

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **APRIL 4, 2006**

From: **JAMES DURFEE / MARY DIETRICH** ⁴⁴⁰

Subject: **SITE SELECTION FOR TAHOE GOVERNMENT CENTER**

ACTION REQUESTED / RECOMMENDATION: Staff recommends that your Board authorize the initiation of a site selection process for a Tahoe Government Center and approve Exhibit "A", Real Estate Solicitation-Tahoe Government Center.

BACKGROUND: Property Management and the Redevelopment Agency have both received several solicitations from land owners in the Tahoe area seeking to sell their property. This recent activity prompted staff to evaluate the potential for developing a government services center to serve the region. The benefits of consolidating similar functions include more efficient delivery of public services, improved convenience to the public and clients, better staff working conditions and more cost effective housing of County departments. In order to investigate the potential opportunity, staff concluded that the preparation of a site solicitation similar to the one used in South Placer would reach the broadest number of property owners and would be the best vehicle to prepare a comparative analysis of acquisition and development costs.

To this end, the first step was to evaluate the best opportunity for program consolidation. County government functions in the Tahoe area can be generally grouped in three distinct categories distinguished by the type of services rendered, the service delivery methods and the clients served. These categories are as follows: 1) General Government and Land Use. These operations are currently located in leased facilities in Tahoe City, Truckee and Carnelian Bay; 2) Justice Services including Sheriff, District Attorney, Probation and Courts who are located on the County-owned site at Burton Creek and in a leased facility in Tahoe Vista; and 3) Health and Human Services' (HHS) community based programs that are located in County owned and leased space in Kings Beach and in leased facility in Carnelian Bay. Planning efforts for justice facilities continue to focus on existing County owned property at Burton Creek. State and Federal program funding generally reimburse lease costs for mandated programs making it fiscally beneficial to house HHS functions in leased facilities. These distinctions and the limited availability of large, suitably zoned parcels in the Tahoe region suggest implementing a segregated planning strategy focused on the General Government and Land Use functions.

Consistent with that analysis, staff conducted a preliminary assessment of the space needs for the County Executive Office, Redevelopment, Public Information, Office of Emergency Services, Community Development Resource Agency (CDRA-Planning, Building and Engineering and Surveying), and the Environmental Health Division. Staff has also assessed the needs of other departments and agencies, including, the Assessor's Office, the Department of Public Works Engineering, the Tahoe Regional Planning Agency and the Air Pollution Control District, whose co-location or proximity to these County departments would enhance the delivery of public services if a large enough site could be found. From this information, staff was able to derive minimum site areas necessary to develop a range of project configurations. The analysis indicates that a minimum of 2.2 acres is necessary to accommodate the minimal project

program. To preserve planning flexibility, smaller properties will be considered if opportunities exist to combine with other candidate sites.

PROPOSED SITE SELECTION PROCESS: The proposed site selection process is constructed to qualify a broad range of candidate properties to permit the most flexibility in site and facility planning. The Solicitation includes site selection criteria which defines the site attributes most favorable to the County's purpose and delineates the search area. 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 proponents to enter into an agreement with the County to hold their lands as available until the County can discharge its due diligence and environmental review responsibilities and is prepared to perfect the site acquisition.

Following your Board's approval of this process and selection criteria, staff will present the Solicitation package to the North Tahoe Regional Advisory Committee (NTRAC) in order to inform the public of this process and the selection criteria. The Solicitation will then be distributed to commercial brokers, property owners, local agencies and other interested parties to enable the broadest distribution to potential proponents. Upon receipt of property proposals, staff will evaluate the candidate properties relative to the site criteria and will work with the appropriate jurisdictional entities to determine the development feasibility of the potential sites. When a set of preferred sites is identified, staff will return to the NTRAC to solicit additional comments on those sites that meet the minimum criteria. After gathering these additional comments, staff will return to your Board with a preferred site recommendation seeking permission to negotiate for acquisition.

ENVIRONMENTAL CLEARANCE: The solicitation action does not result in any environmental impacts and is not subject to environmental review. 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 ends on June 2, 2006, after which staff will evaluate the proposals and prepare to return your Board in Fall 2006.

FISCAL IMPACT: The FY 06/07 Budget will include \$50,000 for advance planning related to the Tahoe Government Center. The actual cost of land acquisition is indeterminate at this time.

JD/MD:DS/LM

ATTACHMENT: EXHIBIT A: REAL ESTATE SOLICITATION-TAHOE GOVERNMENT CENTER

cc: COUNTY EXECUTIVE OFFICE



REAL ESTATE SOLICITATION TAHOE GOVERNMENT CENTER

INTRODUCTION

The County of Placer (the County) is investigating the potential for developing a regional Tahoe Government Center (Center) to serve residents of the Lake Tahoe area. The Center is proposed to accommodate the County's General Government and Land Use functions. These functions include the County Executive Office, Public Information Office, Office of Emergency Services, Redevelopment Agency, Community Development Resource Agency (CDRA-Planning, Building and Engineering and Surveying), and the Environmental Health Division of Health and Human Services (HHS). Should suitable property be identified that is capable of accommodating a facility of sufficient capacity, the County desires to include other departments and agencies whose co-location or proximity to these County departments would enhance the delivery of public services. These other functions include but are not limited to the Assessor's Office, the Department of Public Works Engineering, the Tahoe Regional Planning Agency (TRPA) and the Air Pollution Control District (APCD).

In order to initiate this project, the County must first determine if suitable land is available that can support the development of the project. This Real Estate Solicitation (Solicitation) is directed to property owners who are interested in having the County consider their property for acquisition. The County is seeking a site that meets or exceeds the minimum parcel size and development capability. The County will consider a combination of smaller, contiguous or adjacent, parcels that can be aggregated to achieve the minimum size requirement.

This Solicitation includes the project background, a description of the required site attributes, a property questionnaire and instructions for presenting a submittal to the County.

PROJECT BACKGROUND

Many of the County Departments that are proposed for the Tahoe Government Center are currently located in leased facilities in Tahoe City, Truckee or operate remotely from Auburn. The benefits that can be derived from consolidating similar services include more efficient delivery of public services, improved convenience to the public and clients, better staff working conditions and more cost effective housing of County departments. Recognizing the potential benefits, the County Department of Facility Services is seeking sites on which to develop a government services center that could accommodate multiple County Departments and other key land use agencies, which provide related services or interact regularly in discharging their service functions.

SITE SELECTION

In evaluating its site utilization needs, County staff has developed the following list of Site Attributes. These Site Attributes have been determined by the County, in its sole discretion, to be those characteristics that are critical to the development of a site for the County's intended purposes. Consideration will be given to all sites that demonstrate they embody these features.

SITE ATTRIBUTES

A. Location:

- The site search area shall be within Placer County either in the Tahoe Basin, proximate to Highways 28, 89, 267 or in the Martis Valley. Attachment A illustrates the approximate limits of the selection area.

B. Size:

- The minimum permissible coverage area, for building footprint and parking, is 1.5 acres. It is estimated that a total minimum site area of 2.2 acres will be required to support other site improvements such as snow storage, storm water detention and landscaping. The County will consider a combination of sites/properties that could be aggregated to meet the minimum coverage and site areas. The County will also consider multiple sites proximate to each other suitable to a modular development strategy.

C. Access:

- Convenient year-round access to Interstate 80 is essential.
- Existing or future access to alternative transportation modes (such as public transit, bicycle lanes, pedestrian paths, etc.) is preferred.

D. Development Capability:

- Ability to access supportive infrastructure by 2010/2011 is essential.
- A site with limited grading or special soil preparation is preferred.
- A site with limited environmental constraints is preferred.
- Location in a Redevelopment Area is a positive attribute.

E. 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 City, County, the Tahoe Regional Planning Area (TRPA) land use designations or those of other regulatory agencies is preferred but not essential.
- Proximate location to other public, industrial or commercial uses is preferred.

- Conversion of lands currently used for grazing, timber production, or designated as open space or protected habitat is not acceptable.

F. Fiscal Consideration:

- Willingness to enter into a land option agreement is essential.
- Ability to develop or access infrastructure at the least cost is preferred.
- Ability to secure and develop the site at the least cost is desirable.

PROCESS

The County will review all information provided by the owner or its representative as a screening process and a means to select the property or properties that the County believes possess the Site Attributes described for this project. In order to be considered, the owner or representative 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 in the evaluation process, the owner or representative should also respond to the questions in the Attachment C, "Property Questionnaire." Additional information may be submitted for consideration. By pre-arrangement with the owner or representative, the County may request a tour of the property.

In the event the County determines that more than one property (or aggregation of properties) meets the site selection criteria, the County may, in its sole discretion, 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 or representative, conducting additional site visits and/or the performance of additional investigations by the owner, the owner's representative, or the County at the County's expense.

The property owner 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 pursue any land use entitlements required by any government or other agency having jurisdiction over the preferred property. The County reserves the right to select a property for potential acquisition that, in the sole judgement of the County, will best support the anticipated development of the Tahoe Government Center. 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 Real Property Solicitation in no way guarantees or represents that the County will purchase property or otherwise enter into any transaction(s).

ACTIONS

The following is a list of actions anticipated to occur during the site acquisition phase of the project. Those tasks following the Final Site Selection are dependent upon identification of a suitable site.

- Release Real Estate Solicitation
- Close Solicitation
- Short List Preferred Site(s)
- Additional Analysis (if necessary)
- Final Site 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 "Unknown". Additional information may be submitted by the proponent and may be considered by the County.
- C. All submittals, whether selected or rejected, shall become the property of Placer County once received by the County. Upon receipt by the County, 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 or its representative.
- 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 Department of Facility Services, 11476 C Avenue, Auburn CA 95603, Attn: Laurie Morse by 3:00 p.m. on Friday, June 2, 2006. The envelope must be clearly marked on the outside, "Tahoe Government Center Solicitation".

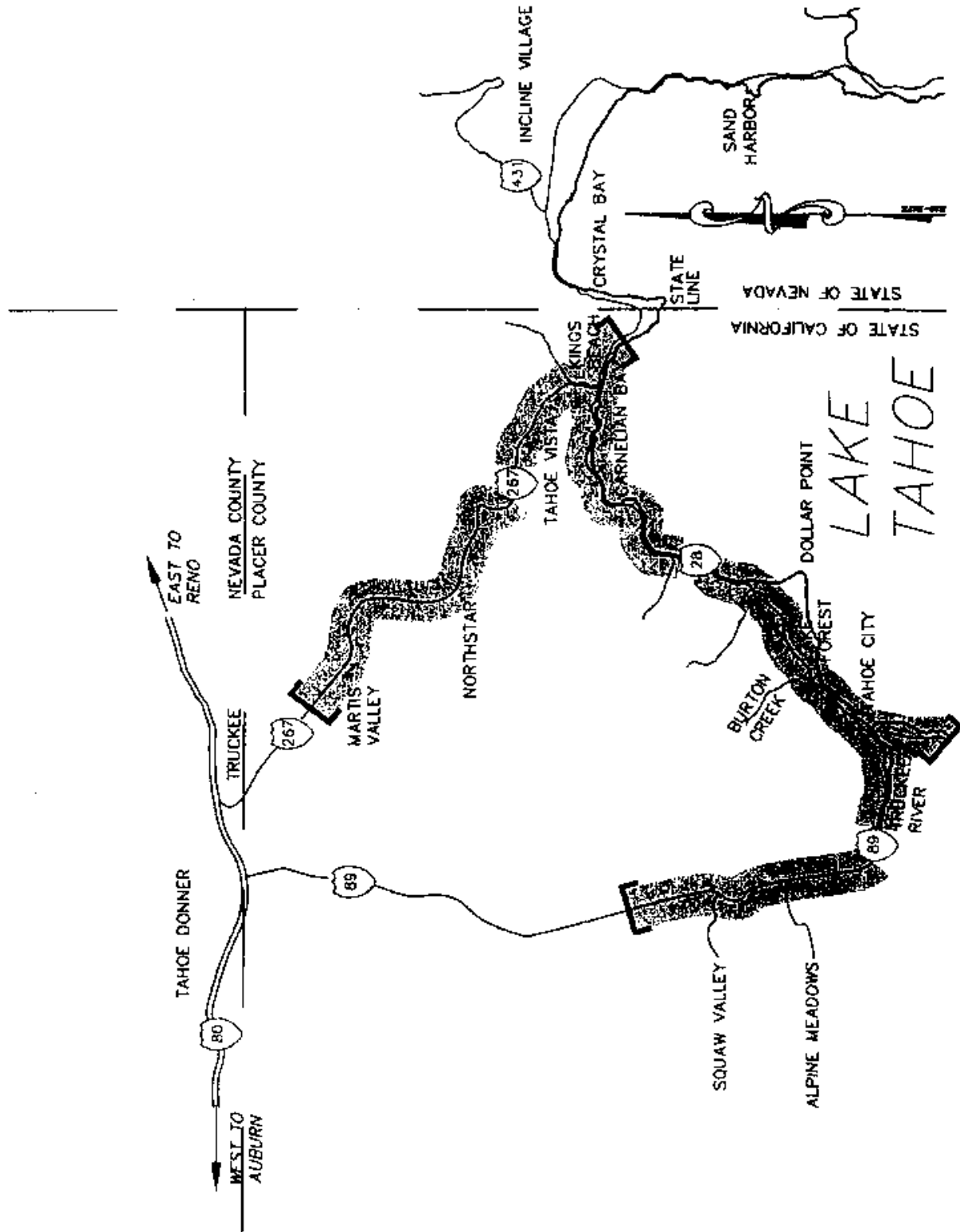
- G. All questions should be directed to Laurie Morse at the above address or by phone or fax at (530) 889-6857 or (530) 886-4964 respectively.
- H. The County will not be responsible for submittals that are delivered to a person/location other than that specified herein.

LIST OF ATTACHMENTS

- Attachment A: Site Search Area
- Attachment B: Property Submittal Form
- Attachment C: Property Questionnaire

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TAHOE GOVERNMENT CENTER SEARCH AREA MAP



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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 or Representative Information

Either Section 2(a) or Section 2(b) must be completed in its entirety in order for a 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: _____

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PROPERTY SUBMITTAL FORM, CONTINUED

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 Owner's Authorization Statement below.

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

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 Tahoe Government Center 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: _____

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PROPERTY QUESTIONNAIRE

This Property Questionnaire is intended to provide the County 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 separate typewritten pages. 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. 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 2(c), please provide all applicable responses and documentation as requested in this Attachment C.

3. ACCESS:

- a. What is the distance to each of the following: Interstate 80, Highways 28, 89 and 267?
- b. What are the roadways that provide access to the site from each of the following major roadways I-80, Highways 28, 89 and 267?
- c. What is the condition and widths of these existing roadways?
- d. What are the ultimate road widths of these roadways?
- e. Describe any alternative transportation that is available to the site.
- f. Is public transportation planned to be available in the future? When? By whom?
- g. Describe any other means of transportation that are available to the site.

4. 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 I Environmental Site Assessment, CEQA document) on the site.
- k. What environmental constraints are present?
- l. How usable is the site?
- m. Is the property subject to a development agreement? If so, please provide a copy.
- n. Is the property located in a Redevelopment Area?

5. 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 Center be allowed on this site?
- d. Would development of a Government Center require a rezoning or general plan amendment?
- e. Would development of a Government Center 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 effect any grazing, timber, etc. use or operation?
- h. Would development of this property effect protected habitat or open space?
- i. Are there deed restrictions that could effect the use of the site?

6. FISCAL CONSIDERATIONS:

- a. Are you willing to option the property(ies) to allow the County to prepare 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 needs to be removed and/or occupants to be relocated?
- f. What were the site's previous land use(s)?

7. 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).

