

**REQUEST FOR PROPOSAL
FOR LEASED FACILITY
RIVERSIDE COUNTY
ASSESSOR-COUNTY CLERK-RECORDER &
TREASURER TAX COLLECTOR**



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

DATE: November 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 existing office space, including interior tenant improvements, to be leased to the County of Riverside for use by the County’s Assessor-County Clerk-Recorder (ACR) & Treasurer Tax Collector (TTC). Desired location is within the **City of Menifee or immediately adjacent area.**

SUBMITTALS

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

Qualifications of the Owner/Manager

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

1. Qualifications of the Owner, including resume and experience, and disclosure of ownership entity.
2. Qualifications of those who will actively participate in the management of the facility, including property manager and contractor.

The Property Specifications

Submittals must address all of the following specifications:

1. **Building Size and Use** – The requested facility is approximately 13,500 square feet of office space for use by approximately 58 staff and public. The office will be utilized to provide services to the public. General design requirements include a lobby with public counter, conference rooms, break room, large wedding ceremony room, supervisor offices, and open area for staff cubicles.
2. **Property Location** – Respondents shall provide a site plan including building site location and parking areas. Close freeway access is preferred.
3. **Parking Ratio** – The Division is seeking a minimum parking ratio of 5 stalls per 1,000 square feet (5:1). All parking shall include applicable Americans with Disabilities Act requirements.
5. **Tenant Improvement** specifications shall be as follows:
 - a. Specifications are set forth in the attached Space Program.
 - b. All specifications set forth in the attached Construction Specifications Exhibit “F”, within the Exhibit “C” Lease agreement designated 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 attached as Exhibit “B”, 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.

A modified full service rent shall include complete interior and exterior maintenance and repairs, custodial services 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 for interior utility services.

In addition, respondents shall specify any of the following:

1. Rent increases.
2. Tenant improvement allowance per square foot.
3. Options to renew.

Design & Construction/Project Management

Respondents shall describe their project management methodology. **If selected, the cost for any architectural services required in order to provide a tenant improvement estimate, prior to lease execution, is borne by Owner.** During the course of construction, Owner shall be required to coordinate project meetings, provide a project schedule and meeting minutes.

Property Management

Respondents shall submit a statement and 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 Owner 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 establish a short list of candidates based on the following:

1. Direct applicable experience in the planning and construction of tenant improvements, and/or managing projects of the size and type proposed.
2. Qualifications of the respondents.
3. Economics and property aspects favorable to the County.
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 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 by Lessor of an agreed Lease, the documents will 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, December 18, 2017, at 5:00 p.m.

Submittals shall be delivered to the following address:

Heidi Rigler, Real Property Agent
County of Riverside
Economic Development Agency
Real Estate Division
3403 Tenth Street, Suite 400
Riverside, CA 92501
951-955-4876
HRigler@rivco.org

EXHIBITS TO THIS REQUEST FOR PROPOSAL:

Exhibit A – Building Lease Quote sheets
Exhibit B – Space Programming*
Exhibit C – Lease, including Exhibits*

*Exhibit B and Exhibit C 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.

HR:ra/110717/002CL/19.324

EXHIBIT "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.) which 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:	If requested, 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 TELEPHONES USED IN CONNECTION WITH ITS OPERATION. COUNTY WILL PAY FOR INTERIOR UTILITIES USED IN CONNECTION WITH ITS OPERATION IF THE PREMISES ARE METERED SEPARATELY.

EXHIBIT "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

Heidi Rigler
Real Property Agent
(951) 955-4876

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.	120 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