



STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

**REQUEST FOR PROPOSALS # 16-01-902**  
**AMENDMENT # ONE**  
**FOR OFFICE SPACE IN TIPTON COUNTY, TENNESSEE**

DATE: **February 2, 2016**

RFP # **16-01-902** IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

**SCHEDULE OF EVENTS**

EVENT	TIME (central time zone)	DATE (all dates are state business days)	UPDATED/CONFIRMED
1. RFP Advertised		On or shortly before publication date	CONFIRMED
2. RFP Published		<b>January 21, 2016</b>	CONFIRMED
3. Disability Accommodation Request Deadline		<b>January 25, 2016</b>	CONFIRMED
4. Pre-proposal Conference (if applicable)		N/A	CONFIRMED
5. Notice of Intent to Propose		<b>January 26, 2016</b>	CONFIRMED
6. Written "Questions & Comments" Deadline	4:00 p.m. Central	<b>January 28, 2016</b>	CONFIRMED
7. State Response to Written "Questions & Comments"		<b>February 2, 2016</b>	CONFIRMED
<b>8. Proposal Deadline &amp; Opening</b>	4:00 p.m. Central	<b>February 9, 2016</b>	CONFIRMED
9. State Completion of Proposal Evaluations		<b>February 26, 2016</b>	CONFIRMED
11. State Notice of Intent to Award Issued / Finalization of Lease Agreement <u>and</u> RFP Files Opened for Public Inspection		<b>March 15, 2016</b>	CONFIRMED
12. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is > 5 years or annual rent is greater than \$150,000)		N/A	CONFIRMED

13. Lease is circulated to successful Proposer for signature		March 22, 2016	CONFIRMED
14. Lease Signature Deadline		April 12, 2016	CONFIRMED
*15. Desired Occupancy Date		September 30, 2016	CONFIRMED

**2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

1. The RFP states the need for 5,580 sqft of net useable which excludes restrooms, janitor closets, telecom closets, and vestibules. Could you clarify what the rent received is based on?	Rent received is based on rentable square feet, not usable.
2. What areas are considered rentable?	The areas considered rentable are those areas that help support the usable space, i.e. restrooms, janitor closets, telecom closets, mechanical rooms, plumbing closets, vestibules, etc.  In a multi-tenant building, rentable areas also include the building and/or floor common areas. Also of note in multi-tenant buildings, mechanical rooms, telecom closets, plumbing closets, etc.—anything that services the entire building—those spaces are pro-rated based on the percentage of the building that each tenant occupies.
3. How is the rentable area measured? (Previously the outside of the center line of walls was used to calculate the rentable space.)	The State follows BOMA standards. If BOMA isn't clear, the State uses finished exterior wall to finished exterior wall, minus vertical penetrations of the floor if they exist (i.e. does not include elevator shafts, stairwells, etc.). Basically, the measurement includes everything inside the building minus vertical penetrations.
4. According to RFP Attachment 5.2 – Section D, Standard Form of Lease, Exhibit A, Item 18, The State could come in 30 days after the space is occupied and do a load survey. What is the purpose of this, and could it affect the rent that I receive?	The State assumes that the rentable square footage agreed on in the lease is as accurate as possible, based on the lessor's understanding of the building (within reason). The State reserves the right, however, to conduct a load survey within 30 days of Commencement to measure the space on its own. If it is determined that the rentable square footage in the lease is significantly higher than the actual measurements, the State would reserve the right to adjust the rent down to reflect the accurate measurements. If the measurements show that it is actually more space than reflected in the lease, the State will determine whether they need that space or not.

<p>5. According to RFP Attachment 5.2 – Section D, Standard Form of Lease, Exhibit A, Item 20 the State requires stamped architectural drawings. Can it be assumed this will not apply to an existing space that is being remodeled?</p>	<p>If the current space requires construction (i.e. moving of walls, reconfiguration), then stamped architectural drawings are required. The lessor should reach out to the State Fire Marshal office for confirmation.</p>
<p>6. Under Project Specific Requirements on page 15 of the RFP, why is there a prohibition of using the same common plumbing wall between the Client unisex restroom and the staff restroom?</p>	<p>Having them on the same wall has caused plumbing problems in the past, so the State now prefers to have them on separate plumbing walls if at all possible.</p>