



## **CITY OF LAWRENCE REQUEST FOR PROPOSAL (RFP)**

### **Purpose of RFP:**

Entertain proposals by a private, non-profit entity whose client base is primarily low and/or moderate income individuals/families to lease the City structure at 1920 Moodie Road (formerly Health Care Access).

### **RFP Description:**

1920 Moodie Road is a 40' x 80' metal building constructed in 1987 for office space, originally 1600 square feet and subsequently expanded to its present size of 3200 square feet. The RFP will include a detailed plan for the use of the structure.

### **Department:**

Planning and Development Services

### **Contact:**

Margene K. Swarts  
785-832-3117  
785-832-3110 (fax)  
e-mail: [mswarts@ci.lawrence.ks.us](mailto:mswarts@ci.lawrence.ks.us)

### **Site Visit Requirements:**

Viewing of the structure will be conducted on April 6, 2010 at 9:00 am

### **Copy Requirements:**

Submit five (5) paper copies of proposal and one (1) copy on PC formatted CD

### **Due Date & Time:**

April 30, 2010  
5:00 p.m.

### **Submit to Address:**

City of Lawrence, Kansas  
Planning and Development Services  
Margene K. Swarts  
1 Riverfront Plaza, Level 1, Suite 110  
Lawrence, KS 66044

## Section 1 – Proposal Information

In 1987, the metal building at 1920 Moodie Road was constructed as office space to house the Lawrence Indian Center. The original size of the structure was 1600 square feet and the structure was subsequently doubled in size to 3200 square feet. In 1991, the Lawrence Indian Center vacated the structure and the City leased the facility to Health Care Access (HCA). Since HCA has vacated the structure, the City chooses to lease the structure to another private, non-profit entity.

Viewing of the structure will be conducted on April 6, 2010 at 9:00 am; however there is no requirement to inspect the site. Proposals must be received by the Planning and Development Services Department by 5:00 PM, Monday, April 19, 2010. Proposals may be submitted in person or by mail addressed to:

Margene K. Swarts  
Assistant Director  
Planning and Development Services  
1 Riverfront Plaza, Level 1, Suite 110  
Lawrence, KS 66044

Envelopes must be marked "Proposal – 1920 Moodie Road"

Questions about the RFP process should be directed to:

Margene K. Swarts  
785-832-3117

There is no expressed or implied obligation for the City of Lawrence to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Proposals may be held by the City for a period not to exceed thirty (30) days from the date of the opening of the proposals in order to allow time for reviewing the proposals and investigating the qualifications of the applicants prior to awarding the contract.

Equal Employment Opportunity Agreement :

The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.

## **Section II – Minimum Specifications**

The successful proposal will detail and provide the following:

- Description of the proposed use of the structure by the applicant
- Supporting evidence that the client base is primarily low and/or moderate income
- A plan that details the economic resources, financial feasibility, organization, and history of the proposing agency and how the proposing agency will fund the proposed use and day to day operations of the use, including insurance, utilities, maintenance, etc.
- Information related to the use such as parking requirements, compatibility with current area land uses, building needs related to the use and any information that would assist the City in understanding and evaluating the proposal

The initial term of the agreement shall be for the remainder of calendar year 2010 (approximately June 1, 2010 to December 31, 2010), with an option to renew for one or more additional year terms by mutual agreement of both parties. During this period, the agreement may be cancelled by either party by providing thirty (30) days written notice.

The selected agency will enter into a contract with the City that will include: insurance, indemnification provisions, and a requirement that the agency will responsible for the day-to-day operations of the building including utilities, maintenance, etc.

## **Section III – Proposal Content**

The purpose of the proposal is to determine the qualifications, competence and capacity of agencies to adequately preserve and protect the structure during the terms of the lease agreement. To be considered, five (5) paper copies and one (1) copy on PC formatted CD, shall be submitted. The proposal should demonstrate qualifications of the agency and staff that will occupy the structure and should contain the following based on the Minimum Specifications and Evaluation Criteria:

### **A. Qualifications and Experience**

The proposal should state the name and size of the agency that will occupy the structure, including the number and nature of the staff to be used, explain the nature of the entity's operation, and provide information documenting that clientele meet the low and/or moderate income requirements.

### **B. Financial Management**

The agency must fully describe its experience in providing the financial means to maintain the structure during the lease term. The proposal should define a detailed budget for funds to be expended and evidence of financial management capacity of the agency.

### **C. References**

The proposal should include a minimum of three (3) agency references. Please include the name and contact information.

## **Section IV – Evaluation Criteria**

1. The ability to meet or exceed all requirements listed in the scope of services
2. Staff qualifications and experience
3. Nature of the entity's operation
4. Evidence that clientele meet low and/or moderate income guidelines
5. References

During the evaluation process, the City of Lawrence reserves the right, where it may serve the City's best interests:

- a. To request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, agencies submitting proposals may be requested to make oral presentations as part of the evaluation process;
- b. To retain all proposals submitted and to retain any ideas in a proposal regardless of whether a proposal is selected;
- c. To reject any and all proposals submitted.

Submissions of a proposal indicates acceptance by the agency of the conditions contained in the Request for Proposal.