

ADVERTISEMENT

REQUESTS FOR PROPOSAL FOR THE LEASE OF A BUILDING(S) FOR THE COUNTY OF HUMBOLDT IN THE EUREKA AREA

The County of Humboldt County Administrative Office is accepting proposals prior to December 11, 2018, for the lease of a building(s) for the co-location of multiple county departments for a one-stop permitting services location in the Eureka area. Specifications are for approximately 40,000 square feet (53,000 square feet with Additive Option 1) of a build-to-suit building or a modified existing building. The desired occupancy date is within 180 days for a modified existing building proposal and 720 days for build-to-suit proposals.

A Pre-RFP Conference is scheduled for 3:00 p.m. Pacific Time, November 28, 2018, at 825 Fifth Street, Conference Room A, Eureka, CA 95503.

For additional information, contact Karen Clower, CAO Project Manager, at 707- 445-7266

Reference: One-Stop Permitting Services Location RFP 18-503-MBT

REQUEST FOR PROPOSALS (RFP)

LEASED OFFICE SPACE

COUNTY OF HUMBOLDT

One-Stop Permitting Services Location

PURPOSE

The purpose of this package is to provide potential proposers with the information and materials necessary to prepare a proposal to meet the county's need for leased office space.

CONTENTS

This package includes:

- Attachment 1: General Information (5 Pages)
- Attachment 2: Instructions for Proposers (4 Pages)
- Attachment 3: Search Area (1 Page)
- Attachment 4: Diagram Plan (2 Pages)
- Attachment 5: Space Summary (3 Pages)
- Attachment 6: Information Request Form (1 Page)
- Attachment 7: Sample Lease (30 Pages)
- Exhibit A – Premises Description (1 Page)
- Exhibit B – Site Plan (1 Page)
- Exhibit C – Leasehold Improvement Agreement (4 Pages)
- Exhibit C-1 – Improvement Preliminary Plans and Specifications (1 Page)
- Exhibit C-2 – Improvement Construction Schedule (1 Page)
- Exhibit C-3 – Improvement Construction Cost Estimate(s) (1 Page)
- Exhibit C-4 – Schematic Design Documents (1 Page)
- Exhibit D – Option Space at Building (1 Page)
- Exhibit E – Option Space Improvement Agreement (3 Pages)

- Exhibit E1 – Option Space Construction Allowances (1 Page)
- Exhibit F – Lease Term Commencement Date Acknowledgement (1 Page)
- Exhibit G – Security System Description (1 Page)
- Exhibit H – Cleaning and Janitorial Services Description (2 Pages)
- Exhibit I – Form of Non-Disturbance Agreement (2 Pages)

Please note the number of pages for each attachment. Make sure you have the entire RFP before preparing and submitting your proposal.