

RFP for a Building Lease in the Portsmouth Area for DES Field Office

Request for Proposal

Wanted to lease in the Portsmouth, NH, Seacoast region, for a term of five (5) years with tenant occupancy commencing August 1, 2012, approximately 9,450 to 10,000 square feet of space for use by the Dept. of Environmental Service's Coastal Programs & Seacoast Emergency Response Center. Any subsequently executed lease agreement shall be binding only after approved by all authorizing parties, included but not limited to the Governor and Executive Council. After Governor and Executive Council approval there shall be a predetermined (as set forth in the agreement) "delay in Tenant occupancy and commencement of rental payments" which shall be no more than nine (9) months providing time for the Landlord to complete any and all renovations needed prior to Tenant occupancy. The space offered must be renovated to meet State's programmatic specifications, which must be reviewed in advance of submitting a Letter of Interest in response to this solicitation. To obtain a copy of these specifications please contact Steven A. Croce, P.E., Dept. of Environmental Services, Waste Management Division, 29 Hazen Drive, Concord NH 03301 (603-271-3000, or steven.croce@des.nh.gov) or alternately, obtain these specifications by logging on to the State's lease Web site at: <http://admin.state.nh.us/bpm/index.asp>. Any and all Letters of Interest regarding this request must be received by 4:00 p.m. on Thursday, September 8, 2011. The State of NH reserves the right to accept or reject any or all proposals.

SPECIFICATIONS FOR DISTRIBUTION

Wanted to lease in the NH Portsmouth seacoast region, for a term of five (5) years with tenant occupancy commencing August 1, 2012, approximately 9,450 to 10,000 square feet of space for use by the Dept. of Environmental Service's Coastal Programs & Seacoast Emergency Response Center. Any subsequently executed lease agreement shall be binding only after approved by all authorizing parties, included but not limited to the Governor and Executive Council. After Governor and Executive Council approval there shall be a predetermined (as set forth in the agreement) "delay in Tenant occupancy and commencement of rental payments" which shall be no more than nine (9) months providing time for the Landlord to complete any and all renovations needed prior to Tenant occupancy. The space and surrounding site offered must be renovated to meet State's programmatic needs and specifications, which include but are not limited to the following:

- 1) Space: Provide approximately 9,450 to 10,000 square feet of space configured to the Tenant's specifications in "turn key" condition. Ground floor space is preferred
- 2) Environmental Consideration: Favorable consideration will be shown to proposals which offer LEED certified space and/or buildings which have undertaken energy efficient protocols and programs and/or green construction technologies.
- 3) Structure: Favorable consideration will be shown to proposals with offer space within buildings with high structural strength to withstand potential natural disasters.
- 4) Landlord's lease rate: All proposal structured rates will be considered, however, proposals that offer a full gross lease shall be shown favorable preference during the RFP process. A full gross lease must include all utilities (heat, electricity, air conditioning, water and sewer) and must be inclusive of all real estate taxes, insurance, building and site maintenance services. Proposals that also include provision for janitorial services shall be given favorable preference.
- 5) Location:
 - a) Proposals that offer office space located in existing buildings shall be shown favorable preference during the RFP review process. This favorable preference is required by RSA 9B, the State of New Hampshire's "Smart Growth" initiative.
 - b) The proposed building/site must have reasonable access to a major highway.
 - c) The proposed building/site must be located in the Piscataqua River/Great Bay area of the New Hampshire seacoast region.
 - d) Proposals within multi-tenant buildings will be accepted as long as the other requirements within this specification can be met.
- 6) Architecturally barrier-free access: All interior and exterior areas of the proposed facility, parking lot, and site, inclusive of the sidewalks and pathways leading to the proposed Premises, must comply with or be renovated to comply with all current codes and regulations regarding provision of architectural barrier-free access. These

codes include but are not limited to: the Architectural Barrier-Free Design Code for the State of New Hampshire (ICC/ANSI A117.1-1198 citations, the NH State Building Code (IBC 2006, ICC/ANSI-2003, and NFPA 101 citations) and the Americans with Disabilities Act Standard for Accessible Design (ADAAG citations).

- 7) “Clean Indoor Air”: If the proposed premises are selected and a lease subsequently executed after completion of construction but prior to Tenant occupancy the Landlord shall have the interior space tested for, and provide State certified compliance with, the rules set forth by the “Department of Environmental Services” in Chapter Env-A 2200; as required by the “Clean Indoor Air Act” RSA 10-B.
- 8) General Scope of Work: Upon completion of construction and/or renovation the premises shall be turned over to the Tenant in “turn key” condition; work provided shall include but not be limited to: site, utility, parking lots and access thereto, sidewalks to the building, and all exterior and interior fit up. Provision of interior fit up will include but not be limited to provision of all walls, doors and frames, hardware, millwork, finishes, fixtures, HVAC systems, fire suppression systems, telecommunications, lighting and electrical systems. Provide all electrical circuitry and outlets, and all telecommunications and data outlets. Provision of empty conduit with pull string and low voltage power at designated doors to accommodate Tenant’s security systems will also be required. The Tenant shall be able to control the interior air temperature settings within the ranges of comfort set by American Society of Heating, Refrigeration and Air Conditioning Engineers voluntary standard 55-1992 as amended.
- 9) Permits and Testing: The costs of any and all required permits and testing shall be borne solely by Landlord.
- 10) Alternate Emergency Power: The building to which the proposed premises are a part shall be equipped with an alternate emergency power supply. Alternatively, the Tenant shall be permitted to install an alternate emergency power supply, and automated switchover and maintenance program.
- 11) Antenna(s): The Tenant shall be allowed to provide and install radio, television and satellite antenna(s) and cabling. The Landlord shall provide an antenna mounting tower (either roof-top or mast adjacent to proposed space) with height sufficient to assure communications out to Hampton Harbor. The Tenant shall be allowed to route their cables through the proposed premises and other part of the building to which it is a part in order to access the antenna tower. The tenant shall be allowed to temporarily install additional antennas as needed during exercises and emergency response events.
- 12) Parking: The Tenant shall be allowed shared use (in common with others) of the parking areas serving the building to which the proposed premises area is a part of at no additional cost. Two hundred (200) shared parking spaces minimum must be provided for the Tenant’s use. Provision of parking shall be without additional

charge, included in the proposed annual rent. Include provision of the proper number of “accessible” parking spaces and access aisles required for conformance with current prevailing codes.

- 13) Zones of Interior Space: The interior space shall be configured to provide three distinct zones: a “public entry” zone, a “visitors” zone, and a “staff only” zone. Corridors, circulation paths and security doors shall be provided as required in order to accommodate these zones.
- a) Within these zones the following rooms shall be provided:
- 14) Secure Receptionist Room: Provide an approximately 100 square foot room with a secure (solid core door with lockset) door between it and the waiting area. . Favorable consideration will be given to proposals that also provide the following desirable but not crucial features:
- a) Provide a receptionist “service window” and counter ledge between the waiting area and the secure reception room.
- b) Receptionist: Provide an area adjacent to the waiting area of approx. 10’ x 12, sufficient to accommodate one staff person serving as a receptionist at the “service window”. The private offices and conference room shall be accessed via circulation space from this reception area.
- i) Public Reception Area: Provide an approximately 150 square foot room adjacent to the secure receptionist room or area.
- ii) Emergency Operations Center: An open space area of approximately 1,600 square feet.
- iii) Conference Rooms:
- (1) One conference room of a minimum of 1,850 sq. ft. with a ceiling height of at least 10’ high.
- (2) Two conference rooms measuring approximately 365 square feet each.
- (3) One conference room measuring approximately 160 square feet.
- iv) Communications Room: A lockable, ventilated room of approximately 150 square feet.
- v) Staff Area: Provide an open office area of approximately 3,000 square feet, including space for twenty (20) systems furniture “cubicles” measuring 6’ x 8’ each. In addition to access provided from the secure reception area, this area shall also have a direct exterior entrance.
- vi) Storage Area: provide a dry storage area of approximately 500 sq. ft., equipped with a utility sink.
- vii) Staff Lunchroom: A lunchroom of approximately 250 square feet, supplied with a 6’ service counter and sink.
- c) All interior spaces shall include: the provision of all electrical circuitry and junction boxes (ceiling and/or wall mounted) required for proper utilization of the Tenant’s “cubicle” furniture panel electrified raceway, and data trays and J hooks for routing of telecommunications in all open office areas. Landlord’s electrician to be responsible for the hard-wire hook-up of all “cubicle” workstations, including the securing and anchoring of all communications and electrical poles.

- 15) Rest rooms: Within the public entry zone/waiting area, provide at least one set (one per gender) of rest rooms. These may be single-stall restrooms. Within the “visitor” zone, provide at least one set (one per gender) of multi-stall rest rooms for staff and visitors. All rest rooms must be provided in compliance with all current and prevailing codes regarding architectural barrier-free design. .
- 16) Shower Facility: provide at least one unisex shower room. Alternately, a shower can be located in each of the rest rooms in the visitor’s area; per prevailing codes, the shower room must be architectural barrier-free, providing wheelchair accessibility.
- 17) Cable Access: The Tenant shall be allowed to supply and install cable access port(s) to the proposed premises through the exterior wall of the building to which the premises are a part.
- 18) Security System: The Tenant shall be responsible for the provision and installation of their own security system. The Landlord shall cooperate with and allow said provision and installation, facilitating it by providing empty conduit with pull string within the walls in the locations designated by the Tenant.
- 19) Computer and telephone cabling: The Landlord shall be responsible for the provision and installation of their own computer and telephone cabling system throughout the proposed premises, routing said cable either through the walls or above the ceiling.
- 20) Public Address System: The tenant shall be responsible for the provision and installation of their own internal PA system throughout the proposed premises. The system may include routing speaker cables and installing speakers through the walls or above the ceiling. The Landlord shall cooperate with and allow said provisions and installation.

Interested parties must submit a written “letter of interest” addressed to the person listed in the paragraph below, the State’s standard “letter of interest response form” available upon request or at <http://admin.state.nh.us/bpm/index2.asp>. Alternately, interested parties may compose their own “letter” which must include the following information: A statement that the submitting party wishes to offer a particular property for review in response to this request for proposal; a statement that the submitting party presently believes they would, if selected, be willing to accept the terms and conditions of the State’s standard lease agreement which is available for viewing at <http://admin.state.nh.us/bpm/index2.asp> or available upon request as “hard copy”; provision of the business name, address, telephone number and e-mail address of the party submitting the “letter”; A statement that the person submitting the “letter” is legally authorized to do so; the street address of the property offered for consideration; the approximate square footage of the property; a description - inclusive of the proposed location of the parking accommodations that would be made available to provide compliance with the requirements listed herein, a brief description of the proposed property including the number of floors, and (if existing construction) whether utilities

and other services related to occupancy of the building are currently operable, whether there is an operable elevator, whether the space is vacant, a listing of the current occupants of the building, disclosure regarding the current state of repair, and if the building is in need of renovation and/or new construction provide an outline of the scope of work required prior to occupancy. An appendix must accompany the "letter of interest" providing a map diagram of the area surrounding the proposed property highlighting its location, and providing notation regarding the uses of the property in the surrounding area, and the nature (type) of any businesses in the surrounding area.

Solicitation and review of all "letters of interest" offering space is the first of two phases in the State's "Request for Proposal" (RFP) process. Phase one of the process shall be completed after all "letters of interest" are reviewed, proposed sites/spaces are visited, and the State selects sites/spaces (if any) that are viable, dismissing all others from the process. Phase two of the "RFP" process will be design development of viable offerings; the State will establish a reasonable time frame for completion of design development with a "due date" (closing date) for receipt of the proposed Landlord's resulting proposal. All proposals must document both the scope of fit-up (established during design development) to be provided, the offered schedule of rent which shall be inclusive of fit-up, and any other costs for the space. Proposed Landlords will be responsible for providing design development documents (floor plans and specifications) depicting how their space will, if selected, conform to the State's specifications, these documents shall include accurately scaled floor plans and design-build specifications conveyed to the State in both "hard copy" and digital ("pdf" and "dwg") formats, this process shall be undertaken at the proposed Landlord's sole expense and does not guarantee a resulting binding lease agreement. Upon submittal all proposals will be reviewed and judged upon the criteria of location, rental cost, projected occupancy cost, cost of relocation, compliance with the State's specifications, and the proposed time frame for completion of renovations or new construction.

To respond with a "Letters of Interest" provide all required information (specified in the paragraph above) addressed and delivered to: Steven A. Croce, P.E., Dept. of Environmental Services, Waste Management Division, 29 Hazen Drive, Concord NH 03301, phone (603) 271-2229. Closing Date: Any and all Letters of Interest must be received by 4:00 p.m. on Thursday, September 8, 2011.

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