

**Mohave Valley School District #16 and Western Arizona Council of Governments
Building Space at 1425 East Willow Drive, Mohave Valley, AZ 86440**

**Request for Proposal for Use of Building Space
Mohave Valley Collaborative Building Project**

Western Arizona Council of Governments (WACOG) is a voluntary association of city and county governments in Arizona. WACOG's organization was founded in 1971 as a governmental nonprofit.

The Mission is to stimulate, promote and develop human, natural, social and economic resources to their fullest potential in La Paz, Mohave and Yuma Counties (Region IV).

For nearly 40 years WACOG has studied and addressed regional problems and challenges of mutual interest and concern. With state and federal funding we provide vital programs to the most vulnerable populations in our service area. Accordingly, we focus on the region's economic development through planning partnerships with Region IV cities and municipalities.

WACOG is sponsored by every incorporated city and town in our service area. The tri-county area (La Paz, Mohave and Yuma Counties) covers approximately 21% of Arizona on its western border. The area is approximately 23,502 square miles in size. WACOG's Executive Board is comprised of sixteen elected officials. We are a designated Community Action Agency for our region. Community Action Agencies are referred to as "The Largest Poverty Fighting Network." The three primary departments of WACOG are Human Services, Area Agency on Aging and Head Start.

WACOG has entered into this venture with the Mohave Valley School District #16 in an effort to enhance the medical and educational service delivery to families in Mohave Valley.

The Mohave Valley School District #16 (District) covers a large and diverse population and geographical area. Part of western Mohave County, the District serves the unincorporated areas of Fort Mojave and Mohave Valley. The northern end of the District supports many small and medium sized businesses that are an outgrowth of Bullhead City to the north. The southern end of the District is comprised mostly of small businesses and agricultural areas. Sprinkled throughout is the Fort Mojave Indian Reservation.

Comprised of Camp Mohave Elementary, Fort Mojave Elementary, Mohave Valley Elementary, and Mohave Valley Junior High, the Mohave Valley School District serves 2,000 students, preschool through eighth grade. Students have access to a wide variety of services and activities, including a variety of special education services, after-school

extra-curricular and intramural sports programs, and access to updated technology in every classroom on all four campuses.

The District has entered into a Memorandum of Agreement with WACOG for the building space identified at the physical address of:

1425 East Willow Drive, Mohave Valley, AZ 86440

This Request for Proposal is for the purpose of locating organizations, non-profit agencies, business and/or city/county/state agencies who are interested in expanding or providing new Health and/or Education services to the Mohave Valley area.

Read further for more details.

Western Arizona Council of Governments and Mohave Valley School District #16

RFP Building Space from Mohave Valley School District #16
8450 S. Olive Avenue
Mohave Valley, AZ 86440

Today's Date: February 1, 2011

RFP Submission Date: Thursday, March 24, 2011
Date stamped received by the District by 2:00 p.m. or
US Post mark dated no later than March 24, 2011

***** Please direct inquiries regarding this RFP submission to:**

Roxanne Wells, Program Manager, Western Arizona Council of Governments
208 N. 4th St, Kingman, AZ 86401
Phone: 928-377-4965 or roxanne@wacog.com

***** Submit RFP proposals to:**

Attn: Margie Poppin, Mohave Valley School District #16
Mail or Drop location: 8450 S. Olive Avenue, Mohave Valley, AZ 86440

*****Informal Proposal Request*****

*****Not an order*****

Western Arizona Council of Governments and Mohave Valley School District #16 are soliciting qualified proposals from Non-profit Agencies, Government or Business who provide Health and/or Education related services. This proposal will address a request for building space in Mohave Valley.

The address of the Mohave Valley School District building space is:
1425 East Willow Drive, Mohave Valley, AZ 86440

PRE-PROPOSAL QUESTIONS should be directed to Roxanne Wells at 928-377-4965 or email: roxanne@wacog.com or Joby Wiglesworth at 928-377-4703 or email: jobyw@wacog.com

Tour location office is at 1425 East Willow Drive, Mohave Valley, AZ 86440

Building tours arranged for the following dates:

Date: February 18, 2011 Time: 10:00 a.m. to 11:00 a.m.
Date: March 4, 2011 Time: 10:00 a.m. to 11:00 a.m.

Please R.S.V.P. your attendance for the tour date by calling 928-768-1090.

Map of the Building Space – Refer to attachment labeled: RFP - A

Available space applicable to this RFP is:

Space 1001 consists of 4 rooms at 900 sq ft each; separated by interior hallway

Space 1016 consists of 2 rooms at 900 sq ft each; separated by exterior hall roof

Space 1017 consists of 2 rooms at 900 sq ft each; separated by exterior hall roof

Two separate module buildings at 1450 sq ft each

Note: Applicant must designate how much square footage space you are requesting. (Identified in Section 3 g)

Request For Proposal Instructions

1) **RFP Format:**

- Submit the Original and 3 copies (4 total) of each Request for Proposal.
 - The original copy of the proposal should be clearly labeled “Original” and shall be unbound and single sided.
 - The material should be in sequence.
 - Clearly label the sections
 - Each attachment should be labeled starting with Section 1 through Section 8
 - Each page should be labeled with a page number including attachments.
- 2) WACOG reserves the right to seek additional information and/or interview applicants who have submitted Request for Proposals. All Requests for Proposals will be kept confidential through the award process.
- 3) Applicants will independently contract for phones, insurances, appropriate fees, and internet/technology access.
- 4) Applicants will be responsible for renovations, building equipment and supplies as submitted in the Request for Proposal. Applicants can seek potential grant funds to assist with these expenses, submit written information in the proposal that will address building renovations.
- 5) Applicants can schedule by reservation, future access to the buildings community health education room for meetings, trainings and conferences; prior to general public reservations at no fee.
- 6) Applicants will adequately staff their space when they deliver services to the community and be responsible for their customers/clients.
- 7) Applicant will designate a representative who will attend the Mohave Valley Building Team meetings as scheduled by the Team.

Request for Proposal Procedures:

- 1) Applicants complete and submit the Request for Proposal. **The Request for Proposals (RFP) must be post marked no later than March 24, 2011 or the District office received date stamped by 2:00 p.m. on March 24, 2011.** The District Office hours are 8 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday through Friday. **Late applications will not be considered.**

Attn: Margie Poppin, Mohave Valley School District #16
Mail or Drop location: 8450 S. Olive Avenue, Mohave Valley, AZ 86440

- 2) Applicants must submit all information as designated by the Request for Proposal.
- 3) WACOG Program Manager will coordinate and facilitate the Mohave Valley Team through the Request for Proposal reviews and recommendation for awards.
- 4) WACOG will refer award recommendations to the Mohave Valley School District #16 Board for approval in May, 2011.
- 5) WACOG will notify Applicants of award by mail before May 31, 2011.
- 6) WACOG in coordination with the Mohave Valley School District #16 will issue Memorandum of Understandings with awarded Applicants.
- 7) WACOG will coordinate the implementation process of building renovations, etc. with the award Applicants.

WACOG Notice of Request for Proposal for the Mohave Valley Building Project

Request for Proposal

Please submit the following documentation and label each section.

Section 1

Contact Information:

- Organizations/Business Name
- Type of Legal Organization (identify: Non-profit/501c3, Government/Public Entity, Business/Corporation, Foundation, Other)
- Contact Person
- Contact Person Title
- Mailing Address, City, State, Zip
- Phone
- Email

Section 2

Submit a Cover letter. A one page cover letter including acknowledgement and support of the proposal by the Board or Owners of the organization.

Section 3

Submit a Letter of Inquiry (Not to exceed 10 pages, single space, size 12 font)

The Letter of Inquiry must include the following:

- a) summarizes the proposed program
- b) clarifies program goals
- c) identifies type of service delivery
- d) describe proposed office hours and monthly schedule of operations
- e) describe timelines for renovations, start up and program implementation
- f) describe proposed clients served
- g) describe minimum and maximum square footage needed for proposed program operation
- h) a proposed annual operating budget

Section 4

Attach a copy of or statement verifying all the Organization's Certifications or Designees.

Section 5

Attach a copy identifying the current Board membership list, (if applicable).

Section 6

Attach a copy of the Organizational Chart with designation of Staff and Staff Credentials.

Section 7

Attach a copy of the most recent Organization's Annual Report and/or including a Summary Statement of Revenue, Expenditures and changes in Fund Balances for the calendar or latest fiscal year ending 2009 or 2010.

Section 8

Attach a copy of the Organization's Business Plan and Financial Sustainability Plan. (if applicable)

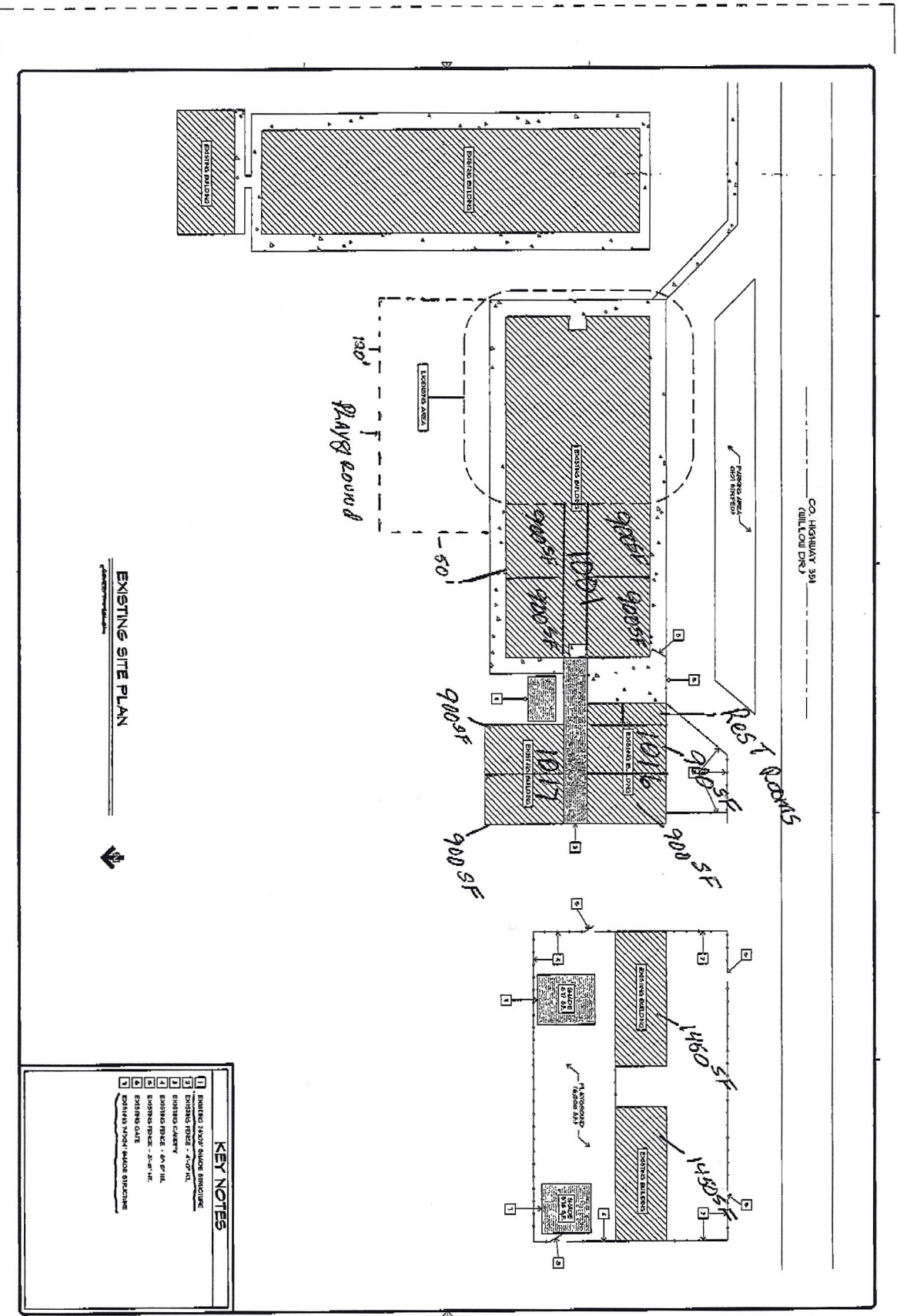
Dear Applicant:

This letter contains information concerning the competitive Request for Proposal for the collaborative project between Western Arizona Council of Governments and Mohave Valley School District #16 Board, The Mohave Valley School District #16 Board has final approval on RFP awards.

Terms and Conditions:

- 1) **RFP Deadline:** Request for Proposals (RFP) must be post marked or received with received date or mail postmarked date on or before the deadline of **2:00 p.m. on Thursday, March 24, 2011.**
- 2) **Term and Renewal:** The Applicants Memorandum of Agreements (MOA) with the District #16 & WACOG does not guarantee any timelines beyond the terms of the WACOG Memorandum of Understanding (MOU) building agreement. The current term of the MOU began in October, 2010 for five years and may agree to extend in succeeding years.
- 3) **Building & Grounds Repairs and/or Modifications:** The Applicant is responsible for all bids, expenses and over site of construction for any building and/or grounds renovations or modifications. All renovations or modification plans will be submitted to WACOG & the District #16 Representatives for pre-approval, prior to start of construction. Specific instructions will be identified in MOA.
- 4) **Phone & Internet:** The Applicant is responsible for their installation, maintenance and costs of phone and internet services.
- 5) **Pooled Expense Accounts:** The Applicant will be responsible for a pro-rated monthly allocation fee. The fee is determined based on building utilities, building repairs, building maintenance, janitorial, signage, parking lot, building community room internet, phone and equipment maintenance, etc The Applicant will not be billed a monthly rent. WACOG will fiscally manage the accounts. Specific instructions will be identified in the MOA.
- 6) **Building Committee:** The Applicant will assign a representative to the Building Committee membership who will participate in ad hoc meetings to discuss building issues.
- 7) **Modifications:** This solicitation may only be modified by a written amendment signed by persons duly authorized to enter into contracts on behalf of the District 16, WACOG and the Applicant.

- 8) **Insurance Conditions:** The Applicant agrees to, at its own expense, to purchase and maintain during the life of the MOA general liability insurance. Specific terms will be identified in MOA based on type of organization.
- 9) **Enforcement, Laws, Ordinances & Certifications:** The Applicant shall be responsible to maintain in current status, all Federal, State and local certifications, permits and licenses required for the operation of the business. The MOA will be enforced under the laws of the State of Arizona and Applicants will provide a copy of such information with submission of the RFP.
- 10) **Americans with Disabilities Act:** The Applicant will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable federal regulations under the Act.
<http://www.usdoj.gov/crt/ada>
- 11) **Severability:** The provisions of the MOA are severable to the extent that any provisions or application held to be invalid shall not affect any other provisions or application of the MOA which may remain in effect without the valid provision or application.
- 12) **Legal Remedies:** All claims and controversies shall be subject to the District #16 Procurement Code.
- 13) **Indemnifications:** To the fullest extent permitted by law, the Applicant shall defend, indemnify and hold harmless the Mohave Valley School District #16 and Western Arizona Council of Governments, its board members, officers, employees, agents and other officials from and against all claims, damages, losses and expenses. Specific terms will be identified in MOA.
- 14) **Confidentiality of Records and Storage:** The Applicant shall establish and maintain procedures and controls to secure information and equipment on site.
- 15) **Public Record:** All proposals submitted in response to this request shall become the property of WACOG and shall become a matter of public record available for review subsequent to the final award notification process.
- 16) **Assignment-Delegation:** The Applicant will not have rights to subcontract use of space to any entity other than identified in the MOA.
- 17) **Termination of Memorandum of Agreements:** The MOA may be terminated at any time by mutual written consent, or by the District #16 & WACOG with or without cause, upon written notice as specified by terms in the MOA.



EXISTING SITE PLAN



KEY NOTES

- 1 EXISTING 200'x30' SHED STRUCTURE
- 2 EXISTING TRUCK - 40'x7'x11'
- 3 EXISTING CABINETS
- 4 EXISTING TRUCK - ON PAV.
- 5 EXISTING TRUCK - 30'x7'x11'
- 6 EXISTING GATE
- 7 EXISTING 100'x40' SHED STRUCTURE

SHEET 1 OF A11	WACOG HEADSTART MOHAVE VALLEY <small>400 WILLOW DRIVE MOHAVE VALLEY, ARIZONA 86404</small>		DATE: 12/14/2010 DRAWN BY: A.A. CHECKED BY: W.A.F.	Wayne A. Fea Architect, PC <small>199 East 24th Street, Suite 6 Yuma, Arizona 85364 Phone: (928) 736-7500 Fax: (928) 736-4258 E-Mail: wfea@architectwayne.com</small>
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