



REQUEST FOR PROPOSALS

Exploratory Architectural & Feasibility Services

Adaptive Reuse of the former Toledo Heights Branch Library
as the Lucas County Land Bank office & grounds

Issue Date: Tuesday, August 4, 2026

Proposals Due: Thursday, August 27, 2026 by 2:00 p.m.

SECTION 1: INTRODUCTION AND ORGANIZATION BACKGROUND

The Lucas County Land Reutilization Corporation (hereinafter referred to as the “Land Bank” or “LCLB”) is a nonprofit, quasi-governmental organization established under Ohio Revised Code Chapter 1724. The Land Bank’s mission is to collaborate with the community to make abandoned properties useful again and support investments that revitalize our neighborhoods.

The Land Bank’s office has been located in One Government Center in downtown Toledo since its inception in 2010. The Land Bank is in a growth phase as it continues to meet the needs and expectations of our community through the broad depth of the tools at its disposal. The Land Bank has outgrown the available space in Government Center and is exploring alternative office locations that can provide sufficient space and quality of life for its staff, Board, and community clients.

1.1 Purpose of this Request for Proposals

The Lucas County Land Bank is issuing this Request for Proposals (RFP) to solicit qualified architectural firms to conduct a comprehensive feasibility study and conditions assessment for the adaptive reuse of the former Toledo Heights Branch Library as the Land Bank’s organizational headquarters. This engagement will produce a structured analysis to guide the Land Bank’s decision-making regarding the acquisition, renovation, and long-term investment in this facility, and will provide a baseline scope of work from which the Land Bank can procure design and construction services for the project.

1.2 Property Background

The subject property is the former Toledo Heights Branch Library located at 423 Shasta, Toledo, OH 43609, a building previously operated by the Toledo-Lucas County Public Library system. The property includes the library building, parking lot, and associated campus grounds, and is adjacent to the City of Toledo’s Highland Heights Park.

The Toledo Heights Branch Library is a civic-scale building constructed to serve the public, and its existing layout, structural characteristics, and community context make it a compelling candidate for reuse as an organizational headquarters for the Land Bank. The Land Bank is in the early stages of evaluating this opportunity and has not yet committed to acquisition. The feasibility study resulting from this engagement will directly inform that decision.

SECTION 2: SCOPE OF SERVICES

The selected architectural firm shall provide all services necessary to complete a thorough feasibility study encompassing four integrated components as described below. All work shall be coordinated with the Land Bank's designated project manager and shall culminate in a final written report with supporting documentation as specified in Section 3 of this RFP.

Component A — Structural Conditions Assessment

A.1 Building Assessment

The firm shall conduct a comprehensive, on-site structural and architectural conditions assessment of the former Toledo Heights Branch Library building. The assessment shall include, at a minimum:

- Visual inspection and documentation of all structural systems, including foundation, load-bearing walls, floor systems, roof structure, and any visible signs of deterioration, distress, or failure.
- Evaluation of the building envelope, including exterior walls, windows, doors, roofing, and waterproofing, with identification of deficiencies and moisture intrusion issues.
- Review of available as-built drawings, construction records, and maintenance histories provided by the current property owner.
- Assessment of mechanical, electrical, and plumbing (MEP) systems, including HVAC, electrical service and distribution, plumbing fixtures and supply/drain lines, and fire protection systems, noting age, condition, code compliance, and remaining useful life.
- Identification of any hazardous materials known or reasonably suspected to be present (e.g., asbestos-containing materials, lead-based paint, mold) with recommendation for any necessary environmental testing or abatement.
- Evaluation of code compliance status relative to current Ohio Building Code and applicable local building codes, including accessibility requirements under the Americans with Disabilities Act (ADA).
- Summary of deferred maintenance items, immediate life-safety concerns, and major systems in need of replacement.

A.2 Campus Grounds and Site Assessment

The firm shall assess the existing campus grounds and site conditions, including:

- Evaluation of existing paved areas, walkways, curbing, exterior lighting, and landscaping.
- Assessment of site drainage, grading, and any visible stormwater management features.
- Identification of any site access, security, or circulation concerns.
- Evaluation of available area for parking.
- Observation of site utilities, service connections, and any exterior infrastructure serving the building.

Component B — Adaptive Reuse Feasibility and Space Planning

B.1 Program Requirements and Space Analysis

The firm shall evaluate the existing building floor plan and available square footage in relation to the Land Bank's operational program requirements. The proposed headquarters program shall accommodate the following elements:

Program Element	Description and Objectives
Cubicle-Style Offices (13-15 spaces)	Individual cubicle-style offices for Land Bank professional, administrative, and executive staff. Offices should allow for reasonable privacy, natural light (including the exploration of additional appropriate windows for the building), adequate electrical and data infrastructure, and efficient circulation.
Meeting / Conference Rooms	Dedicated meeting spaces to accommodate internal staff meetings, board or committee meetings, partner agency meetings, and community stakeholder engagement. The firm shall evaluate appropriate configurations, the number of meeting rooms, and room capacity given available square footage.
Storage Areas	Secure storage for organizational records, supplies, equipment, and property management materials. Consideration shall be given to storage of construction-related materials and exterior access to storage spaces where needed.
Accessible Restrooms	ADA-compliant restrooms serving all building users, including visitors and persons with disabilities. The firm shall assess the feasibility of locating restrooms to serve public-facing areas in compliance with applicable codes.
Staff Break Room / Kitchen	A functional kitchen or break room to accommodate daily staff use, including a sink, refrigerator, microwave, coffee station, and adequate storage for a staff of up to approximately 13-15 people. The firm shall evaluate basic-to-modest program accommodations.
Lobby / Reception Area	A welcoming, accessible entry and reception area serving visitors, partners, and the public, reflective of the organization's community-facing mission.

B.2 Conceptual Space Plans

The firm shall develop at least one (1) and up to three (3) conceptual floor plan alternatives illustrating how the existing building square footage could be adapted to meet the program requirements above. Conceptual plans shall:

- Be drawn at an appropriate schematic scale and clearly indicate proposed room uses, circulation paths, and general dimensions.
- Identify existing structural or architectural elements to be retained, removed, or modified.
- Illustrate ADA-accessible routes, entry points, and restroom locations.

- Indicate proposed locations for storage, kitchen/break room, and meeting room(s).
- Indicate any other best practice recommendations not outlined in this RFP.
- Note any areas of the building that may not be efficiently converted and discuss implications for total usable area.

B.3 Feasibility Narrative

Accompanying the space plans, the firm shall provide a written feasibility narrative that:

- Assesses the overall suitability of the building for the proposed use.
- Discusses key structural, code, or programmatic constraints that could affect the reuse.
- Identifies any programmatic elements that cannot be accommodated within the existing building footprint and discusses potential solutions (e.g., addition, exterior structure, alternative configuration).
- Addresses the relationship between the building reuse and site improvements, including parking.

Component C — Construction Cost Estimates

The firm shall prepare detailed construction cost estimates organized into two categories reflecting the Land Bank's capital planning needs. These construction cost estimates will provide the Land Bank with a baseline from which it can procure design and construction services for the project.

C.1 Immediate / Near-Term Construction Costs

The firm shall estimate the costs of construction work that would be required immediately upon occupancy or within the first one to two years of ownership in order to make the building safe, code-compliant, and functional as a basic office headquarters. This shall include:

- Life-safety and code compliance repairs (structural, fire protection, egress, ADA accessibility).
- Essential MEP system repairs or replacements required for occupancy.
- Building envelope repairs necessary to prevent weather intrusion or further deterioration.
- Initial interior build-out to support basic office operations, including construction of offices, meeting rooms, restrooms, break room, and reception as described in Component B.
- Hazardous materials abatement (if applicable), based on assessment findings.

C.2 Five-to-Ten-Year Capital Improvement Plan (CIP) Costs

The firm shall develop a phased, five-to-ten-year Capital Improvement Plan (CIP) estimating the costs of non-immediate but anticipated major improvements, replacements, and enhancements to the facility. The CIP shall address:

- Major systems with remaining useful life projected to expire within the planning horizon (e.g., HVAC replacement, roof replacement, plumbing upgrades).
- The feasibility of solar energy production on the roof of the building or as a canopy above the parking lot to mitigate operational costs with clean energy (see D.4 below).
- Deferred maintenance items that do not pose immediate life-safety concerns but will require investment within the planning period.
- Potential building additions or site improvements to expand capacity or functionality over time.
- Site improvements such as landscaping, exterior lighting, signage, and accessibility enhancements not addressed in immediate priorities.
- Anticipated regulatory compliance improvements (e.g., future accessibility standards, energy code changes).

Cost estimates for both C.1 and C.2 shall be presented in a structured, line-item format organized by construction division or building system. Cost estimates shall include applicable general contractor overhead and profit, contingencies, architectural and engineering fees (exclusive of this engagement), and permit fees.

Component D — Interior Build-Out Cost Estimates: FF&E, Technology, Security, and Energy Efficiency

In addition to construction costs, the firm shall provide separate cost estimates for the following interior build-out categories. These estimates shall be presented as a distinct budget category, clearly differentiated from structural and construction costs, and shall be broken out by the subcategories listed below.

D.1 Furniture, Fixtures, and Equipment (FF&E)

The firm shall provide a preliminary FF&E cost estimate covering the furnishing and equipping of all proposed spaces, including:

- Cubicle-style office furniture (desks, task seating, storage units, guest chairs) for up to 13-15 offices.
- Reception and lobby area furniture and fixtures.
- Conference and meeting room furniture (tables, chairs, presentation equipment, etc.).
- Break room / kitchen equipment and furnishings (appliances, cabinetry, seating).
- General common area and circulation furnishings.
- Building and restroom fixtures not included in the construction estimate.
- Note that some of this FF&E is already owned by the Land Bank and a inventory tour of our current offices can be incorporated into this performance of this RFP.

D.2 Technology Infrastructure and Equipment

The firm shall provide a preliminary estimate for the technology systems necessary to support a modern nonprofit office environment, including:

- Structured cabling and data network infrastructure (ethernet drops, patch panels, server room/IT closet).
- Wireless network access points and network equipment.
- Telephone and communication systems.
- Audio-visual equipment for meeting rooms (displays, projectors, conferencing systems).
- Computer hardware and workstation equipment (may be noted as an allowance).
- Document management and printing equipment.
- Server infrastructure and cloud connectivity requirements (may be noted as an allowance in coordination with IT advisors).

D.3 Security Systems

The firm shall estimate costs for a basic commercial-grade building security system appropriate for a nonprofit organizational headquarters, including:

- Electronic access control system (keycard or fob entry at primary entrances and sensitive areas).
- Interior and exterior security camera system (CCTV) with digital video recording capability.
- Intrusion alarm system with monitoring.
- Parking lot lighting and exterior security lighting.
- Intercom or buzzer system for the main entry.

D.4 Energy Efficiency Upgrades

Consistent with the Land Bank's commitment to sustainable community development, the firm shall identify and estimate costs for energy efficiency measures appropriate for this building type and vintage, which may include:

- LED lighting throughout, including occupancy-sensor controls and daylight harvesting where applicable.
- High-efficiency HVAC systems or upgrades, including programmable or smart thermostatic controls.
- Insulation upgrades to walls, roof, and floor systems as identified in the conditions assessment.
- High-performance window replacement or interior storm window installation if warranted.
- Weatherization and air sealing.
- Water-efficient plumbing fixtures.
- Identification of potential utility incentive programs (Toledo Edison, Columbia Gas, Ohio EPA, or federal incentives) applicable to planned improvements.
- Preliminary analysis of solar photovoltaic feasibility on the roof or site, if applicable.

SECTION 3: DELIVERABLES

The selected firm shall provide the following deliverables upon completion of all services described in Section 2. All deliverables shall be submitted in digital (PDF and native file format) form.

#	Deliverable	Component	Format
1	Written conditions assessment report for the building, including photographic documentation of all observed deficiencies and systems reviewed	Component A	Report + Photos
2	Written campus grounds and site assessment report, including documentation of parking feasibility findings	Component A	Report + Photos
3	Schematic floor plan alternative(s) — minimum one (1), maximum three (3) — illustrating proposed adaptive reuse layout at appropriate scale	Component B	PDF + CAD/BIM
4	Written adaptive reuse feasibility narrative as described in Section 2, Component B	Component B	Report
5	Itemized immediate/near-term construction cost estimate with line items, basis of estimate, and contingencies clearly noted	Component C.1	Report + Spreadsheet
6	Phased 5–10 year Capital Improvement Plan (CIP) with itemized cost estimates by year or phase	Component C.2	Report + Spreadsheet
7	Itemized FF&E cost estimate by space type	Component D.1	Spreadsheet
8	Technology infrastructure cost estimate	Component D.2	Spreadsheet
9	Security systems cost estimate	Component D.3	Spreadsheet
10	Energy efficiency improvements cost estimate, including identification of applicable incentive programs	Component D.4	Report + Spreadsheet
11	Executive Summary (maximum 5 pages) synthesizing key findings, conclusions, and recommendations from all components	All	Report
12	Presentation to Land Bank leadership summarizing findings and recommendations	All	In-Person/Virtual

SECTION 4: PROPOSAL REQUIREMENTS

Respondents shall submit a complete proposal that includes all components described below. Proposals that do not include all required components may be deemed non-responsive and may not be evaluated.

4.1 Cover Letter

A signed cover letter on firm letterhead shall be submitted, addressed to the Land Bank's designated contact. The cover letter shall briefly introduce the firm, express interest in the project, identify the principal-in-charge and primary project manager for this engagement, and confirm that the firm meets the minimum qualifications described in Section 5 of this RFP.

4.2 Firm Qualifications and Experience

Respondents shall provide a summary of the firm's qualifications, including:

- A brief description of the firm's history, size, organizational structure, and relevant practice areas.
- Demonstrated experience with historic or civic building adaptive reuse projects, particularly the conversion of public or institutional buildings to office use.
- Demonstrated experience with structural and architectural conditions assessments of existing buildings.
- Experience preparing construction cost estimates and multi-year capital improvement plans.
- Familiarity with Ohio Building Code and ADA accessibility requirements as applied to renovation and adaptive reuse projects.
- Licensed to practice architecture in the State of Ohio. The principal responsible for this engagement shall be a licensed architect in Ohio.

4.3 Project Team

Respondents shall identify all key personnel proposed for this engagement, including:

- Principal-in-Charge: Name, licensure, and role on this project.
- Project Manager: Name, credentials, and experience most relevant to this engagement.
- Structural Engineer: Name and firm (if sub-consultant), licensure, and relevant experience.
- MEP Engineer(s): Name(s) and firm(s), licensure, and relevant experience.
- Any other anticipated sub-consultants (civil/site engineer, environmental consultant, etc.) with name, firm, scope of involvement, and qualifications.

The Lead Architect (principal-in-charge or project manager) shall be the Land Bank's primary point of contact throughout the engagement. The Land Bank reserves the right to approve or request substitutions to key personnel identified in the proposal.

4.4 Relevant Project Experience

Respondents shall provide descriptions of no fewer than two (2) and no more than five (5) completed projects that are comparable in scale, scope, and type to this project. For each project, the following information shall be provided:

- Project name, location, and client/owner.
- Project scope, including building type, size (square footage), and nature of services provided by the firm.
- Project budget and completion date.
- Specific relevance to this RFP (e.g., adaptive reuse, conditions assessment, cost estimating, civic/institutional building experience).
- Client reference: name, title, phone number, and email address for a contact who can speak to the firm's performance on the project.

The Land Bank reserves the right to contact references and to consider reference feedback in the evaluation process.

4.5 Proposed Work Plan and Schedule

Respondents shall provide a narrative work plan describing how the firm proposes to approach and complete each component of the scope of services outlined in Section 2. The work plan shall include:

- A description of the firm's methodology for each component (A through D).
- Identification of key milestones and deliverable submission dates.
- A proposed project schedule in the form of a Gantt chart or equivalent timeline showing major tasks, milestones, and the estimated duration from notice to proceed through final deliverable submission.
- A description of how the firm will coordinate with Land Bank staff, the current property owner (for site access), and any sub-consultants.
- Identification of any information, access, or documentation that the firm will require from the Land Bank to perform the work effectively.

4.6 Fee Proposal

Proposals must include:

- A not-to-exceed lump sum fee for all services described in the Scope of Services (Section 2), broken out by component (A, B, C, D) and by major task or sub-task within each component.
- An itemized breakdown of hours by personnel classification and billing rate for each component.
- A summary of anticipated reimbursable expenses (travel, reproduction, etc.) to be billed at cost.
- Identification of any services or tasks that the respondent considers outside the proposed scope and would be subject to additional fee negotiation.

4.7 Qualification and Insurance

Respondents shall complete or provide:

- If not already on file, a contractor qualification for the Land Bank to be found at [Contractors – Lucas County Land Bank](#).
- Evidence of current professional liability (errors and omissions) insurance, general liability insurance, and workers' compensation insurance, naming both the Lucas County Land Reutilization Corporation and the Toledo-Lucas County Public Library as additional insured to the limits provided for in the Land Bank's contractor qualification.
- A statement disclosing any known conflicts of interest with the Lucas County Land Bank or with the subject property or its current owner.
- A statement that the firm is not currently debarred or suspended from public contracting.
- Disclosure of any pending litigation or regulatory action that could affect the firm's ability to perform the services described in this RFP.

SECTION 5: MINIMUM QUALIFICATIONS

To be eligible for consideration, respondents must meet all of the following minimum qualifications. Proposals from firms that do not meet these requirements will not be evaluated:

1. The firm must be an architectural firm duly authorized to practice in the State of Ohio. The principal responsible for this engagement must hold a current, valid license to practice architecture in the State of Ohio.
2. The firm must have completed at least two (2) projects within the past ten (10) years that involved the adaptive reuse, renovation, or conversion of an existing building to office or institutional use.
3. The firm must have completed at least one (1) project involving a structural and/or architectural conditions assessment of an existing building within the past seven (7) years.
4. The firm must have the capacity to engage structural and MEP engineering sub-consultants as part of the proposed project team, unless such expertise is available in-house.
5. The firm must maintain a principal place of business, or a project office with senior project personnel, in Northwest Ohio or Southeast Michigan, or demonstrate clear logistical capacity to conduct multiple site visits and coordinate closely with the Land Bank's Toledo-based staff throughout the engagement.

SECTION 6: RFP PROCESS AND TIMELINE

6.1 Anticipated Schedule

Milestone	Anticipated Date
RFP Issued	August 3, 2026
Site Visit in coordination with the Toledo-Lucas County Public Library (not mandatory but encouraged)	August 17, 2026 at 11:00 am EDT
Deadline for Written Questions	August 19, 2026 by 2:00 pm EDT
Responses to Questions Issued (Addendum)	By August 21, 2026 at 11:00 am EDT
Proposal Submission Deadline	August 27, 2026 by 2:00 pm EDT
Award Decision	Expected on or before September 9, 2026

All dates above are subject to change. Any modifications will be communicated to registered respondents by written addendum.

6.2 Site Visit & Historical File Set

The Land Bank will coordinate a voluntary pre-proposal site visit to the former Toledo Heights Branch Library on August 17, 2026 at 11:00 AM in partnership with the Toledo-Lucas County Public Library.

Please email Ryan Rathburn at rrathburn@co.lucas.oh.us and Joshua Murnen at jmurnen@co.lucas.oh.us if your firm intends to participate in the site visit.

Attendance is not mandatory but is strongly encouraged, as site conditions may not be fully apparent from existing records and documentation. Firms interested in attending should confirm their participation by contacting the Land Bank's designated RFP contact prior to the site visit.

A historical file set of plans, drawings, prior improvements, and other relevant information furnished by the Toledo-Lucas County Public Library will be made available on demand to Respondents who request it by the deadline for written questions. The file set will be available for download at a dedicated link.

6.3 Questions and Clarifications

All questions regarding this RFP must be submitted in writing to the RFP contact identified below no later than August 19, 2026 at 2:00 p.m. Questions received after this date will not be answered. Written responses to all questions of general applicability will be issued by addendum to all registered respondents. Respondents are encouraged to submit questions as early as possible to allow for thorough responses.

Respondents shall not contact any Land Bank board member, staff member, or agent nor any individual affiliated with the Toledo-Lucas County Public Library other than the designated RFP contact regarding this procurement. Failure to observe this requirement may result in disqualification.

6.4 Submission Instructions

Complete proposals shall be submitted no later than Thursday, August 27, 2026 at 2:00 pm Eastern Daylight Time. Late proposals will not be accepted.

Proposals must be submitted electronically as follows:

- Electronic Submission: Submit one (1) complete PDF of the Proposal via email or secure file transfer to the address identified below. Each file shall be clearly named: "[FirmName]_Proposal_LCLB_RFP."

Land Bank may request Proposal documents in their original source format as part of its review.

Submit to:

Joshua Murnen jmurnen@co.lucas.oh.us

With a Copy to lucascountylandbank@co.lucas.oh.us

SECTION 7: EVALUATION CRITERIA AND SELECTION PROCESS

The Lucas County Land Bank will evaluate all timely proposals for responsiveness in its sole discretion.

7.1 General Evaluation Process

The Land Bank anticipates the following general evaluation process:

- **Responsiveness Review:** Proposals will be reviewed for completeness and for responsiveness to the RFP at the Land Bank's sole discretion. Proposals missing part of any required components or failing to meet minimum qualifications will be deemed not fully responsive.
- **Fee Review:** Fee proposals from responsive firms will be reviewed as part of final selection (Section 4.6).
- **Interviews (Optional):** The Land Bank reserves the right to invite a shortlist of top-ranked firms to participate in interviews or presentations prior to final selection. If conducted, interview performance may be incorporated into the final scoring.

The Land Bank will invite the most responsive and responsible firm with the lowest cost fee proposal to enter into contract negotiations. The Land Bank reserves the right to negotiate scope, fee, and contract terms. If negotiations are unsuccessful, the Land Bank may proceed to the responsive and responsible firm with the next lowest cost fee proposal.

The Land Bank reserves the right to reject any or all proposals, to waive minor irregularities, or to cancel this RFP at any time prior to contract execution without obligation or liability.

SECTION 8: GENERAL TERMS AND CONDITIONS

8.1 Nature of this Solicitation

This RFP is a solicitation for proposals and does not constitute an offer or commitment by the Lucas County Land Bank to enter into a contract. The Land Bank is not liable for any costs incurred by respondents in connection with preparing and submitting proposals in response to this RFP.

8.2 Proprietary Information and Public Records

All proposals submitted in response to this RFP are subject to public disclosure under Ohio's Public Records Act (Ohio Revised Code § 149.43), except to the extent that specific information is clearly marked as trade secret or proprietary and qualifies for exemption under applicable law. Respondents wishing to assert a trade secret exemption shall clearly identify the specific portions of the proposal claimed as exempt and provide a written basis for the claimed exemption. The Land Bank will not assume responsibility for protecting information not clearly marked as proprietary.

8.3 Right to Reject

The Land Bank reserves the right to reject any or all proposals received in response to this RFP, to waive technical irregularities in any proposal, to accept the proposal or combination of proposals deemed most advantageous to the Land Bank, or to cancel this RFP in part or in its entirety at any time without obligation or penalty.

8.4 Addenda

If it becomes necessary to revise any part of this RFP, addenda will be issued in writing to all registered respondents. Respondents who received this RFP through a source other than direct distribution by the Land Bank are responsible for ensuring that they have received all addenda prior to submitting a proposal. Each addendum shall be incorporated into and become part of the RFP. Proposals should acknowledge receipt of all addenda.

8.5 Ownership of Work Product

All reports, studies, drawings, cost estimates, plans, and other work products produced under the contract resulting from this RFP shall become the property of the Lucas County Land Bank upon delivery and full payment. The selected firm shall retain the right to include representations of the work in its portfolio or marketing materials with the Land Bank's prior written consent.

8.6 Conflicts of Interest

By submitting a proposal, respondents represent and warrant that there is no actual or potential conflict of interest that would affect the firm's ability to provide objective, independent professional services to the Land Bank. Any known or potential conflict of

interest must be fully disclosed in the proposal. The Land Bank reserves the right to disqualify any respondent with an undisclosed conflict of interest.

8.7 Equal Opportunity and Non-Discrimination

The Lucas County Land Bank is committed to equal opportunity and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable law in any of its programs, activities, or procurements. The selected firm shall comply with all applicable federal, state, and local laws and regulations concerning non-discrimination.

8.8 Contract Terms

The successful respondent will be required to execute a Professional Services Agreement with the Lucas County Land Bank in a form acceptable to the Land Bank. The contract will include, at minimum, provisions regarding scope of services, compensation, schedule, deliverables, ownership of work product, insurance requirements, indemnification, and termination. The Land Bank reserves the right to negotiate contract terms and to include terms and conditions not specified in this RFP. Respondents are encouraged to identify any proposed contract terms or provisions in their proposals.