

Flyer No. 2018-115 (Revised)

County of Los Angeles Chief Executive Office Real Estate Division FLYER SEEKING TO LEASE SPACE

Department of Public Social Services: Long Beach Regional Office

The County of Los Angeles (County) Chief Executive Office (CEO) Real Estate Division (RED) is requesting information for available space to lease to the County which must be located within the City of Long Beach. Below is general information about the space needs. Upon receipt of general information about available space, the County will follow up on those properties of interest.

GENERAL SPACE NEEDS

County Department/Program: Department of Public Social Services: Long Beach Regional Office.

The Long Beach Regional Office will be a full-service office, administering several direct service programs including: CalWORKS, CalFresh, and Medi-Cal, In Home Support Services, General Relief, GAIN and GROW. These programs will provide direct services to DPSS clients in the Long Beach Regional area of Los Angeles County, for general relief, job training and counseling services. The leased space will be used to house DPSS staff with moderate to heavy level of daily public visits.

Search Area: Any proposed sites shall be located within the City of Long Beach.

Square Footage: Approximately 100,000-105,000 square feet of office space to accommodate 510 employees.

Move in Date: 30 days of acceptable completion of the tenant improvements. Need to identify a space within the next 60 to 90 days.

Parking: Approximately 5.2 parking spaces per 1000 square feet of office space with a minimum of 518 parking spaces for staff plus visitor parking which could potentially reach 300 to 500 visitors per day with an average visit period between one (1) to three (3) hours.

Tenant Improvement: Tenant improvements are expected to include furniture, signage, construction of private offices, conference rooms, kitchenets/break rooms, copy rooms and an open area for placement of systems furniture, based upon a mutually approved space plan.

Lease Term: For existing buildings initial term of up to 15 years with an option to renew for 5 or 7 additional years. For build-to-suit opportunities (with purchase options) will consider up to 30 year Lease Terms.

Rental Rate: Flyer respondent to provide.

Lease Type: the preferred lease would be on a full-service gross basis direct with the property owner, which would include complete interior and exterior maintenance and repairs, custodial services and utilities provided by Landlord. County would consider a modified gross lease wherein utilities can be separately metered directly from the utility company servicing the property.

Landlord's Tenant Improvement Allowance: Flyer respondent to provide.

Building/Site: The ideal site requires a modern facility for DPSS 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 serves.
- c. Convenient freeway access.
- d. Be a potential stimulus for additional private and public investment.
- e. Cost for the County must be consistent with prevailing market rates within the Service Area.
- f. Compatibility with surrounding land uses.

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

- a. Identification of the Landlord entity and prior Landlord history and property management experience, including, without limitation, the qualification and resume of those personnel who will actively participate in the development and management of the facility and a list of past and present properties managed.
- b. Evidence of site control.
- c. A site plan for all sites that are offered demonstrating sufficient land area and an adequate configuration to accommodate 100,000-105,000 square feet of general office space and parking for 510 staff plus parking for approximately 300-500 daily visitors. The site plan should designate the space location and parking areas. Site preference will be given to locations within close proximity to public transit and within the Service Area.
- d. Demonstrate ability to finance tenant improvements projects of the size and scale needed for the size and scale need for the space use of the department.
- e. Documentation of the Landlord's track record for providing completed space within budget and on schedule.

For build-to-suit projects, please include the following information:

- f. Identification of the developer entity and prior developer history; a description of prior experience developing government offices under capitalized lease structure is particularly relevant. Include qualifications of those who will actively participate in the development and/or management of the facility, including the architect and contractor.

SUBMISSION INSTRUCTIONS

County will only review responses directly from building owners or their authorized listing broker representative possessing a current written listing agreement for the offered premises and or building.

All communication regarding this Flyer or any matter relating thereto must be in writing. If you have any questions about this Flyer or need additional information to help you respond to this Flyer, please email your questions to Leaseacquisitions@ceo.lacounty.gov and Cushman & Wakefield, the exclusive broker representative of the County of Los Angeles for this requirement, at Justin.collins@cushwake.com, with the subject line “*Question regarding Flyer No. 2018-115 (REVISED) – DPSS-Long Beach Regional Office*”.

If you are interested in responding to this Flyer, please submit a letter containing the information pursuant to this request. **Responses are due at or before 12:00 noon (Pacific Time) on September 30 2019.**

Responses should be sent by **email** to: Leaseacquisitions@ceo.lacounty.gov and Cushman & Wakefield, the exclusive broker representative of the County of Los Angeles for this requirement, at Justin.collins@cushwake.com, with the subject line “*Response to Flyer No. 2018-115 (REVISED)– DPSS-Long Beach Regional Office*”. Responses should be attached in a PDF file to the email. Oral or telephonic submissions will not be considered. Responses will not be considered unless sent to both of the email addresses above.

All Flyer questions or submission will receive a confirmation email upon receipt from either the County or Cushman & Wakefield that the message has been received.

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

COUNTY’S RIGHTS AND RESPONSIBILITIES

This Flyer 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 with the preparation, submittal, or presentation of any response to this Flyer.

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

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 Flyer 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 Flyer or may, in its sole discretion, reject all proposals and cancel this Flyer 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 Flyer.

The County reserves the right to:

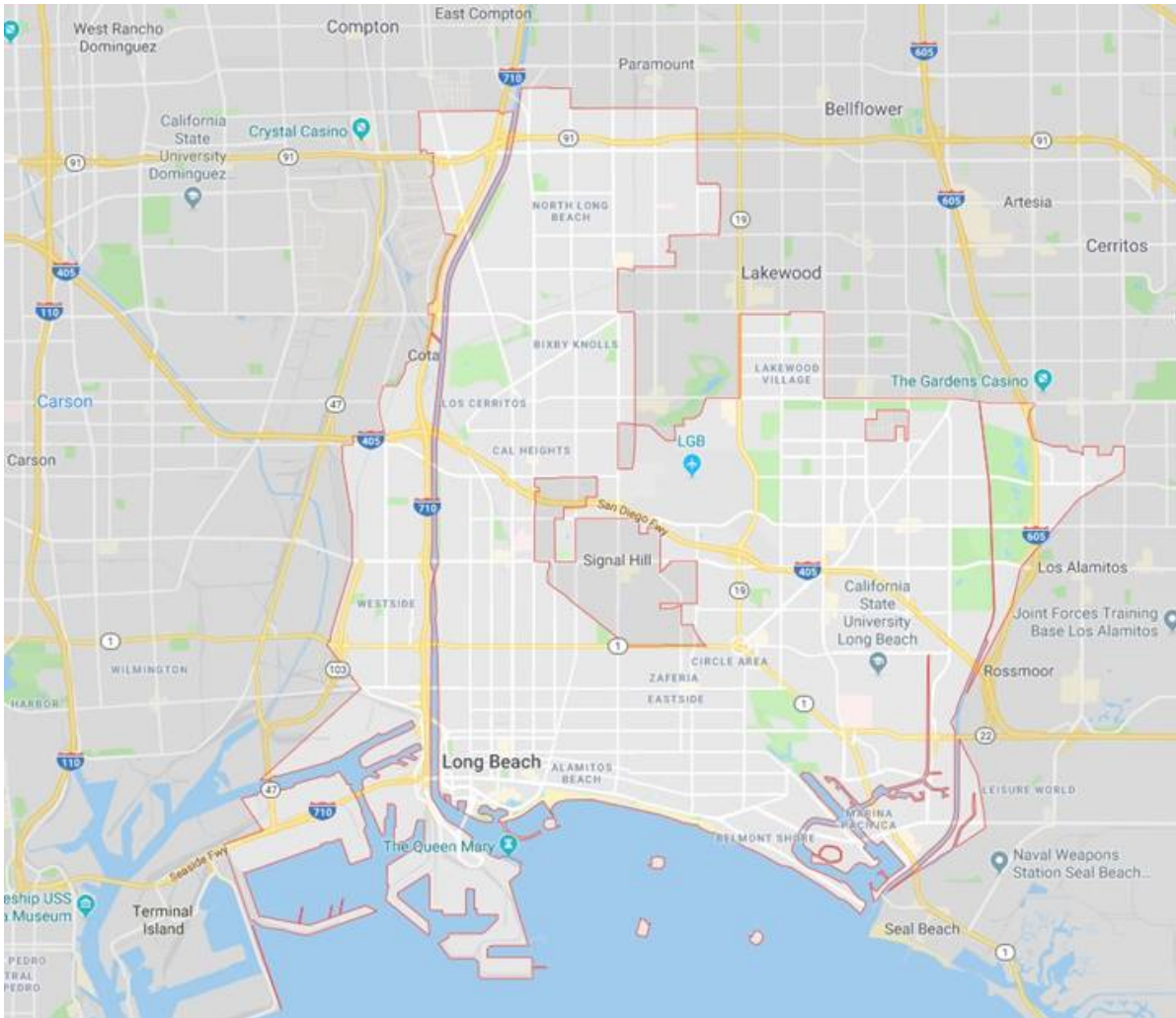
- a. Reject any or all of submissions in its sole and absolute discretion;
- b. Modify the response deadlines;
- c. Negotiate the terms based on any submittal received;
- d. Remedy errors in the Flyer;
- e. Cancel the entire Flyer;
- f. Issue subsequent Flyers;
- g. Amend the Flyer before and after receipt of proposals, including modifying the Department's leasehold needs;
- 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.

NOTICE TO RESPONDENTS REGARDING THE PUBLIC RECORDS ACT

Responses to this Flyer 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



Search Area The City of Long Beach