

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 9, 2023

FROM

**TERRY W. THOMPSON, Director, Real Estate Services Department
GILBERT RAMOS, Director, Transitional Assistance Department**

SUBJECT

Request for Proposal for Office Space for the Transitional Assistance Department in Rancho Cucamonga / Upland Area

RECOMMENDATION(S)

Approve and authorize the release of a Request for Proposal for the lease of approximately 40,000 square feet of office space for the Transitional Assistance Department in the Rancho Cucamonga / Upland area with a preferred term of 10 - 15 years with two five-year options to extend the term.

(Presenter: Terry W. Thompson, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not require additional Discretionary General Funding (Net County Cost). There is no cost associated with the issuance of the Request for Proposal (RFP). Monthly lease payments subsequent to the Board of Supervisors (Board) approval of a new lease agreement, if any, resulting from the RFP will be paid from the Real Estate Services Department (RESD) Rents budget (7810001000) and reimbursed from the Human Services (HS) Administrative Claim Budget (5014001000). The HS Administrative Claim Budget is 71% federal and state funded, 23% realignment revenue, and 6% Discretionary General Funding (Net County Cost).

BACKGROUND INFORMATION

The recommended action will approve and authorize the release of an RFP for the lease of approximately 40,000 square feet of office space for the HS Transitional Assistance Department (TAD) in the Rancho Cucamonga / Upland area.

On behalf of San Bernardino County (County), TAD provides a wide array of Federal and State mandated social services and income assistance programs to the residents of the County, including the Rancho Cucamonga / Upland area and surrounding northern areas. TAD's goals are to meet the basic needs of families, while working with them to attain self-sufficiency and to promote work and personal responsibility. Support programs include financial, nutritional, and/or medical assistance.

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TAD currently occupies approximately 33,000 square feet of office space at 10825 Arrow Route, in Rancho Cucamonga (Existing Facility) under Lease Agreement No. 94-315, with the last amendment approved by the Board on April 21, 2020 (Item No. 46). This Lease will expire on May 31, 2025, although the County has the option to terminate this Lease prior to the expiration date by providing landlord with not less than one year prior notice.

TAD, HS and RESD reviewed operational needs at the Existing Facility, which TAD has occupied continuously since late spring of 1995. As TAD's business model has evolved, it has met several challenges in its ability to deliver services as efficiently as desired, in part due to the inability to reconfigure the floor plan of the Existing Facility. Given the two-story configuration of the Existing Facility and the limited ability to improve or remodel the space, the department is unable to accommodate staff adjacencies, public migration through the facility seeking self-service options, front lobby entrance services, and ideal training/classroom experience comparable to TAD's single-story buildings.

On December 16, 2022, the County Administrative Office approved Capital Improvement Program (CIP) Request No. 23-107 submitted by HS for approximately 40,000 square feet of office space in the Rancho Cucamonga/Upland area.

TAD and HS requested that RESD prepare an RFP to meet this requirement with an anticipated occupancy date in June 2024, a preferred lease term of 10-15 years with two five-year options to extend the term, and a preference for a free-standing, single-tenant, single-story building. The lease agreement form in the RFP package includes language that allows the County to terminate the agreement early, but proposers will be asked to submit proposals that contain rent with and without the early termination clause. The RFP is on file with the Clerk of the Board.

Staff has reviewed the recommended action pursuant to the California Environmental Quality Act (CEQA) and has determined that it does not constitute a project. Accordingly, no further action is required under CEQA.

PROCUREMENT

The procurement process will be conducted in accordance with County Policy 12-02 – Leasing Privately Owned Real Property for County Use (Policy), which requires the use of a Formal RFP process for new leases of privately-owned real property that either exceed 15,000 square feet or have a term, including options, of more than 10 years. The RFP will be advertised for 10 days in the San Bernardino Sun newspaper, released in the County's Electronic Procurement Network (ePro) (Bid No. RESD123-RES-4966), listed on RESD's website, and notifications will be sent to prospective proposers on the RESD-maintained email mailing list.

Proposals will be evaluated by an RFP selection committee comprised of various staff from RESD, TAD, Project and Facilities Management Department (PFMD) and HS. Proposals will be evaluated based on the proposer's experience and ability to finance, cost to the County, location and public accessibility, building structure/property development, length of term and County's early termination right, record of unsatisfactory performance on any County contracts within the last five years, proposer's exceptions to the RFP requirements and form of lease agreement, and RFP package responsiveness and completeness. The resulting recommended lease agreement will be presented to the Board for approval.

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REVIEW BY OTHERS

This item has been reviewed by County Counsel (Agnes Cheng, Deputy County Counsel, and Adam Ebright, Deputy County Counsel, 387-5455) on April 27, 2023; Human Services (Amy Williams, Systems Accountant, 387-2799) on May 1, 2023; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 2, 2023; Finance (John Hallen, Administrative Analyst, 388-0208, and Garrett Baker, Administrative Analyst, 387-5423) on May 2, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 2, 2023.

(DM: 677-8388; LB: 453-5227)

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: May 9, 2023



cc: File - Real Estate Services w/ attach
jm 05/15/2023