City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MSPW

DATE: September 6, 2017

SUBJECT: Request for Proposals (RFP) to leasing building(s) for the Library/City Hall project

Staff has held discussions with OPN Architects specifically about engaging them in the next phase of design work for the Library/City Hall project. Part of the discussion with OPN has focused on the phasing of the Library portion of the project as it will impact the scope of the contract with OPN. While it is possible to operate the Library at the Farner Government Building during renovations, multiple phases with multiple moves would be needed creating some uncertainty with the project.

The original plan called for renovating the Commercial Savings Bank site mid 2018 through mid 2019 with the City Administrative offices moving to the renovated CSB building in the summer of 2019. The Library renovations would start once the City Administrative offices have moved and run through mid 2020. The Library renovations would require 3 to 4 construction phases and multiple moves within the Farner Government Building to complete.

This uncertainty could be avoided if space could be leased by the City while the renovations are underway. The RFP seeks space in the community that could house the City Administrative offices and the Library while renovations are underway. If space could be found, the plan would be to complete work for both the City Administrative offices and the Library between mid 2018 and mid 2019 with final completion in early fall 2019. Since OPN included inflationary cost increases for the Library renovations the idea would be that the savings from moving the project up could be used to pay for leased space(s) in the community. This change would avoid some of the uncertainty of a multi phased project and possibly save in professional fees with OPN.

By sending out this RFP, the City is not committing to leasing space but rather obtaining more information on what is possible as upcoming decisions are considered by the Council.

RECOMMENDATION: Mayor and City Council approve the attached RFP for leasing building(s) for the Library/City Hall project.

REQUEST FOR PROPOSAL FOR BUILDING LEASE

Notice is hereby given that the City of Carroll, will accept written proposals until Monday, October 2, 2017 at 1:00 pm. Proposals are to be sent or delivered to the Carroll City Manager, 112 E 5th St, Carroll, IA 51401. The City of Carroll is searching for the following:

1. **Lease of a commercial rental facility(ies) for a temporary City Hall office and/or Library space**

Copies of the proposal package can be obtained from the Carroll City Manager and from the Library website http://www.cityofcarroll.com/library-city-hall-project

Contact:

Mike Pogge-Weaver
Carroll City Manager
112 E 5th St
Carroll, IA 51401
712-775-7505
mpoggeweaver@cityofcarroll.com

1. INTRODUCTION

The City of Carroll is seeking temporary space for the Carroll City Hall and Carroll Public Library while the current Farner Government Building is being renovated for the Carroll Public Library and the existing Commercial Savings Bank facility is being renovated for the Carroll City Hall. The purpose of this Request for Proposal (RFP) is to acquire the needed temporary replacement facility(ies) for these purposes.

2. INVITATION

Your firm is invited to submit a proposal package to provide the City of Carroll with commercial rental space. The City of Carroll will consider a single site for both the City Hall and Library and separate sites for the two uses. Proposals for separate sites will be considered individually and the City may select separate sites from two different firms. For separate sites, firms that can lease one but not both of the needed sites are encouraged to submit those single sites for consideration. While cost will be a factor in the final selection, the City reserves the right to select a proposal that best meets the operational needs of the City. The rental facilities sought are as follows:

Single Site for both City Hall and Library
Commercial rental facility with a minimum of 13,000 square feet of space with a parking area of at least 45 cars – green space near the facility is desirable. Restroom must be provided. Larger sites will be considered.

Separate Sites
<u>City Hall</u> - Commercial rental office facility with a minimum of 6 offices, preferably at least 8, with a minimum of 2,200 square feet but preferably up to 5,000 square feet. The site should have a minimum of 18 parking spaces near the site. Restroom must be provided. Larger sites will be considered.
<u>Library</u> - Commercial rental facility with a minimum of 8,000 square feet of space with parking area of at least 35 cars – green space near the facility is desirable. Restroom must be provided. Larger sites will be considered.

3. PROPOSAL FORMAT AND SUBMITTAL

Written proposal packages should be based upon the desired location, the proposal submission requirements of the RFP, and the general instruction to Proposers. The proposal should be submitted by Monday, October 2, 2017, 2017 at 1:00 pm:

Respond to: Carroll City Manager
112 E 5th St
Carroll, IA 51401

Proposers are requested to submit the proposal typewritten on plain, white bond paper, 8 ½ x 11 in dimension, in booklet form.

4. IMPORTANT DATES

Issuance of RFP Notice –Tuesday, September 12th, 2017

RFP Clarification Request Deadline – Tuesday, September 19th, 2017 at 1:00 pm to mpoggeweaver@cityofcarroll.com

RFP Submission Deadline – Monday, October 2, 2017 at 1:00 pm

5. SIGNATURE AUTHORITY OF OFFEROR

The person signing the proposal must be:

a) **A current corporate officer, partnership member or individual specially authorized to submit a proposal as reflected in the appropriate records on file with the Secretary of State; or**
b) **An Individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit.**

By signing the proposal, the Proposer certifies compliance with the above.

6. SUBMISSION AND OPENING OF PROPOSALS

PROPOSALS - All proposals shall be enclosed in a sealed envelope marked with the name of the proposal being submitted, and shall either be mailed or hand delivered to:

Carroll City Manager
112 E 5th St
Carroll, IA 51401

The "REQUEST FOR PROPOSAL" are due Monday, October 2, 2017 at 1:00 pm. The timely delivery of the proposal rests solely with the bidder, and late arriving proposals will not be considered. The proposals will be opened and read that week. The recommended proposal will be submitted to the Carroll City Council for approval at their next meeting. The Carroll City Council reserves the right to reject any or all proposals.

7. WRITTEN EXPLANATIONS

Any written explanation desired by a Proposer regarding the meaning or interpretation of the RFP must be requested in writing and received by Carroll City Manager Mike Pogge-Weaver, no later than Tuesday, September 19th, 2017 at 1:00 pm to mpoggeweaver@cityofcarroll.com. There will be no oral explanations or instruction given.

Any written information given to a prospective Proposer concerning the RFP will be furnished to all prospective Proposers as an addendum of the RFP. No technical assistance or aid will be given by the City of Carroll in the preparation of your proposal.

All inquiries should be emailed to mpoggeweaver@cityofcarroll.com.

8. CONFIDENTIALIY OF PROPOSAL INFORMATION

Each proposal and supporting document must be submitted under the cover of sealed envelope to provide confidentiality of the proposal information prior to the proposal opening. All proposals and supporting proposal documents become public information at the bid opening and are available for inspection by the general public.

9. ACCURACY OF PROPOSAL

The name of the company submitting a proposal is made part of the public record. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the respondent will complete the contract. All proposals submitted must be an original work product of the Proposer.

10. ADDENDA

All changes in connection with this proposal will be issued in the form of a written addendum. Therefore, all intended Proposers should notify the City of Carroll, by email, of their desire to receive notice of any changes. Addenda shall only be sent to those prospective Proposers who send requests for information regarding any addendum and/or changes to: mpoggeweaver@cityofcarroll.com.

11. LATE PROPOSALS AND WITHDRAWALS

Proposals received after the deadline in this proposal document shall not be opened or considered. The Proposer will be notified by mail and given the opportunity to pick up proposals. If proposals are not picked up within a reasonable amount of time, specified in the notice, they will be destroyed.

Proposals may be withdrawn prior to the proposal opening. All such transactions must be submitted in writing and received prior to the proposal opening.

12. CONFLICT OF INTEREST

No employee, officer, agent or member of the governing body of the City of Carroll or the Carroll Public Library shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict could arise when:

The employee, officer, agent, member of the City of Carroll or the Carroll Public Library, any member of his/hers immediate family, his or her partner, or an organization which employs him or her or is about to employ him or her, has a financial or other interest in a firm selected for the award.

SPECIAL CONDITIONS

ARTICLE 1 SITE VISIT

The City of Carroll reserves the right to schedule site visits to any or all proposed sites.

ARTICLE 2: MAPPING & PHOTOGRAPHS

All proposals shall indicate on a map the location of the proposed site, and also include color photographs of the exterior, interior, and parking area described in the RFP.

ARTICLE 3: RFP PREPARATION COST

The Proposer shall be responsible for all costs associated with the development and submittal of the RFP.

ARTICLE 4: RFP PROPOSED PRICING

All Proposals shall be valid for the period required by the City of Carroll to perform the evaluation and recommend an award, but not to exceed a term of more than one hundred and twenty (120) days from the date the RFP's are accepted.

ARTICLE 5: AWARD

The apparent low proposed price shall not be the sole award criteria. The City of Carroll shall make the award to the Proposer whose evaluated RFP is in the best interest of citizens it is trying to serve. The City of Carroll reserves the right to reject all proposals.

ARTICLE 6: EVALUATION

All RFP's shall be evaluated and scored using the criteria set forth below:

1) Site suitability	25 %
2) Site location	15 %
3) Lease Price	15 %
4) Site size	15 %
5) Site visibility & access	10 %
6) Site Parking	10 %
7) Site Availability	10 %

CITY OF CARROLL – CITY HALL AND CARROLL PUBLIC LIBRARY
LEASE SITES SPECIFICATIONS

Site shall refer to both the land and building, including parking facilities and furnishings.

A. **Site(s) must be with the City of Carroll or within 0.5 miles from the Carroll City Limits.**

B. **Site(s) should be located in a highly visible and easily accessible area.**

C. **Downtown Commercial Area is highly desirable.**

D. **Site(s) must be available for lease for a minimum of two (2) years. The initial term shall be for a period of eighteen (18) months and subject to automatic month to month renewal at the end of the initial term unless the City of Carroll provides written notice of intent to terminate the agreement at least thirty days prior to the end of the term of the lease.**

E. **Site must be available for lease and occupancy by July 1, 2018.**

F. **Site must meet any and all existing codes.**

G. **Site must meet ADA requirements**

H. **Site must be suitable for public use as a City Hall and/or Library facility.**

I. **Building structure for the library space must be able to support a full load of books placed on standard library shelving throughout the facility. Typically, this requires a floor load of at least 150 lbs. per sq. ft.**

J. **Site must have adequate lighting.**

K. **Site must have adequate air conditioning and heat.**

L. **Site must have electrical and telephone capacity suitable for City Hall and/or Library computer and telecommunications equipment.**

M. Building size requirements.

a. **Single site for both City Hall and Library must be a minimum of 13,000. Larger spaces will be considered.**

b. **Separate Sites**
   i. **<u>City Hall</u> - Commercial rental office facility with a minimum of 6 offices, preferably at least 8, with a minimum of 2,200 square feet but preferably up to 5,000 square feet. Larger spaces will be considered.**
   ii. **<u>Library</u> - Commercial rental facility with a minimum of 8,000 square feet of space. Larger spaces will be considered.**

N. Parking requirements

a. **Single site for both City Hall and Library must have a minimum of parking for 45 cars.**

b. **Separate Sites**
   i. **<u>City Hall</u> - Must have a minimum of 18 parking spaces near the building.**
   ii. **<u>Library</u> - Must have a minimum of 35 parking spaces near the building.**

O. Proposal shall list all property owners and the Management Company (if any).

P. Proposal shall include plat and plans.

Q. Proposal shall include an all-inclusive monthly rental price, inclusive of common area maintenance (CAM) for the initial eighteen (18) month term and the following month to month renewal term of up to six (6) months.

R. Proposals need to specify if the following utilities/services are including in the lease cost. These utilities/services include: 1) electric, 2) gas, 3) water, 4) sewer, and 5) trash. If they are not included, proposal are asked to include information on the expected cost for each utility/service.