

**Request for Proposal 01-11072018**

**Leasing of Office Space**

## **I. GENERAL INFORMATION**

### **A. PURPOSE**

Pasco-Hernando Workforce Board, Inc. (PHWB) is requesting proposals for office space in eastern Pasco County to serve as the agency's One Stop location.

Pasco-Hernando Workforce Board, Inc. is a not-for-profit organization that serves Pasco and Hernando counties by administering local workforce development and welfare reform programs as part of the State of Florida and the Federal Government's initiatives.

The preferred location shall be on the eastern side of Pasco County and have access to public transportation. All locations within eastern Pasco County will be considered. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.

PHWB's targeted occupancy of the selected site is April 01, 2019.

### **B. WHO MAY RESPOND**

Respondents must be the owner of the facility or the owner's authorized representative having authority to act on behalf of the owner and able to provide a facility that meets the requirements of this Request for Proposal (RFP).

### **C. TECHNICAL ASSISTANCE**

Technical assistance will be provided through a written question and answer format. Potential respondents will have until 12:00 p.m. on November 26, 2018 to submit questions in writing, by email, to [bgause@careersourcepascohernando.com](mailto:bgause@careersourcepascohernando.com).

Answers will be posted on the website, [www.Careersourcepascohernando.com](http://www.Careersourcepascohernando.com), and available to all entities within three (3) business days of receiving the question. PHWB reserves the right to decline a response to any question if, in PHWB's assessment, the information cannot be shared with all potential bidders in a timely manner.

### **D. INSTRUCTIONS ON PROPOSAL SUBMISSION**

#### **Intent to Respond**

It is preferred that potential Offerors notify by Thursday, November 26, 2018 via email to [bgause@careersourcepascohernando.com](mailto:bgause@careersourcepascohernando.com), of their intent to submit an offer and identify the property address.

### **Closing Submission Date**

Either one (1) electronic copy or one (1) original hard copy and three (3) additional hard copies of the proposal must be submitted no later than 5:00 p.m. on Monday, November 30, 2018. Proposals and/or modifications received after that date will not be considered.

### **Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed.

### **Instructions to Prospective Contractors**

Inquiries and proposals should be addressed as follows:

Name: Brenda Gause  
Title: Sr. VP of Operations  
Address: P.O. Box 6589  
Spring Hill, FL 34611  
Phone: (352) 593-2226  
Fax: (352) 593-2206

Email: [bgause@careersourcepascohernando.com](mailto:bgause@careersourcepascohernando.com)

Inquiries and proposals submitted via email should reference **RFP for Leasing of Office Space** in the subject line. Should Offeror opt to submit hard copies of a proposal, it is important that **RFP for Leasing of Office Space** is clearly marked in the lower left hand corner of the envelope.

It is the responsibility of the Offeror to ensure that the proposal is received by PHWB by the date and time specified above.

### **Right to Reject**

PHWB reserves the right to reject any and all proposals received in response to this RFP. An agreement for the accepted proposal will be based upon the factors described in this RFP.

### **Small and/or Minority-Owned Businesses**

Efforts will be made by PHWB to utilize small business and minority-owned business.

### **Notification of Award**

It is expected that notification of award will be made by Monday, December 10, 2018.

## **E. GENERAL REQUIREMENTS**

PHWB is seeking office space of approximately 5,500 square feet to serve as the agency's One Stop location in eastern Pasco County. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended. See Section VII below for Accessibility Requirements.

The preferred location shall be on the eastern side of Pasco County and have access to public transportation, if possible. Other locations within eastern Pasco County will be considered. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.

PHWB requests to occupy the facility beginning April 01, 2019 with a preferred lease agreement of one (1) year with the option to renew for two (2) years. The final agreed upon occupancy date is negotiable; however, occupancy must be possible no later than April 15, 2019. Therefore, Offeror must indicate ability to meet tenancy of April 01, 2019 or specify the earliest date of potential occupancy.

## **II. SPECIFICATIONS**

### **A. SCOPE**

The leased facility requirements include:

- Centralized clerical and operational support area to accommodate high volume multi-function machines;
- Designated access to a conference room that can accommodate meetings and trainings for 25-35 people is preferred, but access to conference room space shared with other tenants will be considered;
- Eighteen (18) to twenty (20) individual offices and up to ten (10) cubicle workstations that can accommodate up to 30 staff members;
- On-site storage area;
- Local Area Network (LAN) cabling for personal computers and multi-function machines, and designated LAN room for network server;
- Electrical systems with adequate outlets to support a trouble-free environment for individual office workstations and high-volume, multi-function machines;
- Telephone ports with lines to support a trouble-free environment for a multi-user telephone system;
- Heating, air conditioning, and ventilation systems that provide superior air quality and movement;
- Access to parking to accommodate at least sixty (60) vehicles for PHWB staff and guests;

- Maintenance, including custodial requirements (e.g., janitorial; maintenance; repairs, water and sewer services; real property taxes and levies; and the landscaping and mowing of grounds);
- Access to public transportation preferred
- ADA compliant

**B. PRICE**

In consideration of all the requirements contained herein, the total monthly rental price must be at or below market value. The price details must also disclose a plan, basis, and schedule for rent increases.

**C. PAYMENT**

The Lessee will enter into a lease for office space upon selection of the facility based on the review of proposals. PHWB will be the sole leaseholder.

**D. CONFIDENTIALITY**

PHWB must comply with 2008 Florida Statutes 119.01 and may be requested and required to release information from proposals received in response to this RFP.

**III. OFFEROR’S QUALIFICATIONS**

Please use this format as the outline for your RFP response.

**IV. PROPOSAL FORMAT**

- Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum requirements.
- Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.
- Your proposal must be signed by an official authorized to bind your firm contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 60 calendar days after the closing date for receipt of offers.

**V. FACILITY QUALIFICATIONS**

The Offeror, in its proposal, shall, at a minimum address the following technical qualifications:

Parameters	Requirement
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Facility Description	<p>Describe whether this is a(n):</p> <ul style="list-style-type: none"> <li>• owned building ready for occupancy;</li> <li>• owned building requiring retrofit;</li> <li>• facility that will be built to occupant specifications</li> </ul>
Facility Occupancy Timeline	<p>Provide details on the timeline for occupancy. April 01, 2019 is the target occupancy date. If April 01, 2019 is not feasible, specify the earliest time that the facility would be available for occupancy. Occupancy must be possible no later than April 15, 2019. Certify that the building will be compliant with all agreed upon requirements by the date specified by Offeror.</p>
Facility Occupants	<p>Explain if rental would involve a whole or part of the proposed building. If part, identify the existing or potential occupants that may rent the remainder of the space, as well as the shared use of common areas in the facility.</p>
Facility Location	<p>Describe the exact location (complete) address.</p>
Facility Square Footage	<p>Provide a layout showing 5,500 square feet. Additional space should be shown separately, if applicable. Please provide the potential, or lack thereof, for the option of the future development (i.e., increase in square footage) of property should the need arise.</p>
General Layout	<p>Describe the square footage and layout available to accommodate a work environment for at least thirty (30) staff, which shall include at a minimum:</p> <ul style="list-style-type: none"> <li>• Reception area. Indicate if reception area is designated space or shared with other building tenants.</li> <li>• Centralized clerical and operational support area to accommodate high volume multi-function machines.</li> <li>• Eighteen (18) to twenty (20) individual offices and up to 10 cubicle workstations that can accommodate up to thirty (30) staff members.</li> <li>• Prefer designated access to a conference room that can accommodate meetings and trainings for twenty-five to thirty-five (25-35) people. Will consider access to conference room space shared with other tenants. If conference room is shared with other building tenants, specify scheduling parameters.</li> <li>• On-site storage area for supplies and work files.</li> </ul>

## VI. EVALUATION CRITERIA

A. All offers must meet the requirements as set forth in the request for proposal.

B. In addition, the following criteria will be numerically weighted and scored as part of the evaluation:

- Price (35 Points)

Using criteria listed below, a competitive range will be established. For those offers remaining in the competitive range after the technical evaluation, the total proposed price for the term of one (1) year and the two (2) annual option periods for the minimum amount of office space and the optional office space will be weighted and scored. The lowest total price for an otherwise acceptable technical offer will receive the maximum points for this criterion. The remaining offers will receive a percentage of the available points based upon the ratio of the total price of the lowest offered price to the total price of the respective offer being ranked. The Company may select the low evaluated offer or may continue with additional negotiations and a request for final revised offers.

- Location (30 Points)

- Location of the facility is within the specified areas

- Technical Approach (20 points)

Approach to meeting the following concepts which are to be incorporated into the facility design:

- Individual building functionality and responsiveness to the requirements including technical and performance specifications and design considerations to provide an aesthetically pleasing interior and exterior appearance. Quality of materials for finished surfaces which will result in low maintenance. The proposed facility will be assessed as to its functionality as Class A office space and effective space conducive for multi-program research and development. Type of construction and efficiency of the arrangement proposed for office space. Approach and plans for parking with effective site ingress and egress.
- Plans for mechanical and electrical systems which are energy efficient.

- Schedule for Occupancy (15 points)

- Are all phases of the schedule for preparing the facility for occupancy included in the offer?
- Is the proposed schedule credible and realistic?

- Does the contractor/developer exhibit adequate evidence of his/her ability to meet the proposed schedule?
- Is this the best possible schedule in days from execution of the lease agreement?
- Occupancy of office space is requested by April 01, 2019.

We reserve the right to solicit from any available sources relevant information concerning your business operations and to use this information in evaluation and selection.

## **VII. Accessibility and Alterations**

- A. The leased Premises must meet at the time of occupancy, or will conform, or will be brought into conformance within 180 days of lease execution, the requirements of the 2012 Florida Accessibility Code for Building Construction (“FACBC”), 2010 ADA Standards, American With Disabilities Accessibility Implementation Act, Section 553.501 – 553.514, Florida Statutes. The Code of Federal Regulations, Department of Justice, Title 28, Part 35 and Part 36, and the Department of Transportation Title 49, Part 37 and the requirements of Florida Building codes have all been incorporated within FACBC.
- B. The Florida Building Codes includes and requires the following subparts, which are applicable to occupied or public use leases:
 

Chapter 1, Section 101.1 - all new and altered public building and facilities, private buildings and facilities, places of public accommodation and commercial facilities subject to this code shall comply with the code.

Chapter 1, Section 101.03 - this code established standards for accessibility to a place of public accommodation and commercial facilities by individuals with disabilities. This code shall also apply to state and local government (owned and leased) facilities pursuant to Section 553.503, Florida Statutes. It is to be applied during the design and construction, and during any alteration to such building and facilities as required by the code.
- C. Lessee shall have the right to make any alterations in and to the Premises during the term of this Lease upon first having obtained written consent of Lessor. Lessor shall not unreasonably withhold the consent to any such alterations.

## **VIII. Termination of Lease**

From the funds in Specific Appropriations 2191 through 2249, no federal or state funds shall be used to pay for space being leased by a Regional Workforce Board, Workforce Florida, Inc., or the Agency for Workforce Innovation if it has been determined by whichever entity is the lessee that there is no longer a need for the leased space. All leases, and performance and obligations under the leases, are subject to



and contingent upon an annual appropriation by the Florida Legislature. In the event that such annual appropriation does not occur, or in the alternative, there is either a reduction in funding from the prior Annual appropriation or the entity which is the lessee determines that the annual appropriation is insufficient to meet the requirements of the leases, then the lessee has the right to terminate the lease upon written notice by the lessee and the lessee shall have no further obligations under the contracts.