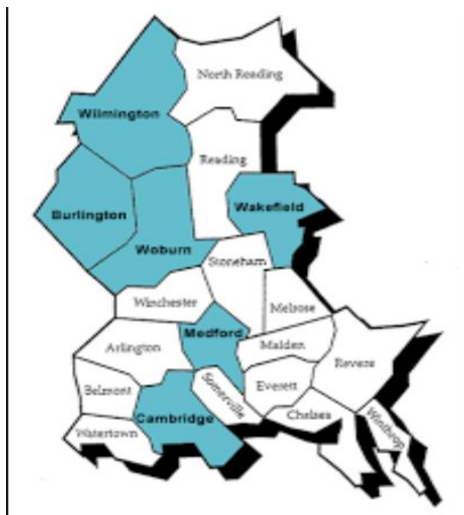


REQUEST FOR PROPOSAL

INVITATION

The WorkPlace, Inc. (TWP) is seeking proposals for rental of office space to house a Metro North Massachusetts Regional Career Center. The WorkPlace, Inc. is under contract with the Metro North Regional Employment Board to provide services in the following cities and towns north of Boston: Arlington, Belmont, Burlington, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, and Woburn. The career centers are the front door for employers, job seekers, and workers to receive services, which include job readiness, job matching, and training. The career centers provide a diverse offering of workshops for job seekers focused on job readiness skills, such as resume writing, interviewing skills, and computer classes.

The twenty towns are currently serviced by American Job Centers located in Cambridge, Woburn and Chelsea. While there are no restrictions on who may obtain services in any American Job Center, it is the intent of this RFP to obtain a site which is convenient to the southern region of the Metro North Board area of responsibility. See regional map below.



This proposal is seeking a site to house the services which would be convenient to residents of the following towns and cities: Arlington, Medford, Melrose, Malden, Belmont, Cambridge, Somerville, Everett, Revere, Chelsea, Winthrop, and Watertown.

Interested and qualified entities are invited to submit written proposals, which will be accepted until Friday, July 19, 2019 at 4:00 p.m.



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Proposals must be mailed in a sealed envelope, marked as **RFP Metro North** and addressed to:

Millie Brighindi
The WorkPlace Inc.
350 Fairfield Avenue, Suite 302
Bridgeport, CT 06604

Three copies of the proposal must be received by the above date at The WorkPlace, 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 via email to Gino G. Venditti, CAO, at gvenditti@workplace.org.

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

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BACKGROUND

The WorkPlace, Inc. 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.

TWP has been in operation for 35 years in Southwestern Connecticut as its Workforce Development Board, helping people prepare for careers and strengthening the workforce for employers. And has had a significant impact on the community through its services and the organization as a whole.

TWP is the operator/provider for the MassHire's Metro North Workforce Development Board. As the operator/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 the Metro North, MA. area, The WorkPlace, Inc. is seeking to lease office and customer service space that will allow for efficient delivery of job search, training, and skills development services.

1. Preferred Location:

The preferred location for housing staff and service delivery should be located in one of the following towns/cities: Arlington, Belmont, Burlington, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, and Woburn. Preference for a community location which is central to the southern section of the Metro North twenty town area will be considered. Any location proposed must be mass transit accessible, and special consideration will be given for space located on transit routes.

2. Space Requirements:

The RFP is requesting space that will accommodate up to fifteen (15) permanent staff, including five (4) managerial offices and eleven (11) workstations, two (2) private meeting rooms accommodating six persons, one (1) conference room accommodating up to 25 individuals, and two (2) training/meeting rooms for up to thirty (30) 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 WorkPlace is estimating the total space needs to be approximately 10,000 usable square feet of general purpose office space. All spaces and facilities must be ADA accessible.

Parking should be sufficient to provide forty (40) cars remaining on premises for extended hours during the work day.

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3. Lease Term:

The WorkPlace is seeking a five (5) year lease term with options to renew for five (5) additional years. A 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 required by May 1, 2020.

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 and trash removal.

7. Parking:

The tenant requires a minimum of forty (40) 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 is Monday through Friday from 7 a.m. to 6 p.m., and all building services shall be regulated to provide for appropriate building conditions between such times

REQUEST FOR PROPOSAL

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:

Exhibit A – Proposal Form
Exhibit B – PRICE PROPOSAL FORM

16. Review and Rating:

The WorkPlace will rate the responses based on the following factors in order of importance: geographical location, price per square foot and value of total lease cost over initial term, access to public transportation, physical site condition, parking spaces available, and internal site layout.

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

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**EXHIBIT A
PROPOSAL TO PROVIDE LEASED SPACE**

(Separate proposal required for each location.)

Response for REQUEST FOR PROPOSAL (RFP) Number #1 MN 2019, issued by the
The WorkPlace, Inc., dated June 1, 2019.

SUBMITTED BY:

Name of Firm or Person(s): _____

Address: _____

City, State, Zip Code: _____

Name of Preparer: _____

EMAIL address: _____

Telephone numbers office _____ /mobile: _____

Date of Proposal: _____

1. FACILITY NAME AND/OR LOCATION:

Name: _____

Street Address: _____

City, State, Zip: _____

2. RENTABLE SQUARE FEET:

Amount of rentable square feet estimated to accommodate the program described in the RFP:

Floor(s) that are available: _____

Square footage for each floor to be occupied: _____

3. PARKING:

Number of spaces available _____

Number of spaces available exclusively to lessee _____



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4. FACILITY STATUS: Is the facility (check one):

Existing _____ Under construction _____ To be constructed _____ IF existing, age of facility: _____ IF under construction, or to be constructed, projected completion date: _____.

5. BUILDING INFORMATION: Total number of floors: _____ Number of floors available for lease: _____ - Approximate usable sq. ft. per floor: _____ Average ceiling height: _____ Is the space ADA compliant: _____

Does the building contain friable asbestos? _____ IF YES, 1) Is the asbestos managed under a plan prepared by a licensed asbestos planner? _____; 2) Is a copy of the plan available for review? _____ .

6. ANNUAL RENTAL: State the total annual rent for the first year of the lease: _____ which is \$_____ per rentable square foot.

Describe ALL services offered or allowances included, such as utilities, security services, any rent concession, assigned parking, tenant improvements, etc.:

7. ESCALATION, IF ANY: Describe any annual rent escalation:

8. SECURITY: Describe facility and parking security:



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9. SIGNAGE: Describe interior and exterior signage included, or available:

10. CONTACT:

Facility Owner/Agent: _____

Street Address: _____

City, State, Zip Code: _____

Telephone/FAX: _____

11. EXHIBITS:

Current floor plan of the space being offered

12. SIGNATURE OF PROPOSER:

I have read RFP number _____, dated _____, and warrant that all statements herein are true and correct. I further represent and warrant that I am the owner or I am empowered and duly authorized to execute this proposal on behalf of the owner of the proposed facilities. This offer will remain in effect at least ninety (90) days following the deadline for submittals under the request for proposals.

Signature (Owner/Agent) Date

Company

The offer proposed under this submission does not bind The WorkPlace, Inc. to accept any offer provided and the final decision is made solely by The WorkPlace, Inc. The WorkPlace, Inc. is not obligated to accept the lowest bid proposed. Costs incurred in preparation of this bid are the sole responsibility of the offeror and will not be reimbursed by The WorkPlace, Inc. References may be required of any proposer submitting offers.



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ATTACHMENT B

PRICE PROPOSAL FORM

To the Awarding Authority:

A. The Undersigned proposes the property listed in this proposal to The WorkPlace, Inc. acting in its capacity, under contract, as the American Job Center Provider and Operator in response to this Request for Proposal (RFP), for the price listed below in accordance with the terms and conditions of the RFP.

Property Address: _____

Assessors map and Lot Number: _____

Registry of Deeds Book and Page: _____

B. The proposed annual lease price is:

Year 1 _____

Year 2 _____

Year 3 _____

Year 4 _____

Year 5 _____

This price includes the parcel(s), any and all buildings/structures, physical improvements and amenities on the parcel(s), and building systems (mechanical, electrical, plumbing, communications and any others) as well as furniture, fixtures, equipment included in the Proposal.

Date: _____

Name of Proposer: _____

Authority of Individual Submitting Proposal _____

Authorized Signature: _____

Title : _____ Phone Number _____

Business/Street Address: _____

City, State, and Zip: _____



REQUEST FOR PROPOSAL

Note: This form must be included in the proposal submission)

PLEASE REFER TO PAGE ONE FOR PROPOSAL SUBMISSION INSTRUCTIONS

REQUIRED ELEMENTS INCLUDE THE FOLLOWING:

1. Identify the location and street address of the proposed office/meeting space for The WorkPlace, Inc.
2. Specify your organization's ability to provide each of the items in the "SPACE REQUIREMENTS" section, including square footage where applicable.
3. Indicate the monthly amount The WorkPlace, Inc. would be charged for rent and the additional amenities listed in "SPACE REQUIREMENTS."

END