

**Request for Proposal (Public Notice) for publication**

The Department of Education (NHED), Bureau of Vocational Rehabilitation (VR) is seeking a space for lease in Nashua, New Hampshire for the VR regional office. NHED is seeking a lease term of five (5) years commencing in approximately November 2023 for 3,800 square feet of office space. Space offered must conform to the agency's specifications which are posted on to the State's WEB site at: Alternately to obtain specifications at <https://www.das.nh.gov/bpm/index.aspx> Contact: Lisa Hinson-Hatz, Department of Education, Bureau of Vocational Rehabilitation, Any and all Letters of Interest regarding this request must be emailed and received by 4:00 p.m. on Friday, March 3, 2023. Email letters will be sent to [Lisa.K.Hatz@doe.nh.gov](mailto:Lisa.K.Hatz@doe.nh.gov). The State of New Hampshire reserves the right to accept or reject any or all proposals.

**Ad Placement: publish in the "Public/Legal Notice" section of the Nashua Telegraph at least once – target date: Friday, February 11, 2023**

## **RFP SPECIFICATIONS FOR DISTRIBUTION**

The Department of Education (NHED), Bureau of Vocational Rehabilitation (VR) is seeking at space for lease in Nashua, New Hampshire. The NHED is looking for a term of five (5) years, commencing in approximately November 2023. Space requirements are for approximately 3,800 square feet of office space for use to house a regional Vocational Rehabilitation office. Space offered must conform to the agency's specifications which include but are not limited to the following:

- 1) Space: Provide approximately 3,800 square feet of mixed private/open office space per Tenant specifications in "turn-key" condition.
- 2) Landlord's lease rate: Proposals must offer a full "gross" lease rate, a full "gross" lease must include all utilities (heat, electricity, air conditioning, water and sewer), real estate taxes, insurance, building, and site maintenance services within the proposed annual rent. The proposed schedule of annual rent must also be inclusive of any renovation costs. Further favorable consideration will be given to proposals that also include provision of janitorial and recycling services.
- 3) Location: Proposals that offer office space located in existing and/or "downtown" buildings shall be shown favorable preference during the RFP review process. This favorable preference is required by RSA 9B, the State of New Hampshire's "Smart Growth" initiative.
- 4) Public Transportation: All proposed sites must provide (or arrange to provide prior to Tenant occupancy) a public transportation service stop, preferably within 800 feet of the building.
- 5) Architecturally barrier-free access: All interior and exterior areas of the proposed facility, parking lot, and site, inclusive of the sidewalks and pathways leading to the proposed Premises, must comply with or be renovated to comply with all current codes and regulations regarding provision of architectural barrier-free access. These codes include but are not limited to: the Code for Barrier-Free Design for the State of New Hampshire (IBC 2009, ICC/ANSI A117.1-2003 citations), the State Building Code (IBC 2009, ICC/ANSI A117.1-2003, and NFPA 101 v.2003 citations) and the Americans with Disabilities Act Standards for Accessible Design Code (ADAAG citations).
- 6) "Clean Indoor Air": If the proposed premises are selected and a lease subsequently executed after completion of any renovations but prior to Tenant occupancy the Landlord shall have the interior space tested for, and provide State certified compliance with, the rules set forth by the "Department of Environmental Services" in Chapter Env-A 2200; as required by the "Clean Indoor Air Act" RSA 10-B. The Landlord will be responsible to remedy any deficiencies shown by said testing.
- 7) Permits and Testing: The responsibility and costs of any permits and testing associated with the space shall be borne solely by the Landlord.

- 8) State of New Hampshire Energy Code: All proposals offering new construction and/or renovation that exceeds or adds 25 percent to the existing gross floor area must comply with the State of New Hampshire Energy Code. Proposals which exceed the energy code by at least an additional 20 percent shall be shown favorable preference.
- 9) General Scope of Work: Upon completion of any necessary construction and/or renovations the space shall be turned over to the Tenant in “turn-key” condition; work responsibilities shall include but not be limited to: site, utility, parking lots and access thereto, sidewalks to the building, and all exterior and interior fit up. Provision of interior fit up will include but not be limited to provision of any walls, doors and frames, ceilings, hardware, finishes, fixtures, HVAC systems, fire suppression sprinkler systems; telecommunications, lighting and electrical systems. All electrical circuitry, electrical outlets, telecommunications and data outlets required by the Tenant shall also be provided.
- 10) HVAC for the proposed Premises shall be occupant/tenant controlled, providing the space with balanced heat, ventilation, and air conditioning in conformance with ASHREA standards and adequate to the Tenant’s needs.
- 11) Electrical: Provide electrical circuitry and outlets sufficient for the safe, consistent, and code compliant provision of electricity to the Tenants equipment, which includes a PC at every desktop, shared printers, fax, and copier, microwave and refrigerator.
- 12) Parking: Fourteen (14) parking spaces minimum must be provided for the Tenant’s use, spaces may be shared in common with others however if so, there must be sufficient overage in the lot to assure fourteen spaces are always available to the tenant. Provision of these spaces shall be at no additional charge (cost included in the proposed annual rent) to the Tenant. Parking spaces may be either located all in one adjacent lot or subdivided into two lots as follows:
  - a) Visitor Parking:
    - i) Directly adjacent to the entry serving the proposed space provide at least one (1) ”van accessible” barrier-free parking space (meaning a 8’ wide access aisle plus 8’ wide parking space) and a code conforming path of travel from this “accessible” space to the public entry, and;
    - ii) Also provide an additional three (3) regular parking spaces for visitor use close to the same (public) entry.
  - b) Staff Parking: The remaining ten (10) spaces shall be for the Tenant’s staff, these spaces are preferred “on site” but may if needed be provided “off-site” in a separate lot; however, such lot must be paved, marked with lines designating spaces, the spaces must not be “on street” metered parking, and must be within 800 feet of the proposed building’s entrance. If these spaces are provided off site, they must be connected to the proposed Premises with an “accessible” path of travel.
- 13) Restrooms: provide at least two (2) or three (3) rest rooms, all configured/provided in conformance to all current and prevailing codes, with particular attention to provision of code conforming “barrier-free accessibility”.
  - a) Provide minimum one (1) unisex public rest room however the preference will be provision of two (2) public rest rooms, one per gender. These rest rooms may be

- shared in common with other tenants and shall be situated such that public/clients stay out of the tenant's staff area.
- b) Provide minimum one (1) unisex staff rest room, however the preference will be provision of two (2) public rest rooms, one per gender. These rest rooms shall be located within the tenant's staff area.
- 14) Maternal Care room: 120 Square Foot room off of the lobby, to be used exclusively for maternal Care.
- 15) Waiting and Client Service Area: At the public entry to the space provide an area/room to accommodate client waiting and service/work area; this shall accommodate at least 4 seated visitors and space to accommodate at least two (2) persons seated at PC workstations (each table measuring approximately 30" x 48") plus printers for support. Provide a solid core entrance door between this space and the "staff" side, this door shall be provided with remote lock release activated electronically from the receptionist desk.
- 16) Receptionist "service window" and counter ledge: provide between the waiting area and the adjacent secure reception area.
- a) Receptionist: Provide receptionist area/room of approx. 120 - 160 square feet adjacent to waiting area, one to two staff will work in this area providing coverage of the "service window". Access to this area shall be through a security door, as described in "waiting area" above; all other areas of the proposed space shall be secure, accessed only through this security door or through secondary "staff only" direct egress to the outdoors.
- b) Window and Ledge: Provide an option for a bullet resistant reception "service window" (UL Listed Level 3) with built in clear voice transmission; also, the wall between receptionist and public/waiting area shall be constructed with bullet resistant materials. Provide a 20" deep writing surface for visitors at this window.
- 17) Conference Rooms (2): provide one (1) approximately 250 square foot Room located near the public entry to the staff space and (1) approximately 120 square foot room located near the public entry to the staff space. Construct with full height drywall with acoustical sound attenuation insulation within the walls, if suspended ceiling grid is to be used walls must extend at least 12" above the grid. Provide solid core doors, with vision lights and commercial quality lever set hardware and lockset.
- 18) Private offices: Provide ten (6) private offices. of about 120 square feet each constructed with full height drywall with acoustical sound attenuation insulation within the walls, if suspended ceiling grid is to be used walls must extend at least 12" above the grid. Provide solid core doors with commercial quality lever set hardware.
- 19) Tenant Exterior Doors: All exterior door to the tenant space is to be solid core, to have electric strike plates, ADA lever or push bar release hardware, which is lockable, Security system wiring is required for ADA auto door opener, Time of day program and security lock.
- 20) Data/Com Room: Within the secure "staff zone" of the space, provide a square or rectangular communications room of approximately 120 square feet conforming to the

Tenant's specifications, which include but are not limited to the following:

- a) Provide a secure (keyed lockset or electronic lock with card-key access) room with a dedicated independent HVAC unit providing independent cooling of this room at a target temperature of 68 degrees Fahrenheit.
- b) Riser cable must be installed in rigid conduit from the building's DEMARC into the Tenant's Data/Communications Room, providing one (1)- 25 pair UTP telephone cable terminated on 110 block located on telephone backboard (location to be defined by Tenant).
- c) Riser Conduit: supply and install one (1) 4" rigid conduit or two (2) 2 ½" rigid conduit pathway with pull strings (with 90-degree sweeps and pull boxes as required) from the building's demarc entrance into the Tenant's MDF/Data/Communications Room. Location of sweep entrance into room to be defined by Tenant.
- d) Provide fire retardant painted ¾" A/C plywood backboard at least 4' x 6'.
- e) Provide one (1) 19" w 84"h 2-post open relay-rack, (Ortronics 45U Aluminum or similar as specified by Tenant). Provide horizontal power distribution unit mounted in rack as directed by Tenant (SCHNEIDER AP9563 or similar).
- f) Provide a minimum of Three (3) dedicated 110-120 volt - 20 amp power circuits with appropriate commercial duplex receptacles for use by the tenant's "IT" equipment, the location of the receptacles shall be defined by the Tenant;

21) Telephone & Data Requirements: Landlord shall be responsible to provide all telephone and data connectivity needs as defined and required by Tenant. All such services shall be terminated and tested, including premise cabling, within the MDF/Data/Communications Room(s), including but not limited to: digital data services and ISDN. Landlord shall provide and install all CAT 6 data station cabling throughout the space. Cabling shall originate in the MDF/Data/Communications Room(s). Data cabling shall be terminated on station end and patch panel ends via RJ-45 jacks, with faceplates. The color of the cable and jacks shall be "Blue".

- a) Install Cat 6 telephone and data station cabling as defined by the Tenant throughout the space, including provisions for routing of all data/telecommunications from the MDF/Data room to each office and all workstations identified by the Tenant. All Cat 6 cabling shall be "home runs" (with no breaks) from each jack to the data room.
- b) Cabling Standards and Identification: All cables, jack plates, patch panels, and terminals shall be installed and tested in accordance with ANSI/TIA/EIA-568-A and clearly and permanently labeled in accordance with the (Tenant's) Owner's standard labeling system; [Method and approval by State]

22) Storage Room: Provide a secure (lock on door) room of at least 100 square feet for the Tenant's storage needs.

23) Staff Lunchroom: Provide a staff break room of at least 120 square feet, this room shall include a "kitchenette" unit measuring at least six (6) lineal feet with storage cabinets above and below the counter, and provision of a stainless-steel sink to meet ADA requirements. Electrical circuitry and outlets shall be sufficient for the safe operation of at least one coffee maker, one microwave, and one full size refrigerator.

All Interested parties must submit a written “Letter of Interest” and “Affidavit” addressed to the person listed in the last paragraph below, the State’s standard “Letter of Interest” response form is available either upon request or on the State’s website at <https://www.das.nh.gov/bpm/index.aspx>. Alternately, interested parties may compose their own “Letter of Interest” which must include the following information:

Statement that the submitting party wishes to offer a particular property for review in response to this request for proposal; a statement that the submitting party presently believes they would, if selected, be willing to accept the terms and conditions of the State’s standard lease agreement which they have reviewed in advance (available on-line at <https://www.das.nh.gov/bpm/index.aspx> or upon request in “hard copy”); provision of the business name, address, telephone number and e-mail address of the party submitting the “Letter of Interest”; a statement that the person submitting the “Letter of Interest” is legally authorized to do so; the street address of the property offered for consideration; the approximate square footage of the property; brief description of the proposed parking accommodations that would be made available to provide compliance with the requirements listed herein, a brief description of the proposed property including the number of floors, and (if existing construction) whether utilities and other services related to occupancy of the building are currently operable, whether there is an operable elevator, whether the space is vacant, a listing of the current occupants of the building, disclosure regarding the current state of repair, and if the building is in need of renovation and/or new construction. An appendix must accompany the “Letter of Interest” providing a map diagram of the proposed property with its location highlighted and depiction of surrounding/adjacent lots, notation regarding the uses of the property in the surrounding area, and the nature (type) of any businesses in the surrounding area.

Solicitation and review of all “letters of interest” is the first of two phases in the State’s “Request for Proposal” (RFP) process. Phase one of the process will be completed no later than thirty (30) days after the closing date for letters of interest. All sites offered will receive initial review, visitation, and evaluation of acceptability and potential to conform to the State’s requirements, any sites found to be unviable will be dismissed from the process.

Phase Two of the “RFP” process will be design development of any viable offerings selected from Phase One “letters of interest”. The State will provide proposed design/build plans and specifications showing their vision of how the proposed Landlord’s property could best be renovated or constructed to provide the Tenant’s program needs. The State’s design/build plans and specifications shall be submitted to each proposed Landlord for their use in establishing proposals; complete proposals shall be due to the State no later than the closing date (which shall be reasonable) specified by the State. All proposals must document both the scope of fit-up (established during design development) to be provided, the offered schedule of rent which shall be inclusive of fit-up, and any other costs for the space. Proposed Landlords will be responsible for either acceptance of the State’s proposed design/build plans and specifications as provided, or provision of their own proposed alternate plan(s) and specifications which shall be composed and provided at their sole expense. In the event of proposing alternate plans and specifications, the proposed Landlord must submit accurately scaled floor plans and design-build specifications conveyed to the State in both “hard copy” and digital (“pdf” and “dwg”) formats.

Both Phases of the RFP process shall be undertaken at the proposed Landlord’s sole expense with no guarantee of a resulting binding lease agreement, no reimbursement for expenses incurred shall be made by the State. Upon submittal, all proposals will be reviewed and judged upon the criteria of location, conformance with the State’s

specifications, proposed cost, cost of relocation, and the proposed time frame for completion of renovations or new construction.

Public Disclosure: The State of New Hampshire has made public disclosure a priority through the Right-to-Know law (RSA 91-A), the “Transparent NH” initiative, and other statutes and practices to ensure that government activity is open and transparent. In general, these requirements allow for public review, disclosure and posting of government and public records. As such, the State is obligated to make public the information submitted in response to this RFP, any resulting contract, and information provided during the contractual relationship. The Right-to-Know law obligates the State to conduct an independent analysis of the confidentiality of the information submitted, regardless of whether it is marked confidential. In addition, the Governor and Council (G&C) contract approval process more specifically requires that pricing be made public and that any contract reaching the G&C agenda for approval be posted online.

All Letters of Interest responding to this solicitation are to be addressed and delivered to: Lisa Hinson-Hatz at [Lisa.K.Hatz@doe.nh.gov](mailto:Lisa.K.Hatz@doe.nh.gov), Department of Education, Bureau of Vocational Rehabilitation. **All Letters of Interest must be received by of 4:00 p.m. on Friday, March 3, 2023.** The State of NH reserves the right to accept or reject any or all “letters of interest” and/or any subsequent proposals.