

Addendum No. 1 to Early Learning Coalition of St. Lucie County (ELC)
Request for Proposal (RFP) for Lease of Office Space
RFP No. 181901

Project Timeline:

The **Project Timeline** section has been added in its entirety.

<u>Date of Initial Public Notice and RFP Posting</u>	<u>January 26, 2019</u>
<u>Date of Updated RFP Posting</u>	<u>January 28, 2019</u>
<u>Date of Addendum No. 1 Posting</u>	<u>February 4, 2019</u>
<u>Due date for submission of questions from interested parties by email only (1)</u>	<u>5:00 PM February 7, 2019</u>
<u>Due date for ELC responses to interested parties (2)</u>	<u>February 11, 2019</u>
<u>Deadline for Receipt of Letter of Intent (LOI) (3)</u>	<u>5:00 PM February 12, 2019</u>
<u>Due date for evaluation Team to Start Review Process (4)</u>	<u>February 13, 2019</u>
<u>Due date for evaluation team to complete review and make recommendation</u>	<u>February 15, 2019</u>
<u>Due date to post Notice of Intent to Award (5)</u>	<u>February 15, 2019</u>

- (1) **Email only to Procurement Contact listed in RFP Responses Section.**
- (2) **ELC Responses will be emailed to interested parties and a Q&A posted to our website.**
- (3) **Interested parties should email an LOI and provide their formal submission in writing to our Procurement Contact at the address listed in the RFP Responses Section.**
- (4) **Formal submissions will be reviewed by the ELC RFP Evaluation Committee in a publicly noticed meeting at 584 NW University Blvd., Suite to be determined, Port St. Lucie, FL 34986.**
- (5) **ELC will email interested parties who have submitted formal LOI's and post to our website.**

Background Information:

The Early Learning Coalition of St Lucie County, Inc. (ELC) has been in temporary office space since September 2017 due to damages caused by Hurricane Irma. The ELC found and sub-leased temporary office space on a month-to-month basis while its recovery efforts were underway. The ELC is now looking for a new permanent office location.

- The ELC needs a minimum of 9,000 square feet.
- The ELC will consider office space in areas convenient to SR/VPK parents and providers in St. Lucie County, giving preference to a centralized area of the county.
- The ELC will consider office spaces that can offer an original lease term of 10 years with any optional renewal terms allowed by State of Florida Statutes.
- The ELC will also consider other potential cost-saving arrangements or benefits submitted by interested property owners/managers. (Examples include but are not limited to – covered maintenance for common areas, included utilities, included office furnishings, equipment, etc.).
- The ELC is a recipient of state and federal tax dollars. Cost is always a concern for the ELC, but it will not be the overriding factor in our decision to secure a new office location.
- **Notice is given to interested parties that due to funding restrictions, construction/capital improvement costs are not allowed. Therefore, all buildout costs will be the responsibility of the interested party**

RFP Responses:

All RFP responses will need to include **the RFP number and** a complete description of the property along with specific details on the square footage available, base rent costs, cost of living increases, renewal options and all other relevant costs and perquisites associated with leasing the property. **All RFP responses will be evaluated based on the Evaluation Criteria below, scored, and compared to other competing proposals using the Proposal Evaluation Form provided below.**

All **formal, written** responses should be ~~provided~~ **submitted** in the form of a Letter of Intent (LOI). **LOI's should be emailed and your formal, written submission delivered to our Procurement Contact. Each party's formal, written submission must include five (5) printed copies delivered by courier, U.S. Mail or other means to the ELC's current/listed office address by COB (5:00 p.m.) on February 12, 2019.** For general questions and additional details on the required content of your LOI, please ~~contact~~ **email** Donna Diaz at diazd01@elcslc.org.

Formal, written responses must be delivered to:

The Early Learning Coalition of St. Lucie County, Inc.
Attention: Donna Diaz
584 NW University Blvd, Suite 200
Port St. Lucie, FL 34986

Evaluation Criteria:

The **Evaluation Criteria** section has been added in its entirety.

Evaluation of each proposal will be scored on the following 15 factors:

Office Space:

- **Square footage of 9,000 sf**
- **Availability of Move-In**
- **Adequate Meeting Room/Training Space**

Location:

- **Areas convenient to SR/VPK parents and child care providers in St. Lucie County, preferably a centralized area of the county**
- **Ample parking for at least 60 vehicles**
- **Convenient parking for at least 60 vehicles**

Lease Terms:

- **10 Year Initial Lease Term**
- **Renewal Periods**

Price:

- **Cost per square footage**
- **Long Term Lease Cost, e.g., initial lease plus renewal periods**

Potential Cost Factors:

- **Common Area Maintenance cost**
- **Utilities Cost**
- **Furnished or Unfurnished**
- **Building Construction and Other Amenities**
- **Janitorial and Pest Control Cost**

The Deadline for Receipt of Proposal section is deleted in its entirety. **See Project Timeline.**

Deadline for Receipt of Proposal:

5:00 p.m. on February 1, 2019

The following section has been added in its entirety

PROPOSAL EVALUATION FORM

Proposer Name _____

		Point Range	Points Earned
1.	Office Space		
	9,000 square feet	0 – 10	
	Availability of move-in	0 – 10	
	Adequate meeting room/training space	0 – 5	
2.	Location		
	Areas convenient to SR/VPK parents and child care providers in St. Lucie County, preferably a centralized area of the county	0 – 10	
	Ample Parking for at least 60 vehicles	0 – 5	
	Convenient Parking for at least 60 vehicles	0 - 5	
3.	Lease Terms		
	10 Year Initial Lease Term	0 – 10	
	Renewal Periods	0 - 5	
4.	Price		
	Cost per square footage	0 – 10	
	Long Term Lease Cost, e.g., initial lease plus renewal periods	0 - 5	
5.	Potential Cost Factors		
	Common Area Maintenance Cost	0 – 5	
	Utilities cost	0 – 5	
	Furnished or Unfurnished	0 – 5	
	Building Construction and Other Amenities	0 – 5	
	Janitorial and Pest Control Cost	0 – 5	
	Total Points	0 - 100	

Evaluation Committee Member Name: _____

Review Date: _____

Evaluation Committee Member Signature: _____