

**NOTICE OF  
REQUEST FOR PROPOSALS**

COUNTY OF SANTA BARBARA  
GENERAL SERVICES DEPARTMENT  
**Isla Vista Clinic Building Office Space**  
**970 Embarcadero del Mar, Isla Vista CA.**  
**REQUEST FOR LEASE PROPOSALS**  
September 11, 2014

Notice is hereby given that proposals are being accepted to lease office space at the **SANTA BARBARA COUNTY owned property, known as the Isla Vista Clinic Building, located at 970 EMBARCADERO DEL MAR, ISLA VISTA, CALIFORNIA.** Proposals will be received by the General Services Department, until **3:00 p.m., Friday, October 24, 2014.** At that date and time, all proposals will be publicly opened and the names of the Proposers will be read aloud. **Use of the Clinic building is restricted to government or qualified non-profit organizations.** If you qualify as such, please submit a proposal in accordance with the instructions provided in the full Request For Proposal, which is available on the County website at the following link:

**[www.countyofsb.org/clinicproposal](http://www.countyofsb.org/clinicproposal)**

**Sealed proposals should be MAILED, or hand delivered, to the following address:**

**County of Santa Barbara  
Isla Vista RFP Response  
General Services Department-Support Services  
1105 Santa Barbara Street, Second Floor  
Santa Barbara, CA 93101**

If further information is needed regarding this Request For Proposals, please contact Greg Chanis, at (805) 568-3096 or by email at; [gchanis@countyofsb.org](mailto:gchanis@countyofsb.org)

It is the responsibility of the Proposer to see that any proposals submitted are received prior to the proposal opening date and time listed above. **Late proposals will be returned to the Proposer unopened.** Proposals will not be accepted by telephone, facsimile, or e-mail. Upon final selection of potential tenant(s), lease terms, including rent, will be negotiated. The final lease agreement(s) will be subject to approval by the County Board of Supervisors.

COUNTY OF SANTA BARBARA  
GENERAL SERVICES DEPARTMENT  
Isla Vista Clinic Building Office Space  
970 Embarcadero del Mar, Isla Vista CA.  
**REQUEST FOR LEASE PROPOSALS**  
September 11, 2014

Notice is hereby given that proposals are being accepted to lease office space at the **SANTA BARBARA COUNTY owned property, known as the Isla Vista Clinic Building, located at 970 Embarcadero del Mar, Isla Vista CA.** Proposals will be received by the General Services Department, until **3:00 p.m., Friday, October 24, 2014.** At that date and time, all proposals will be publicly opened and the names of the Proposers will be read aloud. **Use of the Clinic building is restricted to government or qualified non-profit organizations.** If you qualify as such, please submit a proposal in accordance with the instructions provided in this document.

**BACKGROUND INFORMATION**

On June 30, 2014, Santa Barbara County (County) took ownership of three properties, located at 976, 970 and 881 Embarcadero del Mar, Isla Vista CA. These properties were formerly owned by the Santa Barbara County Redevelopment Agency. With the transfer of ownership, the County's General Services Department assumed management responsibility for the properties. The intent of this **Request for Proposal (RFP)** is to solicit interest by qualified governmental or non-profit entities (Proposers) for leasing office space on the second floor of the building known as the "Isla Vista Clinic Building", located at 970 Embarcadero del Mar, Isla Vista CA ( the Property). The evaluation of the proposals received, and execution of any resulting lease(s) will be in conformance with the requirements of this RFP, applicable State law, County ordinances and County policy. Final lease agreement(s) will also be subject to the approval of the County Board of Supervisors. This RFP includes an explanation of the County's requirements and instructions which detail the format and content of the proposal to be submitted.

**DESCRIPTION OF THE PROPERTY**

The building located at 970 Embarcadero del Mar consists of a 2-story multi-tenant office building, with approximately 9,250 square feet of usable interior space. The Ground Floor consists of approximately 5,350 square feet, of which approximately 3,100 square feet is occupied by the Isla Vista Medical Clinic, which is operated by the Santa Barbara Neighborhood Clinics. The County anticipates this use to continue. The remainder of the ground floor, or approximately 2,250 square feet, is currently vacant and consists of open meeting spaces, 2 restrooms and 1 or 2 offices (depending on configuration). The County currently anticipates completing unfinished renovations in this space and continuing to make it available to the public and organizations for meetings, trainings, lectures etc. However, if the demand for office space on the 2nd floor of the Property exceeds what is

available, the County may choose to lease a portion of the space on the ground floor to a qualified Proposer responding to this RFP.

The second floor of the building, **which is the available 'Property' as defined in this RFP**, is currently vacant and totals approximately 3,900 square feet. The Property currently consists of 14-16 individual offices (depending on configuration), ranging in size from 90-290 square feet. In addition, the Property includes common areas consisting of hallways, restrooms, storage areas, a kitchen/break room and an outdoor deck area, all of which would be available for use by all tenants. The Property lends itself to modifications of the current floor plan and, depending on the results of the RFP process, the County anticipates completing minor renovations to accommodate the needs of the greatest number of qualified Proposers as possible. To assist Proposers in understanding the size and arrangement of available space as well as preparing a response to this RFP, we have prepared a draft floor plan of the Property which is included in this RFP as Attachment A. In this configuration, the Property would consist of four distinct office 'suites' of varying sizes. Each suite would include a secure interior entrance accessible from the common hallway area. Suites A, C and D would also have secure entrances available from the exterior of the building, while Suite B would not. Also, in addition to the common area elements noted above, this draft floor plan configuration includes in the 'common' area a large conference room which would be available for use by all tenants, to be scheduled by the tenants on a cooperative "first come, first serve" scheduling basis.

### **Inspection of the Property**

To further assist Proposers in this process, The Property will be open and available for inspection at the following times.

- **Friday, September 12, 2014 between 11:00 a.m. and 1:00p.m.**
- **Wednesday, September 17, 2014 between 4:00p.m. and 6:00p.m.**
- **Monday, September 22, 2014 between 11:00 a.m. and 1:00p.m.**

A representative from the General Services Department will be available during these times to answer questions regarding the Property and the RFP process.

## **STEPS OF PROPOSAL DEVELOPMENT AND SUBMITTAL**

### **Examination of the Request for Proposal**

Proposers should carefully examine the entire RFP and addenda, if any, and should become fully aware of the requirements for submitting a response.

### **Preparation**

The proposal must be complete in all respects as required in these specifications (described in detail in section entitled "REQUIRED PROPOSAL CONTENTS" of this RFP). Proposals are to be prepared in such a way as to provide a straightforward and concise discussion of the Proposer's ability to satisfy the requirements of this RFP. Emphasis should be placed on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

**Delivery of Proposal**

Sealed proposals will be received by the Santa Barbara County General Services Department until **3:00 p.m., Friday, October 24, 2014**, at the following address;

**County of Santa Barbara  
Isla Vista RFP Response  
General Services Department-Support Services  
1105 Santa Barbara Street, Second Floor  
Santa Barbara, CA 93101**

At that time, the proposals will be publicly opened and the names of the Proposers will be read aloud by a representative of the General Services Department. No other information will be given at that time. Proposals received after that time will be returned to the Proposer unopened.

**REQUIRED PROPOSAL CONTENTS**

All proposals should include, at a minimum, the information described in the following section. The inclusion of any additional information the proposer believes will assist in the evaluation is encouraged.

**Signed Cover Letter**

Proposals must include a cover letter on Proposer's letterhead and signed by an individual(s) who is/are authorized to bind the Proposer contractually. An unsigned proposal will be rejected.

**Name of Organization and type (Governmental or Non-profit)**

Restrictions associated with the financing utilized to purchase the building limit the use of the building. Governmental and 501(c)(3) nonprofit uses are consistent with these restrictions. If Proposer is a tax exempt non-profit corporation, please include with the proposal a copy of the organization's tax exempt status verification form from the IRS, and a copy of its current Mission Statement.

**Proposed use of the space**

Describe how the organization will utilize the requested space. For example, will the organization use the requested space solely for the purpose of maintaining an office or does the organization plan to see clients, or provide services directly from the requested space?

**Description of services provided to the Isla Vista community**

Describe in detail the services provided by the organization. The Isla Vista community is comprised of a diverse group of residents including UCSB students, SBCC students, non-student families and individuals from various socio economic backgrounds and businesses.

**When evaluating proposals, preference will be given to organizations whose services are designed for, and available to, the widest range of community members as possible.**

**Experience and qualifications related to intended use and/or services provided**

Based on the information provided above, describe the organizations experience and qualifications in providing the services proposed.

**Verified/Audited Financial Statement showing ability to pay rent/perform terms of lease**

**Amount of space needed, proposed hours of operation, special space needs**

Using Attachment A as a reference, indicate which office(s), or suite the organization is requesting. Alternatively, simply indicate the number of private offices requested and any special requirements. For example, will the proposed use require a waiting room or reception area/window for clients? Finally, indicate the normal anticipated hours of operation for the proposed use.

**Current contact information**

Provide mailing address, phone number(s) and email address(s) for the primary contact person representing the organization.

**Additional Information**

Proposers are encouraged to include additional information they believe will assist in the evaluation of their proposals.

**PROPOSAL TERMS**

**Right to Reject Proposals and Waive Defects**

This is not a bid solicitation and therefore, the County is not obligated to accept any proposal or to negotiate with any Proposer. In addition, the County reserves the right to reject any or all proposals without cause or liability, or waive any technical defect or discrepancy in a proposal.

**Ownership of Proposal Documents**

Proposer understands that all information, documents, records, and materials submitted to the County in response to this RFP, and subsequent documents deemed necessary by the County, will become and remain irrevocably the exclusive property of the County. All information, documents, and material, with the exception of any documents that are exempt from public disclosure by law, will become public information and made available upon request for review to the other Proposers and the public after a selection has been made and recommended to the County Board of Supervisors.

**Public Information Notice**

All information received from Proposers will be considered confidential during the review process. After the proposal review team completes its evaluation, the team will recommend selection or another action to the County General Services Director who will then make a recommendation to the County Board of Supervisors. At that point, all information will be treated as public information and made available upon request for

review to the other Proposers and the public, with the exception of any documents that are exempt from public disclosure by law.

### **LEASE AGREEMENT**

Following the selection of a proposal by the County General Services Department, the staff will negotiate a lease agreement with the selected party(ies). The final lease agreement(s) will be subject to approval by the County Board of Supervisors. Although a specific cost per square foot has not been set, we anticipate the final cost, inclusive of all utilities and maintenance and repair expense, to be in the range of \$1.50 - \$2.00 per square foot/month.

In addition to the exclusive space leased to each tenant, common space will be allocated on a proportional basis to each Lessee for the purposes of calculating the final lease payment for each tenant. For example, using the configuration depicted in Attachment A, there is a total of 1,486 square feet of common space and 2,484 square feet of exclusive space (comprised of 4 'suites'). Suite A, at 417 square feet, represents 16% of the exclusive space, and therefore would be allocated 16% of the common space, or an additional 238 square feet, for a net total of area leased of 655 square feet. The net total of area leased for each tenant will be dependent on the final configuration of the available space.

A sample lease agreement, which contains most of the standard terms and conditions required by the County for a lease, is available for review and download at:

[www.countyofsb.org/clinicproposal](http://www.countyofsb.org/clinicproposal)

It is the responsibility of the Proposer to review the sample lease agreement, examine the economic environment, and conduct such further investigations as are necessary or appropriate to ensure the obligations to be assumed by the Proposer are fully understood. In particular, Lessees will be required to provide proof of Workers' Compensation and Employers' Liability Insurance to cover all staff while performing any work incidental to the performance of the lease agreement. General and Automobile Liability Insurance shall be provided with coverage limits not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. Professional Liability, Fire, Legal Liability and any other applicable insurance requirements, as determined by the County's Risk Manager shall also be required. All insurance coverages are to be placed with insurers which: (1) have a Best's rating of no less than A:VII; and (2) are admitted insurance companies in the State of California. **The lease agreement will also contain a provision that prohibits assignments and subleases.**

## **PROPOSAL EVALUATION PROCESS**

### **Criteria for evaluation**

Specific criteria have been established to assist the County in the evaluation of the proposals.

- A. Qualifications, history and experience of the Proposer in providing the services indicated in their proposal.
- B. Extent to which the proposed services are designed for, and available to, the broadest spectrum of Isla Vista community members as possible.
- C. Compatibility with other potential tenants
- D. Ability of the Proposer to satisfy the terms of the Lease Agreement
- E. Completeness and quality of proposal package

### **Additional Information from Proposers**

The General Services Department reserves the right to use any additional criteria they deem to be appropriate in selecting the best proposal and may request information from Proposers beyond that specified in the RFP. In addition, Proposers may be requested to appear before the proposal review team

## **QUESTIONS REGARDING THE RFP**

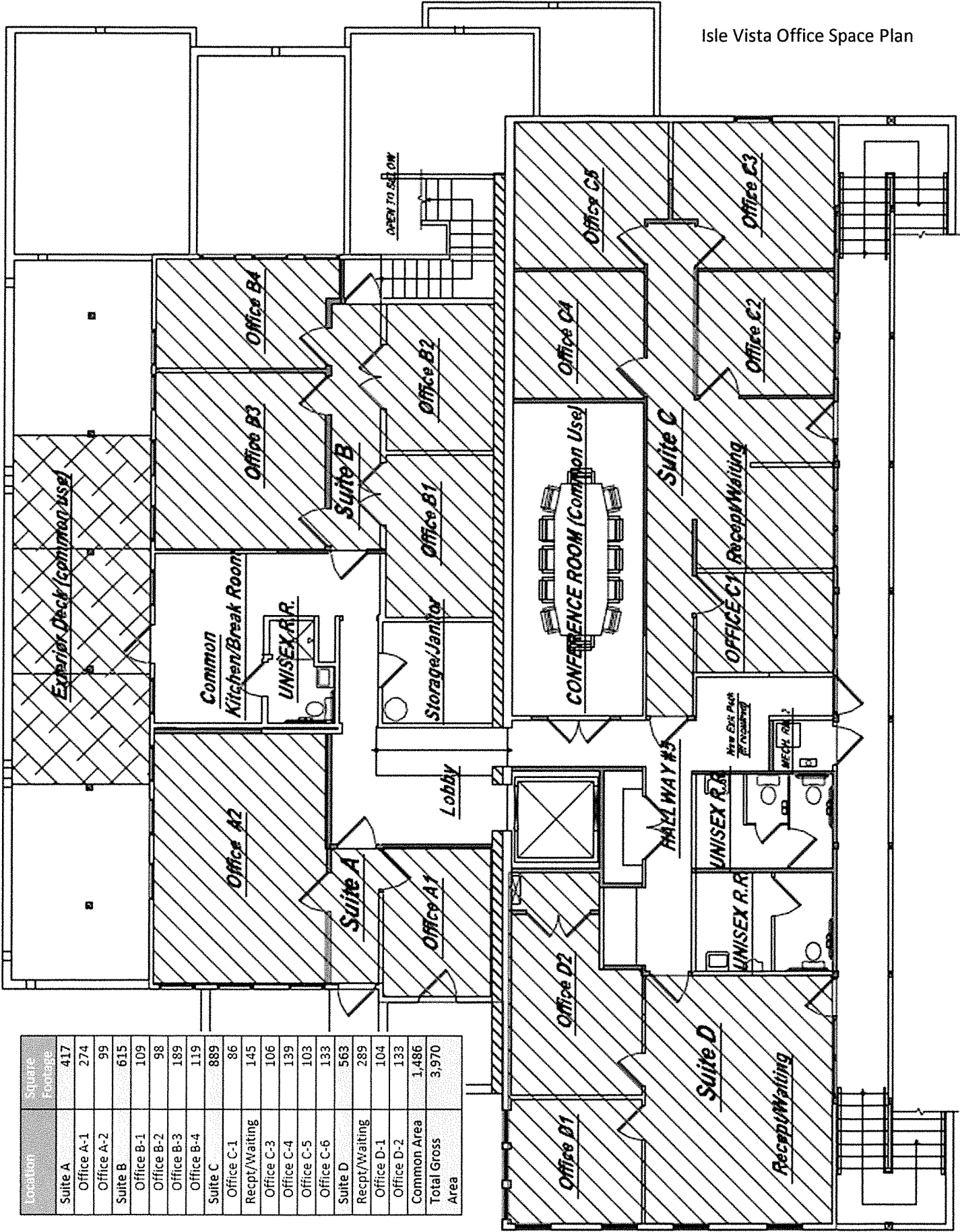
If further information is needed regarding the RFP, please contact:

**Greg Chanis, Assistant Director of General Services, at (805) 568-3096 or by email at: [gchanis@countyofsb.org](mailto:gchanis@countyofsb.org)**

If it becomes evident that this RFP must be amended, a formal amendment will be issued to the Proposers and, if necessary, a new proposal due date will be established. Verbal communications from County staff concerning the RFP are not binding on the County and shall in no way excuse the successful Proposer of obligations as set forth in the RFP, unless the RFP has been formally amended.

# ATTACHMENT A

## Isle Vista Office Space Plan



Location	Square Footage
Suite A	417
Office A-1	274
Office A-2	99
Suite B	615
Office B-1	109
Office B-2	98
Office B-3	189
Office B-4	119
Suite C	889
Office C-1	86
Recept/Waiting	145
Office C-3	106
Office C-4	139
Office C-5	103
Office C-6	133
Suite D	563
Recept/Waiting	289
Office D-1	104
Office D-2	133
Common Area	1,486
Total Gross Area	3,970