

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

REQUEST FOR PROPOSALS

LEASED OFFICE AND CLASSROOM SPACE

Date Released: June 3, 2010

Due Date: June 25, 2010

The terms and conditions of this Request for Proposals have
been approved by the Governing Board of the
Sacramento Employment and Training Agency

Sacramento Employment and Training
Agency 925 Del Paso Blvd., Ste. 100
Sacramento CA 95815

Telephone (916) 263-3800

PLANNING CALENDAR
(dates and times are subject to change)

<u>DATE</u>		<u>EVENT</u>
Thursday, June 3	10:00 am.	The SETA Governing Board reviews/approves the RFP.
Thursday, June 3	12:00 noon	Release RFP.
Tuesday, June 15	10:00 am.	Offeror's Conference, Shasta Room, 925 Del Paso Blvd., Ste. 100
Friday, June 25	12:00 noon Deadline	Proposals are due at SETA, 925 Del Paso Blvd. Suite 100 Receptionist
Thursday, July 1, 2010,	10:00 a.m.	Governing Board reviews/approves staff recommendations

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
REQUEST FOR PROPOSALS
LEASED OFFICE AND CLASSROOM SPACE**

I. GENERAL INFORMATION

INTRODUCTION

A. SETA is seeking a fully serviced lease for approximately 14,200 – 16,000 square feet in the Foothill Farms area of Sacramento for use as office and classroom space for clients entering the facility for job training and employment services. The average rental rate for the space should be consistent with rates for fully serviced leases in the locality of the site proposed and proposers should realize that the rental rate, while not controlling, is a significant factor in the process of selection. The boundaries for the areas are identified in Section I.C. "Site Location." A detailed description of the space needs is included in Section II, "Identified Space."

B. **Background:**

SETA is a joint powers agency comprised of the City and County of Sacramento. SETA administers the Workforce Investment Act program, Sacramento County Head Start program, Community Services Block Grant program, Targeted Assistance and Refugee Employment Social Services Grant program, and American Recovery and Reinvestment Act of 2009 program. SETA is governed by a five-member Governing Board comprised of two members of the Sacramento City Council, two members of the Sacramento County Board of Supervisors, and one public member.

Working in conjunction with the SETA Governing Board are a variety of boards and councils that assist in the administration of the programs. These boards and councils include the Sacramento Works, Inc. Board, the Head Start Policy Council (PC), and the Community Action Board (CAB).

C. **Site Location**

SETA is seeking a site in the area bounded by Dudley Blvd./34th Street on the West, Elkhorn Boulevard/Greenback on the North, Auburn Avenue on the East and Madison Avenue/Roseville Rd. on the South. **NOTE: Sites on both sides of boundary streets are acceptable.** Please see the map attached hereto.

D. Preferred Date for Occupancy:

The preferred date for occupancy by SETA is no later than October 1, 2010. If the proposed premises will be available at an earlier date, please state that date.

E. Solicitation:

The purpose of this Request for Proposals (RFP) is to solicit proposals to lease fully serviced office and classroom space to SETA in accordance with the requirements contained in this RFP.

It is understood that:

1. Any proposer may be required to furnish a financial statement and/or other information as determined by SETA identifying the financial ability of the proposer to furnish and maintain the required facilities.
2. This solicitation does not seek formal bids, but is a request for proposals. SETA shall not pay for any costs incurred by a responding person or entity. SETA reserves the right to accept or reject any or all proposals in whole or in part received in response to this request and to negotiate with all qualified sources. SETA may cancel this RFP, in whole or in part, at any time and in its sole discretion. SETA reserves the right to accept or reject any proposal or to waive any irregularity in any proposal. In determining and evaluating the best proposal, the rental rate will not necessarily be the controlling factor. Such factors as construction time, suitability of the building for the proposed use, economic impact on neighborhood, financial ability of the proposer, payment of agency relocation expenses, along with any other factors deemed relevant by SETA, will also be considered.

SETA SHALL BE THE SOLE JUDGE IN THE DETERMINATION OF THESE MATTERS.

3. The successful offeror will be required to enter into SETA's standard form lease for the premises (see attached copy) with only the business terms thereof being subject to negotiation. The standard form lease contains a liquidated damages provision for delays in occupancy beyond the agreed upon move in date as follows:

“FAILURE TO HAVE PREMISES READY FOR OCCUPANCY IN THE EVENT LESSOR FAILS, FOR ANY REASON WHATSOEVER, TO HAVE THE PREMISES READY FOR OCCUPANCY FOR LESSEE BY [Date], LESSEE SHALL NOT BE LIABLE FOR ANY RENT WHATSOEVER UNTIL SUCH TIME AS THE PREMISES ARE READY FOR OCCUPANCY. IN ADDITION, LESSOR SHALL PAY TO LESSEE, AS LIQUIDATED DAMAGES, COMMENCING [Date], THE SUM OF ONE HUNDRED DOLLARS (\$100.00) PER DAY OR ANY DAILY INCREASED SUM LESSEE IS REQUIRED TO PAY AT ITS CURRENT OR ALTERNATE LOCATIONS, WHICHEVER IS GREATER, UNTIL SUCH TIME AS THE PREMISES ARE READY FOR OCCUPANCY. “READY FOR OCCUPANCY” SHALL BE DEFINED AS CONFORMING TO THE PLANS AND SPECIFICATIONS AS IDENTIFIED IN PARAGRAPH ____ ABOVE. SHOULD THE PREMISES FAIL TO CONFORM TO

SAID PLANS AND SPECIFICATIONS FOR FORTY-FIVE (45) DAYS OR MORE BEYOND [Date], LESSEE MAY, AT ITS OPTION, CANCEL AND TERMINATE THIS LEASE WITHOUT ANY OBLIGATION ON ITS PART WHATSOEVER, AND RECEIVE A COMPLETE REFUND OF ALL SUMS THERETOFORE PAID TO LESSOR UNDER THIS LEASE WITHIN TEN (10) BUSINESS DAYS OF CANCELLATION.”

4. All leases must receive the final approval of the SETA Governing Board before execution by SETA.
5. All proposals should contain a site plan indicating the location of the building. In addition, a floor plan of the building indicating the space being offered is requested.

F. Funding Sources

SETA’s funding is based exclusively on federal and state grants and awards. Proposers should be aware that SETA’s activities, including procurement of leased space and lease terms and conditions, are subject to any modification required by its funding sources for the pertinent laws and regulations.

G. Responsiveness

In order to be deemed responsive to this RFP, any proposal submitted must: (1) identify the location, (2) include a site location map and front elevation of proposed buildings(s) or a photograph(s) of the existing structure(s), (3) identify the occupancy date, (4) identify the size of the proposed facility(ies), (5) quote proposed monthly rent, and (6) specifically address all other items identified in the RFP, including, but not limited to, the “specifications” set forth in Section III.

H. RFP Schedule

This RFP is being released on June 3, 2010. Proposals shall be received no later than 12:00 noon., Pacific Time, June 25, 2010 at the SETA office, 925 Del Paso Blvd., Suite 100, Sacramento, California 95815. **LATE PROPOSALS WILL NOT BE ACCEPTED.** Any proposal submitted must be binding and irrevocable on the part of the proposers through October 31, 2010. The SETA Governing Board is currently scheduled to select a proposal(s) and to authorize lease negotiations at its public meeting on July 1, 2010.

II. IDENTIFIED SPACE

The following represents approximate space needs for the site:

- 5 offices – Each office approx. 168 sq. ft.
- 2 supply rooms – Each approx. 200 sq. ft.
- 2 interview rooms – each approx. 80 sq. ft..
- 2 computer labs – one approx. 460 sq. ft., the other approx. 266 sq. ft.
- 1 copy mail room – approx. 140 sq. ft.
- 1 Lan Room – approx. 144 sq. ft.
- 1 Janitorial Closet – approx. 60 sq. ft.
- 1 Business Information Center (BIC) Room – approx. 228 sq. ft.

4 large classrooms – 3 each approx. 600 sq. ft. (one approx 1300 sq. ft.)
2 breakrooms (1 client, 1 staff) – staff approx. 360 sq. ft., client approx.
200 sq. ft.
4 restrooms (2 client, 2 staff)

Large open area to accommodate 34 cubicles (7x7.6), receptionist desk for two and resource area 9-12 tables and chairs and 8 computers and 3 phone stations and resource material

Minimum exclusive parking spaces of 15

III. SPECIFICATIONS

The specifications set forth below identify the standards and requirements for the premises to be leased by SETA. Each proposal must address each specification. These specifications are not intended to constitute limitations on additional amenities that a proposer may wish to include in a proposal. Proposers are encouraged to address other such amenities, such as assisting in relocation expenses.

MANDATORY

- A. The term of the lease will be for five (5) years. SETA's preferred date for occupancy and commencement of the term is October 1, 2010. If you propose an earlier or a later date, please state that date. Please describe the options to renew the lease which the landlord is willing to grant SETA.
- B. The lease must include a provision permitting SETA to terminate the lease in the event any of SETA's funding sources reduce funding to SETA to ninety percent (90%) or less of the funding level of fiscal year 2010.
- C. Proposed rental rates must be based upon usable square feet. A flat rate for rent for each year of the lease is preferred. Such flat rate would exclude any pass through of operating expenses, taxes, etc.
- D. **All rental rates must be for a fully serviced lease.**
- E. The site must have full-handicapped access in conformance with all federal, state and local laws and regulations. Sites must also conform to all safety regulations and orders of applicable governmental agencies, including, but limited to, the California Department of Industrial Relations, the U.S. Department of Labor – Occupational Safety and Health Department and the California State Fire Marshall.

The site must include male/female restrooms for client and male/female restrooms for staff with handicapped access.

- F. The lease will preclude advance deposits, including security deposits.
- G. The lease will provide for lease payment to be paid in arrears at the end of each month.
- H. There shall be fifteen (15) exclusive individual identified off-street parking spaces for staff. The exclusive parking space cost shall be included in the basic rent.
- I. The site must have the ability to fully secure the leased premises during non-business hours.
- J. Proposals must identify how additional parking needs of staff, the public and trainees can be met within reasonable proximity of each site.
- K. The lease will require the lessor to insure the building and improvements of replacement value and maintain public liability insurance with limits of at least One Million and No/100 Dollars (\$1,000,000.00), with SETA named as an additional insured.
- L. It is preferred that the lease includes a provision granting SETA the option to lease additional contiguous space in future years.
- M. The site must be fully carpeted (exceptions are restrooms, supply room, mail room, breakrooms, Lan Room). The carpet must be of a type which will resist static electricity and have a unitary backing to prevent running of carpet fibers.
- N. The site must be equipped with adequate window covers.
- O. The site must have central heating and air conditioning with adequate zone controls.
- P. All sites must include 220 volts wiring with dedicated lines for reproduction and computer equipment.
- Q. Prior to the walk through inspection of the leased premises, the landlord shall thoroughly clean the leased premises using professional cleaners. Items to be cleaned include, but are not limited to, doors, door frames, windows and frames, grills, trim, light fixtures and switch plates, plumbing fixtures and trim, and all finished surfaces. All spots, smears, dust, debris and defacements of every sort, including those of vandals, shall be removed. The landlord shall keep the leased premises clean until occupancy by SETA and commencement of the lease.

IV. OFFEROR'S CONFERENCE

SETA will conduct an Offeror's Conference on June 15, 2010 from 10:00 a.m. to 11:00 a.m. in the Shasta Room at 925 Del Paso Blvd., Ste. 100, Sacramento, CA 95815. The Conference will be provided so that proposers may have the opportunity to raise any questions they may have pertaining to the development of their proposals. It is not the intent of SETA to offer personalized technical

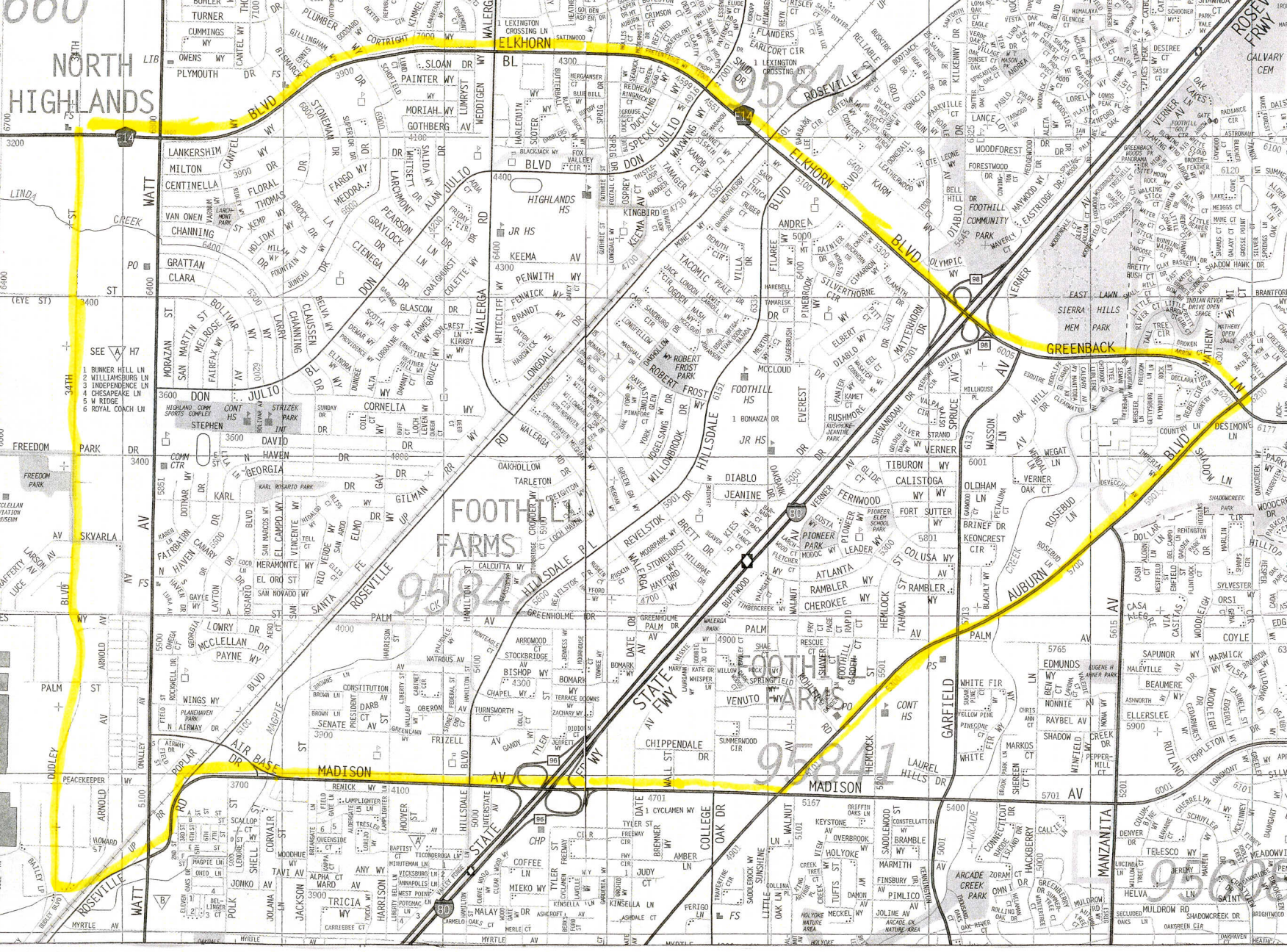
assistance, but rather to provide examples, clarify information or answer questions relative to the RFP. **Please be advised that questions regarding the preparation of individual responses to this RFP will only be answered at the Offeror's Conference. Proposers are strongly urged to attend.**

APPLICANT BUSINESS NAME		CONTACT PERSON:	
STREET ADDRESS		PHONE:	
CITY:	ZIP	E-MAIL	
1. Site Address (including zip):			
Map/pictures of proposed bldg./floor plan attached Yes No			
(Reference 1-E-4 & 1-G)			
2. Term of Lease -		Number of years of option to renew	
(Reference III-A)			
3. Occupancy Date:			
4. Lease includes a provision permitting SETA to terminate if SETA's funding is reduced to 90% of funding level of fiscal year 2010. Acceptable			
Not Acceptable			
5. Square Feet of proposed site:		Rental rate:	
MUST BE FULLY SERVICED LEASE			
6. Building and bathrooms handicapped accessible		Yes	No
7. Conforms to all applicable safety regulations		Yes	No
8. Are there male and female bathrooms?		Yes	No
9. Agency does not do advance deposits or security deposits.		Acceptable	
		Not Acceptable	
10. Lease payments to be paid in arrears at end of each month.		Acceptable	
		Not Acceptable	
11. Exclusive parking space included in basic rent.		Yes	No
12. Leased space can be fully secured during non-business hours.		Yes	No
13. Additional parking for staff, public, trainees. Yes		(If yes, proximity to site)	
		No	
14. Lessor can provide \$1,000,000 with SETA as additional insured			
(Reference III-K)			
15. Is there additional contiguous space available for SETA to have an option to lease? Yes No If yes, state available square feet.			
16. Is the site fully carpeted? (Reference III-M) Yes No			
Carpet to meet SETA's requirements and SETA to state color, etc.			
		Yes	No
17. Window coverings will be provided by landlord.		Yes	No
18. Does site have central heat and air conditioning with adequate zone controls?			
Yes		No	
(Occupancy will be 15 – 100 people)			
19. Breakroom/lounge has kitchen facilities (sink, garbage disposal, hot water? Y N			
20. Site has 220 V wiring. Yes No			

21. Does site have any of features listed in II-A.

5 offices, 2 supply rooms, 2 interview rooms, 2 computer labs, 1 copy/mail room
1 Lan Room, 1 Janitorial closet, 1 BIC Room, 4 large classrooms, 2 breakrooms
(1 client, 1 staff), 1 resource room for 20-100 people, 4 large classrooms,
Career Center Resource Room for 20-100 people, 4 restrooms (2 client, 2 staff)

Minimum exclusive parking spaces for 15.



NORTH HIGHLANDS

FOOTHILL FARMS

FOOTHILL FARMS

MADISON

MADISON

MANZANITA

9584

9584

9584

Map showing street names and neighborhood labels including: NORTH HIGHLANDS, ELKHORN, ROSEVILLE, GREENBACK, AUBURN, GARFIELD, MADISON, MANZANITA, Foothill Farms, and various residential streets.