County of Los Angeles Chief Executive Office Real Estate Division

BULLETIN NO. 2018-103
REQUEST FOR LEASE SPACE
DMH PALMDALE REGION

The County of Los Angeles (County) Chief Executive Office (CEO) Real Estate Division (RED) is requesting information from property owners and property managers (collectively, "**Landlords**") for space available for lease by the County for use by the Department of Mental Health (DMH) in the city of Palmdale from its current offices located at 1529 East Palmdale Boulevard, and 2323 A East Palmdale Boulevard, respectively, as depicted in the attached map (the "**Search Area**").

This Bulletin does not commit the County to enter into a lease or contract for any services whatsoever. The County shall not be liable in any way or have any responsibility for any costs incurred in connection with the preparation, submittal, or presentation of any response to this Bulletin.

The County's election to negotiate in its sole discretion with one or more Landlords, and the issuance of this Bulletin or a subsequent Bulletin, should not be interpreted to suggest that the County will enter into exclusive negotiations with any single Landlord. The County retains the right in its sole discretion to enter into exclusive negotiations with any one or more of the Landlords or none of the Landlords.

1.0 BACKGROUND

DMH currently has two offices that service the Palmdale area, providing counseling and guidance services as well as specialized foster care.

DMH desires to enhance quality and productivity as well as improve the well being of children and families in the Palmdale area in accordance with the County's Strategic Asset Management Principles. The leased space will be used to house DMH staff with a moderate level of daily public visits.

This Bulletin seeks space for the DMH Palmdale Regional Office in the Search Area defined above.

2.0 DEPARTMENT LEASEHOLD NEEDS

DMH has a need for up to 22,000 square feet of office in the Search Area with a move-in date sometime between July 1, 2019 to December 31, 2019 ("**Move-in Date**"). DMH requirements include a minimum of 110 parking spaces for staff plus public parking in compliance with applicable laws, including the Americans with Disabilities Act. The leased area would include private offices, open space for placement of systems furniture,

conference and various specialty use rooms including Live Scan, family interaction/interview rooms and children's play area.

The County is seeking a lease with an initial term of up to 10-years and two 5-year options with a County right to cancel the lease any time after 5 years. The County is also interested that a purchase option be included as part of the lease terms, as well as an option to lease additional space. The County expects that this would be a full-service gross lease direct with the property owner, which would include complete interior and exterior maintenance and repairs, custodial services and utilities provided by Landlord, without any pass-through costs to the County.

Landlord will be required to provide tenant improvements in order to make the leased space functional for DMH. The County expects the Landlord to provide a certain amount toward the base tenant improvements. 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.

The ideal site requires a modern facility for DMH that should demonstrate the following attributes and characteristics:

a. Convenient access to the regional rail and/or bus transit systems.

b. Sufficient land area that accommodates the requested lease space and parking (surface or structure) to meet the needs of the department and clients it services.

c. Convenient freeway access.

d. Be a potential stimulus for additional private and public investment.

e. Costs for the County must be consistent with prevailing market rates within the Service Area.

f. Compatibility with surrounding land uses.

g. Surrounding land uses would not have detrimental impacts to the County's use.

3.0 INFORMATION REQUESTED

The County is requesting that interested and qualified candidates submit the following information:

a. Identification of the Landlord entity and property management experience.

b. Address of the proposed site that is within the Search Area along with evidence of Landlord's site control of the property.

c. Basic building information, including, without limitation, building type, age, and any amenities. If the building is more than one story, please provide the number of floors and size of floor plates.

d. A site plan demonstrating sufficient land area and an adequate configuration to accommodate up to 22,000 square feet of general office space and 110 parking spaces for County staff and guests. The site plan should designate the space location and parking areas and provide a description of available public transit to the site.

e. Lease terms, including length of lease, base rent, the basis of periodic escalations and adjustments to base rent, description of any options and rent during any option years.

f. Amount of Landlord's contribution as a non-reimbursable base Tenant Improvement Allowance.

g. Submissions should include information regarding any current leases the County has with any of the principals related to the ownership of the proposed site.

h. If the property is listed with a broker and there is a commission due, the County will participate in the commissions due the brokerage and a statement regarding this shall be included in the proposal clearly indicating the commission fee structure.

i. Provide any other relevant information that will help the County understand the submission, or any other relevant information about the proposed site.

j. The County is also issuing its Bulletin No. 2018-102 for a DCFS Palmdale Regional Office. If you would like to submit information for both the DCFS and DMH Palmdale space needs, please note in your submission.

4.0 SUBMISSION INSTRUCTIONS

All communication regarding this Bulletin or any matter relating thereto must be in writing. If you have any questions about this Bulletin or need additional information to help you respond to this Bulletin, please email your questions to CAchdjian@ceo.lacounty.gov with the subject line "*Question regarding Bulletin – DMH Palmdale Region.*"

If you are interested in responding to this Bulletin, please submit a letter containing the information requested in Section 3 above. **Responses are due at or before 12:00 noon (Pacific Time) on Friday, May 25, 2018**.

Responses should be sent by **email** to: Leaseacquisitions@ceo.lacounty.gov with the subject line "*Submission Response to Bulletin – DMH Palmdale Region"* or delivered to the Chief Executive Office, Real Estate Division, 222 South Hill Street, 3rd Floor,

Los Angeles, CA 90012. If sending an email, responses should be attached in a PDF file to that email. Oral or telephonic submissions will not be considered.

All Bulletin questions or submission will receive a confirmation email from the County that the message has been received.

Neither the responses nor any information made as part of the responses will be returned to the respondent.

False, misleading, incomplete, or deceptively unresponsive statements in connection with a submission shall be sufficient cause for rejection of the submission. The evaluation and determination in this area shall be at the County's sole judgment and its judgment shall be final. All submissions shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final submission date.

5.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

The County is not responsible for representations made by any of its officers, employees, or other individuals acting or purporting to act on its behalf prior to the execution of a lease unless such understanding or representation is included in the lease.

Notwithstanding a recommendation of a Department, agency, or individual, the Board of Supervisors (**Board**) retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determination necessary to arrive at a decision to award, or not to award, a lease.

Respondents are hereby advised that this Bulletin is requesting information only, and is not intended, and is not to be construed as, an offer to enter into a lease or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all submittals received in response to this Bulletin or may, in its sole discretion, reject all proposals and cancel this Bulletin in its entirety. The County shall not be liable for any costs incurred by the respondent in connection with the preparation and submission of any response.

The County may investigate the qualifications and responsibility of any respondent under consideration, using any information available to the County. The County may require confirmation of information furnished by a respondent, and require additional evidence of qualifications and responsibility to perform as described in this Bulletin.

The County reserves the right to:

a. Reject any or all of submissions in its sole and absolute discretion;

b. Modify the response deadlines;

c. Negotiate the terms based on any submittal received;

d. Remedy errors in the Bulletin;

e. Cancel the entire Bulletin;

f. Issue subsequent Bulletins;

g. Amend the Bulletin before and after receipt of proposals, including modifying the Department's Leasehold Needs set forth in Section 2;

h. Request clarification from any or all respondents of any information contained in the submissions;

i. Request additional information from respondents as deemed necessary and appropriate by the County and to solicit additional information from third parties.

j. Conduct discussions with any or all of the respondents;

k. Exercise its discretion in evaluating submissions to determine the submission most advantageous to the County taking into account all terms and conditions;

l. Negotiate with any, all or none of the respondents;

m. Disqualify submittal(s) upon evidence of an organizational conflict of interest, false or misleading certifications or representations in its submission, or collusion with intent to defraud or other illegal practices on the part of the respondent(s);

n. Waive any minor deficiencies, informalities and/or irregularities in any submission or compliance by respondents with requirements for submission of proposals to the extent permitted by law;

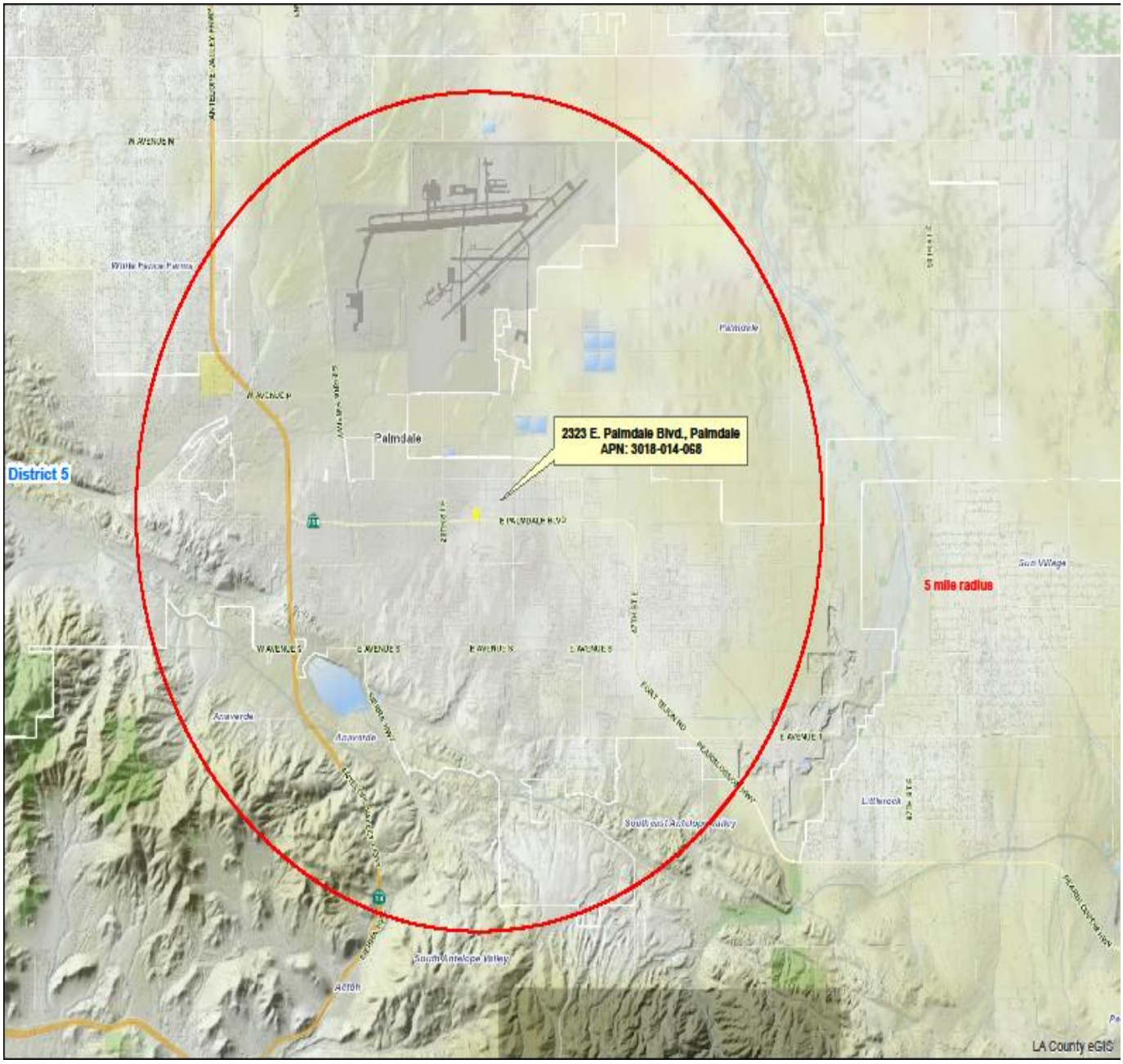
o. Examine any books, records, accounts and other documents of any respondent as it relates to a submission.

6.0 NOTICE TO RESPONDENTS REGARDING THE PUBLIC RECORDS ACT

Responses to this Bulletin become a matter of public record, except for those parts of each response which are justifiably defined as business or trade secrets, and plainly marked by the respondents as "Trade Secret," "Confidential," or "Proprietary."

The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The respondents must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

SEARCH AREA


2323 E. Palmdale Blvd., Palmdale
APN: 3018-014-068
District 5
5 mile radius
Palmdale
LA County eGIS