



# COUNTY OF HUMBOLDT

## Legislation Text

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**File #:** 18-1453, **Version:** 1

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**To:** Board of Supervisors

**From:** County Administrative Office

**SUBJECT:**

Request for Proposals to Lease Space for One-Stop Permitting Services Location

**RECOMMENDATION(S):**

That the Board of Supervisors approve the Request for Proposals (RFP) to lease space, where the Department of Planning and Building, Department of Public Works Land Use Division and the Department of Health and Human Services Environmental Health Division provide a one-stop permitting services; authorize 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; authorize county staff to circulate the attached RFP; authorize 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; direct county staff to return to the Board to request approval of the selected proposal; and direct the Clerk of the Board to return one (1) executed Board Agenda Item to Real Property.

**SOURCE OF FUNDING:**

ADA Compliance Internal Service Fund (3552)  
Roads (1200)  
General Fund (1100)  
Public Health Fund (1175)  
2016 Finance Plan

**DISCUSSION:**

On September 7, 2016, the county entered into a Consent Decree with the United States Department of Justice (DOJ) that required the commencement of the Humboldt County Americans with Disabilities Act Compliance Project. The purpose of the Humboldt County Americans with Disabilities Act Compliance Project is to bring all county-owned and leased facilities that provide programs, services and activities to the public into compliance with the Americans with Disabilities Act by September 7, 2019. Planning and Building, Public Works Land Use Division and Department of Health and Human Services Environmental Health Division are all facilities listed in the Consent Decree as having access barriers defined under the Americans with Disabilities Act (ADA).

The Clark Complex, listed in the Consent Decree as the Administration Building, houses Planning and Building and Public Works Land Use. The costs associated with ADA barrier remediation and the excessive amount of deferred maintenance at this facility has deemed this facility not financially practical to perform the barrier removal and deferred maintenance needed. The county has been exploring campus facilities models in the Facilities Master Plan. The county has interest in providing permitting services at one location. The purpose of the RFP is for the co-location of Planning and Building, Public Works Land Use and Environmental Health, creating a One-Stop Permitting services location in the Eureka area. The One-Stop Permitting RFP is requesting proposals to lease a building(s) that would meet the specifications of approximately 40,000 square feet up to 53,000 square feet 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 upon contract award.

An RFP number 18-501-MBT for One-Stop Permitting Services Location was issued on August 7, 2018. Mandatory Pre-RFP Conferences were held on August 20, 2018, and September 10, 2018 with proposals due October 23, 2018. The county received one proposal. That proposal was deemed unresponsive as the proposer did not attend either of the Mandatory Pre-RFP Conferences.

Relocating Planning and Building and Public Works Land Use from the building they currently inhabit will allow the county to discontinue alternate service deliveries by providing barrier free access to a host of programs, services and activities. Currently, an alternate service delivery procedure and policy is in place to ensure that all members of the public have access to programs, services and activities at the location Planning and Building and Public Works Land Use are currently occupying. Consent Decree barrier removal at Environmental Health has already been completed and certified as such.

**FINANCIAL IMPACT:**

There are no costs associated with the RFP process.

Final approval of a contract award will be brought to the Board of Supervisors, at which time project costs will be known. Costs for the initial project come from the 2016 Finance Plan. The County Administrative Officer has approved use of 2016 Finance Plan to finance this project, as authorized by your Board on Nov. 14, 2017 agenda item C-7.

Ongoing lease costs will be budgeted in the Planning and Building, Public Works Land Use and Environmental Health budgets and shared proportionately. The total dollar amounts associated with this lease will be known when the item comes back to your Board for contract award.

Approving this RFP will support the Board's Strategic Framework by providing for and maintaining infrastructure and fostering transparent, accessible, welcoming and user friendly services.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could choose to not approve the RFP for One-Stop Permitting; however, the county may be subject to fines for non-compliance, as the Planning and Building and Public Works Land Use facilities are identified by the DOJ in the Consent Decree with ADA barriers. In addition, the county would not be able to provide an accessible, welcoming and user friendly One-Stop Permitting services to its residents.

**ATTACHMENTS:**

1. Cover Page
2. Advertisement for Request for Proposal
3. RFP Attachment 1 General Information
4. RFP Attachment 2 Instruction for Proposers
5. RFP Attachment 3 Search Area
6. RFP Attachment 4 Diagrams
7. RFP Attachment 5 Space Summary
8. RFP Attachment 6 Information Request
9. RFP Attachment 7 Sample Lease

**PREVIOUS ACTION/REFERRAL:**

Board Order No.:

Meeting of: