



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-16

For the meeting of: July 22, 2014

Date: July 15, 2014

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Agricultural Center Lease Response

RECOMMENDATION(S): That the Board of Supervisors:

1. Direct staff to submit a response to the federal government's Request for Lease Proposal Number (RLP)4CAO971 to lease space at 5630 South Broadway;
2. Authorize qualified staff, after consultation with the Public Works Director, to sign documents requiring professional credentials, including but not limited to the security evaluation and certificate of seismic compliance; and
3. Authorize the Chair of the Board to sign documents, upon approval by County Counsel and Director of Public Works, as may be required to respond to the solicitation for lease.

SOURCE OF FUNDING: General Fund

DISCUSSION:

In 2001, the County entered into an agreement with the federal government to lease space in the County's Agricultural Center at 5630 South Broadway in the unincorporated Eureka area (Humboldt Hill).

Prepared by Thomas K. Mattson

CAO Approval



REVIEW:

Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:








☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. H-1 _____

Meeting of: January 24, 2012 _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor  Seconded by Supervisor 
Ayes: , , , , 
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 
By: 
Kathy Hayes, Clerk of the Board

According to the staff report prepared at that time, various agencies of the United States Department of Agriculture (USDA) have occupied space in the County's facility since 1960. The 2001 agreement expired by its terms on February 28, 2010. Beginning in June of 2009, the County's Real Property Agent and the County Administrative Office have expressed repeatedly to various federal representatives the County's desire to continue this historic relationship which benefits local agricultural producers by centralizing County, State and federal agricultural agencies in one location.

On December 27, 2011, the Real Property Agent received from the General Services Administration (GSA) a copy of Request for Lease Proposal Number OCA2679, which sought space in the Eureka area for federal agricultural agencies. County staff prepared a response to this solicitation, which was due on February 3, 2012. On April 2, 2012 the GSA issued an amendment to the RLP which increased the square footage being requested by the USDA by some 1,150 square feet. The additional footage resulted in staff preparing a revised response to the RLP that included construction of an addition to the Agricultural Center. Additionally on April 10, 2012, your Board authorized the Treasurer-Tax Collector to pursue debt financing which included funding for the building addition. The County was informed on August 22, 2013, that the proposal submitted was not accepted by the GSA. The reason sighted for rejection of the response was that the construction schedule did not meet the GSA's requirements. No award was made under RLP OCA2679.

Subsequently, on July 3, 2014, GSA released RLP No. 4CAO971 which again seeks space in the Eureka area for the USDA. Once again, the County is prepared to respond to this new RLP in an effort to continue to provide a one-stop center as it has since 1960 for government provided agricultural services. The new RLP has been significantly revised resulting in County staff needing to develop an entirely new proposal response.

The solicitation requests additional space beyond what has been historically provided, and staff will adjust the proposed rental amount accordingly. As the space will have to be constructed, the County will run into similar issues that GSA had with the 2012 proposal, i.e., the timeline for occupancy will be much greater than what is required by the current RLP. The current RLP has a shorter required timeline for occupancy than the prior RLP.

The County was e-mailed a copy of the RLP on July 9, 2014 and the requested response date is August 4, 2014. Responding to the RLP is time intensive and the County has a minimum level of staffing that can be diverted to preparing this response. At this time staff does not believe that a complete proposal can be prepared by the required deadline and will work with the GSA to request a time extension. Although the possibility is very low that the GSA will extend the time for a response, staff intends to send a letter requesting a time extension. Staff recommends that the Chair of the Board be authorized to sign the extension request and all other documents required for submittal of a response to the RLP.

FINANCIAL IMPACT: Preparation of a response to the RLP will require significant County staff time. There is a cost for this County staff time including the delay to several active projects that will have to be set aside in order to devote the time necessary to respond to the current RLP. Most

of these costs can be recovered from the monthly rental payments the County receives from the federal agencies at the Agricultural Center.

Preliminary estimates are that the improvements sought by the GSA will cost up to \$2,500,000. This consists of a building addition of 3,200 – 3,500 square feet at \$225/sf, interior modifications to 2,675 existing square feet at \$135/sf, design, administration and construction management costs at \$500,000 and Project shall include security improvements, accessibility and life safety improvements and a tenant improvement allowance. These costs will most likely need to be covered by the issuance of debt which will be paid back through rent charged to the federal tenants.

This item supports the Board's Strategic Framework by providing for and maintaining infrastructure and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT: General Services Administration

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board could direct staff not to submit a response. This would not necessarily end the service center relationship, as the federal agencies might return to the County for negotiations if they fail to find another suitable space within the area defined in the solicitation. However, staff believes that the County will be in the best place to negotiate if a response is submitted.

ATTACHMENT: Request for Lease Proposal Number 4CAO971



Sent via email – rktime@co.humboldt.ca.us

July 3, 2014

Ronda Kime
Humboldt County Department of Public Works
1106 Second Street
Eureka, CA 95501

Dear Ms. Kime

Thank you for your interest in leasing to the General Services Administration (GSA). The proposed tenant agency, US Department of Agriculture (USDA), believes that the property you represent located at 5630 Broadway, Eureka – may meet their requirements. The space is currently too small to meet the requirements. Space will need to be increased and reconfigured.

Enclosed is a copy of Request for Lease Proposal (RLP) No. 4CA0971 for your use in submitting your initial offer for 5630 Broadway.

This request has been sent to you in a single email containing the following files:

1. Cover Letter and Procurement Summary Form
2. RLP No. 4CA0971 (Request for Lease Proposal)
3. RLP Exhibits (see list below)

List of RLP Exhibits

- Exhibit A - GSA Form L201B (Boilerplate Lease Document)
- Exhibit B – USDA Eureka Service Center/SSO Office Special Space Requirements
- Exhibit C – USDA OCIO ITS Requirements
- Exhibit D – USDA Addendum: Data/Voice Requirements
- Exhibit E – USDA Service Center Sign Guide
- Exhibit F- Eureka Design Schematic
- Exhibit G – Security Requirements for Level 1
- Exhibit H – GSA Form 3516, Solicitation Provisions
- Exhibit I – GSA Form 3517B (General Clauses)
- Exhibit J- GSA Form 1364B (Proposal to Lease Space)
- Exhibit K- GSA Form 1217, Lessor's Annual Cost Statement
- Exhibit L: GSA Form 3518 (Representations and Certifications)
- Exhibit M: GSA Form 12000 (Pre-Lease Fire Protection and Life Safety Evaluation) (Part A/B)
- Exhibit N: Seismic Certification

Please review all documents, particularly the RLP and Form L201B (Boilerplate Lease Document), related to the requirements and how the Government will determine the best offer. In addition to the above forms, a complete offer must include all of the following items:

- Floor plan, per RLP Paragraph 3.05 A.
- A statement specifically affirming all of the following:
 1. Offeror has read, in their entirety, the RLP, GSA Form L201B (Boilerplate Lease Document), GSA Form 3517B, and Agency Specific Requirements;
 2. Offeror understands that these documents will form the Lease;
 3. Offeror understands the requirements contained in the above four documents; and
 4. The Offer complies with the requirements with no deviations.
- Site plan identifying vehicular / pedestrian flow and accompanying narrative.
- Evidence of current ownership of the property, deed, or title.
- If you are not the owner of the property, evidence of site control and authorization to represent ownership or a copy of the contract to purchase the site or building from the owner. If you do not control the offered property, your offer will be deemed non-responsive.
- Evidence of at least a conditional commitment of funds in an amount necessary to prepare the space. Such commitments must be signed by an authorized bank officer and at a minimum must state the following: amount, term in years, annual percentage rate, and length of loan commitment.
- Evidence of compliance with local zoning laws including evidence of variance(s), if any, approved by the proper local authority. If the property is not zoned for the intended use prior to submission of your Best and Final Offer, your offer will be deemed non-responsive.
- Two executed originals of the Commission Agreement.
- Evidence of ENERGY STAR® label or compliance with permissible exception as described in RLP paragraph 2.08.

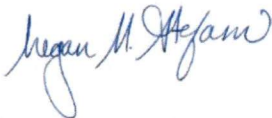
Please submit your initial offer to the designated offices and addresses OR via email by 4:30 p.m. PST on August 4, 2014 according to the instructions contained in RLP section 3.02. Please ensure that your offer is received prior to the deadline. Paragraph 3.02B of the RLP provides specific guidelines with respect to methods of delivery and timeliness.

After receipt of your initial offer, the Government will contact you for negotiations. If you have any questions, please contact me at (415)515-2242 or megan.stefani@gsa.gov.

Sincerely,

7/3/2014

X



Megan Stefani
Contracting Officer

Megan Stefani
Contracting Officer