

# 93-99 BISHOP ALLEN DR FACILITIES MANAGEMENT RFP: ADDENDUM 1

Issued January 30, 2020

## INTRODUCTION

The questions below have been submitted in writing to the CRA or transcribed from verbal questions and answers at the Site Visit at 93-99 Bishop Allen Drive on January 23, 2020. This document and attachments referenced may be found online at: [www.cambridgeredevelopment.org/93-99bishopallen](http://www.cambridgeredevelopment.org/93-99bishopallen)

### **Will the Facility Management team have an office inside of 93-99 Bishop Allen Drive?**

- The CRA does not anticipate the management team having dedicated office space in the building, however in the design process we could look into improving on-site facilities for the building operations.

### **Can the CRA provide an existing operating budget?**

- Below is the pre-renovation budget (excluding the management fee) for 2019-2020:

<b>Expense</b>	<b>Annual Amount</b>
Cleaning (common areas and in offices)	\$21,600
Insurance	\$25,000
Repairs & Maintenance	\$20,000
Real Estate Taxes	\$0
Snow Removal	\$13,000
Dumpster Service	\$4,983
AC units seasonal install and removal	\$1,870
Rodent Service	\$600
Elevator Inspection/Repair	\$554
Fire System Inspection	\$120
Fire Alarm Testing and Monitoring	\$1,180
Supplies	\$16,680
Phone (elevator line and conference room line)	\$1,488
Gas and Electric	\$32,400
<b>Total Annual Operating Expenses</b>	<b>\$139,475</b>
<b>Total Ave Operating Expenses/ Month</b>	<b>\$11,623</b>

### **Who is the current vendor under contract for the alarm system?**

- The vendor is Alarmex. The building has an alarm panel that is connected to a central station, this is monitored 24/7 and dispatches the fire department if needed.

***Are there any ADA approved restrooms in the building?***

- There are currently not any ADA compliant restrooms in the building. Although there is a restroom on the basement level of 93 Bishop Allen Drive that is able to fit a wheelchair, it does not meet all ADA requirements.

During the revocation of the building, the CRA anticipates redesigning the existing restrooms and making the facilities ADA compliant.

***Who is the contracted architect?***

- The CRA has executed a contract for design services with Silverman Trykowski Associates.

***Will the tenant spaces be reconfigured to allow for additional space?***

- Reconfiguring some spaces to ensure organizational privacy and security will be determined during the renovation of the building.

***Are the tenant's leases triple net?***

- No, under the existing lease terms, the tenants' rent payment covers the operating costs for the building. All tenant utilities are currently included in their rent payment. However, in 2021, the leases with the current tenants will be revisited and different terms may be considered.

***How much of the buildings approximate 19,500 gross square feet is rentable space?***

- The rentable space is 17,098 square feet. The total rental space may change once the building renovations are completed.

***What is the average per square foot rental rate?***

- The per square foot rental rate ranges between \$20.75 - \$33.10 per square feet. The weighted average of the rental rate is \$25.81. This does not include parking fees.

***Who owns the alley between the CRA's building and the adjacent church?***

- The alley is owned by the adjacent church, Christian Life Center.

***How many non-profits are in the building?***

- There are currently 11 non-profits operating in the building. The names of the organizations are:
  - *Boston Area Rape Crisis Center*
  - *Brattle Film Foundation*
  - *Cambridge Camping*
  - *Cambridge Community Foundation*
  - *Enroot*
  - *Green Cambridge*
  - *LaunchX*
  - *Next Step*
  - *Sustainable Business Network*
  - *The Algebra Project*
  - *The Young People's Project*