

REQUEST FOR LEASE PROPOSAL

TIMEFRAMES

<u>ACTION</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMEFRAME</u>
1. Submit request to commence Request for Proposal (RFP) process; including funding information	Agency	
2. Preparation of Request for Proposal (RFP)	RECS/Agency	6 weeks
a. Develop criteria		
b. Space programming		
c. Send draft RFP to Agency		
3. Send comments to RECS for review/revisions	Agency	2 weeks
4. Send final draft RFP to Agency for approval	RECS	1 week
5. Send approval of RFP to RECS	Agency	1 week
6. Finalize RFP	RECS	1 day
7. Advertise RFP	RECS	4 weeks
8. Proposals due	Proposers	4 weeks from last advertising date
9. Evaluate proposals	RECS/Agency	3 weeks
a. evaluate responses		
b. review floor plans		
c. request clarifications, if needed		
d. complete economic analysis		
e. develop list of questions, concerns and issues regarding each proposal		
f. schedule and conduct proposal presentations		
g. schedule site tours		
h. present comparative analysis of proposals		
10. Proposal recommendation	RECS/Agency	1 week
11. Finalize floor plans	RECS/Agency/Proposer	4 weeks
12. Negotiate and finalize lease	RECS	4 weeks
		(concurrently with space planning)
13. Execute lease	RECS/Agency/Lessor	2 weeks
14. Renovate/remodel	Lessor	6 mths
Construct		1 year
15. Move-in	Agency	
	TOTAL	Remodel 1 year
		Construct 2 years