



City of Upland

Development Services Department

460 N. Euclid Avenue

Upland, CA 91786

Attn: Nick Vasuthasawat, Development Services Specialist

LEASE PROPOSAL PLAN

220 East "A" Street

Upland, CA 91786

Historic Train Depot

1,250 Square Feet of Retail Space



I. GENERAL INFORMATION AND INSTRUCTIONS

A. General

The City of Upland (“City”) is pleased to announce a leasing opportunity on City-owned property. The City is seeking proposals from interested and qualified tenants for the leasing of retail space at:

- 220 East “A” Street, Upland CA 91786

B. Issuing Office

Nick Vasuthasawat, Development Services Specialist

Development Services Department

City of Upland

460 N. Euclid Avenue

Upland, CA 91786

Phone: (909) 931-4267

Fax: (909) 931-4319

Email: nvasuthasawat@ci.upland.ca.us

C. Site / Retail Description

The retail space is located at the Upland Train Depot and is approximately 1,250 square feet of renovated leasable area. The approximately 450 square feet of patio area is also available for lease as additional seating/eating area.

Attached for reference are photographs of the Depot (Appendix “A”).

D. Proposal Submissions Requirements

Proposer must submit a professional business plan detailing a financial analysis of the proposed business including a five (5) year sales projections forecast. Include any other pertinent financial or industry information for your proposed business in the proposal format detailed in Section II. Proposers agree to honor their proposal for a period of one hundred twenty (120) days

E. Proposed Lease Rate and Term

Please specify in detail your proposed monthly lease rate in the proposal. All proposals must include a monthly rental amount, but no less than the average adjusted market rate, which is \$1.55 to \$1.65 per square foot for the unfurnished interior space of the building. At an additional \$0.50 per square foot, the patio area is available for lease. Rent rate is negotiable upon the extent of tenant improvements. If your proposal is approved, the lease term will be for a period of five (5) years, with a second option term of five (5) years. Tenant shall be financially responsible for all interior improvements on the property. However, all improvements shall have to be preapproved by the City.

F. Insurance

If proposer is selected, the tenant shall obtain and maintain, at its sole cost and expense, insurance with a reputable and financially responsible insurance company, as reasonably acceptable to the City, the following minimum limits of insurance:

- General Liability: One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. Automobile Liability: One million dollars (\$1,000,000) per accident for bodily injury and property damage. Worker’s Compensation as required by the State of California. Professional Liability: Two million dollars (\$2,000,000) per claim and in aggregate.

G. Possessory Interest

The tenant will be responsible for paying any possessory interest charges assessed by the County of San Bernardino Assessor’s Office.

H. Business License

All businesses operating within the City of Upland are required to have a business license. If selected, the tenant will be required to obtain a City of Upland business license. For business license information, please contact the Business License Division at (909) 931-4150.

I. Reservation of Rights

The City reserves the right to accept any proposal, to reject any or all proposals, to waive irregularities and/or informalities in any proposal, and to award the lease in any manner the City believes to be in its best interest.

II. PROPOSAL FORMAT AND INFORMATION REQUIRED

A. Proposal Format

Proposers Business Plan Packet should include the following:

Section 1: Statement of Interest: This section must provide a statement of interest by the proposer and summarizing proposer’s experience and qualifications.

Section 2: Overview of the Organization and its Services: This section should give a summary of the entity’s history, experience, including years in business, locations, size, growth, services and financial capability. Include information regarding any pending or recent lawsuits against the organization, its officers or employees.

Section 3: Company Information/Professional Qualifications: This section should include the full name and address of your organization, form of organization, fictitious business name or “doing business as” (DBA) name, authorized representative name and title, phone, email address, and website, and, if applicable, the branch office, company brochure or similar material. Please indicate ownership type, whether it operates as an individual, partnership, or corporation. If a corporation, include whether it is qualified to do business in California. If applicable, please provide a copy of your business license.

Section 4: Financial Capacity (Submitted confidentially in a separate envelope): This section should provide a description of the financial capacity of the organization to lease the property, including appropriate documentation and at least two (2) industry references. If available, provide 3 years of certified financial statements.

Section 5: Proposed Lease Rent: This section should describe in detail the proposed monthly lease rate. All proposals must include a proposed monthly rental amount, but no less than the average adjusted market rate, which is \$1.55 to \$1.65 per square foot (unfurnished)(Patio space is leased at \$0.50 per square foot). Tenant shall be financially responsible for all interior improvements on the property.

Each section of the proposal must be clearly identified with the appropriate headings. Additional pages of personnel resumes may be attached as appendices. To be considered responsive to this RFP, a prospective proposer must provide all of the information requested. The specifications within the RFP represent the minimum performance necessary for response.

B. References

Proposer shall submit a list of at least three (3) current landlord references. For new businesses, personal or business references will be accepted. Reference must include a point of contact (POC), e-mail address, and a telephone number where the POC can be contacted. The reference list shall also include the address of property leased.

Proposer shall also submit at least two (2) credit/bank references from banks or other financial institutions attesting to the proposer’s credit history. Reference must include a contact name, e-mail address, and a telephone number.

APPENDIX "A"

Front of Building



Side and Rear of Building



Patio

