



## Request for Proposals Office Space Lease or Purchase

NOTICE IS HEREBY GIVEN that the Board of Big Sky Economic Development (BSED) is currently requesting proposals from qualified firms for a lease, a lease to own agreement, sale of an existing building, sale of land plus build to suit, or sale of a condominium of **14,000 to 16,000 sq/ft**.

Big Sky Economic Development is an organization that hosts eight programs that focus on the growth and development of businesses, the recruitment of new business, and the development of our region's vibrant economy. Office space is needed to house the current BSED programs, conference space, plus a new endeavor referred to as "Entrepreneur Space" that involves coworking space and requires an open floorplan.

Budget range is \$2.5 million - \$3.5 million for an all-in purchase and renovation. Budget range for rent is approximately \$150,000 a year, including utilities and maintenance.

All interested firms should submit one (1) proposal electronically and mail or deliver one (1) original plus nine (9) copies of their proposal to Big Sky Economic Development, 222 North 32<sup>nd</sup> Street, Suite 200, Billings Montana, 59101, Attention: Becky Rogers. **Proposals must be received no later than 4:00pm, August 2, 2018.** Proposals delivered after the RFP closing date and time will not be considered.

### Proposal and Supplemental Material Requirements are as follows:

1. Proposals are not to exceed a **10**-page limit, not including **5** pages of supplemental material for a total of **15** pages.
2. Include current or proposed floor plan layout labeled with room dimensions.
3. Include exterior photo of main entrance, suite entrance (if applicable), street view; or a rendering or illustration if proposing new construction.
4. Include a detailed description of parking capacity, including the cost per space and whether the space is open, covered or a combination thereof. Include a photo, rendering or illustration of parking accommodations.
5. Include photos of private office space, reception area, and conference rooms.
6. Express lease proposals in cost per sq/ft with yearly escalation calculations and include lease term.
7. Include average annual utility cost for water, gas and electric (listed individually) from the last full-year tenant. May give an estimate if no previous tenant information is available or if quoting a full-service lease.
8. Condominium proposals must detail anticipated condo fees including janitorial, maintenance, snow removal, yard care, security, capital improvement or any other costs identified.
9. Condominium proposals must include total square footage, specified as finished or unfinished. Total purchase price must include the cost of proposed renovation and upgrades.
10. Provide a detailed description of security features, systems and accessibility.
11. If proposed space requires a renovation, please provide a projected floor plan illustration and an estimated schedule for completion of renovation.

12. Confirm if proposed space can accommodate a broadband requirement of aggregated or dedicated service with a minimum of 100 MB/sec upload and 300 MB/sec download capacity.

**Proposals are subject, but not limited to, the following criteria:**

1. Minimum of 14,000 sq/ft and maximum of 16,000 sq/ft
2. Preference is to be located in the Central Business District (see attached) but will consider proposals in the general vicinity.
3. Total square foot can include more than a single floor(s), however the floors must be adjacent to each other. Preference will be given to square footage occupying one floor.
4. If proposing a purchase, the proposed price will be considered the total price. *\*BSED will require a certified appraisal before purchase\**
5. Proposed office space needs include the following:
  - a. Big Sky Economic Development Office Space
    - One (1) large conference room approximately 1,600-2,000sq/ft that can preferably be partitioned off into two to three (2-3) individual conference spaces.
    - One (1) medium conference/training room approximately 375 sq/ft.
    - Three (3) small private collaboration rooms approximately 120 sq/ft each
    - At least sixteen (16) private hard wall offices approximately 144-224 sq/ft each
    - Open office space approximately 500-600 sq/ft to house approximately eight (8) workstations. Could be housed as additional hard wall offices if available.
    - Support Spaces listed below could be combined into one or more multi-use space.  
Support space includes:
      - o One (1) break room/kitchen approximately 225 sq/ft total
      - o One (1) copy/print room approximately 150 sq/ft total
      - o One (1) mechanical room approximately 112 sq/ft total
      - o One (1) IT room approximately 100 sq/ft total
      - o One (1) janitorial closet (if applicable) approximately 48 sq/ft total
      - o Storage space approximately 275 sq/ft total. Could be split into more than one space.
    - Restrooms facilities (ADA accessible) consisting of 3 stalls for women and 2 stalls + urinals for men approximately 600 sq/ft total. Could be shared with Entrepreneur Space
  - b. Entrepreneur Space
    - One (1) administrative office approximately 150 sq/ft
    - Ten (10) hard wall offices approximately 120 sq/ft each
    - Open flexible work space approximately 2200 sq/ft total
    - Four (4) small enclosed workspaces for making private calls approximately 20 sq/ft each
    - Kitchen/Coffee bar approximately 200 sq/ft total
    - Storage space approximately 300 sq/ft total
    - Restroom space is assumed to be part of common area space or shared with BSED
6. Office finish must exceed or be at least comparable to current BSED space. (Walk-through of BSED office available upon request.)
7. Occupancy no later than 06/20/2019, including the completion of renovations.
8. The building and office space must be available to authorized employees 24 hours a day, seven days a week. Additionally, the space must have controlled entry and functioning security system.
9. Parking needs include accommodating up to 100 spaces and must include approximately 30 guaranteed spaces to be reserved by Big Sky Economic Development.
10. Ability to prominently display signage on the exterior and interior of the premises.

11. Proposed space has both air conditioning and heating thermostatically controlled by zones in an area not to exceed 1000sq/ft.

**Alternatives:**

1. Proposals may include reasonable alternatives to the criteria above.
2. Will potentially consider square footage beyond 16,000 sq/ft if such addition would accommodate co-location with similar resource partners or if space could be left unfinished for potential growth in the future.
3. Will consider proposals of donated space or partnership opportunities for the purpose of supporting the economic development mission of our organization.

**Additional preferences are as follows:**

1. Space provides ample natural light
2. Office layout is flexible and may be adapted to accommodate multiple uses or convert into additional workspace
3. Location is visible and easy to locate and access
4. Location is close to other amenities such as coffee shops, restaurants, and business services
5. Location on the ground floor or has street view exposure
6. Location has covered parking within proximity to the facility's main entrance

**Timeline:**

All participants must attend a mandatory meeting on July 11, 2018 at 1:00 p.m. held at Big Sky Economic Development, 222 N. 32<sup>nd</sup> Street, Suite 200, in the Yellowstone Conference Room. Participants may attend via conference call if requested in advance.

Proposals must be received no later than 4:00pm, August 2, 2018.

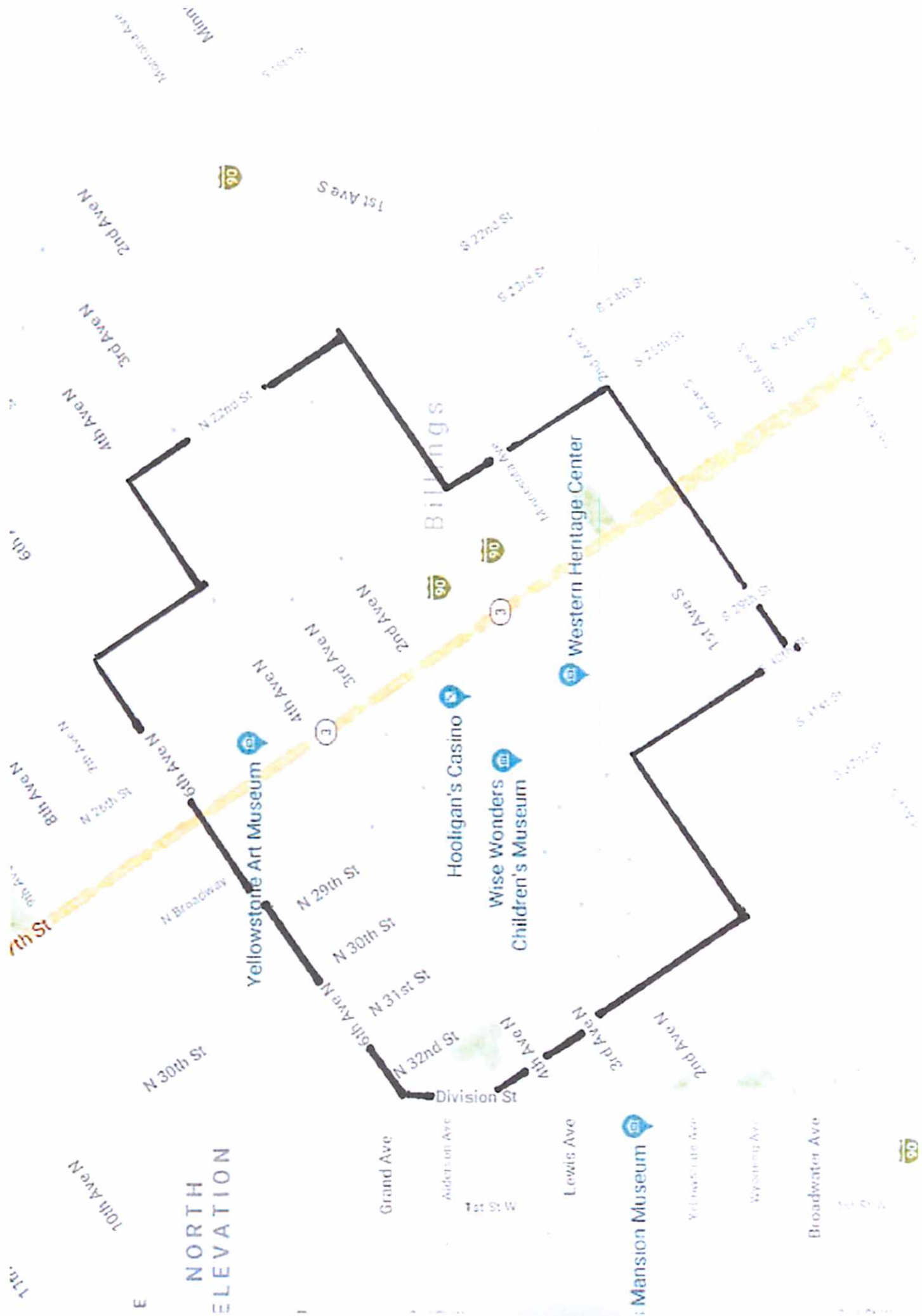
All participants must make themselves available for a site visit of proposed space during August 20 - August 27, 2018.

Participants will be notified regarding the review and consideration of proposals on or before August 17, 2018.

**Disclaimers:**

The Board of Big Sky Economic Development reserves the right to reject any or all proposals received, to waive informalities to evaluate the proposals submitted, to take submitted proposals and further explore opportunities, and to accept the proposal which best services the interests of BSED's Mission.

# Attachment: Central Business District



# Attachment: Scoring Criteria

<b>Big Sky Economic Development RFP for Office Space Lease or Purchase Scoring Criteria</b>	
<b>Criteria</b>	<b>Weight</b>
<b>Cost/Affordability</b>	30
<b>Location</b>	30
Proximity to the Central Business District	
Proximity to amenities (coffee, food)	
Ease of Access to location	
Ability to hang prominent signage	
Street Level Visibility	
Proximity of parking to building	
Covered Parking	
Ability to provide 100 spaces	
Ability to guarantee 30 Spaces to BSED	
<b>Proposed Space Needs</b>	20
Conference Space options	
Large and Divisible Conference Space	
Layout of Floorplan	
Occupancy on one floor	
Equal or better finish than BSED	
Adaptability of Office Space	
Restroom Capacity	
Natural Light	
Common Area Amenities	
<b>Infrastructure Condition</b>	20
Condition of heating and cooling system	
HVAC Controlled Zones	
Condition of Building Shell	
Broadband/IT infrastructure	
Security System	
Ability to have 24/7 secure access	
<b>Total Score</b>	<b>100</b>