



March 23, 2018

**REQUEST FOR INFORMATION:
OFFICE OR RETAIL SPACE IN SAN LEANDRO FOR
COUNTY OF ALAMEDA SHERIFF OFFICE YOUTH AND FAMILY SERVICES
BEHAVIORAL HEALTH UNIT**

The General Services Agency (GSA) of the County of Alameda is requesting information on the availability of approximately 3,000 square feet of office or retail space meeting the requirements listed below. The occupancy will be for the Alameda County Sheriff Office Youth and Family Services Behavioral Health Unit.

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 or retail 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:

- 2 Restrooms
- 12 Private Offices
- Reception Room
- Break Room
- Copy Room
- Lockable File Room
- Conference Room
- Primary use is to office
- HVAC service to offices
- Exclusive parking
- 24 hour access

The general specifications are outlined below:

1. Space size: approximately 3,000 square feet of contiguous office or retail space.
2. Available for occupancy in third quarter of 2018.
3. Location: San Leandro, CA
4. Term: 10 years
5. Landlord to provide architectural services for space planning and the construction of tenant improvements on a turnkey basis.
6. Space must be in compliance with all applicable codes and permits including ADA.
7. Site specific parking for a parking ratio of 4 spaces per 1,000 square feet leased.
8. Current security camera system.
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.

Once you have a general understanding of the need, please provide us with a written description of each available space that meet 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.

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, and the date the space is available.
2. Location of closest fire hydrant.
3. Building size, proposed suite location size (if part of a larger building), or site size and building capacity under the current applicable zoning code.
4. Number of exclusive parking spaces available.
5. Building or site owner name, and owner's acknowledgement of this use.
6. Building age, construction type and class. Current zoning of the building or site.
7. Proposed rental financial terms for a turn-key built-out, full-service lease.
8. Key personnel/principal offeror's experience and qualifications.
9. Past performance of principal offeror developing, managing, and operating comparable buildings.
10. References.

11. Quality of building design, including items such as aesthetics, architecture, energy conservation, and other considerations.
12. If the location part of the local police department's current patrol route.

All information must be in writing and received via U.S. Mail or other courier service no later than 3 p. m., April 30, 2108 at GSA-Real Property Department, 1401 Lakeside Drive, 6th Floor, Oakland, CA 94612-4305, or by email at madeline.serafin@acgov.org. Facsimile information will not be accepted. If you have any questions prior to the due date, please contact Madeline Serafin at 510-208-9532.

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 of the submittals. The County reserves the right to reject all submittals, 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,

Madeline Serafin
Real Estate Management

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