

DRAFT

August 23, 2005

REQUEST FOR PROPOSAL
MILWAUKEE CITY HALL RESTORATION
200 EAST WELLS STREET
MILWAUKEE

LEASING OF OFFICE SPACE FOR THE
TEMPORARY RELOCATION OF THE CITY ATTORNEY'S OFFICE

Project Description:

This proposal generally consists of soliciting lease proposals for the temporary housing of the City Attorney's staff during renovation of the Milwaukee City Hall. The attached lease specifications are intended to define space requirements for this office.

The City of Milwaukee is requesting proposals for existing space or a the turn-key building out of approximately 10,000 to 11,000 square feet of contiguous office space, preferably on one level.

The space requirements would be as follows:

- 30 Offices
 - City Attorney 400 square feet
 - Deputy City Attorney at 250 sf each 750 square feet
 - Attorneys 25 at 150 sf each 3,750 square feet
 - Assistant 110 square feet

- Staff (open plan partition furniture by City)
 - 14 Clerical 1,570 square feet
 - Reception with Chairs 300 square feet
 - Paralegals 4 at 110 sf each 440 square feet
 - Claims 3 at 90 sf each 240 square feet

- 1 Large Conference Room 400 square feet
- 1 Small Conference Room 150 square feet
- 1 Break Room 200 square feet
- 1 Storage/Supplies/Drop Off 140 square feet
- 1 Docketing Area 80 square feet
- 1 Phone/Data Room 100 square feet

- Is the City of Milwaukee phone and data service connected to your facility? Are there empty conduit feeds to your facility if not connected?
- Space shall be within a 2 block radius of City Hall.
- No parking space required for staff.
- Class A, B, or C office building.
- Furniture for the space would be furnished by the City.
- Does your facility have chase space available for City phone and data to be furnished to your facility?
- List details on wash rooms available on the floor along with any other amenities (lunchroom, vending room etc.).

If build out of your tenant space would be required, what is the estimated timeframe to complete this build out and occupancy once the lease is executed (i.e., 8 – 10 weeks)? Tenant would occupy the space upon completion of build out (if required). If existing space were offered, how soon after the lease is executed would the space be available for occupancy?

This lease would be for approximately 30 or 36 months.

The deadline for lease proposals is _____, 2005.

Proposals should include type/class of space, all costs (including tax operating expense, etc.) that will be charged for a 30-month and 36 month lease.

Rejection of Proposal(s):

In submitting your proposal, the consultant understands that the Commissioner of Public Works and the Milwaukee Common Council reserves the right to reject any and all proposals.

Submittal:

Submit seven copies of proposal to the Superintendent of Buildings and Fleet Services by _____ PM on _____, 2005.

Proposals should be mailed to:

Mr. Venu J. Gupta, Superintendent
Buildings and Fleet Services
Room 602 Zeidler Municipal Building
841 North Broadway
Milwaukee, Wisconsin 53202