



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: January 26, 2016
SUBJECT: Request for Authorization to Commence Negotiations for Clerk-Recorder-Elections Satellite Warehouse and Training Facility

Action Requested

Authorize the Clerk-Recorder-Registrar of Voters to commence negotiations with Locksley Lane, LLC, a California Limited Liability Company on their submitted proposal received for the Clerk-Recorder-Elections Satellite Warehouse and Training Facility Solicitation.

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. The current approximate 13,000 sq. ft. facility located on the DeWitt Campus is becoming inadequate due to its deteriorating condition and size. 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.

On March 10, 2015, your Board authorized the Clerk-Recorder-Registrar of Voters to open a solicitation for a Clerk-Recorder-Elections Satellite Warehouse and Training Facility. On April 20, 2015 the solicitation period closed and two proposals were received, the Locksley Lane Proposal and the Rocklin Proposal. The Rocklin Proposal was deemed nonresponsive by the Clerk-Recorder-Registrar of Voters because it was outside of the ten (10) mile radius of the Dewitt Center, leaving the Locksley Lane proposal the only responsive proposal received.

Locksley Lane, LLC is the owner of an option to acquire said property on Locksley Lane. Locksley Lane, LLC informed the Clerk-Recorder-Registrar of Voters that this option expires March 31, 2016. Locksley Lane, LLC also informed the Clerk-Recorder-Registrar of Voters that they are prepared to exercise their option and acquire fee title to the property simultaneously with the execution of an agreement with the County for the County's acquisition of the property upon completion of the project.

An Evaluation Committee was formed to review the proposal for a 2.5 acre parcel of land and a newly constructed 40,800 square foot concrete tilt up building with approximately 21,700 sq. ft. of storage space, 12,000 square feet of climate controlled storage space, 3,000 square feet of office space and a meeting room to accommodate 200 people. Located at 12335 Locksley Lane, Auburn, CA, it is approximately 1.5 miles from the Dewitt Center. Exhibit A provides more details about the specifics of the proposed project. The Locksley Lane proposal came in at \$5,620,000, which is approximately \$137 per square foot.

When the Evaluation Committee convened they were made aware of the nonresponsive proposal received. The Committee had meetings on July 9, 14 and 16, 2015. On July 14, 2015 the Locksley Lane proposer was interviewed by the Evaluation Committee. The Evaluation Committee scores averaged 77 out of 100. Based on these scores and the Evaluation Committee's review, the Clerk-Recorder-Registrar of Voters recommended moving forward with the Locksley Lane proposal.

A request was made to your Board for authorization to commence negotiations for a Clerk-Recorder-Elections Satellite Warehouse and Training Facility on September 1, 2015. At that meeting, your Board requested the Clerk-Recorder-Registrar of Voters to conduct further research regarding the specific needs of the Clerk-Recorder-Elections Office and whether a suitable warehouse location could be explored at the DeWitt Center.

With the assistance of the Placer County Department of Public Works and Facilities, it was determined that a facility of approximately 25,000 square feet would be sufficient for the Clerk-Recorder-Registrar of Voters' storage and training needs. Further, it was determined that a suitable warehouse location at the DeWitt Center is not viable at the present time. The Director of Public Works and Facilities reviewed the original proposal from Locksley Lane, LLC and determined that the price per square foot was commercially reasonable. However, with a reduction of the facility's size from that found in the proposal, staff anticipates the price per square foot will increase. The Clerk-Recorder-Registrar of Voters has asked the Director of

Public Works and Facilities to be available at your Board meeting to review cost and building specifics.

With your approval, the Clerk-Recorder-Registrar of Voters would receive approval to negotiate with Locksley Lane, LLC to obtain a definitive cost and design proposal from the LLC for consideration by your Board. Exhibit A provides the goals and objectives of the requested negotiations.

Environmental Clearance

This action is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the CEQA Section 15061 (b)(3) which exempts activities that have no potential to cause significant environmental impact.

Fiscal Impact

There is no fiscal impact anticipated as a result of this action by your Board. However, it is anticipated that the cost during the purchase and construction phase would be paid for with Recorders' Trust Funds. A significant portion of that cost would require the County to reimburse the Recorders' Trust Funds over a multi-year period. A more complete fiscal impact analysis will be presented to your Board upon conclusion of negotiations with Locksley Lane, LLC.

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COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

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PLACER COUNTY CLERK-RECORDER-ELECTIONS

EXHIBIT A

Clerk-Recorder-Elections Satellite Warehouse and Training Facility Building Negotiation Goals and Objectives

January 26, 2016

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 received two proposals from the building solicitation process approved by your Board on March 10, 2015. If authorized to commence negotiations with Locksley Lane, LLC, a California Limited Liability Company, the Clerk-Recorder-Registrar would work towards obtaining a definitive cost and design proposal from the LLC for consideration by the Board of Supervisors based on the newly-determined 25,000 square foot facility needed by the Clerk-Recorder-Elections Office.

Project Background

The Office of the Clerk-Recorder-Registrar of Voters requires a new warehouse 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 voting machine equipment, precinct supplies 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 current Auburn facility in the DeWitt Center is becoming inadequate due to its deteriorating condition and size.

The new facility should be located in Placer County within a ten (10) mile radius of DeWitt Center. The 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 until a new location can be determined.

Negotiation Goals and Objectives

Based upon the newly-determined size of 25,000 square feet for the Clerk-Recorder-Elections Satellite Warehouse and Training Facility, the Clerk-Recorder-Registrar of Voters is requesting authorization to negotiate with the proposer on costs and design of a facility to determine if this is the best option for the Office and the County.

- **Costs**

The Clerk-Recorder-Registrar is requesting authorization to negotiate the cost of the facility, including the land. There are many variables that can change the cost. The primary goal in negotiating the cost is to obtain the most economical, fair price.

- **Design of Facility**

Changes made to the building specifications would result in changes in workflow and costs. The Clerk-Recorder-Registrar would work with Locksley Lane, LLC on a new layout and cost. Determining the best use of the space to meet the needs of the Clerk-Recorder-Elections Office and those of the County is critical to this phase of the project.

