

## **SECTION I – GENERAL (SCOPE)**

WEBB COUNTY is soliciting Request for Proposals to lease a building with adequate office space exclusively for law enforcement use.

## **SECTION II – STATEMENT OF WORK**

Request for Proposals for Building lease must include adequate office space with a minimum of 4,000 usable square feet not to exceed 5,000 square feet. Multi-Tenant Buildings will not be accepted; Building structure, parking lot, and office space must be exclusive for law enforcement use only.

## **SECTION III – PROPOSAL INFORMATION**

- Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the terms and conditions.
- 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 company or as an individual 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 of Request for Proposals.

### **Definitions**

1. "Usable" Square Footage is defined as the actual occupiable area of a floor or an office suite. It is the space required to house personnel and furniture/equipment.
2. "LESSOR" is defined as an owner of property who rents it to another party; one that conveys property by Lease.

## **SECTION IV – TERMS AND CONDITIONS**

### Location

Proposed Building shall be at a location within .5 (1/2) mile radius of the Webb County Sheriff's Office located on 902 Victoria Street in the downtown area.

### Lease Term and Options

Six (6) month fixed lease term plus two (2) one (1) year options to extend. Options to extend are not guaranteed and are subject to funding availability and approval by the Webb County Commissioners Court.

### Option to Cancel

COUNTY will have the option to cancel this Lease without penalty at any time after the 6th month of the initial lease term. COUNTY shall provide LESSOR with sixty (60) days advanced written notice of their intent to discontinue building lease.

### Occupancy Date

Tentative date of occupancy is June 1, 2016 or the effective date of lease agreement fully executed by COUNTY and LESSOR.

#### Purpose of Use

General Law enforcement use and any other legally permitted uses compatible with a first- class office building.

#### Property Taxes

COUNTY is exempt from paying property taxes therefore LESSOR is responsible for all taxes on property.

#### Base Rental Rate

Please supply base rent on a rentable square foot basis for the initial term and the renewal term for each option to extend - Refer to Form B (pricing schedule).

#### Parking

COUNTY will require a minimum of fifteen (15) parking spaces including one (1) handicap space in accordance with ADA regulations/code. Parking lot must contain one (1) entry and one (1) exit point accessible in a manner that will provide safe and efficient traffic flow.

#### Sublease Rights

No Sub-Leases will be permitted by LESSOR or COUNTY throughout the term of the lease.

#### Access

COUNTY shall have access to the parking facility and building premises twenty four (24) hours per day, seven (7) days per week.

#### Security Deposit

COUNTY will not pay a security deposit.

#### Landscaping Services & Supplies

LESSOR shall be responsible for all landscaping Services and supplies and shall maintain exterior premises clean at all times.

#### Heating, Ventilating Air Conditioning (HVAC)

COUNTY requires LESSOR's HVAC System to run 24-7 and to have programmable temperatures for efficiency of system. HVAC system must be fully operational upon execution of lease agreement and occupancy deadline agreed on by both LESSOR and COUNTY.

#### Floor Plan

Attach a 1/8" "typical" plan as well as floor plan for each of the floors identified for proposed Building and parking facility.

#### Hazardous Waste

LESSOR shall warrant that the building does not contain asbestos or any other hazardous materials.

#### Americans with Disabilities Act (ADA)

LESSOR hereby acknowledges and agrees to expend all monies necessary to comply with the Americans with Disabilities Act (the "ADA"), including all incorporated statutes, rules and regulations. It is further understood and agreed that LESSOR will indemnify and hold COUNTY harmless from any and all liabilities arising out of building changes required by the ADA.

## **SECTION V – PROCEDURES**

1. County shall be permitted to visit each proposed site before final selection of proposal.
2. Proposer must provide all information required by Form A and Form B attached to include all corresponding documents required by Webb County Purchasing Agent.
3. County has the right to negotiate with successful proposer before final execution of building lease agreement.

### **Requests for Proposals will be evaluated as follows:**

#### Location 35%

A site plan identifying the address and the location and orientation of the facility on the required site must be provided. Location of the facility in relation to Webb County Sheriff's Office. In order to facilitate law enforcement operations, planning, and personnel; location of Building facility is critical to this proposal.

#### Technical Approach 20%

Sketches or drawings must be provided which show the functional arrangements of the required space. As a minimum, proposals must include one-eighth (preferred) or larger scale of the proposed floor plan of the proposed building. Plans or drawings must include dimensions and plans for functional space; specific identification of usable square footage proposed; windows; hallways; restrooms; entrances; parking, including designated accessible routes from the parking area to main building entrance(s); electrical power availability, and heating, ventilation, and air conditioning.

Individual building functionality and responsiveness to the requirements including an aesthetically pleasing interior and exterior appearance. Quality of materials for finished surfaces which will result in low maintenance. Type of construction and efficiency of the arrangement proposed for office space. Approach and plans for parking with effective site ingress and egress.

#### Pricing Schedule 25%

Form B (Pricing Schedule) must be completed to evaluate and score accordingly.

#### Schedule for Occupancy 20%

Provide a realistic date of when proposed building would be ready for Occupancy by Webb County Sheriff's Office; list any prerequisites that Proposer would need to prepare before occupancy by Webb County. List in detail the prerequisites, if any.

**Form A**  
Building Fact Sheet

Attach a building fact sheet to include:

- Legal name of ownership
  
- Property Address
  
- Total number of floors
  
- Total square footage of Building
  
- Total number of parking spaces (Include ADA parking space(s))
  
- Type of Building construction (General Description of Building Structure)
  
- Type of HVAC System
  
- Distance from Sheriff's Main Office located at 902 Victoria Street
  
- List main streets, vital intersections and/or interstates accessible from location of Building.

**FORM B**  
Price Schedule

**Initial Lease Term (6 months / effective 6/1/16)**

Cost per Square foot (usable space): \$ \_\_\_\_\_ / Square Foot  
Monthly Rent based on Square foot proposed price \$ \_\_\_\_\_/month  
*(Square foot price x usable square footage)*

**1<sup>st</sup> Option to Extend (Ending 9/30/17)**

Cost per Square foot (usable space): \$ \_\_\_\_\_ / Square Foot  
Monthly Rent based on Square foot proposed price \$ \_\_\_\_\_/month  
*(Square foot price x usable square footage)*

***\*Subject to funding availability***

**2<sup>nd</sup> Option to Extend (Ending 9/30/18)**

Cost per Square foot (usable space): \$ \_\_\_\_\_ / Square Foot  
Monthly Rent based on Square foot proposed price \$ \_\_\_\_\_/month  
*(Square foot price x usable square footage)*

***\*Subject to funding availability***

\*Price per square foot should exclude cost of utilities. County will be responsible for all utilities.

**BIDDER INFORMATION:**

**PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY**

## CONFLICT OF INTEREST QUESTIONNAIRE