

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Correction (DOC) Training & Community Resource Center
Principal Use Office/Warehouse/Other	Professional Office, Training Center
Employee Headcount at Premises	29, plus clients
Transaction Number	TR. 18-08-900

	Desired	Alternates Accepted
Service Area and Boundary Requirements	<p>Within Johnson City, Washington County, TN. Must be within walking distance to Johnson City Transit busline. Boundary is as follows:</p> <p>North: State Rt 73 connects with State Rt 36, Flourville Road, Carrol Creek Road, Bristol Hwy (US 11E/19W) East: Bristol Hwy (US 11E/19W) connects to Knob Creek Dock Road, S Austin Springs Road, E Oakland Ave, Princeton Road South: Princeton Road connects to N Roan Street which turns into John Exum Pkwy to West Market St West: West Market Street to Claude Simmons Rd, Knob Creek Rd, Boones Creek Rd, Highland Church Road, Shadden Rd which connects to State Rt 75</p> <p>NOTE: Preference may be given to sites not within 1,000 feet of TN Department of Human Service and TN Department of Children’s Services Agency offices.</p>	NO
Parking Requirements	<p><u>Minimum Vehicle Spaces Requested</u></p> <p>Free paved, well lighted, striped parking . The parking provided shall include handicap parking to meet the relevant code requirements and special considerations below. DOS Employee <u>33</u> Client <u>20</u> = Total requested 53 Agency prefers separate client and staff parking with separate entrances to building.</p>	
Usable (USF) & Rentable (RSF) Contiguous Square Footage	<p>USF <u>11,600 – 12,600</u> / estimated RSF <u>12,600 – 13,600</u></p> <ul style="list-style-type: none"> Proposals with square footages outside a <u>5%</u> deviation (up or down) shall not be considered “Alternates” and shall be allowed. The State intends “contiguous” to mean space that is 	No

	<p>adjacent on a single-level, ground floor level.</p> <ul style="list-style-type: none"> • USF does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. • The actual square footage and space layout will be determined by programming and space planning after lease is signed. 	
Special Buildout and Other Specifications	<ul style="list-style-type: none"> • Turnkey buildout in accordance in conjunction with Agency Specific Requirements , SNA, and Pro Forma Lease Template including, Exhibit D. All final space layout is subject to State and Agency approval after lease is executed. • All State leased offices are required to obtain State Fire Marshall Office approval or waiver. • Building must include 24 hour access, appropriate HVAC, and other applicable building mechanics as appropriate for business operation. 	
Term Length	Seven (7) year lease term with one (3) three year renewal Option.	Yes
Commencement Date	Estimated on or before September 30, 2020 in accordance with Lease, Exhibit A, Paragraphs 19 & 20.	Yes
Termination Options	Termination for Convenience: 90 day per Block 6 of Lease. Termination for Cause: see Lease - Exhibit A, Paragraph 5.	
Terms and Conditions	As set forth in State of Tennessee Pro Forma Lease. A copy of the Pro Forma Lease document can be found at www.tnopr.gov underneath "Standard Forms" at "Lease Template" together with the Lease Proposal Request Agency Specific Requirements and Space Needs Analysis.	
Utility, Services and Other Costs	Preference is for FULL SERVICE Gross lease with no pass throughs; however, Proposal may be quoted as FULL SERVICE or MODIFIED GROSS with Tenant paying Utilities and/or Janitorial. Utilities must be separately metered for modified gross consideration.	

Communications:

Interested parties must direct all communications regarding this procurement to the leasing coordinator the State's official point of contact. Email is the preferred form of communication.

Name: Brannon Butler, Leasing Coordinator

Phone Number: (615) 354-3448

Email: rfp.coordinator@tn.gov

The completed “Lease Proposal Form” aka Lease Proposal Quotation Form must be submitted as follows no later than Friday, December 7, 2018 by 2:00 p.m. (Central time).

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

(It is recommended that any email submission be sent ‘returned receipt requested’ and confirm email is received prior to the deadline)

And/Or

Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith Herren, Procurement Officer

William R. Snodgrass Tennessee Tower 3rd Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: 615-428-9840 or 615-532-7475

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal Evaluation Method, by using the following link:

https://www.tn.gov/content/dam/tn/generalservices/documents/stream/leasing/Section_IV-STREAM_LeaseProposalPackage-Evaluation_Method.pdf

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

AGENCY SPECIFIC REQUIREMENTS

The space must be professional office and training center capable of meeting all of the requirements of the agency, including geographic location, square footage, parking and any special requirements identified below and in the Space Needs Analysis (SNA) applicable to the Agency.

Landlord furnishes window blinds for all outside windows. For any existing buildings, tinting may be considered if approved by agency.

SPACE NEEDS ANALYSIS (“SNA”)

This document can be used to determine square footage needs. Usable square footage does not include restrooms, mechanical rooms and janitorial rooms. Measurements should be taken inside wall to inside wall.

KEY:

O=Open Office Area, H=Hard Wall Office.

Zone 1 – Client/Public

Zone 2 – Client/Staff Interaction

Zone 3 – Secured Staff Zones

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Space Needs Analysis Report

SNA Number: 32901-90-02

Agency: Correction

County: WASHINGTON City: Johnson City

Employees: 29

ZONE 1 – PUBLIC/CLIENT
ZONE 2 – CLIENT/STAFF INTERACTION
ZONE 3 – SECURED STAFF ZONES
 *Programming may change zone location needs

SNA Date: 08-03-2018

Prepared By: FMG
Checked By:

Area Needed: 7,724
Major Circulation: 50% 3,862
Total Net Usable Needed: 11,586

SNA Note: Day Reporting & Community Resource Center. Less or must design HVAC system in all training and meeting rooms to maintain proper temperatures with doors closed. Agency will be installing building security alarm system including video cameras throughout space.

Space Type	Standard Description	Wall	Area	Count	Memo
P ZONE 3	73162 ASA 2	None	0	2	Space included in Reception Cubical.
P ZONE 3	00000 Clinical Director	H	120	1	
P ZONE 3	78133 Correction Counselor 2	0	51	8	
P ZONE 3	78132 Correction Counselor 3	0	51	5	
P ZONE 3	00000 Correctional Administrator	H	120	1	
P ZONE 3	79661 Forensic Social Worker	H	120	2	In office 50% to 74% of time.
P ZONE 3	00000 Goodwill Contract Employee	0	51	1	
P ZONE 3	00000 Licensed Alcohol Drug Counselor	H	120	1	
P ZONE 3	78143 P/P Officer 3	0	51	3	In office 25% to 49% of time.
P ZONE 3	73633 Program Director	H	120	1	
P ZONE 3	073872 Public Information Officer	0	51	1	
P ZONE 3	00000 Risk Assessment	H	120	1	
P ZONE 3	00000 Spectrum Facilitator	0	51	2	In office 50% to 74% of time.
S ZONE 2	CR1 Class Room 1	H	900	1	Minimum seating for 30 at tables. Less or to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.
S ZONE 2	CR2 Class Room 2	H	450	1	Table based training for 15. Less or to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.
S ZONE 2	CR3 Class Room 3	H	450	1	Table based training for 15. Less or to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.

Space Type	Standard Description	Wall	Area	Count	Memo
S ZONE 2	CBR Client Break Room	H	180	1	Less or to provide 2 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied vending machines. Agency requesting that there be no base and wall cabinets or sink.
S ZONE 2	CIR Client Interview Room	H	100	2	Used for conducting interviews with clients.
S ZONE 2	CTR Computer Training Room	H	600	1	Computer training for 15 students. Agency will be using a minimum of 16 desktop computers (15 - for students and 1 - for instructor) and 1 - network multi-function printer. Less or to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.
S ZONE 2 or 3 (TBD)	CR Conference Room	H	400	1	Used by CRC/DRC. Less or to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.
S ZONE 2	DTPR Drug Testing Prep. Room	H	100	2	Countertop with sink.
S ZONE 2	DTR Drug Testing Room	H	100	2	Each room with water closet and countertop with sink.
S ZONE 3	EBR Employee Break Room	H	180	1	With base and wall cabinets, countertop with sink.
S ZONE 2	E Enclave	H	120	1	Offender orientation and assessment.
S ZONE 3	FSR File Storage Room	H	250	1	
S ZONE 3	FAH Free Address Hoteling	0	49	4	Used by traveling staff, interns and volunteers.
S ZONE 3	MA Mail Area	0	48	1	
S ZONE 2	MER Medical Exam Room	H	200	1	Used for wellness screening with sink, countertop and cabinets. Agency will supply exam table and medical equipment.
S ZONE 3	MFC Multi-Function Copier	0	50	2	
S ZONE 3	PSB Paper Shredder Bin	0	6	1	
S ZONE 3	RC Reception Cubical	0	100	2	Used by ASA 2.
S ZONE 3	RB Recycle Bin	0	6	1	
S ZONE 3	SER Security Equipment Room	H	48	1	Room for agency supplied building security monitoring and recording equipment. Less or to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for this room. Room must be temperature controlled.
S ZONE 3	SR Supply Room	H	100	1	
S ZONE 3	TC Telecom. Closet	H	80	1	For telephone and computer equipment. Room must be temperature controlled.

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Space Type	Standard Description	Wall	Area	Count	Memo
S ZONE 2	TR Training Room	H	450	1	Table based training for 15 students. Less or to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.
S ZONE 1	WR Waiting Room	H	300	1	CRC/DRC waiting room with seating for 15 to 20. With transaction countertops and locking sliding pass-thru windows to Reception cubicles. Waiting room will need direct access to client restrooms. Client and staff restrooms will be separate and will not share the same plumbing wall.

Suggested Range:	Min.	Max.
Usable:	11,600	12,600
Rentable:	12,600	13,600