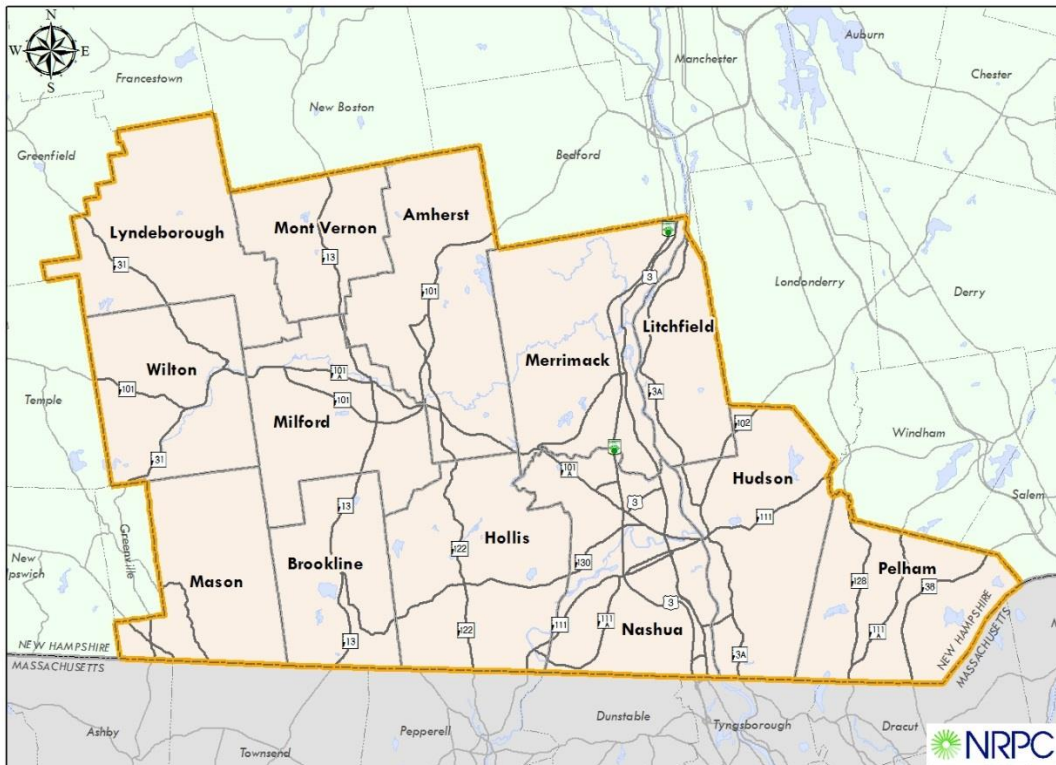




REQUEST FOR PROPOSALS FOR LEASED OFFICE SPACE



Date Issued: April 2, 2018

Proposals due by 4pm, Monday May 7, 2018

I. Purpose

The Nashua Regional Planning Commission (NRPC) is seeking a long-term lease for between 4,000 and 5,000 sq. ft. of centrally located professional office space within its thirteen-community planning region to accommodate its essential duties and functions to be available on or about April 1, 2019.

II. About

The NRPC is a regional planning commission organized under New Hampshire RSA 36:45-53. The Commission represents the City of Nashua together with the towns of Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Pelham, and Wilton. Under NH state law, the NRPC's primary duties are to prepare a comprehensive master plan for the development of the region, provide technical assistance to local municipalities, compile a regional housing needs assessment every fifth year, and conduct other studies as needed to implement the provisions of the regional plan.

In addition to providing specialized planning services for member communities, NRPC serves as a liaison between communities and several state agencies, such as the Departments of Transportation, Environmental Services, Health and Human Services, Homeland Security and Emergency Management, the Office of Energy and Planning, as well as University of New Hampshire.

The NRPC also serves as the Metropolitan Planning Organization (MPO) for the Nashua, NH Urbanized Area (UZA). The MPO is the transportation policy-making organization for the region. It is made up of representatives from local government and transportation authorities including NHDOT, Federal Transit Authority, Federal Highway Administration and the Nashua Transit System.

While performing its core duties and functions, the NRPC frequently hosts public meetings and hearings open to the general public on weekdays as well as evenings, in addition to various business meetings, workshops and seminars.

III. General Requirements

1. Location: A central location, easily accessible to the FE Everett Turnpike and other major routes including NH 101/101A, US 3/DW Highway and/or NH 130 is essential.
2. Parking & Circulation: A minimum of 20 on-site parking spaces with overnight accommodations for one company-owned van. Parking must be provided at no cost to the general public. Site entrances should be clearly marked.

3. Signage: Buildings should be clearly marked with addresses and building names (if any) and directory signage clearly displayed in a manner sufficient to guide the general public to NRPC offices with ease. Exterior signage opportunities are preferred.
4. Accessibility: NRPC offices, conference rooms, restrooms and other essential support facilities must be fully ADA compliant.

IV. Office Requirements

The following requirements are intended to illustrate the functional needs of the NRPC. It is understood that addressing these articulated needs can be accomplished in a variety of ways depending on the layout and configuration of space and the degree to which certain facilities or amenities are provided within dedicated office space or within common areas.

1. **Private Offices**: a minimum of five private offices are required between 120 and 200 square feet in area with at least one office at no less than 200 sq. ft.
2. **Work Stations**: work space for 9 additional employees with no less than 100 sq. ft. of space per employee. Work stations can be provided in private offices, shared offices or through a combination of private and shared offices.
3. **Printer/Workspace**: approximately 500 sq. ft. of space for printers, plotters, copy machines and related work areas. Approximately 200 sq. ft. of printer/workspace should be accommodated in an individual room or space otherwise segregated from work stations. The remaining 300 square feet can be situated within shared office areas.
4. **Conference Rooms**: One large conference room no less than 750 square feet in area and one small conference room no less than 240 square feet in area.
5. **Kitchenette**: a kitchenette with sink, counterspace, cabinets for storage and sufficient area for a microwave, coffee station, water cooler and full-sized refrigerator. Kitchenette should be located adjacent to or within close proximity to the large conference room.
6. **Reception**: a reception area sufficient to accommodate one work station of not less than 100 square feet and seating for at least four additional people.
7. **Restrooms**: Men's and Women's ADA compliant restrooms sufficient to accommodate not less than 14 staff members and up to 50 visitors, located within dedicated office space or reasonably proximate common areas.
8. **Office Supply Storage**: a supply storage room of approximately 100 sq. ft.
9. **Equipment Storage**: an equipment storage area of approximately 50 sq. ft. located within the dedicated office area or accommodated within an on-site secured common storage area if available (also see V.3 below).

10. Library/Document Storage: approximately 400 sq. ft. of area for storage of books, studies and documents, approximately 200 sq. ft. of which must be located within the dedicated office area and 200 sq. ft. of which can be located within on-site secured common storage areas if available. The 200 sq. ft. of document storage area within the dedicated office area be accommodated in an individual room or situated within the reception area or shared office areas.
11. Coat Storage: a coat room, closet(s) or dedicated area for coats located within or adjacent to the reception area (50 sq. ft. approximately).
12. Internet/AV: Adequate high-speed broadband, minimum 100 Mbps download/10 Mbps upload.

Internal Networking - 1.0 Gbps or higher. Sufficient network drops (at least two per workstation/office). Sufficient power (6+ AC outlets).

Conference Rooms - AC power and network drops for 15 people, setup suitable for training exercises; high-res projection system, phone jacks, microphones and speakers.

Server Storage - Ventilated/sound-dampened server and switch storage; separate from employee workspaces.

V. Additional Considerations

1. Natural Light: all private offices and work stations should include exterior windows or otherwise receive direct natural light to the greatest possible.
2. Trails, Paths and Sidewalks: Several NRPC employees enjoy walking or running before or after work or during workday breaks. Reasonable access to pedestrian trails, paths or sidewalks is highly desirable.
3. Storage shed: The NRPC currently has an approximately 6' by 8', on-site, outdoor equipment storage shed which is ideal for storing equipment used only for field work. An accommodation for an on-site storage shed in lieu of the equipment storage area referenced in section IV.9 above, would be ideal.

VI. Proposal Content

Proponents should provide a cover letter or brief summary of the essential elements of the proposal identifying the ways in which it addresses the general requirements of the RFP followed by a detailed description of the proposal accompanied by any maps, floorplans pictures and other information and materials necessary to fully describe the proposal in as succinct a manner as possible. Each proposal shall, at a minimum, contain:

1. Address of available property or properties.
2. Available square footage.
3. Date of availability.
4. Proposed lease terms.
5. Lease Rate: provide the lease rate and state whether a NNN, Gross or Modified Gross lease is proposed. Any additional costs or CAM charges should be described.
6. Describe the number of parking spaces to be provided and indicate whether parking will be dedicated or shared in common with other tenants.
4. Provide any available floor plans, site plans, images, brochures or narrative descriptions of the property.
5. Describe additional services or on-site amenities available, if any.
6. Proponent Information: provide the legal name, mailing address, telephone number and e-mail address of the property owner, management company or agent representing the owner.
7. Proposals should be submitted to:

Jay Minkarah, Executive Director
Nashua Regional Planning Commission
9 Executive Park Drive, Suite 201
Merrimack, NH 03054
Jaym@NashuaRPC.org

VII. Evaluation Criteria

Proposals will be evaluated based on the following criteria.

1. Consistency with the requirements and needs described in Sections III through V, above.
2. Cost
3. Parking availability
4. Site visibility and accessibility
5. Aesthetic appeal

VIII. NRPC Reservation of Rights

1. The NRPC reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by NRPC at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of NRPC to do so.
2. Negotiation if undertaken by the NRPC, is intended to result in a lease agreement which is deemed by NRPC, in its sole discretion, to be in NRPC's best interest. Any such negotiations will use the selected proposal as a basis to reach a final agreement.
3. NRPC reserves the right to include in the lease agreement other terms and conditions not specifically set forth here, including, but not limited to, terms and conditions required by funding sources; and additional work which may be identified prior to the starting date of the lease.
4. NRPC reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.
5. Any and all expenses incurred by any party responding to this request for proposals shall be the Proponent's responsibility.