
- c. Jim Ingram says Section 10 does not exist in the Department of Revenue lease in Clinton, due to there not being many 200,000 SF Leases.
- d. Glenn Kornbrek believes that it was either reduced or agreed upon in the RLP and subsequent lease.
- e. Jim Ingram agreed that he believed it was either reduced or agreed upon in the lease for a solid 15 year firm term without relocation to a State office building.
- f. Glenn Kornbrek acknowledged Jim Ingram's concerns and questions as fair, and stated this portion of the Lease protects against inferior rentals, and could probably be amended but we needed feedback from the public first.
- g. Glenn Kornbrek asked the question "Is some limitation on Section 10 feasible for the State to consider, given there is a large capital commitment to make this happen?"
- h. Jeff Speed replied, "Correct and there are interim expenses of a capital nature that are required too."
- i. Jeff Speed is requesting UPS specifics.
- j. Chip Butler says DHS could potentially furnish the 450kw generator, depending on whatever they work out in the lease, but if they can provide it, he has other uses for his 450kw.
- k. Glenn Kornbrek pointed out that there are schedules that needs to be adhered to in the RLP, as mentioned in Section 2.4 on page 5, and there needs to be someone who can communicate this information.

Note:

The foregoing represent discussions held at the Pre-Proposal Conference for subject solicitation. Nothing stated herein changes or modifies the RLP, forms or associated documents.