



REQUEST FOR PROPOSAL
ISSUED February 20, 2012
RFP No. 12-125
ADMINISTRATIVE OFFICE SPACE

IMPORTANT INFORMATION

Question and Answer Period
February 20, 2012 – March 5, 2012

Deadline for Submittal of Responses
March 15, 2012 at 4:00 PM EST

Each Respondent must submit one signed original response, marked "ORIGINAL;"
5 copies marked "COPY;" and one electronic copy (CD) on or before
March 15, 2012 at 4:00 PM EST

All responses are to be submitted to the address and contact person listed below. **Please**
reference **Section V. (A) for detailed instructions.**

VALERIE LUEBKE, CONTROLLER
Tampa Bay WorkForce Alliance, Inc.
5701 E. Hillsborough Avenue, Suite 1419
Tampa, Florida 33610-5428
Email: AdminSpaceRFP@workforcetampa.com

Questions can be submitted by emailing AdminSpaceRFP@workforcetampa.com. The questions
and answers will be posted on TBWA's website at <http://www.workforcetampa.com/> on **March**
8, 2012.

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I. INTRODUCTION

A. Objectives

The Governing Board of Tampa Bay WorkForce Alliance, Inc. (hereafter known as the Board) is requesting sealed proposals from leasers' for the provision of office space lease for administrative services.

The contract to be negotiated under this RFP will result in a lease agreement with Tampa Bay WorkForce Alliance. The lease agreement is to cover a period encompassing July 1, 2012 to June 30, 2013 with lease option terms for up to **two (2) additional years or four (4) additional years**, based on performance and funding availability.

B. Standards

To be considered for contract award under this RFP, Respondent Building Owner/Leasing Agent/Property Management must be approved to do business in the State of Florida and have not been suspended or debarred from doing business with the state or federal government. **Respondent must provide evidence of sound financial condition and include their Dunn & Bradstreet Number as part of the proposal.**

C. Selection Committee

The Selection Committee will be comprised of Tampa Bay WorkForce Alliance Staff.

II. DESCRIPTION OF TAMPA BAY WORKFORCE ALLIANCE, INC.

A. General Information

Tampa Bay WorkForce Alliance, Inc. (TBWA) is a private, not-for-profit corporation governed by an independent board of directors serving as the administrative entity and fiscal agent for Hillsborough County under the Federal Workforce Investment Act (WIA) of 1998 and the Florida Workforce Innovation Act of 2000. TBWA received certification as the Region 15 Workforce Development Board by Workforce Florida, Inc. and the Department of Economic Opportunity. TBWA is charged with supporting regional economic development activities by addressing workforce issues. A wide range of workforce development services is delivered via three career centers. All three career centers are full service. TBWA's mission is to foster Tampa Bay's economic development by creating strategic alliances which deliver customer-focused, value-added workforce solutions designed to meet the needs of job candidates and businesses.

TBWA is committed to strengthening the competitive edge of local businesses in tangible and measurable ways by providing customized recruiting services, skills upgrade training or retraining; targeted career fairs and recruitment events, workforce related business seminars; labor trends and the latest labor market information. In short, TBWA supports and leverages the human capital component of small, medium and large companies in the Tampa Bay area. TBWA is a member of Employ Florida, a state-wide network of workforce experts.

Mission Statement

To foster Tampa Bay's economic development by creating customer focused workforce solutions designed to satisfy our customers – business clients and career candidates alike.

All three workforce centers are full service One-Stop career centers, and operate within Hillsborough County. More than 70% of job candidates choose the WorkForce Tampa Career Center as their primary site for accessing TBWA services. WorkForce Brandon delivers services tailored for the agricultural industry, though not exclusively.

WorkForce Tampa Career Center
9215 N. Florida Avenue
Tampa, FL 33612

WorkForce Plant City Career Center
2001 East Cherry Street
Plant City, FL 33566

WorkForce Brandon Career Center
9250 Bay Plaza Blvd., Suite 126
Tampa, FL 33619

III. Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified Respondent Building Owner/Leasing Agent/Property Management who can demonstrate their ability to provide a lease solution as outlined in this RFP.

A. Minimum Requirements

Proposals must address each item listed, giving specific details to be used in meeting these requirements. Proposals may be rejected, if minimum requirements are not met. All proposals wishing clarification of this RFP must submit questions via email to: AdminSpaceRFP@workforcetampa.com.

B. Proposed Schedule

This schedule may be altered at any time at the discretion of the Selection Committee.

Release of Request for Proposal	2/20/12
Deadline for technical questions from prospective proposers	3/5/12 at 4:00 PM EST
Responses to questions due from TBWA	3/8/12
Proposals from Respondents due	3/15/12 at 4:00 PM EST
RFP review committee will meet and evaluate proposals	3/21/12
Anticipated Posting of Intent to Award	3/23/12
Anticipated beginning of work	4/01/12

IV. Services to be Provided

Tampa Bay WorkForce Alliance is seeking office space to serve administrative needs of the organization.

A. Space Sought:

- TBWA is seeking approximately 12,000 square feet of space located within the zip code areas of 33602, 33603, 33604, 33605, 33606, 33607, 33609, 33610, 33611, 33614, 33616 or 33629.

Actual space will depend on physical layout and may vary slightly.

- Respondent shall include proposed floor plan layout in their response.
- The space must meet ADA accessibility requirement or be made to comply with such standards prior to occupancy and must conform to all current requirements mandated by Tampa Bay WorkForce Alliance, Inc. During negotiations, Tampa Bay WorkForce Alliance will work with the selected owner to define these requirements in the lease.
- The area must have a reception area for Tampa Bay WorkForce Alliance, Inc. and will house approximately 25 people.
- The area must have a conference room measuring no smaller than 20 X 26 feet.
- It is desired that a restroom be contained in the space.
- It is preferred that the space be on or near a bus line.
- Adequate parking should be available.

B. Administrative:

- The lease period will be for at least three years, renewable annually. Tampa Bay WorkForce Alliance, Inc. is substantially funded by grants and contracts with governmental agencies. The negotiated lease must contain a government lack of funds clause that clearly gives TBWA the right to cancel based upon funding for this project.
- All build-out (except voice and data systems) will be done at the initial expense of the landlord, with the cost amortized over the life of the lease.
- Early cancellation can call for payment of any unamortized build-out expense at termination. TBWA will install voice and data systems during the build-out phase and will require coordination assistance from the landlord with their contractor.
- Tampa Bay WorkForce Alliance, Inc. desires that the landlord include in their cost the following:
 1. Landscaping and all external maintenance
 2. Responsibility for all internal office systems: HVAC, water, sewer and electric.
 3. Garbage/trash pickup and disposal.
- Other services may be included at the option of the landlord. These include:
 1. Janitorial services
 2. Routine maintenance and repairs

C. Selection and Negotiation:

Tampa Bay WorkForce Alliance, Inc. will review responses based upon a base rent per square foot proposal that includes:

1. Landscaping and all external maintenance
2. All taxes (Tampa Bay WorkForce Alliance, Inc. is exempt from sales taxes)
3. Responsibility for all internal office systems: HVAC, water, sewer and electric.
4. Garbage/trash pick-up and disposal

Other services may be included at the option of the landlord. These include:

1. Janitorial services
2. Routine maintenance and repairs

Any deviations from these cost inclusions should be noted in the cost proposal.

While Tampa Bay WorkForce Alliance, Inc. desires to review proposals containing a three-year term and a five year term, as noted above. It is requested that all proposals contain a pricing for both terms.

Space selection will take into account the following:

1. Price per square foot
2. Owner's willingness to make improvements for that price. A dollar amount for improvements should be noted.
3. The need for improvements to meet minimal requirements.
4. The ability to negotiate additional improvements within a reasonable cost
5. The ability of the owner to have the space available **for occupancy by July 1, 2012.**

Tampa Bay WorkForce Alliance, Inc. reserves the right to negotiate for build out, simultaneously, with two respondents if their price per square foot, when considering the above, is within ten percent of another respondent.

V. General Conditions

Respondent should follow the instructions in this RFP document in order to be considered fully responsive. Submissions should be concise and easily understood. The proposals shall be evaluated based on the information submitted. The information provided on the proposal will be reviewed and scored by the Selection Committee based on the evaluation criteria.

A. Response Format

Responses must include **the following information in the following order**, and the Responses must show the appropriate alphabetical letter stated herein.

- A.** Organization name, address and telephone number of the Respondent's office in or nearest to Tampa, Florida. List any other offices, which are close to Tampa.
- B.** Name and title of Respondent's contact representative.
- C.** The Proposal – This should include a description of how the provider will address all areas described in **Section IV**.
- D.** Implementation Timeline – Describe a timetable for transition.
- E.** Corporate and Staff Qualifications – Please list key staff and their qualifications for administration of proposed activities. List all experience the organization has in providing similar types of service. Include organization contact names and phone numbers.
- F.** Cost Proposal (Budget) – this should be an estimated budget for a three year and five option. Provide evidence of sound financial condition and the respondent shall include their Dunn and Bradstreet Data Universal Numbering System (DUNS) number.
- G.** Responses should be submitted on 8 ½" X 11" pages, printed or typewritten, and single-spaced. Text should be presented single-sided on each separate page. Include:
 - **1 signed paper original marked "Original;" and 5 paper duplicate copies marked "Copy;" to:**

Valerie Luebke, Controller
Tampa Bay WorkForce Alliance, Inc.,
5701 E. Hillsborough Avenue, Suite 1419
Tampa, FL 33610
 - **1 computer disk or CD ROM in a Word 2003 - 2007 text format.**
 - The proposal submissions must be submitted in a **sealed package**.

The delivery of the Response prior to the deadline is solely and strictly the responsibility of the Respondent. Proposals received after the deadline of **March 15, 2012 at 4:00 PM** will be returned, unopened to the sender.

B. Assignment of Contract

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this RFP.

C. Possibility of Additional Services

TBWA reserves the right to request additional services. If the Respondent is to be engaged to perform these additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contract modification agreements, including provisions for additional fees are valid only if approved by both the Respondent and TBWA.

D. Rejection of Responses

The Board of Tampa Bay WorkForce Alliance, Inc. reserves the right to reject any or all responses, to re-advertise this RFP, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time.

E. Cost of Preparing Response

The cost of preparing a response to this RFP shall be borne entirely by the Respondent.

F. Requests for Interpretation of RFP

All requests for interpretation or clarification of the RFP document must be submitted in writing by emailing AdminSpaceRFP@workforcetampa.com and received by TBWA within the dates listed on the first page. Any resultant interpretation or clarification responses, which if issued, will be added to our website for review.

G. Contract Term and Conditions

The contract to be negotiated under this RFP will result in a lease agreement with Tampa Bay WorkForce Alliance. The lease agreement is to cover a period encompassing July 1, 2012 to June 30, 2013 with lease option terms for up to **two (2) additional years or four (4) additional years**, based on performance and funding availability.

TBWA prefers to pay quarterly in advance for space.

H. Selection Process

The Selection Committee will review and score each proposal, place the proposals in rank order, and present the results along with their recommendation to the Tampa Bay WorkForce Alliance, Inc. Board for final contract negotiation and award. Should the Board be unable to negotiate a final contract, negotiations with that firm will be formally ended and negotiations will be undertaken with the next best qualified Respondent.

VI. CRITERIA FOR SELECTION

CRITERIA	WEIGHT FACTOR
1. Cost per square foot Does the proposal include build out costs, maintenance, janitorial, and utility costs? Does the proposal contain floor plan layout? Must include cost for a 3 year lease and cost for a 5 year lease.	45 Points
2. Location Is the space within the requested area or surrounding area and on bus routes? Does the space meet the requirements specified in the RFP? Does the space meet the parking requirements? How is the space currently maintained inside and out?	45 Points
4. Sound Financial Condition Respondent has evidenced fiscal capability and experience. Provided Dunn & Bradstreet number.	10 Points
TOTAL SCORE**	100 Points

**** ANY RESPONSE THAT SCORES BELOW A 70% OVERALL WILL NOT BE CONSIDERED FOR FUNDING.**