

September 28, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking classroom, collaborative and shop 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 the Department of Administration, Real Property Services on or before **4:00 PM, October 20, 2020**.

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 Real Property Services via e-mail at [RPS@admin.sc.gov](mailto:RPS@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 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: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms).

Sincerely,  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
THE COLLEGE OF CHARLESTON SCHOOL OF THE ARTS**

**CLASSROOM, COLLABORATIVE AND SHOP 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. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named) and must complete Disclosure Form.

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 – COLLEGE OF CHARLESTON SCHOOL OF THE ARTS**

- Location: Charleston County, preferably within 1 mile of the main College of Charleston campus at 66 George Street
- Expected occupancy date: As soon as possible
- Total space needed is approximately **15,000 - 20,200 SF** rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:

Space Description	Approx. SF	Comments
<b>Shop Area</b>		
• Theatre scene shop	5,500	Minimum 18' ceilings with separate entrance, and concrete floors that can hold at least 2,000 pounds
• Printmaking studio	2,800	Self-contained and climate controlled
• Sculpture studio	5,500	Minimum of 16' ceilings and concrete floor
<b>Design Center:</b>		
• Private Offices	360	3 private offices for professional staff
• Workstations	550	space for 22 workstations of approximately 25 SF each
• LAN room	100	Floor mounted racks, temperature- controlled IT LAN room with separate thermostat
• Copy/Print/Supply room	120	Room for dedicated floor mounted printer and storage
• Large Conference Room	350	Space for meetings of 10-12 people



**Special Support Areas:**

- Must be walkable route that is less than 1 mile from main campus.
- Loading dock with 1 bay and roll up door.
- Loading area with access for truck parking
- Ability to receive deliveries for studio materials and supplies.
- Temperature and humidity control throughout the facility.
- Ability for combination of 120 and 220 V power outlets.
- Ability for two slop sinks with paint traps.
- Ability for Hazmat storage and disposal.
- Dumpster area for studio and theatre debris.
- Outdoor space where bike racks could be placed.
- All shop/studio areas require ventilation for chemicals, paints, carpentry, and welding
- Space must be ADA compliant.
- Separate controls for HVAC are needed, and HVAC will need to be run at all times the facility is in use
- Telecommunications infrastructure to connect to computers and VoIP phones.
- Must have 24/7/365 access for students and faculty
- 2 reserved parking spaces are required on site
- Parking lot must be paved and lighted.
- Need ability to place the property on the College of Charleston's security system, and the premises must have exterior security lighting.
- Prominent opportunity for exterior signage, to be provided by Tenant.
- Term: Please provide proposed rates for 3 and 4-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, trash removal, 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. Provided janitorial services must meet DHEC's guidelines, including EPA approved cleaning products to clean and disinfect facilities against COVID-19.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/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:**

- Proposals must be received by Real Property Services by **4:00 PM, October 20, 2020.**
- All proposals must be in writing and submitted by 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 Real Property Services – no direct contact can be made with the College of Charleston. Direct contact can be cause for automatic disqualification.

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

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
PHONE: 803-737-0644 or 803-737-1617  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)

