



MEMORANDUM
OFFICE OF THE
PLACER COUNTY CLERK – RECORDER –
REGISTRAR OF VOTERS

TO: Honorable Board of Supervisors
FROM: Jim McCauley, Clerk-Recorder-Registrar of Voters
DATE: March 10, 2015
SUBJECT: Building Selection for Clerk-Recorder-Registrar of Voters Satellite Warehouse and Training Facility

Action Requested

Staff recommends that your Board authorize the initiation of a building selection process for a Clerk-Recorder-Elections Satellite Warehouse and Training Facility and approve Exhibit "A," for Building Solicitation – Clerk-Recorder-Elections Satellite Warehouse and Training Facility.

Background

The County Clerk-Recorder-Elections Office requires a new satellite warehouse and training facility for secure and climate-controlled storage of recording and elections equipment and documents. Recorder records include maps and historical records. The Clerk-Recorder-Registrar of Voters currently houses equipment in Buildings 211A, 211B and 212B on the DeWitt campus in Auburn. The Auburn facility is becoming inadequate due to its condition and size. The current annual cost for the warehouse and offsite storage and training is approximately \$25,000.

Over the summer of 2014, the Clerk-Recorder-Registrar of Voters considered and rejected properties at the following locations for various cost and usability reasons.

- 3755 Atherton Rd. Rocklin, CA - (55,000 sq. ft.).
- 13395 New Airport Rd. Auburn, CA – (64,000 sq. ft.).
- 375 Nevada St. Auburn, CA – (13,296 sq. ft.).
- 11960 & 11930 Heritage Oaks Auburn, CA - (50,000 sq. ft. combined).
- 2301 Lindbergh St. Auburn, CA – (52, 270 sq. ft.).
- 12789 Earhart Ave. Auburn, CA - (66,150 sq. ft.).
- 12840 Bill Clark Way Auburn, CA – (80,000 sq. ft.).
- 7501 Galilee Rd. Roseville, CA – (39,775 sq. ft.).

After evaluating the properties and not finding any suitable options, the Clerk-Recorder-Registrar of Voters determined a real estate solicitation was the best option to pursue. The acquisition of a new facility would provide adequate area for much needed expansion close to the DeWitt Campus.

The Clerk-Recorder-Elections Satellite Storage and Training Facility does not fit the DeWitt Center Master Plan in that its overall purpose is mainly for storage and not for services to the public or other uses identified in the Master Plan. Its function is to provide a warehouse that can accommodate semi-trailer trucks for delivery of election supplies and a climate-controlled facility for storage of sensitive Recorder documents.

A preliminary assessment of the storage needs was conducted and a facility of 35,000-40,000 square feet would be ideal to satisfy the present need and allows for future growth.

PROPOSED BUILDING SELECTION PROCESS

The proposed building selection process is structured to qualify a broad range of candidate buildings to permit the most flexibility. The Clerk-Recorder-Registrar of Voters recommends that the County consider pre-existing buildings, new buildings or plans for new buildings. The solicitation includes building selection criteria which defines the required attributes most favorable to the County's purpose. The questionnaire included in the solicitation is intended to provide the framework of information necessary to evaluate and rank the submissions. Critical to the selection process will be the concurrence of respondent-owners to enter into an agreement with the County to hold their property as available until the County can complete its due diligence and other review responsibilities and is prepared to complete the building acquisition.

ENVIRONMENTAL CLEARANCE

The solicitation action does not result in any environmental impacts and is not subject to environmental review pursuant to CEQA Guidelines Section 15306 (Information Collection). If a suitable site can be identified and acquisition is pursued, an environmental review will be conducted examining the impacts resulting from the County's acquisition and development of the property to accommodate government facilities.

TIMELINE

The solicitation will end **30** days after it opens, after which an Evaluation Committee that includes the Clerk-Recorder-Registrar of Voters will evaluate the proposals and prepare to return to your Board in the summer of 2015.

FISCAL IMPACT

After bids are received and a more concrete cost is identified, this item will be considered as part of the budget process. Further details on a proposed funding plan will be provided to your Board upon presentation of a proposed finance plan for the acquisition property. The Clerk-Recorder-Registrar of Voters anticipates that 100% of the funds will initially come from specified Recorders' Trust Funds. Of that, a significant percentage of the funding would be considered a loan from the trust funds and would require the County to reimburse the trust funds over a 3-year period.

Attachment: EXHIBIT A BUILDING SOLICITATION

JIM McCAULEY
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS
RYAN RONCO
ASSISTANT RECORDER-REGISTRAR
LISA CRAMER
ASSISTANT COUNTY CLERK



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FINANCE ADMINISTRATION BUILDING
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PHONE: 530-886-5690
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PLACER COUNTY CLERK-RECORDER-ELECTIONS

EXHIBIT A

Clerk-Recorder-Elections Satellite Warehouse and Training Facility Building Solicitation

March 10, 2015

Introduction

The Clerk-Recorder-Registrar of Voters of Placer County requires a Clerk-Recorder-Elections Satellite Warehouse and Training Facility in the general area of Auburn, CA. This facility is proposed to accommodate the storage needs of the Clerk-Recorder-Elections Office and to provide space for Election Officer trainings. The Clerk-Recorder-Registrar of Voters must first identify and select a suitable building or property that can support the needs of this project. This Building Solicitation ("Solicitation") will be open for 30 days and is directed to property owners who are interested in having the County and the Clerk-Recorder-Registrar of Voters consider their properties for acquisition.

Project Background

The Clerk-Recorder-Registrar of Voters office requires a new warehouse facility ("New Facility") for secure and climate-controlled storage of recording and elections equipment and documents. Recorder records include microfilm/microfiche, maps, and historical records. The Elections equipment and documents include all voting machine equipment and historical ballots. Ballots must be kept for twenty-two (22) months for a federal election, and six (6) months for a statewide or local election. Storage of ballots begins after the Canvass (counting and screening ballots) which is thirty (30) days from the close of Election Day. The Auburn facility is becoming inadequate due to its condition and size. The current annual cost for the warehouse and offsite training and storage is approximately \$25,000.

The New Facility should be located in Placer County within a ten (10) mile radius of DeWitt Center. The New Facility should have office and training space, a small kitchen and break room and Americans with Disabilities Act (ADA) approved restrooms that can serve approximately 200 individuals per day during our peak seasons (the three-week period before each Election). Our existing facilities in Auburn at the DeWitt Center would continue to be utilized. The New Facility can be a pre-existing building, a building currently under construction, or a proposed building to be built consistent with the terms of this Solicitation.

The New Facility will be open for use to other County departments and any governmental or non-profit entity that may have a need. Placer County departments could also utilize the climate controlled space for their offsite storage needs.

BUILDING SELECTION: In evaluating warehouse needs, the County and the Clerk-Recorder-Registrar of Voters has developed the following list of Building Attributes. These Building Attributes have been determined to be the characteristics that are critical to the needs of the Clerk-Recorder-Elections' intended purposes. Consideration will be given to all pre-existing buildings, new buildings or plans for new buildings that demonstrate they embody these features.

Building Attributes

Size:

- 35,000 – 40,000 sq. ft. warehouse facility required.
- The minimum desired coverage area for the building footprint and parking up to two acres. It is estimated that a total of at least .5 acres will be required to support other site improvements such as storm water detention and landscaping. The Clerk-Recorder-Registrar of Voters will consider a combination of sites/properties that could be aggregated to meet the minimum coverage and site areas.

Building Specifications Required for the Clerk-Recorder Documents and Equipment Storage and the Elections Documents and Equipment Storage and Training Space:

- A concrete tilt up warehouse building is preferred.
- A parking capacity of up to 65 car spaces for peak time usage is required.
- Must be able to accommodate semi-trailer truck deliveries with a roll up door and dock leveler.
- 20' – 25' ceiling height to accommodate 18' steel racks for storage and stacking of equipment.
- Required lighting should provide for power saving such as solar paneled LED lighting.
- Automatic fire sprinkler system required with special chemicals and equipment as required by the *International Standard Second Edition* (a copy of this can be obtained from the Clerk-Recorder's office), and according to the *Electronic Code of Federal Regulations Part 1234 – Facility Standards for Records Storage Facilities* (a copy of these specifications can also be obtained at www.ecfr.gov.)
- A maximum of 12,000 sq. ft. of storage that is climate-controlled.
- Approximately 3,000 square feet for training and office space with a built in kitchen/break

room that is connected to the training space is required. The training space must be a separate, climate-controlled enclosed room that can accommodate up to 200 people.

- Security cameras and alarms or infrastructure to install them is required.
- Industrial steel shelving is required for storage of elections equipment and supplies, including but not limited to all voting machinery, paper ballots and ballot counting machinery. Additional information will be provided in a supplemental document during the solicitation period.

Access:

- Easy access to Interstate 80 and Highway 49.
- The building search area shall be in Placer County within a ten (10) mile radius of DeWitt Center and the existing Clerk-Recorder-Elections Office.

Development Capability:

- A site with limited grading or special soil preparation is preferred.
- A site with limited environmental constraints is preferred.

Compatible Land Uses:

- Separation by distance or significant natural or existing man-made barriers from residential or other incompatible land uses is essential.
- Compliance with applicable land use designations or those of other regulatory agencies is required.
- Compliance with airport zoning codes is required.
- Proximate location to other public, industrial or commercial uses is preferred.

Fiscal Consideration:

- Ability to secure the building at the least cost is desirable.

Process:

An Evaluation Committee selected by the Clerk-Recorder-Registrar of Voters, after consultation with the County Executive Officer and County Counsel, will review all information provided by the owner(s) or his/her/their representative(s) as a screening process and a means to select the property or properties that possess the Building Attributes described for this project. In order to be considered, the owner(s) or representative(s) must provide acreage, property location, assessor parcel number(s) and an asking price as stated in Section 1 of Attachment B, "Property Submittal Form." Either Section 2(a) or Section 2(b) of Attachment B will also need to

be completed in order for a proposal to be considered.

To assist the evaluation process, the owner(s) or representative(s) must also respond to the questions in Attachment C, "Property Questionnaire." Additional information may be submitted for consideration. By pre-arrangement with the owner(s) or representative(s), the Clerk-Recorder-Registrar of Voters may request a tour of the property.

In the event the Evaluation Committee determines that more than one property (or aggregation of properties) meets the selection criteria, the Clerk-Recorder-Registrar of Voters may take such actions as it deems necessary to accumulate additional information upon which to base the selection of a single property (or aggregation of properties). Such actions may include, but are not limited to, requesting additional information from the property owner(s) or representative(s), conducting additional site visits and/or the performance of additional investigations by the owner(s), the owner's representative(s), or the Clerk-Recorder-Registrar of Voters at the County's expense.

The property owner(s) of the selected site must be willing to enter into a Purchase Option to allow the County to perform the necessary and appropriate environmental review and for the County or the property owner, as determined by the County, to pursue any land use entitlements required by any government or other agency having jurisdiction over the preferred property. The reserves the right to select a property for potential acquisition that will best support the anticipated development of the Clerk-Recorder-Elections Satellite Warehouse and Training Facility. The County will not pay a brokerage fee and/or commission at any stage of any transaction(s) contemplated by this solicitation. The County also reserves the right to reject any or all submittals. This Solicitation in no way guarantees or represents that the County will purchase the property or otherwise enter into any transaction(s).

ACTIONS:

The following is a list of actions anticipated to occur during the building acquisition phase of the project. Those tasks following the Final Building Selection are dependent upon the identification of a suitable building, and may be modified as determined by the County.

- Release Building Solicitation
- Close Solicitation
- Short List Preferred Site(s)
- Additional Analysis (if necessary)

- Final Building Selection
- Board of Supervisors Approval to Negotiate
- Option/Purchase Negotiation
- Environmental Review and Entitlements
- Board of Supervisors Approval to Purchase
- Property Transfer to County

PROPOSAL SUBMITTAL:

- A. The Property Submittal Form (Attachment B) must be completed and included with the proposal.
- B. Information requested in the Property Questionnaire (Attachment C) should be addressed to the greatest extent possible. If the information requested is unknown, indicate so. Additional information may be submitted by the proponent and may be considered by the Evaluation Committee.
- C. All submittals, whether selected or rejected, shall become property of Placer County once received by the Clerk-Recorder-Registrar of Voters. Upon receipt by the Clerk-Recorder-Registrar of Voters, all submittals will become public records and therefore subject to disclosure under the Public Records Act, California Government Code section 6250 et seq.
- D. The cost of preparation of submittals shall be borne by the property owner(s) or his/her/their representative(s).
- E. Submittals must be signed by the property owner(s) of record or the legally authorized representative(s) of the property owner(s) of record. If the property owner(s) elect to use an authorized representative(s), an Owner's Authorization Statement, signed by the property owner(s) of record, must accompany the submittal. The County will only consider submittals made by the owner(s) of record or their authorized representative(s). Any submittal received without an owner(s)' signature(s) or a completed Owner's Authorization will be rejected.
- F. Five (5) copies of the Property Submittal Form, Property Questionnaire and any additional information shall be provided in a sealed envelope delivered to the Placer County Clerk-Recorder-Elections Office located at 2954 Richardson Drive, Auburn, CA 95603. The envelope must be clearly marked on the outside "Clerk-Recorder-Elections Satellite Warehouse and Training Facility."
- G. All questions should be directed to Ryan Ronco or Lisa Cramer at 530-886-5690, at the

address above or by FAX to 530-886-5683.

H. The Clerk-Recorder-Registrar of Voters will not be responsible for submittals to a person/location other than herein.

I. Submittals **MUST BE RECEIVED BY April 9, 2015**.

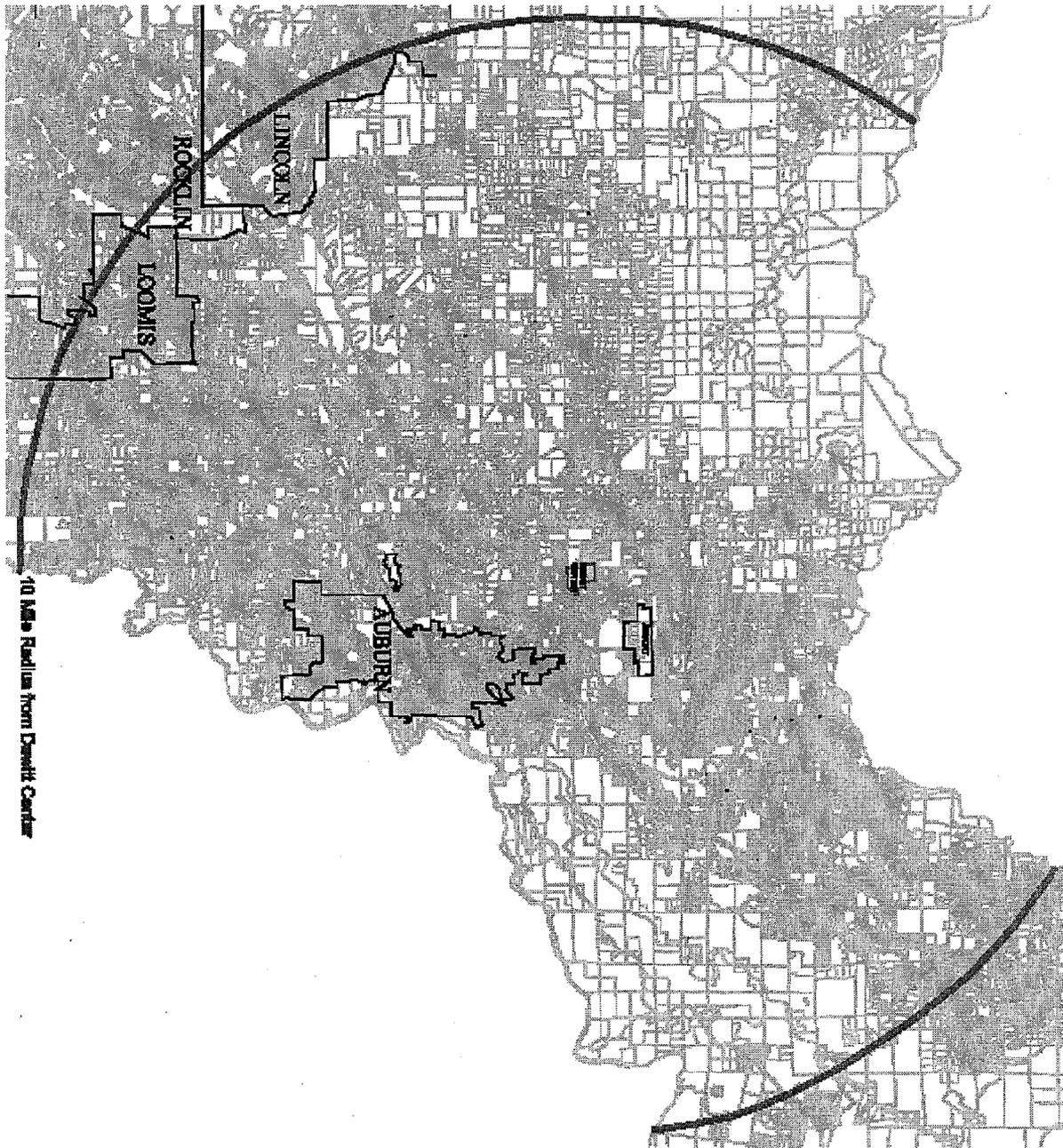
LIST OF ATTACHMENTS:

Attachment A: Site Search Area Map

Attachment B: Property Submittal Form

Attachment C: Property Questionnaire

ATTACHMENT A
(10-Mile Radius Map)



PROPERTY SUBMITTAL FORM

1. Property Information:

Property Name (If any): _____

Property Address (required): _____

Assessor's Parcel Number(s) (required): _____

Size of Property, in acres (required): _____

Asking Price (required): _____

2. Owner(s) or Representative(s) Information:

Either Sections 2(a) or Section 2(b) must be completed in its entirety in order for the proposal to be considered.

a. If proposal is submitted by Property Owner(s) of Record:

Property Owner(s) of Record: _____

Property Owner(s)' signature(s): _____

Print signature name(s) and, if applicable, title(s):

Date(s) executed: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

b. If proposal is submitted by Representative(s) of Property Owner(s) of Record:

Note: To utilize a representative, the Property Owner(s) of Record must sign the Owners' Authorization Statement below.

Owner(s) Representative Name(s): _____

PROPERTY SUBMITTAL FORM, CONTINUED

Company Name, if applicable: _____

Owner(s)' Representative(s)' Signature(s): _____

Print signature name(s) and, if applicable, title(s): _____

Date(s) executed: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

3. Owner's Authorization Statement

As the property owner(s) of record of the property subject to this proposal, each undersigned property owner(s) hereby authorizes the representative(s) listed in Section 2(b), above, to submit this proposal to Placer County and to act on the property owner(s)' behalf regarding the Clerk-Recorder-Elections Satellite Warehouse and Training Facility real property solicitation until such time as this authorization is revoked in writing.

Property Owner(s) of Record: _____

Property Owner(s)' Signature(s): _____

Print signature name(s) and, if applicable, title(s): _____

Date(s) executed: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

PROPERTY QUESTIONNAIRE

This Property Questionnaire is intended to provide the Clerk-Recorder-Registrar of Voters with information that will assist in the selection of a preferred site. The questions listed below correlate to the Site Attributes described in the Solicitation. Please answer each question as thoroughly as possible. Please provide answers on additional typewritten pages and not on this form. Additional documentation, reports and/or supplemental information may be submitted with this Solicitation. If the answer to one of the following questions is unknown, please indicate.

1. LOCATION:

- a. Provide a vicinity map and a copy of the Assessor's Parcel Map with the property highlighted.
- b. Is property within the designated search area?

2. BUILDING REQUIREMENTS AND BUILDING SPECIFICATIONS REQUIRED:

- a. Does the pre-existing building, the newly constructed building or plans for the construction of a new building meet the requirements listed on *page 2* under the *Building Attributes* and the *Building Specifications Required for the Clerk-Recorder Documents and Equipment Storage and the Elections Documents and Equipment Storage and Training Space*?

3. SIZE:

- a. What is the site size? If your submittal contemplates the aggregation of properties in order to achieve the minimum site size, please specify the individual sizes of each property that results in the total site size.
- b. Of the total acres, what area is unencumbered by coverage limitations, setbacks, easements, steep slopes, wetland limitations or other exclusions? Provide any information that validates coverage limitations or exclusions (IPES/Bailey).
- c. Do you own any adjacent or proximate property(ies) that could be aggregated to achieve the minimum site area requirements?
- d. If yes to 3(c), please provide all applicable responses and documentation as requested in this Attachment C.

PROPERTY QUESTIONNAIRE, CONTINUED

4. ACCESS:

- a. What is the distance to each of the following by surface streets: Interstate 80 and Highway 49?
- b. What are the roadways that provide access to the site from each of the following major roadways – Interstate 80, Highway 49?
- c. What is the condition and widths of these existing roadways?
- d. Describe any alternative transportation that is available to the site.
- e. Is public transportation planned to be available in the future? When? By whom?
- f. Describe any other means of transportation that are available to the site.

5. DEVELOPMENT CAPABILITY:

- a. Where is the closest existing sewer line? What is its size?
- b. Where is the closest water line? What is its size?
- c. What is the availability of future sewer or water service?
- d. Is electrical service available?
- e. List the jurisdictions or companies that provide utility or other public services to the site.
- f. What are the existing contours of the site (provide a topographic map if possible)?
- g. Is an aerial photo available? If yes, please provide.
- h. Will significant grading be required?
- i. Are you aware of any unusual soil conditions?
- j. Provide any available environmental documentation (e.g., Phase 1 Environmental Site Assessment, CEQA document) on the site.
- k. What environmental constraints are present?
- l. Is the property subject to a development agreement? If so, please provide a copy.

6. COMPATIBLE LAND USES:

- a. What is the current zoning and general plan designation?
- b. What are the existing surrounding land uses?
- c. Would development of a Government Facility be allowed on this site?
- d. Would development of a Government Facility require rezoning or general plan amendment?

PROPERTY QUESTIONNAIRE, CONTINUED

- e. Would development of a Government Facility require a Conditional Use Permit?
- f. What is the proximity of this site to public, industrial or commercial uses?
- g. Would selection of this property displace or affect any grazing, timber, etc. use or operation?
- h. Would development of this property affect protected habitat or open space?
- i. Are there deed restrictions that could affect the use of the site?

7. FISCAL CONSIDERATIONS:

- a. Are you willing to option the property(ies) to allow the Clerk-Recorder-Registrar of Voters to prepare the environmental documentation and obtain entitlements? At what cost? For how long?
- b. What is the estimated cost to provide infrastructure (sewer, water, electricity) to the site?
- c. Are there any special Assessments that affect the property?
- d. What fees and reimbursements must be paid to develop the property?
- e. Are there any structures on the site that need to be removed and/or occupants to be relocated?
- f. What was/were the site's previous land use(s)?

8. LEGAL CONSIDERATIONS:

- a. Is the property currently the subject of, or otherwise associated with, any litigation? If yes, please provide case number(s) and court name(s).