

Request for Proposal (RFP) To Lease Space for the
City of Durham
Office of Economic and Workforce Development in conjunction
with the Parrish Street Advocacy Group

The City of Durham, North Carolina is soliciting proposals from interested firms to provide suitable space in the City of Durham for a term not to exceed two years for use as a space for cultural activities related to advocacy for Historic Parrish Street economic development and commemoration efforts and other cultural and economic development activities. Activities would be carried out by the City of Durham Office of Economic and Workforce Development (OEWD) with the advocacy and planning assistance from the Parrish Street Advocacy Group – a group of committee of interested stakeholders that was initially formed under the auspices of OEWD.

Definitions in this RFP.

“City” means the City of Durham. “Proposal” is the response of a person, firm, or corporation proposing to provide the services sought by this RFP. “Proposer” is the person, firm, or corporation that submits a proposal. “Contractor” is the Proposer with which the City enters into a contract to provide the services sought by this RFP. “Plan” is referred to as the New Era on Parrish Street Plan.

Introduction and Instructions

Background

The City is seeking a location for the Parrish Street Advocacy Group. A prospective space must contain at least 2,500 square feet of rentable ground floor space that can be divided to accommodate the following types of uses: a space for lectures, forums and panel discussions, a historic common room that tells the story of Parrish Street, and a meeting place for community organizations.

The availability of this space is prescribed in the Plan, a document that was conceived in August 2004 with the intent of commemorating the rich history of African-American owned business activity on Parrish Street. An aspect of the Plan involved a dedicated space within the Parrish Street District that could be used for cultural activities intended to increase awareness of Parrish Street’s rich economic and cultural history. These activities would also have the effect of bringing more “foot traffic” to Parrish Street, thereby creating a more fertile environment conducive to the success of ground-level retailers and other types of commercial businesses. The Plan is closely related to the 2000 Downtown Master Plan, which was updated in 2008. Therefore, the location of this

space on Parrish Street, its purpose and the intended benefits of the lease are consistent with both the Plan and the Downtown Master Plan.

It is suggested that the proposer review the Plan in its entirety for further background information about the Parrish Street advocacy effort. That plan is attached as Appendix A and can be found at http://www.durhamnc.gov/departments/eed/pdf/parrish_street.pdf

Scope of Services

The City is soliciting a person, firm, or corporation (referred to hereafter as the Contractor) to provide a location suitable for use as office space based on the following.

- The lease term will be two years commencing no later than the third quarter of the City Fiscal Year 2010 (between January 1, 2010 and March 31, 2010) with renewal options provided.
- The total lease term including renewals may not exceed two (2) years with up to 3 renewable years.
- Possession date is to be no later than the third quarter of City Fiscal Year 2010.
- The rentable space needed shall be approximately 2,500 square feet of ground floor storefront space.
- The location of the space should be on Parrish Street.
- The space should be isolated, in that it should not be space that is shared with another tenant.
- The City of Durham does not, as a tenant, pay or submit a security deposit to a prospective Landlord.
- The space must be fully compliant with the dictates of the Americans with Disabilities Act (“ADA”). It will be incumbent upon the Landlord to comply with the results of a report completed by the City’s ADA consultant.
- The City of Durham prefers that a prospective Landlord provide a space that has been previously “built-out” so that it can be most easily adapted to the City’s proposed use.
- The City prefers that prospective space already contain phone and data communication detail.
- A complete proposed rent schedule, including term and renewal period(s) shall be included in all proposals. Annual per square foot rental rates which include indeterminable percentage increases(s), such as uncapped consumer price index increases, etc. shall not be accepted during either the initial term or any renewal period.
- Adequate and convenient bathroom facilities are to be provided including tissue holders, towel dispensers, coat hooks, mirrors and trash cans. Bathroom facilities shall be in compliance with the City’s ADA requirements and building code requirements.
- The Landlord shall provide all necessary partitions, doors, floor coverings, etc. to make the space acceptable for the proposed use.
- All space shall comply with all applicable building, safety, and zoning codes.
- It is desired that the following services be furnished and included in the per square foot rate proposed.
 - a. All utilities including HVAC, except telephone.

- b. Janitorial and cleaning services and supplies (indicate frequency of service). Proposals which do not include utilities and/or janitorial service will be considered, however there must be an acceptable method of determining the City's share of these services.
- c. Maintenance of building and grounds including lawn, shrubbery, sidewalks, parking areas and common areas is required.

If your firm wishes to submit a Proposal that does not comply with the standards as discussed above, it is recommended that you also submit one that does comply in addition to the one that does not comply so that your “non-compliant” version can be considered as an alternative if the City is interested in it. This will allow your firm’s compliant version to be considered if the City remains steadfast on applying the standards discussed above.

The City anticipates that the conclusion of the RFP process will be a lease contract between the City and the Landlord under which the Landlord shall provide the space and services described above.

Discretion of the City

The City of Durham reserves the right to reject any or all proposals. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any Proposals, whether or not something is stated to be mandatory and whether or not it is said that a Proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit Proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion.

Submission Requirements

Proposals are due no later than 12:00 p.m. on December 11, 2009. In order to be responsive, the Proposer must submit seven paper copies of the Proposal. Neither fax nor email transmissions will be accepted. Submissions must be received by mail or hand-delivered on or before the deadline to:

City of Durham
General Services Department, Real Estate Division
2011 Fay Street
Durham, NC 27704
Attention: David Fleischer

Questions about the RFP shall be submitted to Reginald Jones at Reginald.Jones@durhamnc.gov

Selection Process.

The selection process will occur as follows:

RFP Issue Date: November 11, 2009

Proposal Due Date: December 11, 2009

Proposal Evaluations Date: December 18, 2009

Contract Commencement Date: Second quarter 2010

Solicitation Advertising

This solicitation is available on the City's internet site at:

www.durhamnc.gov/departments/purchasing/bids.cfm

News Releases

News releases related to this RFP will not be made without prior approval of the Public Affairs Division and then, only in coordination with the project manager.

Evaluation of Proposals

The City will use an evaluation committee to evaluate all Proposals. The evaluation will be based on the Proposal's understanding of the project and the methodology used for the project.

Cover Letter and Proposal

The Proposal shall contain a cover letter, signed by a principal in the firm, indicating his or her title and that he or she has authority to submit the proposal on behalf of the firm, including the cover letter. The cover letter shall contain the following statement:

The undersigned has the authority to submit this proposal on behalf of the *name of company* in response to the Request for Proposal to lease space for the Parrish Street Advocacy Group.

Non-Collusion Affidavit.

The Proposal should include a statement saying:

The City of Durham prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, _____ affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this bid, proposals or quotations. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Signature: _____

State of North Carolina

ACKNOWLEDGMENT

County of _____

I, _____, a Notary Public in and for the aforesaid County and State, certify that _____ personally appeared before me this day and having been duly sworn, stated that the contents of the foregoing Non-collusion Affidavit are true to the best of his or her knowledge and belief, and he or she acknowledged the execution of the foregoing Non-collusion Affidavit in connection with this Request For Proposals. This the ____ day of _____, 20__.

My Commission expires:

Notary Public

Limit on Claims.

No Proposer will have any claims or rights against the City for participating in the Proposal process, including without limitation submitting a Proposal. The only rights and claims any Proposer will have against the City arising out of participating in the Proposal process will be in the contract with the selected Proposer.

Equal Business Opportunity Program

It is the policy of the City to provide equal opportunities for City contracting for small firms owned by socially and economically disadvantaged persons doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

There are no goals set for this project. In accordance with the Equal Business Opportunity Program Ordinance, all contractors are required to provide information requested in the "SDBE Procurement Forms" package, which has been included with these specifications. Bids that do not contain the appropriate, completed "Procurement Forms" will be deemed non-responsive and ineligible for consideration. The "Declaration of Performance," Managerial Profile," "Equal Opportunity Statement" and the "Employee Breakdown" documents are required of all contractors. In lieu of the "Employee Breakdown," contractors may submit a copy of the current EEO-1 form (corporate basis). All questions concerning SDBE documents should be referred to Deborah Giles or other department staff at (919) 560-4180.

Proposal Format and Content

The City discourages overly lengthy and costly responses; however, in order for the City to evaluate qualifications fairly and completely, Proposers should follow the format set out herein and provide all of the information requested.

Your Proposal must include the following information and be separated by tabbed dividers labeled as follows:

Introduction - Tab 1

Proposers must include the complete name and address of their firm and the name, mailing address, and telephone number of the person the project manager should contact regarding the statement of qualifications.

Understanding of the Project - Tab 2

Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

Methodology Used for the Project - Tab 3

Proposers must provide a comprehensive narrative statement that sets out the methodology they intend to employ and illustrates how their methodology will serve to accomplish the scope of service requirements. This shall include any relevant experience working with downtown revitalization rental projects that are similar to this RFP.

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Evaluation Criteria and Contractor Selection

The Total Number of Points Used to Score This Contract is 100

Understanding of the Project - 20%

Qualifications will be evaluated against the questions set out below.

- How well has the Proposer demonstrated a thorough understanding of the purpose and scope of the project?
- How well has the Proposer identified pertinent issues and potential problems related to the project?
- How well has the Proposer demonstrated that it understands the deliverables the City expects it to provide?
- How well has the Proposer demonstrated that it understands the City's time schedule and can meet it?
- How well has the Proposer met other requirement of the RFP (i.e. Cover Letter, Collusion Statement, Proposal Format and Content)?

Methodology Used for the Project - 80%

Qualifications will be evaluated against the questions set out below.

- How well does the methodology depict a logical approach to fulfilling the Space use requirements of the RFP?
- How well does the methodology match and contribute to achieving the Scope of Services set out in the RFP?

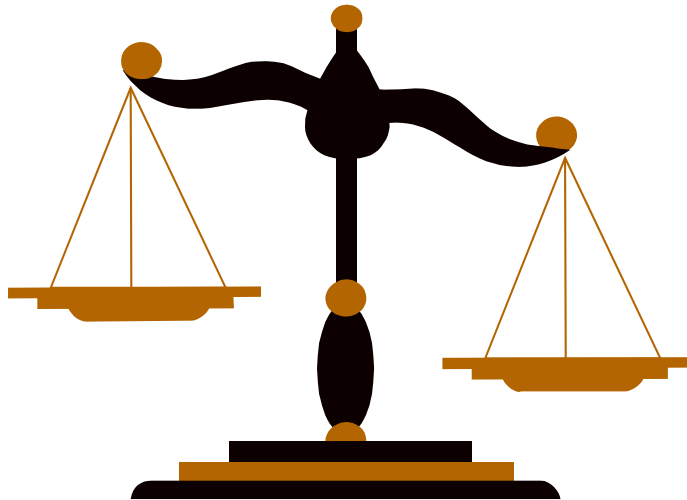
After scoring of proposals is complete, an interview will be conducted with the top ranked Proposer and a recommendation will be made to the City Manager with pending approval from City Council. (Please note: not all applicants will be invited for an interview). If acceptable, a decision is expected in second quarter of 2010. All Proposers so requesting will be notified of the results of the scoring using the project manager's name and information as provided.



CITY OF DURHAM SMALL DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

PROCUREMENT FORMS

Revised 06/08



Mailing Address:

101 City Hall Plaza
Durham, North Carolina 27701
Phone: 919-560-4180
Facsimile: 919-560-4513

Street Address:

302 East Pettigrew Street, C-180
Durham, North Carolina 27701

The Department of Equal Opportunity/Equity Assurance

Good Things Are Happening In Durham

Small Disadvantaged Business Enterprise Ordinance

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Development for Parrish Street advocacy effort

SDBE Procurement Documentation

If applicable information is not submitted with your bid, your bid will be deemed non-responsive.

Declaration of Performance must be completed and submitted with your bid.

Managerial Profile must be used to list the managerial persons in your work force who will be participating in this project.

Equal Employment Opportunity Statement for your company must be completed and submitted with your bid.

Employee Breakdown must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

COMPLETE THIS FORM

DECLARATION OF PERFORMANCE BY VENDOR/CONTRACTOR

Briefly address each of the following items:

1. A brief synopsis of the company and the products/services it provides:
2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:
3. List anyone outside of your company with whom you will contract on this bid:

The undersigned vendor/contractor certifies that:

- (a) It is normal business practice of the vendor/contractor to perform all elements of the contract with its own work force without the use of subcontractors/vendors; and
- (b) That the above documentation demonstrates this firm's capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.

Date

Authorized Signature

COMPLETE THIS FORM
Managerial Profile

Name of Firm: _____

Contact person: _____

Title: _____

Address: _____

Telephone No.: _____

Date: _____

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition* of the City of Durham's Minority and Women Business Enterprises Ordinance

Managerial Employees

<u>NAME</u>	<u>POSITION</u>	<u>(YES/NO) MINORITY/WOMAN</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*"Minority" means an individual who is a citizen or lawful permanent resident of the United States and who is a "Black American", a person having origins in any of the Black racial groups of Africa. On building contracts, construction over \$100,000.00 or federally funded projects, the federal and/or state definitions apply.

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COMPLETE THIS FORM

EQUAL OPPORTUNITY STATEMENT

COMPLETE THIS FORM OR ATTACH COMPUTERIZE FORM

EMPLOYEE BREAKDOWN

Part A – Employee Statistics for the Primary Location

M-----a-----l-----e-----s

F-----e-----m-----a-----l-----e-----s

Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

Part B – Employee Statistics for the Consolidated Company (See instructions for this form on whether this part is required.)

M-----a-----l-----e-----s

F-----e-----m-----a-----l-----e-----s

Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													