

# Mountainland Association of Governments

## Request for Proposal for

### Weatherization Office and Warehouse Space

Mountainland Association of Governments is soliciting Requests for Proposal to provide office space and connected warehouse space for our Weatherization Assistance Program, part of our Aging and Family Services Department. This Request for Proposals (RFP) presents an outline for office and warehouse space requirements for the program.

<b>SUMMARY INFORMATION</b>	
<b>PROJECT: Weatherization Assistance Program Office and Warehouse Space</b>	
Location	Preferred within Provo/Orem/Lindon Utah Boundaries
<b>Project Contact:</b>	
MAG Contact	Katie Mitchell
Phone No.	801-229-3847
Email Address	<a href="mailto:kmitchell@mountainland.org">kmitchell@mountainland.org</a>
<b>Space Requirements:</b>	
Net Usable Office Space	Minimum 1,800 Square Feet
Net Usable Warehouse Space	Minimum 2,000 Square Feet
Parking Spaces	12 staff members, plus visitors; additional parking for Weatherization Vehicles and Trailers desired
<b>Other Information:</b>	
<ul style="list-style-type: none"> <li>• Must be ADA Accessible</li> <li>• Must include Men’s and Women’s Restroom</li> <li>• Must allow design of office space as needed (including, but not limited to, Reception area, 12 offices, copy room, break room)</li> <li>• Must allow design of warehouse space as needed (including, but not limited to, installation of shelves, etc.)</li> <li>• Ability to install computer and phone networks required</li> <li>• Adequate Heating/Cooling and Lighting must be available</li> <li>• Separate access to the Warehouse Space, garage door or roll up door preferred, to facilitate delivery and pickup of warehouse items.</li> <li>• Proposal must include detailed pricing information, including price per SF for office space; price per SF for warehouse space; total net space and total gross space for</li> </ul>	

<p>office and warehouse space; total rent/month; any additional requirements for rental of space (ex. insurance; down payment; etc.)</p> <ul style="list-style-type: none"> <li>• Date space is available to move into must also be included.</li> </ul>	
<b>Instructions:</b>	
Date Advertising Request for Proposal	Wednesday, September 12, 2018
Submission Deadline for Requests for Proposals	Wednesday, September 26, 2018
Submittal Instructions	<p>Electronic submittal is required. Submit an electronic file of the RFP to the MAG Contact Person, no later than 3:00 p.m., on Wednesday, September 26, 2018 (acknowledgement of receipt will be sent).</p> <p><b>RFPs will not be accepted after the 3:00 p.m. deadline.</b></p>

**A. Proposal Requirements & Contents**

6-page maximum length; cover letter and Appendix pages are not included in total page count.

**Cover Letter**

Introduce the location of the property and identify contact information, including name, address, email and phone number. We do intend to view all sites.

**Space Requirements**

Please include a layout of the space, including parking, square feet for office and Warehouse space, any separate access to Warehouse space, etc. Proposal must identify year facility was built and any limitations on design and use of office and/or warehouse space by MAG. Information on utilities, access, location, limitations on signage, office development guidelines and restrictions, etc., must also be identified. Copy of proposed lease agreement should also be included, as well as date of availability and identification of any minimum lease term.

**Projected Budget**

Must include itemized rate for office space by square foot and total cost for office space; and itemized rate for warehouse space per square foot and total cost for warehouse space. Must also include information about heating and cooling, including estimated cost/month, identify any upfront expenses, and any other relevant cost information necessary to provide a clear overview of one-time and ongoing space costs.

**Appendix Information**

Include any additional information that may be relevant to the RFP.

## **B. Selection Process and Criteria**

### **Selection Process:**

- RFP release: September 12, 2018
- Proposals due: September 26, 2018 by 3:00 p.m.
- Facility Visits will be scheduled for all proposed sites

### **Selection Criteria - 100 points possible:**

1. One-page cover letter
2. Ability to meet requirements of RFP (10 Points)
2. Location of Facility (15 points)
3. Project Budget (25 points)
4. Success of Location in meeting Office Space Requirements (25 points)
5. Success of Location in meeting Warehouse Space Requirements (25 Points)