COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles
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August 18, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

The Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors/Commissioners:

AUTHORIZE RELEASE OF A REQUEST FOR PROPOSALS FOR VERMONT CORRIDOR DEVELOPMENT SERVICES
(DISTRICT 2) (3 VOTES)

SUBJECT

This letter recommends the release of a Request for Proposals (RFP) for development of a proposed new Department of Mental Health (DMH) headquarters, and future development of adjacent County-owned properties in the area known as the "Vermont Corridor", located on South Vermont Avenue between Fourth and Sixth Streets in the City of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the release of an RFP for development of a proposed new DMH headquarters facility on existing County-owned properties at 510, 526, and 532 South Vermont Avenue in the City of Los Angeles, and future development of County-owned properties at 550 and 433 South Vermont Avenue and 3175 West 6th Street in the City of Los Angeles.

2. Authorize the Community Development Commission (Commission), in consultation with the Chief Executive Office (CEO) and County Counsel, to enter into exclusive negotiations, on behalf of the County, with the highest ranked proposer, and to return to the Board for approval of a negotiated

predevelopment agreement between the County and the selected proposer.

3. Find that the recommended actions do not constitute a project pursuant to the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project.

IT IS RECOMMENDED THAT THE BOARD, ACTING AS THE COMMISSIONERS OF THE COMMUNITY DEVELOPMENT COMMISSION:

1. Authorize the Executive Director, or his designee, in consultation with CEO and County Counsel, to enter into exclusive negotiations with the highest ranked proposer, on behalf of the County, for development of a proposed new DMH headquarters facility on existing County-owned properties at 510, 526, and 532 South Vermont Avenue in the City of Los Angeles, and future development of County-owned properties at 550 and 433 South Vermont Avenue and 3175 West 6th Street in the City of Los Angeles.

2. Find that the recommended actions do not constitute a project pursuant to CEQA for the reasons stated in this letter and the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to approve the release of the RFP for development of a proposed new DMH headquarters, and future development of adjacent County-owned properties in the Vermont Corridor.

FISCAL IMPACT/FINANCING

There is no fiscal impact on the County General Fund at this time. Upon completion of the RFP process, the Commission intends to return to the Board of Supervisors with a recommendation to approve a predevelopment agreement with the selected proposer.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On February 10, 2015, the Board authorized the Commission to complete an RFP for design and construction development of a proposed new DMH headquarters facility located on existing County-owned property, as well as future development of adjacent County-owned properties in the Vermont Corridor.

The DMH headquarters will be located at the County-owned sites at 510, 526, and 532 South Vermont Avenue. These sites are currently occupied by a two-story abandoned structure with roof parking, a two story office building occupied by Department of Parks and Recreation staff, open parking areas, and carport in the north parking area. The new DMH building will be approximately 400,000 square feet, and will allow for the consolidation of all DMH administrative personnel in a single modern facility. The facility will make use of the existing parking structure at 523 Shatto Place.

For the County-owned sites at 550 South Vermont Avenue and 3175 West 6th Street, which currently house DMH and the Department of Community and Senior Services, respectively, the RFP asks proposers to analyze the market and various potential development opportunities, and to propose a project with the highest economic benefit to the County. It is anticipated that market-rate residential with street level retail will be developed on these sites.

For the County-owned site at 433 South Vermont, which currently houses the Department of Parks and Recreation, the RFP asks proposers to analyze the market and various potential development opportunities, and to propose a project with the highest economic benefit to the County. The RFP also asks for an alternative plan for low-income senior housing at this site. Both options for this site will ultimately be presented to the Board of Supervisors.

The selected developer will be expected to pursue any required entitlements and approvals through the City of Los Angeles, the County's Department of Regional Planning, and any other departments or agencies having jurisdiction. Those requirements and other development standards will be established in agreements to be entered into by the selected proposer and the County, upon approval by the Board of Supervisors.

The RFP is attached in substantially complete form. It will be released upon Board approval. Proposals will be due by December 8, 2015. The Commission will assemble an evaluation panel to score the proposals, and will enter into exclusive negotiations with the highest ranked proposer. We anticipate returning to the Board for approval of a predevelopment agreement with the selected proposer in early 2016. A final recommendation for the Board to approve development / disposition agreement(s) for the Vermont Corridor will occur upon completion of predevelopment.

ENVIRONMENTAL DOCUMENTATION

Approval of the recommended action is not a project pursuant to CEQA because it is an activity that is excluded from the definition of a project by Section 15378(b)(5) of the State CEQA Guidelines. The proposed action is an administrative activity of government, which will not result in direct or indirect physical changes to the environment.

Any further necessary documentation under CEQA required for approval of agreements with the selected developer will be submitted to the Board for consideration along with further recommended CEQA findings as necessary, upon recommendation of project approval.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current services or projects during the RFP process.

Respectfully submitted,

SEAN ROGAN
Executive Director

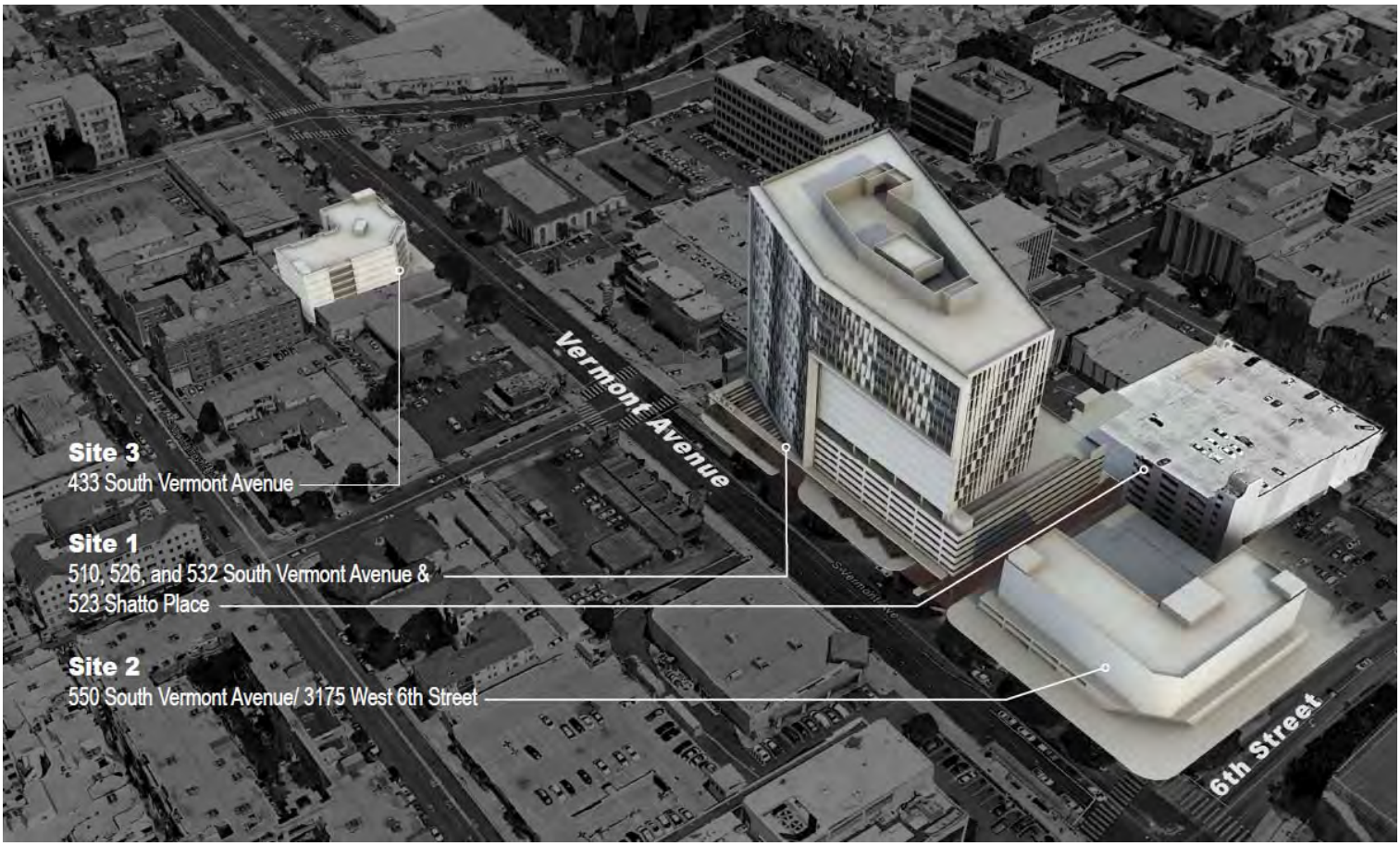
SR:CC:nt

Enclosures

COUNTY OF LOS ANGELES

REQUEST FOR PROPOSALS
FOR
VERMONT CORRIDOR DEVELOPMENT PLAN

AUGUST 18, 2015


Site 3
433 South Vermont Avenue
Site 1
510, 526, and 532 South Vermont Avenue &
523 Shatto Place
Site 2
550 South Vermont Avenue/ 3175 West 6th Street
Vermont Avenue
6th Street

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APPENDIX A: Scope of Work

1.0 INTRODUCTION

1.1 Purpose

The Vermont Corridor is home to over half of a million square feet of Los Angeles County–owned (County) office space and over half of a million square feet of County-leased office space. County departments occupying these spaces include: Department of Mental Health (DMH), Parks and Recreation (DPR), Community and Senior Services (DCSS), and Children and Family Services (DCFS). The Vermont Corridor is identified as the area located on South Vermont Avenue between Fourth and Sixth Streets in the City of Los Angeles.

These County-owned facilities have contributed to blight in the surrounding community. The facilities have experienced a high level of deterioration and offer few operating efficiencies for the County employees that occupy these facilities. It is in the County interest these departments be consolidated and employees relocated accordingly. The aged facilities occupy prominent parcels that offer potential opportunities for economic revitalization through redevelopment.

The purpose (Purpose) of the project (Project) is to (1) expedite elimination of blight, (2) relocate DMH employees to a new, high quality, architecturally prominent, cost-effective headquarters facility, (3) consolidate other departments in the Vermont Corridor, and (4) provide for highest economic benefit to the County through sale or ground lease of the properties.

The County has identified three separate and distinct development sites within the scope of the Project. Each site poses a disposition strategy unique from the others. The Project goals are:

Site 1: A new County occupied facility to serve as DMH's HQ
Site 2: Highest economic benefit to County
Site 3: Highest economic benefit to County, and also a scenario to provide affordable senior housing with a ground level retail component

To realize Project goals, on February 10, 2015, the Board of Supervisors of the County of Los Angeles authorized the Community Development Commission (Commission) to prepare a Request for Proposal (RFP) for Development of the Vermont Corridor.

The County seeks to enter into an agreement to engage Project goals specific to each site: a ground lease for site 1and a development agreement or a disposition agreement unique to each of site 2 & then site 3.

One Proposer will be selected to be responsible to the County for delivery of Project goals to all three sites. The Proposer will be responsible to plan, design, entitle, finance, construct new structures, up-grade an existing adjacent parking structure and engage Project goals on all three sites.

By means of this RFP, the Commission is soliciting responses from interested

developers. The Commission will select one proposal inclusive of a Predevelopment Agreement submitted by the Proposer. The Commission will return to the Board with a recommendation to accept the Predevelopment Agreement and to authorize funds for predevelopment funding. Upon completion of predevelopment the Commission will then return to the Board with a recommendation for approval for an unsubordinated ground lease (with respect to Site 1), and a disposition agreement and/or unsubordinated ground lease at sites 2 and 3.

1.2 Overview of Solicitation Document

This Request for Proposals (RFP) is composed of the following parts:

- **INTRODUCTION:** Specifies the Proposer's minimum requirements, provides information regarding some of the requirements of the Contract and explains the solicitation process.
- **PROPOSAL SUBMISSION REQUIREMENTS:** Contains instructions to Proposers describing how to prepare and submit their proposal.
- **SELECTION PROCESS AND EVALUATION CRITERIA:** Explains how the proposals will be selected and evaluated.
- **APPENDICES:**
  - **A - SCOPE OF WORK:** Explains in detail the work to be performed under the Contract, including any technical exhibits.
  - **B - REQUIRED FORMS:** Contains forms that must be completed and included in the proposal.
  - **C - REQUIRED NOTICES:** Contains notices that must be adhered to and will be part of the executed Contract.

1.3 Proposer's Minimum Requirements

Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in *Appendix B - Statement of Work,* of this RFP are invited to submit a proposal, provided they meet the following requirements. **If these requirements are not met, the proposal may not receive further consideration, as determined in the sole discretion of the Commission.**

1.3.1 The Proposer, as a company, must have three (3) years of experience, within the last ten (10) years, providing development services equivalent or similar to the services identified in Appendix B – Statement of Work that include:

- Developing public private partnerships financed with tax exempt bonds.
- Developing market rate, Residential project incorporating mixed uses.
- Developing not for profit housing project.

1.3.2 The Proposer, as a company, must have within the last ten (10) years, conducted development of not less than an aggregate of 500,000 sq. ft. of Class A, high-rise office building(s).

1.3.3 The Proposer must have a Planning/Project Manager/Supervisor assigned to the Contract with seven (7) years of experience, within the last ten (10) years, providing office building development or services equivalent or similar to the services identified in Appendix B - Statement of Work.

1.3.4 The Proposer must comply with the RFP format and requirements set forth in the Proposal Submission Requirements, Section 2.0, of this RFP when submitting his/her proposal.

1.3.5 The Proposer must agree to the terms and conditions of a standard Commission contract, if awarded a contract, of which a sample in substantial finished form is included in this package in Appendix A - Sample Contract.

1.3.6 The Proposer must acknowledge intent to comply with the Commission insurance requirements (Reference Sub-paragraph 1.15 in this Section).

1.3.7 The Proposer must comply with the Child Support Compliance Program (Reference Sub-paragraph 1.22 in this Section).

1.3.8 The Proposer must acknowledge intent to comply with GAIN/GROW requirements (Reference Sub-paragraph 1.26 of this Section).

1.3.9 The Proposer must certify intent to comply with the Safely Surrendered Baby Law Program. (Reference Sub-paragraph 1.29 in this Section)

1.3.10 The Proposer must certify intent to comply with the Jury Service Program (Reference Sub-paragraph 1.30 in this Section).

1.3.11 The Proposer must certify intent to comply with the Charitable Purposes Act. (Reference Sub-paragraph 1.33 in this Section)

1.3.12 The Proposer must certify intent to comply with the Defaulted Property Tax Program. (Reference Sub-paragraph 1.35 in this Section)

1.4 Commission Rights & Responsibilities

The Commission has the right to amend the RFP by written addendum. The Commission is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization that records indicate has received this RFP. Should such addendum require additional information not previously requested, failure on the part of the Proposer to address the requirements of such addendum may result in the proposal not being considered, as determined in the sole discretion of the Commission. The Commission is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

1.5 Contact with Commission Personnel

All contact regarding this RFP or any matter relating thereto must be mailed or e-mailed to the following:

Doug Cohen, Procurement Coordinator
Community Development Commission of the County of Los Angeles
Economic and Housing Development Division
Business Technology Center
700 W. Main Street
Alhambra, CA 91801
dcohen@labtc.org

If it is discovered that a Proposer contacted and received information from any County or Commission personnel, contractors, subcontractors, their agents and employees, other than the person specified above, or his or her designee, regarding this solicitation, the Commission, in its sole determination, may disqualify their proposal from further consideration.

1.6 Final Award by the Board of Supervisors

Notwithstanding a recommendation of a division, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, any agreement.

1.7 Commission Option to Reject Proposals

The Commission may, in its sole discretion, reject any or all proposals submitted in response to this RFP. The Commission shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal.

The Commission reserves the right to waive inconsequential disparities in a submitted proposal.

1.8 Disqualification Review

The Commission shall notify Any Proposer that is disqualified due to non-responsiveness, in writing and the Proposer may submit a written request for a disqualification review by the date specified in the notice. Requests for a disqualification review not timely submitted will be denied. A disqualification review shall only be granted if the person or firm requesting the review submitted an RFP package, in a timely manner, as noted in Section 2.3 and the request asserts that the disqualification determination was erroneous and provides actual support on each ground asserted, as well as copies of all documents and other materials that support the assertions. The disqualification review shall be completed and a determination provided to the Proposer, in writing, prior to the RFP evaluation process.

1.9 Notice to Proposer Regarding the Public Records Act

Responses to this RFP shall become the exclusive property of the Commission. At such time as the Commission recommends a Proposer to the Board of Supervisors, all such proposals submitted in response to this RFP become a matter of public record, with the exception of those parts of each proposal which

are defined by the Proposer as business or trade secrets, and are plainly marked as "Trade Secret," "Confidential," or "Proprietary".

Neither the County nor Commission shall, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality shall not be deemed sufficient notice of exception. The Proposer(s) must specifically label only those provisions of the proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

1.10 Conflict of Interest

No employee of the County or Commission whose position enables him/her to influence the selection of a Proposer for this RFP, or any competing request for proposals, nor any spouse or economic dependent of such employee, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Proposer.

1.11 Gratuities

1.11.1 Attempt to Secure Favorable Treatment

It is improper for any officer, employee or agent of the Commission to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the Agreement, or, the Proposer's failure to provide such consideration may negatively affect the Commission consideration of the Proposer's submission.

A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to an officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Agreement.

1.11.2 Proposer Notification to Commission

A Proposer shall immediately report any attempt by an officer, employee or agent to solicit such improper consideration. The report shall be made either to the Procurement Officer or the manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

1.11.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

1.12 Notification to Commission of Pending Acquisitions/Mergers by Proposing Company

The Proposer shall notify the Commission of any pending acquisitions/mergers of their company. Failure of the Proposer to provide this information may eliminate its proposal from any further consideration.

1.13 RFP Not a Commitment

This RFP is not a contract offer, a request for technical services, or an agreement to construct any project that may be proposed or otherwise submitted and does not commit the County or the Commission to enter into any agreement, whether it be a predevelopment agreement, development agreement, lease or any other agreement (exclusive or otherwise), or to accept any part of any proposal, or to pay any costs incurred in the submission of any proposal. By submitting its RFP Package, each Proposer agrees that the Commission has the right in its sole and absolute discretion, to use ideas suggested by any particular Proposer, regardless of whether the Commission selects that Proposer to be the developer of this Project. Should this process result in an exclusive negotiation agreement, the execution of such agreement does not constitute a contract, agreement, or promise that such agreement will lead to a ground lease or that the County will agree to build or have built any proposed project or projects.

1.14 Request for Taxpayer Identification Number Certification

The person, firm or corporation selected shall be required to provide the Commission with a completed Federal W-9 form, including taxpayer identification number or social security number, in order to comply with federal tax information regulations. If this document is not supplied, the Commission retains the right to withhold payment on invoices in accordance with Internal Revenue Service (IRS) guidelines, as outlined in Publication 1281. The Commission has the right to withhold these payments without being charged late charges or fees.

2.0 PROPOSAL SUBMISSION REQUIREMENTS

This Section contains key Project dates and activities as well as instructions to the Proposers.

2.1 Commission Responsibility

The Commission is not responsible for representations made by any of its officers or employees prior to the execution of any agreement unless such understanding or representation is included in the Agreement.

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the sole judgment of the Commission.

2.3 RFP Timetable

The timetable for this RFP is as follows:

- Release of RFP……...08/19/15
- Question & Answer Dates:
  - 1st Series of Questions Submission Date……...09/10/15
  - Responses to 1st Series of Questions Posting Date……09/18/15
  - 2nd Series of Questions Submission Date……...10/01/15
  - Responses to 2nd Series of Questions Posting Date……10/09/15
- Proposal Due Date…….…**12/08/2015 @ 5:30 p.m.**
- Presentations Held on the Week of……January 11, 2016

2.4 Proposers' Questions

Proposers may submit written questions regarding this RFP by mail or e-mail to the Procurement Coordinator identified below. All questions must be received by the dates stated in section 2.3, RFP Timetable. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP. Two such responses will be released. The dates of release for the responses will be: September 18, 2015 and October 09, 2015.

When submitting questions please specify the RFP section number, paragraph number, and page number and quote the passage that prompted the question. This will ensure questions can be quickly found in the RFP. Commission reserves the right to not respond to unidentified questions. Commission reserves the right to group similar questions when providing answers.

Questions should be addressed to:

Doug Cohen, Procurement Coordinator
Community Development Commission of the County of Los Angeles
Economic and Housing Development Division
Business Technology Center
700 W. Main Street
Alhambra, CA 91801
dcohen@labtc.org

2.5 Proposal Format

The content and sequence of the proposal must be as follows:

- Proposer's Questionnaire / Affidavit
- Table of Contents
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Provide Required Services (Section C)
- Presentation (Section D)

2.5.1 Proposer's Questionnaire / Affidavit

The Proposer shall complete, sign and date the *Proposer's Questionnaire/Affidavit* that can be found in *Appendix C - Required Forms*. The person signing the form must be authorized to sign on behalf of the Prosper and to bind the applicant in an Agreement.

2.5.2 Table of Contents

The Table of Contents must be a comprehensive listing of material included in the Proposal. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

2.5.3 Executive Summary (Section A)

On the Proposer's letterhead, condense and highlight the contents of the Proposer's Business Proposal to provide the Commission with a broad understanding of the Proposer's approach, qualifications, experience, and staffing.

2.5.3 Proposer's Qualifications (Section B)

Demonstrate that the Proposer's team has the experience and financial capability to perform the required services. The following sections must be included:

2.5.3.1 Proposer's Background and Experience (Section B.1)

The Proposer must provide relevant information to demonstrate that work experience is consistent with the goals and objectives of this RFP and that Proposer has capacity to perform the required services as specified in: *Appendix A – Scope of Work*.

In addition, the Proposer must provide the following:

- **Proposer's Team**
  In-depth resumes of each member of the Proposer's team (including consultants such as architects, engineers, general contractor, legal counsel, finance, etc.) and describe each member's skill, project experience and accomplishments relative to this Project.
  Proposer to identify project manager and provide project examples of project manager's work history with Proposer team.

- **Proposer's Predevelopment Phase History**
  Provide evidence of experience in predevelopment phase services and then subsequent execution of a development agreement. Proposer is to provide project examples equivalent or similar to the services identified in Appendix B – Statement of Work of that incorporate:

  - Predevelopment agreement(s) between parties
  - Development agreement between parties

  Failure of the Proposer to provide the above requested information in complete detail shall be grounds for determining the Proposer non-responsive and shall not receive further consideration.

- **Proposer's Development History**
  A list of completed project examples similar to each of the three respective sites for the Project. For each project example describe the role and level of participation that is represented by Proposer team members. Include relevant photographs highlighting the applicability of the project examples to this RFP.

  Describe project examples of partnerships associated with public agencies resulting in a public benefit.

  Describe the operative elements of each project example (i.e., predevelopment, development, finance, design, ownership, operation, and management).

  Identify which of the project examples were delivered within the original contracted date, which projects examples were completed on or under budget and which projects examples were completed over budget.

  For projects completed over budget or delivered past due of original schedule date, specify the cause for the cost over-run or delay, the corrective actions that were taken to

ameliorate the cost over-run or delay and if none were taken, provide explanation as to why no corrective action was taken.

Project example of Proposer's use of Specific Purpose Entities (SPE) and procurement process identifying the method by which SPE engaged predevelopment and development services for project example.

Describe experience and history in ownership and management for completed projects. Include project examples of similar projects managed by the Proposer.

Project example of Proposer's full utilization of a "Gant chart" or similar method

Project example of proposer's use of a Guaranteed Maximum Price (GMP) method. Project examples that incorporate a GMP should reflect such cost data accordingly:

- Items 1-3 to be expressed as price per sq. ft.
- Item #4 to be expressed as percentage of rent
- Items 6 & 7 to be expressed in years:
  1. Shell and core cost specific to facility (not ancillary components, i.e., parking and exclusive of tenant improvement cost)
  2. Total developer fee
  3. Total project cost
  4. If managed upon completion, annual fees for ownership and management of entire project
  5. Annual debt service
  6. Total term of debt payments
  7. Total term for lease payments
  8. Percentage of design upon which GMP was based
  9. Contingency associated with GMP

For each project example provide a name and phone number of an appropriate contact.

2.5.3.2 Evidence of Financial Capability (Section B.2)

The Proposer must provide detailed information that will enable the Commission to discern the financial resources available to the development team. This information should help the Commission determine whether the Proposers have the financial ability to deliver the Project. Proposers must demonstrate their financial capacity and readiness to develop the Project. The Proposal documentation must include recent

financial statements, names and addresses of banks and/or other financial institutions that can serve as references, copies of annual reports (if available), financial rating reports, or other documents indicating the financial condition of the Proposer. Links to websites or other sources of information not included in the Proposal documentation will not be considered.

2.5.3.3 Proposer's Pending Litigation and Judgments (Section B.3)

The Proposer must identify by case name, case number, and court jurisdiction, any pending litigation in which Proposer is involved, and any judgments against Proposer in the last five (5) years. Provide a statement describing the background facts, causes of action, and potential liability of Proposer or principal(s) of Proposer in all pending or threatened litigation against the Proposer or principals(s) of Proposer. If there are none, the Proposer must state "None".

2.5.4 Proposer's Approach to Provide Required Services (Section C)

The Proposer must provide a detailed description of the proposed development and disposition plan to meet the requirements set forth in *Appendix A – Scope of Work*, and how the services will be performed.

In addition, the Proposer must provide the following:

2.5.4.1 Highest economic benefit to the County

A description, in detail, of key elements of the Proposal that support substantial revenue for the County, via ground lease or other remunerations or, with respect to the project financing, how Proposer's approach provides County the highest economic benefit.

2.5.4.2 Market Feasibility

An analysis demonstrating the market feasibility of the proposed development plan for Site #2 and Site #3. Proposer is to indicate economic benefits to the County and underscore how the Proposal will remain economically vibrant.

2.5.4.3 Development Plan

An image of an overall 3 dimensional vicinity plan depicting conceptual massing(s) at each site.

2.5.4.4 Process to establish Guaranteed Maximum Price

A process for delivery of a Guaranteed Maximum Price (GMP) inclusive of timeline, percentage of design completion, and contingency.

2.5.4.5 Sustainability Commitment

A description, in detail, of approach to achieving a minimum LEED Silver rating regarding the Project and as described in the Scope of Work (Appendix A)

2.5.4.6 Schedule Delineation regarding Site 1

A detailed schedule summary indicating key milestones of the Project's development. Schedule should begin with the execution of the predevelopment agreement and cite all Project milestones through issuance of a certificate of occupancy.

2.5.4.7 Schedule Delineation regarding Site 2

A detailed schedule summary indicating key milestones of the Project's development or disposition. Schedule should begin with the execution of the predevelopment or disposition agreement and cite all Project milestones through issuance of a certificate of occupancy.

2.5.4.8 Schedule Delineation regarding Site 3

A detailed schedule summary indicating key milestones of the Project's development or disposition. Schedule should begin with the execution of the predevelopment or disposition agreement and cite all Project milestones through issuance of a certificate of occupancy. Schedule to be provided for a disposition strategy for highest economic benefit as well as affordable senior housing incorporating ground level retail.

2.5.4.9 Proposed Local and Small Business Outreach

A description of proposed local and small business outreach plan and how to ensure its implementation.

2.5.4.10 Proposed Project Labor Agreement

A description, in detail, of approach to securing a Project Labor Agreement for this Project.

2.5.4.11 Proposer's Quality Control Plan

A Comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Appendix A - Scope of Work. At a minimum, the Plan should include: Project communications, record keeping, construction delivery and facility operations.

2.5.5 Presentation (Section D)

Proposers will be required to provide a presentation that will be performed for the Evaluation Committee at a date, time and location to be determined, during the month of January, 2016. A brief outline/agenda for the presentation should be included in the Proposal. Presentation outline is to include vicinity plan and developer's approach for delivery of Project goals.

The Proposer should not utilize highly developed renderings or plans of proposed development.
The presentation outline should detail number of Proposer team members that will attend.

2.6 Proposal Submission

The original Proposal and ten (10) copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

"REQUEST FOR PROPOSALS FOR THE VERMONT CORRIDOR DEVELOPMENT PLAN"

The Proposals and copies shall be delivered or mailed to:

Doug Cohen, Procurement Coordinator
Community Development Commission of the County of Los Angeles
Economic and Housing Development Division
Business Technology Center
700 W. Main Street
Alhambra, CA 91801

2.7 Late Submissions, Modifications, and Withdrawal of Proposals

It is the sole responsibility of the Proposer to ensure that its proposal is received before the submission deadline. Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in section 2.3, RFP Timetable, will not be accepted and will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

Upon written request, submitted proposals may be withdrawn at any time before the submission closing date and time. Proposals that are withdrawn for modification must be re-submitted before the closing date and time. At the closing date and time, all proposals submitted shall be firm offers and may not be withdrawn for a period of two hundred seventy (270) days following the last day to submit proposals, as listed in Section 2.3 of the timetable.

3.0 SELECTION PROCESS AND EVALUATION CRITERIA

3.1 Selection Process

The Commission reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal after the submission closing date and time.

An Evaluation Committee selected by the Commission will make an evaluation of the proposals. The Evaluation Committee will use the evaluation approach described herein to select a prospective Developer.

All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

3.2 Proposal Evaluation Criteria

3.2.1 Proposer's Qualifications (65%)

3.2.1.1 Background and Experience (55%)

Proposer will be evaluated on their background and experience, including Proposer Team and Proposer Development History, and capacity as a corporation or other entity to perform the required services based on information provided in Section B.1 of the proposal (see Section 2.5.3.1 of this RFP).

3.2.1.2 Financial Capability (10%)

Proposer will be evaluated on their financial capability, based on information provided in Section B.2 of the proposal (see Section 2.5.3.2 of this RFP).

3.2.2 Proposer's Approach to Providing Required Services (25%)

The Proposer will be evaluated on its description of the methodology to be used to meet the Commission requirements based on information provided in Section C of the proposal (see Section 2.5.4 of this RFP).

3.2.3 Presentation (10%)

The Proposer will be evaluated on a presentation that will be performed for the Evaluation Committee at a date, time and location to be determined, during the month of January, 2016 (see Section 2.5.4 of this RFP).

3.3 Protest Process

Any non-selected Proposer may submit a written Protest of Agreement Award, in the manner and timeframe as specified by the Commission.

A Protest of Agreement Award may, in the Commission's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity submitting a Protest of Agreement Award is a Proposer;
2. The Protest of Agreement Award is submitted timely (i.e., by the date and time specified in the Notice of Recommendation for Agreement Award);
3. The person or entity submitting a Protest of Agreement Award asserts in appropriate detail with factual reasons one or more of the following grounds for review:
   a. The Commission materially failed to follow procedures specified in its solicitation document. This includes:
      i. Failure to correctly apply the standards for reviewing the proposal format requirements.
      ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
      iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
   b. The Commission made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer not being selected as the recommended proposer.
   c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
   d. Another basis for review as provided by state or federal law; and
4. The Protest of Agreement Award sets forth sufficient detail to demonstrate that, but for the Commission's alleged failure, the Proposer would have been the highest-scored proposal.

The assertions included in the Protest of Agreement Award may be with respect to the protestor's proposal, or with respect to the recommended proposal, provided that the assertions satisfy all the required criteria.

Upon receiving the Protest of Agreement Award, the Commission shall issue a written Notice of Protest Determination to the Proposer within seven (7) calendar days following receipt of the Protest of Agreement Award. The Notice of Protest Determination shall be final.

APPENDIX A

SCOPE OF WORK

Vermont Corridor Development Plan

I. SUMMARY

The Vermont Corridor is home to over a half million square feet of Los Angeles County–owned (**County**) office space and over a half a million square feet of County-leased office space. County departments occupying these spaces include: Department of Mental Health (**DMH**), Parks and Recreation (**DPR**), Community and Senior Services (**DCSS**), and Children and Family Services (**DCFS**). The Vermont Avenue is identified as the area located on South Vermont Avenue between Fourth and Sixth Streets in the City of Los Angeles.

These County-owned facilities have contributed to blight in the surrounding community. These facilities have experienced a high level of deterioration, and offer few operating efficiencies for the County employees that occupy these facilities. It is in the County's interest that these departments be consolidated and employees relocated accordingly. The aged facilities occupy prominent parcels that offer potential opportunities for economic revitalization through redevelopment.

The purposes of the Project are to (1) expedite elimination of blight, (2) relocate DMH employees to a new, high quality, architecturally prominent, cost-effective headquarters facility, (3) consolidate other departments in the Vermont Corridor, and (4) provide for highest economic benefit to the County through sale or ground lease of the properties.

The County has identified three separate and distinct development sites within the scope of this project. Each site poses a disposition strategy unique from the others.

Site 1: A new County occupied facility to serve as DMH HQ.

Site 2: Highest economic benefit to County; most likely to be high-density market rate residential.

Site 3: Highest economic benefit to County; and affordable senior housing scenario with a ground level retail component as well.

To address these needs, on February 10, 2015, the Board of Supervisors of The County of Los Angeles authorized the Community Development Commission to prepare a Request For Proposals for Development of The Vermont Corridor.

The County seeks to enter into a ground lease and/or purchase agreement with a proposer team (**Proposer**) who will plan, design, finance, and construct new structures on three sites, and upgrade an existing adjacent parking structure. One Proposer will be selected that will be responsible for development of all sites.

By means of this Request for Proposal (**RFP**), the County is soliciting information from interested Proposers. The County will select one proposal, seek to negotiate the terms of a satisfactory predevelopment agreement and then return to the Board with a recommendation for approval by the County of Los Angeles Board of Supervisors for an unsubordinated ground lease (with respect to Site 1), or either a purchase sale agreement and/or unsubordinated ground lease at sites 2 and 3.

II. SURROUNDING COMMUNITY

The projects are located on three sites on South Vermont Avenue in the Vermont Corridor between 4th and 6th Streets, one block north of the Wilshire/Vermont intersection and METRO station.

At the southeast corner of 6th Street and South Vermont Avenue is Young Oak Kim Academy, a middle school of the Los Angeles Unified School District. Classroom structures are located on the south side of 6th Street opposite the 3175 West 6th Street site. South of the school, on South Vermont towards Wilshire Boulevard, is recently constructed market rate housing.

At the southwest corner of 6th Street and South Vermont Avenue is a parking lot owned by the City of Los Angeles. The Korean American National Museum announced their intent to relocate to this location in a seven story structure containing two stories parking and over 100 apartment units.

Bordering the museum to the south is a planned 173 unit apartment complex with 12,000 square feet of commercial space and parking for 234 cars.

On the west side of South Vermont Avenue are a mix of low-scale retail and service establishments that include a large drug store, automobile repair shops, car wash, and fast food restaurants with associated parking. Older multi-family housing exists on New Hampshire Avenue, one street west of Vermont.

To the north of the project area is The Galleria Market, a moderately up-scale market catering to the growing Korean-American neighborhood, and The Islamic Center of Southern California. The Center serves as a religious and social center for Moslems throughout Southern California. The Center also houses a K-6 private school.

On Shatto Place are small office buildings, multi-family housing, a multi-level parking structure serving the DMH Headquarters, and restaurant near the corner of Shatto Place and 6th Street.

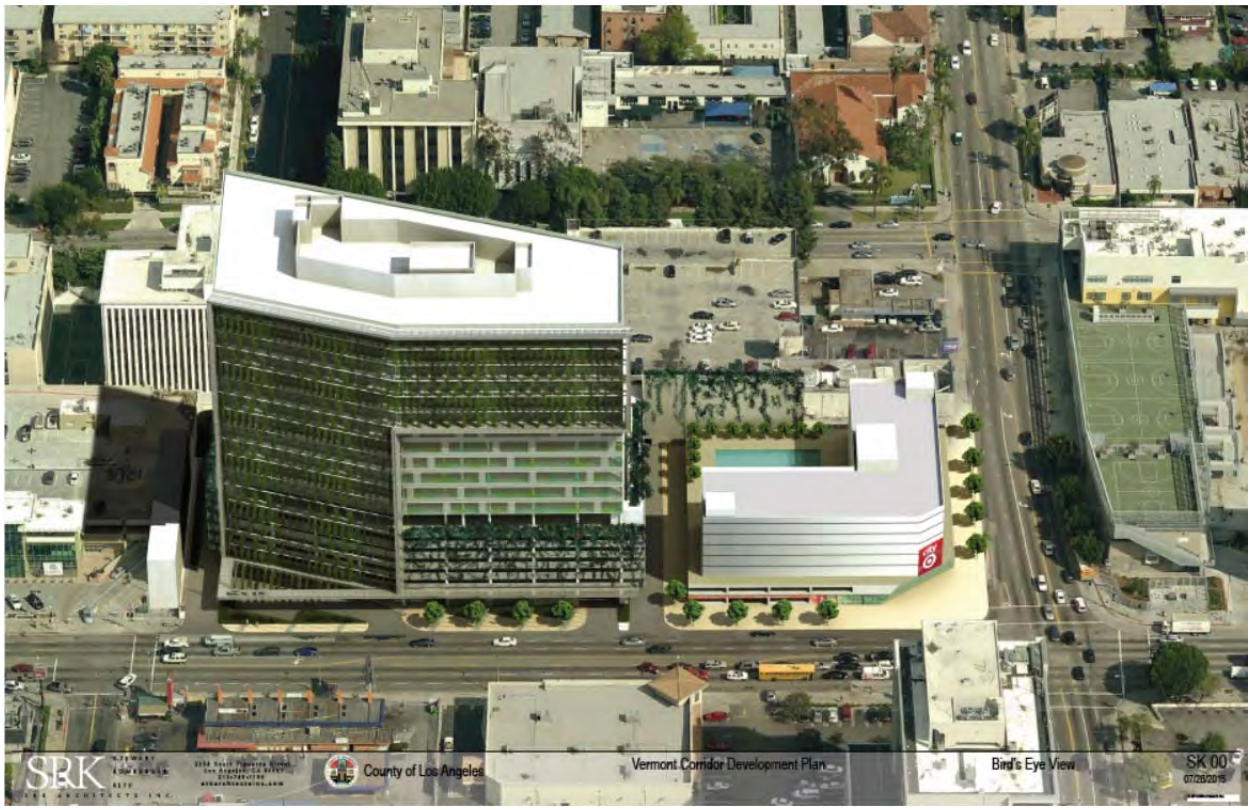
Los Angeles METRO subway stations are located on South Vermont at Wilshire and Beverly Boulevards. Public transit bus service exists on South Vermont Avenue, 6th Street, and Wilshire Boulevard.

Vermont Avenue and 6th Street are well-trafficked highways with access to mass transit.

III. SITES

Site 1

510, 526, and 532 South Vermont Avenue and, 523 Shatto Place



This 70,787 square foot site is occupied by a two story abandoned structure with roof parking, a two story office building occupied by DPR, open parking areas, and carport in north parking area.

The site includes a multi-level parking structure at 523 Shatto Place that will remain to support parking requirements of the new DMH headquarters facility. The structure is striped for 835 spaces. Certificate of Occupancy notes 870 spaces.

The new DMH headquarters facility will be located on this site and will connect to the parking structure on Shatto Place. The facility and parking structure shall be for the exclusive use of the County.

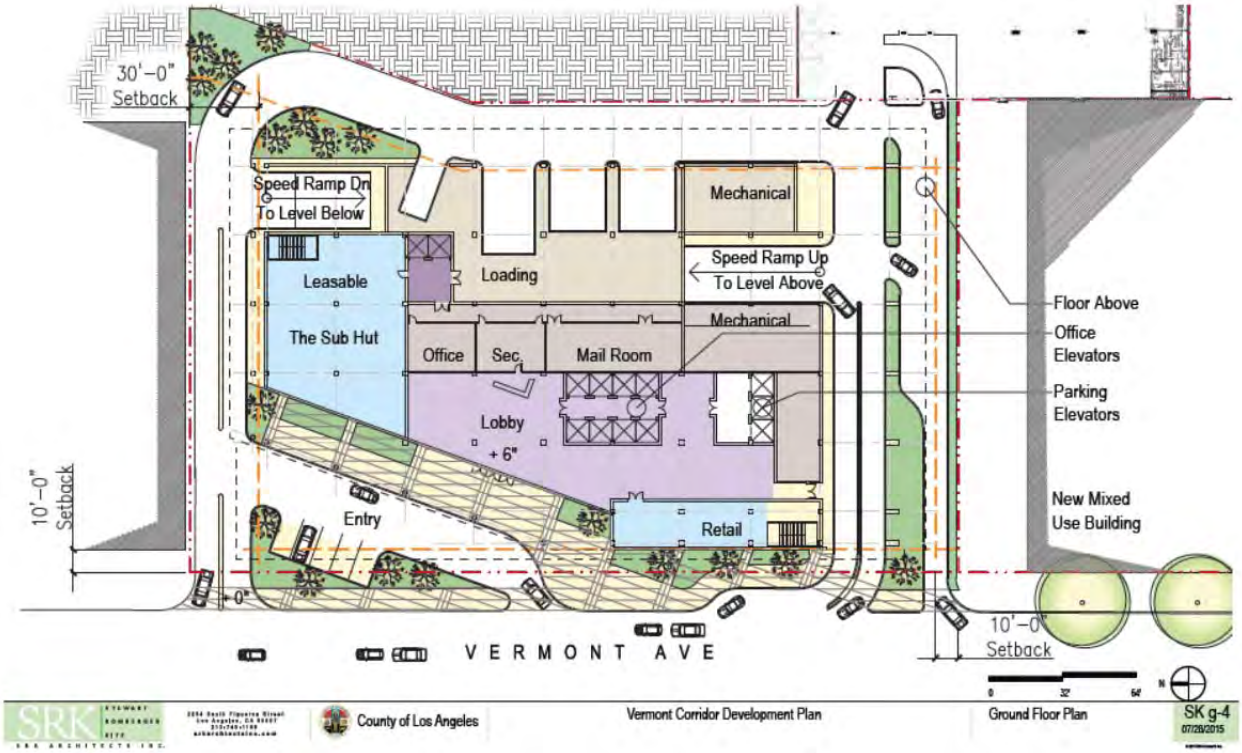
City of Los Angeles zoning is C2.1 – Community Commercial along South Vermont Avenue, and PB-1 for the parking structure. For commercial buildings there are no height limitations and yard requirements.

The DMH Headquarters building will be a Class ‘A’ office building. It shall will be a High Performance Building, designed to integrate and optimize all major high-performance building attributes, including energy efficiency, durability, life-cycle performance, and occupant productivity utilizing "state of the art" high performance mechanical systems, electrical systems, and vertical transportation systems.

It is assumed the building will be comprised of a podium of several levels of above grade parking that will transition to office floors at a terrace level at about the height of the existing parking structure. The terrace level will be the main entrance for County employees. Employee access to the terrace level shall be by dedicated parking level elevators in the new and existing parking areas. A bridge shall connect the existing parking structure to the terrace level.

A programming document (See Appendix I) at the end of this RFP, with stacking and blocking diagrams for each floor has been provided. Plans, sections, and other drawings included are schematic and describe one design concept. The drawings do not attempt to solve all DMH departmental planning, zoning, building code, site logistical, constructability, or other issues related to design and construction of the new headquarters building. It is the responsibility of the proposer to work closely with the County, City of Los Angeles, DMH, planning agencies, building department, fire department, and all other stakeholders to fully resolve any and all issues necessary for successful completion of the project.

The building shall be designed to accommodate occupancies, departments, and spaces represented in program document and floor plate plans. Office spaces should be as column free as possible. Window mullions and other features should be spaced to accommodate the interior space planning of perimeter offices. The finished ceiling height for typical floors shall be nine feet and provide adequate clearance above to accommodate mechanical, electrical, plumbing, and fire protection requirements. A minimum fourteen foot high finish ceiling is required for the ground floor public lobby. Retail space at the street level is encouraged. Ground floor lobby shall



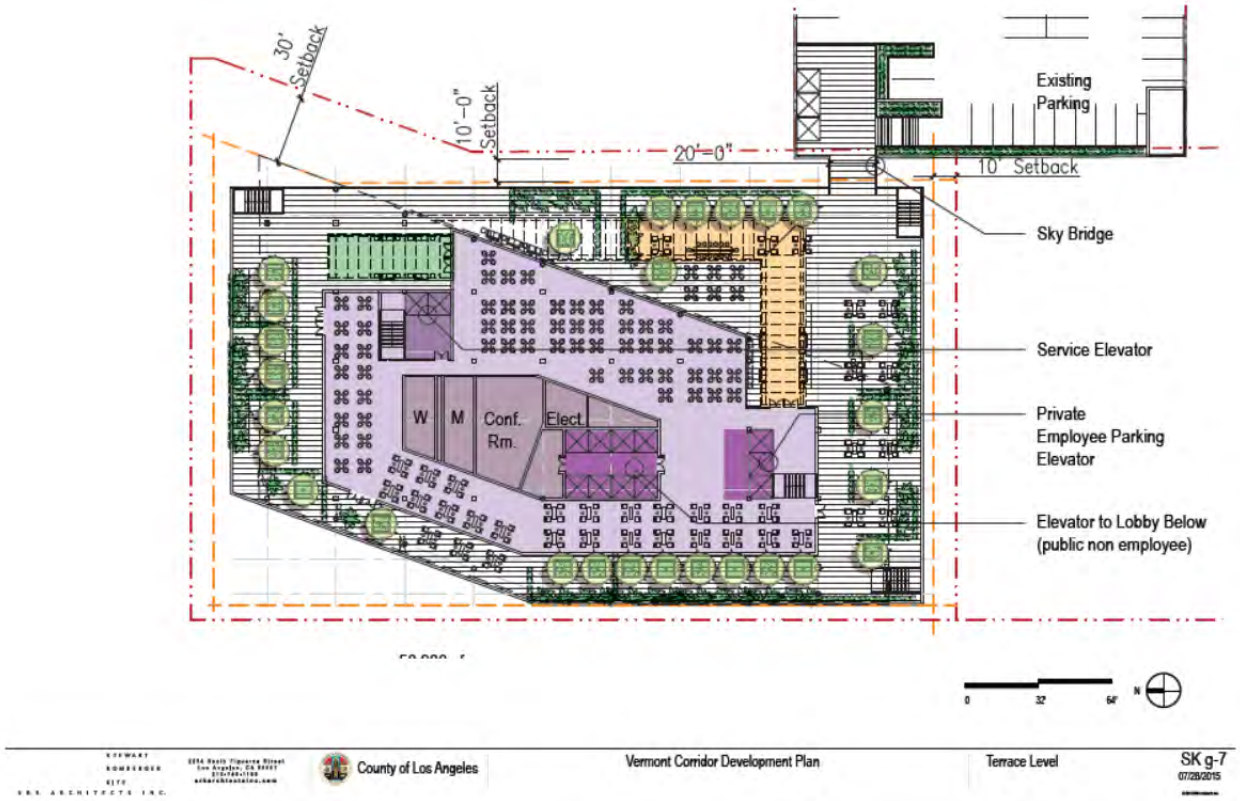
contain security station and be lockable from street and parking areas. The public entrance of the building will be on South Vermont Avenue.

Typical fenestration, e.g. ‘green screen’, materials, colors, textures, architectural panels, exterior openings, etc.at new parking levels shall extend to and envelop the existing parking structure to create an architecturally unifying design.

Mechanical and electrical equipment areas, equipment, and ductwork shall be acoustically isolated from all occupied spaces. Open and private offices shall be designed and selected to minimize employee disruption due to audible noise and to enhance privacy. The proposer shall retain a specialized consultant to assist with acoustical design.

The number of elevators shown on floor plate plans is diagrammatic. An elevator consultant shall be engaged to determine specific requirements based on programmatic information and user operation. Service elements should be organized around efficient core areas. Wet columns should be distributed throughout floors where required for occupant areas. An acceptable building efficiency is 85% (BOMA standards).

Sustainable design technologies, including water reclamation, recycling, photovoltaic cells, light tubes, green roofs, energy efficient lighting and provisions for alternative fuel vehicles as necessary to achieve LEED Silver and Energy Star certifications, meet City of Los Angeles Green Code requirements, and County of Los Angeles Energy and Environmental Policy requirements shall be implemented. Proposer shall incorporate ‘Savings By Design’ program recommendations, as administered by Los Angeles Department of Water and Power and Southern California Gas.



A service area or loading dock accessed from the parking area or separate service entrance shall be provided for the office building. Waste disposal and recycling should be accommodated in this area.

The site is in a prominent location and the new building will be visible from distances. Building exteriors shall be coherent, well-planned, and visually appealing. Highly reflective exterior materials should not be used. Views from the building shall be maximized. Exterior enclosures should be designed to minimize solar heat gain and enhance opportunities for natural ventilation. Building exteriors shall be easily maintained.

Acoustical privacy is essential for office efficiency. The interior noise environment attributable to exterior sources should not exceed Leq-1Hr of 50 dBA in occupied areas.

Provide a minimum of 1,800 parking spaces utilizing the existing parking structure and new headquarters building site as follows:

Fleet Parking: 30 spaces. Locate close to access/egress levels.

Visitor Parking: 10 spaces. Locate adjacent to office building lobby.

Alternate Fuel Vehicles: Number and location as required by County for fleet vehicle, employee and visitor use.

Accessible Parking: Total as required by Code.

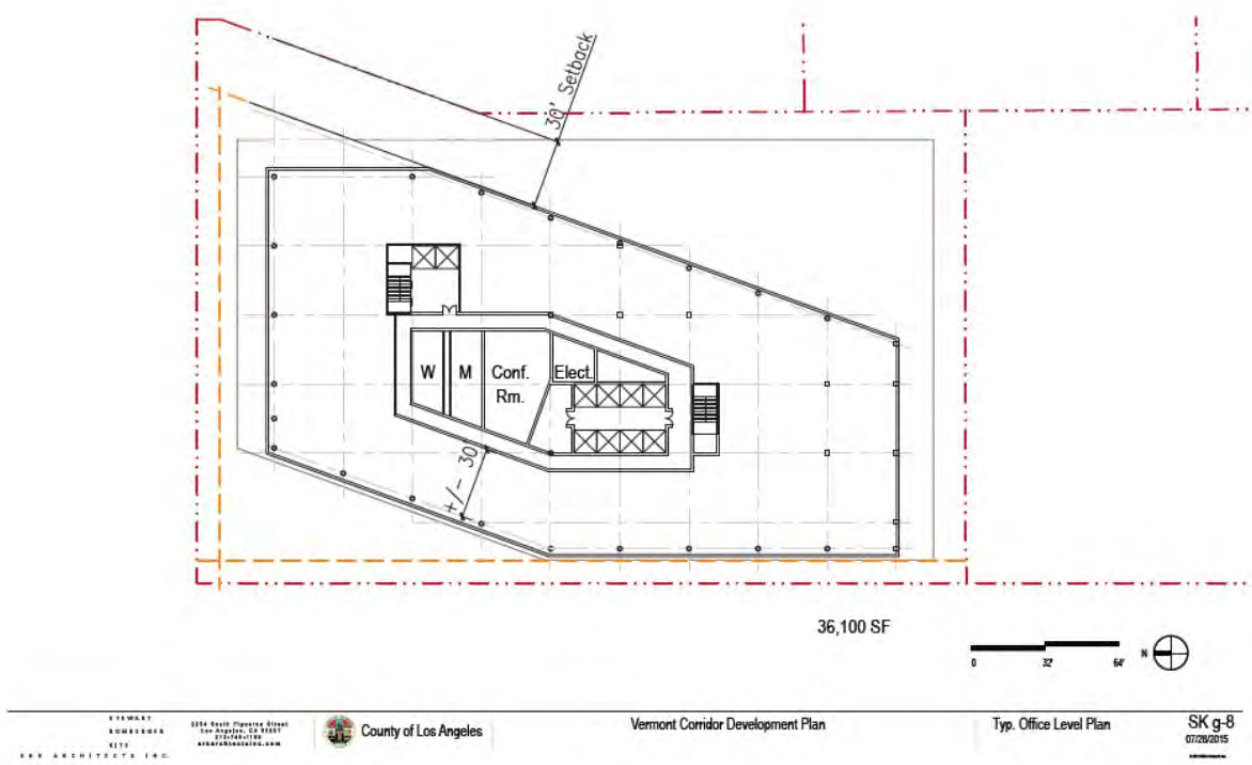
Balance: Employee parking.

It is assumed there will be multiple levels of parking below grade that will also house building services and mechanical and electrical equipment. Multiple levels of parking to accommodate required number of spaces will be provided at and above grade. A transportation and/or parking consultant shall be retained for design of parking structures and their operation. The consultant shall also provide studies to support proposed locations of ingress and egress to site and access to parking structures.

Provisions for alternate fuel vehicles shall be based on code, County policy, or program requirement, whichever is greater. Parking shall be securable during non-business hours with all access to office building through security checkpoint.

Vehicular connections between office building parking levels and existing parking structure should be provided for ease of access to parking and mitigation of neighborhood traffic impacts. Pedestrian access from the parking structure to the DMH headquarters building is required and shall be securable from the parking structure.

The parking structure may be inadequate for continued support of the headquarters building. Repairs have been made to cracks in the building exterior, elevator and mechanical systems may be out of date, and the structure does not meet Americans with Disabilities Act requirements, notably regarding number of accessible spaces, access to elevators and paths of travel, and clearances for van access.



As-built drawings (See Appendix C) and Certificate of Occupancy for the parking structure indicate five stories. Eight stories exist. The proposer should thoroughly review the structure and

provide structural, life-safety, and accessibility upgrades to meet current Building Code requirements.

Landscaping, hardscape, site lighting concepts, and materials shall be durable, long-lasting, low-maintenance, and suitable for public and private areas. Proposer shall coordinate removal and replacement of sidewalks and street trees with City of Los Angeles. Contiguous streetscapes fronting sites on 6th Street and South Vermont Avenue shall be of similar design, character, and palette.

Site and general building security consisting of well-lighted building entrances, open and parking areas, and monitored CCTV systems shall be provided. Specific security requirements for DMH Headquarters are identified in programming document.

With the exception of asbestos at 510 South Vermont Avenue, hazardous materials as asbestos, lead-based paints, PCBs, etc. have not been completely identified. The Proposer is responsible for all field investigations, testing, identification, and removal of hazardous materials. See Appendix B for Asbestos Survey Report.

The Proposer will be responsible for all required utility infrastructure including electricity, water, gas, sanitary sewer, and storm water sewer services. Additionally, access to telephone and cable service shall be provided.

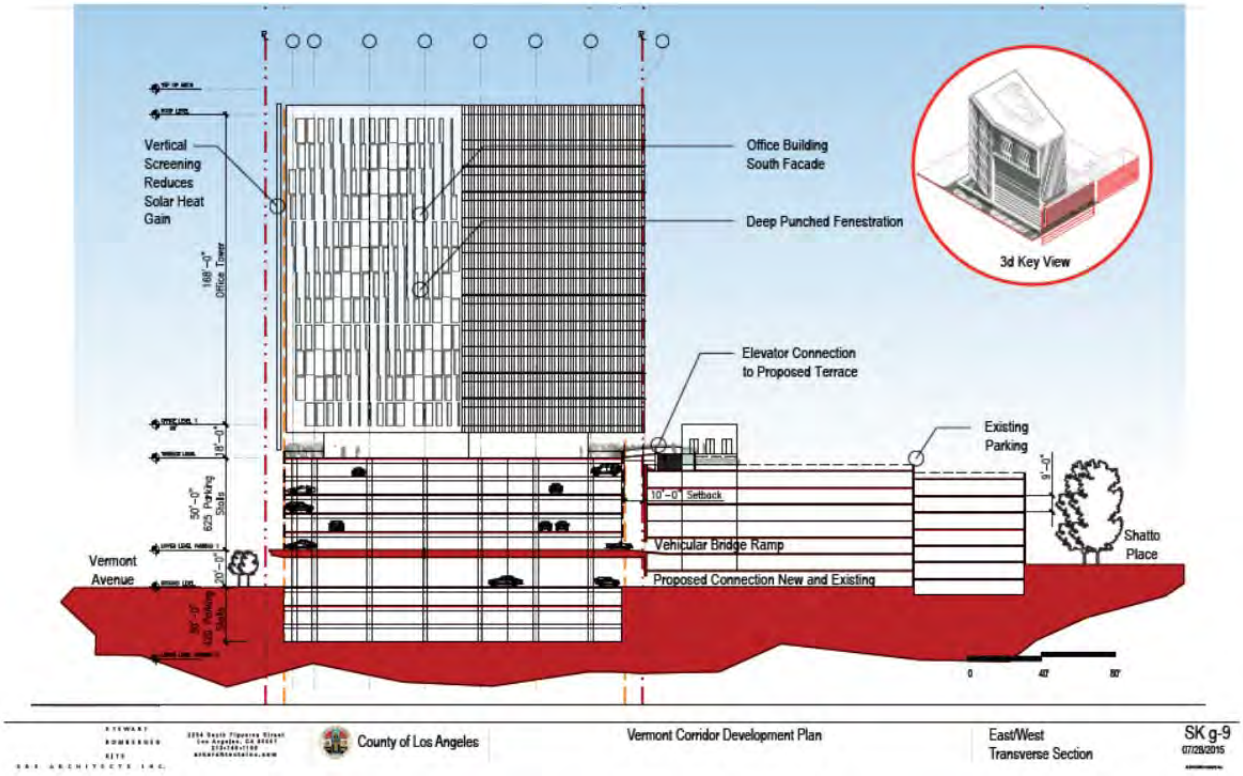
Demolition of all existing above- and below-grade structures, appurtenances, and utilities shall be the responsibility of the proposer.

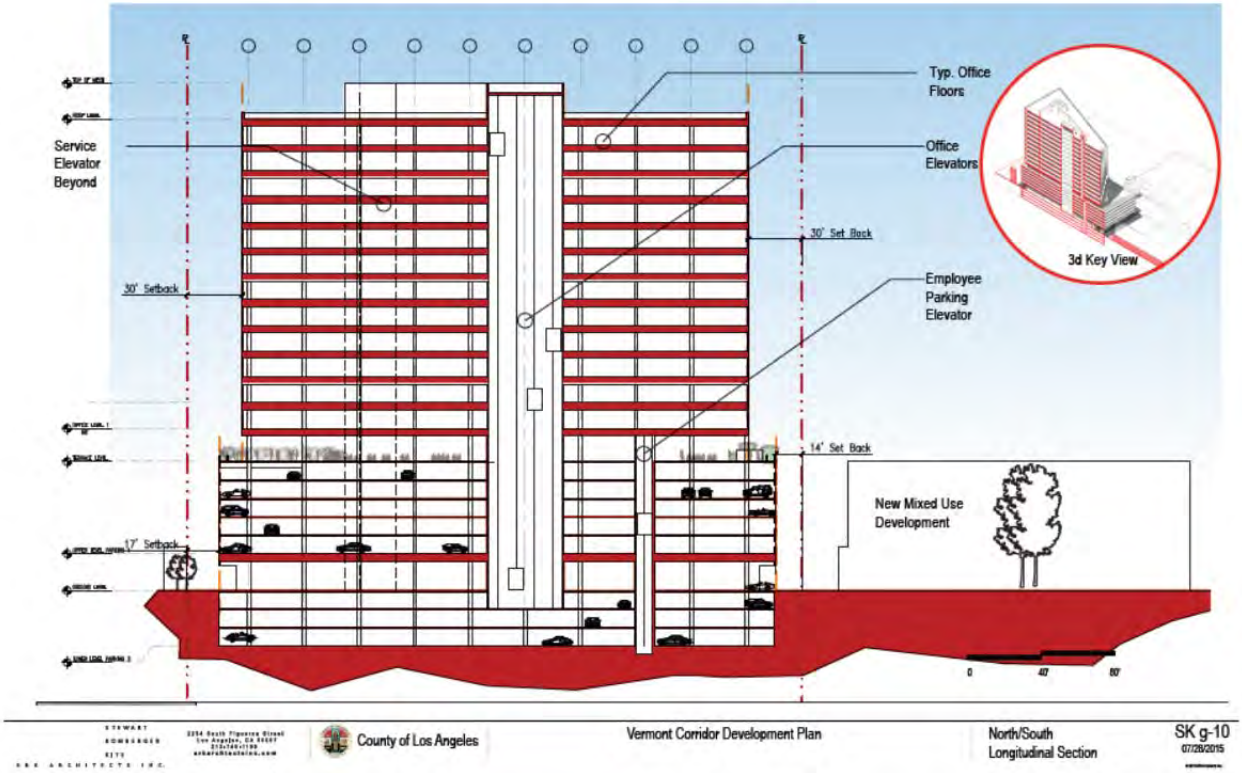
Utility and other easements and restrictions may exist on the site. Proposer shall investigate use of easements and initiate abandonment proceedings for unnecessary easements.

The current DMH Headquarters will remain occupied until occupancy of the new office building has been achieved. Proposer shall protect existing adjacent structures and provide shoring, fencing, alternate parking and pedestrian access, and phasing of development for existing buildings and parking structures to remain in operation during construction. To facilitate development of the DMH Headquarters site, early relocation of staff and demolition of the DCSS facility and two-story parking structure will be considered.

510 South Vermont Avenue will be available for demolition upon finalization of project agreement with County.

A preliminary geotechnical report (Appendix D), Methane Hazard Mitigation Report (Appendix E), and topographical design survey (Appendix F) for the site have been completed.


Vertical Screening Reduces Solar Heat Gain
Office Building South Facade
Deep Punched Fenestration
3d Key View
Elevator Connection to Proposed Terrace
Existing Parking
10'-0" Setback
Vehicular Bridge Ramp
Proposed Connection New and Existing
Shatto Place
Vermont Avenue
County of Los Angeles
Vermont Corridor Development Plan
East/West Transverse Section
SK g-9


Typ. Office Floors
Service Elevator Beyond
Office Elevators
3d Key View
30' Set Back
30' Setback
Employee Parking Elevator
14' Set Back
New Mixed Use Development
17' Setback
County of Los Angeles
Vermont Corridor Development Plan
North/South Longitudinal Section
SK g-10

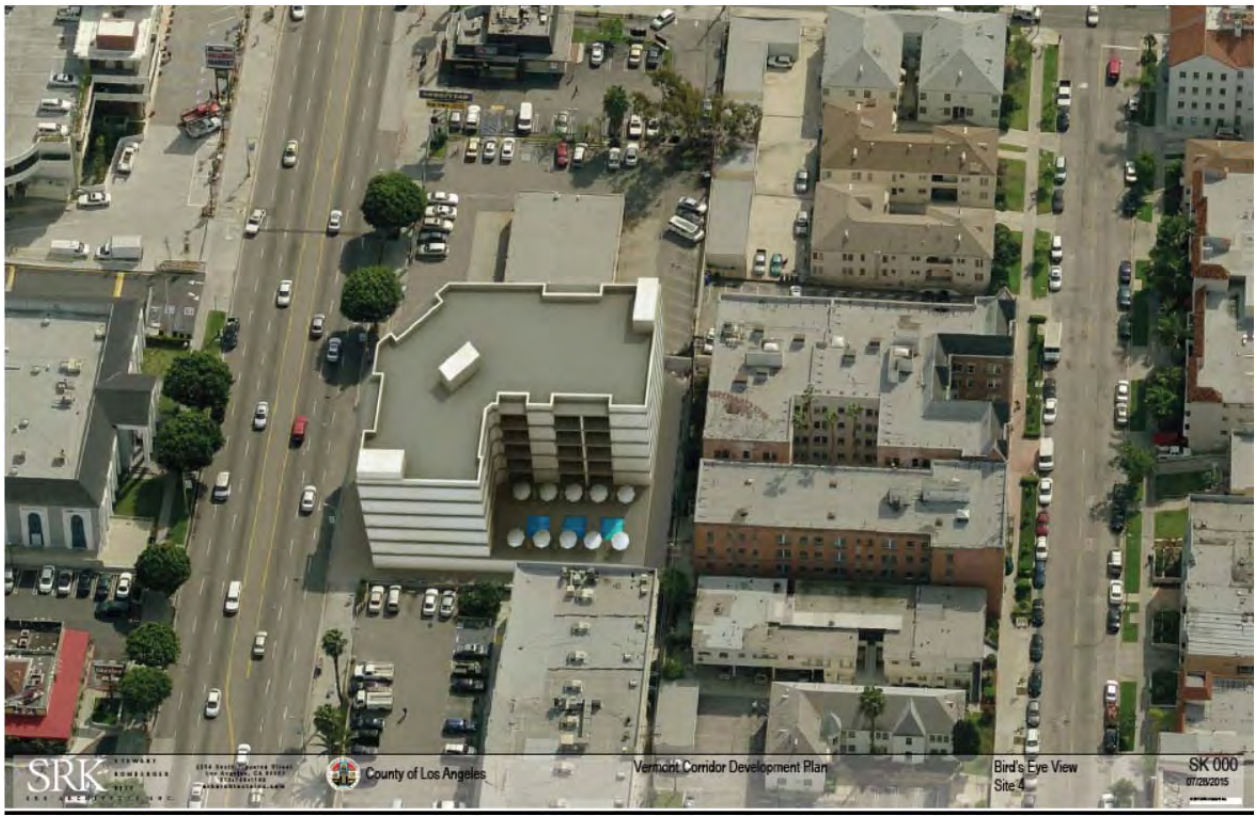
Site 2

550 South Vermont Avenue/ 3175 West 6th Street

An approximately 43,000 square foot site occupied by three structures - twelve story DMH headquarters, a four story office building housing DCSS, and a two story parking structure. A pedestrian tunnel beneath the DCSS facility connects DMH headquarters and two-story parking structure to the Shatto Place parking structure. Parking on the roofs of the parking structure and abandoned building at 532 South Vermont is also accessed from the Shatto Place parking structure.

The County desires the highest economic benefit from this property and will entertain proposals based on multiple viable occupancies and ownership/lease arrangements. It is anticipated market-rate housing with commercial space at grade be developed on this site. See Appendix A – Keyser Marston Associates Memorandum, February 6, 2014 for market analysis.

City of Los Angeles zoning C2.1 – Community Commercial applies to this site. For commercial buildings there are no height limitations and yard requirements. For residential projects, side and rear yard requirements and limitations on number of units based on lot area exist. Zoning permits one unit per 400 square feet of lot area with up to 35% density bonus for inclusion of low-income housing. Additional density may be available through a variance or change in zoning.



Should residential development be proposed, parking should be below grade to maximize beneficial use of the ground level.

An office building will be a High Performance Building, designed to integrate and optimize all major high-performance building attributes, including energy efficiency, durability, life-cycle performance, and occupant productivity utilizing "state of the art" high performance mechanical systems, electrical systems, and vertical transportation systems.

Sustainable design technologies, including water reclamation, recycling, photovoltaic cells, light tubes, green roofs, energy efficient lighting and provisions for alternative fuel vehicles as necessary to achieve LEED Silver and Energy Star certifications, meet City of Los Angeles Green Code requirements, and County of Los Angeles Energy and Environmental Policy requirements shall be implemented. Apartments shall also achieve LEED For Homes certification.

For commercial development the proposer shall incorporate ‘Savings By Design’ program recommendations, as administered by Los Angeles Department of Water and Power and Southern California Gas.

A service area accessed from the parking area or separate service entrance shall be provided for a commercial development. Waste disposal and recycling should be accommodated in this area.

This site is located on a corner of a major intersection. Building exteriors should reflect the urban context of the site and be designed to positively activate the street level. Building

exteriors should be designed to minimize solar heat gain and enhance opportunities for natural ventilation. Building exteriors shall be easily maintained. Highly reflective exterior materials should not be used.

Acoustical privacy is essential for office efficiency and beneficial residential occupancy. The interior noise environment attributable to exterior sources should not exceed Leq-1Hr of 50 dBA in occupied areas.

Keyser Marston Associates Memorandum estimates the maximum development to be 373 units plus ground floor retail and assumes, and with variance or change in zoning, that a greater density allowing up to 700 units may be possible. Proposer is responsible for determining maximum potential of each site with respective government agencies.

Parking for apartment buildings shall be as required by County or City ordinance.

Landscaping, hardscape, site lighting concepts, and materials shall be durable, long-lasting, low-maintenance, and suitable for public and private areas. Proposer shall coordinate removal and replacement of sidewalks and street trees with City of Los Angeles. Contiguous streetscapes fronting sites on 6th Street and South Vermont Avenue shall be of similar design, character, and palette.

Site and general building security consisting of well-lighted building entrances, open areas, and parking areas shall be provided.

The existence of hazardous materials such as asbestos, lead-based paints, PCBs, etc. have not been identified. The Proposer is responsible for all field investigations, testing, identification, and removal of hazardous materials.

The Proposer will be responsible for all required utility infrastructure including electricity, water, gas, sanitary sewer, and storm water sewer services. Additionally, access to telephone and cable service shall be provided.

Demolition of all existing above- and below-grade structures, appurtenances, and utilities shall be the responsibility of the proposer.

Utility and other easements and restrictions may exist on the site. Proposer is responsible for investigating use and status of easements.

Site 3

433 South Vermont Avenue

An approximately 21,700 square foot site with four story office building housing DPR offices with at-grade parking at rear and north of site.

The County desires the highest economic benefit from this property and will entertain proposals based on multiple viable occupancies and ownership/lease arrangements. Housing for the elderly with commercial space at grade should be considered for this site. See Appendix A – Keyser Marston Associates Memorandum, February 6, 2014 for market analysis.

City of Los Angeles zoning for this site is C2.1 – Community Commercial. For commercial buildings there are no height limitations and yard requirements. For residential projects, side and rear yard requirements and limitations on number of units based on lot area exist. Zoning permits one unit per 400 square feet of lot area with up to 35% density bonus for inclusion of low-income housing. Additional density may be available through a variance or change in zoning.

A typical residential development will have parking below grade to maximize beneficial use of the ground level.

To the immediate west of site are the Brynmoor Apartments with historic lighted neon sign on roof. Building mass, scale, and height shall not impact visibility of sign, particularly from Vermont Avenue.

An office building will be a High Performance Building, designed to integrate and optimize all major high-performance building attributes, including energy efficiency, durability, life-cycle performance, and occupant productivity utilizing "state of the art" high performance mechanical systems, electrical systems, and vertical transportation systems.

Sustainable design technologies, including water reclamation, recycling, photovoltaic cells, light tubes, green roofs, energy efficient lighting and provisions for alternative fuel vehicles as necessary to achieve LEED Silver and Energy Star certifications, meet City of Los Angeles Green Code requirements, and County of Los Angeles Energy and Environmental Policy requirements shall be implemented. Apartments shall also achieve LEED For Homes certification.

For commercial development the proposer shall incorporate ‘Savings By Design’ program recommendations, as administered by Los Angeles Department of Water and Power and Southern California Gas.

A service area shall be provided for commercial development. Waste disposal and recycling should be accommodated in this area.

Building massing and exteriors shall be of appropriate scale to approximate adjoining residential projects. Street level retail space shall be designed for maximum visibility. Exterior enclosures should be designed to minimize solar heat gain and enhance opportunities for natural ventilation. Building exteriors shall be easily maintained. Highly reflective exterior materials should not be used.

Acoustical privacy is essential for office efficiency and beneficial residential occupancy. The interior noise environment attributable to exterior sources should not exceed Leq-1Hr of 50 dBA in occupied areas.

Keyser Marston Associates Memorandum estimates the maximum development to be 54 units plus 2,500 square foot ground floor retail space. Proposer is responsible for determining maximum potential of each site with respective government agencies.

Parking for apartment buildings shall be as required by County or City ordinance.

Landscaping, hardscape, site lighting concepts, and materials shall be durable, long-lasting, low-maintenance, and suitable for public and private areas. Proposer shall coordinate removal and replacement of sidewalks and street trees with City of Los Angeles. Contiguous streetscapes fronting sites on 6th Street and South Vermont Avenue shall be of similar design, character, and palette.

Site and general building security consisting of well-lighted building entrances, open and parking areas shall be provided.

The existence of hazardous materials such as asbestos, lead-based paints, PCBs, etc. have not been identified. The Proposer is responsible for all field investigations, testing, identification, and removal of hazardous materials.

The Proposer will be responsible for all required utility infrastructure including electricity, water, gas, sanitary sewer, and storm water sewer services. Additionally, access to telephone and cable service shall be provided.

Demolition of all existing above- and below-grade structures, appurtenances, and utilities shall be the responsibility of the proposer.

Utility and other easements and restrictions may exist on the site. Proposer is responsible for investigating use and status of easements.

IV. PROJECT CONSTRAINTS & CONSIDERATIONS

Where County ownership is maintained, the California Building Code as administered by the County of Los Angeles will govern new construction. Should properties be purchased, adherence to Codes of the City of Los Angeles is required.

The City of Los Angeles Department of Transportation identifies South Vermont Avenue as a 100 foot wide Class II Major Highway and 6th Street as an 80 foot wide Secondary Highway. Both streets require dedication of frontage to the City for right-of-way enlargement. A City standard ten foot cut corner is required at the corner of 6th Street and South Vermont Avenue.

The project is located in City of Los Angeles Council Districts 10 (Herb Wesson) and 13 (Mitch O'Farrell). District 10 is to the west of South Vermont Avenue and south of West 6th Street. District 13 is to the north West 6th Street and east of South Vermont Avenue. More intensive development along South Vermont Avenue and affordable housing for the area was encouraged.

The Wilshire Center Business Improvement Center indicated support for the project and identified affordable housing as a pressing need.

The Urban Land Institute – Los Angeles, 2013 Transit Corridors Report made specific recommendations to make the Vermont Corridor between Vermont/Wilshire and Vermont/Beverly stations more appealing to pedestrians. Recommendations include creation of a continuous street wall with pedestrian scaled ground floors, multiple building entrances, and many windows.

A Los Angeles METRO system subway tunnel is located beneath 6th Street and South Vermont Avenue. METRO indicates that the tunnel and other related underground construction is not within the sites and tunnels are, generally, located between street curbs. As-built drawings can be made available to the selected proposer upon application to METRO.

Bus Rapid Transit (BRT) service on South Vermont Avenue is being studied by Los Angeles METRO.

An Environmental Impact Report (EIR) is being prepared for this project. See Appendix G for preliminary report of initial results.

V. PROGRAMMING

This report provides a space needs assessment and plan for DMH departments that manage public services. The purpose of this report is to provide the DMH with a strategic planning assessment to help guide decisions related to administrative office, support space and storage space needs for the departments listed below:

- **Adult System of Care**
- **Office of the Chief Deputy Director**
- **Program Support**
- **Transition Age Youth System of Care**
- **Public Information Office**
- **Financial Service**
- **Human Resources**
- **Chief Information Office**
- **Children's System of Care**
- **Emergency Outreach**
- **Health Care Reform Operations**
- **Administrative Support**
- **Director- Mental Health Commission**
- **Office of Medical**
- **Managed Care**
- **Pharmacy Services**
- **Office of the Public Guardian**
- **Older Adult System of Care**
- **Compliance**
- **Administrative Services**
- **Specialized Children & Youth Services**
- **Adult Justice**
- **Housing**
- **Employment & Education**

The process for this space needs study involved a joint effort with the DMH and each of the bureaus included in this analysis. At the outset, questionnaires were submitted to each bureau to determine personnel growth projections, space allocations per job title, department support areas, on-site storage and filling needs, adjacency requirements, parking requirements.

While the questionnaires were being completed, available drawings of existing conditions provided by DMH were reviewed. This process was followed by visits to each location and tours of each building floor to familiarize with current conditions and assess the adequacy of the currently occupied space and gather a general overview of open space verses enclosed space.

As part of the Programming Phase, DMH provided the team with the "Department of Mental Health Headquarters Consolidation Project Program Questionnaire". This questionnaire captured programming information provided by each individual bureau in 2014. This 2014 programming document along with the current programming document will be the basis by which DMH future planning/space needs will be assessed and confirmed for years 2015, 2016, 2017 and 2018.

VI. BUREAU OFFICE SPACE STANDARDS

The Countywide Strategic Plan directs us to create a positive work environment incorporating County's office standards, while effectively managing our resources. These space standards are intended to be used Countywide, and to be applied uniformly. Application of these standards includes;

- An average of 200 square feet per person is to be considered a rule of thumb in space planning;
- Staff office and cubicle sizes to follow countywide standards;
- These standards generally assume that the majority of files will be kept outside the offices and cubicles;
- Offices for section heads and managers will be located away from exterior, so that natural light is available to the greatest number of staff;
- Conference rooms, except those for department heads, will be considered shared space, and located so as to be accessible to the greatest number of users;
- Space for supply storage shall be kept to a minimum, consistent with the County's "just-in-time" purchasing policy;
- Buildings without employee cafeterias will include staff lunchrooms (unless only a small group of County staff are in the building, or it is a very small stand-alone facility). Coffee alcoves will located conveniently for staff use throughout a facility;
- Parking will be provided at a rate of 80 percent of budgeted staffing for the facility, less if there is a significant number of field staff.

These guidelines are intended to maximize efficient utilization of space as well as create office environments that will promote employee morale and improved operations.

VII. SPACE NEEDS ASSUMPTIONS

The square footage projections for this report were determined based upon DMH Space standards. The usable area for each department includes space required for personnel and their support areas such as filling, conference rooms, break rooms, storage areas, etc. with an added circulation factor. These figures represent the "tenant improvement" areas.

These areas include useable space plus a percentage for building burden elements such as restrooms, building lobbies, corridors for bureau separation, electrical rooms, mechanical rooms, service closets etc. Acceptable lease efficiency is 85% useable (BOMA standards).

VIII. WORK AREA STANDARDS

DMH Office Standards were reviewed in detail, these standards include:

- Bureau Designation;
- Number of staff per bureau;
- Square footage per staff position;
- Type of workspace (office vs cubicle);
- Conference Rooms (seating for 100, 50, 25, 15 & 10);
- Director Conference Room;
- Grounds Maintenance/Warehouse;
- Disaster Operations Center (large conference room can used for this purpose);
- File/Storage Rooms;
- Reprographic Rooms;
- Computer Training Rooms;
- Public Waiting Areas/Security;
- Server Room;
- Staff/Break Room;
- Mail Room;
- Computer Storage/Staging Area;
- Pharmacy Warehouse;
- Vault Area/Public Guardian;
- Mail Room/Public Guardian;
- Deputy Directors Conference Room;
- Coffee Alcoves;
- Photocopier Rooms- Large;
- Supply Rooms;
- Multi-Purpose Rooms;
- Interview Rooms;

IX. PROPOSED SOLUTIONS

Blocking/Stacking scenarios were studies based on DMH's operational preference and to promote departmental efficiency, taking into account preliminary building floor plate studies (please refer to attached blocking/stacking diagrams) and massing diagrams.

Each floor plate represent proposed bureau location, color coded for easy reference. Each bureau "block" is a representation of square footage gathered during the programming analysis phase. These floor plate diagrams represent the preferred departmental horizontal and vertical adjacencies. Included in these preliminary floor plate diagrams are base building elements such as; base building restrooms, stairwells, passenger and service elevators, mechanical/electrical closets, distribution shafts, tenant corridors, etc.