



GOVERNING BOARD

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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Wednesday, March 23, 2016

TIME: 1:00 p.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net

A G E N D A

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Action Item**
 - A. Approval to Extend Deadline for Response to Request for Proposals for Administrative Office Space – Headquarters and to Reject One Proposal as Non-Responsive
- III. Adjournment**

DISTRIBUTION DATE: TUESDAY, MARCH 22, 2016

POSTING TIME: 12:00 P.M.

ITEM II-A - ACTION

APPROVAL TO EXTEND DEADLINE FOR RESPONSE TO REQUEST FOR PROPOSALS FOR ADMINISTRATIVE OFFICE SPACE – HEADQUARTERS AND TO REJECT ONE PROPOSAL AS NON-RESPONSIVE

BACKGROUND:

On February 4, 2016, the SETA Governing Board authorized the release of a Request for Proposals (RFP) for office space, soliciting proposals for space to replace its current Administrative Headquarters located at 925 Del Paso Boulevard. Responses to the RFP were due no later than March 14, 2016. Five proposals were submitted, one of which was submitted by John Foggy for space located at 3720 Madison Avenue, which was well outside the required boundaries specified in the RFP. Because 3729 Madison Avenue is outside of the RFP boundaries, staff and legal counsel believe that Mr. Foggy’s proposal should be deemed non-responsive to the RFP.

Four other proposals were submitted that staff and legal counsel believe were generally responsive to the RFP, but each of which was deficient in some manner, as detailed in the following table:

Proposer	Location	DEFICIENCY
1. Colony Capital	1750 Howe Ave	PROPOSAL ONLY GOOD UNTIL 4/15/16 – RFP REQUIREMENT IS FOR A BINDING PROPOSAL GOOD THROUGH 7/29/16; NO PARTY/PARTICIPANT DISCLOSURE FORMS (Ex. 2C) INCLUDED
2. JB Company	Stanford Avenue – 9.42 acre vacant parcel – APN 275-0060-010	PROPOSED INITIAL TERM IS 15 YEARS – 5 MORE THAN PROVIDED IN RFP; NO PARTY/ PARTICIPANT DISCLOSURE FORMS (Ex. 2C) INCLUDED
3. McCuen Acoma Street Investors	925 Del Paso Blvd.	PROPOSAL LIMITS THE NATURE OF TURNKEY IMPROVEMENTS, MAKING THEM SUBJECT TO MUTUAL AGREEMENT ON FINAL PLAN, AS OPPOSED TO CONSISTENT WITH ARCHITECTURAL EXHIBITS, SUGGESTING THAT COSTS COULD BE INCREASED AS A RESULT OF FINAL PLANS
5. Ravel Rasmussen Properties	444 N. 3 rd Street	PROPOSAL INCLUDES A DISCLAIMER AT THE BEGINNING THAT EFFECTIVELY RENDERS THE PROPOSAL NON-BINDING, CONTRARY TO THE RFP REQUIREMENT FOR A BINDING PROPOSAL GOOD THROUGH 7/29/16.

ITEM II-A – ACTION (continued)
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Because of the deficiencies contained in these four responses, staff proposes that the Board direct staff to contact each of the four proposers in order to afford them the opportunity to cure these deficiencies. In order to accomplish this, staff proposes that the Board extend the deadline for responding to the RFP until March 30, 2016. During this period of extension, the four proposers would be permitted to provide clarifying information and otherwise modify their proposals. Moreover, extension of the deadline would permit any other party to submit a proposal before the new deadline.

RECOMMENDATION:

Staff recommends that the Governing Board reject the proposal submitted by John Foggy for space located at 3720 Madison Avenue as non-responsive because the property is located outside of the boundaries specified in the RFP. In addition, staff recommends that the Board authorize staff to contact the other four proposers in order to afford them the opportunity to cure the deficiencies contained within each of their proposals. Finally, staff recommends that the deadline for response to the RFP be extended until March 30, 2016.

STAFF PRESENTER: Kathy Kossick