



**EXHIBIT C  
PROGRAM**

**REQUEST FOR QUALIFICATIONS**

**PART A: PRE-CONSTRUCTION SERVICES (Design-Assist) and  
PART B: CONSTRUCTION SERVICES (Construction Management at Risk)**

**Phase II Renovations  
Northwest Louisiana State Office Building  
Shreveport, Louisiana  
Project No. 01-107-22H-OFC, F.01004348**

October 11, 2023

## Building Program

December 14, 2022

---

**Project Name:** Phase II Renovations, Northwest Louisiana State Office Building, Shreveport, LA  
**Project Number:** 01-107-22H-OFC  
**WBS No:** F.01004348  
**Site I.D.** 7-09-097  
**State I.D. No:** (Building: S29031/Garage: NEW)

---

**State of Louisiana**  
**Facility Planning & Control**  
**P.O. Box 94095**  
**Baton Rouge, LA 70804**



**John Bel Edwards, Governor**  
**Jason D. Sooter, Director, Office of Facility Planning & Control**

---

**COE Architecture International**  
631 Milam Avenue, Suite 300  
Shreveport, LA 71101  
T 318.507.7266  
[coe@coearchitecture.com](mailto:coe@coearchitecture.com)

**ARQUITECTONICA**  
**2900 Oak Avenue**  
**Miami, FL 33133**  
**T 305.372.1812**

# Table of Contents Program Phase Submission

December 14, 2022

---

**The Building Program** \_\_\_\_\_ Exhibit "A"

**Computation of Fee** \_\_\_\_\_ Exhibit "B"

**Professional Consultants** \_\_\_\_\_ Exhibit "C"

**Architect's Program** \_\_\_\_\_

**Pre-Design Conference Agenda** \_\_\_\_\_

**Pre-Design Meeting Minutes** \_\_\_\_\_

**Time Schedule** \_\_\_\_\_

**Statement of Probable Cost** \_\_\_\_\_

**Appendix:**

Geotechnical Proposal, solicited by Phase II Renovation Team  
Site Survey obtained by Phase I Demo Team

EXHIBIT "A"

THE BUILDING PROGRAM

PROJECT NO. 01-107-22H-OFC, F.01004348

AS PREPARED BY:

Facility Planning and Control

FOR:

Phase II Renovations  
Northwest Louisiana State Office Building  
Shreveport, Louisiana

DATED:

June 07, 2022

is hereby made part of this contract. The Designer shall refine and complete the program for approval of the User Agency and Owner. **Program Completion through Construction Documents** phases are to be completed within **457** consecutive calendar days from the date of the pre-design conference. The number of consecutive calendar days shall include **152** days for review by the Owner and User. In accordance with Article 5.5 of the 2020 Procedure Manual, when the Designer exceeds the established time schedule, liquidated damages in the amount of **\$800.00** per day will be assessed for each calendar day past the original or extended date that the Designer has not delivered all **Program Completion through Construction Documents** to the Owner complete.



June 7, 2022

PROGRAM  
RENOVATIONS TO NORTHWEST LOUISIANA STATE OFFICE BUILDING  
PHASE 2: PLANNING AND CONSTRUCTION  
Shreveport, Louisiana

State Project No. 01-107-22H-OFC, F.01004348

This overall project consists of two phases (Phase 1 and Phase 2) to be undertaken by separately selected design teams concurrently. The project is located at 500 Fannin Street, in downtown Shreveport, Louisiana. Phase 1 consists of the selective demolition of the existing 9 story, 152,205 SF mid-rise office tower to its foundations and primary structural elements, demolition of the existing structured parking in its entirety and the demolition of site paving and elements along with all associated hazardous materials abatement to facilitate Phase 2 construction. Phase 2 consists of renovations and additions to the existing office tower and the construction of new structured parking to serve the office tower. Site development will be a part of the project, including site preparation, parking, service access, site lighting and landscaping, security, and surveillance systems. The program consists of office spaces for state agencies, public service areas, a conference center, associated building support spaces, and site development inclusive of parking, drives, associated hardscape, landscaping, and utilities infrastructure. All design including building structure and possible modifications, envelope, roof, selective demolition, all associated exterior and interior finishes, interior and exterior signage, mechanical, electrical power and lighting, plumbing, with sprinkler, fire alarm, building controls management, security cameras, access control, and the infrastructure necessary for the installation and construction of these elements are to be included in the project. Furniture/Fixtures/Equipment and data/telephone will be provided under separate contracts, although coordination of these items and systems with the construction will be necessary on the part of the designer. Design services shall be limited to the Program Completion, Schematic Design, Design Development, Construction Documents, and Construction Documents Approval phases (60% of basic services). The fee and design time have been adjusted to account for this. At the owner's option, the design contract may be amended to include the additional phases of basic design services with the corresponding fee and design time adjustment. Construction may be managed by an independent 3rd-party responsible for Construction Management at Risk. The design team shall collaborate with the Construction Manager at Risk at the commencement of the Design Development phase of design services and continue through Construction and Construction Closeout. Designer shall identify and develop features that utilize universal design principles and incorporate them into the project. The cost of these features shall be at least 2% of the estimated construction cost. Percent for Art program will also apply to this project and the Designer shall cooperate with the selected artist to incorporate the artwork into the design of the building.

**EXHIBIT "B"**  
**2022**

**COMPUTATION OF FEE**

PROJECT NO.: 01-107-22H-OFC, F.01004348

PROJECT NAME: Phase II Renovations, Northwest Louisiana State Office Building,  
Shreveport, Louisiana

FUNDS AVAILABLE FOR CONSTRUCTION (AFC) = \$52,000,000.00

FEE COMPUTATION:

FEE % for calculation =  $\frac{46.10}{\text{Log}(\text{AFC}(1975 \text{ BCI}/\text{Current BCI})} = 6.5929\%$

RENOVATION FACTOR (RF) = 1.000

MODIFICATION FACTOR (MF) = 1.000

ADJUSTMENT FACTOR (AF) = 0.600

FEE = FEE% (AFC/(1975 BCI/CURRENT BCI) (CURRENT CPI/1975 CPI) (RF) (MF) (AF) = **\$1,957,759.00**

FEE as a percentage of AFC = **3.7649 %**

INDICES:

		<u>BCI</u>	<u>CPI</u>
	1975	1306	53.8
Current	2021	6912	271.0

Professional Liability Insurance Coverage shall be in the amount required by the following schedule unless otherwise indicated. No deductible shall be in excess of 5% of the amount of the policy. The prime designer shall be fully responsible to the Owner for his associates and his professional consultants' work. Professional liability coverage for the total project design, (including all professional consultants) rests solely with the prime designer.

**SCHEDULE**

Limits of Professional Liability

<u>Construction Cost</u>	<u>Minimum Limit of Liability</u>
0 to \$10,000,000	\$1,000,000
\$10,000,001 to \$20,000,000	\$1,500,000
\$20,000,001 to \$50,000,000	\$3,000,000
Over \$50,000,000	To be determined by Owner

EXHIBIT "C"

Professional Consultants to be retained for this project:

DISCIPLINE	<u>FIRM</u> NAME	<u>FIRM</u> LOUISIANA LICENSE NUMBER
MECHANICAL	John. S. Guth & Associates, Inc.	EF 0000401
ELECTRICAL	John. S. Guth & Associates, Inc.	EF 0000401
CIVIL	Balar Associates, Inc.	EF 0000064
STRUCTURAL, Local	Aillet Fenner Jolly & McClelland, Inc.	EF 0000010
LANDSCAPE ARCHITECTURAL	William Hartman Landscape Architect	22-0710
STRUCTURAL, Primary	Thornton-Tomasetti, Inc.	EF 0003611
DESIGN ARCHITECT	ARQUITECTONICA	AF 0886
ASSOCIATE ARCHITECT	Mischa Farrell Architect, LLC	AF 0637
ASSOCIATE ARCHITECT	Abrams Architecture and Design, LLC	AF 0545

Consultants listed shall not be replaced without prior written notification to the Owner.

11/30/2022

**Northwest Louisiana State Office Building  
Shreveport, Louisiana  
Space Program**

01-107-22H-OFC, F.010043

**PROGRAM SPACE SUMMARY**

Agency/Department	NSF	Subtotal NSF
<b>Agency/Department</b>		
Child Support Enforcement - Department of Children and Family Services	4895	
Child Welfare - Department of Children and Family Services	10254	
Economic Stability - Department of Children and Family Services	5432	
Workforce Development - Department of Children and Family Services	2113	
<b>Subtotal - Department of Children and Family Services</b>		<b>22694</b>
Office of Aging and Adult Services - Governor's Office - LA Dept of Health	688	
Bureau of Engineering - Office of Public Health- LA Dept of Health	2174	
Health Standards Section - LA Dept of Health	964	
Northwest Regional Office - LA Dept of Health	2958	
Office of Public Health Laboratory - LA Dept of Health	1550	
Office of Legal Affairs - LA Dept of Health	528	
Parents As Teachers - LA Dept of Health	732	
<b>Subtotal - Louisiana Department of Health</b>		<b>9594</b>
Office of Workforce Commission, Workplace Safety, OSHA- LA Workforce Commission	246	
LA Rehabilitation Services - LA Workforce Commission	2550	
<b>Subtotal - Louisiana Workforce Commission</b>		<b>2796</b>
Business Tax Enforcement, Field Audit Division, Criminal Investigation Division- LDR	1700	
Office of Alcohol and Tobacco Control - LA Department of Revenue	672	
<b>Subtotal - Louisiana Department of Revenue</b>		<b>2372</b>
Office of State Buildings	2784	<b>2784</b>
Housekeeping/Janitorial	364	<b>364</b>
Facility Planning & Control	492	<b>492</b>
Education State Activities - Division of Licensing - LA Department of Education	532	<b>532</b>
Office of Juvenile Justice	4306	<b>4306</b>
State Fire Marshal Office	1420	<b>1420</b>
Capital Detail - Department of Public Safety	180	<b>180</b>
State Agencies Federal Credit Union	460	<b>460</b>
Office of Conservation - Department of Natural Resources	3896	<b>3896</b>
Northwest Regional Office - Department of Environmental Quality	3124	<b>3124</b>
Mental Health Advocacy Service	1724	<b>1724</b>
<b>Subtotal all Agencies</b>		<b>56738</b>
<b>Common Areas</b>		
Conference Rooms	9932	
Break Rooms	3136	
Lobbies	4300	
Café	4300	
Public Toilets	942	
Service	3035	
<b>Subtotal - Common Areas</b>		<b>25645</b>
<b>Total Programmed Area in Net Usable Square Feet</b>		<b>82383</b>

Space Program by Department/Agency

COMMON AREAS

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Conference Rooms</b>					
Meeting Room	56	2	1,890	3780	Can be combined to create one larger room to accommodate 112 people. Approx 35'x54', 28 tables, each 66"x30", 24 chairs, video capabilities, whiteboard surfaces, storage closet
Board/Training Room	24	4	800	3200	Approx 20'x40', 12 tables, each 66"x30", 56 chairs, video capabilities, whiteboard surfaces, storage closet
12-Person EOC/Conference Room	12	1	360	0	Assigned to <b>Northwest Regional Office-Louisiana Dept of Health</b> . Square footage, description accounted for in dept. spreadsheet. Locate near DCFS-CSE EOC if possible.
12-Person EOC/Conference Room	12	1	360	0	Assigned to <b>Child Support Enforcement-DCFS</b> . Square footage, description accounted for in Dept spreadsheet. Locate near NW Reg Office-LDH EOC if possible.
8-Person Conference Room	8	1	240	0	Assigned to <b>Bureau of Engineering-Louisiana Dept of Health</b> . Square footage, description accounted for in Department spreadsheet
8-Person Conference Room	8	1	240	0	Assigned to <b>Office of Aging and Adult Services-Louisiana Dept of Health</b> . Square footage, description accounted for in Department spreadsheet
8-Person Conference Room	8	1	240	0	Assigned to <b>Education State Activities-Division of Licensing</b> . Square footage, description accounted for in Department spreadsheet
8-Person Conference Room	8	1	240	0	Assigned to <b>Parents as Teachers-Louisiana Dept of Health</b> . Square footage, description accounted for in Department spreadsheet
8-Person Conference Room	8	1	240	0	Assigned to <b>Legal Affairs-Region 7-Louisiana Dept of Health</b> . Square footage, description accounted for in Department spreadsheet
8-Person Conference Room	8	1	240	0	Assigned to <b>Office of Conservation-Dept of Natural Resources</b> . Square footage, description accounted for in Department spreadsheet
8-Person Conference Room	8	1	240	0	Assigned to <b>Northwest Regional Office-Dept of Environmental Quality</b> . Square footage, description accounted for in Department spreadsheet
8-Person Conference Room	8	1	240	0	Assigned to <b>Child Welfare-Dept of Children and Family Services</b> . Square footage, description accounted for in Dept spreadsheet
6-Person Conference Room	4	6	180	1080	One per floor, floors 3-8, 12'x15', 1 meeting table, 6 chairs, video capabilities, whiteboard surfaces
Huddle Room	4	16	81	1296	2 per floor, floors 1-8, 9'x9', 1 small table, 4 chairs, video capabilities, whiteboard surfaces
Phone Room	1	16	36	576	2 per floor, floors 1-8, 6'x6', 1 worksurface counter, 1 stool
<b>Subtotal</b>				<b>9932</b>	
<b>2 Break Rooms</b>					
Break Rooms	12	8	392	3136	1 per floor, floors 1-8, to be shared by entire floor. Each room approx 14'x28'. 4-person tables, chairs, booths, bar counter, accommodate 12 people at any one time
<b>Subtotal</b>				<b>3136</b>	1 full size refrigerator, 1 Ref/Freezer combo, 2 commercial microwaves, 1 commercial ice maker, 2 coffee makers, double sink with disposal, 2 vending machines (1 snacks, 1 drinks)
<b>3 Lobbies</b>					
1st Floor East - Public		1	3800	3800	Include fire command room, 1 security desk, magnetometer. See spreadsheet for Capital Detail-Dept of Public Safety for detailed description.
1st Floor West - Staff		1	500	500	Include 1 security desk, card reader access to front door and for access to elevator lobby. See spreadsheet for Capital Detail-Dept of Public Safety for detailed description.
<b>Subtotal</b>				<b>4300</b>	
<b>4 Café</b>					
Dining Area, 1st Floor	125	1	2500	2500	Approximately 20SF/person for seating area, combination of 4-person tables, booths, counter table, bar seating
Servery Area, 1st Floor		1	900	900	Estimated. Includes space for 4 to 6 vending machines
Kitchen/BOH, 1st Floor		1	900	900	Estimated, with access to service corridor to service elevator
<b>Subtotal</b>				<b>4300</b>	
<b>5 Toilets</b>					
Public Toilets, Men & Women		1	750	750	On 1st Floor, for primary use in association with Café. Must be directly adjacent
Family/Unisex Toilets		4	48	192	2 on 1st Floor, 2 on 2nd Floor. For use by Juvenile Justice, Capital Police Detail, Security Guards, DCFS-Child Welfare, for drug testing, weapon holster removal, etc.
<b>Subtotal</b>				<b>942</b>	
<b>6 Service</b>					
Receiving/Loading		1	375	375	Basement
Chillers		1	720	720	Basement
Main Electrical Room		1	600	600	Basement
MDF Room		1	220	220	Basement
Trash Compactor		1	340	340	Basement
Trash Containers		1	340	340	Basement
Grease Trap		1	0	0	Alley or at west auto drop-off
Mail Room		1	100	100	Basement or 1st Floor near west auto drop-off
Short Term Surplus Storage		1	340	340	Basement, for storage of workstation component parts, holding area for items to be transferred to off-site storage facility.
<b>Subtotal</b>				<b>3035</b>	
<b>Totals, NSF</b>				<b>25645</b>	



Space Program by Department/Agency

BUREAU OF ENGINEERING

LOUISIANA DEPARTMENT OF HEALTH/OFFICE OF PUBLIC HEALTH 11 Occupants to be housed in space - NOT PUBLIC FACING - Prefer 1st Floor Location

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		1	64	64	1 Admin Assistant in 8'x8' cube
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		1	108	108	9'x12' office, Engineer 7. Moved to smaller office per FPC
Level 4 Cube		2	108	216	9'x12' cube, one Sanitarian 6, one Engineer 6. Moved to cubes per FPC
Level 3 Cube		7	64	448	8'x8' cube, one Sanitarian 5, one Engineer 5, one Engineer Intern 2, four Sanitarian 4. Moved per FPC. Need 3 cubes in a common work area with access to sampling supplies
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>11</b>			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
Conference Room #1	15	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system Used by 2-3 people daily, 10-15 people at any one time, used 2-4 times per week, max capacity twice monthly. Require phone and internet
Conference Room #2	8	1	240	240	8 person conference room per FPC, 14'x17', 1 table, 8 chairs, video capabilities, whiteboard surfaces, Used by 10 people daily, 3-5 people at any one time, used 5 times per week, max capacity daily. Require phone and internet
<b>4 Storage Rooms</b>					
Storage Room		1	250	250	Storage for sanitarian and engineering supplies including 20-25 ice chests, sampling supplies, bottles, equipment, reagents. Reagents are shelf-stable, no hood or special storage required.
<b>5 File Rooms</b>					
File/Work Room		1	500	500	Storage for 14 large horizontal filing cabinets, engineering plans & specs, files for 3 Regions, water/sewer information must be maintained per State & Federal regulations, Space for table and chair to sort and examine files
<b>6 Other</b>					
Engineering Services Lab		1	300	300	Water lab. Commercial Ice mach. w/ water/drain, 2 refrigerators, sink, counter for preparing samples for shipping, phone/internet for samples and printing labels, shelving. Lab to be separated from the office suite but directly adjacent is ideal.
Copy Area		1	48	48	Reduce size & locate within suite per FPC, not in dedicated room. Large-format plotter/printer, copy/fax machine, printer, phone/internet drops for fax/network
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily M-F 7AM to 5:30PM. Visited by 5 clients per day. Employees need 24 hour building access, 7 days per week due to natural disasters and emergencies Prefer being located on 1st floor near elevator and garage due to carrying large loads of samples in ice chests, bottles from west auto drop-off. <b>Must be as close as possible to the Office of Public Health Laboratory-LA Dept of Health, but they do not share a lab.</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>2174</b>	

Space Program by Department/Agency

BUSINESS TAX ENFORCEMENT (BTE), FIELD AUDIT DIVISION & CRIMINAL INVESTIGATION DIVISION (CID)

LOUISIANA DEPARTMENT OF REVENUE

21 Occupants to be housed in space - PUBLIC FACING\* - 1st or 2nd Floor

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		3	48	144	6'x8' cubes housing 3 Rev Tax Analysts in back-of-house area behind the 3 glass service windows connected to Waiting Room. Security code access to this areas, no clients. See below.
Executive Office		0	180	0	12'x15' office
Assistant Director Office		2	144	288	12'x12' office. Two Revenue Assistant Directors
Manager Office		1	108	108	9'x12' office. One Revenue Tax Manager
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		0	64	0	8'x8' cube
Level 2 Cube		15	48	720	6'x8' cube. Six Revenue Tax Officers, 6 Revenue Tax Auditors, 4 CID Investigators
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>21</b>			
<b>2 Waiting</b>					
Waiting Room/Area	10	1	200	200	10 people at one time at 20-30SF/person. 3 Assistance windows behind bulletproof glass with ADA transaction counters. Distress buttons under counter/booth on Analyst's side. Must be directly connected to 144 SF Reception Office housing 3 Rev Tax Analysts in back-of-house area behind the 3 glass service windows. See above. <b>*200 SF Waiting Room and 144 SF Reception Office are the limits of the public facing areas = 344 SF. Cannot be separated from the rest of the office suite.</b>
<b>3 Conference Rooms</b>					
Conference Room	25	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system. Used by 2 people per day, used average of once a week, max capacity bi-weekly and quarterly
<b>4 Storage Rooms</b>					
<b>5 File Rooms</b>					
File Area		1	40	40	Open area within office suite, not enclosed room per FPC. To store audit files. Need (2) locked storage cabinets and (3) 5-drawer lateral file cabinets with locks.
<b>6 Other</b>					
Break Room		1	0	0	Shared on floor with other departments/agencies per FPC, possibly with LA Dept of Revenue Alcohol & Tobacco Control (ATC). See Common Areas summary.
Work Room		1	200	200	Same size as in Monroe office = 10'x20', Millwork with counter tops and cabinets. One metal shelf and (2) 5-drawer lateral file cabinets with locks
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open to the public daily M-F, 8AM to 4:30PM for taxpayer assistance. Will see 25-30 clients per day. 24-hour access needed for some employees <b>Requires easy and visible access for public and must be on 1st or 2nd Floor. Can be a shared office with LA Dept of Revenue Office of Alcohol &amp; Tobacco Control (ATC)</b> Waiting Area/Reception require surveillance cameras, distress buttons, bullet resistant glass window/partitions See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>1700</b>	

Space Program by Department/Agency

CHILD SUPPORT ENFORCEMENT

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

51 Occupants to be housed in space - PUBLIC FACING\*- 1st or 2nd Floor

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		2	48	96	6'x8' cube with printer/copier. AC 3 Reception & Analyst/CSE Supervisor in back-of-house area behind 2 glass service windows connected to Waiting Room. <b>Reception, Waiting, and Interview Rooms can be separated on a lower floor from the rest of the office suite. See below.</b>
Executive Office		0	180	0	12'x15' office
Assistant Director Office		3	144	432	12'x12' office. Deputy Assist. Dir, Regional Admin, Area Director. <b>Can be in office suite on upper floor separated from Reception/Waiting.</b>
Manager Office		11	108	1188	9'x12' office. CSE Manager, 4 CSE Supervisors, 1 CSE E&T Manager, 1 Attorney Supervisor, 4 Attorneys. <b>Can be in office suite on upper floor separated from Reception/Waiting.</b>
Level 4 Cube		2	108	216	9'x12' cube. 2 CSE Consultants. <b>Can be in office suite on upper floor separated from Reception/Waiting.</b>
Level 3 Cube		0	64	0	8'x8' cube.
Level 2 Cube		35	48	1680	6'x8' cube. 31 Analysts, 2 AC3 Legal Clerical. <b>2 workstations accounted for in Reception above, the rest can be in office suite on upper floor separated from Reception/Waiting.</b>
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>51</b>			
<b>2 Waiting</b>					
Waiting Room/Area	10	1	300	300	3 to 10 visitors at one time at 20-30SF/person. 2 Reception windows behind bulletproof glass with wall-mounted ADA transaction counters and panic buttons. Must be directly connected to 96 SF Reception Office housing AC 3 Receptionist & Analyst or CSE Supervisor in back-of-house area behind the 2 glass service windows. See above. Must be directly connected to three Interview Rooms. See below. <b>*300 SF Waiting Room + 96 SF Reception Office + 243 SF Interview Rooms are the limits of the public facing areas = 639 SF</b> <b>If needed, this 639 SF can be located on a lower floor, separated from the rest of the office suite that will be located on an upper floor.</b>
<b>3 Conference Rooms</b>					
Emergency Operations/Conf Room	12	1	360	360	12 person conference room, 16x22'. 1 table, 12 chairs, video capabilities, whiteboard surfaces. Used twice per week by 10 or more, max capacity twice weekly. Also used for emergency operations by all of DCFS and requires UPS back-up and emergency generator connection, and dedicated mini-split HVAC unit. Possibly locate near EOC Conf Room for Northwest Regional Office-LA Dept of Health in order to share UPS, generator and HVAC
<b>4 Storage Rooms</b>					
Storage/Mail room		1	108	108	Clerical storage for supplies, printer paper, Pitney Bowes mail machine, copy machine, 1 shredding machine, staff mail boxes
<b>5 File Rooms</b>					
File Area		1	80	80	(10) 4-drawer lateral file cabinets, with locks, located within the open office suite. Contains closed attorney intake files and closed collection case files
<b>6 Other</b>					
Copy Areas		4	48	192	Open area within office suite per FPC. 1 copy machine in each area, 1 common shredder, store copy/printer paper in locked cabinets near each copier
Break Room		1	0	0	Shared on floor with other departments/agencies per FPC. See Common Areas summary.
Interview Rooms		3	81	243	9'x9' room, with 1 wall-mounted table-height counter, separated by glass partition with 2 chairs on each side, with panic button on staff side. <b>Interview Rooms must be directly connected to Reception &amp; Waiting but can be on a lower floor separated from the rest of the office suite. See above.</b>
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
State Vehicles		3	0	0	To be reserved parking stalls in parking garage 6:30AM to 5:30PM, M-F. Will have 30 clients per day <b>Area containing Reception, Waiting &amp; Interview Rooms can be separated on a lower floor from the rest of the office suite which can be on an upper floor.</b> <b>Adjacency to Office of Juvenile Justice would be ideal, but not required.</b> See Appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>4895</b>	



Space Program by Department/Agency

CHILD WELFARE

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

121 Occupants to be housed in space - PUBLIC FACING\*

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		2	48	96	6'x8' cube. 2 AC3 Admin Coordinators in back-of-house area behind 2 glass service windows connected to Waiting Room. <b>*Reception, Waiting, and Fingerprint Areas can be separated on a lower floor from the rest of the office suite. See below.</b>
Executive Office		0	180	0	12'x15' office
Assistant Director Office		1	144	144	12'x12' office. Regional Administrator
Manager Office		7	108	756	9'x12' office. 1 Area Director, 2 AH3, 4 CWM
Level 4 Cube		15	108	1620	9'x12' cube. 15 CW Supervisors
Level 3 Cube		12	64	768	8'x8' cube. 1 Admin Prog, 1 Admin Assist, 6 CW Consul, 1 Prog Consul, 1 Admin Super2, 2 AC Super2
Level 2 Cube		84	48	4032	6'x8' cube. 11 CWS1, 9 CWS2, 34 CWS3, 6 CWSA, 11 CWSTR, 2 SSA1, 2 SSA2, 1 SSA3, 1 AC2, 7 AC3
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		121			
<b>2 Waiting</b>					
Waiting Room/Area	15	1	450	450	10 to 15 visitors at one time at 20-30SF/person. 2 Reception windows behind bulletproof glass with wall-mounted ADA transaction counters and panic buttons. Must be directly connected to 96 SF Reception Office housing 2 AC2 Admin Coordinators in back-of-house area behind 2 glass service windows. See above. Must be directly connected to 2 Fingerprint Areas. See below. <b>*450 SF Waiting Room + 96 SF Reception Office + 324 SF Visitation Rooms + 72 SF Fingerprint Area are the limits of the public facing areas = 942 SF If needed, this 942 SF can be located on a lower floor, separated from the rest of the office suite that will be located on an upper floor.</b>
<b>3 Conference Rooms</b>					
Conference Room	8	1	240	240	8 person conference room per FPC, 14'x17', 1 table, 8 chairs, video capabilities, whiteboard surfaces.
Training Room		1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system
<b>4 Storage Rooms</b>					
Storage Room		1	108	108	9'x12', Storage of multiple car seats, clothes, suitcases, bags for use by children and parents.
<b>5 File Rooms</b>					
File Room - High Density File System		1	1500	1500	Architect observed current lineal footage file amount currently on site of 524 lineal feet at 8 shelves high = 4,138 total LF. Vast majority of this can be housed in a high-density file system in a room approximately 26'x55'. They currently have 5 file rooms, 29x17, 34x16, 38x16, 12 1/2x16, 10 1/2x 17 1/2 for total of 2,029 SF
<b>6 Other</b>					
Mail/Work Room		1	144	144	9'x12', Pitney Bowes mail machine, copy machine, printer, fax, work counter, office supplies, storage cabinets
Visitation Rooms	6	3	108	324	9'x12' room, with 1 table, 6 chairs. Where parents, foster parents meet with children and staff <b>*Visitation Rooms must be directly connected to Reception &amp; Waiting but can be on a lower floor separated from the rest of the office suite. See above.</b>
<b>7 Area of Specialized Functions</b>					
Fingerprint Areas	2	2	36	72	<b>*(2) 6'x6' cubes. Must be directly connected to the Waiting Area and Reception, separated by a 54" high partition wall for privacy. See above</b>
<b>8 Special Equipment/Notes</b>					
					8:00am to 4:30PM, M-F. Many staff require 24-hour access to the building. Will see up to 100 clients per day <b>IMPORTANT: This agency must NOT be anywhere near Office of Juvenile Justice.</b> Area containing Reception, Waiting & Fingerprint Area can be separated on a lower floor from the rest of the office suite which can be on an upper floor. They may need to do drug screening, so adjacency to Unisex/Family toilets on 1st & 2nd Floors is important. See Appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>10254</b>	

Space Program by Department/Agency

CAPITAL DETAIL - SECURITY

DEPARTMENT OF PUBLIC SAFETY

5 Occupants to be housed in space - PUBLIC FACING -Must be on 1st Floor

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed
Executive Office		1	180	180	12'x15'. Shared room for State Police staff only, with 2 Level 2 cubes, holding cage, lockers, gun safe. Must be directly connected to Main Lobby security desk. See below.
Assistant Director Office		0	144	0	12'x12' office
Manager Office		0	108	0	9'x12' office
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		0	64	0	8'x8' cube.
Level 2 Cube		2	48	0	6'x8' cube, 2 workstations located within 12'x15' shared room, square footages accounted for in room above.
Level 1 Cube		3	36	0	6'x6' cube. 1 security desk in East Lobby adj. to magnetometers and directly connected to office, 1 security desk in West Lobby, 1 security desk in OSB Basement Receiving area. Square footages of these 3 workstations accounted for in Common Areas spreadsheet and Office of State Buildings spreadsheet.
Modular Workstation		1	18	0	3'x6' desk. 1 contract security guard desk within Economic Stability-DCFS waiting area. Square footage accounted for in Economic Stability-DCFS spreadsheet.
Staff Subtotal		<b>5</b>			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
					Not needed
<b>4 Storage Rooms</b>					
		1	0	0	Not required per FPC. Gun safe moved to shared office, see above
<b>5 File Rooms</b>					
<b>6 Other</b>					
Interview/Holding Room	3	1	0	0	Per FPC this will be an approx 6'x6' steel cage within the shared office, see above. Needs to be secure, key-controlled room for holding arrested persons.
<b>7 Area of Specialized Functions</b>					
Toilet	1	2	0	0	Per FPC staff to use public unisex/family restrooms on 1st floor and OSB toilet in Basement.
Magnetometer		2	0	0	2 magnetometers within Main Building Lobby for public screening. Square footage accounted for in lobby, see Common Areas spreadsheet. Not required at staff lobby entrance
Security Camera Monitors		2	0	0	Monitors will be installed at main security desk in East Lobby.
<b>8 Special Equipment/Notes</b>					
					Staff is on duty 24 hours per day, 7 days per week. 3 security guards and 2 police officers work 7AM to 5PM M-F. 1 guard on post after hours and weekends/holidays. <b>Must be on 1st Floor, with the exception of the single security guard station in the Basement Receiving area.</b> See Appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>180</b>	

Space Program by Department/Agency

ECONOMIC STABILITY - SHREVEPORT (DCFS-ES)

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

63 Occupants to be housed in space - ONE PORTION IS PUBLIC FACING\*

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office	6	6	48	288	6'x8' cube.6 Clerical in back-of-house area behind 2 glass service windows connected to Waiting Room. 2 take turns at windows. Security access required. See below
	1	1	64	64	One 8'x8' cube for single supervisors in back-of-house area behind 2 glass service windows connected to Waiting Room
Executive Office		0	180	0	12'x15' office
Assistant Director Office		1	144	144	12'x12' office. Regional Administrator
Manager Office		1	108	108	9'x12' office. Assistant Director
Level 4 Cube		2	108	216	9'x12' cube. Two ESM
Level 3 Cube		6	64	384	8'x8' cube. Six Supervisors, plus one additional in Reception above.
Level 2 Cube		36	48	1728	6'x8' cube, 30 Analysts, 6 Specialists. 2 Analysts are located in 2 of the 4 Interview Rooms off of Reception/Waiting Area.
Level 1 Cube		10	36	360	6'x6' cube. Ten Teleworkers/Analysts
Staff Subtotal		<b>63</b>			
<b>2 Waiting</b>					
Waiting Room/Area	25	1	750	750	20 to 25 visitors at one time at 20-30SF/person. 2 Reception windows behind bulletproof glass with wall-mounted ADA transaction counters. 9 automated self-serve kiosks in waiting area. Must be directly connected to 352 SF Reception Office housing 1 Supervisor and 7 Clerical in back-of-house area behind the 2 glass service windows. See above. Waiting Area also houses one 6'x6' Level 4 cube workstation for Security Guard. See Department of Public Safety - Capital Detail <b>*750 SF Waiting Room + 352 SF Reception Office + 405 SF Interview Rooms are the limits of the public facing areas = 1,507 SF</b>
<b>3 Conference Rooms</b>					
Conference Room #1	100	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system, 35 people use daily 3-4 times per week, max capacity twice monthly
Conference Room #2	65-75	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system, 25 people use daily 3-4 times weekly, max capacity 3-4 times monthly
<b>4 Storage Rooms</b>					
Storage Room		1	745	745	For (7), 6-drawer file cabinets or open shelving for office supplies, cases of paper, envelopes, pamphlets, cleaning supplies
Storage Room		1	705	0	Off-site storage or basement holding room for excess desks, chairs, and pertinent documents that can't be destroyed until specified
<b>5 File Rooms</b>					
File Room		1	200	0	Off-site storage of files in the process of being shredded, and for files that cannot be destroyed regarding fraud, recovery, etc.
File Room		1	200	0	Off-site storage of disaster file and forms related to DSNAP Program
<b>6 Other</b>					
Break Room	13	1	0	0	To be shared on floor with other departments/agencies per FPC. See Common Area summary
Mail Room		1	144	144	Pitney Bowes mail machine, receiving and metering outgoing mail daily, 1 large high-output copier/printer
Copy Area		2	48	96	Open area within office suite per FPC. 1 desktop printer/copier in each area. Storage of paper in locked cabinets
<b>7 Area of Specialized Functions</b>					
Training/Computer Room	20	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system,
Interview Rooms	4	5	81	405	9'x9' room, with 1 wall-mounted table-height counter, separated by glass partition with 2 chairs on each side, with panic button on staff side, phone jack, docking station. 2 Analysts are located in 2 of the 4 Interview Rooms off of Reception/Waiting Area. See above. <b>Interview Rooms must be directly connected to Reception &amp; Waiting but can be on a lower floor separated from the rest of the office suite. See above.</b>
<b>8 Special Equipment/Notes</b>					
					7:00am to 6:00PM, M-F. Office hours may be extended in times of emergency or heavy workload. May see up to 90 clients per day Area containing Reception, Waiting & Interview Rooms can be separated on a lower floor from the rest of the office suite which can be on an upper floor. <b>Area containing Reception, Waiting &amp; Interview Rooms can be separated on a lower floor from the rest of the office suite which can be on an upper floor.</b> <b>DCFS Workforce Development agency office suite must be directly connected to Economic Stability Reception and Waiting because they share this staff and area.</b>
<b>Totals, NSF</b>				<b>5432</b>	

Space Program by Department/Agency

EDUCATION STATE ACTIVITIES

DIVISION OF LICENSING - DEPARTMENT OF EDUCATION

15 Occupants to be housed in space (rotated) - NOT PUBLIC FACING

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		0	108	0	9'x12' office
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		3	64	192	8'x8' cube. Shared between 15 staff on rotating schedules
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		N/A			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
Conference Room		1	240	240	8 person conference room per FPC, 14'x17', 1 table, 8 chairs, video capabilities, whiteboard surfaces. Used weekly by supervisors and staff.
<b>4 Storage Rooms</b>					
Storage Room		1	100	100	To include 1 Sharp copy machine, outlet and dataport
<b>5 File Rooms</b>					
<b>6 Other</b>					
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily M-F 8AM to 4:30PM. No visitors, mostly remote/out of office work. <b>No adjacency or floor location requirements. Can be located anywhere.</b> See appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>532</b>	

**Space Program by Department/Agency**  
**FACILITY PLANNING & CONTROL (FPC)**  
**DIVISION OF ADMINISTRATION**

**3 Occupants to be housed in space - NOT PUBLIC FACING**

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		0	108	0	9'x12' office
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		3	64	192	8'x8' cube. Three Project Managers.
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>3</b>			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
<b>4 Storage Rooms</b>					
<b>5 File Rooms</b>					
<b>6 Other</b>					
Work Room/Storage/File/Plan Room		1	300	300	50SF of storage for paper, office supplies. 60SF for 3 4-drawer lateral file cabinets for each of the 3 project managers. 180SF for work area including lower and upper cabinets to store plans, specs, books, need standing height countertop/desk for plan review. Requires network printer, at least 2 telephone/internet jacks,
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily M-F, 6:30AM to 5:00PM. No visitors <b>No adjacency or floor location requirements. Can be located anywhere, but prefer upper floor.</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>492</b>	

Space Program by Department/Agency

HEALTH STANDARDS SECTION (HSS)

LOUISIANA DEPARTMENT OF HEALTH (LDH)

9 Occupants to be housed in space - NOT PUBLIC FACING - Highly Confidential

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office.
Manager Office		1	108	108	9'x12' office. Field Office Manager. Manager's offices require key-controlled access. High level of confidentiality requires sound-proof room.
Level 4 Cube		1	108	108	9'x12' cube. Assistant Field Office Manager
Level 3 Cube		1	64	64	8'x8' cube. Clerical. Key-controlled cabinets per FPC, not a locked room.
Level 2 Cube		6	48	288	6'x8' cube. Six Surveyors. Located within office suite.
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>9</b>			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
Conference Area	8	1	240	240	8 person conference area within office suite per FPC, not an enclosed room. 2 conf/training tables with seating for 8 at each, 4 data jacks, video capabilities, and whiteboard surfaces, on adjacent wall. 6-10 people use daily, max capacity of 17 weekly or more.
<b>4 Storage Rooms</b>					
Storage Room		1	108	108	Shelving, elec outlets, storage of office supplies, PPE, laptops, printer, paper, scanners, backpacks. Require key-controlled access.
<b>5 File Rooms</b>					
<b>6 Other</b>					
Copy/Mail Room		1	48	48	Smaller open area per FPC, not in dedicated room. 1 copier, 1 shredder, 1 tabletop networked multipurpose fax/printer, telephone line, 2 network printers, table for printers, shelves for forms, locked office supply cabinet, work table with chair.
Break Room		1	0	0	Shared with floor per FPC. See Common Spaces summary page.
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily M-F, 7AM to 5:30PM. Does not require access for general public. Staff requires building access 24 hrs per day, 7 days per week. <b>This agency must be in their own, enclosed office suite, not in an open plan area with another agency.</b> High level of confidentiality requires key pad access control to the entire suite, and to the 6 Surveyor's area. See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>964</b>	

Space Program by Department/Agency

HOUSEKEEPING/JANITORIAL

OFFICE OF STATE BUILDINGS

2 Occupants to be housed in space - NOT PUBLIC FACING - Must be in Basement adjacent to OSB suite

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		0	108	0	9'x12' office
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		1	64	0	8'x8' cube, One cube for Supervisor within Misc. Storage room, see below
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		0	36	0	6'x6' cube
Modular Workstation		1	18	0	3'x6' workstation, One workstation for Floor Maint Staff within Misc. Storage room, see below
Staff Subtotal		<b>2</b>			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
Conference Room		1	0	0	No dedicated Conference Room per FPC. Can use Break Room in OSB-Office of State Buildings suite.
<b>4 Storage Rooms</b>					
Chemical Storage Room		1	72	72	Preferred dimensions 9'x8'
Restroom Cart Storage Room		1	100	100	Preferred dimensions 10'x10'
Misc. Storage		1	192	192	Preferred dimensions 16'x12'. For paper products, soap, etc. Also contains one 8'x8' Level 3 cube for Supervisor and one 3'x6' Level 1 workstation for Floor Maint Staff
<b>5 File Rooms</b>					
<b>6 Other</b>					
Workshop		1	0	0	Removed per FPC. This is accounted for in Office of State Buildings suite.
Break Room	6	1	0	0	Shared with OSB-Office of State Buildings. See OSB spreadsheet for size and description.
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily 6AM to 5PM, M-F <b>Must be in Basement directly adjacent to, or part of, Office of State Buildings suite</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>364</b>	



Space Program by Department/Agency

LOUISIANA REHABILITATION SERVICES - SHREVEPORT

LOUISIANA WORKFORCE COMMISSION

33 Occupants to be housed in space - PUBLIC FACING\* - Prefer Lower Floor

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		1	36	36	6'x6' Level 1 cube housing one Receptionist. Must be connected to Waiting Room and adjacent to Copy Area. See below.
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		1	108	108	9'x12' office. Regional Manager. Admin Assist listed below must be adjacent to this office
Level 4 Cube		3	108	324	9'x12' cube. Three District Supervisors.
Level 3 Cube		0	64	0	8'x8' cube
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		28	36	1008	6'x6' cube. 1 Admin Assist, 18 Rehab Counselors, 1 Rehab Prog Spec, 1 Rehab Prog Coor, 1 Rehab Employ Dev Spec, 1 Management Analyst, 5 Rehab Counselor Associates
Staff Subtotal		<b>33</b>			
<b>2 Waiting</b>					
Waiting Area	10	1	300	300	3 to 10 people at one time at 20-30SF/person. Must be directly connected to 36 SF Reception Office housing one Receptionist, and be ADA compliant. See above. A door separating the Waiting/Reception area from the rest of the office suite would be preferred. <b>*300 SF Waiting Room and 36 SF Reception Office are the limits of the public-facing areas = 336 SF</b>
<b>3 Conference Rooms</b>					
Conference Room	33	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system. Max capacity 33 people weekly
<b>4 Storage Rooms</b>					
Storage Area		1	81	81	For LRS-Shreveport. Multiple locked storage and file cabinets within office suite, not enclosed room per FPC.
Storage Room		1	0	0	For Randolph Sheppard Program, to store restaurant supplies, etc. To be located in Basement or off-site per FPC.
<b>5 File Rooms</b>					
File Rooms		2	0	0	Closed file storage. To be housed off-site per FPC
Case Records Room		1	240	240	Locked room with high-density file cabinets. Must be within close proximity of workstations. Architect needs to verify lineal footage of files needed.
<b>6 Other</b>					
Computer Room		1	0	0	Not needed per FPC.
Telephone/Data Rooms		2	0	0	Not needed per FPC.
Break Room	33	1	0	0	Shared on floor with other departments/agencies per FPC. See Common Areas summary.
Copy Area		1	48	48	Open area within office suite per FPC. Directly adjacent to Receptionist workstation. 1 copy machine, 1 shredder, store copy/printer paper in locked cabinets.
<b>7 Area of Specialized Functions</b>					
Interview Rooms	3	5	81	405	ADA compliant, shared among 20 counselors/supervisors. 1 table, 4 chairs in each room. Must comply with HIPAA confidentiality.
ADA Parking Spaces	10				Over and above code-required ADA parking, reserved for LRS disabled customers, near visitor's building entrance at grade level, 2 of these spaces designated for van parking
Disabled Van Parking Space		1	0	0	ADA-marked van parking space to drop-off/pick-up disabled clients. At west auto court or a parallel parking space on Fannin Street in front of Main Building Lobby. (City approval)
<b>8 Special Equipment/Notes</b>					
					Open to the public daily M-F, 8AM to 5:00PM. Will see 15 clients per day <b>Prefer to be on lower floor due to seeing many disabled clients. Must be a shared office suite with OWC/Workplace Safety/OSHA Agency-LA Workforce Commission.</b> One Rehab Coordinator in 6'x6' cube will need hearing impaired accommodations See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>2550</b>	



Space Program by Department/Agency

MENTAL HEALTH ADVOCACY SERVICE (MHAS)

8 Occupants to be housed in space - NOT PUBLIC FACING

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		2	48	96	6'x8' cube. 2 Clerical
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		1	108	108	9'x12' office.
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		5	64	320	8'x8' cube.
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>8</b>			
<b>2 Waiting</b>					
		0	0	0	Not required
<b>3 Conference Rooms</b>					
		0	0	0	Not required
<b>4 Storage Rooms</b>					
Storage Room		1	600	600	(No explanation on questionnaire. FPC needs justification)
<b>5 File Rooms</b>					
File Room		1	600	600	(Same as storage room? No explanation on questionnaire. FPC needs justification). Copy machine with fax
<b>6 Other</b>					
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					8:30AM to 5:00PM, M-F. No visitors <b>No Adjacency requirements. Most work is done off-site. Can be located anywhere.</b> See Appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>1724</b>	

Space Program by Department/Agency

NORTHWEST REGIONAL OFFICE

DEPARTMENT OF ENVIRONMENTAL QUALITY

27 Occupants to be housed in space - NOT PUBLIC FACING

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		1	64	64	8'x8' cube, Admin Coord 4
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		3	108	324	9'x12' office, Environmental Scientist Manager, Regional Attorney, Criminal Investigator
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		23	64	1472	8'x8' cube, Env Scientist Supervisor, 2 Env Scientist Staff-DCL , 3 Geologists, 17 Env Scientists
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>27</b>			
<b>2 Waiting Area</b>					
Waiting	4	1	100	100	2-4 people at one time at 20-30SF/person. Waiting room should be near Environmental Scientist Manager office
<b>3 Conference Rooms</b>					
Conference Room	8	1	240	240	8 person conference room per FPC, 14'x17', 1 table, 8 chairs, video capabilities, whiteboard surfaces. 8-10 people use daily 2-3 times per week, max capacity monthly. Should be located near Admin Coord/Reception and Env Scientist Manager
<b>4 Storage Rooms</b>					
Storage Room		1	0	0	Moved to Copy/Mail Area per FPC. See below
Storage Area		1	32	32	Locate near Admin Coord/Reception to store specialized testing equipment. Locked storage cabinets in open office suite per FPC.
Storage Room		1	0	0	Moved to Copy/Mail Area per FPC. See below
Storage Room		1	192	192	12'x15'. Located near UST/Remediation Division Staff. Floor to ceiling shelving on 2 walls, work counter with upper & lower cabinets on 1 wall
Storage Room		1	108	108	9'x12' Located near ER/Radiation Division Equipment. Floor to ceiling shelving on 2 walls, work counter with upper & lower cabinets on 1 wall
<b>5 File Rooms</b>					
File Area		1	48	48	Open area within office suite, not enclosed room. (6) 4-drawer lateral files with locks
<b>6 Other</b>					
Break Room			0	0	No dedicated Break Room, to be shared on floor per FPC. See Common Spaces summary page.
Copy/Mail Area #1		1	96	96	Near Admin Coord/Reception. In open office area per FPC. 1 multi-function copier/fax/scan, 2 freestanding printers, mail bins, shredders, locked storage cabinets, 3 lateral file cabinets
Copy Area #2		1	48	48	In rear of office suite. In open office area per FPC. 1 multi-function copier/fax/scan, 1 freestanding printers, shredder, locked storage cabinets for printer and office supplies.
<b>7 Area of Specialized Functions</b>					
Sample Prep Lab		1	400	400	Exterior vent hood, large deep commercial stainless steel sink, faucet-mounted eye wash station attached to standard sink with faucet with removable aerator and auto shutoff valve, safety shower in open area with quick/easy access & must be ceiling mounted with wall nearest to have waterproof material, shower floor drain. Space for chemical storage cabinet, space for refrigerator, 12 lineal feet of work counter with upper & lower cabinets and chemical resistant countertop. Two 6'x 8' storage closets.
Storage Warehouse		1	0	0	Per FPC this Storage Warehouse will need to be leased by the State in an off-site location.
<b>8 Special Equipment/Notes</b>					
State Vehicles		23	0	0	Field and emergency response staff are required to respond to environmental issues 24 hours per day. See 1-2 visitors per day Need reserved parking spaces in parking garage <b>No required adjacency or floor request. Can be located anywhere.</b> See Appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>3124</b>	

Space Program by Department/Agency

NORTHWEST REGIONAL OFFICE

LOUISIANA DEPARTMENT OF HEALTH

31 Occupants to be housed in space - NOT PUBLIC FACING\*

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		1	48	48	1 Admin Assistant 4 in 6'x8' Level 2 cube. Must be directly connected to Waiting Room. See below.
Executive Office		0	180	0	12'x15' office
Assistant Director Office		2	144	288	12'x12' office. Physician 4 Medical Director, Program Manager 2 Regional Administrator. Moved to smaller office per FPC
Manager Office		5	108	540	9'x12' office. Program Manager 1B Assist Regional Admin, RN Regional Manager, PH Nutritionist 5, Sanitarian 6, Prog Manager 1B DHH-CHW
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		3	64	192	8'x8' cube. Admin Prog Manager 2, Prog Consultant Super, Prog Monitor Super DHH, . Moved to smaller cubes per FPC.
Level 2 Cube		20	48	960	6'x8' cube. Prog Con 2, Prog Man-DHH, RN4, PH Epidem, 2 Contract HIV/STD, Maternal Child, Sanit FD, Safety Coord, 2 Opioid Coord, 3 Comm Health Workers, LINKS Train, Vacc Spec, Comm Liaison, Disease Inter Spec, Prog Man DHH-Covid, 2 Health Disparity
Level 1 Cube		0	36	0	
<b>2 Waiting</b>					
	3	1	90	90	3 visitors at one time at 20-30SF/person. Must be directly connected to Reception Office. See above <b>*90 SF Waiting Room and 48 SF Reception Office are the limits of the public facing areas = 138 SF</b>
<b>3 Conference Rooms</b>					
Emergency Operations/Conf Room	12	1	360	360	12 person conference room, 16x22'. 1 table, 12 chairs, video capabilities, whiteboard surfaces. Used by 2-3 people daily, 10-15 people at a time, used 2-4 times per week, max capacity twice monthly. Also used for emergency operations and requires UPS back-up and emergency generator connection, and dedicated mini-split HVAC unit. Possibly locate near EOC Conf Room for DCFS Child Support Enforcement in order to share UPS, generator and HVAC
<b>4 Storage Rooms</b>					
Storage Room		1	108	108	Breastpumps, brochures, surplus, general storage, medical supplies
<b>5 File Rooms</b>					
File Room		1	108	108	Store personnel files and administrative file. Currently have "rolling" high-density file storage
<b>6 Other</b>					
Copy Area		1	48	48	Open area per FPC, not dedicated room. Computer equipment, printers, computers, scanners, label printers, office supplies, copy machine
Mail/Work Room		1	108	108	Mail room, postage machine, individual mail slots, Parish Health Unit mail slots, copy machine, mostly outgoing mail
<b>7 Area of Specialized Functions</b>					
Emergency Preparedness Room		1	108	108	Estimated size, not indicated on questionnaire. Emergency preparedness supplies, oxygen concentrators, AEDs, laptops, satellite phones, radios, emergency medications for USPS in secured locked cabinet, two-way radio charging stations. Requires refrigerator/freezer for vaccine storage with elec outlets on emergency generator
Press Room		1	0	0	Press events to take place in EOC/Conf Room.
<b>8 Special Equipment/Notes</b>					
State Vehicles		5	0	0	To be reserved parking stalls in parking garage <b>This agency must be in their own, enclosed office suite, not in an open plan area with another agency.</b> Proximity to Louisiana Dept of Health Bureau of Engineering would be good, but not required. Open daily M-F, 7AM to 7PM. Visited by 5 clients per day. See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>2958</b>	

Space Program by Department/Agency

OFFICE OF AGING AND ADULT SERVICES (OAAS) - GOVERNOR'S OFFICE

LOUISIANA DEPARTMENT OF HEALTH (LDH)

6 Occupants to be housed in space - NOT PUBLIC FACING

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		1	108	108	9'x12' office, Medical Certified Manager 1
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		0	64	0	8'x8' cube
Level 2 Cube		5	48	240	6'x8' cube, one Medical Certified Manager 1, four Medical Certified Managers 1
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		6			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
Conference Room	8	1	180	180	8 person conference room per FPC, 12'x15', 1 table, 8 chairs, video capabilities, whiteboard surfaces. For shared use with Adult Protective Services agency
<b>4 Storage Rooms</b>					
<b>5 File Rooms</b>					
File Room		1	48	48	Open area in office suite, not enclosed room per FPC. For Adult Protective Services Program files. (5) 4-drawer lateral files with locks.
File Room		1	48	48	Open area in office suite, not enclosed room per FPC. For Program Operations in different location of suite. (5) 4-drawer lateral files with locks.
<b>6 Other</b>					
Copy Area		1	64	64	Open area in office suite, not enclosed room per FPC. Copier, printer, and fax, and multiple locked cabinets to store office supplies, copy paper, etc.
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily M-F 7AM to 5PM. Visited by 1 client per day <b>Ideal adjacency is to Office of Legal Affairs and Health Standards Section, both of the Louisiana Dept of Health</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>688</b>	

Space Program by Department/Agency

OFFICE OF ALCOHOL AND TOBACCO CONTROL (ATC)

LOUISIANA DEPARTMENT OF REVENUE

7 Occupants to be housed in space - PUBLIC FACING\* - 1st or 2nd Floor

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		2	48	96	6'x8' cubes housing 2 ATC Analysts in back-of-house area behind 2 bulletproof service windows connected to Waiting Room. Security code access to this areas, no clients. See below
Executive Office		0	180	0	
Assistant Director Office		1	144	144	
Manager Office		0	108	0	
Level 4 Cube		0	108	0	
Level 3 Cube		0	64	0	
Level 2 Cube		4	48	192	
Level 1 Cube		0	36	0	
		<b>7</b>			
<b>2 Waiting</b>					
Waiting Room/Area	10	1	200	200	10 people at one time at 20-30SF/person. 2 Assistance windows behind bulletproof glass with ADA transaction counters. Distress buttons under counter/booth on Analyst's side. Must be directly connected to 48 SF Reception Office housing 2 ATC Analysts in back-of-house area behind the 2 glass service windows. See above. <b>*200 SF Waiting Room and 48 SF Reception Office are the limits of the public facing areas = 248 SF</b>
<b>3 Conference Rooms</b>					
Conference Room	10	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system. 2 people use daily, weekly use, max capacity bi-weekly and quarterly
<b>4 Storage Rooms</b>					
<b>5 File Rooms</b>					
File Area		1	40	40	Open area within office suite, not enclosed room per FPC. To store audit files. Need (2) locked storage cabinets and (3) 5-drawer lateral file cabinets with locks.
<b>6 Other</b>					
Break Room		1	0	0	Shared on floor with other departments/agencies per FPC, possibly with LA Dept of Revenue BTE, FAD and CID. See Common Areas summary.
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open to the public daily M-F, 8AM to 4:30PM for taxpayer assistance. May see 25-30 clients per day. 24-hour access needed for some employees <b>Requires easy and visible access for public and must be on 1st or 2nd Floor. Can be a shared office with LA Dept of Revenue BTE, FAD and CID</b> Waiting Area/Reception require surveillance cameras, distress buttons, bullet resistant glass window/partitions See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>672</b>	

Space Program by Department/Agency

OFFICE OF CONSERVATION

DEPARTMENT OF NATURAL RESOURCES

19 Occupants to be housed in space - PUBLIC FACING\*

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		1	48	0	6'x8' Level 2 cube. For AC3 housed in Waiting/Public Reading Room. Square footage accounted for in Waiting/Public Reading Room. See below.
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		1	108	108	9'x12' office. Petroleum Scientist Manager 2
Level 4 Cube		2	108	216	9'x12' cube. 2 Petroleum Scientists
Level 3 Cube		2	64	128	8'x8' cube. Petroleum Scientist 1-3, Mineral Production Supervisor
Level 2 Cube		2	48	96	6'x8' cube. Mineral Production Specialist, Mineral Production Analyst
Level 1 Cube		11	36	396	6'x6' cube. For CES Agents, shared weekly.
Level 1 Cube - Public Use		2	48	0	(2) 6'x6' cubes for public use within Waiting/Public Reading Room. Square footage accounted for in Waiting/Public Reading Room. See below.
Staff Subtotal		19			
<b>2 Waiting</b>					
Waiting/Public Reading Room		1	280	280	Approx 14'x20' housing 1 Level 2 cube for AC3 receptionist, 2 Level 3 cubes for public reading, 1 level 1 cube to house pay copier/printer for public use. 2 Waiting chairs. See above. Public requesting files will wait in this area and staff will bring files to cubes for reading and copying. <b>*This 280 SF room is the total extent of the public-facing area but must be part of the entire agency office suite, not on separate floor.</b>
<b>3 Conference Rooms</b>					
Conference Room	8	1	240	240	Dedicated 6-8 person Conference Room per FPC. 14'x17' with 1 table, 8 chairs, video capabilities, whiteboard surfaces. 4 people use daily 20 times per week, max capacity monthly If larger room is needed then agency to use conference room controlled by OSB and reserved via electronic system.
<b>4 Storage Rooms</b>					
<b>5 File Rooms</b>					
File Room		1	2400	2400	For 225 or more 5-drawer file cabinets, copy machine, tables, chairs for research. Staff access only, no public in this room. Prefer near Reception.
File Area		1	32	32	Located within Waiting/Public Reading Room. Multiple locked cabinets to store copy paper, office supplies, etc. and (2) 4-drawer lateral file cabinets with locks.
<b>6 Other</b>					
Break Room	10	1	0	0	To be shared on floor with other departments/agencies per FPC. See Common Area summary
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily M-F, 6:30AM to 5:00PM. 2 Visitors per day <b>Agency can be located on upper floor. No security issues. Public in Waiting/Public Reading Room only.</b> See Appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>3896</b>	

Space Program by Department/Agency

OFFICE OF JUVENILE JUSTICE (OJJ)

40-45 Occupants to be housed in space - PUBLIC FACING\* - 1st or 2nd Floor

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		1	64	64	8'x8' cube at 1 bulletproof window connected to Waiting Room. Secured entry, capability to allow visitor entry, panic button and camera to monitor Holding Room. See below.
Executive Office		0	180	0	12'x15' office
Assistant Director Office		2	144	288	12'x12' office. Regional Director, Regional Manager
Manager Office		6	108	648	9'x12' office. Visiting Deputy Assist Director, Four Juvenile Probation/Parole Supervisors, one Attorney
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		31	64	1984	8'x8' cube. One Probation/Parole Program Specialist, 1 Supervisor, 2 AC 3 & 4, 23 Probation/Parole Officers, 3 Juvenile Justice Specialists, 1 Social Worker
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		40			
<b>2 Waiting</b>					
Waiting Room/Area	6	1	180	180	4 to 6 people at one time at 20-30SF/person. One assistance window behind bulletproof glass. Distress button under counter/booth on Admin Coord's side. Must be directly connected to 81 SF Reception Office housing Admin Coord III behind the one glass service window. See above. <b>*180 SF Waiting Room and 64 SF Reception Office are the limits of the public facing areas = 244 SF. Cannot be separated from rest of office suite.</b>
<b>3 Conference Rooms</b>					
Conference Room	46	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system. 3-5 people use daily, max capacity weekly
Conference Room	26	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system. 2-4 people use daily, max capacity monthly
<b>4 Storage Rooms</b>					
Storage Room		1	240	240	Key-controlled room to store training equip, drug screens, shackles, chemical agents, pads, clothes rods for uniforms, jackets. Need shelving and locked lockers and storage cabinets. Needs to be near a large conference room in order to demonstrate how to use protection equipment.
<b>5 File Rooms</b>					
File Room		1	240	240	Enclosed, key-controlled room to store confidential juvenile records in (12) 4-drawer lateral file cabinets with locks. 24 other lateral files stored in off-site location per FPC.
File Area		1	96	96	Open area in office suite, not enclosed room per FPC. Confidential personnel records to be secured in (12) 4-drawer lateral file cabinets with locks.
<b>6 Other</b>					
Safe/Vault		1	180	180	Hardened secured fireproof/resistant room with shelving and cabinets accessible for ammunition and firearm storage. CMU walls, door/frame 12-ga steel. Door lock with nine 1" live locking bolts, Dual locking system (rotary mech dial, elec digital keypad, biometric, or rotary dial).
Electronic Monitoring Installation		1	64	64	8'x8' Level 3 cube, for privately installing monitor devices on probationers/parolees
Drug Screening Toilets		2	0	0	OJJ to use Unisex/Family toilets on 1st or 2nd floors, shared with Capital Police. Square footage accounted for in Common Areas spreadsheets. Share shower with OSB in Basement.
Copy Area		2	48	96	Open areas within office suite, with printers, copiers, scanners, shredders. Multiple locked cabinets to store office supplies, copy paper, etc.
<b>7 Area of Specialized Functions</b>					
Employee Screening/Huddle Room		1	81	81	Huddle room with 1 table, 4 chairs. For interview of new hires using computer, highly confidential
Holding Room		1	64	64	Hardened room for temp holding of probationers/parolees. Stainless steel/Kevlar panels over stud walls & clg, bulletproof window in door & wall. Key-controlled only from outside
Evidence Room		1	81	81	Key-controlled temp storage of confiscated illegal items. Key-controlled storage lockers in room & secured to walls.
Server/Phone Room		2	0	0	Not required, common to entire building per FPC.
<b>8 Special Equipment/Notes</b>					
State Vehicles		26			Staff have various schedules, on call 24 hrs/day, 7 days/week. Must access work areas as emergencies occur and must access State vehicles 24 hrs/day, 7 days/week. Need reserved parking stalls in parking garage <b>Most highly secure area of all departments/agencies. Must not be adjacent to any Department of Children and Family Services uses. Must be on 1st or 2nd Floor.</b> Entry into office suite from Waiting/Reception to be secure from public with only card-key access due to storage of weapons, ammunition, training equip, and confidential information. See appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>4306</b>	



Space Program by Department/Agency

OFFICE OF LEGAL AFFAIRS - REGION 7

LOUISIANA DEPARTMENT OF HEALTH

1 Occupants to be housed in space - NOT PUBLIC FACING

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	54	0	Not needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		1	108	108	9'x12' office. Regional Attorney. Needs desktop 3-in-1 fax, scanner, copier machine
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		0	64	0	8'x8' cube
Level 2 Cube		0	48	0	6'x8' cube
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		1			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
Conference Room	8	1	240	240	8 person conference room per FPC, 14'x17', 1 table, 8 chairs, video capabilities, whiteboard surfaces. 1 person use daily, used 4 times per week, max capacity weekly or more
<b>4 Storage Rooms</b>					
<b>5 File Rooms</b>					
File Room		1	180	180	Key-controlled room to store confidential medical records, need (12) 4-drawer lateral file cabinets with locks.
<b>6 Other</b>					
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily M-F, 8:30AM to 5PM. <b>Ideal adjacency is to Office of Aging &amp; Adult Serves - Louisiana Dept of Health</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>528</b>	



Space Program by Department/Agency  
**OFFICE OF PUBLIC HEALTH LABORATORY**  
**LOUISIANA DEPARTMENT OF HEALTH**

3 Occupants to be housed in space - NOT PUBLIC FACING - Prefer 1st Floor Location

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		0	108	0	9'x12' office
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		1	64	0	8'x8' cube. Lab Tech Supervisor. Cube located in Receiving. See below.
Level 2 Cube		2	48	0	6'x8' cube. Two Lab Techs. Cubes located in Receiving. See below.
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>3</b>			
<b>2 Waiting</b>					
<b>3 Conference Rooms</b>					
<b>4 Storage Rooms</b>					
Storage Room		1	300	300	Preferred dimensions 12'x25'. Must be directly connected to Lab. For storage of reagents and sampling supplies. Must be connected to stand-alone back-up generator and dedicated mini-split HVAC unit.
<b>5 File Rooms</b>					
<b>6 Other</b>					
Receiving/Office	3	1	500	500	Preferred size 20'x25'. Must be directly connected to Lab. Houses (1) Level 3 cube and (2) Level 2 cubes within space. Need minimum of (2) 4-drawer lateral file cabinets with locks. Must be connected to stand-alone back-up generator and dedicated mini-split HVAC unit to power/protect incubators, reagents, refrigerators, etc.
<b>7 Area of Specialized Functions</b>					
Laboratory		1	750	750	Preferred dimensions 30'x25'. Must be connected directly to Receiving. No vent hood required. Must be connected to stand-alone back-up generator and dedicated mini-split HVAC unit. Requires 3-20 amp outlets on same wall, water/sink connection in Lab
<b>8 Special Equipment/Notes</b>					
					Open daily M-F 8AM to 4:30PM. No visitors Employees may need weekend access to building during emergencies. Employees on-call 24hrs/day, every day following natural disasters and emergencies Prefer being located on 1st floor near Service Elevator and garage due to carrying large loads of samples and receiving FedEx deliveries from west auto drop-off. <b>Must be as close as possible to the Bureau of Engineering-LDH Office of Public Health Laboratory, but they do not share a lab.</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>1550</b>	

**OFFICE OF STATE BUILDINGS**

**4 Occupants to be housed in space - NOT PUBLIC FACING - Must be in Basement**

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	
Executive Office		1	180	180	12'x15' office. Maintenance Foreman's office with a 6'x8' Level 2 cube workstation, 1 separate table and 2 chairs for review of plans and drawings, locked lateral file cabinets.
Assistant Director Office		0	144	0	12'x12' office
Manager Office		0	108	0	9'x12' office
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		0	64	0	8'x8' cube
Level 2 Cube		3	48	144	6'x8' cube. 3 Maintenance Repair Masters, directly adjacent to Foreman's office, Shops, and Receiving.
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		4			
<b>2 Waiting</b>					
					Not Needed
<b>3 Conference Rooms</b>					
					No dedicated conference room per FPC. Can use Break Room. See below.
<b>4 Storage Rooms</b>					
Storage Rooms		2	350	700	Basement location. For storage of air filters, chemical and paint storage
Storage Rooms		3	250	0	To be located off-site per FPC. For storage of plumbing parts, HVAC parts, electrical parts, cubicle parts storage.
<b>5 File Rooms</b>					
File Rooms		1	0	0	File cabinets located in Manager's office per FPC. See above
<b>6 Other</b>					
Main Shop		1	850	850	Basement location. For drill press, radial arm saw, table saw, bench grinder, air compressor, chop saw, work bench
Workshop		1	350	350	Basement location. For welding machine, work bench, storage cabinets
Break Room	6	1	180	180	Shared with Housekeeping staff. Refrigerator/freezer, ice maker, coffee maker, double sink, garbage disposal, upper and lower cabinets, 1 table and 6 chairs.
Locker Room	1	1	80	80	Single occupancy. Toilet, sink, shower, storage lockers
Receiving Area		1	300	300	Basement location against alley. Must have both roll-up door and personnel door, with access to service elevator.
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Daily 6AM to 5PM, M-F. No public visitors. <b>Must be located in Basement with direct access to the service elevator, Receiving/loading, and alley, and be easily accessible by tenants.</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>2784</b>	

Space Program by Department/Agency

OFFICE OF WORKFORCE COMMISSION (OWC), WORKPLACE SAFETY, OSHA

LOUISIANA WORKFORCE COMMISSION

2 Occupants to be housed in space - NOT PUBLIC FACING - Prefer Lower Floor

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not Needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		0	108	0	9'x12' office
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		0	64	0	8'x8' cube
Level 2 Cube		2	48	96	6'x8' cube. OSHA Health Consultant, OSHA Safety Consultant.
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>2</b>			
<b>2 Waiting</b>					
					Not Needed
<b>3 Conference Rooms</b>					
					Not Needed
<b>4 Storage Rooms</b>					
<b>5 File Rooms</b>					
<b>6 Other</b>					
<b>7 Area of Specialized Functions</b>					
Laboratory		1	150	150	Space for tool boxes & equipment. At least 2 electrical outlets for charging equipment. Key-controlled door lock.
<b>8 Special Equipment/Notes</b>					
					Open to the public daily M-F, 8AM to 4:30PM <b>Prefer to be on lower floor due to seeing many disabled clients. Must be a shared office suite with LA Rehabilitation Services Agency-LA Workforce Commission</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>246</b>	

Space Program by Department/Agency

PARENTS AS TEACHERS (PAT)

LOUISIANA DEPARTMENT OF HEALTH (LDH-BFH)

5 Occupants to be housed in space - PUBLIC FACING

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		1	108	108	9'x12' office. Regional Supervisor
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		0	64	0	8'x8' cube
Level 2 Cube		4	48	192	6'x8' cube. One Admin Assist., two Parent Educators, one MH Consultant
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		<b>5</b>			
<b>2 Waiting</b>					
					Not needed
<b>3 Conference Rooms</b>					
Conference Room	8	1	240	240	8 person conference room per FPC, 14'x17', 1 table, 8 chairs, video capabilities, whiteboard surfaces. 5-10 people use daily, 5-10 at any one time, used 3-5 times weekly, max capacity twice monthly
<b>4 Storage Rooms</b>					
Storage Area		1	96	96	Open area within office suite, not enclosed room. (8) 4-drawer lateral files or tall storage cabinets with locks. Store extra equipment, records, materials for client visits, pamphlets
<b>5 File Rooms</b>					
File Area		1	96	96	Open area within office suite, not enclosed room. (8) 4-drawer lateral files with locks.
<b>6 Other</b>					
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
					Open daily M-F, 8AM to 5PM. Visited by 10 clients per day <b>No adjacency requirements. Can be located anywhere.</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>732</b>	

**STATE AGENCIES FEDERAL CREDIT UNION**

**2 Occupants to be housed in space - PUBLIC FACING - Must be on 1st Floor**

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office	1	1	180	180	12'x15' Room. 2 bulletproof teller windows with transaction counters and chairs at front, 1 Level 4 cube in back-of-house area behind windows. Connected to CEO office. See below.
Executive Office	1	1	180	180	
Assistant Director Office		0	144	0	
Manager Office		0	108	0	
Level 4 Cube		0	108	0	
Level 3 Cube		0	64	0	
Level 2 Cube		0	48	0	
Level 1 Cube		0	36	0	
Staff Subtotal		<b>2</b>			
<b>2 Waiting</b>					
Waiting Area	2	1	60	60	1 to 2 visitors at one time at 20-30SF/person. 2 bulletproof teller windows with wall-mounted ADA transaction counters and panic buttons, 2 client chairs at counters. Must be directly connected to 180 SF Reception Office housing teller in back-of-house area behind the 2 teller windows. See above. <b>*60 SF Waiting Room + 180 SF Reception Office are the limits of the public facing areas = 240 SF</b>
<b>3 Conference Rooms</b>					
<b>4 Storage Rooms</b>					
<b>5 File Rooms</b>					
File Area		1			Need 6 to 8 4-drawer lateral file cabinets with locks, can be located in Reception Office
<b>6 Other</b>					
Server Area		1	15	15	Agency has separate, independent server that can be located on rack in CEO's office or in closet accessed from CEO office.
<b>7 Area of Specialized Functions</b>					
Vault		1	9	9	Existing 3'x3'x3' vault needs to be relocated from Mary Allen SOB to Reception Office in new building. Automated Teller Machine to be located in 1st Floor Main Building Lobby inserted flush to wall in niche. Does not need to be near office suite.
ATM		1	16	16	
<b>8 Special Equipment/Notes</b>					
					Open daily M-F, 8:00AM to 5PM. See 10-20 visitors per day <b>Agency must be located on the 1st Floor as near as possible to the Main Building Lobby, but not located on an exterior wall &amp; no exterior windows for security reasons.</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>460</b>	

Space Program by Department/Agency

STATE FIRE MARSHAL OFFICE

AREA 4 - SHREVEPORT DISTRICT - REGION 7

15 Occupants to be housed in space - PARITALLY PUBLIC FACING\*- Lower floor is preferred

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		1	48	48	6'x8' cube, Admin IV, Clients/applicants are seen in Reception Area. Must be directly connected to Waiting Area and 2 Architect workstations. See below.
Executive Office		0	180	0	12'x15' office
Assistant Director Office		1	144	144	12'x12' office. Captain. This is a fire investigator and could be separate from Reception/Waiting/Architects area
Manager Office		2	108	216	9'x12' office. Lieutenant, Corporal. These are fire investigators and could be separate from Reception/Waiting/Architects area
Level 4 Cube		0	108	0	9'x12' cube
Level 3 Cube		2	64	128	8'x8' cube. Architect III, Architect IV. Must be directly connected to Reception and Waiting Area. See below.
Level 2 Cube		9	48	432	6'x8' cube. 8 Deputies, 1 corporal. These are fire investigators and could be separate from Reception/Waiting/Architects area
Level 1 Cube		0	36	0	6'x6' cube
Staff Subtotal		15			
<b>2 Waiting</b>					
Waiting Area	4	1	80	80	2 visitors at one time at 20-30SF/person, 4 to 5 visitors per day. Must be directly connected to Reception Office and 2 Level 3 Architect workstations. See above <b>*80 SF Waiting Area + 48 SF Reception Office + 128 SF Architect workstations are the limits of the public facing areas = 256 SF</b> <b>If needed, this 256 SF can be located on a lower floor, separated from the rest of the office suite that will be located on an upper floor, but prefer in same suite together.</b>
<b>3 Conference Rooms</b>					
	20	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system. 4 people use 1 time per week, max capacity 2-3 times per year
<b>4 Storage Rooms</b>					
Storage & Evidence Room		1	300	300	Locate in Basement per FPC. Key-controlled room for code books, office supplies, office equip, cleaning supplies, ladders, storage bins with fire investigation uniforms, protective gear, small equipment items, and vehicle accessories. Smaller separate room within for secure storage of fire investigation evidence, requires refrigerator.
<b>5 File Rooms</b>					
File Area		1	72	72	Open area within office suite, not enclosed room. 5 lateral file cabinets and multiple storage cabinets. Accessed by all staff
<b>6 Other</b>					
<b>7 Area of Specialized Functions</b>					
<b>8 Special Equipment/Notes</b>					
State Vehicles		16			8AM to 4:30PM, M-F. 4-5 visitors per day. Staff need 24 hour building access. Need reserved parking spaces in parking garage <b>First floor location would be ideal with immediate access to parking garage and fleet vehicles. Storage &amp; Evidence Room to be located in Basement.</b> <b>Area with Reception/Waiting/Architects can be located on a lower floor, separated from the rest of the office suite, but prefer being in same suite together.</b> See Appendix for equipment needs See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>1420</b>	

Space Program by Department/Agency

WORKFORCE DEVELOPMENT

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

13 Occupants to be housed in space - PUBLIC FACING\* - Prefer Lower Floor

Description	Capacity	Unit	SF	Totals NSF	Notes
<b>1 Office Spaces</b>					
Reception Office		0	0	0	Not needed. Shared with DCFS-Economic Stability Reception/Waiting Area. See below.
Executive Office		0	180	0	12'x15' office
Assistant Director Office		0	144	0	12'x12' office
Manager Office		3	108	324	9'x12' office. Program Manager, Director, Deputy Assist Secretary
Level 4 Cube		7	108	756	9'x12' cube. Three WF Dev Specialists 6, 4 KRA Providers (FPC to confirm)
Level 3 Cube		1	64	64	8'x8' cube. WF Dev Specialist 4
Level 2 Cube		6	48	288	6'x8' cube. Three WF Dev Specialist 3, three WF Dev Specialist 1-3
Level 1 Cube		0	36	0	6'x6' cube. 1 Admin Assist, 18 Rehab Counselors, 1 Rehab Prog Spec, 1 Rehab Prog Coor, 1 Rehab Employ Dev Spec, 1 Management Analyst, 5 Rehab Counselor Associates
Staff Subtotal		<b>17</b>			
<b>2 Waiting</b>					
Waiting Area	10	1	300	0	3 to 10 people at one time at 20-30SF/person. No dedicated Waiting Area. Share Waiting/Reception Area with DCFS-Economic Stability. <b>*Shared Waiting/Reception Area with DCFS-Economic Stability can be on a lower floor and rest of the office suite on an upper floor.</b>
<b>3 Conference Rooms</b>					
Conference Room	30	1	0	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system. Max capacity 30 people weekly
<b>4 Storage Rooms</b>					
Storage Area		1	48	48	Multiple locked storage and 4-drawer lateral file cabinets within office suite, not enclosed room. For storage of WF Development supplies. Furniture storage off-site per FPC.
<b>5 File Rooms</b>					
<b>6 Other</b>					
Copy Area		1	48	48	Open area within office suite per FPC. 1 copy machine, 1 shredder, store copy/printer paper in locked cabinets.
<b>7 Area of Specialized Functions</b>					
Parenting Skills Room/Huddle Room	4	1	81	81	9'x9' huddle room, 1 table, 4 chairs, video capabilities, whiteboard surfaces.
Interview Rooms	4	4	81	324	9'x9' huddle rooms, 1 table, 4 chairs in each room. For STEP program to meet with parents. Need internet, phone lines.
Family Room	6	1	180	180	For visiting families to sit with children, need designated play area with TV connections
Training Room	12	1	500	0	No dedicated conference room per FPC. Agency to use conference room controlled by OSB and reserved via electronic system.
<b>8 Special Equipment/Notes</b>					
					Open to the public daily M-F, 7AM to 5:30PM. Will see 15 clients per day <b>Works closely with DCFS-ES. Shared Waiting/Reception Area with DCFS-Economic Stability can be on a lower floor and rest of the office suite can be on an upper floor.</b> See Appendix for equipment list See agency Organization Chart for grouping staff in work pods
<b>Totals, NSF</b>				<b>2113</b>	

## Facility Planning and Control

### 14. PRE-DESIGN CONFERENCE AGENDA

Date: **09/28/2022** (Contract Time Begins) Project Design Days: **305**  
AFC: **\$52,000,000.00** Owner/User Review Days: **152**  
Total Contract Days: **457**  
Date Contract Time Ends: **12/23/2023**

Project: **Phase II Renovations, Northwest Louisiana State Office Building, Shreveport, LA**

Project No: **01-107-22H-OFC**

WBS No: **F.01004348**

Site I.D. **7-09-097**

State I.D. No: **(Building: S29031/Garage: NEW)**

Designer: **COE Architecture International, 631 Milam Street, Suite 300, Shreveport, LA 71101**

Project Manager for Facility Planning: **Matt Baker, 225-219-4789, matthew.baker@LA.Gov**

Contact Person for Umbrella Agency: **William J. "Billy" Wilson, 225-219-4815, billy.wilson@LA.Gov**

Contact Person for the User Agency: **R. Glenn Frazier, 225-219-4801, glenn.frazier@LA.Gov**

A Pre-Design Conference was held at **10:30AM** this date at **Mary Allen SOB, 1525 Fairfield Avenue, Shreveport, LA** and the following were present:

NAME	ORGANIZATION	TELEPHONE NO.
<b>Matt Baker</b>	<b>Office of State Buildings</b>	<b>225-219-4789</b>
<b>Billy Wilson</b>	<b>Office of State Buildings</b>	<b>225-219-4815</b>
<b>R. Glenn Frazier</b>	<b>Office of State Buildings</b>	<b>225-219-4801</b>
<b>William Coe</b>	<b>Office of State Buildings</b>	<b>832-315-8963</b>
<b>Bo Toney</b>	<b>Office of State Buildings</b>	<b>318-362-3147</b>
<b>Christopher Coe</b>	<b>COE Architecture</b>	<b>318-507-7266</b>
<b>Joe Partain</b>	<b>COE Architecture</b>	<b>318-349-2993</b>
<b>Charles Crain</b>	<b>ARQUITECTONICA</b>	<b>480-213-8803</b>
<b>Matthew Abrams</b>	<b>Abrams Architecture, LLC</b>	<b>318-235-4756</b>
<b>Mischa Farrell</b>	<b>Mischa Farrell Architect, LLC</b>	<b>318-564-1565</b>
<b>William Hartman</b>	<b>William Hartman Landscape</b>	<b>318-525-7023</b>
<b>John Wilson</b>	<b>John J. Guth &amp; Associates, Inc</b>	<b>318-221-8638</b>



## 1. Correspondence, Conferences and Minutes

a. All correspondence, documents, etc. about this project shall be addressed to the Project Manager, Facility Planning and Control, with appropriate copies to the Umbrella, the User and the other agencies. **Each item of correspondence or document shall be identified by its Title and State Project & WBS Number. The State I.D. Number shall also be included if the project includes work on an existing building.**

b. The Project Manager for Facility Planning and Control:

**Matt Baker, Office of State Buildings, FPC Manager**

c. The contact person for the User Agency:

**R. Glenn Frazier, Office of State Buildings, Director**

d. The contact person for the Umbrella Agency:

**William J. "Billy" Wilson, Office Facilities Corporation**

e. Facility Planning & Control will receive notification prior to all meetings or conferences held in connection with this project.

f. Designer shall keep minutes of all Meetings or Conferences, including construction progress meetings during the course of this project and distribute them to the Owner, User, Umbrella and other agencies as directed, within seven (7) days.

## 2. Funding and Budget

a. Funds are appropriated to Facility Planning & Control by the State Legislature and can only be changed by the Legislature. The Project Program shall not deviate from the written intent of the Capital Outlay Bill.

b. The AFC (Available Funds for Construction) is established by Facility Planning and Control and can only be changed by Facility Planning and Control.

c. Policy on Base Bid and Alternates:

(1) The Base Bid shall include all of the primary aspects required of the program to produce a fully usable, functional, and complete facility.

(2) The Designer is responsible for designing the project so that the Base Bid does not exceed the AFC.

(3) The use of Alternate Bids must be approved in writing by Facility Planning and Control. By state law, a maximum of three (3) alternates may be used and must be accepted in the order in which they are listed on the bid form or any order which does not affect determination of the low bidder. (Add alternates only).

d. Designer is to use the Statement of Probable Cost format provided by Facility Planning and Control in the preparation of estimates.

e. If federal funds are involved, compliance with any applicable federal regulations, **such as the Davis-Bacon Act on wage rate and payroll records, shall be required. The federal grantee, usually the user agency, will provide this information.**

## 3. Contract

a. The Designer's Contract consists of the Procedure Manual, the Instructions to Designers, and the written Contract including the User Program and all other attachments made a part thereof. The Contract is between Facility Planning and Control and the Designer, and can only be amended by the above two parties. Contact Facility Planning and Control for interpretations and clarifications.

b. Some of the sections of the instructions to Designers may not apply to this project. The Project Manager shall review the Instructions to Designers with the designer and delete the sections that do not apply.

c. The Instructions to Designers include a number of standard documents that are to be included in the Contract Specifications. These are listed in the Instructions for Specifications. Additional forms may be provided by the User Agency to be included in the Contract Specifications, including, but not limited to, the following:

- (1) Affirmative Action Compliance
- (2) Non-segregated Facilities Assurance
- (3) Equal Employment Opportunity Clause
- (4) For correctional center projects:

Designer shall incorporate into the documents Department of Correction rules and regulation

governing access to the site and conduct required while on the site.

d. The Design Time Schedule commences on the date of the Pre-Design Conference. The design time continues until delivery by the Designer of Bid Documents complete with seal, coordinated and ready to bid. Design submittals not conforming to Facility Planning and Control requirements will not be accepted for review, and design time will continue to accrue. The design time includes a specified number of days for reviews. Specific number of review days for each phase submittal shall be determined at the Pre-Design Conference.

e. Liquidated Damages will reduce the Designers fee, in accordance with the provisions of Article 5.5 of the Procedure Manual, should the design time be exceeded.

#### 4. Fees and Billings

a. Professional Design Services Invoices are approved at satisfactory completion of design work for phases outlined in Manual.

b. All billings to be on current form(s) as provided by Facility Planning and Control.

c. The Professional Design Services Invoice shall be submitted directly to Facility Planning and Control for payment. Invoices may be submitted in electronic format.

d. During construction Designers' invoices shall be paid only after all required documentation has been received, including all site visit reports.

#### 5. Submittals

a. The content of each submittal during the design and bidding process is outlined in the General Instructions to Designers. **The project manager shall discuss the required contents of each phase and the intent of the requirements.** No item of a submittal may be omitted without approval of FP&C. Always include a "Design Phase Submittal/Certification of Phase Completion" form with each submittal.

b. Submittal to FP&C shall include one (1) copy of all required documentation, with one (1) additional copy of sketches or Drawings and Specifications, as well as electronic copies of all

deliverables including pdfs of all drawings. Electronic copies may be submitted by disk or flash drive. Copies to User and Umbrella Agencies shall be as directed at the Pre-Design Conference.

c. The Project Manager and the Designer will discuss codes and laws and determine which edition, if different from that shown in the section entitled INSTRUCTIONS ON STANDARDS FORMS AND SPECIFICATIONS, will apply to this project. When referencing codes and standards in the specifications, specific edition dates and numbers for each shall be included. The method or program used to conduct the energy analysis, if not listed in the Advertisement, will also be determined at this time.

#### d. Other Regulatory Agencies:

##### (1) State Fire Marshal

8181 Independence Blvd, Baton Rouge, Louisiana 70806, (225) 925-4920 or 800-256-5452.

##### (2) Regional Office of Public Health

For address and phone number contact:  
LDH-OPH Sanitarian Services (if applicable)  
Phone Number: (225) 342-7550

Physical Address: 628 North 4th Street  
Baton Rouge, LA 70802.

Mailing Address: P.O. Box 4489  
Baton Rouge, LA 70821-4489

##### (3) Division of Administration, Office of Technology Services

(if telecommunications are included in the project)  
Phone Number: (225) 342-7730

Physical Address: Information Services Building  
1800 North 3<sup>rd</sup> Street  
Baton Rouge, LA 70802.

Mailing address: P.O. Box 94280  
Baton Rouge, LA 70804-9280

Attention: OTS Network Services

(4) **Local building permits are not required for State Owned Buildings**, however, local zoning ordinances shall be checked for use compliance. **It is also very important to comply with local flood zone requirements or FEMA Base Flood Elevations.** See Instructions on Standard Forms and Specifications.

(5) **Coordination with Utility Providers and their requirements is essential in the earliest stages and throughout the Design Process.** It is important for the Designer to coordinate utility connections and provide copies of the documents to utility suppliers that request them. This includes local fire departments, particularly with regard to fire hydrant location.

(6) The project number shall be included on the State Fire Marshal Plan Review Application on the "Project Name" line.

e. Louisiana Code for State Owned Buildings. This applies to State owned buildings only. Documents, including the Code Analysis required by the Instructions to Designers, will be reviewed by FP&C for compliance with this code. FP&C may contract with the Office of State Fire Marshal for this review. In this case all communications between the Office of State Fire Marshal and the Designer shall be through FP&C. FP&C will provide official review comments to the Designer.

f. All User's comments on Design Phase Submittals shall come to Facility Planning and Control to transmit to the Designer. This is important to prevent duplication or conflict of comments. Designer is acting on his own and without authorization if he proceeds with User comments before receiving Facility Planning and Control comments or approval. Additional design work caused by failure to follow this procedure shall not be compensated. Should User or Umbrella comments not be received by FP&C within the established review period it will be assumed there are no User comments for that phase and the submittal will be returned without his comments.

g. It is very important that the Designer clearly present the design, particularly during the Design Development Phase, so that the User has a clear understanding of all aspects of the project. It is equally important that the User make every effort to understand the design. User requests for changes are a major source of change orders.

h. Property/Topographic Surveys, Geotechnical Services, Moisture Surveys, Etc.:

(1) Design Professional is to prepare written criteria for approval by FP&C (scope of services) and obtain a proposal(s) for each of the Services, review for adequacy and budget (consult Facility Planning and Control), and make written recommendation to Facility Planning and Control.

(2) In agreement with the Designer, Facility Planning and Control will either:

(a) Have the Designer enter into a contract for the required services and amend the Designers contract providing a reimbursable expense for the amount of the contract plus an agreed upon

amount for coordination (for contracts referencing the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction 2004 Edition or later, there will be no mark-up for coordination of property / topographic surveys and geotechnical services); or

(b) FP&C will issue contracts for the services required (for contracts referencing the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction 2004 Edition or later, the Designer will be responsible for holding the contract for property / topographic surveys and geotechnical services).

(3) Designer shall receive the copies of the reports/documents, the signed original invoice, etc. and check for completeness and adequacy, distribute as required and forward signed original invoice with recommendation for payment or non-payment to Facility Planning and Control.

## 6. Additional Policies and Procedures

### Project will be CMAR

a. **Special emphasis is given that the Designer shall coordinate all disciplines and documents prior to submission of Construction Documents including documentation that this review has been performed.**

b. The Designer shall advise FP&C of the earliest date that the Bid Documents will be ready to issue to prospective bidders. FP&C will coordinate the bid date with the Designer then advertise the project and mail a copy of the completed "Advertisement for Bids" for the Designer to bind into the specifications. The Designer may recommend an alternative method of plan distribution for approval by the Owner.

c. FP&C shall approve all recommended changes to Contract Documents prior to the Designer issuing and including such changes by addendum. Be sure that FP&C receives copies of all prior approvals.

d. Per R.S. 38:2212(O)(2) **no addendum may be issued less than seventy-two (72) hours prior to advertised bid opening**, excluding Saturdays, Sundays and legal holidays without delaying the bid opening at least seven days, but not to exceed twenty-one (21) working days.

e. The Designer or his representative shall be present at the bid opening and shall use the Bid

Tabulation Sheet which is provided. The heading shall be completed and each prospective bidder, with their license number, shall be listed in alphabetical order. All entries shall be either typed or printed. Provide sufficient copies for all interested parties.

f. The Designer and User Agency are to recommend, by letter, whether to accept or reject bids to Facility Planning and Control.

g. If called for in the Advertisement for the Selection Board, the scope and schedule for "Per Cent for Art" shall be discussed and defined.

h. If the project is a renovation or involves any renovation the following shall be discussed:

- (1) Condition of the existing roof and any repairs or re-roofing that needs to be included.
- (2) Asbestos containing materials
- (3) Lead based paint
- (4) ADA
- (5) Underground storage tanks
- (6) Archaeological investigation.
- (7) Certificate of Appropriateness (East Baton Rouge Parish only)
- (8) Demolition

## 7. Quality Control

a. Discuss the need for mock-ups and testing of mock-ups. Examples of building systems to be considered shall include, but not be limited to, the following:

- (1) Exterior walls, particularly masonry, pre-cast concrete and exposed concrete
- (2) Interior finishes, particularly tile and terrazzo
- (3) Windows and window wall systems
- (4) Sealants
- (5) Complete room
- (6) Light Fixtures

Include a complete description of the type and size of mock-ups and tests required in appropriate specification(s).

b. Discuss the importance of using standard, commonly available components, systems and finishes. Special designs, colors, etc., are **NOT** to be used without prior written approval from Facility Planning and Control. They are costly to install,

costly to add by change order and costly to maintain. Special shape masonry units, custom designed systems, non-standard profiles, and special colors for factory finishes are examples.

c. Discuss the planning of any office spaces. The Project Manager will provide a copy of the Facility Planning and Control Space Entitlements and General Procedures. **DOA Interior Design Standards Attached.**

d. Discuss the importance of preventing conditions that may lead to mold growth, with particular attention to moisture control in the building during the installation of materials that are sensitive to moisture, such as gypsum board, millwork, paint, vinyl wall covering, etc.

e. Discuss Testing Laboratory Services. The Owner will engage and pay the testing laboratory. The Designer shall recommend the types of testing required and provide an estimate of the cost. The Designer shall ensure that the testing laboratory attends the Pre-Construction Conference.

## 8. The Site and Program

a. The Preliminary Program has been furnished to the Designer as a part of the Contract. The Designer is to refine the Program, verify that the refined Program can be completed within the AFC, and fulfill all services as required in Article 7.1.1 of the Procedure Manual, Program Completion Phase. This phase cannot be omitted and cannot be combined with any other phase of the Designer's Services.

The approved program constitutes the basis for design. Any additions or deletions to the program are to be requested by the User Agency, in writing, of FP&C. The Designer is cautioned not to perform any work on changes to the Program unless authorized, in writing, by FP&C.

b. A discussion and review of the Program is now to take place and documented to all parties and FP&C's file.

# Meeting Minutes

## Project Kick-Off Meeting

Date: October 4, 2022

**Meeting Date:** September 22, 2022  
**Meeting Time:** 10:30AM  
**Meeting Location:** Mary Allen State Office Building  
 1525 Fairfield Avenue  
 Basement Conference Room

**Project Name:** Phase II Renovations, Northwest Louisiana State Office Building, Shreveport, LA  
**Project Number:** 01-107-22H-OFC  
**WBS No:** F.01004348  
**Site I.D.** 7-09-097  
**State I.D. No:** (Building: S29031/Garage: NEW)

<b>Attendees:</b>	Matt Baker	Office of State Buildings
	Billy Wilson	Office of State Buildings
	R. Glenn Frazier	Office of State Buildings
	William Coe	Office of State Buildings
	Bo Toney	Office of State Buildings
	Christopher Coe	COE Architecture
	Joe Partain	COE Architecture
	Charles Crain	ARQUITECTONICA
	Matthew Abrams	Abrams Architecture, LLC
	Mischa Farrell	Mischa Farrell Architect, LLC
	William Hartman	William Hartman Landscape
	John Wilson	John J. Guth & Associates, Inc

**Next Meeting Date:** October 5, 2022

ITEM NO.	DESCRIPTION	RESPONSIBILIY/STATUS
<b>001</b>	<b>Introductions</b> Meeting attendees introduced themselves.	
<b>002</b>	<b>FPC Procedures</b> FPC Project Manager Matthew Baker read the Facility Planning and Control Pre-Design Conference Agenda which outlines procedures for Correspondence, Conferences and Minutes, Funding and Budget, Fees and Billings, Submittals, Regulatory Agencies, Building Permits, and Utility Coordination.  FPC Project Manager Matthew Baker read the Facility Planning and Control General Instructions to Designers which outlines Responsibility for Design, General Requirements, Program Completion, Schematic Design, Design Development, Construction Documents, Bidding & Contract, Construction, Construction Cost Close-out, One-Year Warranty, Definition of Documents, Additional Policies and Procedures, Quality Control, and Site and Program.	

### **003 Phase I Activities**

Phase I Demo Team led by Newman Marchive will be producing a Revit 3D model of the structural frame of the existing office building that they will share with the Phase II Renovation Team.

The Phase I Team is due to provide demolition drawings by March, 2023 with demo work starting May 2023.

The Phase I Team will soon be issuing a request for a site boundary and topography survey and the Phase II Team needs to provide them with a list of any additional detailed data they would like to have on the survey.

### **004 Time schedule**

Completion date of Phase II Team services and 100% Construction Documents is December, 23, 2023.

### **005 Programming**

FPC provided the Phase II Team with a hard copy of the Interior Design Standards, State of Louisiana Division of Administration, Facility Planning & Control, by Holly & Smith Architects, APAC, dated May 2, 2022. There is some latitude within the Standards, such as using open, exposed ceilings in the core areas but ceiling grid is required in the office areas.

Matt Baker suggested the Phase II Team plan a trip to Baton Rouge soon to tour the new State Office Buildings on the Capital Campus in order to see the Interior Design Standards that have been applied to those buildings.

FPC provided the Phase II Team with a hard copy of the Agency and Tenant Information in the Shreveport State Office Building (Mary Allen), prepared internally by the Office of State Buildings, dated September 21, 2021. This document contains Square Footage Calculations spreadsheet, and floor plans of existing office building with State agencies and tenant space allocations shown in color with areas stipulated.

On Wednesday, October 5, 2022 FPC staff will be holding a kick-off meeting with State Agencies and Tenants at the existing Mary Allen State Office Building to commence their internal programming process to determine agency and department space allocation needs and required adjacencies. FPC will provide the agencies and tenants a space needs form to complete and return to FPC within three (3) weeks on October 26. FPC will meet again with agencies and tenants to edit and consolidate their space needs. FPC will compile and provide the Phase II Team with the edited space needs for their use in creating the Programming Document.

Because the FPC internal programming process is protracted, FPC suggested that the Phase II Team commence with their Schematic Design activities immediately with regard to the building core and shell, and site design.

The State would like to include some retail space on the ground floor of the Project that could be leased to outside food and service vendors. The locations and sizes will be developed further during the Schematic Design Phase, with the goal of activating the street level.

It would be idea to accommodate ALL agencies and tenants requiring direct interaction with the public on the first floor of the new Project.

Must design first floor lobby to include security, card readers, metal detectors, etc. and allowing ample room for this equipment and queuing.

FPC suggested the large floor plate on the 2<sup>nd</sup> floor would be idea for meeting rooms and conference rooms which could be shared by all agencies and tenants within the building. The

State prefers providing common meeting rooms for all departments to share instead of having meeting rooms dedicated to a particular department.

There will be a single break room on each floor for all departments to share.

**006 Project Delivery**

The Project will not be bid. Instead it will use the Construction Manager at Risk (CMAR) delivery method.

The State will be issuing a Request for Qualifications in early October to procure a Construction Manager at Risk (CMAR) for the project. The intent is to have the CMAR selected and on board by November while the Phase II Team is in Schematic Design. The Program Phase Document to be prepared by the Phase II Team needs to be included in the CMAR RFQ.

The CMAR will be responsible for providing a Statement of Probable Cost of the Project at the conclusion of each phase. The Phase II Team is required to provide FPC with its own, independent Statement of Probable Cost of the Project at the conclusion of each phase which the FPC will use to compare to the CMAR cost statement.

**007 Parking Structure**

The new parking structure will need to accommodate visitor parking, as well as State employee parking. Ideally there would be separate vehicle entrances for visitors and employees.

The garage initially would not have a pay station but needs to be designed for that eventuality, including locations for parking control equipment, conduit for wiring, and for license plate recognition.

The entire garage will not need to accommodate electric vehicles (EV), but needs to be designed for that eventuality, including locations for charging equipment and conduit for wiring.

It is mandatory to segregate the visitor parking from the employee parking to avoid any personal interactions between these groups. It is also mandatory that there be separate pedestrian entrances to the office building for visitors and employees, for the same reason.

**008 Building Systems:**

A full, dedicated façade access and window-washing system is not required. Tie-downs on roof in appropriate locations is acceptable.

Per FPC, use "tested" methods and materials for crucial building components such as waterproofing, cladding, window systems, etc.

The State anticipated that the Project would require an entirely new elevator system, cabs, and controls and this was included in the \$52M Capital Outlay Budget for the Project. Otis is the State's preferred vendor but all specifications must be non-proprietary.

On a related matter, the Phase II Team anticipates that the existing exit stairs in the existing building are undersized and may need to be completely removed and replaced with new stairs within larger floor openings in the core.

**009 Record Drawings**

FPC has located a full set of the original 1972 construction drawings of the 500 Fannin Street building and will be providing the Phase II Team with scans of those drawings as soon as they are available.



**010 Phase II Team Additional Services**

FPC will request that the Phase II Team provide them with a proposal to provide FFE Services for the Project as an Additional Service.

The Phase II Team will be responsible for issuing a request for a geotechnical survey for the site, but after the existing parking structure has been demolished and the area regraded.

**END**

---

Next meeting will be Wednesday, October 5, 2022 at the Second Court of Appeals building and will be a joint meeting with both the Phase I and Phase II architect teams.

**Note:** *The foregoing constitutes our understanding of matters discussed and conclusions reached. Other participants are requested to review these items and advise the originator in writing of any errors or omissions.*

TIME SCHEDULE

Project Name **Phase II Renovations, Northwest Louisiana State Office Building, Shreveport, LA**

User **Office of State Buildings**

Location **500 Fannin Street, Shreveport, LA, 71101**

Project No. **01-107-22H-OFC** WBS No. **F.01004348**

Date of Pre-Design Conference **09/22/2022**

Original Contract Time **457** (Per Exhibit "A")  
 Number of Review Days **152** (Per Exhibit "A")  
 Number of Design Days **305**

PHASE SUBMITTAL	ORIGINAL DATE DUE	DAYS EXT.	REVISED DUE DATE	REVIEW DAYS
Program Completion	<b>12/15/22, 33 days</b>	_____	_____	<b>51</b>
Schematic Design	<b>01/20/23, 36 days</b>	_____	_____	<b>50</b>
Design Development	<b>06/01/23, 82 days</b>	_____	_____	<b>51</b>
Construction Documents	<b>12/23/23, 154 days</b>	_____	_____	
Bid Documents		_____	_____	

***NOTE:** This form is to be completed and submitted with the minutes of the Pre-Design Conference, and with each Design Submittal.*

## Statement of Probable Cost Program Phase Submission

December 14, 2022

---

According to the attached Interim SD Estimate V02 provided by Vermeulens on November 18, 2022 the total estimated cost of the entire Phase II Renovation Project before any contingencies is \$54,807,589, which is \$2,807,589 over the State's allotted budget of \$52,000,000.

With design, escalation, and bidding contingencies, the estimated Project Cost is \$63,460,462, which exceeds the State's allotted budget of \$52,000,000.

Submitted by:



Christopher W. Coe, FAIA  
COE Architecture International



## Northwest Louisiana State Office Building

25% Schematic Design - V02

---

prepared for  
Christopher Coe  
CEO, Principal  
coe@coearchitecture.com  
318 507 7266

COE Architecture  
631 Milam Street, Suite 300  
Shreveport, LA 71104  
213 458 6332  
coearchitecture.com

prepared by  
Blair Tennant  
Principal  
btennant@vermeulens.com  
214 769 2304

John McKeon  
Senior Project Manager  
jmckeon@vermeulens.com  
512 985 7201

Vermeulens  
100 Congress Street, Suite 2000  
Austin, TX 78701  
512 767 1120  
vermeulens.com

November 18, 2022  
Proposal #22372

Construction Economists

Boston New York Toronto Dallas Austin San Antonio Denver Los Angeles

November 18, 2022

Christopher Coe  
 COE Architecture  
 631 Milam Street, Suite 300  
 Shreveport, LA 71104

Re: Northwest Louisiana State Office Building - 25% Schematic Design - V02

Dear Christopher,

Please find enclosed our draft cost estimate for the above project based on 25% schematic design.

PROJECT SUMMARY				
COMPONENT	AREA (SF)		\$/SF	\$
Building Reno - Target	161,927		319	43,920,244
Demolition - of Building	in Phase I			Excluded
Parking Garage - Target	155,534		70	10,887,345
Demolition of Garage	in Phase I			Excluded
Site Allowance + Utilities				Included w Bldg
<b>SUBTOTAL</b>				<b>54,807,589</b>
Design Contingency	5.0%			2,740,379
Escalation Contingency	1.5%	rest of 2022		822,114
Escalation Contingency	5.0%	2,023		2,740,379
Green Roof	13,500	100		1,350,000
Bidding Contingency				1,000,000
<b>TOTAL</b>				<b>63,460,462</b>

*\*Bid end of 2023*

*\*Assumes CM has GMP/NTP in Q3 2022*

*\*Recommended min. - or by owner*

This estimate includes all direct construction costs, general contractor's overhead and profit, and design contingencies. Cost represents current value, with escalation of projected costs listed above.

Excluded from the estimate are: hazardous waste removal, loose furnishings and equipment, project & construction contingency, architect's and engineer's fees, moving, administrative and financing costs.

Bidding conditions are expected to reflect open bidding for general contractors, open bidding for sub-contractors, open specifications for materials and manufactures.

The above rates are order-of-magnitude (within 15% of later estimates based on detailed design information) for the purpose of program sizing and prioritization only.

If you have any questions or require further analysis please do not hesitate to contact us.

Yours very truly,



Blair Tennant  
Principal



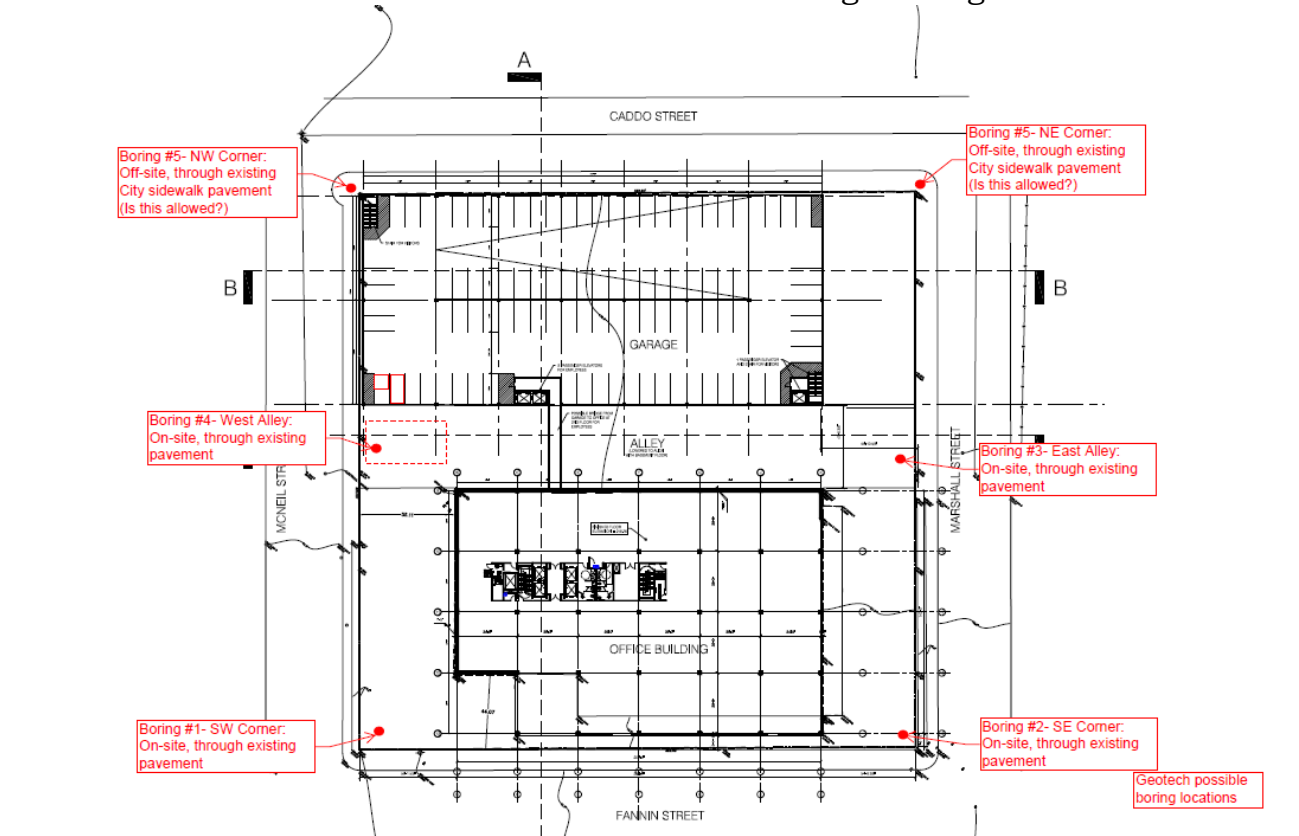
December 13, 2020

Coe Architecture International  
631 Milam St,  
Shreveport, LA 71101

Attn: Mr. Christopher Coe

Re: Scope for Subsurface Exploration and  
Geotechnical Consultation Services  
NWLA State Office Building  
Shreveport, LA  
Proposal No. DRGeo22134G

As requested, this proposal is provided for geotechnical consultation services for the subject project. The information was provided by the client and our proposal is based on the provided information. The boring layout will be coordinated with the team to maximize the valued engineering of our services.





## **PROPOSED CONSTRUCTION**

The project will be a complete renovation of the existing Joe D Waggoner Federal Building and replacement of the parking garage structure at 500 Fannin Street in Downtown Shreveport, LA. The existing office building will remain and be stripped down to the supporting structure and will be renovated into a new facility. The existing 4-story steel parking structure on the north side will be demolished and replaced with a new 4-story concrete parking garage.

## **SCOPE OF SERVICES**

The purpose of the geotechnical exploration will be to determine general subsurface conditions and to gather data on which to base a geotechnical evaluation with respect to the proposed construction. The information gathered from the proposed exploration will be evaluated for foundation type for the proposed structures. The information will also be evaluated to help determine if any special building preparation procedures will be required during the earthwork phase of the project.

The work will include soil test borings, laboratory analysis, and geotechnical evaluation appropriate to address the geotechnical aspects of the proposed construction documented in this proposal.

Our scope of services will include a geotechnical site reconnaissance and subsurface exploration consisting of 6 borings. Three borings will be advanced between 70 feet in depth; two borings will be advanced to 20 feet in depth and one boring will be advanced to 90 feet in depth.

We will auger borings in the general location of the building and parking garage footprint; however, the depths may be adjusted if needed at the discretion of the geotechnical engineer.

## **REPORTING**

Electronic copies of the report will be provided, but not necessarily be limited to, a discussion of the following information:

- Summary of existing surface conditions.
- A description of the subsurface conditions encountered at the soil test boring locations.
- Presentation of laboratory test results.
- Site preparation considerations including material types to be expected at the site, and treatment of unsuitable soils, if encountered.
- Seismic site classification, Liquefaction is not part of this scope.

- Recommendations to be used for foundation design that includes appropriate foundation types, bearing pressures and potential vertical rise (PVR) depths if appropriate. Pavement Recommendations.
- A description of the current groundwater conditions as observed in the boreholes during drilling at completion of the drilling. Long-term monitoring is not included in this proposal.

It should also be noted that the provision of designs or drawings is beyond the scope of the proposed Geotechnical Investigation. It is expected that a civil/structural engineer or architect will be utilizing the information that I provide for the final design.

Furthermore, this Cost Estimate does not address the provision of Construction Inspection Services (e.g., earthwork and concrete testing), which will certainly be recommended to assist the contractor with the soils related aspects of this project and to ensure that the recommendations of the Geotechnical Engineering Report that will be provided are followed. We do provide these services and will be happy to assist with these services.

### **ESTIMATED BUDGET**

The cost of services will be based on the amount of work necessary to evaluate the Geotechnical conditions for planning and design purposes. Based on unit rates and the scope of work described in this proposal, the cost estimate for our services:

Geotechnical Study	<b>\$23,800.00</b>
Seismic Study	<b>\$ 2,900.00</b>
Private Utility Locate	<b>\$ 2,800.00</b>

This is a not to exceed cost for the services listed above. A retainer of 50% of the fee will be required to commence work. If conditions are encountered that require additional analysis, then we will discuss a modified work scope with your office. We will not exceed the indicated budget without your prior authorization. **Any additional engineering consultation will be charged \$195/hr.**

### **SITE ACCESS/UTILITIES**

The site must be accessible, and any additional cost associated with gaining access for truck mounted drilling will be passed on the client; however, the client will be informed of these conditions if encountered prior to drilling

Access clearing or grading is not included in this proposal and will be charged at cost plus 15% if needed.

LA one call will be notified. Based on the information provided, the site is accessible. We recommend the client have a Private Utility Locate performed

prior to DRGeoES, LLC arriving at the site. The estimated cost of Private Utility Locate is provided above.

No regrading or revegetation of the site following the completion of our field exploration is included in this proposal. The holes will be back filled with the excavated material.

I have attached a copy of a Standard Proposal Acceptance Form, which, when signed and returned, will serve as our authorization to proceed with the proposed scope of work. Changes to the work scope by virtue of design changes or unusual subsurface conditions should also be authorized in writing.

### CLOSING

I appreciate the opportunity to submit this proposal for the subsurface exploration and geotechnical engineering evaluation for the proposed construction, and am looking forward to working with you on this project. If you have any questions regarding this proposal, please contact me at your convenience.

Sincerely,  
**DRGeoES, LLC**



Dave Rambaran, P.E.  
Prinicpal/Owner



Varun Kumar Nagelli  
Geotechnical Staff

ATTACHMENT: AUTHORIZATION SHEET  
GENERAL CONDITIONS



**DRGEOES, LLC**  
**GEOTECHNICAL SERVICES AUTHORIZATION SHEET**

I am pleased to provide consultation services for the subject project. The purpose of this sheet is to obtain your authorization for the work requested and to confirm the terms under which these services are provided as shown below and on the attached General Terms and Conditions sheet(s).

**PROJECT NAME/LOCATION:** NWLA State Office Building  
Shreveport, LA

**PROPOSAL NO.** 22134G **DATE:** December 13, 2022

**CLIENT:** Coe Architecture International  
631 Milam St,  
Shreveport, LA 71101 Mr. Christopher Coe

**FOR PAYMENT OF CHARGES:**

Charge invoice to the Account of:

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Attention: \_\_\_\_\_ Title \_\_\_\_\_

**FOR APPROVAL OF CHARGES:**

If the invoice is to be mailed to someone other than the account charges, please indicate where to mail the invoice in the space below

Firm: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Attention: \_\_\_\_\_ Title \_\_\_\_\_

**REPORT DISTRIBUTION:**

Firm \_\_\_\_\_ Firm \_\_\_\_\_ Firm \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_ Address \_\_\_\_\_

Attn: \_\_\_\_\_ Attn: \_\_\_\_\_ Attn: \_\_\_\_\_

**PAYMENT TERMS:** Net 10 days. A late payment of 24% per annum or the maximum amount allowed by law, including all costs of collection and attorney fees, may be added in the event payment is not made within 30 days after invoice date.

**PROPOSAL ACCEPTANCE:**

The Terms and Conditions of this Proposal, including the Terms on this page and the attached General Conditions are:

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Print or type individual, firm or corporate body name

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Print or type name of authorized representative and title

## GENERAL TERMS AND CONDITIONS

**STANDARD OF CARE:** Service performed by DAVE RAMBARAN GEOSCIENCES, LLC (DBA: DRGeoES, LLC) under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

**SUBSURFACE RISKS:** Client/Owner recognizes that special risks occur whenever engineering or related disciplines are applied to identify subsurface conditions. Site exploration may fail to detect unknown or undocumented conditions such as sinkholes, underground mines, caverns, hazardous materials, etc. Subsurface sampling may also result in unavoidable contamination of certain subsurface areas, or bodies of water if unknown contaminated zones exist at the site. The passage of time also must be considered, and client recognizes that, due to natural occurrence or other direct or indirect human intervention at the site or distant from it, actual conditions may quickly change. Client understands that elimination of these risks is not possible and therefore waives any claim against DRGeoES, LLC, for injury or loss or property liability that may arise from such subsurface conditions.

**OWNERSHIP OF DOCUMENT:** All reports, boring logs, field notes, laboratory test data, calculations, estimates, and other documents prepared by DRGeoES LLC, as instruments of service shall remain the property of DRGeoES, LLC.

Client/Owner agrees that all reports and other work furnished to the client or his agents, which is not paid for, will be returned upon demand and will not be used by the client for any purpose whatever. The documents described and prepared by DRGeoES, LLC are not transferable as parts of property or other business transactions between the client and any third party.

**PAYMENT TERMS:** DRGeoES, LLC will submit invoices to Client monthly and a final bill upon completion of services. Invoices will show charges for different personnel and expense classifications. A more detailed separation of charges will be provided at Client's request.

Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1½%) per month, or the maximum rate allowed by law, on past due accounts.

Any attorney fees, collection fees or costs related or incurred in the collection of any past due amounts shall be paid by Client.

**INSURANCE:** Comprehensive General Liability Insurance - \$1,000,000  
Automobile Liability Insurance - \$300,000

Limitation of Professional Liability - Client agrees that DRGeoES, LLC's liability for damages due to negligent professional acts, errors and omissions will be limited to the sum compensated for our services. In the event that Client does not wish to limit DRGeoES, LLC's liability to this sum, DRGeoES, LLC agrees to raise the limitation of liability to a sum not to exceed \$1,000,000 upon receiving Client's written request prior to the start of DRGeoES, LLC's work.

**RIGHT OF ENTRY:** The Client/Owner and/or property owner will provide access to and make all provisions for right of entry to DRGeoES, LLC and all necessary equipment in order to perform the work. It is understood by Client/Owner that in the normal course of work some damage may occur, the correction of which is not part of this Agreement.

**SITE CLEARING/EROSION CONTROL:** When clearing of vegetation or benching into the earth is required to provide access for exploration equipment, rough-cleared access roads and some felled trees will typically result. DRGeoES, LLC will not be responsible for restoring the site to its original condition. DRGeoES, LLC will not conduct regrading, revegetation, or erosion control.

**UTILITIES/EXISTING MAN MADE OBJECTS:** The Owner/Client agrees to hold DRGeoES, LLC harmless for any damages to subterranean structures that are not specifically called to DRGeoES, LLC's attention in writing and correctly shown on the plans furnished. It shall be the Client's responsibility to disclose the presence and accurate location of any hidden or obscure man made objects. The Client agrees to indemnify and hold DRGeoES, LLC, its agents harmless from all claims, suits, losses, personal injury, death or property liability resulting from damage to subsurface conditions or structures, whether owned by client or third parties, and will reimburse DRGeoES, LLC for expenses in connection with such claims, including attorney's fees.

**SAMPLING OR TEST LOCATION:** Unless otherwise stated, the fees in this proposal do not include costs associated with surveying the site for the accurate horizontal and vertical locations of tests. Field tests or boring locations described in our report or shown on sketches are based upon information furnished by others or estimates made in the field by our representatives. Such dimensions, depths or elevations should be considered approximations.

**SAMPLES:** DRGeoES, LLC will retain all soil and rock samples for 30 days. Further storage or transfer can be made at the Owner's expense upon written request.

**CONSTRUCTION ESTIMATES/BID DOCUMENTS/PLANS AND SPECIFICATIONS:** The geotechnical report that is prepared as a part of this contract is for general geotechnical design purposes only and the information may not be sufficient to prepare accurate bids or estimates for excavation and rock quantities, dewatering, removal of unsuitable materials or excavation support. An entirely different work scope will be required for quantity estimation purposes.

It is highly recommended that the Client/Owner retain DRGEOES, LLC to review the plans and specifications and work with other design professional who are affected by the geotechnical report. The review of plans and specifications is to assure that the geotechnical issues have been dealt with properly and that geotechnical findings and recommendations are properly interpreted and incorporated in design.

Misinterpretation or improper use of geotechnical reports by contractor or others in preparing cost and quantity estimates or bid documents is a major cause of construction claims. The Client/Owner agrees to indemnify and hold DRGEOES, LLC, its agents and employees harmless against claims, damages, losses including but not limited to attorney's fees arising from any construction claims due to cost or quantity estimates or bid documents prepared by others without DRGEOES, LLC's written approval.

**DISPUTES** All claims, disputes and other matters in questions arising out of this contract, shall be decided by arbitration in accordance with the Construction Industry Rules of the American Arbitration Association.

**THIRD PARTY CLAIMS:** The Client agrees to hold harmless and indemnify DRGEOES, LLC against all third party claims.

**TERMINATION:** This Agreement may be terminated by either party upon seven (7) days written notices in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of period specified in the written notice. In the event of termination, DRGEOES, LLC shall be paid for services performed to the termination notice date plus reasonable termination expenses.

In the event of termination or suspension for more than three (3) months, prior to completion of all reports contemplated by this Agreement, DRGEOES, LLC may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expense of termination or suspension shall include all direct costs of DRGEOES, LLC in completing such analyses, reports or records.

**ASSIGNS:** Neither the Client/Owner nor DRGEOES, LLC may delegate, assign, sublet or transfer his duties or interest in this Agreement without the written consent of the other party.

**CERTIFICATIONS, GUARANTEES AND WARRANTIES:** The Consultant shall not be required to sign any documents, no matter by whom requested, that would result in DRGeoES, LLC having to certify, guarantee or warrant the existence of conditions whose existence DRGeoES, LLC cannot ascertain. The Client also agrees not to make resolution of any dispute with DRGeoES, LLC or payment of any amount due to DRGeoES, LLC in any way contingent upon signing any such certification.





ALEC & McCLELLAND INC.  
 1100 STREET, SUITE 3550  
 SHREVEPORT, LOUISIANA 70506  
 PH. 504-324-4375

**ROZAS WARD ARCHITECTS**  
 ARCHITECTURAL CORPORATION  
 1100 STREET, SUITE 3550  
 SHREVEPORT, LOUISIANA 70506  
 PH. 504-324-4375



**TEMPORARY BENCH MARKS**

SET T.B.M.  
 TOP OF BOLT (PAINTED YELLOW)  
 EL. 195.90

SET T.B.M.  
 SET 3/4" PIN  
 CONTROL POINT #2  
 EL. 218.03

**CONTROL POINTS**

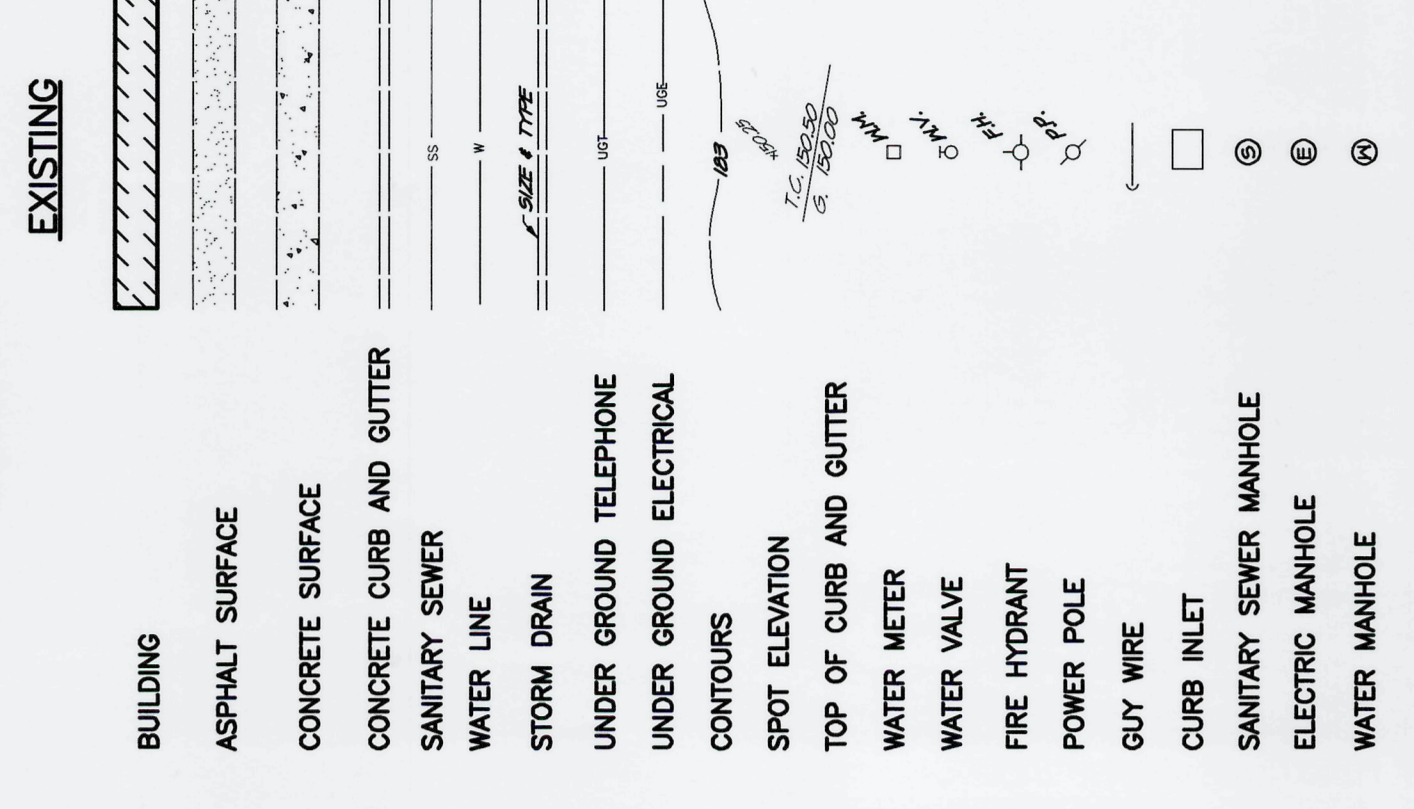
CONTROL POINT #1  
 SET 3/4" PIN  
 N. 735055.6269  
 E. 2894548.5321

CONTROL POINT #2  
 T.B.M. SET 3/4" PIN  
 N. 734803.3040  
 E. 2894763.6113  
 EL. 218.03

CONTROL POINT #3  
 SET SPIKE  
 N. 735047.8535  
 E. 2895059.2214

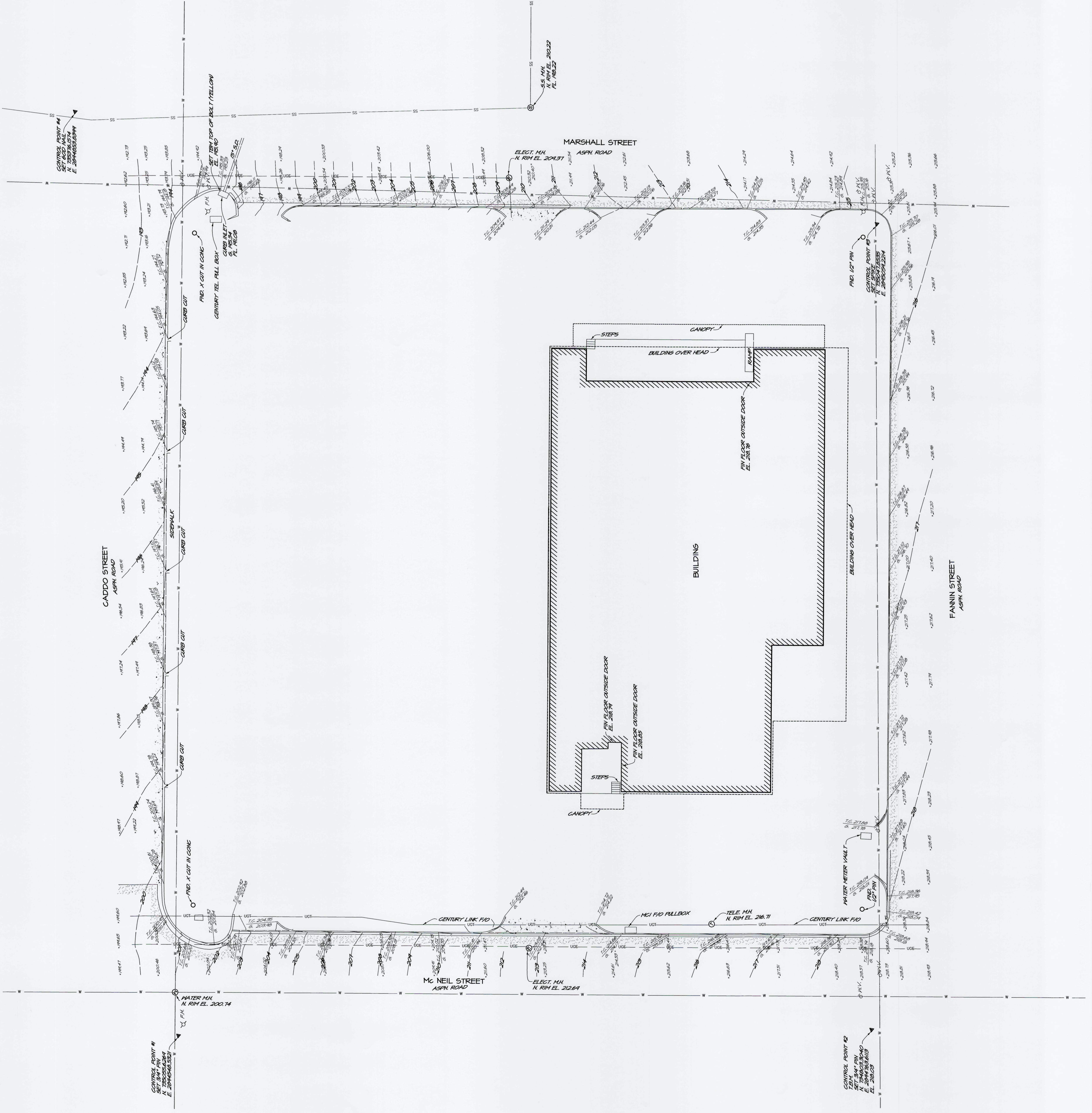
CONTROL POINT #4  
 SET T.B.M.  
 N. 736378.1574  
 E. 2894853.8399

**LEGEND:**



**GENERAL NOTES:**

- LOUISIANA ONE CALL NOTIFICATION PROGRAM. IN ORDER TO FACILITATE ITS PURPOSE, FIRST CLASS MAIL SHALL BE USED TO NOTIFY ALL UTILITIES OF ANY EXCAVATION WORK. THE NOTIFICATION PROGRAM IS LOUISIANA ONE CALL IN ORDER TO SERVE NOTICE OF EXCAVATION, THIS PROGRAM CAN BE REACHED BY CALLING REFERENCE TICKET NO. 220701681
- CAUTION!! ALL EXISTING UTILITIES PLOTTED FROM INFORMATION PROVIDED BY THE RESPECTIVE UTILITY COMPANIES AVAILABLE AS-BUILT DRAWINGS, AND FIELD LOCATION OF ABOVE GROUND FEATURES ONLY. NOT ALL EXISTING UTILITIES MAY BE SHOWN ON THE DRAWINGS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE ALL EXISTING UTILITIES THAT MAY CONFLICT WITH PROPOSED WORK, EVEN IF THEY ARE NOT SHOWN ON THE DRAWINGS, AND TO FIELD VERIFY THEIR LOCATION PRIOR TO CONSTRUCTION. CONFLICTS OR DISCREPANCIES ARE TO BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ENGINEER. THE ENGINEER ASSUMES NO LIABILITY FOR DAMAGES TO EXISTING UTILITIES NOT SHOWN ON THE PLANS OR DAMAGES RESULTING FROM DISCREPANCIES BETWEEN THE LOCATION OF UTILITIES SHOWN ON THE PLANS AND THEIR ACTUAL LOCATION.
- THE COORDINATES SHOWN HEREON ARE BASED ON THE "LOUISIANA COORDINATE SYSTEM OF 1983 NORTH ZONE - NAD 83 USING GFS CAGNET-RTN SYSTEM ACCESSED ON OCT. 12, 2022. DISTANCES SHOWN ARE IN US SURVEY FEET. ELEVATIONS ARE NAVD 1988.



500 FANNIN STREET  
 SHREVEPORT, LOUISIANA



DOUGLAS L. FILER P.L.S.  
 LICENSE NO. 4833  
 THESE DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. THIS ENGINEERING DRAWING SHALL BE USED ONLY FOR THE PURPOSES SPECIFICALLY STATED. OTHER USE, REPRODUCTION OR DUPLICATION MAY BE PROHIBITED BY LAW. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHER RIGHTS ARE HEREBY SPECIFICALLY RESERVED.

**TOPOGRAPHIC SURVEY**

Job number: 22-200  
 Date: OCTOBER, 2022  
 Surveyed by: DJF  
 Drawn by: ADF

V1

Scale: 1" = 20'-0"

IF SHEET IS LESS THAN (30"x42") IT IS A REDUCED PRINT. SCALE REDUCED ACCORDINGLY.