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## **REQUEST FOR PROPOSAL**

### **INVITATION**

RochesterWorks, Inc. is seeking rental office space to house its Rochester/Monroe County Job Career Center operations and separate administrative offices.

Interested and qualified entities are invited to submit proposals, which will be accepted until November 4, 2019 at 4:00pm. Proposals must be mailed or hand delivered in a sealed envelope, marked as RFP CC/AOS, and addressed to:

**Michael DeBole  
RochesterWorks, Inc.  
255 N. Goodman Street  
Rochester, NY 14607**

Two copies of the proposal must be received by the above date at the RochesterWorks, Inc. office listed above. Documents received after the date and time listed above will be considered not eligible for consideration.

### **QUESTIONS**

Questions may be submitted by October 21, 2019 by 11:59pm via email to Peter C. Pecor, Executive Director, at [ppecor@rochesterworks.org](mailto:ppecor@rochesterworks.org).

**NOTE:** The issuing of this RFP in no way obligates RWI to accept any of the proposals that may be submitted by the due date, and RWI may, at its sole discretion, continue operating under the status quo.

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## BACKGROUND

RochesterWorks, Inc. (RWI) is a 501(c) (3) not-for-profit organization with a mission to develop a well-educated, well-trained, and self-sufficient workforce that can confidently compete in today's changing global marketplace. Essential to our mission is the creation of a seamless, coordinated system of education, training and employment.

RWI has been in operation for 20 years in Rochester, New York/Monroe County as its Workforce Development Board, helping people prepare for careers and identifying the workforce for local employers. RWI has had a significant impact on the community through its services, partnerships and collaborations in the community.

RWI is the provider for the Monroe County/Rochester Workforce Development Board. As the provider we are charged with coordination and delivery of services funded from Title I Workforce Innovations and Opportunities Act (WIOA).

## SPACE REQUIREMENTS

In order to fulfill its mission and day-to-day operations in Rochester, NY, RochesterWorks, Inc. is seeking to lease office and customer service space that will provide job search, training, and skills development services as described as number two (2). Additional space is requested for an administrative office as described as number 2A.

### 1. Preferred Location:

The preferred location for housing staff and service delivery should be located in the City of Rochester identified as being in the Inner Loop and on a transit route.

### 2. Space Requirements:

The RFP is requesting space that will accommodate up to forty-five (45) permanent staff, including five (5) managerial offices and thirty-eight (38) workstations, three (3) private meeting rooms accommodating up to eight (8) persons, one (1) conference room accommodating up to thirty (30) persons, and one (1) training/meeting room for up to twenty (20) persons, open area customer resource area containing up to fifteen (15) computers with chairs and table top workspace. There should also be sufficient circulation space and on-site file storage space. The Career Center is estimating the total space needs to be approximately 10,000 usable square feet of general purpose office space. All spaces must be ADA accessible.

### 2a. Administrative Office:

The RFP is requesting space in the same building separate from the Career Center space that will accommodate up to seventeen (17) permanent staff, including six (6) managerial offices and ten (10) workstations and a reception area for one (1) person. There should be sufficient circulation space and site file storage space. The administrative total space needs to be approximately 3,000 usable square feet of general purpose office space. All spaces must be ADA accessible.

Parking should be sufficient to provide eighty (80) cars remaining on premises for extended hours during the day.

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**3. Lease Term:**

Five (5) year lease terms with option to renew for five (5) additional years. Termination clause to be included which allows for early lease cancellation should program operating funding be sufficiently reduced or terminated making programs in-operable, as defined by either the lease holder or its funding provider.

**4. Lease Start:**

Occupancy is preferred by May 1, 2020 for the Career Center (CC) and July 1, 2020 for the Administrative Office Space (AOS).

**5. Rental Rate:**

The quoted rental rate shall provide for a fully serviced lease including tenant improvements.

**6. Operating Expenses:**

Landlord shall be responsible for providing all utilities and building services including maintenance, repairs, landscaping, pest control, custodial services, trash removal and snow removal.

**7. Parking:**

The tenant requires a minimum of eighty (80) parking spaces for visitors, staff, and official vehicles, if any.

**8. Transportation:**

The lessee will generally seek to lease facilities that are pedestrian and bicycle accessible and located near a transit stop.

**9. Architectural Services and Construction:**

The successful offeror should provide contractual architectural services to assist with the design of the space as determined by the lessee. The lessee reserves the right to prepare its own space plan and the successful offeror will provide for the funding of the plans and drawings.

**10. Regulatory and Environmental Conditions:**

The building and premises shall comply with all applicable laws, ordinances, codes, and ADA requirements. The landlord is required to warrant and represent that the building and premises are free of friable asbestos, other hazardous or toxic materials, EMF radiation, and mold. The site shall be zoned to allow for customer access and onsite training services.

**11. Signage:**

Specify interior and exterior signage rights available to tenant, including building, lobby, and suite signage.

**12. Hours of Service:**

Tenant shall have access to the space seven days per week. The normal workday Monday through Friday is 7:00am to 5:00pm., and all building services shall be regulated to provide for appropriate building conditions between such times.

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### **13. Telecommunications Service (Connectivity):**

The facility will need to be serviced by fiber optic cable compatible with requirements of the lessee. The cost of this service shall be the subject of initial negotiations and may have significant impact on the selection of the successful offeror.

### **14. Telecommunications Access:**

Landlord shall provide tenant and/or its telecommunications contractors, including but not limited to local exchange telecommunications companies and alternative access vendor service companies, with the right of access to, from and within the building, to the premises as would be required by the vendor(s) for the installation and operation of tenant's telecommunications systems, including but not limited to voice, video, data, and any other telecommunications services provided over wire, fiber optic, microwave, wireless, and any other transmission systems, for part or all of tenant's telecommunications to, from, and within the building and premises.

### **15. Attachments:**

Attachment A - Proposal Forms - Space Number 2 and Space Number 2A

Attachment B - PRICE PROPOSAL FORM

**In your response, please indicate your firm's ability to provide each of the items above, including square footage where applicable.**