

June 15, 2016

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by Real Property Services on or before **4:00 PM, June 24, 2016**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Cynthia Young via e-mail at [cynthia.young@admin.sc.gov](mailto:cynthia.young@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: <http://www.admin.sc.gov/generalservices/leasing/procedures-and-forms>.

Sincerely,  
Cynthia Young  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)**

**OFFICE SPACE IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – MEDICAL UNIVERSITY OF SOUTH CAROLINA (College of Medicine, Pediatric Dentistry, Counseling and Psychiatric Services, Student Health Services and Neurosciences)**

- Location: With-in walking distance of the Medical University of South Carolina core campus located at 171 Ashley Avenue in Charleston, South Carolina
- Expected occupancy date: April 1, 2018
- Total space needed is approximately 9,000 to 10,000 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal to include the common area factor (%).
- Ideal set up should include, but is not limited to:
  - 27 private offices for professional staff
  - 2 Open floor area to accommodate 15 cubicles of various sizes in one area and 3 cubicles of various sizes in another area (Cubicles to be provided by agency)
  - 1 medium-sized conference room to accommodate up to 12 people at a time
  - 2 break rooms (to include sink and counter tops) to accommodate 6 people each
  - 1 storage area/room
  - 3 reception areas, two areas to accommodate up to 6 people at a time and one area to accommodate up to 12 people at a time
  - 1 nurses station
  - 1 large teaching room to accommodate 40 students at a time
  - 2 scanner imaging rooms which requires special room preparation including increased electric usage, increased HVAC load, steel plated walls and reinforced floor
  - 5 exams rooms
  - 2 labs (1 wet and 1 dry equipment to be supplied by agency) with 3 support rooms attached
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Separate restrooms are required for staff and patients a minimum of eight (8) are required in various locations in space to accommodate the different entities occupying the space.



- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 76 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5 year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.

#### PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by Real Property Services by **4:00 PM, June 24, 2016**.
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Proposals should disclose the rate per square foot allocated for operating expenses (used to compare proposals).
- If GROSS lease is not possible, submit an estimate of utility costs for property. Please specify whether operating expenses are subject to increases. If the proposal is submitted with the tenant being responsible for increases in operating expenses after the first year, tenant's responsibility for any increases will be limited to a cap.
- Unless express exception is taken with regard to this requirement, any proposal will be for a gross lease and will include all referenced expenses.
- Please attach a proposed floor plan.

#### STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: <http://www.admin.sc.gov/generalservices/leasing/procedures-and-forms> or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.



**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

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- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

**CONTACT INFORMATION**

All information and questions should be directed to the following person – no direct contact can be made with Medical University of South Carolina (MUSC). Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

CYNTHIA YOUNG  
DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, SUITE 460  
COLUMBIA, SC 29201  
PHONE: 803-737-2363 FAX: 803-737-7178  
EMAIL: [cynthia.young@admin.sc.gov](mailto:cynthia.young@admin.sc.gov)

