


**MEMORANDUM**

**TO:** Robert Weisman,  
County Administrator

**FROM:** Ross C. Hering, Director  
Property & Real Estate Management Division 

**DATE:** July 19, 2009

**RE:** Tax Collector Expedited RFP Process

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The Tax Collector is seeking a replacement facility for its' Lake Worth Branch office, as well as providing the option to lease additional space to accommodate potential new programs such as providing Driver's License services which are currently provided by the State.

On July 7, the BCC directed Staff to provide a schedule for issuing a Request for Proposals to lease space for the Tax Collector for generally these purposes. Staff has recorded the scope of the project as defined by the Tax Collector.<sup>a</sup>

The scope includes:

- 17,000 s.f. with an option to lease an additional 13,000 s.f. in the future.
- Programs to be conducted in the facility include those functions currently provided out of the Lake Worth Branch, as well as a centralized training center for employees. A full service Driver's License function is proposed for the optional expansion to leased space.
- The Tax Collector is proposing to utilize an open floor plan layout for the facility with modular workstations. Therefore, the Tax Collector would prefer to find a building with minimal interior partitions requiring only minor renovation. The Tax Collector would contract for any required renovations as opposed to the County's process.
- The building must be ready for occupancy within 12-14 months.
- Desired length of term is 5 years, with 2, 5-year options.
- The building must be located within an area bounded generally on

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<sup>a</sup> FDO reviewed the scope, asked questions and requested clarifications only to internally reconcile the information provided. The responses were not complete, but due to the timeframe required, FDO proceeded with the specific information provided in various e-mails. Further, there are program components which are inconsistent with past Board direction and that are also not consistent with the County's space and facility planning and design practices.

the north by 10<sup>th</sup> Avenue N., US 1 to the east, Gateway Boulevard on the south and Jog Road on the west. A central location within this service area is preferred.

- 50 reserved parking spaces for employees, and 150 spaces available for customers.
- The building must be one story.

Based upon the minimal facility planning and design information available at this time and in order to expedite the RFP, Staff recommends that the process be conducted in 2 phases. The first phase (or Short List phase) will be to obtain proposals based upon the existing scope of work and to evaluate which proposals appear to best meet the overall objectives of the Tax Collector. A Short List Selection Committee comprised of representatives from the Tax Collector's Office and FD&O would then make recommendations to the BCC, via memo, for identification of one or more proposals to proceed to Final Selection. In the second (Final Selection) phase, the selected proposers would be provided more detailed facility planning and minimum design specifications which would allow the proposers to submit specific cost proposals. Based on the proposals received, the Short List Committee could also recommend to the BCC that it proceed directly to concurrent negotiations with the proposers identified in the Short List Phase. The evaluation criteria would be the same in the Final Selection Phase. The most favorable proposal would then be recommended to the BCC for approval.

Staff's recommended time-frame for issuance of the RFP is as follows:

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|--|----------------------|
| - Preparation of the RFP documents                               | 1 week               |
| - Advertising RFP  | 3 weeks (concurrent) |
| - Submission of Short Proposals                                  | 1 week               |
| - Evaluation of proposals and selection committee recommendation | 2 weeks              |

Recommendation of short listed properties submitted to BCC September 15

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The proposed evaluation criteria include:

- Location/suitability/site amenities 25%
- Price (rent and CAM) 25%
- Improvement costs / tenant improvement allowance<sup>b</sup> 20%
- Length of term and options on additional space 20%
- Time-frame for occupancy (12-14 months maximum) 10%

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C: Audrey Wolf, Director Facilities Development & Operations  
Nancy Albert, Space and Interiors Planner

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<sup>b</sup>

In Short List phase this will include tenant improvement allowance and identification of existing electrical, mechanical, and communications infrastructure. In the Final Phase, this will be actual property specific tenant improvement costs