

**REQUEST FOR PROPOSAL  
LEASED FACILITY FOR  
RIVERSIDE COUNTY TREASURER-TAX  
COLLECTOR'S DEPARTMENT  
CITY OF TEMECULA**



**Agent Contact:  
Maribel Hyer, Sr. Real Property Agent  
Department of Facilities Management  
Real Estate Division  
3450 14<sup>th</sup> Street, Suite 200  
Riverside, CA 92501**

**Date: February 2023**

## **REQUEST FOR PROPOSAL**

### **REAL ESTATE DIVISION – COUNTY OF RIVERSIDE**

#### **INTRODUCTION**

The Department of Facilities Management Real Estate Division (FM-RE) is issuing a Request for Proposal (RFP) for leasing of existing office space in the City of Temecula, including completion of tenant improvements, to be leased to the County of Riverside for use by the Treasurer-Tax Collector's Department.

**The desired building occupancy would be on or before October 2023, and subject to approval of a lease and negotiation and construction of tenant improvements.**

#### **SUBMITTALS**

Submittals in letter format with attachments to the Division must address five categories:

1. The current Qualifications of the Developer/Owner/Manager
2. The Property Specifications
3. The Financial Proposal and Lease Quotation
4. Design and Construction/Project Management
5. Property Management

#### **Qualifications of the Developer/Owner/Manager**

Respondents shall provide their qualifications including, but not limited to, the following:

1. Qualifications of the Owner, including resume and experience, list of projects completed, and disclosure of ownership entity, brochures and flyers can be included.
2. Qualifications of those who will actively participate in the development and/or management of the facility, including the architect, contractor, and property manager.

#### **The Property Specifications**

Submittals must address all of the following specifications:

1. Property or Site Control - Respondents are required to provide evidence of site ownership or site control as evidenced by a grant deed, purchase and sale agreement, or letter of intent.
2. Facility Size and Use – The requested facility will be approximately 3,500 square feet for office space. First floor preferred. ATTACHMENT “B” provides the space requirements.
3. Property Location – Respondents shall provide a current site plan of the proposed facility including defined parking areas and a building site location aerial map. An existing floor plan of the proposed facility should also be included.
4. Parking Ratio – The Division is seeking ample parking for County employees and the general public; all parking shall include applicable Americans with Disabilities Act requirements.
5. Tenant Improvement specifications shall be as follows:
  - a. Interior Tenant Improvements will be defined and detailed through the preliminary design and negotiation process.

- b. County Standard Specifications are set forth in the Exhibit “F” – “General Construction Specifications for Leased Facilities” within Attachment “C” Lease Form.
6. Compliance – 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 applicable payment of prevailing wages in accordance with the provisions of Sections 1770 and 1773 of the Labor Code.
7. Energy Management – The maximum efficiency, including green design measures where practical, is requested.

### **Financial Proposal and Lease Quotation**

Respondents shall complete and submit the attached “Building Lease Quote” form attached as RFP Attachment “A”, including rent break down, as shown.

Competitive lease rates are based on the following elements: A modified full-service lease rate and monthly rent amount. Tenant Improvements are **not** to be included in the proposed lease rate and monthly rent amount. Tenant improvement reimbursement is addressed in the Exhibit “B” - “Leasehold Improvement Agreement” within Attachment “C” Lease Form. Tenant Improvement Allowances should be defined on the “Building Lease Quote Sheet”.

The lease rate and monthly rent amount will include complete interior and exterior maintenance and repairs, custodial services (custodial specifications, as set forth in Exhibit “E” “Custodial Services Requirements for Leased Facilities” within Attachment “C” Lease Form and **excludes** utility services provided to the building that can be separately metered for interior utility services.

In addition, respondents shall specify the following: Rent increases, Abated rent, Options to Extend/Terminate.

### **Design & Construction/Project Management**

Resume and project history of architect and contractor. Respondents shall submit a statement setting forth the method of project management. **The cost for any architectural services required in order to provide a tenant improvement estimate, prior to consideration of a lease by the Board of Supervisors of Riverside County, is a cost of the Developer/Owner borne by the Developer/Owner.**

### **Property Management**

Respondents shall submit a statement and describe how they intend to conduct property management operations for the facility:

1. Company Name of Property Management Firm, or Developer/Owner managed. Resume and past/present projects managed.
2. Twenty-four-hour maintenance and emergency call response.
4. Procedures and response time for maintenance, repair, and custodial service requests.
5. Ability to undertake future building modifications requested by County through a lease amendment.

## **REVIEW OF SUBMITTALS BY COUNTY**

FM-RE will review the submittals along with the Department and establish a short list of candidates based on the following:

1. Direct applicable experience in improving/renovating, leasing, and managing projects of the size and type proposed.
2. Qualifications of the principals/respondents and long-term ability to deliver and perform.
3. Economics of Building Lease Quote and property aspects favorable to the County.
4. Location and accessibility and other information based on the criteria requested in this RFP.

## **PROCEDURE AFTER NOTIFICATION**

After notification, FM-RE will coordinate a panel interview with selected respondents to evaluate their qualifications and experience and ability to complete and maintain a Project. The interview will be between the selected respondents and a panel established by FM-RE. Selected respondents will be scored based upon a matrix scoring system and other related criteria. A selection of a Respondent/Proposal will be made and negotiations will commence to determine if mutually acceptable terms of lease can be reached. If mutually acceptable terms cannot be reached the negotiations can be terminated by the County and the County can consider and pursue an alternate proposal or plan.

Upon the successful completion and execution of mutually acceptable lease and related agreements by the Owner and County Staff, the agreements will then be forwarded to the Board of Supervisors for final consideration of the lease and its terms.

## **PROPOSAL SUBMISSION – CONTACT INFORMATION**

Submittals which will include five (5) copies of the sealed proposal submittal and shall be delivered directly to Facilities Management, Real Estate Division on or before:

**5:00 PM, Monday, April 03, 2023**

**Submittals shall be delivered to the following address:**

Maribel Hyer, Sr. Real Property Agent  
Department of Facilities Management  
Real Estate Division  
County of Riverside  
3450 14<sup>th</sup> Street, Suite 200  
Riverside, CA 92501  
951-955-4813  
[Mahyer@rivco.org](mailto:Mahyer@rivco.org)

### **EXHIBITS TO THIS REQUEST FOR QUOTE:**

RFP Attachment A – Building Lease Quote Sheets.  
RFP Attachment B – Space Requirements  
RFP Attachment C – LEASE Form, including LEASE Exhibits.

**The County of Riverside reserves the right to cancel this Request for Proposal at any time and for any reason.**

## ATTACHMENT "A" BUILDING LEASE QUOTE SHEET

Please use the attached form to submit quotes for leasing building space to the County of Riverside. Include site and building plan with quote.

The enclosed County General Construction Specifications for Leased Facilities is for general information only. Reference to site and construction plans and specifications, Paragraph C. Drawings, are required when a lease is consummated.

### TERMS USED ON THE BUILDING LEASE QUOTE ARE DEFINED BELOW:

GROSS SQUARE FOOT AREA:	Total interior area of space being offered for lease. (Gross area will include only those corridors, vestibules, etc., that <u>exclusively</u> support the net square feet space.)
NET SQUARE FOOT AREA:	Usable space offered (excludes corridors, stairways, vestibules, mechanical space, restrooms, etc.) which is used in common with other tenants and is used to support the premises.
DEDICATED VEHICULAR PARKING SPACES:	Number of off-street parking spaces that will be for the exclusive use of County.
SECURED VEHICULAR PARKING SPACES:	Number of secured parking spaces that will be for the exclusive use of County.
BASIC RENT:	Monthly cost including taxes, insurance, etc. (Alteration, custodial, maintenance, and utility costs are listed separately).
ALTERATIONS/IMPROVEMENT COSTS:	If requested, monthly amortized cost for alterations/improvements requested by County or alteration allowance offered by Lessor.
MAINTENANCE:	Monthly charge for interior and exterior maintenance, including, but not limited to, routine and preventive maintenance and repairs of space conditioning equipment, plumbing, electrical wiring and fixtures, windows and structural parts to maintain the leased premises in good working order
UTILITIES COST:	If included in total rent, the approximate monthly charge for gas, water, sewage, and refuse disposal. NOTE: Do not include electrical if space is metered separately. Please note on Lease Quote Sheet.
CUSTODIAL COST:	Monthly charge for routine custodial and supplies as specified by County (Lease Exhibit "E" enclosed).
ANNUAL INCREASE:	Fixed percentage, or fixed annual amount. This will apply only to the rent portion and not to any amortized alteration/improvement cost.

THE COUNTY OF RIVERSIDE DESIRES A TURNKEY FACILITY WITH ALL RELATED OPERATING COSTS PAID BY THE LESSOR. THE COUNTY WILL INSTALL AND PAY FOR TELEPHONES USED IN CONNECTION WITH ITS OPERATION. COUNTY WILL PAY FOR INTERIOR UTILITIES USED IN CONNECTION WITH ITS OPERATION IF THE PREMISES ARE METERED SEPARATELY.

# ATTACHMENT "A" CONTINUED

## RIVERSIDE COUNTY BUILDING LEASE QUOTE SHEET

County of Riverside  
 Facilities Management  
 Real Estate Division

(Return this page to County of Riverside)  
 3450 14<sup>th</sup> Street, Suite 200  
 Riverside, California 92501

Maribel Hyer  
 Sr. Real Property Agent  
 (951) 955-4813

Building Address/Location: \_\_\_\_\_

Square Feet Offered: \_\_\_\_\_

Number Vehicle Parking Spaces: \_\_\_\_\_

Rent Increases: Percentage \_\_\_\_\_ % Start year \_\_\_\_\_ Intervals \_\_\_\_\_

Note: Cost per month and Cost per square foot are based on Gross Square Feet.	<b>60 MONTHS LEASE QUOTE</b>	
	Per Month	Per Square Foot
Basic Rent		
Utilities – not paid directly by County (i.e. house meters)		
Custodial – per Lease Exhibit E		
Interior/Exterior Maintenance		
<b>TOTALS:</b>		
Tenant Improvement Allowance		

The Owner/Agent has received and reviewed County of Riverside Custodial and General Construction for Leased Facilities Specifications.

**NOTE:** Leases are not consummated or binding until they have been executed by the Chairman of the Board of Supervisors.

\_\_\_\_\_  
 (Signature Owner/Agent)

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Facilities Management is the authorized representative for the County of Riverside**