

Request for Proposals Office Space Purchase

NOTICE IS HEREBY GIVEN that the Board of Big Sky Economic Development (BSED) is currently requesting proposals from qualified firms for the sale of an existing building, or sale of a condominium of a **minimum of 15,000 usable square feet** (sf) existing or attainable with modification.

Big Sky Economic Development is an organization that hosts eight programs that focus on the growth and development of businesses, the recruitment of new business, and the development of our region's vibrant economy. Office space is needed to house the current BSED programs, conference space, plus a new program, Rock31, that involves coworking space and requires an open floorplan for entrepreneurial development.

All interested firms should submit one (1) proposal electronically and mail or deliver one (1) original plus nine (9) copies of their proposal to Big Sky Economic Development, 222 North 32nd Street, Suite 200, Billings Montana, 59101, Attention: Becky Rogers. **Proposals must be received no later than 4:00pm, Monday, March 4, 2019.** Proposals delivered after the RFP closing date and time will not be considered.

Proposal and Supplemental Material Requirements are as follows:

1. Proposals are not to exceed a **10-page** limit, not including **5** pages of supplemental material for a total of **15** pages.
2. Include total square footage, specified as finished or unfinished.
3. Include a floor plan layout with labeled room dimensions, column spacing, and identify load bearing walls/columns.
4. Include an exterior photo of main entrance, suite entrance (if applicable), and street view.
5. Include a detailed description of parking capacity, including the cost per space and whether the space is open, covered or a combination thereof. Include a photo, rendering or illustration of parking accommodations.
6. Include photos of workspaces, reception area, and conference rooms.
7. Include average annual utility cost for water, gas and electric (listed individually) from the last full-year tenant. Provide an estimate if no previous tenant information is available.
8. Include a brief facility history and answer the following:
 - age of the heating system
 - age of the cooling system
 - age of the roof
 - age of the elevator (if applicable)
 - age of windows
 - age of any recent remodels or updates
 - Fire Sprinkled
 - ADA accessible
9. Condominium proposals must detail anticipated condo fees including janitorial, maintenance, snow removal, yard care, security, capital improvement or any other costs identified.
10. Provide a detailed description of security features, systems and accessibility.

11. Disclose any known environmental issues (asbestos, leaks, etc.).
12. Confirm if proposed space can accommodate a broadband requirement of aggregated or dedicated service with a minimum of 100 MB/sec upload and 300 MB/sec download capacity.

Proposals are subject, but not limited to, the following criteria:

1. Minimum of 15,000 usable sf existing or attainable
2. Must be located in the Billings Montana Opportunity Zone (see attached map)
3. Total square foot can include more than a single floor(s); however, the floors must be adjacent to each other. Preference will be given to occupying one floor and contiguous space.
4. When proposing a purchase, the proposed price will be considered the total price. **BSED will require a certified appraisal before purchase**
5. Rock31 space is located on the ground floor and has street view visibility
6. Space should be able to accommodate the following build out scenario:
 - a. Big Sky Economic Development Office Space
 - One (1) large conference room approximately 1,600-2,000 sf that can preferably be partitioned off into two to three (2-3) individual conference spaces. Conference space must be unobscured by pillars.
 - Conference Support Room approximately 125 sf
 - Conference Storage approximately 168 sf
 - One (1) medium conference/training room approximately 375 sf.
 - Three (3) small private collaboration rooms approximately 120 sf each
 - One (1) Executive Director office of approximately 224 sf
 - Workspace that accommodates 20 people
 - Entry/Reception space of 1,200 sf
 - Support Spaces listed below could be combined into one or more multi-use space.
Support space includes:
 - One (1) break room/kitchen approximately 225 sf total
 - One (1) copy/print room approximately 150 sf total
 - One (1) mechanical room approximately 112 sf total
 - One (1) IT room approximately 100 sf total
 - One (1) janitorial closet (if applicable) approximately 48 sf total
 - Storage space approximately 400 sf total. Could be split into more than one space.
 - Restrooms facilities (ADA accessible) consisting of 3 stalls for women and 2 stalls + urinals for men approximately 600 sf total. Can be shared with Rock31 Space.
 - b. Rock31 Space
 - One (1) administrative office approximately 150 sf
 - One (1) hard wall mid-sized collaboration room approximately 400 sf
 - Open flexible work space approximately 2200 sf total
 - Four (4) small enclosed workspaces for making private calls approximately 20 sf each
 - Six (6) private collaboration rooms approximately 120 sf each
 - One (1) nook for copy/mail/lockers approximately 200 sf
 - Café type space at approximately 1200 sf
 - Restroom space is assumed to be part of common area space or shared with BSED
7. Office finish must exceed or be at least comparable to current BSED space. (Walk-through of BSED office available upon request.)

8. The building and office space must be available to authorized employees 24 hours a day, seven days a week. Additionally, the space must be able to have controlled entry and a functioning security system.
9. Parking must be able to accommodate up to 100 spaces total and must include 25 guaranteed spaces to be reserved for Big Sky Economic Development.
10. The building must have the ability to prominently display signage on the exterior and interior of the premises.
11. Proposed space has both air conditioning and heating thermostatically controlled by zones in an area not to exceed 1000sf.

Additional preferences are as follows:

1. Space provides ample natural light
2. Space provides a distinctive look and feel
3. Space is contiguous
4. Office layout is flexible and may be adapted to accommodate multiple uses or convert into additional workspace
5. Location is visible and easy to locate and access
6. Location is close to other amenities such as coffee shops, restaurants, and business services
7. Location has covered parking with close proximity to the facility's main entrance
8. If proposed space requires a renovation, a projected floor plan illustration is preferred

Alternatives:

1. Proposals may include reasonable alternatives to the criteria above.
2. Will consider proposals of donated space for the purpose of supporting the economic development mission of our organization.

Timeline:

All participants must attend a mandatory meeting on February 19, 2019 at 1:00pm held at Big Sky Economic Development, 222 N. 32nd Street, Suite 200, in the Yellowstone Conference Room. Participants may attend via conference call if requested in advance.

Proposals must be received no later than 4:00pm, Monday, March 4, 2019.

All participants must make themselves available for a site visit of proposed space during the weeks of March 5-22, 2019.

Participants will be notified regarding the review and consideration of proposals on or before March 29, 2019.

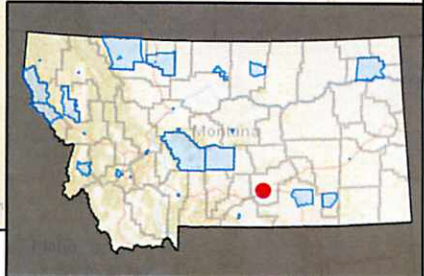
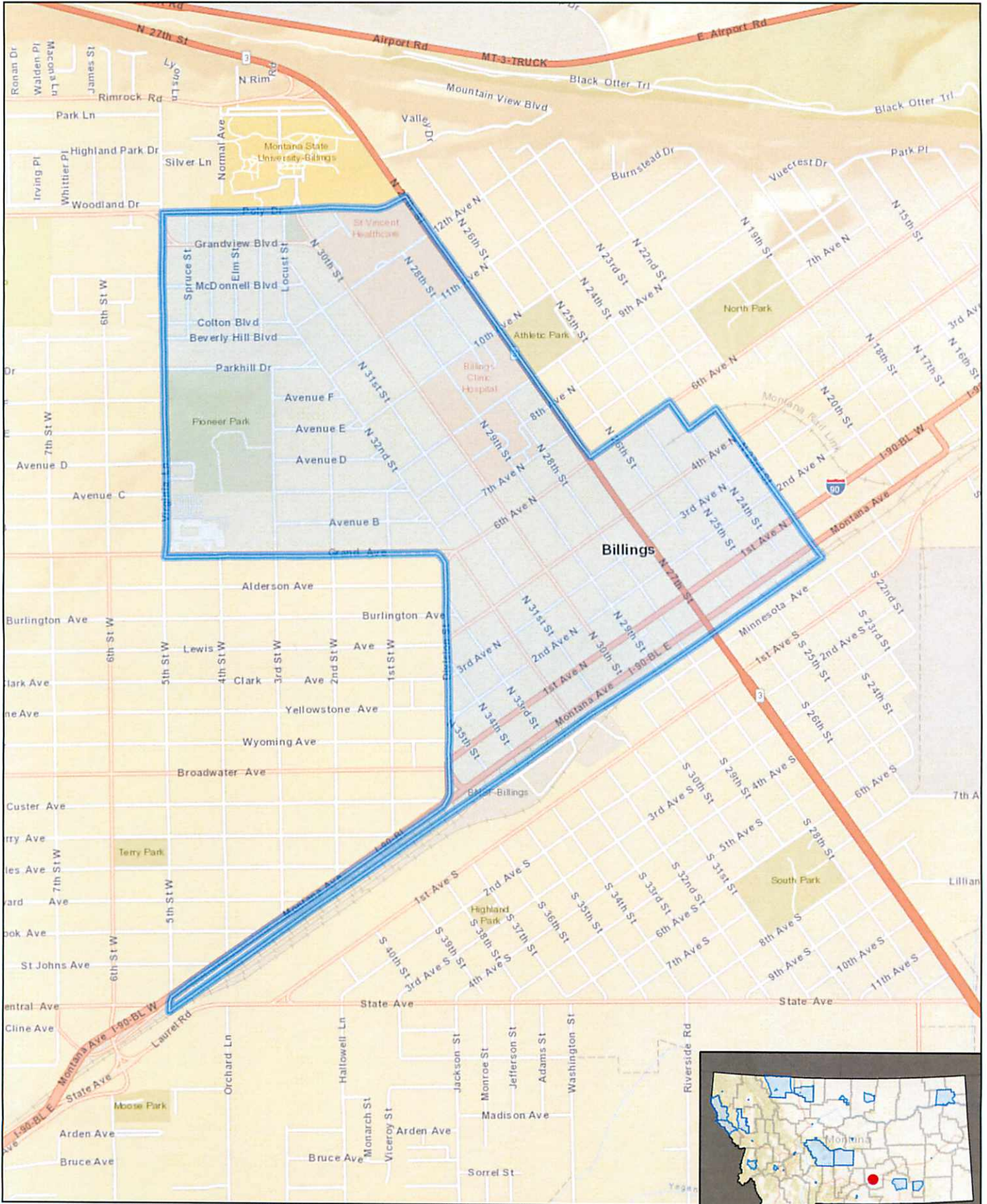
Disclaimers:

The Board of Big Sky Economic Development reserves the right to reject any or all proposals received, to waive informalities to evaluate the proposals submitted, to take submitted proposals and further explore opportunities, and to accept the proposal which best services the interests of BSED's Mission.

A site visit may be requested as a prequalification.

Billings

Montana Opportunity Zones



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

Big Sky Economic Development RFP for Office Space Purchase Scoring Criteria

Site Visit Screening Criteria (Scored by Full Taskforce)	Score	Notes:
Scoring Key: 0-2 POOR 3-6 GOOD 7-10 EXCELLENT		
Accommodates at least 15,000 usable sf		
Within the Billings Montana Opportunity Zone		
Proximity to amenities (coffee, food)		
Ease of Access to location		
Street Level Visibility		
Accommodates prominent signage		
Proximity of parking to building		
Covered Parking		
Ability to accommodate up to 100 total spaces of parking		
Ability to guarantee 25 Spaces for BSED (within the 100 total)		
Adaptability of Office Space		
Occupancy on one floor		
Space is Contiguous		
Has 24/7 secure access		
Access to Natural Light		
Provides Distinctive Look and Feel		
Total Score		/160

Big Sky Economic Development RFP for Office Space Purchase Scoring Criteria

Infrastructure Condition (Scored by Industry Experts on Taskforce)	Score	Notes:
Scoring Key: 0-2 POOR 3-6 GOOD 7-10 EXCELLENT		
Infrastructure Condition (Scored by Industry Experts on Taskforce)		
Condition of Heating System		
Condition of Cooling System		
Condition of Building Shell		
Condition of Roof		
Condition of Mechanical Systems		
Condition of Plumbing		
Condition of Fire Suppression Systems		
Condition of Elevator System (if applicable, 10 full points if not)		
Condition of Broadband/IT infrastructure		
Condition of Security System		
Accommodates ADA Accessibility		
Accommodates thermostatically controlled zones not to exceed 1000 sf		
Accommodates Broadband requirements		
Accommodates Large and Divisible Conference Space (1600 - 2000 sf)		
Accommodates BSED Requests		
Accommodates Rock31 Requests		
Accommodates Support Space Requests		
Accommodates Restroom Capacity		
Accommodates equal or better finish than BSED		
Total Score		/190