



November 13, 2017

**REQUEST FOR INFORMATION: RPM RFI #06-FY-17
OFFICE SPACE IN FREMONT, NEWARK, or UNION CITY
FOR
SOCIAL SERVICES AGENCY**

The General Services Agency (GSA) of the County of Alameda is requesting information on the availability of approximately 14,000 square feet of contiguous office space meeting the requirements listed below, and site specific parking at a ratio of at least 4 parking spaces for every 1,000 rentable square feet. The occupancy will be for Alameda County Social Services Agency (SSA) to provide self-sufficiency services to south county residents in the Tri-City area of Fremont, Newark and Union City.

Offered or proposed buildings must be accessible to the County 24 hours a day, 7 days a week. Offered buildings must be located within the geographic requirements specified below. Typical business hours will be from 7 a.m. to 6 p.m., although hours may occasionally extend beyond those times.

The offered building must be of sound and substantial construction, of the type generally recognized as an office 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 be equipped with fire-sprinklers meeting all requirements of the local jurisdiction's fire department; not contain asbestos, lead-based paint, PCB-containing fluids or other hazardous materials in the County usable space, common use areas or public spaces.

The built-out or existing space must be able to accommodate the following:

- Open space for (53) 6' x 8' cubicles
- Lobby/reception/waiting area
- Staff conference rooms
- Staff breakroom
- Client workshop room
- Computer lab
- Room for fingerprinting
- Storage room
- Safety office
- IT room

- Restroom
- HVAC service to entire office space

The general specifications are outlined below:

1. Space size: approximately 14,000 square feet of contiguous office space.
2. Available for occupancy in first quarter of 2019.
3. Location: Fremont, Newark, or Union City.
4. Access to public transit services is a must.
5. Term: 10 years with renewal option.
6. Landlord to provide architectural services for space planning and the construction of tenant improvements on a turnkey basis.
7. Space must be in compliance with all applicable codes and permits including ADA.
8. Site specific parking of at least 4 spaces per 1,000 rentable square feet leased is a must.
9. Acceptance of Standard County Lease Provisions:
 - a. The County form lease shall be a full-service lease, with Lessor to provide all building services, janitorial services and supplies, interior and exterior maintenance.
 - 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 prepared to secure all building permits and any required occupancy or use approvals. A site must be zoned for this use and meet all requirements.

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 provide us with a written description of each available space that meets the above requirements. Please include all salient information, the location, space and rental costs on a full-service gross basis. 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 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.

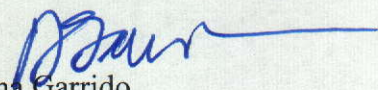
Format of information: Each submittal must have the following financial and qualitative information included.

1. Building or site address, city, zip: Nearest cross street (major or 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
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 10 year term
7. Tenant improvement allowance
8. Nearest: i) BART station and distance from offered building; ii) AC Transit stop(s) and bus lines serving this location (route numbers)
9. Key personnel/principal offeror's experience and qualifications
10. Past performance of principal offeror developing, managing, and operating comparable buildings
11. References
12. Quality of building design, including items such as aesthetics, architecture, energy conservation, and other considerations

All information must be in writing and received via U.S. Mail or other courier service no later than 3 p.m., December 15, 2017 at GSA-Real Property Department, 1401 Lakeside Drive, 6th Floor, Oakland, CA 94612-4305, or by email to dina.garrido@acgov.org. Facsimile information will not be accepted. If you have any questions prior to the due date, please contact Dina Garrido at 510-208-9633.

The issuance of this RFI 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 RFI 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,


Dina Garrido
Real Estate Projects Manager

P.S. Also, please tell us how you learned of the RFI. Did it come to your attention via our website, through our electronic mailing, or other (please specify, even if you heard about it word-of-mouth).

cc: John Yue, Real Property Manager