Cassidy Turley Commercial Real Estate Services

September 12, 2013

RE: State Properties Commission – RFP# 8586, Instructions for Best & Finals

Dear Finalist:

We appreciate your time on our site visit last Friday, September 6, 2013. As one of the finalists for the Department of Behavioral Health & Developmental Disabilities requirement in the greater Cumming, Forsyth County, GA area, please find enclosed the instructions for Best & Finals. Proposers are encouraged to be as aggressive as possible in your responses.

As previously mentioned in the original RFP, no verbal communications will occur between Cassidy Turley and each finalist during this time. All finalists must submit their response by 5:00pm EST on Thursday, September 26, 2013 in accordance with the format and time schedule outlined in the original RFP.

Thank you for your participation and we will look forward to your response.

Sincerely,

April Hawkinson

April Hawkinson
Associate Vice President
Cassidy Turley
171 17th Street NW
Suite 1400
Atlanta, GA 30363-1032

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Best & Final Proposal Details

PREMISES:	Tenant requires approximately 12,000 Usable Square Feet (USF). Please provide all relevant CAD drawings that you have hereto date produced. Please confirm all usable measurements, rentable measurements and common area - add on factors (single tenant and multi-tenant (if applicable)).
RESPONSE:	
TERM:	Please revise your proposal to provide for a five (5) year lease term.
RESPONSE:	
SPACE PLANNING/ CONSTRUCTION DOCUMENTS:	Tenant's architect will provide all space planning preparation, construction document preparation and MEP preparation services. Again, confirm Landlord will provide the requested $1.59/rsf allowance as outlined in the original RFP.
RESPONSE:	
PROJECT MANAGEMENT ALLOWANCE:	Tenant's Project Manager will provide Project Management Services for the Premises. Again, confirm Landlord will provide the requested $2.00/rsf Project Management Allowance as outlined in the original RFP.
RESPONSE:	
CONSTRUCTION:	In the case of an existing building, Tenant will engage a third party entity to project manage the interior tenant improvement construction. This third party entity will provide for a competitive bid process that includes no less than three (3) general contractors and is handled on an open book basis. Both Landlord and Tenant shall mutually agree on the selected contractors that will bid the tenant improvement construction. Landlord will sign and administer the executed construction contract and have involvement in the project management of the construction of the interior tenant improvements, 3rd party project management company will have primary responsibility for the project management of the actual construction of the interior tenant improvements. Landlord and Landlord's management company both agree that they will not charge a construction management fee. In the case of a build to suit "new building", the developer will bid and construct both the base building and the interior tenant improvements.
RESPONSE:	
TENANT IMPROVEMENTS:	**See Attached Building Standards for Office & Administrative Build-Out.**
RESPONSE:	
PARKING:	Tenant will be provided by Landlord free of charge an "on site" parking ratio equal to 6/1,000 SF. All parking shall be free of charge throughout the initial term as well as all expansions of the space and all renewal periods.

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RESPONSE:	
SIGNAGE RIGHTS:	The Lease shall provide for Tenant's name or Tenant's trade name to be affixed to the exterior of the Premises and included on any monument(s) at the point(s) of ingress to the parking area, and if applicable, on the monument/pylon at the entrance to the development.
RESPONSE:	
RENTAL RATE:	Tenant will want the rental rate to be quoted "full service" or "gross", net of **utilities and janitorial**. Please propose as aggressive a Rental Rate (net of utilities and janitorial) as possible. Please identify the following line items listed below.

Item	**Amount per RSF 2011 (actual)**	**Amount per RSF 2012 (actual)**	**Amount per RSF 2013 (estimate)**
Operating Expenses and CAM			
Real Estate Taxes			
Insurance			
Utilities			
Janitorial			
Admin. /Management Fee			
TOTAL:			

Tenant will have the option to use Landlord's property and facility management company to manage the Premises, or receive a reduction in the base rental rate equivalent to the cost/RSF that Landlord has proposed for to perform the property and facility management services.

RESPONSE:	
LEASING INCENTIVES	Please identify any leasing incentives that Landlord is willing to propose including rental abatement, discretionary allowances, delayed rental rate increases, limited rental rate increases, etc.
RESPONSE:	
OPERATING EXPENSE BASE YEAR:	The Landlord should quote this lease contemplating a base year for operating expense increase purposes (all expenses except for utilities and janitorial). The base year should be 2015. Therefore, Tenant will pay only operating expense increases above a 2015 base year. Both the base year amount and each successive comparison year shall be grossed up to reflect 100% occupancy. Additionally, controllable operating expenses (all expenses except real estate taxes and insurance) shall be capped at 3% annually on a compounding basis but non-cumulative. Operating expenses shall exclude capital improvements. Tenant, or a 3rd party company (on behalf of Tenant), shall have the right to audit operating expenses annually.
RESPONSE:	

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COST DECREASES:	Please specify the amortization interest rate that Tenant can use to calculate any rental rate reduction based on decreases in total costs (to either the base building improvements or interior tenant improvements).
RESPONSE:	
FURNITURE:	Please include in your rental quote a $6.00/rsf furniture allowance amortized over the term of the lease. Should Tenant not utilize all of the $6.00/RSF furniture allowance, the balance of the unused portion shall be applied to offset base rent.
RESPONSE:	

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State Property Commission - Building Standards for Office & Administrative Build-Out

Shell Building Standards (New or Existing)

Shell:

- Roof must be new or less than five years old. If not, an explanation will be required in writing of measures in place to ensure the state that the roof will not be a problem over the term of the lease.
- Building shell must be appointed and maintained in a like new condition. Noticeable cracks, damage, rot or peeling paint are not acceptable.
- Landscaping is to be well maintained with a maintenance contract in place.
- The parking lot is to be free of damage or potholes. Required handicap parking spaces are to be clearly marked and signed per code.
- An accessible path from handicap parking into the building must be provided per code with no obstructions higher than ½".
- The building must be able to ensure that the property has no site drainage issues.
- Building window blinds should be included in the shell cost and not the tenant improvement allowance. The window blinds should be 1" horizontal style. Any damaged or non-functional blinds are to be replaced.
- Exterior doors are to be in good working condition, fully weather-stripped and sealed with aluminum threshold. Doors to be have lever or push bar hardware, lockset and closer.
- The structure is to be free of any hazardous material such as asbestos or lead paint. The structure is also to be certified free of mold or mildew.
- Underground sanitary system shall be in place for tie in.
- Domestic water system and vent system shall be in place for tie in.
- Toilet exhaust system shall be included in the shell.
- Outside air system shall comply with ASHRAE 62.1.

Electrical:

- The building must have a minimum of 5 watts per square foot for the total usable square footage for 120 volts general power usage. This excludes power for lighting and HVAC equipment.
- All panels should be in the building cost to meet the 5 watts minimum standard.
- The Landlord is to provide 2 X 4 18-cell T-8 parabolic florescent light fixtures in a quantity of one fixture per 80 square feet. The fixtures may be in the ceiling or stacked on the floor.
- The cost of the 2x4 lighting fixtures should be in the shell cost of the project. The lighting installation will be costed to the tenant allowance budget.
- A base building audio/visual fire alarm system is to be in place where required by code. Fire alarms and strobes will be a part of the Tenant Improvements.
- Provide emergency light fixtures with a standard of one fixture per 800 square feet.
- Generator or battery backup for Life Safety Systems

Mechanical:

- Mechanicals should be sized to control and condition the space with no more than a nine degree variance of the exteriors temperature.
- The standard mechanical system should be able to meet a zoning of 1,000 square feet to 2,000 square feet per zone.
- Cooling capacity shall be 300 square feet per ton
- The mechanical system must be no more than 5 years old. If more than 5 years old a written plan of scheduled repairs and replacement should be included in the RFP.
- All mechanical equipment, main trunk lines and PIU and VAV units should be in the shell cost.
- Thermostats should be of a type that affords the opportunity to reduce cost through programming for off hours.

Plumbing:

- It is expected that base building restrooms, janitor's closet and at least one drinking fountain are in place for use by the Tenant or if not, the cost of building them is carried as a part of the building shell and not in the Tenant Improvement Allowance.
- Restrooms and drinking fountain are to all be fully compliant with 2010 ADA standards as adopted by the State of Georgia.
- Restrooms should have plastic laminate toilet partitions, ceramic or porcelain tile floors and plastic laminate clad lavatory counters.
- All restrooms accessories are to be in place including handicap grab bars, toilet paper dispensers, paper towel dispensers, soap dispensers, etc.
- In existing restrooms, damaged toilet partitions, sinks, loose hardware or accessories, or marking on walls or partitions are not acceptable and must be repaired at Landlord expense.

Specialty:

- If sprinkler systems are required, the main sprinkler lines should be provided within the space as a part of the base building and not the tenant allowance budget.
- A 2'x2', 15/16" standard ceiling grid should be in place as part of the building shell and not a part of the tenant allowance.
- The ceiling tile should be a 2 X 2 Cirrus type tile or equal either in place or stacked on the floor. The tile should be in the shell or building cost and not be a part of the tenant allowance cost.
- The floor slab shall be level within 1"/10 ft., free of major cracks or damage, and in acceptable condition for the installation of glued-down carpet or vinyl tile.

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Interiors Allowance/Tenant Improvements

Above Ceiling Grid:

Electrical:

- Installation of the lighting fixtures is to be charged to the tenant allowance.
- Emergency lighting may be by battery pack fixtures or wall-mounted "eyeball" type fixtures.

Mechanical:

- The cost for the secondary and tertiary duct work, diffusers, material and labor will be charged to the tenant allowance.
- Price a separate VAV box and thermostatic control in all conference rooms with 10 people or larger.
- Training rooms should be sized with the separate PIU and/or VAV boxes and separate thermostatic controls.

Specialty:

- Installation of the ceiling tiles is the only cost charged to the tenant allowance.
- If the ceiling tiles are pre existing and can be reused they must be in a like new condition with a 25 % replacement of new tiles should be budgeted to the pricing for broken of damaged tiles that may occur while above ceiling work is be done during construction.

Below Ceiling Grid:

Partitions:

- Any necessary demolition required with be at the Landlord's sole cost and expense.
- All Conference Rooms and Training Rooms are to be full height to structure with sound batts. All other partitions may be to underside of grid.
- Provide fire-rated partitions where required by code.

Electrical:

- All 10 X 12 to 10 X 15 Offices will have two duplex outlets.
- All 15 X 15 Offices will have three duplex outlets.
- Light fixtures are to be separately switched at each office or enclosed room.
- All offices will have one data box with conduit and a pull string.
- All hallways will have one duplex convenience outlet not more than 40 ft. apart.
- All conference rooms will have one duplex outlet on each wall.
- All conference rooms will have two data boxes with conduit and a pull string.
- Provide occupancy sensors in all enclosed rooms.
- Provide time clock control of all open and common areas.

- Minimum Server Room requirements: provide two dedicated duplex outlets, an exhaust fan with thermostatic control and a 4'x8' sheet of plywood on the wall.
- Workstation power: if furniture system workstations are a part of the scope, provide wall feed for power and tel/data where workstations are against a wall or column. Where workstations are not against a wall or column, provide power and tel/data overhead to be fed by furniture system power poles. Contractor to provide all final hard-wired connections to workstations.

Door and Hardware Standards:

- All doors should be 3'-0" wide x 7'0" high minimum. Doors to be solid core stain grade birch veneer.
- All door frames to be hollow metal. Frames may be knock-down type.
- All hardware should be commercial grade lever handles with a combination with locking and rest passage sets.
- Second generation doors, frames and hardware are acceptable if in "like-new" condition.

Finishes:

- All offices, conference rooms and corridors to have carpet and carry an allowance of $16.00 per square yard allowance installed.
- All storage rooms, files rooms and break rooms should have 12" X12" VCT floorcovering with an allowance of $1.75 PSF installed.
- 4" vinyl cove base should be used throughout the space.
- All painted walls should have two coats of eggshell paint.
- Conference rooms should have Type II vinyl wallcovering with an allowance of $12.00/yd. for 54" wide material only.

Breakroom, Workrooms and Toilet Rooms:

- All millwork in breakroom, toilet rooms and workrooms should have commercial grade plastic. laminate doors, countertops and splashes. Cabinet bodies may be melamine inside.

Specialty:

- Main Breakroom will have a stainless steel double sink with high-arc faucet.
- Main Breakroom will have a dishwasher.
- Main Breakroom will have a waterline for coffee and icemaker in the refrigerator.
- Include an allowance or $1,250.00 for a refrigerator.
- Provide on wall mounted 10 lb fire extinguisher per every 3,000 s.f. of space.