



WILLIE A. HOPKINS, JR., Director

1601 Lakeside Drive, Oakland, California 94612 510 236-9700 FAX 510 236-9711
WWW.ACOFCEDS.COM

July 30, 2019

Dear Sir or Madam:

RE: REQUEST FOR INFORMATION FOR ALAMEDA COUNTY ASSESSOR'S
SOUTH COUNTY SATELLITE OFFICE

The General Services Agency (GSA) of the County of Alameda is interested in leasing approximately 2,000 – 4,000 square feet of contiguous office space. Existing buildings will be considered. The prospective occupant will be the Alameda County Assessor's Office.

As mandated by the California Constitution, the primary purpose of the Assessor is to accurately determine the taxable value of all land, improvements, and business and personal property located in Alameda County.

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 and be available for move-in, ready with completed tenant improvements by Q1 2020. 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, by products and fractions; (iii) asbestos; (iv) polychlorinated biphenyls; and (v) radioactive materials.

Preferred location is Southern Alameda County: Hayward, San Leandro, Fremont. A second RFI will be released for similar East County locations.

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

* 2,000 – 4,000 rsf +/-

* 1 small office, space for 6-10 workstations (6'x8'), 1 conference area, front counter, 6'x4'x4' IT closet with fan cooling.

*opportunity for future expansion is a plus.

ALL rooms and open spaces should have telecommunications, network and internet ports and access; heat and air conditioning; and adequate lighting. Entry into the main suites and any secure rooms will have card access readers.

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.

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 or two locations which you feel meet the above criteria, and provide us with a written description of each. The description should include all salient information 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 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 proposals: Each available property should have the following financial and qualitative information submitted with it.

- 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 if 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 5-year term with (2) 2-year options to extend.
- 7 Turnkey preferred.
- 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, which may be checked by County.
- 12 Quality of building design, including items such as aesthetics, architecture, energy conservation, and other considerations.

All responses to this Request For Information (RFI) must be in writing and received via U.S. Mail or other courier service no later than 3PM Friday, August 16, at GSA-Real Property Department, 1401 Lakeside Drive, 6th Floor, Oakland, CA 94612-4305. Facsimile proposals will not be accepted. If you have any questions prior to the deadline, please contact Yolanda McCormack at 510-272-3780.

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 responses. The County reserves the right to reject all responses, 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.

Sincerely,



Yolanda McCormack
Real Estate Projects Manager

cc: Rachel Johnson, Acting Real Property Manager

I: /PROPERTY/FILES/RFI/FY 2019/AssessorSouth7.30.19