



**REQUEST FOR PROPOSAL
LEON COUNTY OFFICE SPACE**

RFP 2025-01

**CareerSource Capital Region
2601 Blair Stone Road, Bld. C Suite 200
Tallahassee, FL 32301
Toll Free: (844) CAREER1**

PROPOSAL DEADLINE: NOVEMBER 17, 2025, BY 4:00 p.m. (EST)



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I. GENERAL INFORMATION

CareerSource Capital Region (CSCR) is a private not-for-profit 501(c)(3) corporation designated as the fiscal agent, administrative entity, planner and grant recipient of the Workforce Innovation and Opportunity Act (WIOA), Welfare Transition Program (WTP), Reemployment Services and Reemployment & Eligibility Assessment Activities Program (RES REA), Wagner-Peyser Program (WP), and the Supplemental Nutrition Assistance Program (SNAP). CSCR programs and initiatives are fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$5,908,946.

Minority or female-owned businesses, and community-based organizations are encouraged to respond. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under this RFP because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

CSCR hereinafter referred to as the “Lessee” requests your participation in existing office space **located in Leon County, Florida.** CSCR is seeking detailed and competitive proposals to provide built-out office facilities and related infrastructure for the occupancy by the Lessee. As relates to any space that is required to be built-out pursuant to this Request for Proposal. CSCR is seeking approximately 15,000 to 19,000 Rentable Square Feet of professional office space with a lease rate term of 7 & 10-year durations.

The Landlord or Owner is defined the individual or entity submitting a reply to this Request for Proposal. Any individual that submits the proposal shall be the Owner of the proposed facility or an individual duly authorized to bind the Owner of the facility.

The Landlord must submit proposals for all lease terms being requested. Any proposal that does not contain rates for any term will be considered non-responsive and the offer will not be evaluated.

A. **Conditions Applicable to All Proposals**

The following conditions are applicable to all proposals:

- CSCR reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to CSCR at the time and under the conditions stipulated in the specifications of this request.
- Non-conforming proposals will be considered non-responsive and are subject to return without review; however, CSCR reserves the right to waive informalities and minor irregularities in proposals received.
- CSCR reserves the right to request additional information for clarification from proposers, or to allow corrections to errors or omissions.
- All proposals are subject to negotiation by CSCR.
- CSCR reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained in this Request For Proposal (RFP), unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CSCR and the firm selected.
- This is a Request for Proposal. Nothing contained herein shall be deemed an offer to lease, and CSCR reserves the right to negotiate with all, some or none of the respondents in its sole discretion.

Proposals are to be submitted no later than 4:00 p.m. EST on **November 17, 2025,** to:

Matt.Salera@careersourcecapitalregion.com

Administrative staff will be available to answer written technical questions if submitted via email to Matt.Salera@careersourcecapitalregion.com by October 29, 2025. Questions and answers will be posted CSCR’s website @ www.CareerSourceCapitalRegion.com

Space Planning/Interior Design Allowance: \$0.25/RSF

Tenant is requiring Landlord to provide a ‘Turnkey’ tenant construction/improvement prior to Tenant occupancy at Premises. The specification will be based on space programming, interior specifications, finishes and furniture. The Landlord can quote an allowance to provide for Turnkey Construction.

Landlord acknowledges the full responsibility in Allowance covering 100% of construction costs for Tenant occupancy.

Landlord shall be solely responsible to any third-party vendors, i.e. general contractor, architect, engineers, directly for completion of Turnkey Construction, unless Tenant enters into a separate agreement with vendor to complete additional services.

Landlord shall not charge any oversight fees or supervisory fees during the construction period. Tenant and Landlord will mutually agree upon the hiring of necessary professionals for service.

Tenant shall have the right to make minor alterations to the premises, which are not structural in nature, including painting and carpeting, without the prior consent of Landlord.

The Tenant shall be responsible for relocation, acquisition and installation of all furniture and equipment used as part of Tenant operations within the Leased Premises. Electrical and low voltage data cabling associated with furniture and equipment shall be considered part of the tenant construction/improvements as provided by Landlord.

If necessary, Tenant representative will contact the Landlord, or landlord’s representative, office following submittal of this proposal to arrange a meeting with Landlord’s space designer to finalize test-fit options and finishes associated with necessary build-out requirements. Landlord will be responsible for completion of architectural drawings for permitting and construction.

Restoration Obligation: The Tenant is not obligated to restore the Leased Premises to original condition prior to tenant improvements upon vacating the Leased Premises.

Base Building “Capital” Improvements: Leasehold improvements paid for by Landlord are property of Landlord and are NOT considered part of Tenant Improvement allowance/expense.

Bathroom and Kitchens - The Premises will have both cold and hot water use in Kitchen. Location and number of sinks and toilets in Bathrooms will be determined in space plan. Modernization and upgrade to bathrooms will be considered a base building expense and will be considered as part of negotiation with Landlord.

External Building – The external face and trim of building will be cleaned and re-painted, where necessary. Color of paint will be discussed and mutually agreed by Landlord and Tenant. If Landlord is planning or has recently completed a new façade and new landscape as part of capital improvements, Tenant shall have ability to review and approve design and plans.

Wiring for cable and internet [CAT 5E or greater] will be pulled to Premises, if not currently located in Premises. Interior Wiring and LAN room is considered part of the Turnkey Construction.

Building Construction Notes: All base building and Tenant construction will be supervised by Landlord and performed by a licensed general contractor with all necessary insurance requirements. Landlord will cause its architect and engineer to prepare all necessary construction drawings and will obtain all necessary permits required for the work and Tenant’s occupancy. All Base Building and Tenant Construction costs must comply with local, state, and federal government regulations, including ADA, and Life Safety provisions.

Environmentally Hazardous Materials: Landlord shall represent to Tenant that the building is free from
An equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. Persons using TTY/TTD equipment use Florida Relay Service 711.

EHM and that the Landlord will promptly remove any EHM found in the future at the Landlord's sole expense.

Property Management of Premises: Please state Property Manager and property management plans for Building and Leased Premises.

Parking: Tenant requests Landlord states weekly, monthly, semi-annual, and annual management plans in place to service both the Building and Premise operations, including, but not limited to, HVAC zoning and re-balances, elevator, exterior pest control, security lighting, utilities, roof, windows. Landlord will provide free surface parking at a ratio of four (4) spaces per 1,000 square feet leased. There will be no additional cost to Tenant for parking. Please include site plan illustrating areas Tenant and its customers can park.

Option to Renew: Tenant, upon giving Landlord six (6) months prior written notice, shall have five (5) options to renew this lease for separate two (2) year intervals each. The rental rate shall be at 95% of Fair Market Value ("FMV") for comparable space in local market.

Assignment & Subletting: Tenant shall have the right to sublease or assign its rights under the terms of this Lease to its subsidiaries, partners, successor legal entities or subsidiaries or affiliates of Tenant without Landlord's consent. Such company shall assume Tenant's obligations hereunder.

Rent Structure: The structure of the lease will be full service, including the Tenant's pro-rata expense for operating expenses for Leased Premises. A base year will be set for Operating Expenses over the initial 12 months of occupancy. Any escalations over base year will give notice to Tenant with option for Tenant, or Tenant's designated accountant, to review. Escalations shall be capped at 5% annually on a non-cumulative basis, "Operating Expenses" means all sums expended or incurred by Landlord to operate or maintain with the building including the management operation maintenance and repair thereto. Such sums shall include as applicable, and without limitation (a) costs of materials, tools, equipment and supplies directly associated with operating the Building, (b) costs of maintenance, operation repair replacement (excepting roof or other structural elements, parking lot, generator and HVAC systems) re-striping, cleaning and sweeping of the Building (including the sidewalks parking garages and lots, curbs, gutters, signs, sprinkler systems, landscaping plantings lighting and other utilities, elevators, directional signs, lanes, bumpers and marks, fire protection alarm and security systems, lighting systems, storm and sewage drainage systems utility systems and other Common Areas and facilities), (c) labor costs, including payroll taxes and other governmental charges, to implement the services set forth herein only if the labor costs is dedicated 100% to the operations of the Building (d) costs of security equipment and personnel (including guards) which Landlord in its sole and absolute discretion deems necessary or appropriate, (e) charges for electricity, gas and all other utilities (without Landlord markup) furnished to the Office Building Project, including any taxes on any of such utilities, (f) tangible personal property taxes; (g) rentals paid to third parties for the use of repair, maintenance and operating equipment, machinery and tools; (h) Real Estate Taxes; (i) premiums for insurance (including liability, casualty, automobile, pressure vessel, plate glass, business interruption and fidelity coverage), (j) fees due to any applicable property owners association, (k) accounting, audit, verification legal and other consulting fee, (l) capital expenditures which under generally accepted accounting principles, as modified by the customs and practices of the real estate industry, may not be depreciated, (m) capital improvements required to be made after completion of the Office Building Project by a law that was either not in existence or not applicable thereto during construction of the same, and (n) capital improvements made after completion of the Building which result in savings or reductions in Operating Expenses to the extent of such savings. Any other provision hereof notwithstanding, Operating Expenses shall also include a fee payable to Landlord as compensation for its management and administration, including, but not limited to, accounting, bookkeeping, processing and collection expenses, in an amount not to exceed five percent (5%) of gross revenues derived by Landlord from the Building. Notwithstanding anything in this Lease to the contrary, Operating Expenses shall not include (i) wages and salaries of Landlord's employees and agents for time not devoted to the Building, (ii) sales, rental and leasing costs and commissions, (iii) expenditures for capital improvements and replacements not described above, (iv) interest and principal payments on mortgages or other debt costs, and any rental payments on any ground or other underlying leases, (v) costs of any work, service or facilities performed for or furnished to any other tenant at such tenant's expense, or otherwise, (vi) costs of any items to the extent Landlord is reimbursed by insurance or condemnation proceeds, tenants or third parties, (vii)

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depreciation, and any expenditure that is other than customary, in accordance with sound management practices; in accordance with Landlord practices in other first class buildings in the geographic area of the Premises; in accordance with generally accepted accounting principles; in a manner consistently applied; and in a manner uniformly applied (among all tenants), (viii) the cost of any service, improvement, alteration, or facility that is provided or available to one or more tenants or occupants of the Building, but not made available to Tenant, (ix) costs incurred in connection with upgrading the Building to comply with codes, ordinances, statutes, or other laws in effect prior to the Lease Date hereof, (x) legal or other costs related to disputes with tenants, Landlord's violation of any governmental rule or authority, or enforcing any leases, (xi) any interest or penalties incurred as a result of Landlord's failure to pay a bill as the same shall become due, (xii) Landlord's general corporate overhead and general administrative expenses (exclusive of management fees otherwise provided for herein), and (xiii) any expenses due to the willful misconduct or negligence of Landlord or its affiliates, agents, employees or contractors.

Tax & Other Operating Expenses: As with the Common Area Services section above, the Tenant will pay, as part of its full-service lease, its proportionate share of Property Tax and Property Insurance, if not included as part of CAM expenses. Any escalations over base year will give notice to Tenant with option for Tenant, or Tenant's designated accountant, to review. Any escalation over base year will be presented with an option to review by Tenant.

HVAC/AIR Quality: The Tenant reserves the right to have the indoor air quality tested at its own expense by a CIAQP (Certified Indoor Air Quality Professional); CIEC (Certified Indoor Environmental Consultant; CIH (Certified Industrial Hygienist); or P. E. (Professional Engineer), whose primary business and focus is indoor air quality/environment to determine the cause of the problem.

Security: Landlord will provide and maintain security lights in the parking area of Tenant's leased premises. All security systems inside Premises, including fire, will be the responsibility of Landlord to acquire and install. Sufficient wiring will need to be located to Premises for security use. If not, Landlord will need to locate required wiring to Premises.

Signage: Landlord shall place Tenant's name on the building directory at Landlord's cost. A monument sign, if applicable to Park, will be installed and maintained by Landlord as part of lease. Building signage and installation on face of building, if desired by Tenant, will be provided by Tenant and installed by Landlord as part of lease.

Security Deposit: The tenant shall not be required to submit a security deposit as part of a Lease Agreement.

Access: Landlord shall provide Tenant access to its Premises, the building and the parking area 24 hours per day, 7 days per week.

Disclosure/Commissions: STRUCTURE Commercial Real Estate, LLC, herein referred to as "Tenant Representative/Consultant" exclusively represent Tenant in this transaction. In the event a transaction is completed, Landlord will pay Tenant Representative/Consultant a brokerage fee, equal to four (4%) of rental proceeds paid to Landlord over term of lease, with no offsets. Payment of commission will be based on 50% due upon execution of Lease and remaining 50% balance due upon Lease commencement.

Compliance With Laws: To be addressed by formal lease agreement.

Holding Over: Tenant shall have the right to extend the lease term by a period of six (6) months, subject to written notification to Landlord six (6) months prior to the end of the respective base or option terms, at the then current rental rates at expiration of respective base or renewal term. Tenant shall not be responsible for consequential damages.

Satellite Dishes/Antennas: Landlord will allow Tenant to install, if necessary, telecommunication equipment on the roof of the building at no additional rental cost, subject to Landlord's standard lease clause concerning

telecommunications.

Move-In and Move-Out: Tenant will not be charged for any supervision, guard service, or other fees for its initial move-in and move-out at the expiration of its lease term, provided Tenant's move(s) take place within the time frame(s) specified by Landlord.

Accessibility and Alterations:

- The leased Premises must meet at the time of occupancy, or will conform to, or will be brought into conformance with within 180 days of lease execution, the requirements of the 2012 Florida Accessibility Code for Building Construction ("FACBC"), 2010 ADA Standards, American With Disabilities Accessibility Implementation Act, Section 553.501 – 553.514, Florida Statutes. The Code of Federal Regulations, Department of Justice, Title 28, Part 35 and Part 36, and the Department of Transportation Title 49, Part 37 and the requirements of Florida Building codes have all been incorporated within FACBC.
- The Florida Building Codes includes and requires the following subparts, which are applicable to occupied or public use leases:
 - Chapter 1, Section 101.1 - all new and altered public building and facilities, private buildings and facilities, places of public accommodation and commercial facilities subject to this code shall comply with the code.
 - Chapter 1, Section 101.03 - this code established standards for accessibility to a place of public accommodation and commercial facilities by individuals with disabilities. This code shall also apply to state and local government (owned and leased) facilities pursuant to Section 553.503, Florida Statutes. It is to be applied during the design and construction, and during any alteration to such building and facilities as required by the code.
- Lessee shall have the right to make any alterations in and to the Premises during the term of this Lease upon first having obtained written consent of Lessor. Lessor shall not unreasonably withhold consent to any such alterations.

Termination Right: From the funds in Specific Appropriations 1984 through 2038, no federal or state funds shall be used to pay for space being leased by the regional workforce board, CSCR, or FloridaCommerce, if it has been determined by whichever entity is the lessee that there is no longer a need for the leased space. All leases, and performance and obligation under the leases, are subject to and contingent upon annual appropriation by the Florida Legislature. In the event that such annual appropriation does not occur, or in the alternative, there is either a reduction in funding from the prior annual appropriation or the entity which is the Tenant determines that the annual appropriation is insufficient to meet the requirements of the leases, then the Tenant has the right to terminate the lease upon written six (6) month written notice by the Tenant to Landlord and the Tenant shall have no further obligations under the Lease contract.

TENANT WILL RELY ON THE ACCURACY OF THE STATEMENTS CONTAINED HEREIN, INCLUDING THE ATTACHMENTS HERETO. TENANT RESERVES THE RIGHT TO ACCEPT ANY OFFER, REFUSE ALL OR ANY OFFERS, OR TO SUBMIT A COUNTEROFFER TO ANY PROPOSAL WITHOUT FURTHER NOTICE TO YOU OR ANY OTHER POTENTIAL LANDLORD. TENANT WILL ONLY BE BOUND BY A WRITTEN LEASE AGREEMENT THAT IS PROPERLY EXECUTED BY BOTH LANDLORD AND TENANT. NO PROPOSAL, COUNTERPROPOSAL, LETTER OR ORAL STATEMENT WILL BE CONSTRUED AS A BINDING LEASE AGREEMENT OR AS A CONTRACT TO ENTER INTO A LEASE AGREEMENT.

III. EVALUATION OVERVIEW

CSCR will evaluate and rate the RFP responses and enter into further negotiations, and a lease contract with the respondent that proposes its Building and Premises to a level that represents “best value” to CSCR for its office need. The ‘best value’ shall not be based solely upon lease price but the response which receives the highest cumulative score for each of the evaluation factors delineated herein.

The evaluation process will consist of:

- An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP.
- Only proposals that are completed in full will be evaluated by CSCR. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized process.
- Review and scoring by evaluators.
- Successful respondents will be contacted to determine next steps for final negotiations of lease contract.

PROPOSAL REVIEW TEAM

A proposal review team will be assigned to evaluate all responsive proposals received by CSCR. The review team will use the evaluation criteria as outlined below.

EVALUATION CRITERIA

The following criteria will be used to evaluate each proposal’s response. Each response will be awarded a numerical rating based on the information provided by the respondent, up to the maximum number of points indicated for each area of consideration. There are 100 points available. Proposals that do not meet minimum standards can be deemed unacceptable and will be disqualified from further consideration. The review and evaluation of proposals shall be based on the following criteria:

- 1) Total Occupancy Cost (50 points maximum) over Term of Lease; Based on Net Present Value (NPV) at 5.35% discount rate.**
- 2) Space Requirements (50 points maximum)**
 - Location (10 points) - Proximity to and ease of access from, major highways and thoroughfares, proximity to public bus service, and signage capability at entrance.
 - Floor Plan Efficiency (15 points) – The existing layout and ability to minimize construction costs.
 - Parking (10 points) – The ability for the building site to accommodate the parking requirement in close vicinity to the entrance to the Premises.
 - Accessibility and Life Safety for Building and Premises (10 points) – Does the Building and Premises have i) acceptable ADA accessibility for ease of ingress and egress for handicap and ii) life safety controls installed.
 - Security (5 points) – Is the Building and Premises located in a lighted, landscaped, secured setting for employees and visitors.