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DATE: August 10, 2017

ADDENDUM NO.: 1

BID NO.: ITN-770-0235/FWC/17/18-13

BID TITLE: LEASE SPACE FOR OFFICES  
TALLAHASSEE/LEON COUNTY

UPDATE: QUESTIONS AND ANSWERS (ITEM #1)

The enclosed addendum has been issued for consideration in the preparation of your response to the Florida Fish and Wildlife Conservation Commission's (FWC) Solicitation No. ITN-770-0235/FWC/17/18-13 - LEASE SPACE FOR OFFICES TALLAHASSEE/LEON COUNTY.

**All responses to the subject solicitation must be received no later than: 10:30 A.M. (ET) on October 11, 2017.** A response received after the exact time specified will not be considered. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes (F.S.). Written notices, formal requests and proceedings must conform with the requirements set forth in Chapter 28-110, Florida Administrative Code (F.A.C.). Protests must be filed with the Purchasing Office, Fish and Wildlife Conservation Commission, Suite 100, 2590 Executive Center Circle, Tallahassee, Florida 32301 within the time prescribed in Section 120.57(3), Florida Statutes and Chapter 28-110, Florida Administrative Code.

Sincerely,

*Bryan Tucker*

Bryan Tucker  
FWC Procurement Manager

Item #1: Question and Answers:

Question #1: Can the requirement be located in multiple buildings in an office park with certain criteria designed in the buildings to maximize efficiencies?

Answer #1: Yes

Question #2: How many parking spaces are considered secured storage and is it part or in addition to the parking ratio of 5 per 1000 stated in RFP?

Answer #2: Secured storage is in addition to parking and is estimated to be 9,000 sq. ft.

Question #3: Is any type of special ventilation or other specifics in build-out going to be necessary by Agency for the specimen and fish tank requirements stated in the RFP?

Answer #3: Yes, a dehumidifier.

Question #4: If other ITN's come out to market during the time frame of submittal, can a respondent respond to multiple ITN's for the same space?

Answer #4: Yes

Question #5: Is the evaluation per Section 5 in RFP an average or summation (or other formula) of the evaluation team members scoring the RFP responses?

Answer #5: Evaluation scores are totaled and then those totals will be averaged.

Question #6: If a single tenant building, is bathrooms, telephone or IT closets, elevators, staircases still exempt, if part or full, from square foot measurements, per Attachment H in RFP?

Answer #6: Single tenant building, elevators, mechanical closets and stairwells are exempt.

Question #7: How many parking spaces are considered secured storage and is it part or in addition to the parking ratio of 5 per 1000 stated in ITN?

Answer #7: See response to question 2.

Question #8: Is any type of special ventilation or other specifics in build-out going to be necessary by Agency for the specimen and fish tank requirements stated in the ITN?

Answer #8: See response to question 3.

Question #9: If other ITN's come out to market during the time frame of submittal, can a respondent respond to multiple ITN's for the same space?

Answer #9: See response to question 4.

Question #10: Is the evaluation per Section 5 in the ITN an average or summation (or other formula) of the evaluation team members scoring the ITN responses?

Answer #10: See answer to question 5.

Question #11: How will the evaluation team determine who to negotiate with first, depending on the answer to question 4, what will the selection steps be?

Answer #11: Please refer to section V. REPLY EVALUATION AND NEGOTIATION PROCESS; PROPOSAL EVALUATION CRITERIA in the ITN document.

Question #12: If a single tenant building, is bathrooms, telephone or IT closets, elevators, staircases still exempt, if part or full, from square foot measurements, per Attachment H in RFP?

Answer #12: See Answer to Question 6.

Question #13: Please provide clarification on the requirement on page 41, Section 25, C. Building Cabling, A minimum of Cat 5e cabling or better is required for all network cabling throughout the building. Versus the requirements on page 38, Section 24, Page 39, Section 24, A10, B2, Page 42, Section 25, H2, all requiring Category 6 cable specifications at minimum.

Answer #13: All required cabling specifications will be Cat 6 at a minimum.

Question #14: Will existing buildings with 5e cabling be considered responsive to the ITN?

Answer #14: The agency is requesting Cat6 and initial pricing should be based on Cat 6. However, in negotiation with a qualified offeror Cat5e may be accepted.

Question #15: Can State provide more information about the desired workstations? Panel Height, fabric panel or laminate...etc?

Answer #15: The number and size of the cubicles can be adjusted based on the space being offered and test-fits during negotiations. Steel Case or similar quality will be accepted, at the sole discretion of the agency". The 8x8 will be fie feet tall and the 8x10 will be eight feet tall. See modular prototypes attached to this advertisement.

**Question #16:** Specifications state 94 80 SF workstations and 92 60 SF work stations. Is there a breakdown of how many of those are to be grouped together in various areas/departments?

**Answer #16:** See space allocation worksheet. Follow the link and directions below to retrieve this document:

<https://explorer.myflorida.com/>

To access documents at this website, use the following Username and Password:

Username: FWC\_Bid\_Info

Password: FWCvendors1!

Access the folder(s) with this bid number and title to download the associated files.

**Question #17:** Is there any office, conference room, or other furniture not spelled out in the ITN that the Lessor will be responsible for?

**Answer #17:** No

**Question #18:** There is no specification for seating in the work stations. Will the agencies be supplying their own seating?

**Answer #18:** Yes.

**Question #19:** Will ownership of the workstations transfer to State at any time during the term of the lease?

**Answer #19:** No.

**Question #20:** Is the state able to purchase the workstations directly? If not could les

**Answer #20:** No.

**Question #21:** Is there an opportunity to further breakdown the space requirements by department/team? Please include any adjacency requirements as well.

**Answer #21:** See space allocation worksheet. Follow the link and directions below to retrieve this document:

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**Question #22:** Is it possible to state how many non-employed people visit these offices on a daily basis?

**Answer #22:** Approximately 30 visitors per week.

**Question #23:** Is the agency considering staying at the existing property or due to growth, new space, new location, etc the agency decided to move out at the end of the lease?

**Answer #23:** The agency has determined that it is in the best interest of the state to solicit.

**Question #24:** Is the existing location participating in the ITN?

**Answer #24:** The agency will consider all qualified offers.

**Question #25:** What is the agency's current rent payment?

**Answer #25:** \$23.96 per sq. ft.

**Question #26:** Has the agency already approved a rent price per SF budget for the new facility or will the agency take the rent price of the winner bid to get budget approvals latter in the process?

**Answer #26:** No rent price has been approved. Yes, the winning offer will establish the rent price. All appropriations are approved through a legislative budget request.

**Question #27:** Is the agency more incline to decide for a built to suit building or for an existing building considering that both option are available?

**Answer #27:** Agency has no preference and will consider all qualified offers.

**END OF ADDENDUM**