



**EXTENSION ON REQUEST  
FOR PROPOSALS FOR  
GONZALES, TEXAS  
FACILITY – OPEN-ENDED**

The Golden Crescent Workforce Development Board is seeking approximately 1,200 – 1,800 square feet of rental property that can be customized to meet renter's needs for its Workforce Center in Gonzales, Texas. Below you will find the minimum required specifications.

**AREA REQUIREMENTS:**

Facilities should include handicapped accessible restroom(s), break room, file and general storage area, open area office space for 4 - 5 employees with 1-2 separate office(s), a reception/waiting area, and a general-purpose area. Also needed is parking with a minimum of 2 (two) handicapped spaces, one being Van Accessible. The electrical system must support office equipment and up to 12 computers. Facility must comply with the 2012 Texas Accessibility Standards.

Costs associated with preparing the facility (build-out, renovations, wiring, etc.) will be the responsibility of the building owner/landlord, with costs being built into and amortized over the period of the lease. Building owner/landlord shall be responsible for contracting and managing all aspects of building renovations in consultation with the Board's administrative staff.

**LOCATION:**

Within the city limits of Gonzales, Texas

**INFORMATION NEEDED:**

Floor plan/square footage of office accommodations  
Terms of lease agreement  
Price per square foot  
Address/location  
Earliest date available  
Name, address, and phone number of owner/agent

All questions must be submitted in writing to [henryguajardo@gcworkforce.org](mailto:henryguajardo@gcworkforce.org). Since this is an open-ended request, questions (if any received) along with answers will be posted on the Board's website [www.gcworkforce.org/doing-business-with-us](http://www.gcworkforce.org/doing-business-with-us) as received. Proposals may be delivered by any of the following methods:

*Mail* - Workforce Solutions Golden Crescent

Henry Guajardo

P. O. Box 1936

Victoria, TX 77902

*Hand-deliver* - 120 S. Main Street, Suite 501, Victoria, Texas

*E-mail* - [henryguajardo@gcworkforce.org](mailto:henryguajardo@gcworkforce.org)

If more than one proposal is received at the same time, scoring of the RFP will be based on the following criteria:

***CRITERIA: A – Responsiveness to Board Needs - 45 POINTS***

**Proposals should address the following requirements in a site/floor plan:**

**Location:**

Office space is to be located within the city limits of Gonzales, Texas and shall be in a location that is appropriate to allow proposed usage **and** shall comply with all local, state, and national codes, ordinances and regulations governing the class of facility, as interpreted by the inspecting authority (ies).

Facility must be proximate to a major thoroughfare with easy access for the areas of the city where the larger percentages of the targeted population live. In addition, facility must be served by major public transportation and traffic count for each location will be factored in. Ideally, the facility will be easily visible from a major street with entrance to the facility parking area directly from the street.

***CRITERIA B – Reasonableness of Cost and Buildout Options – 40 POINTS***

The Board will evaluate the overall cost of each real property option, the reasonableness of base cost of lease/rent per square foot and any proposed price increases for future years of occupancy. The services included in the cost and a number of days for buildout completion. Proposers may provide more than one option of lease structure but will be required to detail explanations of the cost included in each structure. The Board is willing to negotiate with the proposer any responsibility for buildout costs and how that will be determined, recovered and amortized over the life of the lease.

***CRITERIA C – ADDITIONAL CONSIDERATIONS- Past Performance and Value Added – 15 POINTS***

Factors in this criterion include:

- Proposer’s responsiveness to tenant’s needs. Please provide contact information (name, phone, email, company name) for at least three current or former tenants.
- Incentives
- Value over specifications
- Additional information or other amenities believed to be an asset of this location. (Example: Co-house with like entities that align with workforce development, such as community college, university, chambers of commerce, economic development, city or county government, etc.)

***CRITERIA D - HUB – 5 POINTS***

- Must submit copy of valid Historically Underutilized Business Certification to receive points.

**APPEALS AND DEBRIEFING PROCESS**

Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone and fax number (if available) of the appealing party(ies); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

Susan Snow  
Complaint Monitor  
120 South Main Street, Suite 501  
Victoria, TX 76701  
Dated Material Enclosed

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, the Informal Hearing. The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant. Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures.

**Request for Debriefing:** Proposers who are not selected for contract award may request a debriefing for the purpose of learning more about the evaluation of their proposal. **A Proposer may not request a debriefing while appealing the Board's decision.** A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.