

INSTRUCTIONS FOR PREPARATION, LABELING AND SUBMISSION OF LEASE PROPOSALS

A. Preparation of Proposals

Proposals must be submitted on the Division of Capital Asset Management and Maintenance (DCAMM) Lease Proposal form included with this RFP. A proposal consists of the Lease Proposal form and required attachments. Please submit three copies of the Lease Proposal, each signed by the proposer.

Please note, a Microsoft Word format of the Lease Proposal is available for downloading at <http://www.commbuys.com>. Click on **Contract & Bid Search**. Click the circular button to the left of **Bids**. Ignore Bid #, find **Bid Description** and enter the RFP or IFP Project Number in the white text box to the right. Click the **Find It** button. Under **Results**, click the link listed under the first column (Bid #). The **Bid Solicitation** details will be shown. Find the **File Attachments** row and click on the "Lease Proposal and Instructions" document to save or open it. It can be filled out electronically and printed for submission consistent with the instructions below for labeling and submission of proposals. When filling out the Lease Proposal electronically, use the tab key or mouse to move from field to field and the mouse to check or uncheck a box.

B. Sealing and Labeling of Proposals

Proposals must be submitted in a sealed envelope on which the following information is clearly marked: the name of the User Agency, the Project Number, and the Proposal Submission Deadline. This information is contained on Page A-1 of the RFP. In addition, the name and address of the proposer must be on the envelope. If you plan to use a courier service or agent, enclose the proposal in a separately-labeled sealed envelope to prevent it from being opened before the deadline.

C. Submission of Proposals

Proposals must be received at the following address on or before the proposal submission deadline specified on Page A-1 of this RFP:

Division of Capital Asset Management and Maintenance
Office of Leasing and State Office Planning
One Ashburton Place
14th Floor – Room 1411
Boston, Massachusetts 02108

The time clock located in the reception area of the DCAMM Office of Leasing and State Office Planning is used to establish the official time for receipt of proposals. If proposals are mailed, be sure to allow sufficient time for delivery to DCAMM and distribution to the Leasing Office. Proposals may not be submitted via e-mail or fax.

Proposals received by DCAMM after the submission deadline will be returned unopened to the sender. A firm proposal submission deadline is necessary to insure fairness to all proposers.

D. Submission of Multiple Proposals

Proposers may submit separate proposals for premises in different buildings or for different premises within the same building. Proposers may also submit alternative proposals for the same premises.

E. Withdrawal of Proposals

Proposers may withdraw their proposals only by written notice to DCAMM at the above address.

**THIS OFFICIAL FORM MAY NOT BE ALTERED. ANY CHANGES OR ALTERATIONS
MADE TO THIS FORM MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.**

LEASE PROPOSAL

User Agency: **Department of Transitional Assistance**

Project No: **201804200.1**

To: Director, Office of Leasing and State Office Planning
Division of Capital Asset Management and Maintenance
One Ashburton Place, 14th Floor – Room 1411
Boston, Massachusetts 02108

The undersigned has read the Request for Proposals (RFP), including the Commonwealth of Massachusetts Office Lease (the Lease) in § C. Attachments, and the specifications in § B. General Specifications. The undersigned acknowledges that the proposed property must comply with all RFP specifications before occupancy by the User Agency unless unambiguously stated otherwise in this Proposal, the undersigned is an eligible proposer as defined in the RFP and there are no known obstacles to prevent the owner from executing a lease or that could invalidate such lease. The undersigned confirms that the owner of the proposed property will 1) enter into a lease substantially in the form of the Lease, 2) provide a statement under oath listing the names and addresses of all persons having a direct or indirect beneficial interest in the property, as required by G. L. chapter 7C, § 38, 3) provide a certification that all state taxes and employment-security contributions have been paid by the owner in accordance with G. L. chapter 62C, § 49A and chapter 151A, § 19A (b), and 4) execute under oath a Certificate of Compliance with Executive Order No. 481. The official forms for items 2), 3), and 4) immediately follow the Lease that is referenced in item 1). The undersigned acknowledges that DCAMM may reject all proposals, or waive portions of the RFP for all proposals if DCAMM deems such rejection, waiver, or both to be in the Commonwealth's best interests. The undersigned proposes to lease property to the Commonwealth of Massachusetts as follows::

1. Proposal Summary

1.1 Location and Search Area:

Address of Proposed Building:

Floor Number:

City State Zip:

Confirm that the proposed Building is located within the search area defined in the RFP: Yes No

1.2 Usable Area

Proposed Usable Area: USF (see RFP § A-4.5 for definition of "Usable Area")

1.3 Commonwealth Lease and Term

Proposed Term of Lease: Years (see RFP § A-1.3)

Confirm that the proposed landlord has reviewed the Lease and agrees to enter into a lease substantially in the form of the Lease attached to the RFP without material modification: Yes No

Please attach a separate sheet identifying all proposed revisions.

1.4 Proposer

Name of Proposer:

Contact:

Company Name:

Address:

City State Zip:

Office Phone:

Cell Phone:

Fax:

Email:

Proposer is submitting this proposal as (see RFP § A-4.3 for definition of "Eligible Proposer"):

Record Owner Broker or Agent Prospective Purchaser Tenant whose lease permits subleasing

Proposer represents and warrants that 1) the information and statements in this Proposal are complete and accurate to the best of the Proposer's ability to make them so, and 2) the Proposer has not communicated with any representative of the Commonwealth of Massachusetts regarding preparation of this Proposal other than the DCAMM Project Manager.

Proposer's Signature: _____ **Date:** _____

1.5 Property Owner

Name:

Name of Principal(s):

Address:

City State Zip:

Office Phone:

Cell Phone:

Email:

2. Cost

Include all cost and rent information for the proposal on this page, including offers of free Rent and alternative reduced Rent schedules.

DCAMM encourages submission of gross flat-rent proposals that include the cost of all Landlord's Improvements and Landlord's Services.

Complete the table below by filling in the components of the proposed Total Annual Rent for each year of the lease term. Enter total dollars per year; DCAMM will confirm the usable area of the proposed premises (Premises) and will calculate the proposed rental rate per usable square foot.

The far-left column identifies components of Annual Rent. If a component is excluded from the proposed Total Annual Rent, write "EXCL" in the appropriate boxes in that row. If a component is included within another component, write "INCL" in the appropriate boxes in that row. Confirm that amounts are entered in the appropriate box so that the Total Annual Rent for each year equals the sum of the amounts entered.

Identify the "Estimated amount for Landlord's Improvements included in the Total Annual Rent."

Use the "Comments" section to provide information about excluded costs, the cost of Landlord's Improvements, and any other costs that may require explanation.

Annual Rent (\$/yr)	Year 1	Year 2	Year 3	Year 4	Year 5
Base Amount for Rent:					
Amount for Janitorial Services:					
Amount for Lights and Plugs:					
Amount for Reserved Parking:					
Amount for Other:					
Amount for Other:					
Amount for Other:					
Total Annual Rent:					

Estimated amount for Landlord's Improvements (see RFP § B-2) included in the Total Annual Rent: \$

Comments:

3. Location

3.1 Parking

See RFP § A-1.3 for the number of parking spaces identified, and parking definitions in § A-4.6, § A-4.7, § A-4.8, and § A-4.9.

Public Parking

Identify the number of public parking spaces within one-quarter mile of the proposed Building:

Identify the number of accessible space(s) for the disabled public within one-quarter mile of the proposed Building:

Reserved Parking: List the location and number of reserved parking spaces included in this proposal:

<u>Address/Location</u>	<u># Standard</u>	<u># Accessible</u>	<u>Total #</u>
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Drop-Off Parking: List the location and number of drop-off spaces included in this proposal:

<u>Address/Location</u>	<u># Standard</u>	<u># Accessible</u>	<u>Total #</u>
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3.2 Access

List closest highway exits and major arterial roads and estimate their distance from the proposed Building:

List public transportation serving the Building, identify nearby stops and stations and estimate their distance from the proposed Building:

Identify any existing or proposed shuttle serving the Building, noting its route, hours of service, and schedule:

Is the cost of this shuttle service included in the proposed rent?

Attach a map identifying the location of the proposed Building, parking facilities within one-quarter mile of the Building, public transit stops serving the Building, and major roadways.

3.3 Proximity

If the RFP § A-1 or § A-7 identifies a site that the User Agency needs to be near, estimate the distance and travel time between the proposed Building and the identified site:

3.4 Neighborhood Characteristics

Identify all uses within one-quarter mile of the proposed Building.

- | | | | |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Office | <input type="checkbox"/> Retail | <input type="checkbox"/> Residential | <input type="checkbox"/> Restaurant/Food |
| <input type="checkbox"/> R&D | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Vacant Land | <input type="checkbox"/> Other (specify): | | |

List amenities (banks, restaurants, shops, etc.) within a one-quarter mile walk of the Building:

Describe neighborhood characteristics relating to safety and security:

3.5 Flood Plain

Is the property located in a flood plain?

Yes No

If you answered Yes, identify all conditions and limitations relating to the property and the proposed Premises, and attach the current FEMA flood plain map.

4. Building Conditions: Exterior Envelope, Systems and Common Areas

4.1 Barrier-Free Access

Confirm that the Building does or will comply with the requirements for access for individuals with disabilities.

Yes No

Check **E** for those that are accessible now, and **P** for those that are not but will be made accessible prior to occupancy.

E	P	E	P	E	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Site		Building Entrance(s)		Common Area Restrooms
	Parking		Common Area Hallways		Elevators
	Proposed Premises				

4.2 Hazardous Substance (see § 5.6 of the Lease)

Owner has no knowledge of, and has not received any notice of, the current or past existence of any material, currently considered to be a Hazardous Substance, that is existing, deposited, or discharged on or from, or across, or migrating toward or across the Premises, the Building, or the land upon which the Building is located. Yes No
 If you answered No, identify all conditions about which there is knowledge or notice. DCAMM may request a copy of all reports on such conditions.

Owner represents that each Hazardous Substance, whether presently known or subsequently discovered, has been or will be remediated in accordance with the provisions of § 5.6 of the Lease and all applicable laws and regulations before the Commonwealth takes occupancy of the proposed Premises and the Building. Yes No

4.3 Building Statistics

Building gross sf:	Building rentable sf:	Building usable sf:
Year of initial construction:	Original use:	
# of Floors Above Grade:	Below Grade:	Floor Load lb/sf:
# of Elevators:	Passenger:	Freight:

Year and scope of latest renovations; if applicable, year and scope of renovations to convert the Building to its current use:

Building use: Identify all existing uses in the Building and the amount of space for each use:

sf Office	sf Retail	sf Residential	sf Restaurant/Food
sf R&D	sf Warehouse	sf Manufacturing	sf Industrial
sf Vacant	sf Other (specify):		

Existing Use of proposed Premises:

List the company name and type of use for each current Building tenant:

Describe all planned changes in Building use:

4.4 Building Envelope

Type of Construction: Brick Concrete Steel Wood Other (specify):
 Type of Exterior Walls: Brick Concrete Steel Wood Other (specify):

Windows: Type: Year of Installation: Operable: Yes No
 Roof: Type: Year of Installation:

Describe all proposed improvements to Building envelope:

4.5 Building Systems

Life Safety Systems

Check **E** for those that exist and meet current code requirements, and **P** for those that do not exist but that will be provided as required by current codes prior to occupancy.

E	P	E	P	E	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency Egress		Smoke Detectors		Audio and Visual Fire Alarm System
	Sprinkler		Exit Signs		Fire Doors/Walls
	Exit Route Diagrams		Emergency Lighting		Fire Extinguishers

Describe all proposed improvements to life safety systems:

Electrical System

Type of service:

Date and scope of latest improvements:

Available capacity for the proposed space:

Is the electrical distribution for the proposed Premises separately metered? Yes No

Heating System

Type of system, fuel source, date of installation:

Date and scope of latest improvements:

Available capacity for the proposed space:

Is the system serving the proposed Premises separately metered? Yes No

Air-Conditioning and Ventilation System

Type of system, fuel source, date of installation:

Date and scope of latest improvements:

Available capacity for the proposed space:

Is the supply air distribution system ducted? Yes No

Is the return air system ducted? Yes No

Is the system serving the proposed Premises separately metered? Yes No

Is there an existing energy management system? Yes No

If you answered Yes, describe the system:

Describe all proposed improvements to Building systems:

4.6 Building Common Areas

Identify the existing condition of the following common areas and describe all proposed improvements:

Lobby/Entrance:

Stairwells:

Elevators:

Hallways:

Restrooms:

5. Sustainability

Does the proposal support the User Agency’s efforts to reduce its environmental impact as described in Executive Order 484? (Refer to RFP § A-8.1.2) Yes No

If you answered Yes, identify all environmental impact practices using the list below.

	CURRENT		PLANNED	
Energy Star Building:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Energy conservation and efficiency:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Clean energy practices:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Energy procurement:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
LEED Certified Building:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Water conservation:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Waste reduction and recycling:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Environmentally preferable procurement:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Toxics-use reduction:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Sustainable transportation:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Other:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	

Identify all other practices to reduce environmental impact, and comment on current and planned practices identified above:

6. Building Conditions: Proposed Premises

6.1 Characteristics of the Proposed Premises:

Floor Number(s): _____ Contiguous block of space: Yes No
Column Spacing: _____ feet on-center by _____ feet on-center
Ceiling Height: _____ feet from the finished floor to underside of slab above
_____ feet from finished floor to finished ceiling
Window Area: _____ percent of total exterior wall area
of Means of Egress: _____

Describe the existing conditions:

Date and scope of latest improvements:

Attach plans in CAD for each floor included in the proposed Premises, as further described in § 10.

7. Landlord Information and Landlord Capacity

7.1 Landlord Information

Does Landlord entity have any employees? Yes No

7.2 Landlord's Services

Does the Proposal comply precisely with the Landlord's Services in § B-1 of the RFP? Yes No
If you answered No, identify and describe all proposed modifications.

Does the Proposal include any additional Landlord's Services in support of Executive Order 484 (Refer to RFP § 8.1.2)? Yes No
If you answered Yes, identify and describe these services.

7.3 Landlord's Improvements

Does the Proposal include all work necessary to comply precisely with the Landlord's Improvements in § B-2 of the RFP? Yes No
If you answered No, identify and describe all proposed exceptions.

Does the Proposal include reconfiguration of the proposed Premises to meet the Space Allocation in § B-2 of the RFP? Yes No
If you answered No, describe all proposed modifications to the proposed Premises.

7.4 Availability of Space

Is the proposed space vacant? Yes No
Date when the space will be vacant and construction of Landlord's Improvements can commence: _____

Identify existing tenants who currently occupy, or have the option to occupy, the proposed space, and the term of any rental agreement:

7.5 Design and Construction

Attach a project timeline, as further described in § 10, that includes the estimated time to 1) prepare the Schematic Space Plan, 2) prepare Working Drawings for Tenant's review and approval, and 3) complete Landlord's Improvements and any required base Building improvements.

If the space proposed is currently occupied by the User Agency, incorporate into the project timeline the plan for completing Landlord's Improvements with minimal disruption to the User Agency's operations. Identify swing-space, if necessary, for accomplishing this plan.

Names of firms and persons (e.g., architect and engineer) expected to prepare Working Drawings:

Name of company (e.g., general contractor) expected to complete Landlord's Improvements:

7.6 Financing

List the financing source(s) you have identified in connection with the lease.

If applicable, attach 1) documentation stating that the provision of adequate financing will not be conditioned on any material modifications to the Lease, or 2) documentation identifying requested modifications to the Lease.

7.7 Property Management

Name of company and person expected to provide property management services. State for how long this person or entity has managed the Building.

8. References

8.1 Current Tenants of Building Owner

List company, address, name of contact person, and telephone number of at least three current tenants of the Building owner, preferably at least one of whom is a current tenant of the proposed Building.

<u>Company</u>	<u>Address</u>	<u>Name</u>	<u>Phone</u>
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DCAMM reserves the right to contact other parties who may be familiar with the Building and/or the landlord.

8.2 Rental Agreements with the Commonwealth of Massachusetts

List all rental agreements between the owner and the Commonwealth of Massachusetts which were in effect within the last five years.

<u>Agency</u>	<u>Address</u>	<u>Phone</u>
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9. Historic Properties; South Coast Rail Economic Development and Land Use Corridor Plan

Refer to RFP § 8 when responding to the questions below.

Is the proposed space in a Building listed on the National Register of Historic Places as provided by 16 USC § 470a (1974)? Yes No

Is the proposed space in a Building certified as an historic landmark as provided by G. L. c. 9, § § 26 through 27C? Yes No

Is the proposed space in a Building designated as an historic landmark by the local historic commission? Yes No

If you answered Yes to one or more of these questions, attach evidence of historic building status.

Is the Building within the area of South Coast Rail Economic Development and Land Use Corridor Plan? Yes No
If you answered Yes, explain how the proposal is consistent with implementation of the recommendations of the Corridor Plan.

10. Requested Documents

Attach the applicable documents listed below with the Lease Proposal. Attach additional information that may assist the Commonwealth in evaluating the Proposal.

- 10.1 Verified floor plans to scale (1/8" = 1'0" or greater) in CAD for each floor included in the proposed Premises. These drawings should identify the following:
 - a) The proposed Premises;
 - b) All structural elements and limitations;
 - c) All entrances and exits;
 - d) All existing non-structural partitions, including demising walls;
 - e) All existing windows, with head and sill heights;
 - f) All existing restrooms, and mechanical, electrical, and telephone rooms;
 - g) All existing heating, ventilation, and air-conditioning equipment;
 - h) Calculation of usable area.
- 10.2 If applicable, all proposed revisions to the Lease.
- 10.3 Project timeline, including all milestones from proposal selection to the date the Premises will be available for occupancy. (Refer to § 7.5 above and Lease § 3.2)
- 10.4 Map indicating the location of: 1) the proposed Building, 2) parking facilities within one-quarter mile of the Building, 3) public transit stops serving the Building, and 4) major roadways.
- 10.5 Photograph of the exterior of the Building.
- 10.6 If the proposer is, or represents, a prospective Building purchaser, a copy of the executed purchase and sale agreement or other evidence of control of the property.
- 10.7 If the property is located in a flood plain, attach the current FEMA flood plain map and all other relevant documentation.
- 10.8 If the proposer is seeking financing, documentation that financing is not conditioned on material modifications to the Lease or identification of modifications sought.
- 10.9 If applicable, evidence that the Building is listed on the National Register of Historic Places and/or is certified as a Historic Landmark.
- 10.10 If applicable, evidence that the Building is designated an Energy Star or LEED Certified building.