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October 6, 2010

RE: Invitation to Negotiate for Lease No. 760:0530
Question and Answer
Location: Broward County

To whom this may concern,

Listed below are questions posed by potential Offeror's and the Agency's response. We would also like to take this opportunity to thank the multiple Offeror's for their interest in the Invitation to Negotiate for lease 760:0530.

Question

On October 20th when the bids are opened, will you read out loud the bids by phone conferencing? Does the State provide a copy of the bid spreadsheet? If attending in person, are we allowed to review the other bids?

Answer

No person will be allowed to review the other bids but will be allowed to visit the opening and hear the bid prices, as well as to receive a copy of the prices and respondents. The ability to conference will be decision of Department and will be determined prior to bid opening.

Question

Can we bid the package both ways: one including utilities and janitorial and janitorial supplies, and another without?

Answer

Yes. An Offeror can insert two sets of 5,7,10 year rental rate submittals for both category A and B in Article IV, C.

Question

On Page 11 of 17, section D-the term "cafeteria" is used. This implies the possible need of a grease trap for actual cooking. Do we need to include the price of a grease trap in the bid?

Answer

No. The term 'cafeteria' will not apply to this ITN. No grease trap will be needed.

Question

Are we allowed to use a control space such as our office to obtain an energy performance calculation since the space we will be proposing in within the Mall itself has no past history of electrical bills?

Answer

No; if the Offeror is unable to submit the EPA and SBR using past electric bills, then a Computer Modeling program must be used per Attachment F of the ITN.

Question

In Attachment "A", page 1 denotes (1) ADLTS station area and Item 15, Page 6 modular furniture specification denotes 15 testing stations of which one is to be ADA. Can you provide us the exact measurements of the ADA station and exactly where the CPU holder should be mounted?

Answer

The ADLTS station area should be approximately 100 sq. ft. in size. Page 6 denotes 14 ADLTS stations. 1 of the 14 ADLTS stations should be ADA compliant. An ADA ADLTS testing stations measure 33" high x 24" deep x 36" wide. The CPU holder should be mounted on the inside of the ADA ADLTS station only.

Question

In the modular furniture pictures, it shows 35 double standing stations and double sitting stations. Do you want 35 double standing and 35 double sitting stations?

Answer

35 sitting workstations total.

Question

In the standing workstations, 24x36, do you want a shelf instead of the CPU holder?

Answer

Yes. We request a shelf in the non ADA ADLTS stations.

Question

Are the panels in the stations to be fabric or laminate?

Answer

The agency prefers laminate. All furniture shall be review and approved by the agency before purchase. Also note that the agency provides a web link to vendors who are under State contract and provide modular furniture. The web link can be found on page 7 of Attachment A.

Question

Are we allowed to make these stations with plywood and laminate?

Answer

Yes. All furniture shall be review and approved by the agency before purchase. Also note that the agency provides a web link to vendors who are under State contract and provide modular furniture. The web link can be found on page 7 of Attachment A.

Question

Page 1, Item 4 denotes 40 workstations required and has (38 workstations) at the end of the written word; and item 15 on Page 6 denotes 35 and 3 reception stations, Please clarify.

Answer

40 staff members are allocated 60 sq. ft. each. Of the 40 staff members, 35 members will work from examiner workstations and 3 staff member will work from reception workstations. The Offeror is responsible for providing a total of 38 stations (35 Examiner stations and 3 reception stations).

The additional 2 staff members will work from workstations that the agency will provide.

Question

Will you consider existing terrazzo flooring rather than tile?

Answer

Yes, depending upon the condition of the flooring.

Question

What is the square footage for the testing area?

Answer

The ADLTS testing area should be 100 sq. ft. +/- . Additional space can be allocated from the waiting area if 14 ADLTS stations do not fit within a 100 sq. ft. +/- area.

Question

Items 16 on Page 7 denotes floor to ceiling shelving on two walls 18" on 2' clearance of each supply/storage room. Please clarify?

Answer

Shelving should be installed in all supply/storage rooms. The shelving should go from floor to ceiling and be 18 inches deep. There must be 2 feet of clearance between the shelves.

Question

There is no Attachment "K" or "J".

Answer

Attachment J has been posted to the Vendor Bid System and the Bureau webpage. Attachment K has been created to provide a clear understanding of the agency's location scoring criteria.

Questions

Page 7 of 17, Section B: can we provide a landlord the right to relocate the space within the same property if landlord is responsible for the cost of relocation?

Answer

Yes, if all of the ITN specifications of new location are met, location of new space is within same facility and agreed upon by Agency. The Agency has the absolute discretion to accept.

Question

Does the state have a per sq. ft. number or factor it uses when figuring utilities, janitorial services and supplies that can be provided to us as a rule of thumb?

Answer

After review of the question the Department does not have a 'rule of thumb' regarding the cost of utility and janitorial services. Given that each location and area will be specific to its cost of services, the Department does not want any liability regarding incorrectly predicting service costs for submitting party's location.

Question

Are we allowed to agree to a certain per sq. ft. price for utilities and anything over that number would be billed to the State?

Answer

No. The State of Florida lease does NOT allow pass-through expenses over a base year for any of the operating expenses, including utilities and janitorial services.

Question

A reminder – The state was to provide us with the names of contractors who do the energy calculation if necessary.

Answer

The Agency does not wish to provide any particular vendors or professionals due to liability concerns.

Question

If the State exercises the right to terminate, how is the landlord reimbursed their upfront costs which are being amortized over the life of the lease?

Answer

As per the ITN Attachment C, State of Florida Lease Document, Article 8(A), a lessor is eligible for tenant improvement reimbursement based on an unamortized tenant improvement dollar amount stipulated in the lease document.

Question

Is there an alternative mechanism to allow the state to reimburse the landlord for the upfront costs and reduce the monthly rent of the lease?

Answer

No.

Question

Article IV.A. of the ITN states that "references to square feet of the Proposed Space contained in a Reply must be 'usable square feet' in accordance with the Standard Method for Measuring Floor Area in Office Buildings, BOMA/ANSI Z65.1-1996." However, the Department of Management Services, at Fla. Admin. Code Rule 60H-2.003, establishes a required measurement system based upon "Net Usable Square Footage," which appears to apply a different measurement methodology. How should either or both of these measurement methodologies be used to determine the approximately 12,589 USF (+/- 5%) square feet of usable space" as described in this section? For example, how is the Public Use Space" in Attachment A calculated into the total square foot calculation.

Answer

Please reference Amendment II to ITN 760:0530.

Question

With regard to Article V, Proposal Evaluation Criteria, Section A, Associated Fiscal Costs, why does this factor in at only 30 percent of the total scoring, whereas location is 45 percent? Historically cost considerations factor for 50 percent or more of the total scoring, and one would think that given the current economic conditions this consideration should be given more attention, not less.

Answer

The scoring system is based off of multiple factors that combine to create the best value for the state. While rental rate and cost are important, we have a responsibility to serve customers in an efficient and effective manner. Thus placing a great importance on location of the facility.

Question

Also with regard to Article IV.A., no maximum points are established for 1), basic terms of lease, and 5 points are assigned for 2), rates for optional renewal terms. Since renewals are "at the sole and absolute discretion of the Agency," why should any value be assigned for the optional renewal rates?

Answer

- 1) Please reference Amendment II to ITN 760:0530 regarding scoring the base term.
- 2) It is the responsibility of the State to evaluate the entire proposed rental rate schedule in an effort to determine best value. That includes the renewal option rates.

Question

With Regard to Article IV. B., Location, under 1) 15 points are allotted to the "Proximity of facility in reference to central point illustrated in Attachment B, 'Boundary Map,' as well as proximity to nearby roadways and transportation routes."

This raises several questions, including:

A: Attachment B does not identify a "central point" and contains a boundary map that includes a substantial area in the Atlantic Ocean. How can someone under these circumstances figure out where the "central point" is on the Attachment?

B: How will the Department, in calculating the 15 points, weigh the importance of proximity to this nebulous "central point" as opposed to "proximity to nearby roadways and transportation routes?"

C. How does the Department define "nearby roadways and transportation routes?" In other words, does a roadway have to be of a particular size, a transportation route have to be of a particular character, to receive more or less weight in scoring?

D. How is there any benefit at all (to either the Department employees or customers) to the placement of the proposed facility in the "central point" on the boundary map, wherever that might be?

E. Who will choose the location of the "central point" based upon what calculation, applying what weight to the scoring, and why?

Answer

Please reference Amendment II to ITN 760:0530. Attachment K has been created to provide a clear understanding of the Agency's location scoring criteria.

Question

With Regard to Article IV. B., Location, under 3), "Present condition,"

A. How are "neighborhood security issues" determined? I.e., is that based upon police reports for the particular location, or other criteria? Who does the Department consider to be qualified to make decisions concerning security issues?

Answer

Crime reports will be requested in a one mile radius of the facility to determine past history. The agency reserves the right to contact existing tenants.

Question

B. What level of exterior lighting (e.g., 1 foot candle or 2 foot candles) does the Department consider to be sufficient?

Answer

The Agency requires a minimum of 1 foot candles or the required local code.

Question

How will the Department determine the physical plant condition? Will this involve any kind of testing of equipment or other types of professional audits or evaluations?

Answer

Please reference Amendment II to ITN 760:0530. The agency will conduct a visual examination of the facility and rely on Energy Performance Analysis tools to assist with current condition. During evaluation and as part of the evaluation scoring, the Agency will have a Florida licensed engineer to review building systems and condition. Should a response submit replacement of current systems and improvement of current conditions, it is responsibility of ITN respondent (Offeror) to include in ITN submittal the type of system upgrades and condition improvements planned, including, but not limited to, product types, descriptions and visual representations.

Question

With regard to Article IV.C., Property,

How will the Department determine whether the offered space is conducive etc. as stated in 1)? Will it rely upon architectural or other experts?

Answer

A Professional Architect and Engineers will review floor plans and any space plans submitted with the ITN.

Question

With regard to Article IV.C., Property,

The Article refers to an Attachment but does not identify what the attachment is—there is just a blank. Where is the attachment, and how does it relate to these criteria?

Answer

Attachment "J" is a prototypical floor plan layout. Attachment "J" has been added to the Vendor Bid System and Bureau Website.

Please note that the prototype should be used as a tool to understand how the agency prefers its facility layout in an effort to serve customers. This prototype **does not** match the exact specification listed within ITN 760:530. Please note that the final Floor plan layout and design will be a joint effort of the Agency and the successful proposer.

Question

With regard to Attachment A, there appear to be some inconsistencies between the square footage amounts as stated in the "Approximate number/size" column and the amounts in the "Net Sq.Ft" column. For example, the break room is not to exceed 350 sq ft but in the Net column it says 325 sq ft. Similarly, it says that the waiting room is not to exceed 2560 sq. ft. yet in the Net column it says 2576 sq. ft. which is more than the amount not to exceed. Furthermore, the total Net square footage does not seem to add up to the same amount as the amount listed in Article IV.A. of the ITN,

"approximately **12,589 USF** (+/- 5%)." What are the correct numbers to follow, and how do these numbers relate to the BOMA/DMS Rule concerns expressed above in my first question?

Answer

The Break room shall not exceed **350** sq. ft. and the Waiting room shall not exceed **2,560** square feet. The total useable square footage requested in the ITN is 12,589 (+/- 5%). Please reference Amendment II regarding space measurement standards.

Question

With regard to Attachment J, "Prototypical Floor Plan Layout," where is it? It was not provided on the web site? Once it is provided, will it shed any light on the calculation issues that I have raised in my earlier questions?

Answer

Attachment J has been added to the Vendor Bid System and the Bureau webpage. The prototype is not for reference in the calculation of sq ft but, rather, for the review of a 'typical' Agency workflow and customer flow for a similarly operated office.

Question

Will you consider alternatives that involve the expansion of existing premises and how will you work around your current operations? Specifically, does your space plan requirement work so that you can simply build out adjacent spaces and then connect them with an existing operation by creating openings during off hours or does the scope and layout of your new premises change to such a degree that you need to build a new space from scratch and you would not be able to continue working in an existing space during that construction.

Answer

The expansion of an existing facility is acceptable to Agency, as long as the proposed space meets the requirements and specifications in ITN.

Sincerely,



Bryan Bradner
Bureau of Real Estate Services
Department of Highway Safety and Motor Vehicles