



Workforce Alliance of South Central Kansas
RFP- Leased Space Wichita Workforce Center
October 14, 2025

Questions asked During the Pre-Proposal Conference with Responses

1. Can we get a floor plan?

A current floor plan is attached.

2. Could the Wichita Workforce Center stay at its current location?

Yes. The current landlord is eligible to submit a proposal for the existing location. That proposal will be evaluated using the same criteria as all other proposals received.

3. Would a retail space or traditional office space be preferred?

Visibility, accessibility, parking, and access to public transit are the most important factors. The Center averages approximately 1,200 visitors per month, and special events can attract 300–500 visitors over a few hours. The location must be able to accommodate events of this size while maintaining normal daily operations.

4. What are the current rental rates?

The current leased space is approximately 24,500 square feet at a rate of \$16.13 per square foot. The lease includes a clause requiring payment of operating and common costs exceeding \$6.00 per square foot. For 2024, those costs totaled \$7.66 per square foot, or \$40,686.60.

5. What is included in the lease rate?

The lease rate includes taxes, utilities, custodial services, pest control, maintenance, snow removal, landscaping, exterior sweeping, and signage.

Workforce Alliance (WA) separately pays for data/internet, voice services, and alarm services.

6. The square footage and cost appear to be reducing. Why?

WA currently operates with a \$9 million annual budget. Beginning July 1, 2026, WA anticipates a 30–50% reduction in funding, prompting efforts to reduce operating costs. The organization currently employs about 15 fewer FTEs compared to 2024 and does not anticipate major projects that would increase staffing.

7. What is the current square footage breakdown between administrative and program use?

WA leases approximately 24,500 square feet at 2021 N Amidon:

- Administration: ~5% of space
 - Meeting and job fair space: ~3,000 sq. ft. (15%) — used about 25% of the time depending on labor market activity
 - Public self-service area: ~10% — for job search, résumé preparation, and partner agency connections
-

8. The request mentions drop ceilings. Is that required?

Drop ceilings are preferred because they allow easier access for IT and maintenance work. WA understands some spaces may not include them; proposers should describe and justify any deviations from the RFP requirements.

9. Does WA prefer a downtown location or other areas in Wichita?

WA does not have a specific preference for location within Wichita. Desirable features include public transportation access, adequate parking, strong visibility, and proximity to major streets and highways for regional access.

10. Does WA have a budget for moving expenses?

Yes. WA has identified funding and resources to support relocation and related moving costs.

11. What is the composition of WA's Board?

Board membership is governed by the Workforce Innovation and Opportunity Act (WIOA) and includes Human Resource professionals, CEOs, labor union representatives, government relations representatives, and post-secondary education leaders.

Please note: The Board has limited experience with commercial real estate, so proposers are encouraged to provide clear, detailed narratives.

12. What is the WIOA funding cycle?

WIOA funds are allocated twice annually—in July and October. Funds are appropriated each year and have a two-year life cycle at the local level.

13. Are there after-hours or weekend activities?

Occasionally, yes. The Workforce Center hosts evening and Saturday events.

Normal hours:

- Monday–Thursday: 7:00 a.m. – 6:00 p.m.
 - Friday: 8:00 a.m. – 12:00 p.m.
-

14. Does staff parking need to be onsite?

Onsite parking is preferred but not required. Parking must be located close and easily accessible to the facility.

15. Does WA own its desks and office equipment?

Yes. WA owns all desks, office furniture, and equipment, which would move to any new location.

16. Does WA receive funding other than federal funds?

Yes. WA also receives state, local, and private/foundation grants. Currently, WIOA accounts for about 40% of the budget, but that percentage is expected to increase as several large federal discretionary grants conclude without replacements identified.

Wichita Workforce Center
New Leaf Plaza
10/2025

