



**Lease Space for The Heart of Texas Workforce Development Board, Inc. Administrative Office
Request for Proposals
RFP # 13250301
Questions & Answers
(including bidder's conference)**

Question 1: Are individual offices required for all staff or are combination offices allowed?

Answer: We do not have a set number of private offices that are required. A combination of shared workspace and private offices are allowed.

Question 2: Do you need security (e.g. keypad) for the front door?

Answer: Yes, that is preferred.

Question 3: Please clarify the lease length and renewal process.

Answer: The initial lease would be for 5 years with the option to renew the lease for an additional 5 years without going through competitive procurement.

Question 4: Do you renegotiate the lease at the end of the first 5 years?

Answer: Renegotiating the lease at the end of the first 5 years is allowable.

Question 5: Can you specify how many staff are full-time and how many are part-time?

Answer: We currently have 3 part-time staff and 9 full-time staff.

Question 6: Are you only interested in the 5 year initial term being in the lease?

Answer: Yes, with an option to renew the lease for an additional 5 years without competitive procurement.

Question 7: Do you have specific finish-outs in mind?

Answer: No, there is not a requirement for a specific finish-out. If the space is newly constructed, newly remodeled, includes new appliances, new flooring, covered parking, etc. please specify those features as "value added" in your proposal.

Question 8: Would extra storage rooms be beneficial?

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Heart of Texas Workforce Development Board, Inc.

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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).

Answer: Yes, storage space is a requirement listed in the RFP.

Question 9: Does the restroom need to be in the hall, separate from the offices?

Answer: No, the RFP does not require a specific restroom configuration.

Question 10: What appliances are needed for a kitchen/breakroom?

Answer: The RFP does not list any specific requirements for appliances. If you have appliances included, you can add those as “value added” in your proposal.

Question 11: Does the break room need to be closed in, or could it be an open wall or island with bar stools?

Answer: The RFP does not list any specific requirements for breakroom design.

Question 12: What is the square footage of your current office?

Answer: 5,040 square feet.

Question 13: Can you please describe the proposed use for the office space? Based on what was presented in the RFP, it appears HOTWC provides quite a few helpful services. However, sometimes landlords can be bound by certain exclusions in leases with other tenants where they are prohibited from allowing specific uses by other co-tenants in a multi-tenant property. For example, certain tenants require the landlord to agree to not allow the operation of an employment agency, substance abuse or offender counseling, etc. I'm seeking more clarification on how the proposed office space would be used by HOTWC, whether as administrative space, offering certain client services, etc. Can you please shed some light on this?

Answer: The office space being sought is for administrative staff only. No client services are provided at that location.

Question 14: Can you provide the square footage range needed?

Answer: Square footage should be at least 3,500 to 5,500.

Question 15: Would HOTWC consider a potential office location that was split into more than one contiguous area? (for example: 3,000 SF Suite "A" and 2,000 SF Suite "B" located across a hallway from one another, for a total of 5,000 SF of leasable area.)

Answer: There is not a specific office layout listed in the RFP. This would need to be determined by a site visit to the location during the RFP evaluation process.

Question 16: There is a conference scheduled for today Feb 24, 2025, at 1:00pm what is exactly the Bidder's conference on Feb 27, 2025 at 1:00pm?

Answer: The February 24, 2025 date on page 5 of the RFP was a typo. The bidders conference will be held on February 27, 2025 at 1:00pm as indicated on the cover page of the RFP. An amendment has been issued to correct the typo in the RFP.

Question 17: How long will the pre-proposal conference last?

Answer: Approximately 30-40 minutes.

Question 18: In the Exhibit A Application, under the Other Requirements section, Item (8) calls for tenant references. Are you simply looking for a contact person to reach out to? Are you needing some sort of letter from the reference? Is there specific information you're looking for from the reference? Or, how best would you like that information so we can include it correctly?

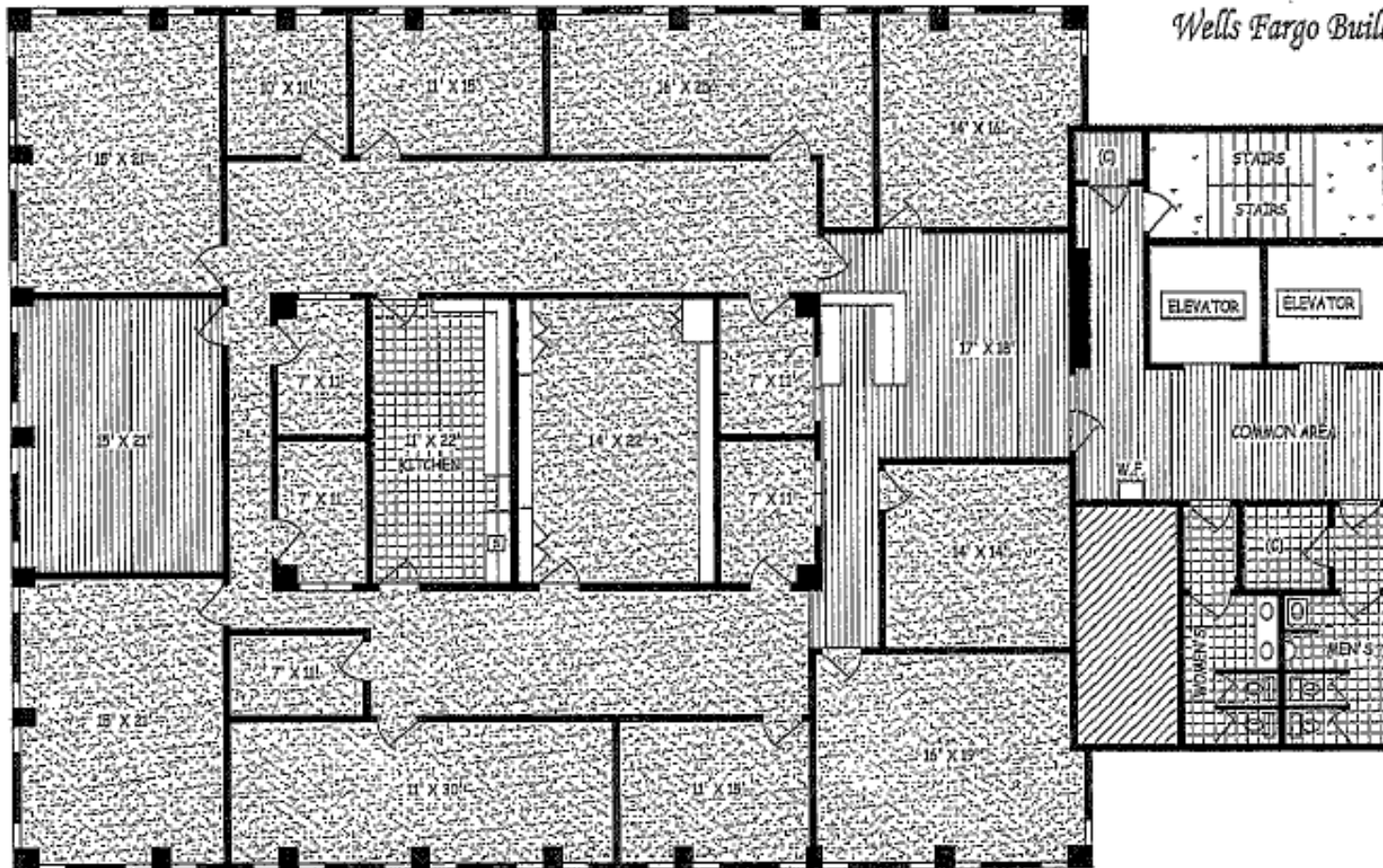
Answer: We do not need reference letters. A simple list of names with contact information will suffice.

Question 19: Please provide a copy of your current floor plan.

Answer: See next page.

7th Floor

Wells Fargo Building



Central Texas
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	= WINDOW		= CARPET
	= TILE		= DESK/CABINET'S
	= WOOD		= CLOSET
			= WATER FOUNTAIN
			= SINK

"Every attempt has been made to ensure the accuracy of the drawing shown above. However it is to be used for presentation purposes only." CTDS is not attempting to verify "exact" room sizes or square footage.