

# Request for Proposal

Office Space Search  
for  
Champaign County Chamber of Commerce  
Champaign County Economic Development Corporation  
Champaign County Convention and Visitors Bureau

Issued July 15, 2010



champaign county  
convention and visitors bureau



Proposal Deadline: September 15, 2010 at 4:00 pm

Questions regarding this RFP should be directed to:

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Send proposal to:  
Amy Mente  
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1817 S Neil Street  
Champaign, IL 61821

## **I. Background and Timetable**

The Champaign County Chamber of Commerce (Chamber), the Champaign County Economic Development Corporation (EDC) and the Champaign County Convention and Visitors Bureau (CVB) currently share 8,940 square feet of office space at 1817 S. Neil Street, Champaign. The present lease expires on June 30, 2011. The purpose of this RFP is to solicit lease proposals for the above organizations. While the organizations would prefer to locate in a shared facility, this RFP seeks proposals for both shared and separate facilities for the respective organizations.

Please note the three organizations have coexisted for 14 years in shared premises. The organizations are experienced with sharing equipment, conference rooms, common areas and front reception.

A facilities committee made up of representatives of all three organizations will review and evaluate the proposals, conduct due diligence and tour short listed facilities resulting in selection recommendations in accordance with the following timetable:

September 15, 2010:	Proposal Deadline (4:00pm)
September 29, 2010:	Shortlist Created for Tours
October 4-6, 2010:	Facility Tours/Due Diligence
November 15, 2010:	Selection of Preferred Proposal
December 20, 2010:	Board Approval by Organizations
January, 2011:	Execution of Leases by Organizations
Jan-May 2011:	Tenant fit out (if required)
June 1, 2011:	Tenant FFE/Transition/Move In (preferred)
July 1, 2011:	Rent Commencement & Tenant Occupancy

## **II. Proposal Options**

This RFP seeks multiple proposal options. Proposers may elect to submit for one or all options. The proposal options are as follows:

1. Joint space option Chamber, EDC, CVB
  - 1a. Single lease for shared space all 3 organizations
  - 1b. Separate leases for co-located organizations with shared common facilities.
2. Shared space single lease option CVB and EDC
3. Separate space option for Chamber
4. Separate space option for EDC
5. Separate space option for CVB

### III. Proposal Options with Space Programming and Evaluation Criteria

#### OPTION 1 (a). Convention and Visitors Bureau/Chamber/Economic Development Corporation Space Requirements shared space

Space/Organization	CVB	Chamber	EDC	Shared	Remarks
Reception/Visitor's Center/Administration	--	--	--	450	
Director's Offices (3)	270	270	270	--	3 @ 270 sf
Offices (7)	--	1,050	--	--	7 @ 150 sf
Assistant Director's Office (1)	--	--	150	--	
Tech Director's Office (1)	--	--	150	--	
Office (Leisure Tourism)	150	--	--	--	
Office (Sports Tourism)	150	--	--	--	
Office (Marketing)	150	--	--	--	
Office (Business Tourism)	150	--	--	--	
Offices (40 North/2)	300	--	--	--	2 @ 150 sf
SBDC Office/Storage	--	--	360	--	
Work Station/Cubicles (14)	190	520	190	--	3/8/3
Offices (Future Expansion/5)	150	300	300	--	1/2/2
Expansion of Work Station/Cubicles (4)	130	--	130	--	2/0/2
Small Conference Room	--	--	--	300	15/Table
Conference/Board/Training Room	--	--	--	1,500	75/Classroom
Work Room	--	--	--	300	
Storage Space	400	200	--	--	
Storeroom/File Room	100	100	100	--	
Server Room	--	--	--	100	
Breakroom/Kitchen (If not Common)	--	--	--	200	
Utility Closet/Mechanical (If not Common)	--	--	--	100	
Restrooms (If not Common)	--	--	--	250	
	2,140 sf	2,440 sf	1,650 sf	3,200 sf	
				9,430 sf	
				1,886	(+/20% Circulation)
				11,316	Nsf

## **Evaluation Criteria and Preferences for OPTION 1 (a).**

This alternative is most similar to the current lease arrangements for the three organizations. OPTION 1 (a) shall utilize a single lease with shared common space. Carefully review the “Shared” spaces listed in the chart above. When responding to this OPTION, the Proposer shall clearly delineate the rent owed per organization on a monthly basis. Additional evaluation criteria to above space program requirements are listed as follows:

### Space Requirements:

1. Submittal shall meet space program criteria listed in the OPTION 1 (a) chart.
2. Professional interior appearance with identification signage of all three organizations in lobby
3. Space for brochures/information center
4. Wide doors and loading areas for ease of moving equipment & loading
5. Description of security system required.
6. Option for CVB: adjacent or incorporated exhibit/gallery space for CVB

### Location:

1. Prominent location within community
2. Convenient access for visitors, guests, members, investors and invitees
3. Access to interstate

### Location in building:

1. First floor preference
2. Easy to locate within building
3. Ease of moving equipment in and out of premises (wide doors/loading/freight elevator)

### Visibility:

1. Building is easy to find and visible via access corridor
2. Parking is easy to find and visible
3. Front entry is easy to find and visible
4. Interior premises are easy to find and visible

### Professional Image:

1. Building portrays appropriate professional image on exterior
2. Parking lot is landscaped, well illuminated, well maintained and in good condition
3. Proposed exterior and interior signage is professional for organizations
4. Interior premises (and commons areas/amenities, if applicable) in good condition
5. Extent of remodeling and upgrading necessary to achieve professional image
6. Ability to have separate identity and entrance per organization

### Parking:

1. 50 parking spaces are required adjacent to premises
2. Free parking is preferred

### Term and Options:

1. Organizations prefer initial lease between three and five years.
2. Options to extend are preferred. Notice period shall be six-months to exercise option.

### Fiscal:

1. Proposer shall insert rent chart with submittal.
  - a. Clearly denote the monthly rent responsibility of each organization.
  - b. Explain how cost of shared/common spaces are allocated
2. List annual rent
  - a. Explain lease format (NNN, gross)
  - b. If NNN, thoroughly explain CAM provisions. Provide projected annual NNN estimates for the initial lease term.

- c. If gross, thoroughly explain provisions.
3. List total rent obligation
  - a. Per initial term of Lease
4. List tenant fit out allowance
  - a. If build out is required, please explain what is proposed and schedule
  - b. If build out is required, denote warranty provisions
  - c. If build out is required, explain insurance provisions
  - d. Reminder: organizations will not pay or reimburse for tenant fit out expenses. Proposer shall be solely responsible for arranging tenant fit out.
5. List Relocation assistance
  - a. If Moving allowance is offered, please explain. Please outline moving allowance on rent chart.
  - b. If Free rent is offered, please explain and denote on the rent chart. Please note the organizations are seeking at a minimum one or two months free rent during the transition.

Timing:

1. Proposer shall assure organizations premises will be ready per the attached schedule.
2. Proposer shall explain deadline of lease execution to achieve the June 1 occupancy date.

Due Diligence:

1. Proposer is aware organizations shall perform due diligence.
2. Organizations prefer if Proposer acknowledges potential due diligence problems in initial submittal. The list below are potential due diligence items/concerns that should be disclosed during initial submittal to the organizations:
  - a. Environmental (asbestos, lead, radon, UST, LUST)
  - b. Mold/mildew
  - c. Hazardous materials
  - d. Flooding / storm water issues
  - e. Building issues: roof leaks, glazing leaks, HVAC problems
  - f. Title review (liens, filings, easements)

Expansion:

1. Proposer shall denote where expansion of premises is possible.
2. Proposer shall outline expansion terms of lease.

Ownership:

1. Chamber is interested in ownership.
2. If ownership is possible during duration of lease, Proposer shall explain terms and conditions.

**OPTION 1 (b). Convention and Visitors Bureau/Chamber/Economic Development Corporation  
Space Requirements separately demised space**

Space/Organization	CVB	Chamber	EDC	Shared	Remarks
Reception/Visitor's Center/Administration	--	--	--	450	
Director's Offices (3)	270	270	270	--	3 @ 270 sf
Offices (7)	--	1,050	--	--	7 @ 150 sf
Assistant Director's Office (1)	--	--	150	--	
Tech Director's Office (1)	--	--	150	--	
Office (Leisure Tourism)	150	--	--	--	
Office (Sports Tourism)	150	--	--	--	
Office (Marketing)	150	--	--	--	
Office (Business Tourism)	150	--	--	--	
Offices (40 North/2)	300	--	--	--	2 @ 150 sf
SBDC Office/Storage	--	--	360	--	
Work Station/Cubicles (14)	190	520	190	--	3/8/3
Offices (Future Expansion/5)	150	300	300	--	1/2/2
Expansion of Work Station/Cubicles (4)	130	--	130	--	2/0/2
Small Conference Room	--	--	--	300	15/Table
Conference/Board/Training Room	--	--	--	1,500	75/Classroom
Work Room	--	--	--	300	
Storage Space	400	200	--	--	
Storeroom/File Room	100	100	100	--	
Server Room	--	--	--	100	
Breakroom/Kitchen (If not Common)	--	--	--	200	
Utility Closet/Mechanical (If not Common)	--	--	--	100	
Restrooms (If not Common)	--	--	--	250	
	2,140 sf	2,440 sf	1,650 sf	3,200 sf	
				9,430 sf	
				1,886	(+/-20% Circulation)
				11,316	Nsf

## **Evaluation Criteria and Preferences for OPTION 1(b)**

OPTION 1 (b) requires three separate leases. It is anticipated the “Shared” space listed above in the chart will be provided as common to all tenants with a cost recovery in a CAM or other use charge. It is preferred that the three organizations be in close proximity to one another in the facility. When responding to this OPTION, the Proposer shall clearly delineate the rent owed per organization on a monthly basis. Additional evaluation criteria to above space program requirements are listed as follows:

### Space Requirements:

1. Submittal shall meet space program criteria listed in the OPTION 1 (b) chart.
2. Professional interior appearance with identification signage of all three organizations in lobby
3. Space for brochures/information center
4. Wide doors and loading areas for ease of moving equipment & loading
5. Description of security system required.
6. Option: adjacent or incorporated exhibit/gallery space for CVB

### Location:

1. Prominent location within community
2. Convenient access for visitors, guests, members, investors and invitees
3. Access to interstate

### Location in building:

1. First floor preference
2. Easy to locate within building
3. Ease of moving equipment in and out of premises (wide doors/loading/freight elevator)

### Visibility:

1. Building is easy to find and visible via access corridor
2. Parking is easy to find and visible
3. Front entry is easy to find and visible
4. Interior premises are easy to find and visible

### Professional Image:

1. Building portrays appropriate professional image on exterior
2. Parking lot is landscaped, well illuminated, well maintained and in good condition
3. Proposed exterior and interior signage is professional for organizations
4. Interior premises (and commons areas/amenities, if applicable) in good condition
5. Extent of remodeling and upgrading necessary to achieve professional image
6. Ability to have separate identity and entrance per organization

### Parking:

1. 50 parking spaces are required adjacent to premises
2. Free parking is preferred

### Term and Options:

1. Organizations prefer initial lease between three and five years.
2. Options to extend are preferred. Notice period shall be six-months to exercise option.

### Fiscal:

1. Proposer shall insert rent chart with submittal.
  - a. Clearly denote the monthly rent responsibility of each organization.
  - b. Explain how cost of shared/common spaces are allocated
2. List annual rent
  - a. Explain lease format (NNN, gross)
  - b. If NNN, thoroughly explain CAM provisions. Provide projected annual NNN estimates for the initial lease term.

- c. If gross, thoroughly explain provisions.
- 3. List total rent obligation
  - a. Per initial term of Lease
- 4. List tenant fit out allowance
  - a. If build out is required, please explain what is proposed and schedule
  - b. If build out is required, denote warranty provisions
  - c. If build out is required, explain insurance provisions
  - d. Reminder: organizations will not pay or reimburse for tenant fit out expenses. Proposer shall be solely responsible for arranging tenant fit out.
- 5. List Relocation assistance
  - a. If Moving allowance is offered, please explain. Please outline moving allowance on rent chart.
  - b. If free rent is offered, please explain and denote on the rent chart. Please note the organizations are seeking at a minimum one or two months free rent during the transition.

Timing:

- 1. Proposer shall assure organizations premises will be ready per the attached schedule.
- 2. Proposer shall explain deadline of lease execution to achieve the June 1 occupancy date.

Due Diligence:

- 1. Proposer is aware organizations shall perform due diligence.
- 2. Organizations prefer if proposer acknowledges problems in initial submittal of the following items:
  - a. Environmental (asbestos, lead, radon, UST, LUST)
  - b. Mold/mildew
  - c. Hazardous materials
  - d. Flooding / storm water issues
  - e. Building issues: roof leaks, glazing leaks, HVAC problems
  - f. Title review (liens, filings, easements)

Expansion:

- 1. Proposer shall denote where expansion of premises is possible.
- 2. Proposer shall outline expansion terms of lease.

Ownership:

- 1. Chamber is interested in ownership.
- 2. If ownership is possible during duration of lease, Proposer shall explain terms and conditions.

**OPTION 2. Convention and Visitors Bureau/Economic Development Corporation  
Space Requirements for shared space**

Space/Organization	CVB	EDC	Shared
Reception/Visitor's Center/Administration	--	--	300
Director's Offices (2)	270	270	--
Assistant Director's Office (1)	--	150	--
Tech Director's Office (1)	--	150	--
Office (Leisure Tourism)	150	--	--
Office (Sports Tourism)	150	--	--
Office (Marketing)	150	--	--
Office (Business Tourism)	150	--	--
Offices (40 North/2)	300	--	--
SBDC Office/Storage	--	360	--
Work Station/Cubicles (6)	190	190	--
Offices (Future Expansion/3)	150	300	--
Expansion of Work Station/Cubicles (4)	130	130	--
Small Conference Room	--	--	300
Conference/Board Room	--	--	900
Work Room	--	--	250
Storage Space	400	--	--
Storeroom/File Room	100	100	--
Server Room	--	--	80
Breakroom/Kitchen (If not Common)	--	--	150
Utility Closet/Mechanical (If not Common)	--	--	80
Restrooms (If not Common)	--	--	200
	2,140 sf	1,650 sf	2,260 sf
			6,050 sf
			1,210 (+/20% Circulation)
			7,260 nsf

## **Evaluation criteria and preferences for OPTION 2:**

OPTION 2 seeks an office that is shared by the CVB and EDC utilizing a single lease. Carefully review the “Shared” spaces listed in the chart above. When responding to this OPTION, the Proposer shall clearly delineate the rent owed per organization on a monthly basis. Additional evaluation criteria to above space program requirements are listed as follows:

### Space Requirements:

1. Submittal shall meet space program criteria listed in the OPTION 2 chart.
2. Professional interior appearance with identification signage of both organizations in lobby
3. Space for brochures/information center
4. Wide doors and loading areas for ease of moving equipment & loading
5. Description of security system required.
6. CVB Option: adjacent or incorporated exhibit/gallery space for CVB

### Location:

1. Prominent location within community
2. Convenient access for visitors, guests, members, investors and invitees
3. Access to interstate

### Location in building:

1. First floor preference
2. Easy to locate within building
3. Ease of moving equipment in and out of premises (wide doors/loading/freight elevator)

### Visibility:

1. Building is easy to find and visible via access corridor
2. Parking is easy to find and visible
3. Front entry is easy to find and visible
4. Interior premises are easy to find and visible

### Professional Image:

1. Building portrays appropriate professional image on exterior
2. Parking lot is landscaped, well illuminated, well maintained and in good condition
3. Proposed exterior and interior signage is professional for organizations
4. Interior premises (and commons areas/amenities, if applicable) in good condition
5. Extent of remodeling and upgrading necessary to achieve professional image
6. Ability to have separate identity and entrance per organization

### Parking:

1. 45 parking spaces are required adjacent to premises
2. Free parking is preferred

### Term and Options:

1. Organizations prefer initial lease between three and five years.
2. Options to extend are preferred. Notice period shall be six-months to exercise option.

### Fiscal:

1. Proposer shall insert rent chart with submittal.
  - a. Clearly denote the monthly rent responsibility of each organization.
  - b. Explain how cost of shared/common spaces are allocated
2. List annual rent
  - a. Explain lease format (NNN, gross)
  - b. If NNN, thoroughly explain CAM provisions. Provide projected annual NNN estimates for the initial lease term.
  - c. If gross, thoroughly explain provisions.

3. List total rent obligation
  - a. Per initial term of Lease
4. List tenant fit out allowance
  - a. If build out is required, please explain what is proposed and schedule
  - b. If build out is required, denote warranty provisions
  - c. If build out is required, explain insurance provisions
  - d. Reminder: organizations will not pay or reimburse for tenant fit out expenses. Proposer shall be solely responsible for arranging tenant fit out.
5. List Relocation assistance
  - a. If Moving allowance is offered, please explain. Please outline moving allowance on rent chart.
  - b. If Free rent is offered, please explain and denote on the rent chart. Please note the organizations are seeking at a minimum one or two months free rent during the transition.

Timing:

1. Proposer shall assure organizations premises will be ready per the attached schedule.
2. Proposer shall explain deadline of lease execution to achieve the June 1 occupancy date.

Due Diligence:

1. Proposer is aware organizations shall perform due diligence.
2. Organizations prefer if proposer acknowledges problems in initial submittal of the following items:
  - a. Environmental (asbestos, lead, radon, UST, LUST)
  - b. Mold/mildew
  - c. Hazardous materials
  - d. Flooding / storm water issues
  - e. Building issues: roof leaks, glazing leaks, HVAC problems
  - f. Title review (liens, filings, easements)

Expansion:

1. Proposer shall denote where expansion of premises is possible.
2. Proposer shall outline expansion terms of lease.

**OPTION 3. Champaign County Chamber of Commerce  
Space Requirements**

	<u>Estimated Dimensions</u>	<u>Estimated Square Feet</u>	
Reception/Administration		250	
Director's Office	15x18	270	
Offices (7)	10x15	1,050	
Work Station/Cubicles (8)	8x8	520	
Offices (Future Expansion/2)	10x15	300	
Small Conference Room (15/15x20=300 sf)		300	
Large Conference/Board/Training Room (75/75x20=1,500 sf)		1,500	
Work Room		200	
Storage Space		200	
Storeroom/File Room	10x10	100	
Server Room		70	
Breakroom/Kitchen (If not Common)		150	
Utility Closet/Mechanical (If not Common)		80	
Restrooms (If not Common)		180	
		5,170	sf
		1,034	sf (+/20% Circulation)
		6,204	Nsf

**Occupancy**

- 19 Board Members
- 11 Staff (+ 3 Future Staff)
- 30 Occupants

### **Evaluation criteria and preferences for OPTION 3:**

OPTION 3 shall utilize a single lease with the Chamber. Additional evaluation criteria to above space program requirements are listed as follows:

#### Space Requirements:

1. Submittal shall meet space program criteria listed in the OPTION 3 chart.
2. Professional interior appearance with identification signage of Chamber in lobby/front entry
3. Description of security system required.
4. Wide doors and loading areas for ease of moving equipment & loading.
5. Space for brochures/information center at front entrance/lobby.

#### Location:

1. Prominent location within community
2. Convenient access for visitors, guests, members, investors and invitees
3. Access to interstate

#### Location in building:

1. First floor preference
2. Easy to locate within building
3. Ease of moving equipment in and out of premises (wide doors/loading/freight elevator)

#### Visibility:

1. Building is easy to find and visible via access corridor
2. Parking is easy to find and visible
3. Front entry is easy to find and visible
4. Interior premises are easy to find and visible

#### Professional Image:

1. Building portrays appropriate professional image on exterior
2. Parking lot is landscaped, well illuminated, well maintained and in good condition
3. Proposed exterior and interior signage is professional for organization
4. Interior premises (and commons areas/amenities, if applicable) in good condition
5. Extent of remodeling and upgrading necessary to achieve professional image
6. Ability to have separate identity and entrance for Chamber

#### Parking:

1. 30 parking spaces are required adjacent to premises
2. Free parking is preferred

#### Term and Options:

1. Organizations prefer initial lease between three and five years.
2. Options to extend are preferred. Notice period shall be six-months to exercise option.

#### Fiscal:

1. Proposer shall insert rent chart with submittal.
  - a. Clearly denote the monthly rent responsibility of Chamber.
  - b. If applicable, explain how cost of shared/common spaces are allocated
2. List annual rent
  - a. Explain lease format (NNN, gross)
  - b. If NNN, thoroughly explain CAM provisions. Provide projected annual NNN estimates for the initial lease term.
  - c. If gross, thoroughly explain provisions.
3. List total rent obligation
  - a. Per initial term of Lease

4. List tenant fit out allowance
  - a. If build out is required, please explain what is proposed and schedule
  - b. If build out is required, denote warranty provisions
  - c. If build out is required, explain insurance provisions
  - d. Reminder: organization will not pay or reimburse for tenant fit out expenses. Proposer shall be solely responsible for arranging tenant fit out.
5. List Relocation assistance
  - a. If Moving allowance is offered, please explain. Please outline moving allowance on rent chart.
  - b. If Free rent is offered, please explain and denote on the rent chart. Please note the organizations are seeking at a minimum one or two months free rent during the transition.

Timing:

1. Proposer shall assure organization premises will be ready per the attached schedule.
2. Proposer shall explain deadline of lease execution to achieve the June 1 occupancy date.

Due Diligence:

1. Proposer is aware organization shall perform due diligence.
2. Organization prefers if Proposer acknowledges potential due diligence problems in initial submittal. The list below includes potential due diligence items/concerns that should be disclosed during initial submittal to Chamber:
  - a. Environmental (asbestos, lead, radon, UST, LUST)
  - b. Mold/mildew
  - c. Hazardous materials
  - d. Flooding / storm water issues
  - e. Building issues: roof leaks, glazing leaks, HVAC problems
  - f. Title review (liens, filings, easements)

Expansion:

1. Proposer shall denote where expansion of premises is possible.
2. Proposer shall outline expansion terms of lease.

Ownership:

1. Chamber is interested in ownership.
2. If ownership is possible during duration of lease, Proposer shall explain terms and conditions.

**OPTION 4. Champaign County Economic Development Corporation  
Space Requirements**

	<u>Estimated Dimensions</u>	<u>Estimated Square Feet</u>	
Reception/Administration		200	
Director's Office	15x18	270	
Assistant Director's Office	10x15	150	
Tech Director's Office	10x15	150	
SBDC Office/Storage Space		360	
Work Station/Cubicles (3)	8x8	190	
Expansion of Work Station/Cubicles (2)	8x8	130	
Small Conference Room (12/12x20=240 sf)		300	(Future Offices/2)
Large Conference/Board Room (41/41x20=820 sf)		900	
Work Room		200	
Storeroom/File Room	10x10	100	
Server Room		70	
Breakroom/Kitchen		120	
Utility Closet/Mechanical (If not Common)		80	
Restrooms (If not Common)		100	
		<u>3,220</u>	Sf
			sf (+/20%
		<u>644</u>	Circulation)
		3,864	Nsf

**Occupancy**

- 37 Board Members
- 4 Staff (+ 6 Future Staff)
- 41 Occupants

## **Evaluation criteria and preferences for OPTION 4:**

OPTION 4 shall utilize a single lease with the EDC. Additional evaluation criteria to above space program requirements are listed as follows:

### Space Requirements:

1. Submittal shall meet space program criteria listed in the OPTION 4 chart.
2. Professional interior appearance with identification signage of EDC in lobby/front entry
3. Description of security system required.

### Location:

1. Prominent location within community
2. Convenient access for visitors, guests, members, investors and invitees
3. Access to interstate

### Location in building:

1. First floor preference
2. Easy to locate within building

### Visibility:

1. Building is easy to find and visible via access corridor
2. Parking is easy to find and visible
3. Front entry is easy to find and visible
4. Interior premises are easy to find and visible

### Professional Image:

1. Building portrays appropriate professional image on exterior
2. Parking lot is landscaped, well illuminated, well maintained and in good condition
3. Proposed exterior and interior signage is professional for organization
4. Interior premises (and commons areas/amenities, if applicable) in good condition
5. Extent of remodeling and upgrading necessary to achieve professional image
6. Ability to have separate identity and entrance for EDC

### Parking:

1. 40 parking spaces are required adjacent to premises
2. Free parking is preferred

### Term and Options:

1. Organizations prefer initial lease between three and five years.
2. Options to extend are preferred. Notice period shall be six-months to exercise option.

### Fiscal:

1. Proposer shall insert rent chart with submittal.
  - a. Clearly denote the monthly rent responsibility of EDC.
  - b. If applicable, explain how cost of shared/common spaces are allocated
2. List annual rent
  - a. Explain lease format (NNN, gross)
  - b. If NNN, thoroughly explain CAM provisions. Provide projected annual NNN estimates for the initial lease term.
  - c. If gross, thoroughly explain provisions.
3. List total rent obligation
  - a. Per initial term of Lease
4. List tenant fit out allowance
  - a. If build out is required, please explain what is proposed and schedule
  - b. If build out is required, denote warranty provisions

- c. If build out is required, explain insurance provisions
  - d. Reminder: organizations will not pay or reimburse for tenant fit out expenses. Proposer shall be solely responsible for arranging tenant fit out.
5. List Relocation assistance
- a. If Moving allowance is offered, please explain. Please outline moving allowance on rent chart.
  - b. If Free rent is offered, please explain and denote on the rent chart. Please note the organizations are seeking at a minimum one or two months free rent during the transition.

Timing:

- 1. Proposer shall assure organizations premises will be ready per the attached schedule.
- 2. Proposer shall explain deadline of lease execution to achieve the June 1 occupancy date.

Due Diligence:

- 1. Proposer is aware organization shall perform due diligence.
- 2. Organization prefers if Proposer acknowledges potential due diligence problems in initial submittal. The list below includes potential due diligence items/concerns that should be disclosed during initial submittal to EDC:
  - a. Environmental (asbestos, lead, radon, UST, LUST)
  - b. Mold/mildew
  - c. Hazardous materials
  - d. Flooding / storm water issues
  - e. Building issues: roof leaks, glazing leaks, HVAC problems
  - f. Title review (liens, filings, easements)

Expansion:

- 1. Proposer shall denote where expansion of premises is possible.
- 2. Proposer shall outline expansion terms of lease.

**OPTION 5. Champaign County Convention and Visitors Bureau  
Space Requirements**

	<u>Estimated Dimensions</u>	<u>Estimated Square Feet</u>	
Reception/Visitor's Center/Administration		300	
Director's Office	15x18	270	
Office (Leisure Tourism)	10x15	150	
Office (Sports Tourism)	10x15	150	
Office (Marketing)	10x15	150	
Office (Business Tourism)	10x15	150	
Offices (40 North/2)	10x15	300	
Work Station/Cubicles (3)	8x8	190	
Offices (Future Expansion/2)	10x15	300	
Expansion of Work Station/Cubicles (2)	8x8	130	
Large Conference/Board Room (30/30x20=600 sf)		700	
Work Room		200	
Storage Space (2 Separate Spaces)	14x14	400	
Storeroom/File Room	10x10	100	
Server Room		70	
Breakroom/Kitchen (If not Common)		150	
Utility Closet/Mechanical (If not Common)		80	
Restrooms (If not Common)		200	
		3,990	sf
		798	sf (+/20% Circulation)
		4,788	nsf

**Occupancy**

25 Board Members

5 Staff (+ 6 Future Staff)

30 Occupants

## **Evaluation criteria and preferences for OPTION 5:**

OPTION 5 shall utilize a single lease with the CVB. Additional evaluation criteria to above space program requirements are listed as follows:

### Space Requirements:

1. Submittal shall meet space program criteria listed in the OPTION 5 chart.
2. Professional interior appearance with identification signage of CVB in lobby
3. Space for brochures/information center
4. Wide doors and loading areas for ease of moving equipment & loading
5. Description of security system required.
6. CVB Option: adjacent or incorporated exhibit/gallery space for CVB

### Location:

1. Prominent location within community
2. Convenient access for visitors, guests, members, investors and invitees
3. Access to interstate

### Location in building:

1. First floor preference
2. Easy to locate within building
3. Ease of moving equipment in and out of premises (wide doors/loading/freight elevator)

### Visibility:

1. Building is easy to find and visible via access corridor
2. Parking is easy to find and visible
3. Front entry is easy to find and visible
4. Interior premises are easy to find and visible

### Professional Image:

1. Building portrays appropriate professional image on exterior
2. Parking lot is landscaped, well illuminated, well maintained and in good condition
3. Proposed exterior and interior signage is professional for organizations
4. Interior premises (and commons areas/amenities, if applicable) in good condition
5. Extent of remodeling and upgrading necessary to achieve professional image
6. Ability to have separate identity and entrance to CVB.

### Parking:

1. 30 parking spaces are required adjacent to premises
2. Free parking is preferred

### Term and Options:

1. Organization prefers initial lease between three and five years.
2. Options to extend are preferred. Notice period shall be six-months to exercise option.

### Fiscal:

1. Proposer shall insert rent chart with submittal.
  - a. Clearly denote the monthly rent responsibility of CVB.
  - b. If applicable, explain how cost of shared/common spaces are allocated
2. List annual rent
  - a. Explain lease format (NNN, gross)
  - b. If NNN, thoroughly explain CAM provisions. Provide projected annual NNN estimates for the initial lease term.
  - c. If gross, thoroughly explain provisions.
3. List total rent obligation
  - a. Per initial term of Lease

4. List tenant fit out allowance
  - a. If build out is required, please explain what is proposed and schedule
  - b. If build out is required, denote warranty provisions
  - c. If build out is required, explain insurance provisions
  - d. Reminder: organization will not pay or reimburse for tenant fit out expenses.  
Proposer shall be solely responsible for arranging tenant fit out.
5. List Relocation assistance
  - a. If Moving allowance is offered, please explain. Please outline moving allowance on rent chart.
  - b. If Free rent is offered, please explain and denote on the rent chart. Please note the organization is seeking at a minimum one or two months free rent during the transition.

Timing:

1. Proposer shall assure organization premises will be ready per the attached schedule.
2. Proposer shall explain deadline of lease execution to achieve the June 1 occupancy date.

Due Diligence:

1. Proposer is aware organization shall perform due diligence.
2. Organization prefers if Proposer acknowledges potential due diligence problems in initial submittal. The list below are potential due diligence items/concerns that should be disclosed during initial submittal to the CVB:
  - a. Environmental (asbestos, lead, radon, UST, LUST)
  - b. Mold/mildew
  - c. Hazardous materials
  - d. Flooding / storm water issues
  - e. Building issues: roof leaks, glazing leaks, HVAC problems
  - f. Title review (liens, filings, easements)

Expansion:

1. Proposer shall denote where expansion of premises is possible.
2. Proposer shall outline expansion terms of lease.

## **VI. Instructions to Proposers and Deliverables**

The following are instructions to the proposers and list of required deliverables:

1. The proposer shall submit 3 hard copies in a sealed package and one PDF electronic version to Amy Mente of the EDC on or before 4:00pm on September 15, 2010. Organizations reserve the right to void any and all late submittals.
2. The proposal shall contain a cover letter indicating which options are proposed, contact information, a description of the proposal. The cover letter should denote if Proposer is a member or investor in the respective organizations.
3. Proposers shall submit complete proposals. Incomplete submittals may be voided by the organizations.
4. All proposals must be firm proposals with pricing and terms held valid for 120 days.
5. The initial lease term shall be 3-5 years with multiple options for renewal at specified terms. The organizations will need at least six months to exercise options to extend.
6. All proposals must submit a financial responsibility chart disclosing any and all expenses to the organizations for the initial lease term. The chart shall denote credits for relocation, moving allowance, tenant improvement allowance, rent abatements or other financial assistance the Proposer offers to the organizations. If a security deposit is necessary, the amount shall be listed. If shared service (conference rooms, office equipment, receptionist) fees are applicable, all such fees shall be outlined in the chart. If parking fees or charges are applicable, all fees shall be outlined in the chart. Failure to list all expenses and credits in the chart may deem the proposal incomplete.
7. All proposals that are not gross leases shall provide best estimates of NNN and CAM charges for the duration of the proposed initial lease term.
8. All recipients of the RFP are aware Tenant Improvements shall not be a responsibility of the organizations. All proposals must be built by Lessor at the sole cost of Lessor. The premises shall be ready for occupancy on or before June 1, 2011. A tenant improvement allowance for various items may be appropriate for the respective Options. If and where applicable, the tenant improvement allowance should be defined in the submittal of the Proposer. If tenant improvements are applicable, Proposer shall submit a schedule that identifies milestones.
9. Where tenant improvements are necessary, warrantee and insurance provisions shall be specified.
10. The three organizations created a map of preferred geographic locations. Carefully review Exhibit A, which denotes preferred zones as well as the ranking of zones within Champaign-Urbana-Savoy. For the respective Options involving premises shared by multiple organizations, evaluation of the locations submitted by Proposers will be judged based on the preferred zones of Exhibit A.
11. Proposers shall submit exhibits indicating available parking spaces. The parking exhibit shall denote which spaces are shared and which spaces are dedicated, reserved or assigned to the organizations. ADA accessible parking shall be denoted. If applicable, employee parking shall be denoted. Access to public transportation shall be noted. The organizations prefer free and ample parking for their respective entities. Where parking is not free, pricing fees and charges must be outlined in the financial chart described above.

12. Proposals shall specify ability to expand space and rights of first refusal for expansion to the extent applicable.
13. Proposals shall specify acquisition options during lease period, if any. Please note the Chamber is keenly interested in this provision.
14. Proposals shall specify signage allowance, signage rules and regulations and signage location options. Exterior signage is very important to the organizations. Visibility of exterior signage for organizations to major streets will be evaluated.
15. Where shared common space is proposed with separately demised leased space, the method of access and scheduling of common spaces amenities such as conference rooms shall be described. The organizations are not opposed to sharing such amenities, but the rules and costs of using such amenities must be outlined by the Proposer.
16. All premises and facilities must be ADA and building code compliant including but not limited to parking lots, site improvements and common areas. If tenant improvements are necessary, such improvements shall be built to satisfy all respective codes.
17. Regarding safety features of existing or proposed premises, if and when applicable, Proposer should denote the following:
- a) safety features or attributes
  - b) security systems
  - c) locks and keys procedures
  - d) proximity of parking to building
  - e) exterior lighting
18. Proposer shall describe the following building systems in their submittal:
- a) Roof system  
(i.e. type of roofing system, age of roof, condition of roof)
  - b) HVAC system  
(i.e. type of HVAC system, age of system, condition of system, describe filter replacement program, location of thermostats, number of thermostats)
  - c) Telecom system  
(i.e. conduit locations, type of wiring, is wiring responsibility of tenant, wireless features)
  - d) Lighting and electrical  
(i.e. interior lighting system, energy efficiency measures, sensors/controls)
  - e) Utilities  
(i.e. describe utility provisions of premises {gas, electric, water, sewer})  
(if applicable, chart of recent utility bills of proposed premises)
19. Questions regarding tenant financials shall be directed to the following contacts:
- |         |              |          |
|---------|--------------|----------|
| EDC     | John Dimit   | 359-6261 |
| CVB     | Jayne DeLuce | 351-4133 |
| Chamber | Laura Weis   | 359-1791 |
20. Proposers shall only contact the point of contact (Mark Dixon) designated by the facilities committee regarding RFP questions. Proposers are asked to send questions via email at [mark@atkinsgroup.com](mailto:mark@atkinsgroup.com) or via phone 693-5616. The facilities committee requests all questions be submitted in writing or by email by September 1, 2010. The organizations reserve the right to issue an "Addendum to Office Search RFP" based upon questions received. Such Addendum would be issued in early September so all recipients have time to adjust proposals to Options accordingly.

21. Please note the facilities committee is hosting a Q&A session at the current office suite of the three organizations at 8:30am on Friday, July 23. Proposers may tour the suite and examine the respective premises of the three organizations. If you plan to attend, please RSVP before July 21 to Amy Mente via email at [AmyM@champaigncounty.org](mailto:AmyM@champaigncounty.org) or via phone at 359-6261.
22. Do not contact staff or board members of respective organizations to try to influence decision making. The facilities committee will track which Proposers do not abide by this rule.
23. Preference will be granted to respondents that are members or investors of the respective organizations. Proposers may elaborate on active membership/investment and past relationship with organizations.
24. The Atkins Group shall not submit a response to the RFP.