



Invitation to Negotiate 730:0408 – Wexford, PA Pre-Bid Conference

February 28, 2018

Agenda



1 Introductions / Sign-in

2 Overview of the
baseline ITN
specifications

3 Evaluation of
responses

4 Design and
construction
specifications

5 Questions

Official ITN Contacts



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Department of Revenue

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Key Dates – Page 14 of the ITN

Date/Time	Item/Task
February 8, 2018	ITN is advertised
February 28, 2018	Pre-Bid Conference
March 7, 2018	Deadline for submitting questions
March 14, 2018	Answers to questions posted
April 19, 2018	Deadline 11:00 AM of Replies & ITN Opening 11:01 AM
April 23-27, 2018	Time Period for Evaluation of Replies
April 30-May 11, 2018	Time Period to Negotiate with Preferred Candidates
May 15, 2018	Estimated date of Notice of Intent to Award

Space Needs and Response Scenarios – Page 17 of the ITN



- Method for submitting ITN response:
 - General Tax Administration: 6,360 (minimum) to 7,030 (maximum) net useable square feet.

General Lease Terms – Page 18 of the ITN

- All Responses Must Reflect Full Service (Gross)/Turn Key Rental Rates.

- Proposed space must be made available on August 1, 2019.
 - Any delays will result in liquidated damages of \$758.76/day

- Three Lease Terms Restructures
 - 5 Year Base Term with 10-1 Year Renewals
 - 7 Year Base Term with 10-1 Year Renewals
 - 10 Year Base Term with 10-1 Year Renewals

- All three lease terms must be provided completely or the ITN will be rejected.

Use of the State's Leasing Forms is a Must – Page 19 of the ITN



- It's important to understand all the forms and requirements in the ITN.
- The selected Offeror is required to utilize ALL of the forms included in the ITN, including the State's standard lease agreement.



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Parking Requirements – Pages 20-21 of the ITN

- A minimum of 32 spaces are required to be provided at no cost. Preference will be given to those offers which provide 35 spaces.
- Additional spaces to meet ADA requirements shall follow the latest ADA specifications.
- Responses will receive points based on if parking is sufficient and appropriately accessible to meet the Agency's needs.

How Are ITN Responses Evaluated?

Page 23 of the ITN



- An initial review of all ITNs are completed to determine compliance.
- If compliant, site inspections are conducted with DOR personnel who score each site individually.
- As a result of the scoring, the Tenant Broker commences negotiations with the highest scored option(s).
- Upon receipt of all best and final offers, DOR in consultation with the Tenant Broker, selects the preferred Offeror that is considered to be the State's best leasing value.

Understanding DOR's Design and Construction Requirements is Critically Important – Attachment A



The selected Offeror is responsible for **all** design and construction costs.

Tenant Improvement Budget

- During negotiations with the short-list offeror(s), the selected Offeror will be required to provide a break down of the budgeted Tenant Improvement (TI) costs. A detailed TI breakdown will be required when the offeror(s) submit their Best and Final Offers.
- The budgeted TI amount shall be included in the final Lease Document under Section 8A (page 8, Attachment A of the ITN).
- It is crucial that the selected Offeror accurately budget the TI amount. DOR is not liable to the selected Offeror if the actual costs of the buildout exceed the initial budgeted amount.

Designing The Right Space is a Team Effort Driven By The Selected Offeror



- The selected Offeror is expected to work with the programs, DOR Facilities, and Tenant Broker to design a space that best meets the Department's needs.

- Programs and DOR facilities must “sign off” on plans prior to State Fire Marshal and permitting review.

- Design requirements include, but are not limited to, the following:
 - Test fits
 - Development of final space plan
 - Development of Construction Documents (CDs)
 - Submittal of CDs to all required government jurisdictions including DOR Facilities and the State Fire Marshal

Understanding the Build Out Specifications Up Front Is Also Very Important



- Construction requirements include, but are not limited to, the following:
 - All interior construction
 - All cabling (electrical, data, voice, etc) including CAT-6 or CAT-5 E
 - All furniture for the Premises (workstations, lobby seating, all lobby employee work areas, etc) except for private offices
 - Project/Construction management, including weekly meetings during construction
 - The Department shall be allowed to install telecommunications equipment two weeks in advance of occupancy; the room shall have the ability to be secured.

Significant Security Requirements Must Be Properly Addressed – Page 29 of the ITN



- All doors leading outside the building, with the exception of the main entrance(s), are to be equipped with interior push bar release locks and a singular cylinder deadbolt lock (main entrance to have a singular cylinder deadbolt lock), with battery backup to supply electricity for no less than 6 hours when power is lost. Security system to include fire and smoke detection (monitoring to be paid by DOR). Selected Offeror shall consult with the Department for an approved security vendor and system.
- Electronic locks and automatic closure devices are required on interior doors leading from the reception/ lobby area into the support areas, employees' offices and customer interview stations.
- Area over the reception counter and customer interview stations counters shall be enclosed with a fixed window. Window must be constructed of Safety Glass.

Knowing the Details is Important

Rest Room:	Per code	Each restroom is to be equipped as follows: shall meet all DCA/ADA, local and state requirements. All shall be supplied with hot & cold water. Lessor to provide water heater, air deodorizers, trash cans, exhaust fans and two paper towel dispensers. Sanitary napkin receptacles to be accessible to each water closet station in the women's restrooms. Disposable sanitary seat covers to be provided in each water closet. One full length mirror to be provided in staff restrooms. Public restrooms shall be accessible from the reception area or common areas and separate from the staff restrooms for security purposes. Both male and female restrooms shall have a baby diaper changing station. (see page 32 of ITN)	per code
Exterior Doors:		All doors leading outside the building, with the exception of the main entrances, are to be equipped with exterior push bar release locks and a singular cylinder deadbolt lock, with battery back up to supply electricity for no less than 6 hours when power is lost. Doors to automatically lock upon closure and require an electronic key card or proximity card reader to gain entry. (see page 35 of ITN)	
Main Entrance Door:		Main entrance to have a singular cylinder deadbolt lock. Main client entrance shall be programmed to lock at the end of the scheduled work day at 5:00 p.m. and unlock at the beginning of each day at 8:00 a.m. as stated by programs management and to include a dead bolt.	

Parking Requirements / Lock & Door Knob Requirements

		CSP Parking Needs: Staff 33 Client 10 Total 43							
		GTA Parking Needs: Staff 44 Client 10 Total 54							
Lock and Door Knob Types									
<u>Common Name</u>	<u>Code</u>	<u>Description</u>							
Keyed Lock Set	1	Outside lockable by key, inside handle always unlocked all keys to be master keyed unless noted							
Key Fob	2	Electronic strike entry, allows for electronic release and monitoring							
Passage	3	Rotating door handles, neither of which lock							
Privacy	4	Lockable on one side commonly by push button, emergency release on the opposite side							
Store Room	5	Always locked on outside requiring key for entry with rotating door handle which never locks for safe exit							
Requirements above are the minimum, final approval to be given by DOR prior to construction									
All buildings standards are to follow the United States Department of Justice 2010 ADA Standards. ADA information is available at www.usdoj.gov/crt/ada/adahom1.htm									

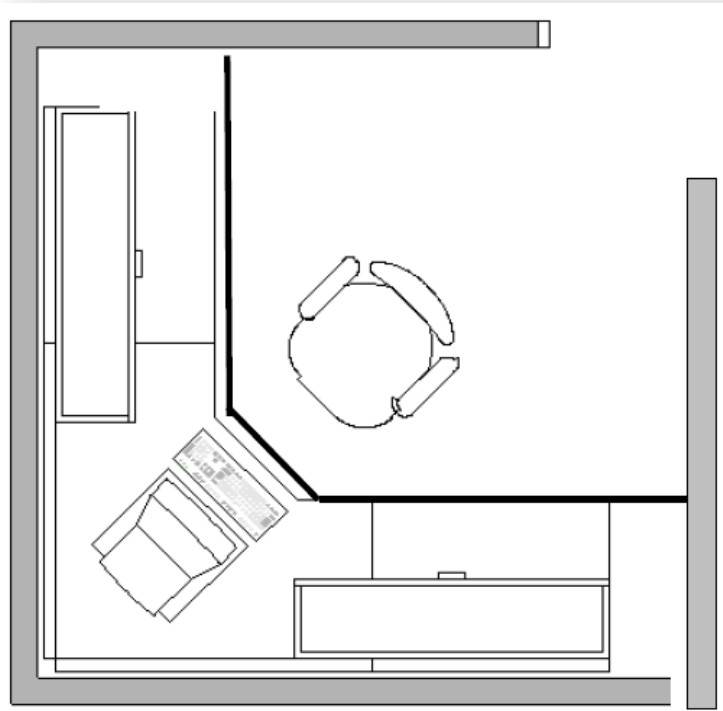
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Communication During Design and Construction With All Parties Will Help Ensure a Successful Project

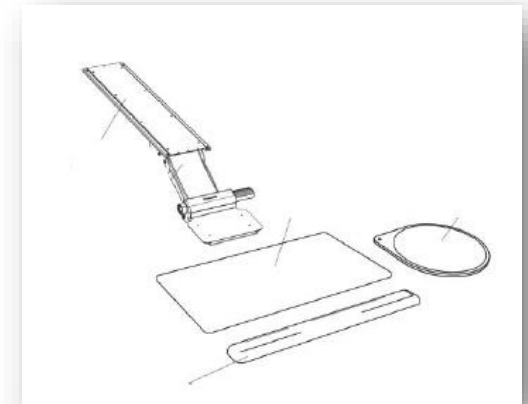


NO changes may be made during the design/construction phase without approval of the programs and DOR facilities office...the expense of any changes not signed off will be borne by the originator!

Standard Modular Workstations (Non-Lobby) – GTA



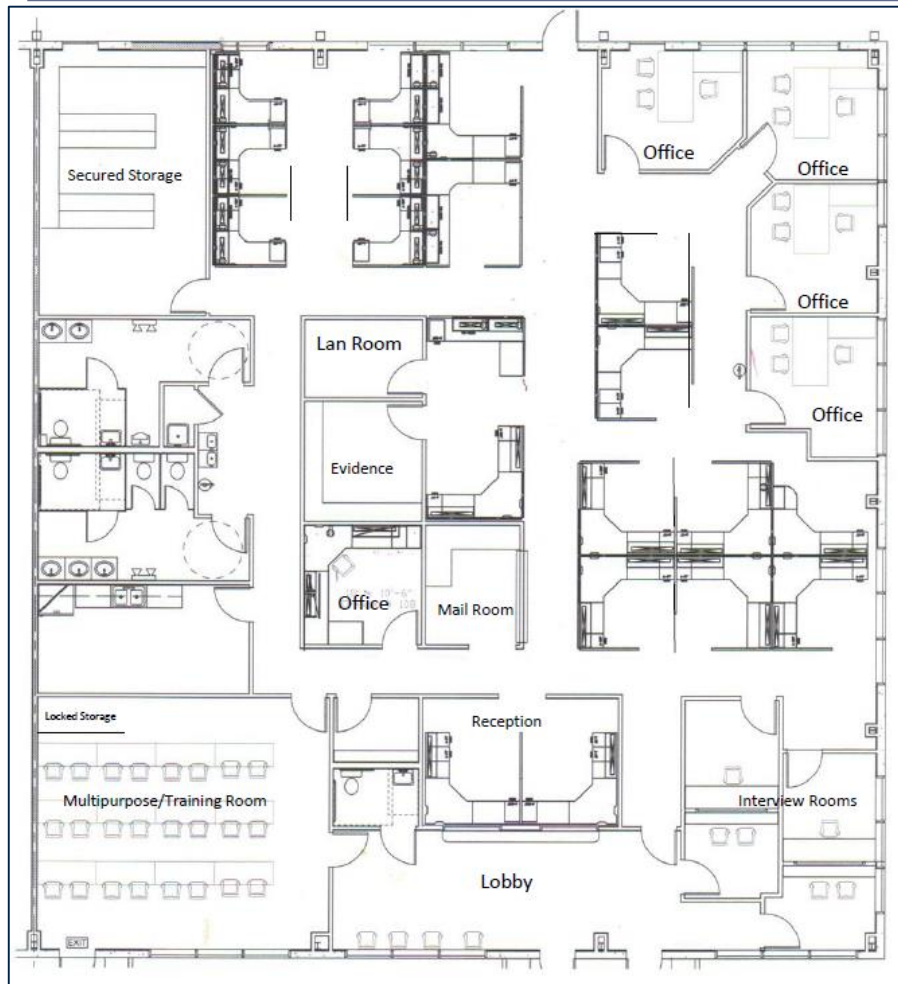
- 2 lockable file cabinets, 1 lockable pencil drawer, tack board, an ergonomic / articulating keyboard tray, mouse pad and overhead locking bins with task lighting underneath bins.



New workstations for GTA (see pages 36-39 for details).

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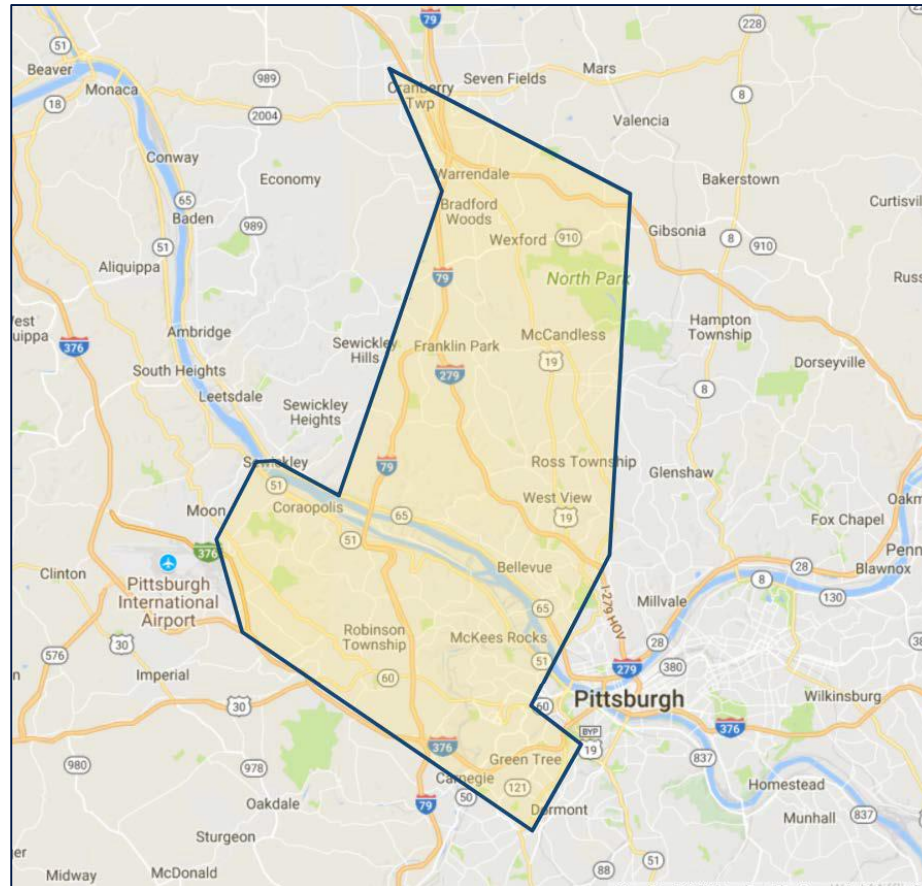
Customer Service Areas – GTA: Page 44 of the ITN



Review the specifications closely!

Geographic Area – Attachment A

- Only the boundaries listed below will be considered.



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Final Thoughts / Questions

- Monitor the Vendor Bid Systems for any updates.
- Any clarifications to this ITN will only be provided via the Vendor Bid System.
- The selected Offeror must comply with all specifications outlined in the ITN.
- Questions?