

REQUEST FOR PROPOSAL (RFP)

Anchorage Downtown Partnership, Ltd.

750 W 2nd Avenue, Suite 101, Anchorage, Alaska 99501

Phone: 907-279-5650 | Fax: 907-279-5651

Prepared By: Rosie Frankowski; Renee Fredericks **Date:** 8/17/2022

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: 09/09/22

QUESTION SUBMISSION DEADLINE: 09/01/22

Questions may be submitted in written form no later than COB Thursday, September 1st, 2022 to:

RFP Contact Name: Renee Fredericks

Contact Address: 750 W 2nd Avenue, Suite 100, Anchorage AK 99501

Telephone Number: 907-279-5650

Email Address: renee@anchoragedowntown.org; info@anchoragedowntown.org

INTRODUCTION

Anchorage Downtown Partnership, Ltd. (ADP) invites and welcomes proposals for their project. Please take the time to carefully read and become familiar with the proposal requirements. ADP is willing to entertain *feasible* proposals that fall outside of the stated parameters. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for **office and shop space** which is or shall be located in the Downtown Improvement District of Anchorage, Alaska. The Downtown Improvement District is located between 1st Avenue to the North of 9th Avenue and from Gambell St. to L St.

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to find a suitable location and space to meet ADP's needs for administrative office space and operations office and shop space, including storage of equipment.

Office Space Square Footage:

- Minimum requirements: 2,500 sq ft
- Room for 5-7 offices or work areas
- Executive Director private office space
- Shared meeting space (or large enough Executive office for staff meetings)
- Maximum requirements: 3,500 sq ft
- Room for 5-7 offices or work areas
- Executive Director private office space
- Shared meeting space (or large enough Executive office for staff meetings)

Shop Area Square Footage:

- Minimum requirements: 7500 sq ft
- 2600 sq ft Outdoor Storage,
- 2700 sq ft Indoor Storage
- Maximum requirements: 10000 sq ft
- 4000 sq ft Outdoor Storage
- 4000 sq ft Indoor Storage

Requirements:

- Office Space (heated)
- WIFI (multiple hot spots)
- Hard lines for phones (8-9 spots)
- Employee area with locker space (heated)
- Wash Bay with water in Shop area
- Bathroom
- Cleaning Closet with sink in Shop area
- 16x foot ceilings in outdoor and indoor storage spaces (for forklift use)
- Outdoor covered storage (no heat required)
- Power in all spaces (multiple)
- Ventilation (safety)
- Fires Suppression System

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE DATES:

August 17th, 2022: Request for Proposal process begins

September 1st, 2022: Final day to ask questions

September 10th, 2022: Request for Proposals closes. Internal review process begins.

September 22nd, 2022: Preliminary ranking by ADP Board of Directors on RFP responses.

Sept 26th, 27th 2022: Perform space walk through and assessments.

September 30th, 2022: Final decision approved by ADP Board. RFP winner notified.

October 7th, 2022: Bidder and ADP finalize terms.

October 17th, 2022: Lease begins on new space, move in commences

November 11th, 2022: ADP is fully moved into new space

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Anchorage Downtown Partnership, Ltd. shall award the contract to the proposal that best accommodates the various project requirements. Anchorage Downtown Partnership, Ltd. reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received via email or hardcopy by Anchorage Downtown Partnership, Ltd. no later than **September 10th, 2022** for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Office and Shop space.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver timely walk-thoughts of proposed spaces.
- Overall cost effectiveness of the proposal.

Anchorage Downtown Partnership, Ltd. shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.

- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Alaska (e.g. Business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.
- Length of contract and terms.