

## Request for Proposal – Hopkinsville Surface and Stormwater Utility

### 1. Introduction

The purpose of this Request for Proposals (RFP) is to procure office space for the Hopkinsville Surface and Stormwater Utility (HSSU). The HSSU Board will review the Proposals and select the proposal which best suits their needs. Any questions regarding this Proposal request shall be in writing and addressed to Mr. William H Nichol, Chairman, PO Box 588, Hopkinsville, KY 42241-0588.

### 2. RFP Instructions

Interested individuals who wish to submit a Proposal shall complete the form attached to this document and sign indicating the authority to submit said Proposal and to execute a lease agreement. In addition to submitting the Proposal form, a copy of the lease agreement proposed to be executed outlining the specific terms, documentation that the office space to be leased meets any legal standards to be occupied, a floor plan of the proposed space, and the utility cost history or the monthly utility cost for the space proposed.

### 3. RFP Specifications

The Proposal shall meet the following minimum specifications to be considered by the HSSU Board:

- A. Office Space: There shall be at least two offices each containing a minimum of 120 Square feet.
- B. Board/Conference Room: There shall be a space which can seat, at a minimum of, twelve (12) people. The area shall have the capability of being secure and have IT/Internet connectivity.
- C. Waiting/Reception Room: There shall be an area where individuals can comfortably wait when attending meetings or waiting for services.
- D. Filing/Copier/Storage Room: There shall be an area which can accommodate the functions of filing, storage, and copying.
- E. Bathroom Facilities: Bathroom facilities shall be readily accessible.
- F. Breakroom/Kitchen Facilities: Breakroom and Kitchen facilities are optional.
- G. Parking Spaces: The number of parking spaces assigned to the office space a minimum of two are required and one handicap assigned parking space.
- H. Handicap Accessibility: All office areas shall be handicap accessible.

4. RFP Selection Criteria

- A. The HSSU Board prefers to be located downtown, but the Board will consider areas outside of the downtown if the office space meets the specifications as outlined and falls within the Board's budgetary constraints.
- B. The HSSU Board will also consider any modifications the owner will undertake to customize the space to meet the needs of the Utility and any accessories or assets above the specifications as set forth above.
- C. The HSSU will also consider the date of availability of the space and the time to make the modifications needed to occupy.

5. RFP Submittal

The RFP's shall be received at the above reference address on or before the end of business, which is 4:30 cst, by November 3, 2023. Late submittals will not be considered. The HSSU Board will make a decision within 45 days of the submittal.