



## Central Vermont Regional Planning Commission

### REQUEST FOR PROPOSALS

#### Office Space Leasing

The Central Vermont Regional Planning Commission (CVRPC) is requesting proposals for Office Space to lease. The leased space must fit the following criteria:

- 2,300 to 3,500 square feet of available space (delineate useable/rentable square footage)
  - Work spaces (closed-door offices and/or cubicles) for a minimum of at least eleven (11) employees. At least two office spaces must be for a single employee and closed-door, and one space must serve as a front desk reception area. Conference/committee room (minimum of 380 square feet).
  - Kitchenette including sink, full size refrigerator space, counter space, and kitchen-related storage space.
  - Storage/Mail area within office space with dedicated circuit for copier.
  - Network/Telecommunications room to house network and phone systems
  - Abundant natural lighting is preferred for as many work spaces as possible. The availability of natural lighting and windows is highly desirable.
  - Adequate parking for staff and visitors - (10 or more)
- Americans with Disability Act (ADA) Compliant
- Preferred location is within the Barre/Montpelier Designated Downtown areas (<https://accd.vermont.gov/community-development/designation-programs/downtowns>).

#### I. SCHEDULE

April 16, 2021	Request for Proposals issued
April 23, 2021	<i>Deadline for submission of questions in writing</i>
April 27, 2021	Response to questions posted to <a href="http://www.centralvtplanning.org">www.centralvtplanning.org</a>
May 7, 2021	<i>Proposals Due by 4:00 pm</i>
May 11 (3:00-4:30 pm); May 12 (1-4 pm); May 17 (1-3 pm); with additional dates TBD	Site Visits/Tours
June 15, 2021	Anticipated Contractor Notification

Questions in writing may be sent via email to [chartrand@cvregion.com](mailto:chartrand@cvregion.com).

Proposals must be clearly marked "Office Space Proposal" and delivered via email to Nancy Chartrand, Office Manager - [chartrand@cvregion.com](mailto:chartrand@cvregion.com).

Proposals received after the submittal deadline will not be considered.

## II. BACKGROUND

The Central Vermont Regional Planning Commission (CVRPC) works to assist its 23 member municipalities in providing effective local government and to work cooperatively with them to address regional issues. As one of eleven regional planning commissions enabled through 24 VSA §4341, CVRPC is a political subdivision of the State. As such, it is a tax exempt organization.

## III. PROPOSALS

### CONTENTS & SUBMISSION

#### Cost Proposal

Proposals are requested for a 5-year lease with an optional 5-year extension; and must provide details as to whether or not fit-up/build out for space will be included to meet stated needs.

Proposal should provide details as outlined below:

SECTION 1 - INFORMATION ON THE PROPOSED LANDLORD		
Name of proposed landlord		
Address (number and street, city, state, ZIP code)		
Name of contact person	Telephone number	
DBE / WBE <input type="checkbox"/> Yes <input type="checkbox"/> No		
SECTION 2 - INFORMATION ABOUT PROPOSED PROPERTY		
Address of proposed property (number and street, city, county, state, ZIP code)		
Is the property a multi-tenant or single tenant building?	Is the property ADA compliant?	
Is the property located in the 100-year floodplain?	Has the structure in which the proposed space is located been subject to flooding? If yes, specify when and to what degree.	
What type of construction is the building?		
Age of the building	Total rentable square feet within the building	Square feet available for lease **
Move in condition <input type="checkbox"/> Yes <input type="checkbox"/> No	Common Areas (If Yes, provide details) <input type="checkbox"/> Yes <input type="checkbox"/> No	Voice/Data Installed (If Yes, provide details) <input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 3 - PROPOSAL		
Amount of square feet proposed to lease	Proposed commencement date	Cost per square foot
<b>Cost per square foot includes:</b>		
Parking <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how many and where located (diagram should be included)	
Utility usage (i.e.: water, HVAC, electric gas, sewer) <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, explain:	

Maintenance, upkeep and repair of all the building structure and systems <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, explain:
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Trash/Recycling removal <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide frequency and location of receptacles
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Janitorial services <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe the services to be performed and frequency
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Additional services and / or charges <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please explain and outline costs associated
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Improvements to the property <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe the improvements and amount to be spent on improvements that are included in the rental rate of this proposal ( <i>use an extra sheet if necessary</i> )
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Escalations in Base Rent: <input type="checkbox"/> Yes <input type="checkbox"/> No	YR 1:	\$ Annually:	\$ Monthly:
	YR 2:	\$ Annually:	\$ Monthly:
	YR 3:	\$ Annually:	\$ Monthly:
	YR 4:	\$ Annually:	\$ Monthly:
	YR 5:	\$ Annually:	\$ Monthly:
Five Year Option Extension <input type="checkbox"/> Yes <input type="checkbox"/> No	YR 6:	\$ Annually:	\$ Monthly:
	YR 7:	\$ Annually:	\$ Monthly:
	YR 8:	\$ Annually:	\$ Monthly:
	YR 9:	\$ Annually:	\$ Monthly:
	YR 10:	\$ Annually:	\$ Monthly:

Sublease Provision: <input type="checkbox"/> Yes <input type="checkbox"/> No	(Tenant will or will not have the right to sublet the property with Landlord's prior written permission)
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Two (2) reference contacts comprised of current tenants to whom the proposer leases property is requested:



**\*\*A floor plan of proposed space must be included.**

**Submission Requirements**

Proposals must be clearly marked “Office Space Proposal” and submitted electronically to [chartrand@cvregion.com](mailto:chartrand@cvregion.com) .

The CVRPC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract.

Proposals received after due date and time will not be considered.

Upon submission, all proposals become the property of the CVRPC. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the landlord. The CVRPC retains the right to reject any and all proposals received, to view or not view properties identified in responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it determines such action to be in the best interest of the CVRPC or that of eligible parties. Reasons for cancellation or rejection will be provided in writing. This solicitation in no way obligates the CVRPC to award a contract.

## **EVALUATION**

Proposals will be evaluated on the following criteria:

1. Completeness and responsiveness of submission.
2. Format and Contents:
  - a. Is the proposal written in concise language understandable to a non-technical audience?
  - b. Is the proposal well organized and easily navigable?
  - c. Is a floor plan and parking diagram included?
3. Qualifications: To what degree:
  - a. Does the property match the outlined criteria?
  - b. Allow for ease of access by clients and employees?
  - c. Does the layout of the space to be leased meet the needs of the organization?
  - d. Is the internet connection reliable, stable, and of sufficient speed to accommodate use (minimum download speed of 100 Mbps and upload speed of 30 Mbps)?
  - e. Do other factors observed during site visit affect use of the space positively or negatively?
4. Cost Proposal:
  - a. Is the cost proposal thorough and clearly linked to the property?
  - b. Is leasing rate reflective of the market based on property, building factors, and other factors?
  - c. Is total occupancy cost competitive (any required fit up cost, IT install, etc.)?
5. References
  - a. How satisfied was the reference with the landlord/contractor's interactions/responsiveness?
  - b. Would the reference recommend the landlord/contractor?

Proposals will be evaluated by a selection committee consisting of the CVRPC Executive Director, Office Manager, and Chair and/or Secretary/Treasurer.

If any changes are made to this RFP, an addendum will be issued to landlords/contractors expressing interest and providing CVRPC with contact information. Alternative delivery methods may be arranged by request. A landlord/contractor may correct, modify, or withdraw a response to this RFP via written

notice received by CVRPC prior to the submission deadline. Modifications must be submitted electronically and clearly labeled "Modification No. \_\_\_". Each modification must be numbered in sequence, and must reference the original RFP.

After the opening of responses to this RFP, a landlord/contractor may not change any provision of the response in a manner prejudicial to the interests of CVRPC or fair competition. If a mistake and the intended correct wording are clearly evident on the face of the response document, the mistake will be corrected to reflect the intended correct meaning and the landlord/contractor will be notified in writing. Landlords/contractors may not withdraw responses to this RFP so corrected. A landlord/contractor may withdraw an opened response to this RFP if a mistake is clearly evident on the face of the response document, but the intended correct wording is not similarly evident.

CVRPC reserves the right to seek clarification of any statement submitted, conduct interviews with contractors, and to select a landlord/contractor that is best able to meet the criteria of this RFP.

CVRPC reserves the right to examine all aspects of responses submitted, tangible and intangible. CVRPC reserves the right to check references not listed by the landlord/contractor. CVRPC reserves the right to withdraw this Request for Proposals, and/or to advertise for new submissions at any time if it is in the best interest of the CVRPC to do so. A lease contract will be awarded as deemed to be in the best interest of the CVRPC.

Pursuant to State of Vermont Laws, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the State of Vermont.

## **V. CONTRACTING PROVISIONS**

### Lease Contract Completion

Tentative selection of a proposal for negotiation of the terms of the lease agreement shall not constitute an offer to lease the property or an acceptance of proposal terms. The tentative timeframe developed prior to the issuance of the RFP assumes that CVRPC's Executive Director will enter into negotiations under the direction of the Board of Commissioners for consideration at the June meeting, or soon after.

Only a fully executed Lease Agreement and approval of the Board of Commissioners shall bind CVRPC to a lease on the property.

### Payment

The amount and timing of payments will be determined during lease contract negotiations.

Compliance with State and Federal Laws

All landlords/contractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement.

All landlords/contractors must carry adequate insurance coverage and must affirm being an equal opportunity employer. Landlord/contractor shall comply with the provisions of the Americans with Disabilities Act.

It is the policy of the CVRPC that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting. Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. Proposers are required to document whether the individual is a DBE or WBE. CVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000b to 2000b-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will afford disadvantaged business enterprises full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

If the landlord/contractor is a natural person, not a corporation or partnership, the landlord/contractor states that, as of the date the lease contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

The landlord/contractor makes this statement with regard to support owed to any and all children residing in Vermont. If the landlord/contractor is a resident of Vermont, contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**The Central Vermont Regional Planning Commission  
is an Equal Opportunity Employer**