

Date: June 12, 2017

To: Proposers

From: North Central Wisconsin Workforce Development Board

**Re: Request for Information (RFI) for 13,000 to 15,000 SF of vacant office space located within the city limits of Wausau, WI.**

The North Central Wisconsin Workforce Development Board requests information on existing/new office space in the city of Wausau, Wisconsin to accommodate the Marathon County Job Center currently located on Grand Avenue. This request is for information on all available office space between 13,000 and 15,000 square feet. Approximate room requirements are as follows:

Marathon County Job Center minimum room requirements:

Room Type	Size (SF)	Quantity	Total SF
Private Office	120	12	1440
Systems furniture	96	2	192
Systems furniture	64	26	1664
File Storage	127	1	127
Resource Room	490	1	490
Mail Area	50	1	50
Equipment	193	1	193
Small Conference Room	150	3	450
Medium Conference Room	375	2	750
Large Conference Room	600	2	1200
Classroom Room	1000	1	1000
Computer Training Room	500	1	500
Copy areas	50	3	150
Small Storage Room	100	1	100
Medium Storage Room	180	1	180
Break Room	240	1	240
Lactation Room	150	1	150
Reception/Waiting area	485	1	485
Communications Closet	100	1	100
<b>Total</b>			9461
Circulation (est.)			3784
<b>Grand Total</b>			<b>13,245</b>

Please provide information on the building's common-area amenities, ADA accessibility, parking and building utilities services (including a list of telecommunications and fiber carriers). Both single-tenant and multi-tenant buildings are acceptable.

Ideal site attributes provide ease of access for customers and staff. Locational attributes such as proximity to bus lines with frequent stops, and other services such as banking and restaurants are preferred. Adequate adjacent parking must be available with approximately 70 (5 per 1000 SF) dedicated stalls for staff and visitors. Space must be above ground and there is a preference for all space to be on one floor. The space is to be provided in turn-key condition including any necessary build-out. Lease terms should be provided on the attached Lease Space Summary. **If available, please provide a site plan showing site access, parking, building access and configuration of building(s) and floor plan(s) with your response.**

The space must be available for occupancy no later than **December 31, 2017**.

**This RFI is not a bid solicitation**; if a Request for Proposal (RFP) is issued, additional details including a description of the required programming will be provided.

**If interested in providing information on a site, please fill out the Lease Space Summary. Return it to North Central Wisconsin Workforce Development Board, 3118 Post Rd, Suite A, Stevens Point, WI 54481 or by email to: [rdaniels@ncwwdb.org](mailto:rdaniels@ncwwdb.org). Responses to this RFI should be received by North Central Wisconsin Workforce Development Board no later than 4 p.m. July 14, 2017. Please direct any questions to Renee Daniels at (715) 204-1640 or [rdaniels@ncwwdb.org](mailto:rdaniels@ncwwdb.org) prior to the deadline.**