



Response Due: Thursday, May 2, 2016

Request for Information Summary

Through this Request for Information (RFI), Envisage Technologies is requesting information regarding the availability of existing or developable professional office space to serve as Envisage Technologies' Corporate Headquarters.

Contact and RFI Response Delivery Information

All questions must be submitted by email 3 days prior to the deadline for submission.

RFI responses are to be delivered in a PDF file format, attached and sent via email.

All questions and responses are to be submitted to:

Susie Johnson

101 W. Kirkwood Ave.

Suite 200

Bloomington, IN 47404

Email: Susie.johnson@envisagenow.com

Subject line: Office Space RFI Response Request for Information for Professional Office Space

Background

Envisage Technologies is a national leader in training innovation for law enforcement, public safety and military communities. Founded in Bloomington, Indiana in 2001, Envisage has been located in Bloomington's vibrant downtown for over 7 years. The vitality of downtown Bloomington contributes strongly to our ability to recruit and retain top-performing employees. In turn, as Bloomington's largest private-sector tech employer, we recognize the importance of our presence in the downtown as a driver for economic development growth in the tech sector for all of Bloomington.

Envisage is interested in partnering with an innovative design and development team to create an office environment that fosters creativity and nurtures a culture of teamwork. Our built environment is extremely important. Natural sunlight, open spaces that invite collaboration and space that allows for contemplation along with access to outdoor meeting space are essential. We look forward to working with your team to create Bloomington's most excellent work space.

RFI Summary and General Qualifications

Envisage Technologies currently leases approximately 11,000 square feet on Bloomington's downtown square. As part of Envisage's strategic growth plan, we are investigating opportunities for the potential relocation of our Headquarters.

This RFI does not obligate Envisage to lease space. No timeframe has been established for our relocation. We recognize that this may affect the respondent's ability to provide precise lease terms and conditions. These facts will be taken into consideration during the review of responses.

Envisage will consider a response that meets the following conditions:

The respondent is the legal owner of the property or has the express agreement of the owner to make representations on behalf of the legal owner.

Responses may consist of existing office space, space currently under construction or vacant land able to be developed into an office building.

General Building and Lease Requirements

1. Space should be approximately 20,000 square feet. The possibility for future growth and space for other technology companies nearby is a plus
2. Site must be located in Bloomington's central downtown
3. Building must have a robust building security system which, at a minimum, shall include card reader access and security camera coverage at all points of egress; if an elevator is necessary, card reader access is to be included
4. Site must provide adequate parking for a minimum of 110 Envisage employees, 10 guests and the possibility for future growth
5. Site should provide 15 covered bike parking spaces
6. Green building principles are a requirement. LEED or Green Building Initiative or similar preferred
7. Envisage uses an open concept work environment and this should be integrated into the proposal

General Space Needs

1. General administrative offices
2. Multi-tenant professional office building preferred
3. Must meet all current American with Disabilities Act regulations

Specific Space Needs

1. Single floor desired. Multiple floors will require an elevator large enough for moving furniture
2. Informal meeting space throughout work environment
3. Designated visitor reception area for approximately 10 visitors with one work station
4. Designated meeting facility with seating for a minimum of 110 people with full, state-of-the-art, AV technology infrastructure
5. One staff/lunch room area sufficient size for 100 employees. This space must accommodate large company meals, pitch-ins, as well as be comfortable for small gatherings for lunch-time socializing and casual meeting space
 - a. Proposal that integrates both the public meeting facility and the staff/lunch room would be desirable (items 4 and 5)
6. Capacity for 100 full service work stations
7. Capacity for 5 private offices at 120 square feet, each
8. Capacity for 2 private offices with conference space for 6 within them

9. Meeting Rooms (These meeting rooms can be flexible and convertible)
 - a. 2 executive break out rooms to accommodate 10-15 people
 - b. 2 meeting rooms to accommodate 16-20 people
 - c. 4 meeting rooms to accommodate 10-15 people
 - d. 5 meeting rooms to accommodate 4-6 people
 - e. 1 training room to accommodate 10 people
 - f. 3 focus booths for 1-2 people
10. 1 quiet/sick/mothers room
11. 1 or 2 copy/print rooms as dictated by space configuration
12. 1 server room approx. 200 square feet (if an automatic sprinkler system is required, this room should have dry suppression)
13. 1 Information Technology workroom to accommodate 1 person
14. 1 network closet area per floor approximately 100 square feet (if single story, network closet could be accommodated in IT workroom)
15. 2 secure storage closet with power (finance and client, computer storage)
16. 1 storage room for tables, chairs, office supplies etc.
17. 1 storage room for marketing materials and conference setup materials
18. An adequately sized exercise room with standard equipment (E.g.: treadmill, stepper, stationary bike) is desired
19. Shower/locker rooms to accommodate anticipated demand and a minimum of 20 individual, secure lockers
20. Rooftop lounge/meeting space desired
21. A soundproof music practice room approximately 100 square feet
22. Restrooms as dictated by space and staffing levels of approximately 110
23. Coffee/Beverage Stations as dictated by space configuration
24. 1 Janitor room
25. HVAC and other utility closets as space dictates
26. Emergency backup generator sufficient to maintain key systems, natural gas preferred
27. Access to public utilities should not require access to leased space
28. Green Building principles
 - a. Space shall maximize exposure to natural lighting for the occupants.
 - b. Space should have close proximity to the B-Line Trail and public transportation routes
 - c. Space shall provide accommodations for recycling as well as trash services

Lease Term, Rent, Concessions and Miscellaneous Terms

1. Ten-year initial term (if built to suit), with option to extend for five additional terms of five years each.
2. Propose rent schedule rates for the initial lease term and any option to extend terms. Fixed annual adjustments upon mutual agreement.
3. Provide detail of all rental abatement opportunities or considerations, such as incentives in the Certified Technology Park, Bloomington Urban Enterprise Zone, or downtown Community Revitalization Enhancement District.
4. Provide advance estimate of annual per square foot additional charges, if any.
5. Provide estimate of annual parking charges.
6. Provide estimate of annual utility charges.

Tenant Improvements

1. All tenant improvements, including all design fees, are to be provided by respondent.
2. For a multi-tenant building, Envisage shall be provided with building standard tenant signage, including the building directory located in the main building lobby and any additional floors.

General Conditions of this RFI

Submissions should include information responsive to each section above, following the sequence of each section in the submittal. The respondents point of contact, list of experience and qualifications and examples of similar projects.

All submissions are to be concise and no more than 10 pages in length.

This RFI in no way obligates Envisage to enter into a relationship with any entity that responds to this RFI and neither limits nor restricts Envisage's right to enter into a relationship with an entity that does not respond to this RFI. In its sole discretion, Envisage may pursue simultaneous discussions with one or more entities responding to this RFI or none at all. Envisage further reserves the right, in its sole discretion, to cancel this RFI at any time and for any reason. This RFI and any submitted responses are not subject to any process except as described herein.

Envisage shall not pay or be responsible for any costs incurred by respondent in the preparation of this submittal.