

State Board of Indigents' Defense Services

Informal Request for Leased Office Space For Five Separate Offices In Topeka, Kansas

Administrative Office
Appellate Defender Office
Northeast Kansas Conflicts Office
Third Judicial District Public Defender Office
Topeka Death Penalty Defense Office

January 20, 2009

1.0 Requested Lease Terms and Conditions

The following provides an overview of the lease terms and conditions being sought by State of Kansas. Additional lease terms and conditions will be provided for in the written Lease Agreement between the parties. The base lease document is the State's standard lease form (DA-46) which may be found at: <http://da.ks.gov/fm/dfm/services/leasing.htm>.

- Initial lease term desired: 5 year lease
- Renewal option: 5 one-year renewal options will be considered

The Board of Indigents' Defense Services preference is for a Full Service lease for a five year initial term with five one-year renewal options. **The desired occupancy is listed for each office below beginning on April 1, 2009 and extending to October 1, 2009.**

Administrative Office:

- Occupancy Date: July 1, 2009
- Estimated space requirement: Approx. 3,346 square feet of useable space
- Number of staff to accommodate in leased space: 11
- Number of off-street parking stalls required: 11
- Office entrances & exits: 2 – 1 primary and 1 emergency. Primary entrance needs push button secured entry system.
- Entire leased space on one floor

Appellate Defender Office:

- Occupancy Date: July 1, 2009
- Estimated space requirement: Approx. 7,000 square feet of useable space
- Number of staff to accommodate in leased space: 28
- Number of off-street parking stalls required: 28
- Office entrances & exits: 2 – 1 primary and 1 emergency
- Entire leased space on one floor

Northeast Kansas Conflict Office:

- Occupancy Date: October 1, 2009
- Estimated space requirement: Approx. 3,000 square feet of useable space
- Number of staff to accommodate in leased space: 12
- Number of off-street parking stalls required: 12
- Office entrances & exits: 2 – 1 primary and 1 emergency
- Entire leased space on one floor

Third Judicial Public Defender Office:

- Occupancy Date: May 1, 2009
- Estimated space requirement: Approx. 4,500 square feet of useable space
- Number of staff to accommodate in leased space: 18
- Number of off-street parking stalls required: 19
- Office entrances & exits: 2 – 1 primary and 1 emergency
- Entire leased space on one floor

Topeka Death Penalty Defense Office:

- Occupancy Date: July 1, 2009
- Estimated space requirement: Approx. 2,700 square feet of useable space
- Number of staff to accommodate in leased space: 8
- Number of off-street parking stalls required: 9
- Office entrances & exits: 2 – 1 primary and 1 emergency
- Entire leased space on one floor

1.1 Proposals Submission Process:

The deadline for submission of proposals is 5:00 p.m. local time on February 28, 2009.

Written proposals should include a completed cost proposal sheet which is available at:
<http://da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>.

The State prefers proposals to be submitted electronically via email to Debbie Rosacker, Assistant Director, drosacker@sbids.state.ks.us. Paper proposals will also be accepted and may be faxed, mailed or hand delivered by the deadline to the address below. If submitting paper proposals, please submit one (1) original and two (2) copies. **Late proposals, whether electronic or paper, will not be considered.**

Board of Indigents' Defense Services
 c/o Debbie Rosacker
 714 SW Jackson, Suite 200
 Topeka, Ks 66603

Please direct questions regarding this proposal to Debbie Rosacker, Assistant Director at drosacker@sbids.state.ks.us or at (785) 368-6553.

Existing Space – prospective bidders may arrange for a tour of one or all of the current Board of Indigents' Defense office spaces by contacting Debbie Rosacker, Assistant Director at (785) 368-6553.

1.2 Space Requirements:

Administrative Office:

- **Location** – The office location is to be in the downtown Topeka, Ks. Capital Complex Area. It is preferred that this office site be centrally located between the other four BIDS offices. It is preferred that the Administrative Office be located within walking distance (3 blocks, +/-) of the Statehouse, the Landon State Office Building, and the Docking State Office Building.
- **Parking** – Eleven (11) off street parking spaces are required, preferably within one half block of the office space. The cost for these parking stalls is to be included in the cost of the lease. One (1) visitor parking space (free preferred) shall be available adjacent to or within reasonable walking distance from the building entrance. It is preferred that nine (9) additional parking spaces be available one Friday afternoon per calendar quarter for Board Member usage during their quarterly meeting.
- **Private Offices** – Three (3) offices with floor to ceiling walls, lockable doors, two master keys, minimum 44" hallways with all necessary cable, internet, data, electrical, and phone connections. Windows preferred, not a must.

1. Executive Director Office – to include a small meeting room that can be closed off separately that holds up to 6 people.
 2. Assistant Director Office – provide room for one lateral file cabinet.
 3. Technology Support Consultant II's –adjacent to the IT server room and to the IT testing, training, and work area. Since computer and small electronic equipment may be contained in this area, the IT area should be secured. The two TSC II's will share the open office area with cubicle partitions.
- **Cubicle Area** – Contiguous space for six (6) 8x8 cubicles or open desk areas, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections. This will accommodate the Public Service Executive II, Information Technology Manager, Human Resource Professional II, Accountant III, Accountant I, and Accounting Specialist.
 - **Cubicle Area** – One (1) space for 8x8 cubicle or open desk area, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections. This space to be in reception area and is described further below.
 - **IT Server Room** – Will house multiple agency servers and store semi-retired computer equipment. Needs to be climate controlled with separate HVAC vents, return ducts, and thermostat or an independent cooling unit. Flooring should be resilient tile or ceramic tile flooring; no carpet. The required size of this room and the number of servers to be housed within the room may vary depending on the final location of the 5 BIDS offices and their connectivity and server locations. It is preferred that telecom controls for the admin office also be located within this room.
 - **IT Work Area, Training, Testing Room** - Needs multiple electrical, phone, and internet jacks beyond the normal office area requirements.
 - **Central File Area** – The central file area and the work room should be located centrally in the office with staff work areas and offices situated to the exterior of the office. The central file area will house all agency payment vouchers, contracts, operational files, etc. The flooring must be able to support file cabinets and contents.
 - **Work Space Areas** – Open work area central to other office areas. Will contain copy machine, shredder, supply cabinet, collating and mailing table, bins for out-based offices for mail and supply distribution. Needs electrical and fax connections for multipurpose copy machine.

Conference Room – Minimum size of 400-450 sq ft. Should be wired for video, data, and telephone conferencing. Video wiring needs to be Category 6e, tested and certified, following the BICSI (Building Industry Consulting Service International) standard. The room also needs a large white board (approx. 4 ft x 8 ft), a pull down screen in the ceiling on one end, and two doors for entry. The pull down screen should be 6 to 8 ft. wide and extend to within 2 ft. of the floor. This room will serve as Board Room, Conference Room, Public Hearing Room, and multi-media presentation area. Prefer location close to main office entrance. May have external hallway entrance and can be shared with other BIDS offices located within the same building.

- **Break Room** – Furnish and maintain a break room as part of the lease. The break room should be located in the office so that it is convenient for staff usage and away from the front entrance. The room will be used as a coffee area and for lunchtime activities. It should have cabinets, counter space and a sink large enough to wash a 20 cup coffee pot. Electrical hookups are needed for a full-size refrigerator, two microwave ovens, a toaster, and two coffee pots.
- **Reception / Waiting Area** – One (1) room for reception, open and next to the front door with electrical connection close to the office entrance. This area to include the 8x8 cubicle work area specified above as well as seating for up to 4 individuals. Should contain space for a printer/fax machine and mailboxes for eleven staff members.
- **Rest Rooms** – Furnish and maintain as part of the lease, in close proximity to leased space.

Please see chart below for detail break down of various space requirements (all sizes are approximate).

Space Requirements Breakdown

LINE #	ADMINISTRATIVE OFFICE	TYPE	WORK AREAS	NET USABLE SQ FT	TOTAL NET USABLE SQ FT
1	Executive Director w Attached Mtg Rm	E	1	225	225
2	Assistant Director	E	1	100	100
3	Public Service Executive II	A	1	100	100
4	Information Technology Manager	A	1	100	100
5	Technology Support Consultant II	E, O	2	64	128
6	Human Resource Prof II	A	1	100	100
7	Interview Room	E	1	100	100
8	Accountant III	O	1	64	64
9	Accountant I	O	1	64	64
10	Accounting Specialist	O	1	64	64
11	Senior Administrative Assistant/Receptionist	O	1	64	64
12	IT Server / Telecom Room & Secured Storage (Climate Controlled)	E	1	168	168
13	IT Training, Testing, & Work Area	E	1	200	200
14	Central File Area	O	1	300	300
15	Work Room-Printer, Fax, Mail, Supplies Copier, Shredder,	A	1	150	150
16	Conference, Board, Training Room	E	1	450	450
17	Break & Kitchen Area	A	1	200	200
18	Waiting Area	O	1	100	100
	Subtotal				2,677
	Circulation Multiplier 25%				669
	TOTAL ADMINISTRATIVE OFFICE				3,346

*The preceding is the approximate square footage need. Each building is unique, and development of the building floor plan will determine the actual square footage need. *The Total Useable square footage is expected to be in close proximity to total rentable area.*

Area Type Definitions:

- A** Area partly enclosed or open depending on space plan or building configuration
- E** Enclosed room or workstation with hard wall construction with a door
- O** Open office area – may use miscellaneous open office systems furniture and components (typically Herman Miller).

Appellate Defender Office: Contains two offices - the Appellate Defender Office and the Capital Appeals Office.

- **Location** – The office location is to be in the downtown Topeka, Ks., Capital Complex Area. It is preferred that the office be located within walking distance (3 blocks, +/-) of the Kansas Judicial Building. This office **cannot be located on the same floor or with the same primary building entrance with the Third Judicial Public Defender Office** due to the Capital Appellate and Capital Conflict staff housed within these two offices.
- **Parking** – Twenty-eight (28) off street parking spaces are required, preferably within one half block of the office space. The cost for these parking stalls is to be included in the cost of the lease. One (1) visitor parking space (free preferred) shall be available adjacent to or within reasonable walking distance from the building entrance.

Appellate Defender Staff:

- **Private Offices** – Nineteen (19) attorney offices, with floor to ceiling walls, lockable doors, two master keys, minimum 44” hallways with all necessary cable, internet, data, electrical, and phone connections. Windows preferred, not a must.
 1. Chief Public Defender Office –Chief Attorney office should be located at one end of the office, away from the front door and foot traffic.
 2. Deputy Public Defender Offices – These two (2) offices should be located at one end of the office, away from the front door and foot traffic.
- **Cubicle Area** – Contiguous space for five (5) 8x8 cubicles or open desk areas, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections.
- **Cubicle Area** – One (1) space for 8x8 cubicle or open desk areas, cubicles or desks, aisles to be at least 44” wide, with all necessary cable, internet, electrical, phone connections. This space to be in the reception area and is described further below.
- **IT Server Room** – Room with lockable door, two master keys. This room may or may not be needed depending on the location of this office to the administrative office. Flooring should be resilient tile or ceramic tile flooring; no carpet. It is preferred that telecom controls for the appellate office be located within this room.
- **Central File Area** – Should be centrally located within the office area, close to the four supporting staff (Admin. Specialist, Sr. Admin. Assistant, Admin. Assistant, Office Assistant.) Flooring must be able to support file cabinets and contents.
- **Work Space Areas** – One large walled area with open work area. Walls are needed to contain equipment noise levels from entering the office area. Should be central to the office layout. Will contain three (3) copy machines, shredders, binding machine, fax machines, supply cabinet, paper storage, collating and work tables, postage machine, and mail boxing and processing table. Need electrical and fax connections for multipurpose copy machines, extra electrical jacks for shredder, binder, printers, electric staplers, etc.
- **Conference Room** –Approximately 400 sq ft. The room is to include electrical, phone, and internet connections, large white board (approx. 4 ft. x 8 ft.), pull down screen in ceiling on one end, two doors for entry. No locks required for doors into office area. Lock required for hall access door(s). The pull down screen should be 6 to 8 ft. wide and extend to within 2 ft. of the floor. This room will serve as Library/Research area, Conference Room, Training Room, and multi-media presentation area. The room should be located close to the office entry or have an exterior hallway entrance so that it can be shared with other BIDS offices. Close proximity to the Kitchen Area is preferred so the room can be used as the Lunch Room. The room should be wired for video, data, and telephone conferencing. Video wiring needs to be Category 6e, tested and certified, following the BICSI (Building Industry Consulting Service International) standard.
- **Reception Area** – One (1) room for reception, open and next to the front door with electrical connection close to the office entrance. This area to include the 8x8 cubicle work area specified above as well as

seating for 4 individuals. Should contain space for a printer/fax machine and mailboxes for twenty-eight staff members.

- **Kitchen Area** – May be located in or adjacent to the conference room. This area will be used both as a coffee area and for lunchtime activities. Should have cabinets, counter space and electrical hookups for two (2) refrigerators, three (3) microwave ovens, and coffee pot and a sink large enough to wash a 20 cup coffee pot.
- **Rest Rooms** – Furnish and maintain as part of the lease, in close proximity to leased space.

Capital Appeals Staff:

- **Private Offices** – Two (2) attorney offices, with floor to ceiling walls, lockable doors, two master keys, minimum 44” hallways with all necessary cable, internet, data, electrical, and phone connections. Windows preferred, not a must.
- **Cubicle Area** – Space for one (1) 8x8 cubicle or open desk area, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections.
- **Deposition / Interview Room** – floor to ceiling walls are required. This room will be used for taking depositions, for the attorneys and legal assistants to meet with experts and the defendant’s family, and for viewing electronic evidentiary materials and audio tapes. Some soundproofing may be necessary due to confidentiality needs. Additional electrical plugs may be needed for TV, DVD player, CD player, VHS, etc.
- **File Area** – Capital Defense cases have an extraordinarily large volume of files to be maintained. The majority of these files are stored in boxes rather than file cabinets. Secured shelving units are required to store the large quantity of boxes. Cases may range from 12 boxes to 75 boxes each. This room should be located close to an office entrance. If the building is multi-level, it is preferred that the file room be located in close proximity to a freight elevator. These files may move in and out of the office to the Capital Defense teams in Topeka and Wichita, to contract attorneys, or to the Capital Appeals Office. Locks are required on file room doors. Flooring must be able to support shelving units, file cabinets, and contents. Electrical, data, and phone jacks are required in this room and should be located so that they are not behind shelving units, file cabinets, etc.
- **Strategy / Conference Room** – Will serve as Strategy Room, Library, and multi-media presentation area. Should be wired for video and telephone conferencing. Video wiring needs to be Category 6e, tested and certified, following the BICSI (Building Industry Consulting Service International) standard. A large white board (approx. 4 ft. x 8 ft.) should be provided. Two doors for entry; locks are required.

Please see chart below for detail break down of various space requirements (all sizes are approximate).

LINE #	APPELLATE DEFENDER OFFICE	TYPE	WORK AREAS	NET USABLE SQ. FT.	TOTAL NET USABLE SQ. FT.
	Appellate Defender Office Staff				
1	Chief Attorney	E	1	154	154
2	Deputy Attorney	E	2	140	280
3	Training Attorney	E	1	140	140
4	Public Defender	E	14	130	1,820
5	Legal Assistant	A	2	80	160
6	Administrative Specialist (Office Mgr)	O	1	80	80
7	Senior Administrative Assistant	O	1	64	64

8	Administrative Assistant	O	2	64	128
9	Office Assistant	O	1	64	64
10	IT Server & Telecom Room	E	1	64	64
11	Central File Area	E	1	350	350
12	Work Room-Printers, Fax, Mail, Supplies, 3 Copiers, Binding Machine, Shredders	E	1	350	350
13	Library, Conference Room, Training Room	E	1	400	400
14	Kitchen Area	A	1	200	200
15	Waiting Area	O	1	100	100
	Subtotal				4,354
	Capital Appeals Office				
16	Public Defender	E	2	140	280
17	Legal Assistant	A	1	80	80
18	Interview Room	E	1	125	125
19	File Area – Capital Cases	E	1	200	200
20	Conference/Strategy Room	E	1	150	150
	Subtotal				835
	Circulation Multiplier 35%				1,816
	TOTAL APPELLATE OFFICE				7,005

*The preceding is the approximate square footage need. Each building is unique, and development of the building floor plan will determine the actual square footage need. *The Total Useable square footage is expected to be in close proximity to total rentable area.*

- A** Area partly enclosed or open depending on space plan or building configuration
- E** Enclosed room or workstation with hard wall construction with a locking door
- O** Open office area - may use miscellaneous open office systems furniture and components (typically Herman Miller).

Northeast Kansas Conflict Office:

- **Location** – The office location is to be in the downtown Topeka, Ks. Capital Complex area. It is preferred that this office be located within walking distance (3 blocks +/-) of the Shawnee County Court House. This office **cannot be located on the same floor or with the same primary building entrance with the Third Judicial Public Defender Office or the Topeka Death Defense Office** due to the conflict nature of the legal cases assigned to this office
- **Parking** – Twelve (12) off street parking spaces are required, preferably within one half block of the office space. The cost for these parking stalls is to be included in the cost of the lease. One (1) visitor parking space (free preferred) shall be available adjacent to or within reasonable walking distance from the building entrance.
- **Private Offices** – Six (6) offices with floor to ceiling walls, lockable doors, two master keys, minimum 44” hallways with all necessary cable, internet, electrical, data, and phone connections. Windows preferred, not a must. These offices will house the Chief Defender and the attorneys. Attorney offices should be separate from the public areas of the office due to client confidentiality.

- **Cubicle Area** – Contiguous space for five (5) 8x8 cubicles or open desk areas, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections. These offices will accommodate the investigator, the legal assistant and three (3) legal interns.
- **Cubicle Area** – One (1) space for 8x8 cubicle or open desk areas, cubicles or desks, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections. This space to be in reception area and is described further below.
- **IT Server Room** – Room with lockable door, two master keys. This room may or may not be needed depending on the location of this office to the administrative office. Flooring should be resilient tile or ceramic tile flooring; no carpet. It is preferred that telecom controls for the Northeast Kansas Conflicts office be located within this room.
- **Central File Area** – Should be located close to the legal assistant, interns, investigator, and receptionist. Flooring must be able to support file cabinets and contents. If this is an enclosed area, a locking door is requested.
- **Work Space Areas** – Open work area close to central file area and support staff. Will contain copy machine, shredder, electric stapler, postage machine, supply cabinet, collating and mailing table. Need electrical and fax connections for multipurpose copy machine.
- **Conference Room** – Room should include electrical, phone, and internet connections, large white board (approx. 4 ft. x 8 ft.), pull down screen in ceiling on one end, two doors for entry, no locks required. The pull down screen should be 6 to 8 ft. wide and extend to within 2 ft. of the floor. The room should be wired for video, data, and telephone conferencing. Video wiring needs to be Category 6e, tested and certified, following the BICSI (Building Industry Consulting Service International) standard. Will serve as the Library/Research area, Conference Room, Strategy Room, and multi-media presentation area. This room may also be combined with or in close proximity to the Kitchen Area and will be used as the Lunch Room.
- **Media Room** – floor to ceiling walls are required. This room will be used for interviewing clients and viewing electronic evidentiary materials and audio tapes. The room should be wired for electrical, phone and data needs. Additional electrical plugs may be needed for a TV, DVD player, CD player, VHS, etc. Some soundproofing may be necessary due to confidentiality needs and the potentially graphic content of the evidence.
- **Break Room** – The break room should be located in the building so that it is convenient for staff usage. The break room will be used both as a coffee area and for lunchtime activities. The break room should have cabinets, counter space and electrical hookups for a refrigerator, two microwave ovens, a toaster, and coffee pot and a sink.
- **Reception Area** – One (1) room for reception, open and next to the front door with electrical connection close to the office entrance. This area to include the 8x8 cubicle work area specified above as well as seating for up to four individuals. Should contain space for a printer/fax machine and mailboxes for twelve staff members.
- **Clothing Bank** – 64 sq ft to store clothing for use by defendants when appearing in court. Free standing clothing racks may be utilized to store clothing or depending on location of this area, metal rods spanning across a room may be utilized.
- **Rest Rooms** – Furnish and maintain as part of the lease, in close proximity to leased space.

Please see chart below for detail break down of various space requirements (all sizes are approximate).

LINE #	NORTHEAST KANSAS CONFLICT OFFICE	TYPE	WORK AREAS	NET USABLE SQ. FT.	TOTAL NET USABLE SQ. FT.
1	Chief Attorney	E	1	154	154
2	Public Defender	E	5	130	650

3	Special Investigator	E	1	80	80
4	Legal Assistant	E	1	80	80
5	Support Staff	O	1	64	64
6	Legal Interns	O	3	64	192
7	IT Server & Telecom Room	E	1	64	64
8	Central File Area	E	1	150	150
9	Work Room-Printer, Fax, Mail, Supplies Copier, Shredder,	A	1	100	100
10	Conference Room - Library	E	1	400	400
11	Interview – Media Room	E	1	100	100
12	Break Room – Kitchen Area	A	1	150	150
13	Waiting Area	O	1	100	100
14	Clothing Bank Area	E	1	100	100
	Circulation Multiplier 40%				596
	TOTAL NORTHEAST KS CONFLICT OFFICE				2,980

*The preceding is the approximate square footage need. Each building is unique, and development of the building floor plan will determine the actual square footage need. *The Total Useable square footage is expected to be in close proximity to total rentable area.*

- A** Area partly enclosed or open depending on space plan or building configuration
- E** Enclosed room or workstation with hard wall construction with a locking door
- O** Open office area - may use miscellaneous open office systems furniture and components typically Herman Miller).

Third Judicial Public Defender: Contains two offices - the Third Judicial Public Defender Office and the Capital Appeals & Conflicts Office.

- **Location** – The office location is to be in the downtown Topeka, Ks. Capital Complex area. It is preferred that this office be located within walking distance (3 blocks +/-) of the Shawnee County Court House. This Office **cannot be located on the same floor or with the same primary building entrance with the Northeast Kansas Conflict Office or the Appellate Defender Office.**
- **Parking** – Nineteen (19) off street parking spaces are required, preferably within one half block of the office space. The cost for these parking stalls is to be included in the cost of the lease. Two (2) visitor parking spaces (free preferred) shall be available adjacent to or within reasonable walking distance from the building entrance.

Third Judicial Public Defender Staff:

- **Private Offices** – Ten (10) offices with floor to ceiling walls, lockable doors, two master keys, minimum 44” hallways with all necessary cable, internet, electrical, data, and phone connections. Windows preferred, not a must. These offices will house the Chief Defender, the Deputy Defender, the attorneys, and one investigator.
- **Cubicle Area** – Five (5) 8x8 cubicles or open desk areas, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections.
 - 2 cubicles for Legal Assistants should be in close proximity to the attorney offices.

- 1 cubicle for the office manager should be located toward the office entrance and in close proximity to the reception area and to the Chief Attorney office.
- 2 cubicles for the Administrative Specialist and the Sr. Administrative Assistant should be located in the reception area at the entrance of the office. The reception area is described further below
- **IT Server Room** – Room with lockable door, two master keys. This room may or may not be needed depending on the location of this office to the administrative office. Flooring should be resilient tile or ceramic tile flooring; no carpet. It is preferred that telecom controls for the Third Judicial Public Defender Office be located within this room.
- **File Area** – One (1) room of 250 sq ft is needed to store case files. Locks are required on file room doors. Flooring must be able to support file cabinets and contents. This room should be centrally located and accessible to the public defender staff.
- **Work Space Areas** – Open work area close to cubicle office areas. Will contain copy machine, shredder, supply cabinet, electric stapler, mailing machine, collating and mailing table. Needs electrical and fax connections for multipurpose copy machine.
- **Deposition / Interview Room** – floor to ceiling walls are required. This room will be used for taking depositions, for legal assistants and the investigator to conduct interviews, and for viewing electronic evidentiary materials and audio tapes. Some soundproofing may be necessary due to confidentiality needs. Additional electrical plugs may be needed for TV, DVD player, CD player, VHS, etc.
- **Conference Room** – Will serve as Conference Room, Library, Strategy Room, and multi-media presentation area for the public defender staff. Should be wired for video, data, and telephone conferencing and contain a large white board (approx. 4 ft. x 8 ft.), pull down screen in ceiling on one end, two doors for entry, no locks required. Video wiring needs to be Category 6e, tested and certified, following the BICSI (Building Industry Consulting Service International) standard. The pull down screen should be 6 to 8 ft. wide and extend to within 2 ft. of the floor.
- **Break Room** – The break room should be located in the building so that it is convenient for staff usage. The break room will be used both as a coffee area and for lunchtime activities. The break room should have cabinets, counter space and electrical hookups for a refrigerator, two (2) microwave ovens, and coffee pot and a sink. This room should be separate from the conference room but in close proximity so that the conference room can serve as a lunch area.
- **Reception Area** – One (1) room for reception, open and next to the front door with electrical connection close to the office entrance. This area to include two (2) of the 8x8 cubicle work areas specified immediately above as well as seating for up to six individuals. Should contain space for a printer/fax machine and mailboxes for eighteen staff members.
- **Clothing Bank** – 64 sq ft to store clothing for use by defendants when appearing in court. Free standing clothing racks may be utilized to store clothing or depending on location of this area, metal rods spanning across a room may be utilized.
- **Rest Rooms** – Furnish and maintain as part of the lease, in close proximity to leased space.

Capital Appeals & Conflicts Staff:

- **Private Offices** – Two (2) offices with floor to ceiling walls, lockable doors, two master keys, minimum 44” hallways with all necessary cable, internet, electrical, data, and phone connections. Windows preferred, not a must. These offices will house the two Capital Appeals & Conflict attorneys. These offices should be located in close proximity to the Command Center Room and one cubicle.
- **Cubicle Area** – One (1) 8x8 cubicle or open desk area, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections. This cubicle will house a Legal Assistant and should be in close proximity to the Command Center Room and the 2 adjoining attorney offices.
- **File Area** – One (1) room of 250 sq ft is needed to store case files. Locks are required on file room doors. Flooring must be able to support file cabinets and contents. This room is to be located in the Capital Appeals

and Conflicts Unit, in close proximity to the Command Center Room, two attorney offices, and one cubicle area for the Capital Appeals & Conflicts staff.

- **Command Center Room** – Will serve as Conference Room, Library, Strategy Room, Multi-media Room, and Interview Room for the Capital Appeals & Conflicts staff. Should be wired for video, data, and telephone conferencing and contain a large white board (approx. 4 ft. x 8 ft.), and a pull down screen in the ceiling on one end. Video wiring needs to be Category 6e, tested and certified, following the BICSI (Building Industry Consulting Service International) standard. The pull down screen should be 6 to 8 ft. wide and extend to within 2 ft. of the floor. Locking doors are required. Two attorney offices and one support staff cubicle should be located in close proximity to this room.

Please see chart below for detail break down of various space requirements (all sizes are approximate).

LINE #	THIRD JUDICIAL PUBLIC DEFENDER OFFICE	TYPE	WORK AREAS	NET USABLE SQ. FT.	TOTAL NET USABLE SQ. FT.
	Third Judicial Public Defender Staff				
1	Chief Attorney	E	1	154	154
2	Deputy Attorney	E	1	140	140
3	Public Defender	E	7	130	910
4	Special Investigator	E	1	80	80
5	Legal Assistant	A	2	80	160
6	Administrative Specialist – Office Mgr	O	1	80	80
7	Sr. Administrative Assistant	O	1	64	64
8	Administrative Specialist	O	1	64	64
9	IT Server & Telecom Room	E	1	64	64
10	Central File Area	E	1	250	250
11	Work Room-Printer, Fax, Mail, Supplies Copier, Shredder,	A	1	100	100
12	Deposition – Interview Room	E	1	120	120
13	Conference Room - Library	E	1	250	250
14	Break Room – Kitchen Area	A	1	150	150
15	Waiting Area	O	1	100	100
16	Clothing Bank Area	E	1	64	64
	Subtotal				2,750
	Capital Appeals & Conflicts Staff				
17	Capital Appeal & Conflict Defenders	E	2	140	280
18	Legal Assistant	A	1	80	80
19	Central File Area	E	1	250	250
20	Conference Room – Command Center	E	1	150	150
	Subtotal				760

	Circulation Multiplier 25%				1,053
	TOTAL THIRD JUDICIAL PUBLIC DEFENDER OFFICE				4,563

*The preceding is the approximate square footage need. Each building is unique, and development of the building floor plan will determine the actual square footage need. *The Total Useable square footage is expected to be in close proximity to total rentable area.*

- A Area partly enclosed or open depending on space plan or building configuration
- E Enclosed room or workstation with hard wall construction with a locking door
- O Open office area - may use miscellaneous open office systems furniture and components typically (Herman Miller).

Topeka Capital Defense Office:

- **Location** – The office location is to be in the downtown Topeka, Ks. Capital Complex area. It is preferred that this office be located within walking distance (3 blocks, +/-) of the Administrative Office. This office **cannot be located on the same floor or with the same primary building entrance with the Third Judicial Public Defender Office or the Appellate Defender Office** due to the Capital Appellate and Capital Conflict staff housed with these two offices.
- **Parking** – Nine (9) off street parking spaces are required, preferably within one half block of the office space. The cost for these parking stalls is to be included in the cost of the lease. One (1) visitor parking space (free preferred) shall be available adjacent to or within reasonable walking distance from the building entrance.
- **Private Offices** – Four (4) floor to ceiling walls, lockable doors, two master keys, minimum 44” hallways with all necessary cable, internet, electrical, phone connections. Windows preferred, not a must. These offices will house the Chief Defender, the attorneys, and the mitigation specialist. One attorney office should have a Legal Assistant cubicle in close proximity since the staff works in teams of two – 1 attorney + 1 legal assistant. The Mitigation Specialist office should be located towards the office entrance.
- **Cubicle Area** – Space for four (4) 8x8 cubicles or open desk areas, aisles to be at least 44” wide, with all necessary cable, internet, electrical, phone connections. The Investigator’s cubicle should be located towards the reception area.
- **IT Server Room** – Room with lockable door, two master keys. This room may or may not be needed depending on the location of this office to the administrative office. Flooring should be resilient tile or ceramic tile flooring; no carpet. It is preferred that telecom controls for the Capital Defense Office be located within this room.
- **File Area** – Capital Defense cases have an extraordinarily large volume of files to be maintained. The majority of these files are stored in boxes rather than file cabinets. Secured shelving units are required to store the large quantity of boxes. Cases may range from 12 boxes to 75 boxes each. Two (2) rooms of 250 sq ft each are needed to store case files. These rooms should be located close to an office entrance. If the building is multi-level, it is preferred that the file room be located in close proximity to a freight elevator. These files may move in and out of the office to the Capital Defense team in Wichita, to contract attorneys, to the Capital Appeals and Conflicts Office, or to the Capital Appeals Office. Locks are required on file room doors. Flooring must be able to support shelving units, file cabinets, and contents. Electrical, data, and phone jacks are required in these two rooms and should be located so that they are not behind shelving units, file cabinets, etc.
- **Work Space Areas** – Open work area central to other office areas. Will contain copy machine, shredder, supply cabinet, electric stapler, postage machine, collating and mailing table. Need electrical and fax connections for multipurpose copy machine. A phone jack is also preferred.
- **Deposition / Interview Room** – floor to ceiling walls are required. This room will be used for taking depositions, for the mitigation specialist, legal assistants and the investigator to conduct interviews, and for

viewing electronic evidentiary materials and audio tapes. Some soundproofing may be necessary due to confidentiality needs. Additional electrical plugs may be needed for TV, DVD player, CD player, VHS, etc.

- **Conference Room** – Will serve as Strategy Room, Library, and multi-media presentation area. Should be wired for video and telephone conferencing. Video wiring needs to be Category 6e, tested and certified, following the BICSI (Building Industry Consulting Service International) standard. A large white board (approx. 4 ft. x 8 ft.) should be provided as well as a pull down screen in the ceiling on one end. The pull down screen should be 6 to 8 ft. wide and extend to within 2 ft. of the floor. Two doors for entry; locks are required.
- **Break Room** – The break room should be located in the building so that it is convenient for staff usage. The break room will be used both as a coffee area and for lunchtime activities. The break room should have cabinets, counter space and electrical hookups for a refrigerator, microwave oven and coffee pot and a sink. No eating area is needed. The Conference Rooms can also be used for this purpose.
- **Reception Area** – An open area to accommodate seating for two individuals should be located at the office entrance. No cubicles will be located in this area. Some type of wall, partition, or other barrier should separate this area from the balance of the office to prevent guests from wandering through the work areas.
- **Clothing Bank** – 64 sq ft to house clothing for use by defendants when appearing in court. Free standing clothing racks may be utilized to store clothing or depending on location of this area, metal rods spanning across a room may be utilized.
- **Rest Rooms** – Furnish and maintain as part of the lease, in close proximity to leased space.

Please see chart below for detail break down of various space requirements (all sizes are approximate).

LINE #	TOPEKA CAPITAL DEFENDER OFFICE	TYPE	WORK AREAS	NET USABLE SQ. FT.	TOTAL NET USABLE SQ. FT.
1	Chief Attorney	E	1	154	154
2	Capital Defender	E	2	130	260
3	Mitigation Specialist	E	1	130	130
4	Special Investigator	A	1	80	80
5	Legal Assistant	A	3	80	240
6	IT Server & Telecom Room	E	1	64	64
7	Central File Area	E	2	250	500
8	Work Room-Printer, Fax, Mail, Supplies Copier, Shredder,	A	1	100	100
9	Deposition – Interview Room	E	1	100	100
10	Conference Room - Library	E	1	200	200
11	Conference Room – Command Center	E	1	200	200
12	Break Room – Kitchen Area	A	1	60	60
13	Waiting Area	O	1	40	40
14	Clothing Bank Area	E	1	64	64
	Circulation Multiplier 25%				548
	TOTAL CAPITAL DEFENDER OFFICE				2,740

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