

RFP No. 285-015

**REQUEST FOR PROPOSALS (RFP)**  
**FOR THE LEASING OF STUDENT HOUSING**  
TO BE OCCUPIED BY THE  
**UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION**  
Located within the City of Eau Claire, Eau Claire County

**Issued: Friday September 21, 2018**



**Proposals Due by: 3:00 PM CT, October 12, 2018**

**PREPARED BY:**  
**STATE OF WISCONSIN**  
**DEPARTMENT OF ADMINISTRATION**  
**DIVISION OF FACILITIES DEVELOPMENT & MANAGEMENT**  
**101 EAST WILSON STREET, 7TH FLOOR**  
**MADISON, WISCONSIN, 53707-7866**

# Table of Contents

<b>I. PROJECT OVERVIEW .....</b>	<b>4</b>
<b>A. PROJECT SCOPE .....</b>	<b>4</b>
<b>II. SELECTION AND AWARD PROCESS.....</b>	<b>4</b>
<b>A. SCHEDULE .....</b>	<b>4</b>
<b>B. PROPOSERS QUESTIONS AND DOA RESPONSES .....</b>	<b>4</b>
<b>C. SELECTION AND AWARD PROCESS.....</b>	<b>5</b>
<b>1. Part One   Initial Evaluation of Submitted Proposals .....</b>	<b>5</b>
<b>2. Part Two   Proposal Clarification and Site Visit .....</b>	<b>5</b>
<b>3. Part Three   Final Evaluation of Revised Proposal(s) .....</b>	<b>5</b>
<b>4. Letter of Intent.....</b>	<b>5</b>
<b>III. PROPOSAL SUBMITTAL REQUIREMENTS .....</b>	<b>5</b>
<b>A. Submission.....</b>	<b>5</b>
<b>B. Format.....</b>	<b>6</b>
<b>C. Criteria .....</b>	<b>6</b>
<b>D. Content of the Proposal.....</b>	<b>6</b>
<b>IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS .....</b>	<b>6</b>
<b>A. Other Considerations .....</b>	<b>6</b>
<b>1. Procuring and Contracting Agency.....</b>	<b>6</b>
<b>2. Minority Business Enterprise and Disabled Veteran-Owned Business (MBE/DVB) Participation ..</b>	<b>6</b>
<b>B. Reservation of Rights .....</b>	<b>7</b>
<b>1. Predevelopment and Development Costs .....</b>	<b>7</b>
<b>2. Change in Proposer's Information .....</b>	<b>7</b>
<b>3. Ownership and Use of Proposal.....</b>	<b>7</b>
<b>4. Communications with Media, Government Agencies, and Community .....</b>	<b>7</b>
<b>5. Selection Non-Binding .....</b>	<b>7</b>
<b>6. Wisconsin Open Records Law .....</b>	<b>8</b>
<b>7. State Law.....</b>	<b>8</b>
<b>C. Required Approvals.....</b>	<b>8</b>
<b>1. State Building Commission Approval.....</b>	<b>8</b>
<b>2. Wisconsin Joint Committee on Finance .....</b>	<b>8</b>

**V. APPENDICES ..... 8**

**APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION CRITERIA ..... 8**

**1. Lease Terms and Conditions ..... 9**

**2. Locational Attributes and Site Information ..... 9**

**3. Facility Details and Layout ..... 9**

**4. Schedule – See Section II, Paragraph A ..... 11**

**APPENDIX 2 – GENERAL ROOM REQUIREMENTS ..... 12**

**APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS ..... 13**

**APPENDIX 4 – FORM TO SUBMIT PROPOSER’S QUESTIONS ..... 14**

**APPENDIX 5 – PROPOSER’S RESPONSE SHEET ..... 15**

**APPENDIX 6 – SAMPLE LEASE DOCUMENTS ..... 17**

**APPENDIX 7 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO FORM ..... 25**

## I. PROJECT OVERVIEW

### A. PROJECT SCOPE

The State of Wisconsin, Department of Administration (DOA) is seeking a 5-year lease with two 5-year renewals for a residential facility or facilities located in the City of Eau Claire for use as student housing for approximately 200 UW-Eau Claire students (subject to change based upon Fall 2018 enrollment). Only students enrolled in UW-Eau Claire Residence Life will be permitted to reside in these leased facilities. The facility or facilities should accommodate a mix of one to four-bedroom suites. Given the large number of rooms required, it is anticipated that multiple buildings and/or multiple proposers may be necessary to fulfill this space requirement. Proposals may be submitted for existing, renovated or newly constructed facilities.

## II. SELECTION AND AWARD PROCESS

### A. SCHEDULE

The following table provides the process and **TENTATIVE** timeline to request, receive, and evaluate proposals. The timeline may be extended at the discretion of the DOA and posted at the following website:

<https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx>.

<u>Process</u>	<u>Estimated Timeline</u>
RFP Posted	September 21, 2018
Requests for Clarification Due by 3:00 PM CT	October 2, 2018
Clarification Responses Posted	October 5, 2018
Proposals Due by 3:00 PM CT	October 12, 2018
Evaluation of Proposals and Notification and/or Questions to Qualifying Proposer	Approximately 1-2 weeks
Evaluation of Revised Proposals and Site Tours	Approximately 1-2 weeks
Letter(s) of Intent Issued and Negotiate Lease Terms	Approximately 1-2 week
Contingent Lease Signed by Lessor	November 30, 2018
Board of Regents of the University of Wisconsin System Approval	To be determined
State Building Commission Review and Approval	To be determined
Joint Committee on Finance Review and Approval	To be determined
Targeted Occupancy Date	August 1, 2019
Rent Commencement Date	September 1, 2019

### B. PROPOSERS QUESTIONS AND DOA RESPONSES

On or before 3:00 PM CT on October 2, 2018. Proposers may submit written requests of clarification of this RFP and/or questions utilizing the form provided in Appendix 5. Submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Please reference the RFP number in the subject line of the email.

Written responses to properly submitted relevant requests will be posted by October 5, 2018 on the following website: <https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx>

Solicitation of information from the State, DOA, or the tenant Agency(s) outside of this designated process will not be addressed and may result in disqualification of the Proposer.

RFP status and updates will be available on the above website as information becomes available.

## C. SELECTION AND AWARD PROCESS

All Proposals submitted in response to this RFP will be evaluated by a selection committee and will involve a three-part selection process. Final selection of the Proposal will be made by the Secretary of the Department of Administration.

### 1. Part One | Initial Evaluation of Submitted Proposals

Proposals received by the Due Date, which will be evaluated by a selection committee using the parameters and the criteria listed in Section III of this RFP. Proposers submitting Proposals that meet the RFP requirements (Qualified Proposals), the number of which is at DOA discretion, will be notified and may receive additional questions to clarify the content of their Proposal or provide additional or relevant documentation. Proposers submitting Proposals that do not meet the RFP requirements will be notified and will be eliminated from further evaluation and consideration.

### 2. Part Two | Proposal Clarification and Site Visit

Additional information submitted pursuant to the State's request will be incorporated into the original Proposal (Revised Proposal). The selection committee will review the Revised Proposals using the parameters and the criteria listed in Section III of this RFP. The selection committee may also request presentations, hold an in-person meeting, conduct a site visit, confirm the asking price for the proposed parcel(s), and/or request additional information to continue to Part Three of the Selection Process.

### 3. Part Three | Final Evaluation of Revised Proposal(s)

The selection committee will complete its evaluation of the Revised Proposal(s) and will recommend the Revised Proposal(s) that best meet the needs of the State to the Secretary of the Department of Administration for review and selection. The Secretary may choose from the recommended Revised Proposal(s) or determine no selection and send the RFP back to the selection committee for additional information and/or further review.

While asking price will be heavily weighted, the final selection may not necessarily be the lowest asking price for the proposed property. Selection will also be based upon criteria which best meets the needs of the State.

### 4. Letter of Intent

After a Revised Proposal has been selected by DOA's Secretary (Selected Proposal), the State will send a Letter of Intent to the proposer of the Selected Proposal. Further clarification and negotiation may be required. Should the State be unable to successfully negotiate a lease for the proposed property, it reserves the right to cancel the selection and negotiate with another proposer(s). **The State reserves the right to modify and/or cancel this RFP at any time and reject all Proposals at its sole discretion per Section IV. B. of this RFP.**

A signed lease will be contingent upon approval of the Board of Regents of the University of Wisconsin System, State Building Commission and the Joint Committee on Finance per Section IV. C. of this RFP.

## III. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must be submitted utilizing the following format requirements and process:

### A. Submission

In responding to this RFP, Proposers must submit the following:

- Utilization of the Proposer's Response Sheet (see Appendix 3)
- One (1) original and four (4) printed copies of the Proposal, which will serve as the official copies
- One (1) electronic PDF copy of the Proposal on a flash drive

Proposals may be disqualified if the printed and electronic copies are not simultaneously submitted by the Due Date and/or if the contents of the Proposals are not the same.

**PROPOSALS ARE DUE BY 3:00 PM CT ON FRIDAY, October 12, 2018 (Due Date).**

**Proposals received after the Due Date will not be accepted and will be marked late, unopened, and returned to sender.**

Please mark the outside of the sealed submittal envelope/box containing the Proposals and flash drive with: "RFP No. 285-015 – "For the Leasing of Student Housing" and hand deliver it to the following address:

State of Wisconsin  
Department of Administration  
Division of Facilities Development & Management  
101 East Wilson Street, 7th Floor  
Madison, WI 53703-3405

**B. Format**

Proposals should be well organized, spiral bound, and printed on single-sided 8.5"x11" paper, either portrait or landscape, with a minimum of one-inch margins and a font size of 11-points. For legibility purposes, site plans, schedules, or other relevant proposal documents may be printed on 11"x17" paper folded to be equivalent to 8.5"x11" paper.

**C. Criteria**

Proposals will be evaluated on the following criteria and as detailed in Appendix 1, Page 8 of this RFP:

- 1) Lease terms and conditions
- 2) Location Attributes and site information
- 3) Facility Details and layout
- 4) Schedule

**D. Content of the Proposal**

A Proposal must include the following information:

- 1) The introduction letter should clearly identify all members of the Proposer Team; identify if any member of the Proposer Team is a Minority Business Enterprise (MBE) or Disabled Veteran-Owned Business (DVB) and identify the key contact.
- 2) A fully completed "Proposer's Response Sheet", including all supporting documentation.

**IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS**

**A. Other Considerations**

**1. Procuring and Contracting Agency**

The DOA's Division of Facilities Development & Management (DFDM) is the authorized agent for this Project. The DOA will authorize the final selection. All negotiations relative to this RFP may only be conducted with the DOA's designated contact.

**2. Minority Business Enterprise and Disabled Veteran-Owned Business (MBE/DVB) Participation**

Minority Business Enterprises (MBE) and Disabled Veteran Owned Businesses (DVB) are encouraged to respond to this RFP. Any firm that wishes to be certified by the State as a MBE or DVB may contact the DOA Supplier Diversity Program at [DOWBDMBD@wisconsin.gov](mailto:DOWBDMBD@wisconsin.gov) or visit their website at: <http://www.doa.wi.gov/Divisions/Enterprise-Operations/Supplier-Diversity-Program>.

## **B. Reservation of Rights**

The State reserves the right, in its sole and absolute discretion and as it may deem necessary, appropriate, or beneficial to the State with respect to the RFP, to:

- Cancel, withdraw, or modify the RFP, including time lines;
- Modify or issue clarifications to the RFP prior to the Proposal Due Date; in the event the RFP is modified the DOA will post on the following website: <https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx> and all Proposers will be provided a chance to revise their Proposals;
- Request submission of additional information from some or all Proposers following its review of one or more Proposals;
- Waive any irregularity or defect in any submission;
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements;
- Reject all Proposals that are submitted; and
- Reissue the original RFP, issue a modified RFP, or issue a new RFP, whether any Proposals have been received in response to the initial RFP.

### **1. Predevelopment and Development Costs**

The State is **not** liable for any costs incurred by any Proposer in replying to this RFP. Proposers shall be solely responsible for all costs incurred in responding to this RFP (e.g., due diligence studies such as traffic, geotechnical, storm water management, etc).

### **2. Change in Proposer's Information**

Proposers that wish to modify or correct a submitted Proposal are required to make changes in writing and in the same format as prescribed in the RFP for the appropriate section of the Proposal. The State reserves the right to reevaluate the modified Proposal and possibly eliminate the Proposer from further consideration or take other action the State may deem appropriate.

### **3. Ownership and Use of Proposal**

Once submitted, all Proposals shall be the property of the State.

### **4. Communications with Media, Government Agencies, and Community**

Proposers shall not initiate or pursue any discussions or communications with the media, government agencies, and/or the community relating to the Project without first coordinating with and receiving the approval of the State.

### **5. Selection Non-Binding**

The State's selection of a Proposal(s) indicates only its intent to negotiate with the selected Proposer(s), and the selection does not constitute a commitment by the State to execute a lease. Proposers therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by the State, or its contractor, representative, or employee's actions for any costs or liabilities incurred because of responding to this RFP.

## **6. Wisconsin Open Records Law**

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the State to third parties and should be clearly identified in their Proposal (the page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 4 of this RFP.

## **7. State Law**

Any agreement between the State and the successful Proposer(s) arising from this RFP will be governed, construed, and interpreted in accordance with the laws of the State of Wisconsin. Proposers are advised that under such laws, the State will not indemnify the successful Proposer(s) against claims, demands, suits, actions, proceedings, liabilities, damages, losses, costs, or expenses of any kind by reason of injury or death to any person or for property damage arising out of or relating to the work to be performed.

## **C. Required Approvals**

Prior to entering into a lease, one or more of the following approvals must be obtained: a) Board of Regent of University of Wisconsin System, b) Wisconsin State Building Commission and c) Wisconsin Joint Committee on Finance.

### **1. Board of Regents of University of Wisconsin System**

Final execution of a lease will be contingent upon receiving Board of Regents approval.

### **2. State Building Commission Approval**

The State Building Commission has statutory authority to approve the acquisition of real estate on behalf of the State. Proposers responding to this RFP should be aware of and take into consideration the following State Building Commission policies:

- State Building Commission policies require compatibility with local, jurisdictional governments in their long-range planning, economic development and zoning efforts. Failure to consider and address local zoning and municipal planning efforts in your proposal may lead to disqualification.
- The State Building Commission, in the effort to support local government planning, zoning and economic development, will consider recommendations from local officials as to the placement and use of State facilities. Proposers should be aware that local officials and community input may be sought by the State Building Commission and can be a factor in the approval process.
- The local and/or county officials' support may impact the approval of any project and their support does not guarantee approval of the State Building Commission.

### **3. Wisconsin Joint Committee on Finance Approval**

Pursuant to Wisconsin Statute 16.84(5), all leases having an annual rent of more than \$500,000, must be submitted to the Joint Committee on Finance for possible review and final approval.

## **V. APPENDICES**

### **APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION CRITERIA**

The Proposal documents must meet at a minimum, the standards and requirements listed herein, including



the language of the attached State of Wisconsin standard Gross Lease document (to be modified by the specific terms and conditions pertinent to this RFP). The Proposer should address and show how the Proposal meets or exceeds each of the following characteristics which are critical in the evaluation and award process.

### **1. Lease Terms and Conditions**

- a. Lease Rate: The lease rate provided shall be the total annual rental rate, detailing the cost per unit type. The lease shall be a full-service gross lease that includes all building operating expenses including but not limited to, utilities, real estate taxes, insurance, repairs and maintenance, snow removal, landscape maintenance, common area janitorial, etc. The rental rate shall also include internet and cable TV services, and parking costs.
- b. All proposers must sign an Operating Agreement with UW-Eau Claire Housing Office. The University will provide Residence Life staff and services necessary to operate a Residence Hall. This does not include building and grounds maintenance or common area custodial staff.
- c. Access Prior to Occupancy: Tenant shall have access to the Premises not later than August 1, 2019 to allow the Tenant to move in and set up the Premises for operations.
- d. Student Occupancy Date: August 15, 2019 (except for the Resident Assistants, who require an August 8 occupancy and the Hall Director who requires an August 1, 2019 occupancy which can be negotiated separately). University will select one unit from all proposed units to designate as Hall Director (HD) housing.

### **2. Locational Attributes and Site Information**

- a. The proposed site/building must be located within the City of Eau Claire, WI and should not be more than  $\frac{3}{4}$  of one mile from the University of Wisconsin – Eau Claire Schofield Hall located at 105 Garfield Avenue. Other locations will be considered if just beyond the radius.

### **3. Facility Details and Layout**

- a. Quality and Flexibility of Building and Design
  - i. Proposed facilities shall have support space based upon the number of students needed to accommodate a study lounge, laundry room, administrative office, security station and front desk, and storage (see Appendix 2 – General Room Requirements)
  - ii. If proposing an existing building, all residential units and laundry facilities shall have less than five years old the last five years.
  - iii. Proposals will be accepted for single-use and or mixed-use building (i.e., residential and commercial), existing or new construction.
  - iv. In a mixed-use building, students should have separate secured entrances and dedicated secured common areas including restroom and laundry.
  - v. All units must have private bathrooms.
  - vi. All units shall contain one bed, desk and chair, dresser, per bedroom. Each living area shall contain one sofa, end table, entertainment center, dining table and two chairs.
  - vii. Existing facilities must be well-maintained, both inside and outside. All interior walls must be freshly painted (or touched up, if deemed acceptable by the Tenant) and new carpet installed, unless the existing carpeting is deemed acceptable by UW-Eau Claire.
  - viii. Only those properties that can dedicate entire residential occupancy to UW-Eau Claire University Housing students should apply.
  - ix. Lessor to provide one key per building occupant, plus enough keys for residence hall staff.
- b. Safety and Accessibility Requirements
  - i. The Premises must meet all current local fire codes related to smoke/heat/CO2 detectors. Local fire alarm pull stations and central panel all connected to strobe and audible alarms meeting ADA guidelines. Within 6 months of occupancy, each winning proposer shall install hard-wired

- smoke/heat/CO2 detectors wired back to a central panel.
- ii. There must be adequate building security and exterior security lighting to allow for safe occupancy by staff, students and visitors 24/7/365.
  - iii. Residential doors should have secured peepholes.
  - iv. Perimeter doors not designated as emergency exits should have secured exterior entries with card readers for night time security.
  - v. Perimeter doors used as emergency exits should also comply with the state fire codes.
  - vi. The design of the building and floor plan should ensure safety of staff, students and visitors. There should not be any hallway “dead-ends” or blind corners in the tenant space or common area.
  - vii. All areas of the Premises, the applicable common areas, entrances, exits and parking lots serving the Premises shall meet all requirements of handicapped accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 351 through 365 and Americans with Disabilities Act guidelines (ADAAG). The ADAAG guidelines will take precedence over state building codes Chapter 52.04, except when such state codes shall be equal to or exceed specifications in ADAAG.
- c. Connectivity
- i. Preference will be given to those buildings located close to existing campus fiber. The Lessor will work with a local service provider to ensure proper entrance cable (fiber if needed) can be brought into the building. This may include building penetrations, access points, and cable pathways, to bring service into the designated main communications room in the building. Lessor will be responsible for all communication conduit, paths, and raceway for cabling.
  - ii. Proposer must provide a minimum of one coaxial cable hook-up in the individual apartment common room for television connectivity.
  - iii. Proposer to provide cable television service in each apartment living area comparable to what is available on campus should be included in lease rate.
  - iv. Proposer to provide a 20 Mb down / 1Mb up minimum internet connection per resident with system monitoring in place to adjust bandwidth capacity if needed.
  - v. Proposer will allow Lessee to install Lessee-owned wireless routers and access points throughout building.
- d. Parking
- i. Lessor shall provide a minimum of one parking space for every bedroom. Parking requirements include an appropriate number of Handicapped spaces (Per ADA) including van accessible spaces within 500 feet of front entrance.
  - ii. All parking fees are to be included with annual rent.
  - iii. Handicapped parking spaces are required to be closest in proximity to the Handicapped accessible entrances of the building.
  - iv. Signage for Handicapped designated parking stalls to be provided and installed by proposer.
  - v. Bike parking shall be one-half of resident population.
- e. Design Services – if a new building is to be constructed or renovations are to be completed on an existing facility:
- i. Floor plans with dimensions are to be provided as part of the initial response proposal.
  - ii. The successful proposer will provide architectural and/or the space design services required as the project is implemented.
  - iii. The Proposer will provide to the Lessee, copies of the final contract documents, including construction specifications and State approved plans. Project will not proceed until final construction documents are provided to and approved by Lessee.
  - iv. Tenant representatives will collaborate with the selected proposer to finalize drawings and

specifications.

- v. The successful Proposer will provide all design services required for permits and as required by the Lessee as the project is implemented. It is likely that multiple re-drawings of the space design will be necessary to refine it to the needs of UW-Eau Claire.

f. Building Sustainability

- i. For new construction proposals, the building should incorporate sustainable construction and development practices including sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. The State of Wisconsin sustainability guidelines are located at:

<http://www.doa.state.wi.us/Default.aspx?Page=c8781af1-a861-4196-89c7-4a56c7bce306>

**4. Schedule**

See Section II, Paragraph A

## APPENDIX 2 – GENERAL ROOM REQUIREMENTS

The general specifications for each area are listed below to assist in the space design process. At least 5% of each unit type shall contain ADA requirements.

### Current List of Residential Areas and Suggested Sizes

Residential Units			
Name	Maximum Occupancy per Unit	Approximate Sq. Ft.	Comments
Single Bedroom	1	700	
Two-bedroom Suite	2	750	
Three-bedroom Suite	3	1,200	
Four-bedroom Suite	4	1,300	
<b>Total Number of Units</b>	<b>200</b>		

Common Areas and Support Areas			
Area Description	Number Required	Minimum Sq. Ft.	Comments
Front Desk/Security Station	One per building		
Laundry Area	Not less than 1 per 150 Students	Sufficient to accommodate appliances and work surfaces.	Not less than one washer/dryer set per 40 students.
Study Lounge	One study lounge per building	500 sq. ft.	Office can be located within study lounge
Storage Space	One per building	150	Should be secured.
Common Area Unisex Restroom	One per building	96	Must be fully ADA accessible.
Administrative Office	One per building	120	

## APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS

In addition to the comments in the list above, the following is a list by room, highlighting the specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. Please see Schedule II - CONSTRUCTION REQUIREMENTS for more details and specifications.

1. Residential Units: Each bedroom should have space for Lessor-provided bed(s), dresser(s) and desk(s)/chair(s). All bedroom doors should have locks. Each unit should contain a separate room for a kitchen, living area, and bedroom(s). All window coverings should be provided by Lessor. Lessor shall also provide sofa, end table, entertainment stand (to prevent wall-mounting of television), dining table and minimum of two chairs.
2. Kitchen: Each unit kitchen should contain a hot/cold water double-sink with disposal, standard 70" high refrigerator, stove, and dishwasher.
3. Laundry Room: Laundry room will be set up with a minimum of 1 washer/dryer per 40 residents. If selected, Lessor would install a washer/dryer unit in Hall Director apartment.
4. Study Lounge: Approximately 500 sq. ft. of study lounge space. Can be multiple locations or located on upper floors if building has an elevator. (note: this can be a two-bedroom apartment, or a one-bedroom apartment converted to an open lounge area)
5. Storage space: A minimum of 150 sq. ft. of storage space for Housing staff (In the facility)
6. Restrooms – Public: One fully ADA compliant unisex restroom in the lobby of each building.
7. Administrative office: There should be one office for the entire population for on-site staff management.
8. Front Desk/Security Station must be located near the main entrance to the building.
9. ADA units must be located on the ground floor if building does not have an ADA accessible elevator.

Master specifications and design standards can be found at the following:

<http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

**APPENDIX 4 – FORM TO SUBMIT PROPOSER’S QUESTIONS**

**STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION  
REQUEST FOR PROPOSAL No. 285-015**

Instructions: On or before 3:00 CT, October 2, 2018, Proposers may submit written requests for clarification of this RFP and/or questions to the DOA by utilizing this form. Please submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DOA on the following website: <https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx> not later than October 5, 2018. **Solicitation of information from the State, DOA, or tenant agency personnel other than through this form and process is prohibited and may result in disqualification of the Proposer.**

\* \* \*

Contact Information: All fields must be completed by the Proposer submitting the form.

Name (Please Print): \_\_\_\_\_

Proposer Team: \_\_\_\_\_

Company/Affiliation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

RFP Section/ Appendix	Page No.	Request for Clarification and/or Question

## APPENDIX 5 – PROPOSER’S RESPONSE SHEET

Proposed Building Address \_\_\_\_\_

Proposal Date \_\_\_\_\_

**RENTAL RATE PROPOSAL:**

**I. NUMBER OF UNITS AND RENTAL RATES**

<u>Unit Type</u>	<u>(a) Number of Units</u>	<u>(b) Annual Rent Per Unit</u>	<u>(a) X (b) Year 1 Annual Total</u>
One Bedroom			
Two Bedroom			
Three Bedroom			
Four Bedroom			
<b>TOTAL</b>			

**II. FACILITY DETAIL:**

Laundry Room      Washers # \_\_\_\_\_ Dryers # \_\_\_\_\_

Study Lounge      Yes \_\_\_\_\_ No \_\_\_\_\_      Size \_\_\_\_\_

Storage Space      Yes \_\_\_\_\_ No \_\_\_\_\_      Size \_\_\_\_\_

Unisex restroom      Yes \_\_\_\_\_ No \_\_\_\_\_      Size \_\_\_\_\_

Administrative office      Yes \_\_\_\_\_ No \_\_\_\_\_      Size \_\_\_\_\_

Building Secure 24/7      Yes \_\_\_\_\_ No \_\_\_\_\_

Parking spaces      Number: \_\_\_\_\_

**III. TERMS AND CONDITIONS:**

A) Length of Lease (Initial Lease Term)      Five (5) years

B) Annual Escalator, if any      \_\_\_\_\_%

C) Renewal Options      Two 5-year option

D) Occupancy Date: August 1, 2019      Yes \_\_\_\_\_ No \_\_\_\_\_

E) Rent Commencement Date      September 1, 2019

**IV. SUBMITTED BY:**

**Proposer's Contact Information**

**Proposer's Agent Contact Information (if different)**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Agent/Firm Name

\_\_\_\_\_  
Full Address (street and city)

\_\_\_\_\_  
Full Address (street and city)

\_\_\_\_\_  
Telephone Number (Office/Mobile)

\_\_\_\_\_  
Telephone Number (Office/Mobile)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



## APPENDIX 6 – SAMPLE LEASE DOCUMENTS

### 1. GROSS LEASE TEMPLATE LINK

[https://doa.wi.gov/Pages/DoingBusiness/Bureau Real Estate Management.aspx](https://doa.wi.gov/Pages/DoingBusiness/Bureau_Real_Estate_Management.aspx)

## 2. SAMPLE SCHEDULE I

### Schedule I

The Lessor, **at Lessor's cost** (unless otherwise noted), shall furnish to the Lessee during the term of this Lease, as part of the rental consideration, the following:

1. Provide a minimum of 1 foot candle security lighting for on premise parking areas.
2. Provide an environment control system that shall maintain a comfortable humidity level and temperature:

<u>Summer</u>	<u>Winter</u>
76 degrees (+/- 2 degrees)	70 Degrees (+/- 2 degrees)
50% Humidity Level (+/- 10%)	25% Humidity (+/- 5%)
3. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.
4. Install and maintain fire extinguishers according to any governmental building code and underwriters (UL).
5. Provide each resident one key for each of the following: entrance doors to the Building, entrance door to assigned unit and bedroom door within the assigned unit. In addition, each Lessee will have access to loaner key to all the doors for after-hours use in the event of lost keys. Last, one master key to all the doors shall be provided.
6. Provide electrical service and other electrical equipment necessary for operation of the Property.
7. Provide safe drinking water with hot and cold running water for restrooms, kitchens and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards.
8. Provide Water & Sewer and Heat and Air conditioning.
9. Furnish, install and replace during the term of this Lease and any extension thereof, light bulbs, fluorescent tubes, starters, ballasts and transformers.
10. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and ANSI A117.1.
11. Beginning January 1, 1995, proper disposal of materials shall comply with sections 16.15(3) and 287.07 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor further agrees to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.
12. Provide snow and ice control and removal. Snow and ice will be removed from designated walking surfaces on Lessor controlled sidewalks on building grounds by 7:00 AM each working day and 9:00 AM on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs,

etc.). Walking surfaces will be maintained snow and ice free during working hours. Attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Lessee shall reimburse Lessor for its pro rata share of such services pursuant to Section 4(b)(iii) of this Lease.

If the Lessor fails to remove the snow and ice from the leased facility in accordance with the terms of the paragraph above, the Lessee may cause the same to be done.

Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.

13. Lessor agrees to construct and/or remodel and equip the building in accordance with State and local building codes, in accordance with mutually agreed upon plans attached hereto.
14. Provide the Premises with a fire alarm and detection system that complies with all State building codes, International building code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.
15. In the event the Lessor does not furnish the aforementioned services and items in this Schedule or the demised Premises are un-tenantable for any other reason which is not due to the negligence of the Lessee, the Lessee may provide such services and items at its own expense and deduct these expenses from rental payments, provided Lessee notifies Lessor thirty (30) days in advance of any deduction, and provides an itemized statement listing the services and items not being furnished.

### 3. SAMPLE SCHEDULE II

#### Schedule II

#### CONSTRUCTION REQUIREMENTS

GENERAL CONDITIONS: All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, and the local municipality will be complied with fully. After completion of work, the leased premises will be left in a clean and orderly condition, ready for occupancy. Wherever practical, construction and remodeling will conform to the Division of Facilities Development & Management (DFDM) Master Specifications/Design Guidelines available at:

<https://doa.wi.gov/Pages/DoingBusiness/MasterSpecsDesignGuide.aspx>

#### 1. Ceilings:

- a) Offices, open office, conference, data/phone closet, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 2 x 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50-60, minimum, light reflectance 75% minimum. Some rooms may require insulation above the dropped ceiling for noise abatement.
- b) All other areas such as restrooms, entrances, service closets, storage rooms, file rooms: may be finished, painted drywall.
- c) Finished Ceiling Height: Dependent upon room size and open area size. Ideal 8'6" to 9' (min. 8', max 12').
- d) Attic stock: Provide approximately 4% of ceiling tile.

#### 2. Floors: All floors will be level

- a) Office, clerical areas, conference room, work/mail area (unless otherwise specified below): Carpet tile: 20 oz./sq. yd., level loop, manufacture standard composition materials for primary back with water resistant, mildew resistant adhesive as recommended by carpet tile manufacturer. Pile must be ADA compliant.
- b) Restrooms: Ceramic floor tile.
- c) Storage room, data/phone closet, waiting areas, entries, etc.: ceramic tile, vinyl tile or sheet goods.
- d) Vestibule/lobby: provide recessed mats similar to DecoGard "Pedi mat".
- e) Cove Base: Provide 4" vinyl cove base wherever vinyl flooring is used.

#### 3. Walls:

- a) All new walls to be drywall: one layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs; with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
- b) All interior walls to be insulated for sound abatement.
- c) Walls to extend to finished ceiling except for restrooms which should be finished to the floor deck.
- d) Provide expansion joints as necessary.
- e) All walls to receive painted finish of one primer coat and two finish coats of semi-gloss or eggshell with an orange peel finish.
- f) Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color.
- g) Restrooms: Provide 48" wainscoting of ceramic wall tile or another hard-washable surface.
- h) Provide touch-up painting thirty (30) days after move-in.
- i) Provide 3"- 4" stained or painted (color to match doors) hardwood chair rail molding (i.e., shaped or formed) on perimeter in all offices, clerical area, interview rooms and conference room at chair back height.
- j) The Lessor will hang/install bulletin boards, pictures, tack strips, chalkboards, screens, etc., as provided by the Tenant.

**4. Doors, door frames, hardware:**

- a) The primary accessible entry doors may require ADA compliant power door openers.
- b) All interior doors: solid core construction, 3'-0" x 6'-8" x 1-3/4", SLC-5 construction (glue-blocked, 5 ply), stained and varnished.
- c) Exterior metal doors, all door frames, window frames: 16-gauge, 2" width, shall be factory painted or 1 coat primer, 2 coats satin enamel
- d) All doors to have appropriate ADA compliant hardware including but not limited to: ADA compliant levers, pulls, panic hardware, compatible latches; kick-plates for restroom and service room doors; wall/floor stops, door silencers; ADA compliant closures for all exterior entrance/exit, suite and restroom doors; passage and/or keyed latch sets as specified, minimum 1 key per lockset per onsite staff.
- e) All solid core doors to be warranted from warpage and defect for 1 year from occupancy.
- f) The doors in the offices, clerical area, from the hall into the waiting room and into the conference room, T-file room and the main entry door shall have a window or sidelight window.
- g) The door from the waiting area into the office area, T-file room door and all entrances shall have a card reader system.

**5. Windows:** It is desirable that at least 10% of the entire area have direct natural lighting. This may be accomplished by using skylights.

- a) All new exterior windows shall be insulated Low-E glass
- b) All exterior windows shall have mini-blinds.
- c) Windows may be either fixed or operable.

**6. Heating, Air conditioning, plumbing and ventilation:**

**Lesser shall meet the following requirements:**

- a) Provide perimeter heating for exterior walls if required to meet seasonal set-points.
- b) Provide space heating for airlocks and lobbies, if necessary.
- c) Provide separate venting/fans for restrooms.
- d) Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.

**7. Electrical:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter SPS 316, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).

- a) Each enclosed room shall have a minimum one duplex electrical outlet every 12 lineal feet and a minimum of two telephone and data outlets.
- b) Standard office requirements shall include provisions for copiers, faxes, computers and related equipment, and other standard office equipment.
- c) Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panels, boxes, circuits, switch-plates, faceplates, receptacles, **card** readers, etc.
- d) Conference and/or break room shall have enough outlets for a refrigerator, microwave, and coffee maker.
- e) Lessor to provide electric base feed connections for systems furniture power. Cables or "whips" to be provided by the furniture vendor.

**8. Lighting:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code SPS 316, the State Energy Code, SPS Chapter 363 and the National Electrical Code.

- a) All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors.

- b) Provide 2' x 4' drop-in florescent fixtures. Lamps shall be high-performance T8, F32T8, 5000° K lamps to conform to the specification of the Consortium for Energy Efficiency unless otherwise specified.
- c) Lamps shall be TLCP requirements for low mercury and all mercury in the product shall be recycled material.
- d) Prismatic acrylic lenses are acceptable for file storage, data/telephone room, mechanical room, restrooms, waiting area, and halls.
- e) Provide adequate lighting in restrooms with light fixtures above the sinks.
- f) Provide florescent strip lighting below cabinets in conference room.
- g) Each constructed space to have separate light switch.
- h) Provide lighting at all exterior entrances/exits.
- i) Provide adequate security lighting for on premise parking areas.
- j) Prior to construction, lighting design will be reviewed for approval by Lessee to ensure compliance with tenant requirements.
- k) Lessor to furnish and install light bulbs, fluorescent tubes, starters, ballasts and transformers required for occupancy. Incandescent light bulbs are prohibited. Compact fluorescent lamp temperature shall be 5000° K with a color rendering index (CRI) at or above 80. Ballasts shall be instant start and conform to CEE Guideline above.
- l) Occupancy sensors shall be used for restrooms, interview rooms, conference rooms and offices. (Occupancy sensors shall typically be used for required automatic light shut off instead of central time-clock controls or central energy management system control).

**9. Data and Telephone Wiring:**

- a) All outlets to be installed according to approved plan. Each room, as identified will have at least two outlets consisting of 3/4" - 1" conduit in all new walls from above the suspended ceiling and terminating in a 4" x 4" junction box.
- b) Conduit, raceways or clear paths will be provided from the data/telephone room to the ceiling area of each enclosed room and clerical area to accommodate the data/telephone lines. Provide "Ring and String" from junction box to ceiling.
- c) Data and telephone wiring shall be furnished and installed by the Lessee.

**10. Cabinetry/Carpentry:** All areas provided must meet minimum standards of ADA compliance.

- a) The conference room and/or break area shall have a 6'-8' counter of standard depth and height with splashguard with a single bay sink. Must also have upper and lower cabinetry with two adjustable shelves in each section with laminated fronts.
- b) a coat closet with shelf and rod.
- c) Provide a standing height counter of approximately 6' in length with base cabinets under it in the clerical area.
- d) The waiting area shall have wall or floor mounted wooden benches per floor plan.
- e) The UA Prep and Work/Mail rooms shall both have a countertop and upper and lower cabinetry, laminated fronts. Also provide mailboxes enough for existing staff in the Work/Mail room.
- f) The T-File room shall have floor to ceiling constructed shelving along two walls deep enough to hold Legal sized file folders.
- g) Provide a 4' wide by 3' high pass-thru window with writing ledge on the waiting area side and standing height counter on the clerical area.

**11. Plumbing:**

- a) The conference room and or break area counter(s) shall meet the minimum ADA requirements and must have include a sink or sinks with hot/cold running water and a garbage disposal(s).
- b) All rest room fixtures and furnishings will be ADA compliant.
- c) Insulate all under sink lavatory piping in restrooms.
- d) One janitorial sink shall be provided in the mechanical room.

- e) Water will be available if needed for connection to coffee maker and refrigerator in conference room and or break room.

**12. Accessibility and Security:**

- a) All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI A117.1 will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and the ANSI A117.1.
- b) **On-Line Electronic Access Control System**: Lessor shall furnish and install at the indicated locations the specified electrified and integrated door hardware and access control firmware for a completely operational access control and security site management system. System includes, but is not necessarily limited, to the following:
  - 1. System functionality to include ability to identify hours/shifts approved for employee entry by employee, restrict access to those not approved for entry during hours/shifts not specified, ability to receive reports concerning staff arrival and departure times.
  - 2. Hardware to include network control processors, reader controller panels, door position switches, remote card readers, keypads, special tools, operating manuals, and required cabling and accessories.
    - a. Provide the appropriate number of reader controller panels and I/O monitoring/control expansion interfaces as needed to handle the number of card readers, locking devices, door status devices, as shown on the approved floor plan/security drawing.
    - b. Provide manufacturer approved exit hardware, and remote [mullion, jamb, wall] mounted card readers, keypads, and display terminals that are functionally compatible with the specified access control equipment interfaces.
  - 3. Access control system equipment to be installed and furnished by Lessor in an enclosure/station compatible with the manufacturer's requirements. This enclosure/station may include, but is not necessarily limited to, the network control processor, power supplies, terminal strips, wire ducts, keyed lock cylinder, integrated outlet for A/C power. **NOTE: Lessee will provide standalone, desktop computer to access the system.**

Enclosure to be located in the designated IT/Telecom room(s) with connection to the local area network for communication back to the central server host.

**13. Exterior of Building and Landscaping:**

- a) Provide landscape as necessary or required by city ordinance.
- b) Parking areas to be paved and striped and complying with all Wisconsin Administrative Codes and ANSI A117.1. Include all signage required for accessible parking stalls.
- c) All entrances and exterior doors to be accessible with grade complying with ANSI A117.1 and Wisconsin Admin Code.
- d) Ensure all exterior walls, windows, roof, walkways are in good repair.

**14. Signage:**

- a) Provide and install signage on the exterior of the building and/or parking lot (if allowed by local ordinance) identifying tenants and address which is visible from the main street.
- b) Provide and install ADA compliant directional signage in main entrance and in hallways as necessary to direct clientele to offices, which are not located at the main entrance. Signage to be visible and legible from a 15'-0" distance and well lighted.
- c) Provide and install ADA compliant restroom signage utilizing Grade 2 Braille and pictographs.

d) Provide and install miscellaneous signage such as Emergency Exit Only, Employees Only, No Admittance, etc.

**15. Fire Protection:** Provide the Premises with a fire alarm and detection system that complies with all State building codes, International Building Code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.

**16. Plans/Submittals:** Prior to commencement of any work, Lessor shall submit to the Department of Administration preliminary plans for review and signature and provide a copy of the final signed/sealed copy of plans (if required by code). The plan package shall consist of, but not limited to the construction and demolition plans including the following:

- a) Mechanical/HVAC plans
- b) Electrical, data/telephone, and lighting cut sheets
- c) Door and finish schedules
- d) Plumbing plans
- e) Site plans with parking indications
- f) General construction drawings with dimensions.
- g) Cabinetry drawings
- h) Materials list and samples including:
  - 1) Paint and finishes
  - 2) Ceiling
  - 3) Flooring



## APPENDIX 7 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO FORM

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION  
 REQUEST FOR PROPOSALS No. 285-015  
 University of Wisconsin Systems – UW Eau Claire

The attached material submitted in response to RFP No. 285-015 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

**Exception: Prices within proposals are always open record 'after' the lease agreement is awarded and fully executed.**

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Item	Page(s)	Section	Topic
1			
2			
3			
4			
5			
6			

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The state considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name	
Authorized Representative (Signature)	
Authorized Representative (Type or Print Name)	
Date	