

**REQUEST FOR PROPOSAL
FOR LEASED FACILITY**

**RIVERSIDE COUNTY
OFFICE ON AGING**

**MENIFEE, MORENO VALLEY, MURRIETA,
PERRIS OR RIVERSIDE**



**PREPARED BY:
TONJA GEMBERLING
ECONOMIC DEVELOPMENT AGENCY
REAL ESTATE DIVISION
3403 TENTH STREET, SUITE 400,
RIVERSIDE, CALIFORNIA 92501**

DATE: December 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 accepting Proposals for the leasing of existing office facilities in cities of Menifee, Moreno Valley, Murrieta, Perris or Riverside for use by Office on Aging (OOA).

SUBMITTALS

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

Qualifications of the Owner

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

1. Qualifications of Owner, including resume and education.
2. Experience of the Owner, including past and present projects/properties.

The Property Specifications

Submittals must address all of the following specifications:

1. Building Size and Use – The size range of the requested building is approximately 21,000 square feet. The use of the facility shall be for general office use by OOA. Respondents with direct experience in planning and construction of tenant improvements for Public Sector Facilities and/or Public Private Partnerships are preferred for this project.
2. Property Location – The targeted location for this requirement is within Menifee, Moreno Valley, Murrieta, Perris or Riverside, co-location with other County agencies is highly desired. Respondents shall provide a site plan including building site location and parking availability and disclose the ownership entity of the building(s). **BUS LINE IS REQUIRED.**
3. Parking Ratio and Requirements – The Division is seeking a minimum parking ratio of 5:1. All parking shall include applicable Americans with Disabilities Act requirements. OOA needs secured parking for 12 vehicles.
4. Tenant Improvement specifications shall be as follows:
 - a. An advertisement for the RFP is attached and designated as Exhibit “A.”
 - b. All specifications set forth in the attached Construction Specifications Exhibit “F,” within the Exhibit “C” Lease agreement attached to this RFP.
5. 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.

6. 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 attached as Exhibit “B,” including rent break down, as shown.

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

The modified full service rent shall include complete interior and exterior maintenance and repairs, custodial services (custodial specifications as set forth in Exhibit “E” within the Exhibit “C” Lease agreement designated to this Request for Proposal), and excludes utility services provided to the building that can be separately metered.

In addition, respondents shall specify the following:

1. Rent adjustments, if any.
2. Tenant Improvement allowance per square foot.
3. Options to renew.

Design & Construction/Project Management

Respondents shall describe their methodology to provide 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/Manager. In addition, respondents shall submit a project schedule.

Property Management

Respondents shall describe how they intend to conduct property management operations for the facility, which shall include the following:

1. Company Name of Property Management Firm, or Developer/Owner managed.
2. Procedures and response time for maintenance, repair, and custodial service requests.
3. Ability to undertake future building modifications requested by County.

REVIEW OF SUBMITTALS BY COUNTY

The Real Estate Division will review the submittals of the respondents and determine the most qualified candidates based on the following:

1. Direct applicable experience in the planning and construction of the tenant improvements, and/or managing projects of the size and type proposed.
2. Qualifications of the respondent.
3. Economics and property aspects favorable to the County and its operating requirements.

After review by the County, each respondent will be notified.

PROCEDURE AFTER NOTIFICATION

After notification, the Real Estate Division will coordinate panel interviews to review selected proposals submitted, including the terms and conditions of the lease, the scope and costs of the tenant improvements and establishment of timelines. Upon completion of the interviews, a selection will be made and a Lease document drafted. After execution of the lease by the owner/developer, the document 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:

Wednesday, January 3, 2018 at 5:00 p.m.

Submittals shall be delivered to the following address:

Tonja Gemberling, Real Property Agent
County of Riverside
Economic Development Agency
Real Estate Division
3403 Tenth Street, Suite 400
Riverside, CA 92501
(951) 955-6881 Phone
(951) 955-4837 Fax
TGemberling@RIVCO.ORG

EXHIBITS TO THIS REQUEST FOR QUOTE:

Exhibit A – Advertisement for RFP
Exhibit B - Building Lease Quote
Exhibit C - Lease, including Exhibits

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

TG:ra/121217/00A/19.315

EXHIBIT “A”



ECONOMIC DEVELOPMENT AGENCY REAL ESTATE DIVISION

THE COUNTY OF RIVERSIDE IS ISSUING A REQUEST FOR PROPOSAL (RFP) FOR THE LEASING OF EXISTING OFFICE FACILITIES OF APPROXIMATELY 22,000 SQUARE FEET, FOR USE BY THE COUNTY’S OFFICE ON AGING (OOA). THE GENERAL LOCATION TARGETED FOR THIS REQUIREMENT IS MENIFEE, MORENO VALLEY, MURRIETA, PERRIS OR RIVERSIDE, CALIFORNIA.

CO-LOCATION WITH EXISTING COUNTY ENTITIES IS HIGHLY DESIRED.

RESPONDENTS SHALL SUBMIT THEIR PROPOSALS BASED UPON INFORMATION AND THE DEADLINE CONTAINED IN THE COUNTY OF RIVERSIDE’S REQUEST FOR PROPOSAL PACKAGE. TO OBTAIN AN RFP PACKAGE, PLEASE SUBMIT A REQUEST TO THE COUNTY AT THE EMAIL OR MAILING ADDRESS PROVIDED BELOW, OR VISIT THE EDA WEBSITE AT WWW.RIVCOEDA.ORG “ABOUT EDA, PROPOSAL & QUOTATIONS TAB.”

DEADLINE: 5:00 P.M. WEDNESDAY, JANUARY 3, 2018

TO:
ECONOMIC DEVELOPMENT AGENCY
Real Estate Division
ATTN: Tonja Gemberling
3403 10th Street, Suite 400
Riverside, CA 92501
(951) 955-6881 Office
(951) 955-4837 Fax
TGemberling@RIVCO.ORG

EXHIBIT "B" 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).

EXHIBIT "B"

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

Tonja Gemberling
Real Property Agent
(951) 955-6881

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 – 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.