

January 16, 2025

Dear Property Owner or Agent:

The State of South Carolina is 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, February 6, 2025**.

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 to 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

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 regulations prohibit any party participating in this RFP process from making direct contact with the agency seeking space without prior approval of Real Property Services 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.

LEASE CRITERIA

Mandatory Requirements

- 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.

ADDITIONAL INFORMATION

- Location: Greater Columbia Area, South Carolina.
- Expected occupancy date: As soon as possible based on available funding for the affected agency.
- Total space needed is detailed below and dependent on circulation and common area factor. Also attached to this RFP is a space allocation worksheet for the agency more specifically detailing their general needs and supplemental information regarding any special needs.
 - SC Department of Environmental Services - +/-225,000-230,000 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 943 staff
 - support space to include conference rooms, breakrooms, mailroom, storage space, and IT closets.
- Cabling should be certified to CAT-6 standards, with all terminations by the Landlord.

INFORMATION FOR OFFERORS TO SUBMIT

- Submit proposals in writing and include the attached completed **Proposal to Lease Form**.
- Term: Provide proposed rates for 7, 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.

- 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.
- Specify lease type (Gross, MG, or Net). A gross lease is preferred. 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, February 6, 2025**.
- 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
 Space Allocation Worksheet

Agency Requirements Summary

Agency Information
 Agency Name: **Department of Environmental Services**
 Division Name: **HQ Building**
 Date: **1/10/2025**

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	12	2,160			
SO	Standard Office	Staff who spend 50% or more of their time counseling others	120	x	0	0	160	19,200			
WS	Workstation	Professionals and administrative staff	64	x	0	0	571	36,544			
SW	Small Workstation	Staff who are mostly out or call center positions	36	x	0	0	199	7,164			
Total Personnel							0		943		
Total Personnel Area Net Square Feet								0		65,418	
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	2	100			
Medium Suite Reception Lobby		Seating for 4-6 People	100	x	0	0	4	400			
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	5	120			
Small Break Room		Seating for 4 People	120	x	0	0	4	480			
Large Break Room		Seating for 8-10 People	200	x	0	0	1	200			
Copy / Print / Mail / Supply											
Print Alcove		8 linear feet of upper and lower cabinets for supply storage and printer	40	x	0	0	11	440			
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	23	4,600			
IT Rooms											
IT Closet		Wall mounted racks	40	x	0	0	0	0			
LAN Room		Floor mounted racks	100	x	0	0	0	0			
Storage Rooms											
Storage Closet		no shelving	50	x	0	0	6	300			
Small Storage Room		open room	120	x	0	0	10	1,200			
Medium Storage Room		open room	180	x	0	0	5	900			



State of South Carolina
Department of Administration

Large Storage Rom	open room	250	x	0	0	63	15,750
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	11	3,850
Medium Conference Room	6-8 Person	250	x	0	0	10	2,500
Small Conference Room	2-4 Person	120	x	0	0	8	960
Focus / Privacy Room	1 per 1-30 employees	50	x	0	0	14	700
Filing and Work Rooms							
Open area file cabinets		9	x	0	0	112	1,008
Work Room	open room with work surface and storage	120	x	0	0	15	1,800
Total Support Area net Square Feet						0	40,108
Total Agency Area Requirements						Current Space	Future Space
Net Area (Sum of Personal and Support Areas)						0	105,526
Circulation (30% of Net Area)						0	31,658
Sub-Total Usable Area (Square Feet)						0	137,184
Usable Square Feet/Employee (180 USF/FTE Average Target)						0	145
Rentable Square Feet/Employee (210 RSF/FTE Average Target)						0	167
Total Special Support Usable Square Feet (From Page 2 of Worksheet)						0	61,880
Total Usable Area (Square Feet)						0	199,064
Estimated Total Rentable Area (based upon 16% common area factor))						0	230,914

Office to workstation Summary			
Percentage offices		0%	18%
Percentage standard workstations		0%	61%
Percentage small workstations		0%	21%
Office to workstation ratio		0%	18 : 82

Conference / Focus seat summary	Low	High
Conference room (18-20 Person)	0	100
Conference room (10-12 Person)	0	132
Conference room (6-8 Person)	0	80
Conference room (2-4 Person)	0	32
Focus / Privacy Room	0	14
Projected total conference / focus room seats	0	358
Projected total staff seats	0	943
Staff seat to conference / focus room seat ratio	0.00	2.63
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	1,500	x	0	0	1	1,500
Secured Pesticide Storage	400	x	0	0	1	400
Secured Chemical Storage	300	x	0	0	1	300
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)	4000	x	0	0	1	4,000
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
Postal Operations Center	1500	x	0	0	1	1,500
Four (4) bay auto shop with stock room and reception area OPTIONAL	3000	x	0	0	1	3,000
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
Total Special Use Space - Net Square Feet				0		44,000
Net Square Feet (Public Use & Special Use Space)				0		47,600
Circulation (30% of usable area)				0		14,280
Total Usable Special Support Area Required				0		61,880

Department of Environmental Services Supplemental Information

- The 3000 sq ft multi-use flex space on 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, 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 must not have any windows and should be able to accommodate fume hoods. The Fish Prep. Area 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, along with essential IT services for this room.