



Beaver County • Greene County • Washington County

Request for Proposal

for

Office Space to house the PA CareerLink Mon Valley

Solicited by

SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD

Serving the Pennsylvania Counties of Beaver, Greene and Washington

351 WEST BEAU STREET
SUITE 300
WASHINGTON, PA 15301
(724) 229-5083

*The enclosed specifications may be modified as required by
The Pennsylvania Department of Labor and Industry, the United States Department of Labor,
Southwest Corner Workforce Development Board Chief Local Elected Officials,
and/or the Southwest Corner Workforce Development Board without prior notice to Proposers.*

This request for proposals is supported by the Workforce Innovation and Opportunity Act funding through the United States Department of Labor and Industry as part of the local award totaling \$3,508,625.97 during program year 2022 with 100% funded by WIOA/USDOL.

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program-PA Relay 711*

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I. GENERAL INFORMATION

A. PURPOSE

The Washington Greene County Job Training Agency, Inc. (WGCJTA, Inc.), acting on behalf of the Southwest Corner Chief Elected Officials (CLEO) and Southwest Corner Workforce Development Board (SCWDB) is requesting proposals for office space to house the PA CareerLink® – Mon Valley. The space should be a **range of 6,000 to 8,000** square feet. Additional details for the space will be highlighted in this Request for Proposal (RFP).

WGCJTA, Inc., a 501(c)3 non-profit organization, is the staff and fiscal agent to the SCWDB, and operates in Beaver, Greene, and Washington Counties of Southwest Pennsylvania. The PA CareerLink system is part of the SCWDB operations, and offers the frontline services for the workforce delivery system.

The preferred location shall be located within ten (10) miles of the center of the Borough of Donora, PA within Washington County. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.

SCWDB's targeted occupancy of the selected site is **May 1, 2024 or prior**.

B. WHO MAY RESPOND

Respondents must be the owner of the facility or the owner's authorized representative having authority to act on behalf of the owner and can provide a facility that meets the requirements of this Request for Proposal (RFP).

C. TECHNICAL ASSISTANCE

Technical Assistance will be provided through a written question and answer format. Potential respondents will have until 4:00 p.m. on March 31, 2023 to submit questions in writing, by email, to rrussell@washingtongreene.org.

Answers will be posted on the SCWDB website, www.southwestcornerwdb.com, and available to all entities within three (3) business days of receiving the question. SCWDB reserves the right to decline a response to any questions if, in SCWDB's assessment, the information cannot be shared with all potential bidders in a timely manner.

D. INSTRUCTIONS ON PROPOSAL SUBMISSION

1. Intent to Respond

It is preferred that potential Offeror's notify SCWDB by March 31, 2023, via email to rrussell@washingtongreene.org, of their intent to submit an offer and identify the property address.

2. Closing Submission Date

One (1) electronic copy and one (1) original hard copy and three (3) additional hard copies of the proposal must be submitted no later than 4:00 p.m. on **April 10, 2023**. See item D.4. below for submission email and postal addresses. *Proposals and/or modifications received after that date will not be considered.*

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed.

4. Instructions to Prospective Contractors

Inquiries and proposals should be addressed as follows:

Hard Copies:

Ryan Russell

Fiscal Specialist

351 West Beau Street, Suite 300 Washington, PA 15301

Email/Electronic Copies: **rrussell@washingtongreene.org**

Inquiries and proposals submitted via email should reference **RFP for Leasing of PA CareerLink Space** in the subject line. It is important that **RFP for Leasing of Office Space** is clearly marked in the lower left hand corner of the envelope of the submission package.

It is the responsibility of the Offeror to ensure that the proposal is received by SCWDB by the date and time specified above.

Please use the RFP Response Outline attached to this RFP.

5. Right to Reject

SCWDB reserves the right to reject any and all proposals received in response to this RFP. An agreement for the accepted proposal will be based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses

Efforts will be made by SCWDB to utilize small business and minority-owned business.

An Offeror qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

7. Notification of Award

It is expected that notification of award will be made by **April 28, 2023** (date subject to change).

E. GENERAL REQUIREMENTS

SCWDB is requesting proposals for office space to house the PA CareerLink – Mon Valley. The space should be a **range of 6,000 to 8,000** square feet. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.

The preferred location shall be located within ten (10) miles of the center of the Borough of Donora, PA within Washington County. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.

SCWDB’s targeted occupancy of the selected site is **May 1, 2024 or prior**.

SCWDB requests to occupy the facility beginning **May 1, 2024 or prior, with a preferred lease agreement of five (5) years with the option to renew for five (5) years**. The final agreed upon occupancy date is only negotiable for a date sooner than May 1, 2024; Therefore, Offeror must indicate ability to meet tenancy of May 1, 2024.

II. SPECIFICATIONS

A. SCOPE

The leased facility requirements include:

- A range of **6,000 to 8,000** office usable square footage.
- If requested room layout/requirements are not available, Offeror should provide assurance of build-out possibilities and cost/plan to pay for customization of space.
 - **Favorable consideration will be given to Offeror willing to customize space and share cost of customization**
- Centralized clerical and operational support area to accommodate high volume multi-function technologies.
- Prefer designated access to a conference room that can accommodate meetings and trainings for 20-30 people.
- Five (5) to eight (8) individual offices to be used as private offices and/or interview rooms.
- On-site storage area.
- Local Area Network (LAN) cabling for personal computers and multi-function machines and designated LAN room for network server.
- Electrical systems with adequate outlets to support a trouble free environment for individual office workstations and high volume multi-function machines
- Telephone ports with lines to support a trouble free environment for a multi-user telephone system. Prefer use of existing telephone system.
- Heating, air conditioning and ventilation systems that provide superior air quality movement.
- Access to parking to accommodate at least 25 vehicles for SCWDB staff and guests.
- Additional facility requirements are outlined in Section III of this RFP.

B. PRICE

- C. In consideration of all the requirements contained herein, the total monthly rental price must be at or below market value. SCWDB anticipates a price-per-square-foot of the lease to **range between \$12 and \$16 per square foot, utilities included**. The price details must also disclose a plan, basis and schedule for rent increases.

D. PAYMENT

The Lessee will enter into a lease for office space upon selection of the facility based on the review of proposals. WGCJTA, Inc. will be the sole leaseholder, acting on behalf of the Southwest Corner Chief Elected Officials (CLEO) and Southwest Corner Workforce Development Board (SCWDB).

E. CONFIDENTIALITY

SCWDB must comply with Pennsylvania's Right-To-Know Law, Act 3 of 2008, and may be requested and required to release information from proposals received in response to this RFP.

III. OFFEROR'S QUALIFICATIONS

Please use this format as the outline for your RFP response.

A. FACILITY QUALIFICATIONS

The Offeror, in its proposal, shall, at a minimum address the following technical qualifications:

Parameters	Requirement
1. Facility Description	Describe whether this is a(n): <ul style="list-style-type: none"> • owned building ready for occupancy; • owned building requiring retrofit; • building available for purchase by proposed lessor; • facility that will be built to occupant specifications
2. Facility Occupancy Timeline	Provide details on the timeline for occupancy. May 2024 is the target occupancy date. Certify that the building will be compliant with all agreed upon requirements by the date specified by Offeror.
3. Facility Occupants	Explain if rental would involve a whole or part of the proposed building. If part, identify the existing or potential occupants that may rent the remainder of the space, as well as the shared use of common areas in the facility.
4. Facility Location	Describe the exact location (complete) address.
5. Facility Square Footage	Provide a layout showing a range of 6,000 to 8,000 square feet. Additional space should be shown separately, if applicable. Please provide the potential, or lack thereof, for the option of the future development (i.e., increase in square footage) of property should the need arise.
6. General Layout	Describe the square footage and layout available to accommodate a work environment for at least fifteen (15) staff, which shall include at a minimum: <ul style="list-style-type: none"> • If requested room layout/requirements are not available, Offeror should provide assurance of build-out possibilities and cost/plan to pay for customization of space. Favorable consideration will be given to Offeror willing to customize space and share cost of customization • Reception area - Indicate if reception area is designated space or shared with other building tenants. • Centralized clerical and operational support area to accommodate high volume multi-function machines. • Five (5) to eight (8) rooms to be used as private offices and/or interview rooms. • Prefer designated access to a conference room that can accommodate meetings and trainings for 25-35 people • On-site storage area for supplies and work files. • Any area that may be used for cubicles/shared work spaces (if necessary) • LAN, phone and electrical closet locations – must be lockable

7. Amenities	<p>Describe the square footage and layout available to support the following amenities at a minimum:</p> <ul style="list-style-type: none"> • Restrooms (male and female) that are ADA compliant. Indicate if restrooms will be shared with other building tenants. • One kitchen area; list appliances included, if applicable. Indicate if kitchen area will be shared with other building tenants. • List any available furniture, cubicles, or equipment that may be available from Offeror to be used or sold to SCWDB.
8. Technology	<p>Describe the phone and computer network availability to ensure that there is a phone line and a dedicated network circuit in every office and workstations that will be used by staff and customers. At a minimum, the technology must support</p> <ul style="list-style-type: none"> • Phone System <ul style="list-style-type: none"> ○ Clarify how many incoming/outgoing phone lines are associated with the facility. ○ If phone system is provided, please describe and verify that the phone system can accommodate a minimum of fifteen (15) extensions, has voice mail capabilities, call forwarding and transfers, music on hold, and internal directory system. Specify the number of telephones that will be available, the make and model, and telephone features. ○ If phone system is not provided, ensure that the building is wired and equipped to support a multiple/line user system of a minimum of fifteen (15) extensions. • Computer Network <ul style="list-style-type: none"> ○ Describe the building's current or potential computer Local Area Network (LAN). Ensure that the building is or can be equipped with CAT5/CAT6 cabling to support 20-35 ports and provide designated space for network server. If installation is required, specify Offeror's willingness to provide cabling. ○ Accessibility to high-speed internet
9. HVAC Systems	<p>Describe the heating, cooling and ventilation systems and specify type, age, control method, etc.</p>
10. Parking	<p>Address the availability of at least 25 parking spaces, including</p> <ul style="list-style-type: none"> • The number of parking spaces on site • If a parking lot is not part of the proposed property, address other options available. <ul style="list-style-type: none"> ○ Is there a public parking lot within close proximity? ○ Can yearly parking passes be obtained? ○ Is there adequate street parking? Please describe.

11. ADA Accessibility	Describe the accessibility of the facility, specifically addressing: <ul style="list-style-type: none"> • Handicapped accessible restrooms. • Handicapped accessible parking spaces. • Handicapped building access (exterior and interior if more than one floor). • Property owner will be responsible for ADA compliance. Describe how you will address ADA accommodations, including applicable signage, prior to building occupancy.
12. Exterior	Describe the facility's exterior to include information on: <ul style="list-style-type: none"> • Ample exterior lighting • Current or permissible prominent and visible signage
13. Maintenance	Explain maintenance services to be provided in the lease: <ul style="list-style-type: none"> • General office maintenance; Describe what is and is not included. • Trash removal. • Office cleaning; including carpet cleaning and tile wax. • Changing of interior light bulbs. • Recycling. • Snow and ice removal for parking area and sidewalks. • Building security system. • Landscaping/lawn care (if applicable). • Exterior building maintenance (lighting, clean up, etc.). • Capital maintenance and upkeep. • Other; Identify other services included in the lease.
14. Utilities	Describe which utilities are included in the lease agreement and which will be the responsibility of the lessee. Specify if the facility is serviced by public water and sewer. Prefer that all building utilities are included in rental amount. If not included in rental amount, provide annual estimate of cost for tenant.
15. Zoning and Occupancy Permits	Describe the current zoning for the property. If a change in zoning is required, describe the process for obtaining the appropriate zoning and Offeror's plan for compliance. Describe the current occupancy permit. If permit is required, describe the process and Offeror's plan for obtaining the appropriate permit.
16. Fire Equipment	Describe the existence of sprinklers, fire extinguishers, and emergency systems, including who is responsible for routine maintenance and repairs.
17. Access Control/Security	Describe the existence of access control and security available at the property, including who is responsible for routine maintenance and repairs.
18. Commercial Insurance	Please include with your submission proof of commercial insurance related to the property.
19. Other	Describe and attach any other information not requested elsewhere that is pertinent to your proposal.

B. DESCRIPTION OF RENT

This will be a rental arrangement, please explain your rationale for determining the rent and define rent amounts, including any applicable cost escalation and/or de-escalation plans. Please complete the Cost Qualification section included attached to this RFP in section V.B.

C. SMALL AND/OR MINORITY OWNED BUSINESS

The Offeror must include a written statement and a copy of the last three fiscal year income statements or tax returns identifying itself as a small or minority owned business as established by the Small Business Administration (13 CFR 121.201) to be considered a small or minority owned business.

D. CONFLICT OF INTEREST

Where a conflict of interest may exist due to a financial or personal interest of the Offeror, such conflict must be disclosed at the time of proposal submission. Proposals will not be considered unless Offeror can provide, at time of proposal submission, a satisfactory resolution of conflict that is achievable prior to acceptance of submitted proposal, should said proposal be selected.

E. INCLUSION OF TERMINATION OR ADJUSTMENT CLAUSE FOR LOSS OF FUNDING

The lease agreement must include the following termination/adjustment provision. Offeror must provide assurance in proposal that applicable lease terms will accommodate the following clause:

The Tenant shall have the right to terminate this lease if the grant funds awarded under the Workforce Innovation and Opportunity Act (WIOA) to PA CareerLink® - Washington County shall be discontinued or cancelled. The right of Termination must be exercised in writing to the Landlord and given at least one hundred eighty (180) days in advance by the Tenant during the Lease Term.

F. REFERENCES

The Offeror must include contact information for at least two (2) current or former lessee references. If available, provide a boilerplate for current lease agreements.

G. CERTIFICATIONS

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

IV. PROPOSAL EVALUATION

A. SUBMISSION OF PROPOSALS

One (1) electronic copy and one (1) original hard copy and three (3) additional hard copies of the proposal must be submitted no later than 4:00 p.m. on **April 10, 2023**. Submission must include all requested information in this document, as well as a signed certification document (Section VI) attesting to the accuracy of the contents within.

B. NONRESPONSIVE PROPOSALS

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include the Certifications.

C. EVALUATION

Evaluation of each proposal will be based on the following criteria:

Factors	Point Range
1. Location of the Facility	0-20
2. Rental Fees	0-25
3. Facility Specifications	0-35
4. Offeror cost-share of space customization	0-15
5. Small and/or Minority-Owned Businesses	0-5
MAXIMUM POINTS:	100

D. REVIEW PROCESS

The SCWDB may, at its discretion, request facility visits with any or all Offerors, to clarify or negotiate modifications to the Offeror's proposals.

However, SCWDB reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

SCWDB contemplates award of the contract to the responsible Offeror with the highest total points.

E. PROJECT COMMENCEMENT

The lease will commence upon issuance of a lease agreement between the Lessee and the approved vendor. Costs incurred for project activities performed prior to issuing the contract will not be approved for payment.

F. IMPORTANT DATES

The following is the timeline guide for the procurement of services outlined within this RFP

Request for Proposal issued:	March 9, 2023
Notice of intent to respond:	March 31, 2023
Technical assistance questions deadline:	March 31, 2023
Technical assistance answers returned:	Within 3 business days of receiving the question
Proposal deadline:	April 10, 2023
Review begins:	April 11, 2023
Notification of award expected:	April 28, 2023
Expected Occupancy:	May 1, 2024 or sooner

The proposal submission date is a firm date unless changed by the SCWDB with the proper notification. All other dates are estimated and may change or be extended without notification.

G. OTHER TERMS AND CONDITIONS

1. Allowable Expenditures

The SCWDB is not responsible for any costs incurred by respondents prior to the selection. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

2. Availability of Funds

This RFP is being solicited based on available funds.

3. Disclosure of Proposal Contents

SCWDB must comply with Pennsylvania’s Right-To-Know Law, Act 3 of 2008, effective January 1, 2009, and may be requested and required to release information from proposals received in response to this RFP.

4. Rejection of Proposals

SCWDB reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with competing respondents. A building lease for the accepted proposal will be based upon the factors described in this RFP.

5. Response on Action Taken Regarding Proposal

All proposals submitted will receive a response as to the action taken by SCWDB. Respondents may request a briefing on the action taken on the proposal.

6. Disclaimer

The submission of a proposal to SCWDB does not assure or imply an award of a contract to the firm submitting the proposal. SCWDB reserves the right to accept or reject any or all quotes, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.

V. RFP RESPONSE OUTLINE

A. FACILITY QUALIFICATIONS

Address each of the specified facility requirements as outlined in Section III, A.

Please describe Offeror's willingness to make changes to the facility layout and/or existing building utilities (e.g., reconfiguration of rooms, relocation of computer and/or telephone ports to accommodate tenant needs) and plan for addressing changes prior to occupancy.

B. COST QUALIFICATION

1. Lease Start and End Dates
2. Total Area Offered in Square Feet
3. Rent Per Square Foot
4. Total Monthly Rent
5. Detail what is included in the lease (e.g. specific utilities, trash removal, etc.)
6. Estimated Monthly Fees Not Included in the Lease (Include a detailed list and estimated monthly costs).
7. Rent Payment Dates and Schedule
8. Specify any escalation, de-escalation, fee schedule increases or other provisions that would affect the rent during the lease
9. Deposits Required (SCWDB does not anticipate paying any security deposits.)
10. Other Expenses or Fees Not Previously Discussed
11. Renewal Options (Please specify)
12. Other Lease Provisions
13. Contact Person:
14. Please specify name, mailing address, telephone and email address. Identify preferred method of contact

C. SMALL AND/OR MINORITY OWNED BUSINESS

Please indicate if Offeror is a small and/or minority owned business. If yes, please include a copy of the last three fiscal year income statements or tax returns.

D. CONFLICT OF INTEREST

Please disclose any conflict of interest that may exist. Where a conflict of interest does exist provide a resolute of conflict that is achievable prior to acceptance of submitted proposal.

E. INCLUSION OF TERMINATION OR ADJUSTMENT CLAUSE FOR LOSS OF FUNDING

Provide assurance that applicable lease terms will accommodate the Termination or Adjustment clause as stated in RFP and as below:

The Tenant shall have the right to terminate this lease if the grant funds awarded under the Workforce Innovation and Opportunity Act (WIOA) to PA CareerLink® - Washington County shall be discontinued or cancelled. The right of Termination must be exercised in writing to the Landlord and given at least one hundred eighty (180) days in advance by the Tenant during the Lease Term.

F. REFERENCES

Provide contact information for at least two (2) current or former lessee references. If available, provide a boilerplate for current lease agreements.

G. CERTIFICATIONS

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP (Section VI). Submission must include all requested information in this document, as well as a signed certification document attesting to the accuracy of the contents within.

VI. CERTIFICATIONS

On behalf of the Offeror:

- The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation communication, or agreement, for the purpose of restricting competition.
- The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- The individual signing certifies that he/she has read and understands all of the information in the Request for Proposal, and will comply with all the terms and conditions set forth in this Request for Proposal.

RESPONDENT CERTIFICATION SIGNATURES

The Authorized Agent of the Vendor is the Vendor’s Representative authorized to sign contracts, and contract modifications on behalf of the employer. Name the Vendor’s Authorized Agent below.

AUTHORIZED AGENT OF THE VENDOR

Typed/Printed Name

Title

Signature

Date

WITNESS OF THE AUTHORIZED AGENT OF THE VENDOR

The above named is the Authorized Agent of the Vendor.

Typed/Printed Name

Title

Signature

Date