

**REQUEST FOR PROPOSALS
FOR
LEASED OFFICE SPACE**

Date Issued: **August 29, 2011**

Date Due: **September 16, 2011**

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Public Notice of a Request for Proposal**

RFP

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I. BACKGROUND

Catholic Charities Archdiocese of New Orleans is seeking proposals to lease approximately 13,000 +/- square feet of office space in New Orleans, Louisiana as described in Exhibit 1 and Exhibit 2. Office space proposed may be new construction, renovated space, or a combination of new construction and renovated space.

Catholic Charities Archdiocese of New Orleans administers the proposed tenant, the New Orleans Family Justice Center, a community response to domestic violence. The New Orleans Family Justice Center houses various agencies focused on assisting victims of, including non-profits, the New Orleans Police Department, the District Attorney's Office

Catholic Charities Archdiocese of New Orleans has developed a space program detailing minimum space requirements. Program information and a sample layout are attached to this RFP as Exhibits 1 and 2 (Space Program and Concept Floor Plan).

Catholic Charities Archdiocese of New Orleans reserves the right to amend the RFP, the RFP Exhibits, the Lease and the Lease Exhibits prior to the mandatory Bidders' conference. If modified, all changes to the RFP, the RFP Exhibits and the Lease Exhibits will be available at the bidders' conference.

II. ATTACHMENTS

Relevant lease and program data are attached to assist RFP respondents in the preparation of their bids. They include:

RFP EXHIBITS:

Exhibit 1 Space Program

Exhibit 2 Example Floor Plan

III. SCHEDULE

As a condition of the bidding process all interested parties must attend a pre-bid conference. This mandatory meeting shall be an opportunity to meet the RFP Team, acquire exhibits, ask questions and receive clarifications. Responses to substantive questions will be provided in writing to all prospective "Bidders" in attendance.

Date: Monday, September 5, 2011

Time: 1:30 p.m.

Location: Catholic Charities Archdiocese of New Orleans, 1000 Howard Avenue, New Orleans, Louisiana 70113, 1st floor conference room.

Post Conference Questions from Attendees will be accepted up to **2 p.m. (local time), Wednesday, September 7, 2011.**

Questions must be submitted in writing to Cory Turner by email (cturner@ccano.org) or FAX ((504) 310-6876). Questions transmitted by e-mail or by FAX, must be clearly marked **"RFP Family Justice Center Leased Space, Procurement Questions"**. All substantive questions received by the deadline will be answered and communicated to all interested parties on or before **5 p.m. (local time), Monday, September 12.** **No question asked in other than written form will be answered.**

Catholic Charities Archdiocese of New Orleans may schedule introductory meetings with the finalists and/or tours of the proposed facilities and/or sites, as needed. After the completion of such meetings and tours, Catholic Charities Archdiocese of New Orleans will attempt to make a final selection within thirty (30) days of bid closing.

CATHOLIC CHARITIES ARCHDIOCESE OF NEW ORLEANS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS. ANY LEASE IS PREDICATED ON SUFFICIENT FUNDING AND ON SUCCESSFUL MODIFICATIONS TO EXISTING GRANTS FOR THE NEW ORLEANS FAMILY JUSTICE CENTER.

The date for final submissions to Catholic Charities Archdiocese of New Orleans is **FRIDAY, SEPTEMBER 16, 2011**, by **2:00 p.m. Local Time**.

Proposals received after 2:00 p.m. **will not** be accepted.

Electronic and fax proposals **will not** be accepted.

Submit six (6) original copies of your proposal in a sealed envelope to:

**Catholic Charities Archdiocese of New Orleans
New Orleans Family Justice Center Annex
1000 Howard Avenue
Suite 900
New Orleans, Louisiana 70113**

All proposals submitted must clearly identify, on the outside of the envelope, the following designations: “**RFP Family Justice Center Leased Space.**”

IV. EVALUATION CRITERIA

A qualitative evaluation will be done to determine which proposal most fully addresses the needs of the Department. The evaluation criteria will include:

1. Location	10 points
2. Sustainable Building Attributes	10 points
3. Quality of the Building	35 points
4. Experience of the Developer/Owner/Property Manager	10 points
5. Cost	<u>35 points</u>
	100

In addition, preferential scoring of eligible sites will be as follows:

- a. Service center near court complex = 24 bonus points
- b. Service center proximity to major bus lines = 24 bonus points
- d. Safe and secure parking attached to property = 16 points
- c. Proximity to other community service providers = 10 bonus points.

All proposals submitted will be reviewed by the New Orleans Family Justice Center and Catholic Charities Archdiocese of New Orleans.

V. REQUIREMENTS:

Proposals must address the following (to the extent that a bidder is unable to satisfy a requirement, state the limitation and proposed alternative):

1. Location:

- Approximately 13,000 +- square feet of office space in Orleans Parish
- Visitor Access
- Visibility
- Safety, e.g. ingress, egress, traffic flow
- Adjacent uses
- Expandability of space and parking
- Amenities including proximity to commercial and professional services

Suitability and quality of the building and site

- **Site Plan:** Please include a proposed site plan with your submission showing site access and egress, building location and size, green space, and a Parking layout (showing public and staff parking in separate areas), as well as a map showing the location of your proposed property.

If available, attach photographs and/or renderings of the proposed property.

Please illustrate the expandability of both the building and the parking.

- **Utilities:** Please state which public utilities will be used at your site
- **Parking:** A minimum of Sixty-Five (65) spaces inclusive of the appropriate quantity of ADA spaces is required.

Parking Definitions: On-site parking is normally defined as:

Parking on the same or adjacent lot as the building to be leased.

The following parking arrangements will be considered as equivalents to on-site parking:

- Public parking* (on street or municipal lot parking) if abutting the lot to be leased (if un-metered and with out time restrictions)
- Parking across the street* (or diagonally across the street if at an intersection) from the space to be leased.

Note – if a street must be crossed, it must be deemed a “safe” pedestrian crossing (crosswalks, traffic lights for busy streets, etc.)

Note – ADA parking availability is critical; on-site parking to be deemed acceptable must address these requirements.

Note – Parking in a municipal lot* (as defined above) will only be considered if it is deemed to have capacity for additional parking.

If there is not sufficient on-site parking, as defined above, to meet the requirements of this RFP as stipulated above, then expanded off-site parking* may be substituted if within a reasonable walking distance. Any such substitution will be evaluated and may be scored less favorably.

All parking areas must be paved, appropriately signed, stripped and fully lighted.

Describe the parking provided at the site, including the total number of spaces available and provide detail as to how you will meet this parking requirement.

*Parking related costs, if any, must be included in the Base Rent.

- **Smoke free building**

2. Quality of the proposed building:

Catholic Charities Archdiocese of New Orleans will consider a new facility, renovated facility, or a combination of new construction and renovated space in a single or multi-tenant facility. Some criteria will be more relevant to new construction but equivalent or better finished materials in a facility will be considered where appropriate.

- Functionality and suitability in meeting program needs
- ADA accessibility
- Parking
- Facility Appearance
- Quality of Structure
- Site Plan
- Compliance with applicable codes
- Building and System Specifications:
 - HVAC available 24 hours a day, 7 days per week; ADA; Lighting;
 - Telecommunications; Building Codes (asbestos, air quality, hazardous materials, waste disposal).
- Architectural type of building
- Material being proposed for the main entrance and exterior of the building
- Windows that maximize exposure to natural lighting
- Type of windows
- Window treatments (commercial grade blinds)
- Preference will be given, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
- Staff Lounge: To be fully equipped ADA accessible kitchen. Base cabinets with plastic laminate counters, upper cabinets, two (2) frost-free 21 cu.ft. Refrigerators and two (2) 1,000 watt commercial microwave ovens, single bowl stainless steel sink with single lever faucet. (Cabinets may be manufactured or site built units; refrigerators may be side by side units or units with the freezer located at the bottom)

- **Tenant Improvements** including all design fees are to be provided by Landlord based on the programs defined in exhibits.

*****Due to the use of Federal funding for this project, improvement costs incurred cannot be included (amortized, etc.) in the lease.*****

Typical elements of a construction/renovation design include drawings of the Site Plan, Elevations, Floor plan, Electrical/TELCO plan, Reflective ceiling plan, Mechanical/HVAC/plumbing plans, Finish schedule, Doors & Hardware schedule, Window Schedule and Phase I furniture plan (block diagram) and Phase II furniture plan (basic furniture orientation).

The successful Bidder and BGS will coordinate a series of meetings through all phases of construction and design.

No construction shall begin until a Lease has been executed and a floor plan finalized and agreed to by both parties.

Final As Built plans must be prepared and signed by a Registered Professional Architect and/or Engineer. Identify the Architect and/or Engineer whom you plan to use with your submission.

A copy of the as-built plans and final plans must be submitted to and approved by Catholic Charities Archdiocese of New Orleans prior to occupancy.

- **Telecommunications:** Building telecommunications infrastructure shall be provided by the Landlord according to needs of Catholic Charities Archdiocese of New Orleans. Coordination with the Catholic Charities Archdiocese of New Orleans' Office of Information Technology is required of the successful bidder.
- **Floor / Fit Plans:** Proposals must include "floor/fit plans" demonstrating the ability of the proposed facility to accommodate the space program requirements. The successful developer's architect and/or engineer will work with Catholic Charities Archdiocese of New Orleans to establish an ideal floor plan that is acceptable to both Catholic Charities Archdiocese of New Orleans and the developer.
- **Environmental:** Provide certification that there has been no water infiltration in the building. If unable to certify, describe the type(s) of water infiltration episode(s) including dates and response actions. Describe any form of abatement of mold or hazardous material that has occurred, in the building, in the past 5 years.
- **Phase I Environmental:** A report must be submitted for Tenant's review prior to lease signing. If suggested by the Phase I results, Phase II testing and clean-up planning may be required.

3. Experience of the Developer/Owner/Property Manager:

- **Schedule for Construction or Renovations:** Include a schedule for the Final permitting; Construction/renovation commencement; and a Construction/renovation completion.

Note: The final lease document will provide Tenant with the ability to terminate the lease agreement if Landlord is unable or unwilling to meet this proposed schedule. However, the proposed schedule may be extended with the mutual consent of both parties.

- **Project Financing:** Small businesses, minority-owned firms, and women's business enterprises are encouraged to submit proposals under this RFP. All responders must include an indication of your ability to finance this project (i.e. a letter from your bank, etc.).
- **Building Management:** Please provide the scope of property management services which you will provide. Lessor agrees that in exercising its management responsibilities of the property, of which the Leased premises are a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances and regulations, including but not limited to building code, disabilities access, zoning, air quality, pollution control, and recyclable materials, as issued by any federal, state or local political subdivision having jurisdiction and authority in connection with said property. On-site security and experience with non-profits and community-based services is a plus and will render a higher score.
- **References:** Please provide references relative to experience on projects of this size.

4. Cost:

- **Lease Form:** Catholic Charities Archdiocese of New Orleans will require the prior review of all office lease forms, subject to modifications necessary to reflect the proposed Base Rent Definition (set forth below) and other specifics of this RFP.

Submit a copy of the proposed office lease form as a requirement of your proposal. Changes to lease forms will be presented for agreement prior to award.

- **Initial Term:** Quote rent for a Three (3) year term and a Five (5) year term, with subsequent Three (3) or Five (5) year renewal options.
- **Renewal Terms:** Two (2) Three (3) or Five (5) year terms, or any portion thereof.
- **Occupancy:** As Soon As Possible.
- **Base Rent:** Please quote the modified gross rent with Landlord entirely responsible for roof and structure.

*****Due to the use of Federal funding for this project, improvement costs incurred cannot be included (amortized, etc.) in the lease. *****

Rentable square feet shall not include the buildings exterior wall, mechanical areas, common areas or exterior walls of the leased premises.

Rent Definition: Rent must include Heat, Water & Sewer, Real Estate Taxes, Electricity for HVAC-Hot Water-Exterior Lighting, interior maintenance, parking related expenses (if any), insurance, HVAC maintenance and energy costs, common area maintenance, Custodial/Janitorial, and Security with Proximity Card Reader system.

Specify in detail the projected costs for the following categories of expense as shown in **Exhibit 4:**

Heat
Water & Sewer
Real Estate Taxes
Electricity for HVAC, Hot Water and Exterior Lighting
Janitorial / Custodial

Base Year Real Estate Taxes will be the 1st full tax year as set by the city and will include the value of all building improvements associated with a lease agreement.

Base Year for other escalators will be the 1st full year of occupancy. The 1st year expenses will be adjusted, if necessary, for any service not fully rendered as specified in the Lease Agreement.

Base year for the purposes of all annual escalation will be reset after the initial term if renewed.

- **Tenant Expenses:** Interior, separately metered electricity for lighting and plug load.
- **Signage:** Discuss any municipal or building signage restrictions or regulations. If a multi tenant building is being proposed, a directory at the buildings entrance with room and suite identification shall be provided and maintained by the Lessor. Exterior signage shall clearly and easily identify the New Orleans Family Justice Center and shall be provided and maintained by the Lessor, subject to the approval of the Catholic Charities Archdiocese of New Orleans.
- **Security System:** Provide and maintain a security system/proximity card reader system. Monitoring of the system will be through a licensed security monitoring company and will become the responsibility of the Tenant.
- **Waste Disposal:** Lessor shall also, at Lessor's expense, be responsible for providing a dumpster and dumpster pad (if applicable) and pick-up of all waste materials.
- **Space:** Please specify rentable square footage and any loss factors. Rentable square footage shall not include mechanical rooms, exterior walls

or common areas.

VI. Other Requirements:

- ✓ Proposals must be free of conditions except for zoning changes and subdivision approvals, the nature of which and timing for which must be identified in the proposal.
- ✓ In the case of a zone change or subdivision approvals, a letter from municipal officials indicating a willingness to support the proposed project must accompany the proposal.
- ✓ An entry vestibule at the main entrance to the building is required. Both the exterior and interior doors of the vestibule will be operable with push paddles.
- ✓ Motion sensors are required throughout the building.