

Workforce Solutions of West Central Texas Board Request for Quotes (RFQ)

Lease Space for Workforce Solutions Center in Sweetwater, Nolan County, Texas

Workforce Solutions of West Central Texas Board (Board) is currently seeking quotes for lease space to house a Workforce Solutions Center to serve job-seekers and employers. The space must meet Texas Accessibility Standards (TAS) and may be new, existing or remodeled space in a standalone building, shared space or part of a center with multiple tenants. The minimum term must be 36 months beginning no later than October 1, 2021 through September 30, 2024; however, the Board is willing to consider a longer term to secure more favorable lease terms.

Questions regarding this RFQ will be accepted until 12:00 pm on Monday, April 19, 2021 and should be directed to rfq@workforcesystem.org with **RFQ Sweetwater Lease Space** in the subject line. Responses to all questions will be compiled and sent to all inquirers to this RFQ.

Responses to this RFQ are due by **12:00 pm Wednesday, April 28, 2021**. Electronic submissions of the detailed quotes are required and should be submitted to rfq@workforcesystem.org with **RFQ Sweetwater Lease Space** in the subject line.

Background

Workforce Solutions of West Central Texas Board (Board) serves as the administrative entity for federal and state workforce programs and funds allocated to the nineteen-county West Central Texas workforce development area. The Board contracts with Region XIV Education Service Center for financial management services. The Board's primary responsibility is to provide policy and program guidance and to exercise independent oversight, and evaluation of workforce development programs and services that affect area employers, residents and job seekers. A key element of the system is a Workforce Solutions Center where customers may access all services.

The Board is currently leasing 3351 square feet at 1105 Bell Street, Sweetwater, Nolan County, Texas and has been in this location since 2010. Due to the pandemic, the Workforce Solutions Center is able to offer many services virtually, which has reduced space requirements. The facility currently houses three staff and serves 5 to 10 customers in person daily. Services include access to a resource area with computers, fax machine, copier and resource materials, as well as individual career counseling services, assessments, on-line workshops, access to financial assistance for training, job referral, job posting and placement services, hiring events and provision of labor market information.

Facility Requirements

Overview

The lease space must be suitable and zoned for use as office space, provide easy access from a named, recognized paved thoroughfare and be visible from the street with adequate parking to accommodate ten (10) vehicles, including designated accessible parking spaces. The site must be properly zoned to

allow required workforce center usage and shall comply with all current local, state and national code, ordinances and regulations governing the particular class of facility. If the proposal includes renovation of an existing facility, the building must be surveyed by a licensed hazardous materials surveyor and any required abatement conducted at the expense of the proposer. Facilities must meet current Texas Accessibility Standards (TAS) as evidenced by a review by a Texas Registered Accessibility Specialist. Any costs associated with facility accessibility may be included in the lease cost, however, cost will be a primary consideration in evaluating responses. Proposer must also provide a current Certificate of Occupancy and/or evidence of code compliance inspection by the City of Sweetwater or an independent, licensed third-party.

General Specifications

- Space must be approximately 2,000 square feet to 2,500 square feet in a location that is appropriately zoned for office usage. Exhibit A includes a diagram of the existing floor plan and a chart with preferred and acceptable features. The Board is willing to consider design and specification changes, such as private office space vs. cubicles, for example, if it is more cost-effective and efficient, but still meets the functional requirements.
- The preferred property design would ensure maximum utilization of space, ease of access by customers, optimal customer flow, and minimization of on-going maintenance and utility costs with a preference for green/energy efficient building practices, materials, and systems on a single level.
- Heating and air conditioning systems should allow for independent operation for zones within property to eliminate unnecessary heating/cooling, when only a portion of the property is in use. Operation and metering of utilities must be separate, if the property is part of a multi-unit property or owner/landlord must demonstrate how utility usage is proportionately assessed and that the basis is reasonable and valid.
- The site and building design must conform to the technical requirements of the Americans with Disabilities Act (ADA), entitled the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Reference requirements as set forth in 28 CFR Part 36, as well as the Texas Accessibility Standards 2012, whichever is more restrictive for the elements required to be accessible within this site/facility. This will include, but is not limited to, accessibility to the site (including distributed accessible parking and accessible routes to building entrances), building entrances, access to common-use areas such as lobbies, corridors, meeting rooms, or resource rooms, public telephones and water fountains, vending and break areas, and fully accessible rest rooms.

Exterior Specifications

- Shrubs, grass, landscaping, and automatic irrigation system shall be provided and maintained by the builder/owner, as applicable.
- Site must have a designated external dumpster location.
- Privacy fence must be provided around electrical transformers and/or air conditioning units.

- Paved, off-street parking for no less than ten (10) cars must be adjacent to facility. Parking area must have sufficient curb cuts and ramps in the parking and drop-off areas as required by Texas Accessibility Standards. The parking area shall be covered with hard surface material, i.e. concrete, asphalt paving, or comparable, with sufficient durability to withstand high volume traffic and all weather conditions and shall be new or in like new condition. Compacted dirt, gravel, or caliche-surfaced parking areas are not acceptable. The parking area must have proper drainage to prevent accumulation of water and must be maintained by Lessor at all times in a safe, clean and neat condition. Parking must meet requirements of Rule 68.104 (Texas Administrative Code) that is applicable to all projects registered after August 1, 2020.
- Facility shall have exterior lighting as necessary for security at exits and parking areas.
- Adequate accessible entrances as required by Texas Accessibility Standards (TAS) <http://www.tdlr.texas.gov>. must be visible and easy to navigate.
- Prefer to have separate entrances for the general public and Center staff with secured and controlled access, but single entrance is acceptable.
- Property must allow for location and style of signage indicating Workforce Solutions that is easily visible to the general public.
- Secure and controlled access for exterior doors and all entrances/exits shared with other tenants that allow the Board to control access at all times and days to the Board's space.

Interior Specifications:

- Interior finishes provided (carpet, resilient flooring, ceramic tile, cove base, vinyl wall coverings, paint, ceiling systems, and interior signage) shall be commercial quality and be new or recently updated.
- All interior walls shall have a washable surface. Interior walls are to be floor to ceiling unless otherwise specified. Walls are to be new or like-new condition, clean and free of cracks and other flaws. Interior walls are to be constructed such that a normal conversation cannot be overheard in adjoining offices or areas. All walls are to be insulated to provide maximum privacy.
- Office/Cubicle/Classroom and open space must be wired to accommodate computer stations, and Voice over Internet Protocol (VoIP) telephones as well as desktop PCs, scanners and printers. Wiring should allow for both hard-wire and wireless access and should be visually appealing. The Proposer's selected cable contractor must agree to work with Board staff to determine locations for cable drops.
- Previously occupied space shall have damaged ceiling grid and tile replaced to provide a clean, neat and uniform finished appearance.
- Interior overhead lighting should be laid out to ensure even illumination across the entire facility, be energy efficient (LED strongly preferred) and should be visually appealing, if ceiling-mounted fixtures are used.
- Exit lights shall be provided at each door leading to the outside of the building, in accordance with Fire and Safety Code requirements. Electric and/or luminous directional arrows shall be strategically placed for identification of building exit routes.

- Storage room/closet space for router & related equipment must allow for secured access.
- Internal doors must allow for secured and controlled access that prevents unauthorized entrance by other tenants and allows the Board to control access as desired.

Lease Specifications

- The Board desires a minimum of a three (3) year lease with the option to renew for up to an additional three (3) to five (5) years. The Board is willing to consider longer lease terms based on favorable pricing and contract terms.
- Lease provisions must include a non-appropriation clause that allows for early termination, without penalty, should the Board suffer a documented loss of its public funding. It should be noted that the Board has been operational since 1996 and has not exercised this clause at any facility during that period.
- Time of completion is of prime importance to the Board. Space must be available for occupancy no later than **September 15, 2021**.
- Proposer shall provide a copy of the proposed lease and clearly identify the lease structure, what is included in the base lease price and who is responsible for each of the following items:
 - Annual inspection of fire alarms, fire extinguishers and/or fire suppression systems
 - Pest control (identify frequency)
 - Security, if applicable
 - Janitorial
 - Utilities (excluding telephone and Internet)
 - Refuse/waste removal
 - Maintenance (interior and exterior), including repair and maintenance of plumbing, including fixtures, restroom fixtures, attached cabinetry and countertops, electrical, HVAC, lighting fixtures, mechanical areas, roof, foundation, sidewalks, entry and exit areas, signage (interior and exterior), parking areas, flooring, doors and locks, windows and window treatments, ceiling and wall coverings/tiles, elevators and stairwells, as applicable.
- Proposer shall identify estimated property taxes, insurance requirements and any additional requirements associated with the facility and/or lease.

Response Requirements

For ease and efficiency of review, the Board is requesting that all proposers submit quotes using the Quote Form and Facility Checklist provided in Exhibit B. Proposers should also submit a copy of the proposed lease agreement. If quotes are submitted for more than one property, proposer should submit a separate Quote Form and Facility Checklist for each site. The forms should be submitted electronically by **12:00 p.m. (CST) on Wednesday, April 28, 2021** to the following email address: rfq@workforcesystem.org. Please include **RFQ for Sweetwater Lease Space** in subject line. Proposals received after the indicated time and date will not be accepted or considered for award. Timely delivery of proposals to the appropriate email address is the sole responsibility of the proposer. Proposals will receive an electronic notification of receipt of their proposal. Notification of receipt is not an indication that the proposal has met all minimum requirements to be considered responsive.

Selection Criteria

Selection will be based on the following criteria:

Criteria	Maximum Point Value
Responsiveness to Board needs	40 points
Price and lease terms	60 points
Historically Underutilized Business, Minority or Woman-Owned Business	5 points
TOTAL	105 points

Responsiveness to Board needs includes consideration of the following factors:

- Location and appearance of facility
- Accessibility of facility, including parking
- Size and layout of facility utilizes space for optimal customer service
- Availability of facility within required timeframe

Price and lease terms includes consideration of the following factors:

- Proposed lease cost
- Estimated Board financial responsibility based on proposed lease terms
- Length and type of proposed lease
- Option(s) for lease renewal
- Terms of lease include non-appropriation clause

Historically Underutilized Businesses (HUBs), Minority and Woman-Owned Businesses

- For HUBs, provide current certification
- For Minority and Woman-Owned Businesses provide documentation of ownership and certification of minority/female status

Award

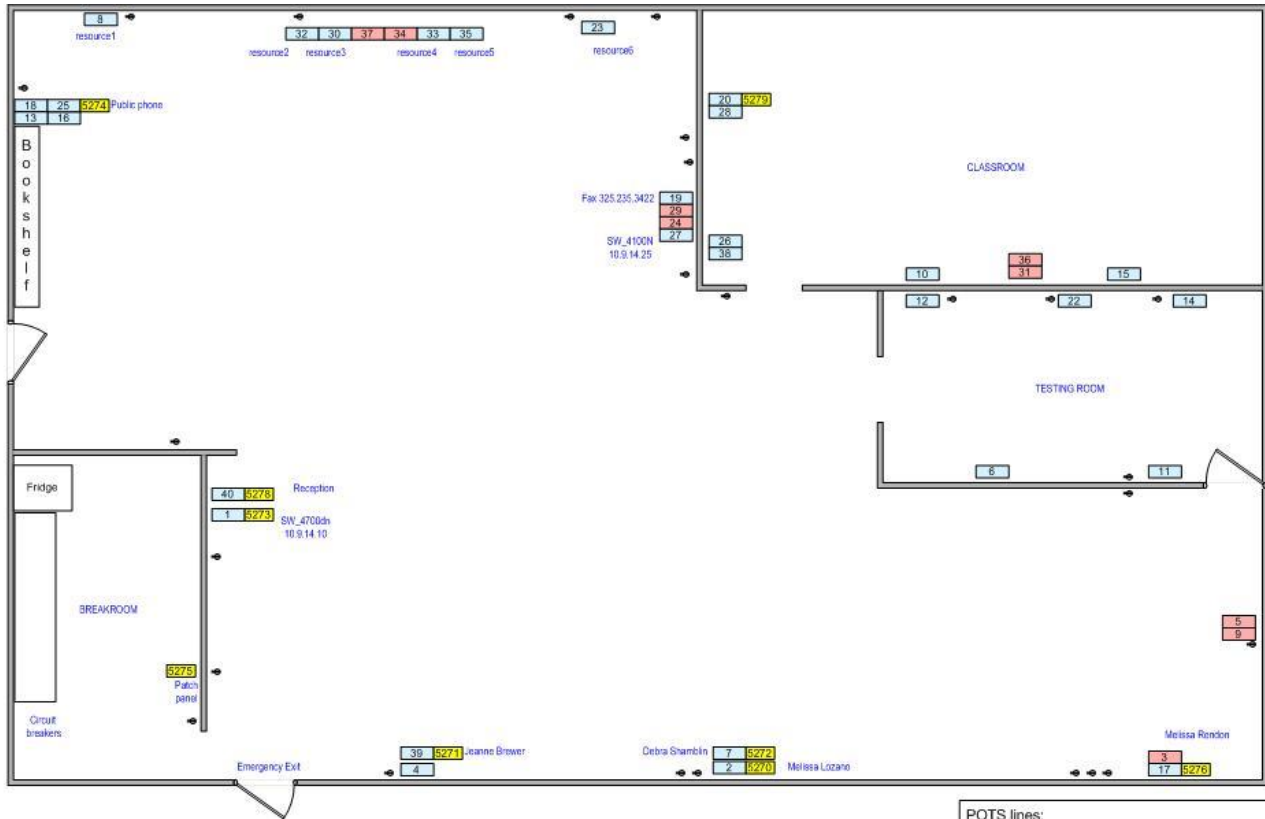
The Board anticipates making a decision by **Friday, May 7, 2021** and shall notify all respondents of the award decision. The Board reserves the right to reject any or all proposals received and to cancel or reissue this RFQ. The Board reserves the right to negotiate the final terms of any contractors or agreements with selected proposer. Misrepresentation of any item in the proposal may result in cancellation of the award. No employee, officer, member or agent of the Workforce Solutions of West Central Texas Board shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.

This project/program is funded in whole or in part with federal funds as part of a larger annual budget.

- The percentage of the total cost of the annual budget financed with Federal money is 86.2%. The dollar amount of Federal funds is \$12,444,206.
- The percentage and dollar amount of the total costs of the annual budget financed by non-governmental sources is 13.8%. The dollar amount of non-federal funds is \$1,993,797.

Exhibit A - FLOOR PLAN OF EXISTING LOCATION

The diagram below is representative of the layout of the existing facility located at 1105 Bell Street, Sweetwater, Nolan County Texas. It should be noted that the restrooms are not shown in the diagram. A men's and women's restroom shared with other tenants is located off an external hallway.



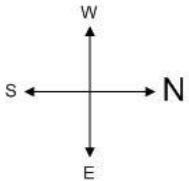
POTS lines:
 325-235-3422 fax (separate from VOIP system)
 325.235.4324 main line = interface 0/2/0
 325.234.4325 = interface 0/2/1
 325.235.3141 = interface 0/2/2

Internal extension range 5270-5279 in line groups :
 Sweetwater-LG1 = 5270, 5271, 5272, 5278
 Sweetwater-LG2 = All Sweetwater phones

Calls to main line ring to LG1 first then ring to all phones after six seconds.

LEGEND	
22	ACTIVE NETWORK PORT
21	INACTIVE NETWORK PORT
5271	DIGITAL EXTENSION (PHONE)
5270	ANALOG EXTENSION (FAX, ETC.)
108	SQUARE FOOTAGE
234	ROOM NUMBER AND DESCRIPTION
↔	DUPLEX ELECTRICAL OUTLET (2 PLUGS)

Workforce Solutions of West Central Texas
 1105 Bell St, Sweetwater, TX, 79556



The following specifications are provided to assist proposers in identifying acceptable and preferred features for a location.

Feature	Preferred	Acceptable
Private offices (minimum of 10' x 10')	1	0
Office space (minimum of 18' x 24') to accommodate 3 staff.	1	1
Meeting/Conference room/Classroom (minimum of 16' x 20')	1	1
Open space (minimum of 18' x 24')	1	1
Employee break area* (must have sink with hot and cold water, counter and storage space, accommodate microwave and refrigerator)	1	1
Storage room* (minimum of 6' x 8')	1	1
IT Room for technology equipment (minimum of 7' x 8')	1	1
Employee/Customer restrooms – must be ADA accessible within property **	1 single user	1 male 1 female
Employee/Customer restrooms – must be ADA-accessible shared with other tenants**	1 single user	1 male 1 female

* Storage area may be included with break area.

**A single restroom for use by customers and employees is acceptable

Exhibit B – Quote Summary and Facility Checklist

Quote Summary	
Proposer Name Address City, State Telephone Email	
Type of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other (describe)
Federal Employer ID Number	
State Comptroller ID Number	
Historically Underutilized Business, Minority or Woman-Owned Business	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES: Certification No. _____ Certifying Agency: _____ Attach a copy of current certification and/or statement of ownership.
Address of Proposed Site:	
Description of space (single building, multi-tenant facility, strip mall, etc.)	
Square Footage of Proposed Site	
Proposed Lease Cost	Cost per square foot/per month: Annual cost per square foot:
Proposed Lease Start Date	
Proposed length of lease term	
Type of lease (full service, net or modified net)	
# of Days to Complete Project and proposed project start and end dates	
Authorized Representative Contact Information	Name: Title: Phone: Email:
Signature and Date	

Facility Checklist

Item	Indicate Yes/No and/or provide a narrative response
Address of Proposed Site	
Square footage of proposed site	
Site is TAS/ADA Accessible	
Exterior maintained by owner/landlord; includes exterior lighting, if applicable	
Parking area covered with hard surface	
Number of parking spaces; number of accessible spaces	
Site allows for exterior signage	
Secure and controlled access for exterior doors	
Interior floor covering of commercial quality and new or recently updated	
Interior walls are painted/covered with new or like-new appearance and appropriately insulated	
Ceiling is painted/covered with new or like new tiles and has uniform, professional appearance	
Office/cubicle/classroom space wired to accommodate computer workstations and VOIP phone system	
Wiring for both hard-wire and wireless access included	
LED interior lighting	
Exit signage in place	
Storage room and IT closet space included	
Secure and controlled access for interior doors	
Proposed length of lease term and proposed renewal term	
Lease includes non-appropriation clause	
Space available for occupancy NLT September 15, 2021	
Copy of proposed lease is attached	
Lease identifies responsibility for following items: annual fire alarm inspection, pest control, security, janitorial, utilities, refuse/waste disposal, maintenance	
Estimated property taxes, identify responsible party	
Insurance requirements for tenant	
Identify any additional requirements associated with facility/lease	
Other: Please include anything not addressed elsewhere	