

D. APPENDIX 4 – FORM TO SUBMIT PROPOSER’S QUESTIONS

**UNIVERSITY OF WISCONSIN-MADISON
SCHOOL OF MEDICINE AND PUBLIC HEALTH
REQUEST FOR PROPOSAL No. 285-DFMCH**

Instructions: On or before November 1, 2022, Proposers may submit written requests for clarification of this RFP and/or questions to UW-Madison by utilizing this form. Please submit the completed form via email to erosner@uwsa.edu Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted to: <https://www.wisconsin.edu/capital-planning/property/leasing/#real-estate-requests> on or before November 11, 2022.

* * *

RFP Section/ Appendix No.	Page No.	Request for Clarification and/or Question
Section A 4, (a) 1; Appendix 1	9	<p>Q: Can the office space be located on different floors? Can the loading area be located on a different floor from the office space?</p> <p>A: The office space can be located on multiple floors. Staff locations and adjacencies will be determined during the design process with input by DFMCH.</p>
Section A 4, (b) 2; Appendix 1	9	<p>Q: Tenant’s offices suite shall have electronic access control at all entry doors, identified storage rooms, and data closets, compliant with campus access control specifications. Facility/Building entry doors will have electronic access as well but will be programmed to be open during business hours. Is this acceptable?</p> <p>A: Yes, shared building entry doors can be programmed to Open(unlocked) during normal business hours.</p>
Section A 4, (b) 2; Appendix 1	9	<p>Q: Will the purchased equipment be at Lessor's cost or Tenant's cost?</p> <p>A: For ease of submitting a proposal the access control equipment will be purchased by the tenant for installation by Lessor’s contractor. We reserve the opportunity to include the equipment purchase as part of the tenant improvements.</p>
Section A 4, (b) 4; Appendix 1	9	<p>Q: Can more detail be provided about the type and frequency of the deliveries to the loading area? Are the deliveries from a box truck, semi-truck or van? Do the delivered items need to be transported to the office space or is this a separate operation?</p> <p>A: Everything from small vans up to semi trailers. Some items are delivered on pallets.</p> <p>Frequency:</p> <ul style="list-style-type: none"> • Vans/box trucks...daily...multiple • Larger box trucks...one or two a week • Semis once or twice a month <p>Items need to be moved around inside the facility, that is handled by UW staff. Deliveries need to happen in a covered, secure area.</p>

Section C 1; Appendix 3	11	<p>Q: Is the requirement that the private offices be built in the interior of the space a preference to have the offices located in the center of the suite, and not be placed along the demising, exterior, or windowed walls if possible?</p> <p>A: Locating private offices on exterior walls should be avoided to maximize the sharing of natural light.</p>
		<p>Q: Will you accept a term greater than 5 years?</p> <p>A: The response must include proposing a five-year term, however terms greater than five years will be considered.</p>