

**UNIVERSITY OF CONNECTICUT
REQUEST FOR EXPRESSIONS OF INTEREST
TO PROVIDE LEASED OFFICE SPACE WITHIN A 10 MILE RADIUS
FROM THE UCONN CAMPUS IN STORRS CT**

Responses due by 4:00 p.m. on Tuesday, May 3, 2016

Introduction

The University of Connecticut ("University") is seeking Class B or better Office Space with occupancy beginning on or about August 1, 2016. By this Request for Expressions of Interest (this "Request" or "RFEI"), the University requests responses ("Responses") from parties ("Respondents") who will be considered to provide leasable space as described below.

Prospective Respondents who wish to be informed when answers to questions, supplemental information, or amendments are posted pursuant to Section 6.3 should so notify the University by sending an email to Robert Corbett, Director of Regional Projects and Development, at Robert.Corbett@uconn.edu.

Responses can be made to any or all of the three categories of Space (Type I, Type II or Type III) depending on the size of the rentable area. The University will review each Response under the process described in Section 4 to determine whether each such Response meets the Project Requirements (as defined in Section 2) and the Qualification and Evaluation Criteria (as defined in Section 3). Responses that the University includes, in its sole discretion, on the shortlist described in Section 4.1 may, subject to Section 6.4, be invited to participate in the next step of the University's selection process as described in Section 4.

1.0 Location

The University will consider responses that provide Class B or better office space ("Space") located within a 10 mile radius from the UConn campus center located at 2010 Hillside Road, Storrs, CT 06268. Locations that are transit oriented and are connected to the University by public transportation are preferred.

2.0 Project Requirements

2.1 A Response must contain a sufficient level of detail and documentation which includes at a minimum:

- Address;
- site plan;
- building floor plans to scale with areas, dimensions or graphic scale;
- a plan (or denotation on the building floor plan) that delineates the exact location of the Space within the building;
- Identification of any existing improvements within the Space;

- Rentable and net square footage of the Space;
- Lease term offer, which shall include at a minimum the annual cost per rentable square foot for each year of the Lease, the minimum length of Lease, parking including in the Lease, free rent period, Landlord work letter amount (if any) and options and terms for Lease renewal(s); and
- Date of availability of the Space.

2.2 Space Requirements

The University is seeking Spaces (the exact number to be determined by availability, affordability and location) containing between 8,000 and 25,000 contiguous rentable square feet. The University requires Space in each of the following categories (and the Respondent may submit separate Responses in multiple categories for any given property):

Space Type I: Responses in this category shall have between 4,000 and 10,000 rentable square feet.

Space Type II: Responses in this category shall have between 10,001 and 18,000 rentable square feet.

Space Type III: Responses in this category shall have between 18,001 and 25,000 rentable square feet.

2.3 Space Improvements

Respondent shall indicate whether the Space shall be accepted “as is” or whether the Landlord will provide improvements to meet the needs of the University by providing a “work letter” as part of its Response. Spaces may be “as is” or improved to include the following programmatic requirements:

- Large offices – 160 to 220 square feet each
- Standard offices – 110 to 120 square feet each
- Workstations – 60 to 80 square feet each
- Copy Rooms and Areas
- Kitchenette
- Shared Conference Rooms – 500 to 1,000 square foot each
- Reception Area
- Storage Areas
- Telecom Rooms

2.4 Accessibility

The Space, site and ground floor of the building must be fully accessible and conform to all requirements of the Code of Federal Regulations - ADA Standards for Accessible Design. The Respondent should show how the intent of accessibility codes are met for existing properties and outline any areas that cannot meet the full requirements of the ADA Standards. All existing or new improvements must meet the requirements of the

International Building Code and all other State and Local Building Codes for construction.

2.5 Parking

Parking is required as follows:

Space Type I: 15 to 35 spaces

Space Type II: 25 to 75 spaces

Space Type III: 50 to 100 spaces

The parking areas shall be designated and in paved areas. The cost of parking shall be included in the annual Lease cost and shall not be itemized or additional.

2.5 Technology

The space shall have connectivity to standard business internet service from public providers. Within the Space, Cat 6 data cabling shall be provided to each office, workstation and conference room. The availability of fiber optic connections to the Space is preferred.

2.7 Submissions

Responses to this RFEI shall be considered valid for a period of one year from submission, unless and until the Respondent contracts to lease the Space to another third party.

3.0 Qualification and Evaluation Criteria

3.1 Responses that do not meet the Project Requirements and/or are otherwise incomplete or unclear will be rejected.

3.2 The "Qualification and Evaluation Criteria" are the following:

3.2.1 Financial. Responses must provide a viable financial structure. Responses will be evaluated on the degree to which the obligations and commitments expected of the University, both monetary and non-monetary, are favorable to the University.

3.2.2 Proximity. Proximity to the existing Storrs Campus and to public transportation that serves the Storrs campus. The University will give preference to locations that are closer to the Storrs campus.

3.2.3 Parking. Responses must demonstrate that they can meet the parking requirements of the University. Responses will be evaluated on the degree to

which parking arrangements and terms are favorable to the University and/or its employees.

3.2.4 Schedule. Respondent must commit to a space availability date so that occupancy by the University can occur no later than August 1, 2016. The degree to which a Respondent can provide an earlier occupancy date will be favorably considered.

3.2.5 Space Configuration and Appropriateness to meet University Needs. Responses will be evaluated on the degree to which the Response meets the operational needs of the University, the configuration and efficiency of the Space, and its appropriateness for the programmatic need.

4.0 Process

4.1 The University will conduct the following general selection process for the project.

Step 1: Solicitation of general property information and availability through this RFEI. By this process, the University solicits Responses to this announcement.

Step 2: The University will evaluate the Responses and determine those that demonstrate, at the sole discretion of the University, compliance with the Project Requirements and will establish a shortlist from such Responses based on the Qualification and Evaluation Criteria.

Step 3: If necessary, the University will request more detailed information or clarifications from the shortlisted Responses. The University may notify one or more Respondents that they have not been selected to proceed to Step 4.

Step 4: The University may choose to enter negotiations with one or more Respondents.

The University may elect to hold joint informational meetings with any and all prospective Respondents at any time during the process. Such meetings may be mandatory or optional at the University's discretion. Respondents are strongly encouraged to attend optional meetings. All Respondents are responsible for and deemed to have knowledge of all information presented at optional meetings, even if not present.

In addition to any joint informational meetings, the University may hold one or more one-on-one meetings with one or more Respondents. The University will notify each selected Respondent in writing of the date, time and location, rules, requirements and protocols for such meetings and the names or positions of personnel that are to attend. The purpose of these meetings is for the University to obtain clarification or further

information from specific Respondents. The purpose of the meetings is not for the University to answer additional questions from the Respondents.

5.0 Form of Responses

5.1 Responses shall conform to the following format:

- Tab #1: Letter of Response and General Respondent Information
 - o Name and contact information for the Respondent's point of contact. If the Respondent is an entity, provide identification of the parent entity and the key individuals. Identify the control and/or ownership structure of the Respondent.
- Tab #2: Programmatic Requirements and Property Characteristics
 - o Introduction clearly stating how the Space meets the applicable Project Requirements.
 - o A submission consistent with the requirements in Section 2 Project Requirements.
- Tab #3: Lease terms
 - o . A summary term sheet that identifies the financial structure of a potential lease including all direct and indirect costs and fees, available space and space configuration, and available services. Confirmation that the offeror has reviewed the format of the sample lease template (Attachment 1) and can use the University's form as the basis of the lease. Identify any exceptions or areas of conflict.
- Tab #4: Ethics Forms
 - o For each property owner, prepare and submit OPM Ethics Forms 5, 6, and 7. Forms are available at http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038&opmNAV_GID=1806

6.0 Delivery of Responses

6.1 To be considered responsive, written responses must be submitted in one of the following two ways:

A. In **hard copy**, by delivery of three (3) copies to:

University of Connecticut
Office of Planning, Architecture and Engineering Services (PAES)
31 LeDoyt Road
Storrs, Connecticut 06269-2048
Attention: Director of Regional Projects

B. **Electronically**, to be delivered to Robert.Corbett@uconn.edu

6.2 Hard copies and electronic submissions must be received no later than 4:00 p.m. local time on Tuesday, May 3, 2016. Responses must be in actual possession of the Office of Planning, Architecture and Engineering Services prior to this time and date; **late submissions will not be considered.**

6.3 All questions and clarification requests must be directed, in writing, to Robert.Corbett@uconn.edu. Please do not phone the Office of Planning, Architecture or Engineering Services or other offices of the University. Questions must be submitted in writing **no later than 4:00 p.m. local time on Thursday, April 21.** The University will endeavor to post answers to relevant questions by the end of the day by Friday, April 22. Answers to relevant questions, without attribution, will be posted on the following University of Connecticut website: <http://paes.uconn.edu>. Supplemental information or amendments to this Request for Expressions of Interest, if necessary, will also be posted on this website, so Respondents are advised to check the site frequently. Respondents may not rely on oral Communications or other information disseminated outside the official communication process specified herein.

6.4 The University reserves the right to unilaterally and without cause accept or reject any or all Responses, and to withdraw this Request at any time before or after the submittal period has closed. The University may at any time in the process of evaluating Responses seek written clarification and supporting information for a Response. Further, the University reserves the right, in its sole and absolute discretion, in order to obtain facilities and terms in the best interests of the University, (i) to discuss a submission or enter into negotiations with any Respondent without notice to other Respondents; (ii) to enter into discussions or negotiations with respect to the subject matter herein with parties not responding to the Request without notice to the Respondents; (iii) to discuss, negotiate and enter into agreements relating to the subject matter of the Request with more than one respondent or any other party with respect to different responsibilities; (iv) to suspend or discontinue any such discussions or negotiations at any time; (v) to extend, reopen, modify, cancel and/or reissue this Request; and (vi) to use the Responses as a basis for negotiation and to negotiate with one or more Respondents on terms other than set forth in this Request.

6.5 There shall be no recourse against the University related to changed terms or conditions, or against the University or the selected Respondent by the other Respondent related to any changed terms or conditions.

6.6 All Responses are to be the sole property of the University and response documents will not be returned to the submitting Respondent.

6.7 Each Respondent, and not the University, shall be responsible for all of its costs associated with its participation in this process, including, but not limited to, costs

incurred in the preparation of its Response and submittals, investigation and other due diligence activities, and its participation in any discussions or meetings or negotiations. The University shall in no way be liable for any cost or expense incurred by any Respondent in preparing a Response.

6.8 This Request does not constitute an offer by the State. The Respondent waives any right it may have to bring any claim, whether in damages or equity, against the University, its agents and employees, with respect to any matter arising out of any process associated with this RFEI.

6.9 Upon receipt by the University, all Responses are considered a public record or file, subject to the Freedom of Information Act ("FOIA"), and to public disclosure unless otherwise protected. The Respondent is responsible for identifying any and all information it considers a trade secret, commercial or financial information submitted in confidence and not subject to release by statute, unless such earlier claims were already adjudicated by the Freedom of Information Commission.

6.10 No member of a Respondent's team may communicate with members of another Respondent's organization to give, receive, or exchange information, or to communicate inducements, that constitute anti-competitive conduct in connection with this RFEI process. Should the Respondent team include subcontractors or team members that are common to another Respondent team(s), the Respondents and common subcontractors or team members must ensure that communications between the parties do not violate this provision.

6.11 Responses made to the University shall constitute acceptance of all of the terms and conditions set forth in this Request for Proposal by the Respondent.

6.11 Respondents are hereby noticed that at the conclusion of the selection process and successful negotiation, the selected Respondent will be required to enter into a written agreement with the University. No agreement shall be binding and effective upon the University until such time as such agreement is approved by the University's Board of Trustees and the Attorney General's Office. At the time such agreement is executed, respondents shall be required, if applicable, to sign certain affidavits and/or certificates, including but not limited to the following affidavits:

1. Certificate of Authority
2. OPM Ethics Form 1
3. Nondiscrimination Certification

Copies of the affidavits and certificates can be obtained at the following link:

<http://www.attorneygeneral.uconn.edu/contracts.html>

[End]

PROPERTY CHARACTERISTICS

The following list describes the property characteristics that are important to the University and certain other factors that will be considered as part of the Qualification and Evaluation Criteria. A Response must include a description of all items that apply and may include additional amenities and/or options that are specific to the offeror's property.

LEASE TERM:

LEASE COMMENCEMENT:

RENEWAL OPTIONS:

CAPITAL IMPROVEMENT ALLOWANCE:

OPTION TO PURCHASE:

UTILITIES:

REAL ESTATE TAXES:

INSURANCE:

CAPITAL REPAIRS:

PROGRAM SPACE:

RESTRICTIONS:

ZONING and LOCAL GOVERNANCE:

PERMITTING –

SECURITY:

INFORMATION TECHNOLOGY:

FF&E:

SIGNAGE:

PARKING: