

REQUEST FOR PROPOSALS
LEASING TOWN OFFICE FACILITY

Town of Oxford, Maine
85 Pleasant Street
November 30, 2020



LEASING-REQUEST FOR PROPOSALS

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The Town of Oxford is soliciting proposals for the temporary leasing of commercial office space for the purpose of relocating the Town Office.

The Town of Oxford is soliciting leasing proposals for a minimum of 5,500 SF of space suitable for use by the Town as a place to conduct business and hold public meetings. Proposals are to be received by the Town located at 85 Pleasant Street, Oxford Maine 04270 by 3:00 PM, Friday, January 22, 2021, at which time proposals will be opened and read aloud. Proposals must be submitted in a sealed envelope clearly marked "**Town Office Lease**" in the lower left corner.

I. **PROJECT SUMMARY**

The Town Office is currently located at 85 Pleasant Street in a former school. The Board of Selectmen are currently evaluating different options in regards to the Town Office. These options are: 1) Rehabilitating the current structure, 2) Construct a new Town Office at a site TBD or, 3) Leasing.

The Town is seeking proposals for the leasing of commercial office space within the Town of Oxford for a minimum period of three years. The facility is anticipated to include the following components as part of the contract:

- Minimum 5,500 SF on one floor
- Conceptual floorplan
- Adequate interior lighting
- Office space for town manager, finance officer, deputy finance officer, code enforcement officer, assessor agent, and town clerk
- Lobby of adequate size to accommodate a minimum of ten adults standing
- Selectmen's meeting room of adequate size to accommodate seating and desks for five selectmen, the town clerk, town manager and seating capable of accommodating for at least twenty people (public)
- Minimum of two restrooms (public and staff), utility room, breakroom, storage space, and work stations for three clerks (includes adequate counter space with glass/Plexiglas barriers)
- Approved vault with a four hour fire rating
- ADA accessibility
- Lighted parking area for eight staff and up to twelve customers
- Security system
- Owner/Agent is responsible for real estate taxes
- Modern infrastructure for HVAC, electrical wiring, telephone and internet

Proposal shall include:

- A detailed summary for three years of maintenance and heating costs for the facility.
- A cost per square foot for the term of the lease including annual increases.
- Costs to be paid by lessee for any modifications of existing floor space.
- All renewal and termination options.
- A listing of any other costs the town will be responsible for upon leasing the space.

Copies of RFP may be submitted via PDF in an electronic format. No cost is to be associated with assembling the electronic PDF to bidders.

The Town reserves the right to accept or reject any or all bids, to waive any informality in the bids and to exercise its judgment in evaluating the bids.

Acceptance of the bid is contingent on final voter approval and funding at the annual town meeting tentatively scheduled for 10:00 AM, Saturday, June 5, 2021.

II. SCHEDULE

The Owner/Agent is welcome to schedule meetings with The Town of Oxford to better understand the project and needs.

Approximate dates/timelines are listed below:

RFP Distribution	November 30, 2020
Pre-Bid Meeting (optional)	December 30, 2020
RFP Submission Deadline	3:00 PM, Friday, January 22, 2021
Interviews (optional)	Week of January 25, 2021
Selection by Select Board	February 4, 2021
Notice of Award	TBD based on town meeting vote tentatively scheduled for Saturday, June 5, 2021

III. RFP SUBMISSION REQUIREMENTS

The Town of Oxford must receive responses to the RFP by 3:00 PM, Friday, January 22, 2021 at 85 Pleasant Street, Oxford Maine 04270

The following shall be included in response to this RFP:

- A. Cover Letter: to address interest, point of contact for the selection process, company contact information and business structure (i.e. corporation, sole proprietor, etc.)
- B. Business information
 - a. Owner/Agent qualification to include but not limited to years in business, history, number of full-time employees, info on company's personnel and experience.
 - b. Owner/Agent qualifications and resumes of key personnel.
- C. Owner/Agent Experience
 - a. Similar Municipal Facility experience.
 - b. Ability to meet the Town's program and design standards.
 - c. Statement on working relationships with current lessees.
 - d. Any additional information you would like to include in the proposal that demonstrates experience and ability to work with the Town.

Please submit 6 physical copies and 1 digital copy. Digital copies may be emailed to: eolsen@oxfordmaine.org. Any submissions received after the deadline will be returned unopened to sender.

Proposal materials must be enclosed in a sealed envelope clearly marked: **Town Office Lease.**

V. RFP AWARD BASIS

Proposals will be reviewed by the Town and a contract will be awarded based upon the best value and as determined to be in the best interest of the Town. The Town Manager may contact the Owner/Agent in order to clarify any items listed in their proposal. The Town will evaluate the proposals based upon the following:

- A. Overall experience
- B. Ability to meet project needs
- C. Proposal quality
- D. References
- E. Cost

The Town of Oxford reserves the right to reject any and/or all Bids, to waive deficiencies, and to accept any Bid deemed to be in the best interests of Town.

SCHEDULE A
LEASE PROPOSAL FORM

Proposal of _____

Hereinafter call "Proposer", organized and existing under the laws of the State of Maine doing business as _____*.

(* Insert "a corporation", "a partnership", or "an individual" as applicable)

As per RFP Dated November 30, 2020 "Proposer" acknowledges requirements for leasing.

TOTAL BID PRICE PER SF \$ _____

ANNUAL INCREASES PER SF \$ _____

COSTS FOR MODIFICATIONS \$ _____

LISTING OF ANY OTHER FEES/COSTS

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

INCLUDE ADDITIONAL INFORMATION REQUIRED ON A SEPARATE SHEET OF PAPER.

Submitted by: _____ Date: _____

Name of Authorized Signer and Title