FORM 1 - REQUEST FOR PROPOSAL (RFP) FOR LEASE SPACE

Conroe Workforce Center Office/Retail Space

Issue date: Wednesday, November 4, 2026

Questions due: Wednesday, November 18, 2026, 2:00 PM, Central Time

Response deadline: Friday, December 4, 2026, 3:00 PM, Central Time

Anticipated award: December 2026 – January 2027 (subject to change)

Submit proposals by email to: Tiffany Ryland, Broker, tiffany.ryland@arvorealtyadvisors.com, and Katherine Taveras, SERCO Administrative Coordinator, ktaveras@sercohq.com

A. Notice

SERCO of Texas, Inc. is requesting written lease proposals for office/retail space serving the Conroe area. This request is issued for competitive evaluation and does not obligate SERCO or the Board to select a property, reimburse proposal costs, or execute a lease. Any selection is subject to required reviews, approvals, funding availability, successful negotiations, and execution of final documents.

B. Minimum Requirements

Requirement	SERCO Requirement	Respondent Confirmation
Location / service area	Office/retail space within the Conroe service delivery area or other approved geographic boundary	Meets: Yes / No
Usable square footage	Up to approximately 15,000 SF is desired; however, proposals exceeding 15,000 SF may be considered if the space meets the operational requirements. Proposals must identify both usable and rentable square footage	_____
Lease term	Preferred initial lease term: up to five (5) years; respondents may propose a shorter term and should separately state and price any renewal options.	_____
Occupancy	State earliest delivery and legal occupancy dates	_____
Accessibility	Identify ADA/accessibility status and required corrections	_____
Parking	State quantity of dedicated/shared staff and customer parking spaces	_____
Public access	Suitable for workforce customers and program operations	_____
IT / utilities	Describe the age, condition, and capacity of mechanical, electrical, plumbing (MEP), data, HVAC, and utility systems	_____
Buildout	Describe landlord work, tenant work, allowances, exclusions, and schedule. Final requirements will be subject to SERCO tenant buildout requests.	_____
Environmental condition	Disclose known environmental, roof, moisture, asbestos, mold, or other concerns and provide available reports	_____

C. Required Submission

- Completed Landlord Response Form
- Proposed rental rate and all additional charges
- Floor plan and available test-fit information
- Proposed tenant-improvement contribution and scope, subject to SERCO tenant buildout requests
- Delivery schedule and occupancy conditions
- Parking information, including the quantity and type of spaces
- Known property-condition or environmental disclosures

- Environmental, roof, moisture, mold, asbestos, inspection, code, and other property-condition reports necessary to support pre-award due diligence
- Proposed lease form or major business terms
- Evidence of authority to offer the premises
- Evidence that the exact premises offered are currently available and have not been promised or leased to another party
- Any exceptions to SERCO requirements

NOTE:

- Landlord information is subject to independent verification.
- SERCO may require an environmental professional's review or additional assessment.
- Environmental acceptability is a pre-award condition.
- SERCO may reject a property if concerns are unresolved.
- The party responsible for assessment costs must be identified.

D. Evaluation Factors

Factor	Maximum Points
Total evaluated cost	30
Location and service accessibility	20
Building condition and operational suitability	15
Buildout scope and landlord contribution	15
Occupancy timeline and transition risk	10
Accessibility and parking	10
Total	100

Lease term controls: The proposed lease must state a definite commencement and ending date, must not contain an automatic-renewal clause, and should ordinarily have a total term of no more than ten years unless Procurement/Compliance and the Board document an authorized exception. Renewal or extension options must be expressly stated, priced or otherwise evaluable in the original procurement, and included in the total contract value.

RFP terminology: This package uses “Request for Proposal (RFP) for Lease Space” because price and non-price factors will be evaluated, best value will be selected, and negotiations may occur. “Request for Qualifications (RFQ)” should be used only for a separate broker-selection procurement based primarily on qualifications and fee reasonableness.

E. Procurement Conditions

- SERCO may request clarification, conduct site visits, verify information, reject a nonresponsive submission, negotiate with the highest-ranked respondent as permitted, or cancel the solicitation when in the organization's best interest and consistent with governing policy.
- Respondents must identify all assumptions, exclusions, incentives, commissions, and pass-through charges.
- All respondents will receive the same material information and any formal amendment issued during the solicitation.
- Questions regarding this solicitation must be submitted in writing by email to the contacts listed above no later than Wednesday, November 18, 2026, 2:00 PM, Central Time. Questions received after this deadline may not be answered.
- No lease commitment exists until all required approvals are obtained and final documents are executed by authorized parties.

FORM 1A - LANDLORD RESPONSE FORM

Legal landlord / ownership name: _____

Authorized representative: _____

Property name: _____

Property address: _____

Telephone: _____

Email: _____

Property and Financial Information

Item	Respondent Entry
Available rentable square feet	
Available usable square feet	
Base rent per SF and basis	
Operating expenses / NNN / CAM	
Utilities included / excluded	
Annual escalation	
Tenant-improvement allowance	
Other landlord concessions	
Security deposit	
Broker commissions	
Proposed lease term	Proposed term: _____ years (up to five (5) years)
Renewal options	
Earliest delivery date	
Earliest certificate-of-occupancy date	
Proposal validity period	

Condition, Buildout, and Risk Disclosures

Describe all landlord-funded buildout and attach a scope. Note that final buildout requirements will be subject to SERCO tenant buildout requests.

_____

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Describe tenant-funded work or excluded items.

_____

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Identify the age, condition, and capacity of existing mechanical, electrical, plumbing (MEP), data, HVAC, and restroom systems.

_____

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Describe parking quantity, number of spaces, control, lighting, and shared-use conditions. Specify staff, customer, accessible, and reserved spaces.

_____

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Disclose known roof, water intrusion, mold, asbestos, environmental, structural, code, or accessibility concerns.

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List available environmental, inspection, roof, or condition reports.

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Identify permits, inspections, and certificate-of-occupancy responsibilities.

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List all exceptions to the solicitation requirements.

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Certification

I certify that the information submitted is accurate to the best of my knowledge, that the exact premises identified in this proposal are currently available on the terms stated, and that I have authority from the property owner to submit and negotiate this proposal.

Authorized signature: _____

Printed name and title: _____

Date: _____