



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

NOTICE

SOLICITATION # 94979

**OFFICE OF ADMINISTRATION AND DEPARTMENT OF
HUMAN SERVICES**

115,000-130,000 Usable Square Feet

Due Date: MARCH 15, 2019

By Amendment, we addressing the questions posed during the Lessor Forum held on February 5, 2019. Please see the questions and answers on the pages below.

This is the only notice you will receive pertaining to the above information. This identical notice is being sent to all those originally receiving a solicitation proposal package.

Any questions regarding the above should be directed to Erica Dreher at 717-315-5315.

BUREAU OF REAL ESTATE

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Lessor Forum Q&A Response

February 14, 2019

- 1) Q: When will you award and sign lease?

A: Our goal is to have a fully executed lease by Summer 2019.

- 2) Q: Who is paying for and installing cubes and furniture?

A: The Using Agencies (Office of Administration and the Department of Human Services), at their expense, will be responsible for procuring and installing modular and free-standing furniture. The Lessor will be responsible to coordinate floor plan design and installation with the selected furniture vendor.

- 3) Q: If lease execution is delayed, can the projected completion date be pushed back?

A: Yes. It is standard practice for the Commonwealth to work together with the Lessor and his/her contractor(s) to coordinate all phases of a project. We understand unforeseen delays may occur and we do our best to limit those delays.

- 4) Q: Is May 2020 a soft date (for move-in)—Especially for new construction?

A: We understand there are many factors that contribute to the build-out of new space. While all parties should strive to achieve the goal of occupancy by May 2020, we will work with the selected Lessor throughout the project to limit any unnecessary delays.

- 5) Q: Would a renovated structure be considered?

A: Yes. Our solicitation includes options for new construction as well as for retrofit of an existing structure. In the event of new construction, the required space for Commonwealth use would be 115,000 useable square feet while the retrofit of an existing structure could be 115,000-130,000 useable square feet depending on the physical layout of the structure.

- 6) Q: Is 115,000 useable square feet the least amount of square footage considered?

A: Approximately 115,000-130,000 useable square feet depending on the structure being proposed.

- 7) Q: Is the option to reduce space by up to 10% every five years negotiable?

A: Yes. Possessing this option will be a factor considered in reaching our best value determination.

- 8) Q: Is the main concern low cost and free parking?

A: The proposals must meet and will be evaluated based on all the requirements in the solicitation. For example, cost, location, convenient parking, ability to meet identified timelines are all important in our best value determination.

9) Q: Are there any laws in place or government directives to locate this project in a downtown location?

A: The Downtown Location Act requires that we provide opportunities to potential Lessor's to locate non-exempt offices downtown. Downtown locations are within the Using Agency's identified boundaries and will be considered.

10) Q: Will the downtown Relocation Act be considered?

A: Yes. See response to Question #9 above.

11) Q: What portion/percentage of the space is going to be operated 24/7?

A: 13% of the space will need to be operated 24/7.

12) Q: Will clients/customers of agency visit the office?

A: The public will visit this location for Child Abuse Clearances.

13) Q: Is Bev Hudson related to Hudson Group?

A: No. Additionally, all commonwealth employees are subject to the Governor's Code of Conduct and the Ethics Act, which require employees to ensure appropriate reporting of all potential conflicts of interest and recusal from any activities for which a conflict may exist.

14) Q: How many total parking spaces are required/needed?

A: The lease requires a minimum of 209 on-site parking spaces. In addition, adequate parking (either private or public) must be available within a reasonable distance of the proposed site to accommodate the number of employees, approximately 879, intended to occupy the site. The preference is for this parking to be within 3 blocks.

15) Q: Can prospective Lessor's submit multiple proposals?

A: Yes. One proposal must be submitted adhering to the specifications in the solicitation. Alternate proposals may be made at the same time. Submission of multiple proposals requires clear labeling of the primary proposal, all alternates, and a breakdown of the differences.

16) Q: Does the building have to be all one story?

A: No. The building may be multiple stories.

17) Q: What is the primary use of this space?

A: This location will primarily be used as office space. Specifications also include a loading dock and storage space.