



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-13

For the meeting of: March 1, 2016

Date: February 10, 2016

To: Board of Supervisors

 From: Connie Beck, Director *CB*
 Department of Health and Human Services

Subject: Request for Proposals to Lease Space in McKinleyville for One Stop Access to Program Services.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves the Request For Proposals (RFP) to lease space in McKinleyville, California, where the Department of Health and Human Services (DHHS) may provide a one stop access to program services;
2. Authorizes the Clerk of the Board to advertise the above mentioned RFP in the Times Standard newspaper, pursuant to Sec. 22037 of the California Uniform Public Construction Cost Accounting Act beginning March 4, 2016, with proposals to be submitted no later than May 23, 2016 at 4:00 PM.;
3. Authorizes county staff to circulate the attached RFP;
4. Authorizes county staff to review the proposals in accordance with the criteria contained in the RFP, evaluate any proposal received, and select the proposal that best meets the needs of the department;
5. Directs county staff to return to the Board to request approval of the selected proposal; and
6. Directs the Clerk of the Board to return one (1) executed Board Agenda Item to Real Property.

Prepared by Andrew Rix, Staff Services Manager

CAO Approval

REVIEW:

Auditor

County Counsel

Human Resources

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. E-1

Meeting of: April 1, 2014

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*

Nays

Abstain

Absent

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

Dated: *March 1, 2016*

By:

Kathia Hayes, Clerk of the Board

SOURCE OF FUNDING:

Social Services Fund 1160, Public Health Fund 1175, and Mental Health Fund 1170

DISCUSSION:

Since its consolidation in 2000, the Humboldt County Department of Health and Human Services (DHHS) has continued its strategic planning, phased integration of administration and service delivery, and space planning related to its vision, mission, and operating principles. DHHS continues to maximize its fiscal and staffing resources to integrate state mandated programs and initiatives to better serve Humboldt County's children, adults, and families within the context of their communities.

One of the approaches listed in DHHS' operational principles and strategic plan uses a two-pronged approach to maximize program integration and service transformation; this approach includes the centralization of administrative and program support services and co-located decentralized program support services in partnership with community stakeholders.

In June 2012, county leaders and community partners formed a planning team for the McKinleyville Regional Service Center project now known as the Center at McKinleyville. The planning team has completed the exploration stage of the project and is now in the planning stage. The planning stage has included creating a project plan, timeline, and developing the Center at McKinleyville mission and vision. The team has determined which program services and DHHS staff will be co-located with other community stakeholders to ensure ongoing communication and engagement.

DHHS now requires lease space to locate the proposed Center in McKinleyville.

FINANCIAL IMPACT:

There are no costs associated with the RFP process, however, funding to pay for space is available through Federal, State and Local DHHS funds and budgeted on an annual basis. Final approval of a lease contract will be brought to the Board of Supervisors, at which time we will have the total dollar amounts associated with this lease. There is no impact to the General Fund.

Approving this RFP will support the Board's Strategic Framework by providing for and maintaining infrastructure and create opportunities for improved safety and health of our clients while supporting business and workforce development.

OTHER AGENCY INVOLVEMENT:

Humboldt County Department of Public Works

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

1. Request for Proposal 1A
2. Advertisement for Request for Proposal 1B
3. Updated Strategic Space Plan 1C