



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PLANT and PROPERTY
BUREAU OF PLANNING and MANAGEMENT
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How to submit a "Letter of Interest" offering rental property in response to a State of New Hampshire "Request for Proposal" (RFP)

The following document is provided as a convenience to parties wishing to submit a "Letter of Interest" in response to the State of New Hampshire's "request for Proposal" (RFP) for rental property, providing for all inclusion of all topics to be set forth in such letters, as required by CHAPTER Adm 600 Plant and Property Management Rules, Part Adm 610 Agency Leases, section Adm 610.09 "Content of the Letters of Interest". Use of this document is not mandatory; however, all topics set forth herein must be included in all "Letters of Interest".

- 1) Prior to the submission of the "Letter of Interest" responding to the RFP, each individual or association wishing to engage in the State of New Hampshire rental agreement process must:
 - a. Request from the soliciting agency – click the link to the Bureau's WEB site at https://das.nh.gov/bpm/currentLease_RFPs.asp - a copy of the specifications provided with each RFP, which outlines the minimal requirements of the proposed rental space must provide. Review the requirements prior to offering rental space.
 - b. Request from the soliciting agency – click the link to the Bureau's WEB site at <https://das.nh.gov/bpm/index.asp> - a copy of the State of New Hampshire's standard lease agreement. Review the agreement prior to offering rental space.
- 2) Prior to submission deadline noted in the "RFP", each interested party must submit a "Letter of Interest" in writing to the address specified in the "RFP". Each "Letter of Interest" must address all topics and requirements specified in the "RFP", and also provide information solicited in the following pages:

“Letter of Interest” submitted in response to a State of NH “Request for Proposal” of rental property

1. I _____ a sole proprietor
or;
I _____ the legally authorized representative of
the following company, _____

2. With the following business address:

With the following telephone and email address:

3. Do hereby offer for review, a particular property (or space within said property) in response to a posted “Request for Proposal” of rental space for the State of New Hampshire. The Department soliciting the “RFP” to whom this response is addressed is” _____

4. I have reviewed the State of New Hampshire’s standard lease agreement and presently believe , if selected, I and/or those I represent, would be willing to accept the terms and conditions set forth in that agreement.

Insert initials and date: _____

5. If the property I have offered for review is selected for “design development” consideration by the State of New Hampshire, I understand the person or association making this offer is solely responsible for any expenses associated with:
- a. Development of any architectural drawings and specifications;
 - b. The creation of design development plans for any renovations or improvements required to alter the proposed space in order to meet the needs of the state;
 - c. Any actual renovations or improvements to the proposed space; and
 - d. Any other costs associated with the design and development process.

Insert initials and date: _____

6. It is understood by the offering person or association, the provision of the services outlined in section 5 above is part of the “negotiation” process and does not guarantee a binding lease agreement with the State of New Hampshire.

Insert initials and date: _____

7. The property address offered for the State of New Hampshire's consideration is:

8. The approximate square footage of the property is:

a. Rental (including all common area allocations) square feet:

b. Usable square feet:

9. A brief description of the building to which the proposed rental property is a part follows:

a. Number of floors in the building:

b. The number of elevators (*specify - Freight or Passenger*) servicing the building:

c. The elevators **are** or **are not** currently operable. (*circle one*)

d. All utilities and other services related to and required for occupancy of the building **are** or **are not** currently operable. (*circle one*)

e. The space offered for rent within the proposed property **is** or **is not** currently vacant. (*circle one*)

f. The space offered for rent shall be available for occupancy and/or commencement of renovations on approximately the following date:

g. The property and building to which the proposed rental space is a part **is** or **is not** currently in good repair. (*circle one*)

10. The proposed rental space within the building is in need of certain renovations, improvements, modifications or other changes prior to being usable for the purposed identified by the State of New Hampshire in the "Request for Proposal". A rough outline of the scope of renovations to the proposed space requires is as follows:

11. A listing of the current occupants of the building and the location of those users within the building follows: (include a schematic of the locations)

12. Provide a description of the parking facilities that would be available to the State of New Hampshire, if the proposed space were rented; Provision of parking is to be included in the proposed annual rent. No additional “parking fees” will be paid by the State of New Hampshire. The description of parking is to include: The number of spaces available, and whether those spaces would be reserved for the state’s exclusive uses or be shared in common with others. Describe the location of the parking spaces; are they all in one area? What is the distance or adjacency to the proposed rental space of each proposed parking area? Does the proposed parking area currently provide, or can it be reconfigured to provide, the correct ratio, placement, type and designation of “Handicapped Accessible” parking spaces, access aisles and path of travel required by current law?

13. Provide (as an attachment) any other specific information required within the specification for the particular “RFP” to which you are responding?

14. Attach an appendix to your “Letter of Interest” consisting of a map diagram of the area surrounding the location of the proposed property, this diagram must:

- a. Highlight (define) the location of the property;
- b. Show(define) the use of the properties in the area (within 800 feet) surrounding the proposed property (whether industrial, retail, office, educational, etc.); and
- c. Show (define) the nature of any business(for example: factory manufacturing tires, retail space housing “ Home depot”, office space housing a law office, education facility housing a pre-school, etc....) in the area (within 800 feet) surrounding the proposed property.

15. Attach an accurate, to scale, architectural floor plan(s) depicting the building to which the proposed rental is part, showing the location of the proposed rental premises within the building, as well as the current layout.