



COUNTY OF INYO

REQUEST FOR PROPOSALS



For

Consolidated County Office Space – Bishop Area

Deadline for Submission: March 22, 2010

**County of Inyo
Office of the County Administrator
P.O. Drawer N - 224 N. Edwards St.
Independence, California 93526**

Introduction

The County of Inyo, California, intends to improve the coordinated delivery of services, increase operating efficiencies, and reduce costs to taxpayers by consolidating office space for County programs and services operated from offices in the northern part of Inyo County.

Toward this goal, the County invites proposals from prospective partners to develop consolidated office space in and around the Bishop area. This Request For Proposals (RFP) is structured to encourage creativity in the preparation of the broadest range of proposals capable of meeting the County's requirements. In addition to meeting the physical space needs of the organization, the County also requires competitive proposals to:

- Result in an annualized cost to the County that does not significantly exceed and, preferably reduces what the County would otherwise pay for office space during the term of the resulting agreement (e.g., adjusted for inflation) negotiated between the County and the successful respondent; and,
- Provide the County with ownership of the land and buildings comprising the consolidated office space at the conclusion of the agreement negotiated between the County and the successful respondent.

Any proposals from qualified respondents received by the submittal deadline and meeting these three (3) requirements will be considered further.

Background

The County of Inyo currently occupies 29,723 square feet of office space in and around Bishop, California. This includes 24,188 square-feet of office space leased at an annual cost of approximately \$378,792 per year exclusive of taxes, maintenance, janitorial and utility costs.

County services are not expected to grow in the foreseeable future, and a planning analysis prepared by the County in 1998 estimated its north county office space needs as approximately 60,000 square feet. In 2004, the County developed building drawings and a site plan, and issued a RFP, to develop a County campus on a 5.69 acre parcel of land that the County owns on the southern boundary of the City of Bishop, California. The project was never developed and, since then, the County has continued to lease office space in the Bishop area.

Note: The apparent discrepancy between the area of currently leased office space, and that sought in 2004, is primarily due to the fact that the 2004 building drawings included space for County programs and operations that no longer exist, or are not currently located in the Bishop area.

The County understands that the facility square footage associated with proposals received in response to this RFP may be limited by current building size, lot size and other considerations. Accordingly, the County is prepared to consider a range of proposed facility square footage

(e.g., 30,000 to 60,000 square feet) with the understanding that the successful respondent(s) will be expected to work with the County through the negotiation process to finalize the project design in a manner that best ascertains and meets the County's space requirements. The County desires to guard against over-build of the new facility.

Summary / Project Description

This project is intended to consolidate County offices that currently operate in and around the City of Bishop. This includes seven (7) separate leases in seven (7) different locations, as well as one (1) County-owned facility. Consolidating these office locations must result in a savings to the citizens of Inyo County through improved services and increased efficiencies, reduced lease costs, and the County's ultimate ownership of the consolidated facility.

The County will consider any project that meets this objective. Possible development scenarios may include, but are not limited to proposals from qualified persons or entities to:

- Develop, construct and lease back to the County, with terms the County can afford and that will result in the County's eventual ownership of the property, a facility **located on land already owned by the County** in the northern part of the county (a list of County-owned parcels is available upon request); and/or,
- Develop, construct and lease back to the County, with terms the County can afford and that will result in the County's eventual ownership of the property, a facility **located on privately owned property** that will enable the consolidation of County services; and/or,
- Develop, construct and lease back to the County, with terms the County can afford and that will result in the County's eventual ownership of the property, a facility **located on land owned by a third party** that will enable the consolidation of County services; and/or,
- Improve, expand and provide tenant improvements to, and lease back to the County **an already existing building or facility** to enable the consolidation of County services with terms the County can afford and that will result in the County's eventual ownership of the property; and/or,
- Provide the County with an opportunity to reduce project costs, or acquire suitable land on which the project can be developed, through the **exchange of County-owned property**. Examples include but are not limited to exchanging County-owned property with a respondent proposing to develop the project on land owned by the respondent, or land exchanges with third parties (e.g., federal agencies, Los Angeles Department of Water and Power, etc.); and/or,
- **Reduce the County's future operating and maintenance expense** through thoughtful, intelligent and quality project design; and/or,

- Provide **mutually advantageous financing and terms**; and/or
- Potentially reduce initial project costs by proposing a project that can **secure additional funding through grants, Redevelopment Agency contributions and/or other mechanisms** associated with:
 - lease payments from a mixed-use development (e.g., retail, commercial office, affordable housing, government offices, etc.); and/or,
 - new job creation; and/or,
 - public infrastructure improvements (e.g., sewer and water)

and/or,

- Potentially **reduce up-front project costs further by identifying services**, such as environmental work, that might be provided by the County of Inyo.

Additional Information Available to Potential Respondents

The County will provide potential respondents with the following information upon request:

- Draft site and floor plans prepared by the Inyo County Public Works Department staff for the 2004 Bishop Consolidation effort, and preliminary space assignments (some of which will have changed) by department.
- A summary of current County office locations, sizes, and functions in the Bishop area.
- List of County-owned parcels available for possible facility siting or property exchange(s).

Additional inquiries or requests for information beyond that identified above will be considered and responded to on a case-by-case basis. Because such inquiries may demonstrate a potential respondent's unique qualifications or business acumen, or be used to develop a proposal that may be proprietary, no interested party should assume that any specific information requested by, and provided to a potential respondent will automatically or by rote be provided to other potential respondents.

Inquiries and requests for information must be submitted in writing, and should be directed to:

Ted Pedersen, Director
 Department of Public Works
 County of Inyo
 P.O. Drawer Q – 168 N. Edwards St.
 Independence, CA 93526
tpedersen@inyocounty.us

Proposal Requirements

A proposal submitted in response to this RFP should be written so as to enable the County of Inyo to assess its general conformance to the County's needs, objectives, goals, and expectations with respect to project development. Proposals must demonstrate the ability to meet the County's physical space needs and fiscal constraints.

The information provided in the proposal will be the basis for selecting those firms, individuals, or other entities with which the County may commence to negotiate. Proposals must include at least the following information:

- A. **Summary.** Provide a summary, one-page or less, of the project proposal including location, design/construction overview (e.g., new construction, retrofit, tenant improvement, mixed use, etc.), size, cost (overall project costs and cost per square foot), financial terms, and any other relevant considerations.
- B. **Company Background.** A detailed description of the respondent's previous experience with similar development projects, including the financial aspects thereof, as well as a portfolio of any projects completed for other governmental agencies.
- C. **Key Personnel.** The staffing capabilities of the firm, including experience/qualifications of the proposed staff members and their availability to perform the work. Key sub-contractors should also be identified by name or specialty (e.g., financial institution, design firm, general contractor, etc.)
- D. **Location.** Respondent must identify the proposed location for the project, or locations (if the proponent is proposing a facility that could be sited on more than one location as opposed to multiple facilities located at different locations). The information provided should identify who owns the property (e.g., respondent, third party, County), as well as the size, current zoning, and appraised value of the property.
- E. **Preliminary Design.** The respondent should provide preliminary floor plans, elevations, and other architectural renderings. Submittals should include total square footage, and spatial details such as number and size of meeting rooms, offices, work areas, and common areas.
- F. **Design Process.** The respondent is asked to detail the process (es) they will employ, if their proposal is selected for implementation, to work with the County to finalize the building size and layout to best confirm and meet the needs of the public and provide appropriate space for conducting County business.
- G. **Project Cost.** The respondent must provide a preliminary total project cost estimate, and a cost per square foot estimate; including key assumptions used in arriving at the cost estimates.
 - a. In addition, please include a substantiated estimate of annual operations and maintenance cost.

- H. **Project Financing.** The respondent must indicate the preferred scenario or scenarios that the respondent proposes for financing the project (e.g., lease-purchase, developer financed, etc.) including term. In considering approaches to financing, respondents are urged to utilize creativity, as appropriate, and remain cognizant of the County’s need to enter into a development agreement that is relatively cost-neutral compared to its current and future office space expenditures in the Bishop area.
- I. **County Participation.** The respondent should identify all opportunities the respondent requires, or will consider for the County to reduce the projects costs, or otherwise “buy down” the length of the term or size of the incremental payments. Examples could include, but are not limited to: infrastructure grants tied to new job creation (most appropriate for proposals featuring a mixed-use, public-private tenancy), acquisition of / trade for other County-owned property, etc.
- J. **Additional Information.** The respondent is invited to provide any additional information that may be pertinent to the project or otherwise inform the County in deciding whether to proceed with negotiations with the respondent.
- K. **Responsiveness.** In addition, the respondent must be prepared to provide for flexibility in the design and construction of the eventual facilities. To demonstrate flexibility, the Proposals may address topics such as:
- (1) An approach, should the County and respondent commence negotiations, for modifying features of the proposed project based on the County’s needs.
 - (2) Alternative methods or approaches, in addition to those described in H. above, that may reduce the cost of design, construction, and/or leasing;
 - (3) Ability to adjust the project to meet community, adjacent property owner, County, and other local agency concerns;
 - (4) Ability to meet future needs, such as increasing or decreasing the size of the facility based on future changes in the size of County government;
 - (5) Alternative methods of financing; and,
 - a. Other topics that the respondent may feel are appropriate.
- L. **Ability to Provide Financial Data.** The respondent must provide an indication of its willingness to provide the County with audited financial statements and other information deemed necessary by the County.

Evaluation/Criteria Selection Process

A selection committee, possibly composed of members of the Inyo County Board of Supervisors, the County Administrative Officer, County Counsel, the Public Works Director, and/or other appointed or elected officials, will review all of the proposals that are submitted by the required deadline. The selection committee will evaluate the proposals based on the requirements cited above to identify those proposals that have the best potential of meeting the County’s needs. As part of this process, the County may conduct follow-up interviews with, or request presentations from respondents.

Negotiation for Terms

Following the review process, the County will commence negotiations with the respondent(s) whose proposal(s) are deemed most likely to result in a project that meets the County's service, efficiency and pricing needs. The negotiations are expected to result in the recommendation to the Board of Supervisors that the County enter into exclusive negotiations with a sole respondent for the purposes of developing and executing a development agreement.

County Development Agreement

Once the County and selected respondent have agreed upon the scope and terms of the project, the parties shall execute an Inyo County Development Agreement that will govern the construction, occupation and, ultimately, County ownership of the property.

Submittal Requirements

All proposals are due by 5 p.m., March 22, 2010.

To be considered, one (1) master (unbound, ready to copy) and six (6) copies of the proposal must be received by the County Administrator's Office no later than the proposal deadline.

Proposals can be mailed to:

County of Inyo
Office of the County Administrator
Attention: Office Consolidation Project
P.O. Drawer N
Independence, CA 93526

Hand-delivered or FedEx to:

County of Inyo
Office of the County Administrator
Attention: Office Consolidation Project
224 N. Edwards
Independence, CA 93526

Please note the difference between the mailing address and physical address. Postmarks, facsimile, and electronic copies will not be considered.

To be considered, proposals from respondents must be received in the Inyo County Administrator's Office no later 5 p.m., March 22, 2010.