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**HOPES**

*HOPES Community Action Partnership, Inc.*

*Space Availability Announcement for*

*David E. Rue Building  
301 Garden Street, 4<sup>th</sup> Floor  
Hoboken, New Jersey 07030*

# Call for Proposals

*Issue Date: June 26<sup>th</sup>, 2015*

*Submission Deadline: 5:00 PM, July 8<sup>th</sup>, 2015*

*Call To: Local Non-profit Social Services Organizations*

## Summary

This Call for Proposals is being issued by HOPES Community Action Partnership, Inc. to announce the upcoming availability of space for rent in the David E. Rue Building at 301 Garden Street in Hoboken, New Jersey. The 4<sup>th</sup> floor of the 4 story school building will become available for rent on or about **August 1<sup>st</sup>, 2015**, with anticipated occupancy prior to **September 1<sup>st</sup>, 2015**. The space will be available for rent as-is, with incoming tenants being responsible for the cost of any and all space renovations and necessary repairs.

This Call for Proposals will be available on the HOPES CAP, Inc. website, at: [hopes.org/Hopes-Request-for-proposal.html](http://hopes.org/Hopes-Request-for-proposal.html) on **Friday, June 26<sup>th</sup>, 2015**.

## How to Submit a Proposal

Proposals and any inquiries should be submitted electronically to: [rfp@hopes.org](mailto:rfp@hopes.org).

### Site Visit

A visit/inspection of the location will be made available on **July 2<sup>nd</sup>, at 2PM at 301 Garden Street**. Interested parties must be present no later than 2:00 PM on that date in the **Main Lobby of 301 Garden Street, Hoboken, New Jersey**, to be escorted on a tour of the 4<sup>th</sup> Floor area and any common use areas. This visit is limited to a physical viewing of the space and will not be an opportunity to obtain any additional information beyond that which can be gathered from the physical observation of the space, and no staff will be available to answer any questions related to this Call for Proposals. Any questions that may arise can and should be submitted to [rfp@hopes.org](mailto:rfp@hopes.org) **within 24 hours** after the visit. Every effort will be made to respond to questions by **Monday, July 6<sup>th</sup>, 2015**.

## Submission Deadline

- The Submission deadline for any proposals to be considered will be **5:00 PM on Wednesday, July 8<sup>th</sup>, 2015**.
- No late proposals will be accepted.

## Timetable

Finalists considered may be contacted for additional information or for an introductory meeting. A tenant should be selected and notified on or around **July 21<sup>st</sup>, 2015**.

It is anticipated that incoming tenants would enter into a lease effective **August 1<sup>st</sup>, 2015**.

## Introduction

The David E. Rue Building is a well preserved staple of the Hoboken landscape since 1904, previously serving as PS 1 for the Hoboken Board of Education, then housing other private educational institutions while under the same ownership, before being purchased by HOPES Community Action Partnership, Inc. in 1998.

***HOPES' Mission is to provide community services that respond to the social, educational and training needs of individuals in an effort to overcome barriers and fight the causes of poverty.***

Although no limitation exists on the type of entity allowed to submit a proposal, the David E. Rue Building has been a space that houses typically educational institutions or institutions that provide a benefit to the community and which maintain a not-for-profit status. In keeping with our mission, HOPES intends, through the Call for Proposals process to select a tenant whose mission aligns well with our own, and who would support and share in HOPES' vision for the benefit of the Hoboken community.

The approximately 15,920 SF of usable space that will be available on the 4<sup>th</sup> Floor of the building is currently utilized by an educational institution and accommodates approximately 13 Classrooms ranging in size from approximately 570 SF to 880 SF, along with a number of smaller rooms and offices, restrooms, etc. The floor has, in the past been assigned its own individual entrance, through a small courtyard located on 3<sup>rd</sup> Street between Garden Street and Bloomfield Street.

The building suffered damage during Hurricane Sandy, however, major projects have been undertaken to correct and update all affected building systems. The boilers were replaced in the spring of 2015, and a new transformer that will

upgrade the building's electrical capacity is being installed, along with updates of the wiring and data points. Additionally, a backup generator and new elevator are being installed.

## Space Descriptions

The building is a four-story multi-tenant masonry and steel school facility at the corner of Garden and 3<sup>rd</sup> Streets.

The building is currently occupied by several non-profit educational programs:

<b>1<sup>st</sup> Floor/2<sup>nd</sup> Floor</b>	<b>HOPES CAP, Inc.</b>
<b>1<sup>st</sup> Floor/2<sup>nd</sup> Floor</b>	<b>Mile Square Early Learning Center</b>
<b>3<sup>rd</sup> Floor</b>	<b>Stevens Cooperative School</b>
<b>Gymnasium</b>	<b>Hoboken Grace (every Sunday and 1<sup>st</sup> Friday evening of every month)</b>

In addition, the Gymnasium is available for rent to the public during non-scheduled hours.

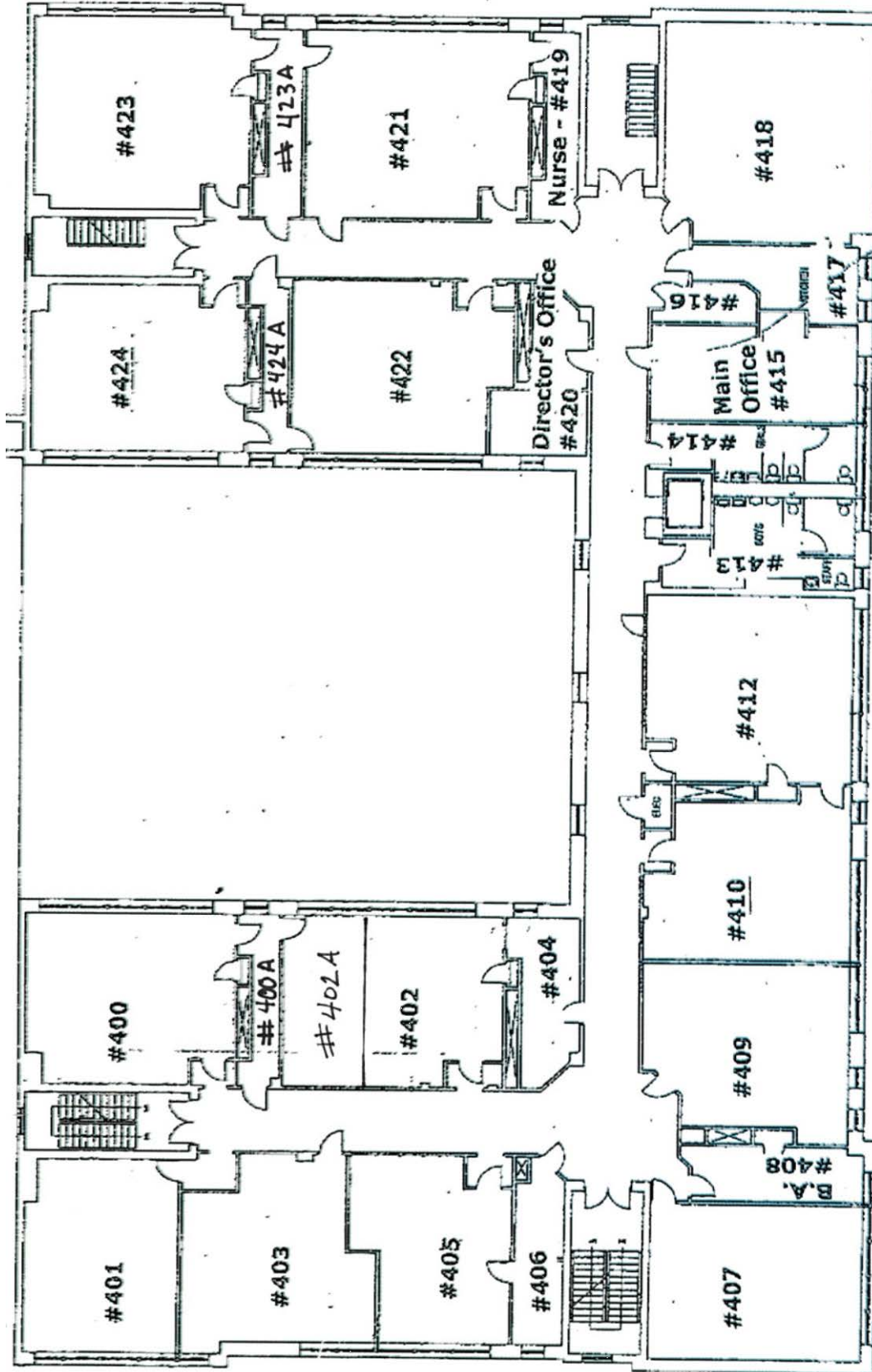
## Building Features and Amenities

Gross Area:	17,000+/- SF(4 <sup>th</sup> floor)
Building Access Point:	Entry/Courtyard on 3 <sup>rd</sup> Street (adjacent to shelter)
Building Access Times:	24/7, 365 days a year
Mailbox/drop:	Main Lobby
Accessibility:	ADA accessible
Utilities:	Adequate; all available and connected
Elevator:	Four-stop, 2,000 pound capacity (newly replaced)
Fire Protection & Security:	Fully sprinklered, wet system and security monitoring system
Heating and Cooling:	Central heat provided by two low-pressure steam boilers and circulated via cast iron radiators. The utilities are central systems and currently centrally metered (individual meters are in the process of being installed). There is no central cooling system (window units only)
Plumbing & Sewage:	Standard grade plumbing fixtures with cast iron waste lines
Electrical:	Newly upgraded electrical transformer/capacity; wiring/data/outlets/fixtures in process of being upgraded during 2015; new backup generator.
Floors:	Resilient tile, carpet, wood, polished stone aggregate flooring, ceramic tiled restrooms, gymnasium sports flooring and wooden stage decking
Partitions:	Painted concrete block, plaster and gypsum wallboard on stud partitions
Ceilings & Lighting:	Ceilings are a combination of dropped acoustical tile grid system
Windows:	Oversized insulated double hung windows in aluminum frames (most installed in 2002)
Lavatories:	There are student and faculty multiple and single stall lavatories throughout the building. Finishes are comprised of ceramic tile flooring, plaster/sheetrock and/or painted concrete block partitions and typical standard porcelain sinks and toilets with typical coated metal stall doors.

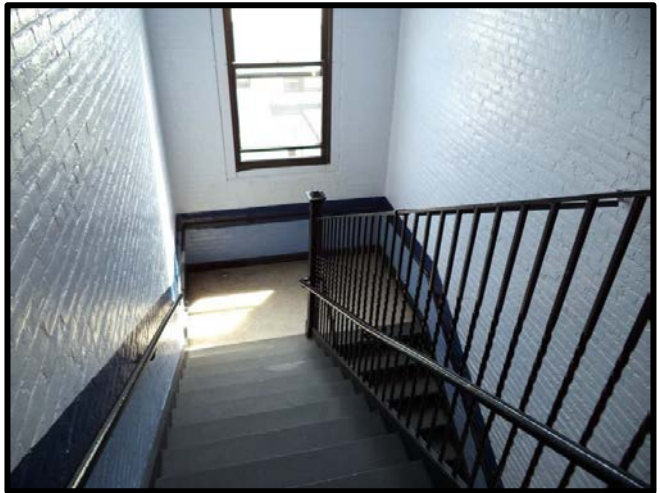
## Common Use Areas

- Gymnasium time is assigned annually between 8:00 AM and 5:00 PM, Monday through Friday based on the percentage of space occupied in the building included in rent. Additional time outside set schedule can be reserved at additional cost. It is furnished with basketball court set-up, stage with professional lighting and sound system (use of the systems require engagement of staff provided by landlord at additional cost).

## Plans, Drawings and Photographs



<b>Room Number</b>	<b>Approximate Dimensions (ft)</b>	<b>Approximate Sq Ft</b>	<b>Current Use</b>
400	27 x 25	675	Classroom
400A	25 x 4	100	Closet
401	27 x 21	567	Classroom
402	18 x 25	450	Classroom
402A	12 x 25	300	Closet
403	27 x 26	702	Classroom
404	4 x 24	96	Miscellaneous
405	27 x 27	729	Classroom
406	13 x 6	78	Miscellaneous
407	22 x 27	594	Classroom
408	23 x 8	184	Office
409	23 x 26	598	Classroom
410	22 x 26	572	Classroom
412	27 x 26	702	Classroom
413	19 x 26	494	Restroom
414	8 x 26	208	Restroom
415	13 x 26	338	Main Office
416	12 x 6	72	Closet
417	21 x 11	231	Office
418	31 x 28	868	Classroom
419	25 x 4	100	Nurse's Office
420	25 x 10	250	Director's Office
421	27 x 28	756	Classroom
422	31 x 25	775	Classroom
423	29 x 28	812	Classroom
423A	25 x 4	100	Closet
424	25 x 28	700	Classroom
424A	25 x 4	100	Classroom



## Tenant Improvements

Incoming tenant will be responsible for the cost of any and all renovations and repairs that may be needed. Written approval must be obtained from HOPES CAP, Inc. for any and all work and contractors prior to the start of work, and all Certificates of Insurance, work permits, inspections, licences and any other requirements, guidelines, ordinances, etc., must be strictly adhered to. HOPES CAP, Inc. must be presented with any copies of final inspections and approvals that may need to be obtained from the City of Hoboken for any of the work performed. HOPES CAP, Inc. must approve any work schedule and must be informed of and must approve any potential disruption to the building or other tenants. It is anticipated that incoming tenants would be able to access the space to begin any needed work effective August 1<sup>st</sup>, 2015, in order to allow for the earliest possible use of the space.

## Rental Opportunity

The space is being offered at a current base rent price of \$ 23/SF, with additional Common Area Maintenance (CAM) charges currently estimated at \$ 4.32/SF in. CAM charges will be calculated annually. Increases in base rent will be part of the discussion and lease negotiation process with the final prospective tenant.

## Tenant Eligibility, Qualifications and Selection

### Eligibility

To be eligible to purchase or rent below-market space with HOPES, applicants must be:

- A. Incorporated not-for-profit organizations
- B. Have been in existence for at least 3 years

### Selection Criteria

Major criteria that will be used to determine the final tenant selected will be:

#### Need

It is expected that the demonstrated need the prospective tenant has for the space will be a major consideration in the selection process.

#### Timeline

The prospective tenant's ability to be able to commit to a long term lease immediately upon selection will be given significant consideration in the selection process.

#### Financial Stability/Capacity

The prospective tenant should be able to demonstrate the financial capacity to make the required financial commitment for the required duration, as well as to commit to making any necessary renovations to the space.

#### Mission/Vision

As mentioned in the introduction, HOPES intends, through the Call for Proposals process to select a tenant whose mission aligns well with our own, and who would support and share in HOPES' vision for the benefit of the Hoboken community. Therefore, one of the major criteria that will be considered will be the prospective tenant's mission and vision.

## Community Impact

The prospective tenant should be able to demonstrate an established presence in and positive impact on the Hoboken community, with a particular focus on programs that benefit low-income residents.

## Assessment

A committee comprised of 3 members of the HOPES Board of Directors and 3 members of senior management staff has been created to review and assess any proposals received. The recommendation approved by the majority of the committee members will be presented to the full HOPES Board of Directors for approval. Every effort has been made to ensure that committee members have no connection of any type to any potential tenant proponent. Any member of the Board of Directors that may have an association with any applicant will exempt themselves from any involvement with the selection process.

## Proposal

1. **Completed Application Form (See Attachment I)**
2. **Statement of Interest/Need (1 page maximum)**

A description of the need for the space, how will the space be used, and any issues of timing or urgency that are relevant.

3. **Organization Information (2 page maximum)**

This should include:

- Mission statement
- A brief history of the organization including years of operation
- Describe the organization's current programs and services, population served and impact on the community
- Provide information on any awards, successes and relevant impact statistics

4. **Proposal Addressing Selection Criteria (3 page maximum)**

This section should address the criteria outlined in the section above.

5. **Outline of Space Requirements (1 page maximum)**

Describe the specific space requirements in terms of rooms, sizes, restrooms, entryways, windows, etc.

6. **Financials (2 page maximum narrative response in addition to any attachments)**

- Describe the organization's proposed financial operating plan for the first 5 years at the location
- Provide evidence of sustained support example
- Provide audited financial statements for two years and a current year internal financial statement

7. **Other Supporting Documents (2 page maximum)**

- Short biographies of key personnel
- List of board of directors

## Confidentiality

All information obtained through the proposal documents received will be maintained under strict confidentiality and access to the documents will be limited to the committee making the selection. All committee members have written confidentiality agreements in place.





ATTACHMENT I

# CALL FOR PROPOSALS TENANT APPLICATION FORM

Send **ONE** electronic copy with all supporting documentation and narrative responses **by July 8<sup>th</sup>, 2015** to: [rfp@hopes.org](mailto:rfp@hopes.org).

PRIMARY CONTACT INFORMATION			
PRIMARY CONTACT FIRST NAME		LAST NAME	
ORGANIZATION			
STREET ADDRESS			
CITY		STATE	
POSTAL CODE		TELEPHONE	
EMAIL		FAX	
WEBSITE			
NOT-FOR-PROFIT TAX ID #		YEAR OF INCORPORATION	
SERVICES OFFERED:		NUMBER OF STAFF:	ANNUAL REVENUES:

APPLICATION CHECKLIST				
Your Proposal should include:				
<input type="checkbox"/> Statement of Interest/Need	<input type="checkbox"/> Organization Information	<input type="checkbox"/> Proposal Addressing Assessment Criteria	<input type="checkbox"/> Outline of Space Requirements	<input type="checkbox"/> Financials
Supporting Documents:				
<ul style="list-style-type: none"> <li>▪ Biographies of key personnel</li> <li>▪ List of Board of Directors</li> </ul>				

SPACE PREFERENCES	
Please indicate your ideal preferences below:	
You wish to rent ( <i>choose one</i> ): <input type="checkbox"/> Entire Space Available <b>OR</b> <input type="checkbox"/> Partial Space	
<b>OCCUPANCY DATE</b>  Date:	<b>NUMBER OF ROOMS NEEDED:</b> Classrooms:                  Restrooms:                  Offices:  Other Rooms (specify):
Signature _____	Print Name  Print Title