

**REQUEST FOR PROPOSAL - LEASED FACILITY
RIVERSIDE COUNTY HUMAN RESOURCES
RIVERSIDE, CALIFORNIA**



**PREPARED BY:
MARIBEL HYER, REAL PROPERTY AGENT
ECONOMIC DEVELOPMENT AGENCY
REAL ESTATE DIVISION
3403 TENTH STREET, SUITE 400
RIVERSIDE, CALIFORNIA 92501**

DATE: APRIL 2017

REQUEST FOR PROPOSAL

REAL ESTATE DIVISION – COUNTY OF RIVERSIDE

INTRODUCTION

The Real Estate Division (“the Division”) of the Economic Development Agency of the County of Riverside is issuing a Request for Proposal (“RFP”) for the leasing of existing office space, including completion of tenant improvements, to be leased to the County of Riverside for use by the Department of Human Resources.

SUBMITTALS

Submittals to the Division must address the following categories: the Qualifications of the Developer/Owner/Manager, the Property Specifications, the Financial Proposal and Lease Quotation, Design, Construction and Project Management, and Property Management.

Qualifications of the Developer/Owner/Manager

Respondents shall provide their qualifications including, but not limited to, the following:

1. Experience of the Developer, Owner and Property Manager.
2. Qualifications of those who will actively participate in the development and/or management of the facility, including the architect and contractor.

The Property Specifications

Submittals must address all of the following specifications:

1. Site Control – Respondents are required to provide evidence of site ownership or site control as evidenced by a grant deed, purchase and sale agreement, or letter of intent.
2. Facility Size and Use – Riverside County Human Resources – Human Resources is seeking for 7,200 square feet for the consolidation and relocation of Exclusive Care’s Center for Optimal Health and clinical and wellness facilities. Exclusive Care developed and operates the Center for Optimal Health in the Don Schroeder Health Center, located at 5256 Mission Boulevard, Jurupa Valley. The Center for Optimal Health provides primary care, diabetes and other endocrine disorders care, same day appointment and nutritional and bariatric treatment programs. Exclusive Care also developed and operates the Rubidoux Pharmacy in another area of the Don Schroeder Health Center. Additionally, Exclusive Care offers a comprehensive Wellness Program to all members at this location. The new location must provide space to support the relocation and consolidation of the three facilities and services. The expansion space will accommodate 16 licensed professionals, paraprofessional, and administrative staff.
3. Property Location – Respondents shall provide a site plan including building site location and parking availability.
4. Parking Ratio – The Division is seeking a minimum parking ratio of 5:1. All parking shall include applicable Americans with Disabilities Act requirements.
5. Tenant Improvement specifications shall be as follows:
 - a. Parties shall work together to formulate and develop a space design.
 - b. All specifications set forth in the attached Construction Specifications Exhibit “F,” within Attachment “B” Lease agreement attached to this RFP.

6. Compliance – All improvements shall be constructed in compliance with all applicable laws, including but not limited to, Federal, State, County, and Local building codes, Fire Codes, the Americans with Disabilities Act, and payment of prevailing wages in accordance with the provisions of Sections 1770 and 1773 of the Labor Code.
7. Energy Management – The maximum efficiency, including green design measures where practical, is requested.

Financial Proposal and Lease Quotation

Respondents shall complete and submit the attached “Building Lease Quote” form Attachment “A,” including rent break down, as shown.

Competitive lease rates are based on the following elements: A modified full service lease rate and monthly rent amount.

Landlord Responsibilities will include complete interior and exterior maintenance and repairs, custodial services (custodial specifications, as set forth in Exhibit “E” within the Attachment “B” Lease agreement designated to this Request for Proposal), and **excludes** utility services provided to the building that can be separately metered for interior utility services.

Tenant improvements are not to be included in the proposed lease rate and monthly rent amount. Tenant improvement reimbursement is addressed in the Exhibit “B”- “Leasehold Improvement Agreement” within the Attachment “B” Lease agreement.

Design & Construction/Project Management

Resume and project history of architect and contractor. Respondents shall submit a statement setting forth the method of project management. **If selected, the cost for any architectural services required in order to provide a tenant improvement estimate, prior to lease execution, is borne by Developer/Owner.**

Property Management

Respondents shall submit a statement and describe how they intend to conduct property management operations for the facility:

1. Company Name of Property Management Firm, or Developer/Owner managed. Resume and past/present projects managed.
2. Twenty-four hour maintenance and emergency call response.
3. Procedures and response time for maintenance, repair, and custodial service requests.
4. Ability to undertake future building modifications requested by County.

REVIEW OF SUBMITTALS BY COUNTY

The Real Estate Division will review the submittals and if necessary establish a short list of candidates based on the following:

1. Direct applicable experience in acquiring and/or ground leasing developing/improving/renovating, leasing, and managing projects of the size and type proposed.
2. Qualifications of the principals/respondents.
3. Economics and property aspects favorable to the County and its operating requirements.
4. Other information based on the criteria requested in this Request for Proposal.

PROCEDURE AFTER NOTIFICATION

After notification, the Real Estate Division will coordinate a panel interview with selected respondents to evaluate their qualifications and experience and other factors above to complete the project. The interview will be between the selected respondents and a Project Panel established by the Real Estate Division. Selected respondents will be scored based upon a matrix scoring system and other related criteria. After the interviews and submittal of all requested materials to the Real Estate Division, an award will be made to the finalist to commence the project.

Upon completion and execution of acceptable Real Estate and related agreements by the Developer, the agreements shall then be forwarded to the Board of Supervisors for approval.

PROPOSAL SUBMISSION – CONTACT INFORMATION

Submittals shall be delivered to the Real Estate Division on or before:

Monday, April 17, 2017 at 5:00p.m.

Submittals shall be delivered to the following address:

Maribel Hyer, Real Property Agent
County of Riverside
Economic Development Agency
Real Estate Division
3403 Tenth Street, Suite 400
Riverside, CA 92501
(951) 955-8431 Phone
(951) 955-4837 Fax
Mahyer@rivco.org

ATTACHMENTS TO THIS REQUEST FOR QUOTE:

Attachment A - Building Lease Quote sheets.

Attachment B – Lease, including Exhibits.

Attachment A and B are available for review by accessing www.rivcoeda.org, “About EDA”, Proposals and Quotations tab.

County reserves the right to cancel this Request for Proposal at any time during the selection process.

ATTACHMENT "A" BUILDING LEASE QUOTE

Please use the attached form to submit quotes for leasing building space to the County of Riverside. Include site and building plan with quote.

The enclosed County General Construction Specifications for Leased Facilities is for general information only. Reference to site and construction plans and specifications, Paragraph C. Drawings, are required when a lease is consummated.

TERMS USED ON THE BUILDING LEASE QUOTE ARE DEFINED BELOW:

| | |
|-------------------------------------|---|
| GROSS SQUARE FOOT AREA: | Total interior area of space being offered for lease. (Gross area will include only those corridors, vestibules, etc., that <u>exclusively</u> support the net square feet space.) |
| NET SQUARE FOOT AREA: | Usable space offered (excludes corridors, stairways, vestibules, mechanical space, restrooms, etc.) that is used in common with other tenants and is used to support the premises. |
| DEDICATED VEHICULAR PARKING SPACES: | Number of off-street parking spaces that will be for the exclusive use of County. |
| SECURED VEHICULAR PARKING SPACES: | Number of secured parking spaces that will be for the exclusive use of County. |
| BASIC RENT: | Monthly cost including taxes, insurance, etc. (Alteration, custodial, maintenance, and utility costs are listed separately). |
| ALTERATIONS/IMPROVEMENT COSTS: | Monthly amortized cost for alterations/improvements requested by County or alteration allowance offered by Lessor. |
| MAINTENANCE: | Monthly charge for interior and exterior maintenance, including, but not limited to, routine and preventive maintenance and repairs of space conditioning equipment, plumbing, electrical wiring and fixtures, windows and structural parts to maintain the leased premises in good working order |
| UTILITIES COST: | If included in total rent, the approximate monthly charge for gas, water, sewage, and refuse disposal. NOTE: Do not include electrical if space is metered separately. Please note on Lease Quote Sheet. |
| CUSTODIAL COST: | Monthly charge for routine custodial and supplies as specified by County (Exhibit "C" enclosed). |
| ANNUAL INCREASE: | Fixed percentage, or fixed annual amount. This will apply only to the rent portion and not to any amortized alteration/improvement cost. |

THE COUNTY OF RIVERSIDE DESIRES A TURNKEY FACILITY WITH ALL RELATED OPERATING COSTS PAID BY THE LESSOR. THE COUNTY WILL INSTALL AND PAY FOR TELEPHONE USED IN CONNECTION WITH ITS OPERATION. COUNTY WILL PAY FOR ELECTRICAL USED IN CONNECTION WITH ITS OPERATION IF THE PREMISES ARE METERED SEPARATELY FROM OTHER TENANTS AND HOUSE ELECTRICAL (COMMON AREAS).

ATTACHMENT "A"

RIVERSIDE COUNTY BUILDING LEASE QUOTE

(Return this page to County of Riverside)

County of Riverside
Economic Development Agency
Real Estate Division

3403 Tenth Street, Suite 400
Riverside, California 92501

Maribel Hyer
Real Property Agent
(951) 955-8431

Building Address/Location:
Square Feet Offered:

Number of Secured Vehicle Parking Spaces: _____

Rent Increases: Percentage ____ % Start year _____ Intervals _____

| Note: Cost per month and Cost per square foot are based on Gross Square Feet. | 60 MONTH LEASE QUOTE | |
|---|-----------------------------|-----------------|
| | Per Month | Per Square Foot |
| Basic Rent | | |
| Utilities – not paid directly by County (i.e. house meters) | | |
| Custodial, as per Exhibit E | | |
| Interior/Exterior Maintenance | | |
| TOTALS: | | |
| Estimated Tenant Improvements or Allowance | | |

The Owner/Agent has received and reviewed County of Riverside Custodial and General Construction for Leased Facilities Specifications.

NOTE: Leases are not consummated or binding until they have been executed by the Chairman of the Board of Supervisors.

THIS QUOTE EXPIRES ON: _____

(Signature Owner/Agent)

Date: _____

Telephone Number: _____

Email: _____

The Economic Development Agency is the only authorized representative for the County of Riverside