**OFFICE OF THE SECRETARY OF STATE**

**1/25/19**

**RFP 19-01 – COMMERCIAL REAL ESTATE BROKERAGE SERVICES AMENDMENT # 1**

**Questions and Answers**

**RFP 19-01 Commercial Real Estate Brokerage Services**

1. *Is the expected tenancy a lease or sublease of the office space?*

**Answer:** It will be a lease of the office space.

1. *What is the approximate square footage of the space?*

**Answer:** The approximate square footage of the space is 9,677.

1. *What are the long-term plans for the building?*

**Answer:** The Secretary of State’s long-term plans for the building involve the continued occupancy by the Washington Talking Book & Braille Library of the street level unit in the building, with a complementary tenant occupying the second floor office space.

1. *Is the University of Washington a “state of Washington” entity for purposes of the RFP requirement that any contracts or employment with the state of Washington during the past 24 months be disclosed by the Proposer?*

**Answer:** Yes.

1. *What is the age of the HVAC system?*

**Answer:** The building’s HVAC system was substantially upgraded in 2017.

1. *Are there parking spaces available as part of the lease?*

**Answer:** Up to twelve parking spaces located on the second floor of the building may be part of the negotiated lease of the space.

1. *Can the space be divided into smaller rooms if desired by the prospective tenant?*

**Answer:** This is negotiable.

1. *What is the proposed lease term?*

**Answer:** The RFP provides that the space will generally be offered for lease for a period of five years, with the potential for options for lease renewal.

1. *Would a lease term longer than 5 years be potentially available to prospective tenants?*

**Answer:** This is negotiable.

1. *Is the Secretary of State willing to make tenant improvements?*

**Answer:** This is negotiable.

1. *Will the standard lease document for this lease be made available for review prior to the proposal due date?*

**Answer:** The standard lease document in effect at the time of the lease negotiation will be the document upon which the negotiated lease is based, so it cannot be made available before the proposal due date.