



General Services Agency

Aki K. Nakao, Director

March 25, 2009

ELECTRONIC TRANSMISSION

Dear Sir or Madam:

RE: REQUEST FOR PROPOSAL FOR OFFICES FOR ALAMEDA COUNTY COUNSEL ATTORNEYS

The General Services Agency (GSA) of the County of Alameda is interested in leasing approximately 3,500 square feet of contiguous office space, along with adequate parking. Existing buildings will be considered. The occupancy will be for attorneys of the County Counsel of Alameda County.

Offered or proposed buildings must be accessible to the County 24 hours a day, 7 days per week. Offered buildings must be located within the geographic requirements specified below, with easy access to local transit and major modes of public transportation. Typical business hours however will be from 7am to 7pm.

The offered building must be of sound and substantial construction, of the type generally recognized as modern office-type building. The space offered must be able to accommodate the requirements detailed below. It may need to be altered to meet the County standards and must be on a fully serviced lease. The offered building must also conform to the seismic requirements for new construction of the current (as of the date of the request) edition of the Uniform Building Code (UBC). The offered building must not contain asbestos, lead-based paint, or PCB containing fluids in the County usable space, common use areas or public spaces. The space requirements are as follows:

- Six (6) offices for attorneys.
- One (1) conference room.
- One (1) deposition room.
- One (1) file room.
- One (1) reception area.
- One (1) support person area.
- One (1) break area.
- One (1) copy area.

The general specifications are outlined below:

1. Space size: Approximately 3,500 square feet of contiguous space.

COUNTY COUNSEL RFP

March 25, 2009

Page 2

2. Occupancy: Preferably May 15, 2009, and no later than May 30, 2009.
3. Location: The geographic area desired will be in the city of Oakland, bound on the east by 14th Street; bound on the west by 6th Street; bound on the north by Franklin Street; and bound on the south by Oak Street.
4. Term: 3 years.
5. Landlord to provide architectural services for space planning and construction of the tenant improvements; turnkey proposals are highly preferred.
6. Compliance with all applicable codes and permits including ADA.
7. Easy access to public transportation is preferable; convenient parking is preferable.
8. Standard County Lease Provisions:
 - a. The Lease shall be a full-service Lease, with Lessor to provide all building services, janitorial services and supplies, interior and exterior maintenance, landscape maintenance, building systems maintenance, and any capital repairs as may be required during the Lease term.
 - b. There shall be no security deposit as part of the Lease.
 - c. The Rent shall be paid monthly in arrears.
 - d. Insurance: The County self-insures for general liability insurance.
 - e. The County reserves a set-off right in its lease for Lessor's non-performance of building maintenance or repairs.

The building owner or property owner must be able to secure all building permits and any required occupancy or use approvals. A site must be zoned for this use.

GSA will do a preliminary screening before the department representatives review any of the proposed locations. GSA, not the department itself, will make the final decision. Unless otherwise directed, please maintain all communications with GSA only, and do not contact department staff directly.

Once you have a general understanding of the need, please review your portfolio of available space, select one to three locations which you feel meet the above criteria, and provide us with a written description of each. The description should include all salient information regarding the location, space and cost. Unfortunately, we cannot accept computer printouts listing numerous locations.

The person or firm submitting the available location must show that he or she controls the location whether through ownership or contractual authorization by the owner. Proposals not authorized in writing by the property owner will not be accepted. Those locations or buildings

COUNTY COUNSEL RFP

March 25, 2009

Page 3

where Alameda County has a current tenancy are excluded from this request and if submitted by an outside party will not be considered as submitted by an outside party.

Format of Proposals: Each proposal should have the following financial and qualitative information submitted with it.

1. Building or site address, city, zip: Nearest cross street (major and minor street), nearest major intersection.
2. Building size, proposed suite location size (if part of a larger building), or site size and building capacity under the current applicable zoning code.
3. Number of parking spaces available or that could be built on the site or within one city block.
4. Building or site owner name, and owner's acknowledgement of this use.
5. Building age, construction type, and class. Current zoning of the building or site.
6. Proposed rental structure for a 3-year term.
7. Tenant improvement allowance if not provided turn-key.
8. Nearest AC Transit Stop(s) and bus lines servicing this location (route numbers). Nearest BART station and distance.
9. Key personnel/principal offeror's experience and qualifications.
10. Past performance of principal offeror developing, managing, and operating comparable buildings.
11. References, which may be checked by County.
12. Quality of building design, including items such as aesthetics, architecture, energy conservation, and other considerations.

Negotiation Process: After receipt of initial offers, GSA will conduct oral or written negotiations and hold clarification meetings with all offerors whose offers are responsive and meet the minimum requirements of this RFP. Responsive offers are defined as offers that meet the terms and conditions in this RFP. The GSA Real Property Manager and designated Real Estate Projects Manager will conduct negotiations on behalf of the County. No other County agency or employees are authorized to enter into negotiations concerning this space to be leased. GSA will negotiate rental price for the initial term, any renewal periods, and any other aspect of the offer as deemed necessary.

The County will make the Lease award to the responsible offeror whose offer conforms to the RFP, and whose offer presents the greatest value to the County, the qualitative factors and cost considered. The combined weight of the qualitative factors is greater in importance than cost in determining the greatest value to the County. Cost alone is not going to be the determining factor in the award of the Lease.

All proposals must be in writing and received via U.S. Mail or other courier service no later than 5PM, April 7, 2009, at GSA-Real Property Department, 1401 Lakeside Drive, 10th Floor, Oakland, CA 94612-4305. Facsimile proposals will not be accepted. If you have any questions prior to the deadline, please contact Pat Kealey at 510-208-9512.

COUNTY COUNSEL RFP

March 25, 2009

Page 4

Also, please tell us how you learned of the RFP – did it come to your attention via our web site, through our electronic mailing, or other (please specify, even if you heard about it word-of-mouth).

The issuance of this RFP does not constitute a lease award or any type of commitment or obligation on the part of the County. The County shall not pay or be responsible for any costs incurred in the preparation and submission of proposals. The County reserves the right to reject all proposals, and no part of this RFP shall be interpreted as an obligation on the part of the County to proceed with the project. It must also be understood that no action, which binds the County, is in effect until the required County approval process is completed, including approval by the County Board of Supervisors at a Public Hearing. We look forward to your responses.

Very truly yours,

A handwritten signature in black ink, appearing to read "Pat Kealey". The signature is fluid and cursive, with a long, sweeping underline that extends downwards and to the right.

Pat Kealey
Real Estate Project Manager

cc: Candace Fitzgerald, Real Property Manager

I:\PROPERTY\WORD\PAT KEALEY\RFP CountyCounDoc.1