

SCHENECTADY COUNTY TOURISM AND CONVENTION BUREAU, INC.

**REQUEST FOR PROPOSALS
Office Space**

PROJECT OVERVIEW

The Schenectady County Tourism and Convention Bureau, Inc. (Bureau) invites qualified Owners/Developers/Landlords (Landlord) to submit proposals for the provision of leased office space and associated parking. The Bureau is seeking quality office space in a location that will well represent the community and hospitality industry in Schenectady County. The Bureau is seeking space that meets the following criteria:

- The proposed site location must be within the City of Schenectady and within a one mile radius of the 400 Block of State Street, Schenectady.
- Lease term: five (5) years with option for five (5) year renewal.
- Available and ready for occupancy in April, 2017.
- The estimated square needed is between 1,400 to 2,500 square feet to be provided on one floor; first floor preferred. The leased interior space would need to include the following:

	<u>Approximate Space Needs</u>
1 office @175 Sq. Ft (approx.)	175 sq. ft.
2 offices @150 Sq. Ft (approx.)	300 sq. ft.
1 conference room (approx.)	300 sq. ft.
Work Area w/ 4 modular desks & entrance area	450 sq. ft.
Storage/Work Area	175 sq. ft.
Common area rest rooms are assumed to be included in the lease.	

- An accommodation for exterior signage with visibility for vehicle and foot traffic.
- A minimum of five (5) parking spaces is desired with the lease. However, if guaranteed parking spaces are not available with the lease, please identify parking options within a reasonable walking distance. In addition, please identify public parking for visitors within a reasonable walking distance.
- Bureau will require 24/7 access to its leased space.
- The Bureau anticipates the following schedule for the RFP process and reserves the option to adjust the schedule as needed.

Issue RFP	January 20, 2017
Proposal Due	February 20, 2017
Selection	March 15, 2017
Agreement Executed/Space Available	April 15, 2017

PROPOSAL SUBMISSION REQUIREMENTS

1. Address of the proposed lease space.
2. Name and address of the legal entity with which the Bureau will enter a lease agreement.
3. Name and title of person(s) authorized to bind the Respondent, together with the main office address and telephone number. Proposals must be signed by a duly authorized official(s) of the Respondent.
4. Each Proposal shall state that it is a firm offer for a period of sixty (60) days from the proposal opening date. After the expiration of the firm offer period, if no award has been made, a proposal may be withdrawn if the Respondent does so in writing otherwise proposals remain in effect.

5. Site Plan of the proposed building including parking, and site amenities. Include first floor plan layout and building entrance to illustrate context.
6. Floor Plan of the proposed lease space with indications of square footage and areas proposed for occupancy by the Bureau.
7. Description of Materials and Finishes as well as other key features that characterize the proposed building. Provide exterior and interior photographs if available.
8. Describe the fire prevention, alarm and life safety systems within the building. Please describe security services provided in the building.
9. A Price Proposal that addresses the following requirements and conditions:

(A) Bureau requires a “base year” rent per square foot that includes the equivalent of the actual expenses incurred during 2015 for real estate taxes plus included operating expenses.

Base rent rate should be inclusive of:

- Demised premise lease space
- All facility maintenance, upkeep and repairs
- Insurance costs
- Snow plowing (if parking provided)
- All property taxes including water and sewer charges
- All common area charges

(B) Tenant requires that increases on all controllable expenses (all except real estate taxes, insurance) be capped at 2% cumulative over the directly preceding year.

(C) State whether utilities are included or excluded from the rent. Please define in detail what utilities are included/excluded from base rent rate. State whether the lease space is separately metered.

(D) State whether janitorial services may or may not be included in the base rent.

(E) Please state the method of building measurements and loss factor; if any; and the size and nature of any common areas. Please define the tenant’s pro rata share of building, if any.

(F) The real estate taxes for the Base Year shall be adjusted by Landlord to reflect a fully assessed and occupied building. Please indicate if the Building is subject to any tax abatement and when such abatement is scheduled to expire. Provide the building’s most current annual property and school taxes on a per rentable square foot basis.

(G) A list of operating expense exclusions shall be negotiated and implemented into the final lease document.

(H) Provide a dollar amount that the Landlord will provide to Bureau for fit up allowance.

PROPOSAL PROCESS

Inquiries: All inquiries regarding the proposal are to be sent via e-mail to:

Jeff McDonald, President of the Board of Directors
c/o Kathleen Rooney
Kathy.Rooney@schenectadycounty.com
(518) 388-4355

Proposal Delivery: The proposal and all attachments shall be mailed to or e-mailed to:

Jeff McDonald, President of the Board of Directors
c/o Kathleen Rooney
Kathy.Rooney@schenectadycounty.com
620 State Street
Schenectady, New York 12305
(518) 388-4355

- The proposals are due February 20, 2017.
- Site visits and interviews with some or all of the Landlords may be scheduled.
- No reimbursement will be made for any costs incurred for the preparation of proposal and/or interviews.
- Submission of any proposal indicates acceptance of the conditions contained in the RFP, unless the Respondent clearly and specifically notes otherwise in its proposal.

PROJECT DESIGN REQUIREMENTS

Landlord shall be responsible for code compliance of all common areas throughout the Lease Term and any extension(s) thereto, and to the Premises at the commencement of the Lease Term. Landlord will represent and warranty that the building(s), as presently constructed and improved or as the building may subsequently be altered, complies with or shall comply with all federal, state and local building codes, and all other laws. Landlord specifically warrants that the building(s), access, common areas, and restroom facilities are in compliance with all current requirements of the “Americans with Disabilities Act,” and any Fire and Life Safety Codes. Landlord will notify Tenant of any non-compliance and actions to be taken by Landlord prior to furthering negotiations.

PROPOSAL EVALUATION

Proposals will be evaluated based upon the following criteria. These criteria are not all inclusive or listed by priority:

- Landlord’s ability to meet the scope of service outlined in the RFP.
- Quality of the building design and office space and compatibility with the Bureau’s Needs.
- Location of the proposed lease space to major downtown center and pedestrian traffic.
- Prior experience in similar projects and respondent’s demonstrated capabilities.
- Annual lease price over the term of the lease.
- Site preparedness – schedule.

The Bureau reserves the right to reject any and all responses received

APPROVALS

Any lease agreement is conditioned upon approval by the Schenectady County Tourism and Convention Bureau, Inc. Board of Directors.