



**State of New Hampshire**  
**Office of Professional Licensure and Certification**

**REQUEST FOR INFORMATION**  
**RFI-2023-ADMIN-01-BUILD**  
**Building Space for Offices**

**February 7, 2023**

# PUBLIC NOTICE

Wanted to purchase in the Concord, New Hampshire or surrounding area bordering Concord, New Hampshire, an office building of approximately 40,000 square feet of space for use by the State of New Hampshire Office of Professional Licensure and Certification (OPLC). The space offered must be renovated to meet the requirements and program specifications, which must be reviewed in advance of submitting a Letter of Interest in response to this solicitation. To obtain a copy of these specifications please contact the New Hampshire Office of Professional Licensure and Certification, 7 Eagle Square, Suite 200, Concord NH 03301, Attn: Heather Kelley, Director of Operations, 603-271-7104 or email to: [Heather.A.Kelley@oplcnh.gov](mailto:Heather.A.Kelley@oplcnh.gov). Any and all letters of interest must be received by 2:00 PM EST on Friday, March 3, 2023.

## PURPOSE

The primary objective of this RFI is to collect information to inform the OPLC long-term procurement strategy to purchase an office space. The OPLC is assessing various procurement options to purchase a building. The OPLC is seeking to gain information on the current market and availability to assist the OPLC on this project.

For each modular system listed below, the OPLC is interested in the architecture, major functions, modularity principles, deployment in other states, flexibility to adapt to NH-specific needs, and other relevant information, including installation type (e.g., COTS, SAAS, etc.), and security testing.

## RFI SPECIFICATIONS FOR DISTRIBUTION

Wanted to purchase in Concord, New Hampshire or surrounding area, bordering Concord, New Hampshire, commencing on or before June 1, 2030, an office building for OPLC headquarters within 30 miles of Concord, New Hampshire. The building needs to be renovated to program specifications, which include but are not limited to the following:

1. Space: renovated for buyers in “turn-key” condition.
  - Office Space: to be approximately 40,000 square feet and be configured as office space as further defined below. Must be in Concord or surrounding town.
2. Purchase rate: Proposals must offer a full “gross” purchase price inclusive of all fit-up costs.
3. Location: Proposals that offer appropriate space located with visibility from the highway and with room for expansion shall be shown favorable preference during the RFP review process. This favorable preference is required by RSA 9B, the State of New Hampshire’s “Smart Growth” initiative.
4. Architecturally barrier-free access: Favorable preference will be shown to spaces offering all areas (interior and exterior) of the proposed site in conformance with or renovated to be in conformance with all current codes and regulations regarding provision of architectural barrier-free access. These codes include but are not limited to: the Code for Barrier-Free Design for the State of New Hampshire (IBC 2009, ICC/ANSI A117.1-2009 citations), the State Building Code (IBC 2009, ICC/ANSI A117.1-2003, and NFPA 101 v. 2015 citations), and the Americans with Disabilities Act Standards for Accessible Design Code (2010 ADA/ADAAG citations).
5. Permits and Testing: The responsibility and costs of all required permits and testing shall be borne solely by the seller.
6. Clean Indoor Air: If proposed premises are selected and purchase subsequently executed, after completion of renovations but prior to occupancy the seller shall have the interior space tested for and provide State certified

compliance with rules set forth by the Department of Environmental Services in Chapter ENV-A 2200: as required by the clean indoor air act, RSA 10-B. The seller will be responsible to remedy any deficiencies shown by said testing, bringing all into conformance with all applicable standards, resubmitting testing results until such time a certificate of compliance is issued. Landlord or owner's sole cost shall complete any required abatement of lead paint, asbestos or other hazardous material prior to starting tenant's fit up.

7. State of New Hampshire Energy Code: All proposals offering new construction and/or renovation that exceeds or adds 25 percent to the existing gross floor area must comply with the State of New Hampshire Energy Code. Proposals which exceed the energy code by at least an additional 20 percent will be shown favorable preference.
8. General Scope of Work: Upon completion of construction and/or renovation the premises shall be turned over to the Buyer in turn-key condition; work provided shall include but not limited to: site, utility, parking lots, and access thereto, sidewalks to the building, and all exterior and interior fit up will include but not limited to provision of all walls, doors and frames, hardware, millwork, finishes, fixtures, HVAC systems, fire suppression systems; telecommunications, lighting, electrical systems. Provide all electrical circuitry and outlets, and all telecommunications data outlets. Provision of empty conduit with pull string and low voltage power at designated doors to accommodate tenant/buyer security systems will also be required. All doors with the exception of rest rooms, maternal care room, conference rooms, and private offices shall be fitted with electronic locks that activate via a card key and code, and/or software.
9. Parking: At least 150 exterior parking spaces shall be provided free of charge for tenant/buyer use, the space shall conform with the following:
  - Visitor Parking: At least 15 parking spaces shall be onsite adjacent to the public entry for Buyer's customers. These spaces shall include provision of the proper number of "accessible" parking spaces and access aisles required for conformance with current and prevailing codes.
  - Staff Parking: At least 135 parking spaces for the buyer's staff with favorable preference shown to proposal that offers these spaces as dedicated and located in close proximity to the building
10. Zones of indoor space security: The interior space shall be configured to provide three (3) distinct and secure (from each other) zones; a public "visitor" zone, and "office only zone", and a "public meeting space" zone. Corridors, circulation paths, and security doors shall be provided as required in order to accommodate these zones.
11. Entrances: A minimum of two (2) entrances/exits into the proposed space will be required, one for public/visitor, one for the secure staff area. Provide additional exits as required by code.
12. Restrooms: Provide at least three (3) restrooms, each floor should have at least one (1) restroom:
  - One separate unisex rest room for public use, accessible.
  - Staff: At least one multi-stall rest room per gender with six (6) stalls each in the secure staff zone. All restrooms and fixture counts must be provided in compliance with all current and prevailing codes.
13. Customer Service/Waiting area: Directly accessible from public entry to the proposed space provide a public waiting area and customer service office with approximately 500 square feet with the design and provision of secure customer service millwork providing security (tempered) transaction window between staff and clients and secured access into the staff side of the millwork. The public waiting area shall accommodate at least 8 to 10 seated visitors. Access into the staff side of the reception area, and to staff only zones of the space, shall be provided through solid core lockable doors, these doors shall be provided with remote lock release activated electronically from a card key and code.
14. Interview Room: Provide one (1) secure interview room of at least 120 square feet, this room must be floor to ceiling drywall construction, with a solid core secure (electronic card/key and code access) door that leads from the staff area, and a door that leads from the customer service office, waiting area.

Secure Staff Office Area:

15. Private Offices: Minimum quantity of twenty-one (21) total: Construct with full height drywall which extends at least 12" above any suspended ceiling grid, provide solid core doors at each. Favorable consideration will be shown to proposals that include provision of acoustically isolating means and materials (sound attenuation insulation) within these walls.
  - Provide one (1) at approximately 220 square feet.
  - Provide five (5) at approximately 145 square feet.
  - Provide fifteen (15) at approximately 120 square feet.
16. Hearing Room: Provide three (3) hearing rooms of approximately 780 square feet. Construct with full height drywall which extends at least 12" above any suspended ceiling grid, provide solid core doors. Favorable consideration will be shown to proposals that include provision of walls extending to the deck above and provision of acoustically isolating means and materials (sound attenuation insulation) within these walls.
17. Conference Rooms: Provide four (4) conference rooms. One shall be approximately 600 square feet. Construct with full height drywall which extends at least 12" above any suspended ceiling grid, provide solid core doors. Favorable consideration will be shown to proposals that include provision of walls extending to the deck above and provision of acoustically isolating means and materials (sound attenuation insulation) within these walls. The other small conference room should be approximately 120 square feet. Favorable consideration will be shown to proposals that include provision of walls extending to the deck above and provision of acoustically isolating means and materials (sound attenuation insulation) within these walls.
18. Central file Room: Provide one (1) room of approximately 450 square feet and be located in a central location to be used as a central file room.
19. Printing and Copying room: Provide one (1) room of approximately 400 square feet, on each floor. Construct with full height drywall which extends at least 12" above any suspended ceiling grid; provide separate HVAC controls, intakes and diffusers in this room to accommodate the additional heat load and additional venting of fumes. Favorable consideration will be shown to proposals that include provision of walls extending to the deck above and provision of acoustically isolating means and materials (sound attenuation insulation) within these walls.
20. IT Staff/Server & Computer Lab Room: Provide an approximate 414 square foot room housing two 6' x 8' work stations and providing repair/lab space. Room should be constructed with full height drywall, acoustically isolating means and materials, and acoustical sound attenuation insulating within the walls. Provide independent HVAC unit providing 12,000 BTU/HR cooling at a target temperature of 68 degrees.
21. Data/Communications Room: Provide a room of a minimum of 90 square feet, preferably accessible from the staff only zone and located adjacent to the IT staff room. Provide with an independent HVAC unit providing 12,000 BTU/HR cooling at a target temperature of 68 degrees. Provide four 20 AMP circuits, backer board, electrical and connectivity per Tenant/buyer specifications. Room shall be constructed with full height drywall, acoustically isolating means and materials, and acoustical sound attenuation insulation with these walls. Also the floor for this space must be engineered to handle heavy dense loads.
  - Provide UPS back up for this room: and,
  - Provide back-up power generator for continuous sustainability (24/7) of mechanical systems, lighting, and mission critical tenant/buyer data systems operability for an indefinite amount of time. The physical location of the generator will be external, with favorable preference shown to provision of a securely fenced perimeter.

22. Open Office Workstations: Provide within the secure “staff only” zone an open office area of approximately 2,800 square feet to accommodate modular furniture panel workstations which will be provided by buyer. Landlord/seller to provide all electrical circuitry and junction boxes (ceiling and/or wall mounted) required for proper utilization of the furniture panel’s electrified raceway. Landlord/seller to provide data trays and J hooks for routing of telecommunications in all open office areas, and an electrician to be responsible for hard-wire, hook-up of all workstations, including the securing and anchoring of all communications and electrical poles.
23. Office Storage Room: Provide secure storage room of at least 200 square feet within the staff zone of the space.
24. Testing Room: Provide testing room of at least 160 square feet within the staff zone of the space.
25. Staff Break Room/Cafeteria: Provide a staff break room of approximately 500 square feet. Provide a kitchen counter measuring at least eight (8) lineal feet with storage cabinets above and below and a double basin stainless steel sink. Provide electrical circuitry and outlets at this counter sufficient for the safe operation of a coffee maker, three microwaves, and a toaster and a toaster oven. Provide electrical outlets in this room for a full-size stove, three refrigerators, and three vending machines.
26. Maternal Care Room: Provide a small room with privacy lockset on door.

All interested parties must submit a written “letter of interest” addressed to the person listed in the last paragraph below. Interested parties may compose their own “letter of interest” which must include the following information:

- A statement that the submitting party wishes to offer a particular property for review in response to this request for information; a statement that the submitting party presently believes they would, if selected, be willing to accept the terms and conditions of the State’s standard purchase agreements which they have reviewed in advance and is available online.
- It must include in hard copy, the business name, address, telephone number, e-mail address of the party submitting the “letter of interest”; a statement that the person submitting the “letter of interest” is legally authorized to do so; the street address of the property offered for consideration; the approximate square footage of the property; a brief description of the proposed parking accommodations that would be made available to provide compliance with the requirements listed herein, a brief description of the proposed property including the number of floors, and (if existing construction) whether utilities and other services related to occupancy of the building are currently operable, whether there is an operable elevator, whether the space is vacant, a listing of current occupants of the building, disclosure regarding the current state of repair, and if the building is in need of renovation and/or new construction. An appendix must accompany the “letter of interest” providing a map diagram of the proposed property with its location highlighted and depiction of surrounding/adjacent lots, notations regarding the usage of properties in the surrounding area, and the nature (type) of business in the surrounding area.
- All Letters of Interest must include the information specified above, and are to be addressed and delivered to: Heather Kelley, Director of Operations, 7 Eagle Square, Concord NH 03301; or via email to: [Heather.A.Kelley@oplc.nh.gov](mailto:Heather.A.Kelley@oplc.nh.gov). Any or all letters of interest must be received by 2:00 PM on Friday, March 3, 2023. The State of New Hampshire reserves the right to accept or reject any or all letters of interest and any or all proposals.

**RFI IS NOT AN RFP**

This RFI is for informational purposes only, and is not intended to result in a contract or vendor agreement with any respondent. This RFI is not a Request for Proposals, Bids, or Applications. The State is seeking vendor community insight

and information prior to finalizing business, functional, operational, and technical requirements before considering the publishing of a Request for Proposal (RFP).

This RFI does not commit the State to publish a RFP or award a contract. The issuance of an RFP, as a result of information gathered from these responses, is solely at the discretion of the State. If a RFP is issued, it will be open to all qualified vendors, whether those vendors choose to submit a response to this RFI. This RFI is not a pre-qualification process.

### **PUBLIC DISCLOSURE**

Any information submitted as part of a response to this RFI may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, may an RFP be published by the OPLC, and a contract awarded, that information will be made accessible to the public online via the website Transparent New Hampshire ([www.nh.gov/transparentnh/](http://www.nh.gov/transparentnh/)). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas are exempt from public disclosure under RSA 91-A:5, IV.

Insofar as a Vendor seeks to maintain the confidentiality of its confidential commercial, financial or personnel information, the Vendor may clearly identify in writing the information it claims to be confidential and explain the reasons such information may be considered confidential. This may be done by separate letter identifying by page number and RFI section number the specific information the Vendor claims to be exempt from public disclosure pursuant to RSA 91-A:5.

Each Vendor acknowledges that the OPLC is subject to the Right-to-Know Law New Hampshire RSA Chapter 91-A. The OPLC shall maintain the confidentiality of the identified confidential information insofar as it is consistent with applicable laws or regulations, including but not limited to New Hampshire RSA Chapter 91-A. In the event the OPLC receives a request for the information identified by a Vendor as confidential, the OPLC shall notify the Vendor and specify the date the OPLC intends to release the requested information. Any effort to prohibit or enjoin the release of the information shall be the Vendor's responsibility and at the Vendor's sole expense. If the Vendor fails to obtain a court order from a court of competent jurisdiction enjoining the disclosure, the OPLC may release the information on the date the OPLC specifies in their notice to the Vendor without incurring any liability to the Vendor. The Vendor is strongly encouraged to provide a redacted copy of their Proposal.

### **LIABILITY**

Vendors agree that in no event shall the State be either responsible for or held liable for any costs incurred by a Vendor in the preparation or submittal of or otherwise in connection with their submission.