



Request for Information (RFI) for

**Property Purchase Opportunities for the
El Paso Water Headquarters**

#RFI 86-17

**RFI Issued:
September 5, 2017**

**RFI Submittals Due by:
2:00 pm MDT
September 29, 2017**

1. Introduction

The El Paso Water Utilities – Public Service Board (EPWater) is pleased to present this Request for Information (RFI) to identify available properties to purchase for relocating EPWater’s headquarters building currently located at 1154 Hawkins Blvd. (hereafter, referred to as “the Project”).

EPWater was established in 1952 and currently supplies about 90% of all municipal water in El Paso County. EPWater is managed by the Public Service Board, a seven-member board of trustees. The utility has 830 employees with 150 of them residing in the headquarters building at 1154 Hawkins Blvd. The administrative functions have resided in the Hawkins building since 1992. Prior to that, EPWater’s administrative offices were located in downtown El Paso.

The Hawkins building was originally designed as a bank. The building is currently in need of significant renovations, including replacement of the roof, windows and other mechanical equipment. Furthermore, the building’s layout is highly inefficient and in order to accommodate EPWater’s growth projections, the building will need significant additional modifications.

A renovation of the Hawkins building is under consideration, however, the Public Service Board is interested in exploring opportunities to relocate the offices to downtown El Paso to help advance urban revitalization efforts. This would be an opportunity to bring 150 employees—and up to 230 employees by 2037 based on current growth projections—into the downtown area to support businesses and increase the vitality of the downtown district.

The purpose of this RFI is to obtain information from interested parties that represent available for-sale properties that meet the general criteria described in Section 2 of this RFI.

Your assistance in providing information relating to properties that could meet EPWater’s requirements is greatly appreciated.

2. Property Criteria

EPWater is searching for a property that meets the following key criteria:

Location. The target search area is focused on downtown El Paso, as shown in “Exhibit A - EPWater Relocation Zone Map”. Properties in close proximity to the defined target area may also be considered. .

Site/Building Size. EPWater requires approximately 50,000 – 60,000 square feet of office space.

Parking. Approximately 300 parking spaces are required to accommodate EPWater utility vehicles, and employee and visitor autos.

Existing Structures. EPWater’s preferred development plan is to occupy an existing building or renovate a historic building. However, sites available for new construction will also be considered.

Ownership. EPWater is solely interested in ownership opportunities; lease options will not be considered. However, EPWater recognizes and accepts that a short-term lease structure may be required to qualify for historic tax credits.

3. Process

All inquiries regarding this Project or RFI must be submitted via e-mail to Ms. Rosemary Guevara, EPWater’s Senior Purchasing Agent, at rguevara@epwu.org by 2:00pm MDT, September 19, 2017.

This RFI is intended solely to assist the EPWater in the site selection process and real estate development strategy. It is a request for information only, not a solicitation.

This RFI document and any related updates or amendments will be posted at www.epwu.org/bids/. It is the responsibility of the respondent to check this site for information updates.

Two-Phase Process. EPWater anticipates that this RFI will be the first phase of a two-phase process. Once a shortlist of proposed sites is identified, EPWater may issue a Request for Proposals to solicit proposals from private entities interested in partnering with EPWater to execute the Project. EPWater will be looking to the creativity of the private sector to help bring this project to fruition.

EPWU has designated Shiels Oblatz Johnsen, Inc. (SOJ) as the Owner’s Representative to provide real estate and project management services related to the Project.

4. RFI Submittal Requirements

To respond to this RFI, please submit ten (10) hard copies and two (2) electronic files on CD's or USB flash drive with the following information:

- (1) Cover Letter
- (2) "RFI Submittal Form for Property Information" completed with all the requested information. Please submit the document in the original MS Excel format.
- (3) A map identifying the location of the property available for purchase.
- (4) Additional optional information may be provided, including exterior images, floor plans and other relevant information.

Submit **sealed** responses by 2:00pm MDT, September 29, 2017 to:
EL PASO WATER, Rosemary Guevara, Purchasing and Contracts Dept. Request for Information
Number RFI 86-17, 1154 HAWKINS BLVD. EL PASO, TEXAS 79925

Note: Faxed and/or Emailed responses will not be accepted.

Exhibit A – EPWater Relocation Zone Map

