



## **REQUEST FOR PROPOSALS**

The GWNC Chamber is seeking proposals from downtown Watertown property owners interested in leasing professional office space to the organization in conjunction with a proposal for the purchase of 1241 Coffeen Street. Proposals must include building purchase proposal, terms of lease, and address requested needs below.

## **PURPOSE OF THE RFP**

It is the intent of the GWNC Chamber Board of Directors to relocate downtown, in line with the organization's vision to be the best resource to assist our businesses and the community. As a membership organization, the chamber may best serve member needs from a easily accessible office space in the City's central business district. The recent revitalization of our downtown is evident and exciting, and the chamber wants to be a part of it. This relocation strategy will bring the organization back to its roots and allow for accessible and modern office space, where we can continue to broaden the opportunities available to our members and provide support in an ever-changing business climate.

Current space has served our organization well for many years, though we acknowledge that a central location with access to daily foot traffic more closely aligns with our daily business model. It is for this reason that we are seeking office space downtown in conjunction with a purchase proposal for our current building. We have worked diligently to serve our members and our community on many efforts and have also dedicated our organization to making an impact across the larger North Country region and look forward to doing even more in our new location downtown.

## **DESCRIPTION OF REQUESTED NEEDS**

- First floor professional office space on/very near Public Square, ideally storefront space
- 1,100 to 2,000+/- square feet
- Turnkey finish with allowance for exterior signage
- Two private offices, approximately 160 sq. ft. each
- Space for at least 4 additional workspaces
- Lobby area, approximately 400 sq. ft.
- Adequate kitchenette/break room space
- Enclosed storage area/access to dry storage, approximately 300 sq. ft.
- Access to employee/visitor parking
- Private Restroom

## **TIMELINE**

The proposed lease space must be available for the chamber to occupy to within 6 months of acceptance of the purchase offer. Until the space is ready to be occupied by the chamber, the chamber shall remain operational at 1241 Coffeen Street. Once the terms of the purchase offer have been finalized between the Chamber and purchaser, the offer will be submitted to the listing agent, Lori Gervera, at Lori Gervera Team – KWNNY for closing.

## **RESPONSES DUE BY: 5:00 PM, OCTOBER 21, 2022**

Proposals will be reviewed by a selection committee.

**PLEASE SEND PROPOSALS TO: [KAYLA@WATERTOWNNY.COM](mailto:KAYLA@WATERTOWNNY.COM)**

Kayla Jamieson

Greater Watertown-North Country Chamber of Commerce

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