CITY OF STOCKTON

ECONOMIC DEVELOPMENT DEPARTMENT

Housing, Economic Development, Asset Management and Central Parking

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REQUEST FOR INTEREST FOR THE CITY OF STOCKTON, CA CITY HALL OFFICES RELOCATION

(Issued on December 13, 2012)

I. General Information about the City of Stockton

Stockton is located in San Joaquin County and is the fourth largest city in California's central valley region. With a population of approximately 290,000, Stockton ranks as the state's 13th largest city.

The City of Stockton provides general government services and is considered a full-service city. More information about Stockton can be found at www.stocktongov.com.

II. Goal and Objective

The City of Stockton is seeking letters of interest from companies, property owners, real estate firms, realtors, and others interested in providing office space in the Stockton downtown area to house government offices currently located at Stockton City Hall.

This Request for Interest (RFI) is intended to ascertain viable alternatives for relocating City offices into leased or leased-to-purchase space so that the City may provide exceptional customer service to the community. The City is seeking to establish a financially viable alternative to office space at City Hall, which, due to its age and condition, is difficult to maintain and will require extensive and costly renovation in the near future.

III. Project Background

The City of Stockton has offices throughout the community including City Hall, located at 425 N. El Dorado Street, and the Permit Center, located at 345 N. El Dorado Street. City Hall was built in 1926 in the Grecian-Ionic style. City Hall is approximately 68,000 square feet in size, and houses the following city departments:

- Administrative Services
- City Manager/City Attorney/City Council/City Clerk
- Economic Development
- Fire Administration

The Permit Center is approximately 13,500 square feet in size and provides services to the public and business community in the areas of planning, building, development review, and fire prevention. The following departments are currently located in the Permit Center:

- Community Development
- Fire Prevention

Scenario A

The City of Stockton is exploring relocation of the departments located in City Hall, and anticipates the need for approximately 22,100-27,000 square feet. The estimated amount of square footage required is substantially less than exists at City Hall due to the historic building's space inefficiency. In addition to direct office requirements for the departments noted above, the estimated square footage includes common area (hallways, restrooms, entryways and lobbies) and conference rooms. The direct office space needs are described in greater detail in section IV, below. Estimated minimum space needs for each department are as follows:

- Administrative Services – 7,700 square feet
- City Manager/City Attorney/City Council/City Clerk – 9,400 square feet
- Economic Development – 3,100 square feet
- Fire Administration – 1,900 square feet

The City anticipates its Council Chambers will be located off-site in a separate facility. However, the City is interested in considering additional space to accommodate Council Chambers along with ancillary space for cable, television, and electronic equipment, if available. In addition, as a public facility with substantial customer service activities, the proposed space must accommodate a minimum of eight secure windows or counter space at a publicly convenient location for payment of bills and other municipal financial transactions.

Scenario B

In addition to relocating City Hall offices, the City of Stockton is also interested in exploring the alternative of relocating offices currently housed in the Permit Center. To relocate all of the departments in this scenario, the City of Stockton anticipates the need for approximately 26,800-32,000 square feet. In addition to the minimum space needs noted for each department in Scenario A, the estimated minimum space needs for Community Development/Fire Prevention would be 4,700 square feet.

As a public facility that provides substantial customer service activities, the proposed space must accommodate sufficient counter space and a waiting area to support application submittals and development review for the Building, Planning, and Fire Prevention Divisions.

Potential Phasing

The City will consider phased relocation in the event that all space is not immediately available. The City prefers that its offices be located within a single building but may consider alternatives where functions are located in proximity rather than contiguously. While Class A office space is preferred, the City will consider sub-Class A facilities to the extent they offer an environment suitable for modern, professional government offices. The City prefers to be located in Downtown Stockton, but may consider other locations.

IV. Information Available

Information on City staffing and space needs is attached hereto. This information is subject to refinement. Please note that the City of Stockton has developed standard office and cubicle space dimensions for employees. The City's goal is to maintain these standard dimensions to the greatest extent possible.

- Attachment A - Proposed Space Standard and Allocation by Classification Summary (Scenario A and B)
- Attachment B - Proposed Space Standard and Allocation by Classification Detail

V. Letter of Interest Content Requirements

- Letter of Transmittal
- Description of proposed space available in narrative, spreadsheet, and geographic (location) form, including suitability of the proposed space for City government use and construction and/or other requirements to render the space appropriate for City and public purposes.
- Experience and qualifications, including:
    - Name of company, organization, firm, and/or property owner, and address
    - Contact information
    - Proposed building(s) information
        - Location
        - Size
        - Amenities
        - Proposed layout
    - Proposed lease terms. The City requires a long-term arrangement (minimum 10 years with two 5-year options) and would prefer lease-to-own.

VI. Expected Timeline

- RFI issued – December 13, 2012
- RFI Q&A Meeting – January 9, 2013, 10:30 a.m. – 12:00 Noon (Stockton City Hall, Economic Development Conference Room, Third Floor)
- RFI closes – January 31, 2013, 2:00 p.m.
- Review of proposals and potential discussions with interested parties – February/March 2013

VII. Submission of Letters of Interest

Letters of interest are being requested for a potential working relationship with the City in accordance with all terms and specifications contained herein.

One (1) hard paper copy of sealed proposal and one (1) electronic copy must be submitted to Wendy Saunders, Economic Development Director, City of Stockton, 425 N. El Dorado Street, Stockton, CA 95202 and Wendy.Saunders@Stocktongov.com by **2:00 p.m., Thursday, January 31, 2013.**

Any questions prior to the deadline date should be directed to Emily Mah-Nakanishi at Emily.Mah-Nakanishi@Stocktongov.com.

VIII. General Criteria for Evaluating Proposals.

Responses to this RFI will be reviewed by City staff to determine how well the letters of interest meet the needs of the City in terms of suitability of space (as outlined above), timing of availability, and cost. City staff may interview some or all of the proponents or may seek clarification of information submitted.

IX. Addenda to the Request for Information

In the event that it becomes necessary to revise any part of this RFI, addenda will be provided to all companies invited to respond.

Attachment A - Proposed Space Standard & Allocation by Classification Summary
(Scenario A)

	FY 12-13 ADOPTED FULL-TIME POSITIONS	FY 12-13 TOTAL SQ. FT.
Administrative Services		
Administration	7	2,589
Financial Services	17	1,051
Treasury	14	748
Purchasing	4	277
Utility Billing/Customer Service	15	766
Budget	3	320
1 Small Conference Room (~310 sf)		310
2 Break Rooms (~300 sf each)		600
Administrative Services subtotal	*60*	*6,661*
City Attorney/City Coucil/City Manager/City Clerk		
City Attorney	11	1,338
City Council	8	2,020
City Manager	17	2,108
City Clerk	6	738
2 Large Conference Rooms (~540 sf each)		1,080
2 Small Conference Rooms (~310 sf each)		620
2 Break Rooms (~300 sf each)		600
City Attorney/CC/CM/City Clerk subtotal	*42*	*8,196*
Economic Development		
Economic Development	4	389
Housing - CDBG	10	693
Redevelopment Agency Fund	2	144
1 Large Conference Room		540
1 Small Conference Room (~310 sf)		310
2 Break Rooms (~300 sf each)		600
Economic Development subtotal	*16*	*2,676*
Fire Administration		
Fire Administration	11	1,002
1 Small Conference Room (~310 sf)		310
1 Break Room (~300 sf each)		300
Economic Development subtotal	*11*	*1,612*
Total	**129**	**19,145**

Notes:

Large conference room accommodates 32 chairs (16 chairs at table)

Small conference room accommodates 20 chairs (10 chairs at table)

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Attachment A - Proposed Space Standard & Allocation by Classification Summary
(Scenario B)

	FY 12-13 ADOPTED FULL-TIME POSITIONS	FY 12-13 TOTAL SQ. FT.
Administrative Services		
Administration	7	2,589
Financial Services	17	1,051
Treasury	14	748
Purchasing	4	277
Utility Billing/Customer Service	15	766
Budget	3	320
1 Small Conference Room		310
2 Break Rooms		600
Administrative Services subtotal	*60*	*6,661*
City Attorney/City Coucil/City Manager/City Clerk		
City Attorney	11	1,338
City Council	8	2,020
City Manager	17	2,108
City Clerk	6	738
2 Large Conference Rooms (~540 sf each)		1,080
2 Small Conference Rooms (~310 sf each)		620
2 Break Rooms (~300 sf each)		600
City Attorney/CC/CM/City Clerk subtotal	*42*	*8,196*
Community Development/Fire Prevention		
Administration	7	*718*
Planning	9	*752*
Building	13	*762*
Fire Prevention	7	*458*
1 Large Conference Room		*540*
2 Break Rooms (~300 sf each)		600
Community Development/Fire Prevention subtotal	*36*	*3,830*
Economic Development		
Economic Development	4	389
Housing - CDBG	10	693
Redevelopment Agency Fund	2	144
1 Large Conference Room		540
1 Small Conference Room		310
2 Break Rooms (~300 sf each)		600
Economic Development subtotal	*16*	*2,676*
Fire Administration		
Fire Administration	11	1,002
1 Small Conference Room		310
1 Break Room		300
Economic Development subtotal	*11*	*1,612*
Total	**165**	**22,975**

Notes:

Large conference room accommodates 32 chairs (16 chairs at table)

Small conference room accommodates 20 chairs (10 chairs at table)

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Attachment B - Proposed Space Standard & Allocation by Classification Detail

ADMINISTRATIVE SERVICES DEPARTMENT	FY 12-13 Adopted	Prop. STND. DIM.	FY 12-13 TOTAL SQ. FT.
ADMINISTRATION			
Assistant Director of Financial Mgmnt	1	10x12*	120
Chief Financial Officer	1	15x16*	240
Executive Assistant	1	10x10	100
Finance Officer	0	10x12*	0
Office Asst I/II/ Office Specialist/ Secretary	1	7x7	49
Program Manager III	1	8x10	80
Reprographics/Mail Room	2		2,000
Subtotal	7		2,589
FINANCIAL SERVICES			
Accountant I/II/Sr	7	8x8	448
Accounting Manager	1	10x10	100
Finance Assistant I/II/Sr	7	7x7	343
Financial Services Supervisor	1	8x10	80
Program Manager I/II	1	8x10	80
Subtotal	17		1,051
TREASURY			
Office Asst I/II/ Office Specialist/ Secretary	1	7x7	49
Revenue Assistant I/II/Sr	9	7x7	441
Revenue Collector	2	7x7	98
Revenue Officer	1	8x10	80
Supervising Revenue Assistant	1	8x10	80
Subtotal	14		748
PURCHASING			
Buyer I/II	2	8x8	128
Materials Specialist	1	7x7	49
Purchasing Agent	1	10x10	100
Subtotal	4		277
UTILITY BILLING/CUSTOMER SERVICE			
Customer Service Assistant	2	7x7	98
Revenue Assistant I/II	9	7x7	441
Revenue Collector	3	7x7	147
Supervising Revenue Assistant	1	8x10	80
Subtotal	15		766
BUDGET			
Administrative Analyst I/II/Sr/Principal	0	8x8	0
Budget Officer	1	10x12*	120
Program Manager I/II	2	8x10	200
Subtotal	3		320
Total	**60**		**5,751**

* denotes enclosed office with hard walls

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Attachment B - Proposed Space Standard & Allocation by Classification Detail

CITY ATTORNEY/CITY COUNCIL/CITY CLERK/CITY MANAGER DEPARTMENT	FY 12-13 Adopted	Prop. STND. DIM.	FY 12-13 TOTAL SQ. FT.
CITY ATTORNEY			
Assistant City Attorney	1	12x15*	180
City Attorney	1	15x16*	240
Deputy City Attorney	6	10x12*	720
Executive Assistant to the City Attorney	1	10x10	100
Legal Secretary I/II	2	7x7	98
Subtotal	11		1,338
CITY COUNCIL			
Councilmember Conference Room	6	15x16*	1,440
Executive Assistant to the Mayor	1	10x10	100
Mayor	1	15x20*	300
Subtotal	8		2,020
CITY CLERK			
Assistant City Clerk I/II	1	12x15*	180
City Clerk	1	15x16*	240
Office Assistant I/II/ Office Specialist/Secretary	1	7x7	49
Records Reseach Specialist	1	7x7	49
Sr Deputy City Clerk	1	10x12*	120
Supervising Deputy City Clerk	1	10x10	100
Subtotal	6		738
CITY MANAGER/DEPARTMENT			
Administrative Aide I/II	5	8x8	320
Assistant to the City Manager	1	10x12*	120
City Manager	1	15x20*	300
Public Information Officer	1	10x12*	120
Deputy City Manager I/II	2	15x16*	480
Executive Assistant to the City Manager	1	10x10	100
Office Assistant I/II/ Office Specialist/Secretary	0	7x7	0
Program Manager III	3	10x12*	360
Supervising Office Assistant	0	8x8	0
Channel 97 Function	1	12x15*	180
Operation Peacekeepers Program	2	8x8	128
Subtotal	17		2,108
Total	**42**		**5,896**

* denotes enclosed office with hard walls

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Attachment B - Proposed Space Standard & Allocation by Classification Detail

COMMUNITY DEVELOPMENT DEPARTMENT/ FIRE PREVENTION	FY 12-13 Adopted	Prop. STND. DIM.	FY 12-13 TOTAL SQ. FT.
ADMINISTRATION			
Community Development Director	1	15x16*	240
Executive Assistant	1	10x10	100
Office Assistant I/II/ Office Specialist/Secretary	1	7x7	49
Planning Technician I/II	1	10x10	100
Program Manager II	1	8x10	80
Program Manager III	1	10x10	100
Revenue Assistant I/II	1	7x7	49
Sr Plan Technician	0	10x10	0
Subtotal	7		718
PLANNING/ETP			
Assistant/Associate Planner	0	8x8	0
Deputy Community Dev. Dir./Eng & Transportation	1	10x12*	120
Eng Aide/Engineering Technician I/II/sr	1	8x8	64
Junior/Assistant/Associate Civil Engineer	2	8x8	128
Park Facility Planner	0	10x10	0
Planning Manager	3	8x10	240
Public Works Inspector	0	6x5	0
Sr Planner	2	10x10	200
Supervising Public Works Inspector	0	6x6	0
Subtotal	9		752
BUILDING			
Building Permit Technician	2	7x7	98
Combination Inspector I/II	6	6x5	180
Deputy Community Development Director/Building	1	10x12*	120
Plan Check Engineer	1	10x10	100
Plan Checker I/II/Sr	2	10x10	200
Supervising Combination Inspector	1	8x8	64
Subtotal	13		762
DEVELOPMENT SERVICES - FIRE PREVENTION			
Fire Battalion Chief	1	10x12*	120
Fire Captain	1	8x10	80
Fire Prevention Inspector	1	5x6	30
Fire Protection Specialist	1	5x6	30
Office Assistant I/II/Office Specialist/Secretary	2	7x7	98
Office Technician	0	7x7	0
Plan Checker I/II	1	10x10	100
Subtotal	7		458
Total	**36**		**2,690**

* denotes enclosed office with hard walls

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Attachment B - Proposed Space Standard & Allocation by Classification Detail

ECONOMIC DEVELOPMENT DEPARTMENT	FY 12-13 Adopted	Prop. STND. DIM.	FY 12-13 TOTAL SQ. FT.
ECONOMIC DEVELOPMENT			
Deputy Economic Development Director	0	10x12*	0
Economic Development Director	1	12x15*	180
Executive Assistant	0	10x10	0
Office Asst I/II/ Office Specialist/ Secretary	1	7x7	49
Program Manager I/II	1	8x10	80
Supervising Real Property Agent	1	8x10	80
Subtotal	4		389
HOUSING - CDBG			
Administrative Analyst I/II/Sr/Principal	4	8x8	256
Assistant/Associate Planner	0	8x8	0
Deputy Housing Director	0	10x12*	0
Executive Assistant	1	10x10	100
Housing Financial Advisor I/II/Sr	2	8x8	128
Housing Rehabilitation Counselor I/II/Sr	0	8x8	0
Office Assistant I/II/Office Specialist/Secretary	1	7x7	49
Program Manager I/II	0	8x10	0
Program Manager III	1	8x10	80
Project Manager I/II/III	1	8x10	80
Subtotal	10		693
REDEVELOPMENT AGENCY FUND (RDA)			
Administrative Analyst I/II/Sr/Principal	0	8x8	0
Program Manager I/II	1	8x10	80
Program Manager III	0	8x10	0
Real Property Agent I/II/Sr	1	8x8	64
Subtotal	2		144
Total	**16**		**1,226**

* denotes enclosed office with hard walls

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Attachment B - Proposed Space Standard & Allocation by Classification Detail

FIRE ADMINISTRATION	FY 12-13 Adopted	Prop. STND. DIM.	FY 12-13 TOTAL SQ. FT.
Deputy Fire Chief I/II	2	10x12*	240
Executive Assistant	1	10x10	100
Fire Captain	2	8x10	160
Fire Chief	1	12x15*	180
Office Asst./I/II/Office Specialist/Secretary	2	7x7	98
Program Manager I/II	2	8x10	160
Supervising Office Assistant	1	8x8	64
Total Staff	**11**		**1,002**

* denotes enclosed office with hard walls

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