



**REQUEST FOR QUOTES FOR LEASED OFFICE SPACE
FOR WORKFORCE CENTER IN MARLIN, TEXAS
RFQ #13240301**

The Heart of Texas Workforce Development Board, Inc., (the Board), dba Workforce Solutions for the Heart of Texas is soliciting quotes for the lease of office space within the city limits of Marlin, Texas. The leased space will be the location of Workforce Solutions for the Heart of Texas One-Stop Workforce Center in Marlin.

BACKGROUND:

The Heart of Texas Workforce Development Board, Inc. (the Board) serves as the administrative entity for federal and state workforce programs and funds allocated to the six-county Heart of Texas workforce development area that serves the Bosque, Falls, Freestone, Hill, Limestone, and McLennan counties. The Board is a non-profit corporation in the State of Texas and maintains a 501(c)(3) tax-exempt status from the IRS. 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, job seekers and residents. An essential goal of the Board is the development and implementation of coordinated activities among local workforce system programs.

FACILITY LEASE NEEDS:

Location:

- Office space is to be located within the city limits of Marlin, Texas and shall be in a location that is properly zoned to allow usage.
- Facility must be proximate to a major thoroughfare with easy access.
- Facility is accessible Monday – Friday 7:00 AM to 7:00 PM.

Term of Lease:

- Terms of a lease would require the landlord to repair, replace and maintain the roof, foundation, parking facility, plumbing, HVAC, structural soundness and other structures or equipment serving the facility, ceiling tiles, carpet and any items considered permanent assets.
- Lease should include, when applicable, right of first refusal on adjacent space.

Specifications:

- Approximately 1,200 – 2,000 square feet
- Facility is in compliance with the American Disabilities Act (ADA) or will be in compliance prior to lessee taking possession of the property. Bidder will make all necessary required accommodations for persons with disabilities, i.e. proper ramp, doors opened with closed fist, signage in building accessible, accessible restrooms, etc.
- Facility must be in good repair and include the following:

The Heart of Texas Workforce Board, Inc. is an equal opportunity employer/programs and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989/ 1-800-735-2988 (voice).

- 1 secure, climate-controlled closet or storage with electrical outlets for IT equipment;
- 1 lobby/reception/waiting area, wired for phones and multiple computers;
- 1 resource library located near the lobby area, wired for phones and 4-5 computers; *Reception and resource library can also be combined into one large, common area at the front.*
- 2-3 offices, wired for phones and computers; *One office can be a cubicle.*
- 1 medium-sized meeting/conference room, wired for phones and computers;
- 1 or more storage areas; and
- 1 small break-room
- Facility must be asbestos-free, or an asbestos-managed environment in compliance with the Texas Department of Health.
- Parking spaces to meet the minimum zoning parking requirements

SELECTION:

The selection will be based on the following criteria.

Facility – 45 points:

- Facility is located within the city limits of Marlin, Texas and shall be in a location that is properly zoned to allow usage.
- Facility is proximate to a major thoroughfare with easy access.
- Facility is accessible Monday – Friday 7:00 AM to 7:00 PM.
- Terms of a lease would require the landlord to repair, replace and maintain the roof, foundation, parking facility, plumbing, HVAC, structural soundness and other structures or equipment serving the facility, ceiling tiles, carpet and any items considered permanent assets.
- Facility is approximately 1,200 – 2,000 square feet.
- Facility is in compliance with the American Disabilities Act (ADA) or will be in compliance prior to lessee taking possession of the property. Bidder will make all necessary required accommodations for persons with disabilities, i.e. proper ramp, doors opened with closed fist, signage in building accessible, accessible restrooms, etc.
- Facility is in good repair.
- Facility includes the following:
 - 1 secure, climate-controlled closet or storage with electrical outlets for IT equipment;
 - 1 lobby/reception/waiting area, wired for phones and multiple computers;
 - 1 resource library located near the lobby area, wired for phones and 4-5 computers; *Reception and resource library can also be combined into one large, common area at the front.*
 - 2-3 offices, wired for phones and computers; *One office can be a cubicle.*
 - 1 medium-sized meeting/conference room, wired for phones and computers;
 - 1 or more storage areas; and
 - 1 small break-room

- Facility is asbestos-free, or an asbestos-managed environment in compliance with the Texas Department of Health.
- Parking spaces to meet the minimum zoning parking requirements.

Reasonableness of Cost – 35 points:

- Lease amount.
- Proposed escalation clauses, if applicable.
- Restrictions, if applicable.
- Insurance requirements.

Lessor Experience – 15 points:

- Specialized experience and/or experience with similar projects, property management experience.
- References.

Value Added – 5 points:

- Any value added beyond the requested specifications.

Historically Under-utilized Business – 5 points:

- Bidders who qualify as Certified HUBs will receive 5 bonus points. Bidders must provide a current copy of their HUB certificate to receive these points.

Total Possible Points – 105 points.

- A minimum aggregate average score of 75 points is required to be considered responsive and capable of actual service provision.

QUESTIONS:

Questions can be emailed to procurement@hotworkforce.com anytime before the response deadline.

RESPONSE:

Interested entities must respond by **Wednesday, August 14, 2024, 1:00 PM (CST)**. All responses must be received by that date and time to be considered. No exceptions will be made. Interested entities must complete and submit the application located below.

Submit all documents in PDF format, by **Wednesday, August 14, 2024, 1:00 p.m. (CST)** to procurement@hotworkforce.com. For technical assistance please contact procurement@hotworkforce.com. Please allow plenty of time to send documents. Documents received after the due date and time will not be counted as submitted on time and will not be considered responsive.

ATTACHMENT A – APPLICATION AND INSTRUCTIONS

Bidder

1. Name:
2. Mailing Address:
3. Email Address:
4. Phone Number:
5. Contact Person:

Facility

1. Detail the location of proposed facility, address, and any other assets the location provides, i.e. public transportation, other business establishments within locale, major thoroughfare, and other items you believe are an asset of this location:
2. Address of the facility for lease and Zoning Code if applicable:
3. Yes/No is security available:
4. Yes/No is there access to facilities Monday-Friday 7:00 AM to 7:00 PM:
5. Yes/No are employees able to enter/open the building at any time:
6. If no, detail the procedures for off-hours entry:
7. The estimated date the facility would be available for occupancy with all site requirements:

Space

1. Net usable square footage:
2. Square footage price per sq. ft.:
3. Yes/No facility is in good repair:
4. If No, explain and provide a timeline for making repairs prior to the lessee taking possession:
5. Yes/No facility is in compliance with the American Disabilities Act (ADA).
6. If No, explain and provide a timeline for bringing the facility into compliance prior to the lessee taking possession:
7. Yes/No facility is asbestos-free, or an asbestos-managed environment in compliance with the Texas Department of Health:
8. Does space have other existing occupants:
9. Detail the number of parking spaces available and list any special enhancements for parking:
10. Attach floor plan:

Other Requirements

1. List any restrictions regarding provision of utilities:
2. Yes/No bidder will provide utilities:
3. Detail your company's proposal for term of lease, i.e. repairs and maintenance, any proposed escalation clauses, detail restrictions, insurance requirements:
4. List the cost the facility may be leased at:

5. List any additional factors that may be considered by the Board, including specialized experience and/or experience with similar projects, property management experience:

6. List any value added beyond the requested specifications:

7. Provide at least three (3) references preferably with lease terms of at least five (5) years for whom you provide space or have provided space:

Historically Under-Utilized Business (HUB)

1. If you qualify as a Certified HUB, please provide a current copy of your HUB certificate: