



REQUEST FOR PROPOSAL

General Information

RFP Number:	CAW# 23-35
Description:	Office Space for Central Arkansas Water Headquarters and/or Redevelopment of Central Arkansas Water's Current Headquarters and Adjacent Property
Solicitation Issued:	October 13, 2023

Submission Deadline for Response

RFP Opening Date:	Wednesday, November 8, 2023	RFP Opening Time:	2:00 p.m., CT
<p>Responses shall not be accepted after the designated RFP opening date and time. It is the responsibility of responders to submit responses at the designated location on or before the RFP opening date and time. Responses received after the designated RFP opening date and time shall be considered late and shall be returned to the responder without further review.</p>			

Delivery Information for Response

Delivery Address:	<p>Central Arkansas Water ATTN: Purchasing Section 221 East Capitol Avenue Little Rock, AR 72202</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to CAW's street address on a schedule determined by each individual provider. These providers will deliver to CAW based solely on the street address.</p> <p>Note: Responder(s) who choose to hand deliver a response, should take it to the receptionist desk in the James T. Harvey Building which is located at 221 East Capitol Avenue.</p>
Response's Outer Packaging:	<p>Responder's response must be delivered to CAW in a sealed package. The outer packaging should be properly marked with the information listed below. If the packaging is not properly marked, it may be opened for bid identification purposes.</p> <ul style="list-style-type: none"> • RFP number, Title of Project: "Headquarters RFP Response". • Date and time of the RFP opening • Responder's name and return address

Central Arkansas Water Contact Information

CAW Buyer:	Liz Tuck-Rowan, CPPO	Direct Phone #:	(501) 377-1266
Email Address:	liz.tuck-rowan@carkw.com	CAW's Main #:	(501) 377-1200
Website:	www.carkw.com		

SIGNATURE PAGE

Responder's Information

Type or Print the following information.

Company:			
Address:			
City:	State:	ZIP Code:	
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit
Minority Designation: <i>See Minority Business Policy</i>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> African American <input type="checkbox"/> American Indian	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Service-Disabled Veteran
	AR Minority Certification #: _____	Service-Disabled Veteran Certification #: _____	
Woman Owned Business:	<input type="checkbox"/> Yes, my company is a woman owned business <input type="checkbox"/> Not Applicable	Dun & Bradstreet #	DUNS #: _____

Responder's Contact Information

Contact Person:	Title:
Phone:	Alternate Phone:
Email:	

Conflict of Interest Disclosure

Responder should indicate below whether or not any known possible conflicts of interest exist with Central Arkansas Water. (See *Conflict of Interest Disclosure* in Section 1.)

At the present time, and to the best of my knowledge, (responder should select one of the following choices.)

No known possible conflicts of interest exist.

Yes, a possible conflict of interest exists.

If yes, responder **must** provide an explanation. _____

Execution of Response

Responder's signature below **shall** represent and warrant responder's agreement to and compliance with all requirements, specifications, and terms and conditions within this solicitation. The undersigned official **must** be duly authorized to bind the responder to a resultant contract.

Authorized Signature: _____ Title: _____

Printed/Typed Name: _____ Date: _____

SECTION 1 – GENERAL INFORMATION

- **Do not provide responses to items in this section unless specifically and expressly required.**

1.1 PURPOSE

Central Arkansas Water (“CAW”) is seeking proposals from qualified property owners and property managers (“*Respondent(s)*”) to provide, at a minimum, office space that will serve as the headquarters for CAW: (1) for a minimum of thirty (30) years, (2) located within the Little Rock downtown area, and (3) with appropriate improvements can represent the environmental sustainability strategic goals of the organization.

1.2 CENTRAL ARKANSAS WATER BACKGROUND

Central Arkansas Water was established by the cities of Little Rock and North Little Rock on July 1, 2001, as a consolidated waterworks authority that provides drinking water to approximately 500,000 residents of central Arkansas, of which more than 200,000 live in Little Rock. CAW’s purpose is to protect public health by providing outstanding water services and its vision is to be a resilient and trusted utility. CAW knows to fulfill its purpose and achieve its vision it must have a high-performing, innovative, values-driven, informed, and passionate workforce, system resiliency, environmental sustainability, financial viability, and community support. As the State’s largest water utility, CAW must demonstrate professionalism, fiscal responsibility, professionalism, and a commitment to the communities it serves, its ratepayers, and its employees. For more information about CAW, please visit www.carkw.com.

1.3 RFP MILESTONES AND TIMING

Pre-Response Meetings

CAW will provide an opportunity for potential *Respondents* to view CAW’s existing space on Thursday, October 19, at 10:00 am. The point of contact for viewing facilities is Liz Tuck-Rowan, phone number 501-377-1266, and email address liz.tuck-rowan@carkw.com.

If a potential *Respondent* would like to discuss the feasibility of a potential proposal related to new space or use of CAW’s existing space, the potential *Respondent* may contact Mary Dyson at phone number 501-377-1255, and email address mary.dyson@carkw.com, to schedule a time, not to exceed 60 minutes, to discuss the Respondent’s ideas with Tad Bohannon, CAW Chief Executive Officer.

Submission Process & Response Documents

Each *Respondent* shall carefully examine this RFP and any and all amendments, exhibits, revisions, and other data and materials provided with respect to this RFP process. *Respondents* should familiarize themselves with all proposal requirements prior to submitting their proposal. Should *Respondent* require clarifications or wish to request interpretations of any kind, the respondent shall submit a written request electronically to procurement@carkw.com by 2:00 pm Central Time on October 25, 2023. CAW shall respond to such written requests in kind and disseminate such written responses to other prospective *Respondents* no later than 2:00 pm Central Time on October 27, 2023.

The following requirements must be observed for all proposals:

- a. An original and two complete hard copies of the proposal (“*Proposal*”) must be delivered to

- CAW in a sealed package on or before the established RFP opening date and time. *Proposals* must be received no later than 2:00 pm Central Time on November 8, 2023. *Proposals* received after the date and time will not be considered.
- b. If possible, *Respondent* should also include an electronic copy of the *Proposal* on a flash drive.
 - c. A *Respondent* may submit more than one *Proposal* or suggest more than one option or alternative in a single *Proposal*.
 - d. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy **shall** govern.
 - e. Each *Proposal* should also be sent to the following email address: procurement@arkw.com. The subject line should be identified as: "Headquarters RFP Response". The hardcopies of the *Proposal* should include a Table of Contents and be indexed and tabbed.
 - f. CAW reserves the right to request an interview, supplemental information, and/or clarification from *Respondents* as deemed necessary.
 - g. Each *Respondent* agrees to make any properties proposed in the *Proposal* available for inspection by CAW on November 9 and 10, 2023.
 - h. Key Dates:

Project Milestone	Estimated Date
RFP Released	October 13, 2023
Clarification Questions Due	October 25, 2023
RFP Responses Due	November 8, 2023
CAW may view proposed properties	November 9 and 10, 2023

1.4 **OPENING LOCATION**

Sealed responses submitted by the RFP opening time and date **shall** be opened at the following location:

Central Arkansas Water
 221 East Capitol Avenue
 Little Rock, AR 72202

A violation of this policy may result in the disqualification of an offending vendor's response.

1.5 **ORGANIZATION OF RESPONSE DOCUMENTS**

- A. It is strongly recommended that *Respondents* adhere to the following format and suggestions when preparing their response.
- B. The original *Proposal* and all copies should be indexed and tabbed, and should be arranged in the following order:
 - i. Completed and signed *Proposal Signature Page*.
 - ii. *Table of Contents*. The *Table of Contents* should itemize the contents by section, subsection, and page numbers.
 - iii. Other documents and/or information responsive to the information requested in this solicitation.
 - iv. Cost and/or allowances must be included with each *Proposal*. Cost is a factor, but not the only factor in the evaluation of any *Proposal*. If exact pricing is impossible to provide, ranges are permissible, but *Respondent* is encouraged to sharpen the pencil.
 - v. If *Respondent* is submitting an offer to purchase CAW's existing property, an offer price must be included.
 - vi. Marketing materials or other information about the proposed properties.

1.6 **NONCOLLUSION**

Responder **shall** represent and warrant that in connection to a response to this solicitation:

- A. *Responder* has not been a party to any collusion with any official or employee of CAW as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract.
- B. *Responder* has not been a party in any discussion between bidders and any official of CAW concerning exchange of money or other things of value for special consideration in the letting of a contract.

1.7 **CONFLICT OF INTEREST DISCLOSURE**

- A. *Responder* should complete the *Conflict of Interest Disclosure* section on the *Proposal Signature Page* of this solicitation.
- B. *Responder* **must** disclose all known possible conflicts of interest, which exist at the time of *Responder's* response submission. Conflicts of interest include, but are not limited to the following:
 - i. Relationships between *Responder's* employees, principals, officers, and agents and the employees of CAW.
 - ii. Relationships between *Responder's* employees, principals, officers, and agents and the CAWC.
 - iii. Those resulting from material adverse matters, as distinguished from the conduct of business as usual.
- C. *Responder's* failure to disclose such a relationship may result in one of the following:
 - i. CAW's rejection of the *Proposal*.
 - ii. CAW's cancellation of any resultant contract.

1.8 **REQUIREMENT OF ADDENDUM**

This solicitation **shall** be modified only by an addendum written and authorized by CAW.

The responder **shall** be responsible for checking the Purchasing Section of the CAW website www.carkw.com for any and all addenda up to the established bid opening date and time.

1.9 **NEGOTIATIONS**

- a. CAW may enter into pricing negotiations and to further define *Proposal* details with the *Respondent* for one or more of the highest-ranking *Proposals* after completion of the evaluation process. If CAW and *Responder* cannot reach an agreement regarding contractual matters, including pricing, CAW may terminate the negotiation and reject the *Proposal*.

1.10 **CENTRAL ARKANSAS WATER COMMISSION APPROVAL**

Any resultant contract of this solicitation **shall** be subject to CAW's approval processes which will include review and approval CAW's Board of Commissioners. A contract, if any, shall not be effective and enforceable against CAW until the contract is approved by CAW's Board of Commissioners.

1.11 **CAUTION TO RESPONDERS**

- *Responder* **must not** alter any language in any solicitation document provided by CAW.
- All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- Proposals **must** be submitted only in the English language.
- CAW **shall** have the right to award or not award a contract, if it is in the best interest of CAW to do so.
- CAW **shall** have the right to accept or reject all or any part of a response, if it is in the best interest of CAW to do so.

- *Responder must* provide clarification of any information in their response documents as requested by CAW.
- *Responder's coverage must* meet or exceed those set forth in this solicitation.
- Services provided by the successful responder **must** meet or exceed those as set forth in this solicitation and/or as negotiated between the *Responder* and CAW.
- *Responder* may withdraw their response. To withdraw a response, *Responder must* provide a written request to the CAW Purchasing Section.
- Reference to handbooks or other technical materials as part of a response **must not** constitute the entire response and *Responder must* identify the specific page and paragraph being referenced.

1.12 **PUBLICITY**

Responder shall not issue a news release or article pertaining to this solicitation or any portion of the project, in any medium, at any time during the pendency of the solicitation or fulfillment of the terms of this contract without CAW's prior written approval. *Responder's* failure to comply with this requirement may be cause for CAW's rejection of *Responder's* response or CAW's cancellation of this contract.

1.13 **RESERVATION**

This solicitation does not commit CAW to issue an award or contract. CAW **shall not** pay costs incurred in the preparation of a response.

SECTION 2 – REQUIREMENTS

- *Do not provide responses to items in this section unless specifically and expressly required.*

2.1 **OVERVIEW**

CAW administrative offices are within the James T Harvey Administration Building located at 221 East Capitol Avenue, Little Rock, Arkansas 72202. The building houses about 160 employees in approximately 40,000 square feet, with a call center, training room, multiple conference rooms, including a separate board room with space for public meetings and technology to stream those meetings online, employee break facilities, and office space for 12 departments (administration, public relations, environmental health and safety, engineering, GIS, PAGIS, human resources, customer service, finance, and information services). The adjacent property owned by CAW provides parking for 215 cars. A map of the current property is attached as Exhibit A, and the floor plans of the existing office building are attached as Exhibits B-1, B-2, B-3, and B-4. CAW and its predecessor have been located at the current offices since 1972.

a. Downtown Preference

CAW is looking for opportunities that would allow the organization to relocate its primary office to a building that is market competitive, provides a more modern and open layout, is part of the downtown community, is connected to parking, is close to food outlets and other commercial services, has easy access for customers and employees, that is aligned with and showcases the organization's environmental sustainability objectives, and supports the continued viability of a vibrant downtown.

b. Purchase or Lease

CAW prefers to purchase; it could be agreeable to a horizontal property regime; and/or any lease proposal would have to include long-term cost maximums. Ideally, CAW would assume

occupancy of the new space no later than the 3rd quarter 2024, but CAW is willing to consider other possibilities.

c. Combining with redevelopment of Current Property

Respondent may propose a combination of offered space and redevelopment of the current CAW office space at 221 E Capitol Ave. and Parking Lot A, and/or the Parking Lots B and C.

d. Proposed use of Current Property

Respondent is not required to make a proposal for new office for CAW but may make a proposal for only use of all or a portion of CAW's current property.

Fiscal responsibility is crucial to CAW so the "net cost" between the expense of the new space less the amounts paid to CAW pursuant to a proposed redevelopment of the current property will be a primary factor, followed closely by the net present value of the anticipated occupancy cost over the next 30 years.

2.2 DESIRED QUALITIES FOR OFFICE SPACE

CAW has noted which criteria listed below to be requirements for the space and which are desirable.

An important part of a winning proposal will be an explanation from the *Respondent* of how the proposed building/space has favorable economic terms and is concurrent with and illustrates CAW's purpose, mission, and desire to be a good community partner. CAW expects that an important aspect of the winning RFP will be a cost-effective proposal that meets CAW's requirements. This includes the initial costs as well as ongoing expenses.

a. **Size**

Requirement: CAW seeks no less than 38,000 to 40,000 square feet and no more than 55,000 square feet of office space, depending on the layout and usability of the offered space.

b. **Location**

i. **Geography**

Required: CAW seeks to be in a vibrant area of downtown.

ii. **Proximity**

Desirable: CAW seeks to be near restaurants, gyms, and other businesses that are part of the local community surrounding the location. Future availability of EV recharging that can be net-metered against CAW's solar field and the potential for on-premises alternative energy generation is important.

c. **Layout/Build-out**

Required: CAW would like an open, modern floorplan that has at least:

- 60 private offices with doors,
- space for 100 people to work in cubicles or open plan desks,
- Break areas with sinks and space for coffee makers distributed within space, and a central break area with at least 25 seats employees to meet as a group with microwaves, refrigerators, ice machine, dishwashers, and vending machine space.
- A minimum of 4 meeting or conference rooms, one of which is large enough to hold a board table to seat 10 plus 30-35 comfortably others around the room and at least one

- other conference room that seats 15 people.
- Secured Server room with at least 10 tons of dedicated HVAC and a concrete floor load capability for 4000-pound auxiliary power unit.
- Ideally costs for the buildout should be included in the proposal and construction will be overseen and managed by the *Respondent*.
- Secured building and suite access via proximity cards or similar security controls.
- Availability to mount a payment Dropbox accessible to the public at street level.
- ADA accessibility for all entrance doors, elevator, and at one set of restrooms.
- No Firearms or concealed carry allowed on the property.

Desirable:

- Outdoor space with benches or tables.
- Smoking area.
- Daylighting and quality views available to 30% of space.
- Larger event space (either exclusive or in the same building) where the CAW could host larger events rather than have to find offsite space for large meetings.
- Sound Masking or similar acoustical treatment in customer service call center
- Sprinklers throughout occupied spaces.
- Complies with most recent version of AR Building and Energy Codes.
- Security Cameras for public areas and parking.
- Appropriate number of restrooms for 150 people.

d. Parking

Required: CAW needs parking for 120 employees and 10 customers or other visitors. Customer and visitor parking must be within 100 feet of the building entrance.

Parking must be reserved for CAW sole use with signage indicating reserved spaces. Parking costs should be included in the building per square foot pricing and secured by the *Respondent*.

Desirable:

- Electric Vehicle Charging Stations for at least 5 cars to support the charging of CAW or employee vehicles is desired at no cost to CAW per vehicle charged. A level 3 fast charger would be ideal.
- Secured Parking area for CAW company vehicles left overnight in the parking area.

e. Financing and Term

Required: CAW prefers to own the office space. Proposals should include an initial estimate of finish-out costs to meet CAW's needs. If a lease is proposed, it must be for a minimum of 30 years, with CAW's right to terminate at least every 3 years if the *Respondent* or future landlord (if assigned), fails to abide by the terms of the lease, properly maintain the space (including daily janitorial services if included in lease terms), and parking facilities, provide the promised amenities, or otherwise continue to provide an attractive, welcoming, temperate, and comfortable space for visitors and employees. Lease should include the cost of any custom build-out of the space. Proposals should have an estimate of what maintenance, electricity, heating, and tax costs will be if they aren't included in the lease rate. An option right to purchase during the tenure of the long-term lease is highly desirable. If a shorter-term lease is proposed, it should have multiple renewal terms with very competitive pricing because CAW will include

move-in/move-out costs, and business disruption costs, and part of the economic impact calculations for assessing the value of the *Proposal* for the ratepayers.

f. Concurrence with CAW's Purpose and Vision

Required: CAW seeks to be in a building that shares the organization's values and can be used to demonstrate its commitment to a vibrant downtown and environmental sustainability. While the organization is open to suggestions on this, it would like to see a building that meets no less than two of the following:

- Energy efficient with an Energy Star rating or LEED Silver certification
- On-site clean energy generation (Solar, wind, small hydro, fuel cell, etc.) of at least 500 kW
- Electric vehicle car charging for at least 5 vehicles.
- Water Efficiency compliance with WaterSense labelled or similar certification for faucets, toilets and dishwashers.
- Integration with a local community and colocation with other organizations working to maintain or create a vibrant community committed to environmental responsibility and inclusive prosperity.

SECTION 3 – SUBMISSION CRITERIA & OTHER REQUIREMENTS

3.1 The *Respondent* will be assessed based on the attention to and proposal for the following items in their response. Evidence or description of the ability to provide these items should be clearly addressed within the response to this RFP.

- a. Location
- b. Potential Layout
- c. Quality of space
- d. Cost per square foot
- e. Concurrence with Purpose and Vision
- f. Additional innovative ideas

3.2 WORK EXPERIENCE & CAPABILITES

The *Respondent* should also include information on the following, demonstrating applicable work experience:

- Other buildings owned/managed.
- Photographs of proposed buildings both interior and exterior
- Proposed layouts/floorplans

CAW will accept responses from all types of parties (e.g., brokers, property managers, landlords, etc.). CAW would prefer that broker's commissions be paid for by the seller or landlord. In the event that a broker and landlord present us with the same property, CAW reserves the right to work directly with the landlord and not with the broker (provided that we have not already begun discussions with the broker regarding said property).

SECTION 4 – CRITERIA FOR SELECTION

- **Do not provide responses to items in this section.**

4.1 PROPOSAL SCORING

- A. A CAW-appointed Evaluation Committee will evaluate and rank qualifying proposals. Evaluation will be based on *Respondent's* response to the *Information for Evaluation* section included in this solicitation. Other agencies, consultants, and experts may also examine documents at the discretion of CAW. The Evaluation Committee may then choose to enter into additional discussions with *Respondent* of each *Proposal* the Evaluation Committee deems to deserve follow up.

RESPONDER ACCEPTANCE OF EVALUATION TECHNIQUE

- A. Responder **must** agree to all evaluation processes and procedures as defined in this solicitation.
- B. The submission of a response **shall** signify the responder's understanding and agreement that subjective judgments **shall** be made during the evaluation and scoring of the responses. Central Arkansas Water's decision **shall** be final.

SECTION 5 – GENERAL TERMS AND CONDITIONS

- 5.1 If *Respondent* elects to respond to this RFP, submission of your proposal assumes the acceptance of the following understandings:

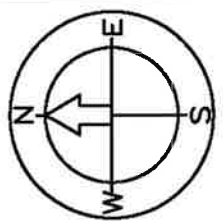
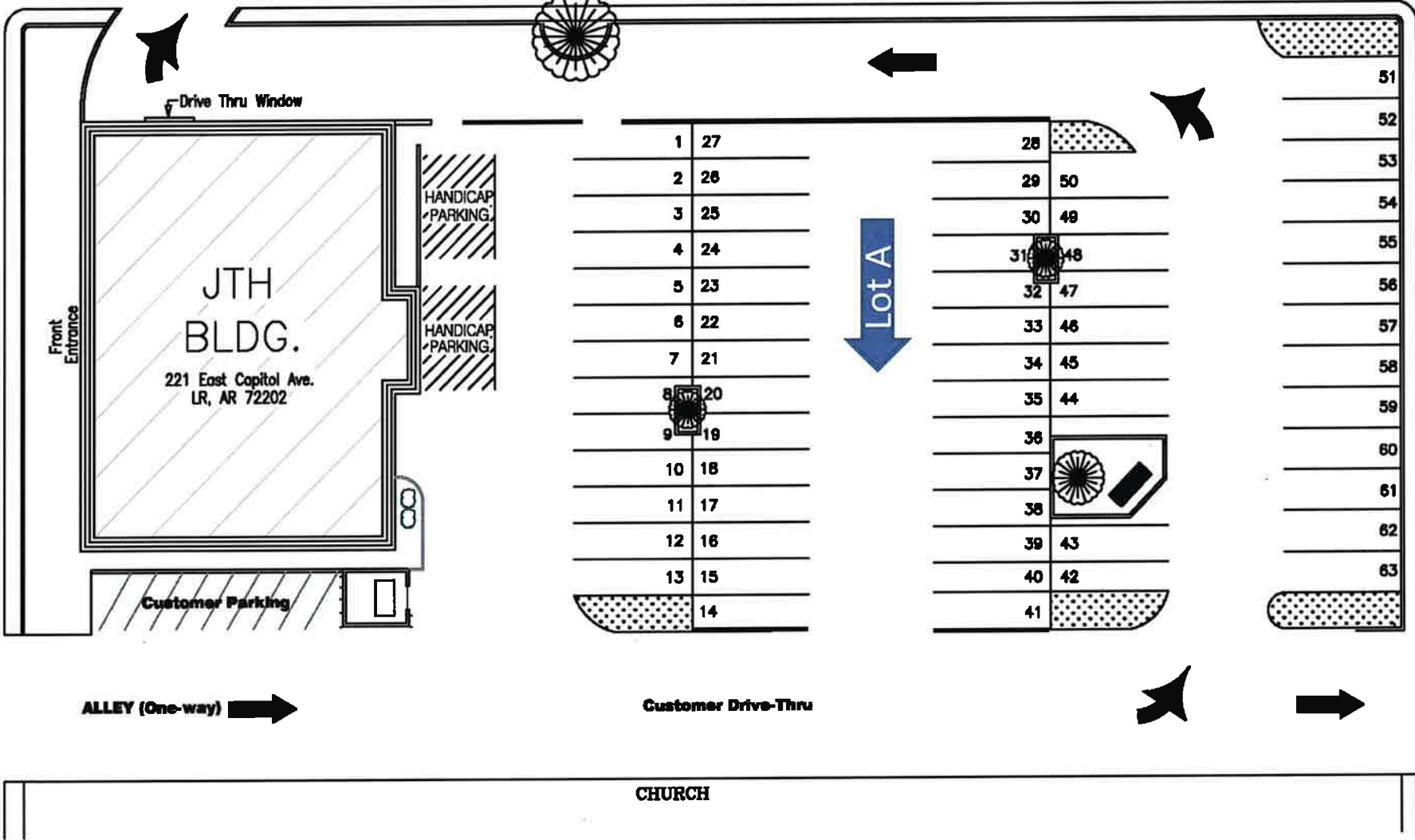
1. CAW reserves the right to reject any or all of the *Proposals* received in response to the RFP, to waive irregularities or to cancel or modify the RFP in any way, and at any time CAW chooses, in its sole discretion, if CAW determines that it is in the interest of CAW.
2. CAW further reserves the right to make awards under this RFP without further discussion of the *Proposals* received. *Proposals* should be submitted on the most favorable terms from a technical, qualifications, and price standpoint. CAW reserves the right not to accept the lowest priced proposal.
3. *Proposals* must be signed by an authorized officer of the *Respondent* who is qualified to bind the property owner. *Proposals* must also provide name, title, address, and telephone number for individuals with authority to negotiate and contractually bind the property owner, and for those who may be contacted for the purpose of clarifying or supporting the information provided in the proposal.
4. CAW will not be responsible for any expenses incurred by any *Respondent* in conjunction with the preparation or presentation of any proposal with respect to this RFP.
5. CAW's selection of a *Proposal* through this RFP is not an offer and CAW reserves the right to continue negotiations with the selected *Respondent* until the parties reach a mutual agreement.

EXHIBIT A
CAW PARKING LOTS

CUMBERLAND ST. ⇨

E CAPITOL AVE. ⇕

E. 6TH ST. ⇕



NOT TO SCALE

prepared: 3/19/10
 revised: 2/26/15
 revised: 10/30/17

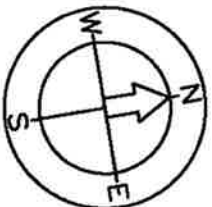
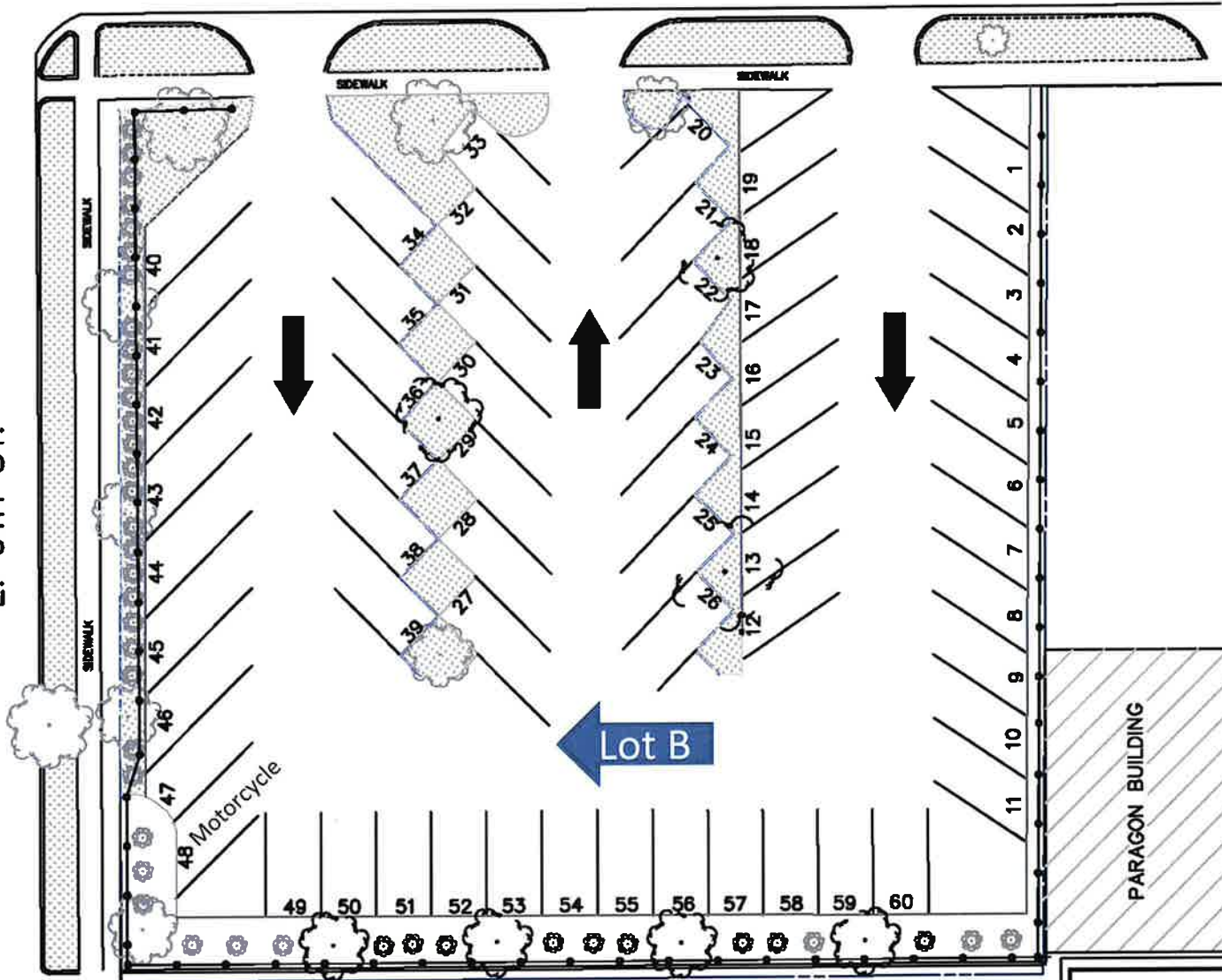
Parking Space Layout
 CAW
LOT A

sheet number
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3



CUMBERLAND ST.

E. 6TH ST.



NOT TO SCALE

prepared: 03/19/10
 revised: 6/9/2016
 revised: 10/26/2017

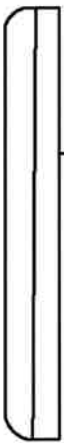
Parking Space Layout
 CAW
LOT B

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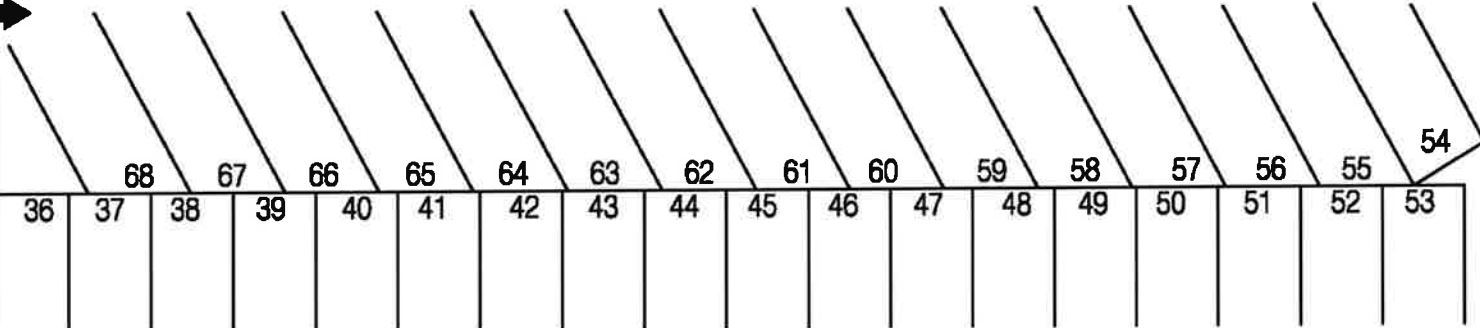


RESERVED ARKANSAS REPERTORY THEATER

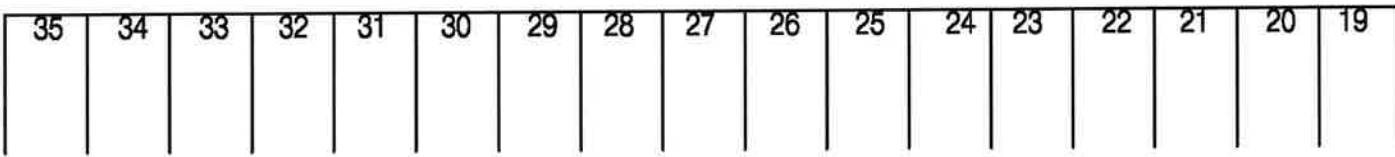
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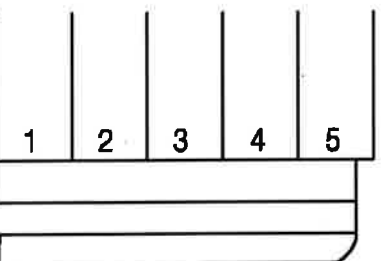
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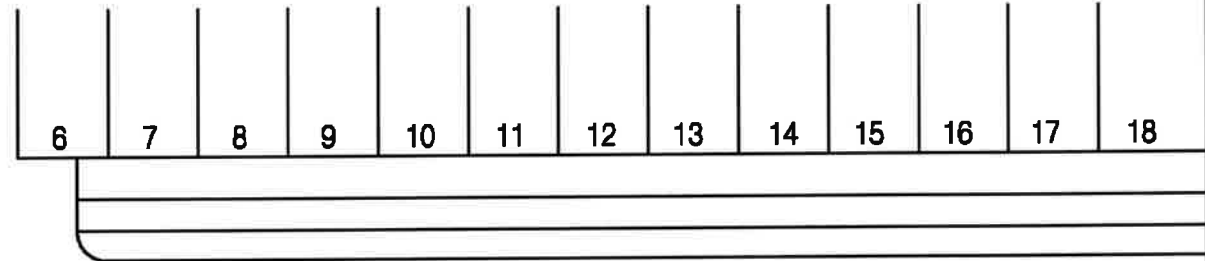
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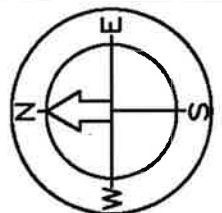


1 2 3 4 5



6 7 8 9 10 11 12 13 14 15 16 17 18

CUMBERLAND ST. →



NOT TO SCALE

prepared: 3/19/10
revised: 2/26/15

Parking Space Layout
CAW
LOT C

number
3
of
3

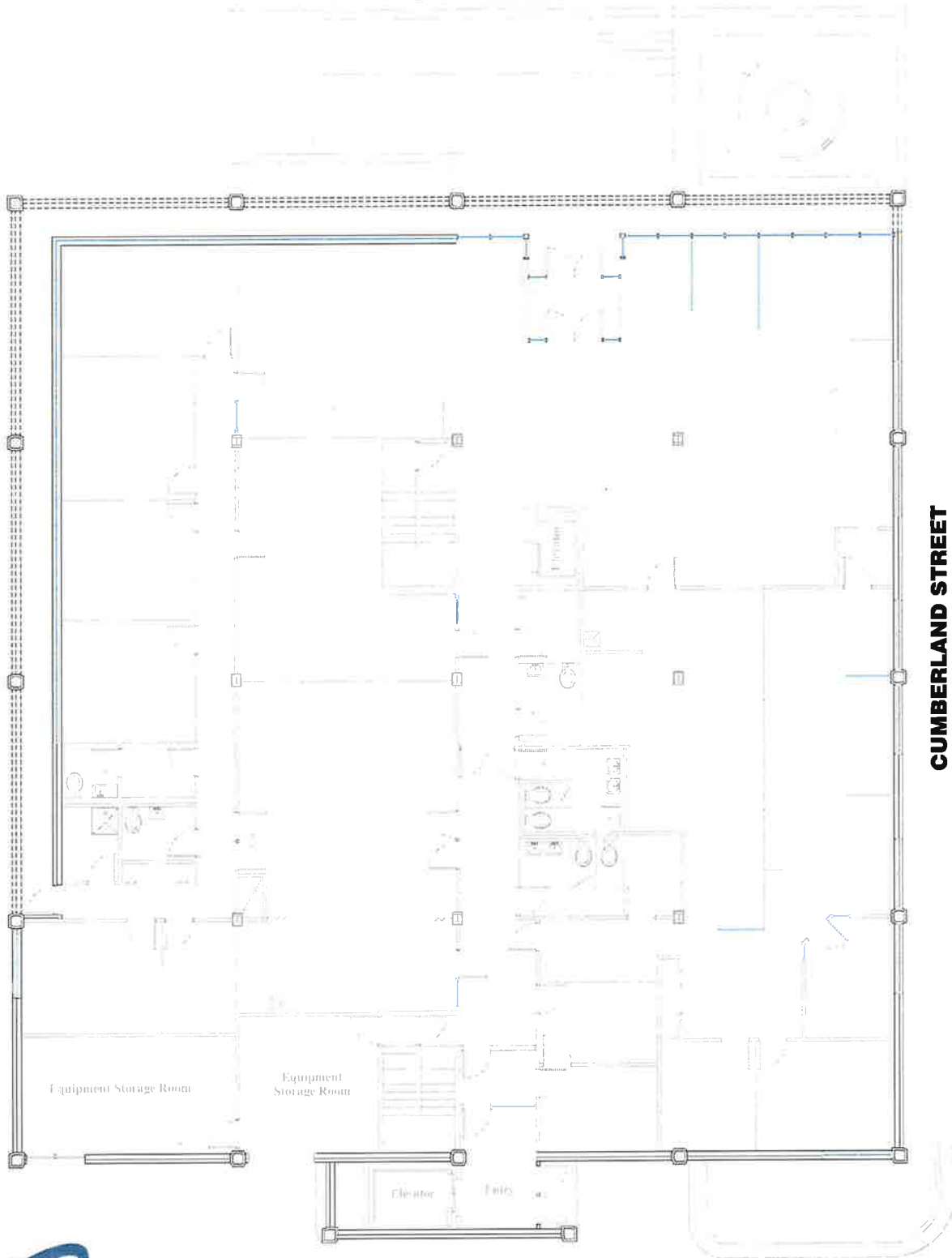


EXHIBIT B-1
JTH BUILDING FLOOR PLANS FIRST FLOOR

E. CAPITOL AVENUE

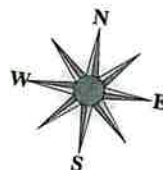
ALLEY

CUMBERLAND STREET



221 E. Capitol Ave.
Little Rock, AR
Revised 7/11/18 JMG

1st Floor



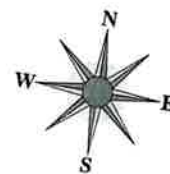
1/8" = 1'-0"

EXHIBIT B-2
JTH BUILDING FLOOR PLANS SECOND FLOOR



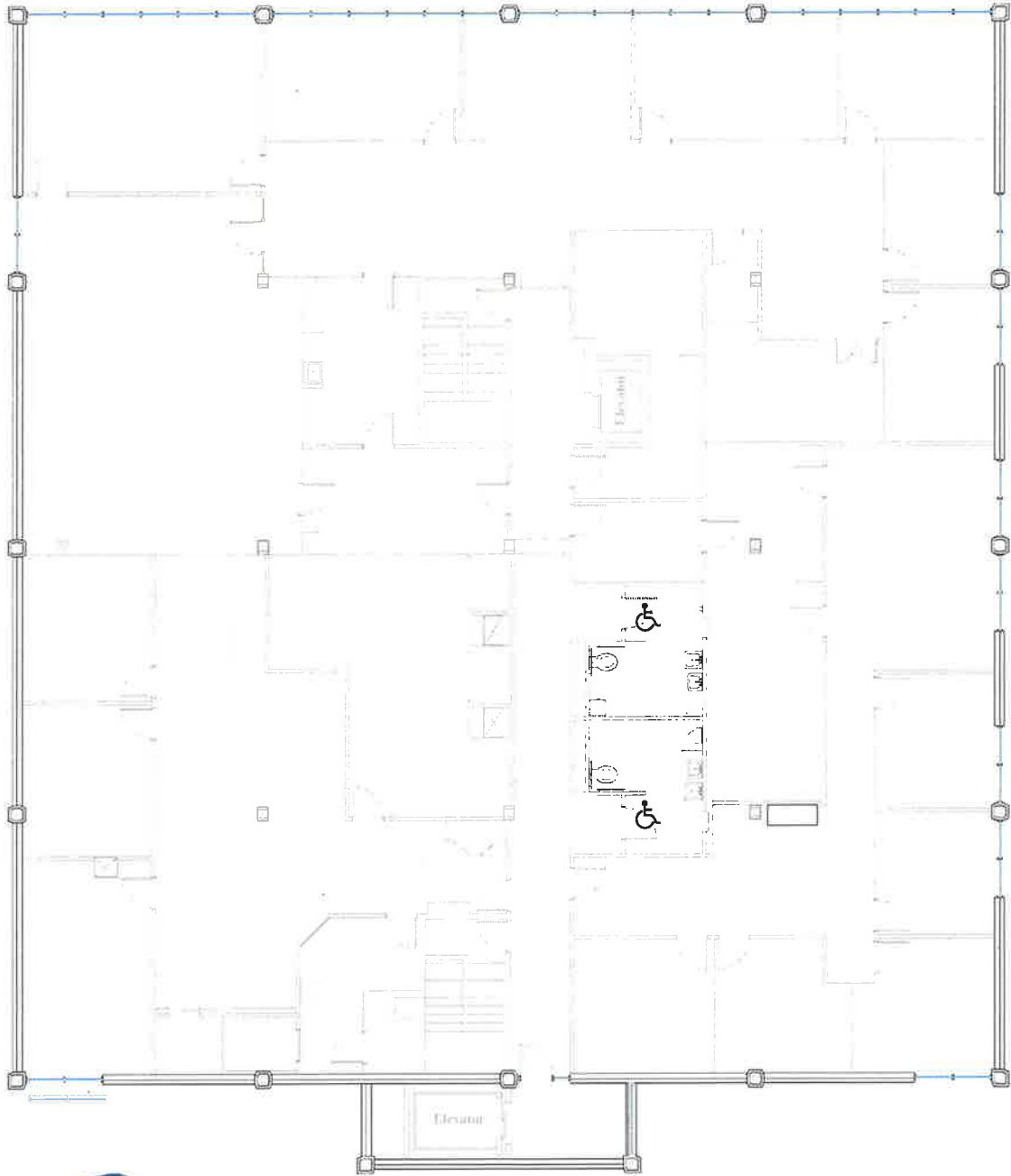
221 E. Capitol Ave.
Little Rock, AR
Revised 7/13/18 JMG

2nd Floor



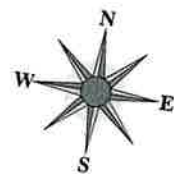
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EXHIBIT B-3
JTH BUILDING FLOOR PLANS THIRD FLOOR



221 E. Capitol Ave.
Little Rock, AR
Revised 8/05/18 JMG

3rd Floor



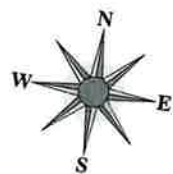
1/8" = 1'-0"

EXHIBIT B-4
JTH BUILDING FLOOR PLANS FOURTH FLOOR



221 E. Capitol Ave.
Little Rock, AR
Revised 8/05/18 JMG

4th Floor



1/8" = 1'-0"