

REQUEST FOR PROPOSAL (RFP)

**LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY -
FOR THE LEASE OF PROPERTY FOR THE PURPOSE OF A PUBLIC LIBRARY TO
BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH**

RFP REQUIREMENTS AND SPECIAL CONDITIONS

Insert Cover Page (Purchasing Division)

Insert Notice to Proposers (Purchasing Division)

Insert LCG General Conditions for Proposals (Purchasing Division)

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RFP REQUIREMENTS AND SPECIAL CONDITIONS

1. SCOPE OF RFP

The Lafayette City-Parish Consolidated Government / Lafayette Public Library is seeking a Request for Proposals (RFP) to **LEASE** +- [REDACTED] usable square feet of **RETAIL SPACE** in the corporate limits of Lafayette Parish, Louisiana, for the purpose of operating a public library. This Library will be a branch of the Lafayette Public Library System.

2. SITE LOCATION CRITERIA

The proposed site must be within the corporate limits of Lafayette Parish, Louisiana and should be located with a **1.5 or 3 mile radius of the intersection of and or "lat" : "30.236254319250044","long" : "-92.00125064742826"**. **Properties located on the west side of the NE Evangeline Thoroughway will not be considered.** The proposed site should be highly visible, easily accessible and be able to offer access to all major utilities. The proposed site shall be suitable to accommodate a public library.

3. INVITATION

Your firm is invited to submit a proposal package to provided Lafayette City-Parish Consolidated Government/Lafayette Public Library with leased property for the proposed Lafayette Public Library branch location.

This invitation is not to be construed as a commitment of any kind; nor does it commit LCG to pay for costs incurred in the submission of a proposal package or for any costs incurred prior to the execution of a formal contract.

4. PROPOSAL FORMAT AND SUBMITTAL

Written proposal packages should be based upon the desired location and description on the property described in the proposal to Proposers. Three (3) original copies and one (1) electronic copy must be submitted and received by Lafayette City-Parish Consolidated Government (LCG), Purchasing Division on or before the date and time and at the address specified below.

All information must be legible. Each proposal must be signed by authorized respondent(s) and required information must be provided.

5. AWARD

It is LCG's objective to award this contract to the responsible proposer/proposers whose proposal/proposals will be most advantage to LCG, price and other factors considered.

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6. LCG RIGHTS

LCG reserves the right to reject all of the proposals and to waive informalities and minor irregularities in the proposals received, to issue subsequent request for proposals, to cancel this entire proposal.

LCG may award a contract, based on the initial proposals received, without discussion of such proposals, or make its selection after negotiations with all offerees whose proposals are within the competitive range, i.e., the proposals which appear to have a reasonable chance of being selected. Accordingly, each proposal should be submitted on the most favorable terms from a cost and technical standpoint which the proposer can submit to LCG.

LCG reserves the right to do a short-list of the top-scoring proposals submitted. Should LCG elect to perform a short-list selection, followed by Best and Final Offers, no more than three (3) proposals will be selected for the short-list.

7. RFP TIME TABLE

RFP Issuance Date -

RFP Clarification Request Deadline.....

RFP Submittal Deadline.....

8. WRITTEN QUESTIONS/EXPLANATIONS

Any written explanation desired by a Proposer regarding the meaning or interpretation of the RFP must be requested in writing and received by (Insert name) in the Purchasing Division of Lafayette Consolidated Government, no later than the RFP clarification deadline specified above. There will be no oral explanations or instructions given.

Any written information given to a prospective Proposer concerning the RFP will be furnished to all perspective proposers as an addendum of the RFP, if such information is necessary to Proposers in submitting proposals on the RFP or if lack of such information would be prejudicial to uniformed Proposers. No technical assistance or aid will be given by LCG in the preparation of your proposal.

All inquiries should be address to Request for Proposal – Written Explanation, Lafayette Consolidated Government – Purchasing Division, Attn: (insert Name), P.O. Box 4017-C Lafayette, LA 70502.

9. PROPOSAL TRANSMITTAL AND DUE DATE

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Proposers shall submit proposals to LCG by the time specified above. Any proposal received after this time will not be considered. All proposals shall be addressed as follows:

Response to LCG Purchasing & Property Division
Lafayette City-Parish Consolidated Government
Attn: (insert name)
P.O. Box 4017-C
Lafayette, LA 70502

10. CONFIDENTIALITY OF PROPOSAL INFORMATION

Each proposal and supporting documents must be submitted under cover of a sealed envelope to provide confidentiality of the proposal information prior to the proposal opening. All proposals and supporting documents become public information at the bid opening and are available for inspection by the general public.

11. ADDENDA

All LCG changes in connection with this proposal will be issued in the form of a written addendum. Therefore, all intended Proposers should inform LCG, in writing, of their desire to receive notice of any changes. Addendum shall only be sent to those prospective Proposers who were notified of this RFP and those who send a request for information regarding any addendum and/ or changes to: (Insert Name), Lafayette Consolidated Government, P.O. Box 4017-C, 705 W. University Avenue, Lafayette, LA 70502, Telephone: (337)291-.... **The Proposer must acknowledge receipt of any addenda to the RFP by signing and returning a copy of the addendum with the RFP.** Oral instructions by LCG representatives are not binding.

12. LATE PROPOSALS AND MODIFICATIONS OR WITHDRAWALS

Proposals received after the deadline designated in this proposal document shall not be opened or considered. The Proposer will be notified by mail and given the opportunity to pick up proposals. If proposal are not picked up within a reasonable amount of time, specified in the notice, they will be destroyed.

Proposals may be withdrawn or modified prior to the proposal opening. All such transactions must be submitted in writing and received prior to the proposal opening.

13. PROPOSALS BINDING

All proposals submitted in accordance with the terms and conditions of this RFP shall be binding upon the Proposer for one hundred (100) days after the proposal opening date.

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14. MINIMUM MANDATORY REQUIREMENTS

The intent is to provide each Landowner, or his or her representative, with sufficient information in order to formulate a lease price and time frame for any build-out, as needed. The proposer is required to provide the minimum specifications listed herein if offering a build to suit or lessor build-out option, with any and all improvements/renovations/remodeling being included in the rental amount.

Total Net Usable Square Feet: _____

Preferred Term (Length) of Lease: _____

Type of Space Requested (Design Function): Retail

The Proposer should ensure that all space requirements, as outlined in these specifications are met. If the Proposer cannot be met all the requirements outlined in these specifications, a listing of exceptions and variations must be included with the Proposers submittal.

This proposal provides the total number of Net Usable Square feet required by the Lessee. For the purpose of this RFP, Net Usable Square Feet shall exclude:

Corridors, Bathrooms, Stairwells, Elevator Shafts, Janitorial, Electrical, or Mechanical Closets/Areas for A/C and Heating Systems.

Proposers should identify not only the Net Usable Square Feet offered for lease, but the Total Rentable Square feet for which the agency will be billed. Rental amounts and payments will be based on the Total Rentable Square Feet.

Space Requirements if Build to Suit / Lessor Build-out Option is Pursued

Space Preferences: Committee to Add/Remove Quantities and descriptions.

Conference Room(s): Insert Qty/Sq. Ft./any other requirements

Meeting Room(s): _____

Storage Room(s): _____

Break Room: _____

Staff Workroom: _____

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Study Room(s): _____

Storytime/Craft Room: _____

Open Retail Space: _____

Staff Restroom meeting ADA requirements: _____

Public Restrooms meeting current ADA and Capacity code requirements: _____

Parking Spaces Required: _____

All parking spaces are required to be onsite. All parking spaces are to be lighted and compliant with ICC Standards for lighting requirements.

Parking Spaces ADA compliant: _____

An appropriate number of ADA compliant parking spaces meeting current code are required.

IT/Network Infrastructure:

The leased premises must have the availability of internet and phone service providers which will require fiber and coaxial cable and allow lessee to install network gear and cabling as necessary.

Square Footage for IT/Network Room/Space: _____ 9 _____

Number of Racks for Server: _____ 1-2 _____

Electric Power:

The leased premises must have the electric power capability of powering interior lighting meeting library foot-candle standards in public spaces. Highly inefficient existing lighting fixtures will be removed at the cost of the Lessor and replaced at the cost of the Lessor with minimum T5 florescent fixtures. LED fixtures are preferred.

The leased premises must have the electric power capability of powering 25 – 50 computers and associated network gear, 1 large commercial copy machine, 1 – 2 large printers, security cameras, burglar system, and other items typical in a public library environment.

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Security:

The leased premises shall have a burglar alarm system in place, alarming at all entrance and exit doors and functional windows; or the leased facility shall be capable of having one installed at the lessee's expense. Monitoring services to be paid by lessee.

The lessor shall allow the lessee to install security cameras in both the interior and exterior of the leased premises.

The lessor shall allow the lessee to install card swipe access control or programmable keypad to unlock doors at the lessee's expense.

All entrance, exit, and interior door locks shall be keyed alike. (Lessee should be able to open all doors with (1) one key).

The leased premises shall have appropriate parking lot lighting and exterior building lighting.

Health & Safety:

The leased premises shall have appropriate fire safety measures and equipment in place: (fire extinguishers, to be inspected annually and replaced if needed by lessor, Hardwired smoke detectors to be tested annually and repaired/replaced by lessor, battery powered smoke detectors to be tested and batteries replaced annually by lessor and replaced if over 10 years old from date of lease agreement signature, sprinkler system if in place, is to be tested annually and repaired by lessor, fire alarm panel and fire monitoring capabilities if in place are the responsibility of the lessor.)

All entrance and exit doors designated as fire egress doors shall meet current code requirements.

All entrance, exit, and interior doors and door thresholds shall meet ADA requirements.

Entrance sidewalks and walkways should connect to the parking lot via ADA approved ramps.

The leased premises should be free from any mold, asbestos or any other health hazards. If Lessee suspects any hazards they will be reported to the Lessor who will have the suspected hazards investigated, inspected, and remediated at the Lessors expense.

Access:

Lessee access to the leased premises shall not be limited unless agreed upon in writing.

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Public access to the leased premises shall not be limited unless agreed upon in writing.

Lessor owned equipment, supplies, etc. are not to be stored in any of the interior leased areas or exterior leased area. No equipment, trailers, vehicles, or storage containers shall interrupt parking lot access unless agreed upon in advance.

Property Preferences if available:

Drive Thru: The leased space is preferred to have parking lot/drive access/building location to be capable of installing a drive thru window.

15. OPERATIONAL COSTS:

For the purpose of this Request for Proposals, the following costs shall be borne by the party indicated below.

	Lessor	Lessee
Taxes	<u>X</u>	
Insurance	<u>X</u>	
Electricity		<u>X</u>
Gas		<u>X</u>
Water		<u>X</u>
Phone/Internet		<u>X</u>
Sewer		<u>X</u>
Trash (To Be Determined)		
Janitorial Services		<u>X</u>
Janitorial Supplies		<u>X</u>
Security of Interior Space		<u>X</u>
Landscaping/Grounds	<u>X</u>	
Burglar Alarm Monitoring		<u>X</u>
Fire Alarm Monitoring	<u>X</u>	
HVAC Maintenance/Repairs	<u>X</u>	
Interior Light Bulb/Ballast Replacement		<u>X</u>
Roof/Mechanical/Structure Maintenance/Repair	<u>X</u>	
Parking Lot Light Bulbs/Ballast Maint./Repair	<u>X</u>	
Other:		

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16. PROPERTY TYPE:

LCG reserves the right to give preference to specific properties depending on the type of space requested and its original/intended use. Spaces converted from one function to another will be considered, but LCG reserves the right to provide preference to those facilities in which the original design purpose meets the intended use of the agency. For example, buildings converted from Warehouse space into Retail space will be considered, but preference will be given to those facilities originally designed as Retail space. The Re-zoning of the leased premises would be the responsibility of the Landowner. Lessee will not enter into any agreement until the property is properly zoned.

17. PROPERTY CONDITION:

It is the responsibility of the Proposer (Lessor) to ensure that the property is maintained in a reasonable working and operable condition. As such, the Proposer should ensure that the property has operation and maintenance schedules in place for all items related to the building and equipment as appropriate. If awarded a Lease Agreement, the Proposer may be required to provide copies of any operations and maintenance schedules and contracts in place.

Below are items that must be met:

- **ADA Compliance:** Proposer is to ensure that the building is ADA compliant in all aspects. In the event the building is not ADA-compliant, the Proposer will be required to make the necessary modifications to ensure the building is ADA-compliant prior to occupancy. Proposers should follow all Federal and State Regulations for ADA compliance to ensure all requirements are met.
- **Electrical and Lighting:** The lighting and electrical system for the building and parking areas must meet all ICC (International Code Council) Standards, Policies, and Procedures related to such.
- **Carpet:** At the inception of the Lease Agreement, carpet should be no more than (4) four years old. If carpet is more than (4) four years old, the Proposer must provide new carpet for the leased space. (Commercial Carpet Tiles work best for a Public Library environment and is preferred). Carpet should be replaced every 5-7 years or sooner if needed by Lessor unless agreed upon by both parties. Furniture moving is the responsibility of the lessee. If the Lessee does not agree with the carpet options, provided by the Lessor, the Lessor shall make available a reasonable allowance equivalent to the cost of a mid-grade commercial carpet toward the purchase price of carpet paid by the Lessee.

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- **Paint and Wall Coverings:** All walls must be painted by Lessor, as appropriate every 4 years or sooner, unless agreed upon by both parties. All walls must be painted as part of the new/initial lease and the colors are to be selected by the Lessee.
- **Maintenance Schedules:** Lessor should have in place, at the inception of any Lease Agreement or Renewal Lease, sufficient maintenance schedules for the following items and equipment for the building: (Roof, Mechanical Systems, Electrical Systems, Elevators if applicable, and Generator if applicable).
Lessor may be called upon at any time to provide copies of any/all preventative or scheduled maintenance contracts and service records to ensure that all equipment and systems in the building are being maintained. Failure to provide the requested documentation and make necessary repairs during or after a major interruption to the Lessee, will be considered negligence and may result in liquidated damages to the Lessor of \$150 dollars per calendar day, until the facility is operational and the interruption has ended. Any damages to Lessee owned property caused by a major interruption or facility issue will be replaced by the Lessor. Lessor will ensure that, in as much as reasonably possible, all scheduled maintenance to the building will be performed on weekends or outside of normal business hours.
- **Parking:** Parking area should be maintained in a state of good repair and must meet ADA requirements. Parking area should be clearly striped, and parking spaces designated as appropriate (handicap spaces, space numbers, etc.). Routine checks and maintenance should be performed to the parking structure or surface to ensure longevity and long-term use of the parking surface. In the event of standing water, protruding rebar or rods, large cracks, uneven surfaces, pot holes, broken curbs, etc. the Lessor may be called upon to correct such areas as needed. Parking lot debris and the cleaning of parking lot is to be the responsibility of the Lessor.

18. Furniture & Equipment:

All furniture and equipment associated with the function and operation of the Lessee will be the responsibility of the Lessee.

19. Build-out Costs:

The proposer will have the option to provide a proposal offering a build to suit/build-out option or a proposal to allow the Lessee to make modifications to the facility at the cost of the Lessee.

20. Multiple Proposal Submittals:

If a property owner has more than one property that they feel will meet the needs of this RFP, they may submit multiple proposals. **However, multiple proposals for the same**

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property at different terms will not be accepted and the proposer is expected to provide their best and final offer upfront. To be clear, one proposal per different property will be accepted. **The proposer is responsible for identifying on the outside of their sealed proposal, the address of the property or the name of the property to distinguish multiple separate property proposals are being submitted. If this information is not clearly indicated on the sealed proposals, only one proposal will be opened by the Purchasing Division which will be the last one received as indicated by the date and time stamped as received.**

21. Evaluation Process and Criteria

A. Review Process:

The North East Regional Library Exploratory Committee or Subcommittee will review and evaluate proposals and make a recommendation to the Lafayette Public Library Board of Control (Library Board). The Library Board will consider the recommendation at a Regular or Special Library Board meeting and may accept the recommendation, or, after a separate review and evaluation of the proposals, select an alternate proposal that it feels best meets the needs of the Lafayette Public Library System, with final approval from the Lafayette Mayor-President, and passage of an appropriate ordinance by the Lafayette Parish Council, if required.

B. Evaluation Process:

The proposals will be reviewed by members of the North East Regional Library Exploratory Committee or Subcommittee. The NERL Exploratory Committee or Subcommittee will meet and rank each proposal, based upon total points awarded to the proposal. The selected proposal will be recommended to the Library Board of Control for final approval.

The Committee or Subcommittee may elect to consider all of the Proposals in the competitive range, i.e., all those that it determines have a reasonable chance of being selected based upon the RFP criteria. However, the Committee or Subcommittee shall have the right to make its selection on the basis of original proposals without negotiations with any Proposer. If it conducts any negotiations, it shall conduct negotiations with all Proposers within the competitive range.

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Evaluation Criteria:

The Committee or Subcommittee will evaluate the overall proposal using the following evaluation criteria:

General Conditions – 10 percent – Is the site in the center of the population to be served, does the site offer the highest and best use of the site, will the library have a negative impact on the surrounding activities, what other types of activities are prevalent in the immediate location, i.e., evening office, retail, and cultural, and will the building work with traffic of the adjacent sites, will the branch improve the overall social life of the community, integrate with other cultural agencies near the site, attract performing and visual arts programs, and draw people to cultural programs and events, is the site attractive and inviting, does the site offer natural light and windows.

Location – 25 percent – Will the site have high visibility and identity as a library, does it have significant frontage on major and secondary thoroughfares, does the location offer the potential for an increased library usage verses other locations, and are there any safety issues which could impact the staff or customers.

Accessibility – 10 percent – Is the site in proximity to traffic controls that allow for easy ingress and egress from all directions, is the site readily accessible to autos, buses, bicycles, walking, and people with disabilities, does the site have connections to surrounding streets.

Size and Configuration – 20 percent – Does the site meet the minimum size square footage, will the space work as a public library, is the space open to allow for the most flexibility of furniture and shelving, will existing walls need to be removed, will walls need to be added, is there flexibility for the design and efficiency of the building, does the size and shape impose any constraints.

Price – 20 percent – Is the site within budget, will the site require considerable build-out and updates, what are the added cost of build-outs.

Occupancy & Terms – 5 percent – Is the site occupied and how soon will it be vacated, how long will build-out and updates take, are any terms of the proposal unreasonable or do not meet the minimum requirements.

Environmental, Safety & Maintenance– 10 percent – Is the property free from any hazards, are there any neighboring facilities that pose any environmental risk, any noise, safety, or nuisance problems, is the parking lot properly lit and the facility properly secure, does the property appear to be in good condition and properly maintained.

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SCORE CARD (To be completed by Evaluation Panel)

PROPOSER:

**(NEED TO RESEARCH AND CLARIFY HOW TO SCORE IS IT POINTS ON A
SCALE THEN THE POINTS ARE WEIGHTED BY THE BELOW PERCENTAGES?)**

<u>General Conditions – 10 percent</u>	<u>Percent Awarded</u>
<u>Location – 25 percent</u>	<u>Percent Awarded</u>
<u>Accessibility – 10 percent</u>	<u>Percent Awarded</u>
<u>Size and Configuration – 20 percent</u>	<u>Percent Awarded</u>
<u>Price – 20 percent</u>	<u>Percent Awarded</u>
<u>Occupancy & Terms – 5 percent</u>	<u>Percent Awarded</u>
<u>Environmental, Safety, & Maintenance – 10 percent</u>	<u>Percent Awarded</u>

TOTAL EVALUATED SCORE:

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PROPOSAL SUMMARY (To be completed by Proposer)

Physical Address of Proposed Property: _____

List Municipality of Proposed Property of state if in Unincorporated Lafayette Parish:

Property Description and configuration:

Please attach a plat and facility drawings. Are the plat and interior drawings also available electronically as a PDF of JPEG? _____

List major roads of access (north, south, east, and west):

Approximate distance from the intersection of, or GPS coordinates of ("lat" :
"30.236254319250044", "long" : "-92.00125064742826"):

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Driving Directions from the Intersection of or GPS coordinates of ("lat" :
"30.236254319250044", "long" : "-92.00125064742826");

Any Additional Information:

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REQUEST FOR PROPOSAL PRICE FORM

NORTHEAST LAFAYETTE LOCATION:

Street Address of Proposed Location: _____

Total Rentable Square Footage Proposed: _____

Cost per Total Rentable Square Foot: _____

Term of Initial Lease Proposed: _____

**No. of Annual Renewal Options
with no Rate Change:** _____

**Maximum escalation Percentage at
Expiration of Initial Term or renewal term** _____

Monthly Rental Rate (excluding build-out): _____

Annual Rental Rate (excluding build-out): _____

Build-out Monthly Payments

(Maximum 2 years) _____

Signature: _____ **Date:** _____

Title: _____ **Phone No.:** _____

Company Name: _____

Mailing Address: _____

E-Mail Address: _____

Signatures of other Owners: _____

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**INSERT MAP HERE IDENTIFYING POINT OF REFERENCE AT ESTABLISHED
INTERSECTION WITH SPECIFIED DISTANCE RADIUS OR SPECIFIED
BOUNDARIES.**



1.5-Mile-LPL-Radius3-Mile-LPL-Radius.h
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