

RFP Addendum # 1

Request for Proposals for Commercial Broker Services

(Solicitation # 5502)

Date of Addendum # 1: May 24, 2021

The Request for Proposals (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of two pages.

This Addendum lists questions received and SHA's responses (see Item 1 below).

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1. What are the specifics of the current SHA lease at 190 Queen Anne Avenue:

- a. Lease Expiration Date
- b. Square Footage
- c. Renewal Option notice date and specific provisions
- d. Status of renewal discussions with landlord

Response:

Lease Expiration Date: 3/25/23

Square Footage. See attached. The base rent excludes the annual escalation costs, which are calculated yearly and added to the total rent.

Due to the pandemic, the building closed in March of 2020 and has not fully reopened as of this writing.

Renewal Option: None on this lease.

Status of renewal discussions with landlord. In 2019, SHA and MSRE entered into negotiations regarding a new lease. These discussions included expanding the SHA's space to include the balance of the 2nd floor. Once the pandemic hit, these negotiations stalled. SHA is in the process of evaluating its ongoing needs.

Question 2. What programming has SHA done to forecast short, mid and long term planning (i.e. growth, contraction, etc.)?

Response:

SHA's Asset Management and Human Resources Departments have been coordinating with the other departments to determine SHA's future needs regarding space. A number of SHA employees have been telecommuting for over a year. There are a number of SHA positions where telecommuting is not possible, but where it is, SHA is surveying staff as to what their needs are.

As of this writing, Covid procedures remain in place. Generally, it is anticipated that beginning in July, a limited number of employees will begin to return to the Queen Anne office. This will be a staggered approach with a goal of re-establishing schedules by October.

With respect to the number of employees, SHA does not anticipate any contraction.

Question 3. What geographic parameters are contemplated for the lease negotiations?

Response:

SHA's offices are required to be located within the city limits of Seattle.

Question 4. What is SHA's current Return to Work plan and timing?

Response:

See Response to Question 2.

END OF RFP ADDENDUM # 1