

## QUESTIONS AND ANSWERS

### **TITLE: RFP-LA-02-22 (Office space for lease at a single location for the State Department of Assessments and Taxation)**

1. In the Shared area the Computer Lab/Training Area - Is this (1) 300 SF room with 10 training Tables or (10) training areas 30 SF each?  
**It is one 300 SF room.**
2. Real Property Lists (1) FTE exec associate III but doesn't list the space as an office, shared office, or workstation and is missing square footage.  
**They will sit and are accounted for in the reception area of Real Property.**
3. Real Property Lists Prgm. Mgr. Senior II as (4) FTEs but only calls out (2) workstations. We assume this is because the workstations will be shared. Please confirm.  
**They are shared workstations.**
4. Real Property Assessments- Area Supv. I- lists (2) FTE positions but only calls (1) workstation. We assume this is because the workstation will be shared. Please confirm.  
**This is a shared workstation.**
5. Real Property Conference Room/Area of 8 – conference room is (1) room for 8 people at 160 sf and not (8) rooms each at 160 sf.  
**It is one room at 160 SF for 8 people.**
6. Directors Office Administrator II (both of them) – it lists (1) FTE position but under total says (2). Please clarify the number of FTE position seats.  
**These are two separate cubicles that are shared by 4 people.**
7. Director's Office – Designated Admin Mgr I: Currently requires (1) Office at 110 SF but future has (1) at 70 SF. Should we assume the future is a workstation?  
**Yes.**
8. Confirm that Required Square Feet column is the total for the Real Property/ Director's Office row, e.g. Program Mgr. Senior III is (4) positions at 35 SF each  
**There is no Program Mgr Senior III in the Real Property/Director's Office. However, the Program Mgr Senior II is one 140 SF office shared by 4 positions.**



9. Real Property/ Director's Office Exec. Assoc. I is noted to be in the reception area. Is there a workstation size?  
**Exec. Assoc I and Exec. Assoc. III will both require 50 SF in the reception area.**
10. Please clarify square footage for Real Property/ Director's Office Exec. Assoc. III  
**Exec. Assoc I and Exec. Assoc. III will both require 50 SF in the reception area.**
11. Charter – Office Processing Clerk I- please confirm total FTE headcount required to receive 50 sf workstation. Columns to the left show 6 current and 1 vacancy, square footage only calls out for 3 people total.  
**Office Processing Clerk I, Office Clerk II, and Office Services Clerk are a total of 33 employees who will share 22 50 SF cubicles.**
12. Charter – Office Services Clerk-please confirm total FTE headcount required to receive 50 sf workstations. Columns to the left show 23 current and 2 vacancies. Square footage only calls out for 18 people total. Also to the right the growth calls out 3 FTEs but SF does not match at only 100 total – should this be 150 sf total?  
**Office Processing Clerk I, Office Clerk II, and Office Services Clerk are a total of 36 employees who will share 24 50 SF cubicles.**
13. Charter Copy Areas- Confirm (3) copy areas at 80 SF each  
**Correct.**
14. Charter Interview Rooms- Confirm (3) rooms at 80 SF each  
**Correct.**
15. Charter Office Administrator II – Shows (1) Office and (1) Workstation at 70 SF total. Should there be an additional 110 SF for the office?  
**The private office is a typo and should not be accounted for. There should be two 70 SF cubicles to account for current and future positions.**
16. Charter Office Program Manager II – Shows (2) Offices and (2) Workstations at 220 SF total. Should there be an additional 140 SF for the Workstations?  
**Charter Office Program Manager II will consist of 3 employees each with 110 SF offices.**
17. IT – please confirm FTE headcount for Database Specialist Supv. Please confirm if its (2) people in a shared office at 140 sf or (2) people sharing a workstation at 70 sf. Our architect assumes (1) shared office for 2 people per our programming document  
**It is 1 shared 210 SF office for three people. Each employee will have their own desk.**
18. IT – OIT Interview Room please confirm (1) room at 80 sf or (3) rooms at 80 sf. Our architect assumes (1) room at 80 sf.  
**It is one 80 sf room for 3 staff.**
19. Confirm (1) OIT conference Room at 220 SF

Yes.

20. Accounting – please confirm number of file cabinets, size, and if lateral or vertical.  
We do not currently have the quantity or dimensions of the file cabinets that will be moved to the new location.
21. Please confirm that (1) Accounting Interview Room at 80 SF is required and not 3  
The request is only for 1 80 SF interview room.
22. Confirm (1) HR Interview Room.  
The request is only for 1 100 SF interview room.
23. BPP – please confirm there are (2) FTEs each in their own 70 sf workstation and not a shared 140 sf workstation.  
We are uncertain which position this is referring to.
24. BPP – please confirm there are (3) copy areas at 80 sf or (3) copy areas each at 240 sf. Architect assumes (2) room each at 80 sf.  
It will be three 80 SF copy areas
25. Tax Credits – under Admin Aide please confirm total number of FTE growth as (2) people are listed but only a total of 50 sf. Is this a shared workstation or should there be two?  
They will share the workstation.
26. Tax Credits – under Office Processing Clerk II-please confirm total number of FTE growth as (3) people are listed but only a total of 100 sf. Is this a shared workstation?  
Office Processing Clerk II, Office Processing Clerk II, and Office Services Clerk/Office Secretary 1 consists of 27 employees to share 18 cubicles.
27. Tax Credits – Admin Office I – we understand that these FTE’s will sit in the shared credits locked room, however there are (5) people shown for growth with an additional square footage of 210. Our architect assumes there are a total of (14) people in this room and have allocated each of them 70 sf. Please confirm.  
The five future growth positions will not be located within the locked room. The 5 future growth positions will share 4 cubicles to be located near the Program Manager III.
28. Tax Credits Office Services Clerk/ Secretary- Is it (20) at 30 SF each or (12) at 50 SF each?  
Twelve at 50 SF each.
29. Tax Credit locked room to house 12 cubicles – there is (1) room totaling 925 sq ft. There are currently (7) staff in the room with (7) growth and an additional 210 SF. Should we make (1) 1135 SF Room with 14 Workstations/Desks? Do have a size you would like these Workstations/Desks?  
We cannot confirm workstation size. Offeror’s should make accommodations to provide the requested SF in the RFP.

30. OAG Admin. Officer II in reception area- Is there a workstation size?  
**A minimum of 75 SF will be required.**
31. Confirm: 70 SF workstation is 8' x 8' plus some panel allowance.  
**Configuration of the cubicle is pending, but Landlords should accommodate space for workstations that measure 70 NSF as requested.**
32. Confirm: 50 SF workstations is 6'x8' plus some panel allowance.  
**Configuration of the cubicle is pending, but Landlords should accommodate space for workstations that measure 50 NSF as requested.**
33. Does the State have standard workstation sizes?  
**Yes. The standard workstation sizes are reflected in the space program provided in the RFP package.**
34. What is the "required delivery time" or where is it defined?  
**Offeror's are to submit their proposed delivery time in Section F of the financial proposal.**
35. Would it be possible to get a word version of the lease document to review/redline if/where necessary to submit with the proposal?  
**You can download a copy of the State lease from the Office of Real Estate website.**
36. Do we have to contract for the 32 spaces if they are at a off-site location within the permitted proximity?  
**Yes.**
37. Is there a form available that we can use to address the proximity to the retail, outdoor amenities, indoor amenities, etc. noted in section 4.1?  
**There is no form available. If proposers would like to provide a map of amenities they may do so in their technical submission.**
38. As it relates to the Termination Costs related to a termination under Section 2.3 of the General Conditions or a termination of convenience under Section 16.5 of the General Conditions, will the State consider a modification to the General Conditions (pursuant to Section 16 of the Standard Lease Form) to specify that such costs will include the amortization of the cost of the Fit-up, any broker's commissions, and a vacancy period for reletting the space?  
**No.**
39. As it relates to Section 6 and Section 16.2 of the General Conditions, will the State consider a modification of the General Conditions (pursuant to Section 16 of the Standard Lease Form) to provide that the Commencement Date will be extended (for purposes of deferring the State's termination right for failure to deliver) in the event that final approvals from the State are not obtained by a specific date, as the construction schedule will presume a notice to proceed by a particular date, and the General Conditions do not provide for a specific time period for approvals?  
**No.**

40. As to Section 8 of the General Conditions, will the State consider a modification of the General Conditions (pursuant to Section 16 of the Standard Lease Form) to so that the Tenant would be responsible for repairing any damages to the plumbing, electrical service, lights, HVAC components serving the Premises to the extent such damage is caused by the negligence of the State (as distinguished from its gross negligence)?  
**No.**
41. As to Section 9 of the General Conditions, will the State consider a modification to the General Conditions (pursuant to Section 16 of the Standard Lease Form) to provide that the installation of signs on the exterior of the Building to be in Landlord's sole discretion if such specific approval is not confirmed in connection with the Lease execution?  
**No.**
42. As to Section 10 of the General Conditions will the State consider a modification to the General Conditions (pursuant to Section 16 of the Standard Lease Form) to extend the 90-day restoration period (to up to 270 days) prior to either party have a right to termination the Lease if the Building and Premises cannot be restored it is not restored within that period of time?  
**No.**
43. As to Section 16.3 and 16.4, will the State consider a modification to the General Conditions (pursuant to Section 16 of the Standard Lease Form) to waive entirely its right to termination the Lease based on a failure of Landlord to maintain and repair the Premises and the Building or provide for the extension of the cure period for a reasonable time to complete the cure if it cannot be completed within the initial thirty (30) day period.  
**No.**
44. Does the Offeror have to accept the construction unit pricing or suggest a more current market schedule for unit pricing?  
**Offeror's may mark up the unit pricing if they wish to propose alternate numbers, although it is at the State's discretion to accept any modifications.**
45. Please clarify that the Net Square Feet below can include circulation to arrive at the Net Usable Square Feet. Prior to performing the test fit, we anticipate needing to add as much as 35% to the NSF to accommodate for circulation space which would yield approximately 35,000 NUSF. Is this in line with the State's expectations?  
**Offeror's are required to provide a test fit and NUSF measurement using the program requirements provided with the RFP. The NUSF measurement will include circulation, though it is the landlord's responsibility to identify the circulation required to complete the project at their proposed site.**
46. Confirming the State requires the NET Usable SF and not a Rentable SF for determination?  
**Confirmed.**
47. Item G.- Broadloom carpet is listed at \$2/ Sq yard – shouldn't this be \$2/ Sq Ft.?  
**Broadloom carpet is not permitted to be used for this project. Carpet tiles must be used.**

48. Are numbers under Square Feet column supposed to be quantities, e.g. (2) Interview Rooms at 80 SF each?  
**The numbers under the square feet column is the total square footage required for the use.**
49. Please clarify the program requirement of Computer Lab- Confirm (1) lab at 300 SF. What is the #10 indicating? 10 people?  
**Yes.**
50. Question: “1.7 If Offerors are required to make changes to their proposed plan/ test fit they will have the ability to adjust their NUSF by +/- 5%, however the proposed annual rent cannot increase beyond their initial proposal even if there is an increase in square footage.” What would “require” the offeror to make changes to their plan so long as it adheres to the program provided? Does this mean if the State changes their space program that results in increased square footage then the Offeror cannot change rent on the additional space required?  
**The final NUSF will be determined by mutual field measurement. In no event shall the State pay more NUSF than the amount submitted by the Offeror on their response to the RFP.**
51. Parking: Can the on-site, non-reserved parking requirement be fulfilled with semi-valet parking where vehicles may be “stacked” in a way that may require an attendant to move one or more vehicles to provide access to another vehicle that will be departing the garage?  
**No.**
52. The 680-1 does not include any circulation. This is typically an additional 35% or so. The total NUSF ask is 28,434 NUSF +/- 5%. That said the NUSF requested should actually be closer to 38,386 NUSF +/- 5%, correct?  
**Offeror’s are required to provide a test fit and NUSF measurement using the program requirements provided with the RFP. The NUSF measurement will include circulation, though it is the landlord’s responsibility to identify the circulation required to complete the project at their proposed site.**
53. Units that need to be “locked” or in separate suites- are these allowed to be a suite within a suite or required to have own suite number and entry and egress point? If they need to be completely separated do they require two means of egress if they are small enough to meet the code egress requirements?  
**Operating units that are identified as separate units must have their own dedicated suite. All suites need to have two means of egress.**
54. The RFP requires that 2 of the “on-site” parking spaces be reserved for SDAT fleet vehicles and that one of these spaces have an electric charging station. The State will have the right to add a charging station to the 2nd reserved spot in the future. Will the State would pay for the additional charging station including any costs related to upgrading power, if needed?  
**Yes.**
55. Please give us a description of a “fleet vehicle”. Is it a car, van, bus?

A fleet vehicle is a vehicle used for the staff of the using agency that is required to remain on-site between use. There is no restriction on the classification of vehicle it could be, however they will fit in a standard parking space.

56. Can some of the required square footage be located in a below ground level with no windows (with full modern first-class build-out)? If so, what is the maximum amount of the program (square footage) which could be housed in this sort of underground windowless space?  
A portion of the space may be below ground level so long as it meets building and fire codes, and DGS performance standards.
57. Of the 40 parking spaces required to be provided on site, 2 are reserved for SDAT in a designated area, 3 are reserved for executive level leadership, are the remaining 35 spaces unreserved, use-in-common spaces, or do they need to be specifically reserved and cordoned off for the states exclusive use? What will these 35 spaces be used for (who will be parking there) and during what hours do those people work (during what hours would they most likely be using these spaces)?  
They may be use in common and will be used for staff. 24/7 access to the garage is required.
58. Of the 32 parking spaces required to be provided off-site but nearby, are these unreserved, use-in-common spaces, or do they need to be specifically reserved and cordoned off for the states exclusive use? What will these 32 spaces be used for (who will be parking there) and during what hours do those people work (during what hours would they most likely be using these spaces)?  
They may be use in common and will be used for staff. 24/7 access to the garage is required.
59. Is there a timeline of when the State would be looking to move into the new space?  
Move-in will be dependent on BPW approval, and the Offeror's proposed delivery timeline.