



**REQUEST FOR PROPOSALS #09-126
ACCOMMODATION FOR PROBATION OFFICES**

The State of North Carolina budget passed by the General Assembly included a special provision that reduces the Department of Correction, Division of Community Corrections' budget for lease payments and shifts this funding responsibility to the County in which Probation Offices are located. The Division of Community Corrections' currently leases space in three separate buildings in Wake County for Probation Offices. Due to this mid-year unfunded mandate, Wake County must assume this responsibility and locate suitable office space for those probation officers assigned to Wake County. The County has been afforded three options to consider to meet these needs:

- Option #1 Provide space in existing County facilities or secure new leased space in new locations and relocate the Probation Offices.
- Option #2 Continue to work with the Landlord of the space currently leased by the State of NC and "take over" the existing lease by negotiating a new lease for the currently occupied office space.
- Option #3 Request that the Department of Correction maintain the current lease and the County reimburse the DOC for these costs.

In order to further evaluate the most cost effective option, Wake County has elected to request proposals from Landlords for purposes of leasing space for the Probation Offices. The attached RFP outlines the basic information needed to consider your proposal and provides further details regarding space and building requirements.

Landlord/Ownership: Provide the Landlord's name and address and the name and address of the managing firm or agency.

Building: Provide the name and address of the proposed building.

Premises: The Class B or Class C square footage appropriate for the conditions and requirements listed in the "Improvements" section below. The State of NC, Department of Corrections currently leases approximately 15,679 square feet in three separate buildings to accommodate 62 employees. The County is requesting proposals for suitable space in one location to consolidate these offices. Premises must meet all federal, state and local building code requirements.

Lease Term: Provide proposal for a Fifty-Four (54) month term.

Lease

Commencement: Commencement Date or January 1, 2010, whichever is later.

Rental Rate: Indicate your most competitive full service annual base rental rate structure based upon the rentable square footage for the lease term stated above, including any proposed annual escalations. Wake County desires a full service lease arrangement.

Concessions: List any proposed concessions including free rent, reduced rent or tenant improvement allowance, parking if applicable.

Tenant

Improvements: The County prefers “as is” condition with limited improvements. Any improvements that are required will be provided by the Landlord on a “turnkey” basis utilizing standard building materials and finishes, and a space plan mutually agreed upon by Landlord and Tenant. All preliminary space planning, architectural, engineering and permitting costs shall be included. The Tenant requires a combination of office and ancillary space to support 62 staff in one location.

Renewal Option: Tenant requests ability to renew lease annually or for six (6), one (1) month periods at the then current lease terms and conditions.

Expansion: Tenant requests an ongoing right of first offer on any space that becomes available in the building.

Parking: Outline the availability and arrangements for parking for the building.

Signage: Describe signage opportunities available to Tenant.

Telecommunications: Indicate the availability and type of telecommunications service to the building (i.e. fiber, T1, DSL, POTS, etc.) as well as the service provider(s). Tenant will require special entrance facilities if not available through Landlord.

Building Services: Provide a detailed description of all building services including hours of operation, HVAC type and control, after-hours HVAC, housekeeping, building security and after-hour access. Briefly describe the Tenant's ability to access these services. Wake County reserves the right to install its own security type system if building system is inadequate.

Building Access

Hours of Operation: Tenant shall be provided keys to the Building for 24 hours a day 7 days a week access.

Proposal Evaluation: The County will evaluate responses to this RFP and weigh the results against proposals submitted by the Landlords currently leasing space to the State of NC. The County reserves the right to remain in the currently leased space under re-negotiated lease arrangements or consolidate the offices into a single new location. Site visit may be required to determine suitability of space. The County reserves the right to consider all the criteria and information provided in the proposal to determine the most suitable space for this purpose.

Disclaimer: The terms and conditions contained herein are for review and discussion purposes only and therefore do not legally bind any of the parties involved. Unless and until a definitive lease document is fully executed between the parties, neither party shall have any liability to the other relative to this proposal, and the terms and conditions remain subject to withdrawal or modification at any time prior to such lease execution.

Proposals are due Wednesday, November 18, 2009 at 3:00 pm.

Proposals may be delivered to:

Wake County Procurement Services
Attn: Tom Wester
Wake County Office Building – Room 926
336 Fayetteville Street (27601)
PO Box 550 (27602)
Raleigh, NC

No late proposals, regardless of delivery means, will be accepted. No fax proposals accepted. Wake County deserves the right to reject any and all proposals and make award as in the best interest of Wake County.

Any questions regarding this RFP are to be submitted no later than 5 pm on Thursday, November 12, 2009 and directed to the attention of Mr. Tom Wester.

Contact information : Phone (919) 856-6153
 Email twester@wakegov.com

Responses to questions will be addressed and an addendum to the RFP issued on Friday, November 13, 2009.