

Request for Proposals for the City of Cleveland Department of Public Safety's Real Estate Needs

OBJECTIVE

The City of Cleveland's objective for this RFP is to help facilitate the relocation of certain facilities for its Department of Public Safety.

Pursuant to Section A of this RFP, the City of Cleveland will accept proposals from property owners and developers wishing to submit sale/lease/development properties for the City's consideration.

Pursuant to Section B of this RFP, the City of Cleveland will accept proposals from real estate brokers and/or consultants for real estate services.

The public is hereby invited to submit for any or all of the items solicited in this RFP and to submit a proposal according to the deadlines and requirements contained herein.

REAL ESTATE CRITERIA

Pending Cleveland City Council approval, the City of Cleveland's Department of Public Safety intends to sell its Cleveland Police Headquarters located at 1300 Ontario Street at the Justice Center to Cuyahoga County.

Operations at the Cleveland Police Headquarters will be displaced due to the sale, which will require the City of Cleveland to:

- (1) Relocate its Cleveland Police Headquarters operations; and
- (2) Obtain a separate storage, garage, and office facility for use by Cleveland Division of Police.

Police Headquarters Requirements

Required Characteristics:

- Approximately 180,000 contiguous square feet in one or multiple floors laid out appropriately for headquarters office staff and law enforcement needs such as private offices, public spaces, cubical workspaces, interview rooms, classrooms, exercise room, conference rooms, locker rooms, etc.
- All lease/ownership options will be considered, including purchase, lease, new construction, and/or new construction & lease back.
- Located in the City of Cleveland between Cuyahoga River to the E. 55th Street area and Lake Erie to the I-490 area.

- Available for purchase/build-out/construction by August 1, 2017 and occupancy by December 31, 2017 if possible or March 31, 2018 at latest or availability and financial incentives for interim location.
- Secure parking for 400 passenger cars that is separated from public parking.
- Private elevators and secured stairwells if multiple floors in a shared building.
- Ability to separate staff from the public portions of the operations.
- Ability to install state-of-the-art technology capabilities including Wi-Fi and ability to install video camera systems throughout with IT connections throughout the space and externally to the City network. An efficient work environment should accommodate ongoing technological innovation and allow for a technologically state-of-the-art work place throughout the life of the facility.
- High quality built environment, achieving the programmatic requirements at the lowest life-cycle cost consistent with required performance, reliability, quality, sustainability, urban design, architectural, safety and utilization of best practices.
- A clean, healthy workplace environment, free of harmful contaminants and excessive noise, with access to quality air, light and water. Provide workplace services, systems, and components that allow occupants to adjust lighting, acoustic, and furnishing systems to meet personal and group comfort levels.

Preferred:

- Location with convenient access to the Municipal and County Courts and the City of Cleveland Emergency Operations Center in downtown Cleveland.
- A welcoming location to the public with sufficient public parking.
- If lease, minimum of 20 year term is preferred.
- Ability to connect into City's fiber network.
- Backup generators or power hookups from both CPP and CEI.
- Roof access and ability to install antennas on roof.
- Service by Cleveland Thermal for chilled water and steam.
- Consider sustainability operational requirements and incorporate principles of sustainability, net-zero energy, and life-cycle costing.

- Design that embraces the concepts of modularity and universal planning and that will allow flexible floor plan arrangements that may be easily adapted with changing needs over time. Workplace components must be easily adapted to organizational or work process and functional changes and readily restructured with a minimum of time, effort, and waste. Flexible design shall include building systems.

Division of Police

Off-Site Staff/Garage/Storage Requirements

- Minimum of 115,000 sq. ft.
- Located anywhere within the City of Cleveland with good highway access. The Garage/Storage does NOT need to be adjacent to the Cleveland Police Headquarters.
- Available for purchase/build-out/construction by August 1, 2017 and occupancy by December 31, 2017.
- Secure facility.
- Outdoor employee and guest parking for approximately 80-100 cars.
- Office space of approximately 22,000 square feet to include:
 - Division 1
 - Unit X
 - Private offices for 10 people and cubicles for 30 people
 - Unit Y
 - Cubicles for 25 people;
 - Division 2
 - Private office space for 2 people & cubicles for 4 people;
 - Division 3
 - Private office space for 2 people;
 - Division 4
 - Private office space for 1 person and cubicles for 6 people;
 - Kitchen;
 - 2 Conference Rooms; and
 - Men's and Women's Locker Rooms.
- Storage space of approximately 25,000 square feet to include:
 - Unit 1 10,000 sq. ft.
 - Unit 2 7,000 sq. ft.
 - Unit 3 6,000 sq. ft.
 - Unit 4 1,000 sq. ft.
 - Unit 5 1,000 sq. ft.

- Indoor vehicle storage space of approximately 66,000 square feet to include:
 - At least two vehicle bays of at least 42' long, ceiling height of 14', and access doors of 14'
 - Approximately 2,000 sq. ft. (storage of motorcycles and equipment)
 - Approximately 3,000 sq. ft. (storage of and work area for bicycles)

RFP SECTION A)

REQUEST FOR DIRECT SUBMITTAL OF AVAILABLE PROPERTIES

Site Proposal Contents:

Building owners/landlords/developers may submit proposals for properties that meet the City's criteria directly to the City for consideration. The proposal must include sufficient detail of the space/building/land to allow City to determine feasibility including at a minimum: location; site characteristics; availability; power/utility service; proposed lease/sale/development terms; and information showing that all of City's criteria would be satisfied at said property.

City will consider new construction projects if land assembly is complete and developer commits to meeting City's timelines.

Proposals must be structured in such a manner to enable efficient evaluations of all proposals. A set of tabs to identify each part of the proposal should be inserted to facilitate quick reference.

Proposals should include tabs for the following: 1) cover letter, clearly indicating whether proposal is being submitted by the owner or an agent for the owner, 2) site location, 3) satisfaction of required characteristics, 4) satisfaction of any preferred characteristics, 4) project approach (i.e., sale, lease, new construction, lease to purchase, etc.), 5) total project cost (comprising both the site acquisition/lease cost and estimated development and operating costs), 6) firm timeline for availability/move-in date, 7) quality of developer/landlord and its design team, 8) financial capability of developer/landlord, and 9) past performance by developer/landlord and/or, if lease, quality of building and services.

Please note that if the City hires a real estate broker/consultant pursuant to this RFP the commission or fees typically associated with such services would apply to properties submitted directly to the City.

Evaluation of proposals:

Three (3) bound copies and one digital copy of proposal are required to be submitted. **Proposals should be delivered to the attention of, James DeRosa, Commissioner of Real Estate, no later than June 23, 2017 at 2:00pm** in a sealed envelope to:

James DeRosa
Commissioner of Real Estate
City of Cleveland

Mayor's Office of Capital Projects
601 Lakeside Ave. Room 113
Cleveland, OH 44114

Requests for further information or questions regarding this RFP should be addressed in writing only to James DeRosa at jderosa@city.cleveland.oh.us. No one should contact anyone except James DeRosa with questions or comments.

The selection process shall be in two or more phases. Phase I will be to determine if sites submitted pursuant to this RFP satisfy the City's minimum criteria. Phase II will be to compare sites submitted pursuant to this RFP with other sites identified by the City or its consultants in the Cleveland real estate market that also satisfy the City's minimum criteria. One or more sites will be selected to enter into discussions with City, to provide best and final offer and to provide a fit plan for City's consideration.

A numerical rating following each factor set forth below indicates the importance of the requested information in the Phase II selection process. The resulting selection rating will not reflect on the professional abilities of the Proposer. Instead, the rating reflects the City of Cleveland's best attempt to quantify each Proposer's ability to provide the services and to meet the specific conditions and criteria included in this RFP.

- (A) **Building Space** (including without limitation 180,000 contiguous square feet in one or multiple floors laid out appropriately for headquarters office staff; private elevators and secured stairwells if multiple floors in a shared building; ability to separate staff from the public portions of the operations; design that embraces the concepts of modularity and universal planning and that will allow flexible floor plan arrangements that may be easily adapted with changing needs over time; and ability to separate staff from the public portions of the operations) – *Selection rating up to 25 points.*
- (B) **Technology** (including without limitation ability to install state-of-the-art technology capabilities including Wi-Fi; ability to install video camera systems throughout with IT connections throughout the space and externally to the City network; and ability to connect into City's fiber network) – *Selection rating up to 20 points.*
- (C) **Parking Availability** (including without limitation secure parking for 400 passenger cars that is separated from public parking; and welcoming locations to the public with sufficient public parking) – *Selection rating up to 20 points.*
- (D) **Access** (including without limitation locations with convenient access to the Municipal and County Courts and the City of Cleveland Emergency Operations Center) – *Selection rating up to 10 points.*
- (E) **Cost** (the cost to the City of Cleveland for Proposer's delivering items (A) through (D) above) – *Selection rating up to 25 points.*

The City will select the site deemed to be most advantageous to the Department of Public Safety, all factors considered. In order to ensure that the selected site is most advantageous to the City, the City also will consider any unique attributes or other nuances of a site deemed worthy of consideration, even if not listed in this RFP.

This RFP is not a basis for negotiation, and the right is hereby reserved, as the interest of the government may require, to reject any or all proposals and give consideration to sites other than those offered in response to this RFP.

RFP SECTION B)
REQUEST FOR REAL ESTATE BROKERAGE OR CONSULTANT SERVICES

The City of Cleveland is seeking proposals from real estate brokers and/or consultants with deep knowledge of the Cleveland real estate market to identify and analyze the best locations for the facilities detailed above.

Broker/consultant would identify all suitable relocation options for lease or purchase or development that satisfy City's search criteria, perform analysis of feasibility of lease vs. purchase vs. new construction options, analyze viable options and present to City administration for review, arrange site visits, provide financial analysis, negotiate best and final offers on behalf of the City, negotiate business terms with potential landlords/property owners, add value into the final negotiations so that City obtains the best possible terms, and review legal documents to ensure negotiated deal points are accurately documented.

Broker/Consultant Proposal Contents:

It is requested that the proposals be organized and prepared using the following format. The proposal submittal shall consist of the following documents in the sequence shown below. A set of tabs to identify each part of the proposal should be inserted to facilitate quick reference. Proposals must be structured in such a manner to enable efficient evaluations of all proposals.

Section I – Cover letter

Each proposal shall include a cover letter to identify Proposer and to state other general information that the Proposer wants to include regarding the firm's organization and team. At a minimum, the cover letter must include the name, principal address, federal ID number, and telephone number of the Proposer responding to this RFP.

Section II – Executive Summary

The Executive Summary should provide a clear and concise summary of the Proposer's background, level of expertise, direct relevant experience and ability to provide the proposed scope of services. The Executive Summary should make the Proposer's case as the best candidate for the contract. The Proposer should structure this section in a manner that allows it to serve as a standalone summary when separated from the other sections of the proposal.

Section III – Project Approach

The Proposer should use this section to clearly identify its approach to delivering the following scope of services, including but not limited to: required phases, methodology, process, team responsibilities, tasks and schedule. Time is of the essence. Proposer should clearly identify timeline for delivering available options to City for review from date of engagement.

Section IV- Qualifications and Team

The qualifications statement is an opportunity for each Proposer to detail its qualifications, experience and what defines it as an industry leader. Proposer may include as much information in this section as is needed to differentiate its company, team members and proposal from the other Proposers. Please include, as a minimum, the following information:

- (1) Identify the project lead and all team members, including their responsibility on this project;
- (2) Describe the nature of your business experience in providing the proposed Scope of Services in this RFP;
- (3) State and explain the number of projects that the team has worked directly on that are relevant with the proposed Scope of Services;
- (4) Provide the names and contact information of at least three references to the Proposer's professional capability. The references should include the name of the contact person, address, e-mail address and telephone number; and
- (5) Include team bios.

Section V – Conflict of Interest

Each Proposer to this RFP is required describe potential conflicts of interest related to its individual and firm-wide representation of real estate owners, developers or other entities which may fall into the pool of potential landlords. Relationships older than 5 years are not applicable.

Section VI – Fee

Proposer shall submit its proposed fee structure and amount for providing the Scope of Services in this RFP. The fee shall be explained and calculation included.

Evaluation of proposals:

Three (3) bound copies and one digital copy of this proposal are required to be submitted, by the designated date and time, in a sealed envelope. Upon review of the proposals and based on preliminary scores, the top-ranked firms may be asked to submit to an interview process or the successful Proposer shall be selected without an interview. Proposals should be delivered to the attention of, James DeRosa, Commissioner of Real Estate, contact information below, no later than June 9, 2017 at 2:00pm:

James DeRosa
Commissioner of Real Estate
City of Cleveland
Mayor's Office of Capital Projects
601 Lakeside Ave. Room 113
Cleveland, OH 44114

Requests for further information or questions regarding this RFP should be addressed in writing only to James DeRosa at jderosa@city.cleveland.oh.us. No one should contact anyone except James DeRosa with questions or comments.

The City of Cleveland will select a firm based on the content of its RFP response and its corresponding compliance with the submittal request. Such compliance requirements include, but are not limited to, submission by proper deadline and the full responsiveness to proposal requirements outlined above. A numerical rating following each factor set forth below indicates the importance of the requested information in the selection process. The resulting selection rating will not reflect on the professional abilities of the Proposer. Instead, the rating reflects the City of Cleveland's best attempt to quantify each Proposer's ability to provide the services and to meet the specific conditions and criteria included in this RFP.

- (A) Executive Summary – Selection rating up to 5 points; a succinct and direct Executive Summary will score high points
- (B) Project Approach – Selection rating up to 20 points; a thorough methodology and approach will score high points
- (C) Qualifications and Team – Selection rating up to 35 points; a strong list of qualifications will score high points
- (D) Conflicts of Interest – Selection rating up to 20 points; the absence of any conflicted relationships will score high points
- (E) Fee Proposal – Selection rating up to 20 points; more aggressive pricing models will receive higher points.

City anticipates a decision on broker/consultant selection pursuant to Section B of this RFP by June 23, 2017, the same date that sealed proposals are due pursuant to Section A of this RFP.