



Request for Proposal

Lease for Office Space

INQUIRIES SHOULD BE DIRECTED TO:

Jason Thiel, President

Downtown Winston-Salem Partnership, Inc.

jason@dwsp.org

A. DESCRIPTION & PURPOSE

The Downtown Winston-Salem Partnership (DWSP) is a non-profit organization committed to the economic development and promotion of Downtown Winston-Salem. We have been in operation since 1999 and are engaged in many activities that can be seen on our website at downtownws.com, on social media, and in our annual reports available on the website.

The purpose of this request for proposal (RFP) is to find a property owner to provide adequate office space for the DWSP for general office use. Our Board of Directors seeks an open competitive process, and all proposals must set forth all responses in the format required by the RFP in order to be considered. Any proposals may be rejected in whole or in part. The DWSP shall not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

B. RIGHT TO REJECT/CANCEL/TERMINATE

This RFP does not commit the DWSP to any lease or to pay any cost incurred in the preparation of a proposal to this request, or to procure or contract for services. The DWSP reserves the right to accept or reject any or all proposals received as a result of this request. The DWSP can cancel this RFP, in part or in its entirety, if it is in its best interest to do so. The DWSP may require selected offerors to participate in negotiations, and to submit such costs or other revisions to their proposals as a result of negotiations. DWSP is not liable for costs incurred by the offerors prior to the signing of a contract and/or written authorization from DWSP to proceed with the services.

The DWSP reserves the right to terminate its commitment to enter into a lease if the successful bidder fails to make sufficient progress toward completion of the lease space, or if the successful bidder cannot comply with the design requests, or if DWSP receives funding reductions which make the proposed lease unfeasible.

C. SPECIFICATIONS

The DWSP shall not pay the successful bidder for development or construction of the facility. Instead, the successful bidder will charge a reasonable rent to DWSP once it takes possession of property. Landlord shall pay all brokerage commissions.

Our current assumptions have resulted in the following preliminary specifications: We estimate that the facility will total approximately 2,000 square feet. We recognize, however, that square footage presented in your proposal may differ.

The office space and the perimeters (internal and external) must adhere to all Americans with Disabilities Act (ADA) specifications including power doors, accessible doorknobs, parking, entrance approaches, drinking fountains, etc. Public doors must have barrier free openings. The space should be ground level or accessible by elevator. Identify any exceptions to these State

and Federal Requirements. Proposals for office space will be accepted for a variety of office space layouts if they meet the below, minimum requirements:

1. Approximately 2,000 Square Feet with space allocated for:
 - 3 (8x10) cubicles
 - 3 10 x 12 offices
 - Storage Area
 - Staff Break Area with sink and refrigerator or at a minimum the ability to hook up a refrigerator and sink.
 - Space for IT Equipment such as server.
 - Conference Room 20 x 20
2. We would prefer to be on the 1st or 2nd Floor of a building.
3. High Speed internet accessible throughout for computer network connectivity for computers and phones.
4. Restrooms must be available within the space or on the same floor as the space.
5. Access to 5 parking spaces.
6. Allow for high visibility exterior signage. Please specify the type, location, and quantity of signage available to DWSP within the building, on the building and/or on a monument on the property. Any signage restrictions must be noted in the proposal.
7. Location. The space must be located within the Downtown Winston-Salem Business Improvement District. Link to Map <https://www.downtownws.com/wp-content/uploads/2016/08/Map-of-Downtown-Winston-Salem-Business-Improvement-District.pdf>
8. Utilities & Janitorial: Bidders must specify whether the proposed lease costs include utilities and janitorial services. If it does not, the bidder should describe how utilities would be handled.
9. Renovations & Build-Out: All costs of necessary renovations and/or build-outs shall be borne by the successful bidder. Carpeting and flooring are to be included in the proposed lease cost and described in the proposal.
10. Heating, Ventilation, and Air Conditioning (HVAC): DWSP requires HVAC. In your proposal, attach HVAC specifications and the basis upon which consumption is calculated (metering, survey, etc.). The type of system and its benefits should also be referenced.
11. Facility Maintenance & Common Area Maintenance: The proposal must describe property owner and tenant responsibilities regarding janitorial services, as well as responsibilities for repairs and/or maintenance of the premise including the outer four walls, roof, parking lot, HVAC, mechanical systems, etc. Please state the nature upon which the lease shall be structured (Gross, NNN, Modified Gross).
12. No more than three (3) properties may be submitted by one property owner.
13. Security Deposit: None required, subject to review of the DWSP financial statements.
14. **We need to have possession of the new office space by October 31, 2021.** If this time frame is not possible for entry into your proposed space, provide the date of when move in would be possible.

D. INSTRUCTIONS FOR PROPOSAL SUBMISSION

- 1. Closing Submission Date is August 11, 2021, by 3:00 PM.
Late Proposals will not be considered.**
- Inquiries concerning this RFP should be directed to Jason Thiel, President of the Downtown Winston-Salem Partnership via e-mail only to jason@dwsp.org. Inquiries must be submitted by July 30, 2021, at 3pm. Answers to all inquiries will be posted on our website at downtownws.com by 12 noon on August 3, 2021. Jason Thiel is scheduled for a vacation the week of July 13, 2021 and responses will be provided as soon as possible after his return on July 20, 2021.

Timeline Summary:

- **RFP issued – July 8, 2021.**
 - **Inquiry Deadline – July 30, 2021 (3PM)**
 - **Inquiry Responses posted at downtownws.com – August 3, 2021 (noon)**
 - **Proposals Due August 16, 2021, at 3pm.**
 - **Target Move in Date – October 25, 2021**
- 3. Proposal Instructions to Prospective Bidders:** Proposals are limited to ten (10) 8 1/2" x 11" pages and can be submitted via U.S. mail or hand-delivery. One original, three copies AND a flash drive (with all documents) must be submitted by the deadline date and time. Proposals must be received at the DWSP by August 11, 2021, by 3:00 PM. by U.S. mail or hand delivered. Label package with the following information:

PROPOSAL FOR LEASE OF OFFICE SPACE

To the Attention of:

Jason Thiel, President

Downtown Winston-Salem Partnership, Inc.

305 W. Fourth Street, Suite 2E

Winston-Salem, NC 27101