



CITIZENS PROPERTY INSURANCE CORPORATION

**Addendum No.: 1
 INVITATION TO NEGOTIATE
 ITN No. 24-0012
 FOR
 225,000 USF (+/-10%)
 Leased Office Space
 Jacksonville, Duval County, FL
 August 5, 2024**

WRITTEN QUESTIONS AND ANSWERS

Failure to file a protest within the time prescribed in section 627.351(6)(3), Florida Statutes (F.S.).

QUESTION #	ITN REFERENCE	QUESTION RECEIVED	ANSWER
1	Sections I, IV and V.	Section V of the ITN states Offeror's should propose a \$35.00/SF TI Allowance should modifications be required "post occupancy". Section IV(6) states Offeror will provide a turnkey buildout at Landlord's cost. Can you clarify if the \$35.00/ SF is in addition to the initial turnkey delivery of the Premises at Landlord cost, or if the \$35.00/SF is an initial budget that should be assumed by each Offeror?	Strike the word "post occupancy on pages 4 & 11. \$35.00/sf is an initial budget that should be assumed by each offeror. During negotiations, a test fit will be required by each offeror to advance to the next stage of the ITN process. This will be a collaborative effort by the offeror and Citizens. Once a final plan is achieved and approved, more precise budgeting can be developed prior to Citizens calling for Best-And-Final Offers (BAFO). If Tenant Improvements (TI) cost exceeds the \$35/sf initial

			baseline, the difference can be amortized into the rate. Conversely, if TI costs are less than \$35/sf, Citizens will expect a reduction in the rates. <u>The turn-key buildout will be completed prior to occupancy.</u>
2	Section V.	Citizens currently has 24/7 on- site security personnel. Will this be a requirement of the Lease? If not a requirement, will Citizens have a preference for 24/7 on- site security personnel?	Citizens 24/7 on-site security is site specific. Please include any security options you may have in your proposal. This can be further explored during negotiations.
3	Section V.	Is there a benefit to Citizens to be able to deliver a Premises ready for occupancy prior to January 1, 2026, assuming it would not accelerate the target June 1, 2026, Commencement Date?	Yes, as long as there is no financial impact to Citizens.
4	Section IV (7)	Section IV (7) of the ITN states Citizens will have a Downsize Option of “no less than” 15% of the Premises area. Section 5 of Addendum 1 to the Standard Lease Form states the Downsize Option will be applicable to “up to 15” of the Premises area, suggesting “no more than” 15%. Can you clarify what the Downsize Option size intent is? Also, if Tenant exercises the Downsize Option, will Citizens agree to reimburse Landlord for any unamortized commissions or tenant improvement/ FF&E costs that Landlord actually spent for the Downsize space?	The intent is that Citizens will have a one-time “Downsize Option” between 1% -15% of the leased space. There is no statutory mechanism for recouping unamortized commissions; however, there is for unamortized TI.
5	Attachment C	Will Citizens require or seek expansion/ growth needs and protection during the Term? We did not see anything regarding Rights of First Refusal or other expansion protections that would typically accompany a Lease of this size.	Any expansion rights will be discussed during the negotiation phase, but at this time, Citizens does not anticipate needing additional space during the base term.
6	Section III, A. 3.	Can you clarify at what point of the negotiation process will Offeror be requested to submit a space plan of the proposed Premises? Will Offeror be required to provide a space plan for the entire Premises at Offeror’s cost?	Any offeror advanced to the negotiation phase should have their architect immediately ready to work with Citizens in developing a workable plan; however, it is Citizens’ intent to make use of as much of the existing conditions as possible to save money. The cost of test fits will be the responsibility of the offeror.

7	Attachment A	At what point will Citizens determine if existing office furniture within an offered Premises are acceptable? Will that be determined during site visits after initial responses are made? Please confirm that if existing in-place furniture is not acceptable, Citizens will provide all office furniture at no cost to Offeror.	Any existing in-place furniture will be evaluated during the initial site visit and evaluation phase of the ITN. Citizens cannot make decisions about their existing furniture until the initial site visits occur. Citizens encourages inclusion of any modular/case goods furniture options as part of any proposal submitted.
8	Attachment A	If common area conference facilities are existing that meet all of Citizens' conference requirements outlined in the ITN, is there a preference for Citizens to use the common area conference facilities, versus have those facilities be part of the rentable Premises area?	Citizens will consider this option so long as the available common area conference rooms meet the requirements of the ITN.
9	Section IV and Attachment C	If Citizens exercises the Right to Terminate per Section 21 of the Standard Lease form, will Citizens agree to reimburse Landlord for any unamortized commissions or tenant improvement/ FF&E costs that Landlord actually spent for the transaction?	There is a mechanism/process for Tenant Improvement and FF&E to be reimbursed consistent with chapter 255, Florida Statutes and the promulgated rules thereto. The commission rate has not yet been established.
10	Section IV, 9.	Page 9 #6 references turn-key buildout, but concept of TI allowance is inputted at \$35/sf for ITN. Please clarify and If costs exceed \$35/sf, please confirm how Citizens will fund the cost overage?	If during negotiations costs exceed \$35/sf, Citizens may consider options for the costs/overages. Also, please see answer to question #1 above.
11	Attachment A	Please provide a list of departments that coincide with the space program stating number of offices, workstations, conference rooms, etc. plus any notes on any adjacency needs, if applicable or needs that need to be on the ground floor only.	Please see Exhibit 1 below.
12	Attachment A	The requirements note an optional warehouse storage space of 5,000-6,000 square feet for emergency response vehicles including specialized door height and width. What is the required ceiling height, entrance width? How many vehicles will be stored in the space, including a list of dimensions of each vehicle or item to be stored.	Please see Exhibit 2 below.

13	Attachment A	Please verify any critical function areas that require redundancy (24/7).	Redundancy is required in the Main equipment room for HVAC.

EXHIBIT 1

ANSWER TO QUESTION #11 ABOVE

Although only an initial estimate, a space allocation worksheet was prepared by Citizens before this ITN which outlined 8 business units with the following anticipated number of personnel, anticipated type of space required (office or cubicle) and specific support space needs.

These are estimates only and offered to assist with space planning requirements.

Administrative Services, 373 personnel; 56 offices, 317 cubicles (this area includes a call center space; facilities management; secured HR admin space; storage areas)

CLEA, 17 personnel and 2 offices; 15 cubes; (Video production room)

Executive, 4 personnel and

Financial Services, 46 personnel 11 offices; 35 cubicles (specialized MICR/inserter equipment and secured space for check processing, check stock room)

Information Technology, 229 personnel and 31 offices; 198 cubicles (agile spaces, 10-20 shared hoteling cubicles, labs, IT storage, data/computer center (aka Main Equipment Room)

Insurance Operations, 498 personnel 121 offices; 377 cubicles (mock trial room, evidence room)

General Counsel, 55 personnel 35 offices, 20 cubes (potential growth with more office needs)

Internal Audit, 17 personnel 6 offices, 11 cubicles (secured work area for this business unit, internal conf rm space, potential for additional office)

These estimates are provided just for background and may not reflect the space needed or negotiated. Additional details will be determined as this solicitation proceeds.

EXHIBIT 2

ANSWER TO QUESTION #12 ABOVE

CITIZENS' EQUIPMENT REQUIRING STORAGE: Vendor's Reply is welcomed to also propose storage space for the following catastrophe (CAT) equipment of Citizens. This information is given to assist Vendor to potentially include and accommodate Citizens' equipment. The usability of the storage space will be solely determined by Citizens and its representatives; To maximize the usefulness and ensure the space meets the ease of access and circulation needs, Citizens envisions storage space to potentially have large overhead garage doors with a minimum opening size of 18' wide by 20' high. A ceiling height of 24' is desired to enable special equipment features to be raised while in storage. The ability to easily pull in and out of the mixed-use/storage space/conditioned office space with vehicle in tow would also be welcome.

Equipment	Dimensions (in Feet)					
	Qty	Length	Width ¹	Height	Unit Sq. Ft.	Total Sq. Ft.
Field Service Vehicle (FSV)	3	36	8	12	288	864
Claims (x3) / Tech Trailer (x1)	4	30	8	12	240	960
Generator 55kW	1	20	8	7	160	160
Generator 27KW	1	12	8	8	96	96
Trailer Caddy	1	6	4	4	24	24
Ford F-350 Truck (periodic storage)	1	27	8	7.5	216	216
Ford F-250 Truck (periodic storage)	1	27	8	7.5	216	216
Flex Fleet Commercial Truck (AUG – DEC)	2	27	8	7.5	216	432
Enclosed Trailer (Facilities 12 Foot)	1	22	10	8	220	220
Enclosed Trailer (Facilities 18 Foot)	1	28	11	8	308	308
small materials/supplies					500	500
IT equipment					400	400
Plus circulation space						
Estimated need: 5,000 to 6,000 SF						

REQUIRED RESTROOM ACCESS DESIRED: Citizens would like to have 24 x 7 access to a restroom facility for when staff are on-site.

EMPLOYEE PARKING: On-site parking for at least two employees is requested to be available 24 x 7. Adjacent parking and/or onsite parking for 3 oversized trucks and up to 5 employees is also desired. These 5 spaces are anticipated to be used only during a pre- and post-deployment planning meeting in response to a CAT event. The parking area should be secured, safe, well-lit, convenient, and accessible easily accessible.

**FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 627.351(6)(e), FLORIDA STATUTES, (F.S.), CONSTITUTES A
WAIVER OF PROCEEDINGS.**