

ANNOUNCEMENT

**August 28, 2014**

**REQUEST FOR PROPOSALS (RFP)**

**RFP 2014-04**

**LEASE AGREEMENT WITH BRENTWOOD BOROUGH TO PROVIDE A FACILITY  
IN WHICH CERTAIN MUNICIPAL SERVICES CAN BE CONTAINED**

**BRENTWOOD, PENNSYLVANIA**

The Borough of Brentwood, Allegheny County, Pennsylvania, is inviting property owners to submit a proposal(s) for the purpose of entering into a lease through competitive negotiations for a facility in which certain municipal services can be contained, as described in the Request for Proposals and in accordance with any other requirements imposed by Brentwood Borough.

Attached is information relating to submitting a proposal(s) including specific requirements, the organization of the proposal, proposal evaluation criteria, and recommended specifications.

Applicants who intend to submit a proposal must attend a mandatory pre-submission conference which will be held on **September 11, 2014** at 10:00 AM at the Brentwood Municipal Building, 3624 Brownsville Road, Pittsburgh, PA 15227.

Sealed proposals (one (1) original, eight (8) copies and one (1) CD version must be received by The Borough of Brentwood at 3624 Brownsville Road, Pittsburgh, PA 15227 no later than **October 10, 2014** at 10:00 A.M., EDT and the same will be publicly opened immediately thereafter. If the proposals should be sent to the address set forth above and addressed to: George Zboyovsky, PE, Borough Manager and the envelope sealed and clearly marked as "Lease Agreement with Brentwood Borough to provide a facility in which certain municipal services can be contained." Any contact for additional information or questions should be made in writing to George Zboyovsky, PE the address set forth above.

No refund will be made for the return of any documents.

The Borough of Brentwood reserves the right to accept or reject any or all proposals.

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BOROUGH OF BRENTWOOD

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BRENTWOOD, PENNSYLVANIA

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NOTE: The term "Applicant" shall mean the person or firm making a proposal based on this RFP. Also, the term "you" or "your" shall refer to the Applicant.

## **SECTION 1. BACKGROUND**

**BOROUGH OF BRENTWOOD COMMUNITY VISION STATEMENT:** The Borough of Brentwood is a unified, family-oriented community with a strong commitment to civic pride and traditions. While preserving these standards, ideals and traditions, the community shall strive to provide a high quality of life for all, a superior educational system and residential areas with a more suburban character. The community shall support established businesses while encouraging future economic development and effective local government, all within a safe and clean environment.

### **A. Purpose**

The purpose of this RFP is to solicit proposals for the lease of a facility in which certain municipal services can be contained, within the Borough of Brentwood's downtown business center (as such area is depicted on Appendix A, attached hereto, the "Downtown Business Center") in close proximity to the existing Brentwood Borough Municipal Building, located at 3624 Brownsville Road, Brentwood, PA 15227 (the "Existing Municipal Building"), and close to public transportation, in accordance with the terms, conditions, and specifications herein. The Borough plans to house the Borough Administration, Borough Council, and Police Department in the facility. In connection with the foregoing, the Borough anticipates that offices, cubicles, training, meeting, and conference rooms, storage, kitchen, and garage parking for service vehicles, etc. will be included in the facility, as more particularly described herein.

### **B. Background**

The existing Municipal Building, which currently houses the Borough Administration, Borough Council, and Police Department, contains approximately 31,654 square feet, but has insufficient capacity to provide all of the space allocations needed for the various uses and functions presently utilizing the facility. A facility adequacy analysis for the Municipal Building has been prepared and is attached hereto as Appendix B, and made a part hereof, detailing the recommended specifications for the listed service departments (the "Facility Analysis").

Following the execution of a lease, it will be the Applicant's responsibility to deliver the leased facility to the Borough of Brentwood in conformance with the specifications included with this RFP and the lease. Please note that if any construction is necessary to make the facility ready for occupancy for the Borough's purposes, the Applicant, at its expense, is responsible for the completion of construction documents prepared by licensed professionals (including final design layout), furnishing all labor and materials, securing all permits necessary to complete the work, and for achieving completion in accordance with the provisions of the lease.

The Borough of Brentwood will take occupancy of the leased facility only after any needed improvements are completed and the leased facility is deemed available for occupancy in accordance with the agreed upon lease. The Borough will confirm the date of occupancy, which will be the commencement date of the lease term.

This RFP does not constitute an offer or promise to enter into a lease agreement and in no way is the Borough of Brentwood obligated to make a selection.

## **SECTION 2. PROPOSAL REQUIREMENTS**

### **A. Architectural Specifications**

The Borough of Brentwood seeks a facility that allows it to efficiently perform certain enumerated municipal services. The recommended space requirements are set forth on the Facility Analysis. Applicants should consider the recommendations set forth on the Facility Analysis while preparing their proposal.

### **B. General Provisions**

The Borough of Brentwood reserves the right to reject any or all proposals, or materials or information provided, to request supplemental materials or information, and to select the proposal that it judges to be in the best interest of the Borough of Brentwood. The Borough further reserves the right to request oral presentations by all or some of the Applicants. The Borough requests that respondents' information be succinct.

The Borough of Brentwood reserves the right to cancel or revise, in part or in whole, this RFP, including, but not limited to, the submittal date, the submittal requirements, the Borough's review period and the date of Council Action. All Applicants will be notified by written addenda if the Borough cancels or revises this RFP.

Any contract between the Borough and the selected Applicant will be subject to the approval of the Borough of Brentwood Council and is effective only upon the Council's approval.

All Applicants are bound by the deadline and location requirements of this RFP as previously stated in the Announcement.

All proposals shall remain effective subject to Borough of Brentwood review and approval for a period of ninety (90) days from the deadline for submitting proposals.

During the ninety (90) day period that proposals must remain effective, the Borough of Brentwood may negotiate a lease agreement with the selected Applicant and, if it fails to reach agreement, it may negotiate with other Applicants.

If the Applicant is awarded the right to exclusive lease negotiations with the Borough, the Borough shall engage in exclusive lease negotiations with such applicant for a period of six (6) weeks ("Exclusive Negotiation Period"). If it becomes apparent to the Borough, in its sole and absolute judgment, during the Exclusive Negotiation Period, that the parties will be unable to execute and deliver a mutually beneficial lease agreement, for any reason or no reason, the Borough reserves the right to terminate the Exclusive Negotiation Period immediately upon written notice to such Applicant and to commence lease negotiations with other Applicants.

The Applicant is encouraged to add to, modify or clarify any of the items described herein that it deems appropriate to provide a highest level of response to the Borough. **Changes should be listed and explained.** However, the facility proposed, at minimum, must accommodate the goals and work outlined below.

C. Inquiries

All inquiries, questions concerning the RFP shall be forwarded in writing to George Zboyovsky, PE, Borough Manager, at Borough of Brentwood, 3624 Brownsville Road, Pittsburgh, PA 15227. Any replies, responses, and changes to the RFP will be in writing, documented and forwarded to all parties recorded by the Borough as having received this RFP as soon as possible. Major changes, or an excessive number of changes, may result in cancellation of the existing RFP. Questions and inquiries received after **October 5, 2014** at 10:00 A.M., EDT, will not be answered. Only replies, responses, and changes issued by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

D. Mandatory Pre-Submission Conference

A mandatory pre-submission conference will be held on **Thursday, September 11, 2014 at 10:00 AM** with Brentwood Borough personnel, the Borough Engineer, and all prospective applicants and other interested parties to discuss this project and tour the Borough's current facilities. The meeting will take place at the Brentwood Borough Municipal Building at 3624 Brownsville Road, Pittsburgh, PA 15227. No other "tours" will be given other than the one associated with the Mandatory Pre-Submission Conference.

E. Direct Contact

Direct contact with any Borough employee without the express permission of the Borough Manager or his designated representative, on the subject of this proposal, is strictly forbidden. Violation of this paragraph may result in disqualification of your proposal.

F. Proposal Submittal Requirements

Proposal packages (one (1) original and eight (8) copies [and one (1) electronic .PDF version]), shall be submitted in a sealed envelope clearly marked in the lower left-hand corner "RFP 2014-**04** "LEASE AGREEMENT WITH BRENTWOOD BOROUGH TO PROVIDE A FACILITY IN WHICH CERTAIN MUNICIPAL SERVICES CAN BE CONTAINED" no later than **10:00 AM** on **October 10, 2014**. No proposal will be accepted after **10:00 AM** and all proposals shall be delivered to the Borough Offices, 3624 Brownsville Road, Pittsburgh, PA 15227. All material submitted will become the property of Brentwood Borough and the only information available at the proposal opening will be the names of Applicants submitting proposals. Facsimiles of proposals will not be accepted.

G. Debriefing

The Borough requires that in the RFP process all information as to persons or firms making offers or the contents of any offers is kept confidential. This information can be given out only after an award or decision to award has been made.

After an award of right to exclusive lease negotiations is made, or the decision to make an award is made, the file is available in the Administrative Offices for public review. Request a review time during normal business hours, 8 a.m. to 4 p.m., Monday through Friday.

## H. Examination of Data

Before submitting proposals, prospective Applicants shall carefully examine the provisions of this RFP, acquaint themselves with all governing laws, ordinances, etc. and otherwise thoroughly familiarize themselves with all matters which may affect the performance of the work. The act of submitting a proposal shall be considered as meaning that the Applicant has so familiarized himself and, therefore, no concession will be granted by the Borough because of any claim of misunderstanding or lack of information. Applicants are expected to read and study all specifications with special care and to observe all their requirements. Discrepancies, ambiguities, errors or omissions noted by Applicants should be reported in writing promptly to the Borough for correction or interpretation before the date of the opening of the proposal. Disputes based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Borough as per the terms set out in this RFP.

## **SECTION 3. MINIMUM REQUIREMENTS/THRESHOLD REQUIREMENTS**

### A. Minimum Requirements

Proposals must meet the following minimum criteria to qualify for competitive consideration:

- i. Demonstrate complete conformance with all submission requirements as stated in the RFP.
- ii. If the facility proposed for the Borough's municipal services is determined historically significant, then the proposal must show the historic nature of the structure being preserved.
- iii. The applicant must show the ability of the Applicant to construct or prepare the proposed space for occupancy and to provide the services required in accordance with accepted standards. It must be shown that the Applicant has the ability and the finances to substantially complete the tenant improvements and any other building construction or improvements required for occupancy by the Borough of Brentwood by the desired occupancy date as represented in the RFP.

### B. Minimum Facility Conditions

The following minimum building conditions are required to be met by the Applicant:

- i. Title. Applicant should have fee simple title to the facility, free and clear of all liens, claims, interests, and encumbrances. In the event that there is a mortgage covering the facility, the Borough of Brentwood must receive a nondisturbance agreement in form and substance acceptable to the Borough.
- ii. Building Codes: The proposed facility must comply with all applicable federal, state, and local applicable laws and code requirements, including, without limitation, zoning, or the Borough of Brentwood must be satisfied that it can and will be brought into substantial compliance by the desired occupancy date. If the proposal is accepted subject to the Applicant meeting certain laws and code

requirements, the Borough of Brentwood will not take occupancy of the space until all code deficiencies have been fully corrected and a certificate of occupancy has been issued for the facility. The facility proposed to house the Borough municipal services must meet the minimum requirements of the Americans with Disabilities Act.

- iii. Life Safety: The facility and leased facility must comply with local codes pertaining to life safety, including, without limitation, sprinkler system. Life safety hazards detected either before or during occupancy shall be corrected at the Applicant's expense. The Borough of Brentwood requires emergency lighting to be upgraded to comply with current code standards for new construction within the leased facility and along all paths of egress. All fire protection equipment and materials must be maintained in accordance with applicable codes and ordinances. This includes, but is not limited to, fire doors, fire walls, fire stops, fire extinguisher, fire escapes, exit route diagrams, exit signs, emergency lighting and alarm systems.
- iv. Hazardous Materials: All local, state, and federal regulations regarding hazardous materials, including, without limitation, asbestos and lead paint, must be adhered to in the facility proposed to house the municipal services. If the facility currently contains any hazardous materials, the hazardous materials must be removed prior to the Borough of Brentwood occupying the facility. The Applicant is responsible for keeping on file all written certifications required by federal, state, or local officials. Harmful materials include asbestos and lead paint.
- v. HVAC: HVAC systems must be fully automatic and capable of maintaining minimum winter temperatures of 68 degrees Fahrenheit and maximum summer temperatures of 78 degrees Fahrenheit throughout the leased facility.
- vi. Electrical Service: Electrical Service must be of sufficient capacity to provide adequate power for electrical equipment to be installed as part of the facility, plus power required to operate all of the Borough of Brentwood's equipment. In addition, the facility should be wired to allow for internet access and surveillance cameras.
- vii. Restrooms and public areas: The Applicant must provide and install restrooms and public areas as dictated by code and in compliance with the Americans with Disabilities Act.

## SECTION 4. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL

In order to provide the Borough with information that will enable us to evaluate qualifications from interested Applicants, please provide your responses as to the following items in the outlined order provided:

### A. Letter of Transmittal

This letter, signed by the Applicant/owner of the property, should include:

- a statement indicating your understanding of the objectives, submission requirements, and threshold criteria outlined in this RFP;
- an affirmation of the Applicant's qualifications for professionally and expertly complying with the objectives, submission requirements, and threshold criteria as understood;
- the Applicant's contact person concerning the proposal, a telephone number and email address where that person can be reached; and
- a clear statement of the Applicant's and/or its principals' relationship(s) with, or knowledge of any officials or employees of the Borough of Brentwood and the nature of this relationship or knowledge.

**Note:** Failure to clearly state and fully disclose any of the information required in the letter of transmittal shall be grounds for the Borough of Brentwood to reject the Applicant's proposals and will be grounds for immediate cancellation of any contract entered into between the Borough of Brentwood and the Applicant.

### B. Applicant Profile

This profile should be a description of your organization's history and experience in leasing property and performing as a landlord under a lease, including:

- Your business name;
- Legal business status (i.e. partnership, corporation, etc.);
- Number of years in business;
- Other or prior business names;
- Financial interest in related business;
- Number of and information regarding staff (full-time, part-time, and volunteer), who will be responsible for the landlord's obligations under the lease;

C. Other Documentation

Please provide documentation of the following:

- Your organization's current net worth and the form of that net worth including its capacity to convert non-liquid assets into cash if needed. Provide an audited financial statement of current assets and liabilities for the past two years;
- Evidence of the amount of current reserve borrowing power for your organization;
- Commitments or potential commitments that may impact assets, lines of credit, or guarantor letters or that may otherwise affect your abilities to perform any contract with the Borough;
- The circumstances of any bankruptcy filings involving your organization within the past 5 years;
- All litigation in the past ten (10) years involving your organization or any principal officers. Identify Plaintiff, Defendant, and your company's role in each proceeding as well as the outcome or current status of each proceeding;
- A list of Applicant's experience in building management and construction/build-out commensurate to that which will be required pursuant to this RFP for the Borough's use and occupancy of the facility;
- Letters of reference, from at least three (3) previous tenants of the facility or other buildings owned, or managed by, Applicant;
- The Nondiscrimination Certification attached to this RFP as Appendix C; and
- The Acknowledgment of Truthful Representations attached to this RFP as Appendix D.

**SECTION 5. CONSTRAINTS ON THE SUCCESSFUL APPLICANT**

A. Applicant's Responsibility

As stated in Section 14 below, the Applicant will be required to enter a contract with the Borough. It shall be the Applicant's responsibility to perform under that Contract and provide continuous and smooth operations of service as specified in the proposal.

B. Personal Liability of Public Officials

In carrying out any of the provisions of the contract or in exercising any power or authority granted therein, there shall be no personal liability upon the Borough or its authorized assistant, it being understood that in such matters he acts as the agent or representative of the Borough.

C. Indemnity

Any contract entered into as a result of proposals submitted in response to this RFP shall include a clause whereby the Applicant agrees to hold harmless, defend at its own expense, and indemnify the Borough and the agents, officers, employees, and volunteers of the Borough from any and all liability, claims, losses, damages, or expenses, including reasonable attorneys' fees arising from acts or omissions of the Applicant and its agents, officers, employees, volunteers, contractors, and subcontractors in the delivery, construction, modification, and development of the leased facility in a manner consistent with all applicable federal, state and local laws. Such indemnification shall exclude, however, such liability, claims, losses, damages or expenses as arise from the sole negligence or willful acts of the Borough or its officers, agents, employees or volunteers. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under the contract. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under the contract, providing that nothing shall require either party to disclose any documents, records or communications that are protected by any legally recognized privilege.

**SECTION 6. COMPLIANCE WITH THIS RFP**

All proposals submitted shall be in strict compliance with this RFP. Failure to comply with any provision in the RFP may result in disqualification or rejection of the proposal.

**SECTION 7. REVISIONS DUE TO AMBIGUITY, CONFLICT, OR OTHER ERRORS IN RFP**

Any ambiguity, conflict, discrepancy, omissions or other error/s discovered in this RFP must be reported immediately to the Borough of Brentwood, George Zboyovsky, PE, 3624 Brownsville Road, Pittsburgh, PA 15227, in writing and a request made for modifications or clarification. All changes to RFPs will be made in writing (addendum) and all parties who have received the RFP will receive the addendum. Applicants are responsible for clarifying any ambiguity, conflict, discrepancy, omission or error in the RFP prior to submitting the proposal or it shall be deemed waived.

**SECTION 8. IMPLIED REQUIREMENTS**

Any service that is not specifically addressed in the RFP, but which is necessary to provide functional capabilities proposed by the Applicant, must be included in the proposal.

**SECTION 9. PROPOSALS AND PRESENTATION COSTS**

The Borough of Brentwood and its agencies are not liable in any way for any costs incurred by the Applicants in the preparation of their proposals in response to the RFP, nor for the presentation of their proposals and/or participation in any discussion or negotiations.

## **SECTION 10. REJECTION OF PROPOSALS**

The Borough of Brentwood, or its agencies, reserves the right to accept in part or in whole any or all proposals submitted or to waive any technicality or minor irregularity in a proposal. Unreasonable failure of an Applicant to promptly supply the Borough with information with respect to responsibility may be grounds for a determination of non-responsibility.

All RFPs are contingent upon budgetary constraints.

## **SECTION 11. EXCEPTIONS TO FORMAT**

The RFP describes the requirements and response format in sufficient detail to secure comparable proposals, recognizing that various proponent approaches may vary widely. Any proposal that differs from the described format may be considered non-responsive and rejected. Any and all exceptions to the RFP must be listed on an item-by-item basis and cross-referenced with the RFP document; if there are no exceptions, Applicant must expressly state that no exceptions are taken.

## **SECTION 12. VALIDITY OF PROPOSALS**

All proposals shall be valid for ninety (90) days from the deadline for submitting proposals and become the property of the Borough. If negotiations result in modifications to the RFP, the ninety (90) days will commence from the date of the receipt of the new proposal. This period may be extended by mutual written agreement between the Respondent and the Borough of Brentwood.

**SECTION 13. EVALUATION CRITERIA**

All proposals will be evaluated on the factors below. Brentwood reserves the right to add additional evaluation criteria as it deems appropriate.

A. Preference categories

The proposals will be evaluated using the following factors, which must be addressed in the proposals:

	Evaluation Categories	POINTS
1	Minimum Requirements	10
2	Applicant's Experience	10
3	Financial Stability	10
4	The clarity and completeness of the proposal and the apparent general understanding of the Borough's objectives.	10
5	Property Location	15
6	Facility Condition	15
7	Parking	10
8	Facility Size	15
9	Space Plan	10
10	Lease Term	10
11	Financial Terms/Lease Rate (Allowances)	10
	<b>TOTAL POINTS</b>	

1. Minimum Requirements

The proposal will be evaluated to determine whether the proposal meets the minimum requirements described in the request for proposal, including, without limitation, those set forth in the Facility Analysis. An Applicant’s non-compliance with minimum requirements shall constitute cause for rejection.

2. Applicant's Experience

Proposals will be evaluated to determine whether they include documentation (including references, and service level/response time reports) of successful operations as an Applicant. Background and overall experience, and qualifications of personnel, will be considered.

3. Financial Stability

The Borough is looking for an Applicant that has sound finances and the ability to demonstrate their organization's long term sustainability. It must be shown that the Applicant has the ability and the finances to substantially complete the tenant improvements and any other improvements required for occupancy by the Borough of Brentwood by the desired occupancy date as represented in the RFP.

4. The clarity and completeness of the proposal and the apparent general understanding of the Borough's objectives.

The best proposals will demonstrate a thorough and accurate understanding of the Borough's needs and careful thought as to the best way to obtain its objectives.

5. Property Location

The facility must be located in the Borough of Brentwood, and the proposed use by the Borough must comply with all applicable zoning codes. The Borough prefers that leased facility be in close proximity with the existing Municipal Building within the Downtown Business Center of the Borough of Brentwood and be close to public transportation (to assist the public's access to meetings). A proposed leased facility in closer proximity is preferred and shall be ranked accordingly. Please provide the official name and address of the facility or property. Please indicate the rentable square footage, number of floors, and the condition of the property and any amenities.

6. Facility Condition

The Borough will evaluate the condition of a new or existing facility, including, without limitation, its ability to house all of the Borough's desired functions within the same facility, and any energy efficient utility and HVAC equipment and facility envelope features. Briefly outline the facility's specifications (including, without limitation, ceiling height) and mechanical elements (including, without limitation, the HVAC system, sprinkler system, and the age of the major system components). Please describe the improvements that would be needed to be completed by Applicant prior to lease commencement to bring the facility into compliance with applicable laws and the condition required by the Borough.

7. Parking

The ability of the Applicant to provide adequate on-site parking at the property will be evaluated. Please reference the availability and type of parking (e.g. in facility, covered, non-covered, on-street, garage).

8. Facility Size

The square footage and configuration of the leased facility for the housing of the Borough Administration, Borough Council, and Police Department, and expansion options, if any, will be evaluated.

9. Space Plan

The drawings containing the proposed space layout will be evaluated. Please submit a conceptual design of the leased facility, including but not limited to floor plan sketches, renderings and a site plan. Such designs shall be for presentation purposes only and may be revised if Applicant is awarded the right to enter into exclusive lease negotiations with the Borough. Accordingly, please indicate the Applicant's willingness to engage the architect of the Borough's selection for the completion of initial space plans, renderings and construction drawings.

10. Lease Term; Lease Commencement

Please provide the proposed commencement date of a lease agreement with the Borough. The Borough is seeking to secure a lease agreement with at least a twenty (20) year initial term and at least three (3) renewal options of five (5) years each.

11. Financial Terms/Lease Rate

Please provide the proposed financial terms of the lease and any renewal periods. Please provide a market sensitive rent proposal (including concessions), including proposals regarding a full service gross rental structure, or any operating expenses and real estate tax pass throughs. The Borough anticipates that a security deposit will not be required under the lease and that there will be a cap on controllable expenses and operating expense exclusions (including, without limitation, capital expenditures). Please describe the maintenance obligations and responsibilities of the parties. All proposals should include allowance offered by the Applicant (e.g. moving, build-out).

B. Proposal/Evaluation Schedule

The following is the tentative schedule that will be used in the evaluation process. Certain parts of the process may take more or less time than indicated.

- **Advertise RFP Availability:** **August 28, 2014; September 4, 2014**
- **Mandatory Pre-Submission Conference:** **September 11, 2014 @ 10:00 AM**
- **Last Day for Questions:** **October 5, 2014 @ 10:00 AM**
- **Deadline for RFP:** **October 10, 2014 @ 10:00 AM**
- **Interviews (if required):** **October 20, 2014**
- **Council Action:** **November 27, 2014**
- **Award of Right to Exclusive Lease Negotiations:** **November 28, 2014**

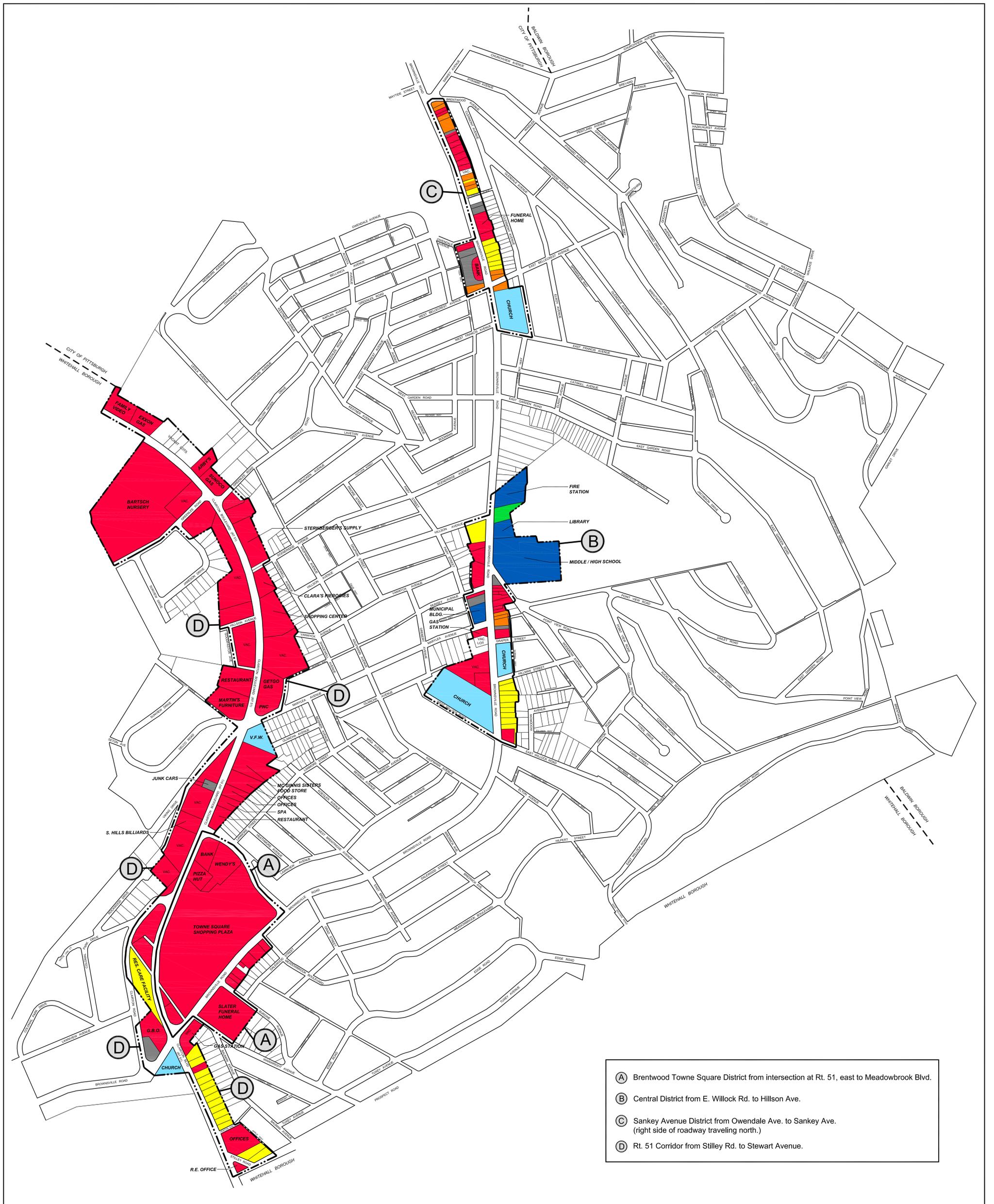
## **SECTION 14. CONTRACT**

The successful Applicant will be required to enter into exclusive lease negotiations with the Borough of Brentwood in which the Borough of Brentwood and the successful Applicant will use commercially reasonable efforts to negotiate the exact terms of a lease agreement by and between the parties in good faith. This RFP includes proposed points that may or may not become part of an eventual agreement. It is not based on any agreement between the parties. It is not intended to impose any obligation whatsoever on either party, including without limitation an obligation to bargain in good faith or in any way other than at arms' length. The parties do not intend to be bound by any agreement until both agree to and sign a formal written contract.

**END**

**APPENDIX A**  
**DEPICTION OF DOWNTOWN BUSINESS CENTER**

(See Attached.)



Urban Design Ventures, LLC  
Community Planning & Development Consultants

Urban Design Ventures, LLC, 212 East 7th Avenue, Homestead, PA, 15120

**Map Legend**

- Commercial (Red)
- Mixed Use: Res. / Comm. (Orange)
- Residential (Yellow)
- Public (Blue)
- Semi-Public (Light Blue)
- Industrial (Brown)
- Parking (Grey)
- Parklet / Recreational (Green)
- VAC. Vacant / Unoccupied (White)

--- Project Boundary  
- - - Borough Boundary

Brentwood Borough  
**Existing Land Use Map**  
Prepared For: Economic Development South (EDS)

**APPENDIX B**  
**FACILITY ANALYSIS**

(See Attached.)

**Brentwood Borough**  
**Facility Adequacy Analysis/Programing**  
**Municipal Building**

Type of Room	Estimate Required Space <sup>(1)</sup> (SF)	Comments
<b>Administrative Offices</b>		
Executive Assistant	100	Front desk cubicle
Code Department Assistant/Sewage Collector	150	Needs an office near Code Dept. and front service window to accept sewage payments.
Finance/HR Director	250	Needs space for interviews and Personnel File Cabinets
Building Inspector/Code Enforcement Officer	150	Needs to be adjacent to one of the conference rooms with a large table.
Assistant Code Enforcement Officer	150	Needs to be adjacent to one of the conference rooms with a large table.
Assistant DPW Director/Engineer	150	Needs to be adjacent to one of the conference rooms with a large table.
Recreation Director	150	
Intern/Extra Office	150	
Mayor's Office	360	Needs space for small conference table
Borough Manager's Office	360	Needs space for small conference table or meeting area.
Tax Collector's Office	150	Although currently off site, the Borough may need to house Tax Collector in the future.
Shared Small Conference Room	150	
Copy Room	120	Copier, Work Area table
Supply Room	100	Paper, Office Supplies, etc.
Kitchen Area/Break Room	260	Refridgerator, Table, Couch
File Room	230	Active Files that can be destroyed after 7 years.
File Room (Archives)	450	Files that must be maintained by the Borough
Code Department Storgage	190	Need flat and/or hanging files for plans.
Restrooms (Mens/Womens)	330	
Circulation (Stairs/Corridors/Walls) 22%	655	
<b>Admin. Offices Total</b>	<b>4,605</b>	

		Estimate							
		Required							
Type of Room		Space <sup>(1)</sup>	Comments						
		(SF)							
<b>Council Chambers:</b>									
	Council Chambers	875	10 Board Members + 50 Seats						
	Caucus Room/Training Room	400	Used for Executive Sessions as well as Employee Training (Webinars, HR Training, etc.)						
	Restrooms (Mens/Womens)	337							
	Circulation (Stairs/Corridors/Walls)	340							
	<b>Council Total</b>	<b>1,952</b>							
<b>Police Department:</b>									
	Chief's Office	250	Needs an area for small table and file cabinets						
	Police Clerical Area	300	Needs an area for cabinets						
	Officer's Work Room	500	2-3 Work Stations, 14 Mailboxes						
	Locker Room (16 Lockers)	400	Separate male and female accomodations needed						
	Police Lounge/Kitchen	360	Refridgerator, Microwave, table, couch, etc.						
	Squad Conference Room	640	25 person table. Used for training as well.						
	Inmate Holding	450	Juvenile and separate male and female cells. Gun drop box.						
	Interview Area	110	Need an area to meet with individuals.						
	Meter Office/Work Station	50	Work station and storage.						
	Pet Area (Temp. Housing)	50	Needs to be isolated.						
	Storage (Files)	200	Four (4) drawer cabinets						
	Storage (Evidence)	210	Needs to include a drop box.						
	Storage (Bikes)	210	Five (5) Officer bikes, bike parts, lost and found bikes.						
	Stoage (Long-Tem Files)	200	File cabinets						
	Restrooms	380							
	Circulation(Stairs/Corridors/Walls)	510							
	Garage/Indoor Parking (2 Squad Cars)	1070							
	Garage/Indoor Parking (1 Squad Car)	450							
	<b>Police Total</b>	<b>6,340</b>							
	<b>Total Estimated Area Required</b>	<b>12,897</b>							
	<i>(1) The above areas are to be used for planning purposes and does not include all of the space that may be required to support Borough operations such as, mechanical room, IT room, and other areas that may be determined to be necessary.</i>								

## APPENDIX C

### **Request for Proposals for: LEASE AGREEMENT WITH BRENTWOOD BOROUGH TO PROVIDE A FACILITY IN WHICH CERTAIN MUNICIPAL SERVICES CAN BE CONTAINED.**

#### **[THIS CERTIFICATION IS REQUIRED]**

#### NONDISCRIMINATION

**Nondiscrimination and equal opportunity are the policy of the Borough of Brentwood in all its decisions, programs, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions, Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955 (P.L. 744), as amended, 43 P.S. §§ 951 et. seq., by assuring that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.**

During the term of any contract that may be awarded pursuant to this RFP, the Applicant agrees as follows:

- (a) Applicant shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Applicant shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Applicant shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.
- (b) Applicant shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.
- (c) Applicant shall send each labor union or workers' representative with whom it has collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that Applicant has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Applicant was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

(e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that Applicant will be unable to meet its obligations under this nondiscrimination certification, Applicant shall then employ and fill vacancies through other nondiscriminatory employment procedures.

(f) Applicant shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of Applicant's noncompliance with the nondiscrimination certification or with any such laws, any contract between Applicant and the Borough may be terminated or suspended, in whole or part, and Applicant may be declared temporarily ineligible for further **Borough of Brentwood** contracts, and other sanctions may be imposed and remedies invoked.

(g) Applicant shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by the **Borough of Brentwood** Borough Manager, for purposes of investigation to ascertain compliance with the provisions of this certification. If Applicant does not possess documents or records reflection the necessary information requested, it shall furnish such information on reporting forms supplied by the **Borough of Brentwood** Borough Manager.

(h) To the extent that its provision of services pursuant to this RFP involves the use of subcontractors, Applicant shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

(i) To the extent that its provision of services pursuant to this RFP involves the use of subcontractors, Applicant shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(j) Applicant's obligations under this clause are limited to the Applicant's facilities within Pennsylvania, or where any contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(NAME OF APPLICANT)

BY: \_\_\_\_\_

**APPENDIX D**

**ACKNOWLEDGEMENT OF TRUTHFUL REPRESENTATIONS**

Please read and sign the statement below.

(Unsigned proposals will be discarded and not be considered.)

The facts set forth in the submittal are true and complete, to the best of my knowledge. I understand that if contracted, false statements on this submittal shall be considered sufficient cause for termination of any agreements. I authorize any of my references to provide any information regarding previous work done related similar projects. I agree that the Borough of Brentwood and my references shall not be held liable in any respect if an agreement is not reached, is withdrawn, or the agreement is terminated because of false statements, omissions or answers made by me in this submittal.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX E

### APPLICANT CHECKLIST

The following is a checklist to assist Applicants in verifying all required information is provided at the RFP opening. It remains the APPLICANT'S responsibility to ensure all information is complete and attached, including information, which may not be listed on this checklist. Any information missing at the time of the proposal opening may result in rejection of the RFP proposal. No proposals will be accepted after the designated RFP deadline/opening time. With any questions, please contact George Zboyovsky, PE, Borough Manager, at The Borough of Brentwood at 3624 Brownsville Road, Pittsburgh, PA 15227.

- RFP package labeled properly for identification
- Meet the minimum requirements/threshold requirements
- Letter of Transmittal
- Profile of the Applicant
- All Other Documentation Required by Section 4, including List of References
- All applicable evaluation criteria
- Nondiscrimination Certification (Appendix C)
- Acknowledgement of Truthful Representations (Appendix D)
- One (1) original and eight (8) copies of the proposal package shall be submitted.
- One (1) CD copy of the proposal package shall be submitted.