

APPROVED

JAN 04 2022

BOARD OF SUPERVISORS

Des Moines County, Iowa

**REQUEST FOR PROPOSALS (RFP) TO LEASE OFFICE SPACE for the
Iowa Department of Human Services (DHS)**

In accordance with Iowa law, the Des Moines County Board of Supervisors are responsible for providing adequate office space for the Department of Human Services staff, housed in Des Moines County. To comply with Iowa's law, Des Moines County is formally requesting lease proposals from existing as well as new landlords to house the Department of Human Services.

PROPOSAL REQUIREMENTS

A signed Proposal to Des Moines County must be delivered to the Des Moines County Auditor's Office by Noon on Monday, January 24, 2022. The award of the lease will be on Tuesday, January 25, 2022 during the 9:00 AM Board of Supervisors Meeting at 513 N. Main Street, Burlington, IA 52601.

Des Moines County reserves the right to request clarifying information, waive irregularities, accept or reject any proposal in part or whole, postpone or cancel the RFP process, and make any other decision it determines to be in the best interest of Des Moines County.

Final interior design of the DHS office will be determined by Des Moines County and the Department of Human Services management team.

Square footage – minimum 6,200 to maximum 8,000

- DHS currently has 34 employees = 2,872 square feet
- Facilities space needed = 1,900 square feet
- Total Square Footage (space required multiplied by 1.3) = 6,204

Prefer to be located all on one floor at ground level in the same building. Location must be near public transport. The building needs to be secured, handicapped accessible, meet ADA requirements, have central air/heating, usable parking spaces for approximately 57 spaces either off-street and/or adjoining lot for visitors; designated handicapped parking for staff/clients near entry. Lighting, electrical, etc. all needs to fit code. Public & private restrooms required. Receptionist will be in a secure area with an electronic door to restrict access to the public, sound and sight separated from the main office. Landlord agrees to provide in construction telephone, cable, electrical, computer or any other lines requested.

- 35 phone lines and computer network connections for personnel (includes growth factor)
- 5 phone lines for conference and break rooms

Each office area shall provide sufficient illumination and outlets for the tasks performed.


Space to include:

1. Personnel offices / cubicles
 - a. One (1) wall to ceiling office (10 x 14)
 - b. Seven (7) wall to ceiling offices (10 x 10)
 - c. Open space concept – need space for approximately thirty (30) modular office cubicles with modular furniture (8 x 10). Cubicles will be provided by DHS.
2. Conference rooms – 3 total
 - a. One (1) at 600 sq ft for up to 50 staff
 - i. Ideal would be if room can be split into 2 smaller rooms (removable wall)
 - b. Two (2) smaller ones at 100 sq. ft. each

3. Restrooms - private and public
 - a. Public restrooms should be large enough for 3 – 4 people in each
 - b. Private = 1 for each
4. Server / IT Room - 80 sq ft
5. Reception area - Approximately 100 sq ft
6. Waiting Room area – Approximately 420 sq ft
7. Filing area – 80sq ft
8. Office Supplies & IT Equipment = 180 sq ft
9. Break room – 180 sq ft

Lease term: Des Moines County proposes a ten (10) year lease with an option to renew for an additional ten (10) year lease. Des Moines County requests possession of DHS offices on or before June 30, 2022.

Any questions you have may be submitted, by email to Terri Johnson, Des Moines County Auditor at johnsont@dmcounty.com or by mail. Copies of all questions and issues will be available in the Des Moines County Auditor's Office.



Jim Cary, Chairman



Shane McCampbell, Vice-Chair



Tom Broeker, Member