



State of Rhode Island  
Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
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October 5, 2018

**ADDENDUM # 1**

**Bid # 7597695**

**Title:** LEASE SPACE FOR COMMERCIAL OFFICE SPACE DHS

Bid Closing Date & Time: **February 1, 2019 @ 2:00 PM (Eastern Time)**

**Notice to Vendors:**

1. Answers to questions
2. Two attached forms in word (1. RFP Form & 2. RI Lease proposal form), for easier access to fill in to facilitate the bid proposals.
3. Attendance sheet

**Kathy Missell  
Chief Buyer**

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

**RFP # 7597695 – DEPARTMENT OF HUMAN SERVICES**

**QUESTIONS AND RESPONSES**

**Question:** Existing conditions will be utilized by the User where possible to save on cost, correct?

**Response:** *Yes, existing conditions will be utilized with the understanding that the space offered meets acceptable office standards, building code and fire code. In a ten-year lease agreement, the User agency would expect new carpet and fresh paint throughout the leased premises.*

**Question:** According to page B-11, section 2.5, the regular cubicles are supposed to be 6 x 8 with wall height of 57 inches. Supervisor cubicles are supposed to be 10 x 10 with wall height of 66 inches. Is there flexibility on these sizes?

**Response:** *There may be some flexibility, but the conceptual floor plan included in this RFP clearly indicates the User agency's need for 6 x 8 cubicles and a very efficient layout.*

**Question:** Is there a budget for the furniture scope you have identified?

**Response:** *No, there is no set budget for furniture. Offerors should show a square foot dollar amount allocated to furniture based on the conceptual floor plan. It is expected that the cost of the furniture will be amortized over the ten-year lease term and shown as additional rent in the lease agreement.*

**Question:** According to page A-10, section 6.1.1, this deal will require approval of the State Properties Committee and approval by the Rhode Island General Assembly. What impact does that have on State decision-making timeline?

**Response:** *The approvals required will require an aggressive schedule regarding the decision-making timeline.*

**Question:** According to page A-10, section 6.2.2, if there is insufficient parking, offeror must propose how it can otherwise be met. How much credence/credit is a RIPTA stop against the parking ratio?

**Response:** *The RIPTA stop would not count for much credit against the parking ratio in the evaluation of lease proposals.*

Question: Is there any amount of parking or parking ratio that would be considered a non-starter and not worth submitting?

**Response:** *No, the user agency seeks to review numerous competitive lease proposals from various offerors.*

Question: According to page B-24, section 2.10.2, there is a requirement for public and employee restrooms. However, there is no public component to this requirement. Please clarify.

**Response:** *The reference to public restrooms is an error. This space is intended to be back office space that accommodates the User agency employees only. There is no public component to this space requirement.*

Question: Will the User accept a Tenant Improvement allowance or a not to exceed improvement allowance at a proposed rent?

**Response:** *The lease proposal should contain a total dollar amount related to the work to be completed by the Landlord. The scope of work should be clearly outlined in the lease proposal.*

Question: Please confirm the structure of the lease is intended to have a base year for real estate taxes, but that operating expenses increases are to be borne by Landlord (not reimbursed by User).

**Response:** *Yes, the lease structure will include a base year for real estate taxes. The User agency will pay its proportionate share of real estate tax increases over the course of the ten-year term. The operating expenses are to be borne by the Landlord.*

Question: Please confirm that any utility that can be separately metered can be carried outside of the proposed rent and paid by User.

**Response:** *Correct, if any utility can be separately metered (at the sole cost and expense of the landlord), those utilities can be carried outside of the proposed rent and paid by the User agency.*

Question: Can the space offered be located on two floors?

**Response:** *Yes, the space offered can be located on two floors.*

Question: Will there be language included in the lease that indicates the lease is subject to annual budget appropriations?

**Response;** *Yes, there will be language included in the lease agreement clearly indicating the lease is subject to annual budget appropriations.*

Question: Is it the State's intent to have a gross lease arrangement?

**Response:** *The lease can be a gross lease or a modified gross lease arrangement.*

Question: Will East Providence be considered, despite not being in the selected geography?

**Response:** *No, East Providence will not be considered as it is not in the selected geography outlined in this RFP.*

Question: Is it possible to obtain a copy of the existing DHS lease for the space located at 206 Elmwood Avenue, Providence?

**Response:** *Yes, any party seek to obtain of this lease must simply file an Open Records Request with the Department of administration, Division of Legal Services.*



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**"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET**

**BID NUMBER:** 7597695  
**BID TITLE:** LEASE SPACE FOR COMMERCIAL OFFICE SPACE DHS  
**PRE-BID DATE AND TIME:** January 4, 2018 @ 2:00 PM

**Purchasing Representative:** Katherine Missell  
**Pre-bid START TIME:** January 4, 2019 at 2:00 PM  
**Pre-bid END TIME:**

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED FOR (For Purchasing Use Only)
31	AI S	25 TUCKER DR. LEMINSTER, MA	BENEEHAYE@AIS-INC.COM	978 815-7631		
32	CBRG	ONE FINANCIAL PLAZA, PVD	andrew.galvin@cbrc.com	401-330-1915		
33	CAPSTONE P	180 WASHINGTON PVD, RI	CGREENMAN@CAPSTONE-SPACES.COM	401-454-4660 X 324		
34						
35	David Allen	206 E MINWORTH AVE PROVIDENCE, RI	dallenc@proactivors.com	617/693-3600		
36	SITANE BRACKETT Paulino Properties	100 WESTMINSTER ST PROVIDENCE	SITANE PAULINO@PROPERTIES.COM	(401) 274-6611		
37		"	Arthur@PaulinoProperties.com	401-274-6611		
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