THIS OFFICIAL FORM MAY NOT BE ALTERED. ANY CHANGE OR ALTERATIONS MADE TO THIS FORM MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL

LEASE PROPOSAL FORM

User Agency **Department of Transportation**

Project No.: **RFP # 7599929**

Project: **Department of Transportation – Computer Lab Training Space**

Submission: Proposals must be submitted to RIDOA as follows:

Proposals must be submitted to the Division of Purchases on the Lease Proposal form included with this RFP. A proposal consists of the Lease Proposal form and such attachments as are requested in the Lease Proposal or this RFP. Disclosure Certificates as well as the "Offeror Background Survey" must be submitted with each proposal.

Please submit one original and four copies of the Lease Proposal, each signed by the offeror.

Note: a Microsoft Word format of the Lease Proposal will be provided to each offeror after the pre-proposal conference. When filling out the Lease Proposal form electronically, use the tab key to move from block to block. For blocks that need to be filled in with a checkmark, tab to the appropriate block(s), and type in "X."

Proposals must be substantially completed. Proposals that contain material omissions shall be deemed non-qualifying if allowing the missing information to be supplied after the opening of proposals would be prejudicial to fair competition.

Proposals must be submitted in a sealed envelope on which the following information is clearly marked: **the name of the User Agency, the Project Number, and the Proposal Submission Deadline. This information is contained on Page A-1 of the RFP. In addition, the name and address of the offeror must be on the envelope.**

Proposals must be received in the Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, 2nd Floor (Purchases' Reception Desk) Providence, Rhode Island 02908 on or before the proposal submission deadline stated on page A-1 of this RFP. The time-stamp clock located in the reception area of the Rhode Island Division of Purchases establishes the official date and time of receipt of each proposal.

The undersigned has read the Request for Proposals (RFP) and has carefully examined all specifications within the RFP. The undersigned acknowledges that the proposed property must comply with all RFP specifications before occupancy by the User Agency unless unambiguously

stated otherwise in this Proposal, the undersigned is an eligible offeror as defined in the RFP; and there are no known obstacles to prevent the owner from executing a lease or that could invalidate such lease. The undersigned confirms that the owner of the proposed property will 1) enter into a lease substantially in the form of the lease document attached to the RFP; 2) provide a statement under oath listing the names and addresses of all persons having a direct or indirect beneficial interest in the property; 3) provide a certification that all state taxes and local taxes have been paid by the property owner. The undersigned acknowledges that RIDOA/Division of Capital Asset Management and Maintenance (DCAMM) may reject all proposals, or waive portions of the RFP for all proposals if RIDOA/DCAMM deems such rejection, waiver, or both to be in the State of Rhode Island's best interests. The undersigned proposes to lease property to the State of Rhode Island as follows:

1. PROPOSAL SUMMARY

Address of Offered Property:

Floor No.:

City:

State:

Zip Code:

Confirm that the proposed building is located within the search area defined in the RFP.

_____ Yes _____ No

Usable Area

Proposed Usable Area _____ USF (See RFP § 4.5 for definition of "Usable Area")

Existing Use:

State of Rhode Island Lease and Term

Proposed Term of Lease:

Two (2) Years with an annual option to renew for a maximum total of 5 years.

Confirm that the proposed landlord will enter into a lease substantially in the form of the State of Rhode Island Lease attached to the RFP without material modification.

_____ Yes _____ No

Please attach a separate sheet identifying all proposed revisions.

Proposer

Name Of Offeror:

Contact:

Company Name:

Offeror's Address: Telephone:

City: State: Zip Code: Fax:

Offeror is submitting this proposal as (see RFP § 4.3 for definitions of "Eligible Offeror"):

_____Record Owner _____Tenant whose lease permits subleasing

Offeror represents and warrants that 1) the information and statements in this Proposal are complete and accurate to the best of the Offeror's ability to make them so, and 2) the Offeror has not communicated with any representative of the State of Rhode Island regarding preparation of this Proposal.

Offeror's Signature:_____ Date:_____

NOTE: Please sign with blue ink pen.

Owner

Name of Property Owner:

Owner's Address:

City:

State:

Zip Code:

Name of Principal: Telephone & E-mail:

2. COST

Complete the table below by filling in the components of the proposed Total Annual Rent for each year of the lease term and identify the estimated amount for the Landlord's Improvements that is included in the proposed Total Annual Rent. Please complete the Table using total dollars/year; RIDOA/DCAMM will confirm the usable area of the proposed Premises to arrive at a rate/usf.

The far left column identifies components of the Annual Rent. If one or more component is excluded from the proposed Total Annual Rent, write "Excluded" in that row. If one or more component is included within another component, write "Included" in that row. Confirm that amounts are entered in the appropriate area so that the Total Annual Rent equals the sum of the amounts entered.

Under "Comments," please provide information about excluded costs and any other costs that require explanation.

ITEM	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
Rent										
Modular Furniture										
Utilities										
Janitorial										
Garbage Removal										
Signage										
Pest Control										
Amount For Other										
Amount For Other										
Total Annual Rent SF Rate										

Estimated amount for Landlord's Improvements (see section B of RFP) included in the Total Annual Rent: $_____.

Comments:

3. LOCATION

Parking

Please provide a description of the parking to be provided as part of the lease agreement.

Access

List closest highway exits and major arterial roads and estimate their distance from the proposed Building:

List all public transportation serving the building.

Neighborhood Characteristics

Identify all uses in the immediate vicinity of the proposed building (within 1/10 mile).

_____Office

_____Retail

_____Vacant Land

_____R & D

_____Warehouse

_____Residential

_____Manufacturing

_____Restaurant/Food

_____Industrial

_____Other

List amenities (banks, restaurants, shops, etc.) within a ten-minute walk of the building:

Describe neighborhood characteristics relating to safety and security:

4. BUILDING CONDITIONS: EXTERIOR ENVELOPE, SYSTEMS AND COMMON AREAS

Barrier Free Access

Confirm that the building will comply with the requirements for access for individuals with disabilities. _____ Yes _____No

Check E for those that are accessible now and P for those that are not but will be made accessible prior to occupancy.

E	P	
____	____	Site
____	____	Parking
_____	____	Proposed Premises
_____	____	Building Entrance(s)
_____	_____	Common Area Hallways
_____	_____	Common Area Restrooms
_____	_____	Elevators

Hazardous Substance

Landlord has no knowledge of, and has not received any notice of, the current or past existence of any material, currently considered to be a Hazardous Substance, that is existing, deposited, or discharged on or from, or across, or migrating toward or across the Premises, the Building, or land upon which the Building is located.

_____ YES

_____ NO

If you answered NO above, please identify all conditions about which there is knowledge or notice. RIDOA/DCPPM may request a copy of all reports on such condition.

Warrant and represent that each Hazardous Substance, whether presently known or subsequently discovered, has been or will be remediated in accordance with the provisions of the Lease and all applicable laws and regulations before the State of Rhode Island takes occupancy of the proposed Premises and the Building.

_____ YES

_____ NO

Building Statistics:

- Building gross SF:
- Building rentable SF:
- Building usable SF:
- Year of initial construction:
- Original use:
- Number of floors
    - Above grade

- Below grade

- Floor load (lb/sf):
- Number of elevators:
- Passenger:
- Freight:
- Year and scope of latest renovations; if applicable, year and scope of renovations to convert the Building to its current use:

Building Use:

Identify all existing uses in the Building and amount of space for each use.

- Office _____ SF
- Retail _____SF
- R & D _____SF
- Warehouse _____SF
- Manufacturing _____SF
- Restaurant/Food _____SF
- Industrial _____SF
- Vacant _____SF

List the names and type of use for each current Building tenant.

Describe all planned changes in Building use.

Building Envelope:

- Type of construction:
- Type of exterior wall:
- Type and age of windows
  - Date installed:
  - Operable:
- Type of roof:
  - Year of installation:

Building Systems:

Life Safety Systems

Check E for those that meet existing code requirements and P for those that do not exist but will be provided as required by current codes prior to occupancy.

E	P	
_____	_____	Emergency Egress
_____	_____	Sprinkler
_____	_____	Exit Route Diagrams
_____	_____	Smoke Detectors
_____	_____	Exit Signs

_____	_____	Emergency Lighting
_____	_____	Audio and Visual Fire Alarm System
_____	_____	Fire Doors/Walls
_____	_____	Fire Extinguishers

Describe any proposed improvements:

Electrical System:

Type of service:

Date and scope of latest improvements:

Available capacity for the proposed space:

Is the electrical distribution for the proposed Premises separately metered?

Heating System

Type of system, fuel source, date of installation:

Date and scope of latest improvements:

Available capacity for the proposed space:

Air Conditioning and Ventilation System:

Type of system, fuel source, date of installation:

Date and scope of latest improvements:

Available capacity for the proposed space:

Is the supply air distribution system ducted?

Is the return air system ducted?

Is the system serving the proposed Premises separately metered?

Building Common Areas:

Identify the existing condition of the following common areas and describe all proposed improvements:

Lobby/entrance:

Stairwells:

Elevators:

Hallways:

Restrooms:

5. LANDLORD CAPACITY

Landlord's Improvements

1. Does the Proposal include all work necessary to comply precisely with the Landlord's Improvements in Section B of the RFP?

   If you answered NO above, please identify and describe all proposed exceptions.

2. Does the Proposal include reconfiguration of the proposed Premises to meet Space Allocation in Section B of the RFP?

   If you answered NO above, please describe all proposed modifications to the proposed Premises.

Attach additional pages as necessary to provide complete responses to the questions above.

Landlord Services

1. Does the Proposal comply precisely with the Landlord's Services in Section B of the RFP?

   If you answered NO above, please identify and describe all proposed modifications.

Attach additional pages as necessary to provide complete responses to the questions above.

Availability Of Space

1. Is the proposed space vacant?

Projected date when the space will be vacant and construction of the Landlord's Improvements can commence.

List existing tenants who currently occupy or have the option to use the proposed space, and terms of any rental agreement.

Design and Construction:

Identify the estimated time;

1. to prepare the Schematic Space Plan
2. to prepare Working Drawings for Tenant's review and approval

3. to complete Landlord's Improvements and any required base Building improvements

- Please attach a project timeline (see item 7 below)

Names of firms and persons or entities (e.g., architect and engineer) expected to prepare Working Drawings:

Name of company (e.g., general contractor) expected to complete Landlord's Improvements:

Financing:

List below the financing resource(s) you have identified in connection with the lease and attach;

1. documentation stating that the provisions of adequate financing will not be conditioned on any material modification to the lease; or

2. documentation identifying the necessary modifications to the lease.

Property Management

Name of the company and person expected to provide property management services. Indicate how long this person or entity has managed the Building.

Company:

Address:

Name:

Telephone No.:

6. REFERENCES ***(RIDOA/DCPPM reserves the right to contact other parties who may be familiar with the Building and/or the landlord.)***

Current Tenants of Building Owner

List company, address, name of contact person, and telephone number of at least three current tenants of the Building owner, preferably at least one of whom is the current tenant of the proposed Building.

Company:

Address:

Name:

Telephone No.:

Rental Agreements With The State of Rhode Island

List all rental agreements between the owner and the State of Rhode Island which were in effect within the last five years.

Agency:

Address:

Telephone No.:

7. REQUESTED DOCUMENTS:

Please enclose the documents listed below with the lease proposal.

7.1 Verified floor plans to scale (1/8 = 1'0" or greater) for each floor in the proposed lease Premises. These drawings should identify the following;

a) The proposed leased Premises

b) All structural elements and limitations

c) All entrances and exits

d) All existing non-structural partitions, including demising walls

e) All existing windows, with head and sill heights

f) All existing restrooms, and mechanical, electrical, and telephone rooms

g) All existing heating, ventilation, and air-conditioning equipment

h) Calculation of usable area

7.2 Project timeline, including all milestones from proposed selection to date the Premises will be available for occupancy.

7.3 Map indicating the location of: 1) the proposed Building 2) parking facilities 3) public transit stops serving the Building, and 4) major roadways.

7.4 Photograph of the exterior of the Building.