



February 23, 2022

Dear Sir or Madam:

RE: REQUEST FOR PROPOSAL (RFP) FOR ALAMEDA COUNTY SHERIFF'S OFFICE
– YOUTH AND FAMILY SERVICES BUREAU SPACE

The General Services Agency (GSA) of the County of Alameda is interested in leasing approximately 4,000 – 6,000 square feet of contiguous office space. Existing buildings will be considered. The prospective occupant will be the Alameda County Sheriff's Office Youth and Family Services Bureau.

The Youth and Family Services Bureau offers a variety of programs to support community members who are facing serious life challenges or who are in contact with the criminal justice system. Low and / or free mental health and case management resources are available to Alameda County residents of all ages.

County of Alameda would like to invite you to submit a proposal bid that includes full-service gross rent for 10 years and the amount of tenant improvement allowance for landlord provided turn-key construction of the improvements. The bid must also include a proposed space layout based on the general space and program requirements below.

Offered or proposed buildings must be accessible to the County 24 hours a day, 7 days a week. Offered buildings must be located within unincorporated Alameda County and be available for move-in, ready with completed tenant improvements by Q3 2022. Landlord improvements made on behalf of the County must follow prevailing wage guidelines. Typical business hours will be from 8am to 6pm.

The offered building must be of sound and substantial construction, of the type generally recognized as class A or B 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 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: (i) hazardous materials which are or become regulated by all applicable local, state, and federal laws, including but not limited to, 42 U.S.C. 6901 et seq. 42 U.S.C. 9601 et. seq. and California Health and Safety Code Sections 25100 et. seq., and 25300 et. seq.; (ii) petroleum and petroleum-based products, byproducts and fractions; (iii) asbestos; (iv) polychlorinated biphenyls; and (v) radioactive materials.

The built-out or existing space should be able to accommodate the following: ALL rooms and open spaces will have electrical power and telecommunications outlet (conduit/pull-string/ring for data network outlet); heat and air conditioning; and adequate lighting. Voice and data cabling will be provided by tenant. The main entry into the suite should have keyed access that may

remain unlocked during normal business hours while secondary entries and any secure rooms will have card reader access.

General Space and Program Requirements

- 4,000 – 6,000 RSF +/-
- Opportunity for future expansion is a plus

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

Counseling Rooms

- Fifteen (15) Workrooms
 1. Approximately 150 – 200 square feet each
 2. Minimum of 2 duplex power outlets

Shared Spaces

- One (1) Large Conference Room
 1. Approximately 600 square feet to accommodate a minimum of 20 individuals
 2. Minimum of 3 duplex power outlets
- One (1) Breakroom
 1. Approximately 300 square feet to accommodate tables and chairs for approximately 10 people
 2. 1 full-size refrigerator
 3. Sink, faucet, and counter
 4. 1 microwave
 5. Minimum of 5 duplex power outlets
 6. Storage cupboards for food related supplies
 7. VCT floor
- One (1) Copy room
 1. Approximately 100 square feet
 2. Minimum of 2 duplex power outlets
 3. No lock on door
- One (1) Storage Room
 1. Approximately 100 – 200 square feet
 2. VCT floor
 3. Minimum of 2 duplex power outlets
 4. Must have lockable door

Data and Security Room

1. Approximately 140 square feet with fire-rated backboards on two adjacent walls
2. Minimum of 4 duplex power outlets
3. Provide conduit/pull string from data and security room to the building's MPOE. Please provide current AT&T and communication features in the building
4. VCT floor

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.

The person or firm submitting the available location must show that he or she controls the location whether through ownership or by contractual authorization by the owner. Proposals not authorized in writing by the property owner will not be accepted. The County will contact the landlords directly in this case.

Bidders must be prepared to use the County's standard lease form (copy attached for reference) which provides for the County reserving a set-off right in its lease for Lessor's non-performance of building services, maintenance, or repairs.

Bidder must submit its best and final offer using the response form attached.

All responses to this Request For Proposal (RFP) must be in writing and received via U.S. Mail or other courier service no later than 3PM Friday, March 25, 2022, at GSA-Real Property Department, 1401 Lakeside Drive, 9th Floor, Oakland, CA 94612-4305. Facsimile proposals will not be accepted. If you have any questions prior to the deadline, please contact Rachel Cafarelli at 510-599-8701 or rachel.cafarelli@acgov.org.

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 offers, 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.

Sincerely,

Rachel Cafarelli
Real Estate Projects Manager

cc: Rachel Johnson, Real Property Program Manager

BID PROTEST/APPEALS PROCESS

GSA-Real Property Management prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

1. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County's GSA–Office of Acquisition Policy, ATTN: Contract Compliance Officer, located at 1401 Lakeside Drive, 10th Floor, Oakland, CA 94612, Email: **GSA-BidProtests@acgov.org**, before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.
 - The Bid protest must contain a complete statement of the reasons and facts for the protest.
 - The protest must refer to the specific portions of all documents that form the basis for the protest.
 - The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - The County Agency/Department will notify all bidders of the protest as soon as possible.
2. Upon receipt of written protest, GSA–Office of Acquisition Policy, or designee, will review and evaluate the protest and issue a written decision. The GSA–Office of Acquisition Policy, may, at its discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing or GSA award date. The decision will be communicated by e-mail, fax, or US Postal Service mail, and will inform the bidder whether or not the recommendation to the Board of Supervisors or GSA in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder

is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the Bid.

3. The decision of the GSA-Office of Acquisition Policy on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502 unless the OCC determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCC will be performed by the alternate. The Bidder whose Bid is the subject of the protest, all Bidders affected by the GSA-Office of Acquisition Policy's decision on the protest, and the protestor have the right to appeal if not satisfied with the GSA-Office of Acquisition Policy's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the GSA-Office of Acquisition Policy, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the GSA-Office of Acquisition Policy shall not be considered under any circumstances by the GSA or the Auditor-Controller OCC.

- The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
- In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the Bid or, where appropriate, County contracting policies or other laws and regulations.
- The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the GSA-Office of Acquisition Policy. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCC) shall only review the materials and conclusions reached by the GSA-Office of Acquisition Policy or department designee and will determine whether to uphold or overturn the protest decision.
- The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or

participating in the competitive bid process, regardless of timing or the contents of a bid protest.

- The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.
4. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors or GSA.
 5. The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

BID RESPONSE FORMAT

1	Building or site address, city, zip	
2	Offered suite(s) and size(s) (rentable square feet - RSF)	
3	Total building size (RSF) if offered space is a part of larger building	
4	Number of parking spaces offered with lease	
5	Accessibility to BART: distance to nearest station and transportation options to station	
6	Owner of property offered; attach owner's authorization to offeror to represent property if owner is not offeror.	
6	Building age, construction type and class	
7	Offered site zoned for proposed use: Yes or No	
8	Proposed space layout for above requirements; attach floor plan/sketch to this response	
9	Proposed full-service gross rent per RSF per month:	
	Year 1	
	Year 2	
	Year 3	
	Year 4	
	Year 5	
	Year 6	
	Year 7	
	Year 8	
	Year 9	
	Year 10	
	5-year extension option terms: Describe	
10	Tenant improvement allowance \$ per RSF	

Offeror (Print Name and Title): _____

Signature: _____

Date: _____