

Amendment 4 - December 11, 2023

Dear Property Owner or Agent:

In accordance with Proviso 118.22 of the FY 2023-2024 Appropriations Act, the State of South Carolina is issuing this Amendment 4 to the prior Request for Proposals (RFP) seeking office space in the Greater Columbia Area. 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 the Department of Administration, Real Property Services on or before **4:00 PM, January 10, 2024**.

The agencies 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 RFP should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent should have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and 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: [RealEstate AgentorPropertyOwnerAcknowledgementForm_23.pdf \(sc.gov\)](#).

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSALS FOR
DEPARTMENT OF ENVIRONMENTAL SERVICES
AND DEPARTMENT OF SOCIAL SERVICES**

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 RFP 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. Prior to lease negotiation, Landlord may be requested to provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

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.

Pursuant to Proviso 118.22, the Department of Administration is “directed to conduct a Request for Proposals (RFP) for the purposes of relocating one or all the state agencies or their successor agencies currently located on Bull Street in the City of Columbia. Properties to be considered must have space to accommodate all of one or more agenc[ies] to be relocated in one building or campus. For the purposes of this proviso, a campus is defined as multiple buildings located on the same or adjacent parcels or property that share a common main entrance. In conducting the RFP, the Department of Administration must prioritize the condition of the proposed properties and all amenities, to include, large group meeting space, other amenities to support agency mission, amenities and conditions conducive to employee health and recruitment, employee and visitor safety and security, ease of access from the interstate, ease of public access to include, but not limited to, surface parking and the number of employees to be relocated.” The Department of Administration must present the results of the RFP to include a recommended lease to the Joint Bond Review Committee (JBRC). After review and comment of the JBRC, the lease is deemed legislatively approved and, notwithstanding other provision of law, no further approvals are required.

LEASE CRITERIA

Mandatory Requirements

- Properties to be considered must have space to accommodate all of one or more agencies in one building or campus. A campus is defined as multiple buildings located on the same or adjacent parcels or property that share a common main entrance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord.
- Parking lot must be paved and lighted.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.



Priority Criteria

- Facilities that meet the RFP's Mandatory Requirements.
- The condition of the proposed properties and all amenities, to include, large group meeting space, other amenities to support agency mission, amenities and conditions conducive to employee health and recruitment.
- Employee and visitor safety and security.
- Ease of access from the interstate.
- Ease of public access to include, but not limited to, surface parking and adjacency to a bus route.
- The number of employees to be relocated.

ADDITIONAL INFORMATION

- Location: Greater Columbia Area, South Carolina.
- Expected occupancy date: As soon as possible based on available funding for the affected agency or agencies.
- Total space needed is detailed below and dependent on circulation and common area factor. Also attached to this RFP are space allocation worksheets for each agency more specifically detailing their general needs and supplemental information regarding any special needs.
 - SC Department of Environmental Services - +/-203,000 rentable square feet
 - SC Department of Social Services - +/-319,000 rentable square feet
- Ideal set up should include, but is not limited to:
 - sufficient office/cubicle space to accommodate staff, with adequate reception areas
 - SC Department of Environmental Services -approximately 976 staff
 - SC Department of Social Services – approximately 1,494 staff
 - support space to include conference rooms, breakrooms, mailroom, storage space, and IT closets.
- Facilities with co-located independently operated childcare facilities or with sufficient space to provide on-site childcare preferred.

INFORMATION FOR OFFERORS TO SUBMIT

- Submit proposals in writing and include the attached completed **Proposal to Lease Form**.
- Indicate for which agency or agencies the property is proposed.
- Term: Provide proposed rates for 10- and 20-year terms.
- Include both rentable and usable square feet in proposal and include the common area factor (%) as well as an amenities factor.
- Specify floor usable and rentable square feet (if applicable) calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Specify the amount of square footage allocated to traditional office space and the amount of square footage allocated to each specified amenity offered. For any amenities, proposals should specify whether the landlord or tenant is responsible for the operation and maintenance.



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Specify lease type (Gross, MG, or Net). For MG or Net leases, proposals should provide an estimate of annual operating costs for which the tenant would be responsible. For MG proposals, specify which operating and maintenance expenses are included (e.g., 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).
- Specify if any workstations or other furniture is included in the proposal.
- Specify if the facility includes a back-up generator and/or uninterrupted power source.
- Indicate the amount of parking included in the rent, whether or not it is covered, and the availability of reserved parking spaces.
- Specify any tenant improvement allowance to be provided.
- Review Admin's standard Commercial Real Estate Lease and provide any proposed edits with any proposal submitted in response to this RFP. There are two versions of Admin's standard Commercial Real Estate Lease, one with operating cost escalation and one without, and both are available on our website at [Real Estate | Department of Administration \(sc.gov\)](#) or can be provided upon request.
- Attach a proposed floor plan.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS

- Proposals must be received by Real Property Services by **4:00 PM, January 10, 2024**.
- Proposals may be submitted by mail or e-mail. (It is property owner/agent's responsibility to ensure receipt).

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-9822 or 803-737-8731
EMAIL: rps@admin.sc.gov



STATE OF SOUTH CAROLINA
DEPARTMENT OF ADMINISTRATION, REAL PROPERTY SERVICES
1200 Senate St., Sixth Floor
Columbia, SC 29201
Email: rps@admin.sc.gov
Fax: (803) 737-0051

Solicitation Closing Date: _____ Agency: _____

Property Offered (Street Address, Town)

Office: _____ Warehouse: _____ Other: _____

Is the property currently mortgaged? _____

Proposer Contact Information (Phone Number and Email Address)

Is Proposer the Property Owner? _____

If no, identify relationship to Property Owner (Ex: Broker, Agent, Option Holder): _____

Owner(s) of the Property as recorded in County Register of Deeds Office

Address of Owner(s)

Address of Owner(s)

Describe Accessibility to Public Transportation

Is this a Lease or Sublease? _____

Type of Lease Being Proposed: Gross _____ Modified Gross _____ NNN _____

(If Modified Gross or NNN is being offered, please complete the table below and offer further detail on additional sheets)

Expense	Check Lessor or Lessee Responsible to Operate & Maintain		If Lessee's responsibility, estimate cost per square foot per year
	Lessor	Lessee	
HVAC Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
Water	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	

Janitorial-Lessee Area	<input type="checkbox"/>	<input type="checkbox"/>	
Janitorial-Common Area	<input type="checkbox"/>	<input type="checkbox"/>	
Building Maintenance-Lessee Area	<input type="checkbox"/>	<input type="checkbox"/>	
Building Maintenance-Common Area	<input type="checkbox"/>	<input type="checkbox"/>	
Dumpster/Trash Removal/Recycling	<input type="checkbox"/>	<input type="checkbox"/>	
Groundskeeping	<input type="checkbox"/>	<input type="checkbox"/>	
Security Service	<input type="checkbox"/>	<input type="checkbox"/>	
Pest Control	<input type="checkbox"/>	<input type="checkbox"/>	
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Suppression	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	

Space Offered: Rentable Square Feet _____ Usable Square Feet _____ Floor _____
 Rentable Square Feet _____ Usable Square Feet _____ Floor _____

Complies with ADA? _____

Fire Suppression System: Wet _____ Dry _____ None _____

Security System (e.g. electronic, personnel): _____

Building Amenities: _____

Warehouse space: RSF _____ Bays _____ Docks _____ Ceiling Height _____

Forklift Accessible? _____ Load Capacity of Floors _____ PPSF _____

Term and Rates offered:

_____ years at rate of _____ per RSF Escalations: Yes _____ at _____ % No _____
 _____ years at rate of _____ per RSF Escalations: Yes _____ at _____ % No _____
 _____ years at rate of _____ per RSF Escalations: Yes _____ at _____ % No _____

If Modified Gross, identify the amount of base rent allocated to operating expenses in the first year and any operating expense escalations:

Abated Rent Offered:

Tenant Improvement Allowance:

Other Conditions (such as date space will be available):

Parking Offered: Total Spaces Provided _____ Number of Reserved Spaces Provided _____

Handicapped Spaces _____

Owned _____ Not Owned _____ On-Site _____ Off-Site _____ Off-Site Location _____

Parking Garage _____ Surface Lot _____ Cost or No Cost _____

Attach the following to this proposal, if available: Floor plan, Flyer or

Brochure Detail and specify the information below for each amenity offered.

Amenity	Square Footage	Check Lessor or Lessee Responsible to Operate & Maintain		If Lessee's responsibility, estimate cost per square foot per year
		Lessor	Lessee	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATE

I, the undersigned, hereby certify that I have the authority to submit this proposal and enter into negotiations and that the statements made by me on this proposal are complete and true to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and other penalty imposed by law. (Note: Read this proposal and your answers carefully before signing.) *Only signed proposals will be considered.*

SIGNED

DATE



State of South Carolina
Department of Administration
Space Allocation Worksheet

Space Requirements Summary

Agency Information								
Agency Name: Department of Environmental Services								
Division Name: All Divisions								

Agency Space Needs				Current Space			Future Space		
Personnel Areas				Typical Size (SF)	x	Qty =	Area	Qty =	Area
ELO	Elected Official	Elected Official	350	x	0	0	1	350	
EO	Executive Office	Executives	180	x	0	0	9	1,620	
SO	Standard Office	Staff who spend 50% or more of their time counseling others	120	x	0	0	251	30,120	
WS	Workstation	Professionals and administrative staff	48	x	0	0	715	34,320	
SW	Small Workstation	Staff who are mostly out or call center positions	25	x	0	0	0	0	
Total Personnel						0	976		
Total Personnel Area Net Square Feet							0	66,410	
Standard Support Areas				Typical Size (SF)	x	Qty =	Area	Qty =	Area
Reception/Lobby/Waiting Area									
Small Suite Reception Lobby	Seating for 2 People		50	x	0	0	0	0	
Medium Suite Reception Lobby	Seating for 4-6 People		100	x	0	0	0	0	
Large Suite Reception Lobby	Seating for 10-12 People		200	x	0	0	0	0	
Break Area									
Beverage Alcove	6 linear feet of cabinet with U.C. refrigerator sink and microwave		24	x	0	0	0	0	
Small Break Room	Seating for 4 People		120	x	0	0	0	0	
Large Break Room	Seating for 8-10 People		200	x	0	0	5	1,000	
Copy / Print / Mail / Supply									
Print Alcove	8 linear feet of upper and lower cabinets for supply storage and printer		40	x	0	0	30	1,200	
Copy / Print / Supply	Room for dedicated floor mounted printer and storage		120	x	0	0	15	1,800	
Copy / Print / Mail / Supply	Room for dedicated floor mounted printer, storage and mail slots		200	x	0	0	0	0	
IT Rooms									
IT Closet	Wall mounted racks		40	x	0	0	5	200	
LAN Room	Floor mounted racks		100	x	0	0	2	200	
Storage Rooms									
Storage Closet	no shelving		50	x	0	0	0	0	
Small Storage Room	open room		120	x	0	0	30	3,600	
Medium Storage Room	open room		180	x	0	0	0	0	



State of South Carolina
Department of Administration

Large Storage Room	open room	250	x	0	0	30	7,500
Conference Rooms							
XL Conference Room	18-20 Person	600	x	0	0	5	3,000
Large Conference Room	10-12 Person	350	x	0	0	0	0
Medium Conference Room	6-8 Person	250	x	0	0	15	3,750
Small Conference Room	2-4 Person	120	x	0	0	10	1,200
Focus / Privacy Room	1 per 1-30 employees	50	x	0	0	30	1,500
Filing and Work Rooms							
Open area file cabinets		9	x	0	0	0	0
Work Room	open room with work surface and storage	120	x	0	0	10	1,200
Total Support Area net Square Feet						0	26,150
Total Agency Area Requirements						Current Space	Future Space
Net Area (Sum of Personal and Support Areas)						0	92,560
Circulation (30% of Net Area)						0	27,768
Sub-Total Usable Area (Square Feet)						0	120,328
Usable Square Feet/Employee (180 USF/FTE Average Target)						0	123
Rentable Square Feet/Employee (210 RSF/FTE Average Target)						0	142
Total Special Support Usable Square Feet (From Page 2 of Worksheet)						0	54,340
Total Usable Area (Square Feet)						0	174,668
Estimated Total Rentable Area (based upon 16% common area factor)						0	202,615

Office to workstation Summary			
Percentage offices		0%	27%
Percentage standard workstations		0%	73%
Percentage small workstations		0%	0%
Office to workstation ratio		0%	27 : 73

Conference / Focus seat summary	Low	High
Conference room (18-20 Person)	0	100
Conference room (10-12 Person)	0	0
Conference room (6-8 Person)	0	120
Conference room (2-4 Person)	0	40
Focus / Privacy Room	0	30
Projected total conference / focus room seats	0	290
Projected total staff seats	0	976
Staff seat to conference / focus room seat ratio	0.00	3.37
Target Ratio	<i>between 1.0 and 2.0</i>	



State of South Carolina
Department of Administration

Agency Information
 Agency Name: Environmental Services
 Division Name: All Divisions

Public Use Space	Typical Size (SF)	x	Current Space		Future Space	
			Qty =	Area	Qty =	Area
Main reception area (200 - 600 SF)	600	x	0	0	1	600
Service counter (50 SF per position)	0	x	0	0	0	0
Waiting area (15 SF per seat)	0	x	0	0	0	0
Interview rooms (100 SF - 150 SF each)	0	x	0	0	0	0
Public hearing rooms	0	x	0	0	0	0
Public use computer carrels (25 SF - 30 SF each)	0	x	0	0	0	0
Multi-use space, able to be divided	3000	x	0	0	1	3,000
other	0	x	0	0	0	0
other	0	x	0	0	0	0
Total Public Use Space - Net Square Feet				0		3,600
Special Use Space	Typical Size (SF)	x	Qty =	Area	Qty =	Area
File Room	1,000	x	0	0	1	1,000
File Room	4000	x	0	0	1	4,000
File Room	1250	x	0	0	1	1,250
File Room	750	x	0	0	1	750
Certified Lab Space	750	x	0	0	1	750
Secured Pesticide Storage	400	x	0	0	1	400
Secured Chemical Storage	250	x	0	0	1	250
Small Lab (dark room) Chlorophyll Analysis	200	x	0	0	1	200
Fish Prep Lab	500	x	0	0	1	500
Emergency Response (Haz Material and Equipment)	3500	x	0	0	1	3,500
Secured Evidence Room/Law Enforcement (no Ceiling Access)	600	x	0	0	1	600
Agency Coordination Center	1000	x	0	0	1	1,000
Comms/Printing/Video	1000	x	0	0	1	1,000
Emergency Response Non-Haz Material and Supplies	6000	x	0	0	1	6,000
Warehouse Type Storage	15000	x	0	0	1	15,000
Collaborative canteen space	2000	x	0	0	1	2,000
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
other	0	x	0	0	0	0
Total Special Use Space - Net Square Feet				0		38,200
Net Square Feet (Public Use & Special Use Space)				0		41,800
Circulation (30% of usable area)				0		12,540
Total Usable Special Support Area Required				0		54,340

Department of Environmental Services Supplemental Information

- The 3000 sq ft multi-use flex space on Line 15 of the Special Support Tab should be capable of being divided and adaptable but accommodate 300 people at full capacity.
- Agency prefers collaborative/flexible canteen space with small meeting areas/gathering areas in lieu of larger number of break rooms as well as outdoor areas for staff for lunch/break/gathering for employees with seating/shelter/Wi-Fi.
- Approximately 70,000 SF of fenced, partially covered outdoor storage is needed for vehicle, boat, trailer, & equipment storage.
- The 15,000 sq. ft. of warehouse type storage is for field equipment, field supplies, emergency response equipment, etc. must be accessible from outside and is not required to be climate controlled.
- The secured pesticide and chemical storage must be climate controlled and should be adjacent to the instrument calibration and field preparation area on Line 24, and both need to be near exterior loading. The instrument and field preparation area should include provisions for a fume hood, 220 V outlets, 10 linear feet of counter space, connections for ice machine, sink and lab safety (shower/eye wash). Adequate lighting is required. This is necessary for the agency to have the area certified as a laboratory. The small lab area for Chlorophyll on line 27 must not have any windows and should be able to accommodate fume hoods. The Fish Prep. Area on Line 28 needs to have counter space and should have separate HVAC and a doorway to the outside of the building only.
- Secured evidence room/law enforcement includes armory storage.
- Comms/Printing/Video houses plotters/printing for posters/small audio/video editing/production suite.
- A backup generator that can power the Agency Emergency Control Center, on Line 31, along with essential IT services for this room.



State of South Carolina
 Department of Administration
 Space Allocation Worksheet

Agency Requirements Summary

Agency Information								
Agency Name: DSS								

Agency Space Needs			Current Space				Future Space	
Personnel Areas			Typical Size (SF)	x	Qty =	Area	Qty =	Area
ELO	Elected Official	Elected Official	350	x	0	0	0	0
EO	Executive Office	Executives	180	x	0	0	42	7,560
SO	Standard Office	Staff who spend 50% or more of their time counseling others	120	x	0	0	565	67,800
WS	Workstation	Professionals and administrative staff	48	x	0	0	887	42,576
SW	Small Workstation	Staff who are mostly out or call center positions	25	x	0	0	0	0
Total Personnel					0		1494	
Total Personnel Area Net Square Feet						0		117,936
Standard Support Areas			Typical Size (SF)	x	Qty =	Area	Qty =	Area
Reception/Lobby/Waiting Area								
Small Suite Reception Lobby		Seating for 2 People	50	x	0	0	3	150
Medium Suite Reception Lobby		Seating for 4-6 People	100	x	0	0	3	300
Large Suite Reception Lobby		Seating for 10-12 People	200	x	0	0	4	800
Break Area								
Beverage Alcove		6 linear feet of cabinet with U.C. refrigerator sink and microwave	24	x	0	0	47	1,128
Small Break Room		Seating for 4 People	120	x	0	0	13	1,560
Large Break Room		Seating for 8-10 People	200	x	0	0	11	2,200
Copy / Print / Mail / Supply								
Print Alcove		8 linear feet of upper and lower cabinets for supply storage and printer	40	x	0	0	106	4,240
Copy / Print / Supply		Room for dedicated floor mounted printer and storage	120	x	0	0	12	1,440
Copy / Print / Mail / Supply		Room for dedicated floor mounted printer, storage and mail slots	200	x	0	0	5	1,000
IT Rooms								
IT Closet		Wall mounted racks	40	x	0	0	47	1,880
LAN Room		Floor mounted racks	100	x	0	0	4	400
Storage Rooms								



State of South Carolina
 Department of Administration
 Space Allocation Worksheet

Storage Closet	no shelving	50	x	0	0	5	250
Small Storage Room	open room	120	x	0	0	6	720
Medium Storage Room	open room	180	x	0	0	11	1,980
Large Storage Room	open room	250	x	0	0	8	2,000
Conference Rooms							
Board Room	18-20 Person	600	x	0	0	9	5,400
Large Conference Room	10-12 Person	350	x	0	0	14	4,900
Medium Conference Room	6-8 Person	250	x	0	0	13	3,250
Small Conference Room	2-4 Person	120	x	0	0	3	360
Focus / Privacy Room	1 per 1-30 employees	50	x	0	0	5	250
Filing and Work Rooms							
Open area file cabinets		9	x	0	0	452	4,068
Work Room	open room with work surface and storage	120	x	0	0	10	1,200
Total Support Area net Square Feet						0	39,476
Total Agency Area Requirements				Current Space		Future Space	
Net Area (Sum of Personal and Support Areas)					0		157,412
Circulation (30% of Net Area)					0		47,224
Sub-Total Usable Area (Square Feet)					0		204,636
Usable Square Feet/Employee (180 USF/FTE Average Target)					0		155
Rentable Square Feet/Employee (210 RSF/FTE Average Target)					0		178
Total Special Support Usable Square Feet (From Page 2 of Worksheet)					0		70,441
Total Usable Area (Square Feet)					0		275,077
Estimated Total Rentable Area (based upon 16% common area factor)					0		319,089

Office to workstation Summary			
Percentage offices		0%	41%
Percentage standard workstations		0%	59%
Percentage small workstations		0%	0%
Office to workstation ratio		0%	41 : 59

Conference / Focus seat summary	Low		High
Conference room (18-20 Person)	0		180
Conference room (10-12 Person)	0		168
Conference room (6-8 Person)	0		104
Conference room (2-4 Person)	0		12
Focus / Privacy Room	0		5
Projected total conference / focus room seats	0		469
Projected total staff seats	0		1494
Staff seat to conference / focus room seat ratio	0.00		3.19
Target Ratio	<i>between 1.0 and 2.0</i>		

Department of Social Services Supplemental Information

- Emergency back-up generators and UPS system necessary for IT equipment
- Warehouse space
 - ceiling height of at least 12 feet
 - climate controlled
 - flooring capable of supporting a forklift
 - two loading docks preferred