

Workforce Solutions Southeast Texas Board  
P. O. Box 3607  
Beaumont, TX 77704

**FACILITIES LEASING  
REQUEST FOR PROPOSALS  
FOR  
THE LEASE OF APPROXIMATELY 12,000 SQ. FT. OF SPACE**

**RFP # WDB 2017-003**

**Released: June 13, 2017, 10 am**

**Due Date: July 18, 2017, 4 pm**

# FACILITIES LEASING REQUEST FOR PROPOSALS

## SECTION I GENERAL

The Workforce Solutions Southeast Texas Board is evaluating and exploring office space in Port Arthur (77642 zip code) to meet the following requirements:

**Approximately 10,000 to 12,000 sq. ft. building to accommodate a public access Workforce Center with about 20 staff people. There would need to be a reception area to accommodate a built-in public access computer area with 18 computers, six classroom style rooms (tables and chairs), two that could hold up to 35 people, two that could hold about 15 people, two that can hold about 10 people. There would also need to be about 23 staff offices and a single floor building is preferred. Additionally, there would need to be a breakroom/kitchen, hot and cold water, restrooms (public and staff), at least two electrical outlets per room, sufficient lighting, a telecommunications room with separate Air-conditioner. There would need to be sufficient off-street parking, not only for staff, but also the people who will be coming to the building as customers. A possible layout is included with this document. It is only a starting point to demonstrate our needs.**

***Note: Current walk-in traffic is about 70 people per day. The site must be ADA compliant.***

We welcome existing space with modifications or build to suit. Responders may submit multiple proposals.

1. **LEASE TERM:** This turn-key lease shall be for a period of **ten (10) years** beginning no later than July 1, 2018 with an option to renew. The Board receives federal and state funding to operate the workforce centers in Southeast Texas.

### 2. **DEFINITIONS:**

**“ADA”** – Americans with Disabilities Act;

**“Best and Final Offer (BAFO)”** – a means by which the Board can request revised pricing from respondents;

**“Lessor”** – A person or entity who owns or controls real property that is the subject of a lease agreement conveying right of use and possession in exchange for payment of funds;

**“RFP”** – Request for Proposals;

**“TAS”** – Texas Accessibility Standards of the Texas Architectural Barriers Act, Texas Government Code, Chapter 469.

**SECTION III  
PROPOSAL INFORMATION**

**1. BACKGROUND INFORMATION ON THE BOARD**

The Workforce Solutions Southeast Texas Board (herein referred to as the Board) is a not-for-profit organization that administers federally and state funded workforce development and training programs within Hardin, Jefferson and Orange Counties. The Board was formally known as the Southeast Texas Workforce Development Board. Marilyn Smith is the Executive Director of the Board. The Southeast Texas Board was formed in accordance with Texas House Bill 1863 on September 11, 1996. The volunteer body is appointed by the Mayor of the City of Beaumont and the County Judges of Jefferson, Orange and Hardin Counties in accordance with SB 642 and HB 1863. All appointments are subject to the approval of the governor. The BOARD is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, the Texas Workforce Commission, and public interest groups. Representatives of the private sector constitute a majority of the Board membership. The level of funding received by the BOARD from the Texas Workforce Commission in fiscal year 2017 will be approximately \$15 million. The functional responsibility of the BOARD is to provide policy guidance for and to exercise oversight with respect to the listed activities as well as other workforce development activities in the three county areas. The BOARD conducts primary program operation through three Workforce Centers located in Beaumont, Port Arthur, and Orange. Services are provided in Hardin County at the Silsbee Public Library. The services provided at these locations are through a contractor. **The current address for the Port Arthur center is at 3901 Twin City Hwy in the Jefferson City Shopping Center.**

For more detailed information on the services provided by Workforce Solutions and its locations, please visit our website at [www.setworks.org](http://www.setworks.org).

2. **THE LEASE:** The initial term of the lease will be for ten (10) years.
3. **SCHEDULE OF EVENTS:** The Board reserves the right to change the dates shown below upon written notification posted on our website.

<b>EVENT</b>	<b>DATE</b>
Issue RFP	June 13, 2017, 10am
Deadline for Submission of Inquiries	July 10, 2017, 10am
Deadline for Submission of Proposals	July 18, 2017, 4pm
Recommendation to Board (tentative)	September 5, 2017, 9:30 am

#### 4. PROPOSAL REQUIREMENTS:

##### **Submission:**

- Respondents shall submit **one (1) original and four (4) copies** of the proposal, including any required exhibits. **Documents containing original signatures should be clearly marked as "Original."**
- Respondents to this RFP are responsible for all costs of proposal preparation.
- Each proposal should be placed in a separate envelope/package and correctly identified with the following information: Individual or company name, address, RFP number. If submitting responses for multiple properties, each property submittal should be placed in a separate envelope and correctly identified with the aforementioned information.

##### **Content:**

Below is a summary of required and requested information; proposals submitted without this information may be rejected. The Board reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the Board. Exhibit A, Proposal Submittal and Execution of Proposal Form shall be signed and returned with the response.

##### **Company Information:**

- a. Company description;
- b. Ownership (if partnership, identify each partner);
- c. Physical address;
- d. Mailing address;
- f. Telephone number;
- g. E-mail address of company's primary contact;
- j. Provide a summary of qualifications including commercial development experience and commercial property management experience.

##### **References:**

Provide a minimum of three (3) references from current tenants, including names, email address of contact, company name and telephone numbers.

**Condition of facility:** Provide a description of the condition of facility offered, including the following:

- a. The original use versus current use;
- b. Age of facility offered;
- c. General condition of building;
- d. The proposed amount of renovation to be provided;
- e. Lessor's maintenance responsibilities to be included;
- f. Security for parking and building;
- g. Square footage available;
- h. Lease cost per square foot;
- i. Would a lease be a turn-key lease?

- j. Description of any asbestos, mold or other hazardous abatement in the past 5 years and is an asbestos report available?

**Exhibit 'A' Proposal Submittal and Execution of Proposal form:**

Respondents shall complete this form as directed and provide a Lease Space Cost for each property proposed in response to this RFP. This form is to be completed and signed by the individual or an authorized agent of the business entity submitting the proposal, and returned with the proposal.

**Site Plan**

Proposer must provide copies of the proposed site plan. The site plan must show the footprint of the building and the parking lot, as well as the proposed accessible route(s) into the property and between the building and parking lot, as applicable. The proximity to bus stops is important and must be shown on the site map.

**5. Inquiries:**

All inquiries **shall be submitted in writing** by email to [rfp@setworks.org](mailto:rfp@setworks.org). Inquiries will be accepted through July 10, 2017, at 10am. Answers to all inquiries will be posted on our website: [www.setworks.org](http://www.setworks.org).

All inquiries that result in a change to the specifications or that the Board deems necessary for clarifications will be posted on the Board's website: [www.setworks.org](http://www.setworks.org).

Upon issuance of this RFP, except for written inquiries as described above, other employees and representatives of the Board will not answer questions or otherwise discuss the contents of the RFP with potential Lessors or their representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this proposal, nor does it include discussions with the Board representative for the purposes of negotiation or Best and Final Offer (BAFO) after the proposal submittal deadline.

- 6. Delivery of Proposals** - Proposals shall be submitted to the Board by one of the following methods:

<b>U.S. Postal Service</b>	<b>Overnight/Express Mail/Hand Deliver</b>
Workforce Solutions Southeast Texas Board Attn: RFP WDB 2017-003 P. O. Box 3607 Beaumont, TX 77704	Workforce Solutions Southeast Texas Board Attn: RFP WDB 2017-003 510 Park Street, Suite 100 Beaumont, TX 77701

**7. Other**

Proposals will be received until the date and time established for receipt. Only the names of the respondents who submitted proposals will be made public. Prices and terms will not be divulged until after lease award. All information, documentation, and

other related submission materials is subject to the Texas Public Information Act, Tex. Gov't Code, Chapter 552.

All submitted proposals become the property of the Board after the RFP submittal deadline/opening date.

Responses submitted shall constitute an offer for a period of ninety (90) days or until an award is made by the Board.

Proposer certifies that owner is not currently delinquent in the payment of any taxes or certain debts owed in accordance with Texas Government Code, Sec. 2252.903 (Contracting with Persons Who Have Debts or Delinquencies).

The proposer also certifies that they are not debarred from receiving federal funds in accordance with the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510.

## **8. PROPOSAL EVALUATION**

8.1 In determining the best value, the Board may consider:

- (1) cost of the lease contract and what amenities are included;
- (2) age, type, condition and location of lease space;
- (3) space planning allowances and considerations;
- (4) access to public transportation;
- (5) parking availability;
- (6) amount of space available;
- (7) proposed renovation and maintenance of property by Lessor
- (8) indicators of probable Lessor performance under the lease based upon references and;
- (9) willingness to comply with the Texas Accessibility Standards of the Texas Architectural Barriers Act, Texas Government Code, Chapter 469.

8.2 Evaluation Criteria

A. Location;	25%
B. Price / Value	40%
C. References	10%
D. Condition of Facility	<u>25%</u>
Total	100%

8.3 The intent of Board is to award a lease to the Lessor whose proposal is considered to be the best value and in the best interest to the Board.

8.4 An evaluation committee will evaluate the proposals. Site visits will be arranged in conjunction with the evaluation process.

8.5 The Board reserves the right to reject any or all proposals submitted or to award a lease to the proposer who in the Board's opinion offers the best value to the Board. The Board also reserves the right to cancel the RFP process and pursue alternate methods for providing the space requirements.

8.6 The Board reserves the right to conduct studies and other investigations as necessary to evaluate any proposal.

- 8.7 The Board reserves the right to waive any minor technicality noted in the submission process. Submission of proposals confers no legal rights upon any proposer.
- 8.8 The Board reserves the right to request further documentation or information and to discuss a proposal with any proposer in order to answer questions or to clarify any aspect of the proposal.
- 8.9 The Board may develop a "short list" of qualified proposals and may determine that the proposer(s) should submit a Best and Final Offer (BAFO). Each "short listed" proposer will be given a reasonable opportunity for discussion and revision of its proposal.
- 8.10 When space offered is to be constructed, the Board may require additional information or documentation before a lease is awarded.

## **9. SELECTION AND AWARD PROCESS**

- 9.1 Proposals shall be scored by an evaluation committee, using the stated criteria. The evaluation committee will determine if discussions and/or Best and Final Offers are necessary. Award of a lease may be made without discussions or Best and Final Offers, if in the best interest of the Board. The evaluation committee may determine that discussions are necessary to clarify or verify a written proposal. The Board may, at its discretion, elect to have respondents provide oral presentations of their proposals. A request for a Best and Final Offer will be made at the sole discretion of the Board and will be requested in writing. The recommendation of the committee will be presented to the Board for their decision.
- 9.2 A Lease Award Notice will be sent to the successful proposer after Board approval. Execution of the lease contract is required prior to processing any payments to Lessor.
- 9.3 Submission of a proposal indicates Lessor's acceptance of the evaluation process and recognition that the Board may make subjective judgments in evaluating the proposals to determine the best value for the Board.
- 9.4 Pursuant to Texas Government Code, Sec. 2167.006, the Board may not enter a lease unless the real property complies with the Texas Accessibility Standards of the Texas Architectural Barriers Act, Tex. Gov't Code, Chapter 469.

**EXHIBIT A: PROPOSAL SUBMITTAL and EXECUTION OF PROPOSAL FORM**  
**WORKFORCE SOLUTIONS SOUTHEAST TEXAS BOARD FACILITIES LEASING**  
**REQUEST FOR PROPOSALS WDB 2017-003**

**Lessor Information:**

Name of Lessor (Owner): \_\_\_\_\_

Address of Lessor: \_\_\_\_\_  
Street City State Zip

Contact Information: \_\_\_\_\_  
Telephone Number Email Address

**Proposed Leased Space:**

Address of Building Offered: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current status (Check All That Apply):  Existing Building  To Be Constructed  Historic Structure

**10 YEAR LEASE**

Square Footage:	Rate per square foot	Total Annual Rent

**By signature hereon, Lessor certifies all information submitted to be complete, true and correct.**

Proposer represents and warrants that the individual signing this Execution of Proposal is authorized to sign this document on behalf of Lessor and to bind Lessor under any lease resulting from this proposal.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_



## Example of Possible Layout

