



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Scott Walker, Governor
Ellen Nowak, Secretary
John Klenke, Division Administrator

Date: May 24, 2018

To: Request for Information (RFI) Respondents

From: Department of Administration (DOA)
Division of Development & Facilities Management (DFDM)

Re: RFI #410-700 - Request for Information (RFI) for leasing approximately 204,000 - 230,000 square feet of office space for the Department of Corrections

The State of Wisconsin's Department of Administration, Division of Facilities & Development Management is seeking leasing information for a new or existing office facility containing an estimated 204,000 – 230,000 square feet with possible future expansion and approximately 785 parking stalls for employees, visitors, handicap and 24/7 State-owned vehicles. The facility must be located in Dane County and more specifically as shown on Exhibit B – Preferred Area (locations outside of this area will also be considered). This space would be occupied by the Department of Corrections.

The State of Wisconsin desires to enter into a Full-service Gross Lease whereby all operating expenses are included in the Gross Rental Rate, including real estate taxes, utilities, in-suite janitorial, common area maintenance charges (CAM), tenant improvement amortization (if applicable), etc. General space requirements include: private offices, open space for workstations, conference and training rooms, interview rooms, IT rooms, mailrooms, kitchenettes, cafeteria, reception/waiting areas, 24/7 monitoring, etc., as shown on Exhibit B – Space Requirements. The premises would be provided in turnkey condition including all necessary tenant improvements.

All responses should contain information on building common area amenities, ADA accessibility, parking and existing building utilities services (including a list of telecommunications and fiber carriers). Buildings can be either single-tenant (preferred) or multi-tenant. All office space should be above ground with windows, except for the IT Room and/or storage rooms.

All responses must contain the following: a) area map indicating building location, b) site plan showing site access, parking, building access and configuration of building, c) floor plans, d) building photos, if applicable and e) completed RFI Respondent's Response Sheet (Exhibit C).

The leased premises must be completed and available for occupancy no later than June 1, 2021.

This is a Request for Information (RFI) and not a Request for Proposal (RFP). An RFP might not be issued. Therefore, all responses received must be as complete and accurate as possible.

If you are interested in responding to this RFI, please submit all requested information to the Department of Administration, 101 E. Wilson Street, 7th floor, PO Box 7866, Madison, WI 53707-7866 no later than 3:00PM on Friday, June 15, 2018. Questions may be submitted to doarealestateinfo@wisconsin.gov no later than Monday, June 4, 2018. All questions received and their answers will be posted to the DOA website no later than Friday, June 8, 2018.

EXHIBIT A – SPACE REQUIREMENTS

Offices & Workstations					
Description	Size		Estimated Circulation Multiplier	Estimated Quantity	Estimated SQ. FT.
	Dimensions	SQ. FT.			
Private Office	15 x 15	225	1	2	450
Private Office	12 x 16	192	1.3	16	3,994
Private Office	12 x 12	144	1.3	33	6,178
Private Office	10 x 12	120	1.3	8	1,248
Workstation	8 x 12	96	1.5	116	16,704
Workstation	8 x 8	64	1.7	542	58,970
Workstation	6 x 6	36	1.7	14	857
Workstation	4 x 4	16	1.7	3	82
Workstation (POD)		120	1.3	44	2,288
			SUBTOTAL	778	90,769

Conference Rooms					
Description	Size		Estimated Circulation Multiplier	Estimated Quantity	Estimated SQ. FT.
	Dimensions	SQ. FT.			
Small - A	10 x 12	120	1.3	7	1,092
Small - B	12 x 12	144	1.3	25	4,680
Medium - A	12 x 20	240	1	8	1,920
Medium - B	15 x 20	300	1	8	2,400
Large - A	18 x 30	540	1	1	540
Large - B	20 x 34	680	1	1	680
Large - C	20 x 36	720	1	3	2,160
			SUBTOTAL	53	13,472

Filing Cabinets & Shelving					
Description	Size		Estimated Circulation Multiplier	Estimated Quantity	Estimated SQ. FT.
	Dimensions	SQ. FT.			
Lateral File, 30"	N/A	7.5	1.8	11	149
Lateral File, 36"	N/A	9.0	1.8	42	680
Lateral File, 42"	N/A	10.5	1.8	210	3,969
Vertical File	N/A	7.5	1.8	31	419
Shelving, 36"	N/A	9.0	1.8	2	32
Shelving, 42"	N/A	10.5	1.8	48	907
			SUBTOTAL	344	6,156

Support Spaces and Common Areas					
Description	Size		Estimated Circulation Multiplier	Estimated Quantity	Estimated SQ. FT.
	Dimensions	SQ. FT.			
Copy Area	N/A	50	1.8	27	2,430
Interview Prep Rm	N/A	80	1.5	2	240
Work/Copy Room	N/A	135	1.3	12	2,106
Reception/Waiting	N/A	100	1.5	5	750
Lactation Room	N/A	100	1.5	2	300
Scanning/Records	N/A	150	1.3	2	390
Fingerprint Rm	N/A	120	1.3	1	156
Kitchenette	N/A	448	1	10	4,480
Lab	N/A	500	1	2	1,000
Mail Room	N/A	500	1	1	500
Lobby/Waiting	N/A	560	1	1	560
Server Room	N/A	1,200	1	1	1,200
Wellness Room	N/A	1,200	1	1	1,200
Kitchen/Storage	N/A	2,250	1	1	2,250
Hoteling Stations	N/A	64	1.7	19	2,067
Training Workstations	N/A	36	1.8	3	194
Shared Computers	N/A	120	1.3	3	468
Cafeteria	N/A	7,500	1	1	7,500
Training Room	N/A	700	1	1	700
Training Room	N/A	1,000	1	3	3,000
Training/Computer Lab	N/A	1,400	1	2	2,800
Training Room	N/A	2,400	1	4	9,600
Showroom - Sm	N/A	200	1	2	400
Showroom - Lg	N/A	1,500	1	1	1,500
Multi-Function Rm	N/A	10,800	1	1	10,800
Lockers	N/A	5	1.8	50	450
Locker Room	N/A	1,400	1	2	2,800
File Room	N/A	144	1.3	8	1,498
File Room	N/A	216	1	3	648
File Room	N/A	360	1	1	360
File Room	N/A	570	1	1	570
Forms Room	N/A	750	1	1	750
Storage Closet	N/A	15	1.8	7	189
Storage Room	N/A	80	1.8	3	432
Storage Room	N/A	144	1.5	1	216
Storage Room	N/A	250	1	1	250
Storage Room	N/A	300	1	1	300
Storage Room	N/A	600	1	1	600
Storage Room	N/A	800	1	1	800
SUBTOTAL				189	66,454

Building Operations Rooms					
Description	Size		Estimated Circulation Multiplier	Estimated Quantity	Estimated SQ. FT.
	Dimensions	SQ. FT.			
Common Closets	<p>Dimension and square feet for Building Operations rooms are unknown. Respondents should review the overall Space Requirements stated herein and estimate square footage for these areas. For the purposes of this RFI, an estimate of 15% - 30% was used.</p>				
Security/Elec Closet					
Janitor Closet					
Restrooms					
Loading Dock					
Dock Staging					
Bldgs & Grnds Storage					
Mechanical Rooms					
Equipment Rooms					
Fire Command Center					
Building Operations					
Trash Compactor/Bins					

SUMMARY – SPACE REQUIRMENTS		
Office & Workstations	Subtotal	90,769
Conference Rooms	Subtotal	13,472
Filing Cabinets and Shelving	Subtotal	6,156
Support Spaces and Common Areas	Subtotal	<u>66,454</u>
	Total Usable Sq. Ft. (Includes estimated circulation)	176,851
Plus, Building Operations Rooms		<u>+/- 15% to 30%</u>
ESTIMATED TOTAL SQUARE FEET REQUIRED		204,000-230,000 SQ. FT.

**EXHIBIT B
MAP OF PREFERRED AREA**

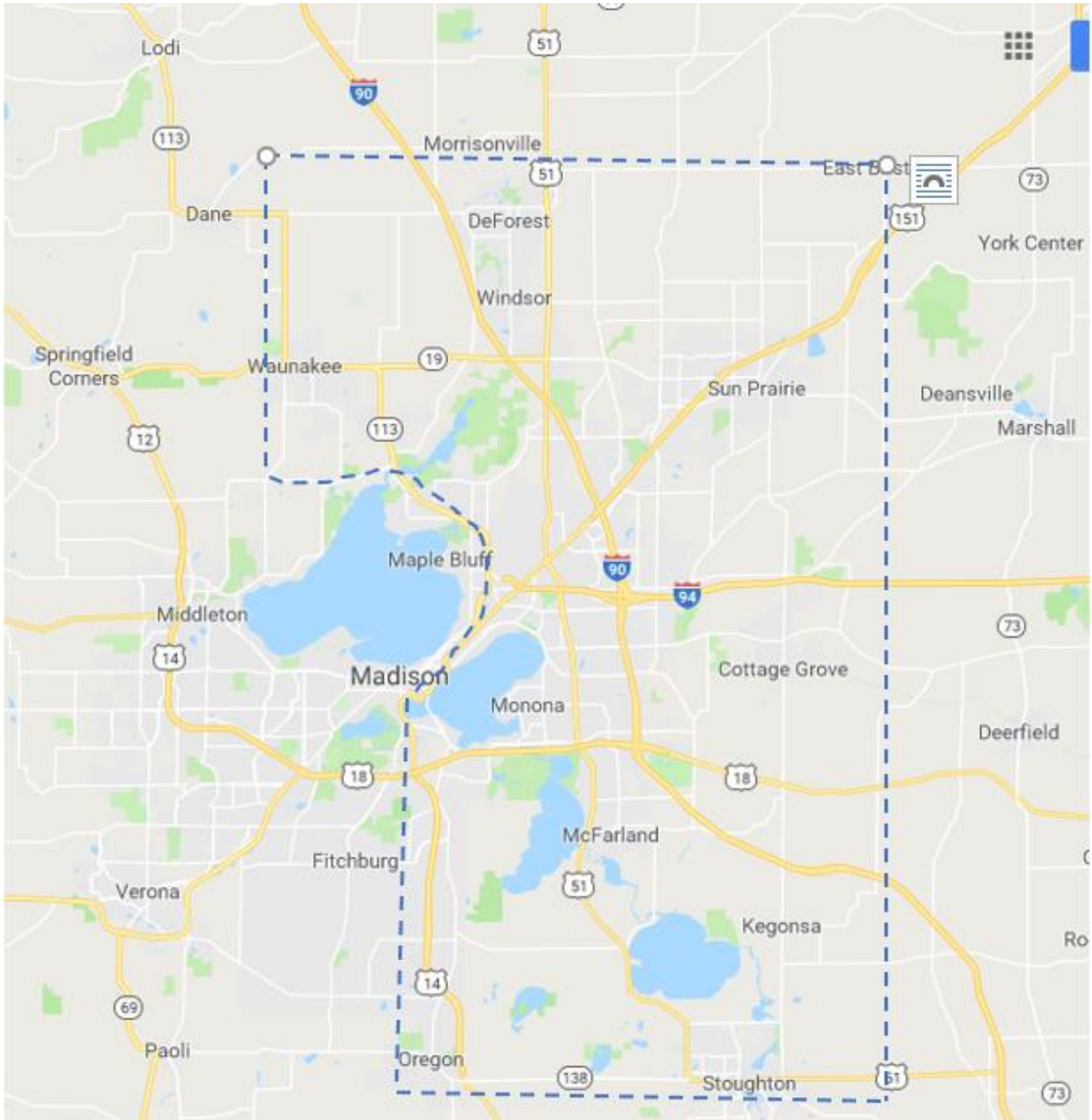


EXHIBIT C
Request for Information (RFI)
Department of Corrections
RFI Respondent's Response Sheet – Due Date June 15, 2018, 3:00PM

Proposed Building Address _____

Proposal Date _____

RENTAL RATE PROPOSAL:

I. SQUARE FOOTAGE:

- a) Total useable square feet (does not include common area) _____
- b) Load Factor (if any) _____
- c) Total rentable square feet (includes common area) _____

II. TERMS AND CONDITIONS:

- a) Net Building Rate (NNN rental rate) \$ _____/sq. ft.

- b) Operating Expenses (sum of 1-6 below) \$ _____/sq. ft.
 - 1) Real Estate Taxes \$ _____/sq. ft.
 - 2) Insurance \$ _____/sq. ft.
 - 3) In-Suite Janitorial \$ _____/sq. ft.
 - 4) Common Area Maintenance (CAM) \$ _____/sq. ft.
 - 5) Premises' Utilities Costs (heat, air-conditioning, electrical, etc.) \$ _____/sq. ft.
 - 6) All Other Operating Expenses (e.g., repairs & maintenance, etc.) \$ _____/sq. ft.

- c) Total Tenant Improvements (sum of 1-3 below) \$ _____/sq. ft.
 Provide total costs and **annual** cost per rentable sq. ft.
 - 1) Estimated Total Premises Build out Costs \$ _____ \$ _____/sq. ft.
 - 2) Estimated Moving Costs (if requested) ___ up to \$450,000 ___ \$ _____/sq. ft.
 - 3) Estimate Furniture & Installation Costs (if requested) ___ up to \$3,150,000 ___ \$ _____/sq. ft.

- d) Lessor Incentives Offered (sum of 1-3 below) Enter total allowance & reduction per rentable sq. ft.) \$(_____) /sq. ft.
 - 1) Tenant Improvement Allowance \$_(_____)_ \$(_____) /sq. ft.
 - 2) Moving Costs Allowance \$_(_____)_ \$(_____) /sq. ft.
 - 3) Furniture & Installation Costs Allowance \$_(_____)_ \$(_____) /sq. ft.

- Gross Rental Rate (sum of (a), (b), (c), & (d) above) \$ _____/sq. ft.

- Notes:**
- 1) The State requires a full-service, gross lease with any and all operating expenses included in the Gross Rental Rate.
 - 2) Tenant Improvements above include Premises Build out costs, furniture & installation costs and/or moving costs. Provide total costs for each expense type and provide the applicable rent per rentable square foot included in the annual Gross Rental Rate. Indicate the period of amortization _____ (in years) and the rate of interest ____%.
 - 3) All lines above must be completed. Place "N/A" for any terms that are not applicable.

- | | |
|--|------------------------------------|
| A) Length of Lease (Initial Lease Term) | Ten (10) years |
| B) Annual Escalator, if any (shall not apply to Net Tenant Improvements) | 1.75% |
| C) Renewal Options | Two 5-year options |
| D) Renewal Rental Rate – Initial Year (do not include Net Tenant Improvement Costs) | \$____/rentable sq. ft. |
| E) Tenant Access Date | May 1, 2021 |
| F) Occupancy Date | June 1, 2021 |
| G) # of Free Months of Rent Offered, if any (based upon Gross Rental Rate) | _____ |
| H) Option to Purchase (<u>Mandatory</u>) – can be exercised anytime during the lease term, including any renewals, at a preestablished price | Acknowledge by initialing
_____ |

Respondent Response Sheet Comments/Explanation:

Using the information provided above, fully complete the following table showing Total Annual Rent by lease year.

<u>Lease Year</u>	<u>Annual Rent w/o Amortization</u>	<u>Tenant Improvements Amortization (if any)</u>	<u>Total Annual Rent</u>
Initial Lease Term			
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
First Renewal Term			
Year 11		N/A – costs should be fully amortized	
Year 12		N/A – costs should be fully amortized	
Year 13		N/A – costs should be fully amortized	
Year 14		N/A – costs should be fully amortized	
Year 15		N/A – costs should be fully amortized	
Second Renewal Term			
Year 16		N/A – costs should be fully amortized	
Year 17		N/A – costs should be fully amortized	
Year 18		N/A – costs should be fully amortized	
Year 19		N/A – costs should be fully amortized	
Year 20		N/A – costs should be fully amortized	

III. SUBMITTED BY:

Respondent’s Contact Information

Respondent’s Agent Contact Information (if different)

Company Name

Full Address (street and city)

Telephone Number (Office/Mobile)

Email Address

Contact Name

Signature

Agent/Firm Name

Full Address (street and city)

Telephone Number (Office/Mobile)

Email Address

Contact Name

Signature