The City of Lowell
City Hall • 375 Merrimack Street • Lowell, MA 01852
P: 978.970.4110 • F: 978.970.4114
www.LowellMA.gov

April 24, 2014

ADDENDUM #1
IFB #14-48
LEASE OF SPACE FOR THE LOWELL PUBLIC SCHOOLS CENTRAL OFFICES

The number of this Addendum, Addendum No. 1, must be entered in the space provided on the Bid Form.

CLARIFY:

1. The RFP specifies a lease term of three (3) years (36 months). Potential respondents questioned whether the committee would entertain proposals for a longer term, up to five (5) years (60 months). Several potential respondents cited significant build-out costs to prepare their space for occupancy in accordance with the RFP specifications.

   Answer: The City will consider both thirty-six (36) and sixty (60) month leases. New price proposals are contained within this addenda.

2. The RFP specifies the approximate 36,000 square feet of administrative office space is to be located within the same building. Potential respondents questioned whether the committee would entertain proposals from a respondent to house the administrative offices in multiple locations if they did not have sufficient space to locate the administrative offices in one location.

   Answer: While it would be most advantageous to have the administrative office space located within the same building, to increase the potential number of sites to consider, it would be advantageous to allow potential respondents to propose the following:

   1) a separate store-front building location for the Family Resource Center that would have street level access and parking for visitors in a separate building from the non-street level main office space and;

   2) a combination of non-street level main office space to house the identified department configuration in separate buildings within walking distance of each other as long as the main department configurations are located within the same building.

3. Will the City consider a building with only one elevator?

   Answer: Yes, one high-speed elevator is acceptable if leased space consists of more than one floor.

4. All offices (existing or newly constructed) must have existing power, phone and data cabling

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5. The RFP specifies the approximate 36,000 square feet of administrative office space is to be ready for occupancy on August 1, 2014. Potential respondents questions whether the committee required all of the proposed space to be ready for occupancy by August 1st, or if a minimum number of square feet could be prepared for August 1st and the remainder occupied at a later date. Several respondents questioned the timing of the proposal review process and contract award date in light of the potential for build-out and occupancy by August 1st.

Answer:

1.) The Office of the Deputy Superintendent: Finance & Operations must be ready for occupancy by August 1, 2014. This includes a total of 12,495 square feet of administrative office space as outlined in the Programmatic Requirements attachment as follows:

Office of the Deputy Superintendent: Finance & Operations:.....1,895

Finance & Operations Staff:.....2,000

Personnel Office:.....4,450

Information, Technology & Communication Services:.....2,950

Student/Staff Data:.....1,200

2.) The Office of the Assistant Superintendent: Student Support Services must be ready for occupancy by August 1, 2014. This includes a total of 3,925 square feet of administrative office space as outlined in the Programmatic Requirements attachment as follows:

Office of the Assistant Superintendent: Student Support Services:.....3,025

Early Childhood:.....900

3.) The Office of the Superintendent must be ready for occupancy by October 1, 2014. This includes a total of 2,045 square feet of administrative office space as outlined in the Programmatic Requirements attachment.

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4.) The Office of the Assistant Superintendent: Curriculum & Instruction must be ready for occupancy by October 1, 2014. This includes a total of 3,175 square feet of administrative office space as outlined in the Programmatic Requirements attachment.

5.) The Special Education Office must be ready for occupancy by December 1, 2014. This includes a total of 7,150 square feet of administrative office space as outlined in the Programmatic Requirements attachment.

6.) The Family Resource Center must be ready for occupancy by December 1, 2014. This includes a total of 4,500 square feet of administrative office space as outlined in the Programmatic Requirements attachment.

7.) The Conference/Training Rooms (General) must be ready for occupancy by December 1, 2014. This includes a total of 3,000 square feet of administrative office space as outlined in the Programmatic Requirements attachment.

4. What is the minimum space requirement needed for the Family Resource Center?

Answer: It would be most advantageous to have 4,500 square feet of space to house the Family Resource Center. However, to increase the potential number of sites to consider, it would be advantageous to allow potential respondents to propose locations with a minimum of 3,750 square feet of space, inclusive of the designated staff and offices outlined in the Programmatic Requirements attachment. 3,750 square feet of space is the minimum space requirement for the Family Resource Center.

5. Would the City consider two separate leases? One for the Family Resource Center and the other for the remaining central offices?

Answer: No, only one (1) lease will be awarded for the required office space including the Family Resource Center.

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REPLACE:

1. AVAILABILITY FOR OCCUPANCY

HIGHLY ADVANTAGEOUS	All office space available for occupancy by August 1, 2014
ADVANTAGEOUS	The Office of the Deputy Superintendent: Finance & Operations office space (12,495 square feet) and the Office of the Assistant Superintendent: Student Support Services office space (3,925 square feet) available for occupancy by August 1, 2014. The Office of the Superintendent (2,045 square feet) and the Office of the Assistant Superintendnet: Curriculum & Instruction office space (3,175 square feet) available for occupancy by October 1, 2014. The Special Education office space (7,150 square feet), Family Resource Center (4,500 square feet) and the Conference/Training Rooms (3,000 square feet) available for occupancy by December 1, 2014.
NOT ADVANTAGEOUS	The Office of the Superintendent (2,045 square feet) and the Office of the Assistant Superintendnet: Curriculum & Instruction office space (3,175 square feet) NOT AVAILABLE for occupancy by October 1, 2014. The Special Education office space (7,150 square feet), Family Resource Center (4,500 square feet) and the Conference/Training Rooms (3,000 square feet) NOT AVAILABLE for occupancy by December 1, 2014.
UNACCEPTABLE	The Office of the Deputy Superintendent: Finance & Operations office space (12,495 square feet) and the Office of the Assistant Superintendent: Student Support Services office space (3,925 square feet) NOT AVAILABLE for occupancy by August 1, 2014.

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Price Proposal cost sheet contained in the RFP with the pages within this addenda. The City of Lowell School Department is requiring cost proposals for both thirty-six (36) and sixty (60) month leases. Use the price proposals sheets below for your submission (in a separate envelope)

ADD:
9. LOCATION

HIGHLY ADVANTAGEOUS	The proposed office space(s)is allocated in a central business district on a public transportation route
ADVANTAGEOUS	The proposed office space(s) is located within the City of Lowell.
UNACCEPTABLE	The proposed office space(s) is located outside of the City of Lowell

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COST PROPOSAL FORM
REQUEST FOR PROPOSAL FOR
RENTAL OF OFFICE SPACE FOR LPS CENTRAL OFFICES
CONTRACT PRICE

PROPOSED LEVEL MONTHLY RENT PAYMENTS

Months One through Twelve

A. Total 12 month amount **$**_____

(PRICE PER SQUARE FOOT = $_____)

PROPOSED LEVEL MONTHLY RENT PAYMENTS

Months Thirteen through Twenty-four

B. Total 12 month amount **$**_____

(PRICE PER SQUARE FOOT = $_____)

PROPOSED LEVEL MONTHLY RENT PAYMENTS

Months Twenty-five through Thirty-six

C. Total 12 month amount **$**_____

(PRICE PER SQUARE FOOT = $_____

The proposed Total Contract Price is $ _____

(_____)

in words (add all three years)

for the proposed period of August 1, 2014 to July 31, 2017.

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PROPOSED LEVEL MONTHLY RENT PAYMENTS

Months One through Twelve

A. Total 12 month amount $_____

(PRICE PER SQUARE FOOT = $_____)

PROPOSED LEVEL MONTHLY RENT PAYMENTS

Months Thirteen through Twenty-four

B. Total 12 month amount $_____

(PRICE PER SQUARE FOOT = $_____)

PROPOSED LEVEL MONTHLY RENT PAYMENTS

Months Twenty-five through Thirty-six

C. Total 12 month amount $_____

(PRICE PER SQUARE FOOT = $_____

PROPOSED LEVEL MONTHLY RENT PAYMENTS

Months Thirty-seven through Forty-eight

C. Total 12 month amount $_____

(PRICE PER SQUARE FOOT = $_____

PROPOSED LEVEL MONTHLY RENT PAYMENTS

Months Forty-nine through Sixty

C. Total 12 month amount $_____

(PRICE PER SQUARE FOOT = $_____

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The proposed Total Contract Price is $ _____

(_____)

in words (add all five years)

for the proposed period of August 1, 2014 to July 31, 2019.

PROPOSER INFORMATION

Name of Bidder: _____

Address: _____

_____

Telephone: _____

Date: _____