



REQUEST FOR PROPOSALS FOR OFFICE SPACE

Questions & Answer

- Q1. Will all proposed properties be toured?**
- A. No. CVRPC may chose not to tour sites that fall outside a competitive range based on proposals received.
- Q2. To accommodate 11+ employees, can larger offices be used to accommodate two employees?**
- A. Yes, however at least two office spaces must be for a single employee and closed-door, and one space must serve as a front desk reception area.
- Q3. If proposed space would split offices among two floors would this work?**
- A. We would entertain this scenario, but specific circumstances of the building determined during site tour would indicate if this was acceptable.
- Q4. If there are two floors and each is ADA compliant with its own ADA compliant restroom, must they be connected with an elevator?**
- A. We would entertain this scenario, but specific circumstances of the building determined during site tour would indicate if this was acceptable.
- Q5. Are there any modifications you know the space will need to suit your needs?**
- A. Modifications will be discussed following site tour, if scheduled following receipt and selection of a preliminary proposal, which will allow for inclusion in a final proposal.
- Q6. If there are multiple floors, how many restrooms do you need?**
- A. If there are multiple floors, one All-Gender, ADA-compliant restroom is acceptable if employees can remain inside the building (ex. internal staircase) or multiple ADA-compliant restrooms are acceptable. If one restroom, the floor with the restroom must be accessible to parking, provide for office space for at least two employees (assume one employee uses a mobility assistance device), and have a conference room. It is preferred to have at least one All-Gender restroom available onsite. Because building and site layouts vary among properties and some

adjustments may be acceptable, CVRPC is willing to entertain proposals that may not meet these requirements and discuss specifics during site tours.

Q7. What is required for mail/storage/copier room and telecom/network space?

- A. It is anticipated that approximately 200 sf of mail/storage/copier space is necessary. It is preferred that the mail/copier area be together and accessible to the reception area and other storage for supplies and files be located throughout the office space. A separate room for telecom/network space is strongly preferred (approximately 75 sf), however, it is not required.

NOTE: *Potential bidders who discussed spaces with CVRPC prior to the pandemic can use information discussed at that time for their bids.*

