



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

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Date: September 4, 2015

To: Proposers

From: Bill Forbes
Department of Administration/Division of Facilities Management
Bureau of Real Estate Management

Re: Request for Information (RFI) for office space availability for lease to house the Wisconsin Department of Corrections (DOC) in the City of Hayward, WI.

The State of Wisconsin/Department of Administration (DOA) is seeking information on existing/new office space in Hayward, WI for the Department of Corrections (DOC). DOA is looking to lease approximately 4,800 rentable square feet of Class A office for general office use. The premise is to be provided in turnkey condition including all necessary build out and security system. Voice and data wiring will be installed by Lessee.

Room Requirements include:

QTY	Size	Description
2	144 SF	Private Office
8	120 SF	Private Office
1	150 SF	Private Office
1	325 SF	Work/Mail Room
1	70 SF	Server Room
1	225 SF	Secured Waiting Area
1	375 SF	Large Conference Room
1	200 SF	Secured File Storage
1	120 SF	Small Conference Room
3		ADA Unisex Restrooms
1	70 SF	UA Prep area with cabinets
1	192 SF	Reception Area
1	150 SF	Break Room – including a sink, counter, cabinets, microwave, and refrigerator.

Sound insulated walls and doors will be required for the private offices, restrooms and conference rooms.

DOA is requesting a full-service gross lease (including in-suite janitorial) using DOA's standard gross lease agreement. <http://www.doa.state.wi.us/Documents/DFM/BREM/Lease%20Template%202-23-15.pdf>
The initial term to be five years with two renewal options each for five year terms. The leased premises must be completed and available for occupancy no later than February, 2016. Single-tenant and multi-tenant buildings are acceptable. Lease terms are to be provided on the attached Lease Space Summary.

Parking:

There is a need for a minimum of 13 secured parking stalls for staff and another 20 for visitors at or adjacent to the center.

The exterior of the space and private areas of the Premises are to be secured by card access readers. Space must be above ground and there is a preference for all space to be on one floor.

All responses should contain information on building common area amenities, ADA accessibility, parking and building utility services (including a list of telecommunications and fiber carriers).

Site attributes must include ease of access for customers and staff. Locational attributes such as proximity to bus lines, bike paths and other services (such as banking, restaurants and hotels) should also be noted in the response. The site should not be in the vicinity of a school, daycare, church or park. Commercial and industrial areas are preferable over residential. The site must be serviced by the City of Hayward Police Department. **A site plan showing site access, parking, building access and configuration of building(s) and floor plan(s) should be included in your response. Additionally a map or drawing should be included showing surrounding businesses.**

This RFI is not a bid solicitation; if a State of Wisconsin Request for Proposal (RFP) is issued, additional details including a description of the required programming and TIs will be provided. However, a lease for premises identified by this RFI may or may not result in an executed lease.

If interested in providing information on a facility, please fill out the attached Lease Space Summary and submit it to Bill Forbes at the Department of Administration, 101 E. Wilson Street, 7th floor, PO Box 7866, Madison, WI 53707-7866. Responses to this RFI should be received **no later than Monday September 14, 2015 at 1:00 PM CST**. Questions may be directed to Bill Forbes at 608-266-2275 or bill.forbes@wisconsin.gov

Lease Space Summary

Date of submittal: _____

Proposed address & City: _____

I. PROPOSED BUILDING:

- A) Total Usable square feet..... _____
- B) Total Rentable square feet _____
- C) Parking availability (# of stalls) & location..... _____

II. RATE CALCULATION: Per Rentable square footage

Complete the following: (Amounts should be listed as cost per rentable square foot)

- A) Base Building Rate (Net Rent) _____/sq. ft.
- B) Operating Expenses _____/sq. ft.
- C) Gross Rate Attributable to Lessor's Tenant Improvement Allowance..... _____/sq. ft.

Gross Rate per Rentable Square Foot (sum of A, B, & C) _____ /sq. ft.

III. OTHER TERMS AND CONDITIONS:

A) Lessor's Tenant Improvement Allowance Offered

- (a) Total Rentable Square Feet. - _____
- (b) Tenant Improvement Allowance - _____/Rentable Sq. Ft.
- (c) Total Tenant Improvement Allowance - _____ (a) x (b)

B) Length of Lease: _____ years

C) Proposed Occupancy Date: _____

D) Renewal Option(s): ____ Two 5-Yr Renewal Options ____

E) Renewal Rental Rate – (No Tenant Improvement Costs are to be included in rental rate) _____

F) Moving Allowance Offered _____

IV. Building Common Area Amenities _____

Site Attributes _____

Locational Attributes _____

V. SUBMITTED BY:

Contact Name

Firm Name

Firm Street Address

Firm City, State, Zip

Telephone Number/ Fax Number

Authorized Signature

Email Address