



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
May 8, 2013**

ADDENDUM # 4

RFQ # 7462375

TITLE: Lease of Commercial Office Space – Office of Health and Human Services

SUBMISSION DEADLINE: Monday, June 3, 2013 at 10:00 am (Local Prevailing Time)

Notice to Vendors:

ATTACHED ARE THE QUESTIONS WITH RESPONSES, NO FURTHER QUESTIONS WILL BE ANSWERED.

**Thomas Bovis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

RFQ # 7462375

TITLE: LEASE OF COMMERCIAL OFFICE SPACE HEALTH AND HUMAN SERVICES

Questions:

1. Can you give us more details on the program of space needed?

Response: The following information includes more specific details regarding the program of space needs.

(1) Office: Secretary Costantino Office: 14 x 14

(47) Offices: 10 x 12

(204) Cubicles: 8 x 8

***File Cabinets: Must be incorporated into space plan (Cubicles & Offices)**

(2) Large Conference Rooms: 20 x 12

(4) Small/Medium Conference Rooms: 12 x 15

Kitchenette/Employee Break Room (on each floor): 10 x 14

- **Supplied with sink (hot/cold water), counter space, electrical outlets, cabinet area, refrigerator, microwave oven, table/s and chairs.**

Supply Closet With Shelving (on each floor): 8 x 10

Copy Room (on each floor): 8 x 10

IDF Rooms (on each floor): 8 x 10

MDF Room: 12 x 12

Reception Area: 8 x 10

Restrooms (set of restrooms on each floor): The size of the restrooms and number of fixtures in each will depend on code requirements and the occupancy of the adjoining space.

(1)Vending Facility: Approximately 250 Square Feet * As indicated in General Information 1.5 section of the RFP document.

2. Based off the floor plans we can deduce the size of the various rooms, however is there a specific size that you would suggest for each set of cubicles, offices, and conference rooms?

Response: See response to Question # 1 above.

3. Do you have growth built into your program?

Response: The anticipated growth is already built into the program.

4. Where are you currently located, and can we take a tour of your current space?

Response: The current space is located at the Pastore Center in Cranston. It would not be useful to tour the current facility because the OHHS staff occupies former hospital rooms in several buildings and the overall program is not laid out in an efficient manner.

5. What needs do you envision for public access and public services?

Response: There will be very limited public foot traffic to the proposed lease premises. On average, it is estimated that 8-10 members of the general public will visit the building each day.

6. In reference to Section 1 of the RFP, specifically 7.4.1 that references "...the degree to which the configuration of the premises meets the User Agency's programmatic needs..." - can you please provide a further detailed explanation of what those programmatic needs are?

Response: see response to Question # 1 above.

7. Section 1, Schedule B-3 implies in addition to offices, cubicles and conference rooms additional space is required for, among other items, storage space, staff support, telecommunications room, data room, supply room, and reception area. Can you identify specifications for these supplementary spaces? For example: Do you envision these to be separate rooms? How much reception space is needed? Will the storage rooms require additional security?

Response: Please see response to Question #1 above.

8. At the informational conference we were told that Section 2, Lease Proposal Form, would be provided in a Word Doc format? When will this be available?

Response: The Lease Proposal Form (including page 12 // Cost Spreadsheet) is now available for downloading as an addendum on the Division of Purchases website.

9. Are mini blinds acceptable in lieu of a cloth window treatment?

Response: Given that polyester screencloth with UV resistance is the preferred window treatment, all offerors must include cost estimates for this type of window treatment.

10. What size are the cubicles, 8'x8'?

Response: Yes, the cubicle size is 8' x 8'.

11. Are lock sets required on the private offices?

Response: Yes, lock sets are required on all private offices.

12. Section 2.8.10 Security Systems requires contact on all windows; we are assuming windows on second floors or higher will not be required having protection.

Response: Yes, it can be assumed that windows on second floor or higher will not require security system protection.

13. 2.9.2 Are separate public and employee bathrooms required? We plan on installing the restrooms within the tenant's suite, however having multiple toilet rooms separated from each other will reduce efficiency of the floor plan layout.

Response: No, OHHS officials have indicated that public restrooms will not be required.

14.6.4.3 Floor loading in storage area of 250 lbs per square foot, what size of a storage area will require this load, would localized areas for this heavy load be acceptable?

Response: A 12 x 12 (approximate) room may be needed near the legal section. Yes, localized areas would be acceptable for this requirement.

15. Can they expand on their program any further? Any coffee / kitchenette areas? Or special requirement for large meeting rooms? This info would be helpful so we can be as accurate with square footages and test fit.

Response: A kitchenette/employee break room is required on each floor and it should be equipped with a sink (hot/cold water), counter space, small cabinet area, refrigerator, microwave oven, table/s and chairs.

The large conference rooms should be at least 240 (12 x 20) square feet.

16. 2.7.6. Carbon Monoxide Detectors: This requirement is beyond code, is complying to code acceptable?

Response: Yes, complying with the current code is acceptable.

17. Should the SF of proposed premises be based on the program needs as outlined in the RFP or what is in the RFP for SF requested?

Response: The square footage indicated in the RFP has been identified as an approximate square footage. The square footage of the leased premises can be less than the indicated 70,000-80,000 if the program can fit into an efficiently planned floor plate.

18. Is the 10 year term firm? No cancellation provisions?

Response: It is a 10-year term with a cancellation provision as outlined the State Lease (Section 3 – Attachment C-2 of the Request For Proposal document)

19. Could the agency be in two buildings as long as the two are connected with an enclosed corridor (bridge)?

Response: Although it is preferable that the user agency occupy one building, the agency could occupy space in two buildings depending on the overall attractiveness of the proposed floor plan layout.

20. Is there flexibility on timing for occupancy since the final commitment will not be until General Assembly approval in January?

Response: Yes, there will be flexibility on the timing for final occupancy. The offeror must identify the earliest date that the leased premises will be available for occupancy after a fully executed lease is in place and General Assembly approval (January 2014) has been secured.

21. Sustainability seems to be a priority, (sustainable materials, recycling program, mention of daylighting) - is there a desire to achieve LEED certification or to design to LEED standards without registering or certifying the project?

Response: No, sustainability is important but we do not have a desire to achieve LEED certification or to design to LEED standards.

22. More detailed program - The RFP specifies 48 private offices, 6 conference rooms, 204 modular workstations. Will there be more detailed programmatic information furnished to describe the sizes of MDF/ IDF rooms, print/copy, kitchenette, additional support areas, etc.?

Response: See response to Question # 1 above.

23. Restrooms – the line reads: “landlord must provide and install separate restroom facilities for the general public and employees”

Can you explain what is meant by this statement as the sample fit plan in the RFP shows only a single Men’s and a single Women’s restroom per floor?

Response: OHHS officials have indicated that separate public restrooms are not required. There must be restrooms located on each occupied floor. The size of restrooms and number of fixtures should be based on applicable code requirements and occupancy of the space.

24. Is our understanding correct in that the tenant will furnish workstations and the landlord will install?

Response: No, the tenant will furnish and install the workstations. The landlord is responsible for providing (including making all connections) power, telephone and data to each cubicle, office and conference room as provided for in the specifications. (Pages B-14-B-21)

25.If the required offices, conference rooms, work stations and other required spaces can be fit into less than the suggested 70,000 to 80,000 square feet, can we propose less floor area?

Response: Yes, if an offeror can present efficient floor plates that will accommodate the user agency's programmatic needs, the offeror can propose less than the requested 70,000-80,000 square foot range.

26.Can "in place" hard wall work stations be used instead of demountable work stations?

Response: Hard wall work stations are acceptable only if they are appropriately sized (8 x 8), laid out in an efficient manner and will be wired (power/telephone/data) in accordance with the specifications outlined in of the Request for Proposals document.(Pages B-14 – B-21)

27.Paragraph 4.5 of the Solicitation: Defines Usable Area to be leased but does not define Rentable Area to be leased. Can we presume that the BOMA Standard may be used?

Response: If the offeror intends to provide space utilizing the BOMA Standard, the submitted proposal should include square footage numbers for the useable area and rentable areas. The offeror must also identify the load factor and include the calculation utilized to arrive at the load factor.

28.Paragraph 6.2.2 of the Solicitation: Requests the number of reserved spaces as described in Section A-1.3. However, under A-1.3, no reserved spaces are requested. Can you clarify?

Response: The number of parking spaces is indicated in Section A-1.5 under Parking requirement.

29.Page B-2, Paragraph 1.3 (3rd paragraph): describes the Landlord's responsibility to repair and maintain, but there is no Base Year for building expense escalations or any provision to charge the Tenant for expenses which normally get billed monthly to the tenant such as light bulbs. Can you clarify?

Response: The offeror should build the building maintenance expense into the base rent or provide a different line item on the cost proposal spreadsheet to account for this issue.

30.Page 12 of the Lease Proposal Form: With many of the items on Cost Proposal being estimates, will we be held to the Total Annual Rent?

Response: Each offeror should submit responsible cost estimates that are as accurate as possible. Offeror's should not submit proposals that include artificially low cost estimates. The selected offeror and officials from the user agency will negotiate the final rent during lease negotiations.