

ATTACHMENT No. 1

GENERAL INFORMATION

Humboldt County has a requirement for an office building for County One Stop Permitting Services in the Eureka area. The desired occupancy date is 180 days after executing lease or 720 days for new construction.

The county is issuing this “Request for Proposal” (RFP) to solicit proposals for the lease of approximately 40,000 square foot (53,000 square feet including additive option 1), build-to-suit building or a modified existing building(s) to house various programs of the Departments of Planning and Building, Public Works and Health and Human Services. This building(s) will serve as a one-stop access for Planning and Building, Public Works Land Use Division and Environmental Health permitting. The county will enter into a lease agreement for the lease space for a period of ten (10) years with the renewal option of two five (5) year periods.

Although this is not a requirement, room for expansion is desirable. Preferred location within the area is shown on Attachment No. 3.

The county has considered a few options for housing these county programs and Departments:

1. Construction of new office building (occupancy within 720 days)
2. Renovate one building for lease to meet county’s needs (occupancy within 180 days)
3. Renovate a series of buildings for lease co-located on same or adjacent properties (occupancy with 180 days)
4. Combination of renovating space for lease and new construction with occupancy within 180 days for renovations and 720 days for new construction

The needed building size is estimated at approximately 40,000 Gross Square Feet (GSF) (53,000 combined GSF when including Additive Option 1). The actual square footage will vary depending on the floor plan layout and efficiency for the various facilities under consideration. Parking shall be 180 stalls, including accessible stalls. The county has an office work space need for approximately 70 offices, 60 cubicles and about 13,000 Net Square Feet (NSF) of storage, meeting, library, resource, work space and public access areas. For Additive Option 1, the additional space needs are 13,000 NSF office space consisting of 20 offices, 36 cubicles, 2 conference rooms, 8 file/storage/reprographics rooms, 1 materials lab (with a concrete floor), and 66 parking spaces. The county has prepared a diagram plan (Attachment No. 4) and space summary (Attachment No. 5) attached to this RFP. The diagram plan is theoretical only and does not represent a desired configuration or layout; the diagram does not include Additive Option 1.

The proposer shall prepare a package of services specifying how the building(s) will be financed, built or modified and leased to the county. The proposer may select one or several options to deliver the requested leased space. The successful proposer will be expected to: provide a project location within the boundaries shown on the project location map; complete plans for

development or modification; obtain all zoning, building and/or other applicable government approvals for development and/or modification of the building(s); construct improvements; enter into a lease agreement with the County of Humboldt; and maintain the building(s). The county will review all proposals and rate them according to the criteria listed in this document. It is important that all areas of the RFP are responded to so that each proposal receives equal review by the rating committee.

The County has identified three potential opportunities to provide office space for the county departments defined in this RFP.

Option One (1) is to design a built-to-suit 40,000 GSF new one-story office building with a 180 stall parking area that meets the minimum needs of the county. It is anticipated that this option, a new building, would take longer to deliver than the renovation of an existing building or buildings option. This option should be delivered within 720 days.

Option Two (2) is to deliver a building or space(s) within an existing building that could be renovated to provide the county with the 40,000 GSF of office, administrative and work space. This option may rely on both off-street and on-street parking to meet the identified parking needs. This option should be delivered within 180 days.

Option Three (3) is to deliver a series of building or space(s) within existing buildings that could be renovated to provide the county with the 40,000 GSF of office, administrative and work space. This option may rely on both off-street and on-street parking to meet the identified parking needs. The building spaces shall be co-located within a reasonable distance of each other allowing a customer to park in one location and comfortably walk between the county offices to conduct business. Accessible path shall connect the series of buildings developed under this option. This option should be delivered within 180 days.

Additive Option One (1) is to add to either options 1, 2 or 3, additional square footage for the entire Public Works department. The additional area needed for the additive option is 13,000 NSF; increasing the total project area from 40,000 to more than 53,000 GSF. The 13,000 NSF requires factoring in other spaces for a total GSF calculation. Also needed are 66 additional parking spaces. The additional space requirements for the additive option are identified in Attachment No. 5.

Proposers are encouraged to submit multiple proposals for different sites and/or options.

It is the county's intent that the contractual relationship between the proposer and the county shall be substantially set forth in the sample lease agreement attached (Attachment No. 7). In developing the proposal, the proposer should carefully review the agreement to take into consideration the rights, obligations, and costs associated with entering into the sample lease.

Any substantial change in the agreement that the proposer desires must be specified in the proposal.

This is not a solicitation of bids. The county reserves the right, for any reason, to accept or reject any one or more proposals, to negotiate the terms and specifications for the facility, to modify any part of the RFP, or to issue a new RFP. The county assumes no responsibility or liability for the accuracy of any information set forth in maps, reports, or other documents/materials provided for the proposers' use in developing their proposal. The proposer assumes all liability and the use of such information in developing their proposal. The county assumes no responsibility or liability for costs incurred by the proposer in the preparation of a proposal and response to this RFP. Materials submitted in connection with this RFP are for the exclusive use of the county.

All proposals will become the property of the county and will not be subject to return. All information contained therein shall be subject to public disclosure under California Public Records Act. Except as provided below, submission of the proposal shall be deemed to be a waiver of any exemption or exception to disclosure which the proposer may otherwise have.

The proposer is responsible for making all necessary investigations and examinations of the documents affecting performance. Failure to do so will not act to relieve any condition of the sample agreement or the documents. It is mutually agreed that the submission of a proposal shall be considered conclusive evidence that the proposer has made such investigations and examinations.

Any reasonable inquiry to determine the responsibility of the proposer may be conducted by the county. The submission of a proposal shall constitute permission by the proposer for the county to verify all information contained within that proposal. If the county deems it necessary, additional information may be requested from the proposer. Failure to comply with any request may disqualify proposer from further consideration. Such additional information may include evidence of financial ability to perform, for example, tax returns, bank statements, etc. All financial information submitted in response to request for financial data is subject to disclosure under the provisions of the California Public Records Act, Government Code Section 6250 et seq. In the event of the county receives a request for the disclosure of any such information, prior to release of any such information, the county will contact the proposer and will not release the information if the proposer agrees to indemnify, defend and, and hold harmless the county in any action brought to disclose such information. The proposer, by submitting such information, agrees that the failure of county to contact the proposer prior to the release of such information will not be a basis for liability by county or any county employee to proposer.

The county, their agents, officers, volunteers, and employees, shall not be liable for any claims, liabilities, penalties, fines, or for damages to any goods, properties, or effects of any person, including claims by reason of alleged defects in the plans and specifications, caused by or resulting from any acts, errors or omissions of the proposer of the proposer's agents, employees, or representatives.

In determining and evaluating the most acceptable lease proposal, the rental rate will not necessarily be the controlling factor. Such factors as site location, building suitability, conformance to desired layout, proposer's experience and performance, along with factors deemed relevant by the county, will also be considered. THE COUNTY OF HUMBOLDT SHALL BE THE SOLE JUDGE IN THE DETERMINATION OF THESE MATTERS.

The successful proposer shall have the following responsibilities:

1. Coordination: Coordinate all aspects of this project to its successful conclusion; and
2. Project Management: Provide or assign an individual that will act as the Project Manager to oversee all aspects of the work and be the main contact for the county; and
3. Scheduling: Provide a schedule that responds to the activities of the project with key dates and move-in; and
4. Design Services: Employ the services of a California licensed architect to prepare plans and specifications for county approval prior to any tenant improvements or new construction; and
5. Financing: Show cost analysis of a long-term facility lease to 10 years; and
6. Construction: Provide all labor and materials to construct improvements or new office spaces for the departments of Planning and Building, Public Works and Health and Human Services. Construction must be done in compliance with the Uniform Public Construction Cost Accounting Act, Public Contract Code 22000 et seq.; and
7. Certified Access Specialist: Employ the services of a Certified Access Specialist (CAsp) to perform a facility assessment to certify that all areas identified as public access and public services meet or exceed state and federal accessibility regulations in conformance with Americans with Disabilities Act (ADA). The proposer must be prepared to retrofit existing spaces and/or construct new spaces to meet both California and Federal ADA standards. The proposer must be prepared to correct any California and Federal ADA deficiencies found by the county's Independent Licensed Architect.

The county will provide a contact person for this project who will respond directly to the successful proposer's inquiries and who will coordinate with the proposer's project manager. The successful proposer will periodically report to the CAO, Departments of Planning and Building, Public Works and Environmental Health on the progress of the project.

LOCATION MAP AND SITE PLAN

A location map and a site plan must be included in each proposal.

Show your proposal's location on the search area map (Attachment No. 3). You may also include another map of your choosing which better shows your location.

Show the location of the building(s) on a site plan. Show parcel size(s). If you are proposing an existing building or series of buildings, you will also be required to provide floor plan(s) showing how that building or series of buildings can be utilized to meet the county's program requirements.